

LMIS USER GUIDE



LMIS Learner Bulk Upload User Guide

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MG and DG Submissions closing on 30th April 2024

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

1. Download Learner Bulk Upload Template

To start with the learner bulk uploading process, you will be required to download the template that will be used for populating the learner's information.

Please **Do Not** delete the first entry (learner record) on the spreadsheet, as this is a blueprint of how you should capture the rest of the information.

2. Required Fields

1	Id Type	Nationality_14	Equality_Code	Nationality_Code	Home_Language_Code	Gender_Code	Citizen_Resident_Status_Code	Socioeconomic_Status_Code	Disability_Status_Code	Learner_Last_Name (Surname)	Learner_First_Name	Learner_Middle_Name
2	Lookup	* Must be Valid	Lookup	Lookup	* Lookup	Lookup	* Lookup	* Lookup	* Lookup	*	*	*
3	1	0407165181087	BC	SA	Afr	M	SA	02	N	ABRAHAMS	Zallon	Leccum
4	1											
5	1											
6	1											
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Please refer to the first data entry that is found on the spreadsheet. This will guide you to capture other learners. Kindly take note of the red small starlike symbol (*) next to the column name. This is an indication that the information is required, and it should not be left empty.

3. Lookup Worksheet

Please take note of the worksheet named “Lookups” this worksheet has the list of values and their respective lookup codes. The learner worksheet uses the codes to capture the information, make sure to reference the lookups sheets to know what to capture.

	A	B	C	D	E	F
1	Field Name	List of Values	Look Up Codes			
2	Abet Band Id	1 Undefined	1			
3		2 ABET Level 1	2			
4		3 ABET Level 2	3			
5		4 ABET Level 3	4			
6		5 ABET Level 4	5			
7		501 ABET Band 5	501			
8	Id Type	1 National ID	1			
9		521 SAQA Member ID	521			
10		527 Passport Number or Foreign ID Number	527			
11		529 Driver's License	529			
12		531 Temporary ID number	531			
13		533 None	533			
14		537 Student Number	537			
15		538 Work Permit Number	538			
16		539 Employee Number	539			
17		540 Birth Certificate Number	540			
18		541 HSRC Register Number	541			
19		561 ETQA Record Number	561			
20		565 Refugee Number	565			
21		535 Unknown	535			
22	Equity Code	Black African	BA			
23		Coloured	BC			
24		Indian / Asian	BI			
25		Other	Oth			
26		White	Wh			
27		Unknown	U			
28	Nationality Code	South Africa	SA			
29		SADC except SA	SDC			
30		Angola	ANG			
31		Botswana	BOT			

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When you have managed to capture all your learner’s information and you have inspected the format that it matches that of the first data entry which is a blueprint on how the information should be captured. You will then be required to proceed to the LMIS System to upload your learners. Please refer to the following screenshot.

4. Uploading stage | LMIS

The screenshot below demonstrates the process. You need to click the menu item that reads “**Learners Bulk Upload**”. This will load the page that allows you to load the spreadsheet. Please refer to the screenshot below.

The screenshot shows a navigation menu at the top with various options. The 'Learners Bulk Upload' option is highlighted with a green box and a green arrow pointing to it. Below the menu, there is a section titled 'Upload ETQA Excel Files' with a 'PREVIEW' button and several form fields for status, provider, contact email, and submission date.

You will then put in the information that is required then click the button that says “**Preview**”.

The screenshot shows the 'Learners Bulk Upload' page with the 'PREVIEW' button highlighted. Below the form fields, there is a table of learner information. The table has 17 columns: Id Type, National_Id, Equity_Code, Nationality_Code, Home_Language_Code, Gender_Code, Citizen_Resident_Status_Code, Socioeconomic_Status_Code, Disability_Status_Code, Learner_Last_Name (Surname), Learner_First_Name, Learner_Middle_Name, Learner_Title, Learner_Birth_Date, Learner_Home_Address_1, Learner_Home_Address_2, and Learner_Home_Address_3. The table contains 8 rows of learner data.

Id Type	National_Id	Equity_Code	Nationality_Code	Home_Language_Code	Gender_Code	Citizen_Resident_Status_Code	Socioeconomic_Status_Code	Disability_Status_Code	Learner_Last_Name (Surname)	Learner_First_Name	Learner_Middle_Name	Learner_Title	Learner_Birth_Date	Learner_Home_Address_1	Learner_Home_Address_2	Learner_Home_Address_3
1	0407185181087	BC	SA	Afr	M	SA	02	N	ABRAHAM	Zalon	Leccum	Ms	2004/07/16	3 STRANDLOPER STREET	Robinvale	ATLANTIS
1	9307300659083	BA	Unspecified	Xho	F	SA	02	N	Sangu	Agnes	Phathiwa	Ms	1993/07/30	Block A W 108	Hamilton Naki Square	Langa
1	0312270221087	BA	South Africa	Xho	F	SA	02	N	Nogqala	Anita		Ms	2003/12/27	42 Hummingbird Street		Delft
1	9012231258084	BA	South Africa	Xho	F	SA	02	N	Matholengwe	Bongeka		Ms	1990/12/23	861B	Themba Crescent	Mfuleni
1	9612310031086	BC	South Africa	Afr	F	SA	02	N	Isaacs	Claudene		Ms	1996/12/31	6 Greenwood Street	Clarke Estate	Elsies River
1	0108240441080	BA	South Africa	Xho	F	SA	02	N	Mamba	Elona		Ms	2001/06/24	Tf595 Site B	Bongani Street	Khayelitsha
1	04102901088	BA	South Africa	Xho	F	SA	02	N	Mhisha	Ezthe		Ms	2004/10/29	18 Baro Street	Delft	Delft
1	9701170437085	BA	South Africa	Xho	F	SA	02	N	Mdelani	Josephine	Sinqobile	Ms	1997/01/17	1565 Nompumaleko	Green Point	Khayelitsha
1	030030280085	BA	South Africa	Xho	F	SA	02	N	Zamisa	Khanya	Yemkela	Ms	2003/02/03	28347 Umfama Walk Street	Fairdale	Bludwans

That is the final stage of uploading the learner information.

Thank You So Much!