

# LMIS USER GUIDE



FUTURE PERFECT  
SKILLS DEVELOPMENT

## **WSP/ATR Submissions SDF**

**External**

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## 1. Introduction

Integrated Learner Management Information System was developed to help FP&M SETA facilitate the following:

- i. Registration of Skills Development Facilitator on LMIS.
- ii. Submission of Work Skills Plan and Annual Training Reports on LMIS by SDFs on behalf of Entities.
- iii. Approval of WSP and ATR by FP&M SETA on LMIS, for Entities to comply and qualify for Mandatory Grants.
- iv. Skills shortage reporting and facilitation of processes to Provide Grants, which will address this issue.
- v. Planning to address skills shortage by being proactive, this is through an accurate research and reporting.



- vi. Maintaining a relationship between Employer, Learners, SDP and FP&M SETA through the entire Intervention process. Constant communication between all parties to be facilitated via LMIS.
- vii. View single Truth of the information about the learner.
- viii. Reporting on Chambers and its sub-sectors.

This user manual only covers SDF functionality. Below is the URL to access the application:

Application Name	Learner Management Information System
URL	<a href="https://fpmseta.endorseds.co.za/">https://fpmseta.endorseds.co.za/</a>
Recommended Supported	<ul style="list-style-type: none"><li>• Google Chrome</li><li>• Mozilla Firefox</li><li>• Apple Safari</li><li>• Microsoft Edge</li></ul>

## 1 Register an SDF

This section demonstrates and explains how a Skills Development Facilitator (SDF) can gain access to LMIS and start capturing WSP and ATR.

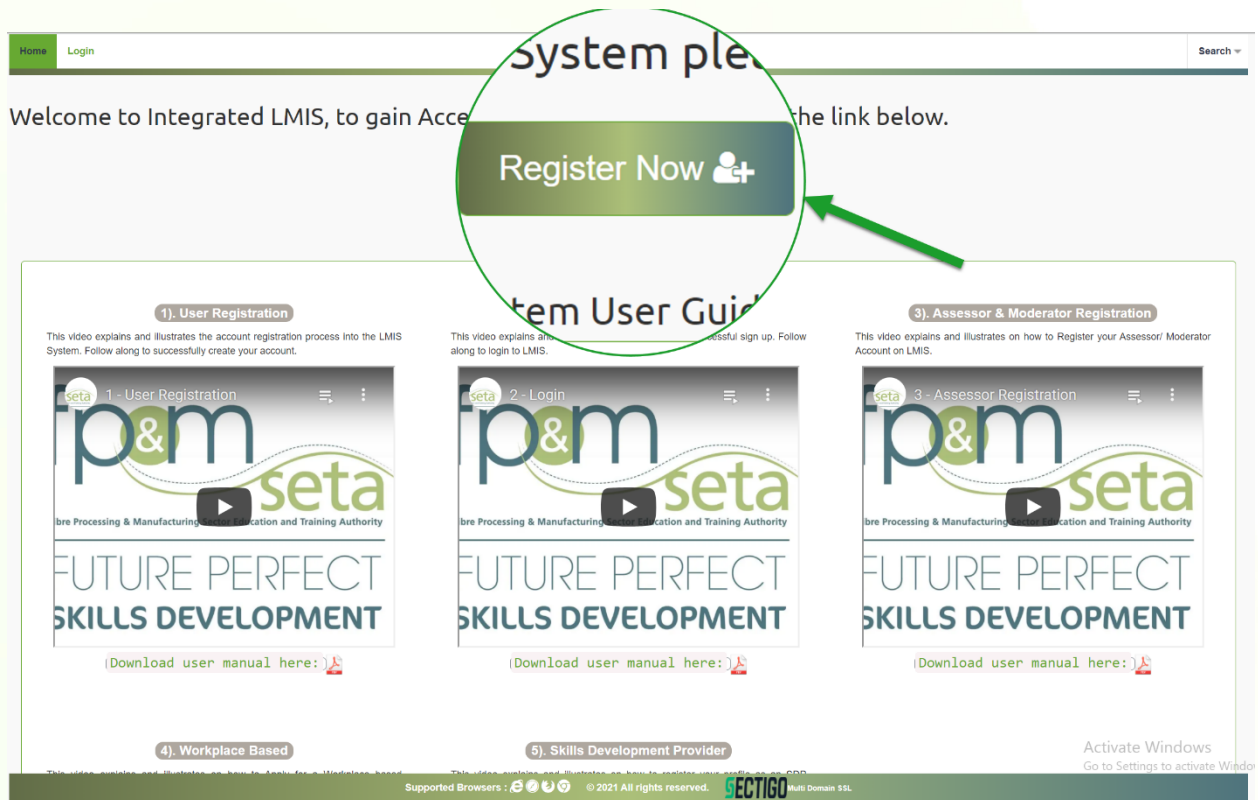
### 1.1 User Registration

A user needs to Register on the system as a SDF before gaining access to the following key features:

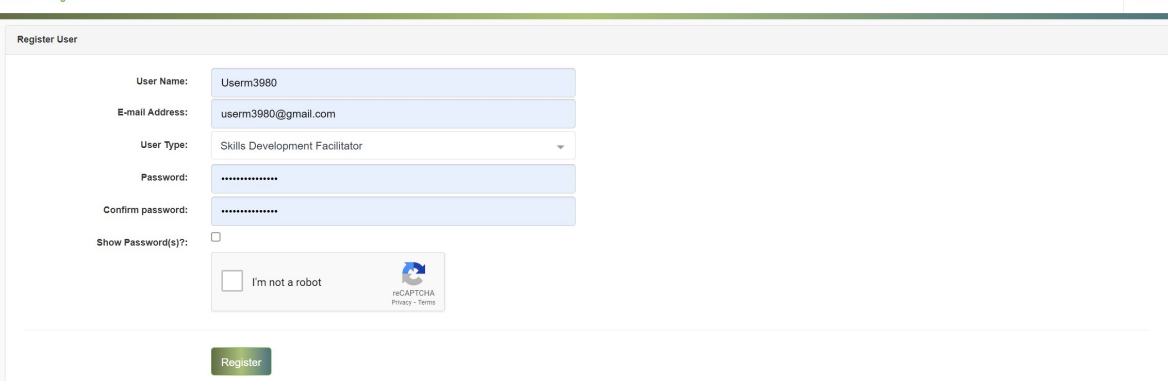
- i. Register a Company on LMIS and supply all key information for WSP and ATR submission.
- ii. Upload Supporting Documentation.
- iii. Capture WSP and ATR in using these methods (Manually, Copy Form Last Year) then submit for Review and Approval.

## 1.2 Register a User

- i. To register on the LMIS System, you click on the “Register Now” button to open the Registration page as below:



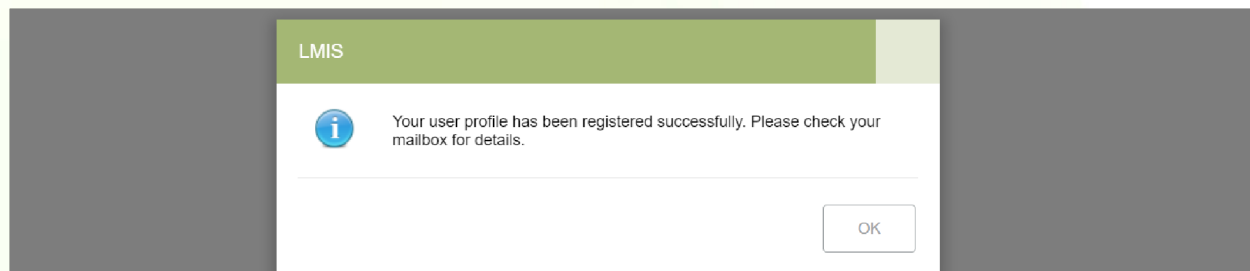
- ii. You must complete your information shown in the screen below to register as a Skills Development Facilitator:



The screenshot shows the 'Register User' form in the LMIS system. The form includes the following fields and elements:


- User Name:** Text input field containing 'Userm3980'.
- E-mail Address:** Text input field containing 'userm3980@gmail.com'.
- User Type:** Dropdown menu with 'Skills Development Facilitator' selected.
- Password:** Text input field with masked characters (dots).
- Confirm password:** Text input field with masked characters (dots).
- Show Password(s)?:** A checkbox that is currently unchecked.
- reCAPTCHA:** A checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo and 'Privacy - Terms' link.
- Register:** A green button at the bottom of the form.

- iii. Once the registration information is successfully captured, a success message with instructions on how to activate the account will appear as below:



### 1.3 User Account Activation

- i. An activation email with an activation link is then sent to the applicant:



**fp&m seta**  
Future Perfect  
Skills Development

**Welcome to FP&M SETA**

**LMIS**  
(Learner Management Information System)

**YOUR ACCOUNT IS SUCCESSFULLY REGISTERED!**

Dear User

Your login details for the LMIS (when logging in using this password we suggest you copy and paste the password to avoid any errors), details for the LMIS and Activation Code to avoid errors.

Your login details are as follows: Login:

Username: **l** . . . . .

Password: **P** . . . . .

Activation Code: **1ff371c209a149cc8661f59717fefd5a**

The LMIS can be accessed by clicking the following link: [Click here to log in](#)

### 1.3.1 User Login

- i. A user will then have to open the Login page of LMIS to successfully activate the account. The SDF continues to enter their login details, the system will automatically populate the “User Type” field based on the Username. The user then clicks on the “Login” button to proceed.

Home Login Search

Welcome to SETA Learner Mai

**Login**

Please enter your username and the password.  
If you are not a registered user yet, please contact the [LMIS administrator](#) for assistance.

**Please provide login details**

User Name: Userm3980  
Password: .....  
User Type: Skills Development Facilitator  
☐ Show Password?  
**Login** **Register**

If you have registered already but forgotten your password. Please [Click here](#)

**Notices**

**ANNOUNCEMENT**

- ii. Once the necessary information has been captured On the Login page, the system navigates to the “Verify Account” (New User Verification) page as below. The user enters (copy and paste) the Verification Code, then clicks on the “Verify” button to proceed.

## Verify Account

Verify Account

User Name:

E-mail Address:

Activation Code:

**Verify**

## SDF Registration Inbox x

FP and M SETA

to me, william.mueze ▾

Tue, Dec 7, 5:25 PM (10 days ago) ☆



### SDF REGISTRATION

Dear Skills Development Facilitator

Your profile has been created successfully.

Kind Regards

The LMIS can be accessed by clicking the following link: [Click here to log in](#)

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FP&M SETA Team  
Information & Communications Technology

## 1.4 SDF Personal Details

- i. Login as an SDF and the system will navigate you to the profile screen, in write mode. Complete the SDF profile as show below:

The screenshot shows the 'SDF Personal Details' form in the LMIS system. The form is divided into two main sections: 'Personal Details' and 'Contact Details'.

**Personal Details:**

- Id Type:** -- select --
- First Name:** [Text Field]
- Middle Name:** [Text Field]
- Last Name:** [Text Field]
- Title:** [Text Field]
- Race:** -- select --
- Home Language:** -- select --
- Citizenship Status:** -- select --
- Disability Status:** -- select --
- National ID:** [Text Field]
- Date Of Birth:** 0001-01-01 [Calendar Icon]
- Nationality:** -- select --
- Gender:** -- select --
- Socioeconomic Status:** -- select --

**Contact Details:**

**Physical Address:**

- House No./Complex Name:** [Text Field]
- Street Name:** [Text Field]
- Suburb:** [Text Field]
- Town/City:** [Text Field]
- Postal Code:** [Text Field]
- Province:** -- select --
- E-mail:** pitikoem@gmail.com
- Tel No.:** [Text Field]

**Postal Address:**

- House No./Complex Name:** [Text Field]
- Street Name:** [Text Field]
- Suburb:** [Text Field]
- Town/City:** [Text Field]
- Postal Code:** [Text Field]
- Province:** -- select --
- Cell No.:** [Text Field]

**Buttons:** Save, Edit

**Footer:** Supported Browsers: [Icons] © 2021 All rights reserved. SECTIGO Multi Domain SSL

- ii. Enter the necessary information on the person profile and click the Save.



Should you attempt to click on “Save” button without filling the form in full, the system will highlight the compulsory information in “Red” as below:

## LMIS User Guide - WSP/ATR Submissions SDF



Administration ▾ Sector Skills Plan ▾ Log Off

Logged on as: Banda.....User Type: Skills Development Facilitator

Enter the details of the sdf. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing sdf record.

**Save**

Id Type: <span>-- select --</span>	National ID: <input type="text"/>
First Name: <input type="text"/>	Middle Name: <input type="text"/>
Title: <input type="text"/>	Last Name: <input type="text"/>
Race: <span>-- select --</span>	Date Of Birth: 0001-01-01
Home Language: <span>-- select --</span>	Nationality: <span>-- select --</span>
Citizenship Status: <span>-- select --</span>	Gender: <span>-- select --</span>
Disability Status: <span>-- select --</span>	Socioeconomic Status: <span>-- select --</span>

**Contact Details**

Physical Address:	Postal Address:
House No./Complex Name: <input type="text"/>	House No./Complex Name: <input type="text"/>
Street Name: <input type="text"/>	Street Name: <input type="text"/>
Suburb: <input type="text"/>	Suburb: <input type="text"/>
Town/City: <input type="text"/>	Town/City: <input type="text"/>
Postal Code: <input type="text"/>	Postal Code: <input type="text"/>

Supported Browsers : © 2021 All rights reserved. **SECTIGO** Multi Domain SSL

Activate Windows  
Go to Settings to activate Windows

- iii. Once all the information has been captured and the SDF clicks on “Save”, LMIS saves the information and proceeds to the next step of SDF Registration as seen below:



## LMIS User Guide - WSP/ATR Submissions SDF



Administration ▾ Sector Skills Plan ▾ Log Off

Record saved successfully. ✕

Skills Development Facilitator Details

**EDIT** REGISTRATIONS WSP SUMMARY

of the sdf. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing sdf record. Click on **Back** to return to the person details screen.

**Edit**

SDF Name : Bonolo Banda SDF Number : SDF019565

Id Number : 9808040363081

Have you been trained in the use of the FP&M Seta sector specific Career Guide?: N

Have you been on any of the FP&M Seta SDF training?: N Most Recent Year : 0

How long have you been in the field of skills development? Years : 0 Months : 0

Have you submitted a WSP to FP&M Seta before?: N Most Recent Year : 0

- iv. Fill in the SDF profile details, which includes how long the person has been in the sector, their recent activity regarding submissions, any training received in SDF work and whether the SDF works under a certain company or in personal capacity along with the Employer Details, as below:

Administration ▾ Sector Skills Plan ▾ Log Off

Skills Development Facilitator Details

**SDF DETAIL** REGISTRATIONS WSP SUMMARY

Enter the details of the sdf. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing sdf record. Click on **Back** to return to the person details screen.

**Save** **Back**

SDF Name : SDF Number : SDF019565

Id Number :

Have you been trained in the use of the FP&M Seta sector specific Career Guide?: ☐

Have you been on any of the FP&M Seta SDF training?: ☐

How long have you been in the field of skills development? Years : 0 Months : 0

Have you submitted a WSP to FP&M Seta before?: ☐

Most Recent Year : 0

Most Recent Year : 0

**SDF EMPLOYER DETAILS**

1 Are you working on behalf of a company of which you are not the owner?: ☐

OR:

2 Are you working in your own person capacity?: ☒

Work Phone No: Company Name: Bafazi Creations Pty Ltd

Contact First Name(s): Bonolo Company Address Line 1: 77

Contact Last Name: Banda Address Line 2: R

Contact Phone No: Address Line 3: 77

Postal Code: 9323

Activate Windows  
Go to Settings to activate Windows

Supported Browsers : © 2021 All rights reserved. S ECTIGO Anti Domain SSL

- v. As soon as the SDF provides complete information as required above, he/she will have to click the “Save” button which will perform an online validation to ensure that all compulsory fields are captured. All information will be saved permanently on the LMIS Database, the green bar will appear with a message stating, ‘Record Saved successfully’, as shown below:

The screenshot displays the 'Skills Development Facilitator Details' page in the LMIS system. At the top, there is a navigation bar with 'Administration' and 'Sector Skills Plan' menus, and a 'Log Off' button. Below this, a green message bar states 'Record saved successfully.' with a close button (X). A green arrow points to this message bar. The main content area is titled 'Skills Development Facilitator Details' and includes tabs for 'SDF DETAIL', 'REGISTRATIONS', and 'WSP SUMMARY'. Below the tabs, there is a text prompt: 'Enter the details of the sdf. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing sdf record. Click on **Back** to return to the person details screen.' Below this prompt are 'Edit' and 'Back' buttons. The form contains the following fields:

<b>SDF Name:</b> Bonolo Banda	<b>SDF Number:</b> SDF018005
<b>Id Number:</b> 9608040363081	
<b>Have you been trained in the use of the FP&amp;M SETA sector specific Career Guide?:</b> N	
<b>Have you been on any of the FP&amp;M SETA SDF training?:</b> N	<b>Most Recent Year:</b> 0
<b>How long have you been in the field of skills development? Years:</b> 0	<b>Months:</b> 0
<b>Have you submitted a WSP to FP&amp;M SETA before?:</b> N	<b>Most Recent Year:</b> 0

## 2 Registrations

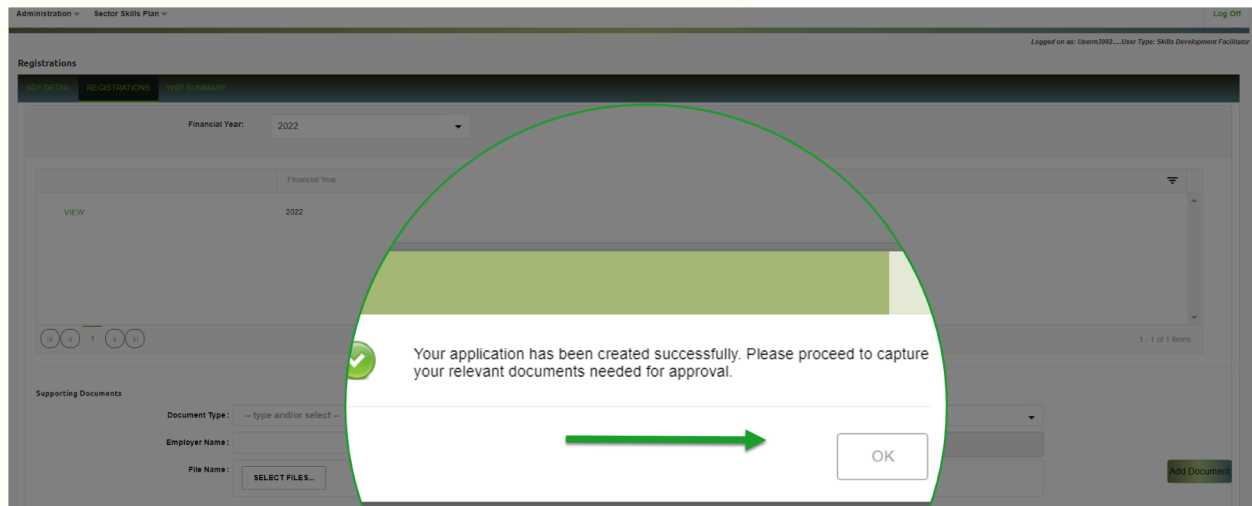
- i. After the SDF has successfully registered, LMIS will navigate to the saved SDF Details. On the SDF Details tab, you will then click on the “Registrations” and apply for approval as below:

## LMIS User Guide - WSP/ATR Submissions SDF

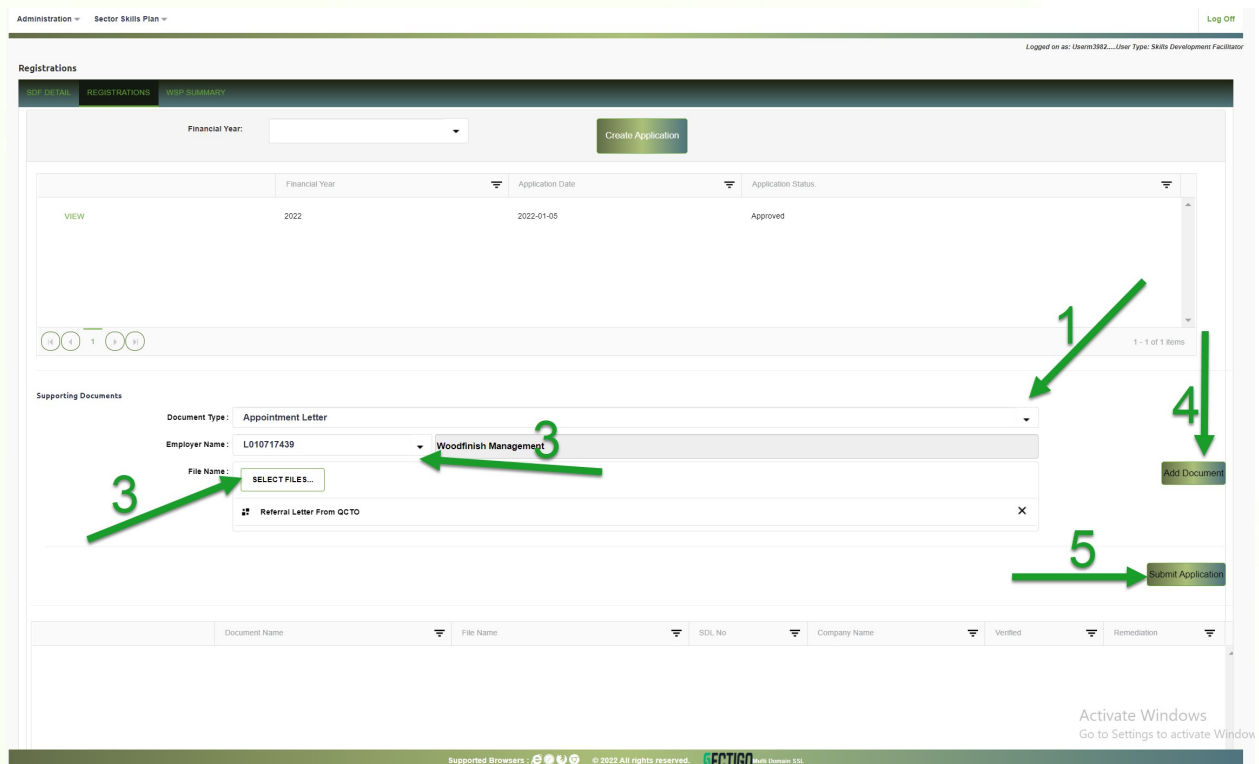


- ii. After the navigating to “Registrations”, you will then click on the “Financial Year” and “Create Application” to apply for approval as below:

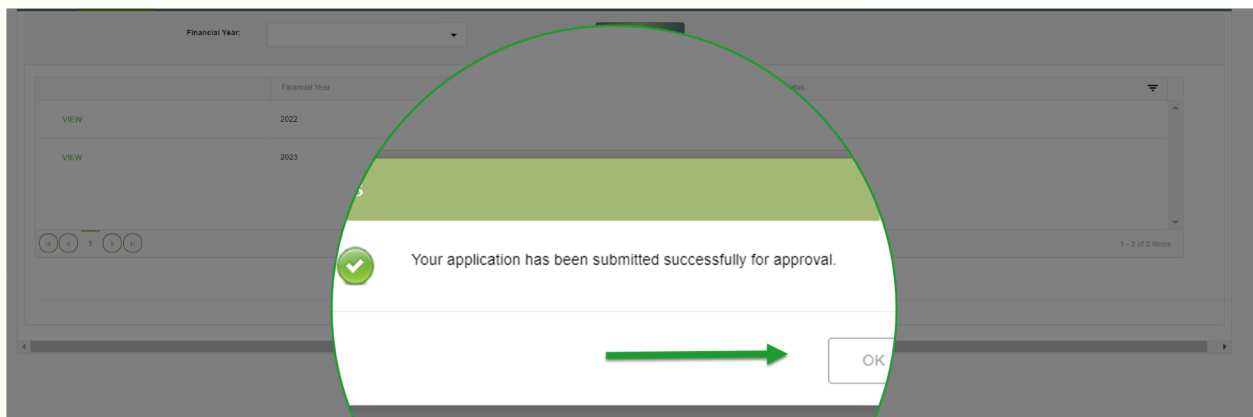
- iii. Once the registration information is successfully captured, a success message will appear as below:



- iv. Once the registration information is successfully captured, the system will then redirect you to the next screen to upload supporting documents and to activate the account will appear as below:

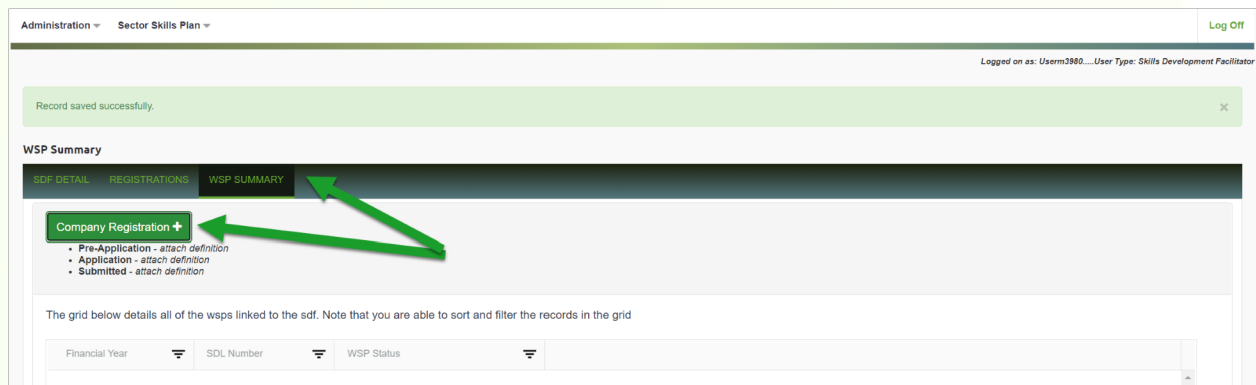


- v. Once the supporting documents are successfully added, the system will then redirect you to the SDF detail screen, then click on registrations tab and click “Submit Application” to apply for approval.
- vi. Once the application is successfully submitted, a success message will appear as below:



### 3 Company Registration

- i. After the SDF has successfully registered, LMIS will navigate to the saved SDF Details. On the SDF Details tab, then will then SDF click on the “WSP Summary” and “Company Registration +” button to proceed to capture the details of the company that the WSP/ATR is being captured for, as below:



## LMIS User Guide - WSP/ATR Submissions SDF



### 3.1.1 Levy Paying Company

i. The system will open the “Company Registration” page as below:

Administration ▾ Dashboard ▾ Levies and Grants ▾ WSP and ATR ▾ Log Off

---

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

---

MAIN COMPANY PROVINCIAL PROFILE TRAINING COMMITTEES HARD TO FILL VACANCIES SKILLS GAPS WSP AND ATR

Organisation Name : Office Furniture Suppliers Cc (L000775637) : WSP and ATR Submission for 2024 / 2025

Enter the details of your company. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing wsp. Click on **Back** to return to the sdf screen.

**Save** **Back** **Add New Company** **Next Page >** **< Previous WSP** **Reset WSP >**

☒ WSP Type 1 (Full Excel with Employee Data) ☐ WSP Type 2 (Summarised Version with Pre-Calculated Employee Data)

---

**SDL Number :** L000775637 **Trading Name :** Office Furniture Suppliers Cc **Download Declaration and Verification Document**

**Company Reg No. :** 1994/012642/23 **Company Name :** Office Furniture Suppliers Cc

**In which Sector is this company involved? \*** : Dry Cleaning

**In which Industry is this company involved? \*** : Washing and (dry-) cleaning of textiles and fur products (99010)

**What is the main business of the company? \*** : The main business of the company is to provide cleaning services...

**Training Done Previous Financial Year? :** ☒ Yes ☐ No

---

**Company Banking Details**

<b>Bank Account Holder :</b> Diana's Linen Factory CC	<b>Bank Name :</b> Standard Bank of SA Ltd	<b>Account Type :</b> Cheque
<b>Bank Account No. :</b> 272251550	<b>Bank Branch Code :</b> 051001	<b>Bank Branch Name :</b> Tyger Manor

---

<b>Physical Address Line 1 :</b> 8 Rautenbach Rd	<b>Tel No. :</b> 0123564785
<b>Street Name :</b> 2 Roos Street, Aquila Estate	<b>Cell No. :</b> 0754653452
<b>Suburb :</b> Sandton	<b>Fax No. :</b>
<b>Town/City :</b> Johannesburg	<b>Company E-mail *</b> : fmuzeze10@gmail.com
<b>Postal Code *</b> : 2068	<b>Province *</b> : Gauteng

---

<b>No of Permanent Staff *</b> : 3	<b>Temporary Staff *</b> : 0
<b>Total Number of employees to whom sdf levies are paid *</b> : 3	<b>Total Number of staff *</b> : 3

---

<b>Company Contact Details :</b>	<b>Contact Last Name *</b> : Muzeze
<b>Contact First Names *</b> : Frederick	<b>Contact Email *</b> : fmuzeze10@gmail.com
<b>Contact Designation *</b> : Manager	<b>Contact Cell No :</b> 0754634655
<b>Contact Phone No *</b> : 0754634655	

## LMIS User Guide - WSP/ATR Submissions SDF



Should you attempt to click on “Save” button without filling the form in full, the system will highlight the compulsory information in “Red” as below:

Administration ▾ Sector Skills Plan ▾ Log Off

Logged on as: User3882... User Type: Skills Development Facilitator

Please fill in all the required fields before proceeding.

**Main Company Details**

MAIN COMPANY PROVINCIAL PROFILE TRAINING COMMITTEE HARD TO FILL VAGANCIES SKILLS GAPS SUBMIT APPLICATION

Enter the details of your company. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing wsp. Click on **Back** to return to the sdf screen.

Save Back Add New Company

Next Page >> << Previous WSP Next WSP >>

SDL Number: L010717439 Trading Name: Woodfinch Management

Company Reg No.: Company Name: Woodfinch Management

In which industry is this company involved?:

What is the main business of the company?:

What is the main business of the company value is required

Training Done Previous Financial Year?: ☐ Yes ☒ No

Bank Account Holder: Bank Name: Account Type: Cheque

Bank Account No.: Bank Branch Code: Bank Branch Name:

ii. Click the “SDL Number” dropdown and select the desired SDL Number populate the Main Company details, as below:

Administration ▾ Dashboard ▾ Levies and Grants ▾ WSP and ATR ▾ Log Off

Enter the details of your company. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing wsp. Click on **Back** to return to the sdf screen.

Save Back Add New Company

Next Page >> << Previous WSP Next WSP >>

WSP Type 1 (Full Excel with Employee Data) WSP Type 2 (Summarized Version with Pre-Calculated Employee Data)

SDL Number: L510745781 Trading Name: Canvas Safari Tents

Company Reg No.: 1999/060711/23 Company Name: Canvas Safari Tents

In which Sector is this company involved?: 0

In which industry is this company involved?: -- type and/or select --

What is the main business of the company?:

Training Done Previous Financial Year?: ☐ Yes ☒ No

Company Banking Details

Bank Account Holder: Bank Name: Account Type: Cheque

Bank Account No.: Bank Branch Code: Bank Branch Name:

Physical Address Line 1: 3 Willowfield Crescent

Street Name: Newtown Road

Suburb: Durban

Town/City:

Postal Code: 4000

Tel No: 031 5791839

Cell No:

Fax No:

Company E-mail: wmuzece@gmail.com

Province: KwaZulu/Natal

No of Permanent Staff: 0

Temporary Staff: 0

Total Number of employees to whom sdi levies are paid: 0

Total Number of staff: 0

Company Contact Details:

Contact First Names:

Contact Designation:

Contact Phone No:

Contact Last Name:

Contact Email: wmuzece@gmail.com

Contact Cell No:

Save

## LMIS User Guide - WSP/ATR Submissions SDF



- iii. The SDF continues to capture data on the form, before clicking on the “Save” button.
- iv. Once the company information is saved, the user can now capture information on the tabs that follow. See below

Administration ▾ Dashboard ▾ Levies and Grants ▾ WSP and ATR ▾ Log Out

Logged on as: Inmate10... User Type: Skills Development Facility

Main Company details saved successfully

Main Company Details

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

MAIN COMPANY PROVINCIAL PROFILE TRAINING COMMITTEE HARD TO FILL VACANCIES SKILLS GAPS WSP AND ATR

Organisation Name : Office Furniture Suppliers Cc ( L000775637 ) : WSP and ATR Submission for 2024 / 2025

Enter the details of your company. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing wsp. Click on **Back** to return to the sdf screen.

[Edit](#) [Back](#) [Add New Company](#) [Print Page](#) [Go Previous WSP](#) [Next WSP](#)

☒ WSP Type 1 (Full Excel with Employee Data) ☐ WSP Type 2 (Summarized Version with Pre-Calculated Employee Data)

SQL Number : L000775637 Trading Name : Office Furniture Suppliers Cc [Download Declaration and Verification Document](#)

Company Reg No. : 199401264223 Company Name : Office Furniture Suppliers Cc

In which Sector is this company involved?: Dry Cleaning

In which Industry is this company involved?: Washing and (dry-) cleaning of textiles and fur products (99010)

What is the main business of the company: The main business of the company is to provide cleaning services...

Training Done Previous Financial Year 7: Y

**Company Banking Details**

Bank Account Holder : Diane's Linen Factory CC	Bank Name : Standard Bank of SA Ltd	Account Type : Cheque
Bank Account No. : 272251550	Bank Branch Code : 051001	Bank Branch Name : Tyger Manor

Physical Address Line 1: 8 Rautenbach Rd  
Street Name : 2 Ross Street, Aquila Estate  
Suburb: Sandton  
Town/City: Johannesburg  
Postal Code : 2008

Tel No. : 0123564785  
Cell No. : 0754853452  
Fax No. :  
Company E-mail : Inmate10@gmail.com  
Province : Gauteng

No of Permanent Staff: 3  
Total Number of employees to whom sdl levies are paid: 3

Temporary Staff: 0  
Total Number of staff: 3

Company Contact Details:  
Contact First Name: Frederick  
Contact Last Name: Musze

- v. A company that has already been captured as subsidiary or main company in the active WSP period cannot be added by another SDF otherwise an error message is displayed as below:



## LMIS User Guide - WSP/ATR Submissions SDF



Administration ▾ Sector Skills Plan ▾ Log Off

Logged on as: Banda.....User Type: Skills Development Facilitator

Company being referenced has already been captured for this WSP/ATR period. Please attach the SDF appointment letter before proceeding.

**Main Company Details**

MAIN COMPANY PROVINCIAL PROFILE TRAINING COMMITTEE HARD TO FILL VACANCIES SKILLS GAPS SUBMIT APPLICATION

Enter the details of your company. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing wsp. Click on **Back** to return to the sdf screen.

Save Back Add New Company
Next Page >> << Previous WSP Next WSP >> Search Non Levy Paying Member

### 3.1.2 A - Excel Templates.

#### WSP Type 1 (Full Excel with Employee Data)

Home Login Search ▾

Dear Valued stakeholders, please click the link to get assistance with the LMIS System [Join Meeting Now](#)

**! Please note closing date for Mandatory and Discretionary Grants application(s) is on the 30 April 2024.**

**WSP Type 1 (Full Excel with Employee Data)** Register Now

**LMIS Templates**

MANDATORY GRANTS	DISCRETIONARY GRANTS	QFO CODES	SKILLS DEVELOPMENT PROVIDER
<a href="#">Download WSP &amp; ATR Employee Template.xlsx</a> <a href="#">Download WSP &amp; ATR Employee Summary Template.xlsx</a> <a href="#">Download SDF Appointment Letter Template.docx</a>	<a href="#">Download DG Appointment Letter Template.docx</a> <a href="#">Download BEE Affidavit EME General.pdf</a>	<a href="#">Download QFO Codes Version 2021.xlsx</a>	<a href="#">Download Learner Bulk Upload Template.xlsx</a>

**Download and View System User Guides**

USER REGISTRATION AND LOGIN	MANDATORY GRANTS SUBMISSION	DISCRETIONARY GRANTS SUBMISSION
This video explains and illustrates the account registration process into the LMIS System. Follow along to successfully create your account.	This video explains and illustrates how to gain access into the LMIS System, and capture MG (WSP/ATR) for submission.	This video explains and illustrates how to gain access into the LMIS System, and capture DG (Projects Funding) for submission.

#### WSP Type 2 (Summarized Version with Pre-Calculated Employee Data)

Home Login Search ▾

Dear Valued stakeholders, please click the link to get assistance with the LMIS System [Join Meeting Now](#)

**! Please note closing date for Mandatory and Discretionary Grants application(s) is on the 30 April 2024.**

**WSP Type 2 (Summarized Version with Pre-Calculated Employee Data)** Register Now

**LMIS Templates**

MANDATORY GRANTS	DISCRETIONARY GRANTS	QFO CODES	SKILLS DEVELOPMENT PROVIDER
<a href="#">Download WSP &amp; ATR Employee Template.xlsx</a> <a href="#">Download WSP &amp; ATR Employee Summary Template.xlsx</a> <a href="#">Download SDF Appointment Letter Template.docx</a>	<a href="#">Download DG Appointment Letter Template.docx</a> <a href="#">Download BEE Affidavit EME General.pdf</a>	<a href="#">Download QFO Codes Version 2021.xlsx</a>	<a href="#">Download Learner Bulk Upload Template.xlsx</a>

**Download and View System User Guides**

USER REGISTRATION AND LOGIN	MANDATORY GRANTS SUBMISSION	DISCRETIONARY GRANTS SUBMISSION
This video explains and illustrates the account registration process into the LMIS System. Follow along to successfully create your account.	This video explains and illustrates how to gain access into the LMIS System, and capture MG (WSP/ATR) for submission.	This video explains and illustrates how to gain access into the LMIS System, and capture DG (Projects Funding) for submission.

### 3.1.2 Provincial Profile

- i. This below section is mandatory especially if the Entity has more than one branch in different provinces. Details portion and records on the provincial footprint of the company in the republic that is the branch network, as below:

Provincial Profile

Municipality: -- type and/or select -- Total Permanent Staff: 0 Temporary Staff: 0

Branch Name: Contact Number of Branch:

Import From Excel Add Previous Page Next Page >>

SDL No	Municipality	Province	Total Number of Staff	Number of Branches	Branch Name	Branch Contact No
DELETE NO00000001	Aberdeen Plain	Eastern Cape	10	1	test	0113245657
DELETE NO00000001	Aganang	Limpopo	5	1	test	0113245657
DELETE NO00000001	Endumeni	KwaZulu/Natal	1	1	KZN	444114231700
DELETE NO00000001	Cederberg	Western Cape	24	1	federal	04567899900

TOTAL NUMBER OF EMPLOYEES : 40

1 - 4 of 4 items

Child / Secondary Companies should be captured below.

Secondary Companies

SDL Number: -- type and/or select -- Trading Name: Company Reg No:

Search Non Levy Paying Member Add

SDL Number	Company Name	Trading Name	Company Reg No
------------	--------------	--------------	----------------

- ii. This screen allows you to capture a Province in which each branch is located and how many branches in each province, the total number of staff employed at the branch, branch name and the branch contact number. The Levi number gets populated automatically.



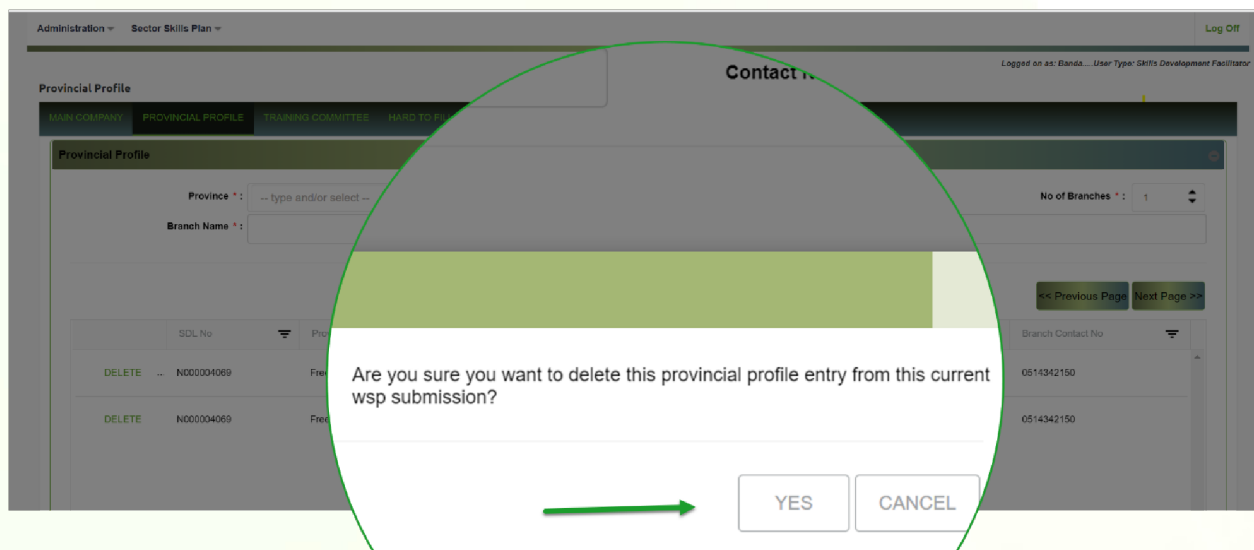
Attempting to click the Add button without specifying all the required branch information will result in the system throwing an error message of incomplete data provided as below:

SDL No	Municipality	Province	Total Number of Staff	Number of Branches	Branch Name	Branch Contact No
N00000001	Aberdeen Plain	Eastern Cape	10	1	test	0113249657
N00000001	Aganang	Limpopo			test	0113249657
N00000001	Endumeni	Kwazulu/Natal			KZN	+44114021700
N00000001	Cederberg	Western Cape			Isidral	0436768960

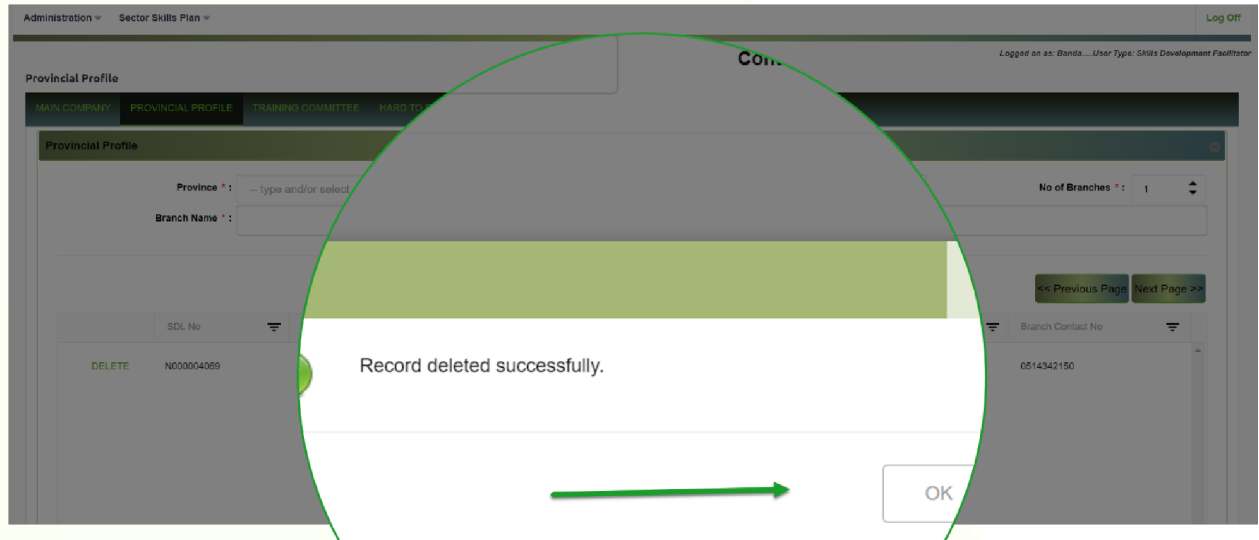
- iii. With all details supplied the system will add the branch and also confirms the successful addition of the branch data displaying the added record in the bottom section grid as below:

DELETE	SDL No	Province	Total Number of Staff	Number of Branches	Branch Name	Branch Contact No
	N000004069	Free State	1	1	Bophelo	0514342150

- iv. The Provincial Profile grid provides the user with the following information
- Province - the province name where the branches are located
  - Total Number of Staff - the total number of staff manning the branches in the province
  - Number of Branches - the number of branches in the province
  - Branch Name – the name of branch
  - Branch Contact Number – the contact number for the branch
  - Delete button
    - The delete button allows the SDF to remove the branch from the WSP submission.
- v. If you want to remove the branch from the submission, click the Delete button and the system will ask user for confirmation to remove the branch as below:



- Click “Cancel” button to abort the deletion process
- Click “Yes” button and the system will remove the branch details and confirm successful deletion as below.



### 3.1.3 Training Committee

- i. This tab records on the training committee details and is mandatory for those companies that have more than **50 employees** otherwise the SDF can leave this section blank.

The screenshot displays the 'TRAINING COMMITTEE' form within the LMIS. At the top, a progress bar indicates the current step is '2. Created'. The form contains several input fields: 'Constituency \*' (a dropdown menu), 'Title \*' (text), 'First Name \*' (text), 'Surname \*' (text), 'Initials \*' (text), 'Cell No' (text), 'Email' (text), 'Designation \*' (a dropdown menu), 'Designation Description \*' (text), 'Union Name' (text), and 'Union Position' (text). There are also buttons for 'Copy From Last Year', 'Add', 'Previous Page', and 'Next Page'.

- ii. The screen allows the SDF to add the training committee details as below



Attempting to click the Add button without specifying all the required training committee information will result in the system throwing an error message of incomplete data provided as below:

Administration - Sector Skills Plan - Log Off

Logged on as: User0382... User Type: Skills Development Facilitator

Main Company details saved successfully

Training Committee

First Names \* : First Names value is required

Cell No:

Designation \* :

Surname \* : Surname value is required

Fax No:

Insufficient information provided.  
Please provide data for all of the data fields.

OK

- iii. With all details supplied, the system will add the branch and also confirms the successful addition of the committee data displaying the added record in the bottom section grid as below:

Training Committee

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

MAIN COMPANY PROVINCIAL PROFILE TRAINING COMMITTEE WARD TO FILL VACANCIES SKILLS GAPS WSP AND ATR

Organisation Name : Fp&M Seta ( N000000001 ) : WSP and ATR Submission for 2024 / 2025

If your company has more than 50 employees this section must be completed. Please note at least 4 training committee members should be provided to formulate a quorum

Constituency \* : --type and/or select-- Title \* :  
 Initials \* : First Names \* : Surname \* :  
 Tel No : Cell No : Email :  
 Designation \* : --type and/or select-- Designation Description \* :  
 Union Name : Union Position :

Copy From Last Year Add << Previous Page Next Page >>

Title	First Names	Surname	Constituency
Doctor	William	Mokotse	Employee
Ms	Sannah	Baloyi	Employee
Ms	Sannah	Mokotse	Employee
Comrade	Kate	Lebelo	Employer

- iv. The grid provides the user with the following information
  - a. Constituency
  - b. Title - the title of the committee member.
  - c. First Name - the name of the committee member
  - d. Surname - the last name of the committee member
  - e. Constituency – whether the member is representing the employees or the employer side
  - f. Add button – this allows the SDF to add the training committee member to the submission.
  - g. Delete button the delete button allows the SDF to remove the committee member from the WSP submission.
- v. If you want to remove the committee member from the submission, click the “Delete” button and the system will ask user for confirmation to remove the branch.
- vi. Click “Cancel” button to abort the deletion process
- vii. Click “Yes” button and the system will remove the committee member and confirm successful deletion.

### 3.1.4 Hard to Fill Vacancies

- i. Hard to Fill vacancies are vacancies that take longer than 6 months to fill, this section allows the SDF to capture HTFV by occupation per Province. Deselect the check box if there are HTFV.
- ii. The second is “Reason why the occupation was a Hard to Fill” the SDF clicks on the drop-down arrow and select the relevant field.
- iii. The first field is “Occupation” and is categorised by a six-digit figure (OFO Codes).
- iv. The second is “Reason why the occupation was a Hard to Fill” the SDF clicks on the drop-down arrow and select the relevant field.
- v. Province” This field further indicates as to which Province/s is the Hard to Fill Vacancy situated.
- vi. If there is more than one Hard to Fill vacancy within the Entity, the SDF has the option to create more than one entry for HTFV, see below:

Hard To Fill Vacancies

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

MAIN COMPANY PROVINCIAL PROFILE TRAINING COMMITTEE **HARD TO FILL VACANCIES** SKILLS GAPS WSP AND ATR

Organisation Name : F&M Seta ( N00000001 ) : WSP and ATR Submission for 2024 / 2025

Hard to fill vacancies not applicable? ☒

Hard to fill vacancies are vacancies that take longer than 6 months to fill  
This section requires the respondent to provide reasons why Hard-To-Fill-Vacancies (HTFV) are not applicable

Reason why not applicable:

Add

<< Previous Page Next Page >>

Reason
No Vacancies Available

### 3.1.5 Skills Gaps

- i. The Skills Gap section of the WSP further indicates the Skills shortages within an Entity, there four mandatory fields that describes these skills gaps/ shortages.
- ii. The



OFO (Organising Framework for Occupations) is a skill-based classification system, which encompasses all occupations in the South African context. The classification of occupations is based on a combination of skills levels and skills specialisation which makes it easy to locate a specific occupation within the Entity.

OFO Major is the main specialisation in most Entities.

- iii. The Critical Skills Group refers to capabilities needed within an Entity e.g ICT.
- iv. The Critical Skill further describes the Skills Group. e.g. What is needed within ICT

Skills Gaps

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

MAIN COMPANY PROVINCIAL PROFILE TRAINING COMMITTEE HARD TO FILL VACANCIES SKILLS GAPS WSP AND ATR

Organisation Name : Office Furniture Suppliers Co (L000779637) : WSP and ATR Submission for 2024 / 2025

Skills Gap not applicable? ☐

This section requires the respondent to provide information on SKILLS GAPS of employees

OFO Major \* : -- type and/or select --

Critical Skill Group \* : Critical Skill \* :

Reason for skills gap \* :

Add

< Previous Page Next Page >

OFO Major	Critical Skill	Skills Gap Reason(s)
2 - PROFESSIONALS	Complex Problem Solving	New products being produced New technology New work processes

DELETE

### 3.1.6 Declaration and Verification Document

- i. All sections must be completed before you can print and submit the verification document.
- ii. Please note that once you have submitted the WSP/ATR you may not change the values within these screens.
- iii. Each main company must be submitted separately and a separate Declaration and Verification document must be forwarded to the SETA

## LMIS User Guide - WSP/ATR Submissions SDF



WSP and ATR

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

MAIN COMPANY PROVINCIAL PROFILE TRAINING COMMITTEE HARD TO FILL VACANCIES SKILLS GAPS WSP AND ATR

Organisation Name : Fp&M Seta (N000000001)

WSP and ATR Submission for 2024 / 2025

All sections must be completed before you can print and submit the verification document.  
Please note that once you have submitted the WSP/ATR you may not change the values within these screens.  
Each main company must be submitted separately and a separate Declaration and Verification document must be forwarded to the SETA

Main company details completed	<input type="text"/>
SDF profile completed	<input type="text"/>
Provincial profile added	<input type="text"/>
Training committee profile added	<input type="text"/>
Hard To Fill Vacancies completed	<input type="text"/>
Skills Gaps Completed	<input type="text"/>

Previous Page Submit For Registration

- iv. The Declaration and Verification Document consists of the following items:
  - a. Submission Year – the year that the WSP Submission is for
  - b. SDL Number – the entity's registered SDL Number
  - c. Trading Name – the trading name of the entity
  - d. Declaration – the acknowledgement clause that states that the undersigned individuals are aware of the WSP submission and give consent to proceed.
  - e. Signatures – this section provides space for the responsible persons to write their full names and signatures based on their positions as outlined by the document.

### 3.1.7 Submit Application

- i. This step is a post check, it indicates and confirms that all the TABs have been completed successfully.
- ii. To submit the application the SDF would have had gone through the below six steps:
  - a. Main company details.
  - b. SDF profile.
  - c. Provincial profile.
  - d. Training committee profile.
  - e. Hard To Fill Vacancies.
  - f. Skills Gaps.

## LMIS User Guide - WSP/ATR Submissions SDF



- iii. If all these steps are completed successful, they will be indicated with a Y status and the only N that will be an exception is when the Entity has less than 50 employees and the Training Committee will have an N status, see below.

WSP and ATR

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

MAIN COMPANY TECHNICAL PROFILE TRAINING COMMITTEE HARD TO FILL VACANCIES SKILLS GAPS WSP AND ATR

Organisation Name : F&M Seta (N00000001)

WSP and ATR Submission for 2024 / 2025

All sections must be completed before you can print and submit the verification document.  
Please note that once you have submitted the WSP/ATR you may not change the values within these screens.  
Each main company must be submitted separately and a separate Declaration and Verification document must be forwarded to the SETA

Main company details completed	Y
SDF profile completed	Y
Provincial profile added	Y
Training committee profile added	Y
Hard To Fill Vacancies completed	Y
Skills Gaps Completed	Y

Previous Page Submit For Registration

- iv. Once everything is done, the SDF may proceed by clicking the red “Submit For Registration” button located at the bottom right of the window.
- v. After the “Submit For Registration” button has been selected the registration phase is completed, see below:

WSP and ATR

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

MAIN COMPANY TECHNICAL PROFILE TRAINING COMMITTEE HARD TO FILL VACANCIES SKILLS GAPS WSP AND ATR

Organisation Name : F&M Seta (N00000001)

WSP and ATR Submission for 2024 / 2025

All sections must be completed before you can print and submit the verification document.  
Please note that once you have submitted the WSP/ATR you may not change the values within these screens.  
Each main company must be submitted separately and a separate Declaration and Verification document must be forwarded to the SETA

Main company details completed	Y
SDF profile completed	Y
Provincial profile added	Y
Training committee profile added	Y
Hard To Fill Vacancies completed	Y
Skills Gaps Completed	Y

Previous Page Submit For Registration

LMS

✓ Your registration phase is complete. Kindly proceed to capture your WSP and ATR.

OK

## 4 Capture WSP and ATR

## LMIS User Guide - WSP/ATR Submissions SDF



- i. Following the successful submission of the Company Registration, the system will automatically navigate to the “WSP/ATR Employees” page as below:

WSP/ATR Employees

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

SECTION B: EMPLOYEES SUMMARY INTERVENTIONS SECTION C: SKILLS DEVELOPMENT DOCUMENTS SUBMIT

Organisation Name : Fp&M Seta | N000000001

WSP for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2023 To 31-March-2024  
Pivotal Training Plan for the period From 1-April-2024 To 31-March-2025 / Pivotal Training Report for the period From 1-April-2023 To 31-March-2024

Import From Excel Copy From Last Year Delete All Employee Interventions Log File Back

The grid below details all of the employees considered in the WSP/ATR for N000000001 - Fp&M Seta.  
Note that you are able to sort and filter the records in the grid

SECTION B : Employee Summary

ADD SAVE CHANGES CANCEL CHANGES EXPORT TO EXCEL

Formations Employees Mails Formulas

- ii. The system also generates and sends an “Acknowledgement” email to the SDF with instructions on the process going forward, as below:

WSP Company Registration - N000004070 Inbox x

FP and M SETA  
to me, [redacted]

7:01 AM (3 minutes ago) ☆ ↶ ⋮

### WSP ACKNOWLEDGEMENT

Dear SDF,

Your WSP and ATR registration has been submitted successfully.  
Please continue to capture your WSP and ATR information. **WSP Company Registration**

Kind Regards

The LMIS can be accessed by clicking the following link: [Click here to log in](#)

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FP&M SETA Team

Activate  
Go to Set

- iii. The SDF captures employees using the first tab and it allows capturing the employees concerned with the plan and the training report. Employees can be captured via 3 methods that is: manually, importing from previous year WSP or importing from an excel spreadsheet that follows the supplied template by the SETA, as highlighted below:

The screenshot shows the 'SECTION B: EMPLOYEES SUMMARY' tab. At the top, there's a header with 'Organisation Name: Fp&M Seta (N000000001)' and a period selection dropdown. Below this, there are four buttons: 'Import From Excel' (highlighted in green), 'Copy From Last Year' (orange), 'Delete All Employee Interventions' (red), and 'Log File' (blue). A 'Back' button is also present. Below the buttons, there's a note: 'The grid below details all of the employees considered in the WSP/ATR for N000000001 - Fp&M Seta. Note that you are able to sort and filter the records in the grid.' Below this note is a section titled 'SECTION B : Employee Summary' with three buttons: 'ADD', 'SAVE CHANGES', and 'CANCEL CHANGES'. An 'EXPORT TO EXCEL' button is located at the bottom right.

#### 4.1.1 Manual Capture

- i. Click the “Add New Employee” button. The system will insert an inline capturing filed to fill in the WSP Employee form as below:

The screenshot shows the 'WSP/ATR Employees' interface. At the top, there's a progress bar with seven steps: 1. Pre-Application, 2. Created, 3. Submitted, 4. Recommended for Approval, 5. Approved, 6. Query, and 7. Paid. Below this, there's a header with 'Organisation Name: Fp&M Seta (N000000001)' and a period selection dropdown. Below this, there are four buttons: 'Import From Excel' (green), 'Copy From Last Year' (orange), 'Delete All Employee Interventions' (red), and 'Log File' (blue). A 'Back' button is also present. Below the buttons, there's a note: 'The grid below details all of the employees considered in the WSP/ATR for N000000001 - Fp&M Seta. Note that you are able to sort and filter the records in the grid.' Below this note is a section titled 'SECTION B : Employee Summary' with three buttons: 'ADD' (highlighted in green), 'SAVE CHANGES', and 'CANCEL CHANGES'. An 'EXPORT TO EXCEL' button is located at the bottom right. Below the buttons is a table with columns for 'Occupations', 'Geography', 'Male', and 'Female'. The 'Male' column has sub-columns for 'African Male', 'Coloured Male', 'Indian Male', and 'White Male'. The 'Female' column has sub-columns for 'African Female', 'Coloured Female', and 'Indian Female'. The table has two rows: one for '31504 - Flying Instructor' and one for '31504 - Flying Instructor'. The '31504 - Flying Instructor' row has values: 1 for African Male, 6 for Coloured Male, 0 for Indian Male, 0 for White Male, 0 for African Female, 0 for Coloured Female, and 0 for Indian Female.

- ii. Clicking the “Cancel” button will abort the adding of the employee.



Attempting to save a new employee without all the required fields supplied will result in an error reminding user to supply all required (also marked in RED) fields as below:

- iii. Click on Add New Employer to capture employee details, the rest of the fields which are all required (with only the exception of the “Middle Name”) and then click on the “Save” button. A success message will appear as below:

The screenshot shows the 'SECTION B: Employee Summary' interface. A modal window displays the message 'Record saved successfully' with an 'OK' button. The background grid shows employee details including Occupation, Geography, Municipality ID, and various demographic fields like White Male, African Female, Coloured Female, and Indian Female.

- iv. The system will save the employee and display a successfully saved record message and load the employees grid as below:

- a. SDL Number - the levy number of the company for the employee.
- b. Employee Number – the employee number as on the payroll books
- c. Employee ID name of the employee
- d. Gender – the sex of the employee
- e. Birth Date – the date of birth for the employee
- f. Delete/View Export buttons

The screenshot shows the 'SECTION B: Employee Summary' interface with the full grid of employee data. The grid includes columns for Occupation, Geography, Municipality ID, and various demographic fields like White Male, African Female, Coloured Female, and Indian Female. The data is organized into a table with multiple rows of employee records.

Occupation	Geography	Municipality ID	Male	Female
315304 - Flying Instructor	Ingers	1	6	0
211302 - Manufacturing Research Che...	Amahlahi	0	0	3
211401 - Geologist	Albert Luthuli	0	0	4
211402 - Geophysicist	Buffalo City	0	15	10
211407 - Oceanographer	Beaufort West	0	0	3
214604 - Aeronautical Engineering Tec...	Be Phalaborwa	0	0	6

## LMIS User Guide - WSP/ATR Submissions SDF



- v. The grid allows the SDF to view the captured employee record and thus facilitate some editing of the record if necessary, this can be done by clicking on the information. The system will allow you to edit the data.
- vi. Click the “View” button and the system will load the editable employee record.
- vii. The export button exports the filtered contents of the grid into an Excel format file as below:

Organisation Name : Fp&M Seta (N000000001)

WSP for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2023 To 31-March-2024  
And  
Pivotal Training Plan for the period From 1-April-2024 To 31-March-2025 / Pivotal Training Report for the period From 1-April-2023 To 31-March-2024

Import From Excel Copy From Last Year Delete All Employee Interventions Log File Back

The grid below details all of the employees considered in the WSP/ATR for N000000001 - Fp&M Seta.  
Note that you are able to sort and filter the records in the grid

SECTION B : Employee Summary

ADD SAVE CHANGES CANCEL CHANGES

Occupations	Geography	Male	Female
OFO ID	Municipality ID	African Male	Coloured Male
		Indian Male	White Male
		African Female	Coloured Female
		Indian Female	

EXPORT TO EXCEL

### 4.1.2 Copy from Previous/Last Year

- i. Click the “Copy from Last Year” button. The system will launch the Copy form as below:

WSP/ATR Employees

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

SECTION B : EMPLOYEES SUMMARY

Organisation Name : Fp&M Seta (N000000001)

WSP for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2023 To 31-March-2024  
And  
Pivotal Training Plan for the period From 1-April-2024 To 31-March-2025 / Pivotal Training Report for the period From 1-April-2023 To 31-March-2024

Import From Excel Copy From Last Year Delete All Employee Interventions Log File Back

The grid below details all of the employees considered in the WSP/ATR for N000000001 - Fp&M Seta.  
Note that you are able to sort and filter the records in the grid

SECTION B : Employee Summary

ADD SAVE CHANGES CANCEL CHANGES

Occupations	Geography	Male	Female
OFO ID	Municipality ID	African Male	Coloured Male
		Indian Male <td>White Male </td>	White Male
		African Female <th>Coloured Female</th>	Coloured Female
		Indian Female <td></td>	

EXPORT TO EXCEL

Are you sure you want to copy last year employees summary to be part of this year WSP?

YES CANCEL

Black Male : 1 Coloured Male : 5 Indian Male : 25 White Male : 9 White Female : 50 Coloured Female : 19 Indian Female : 7

- ii. Clicking the “Cancel” button will abort the copy process , click on the “Yes” button and the system will check if a previous submission exists. If last year’s employee records exist, the system will proceed to migrate the employees to the current WSP submission. If it doesn’t exist, the system will return a message that no previous records exist as below:
- iii. Copied records are loaded on the employee’s grid.

#### 4.1.3 Import From Excel

- i. Click the “Import From Excel” button, the system will launch the Import form as below.

The screenshot shows the LMIS system interface. At the top, there are navigation tabs: 'SECTION B: EMPLOYEES SUMMARY', 'INTERVENTIONS', 'SECTION C: SKILLS DEVELOPMENT', 'DOCUMENTS', and 'SUBMIT'. Below these, there's a header area with 'Organisation Name: Fy&M Seta (N000000001)' and a date range for WSP and ATR. A row of buttons includes 'Import From Excel', 'Copy From Last Year', 'Delete All Employee Interventions', 'Log File', and 'Back'. Below the buttons, a note states: 'The grid below details all of the employees considered in the WSP/ATR for N000000001 - Fy&M Seta. Note that you are able to sort and filter the records in the grid.' The main section is titled 'SECTION B: Employee Summary' and contains a table with columns for 'Occupations', 'Geography', 'Male', and 'Female'. The table has sub-columns for 'CFO ID', 'Municipality ID', and various demographic groups like 'African Male', 'Coloured Male', 'Indian Male', 'White Male', 'African Female', 'Coloured Female', and 'Indian Female'. An 'EXPORT TO EXCEL' button is in the top right. A modal dialog is open in the center, titled 'LMIS - Upload Section B From Excel File'. It contains an 'Excel File:' label, a 'Choose file' button, and a 'No file chosen' message. At the bottom of the modal are 'IMPORT' and 'CANCEL' buttons.

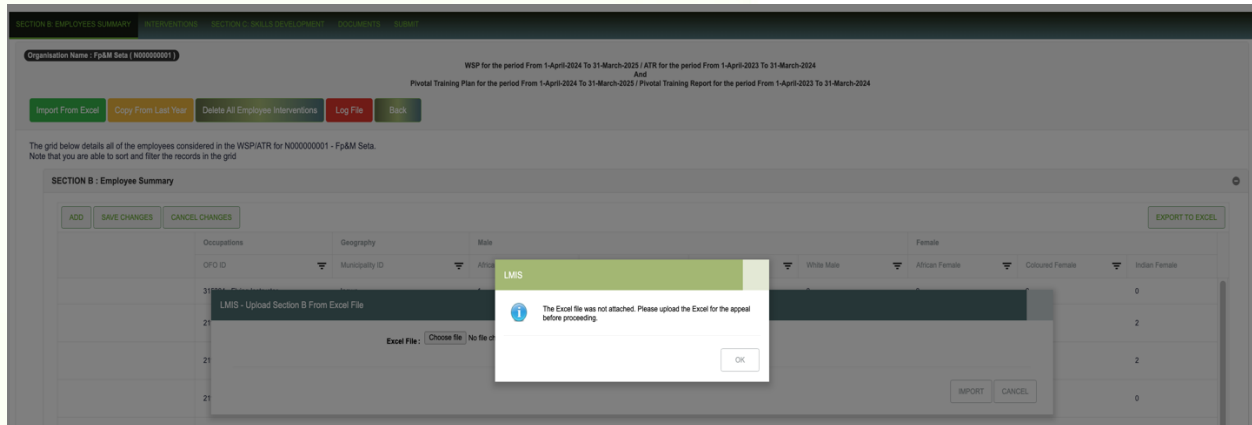


- ii. Click the “Cancel” button will abort the copy process

**Attempting to import without specifying the import file will result in an error that an excel file needs to be specified as below:**



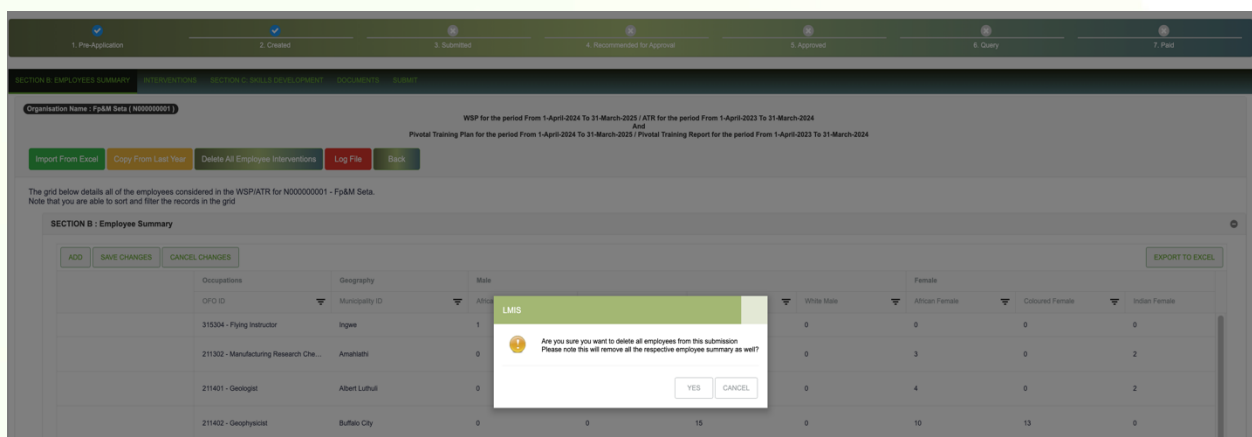
## LMIS User Guide - WSP/ATR Submissions SDF



- iii. Attach the file to import and then click the “Import” button. The system will check the validity of the file and the expected format. If the file passes the tests, the system will import the records and load the respective grids for the WSP and ATR.

### 4.1.4 Delete All Employees

- i. This button allows the SDF to delete all captured Employee records. When the user clicks on the “Delete All Employees” button, the system generates a confirmation pop-up message as below:



- ii. Clicking on the “Yes” button proceeds to erase all employee records in the grid, as below. To abort this action, the SDF clicks on the “Cancel” button.

#### 4.1.5 Capture Interventions

- i. This is done on the 2nd tab (Interventions) and allows capturing the interventions that are going to be done for the plan and what has already been trained on. Click the Add Intervention tab and the system will load the interventions page as below:

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

SECTION B: EMPLOYEES SUMMARY INTERVENTIONS SECTION C: SKILLS DEVELOPMENT DOCUMENTS SUBMIT

Organisation Name : Fp&M Seta ( N000000001 )

WSP for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2023 To 31-March-2024  
And  
Pivotal Training Plan for the period From 1-April-2024 To 31-March-2025 / Pivotal Training Report for the period From 1-April-2023 To 31-March-2024

Delete All Employees Log File Back

The grid below details all of the training considered in the WSP/ATR for N000000001 - Fp&M Seta.  
Note that you are able to sort and filter the records in the grid

Interventions / Training

ADD SAVE CHANGES CANCEL CHANGES EXPORT TO EXCEL

- ii. Click the Add Intervention button. The system will insert an inline input field to capture the information as below:

## LMIS User Guide - WSP/ATR Submissions SDF



SECTION B: EMPLOYEES SUMMARY   INTERVENTIONS   SECTION C: SKILLS DEVELOPMENT   DOCUMENTS   SUBMIT

Organisation Name: Fp&M Seta (N000000001)

WSP for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2023 To 31-March-2024  
And  
Pivotal Training Plan for the period From 1-April-2024 To 31-March-2025 / Pivotal Training Report for the period From 1-April-2023 To 31-March-2024

Delete All Employees   Log File   Back

The grid below details all of the training considered in the WSP/ATR for N000000001 - Fp&M Seta.  
Note that you are able to sort and filter the records in the grid

Interventions / Training

ADD   SAVE CHANGES   CANCEL CHANGES   EXPORT TO EXCEL

Intervention No.	Title	Intervention Type	Intervention Level	Band Level	GAP SETA	Pivotal (Y / N)	External (Y / N)	Apply for Discreet.	Training Duration	No of Trained St.	Cost > 0
DELETED									0	0	

- iii. Clicking the “Cancel” button will abort the adding of the intervention.

**Attempting to save a new intervention without all the required fields supplied will result in an error reminding user to supply all required fields:**

- iv. When capturing an Intervention, select Add Intervention and supply all the required fields and then click on the “Save” button. The system will save the intervention and display a “Successfully Saved Record” message and load the interventions grid as below:

SECTION B: EMPLOYEES SUMMARY   INTERVENTIONS   SECTION C: SKILLS DEVELOPMENT   DOCUMENTS   SUBMIT

Organisation Name: Fp&M Seta (N000000001)

WSP for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2023 To 31-March-2024  
And  
Pivotal Training Plan for the period From 1-April-2024 To 31-March-2025 / Pivotal Training Report for the period From 1-April-2023 To 31-March-2024

Delete All Employees   Log File   Back

The grid below details all of the training considered in the WSP/ATR for N000000001 - Fp&M Seta.  
Note that you are able to sort and filter the records in the grid

Interventions / Training

ADD   SAVE CHANGES   CANCEL CHANGES   EXPORT TO EXCEL

Intervention No.	Title	Intervention Type	Intervention Level	Band Level	GAP SETA	Pivotal (Y / N)	External (Y / N)	Apply for Discreet.	Training Duration	No of Trained St.	Cost > 0
E112	BUSINESS PRESE...	Pivotal: NQF Aligned Skills programmes	Advanced Level	NQF Level 6	Unknown	N	Yes	N	1	1	R4,350.00



- v. The grid provides the user with the following information
- SDL Number – the Main Company’s Levy Number
  - Intervention Number – the intervention number for the training
  - Title – the training title

- d. Intervention Type – how the training is going to be conducted or was conducted
- e. Level – the level for the course
- f. Band Level - the classification level for the course in terms of NQF levels
- g. Cost – the cost of conducting the course
- h. Delete/View/Export buttons
- i. The View button allows the SDF to see the information captured for an intervention and thus facilitate some editing of the record if necessary.
  - ii. The Delete All Interventions button allows the SDF to remove the interventions from the WSP Submission.
  - iii. The Export button downloads and saves the intervention information in Excel format.
- vi. Click the “Delete” button and the system will warn the user that deleting the interventions will wipe out the employee interventions as well.
- vii. Click “Cancel” to abort the deletion or Click “Yes” to delete record which is confirmed by the message.

The screenshot shows the LMIS WSP/ATR Submissions SDF interface. At the top, there are tabs for 'INTERVENTIONS', 'Pivotal Skills Development', 'DOCUMENTS', and 'SUBMIT'. Below the tabs, the 'Organisation Name' is 'Fp&M Seta (14000000001)'. The main heading is 'WSP for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2023 To 31-March-2024 And Pivotal Training Plan for the period From 1-April-2024 To 31-March-2025 / Pivotal Training Report for the period From 1-April-2023 To 31-March-2024'. Below this, there are buttons for 'Delete All Interventions', 'Log File', and 'Back'. A note states: 'The grid below details all of the training considered in the WSP/ATR for N000000001 - Fp&M Seta. Note that you are able to sort and filter the records in the grid.' The main table is titled 'Interventions / Training' and has columns: 'Intervention No.', 'Title', 'Intervention Type', 'Intervention Level', 'Band Level', 'CAP SETA', 'Pivotal (Y / N)', 'External (Y / N)', 'Apply for Classif...', 'Training Duration', 'No of Trained St...', and 'Cost in R'. There are three rows of data: E112 (BUSINESS PRESE...), E113 (WELDING), and MATH\_101 (MATHEMATICS UT...). Each row has a 'DELETE' button. A confirmation dialog box is open over the table, asking: 'Are you sure you want to delete all interventions from this submission? Please note this will remove all the respective employee interventions as well?'. The dialog has 'YES' and 'CANCEL' buttons.

Intervention No.	Title	Intervention Type	Intervention Level	Band Level	CAP SETA	Pivotal (Y / N)	External (Y / N)	Apply for Classif...	Training Duration	No of Trained St...	Cost in R
E112	BUSINESS PRESE...	Pivotal: NQF Aligned Skills programmes					Yes	N	1	1	R4,360.00
E113	WELDING	Pivotal: Learnerships					Yes	Y	1	1	R7,300.00
MATH_101	MATHEMATICS UT...	Pivotal: Bursaries for under-graduate stud...					No	Y	1	1	R2,000.00

- viii. The grid shows the information of the intervention record.
- ix. The “Export” button exports the filtered contents of the grid into an Excel format file as below:

## LMIS User Guide - WSP/ATR Submissions SDF



SDL NO								
	A	B	C	D	E	F	G	H
1	SDL NO	INTERVENTION NO	INTERVENTION TITLE	INTERVENTION COST	BAND LEVEL	INTERVENTION TYPE	INTERVENTION LEVEL	IBS INTERVENTION STATUSES II
2	N000004070	12344	bh	1000.00	AET Level 1	Apprenticeships	Advanced Level	1
3								
4								

- x. The grid provides the user with the following information:
- SDL Number – the Main Company's Levy Number
  - Intervention Number – the intervention number for the training
  - Intervention Title – the training title
  - Intervention Cost – the cost of conducting the course
  - Band Level - the classification level for the course in terms of NQF levels
  - Intervention Type – how the training is going to be conducted or was conducted
  - Intervention Level – level of training

### 4.1.6 Training Completed and Planned

- i. This is done on the 3rd tab and allows capturing the employee interventions that are going to be done for the plan and what has already been trained on.

SECTION C: SKILLS DEVELOPMENT

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

SECTION B: EMPLOYEES SUMMARY INTERVENTIONS SECTION C: SKILLS DEVELOPMENT DOCUMENTS SUBMIT

Organisation Name: Fy&M Seta | N00000001

WSP for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2023 To 31-March-2024  
And  
Pivotal Training Plan for the period From 1-April-2024 To 31-March-2025 / Pivotal Training Report for the period From 1-April-2023 To 31-March-2024

Import From Excel Delete All Employee Interventions Log File Back

Section C - F: Skills Development (WSP / ATR)

SKILLED DEVELOPMENT / AET / PIVOTAL (WSP / ATR)

ADD SAVE CHANGES CANCEL CHANGES EXPORT TO EXCEL

Occupations	Geography	Training Details		Male
OFO	Municipality	Start Date	End Date	Intervention Title
				Intervention Status
				Learning Mode
				Appointment Section
				African Male
				Cotic

- ii. Click Add New Employee Intervention the system will insert an inline input field to capture the “Skills Development” page as below:

SECTION C: SKILLS DEVELOPMENT

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

SECTION B: EMPLOYMENT SUPPORT INTERVENTIONS SECTION C: SKILLS DEVELOPMENT DOCUMENTS SUBMIT

Organisation Name : F&M Seta (N000000001)

WSP for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2023 To 31-March-2024  
And  
Pivotal Training Plan for the period From 1-April-2024 To 31-March-2023 / Pivotal Training Report for the period From 1-April-2023 To 31-March-2024

Import From Excel Delete All Employee Interventions Log File Back

Section C - F : Skills Development (WSP / ATR)

SKILLED DEVELOPMENT / ATR / PIVOTAL / WSP / ATR

ADD SAVE CHANGES CANCEL CHANGES EXPORT TO EXCEL

Occupations	Geography	Training Details		Intervention Title	Intervention Status	Learning Mode	Appointment Section	Male	Colours
GFO	Municipality	Start Date	End Date					African Male	
		2024-03-11	2024-03-11					0	0

X DELETE

- iii. Clicking the “Delete” button will abort the adding of the employee intervention.



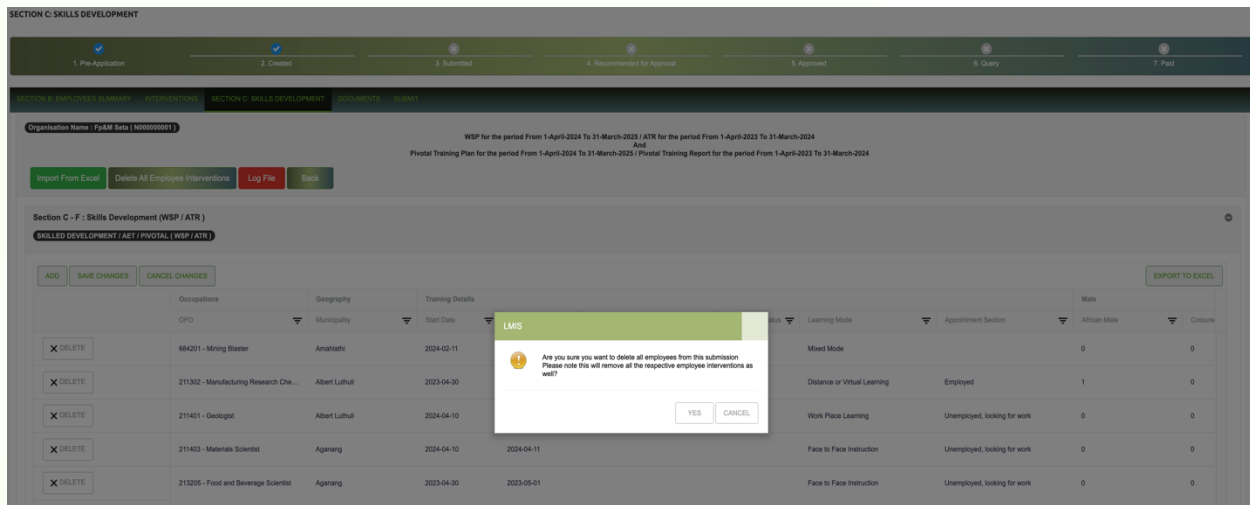
**Attempting to save a new employee intervention without all the required fields supplied will result in an error reminding user to supply all required fields.**

- iv. Enter the Intervention, Employee, Start Date and End Date, Appointment Section, Intervention Status and Learning Mode details and then click the “Save” button. The system will save the intervention and display a “Successfully Saved Record” message and load the employee interventions grid as below:
- v. The “Training Completed and Planned” grid provides the user with the following information:
- Employee ID Number – the legal identity number belonging to the Employee
  - Intervention Number – the intervention number for the training
  - Title – the training title
  - Start Date- the training start date
  - End Date- the end date for the intervention
  - Intervention Status – an indicator of the progress of the learner on the intervention
  - Learning Mode – how the intervention is being administered

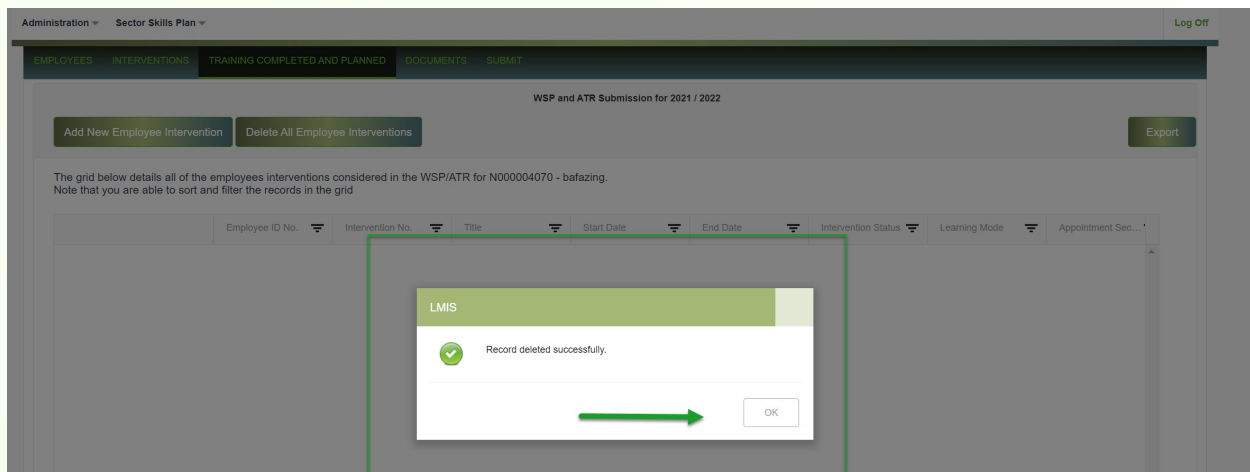
## LMIS User Guide - WSP/ATR Submissions SDF



- h. Appointment Section – the appointment section for the intervention
- i. Delete/View/Export buttons
  - a. The delete button allows the SDF to remove the employee intervention from the WSP Submission
- vi. Click the “Delete” button and the system will warn the user that deleting the employee will wipe out the employee interventions as well as seen below:



- vii. Click “Cancel” to abort the deletion and Click “Yes” to delete record which is confirmed by the message below:



viii. The “View” button allows the SDF to view the captured employee intervention record and thus facilitate some editing of the record if necessary.

ix. Click the view button and the system will load the employee intervention record. x.

Once the editing process is completed, the SDF clicks on the “Save” button.

xi. The “Export” button saves the filtered contents of the grid into an Excel format file as below:

	A	B	C	D	E	F	G	H
1	INTERVENTION NO	INTERVENTION TITLE	ID NO	INTERVENTION STATUS	START DATE	END DATE	LEARNING MODE	APPOINTMENT SECTION
2								
3								
4								
5								
6								

xii. The SDF may continue to save or print the Excel File.

## 4.1.7 Documents

i. The Documents TAB allows the SDF to upload three types of documents:

- Declaration and Verification Document
- Banking verification (Cancelled Cheque or Signed Stamped bank letter)
- PoE (Invoices / Signed Attendance Register) Document

Documents

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

SECTION B: EMPLOYEES SUMMARY INTERVENTIONS SECTION C: SKILLS DEVELOPMENT DOCUMENTS SUBMIT

Organisation Name : Fp&M Seta (N000000001) WSP and ATR Submission for 2024 / 2025

The grid below details all of the employees interventions considered in the WSP/ATR for Fp&M Seta ( N000000001 ).  
Note that you are able to sort and filter the records in the grid

Document Type \*: -- type and/or select --

File Name: SELECT FILES...

Comments:

Download Declaration and Verification Document Add Document

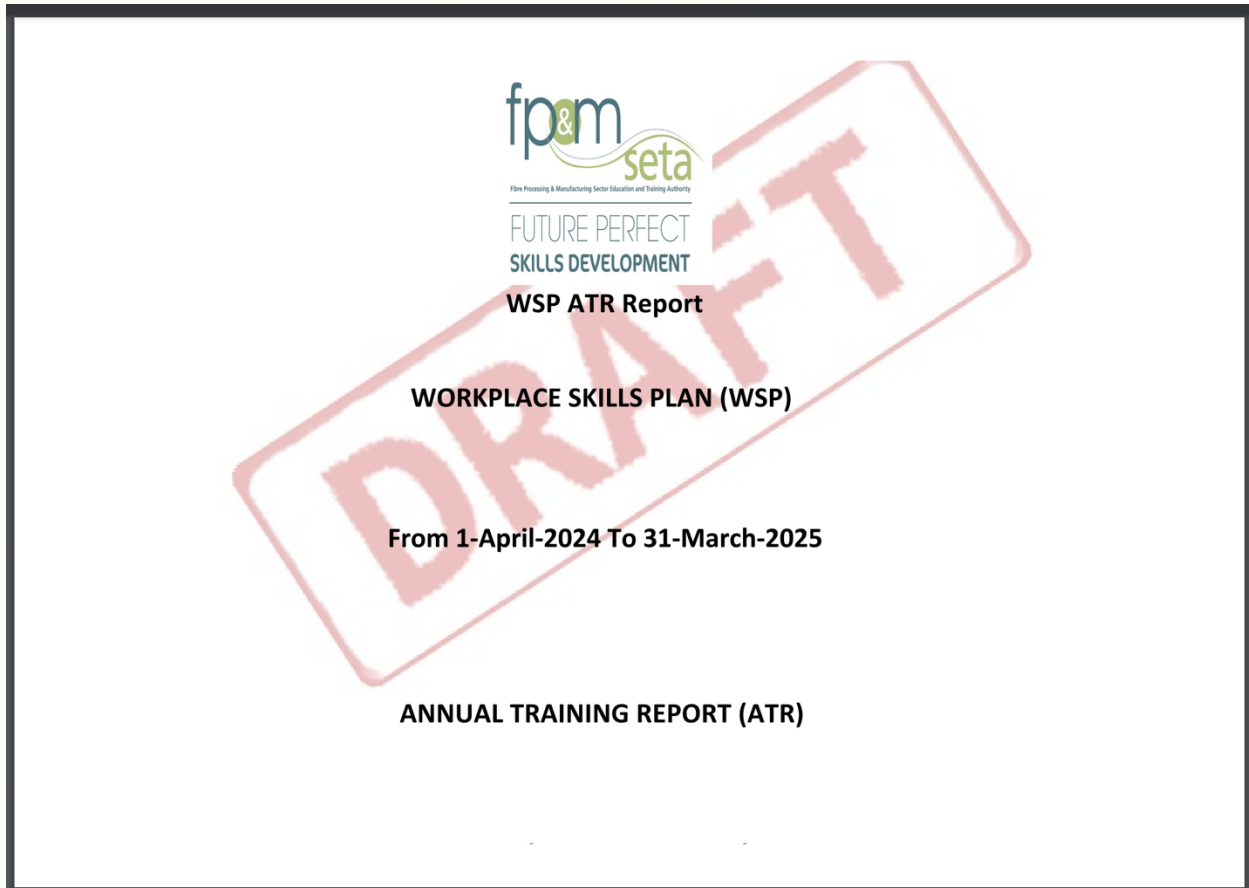
Document Type	Document Name	Verified	Remediation
---------------	---------------	----------	-------------



## 4.1.8 Submit

- i. This button marks the end of the SDF WSP/ATR submission process. The 5th tab allows the user to view a summary of the information captured, as below:

- ii. This page provides the user with the following information:
  - a. The submission period for WSP/ATRs as well as the Pivotal Training period;
  - b. The Main Company's SDL Number and Trading Name
  - c. The Number of Employees uploaded
  - d. The Number of Interventions
  - e. The Number of Employee training achieved and enrolled
  - f. Number of Employee who have training planned for the period
- iii. Print WSP and ATR button – This button allows the SDF to download and Print the captured WSP/ATR as below:



#### 4.1.9 Submit WSP and ATR button

- i. Once the SDF is satisfied with the contents of the WSP/ATR submission, they proceed to click on "Submit WSP and ATR". The system then generates a warning message informing the user that the submission is final and the user will not be able to make any more changes to the submission, as shown below:

## LMIS User Guide - WSP/ATR Submissions SDF



Submit

1. Pre-Application 2. Created 3. Submitted 4. Recommended for Approval 5. Approved 6. Query 7. Paid

Organisation Name : F&M Seta (N00000001)

WSP for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2023 To 31-March-2024  
and  
Pivotal Training Plan for the period From 1-April-2024 To 31-March-2025 / Pivotal Training Report for the period From 1-April-2023 To 31-March-2024

SDL Number : N00000001

Trading Name : F&M Seta

All sections must be completed before you can submit.  
Note that Once you Submit, changes cannot be made to this data.

No of employees : 117

No of interventions : 3

No of employees training achieved/enrolled : 5

No of employees training planned : 4

Indicate how training as reported in the ATR and PTR has affected the company:

Percentage of payroll spent on training : 0

General comments : (Insert any clarification or comment that you wish to make on any aspect of the WSP/ATR and Pivotal Report. Provide the number of the item that your comment refers to)

Print Draft WSP and ATR Submit Final WSP and ATR

LMIS

Are you sure you want to submit this WSP and ATR report as your final version?  
Please note no amendments will be possible after this action?

YES CANCEL

- ii. If all the required data has been captured, the system proceeds to submit the WSP and ATR and presents a success message, as below:
- iii. The user continues to click on “Ok” to proceed. The system navigates back to the SDF Details page.
- iv. To view the submission status, the SDF navigates to the “WSP Summary” tab as below:

WSP Summary

SDF DETAIL SDF APPLICATIONS WSP SUMMARY

Company Registration +

- Pre-Application - attach definition
- Application - attach definition
- Submitted - attach definition

The grid below details all of the wsps linked to the sdf. Note that you are able to sort and filter the records in the grid

Financial Year	SDL Number	WSP Status	
2024	N00000001	Submitted	PROCEED WITH WSP/ATR SUBMISSION LOG FILE
2022	T000000115	Created	VIEW SUBMISSION LOG FILE

- v. The summary grid allows the SDF to view their submissions, submission status as well as their associated Log Files. The grid provides the “Submission Financial Year, Main Company SDL Number and WSP Status”.
- vi. The “WSP Status” highlights where in the Service SETA review process the SDF’s application is - this is used to monitor progress on an application.

