

LMIS USER GUIDE



Fibre Processing & Manufacturing Sector Education and Training Authority

FUTURE PERFECT
SKILLS DEVELOPMENT

SDP

Skills Development Provider

External

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1. Introduction

Dear Skills Development Provider,

Hello and welcome to the Learner Management Integrated System's (LMIS) User Guide. This document will help you navigate the system effectively and efficiently to help you achieve the following tasks:

- i. Registration of Skills Development Provider on LMIS
- ii. Application for Accreditation at FP&M SETA on LMIS
- iii. Approval of applications by FP&M SETA
- iv. Applying for Extension of Scope
- v. Learner Site Visits and Certification Management
- vi. View single Truth of the information about the Skills Development Providers accredited with the FP&M SETA

This user manual only covers Skills Development Provider functionality

Below is the URL to access the application

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

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Home Login Search

Welcome to Integrated LMIS, to gain Access to the System please click the link below.

[Register Now](#)

System User Guides

1). User Registration

This video explains and illustrates the account registration process into the LMIS System. Follow along to successfully create your account.



[Download user manual here:](#)

2). Log In

This video explains and illustrates how to log in after a successful sign up. Follow along to login to LMIS.



[Download user manual here:](#)

3). Assessor & Moderator Registration

This video explains and illustrates on how to Register your Assessor/ Moderator Account on LMIS.



[Download user manual here:](#)

4). Workplace Based

5). Skills Development Provider

Activate Windows
Go to Settings to activate Windows

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2. Skills Development Provider Registration

- i. This section demonstrates and explains how a Skills Development Provider can gain access to LMIS and start applying for Accreditation at the FP&M SETA.

2.1 User Registration

- i. You need to Register on the system as a Training Provider before gaining access to the following key features:
 - a. Capturing Skills Development Provider details
 - b. Adding learning units that they are accredited for
 - c. Uploading Supporting Documentation

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- d. Capturing their Professional Experience
- e. Adding the Educational background and submitting the application for registration

2.2 Register a User

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

system ple

Welcome to Integrated LMIS, to gain Access to the link below.

Register Now

tem User Guide

1) User Registration
This video explains and illustrates the account registration process into the LMIS System. Follow along to successfully create your account.

2) Login
This video explains and illustrates the login process. Follow along to successfully sign up. Follow along to login to LMIS.

3) Assessor & Moderator Registration
This video explains and illustrates on how to Register your Assessor/ Moderator Account on LMIS.

4) Workplace Based

5) Skills Development Provider

Activate Windows
Go to Settings to activate Windows

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

The screenshot shows a web browser window with a navigation bar at the top containing 'Home' and 'Login' links, and a search box on the right. The main content area is titled 'Register User' and contains the following form elements:

- User Name:** A text input field containing the text 'admin'.
- E-mail Address:** An empty text input field.
- User Type:** A dropdown menu with the text '-- select --' and a downward arrow.
- Password:** A text input field with masked characters '*****'.
- Confirm password:** An empty text input field.
- Show Password(s)?:** A checkbox that is currently unchecked.
- Security:** A CAPTCHA section with the text 'I'm not a robot', a CAPTCHA image, and the text 'HCAPTCHA'.
- Buttons:** A green 'Register' button at the bottom of the form.

2.2.1 New Skills Development Providers

- i. Skills Development Providers that are **NOT** Accredited with the FP&M SETA need to select “Training Provider” under the “User Type” menu and click on the “New Provider” checkbox.
- ii. The System will then add “Unknown (0)” to the “Training Provider” field, as below.

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Home Login Search

Register User

User Name: userm3980

User Type: Training Provider

New Provider:

Training Provider: Unknown (0)

Password:

Confirm Password:

Register

reCAPTCHA

- iii. You can then continue to add the other information and then click on “Register” to conclude the process.

Home Login Search

Register User

User Name: Userm3980

E-mail Address: userm3980@gmail.com

User Type: Training Provider

New Provider:

Training Provider: Unknown (0)

Password: Pretyptikoe1&

Confirm password: Pretyptikoe1&

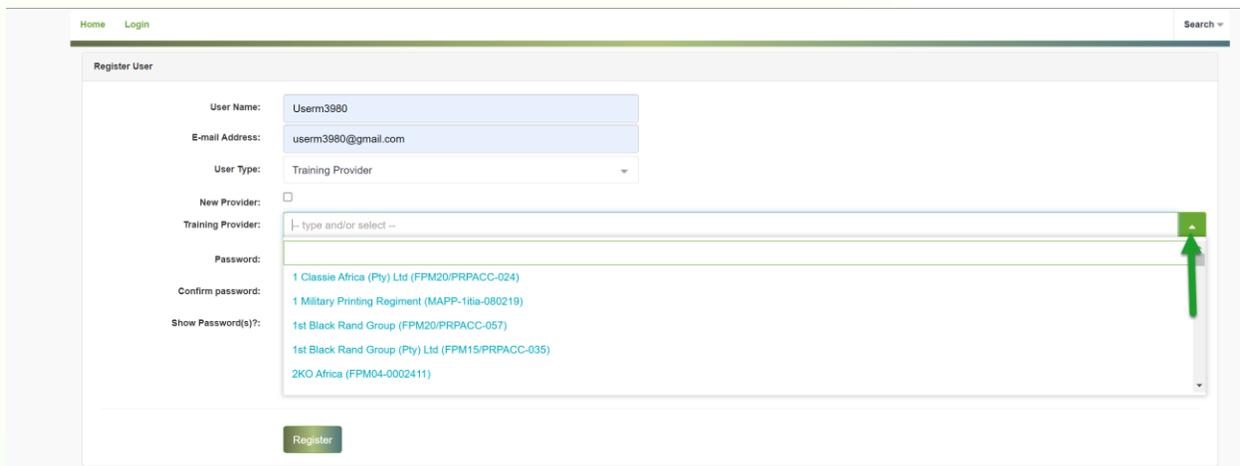
Show Password(s)?:

I'm not a robot

reCAPTCHA

2.2.2 Accredited Skills Development Providers

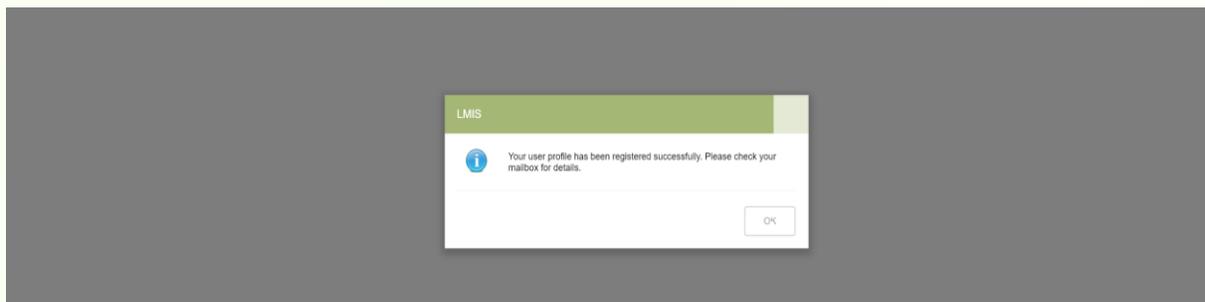
- i. Skills Development Providers that are already Accredited with the FP&M SETA need to select “Training Provider” under the “User Type” menu.
- ii. You then leave the “New Provider” checkbox **unmarked** and type the name of the FP&M SETA Accredited Provider on the “Training Provider” field. The system will populate the Provider name and Registration Number, as below:



The screenshot shows the 'Register User' form with the following details:

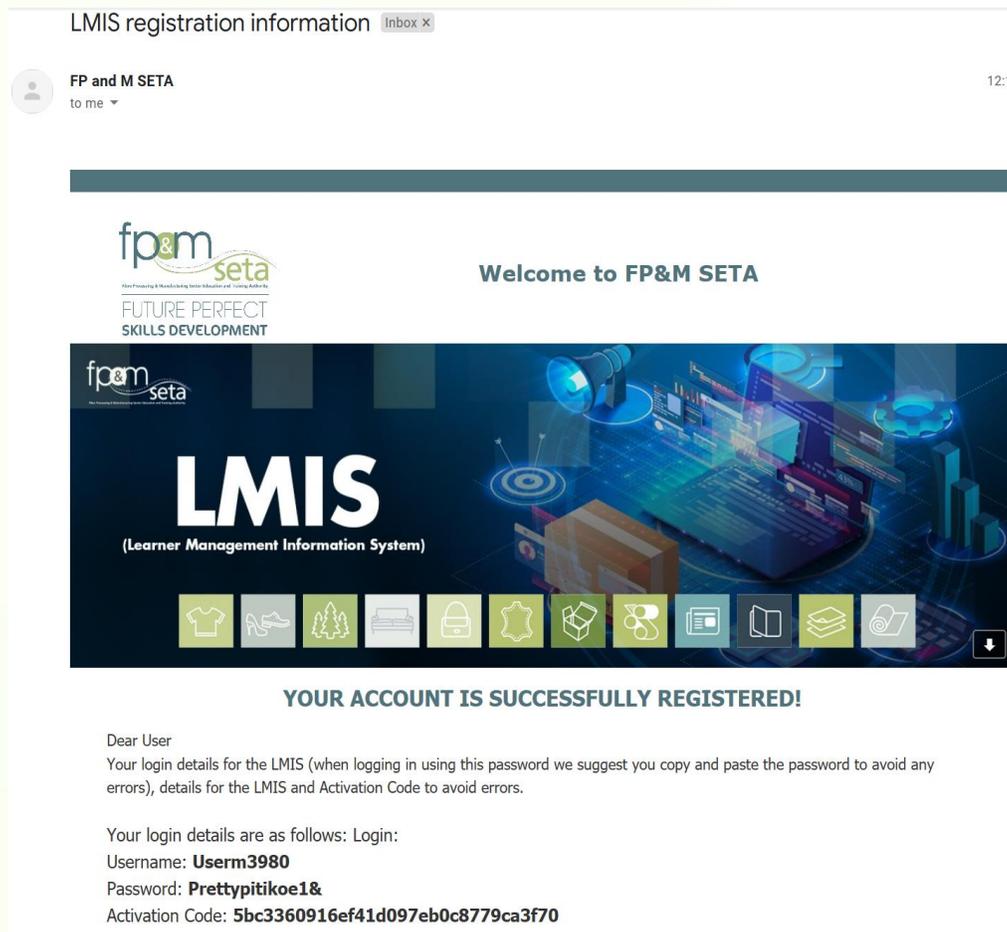
- User Name: Userm3980
- E-mail Address: userm3980@gmail.com
- User Type: Training Provider
- New Provider:
- Training Provider: A dropdown menu is open, showing a list of providers:
 - 1 Classie Africa (Pty) Ltd (FPM20/PRPACC-024)
 - 1 Military Printing Regiment (MAPP-1titia-080219)
 - 1st Black Rand Group (FPM20/PRPACC-057)
 - 1st Black Rand Group (Pty) Ltd (FPM15/PRPACC-035)
 - 2KO Africa (FPM04-0002411)
- Password: [Empty field]
- Confirm password: [Empty field]
- Show Password(s)?: [Empty field]
- Register button: A green button labeled 'Register'.

- i. You click on the correct Skills Development Provider name, then continue to add the rest of the information and click on “Register” to conclude the process.
- ii. Once the registration information is successfully captured, a success message with instructions on how to activate the account will appear as below:



2.3 User Account Activation

- i. An activation email with your details and an Activation Code is then sent to you, as below.
- ii. You copy the Activation Code and proceed to the LMIS Login Screen.



2.3.1 User Login

- i. Once the Activation Email has been received, you navigate to the LMIS Login page.
- ii. On the LMIS Login Page, you enter your username and password as seen on the Activation email.

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- iii. The system automatically populates the “User Type” field in accordance with what you have registered for, as below:
- iv. You then click on the “Login” button to proceed.

Home Login Search

Welcome to SETA Learner Management Information System

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: Userm3981

Password: *****

User Type: Training Provider

Show Password?

Login Register

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

Notices

ANNOUNCEMENT

- i. Before accessing your profile, you will need to verify the account. The system will navigate to the “Verify Account” (New User Verification) page as below. Enters (copy and paste) the Verification Code on the activation email, then click on the “Verify” button to proceed.

Log Off

Verify Account

Verify Account

User Name: Userm3981

E-mail Address: userm3981@gmail.com

Activation Code:

A value is required for Activation Code. Please provide a value for Activation Code

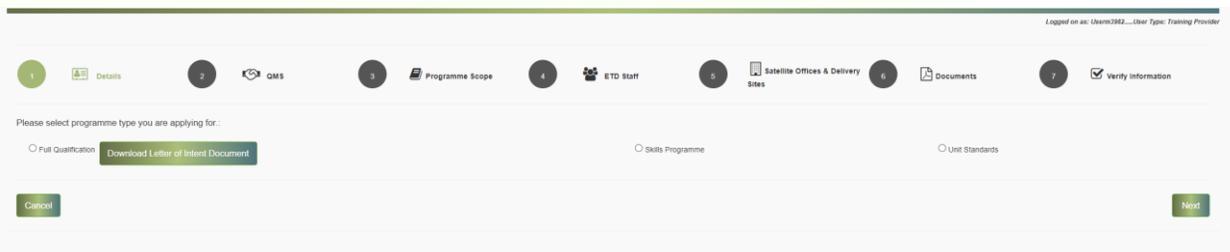
Verify

3. Application for Accreditation

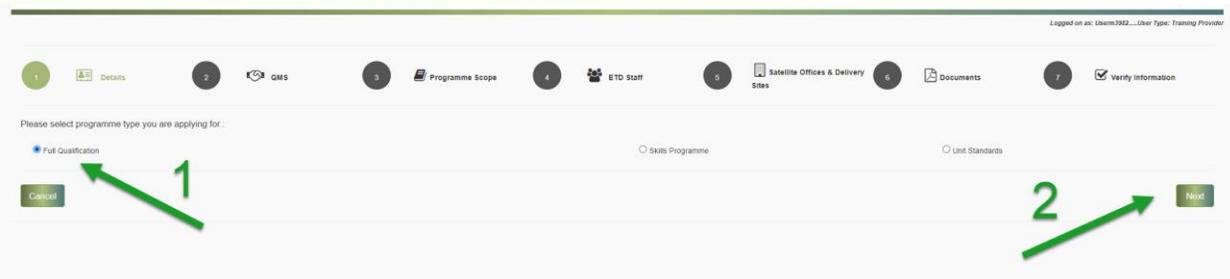
- i. This menu handles all the Accreditation process for the Skills Development Providers within the LMIS system. Skills Development Provider Accreditation allows the application for a NEW Training Provider, be it a first application, re-registration, or the Extension of Scope - in the case of those Training Providers that are already registered on the system.

3.1 Step 1 - Training Provider Details

- i. After successfully activating your account and having logged in, you land on the application page, as below:



- ii. By clicking on “Full Qualification”, then click on Next and the system will lead you to the next page:



- iii. You continue to fill out your details in the fields provided, as below:

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Logged on as: User3982.....User Type: Training Provider

1 Details
 2 QMS
 3 Programme Scope
 4 ETD Staff
 5 Satellite Offices & Delivery Sites
 6 Documents
 7 Verify Information

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

Save **Next**

Provider ID:
 Provider Code:
 Entity Registration No.:

Provider Name:

Trading Name:

Select Primary SETA:

Proof of Primary Accreditation and RL:

Registered with DHET:
 DHET Registration No.:

DHET Registration Start Date:
 DHET Registration End Date:

BBEE Rating:
 BBEE Recognition:

No. Full Time Staff:
 No. Contracted Staff:

Main Province Of Operation:

Latitude Degrees:
 Latitude Minutes:
 Latitude Seconds:

Longitude Degrees:
 Longitude Minutes:
 Longitude Seconds:

Contact Details

First Name:
 Title:

Last Name:
 Position in Organization:

Tel No.:
 Cell No.:

E-mail:

Physical Address:
 Postal Address:

House No./Complex Name:
 House No./Complex Name:

Street Name:
 Street Name:

Activate Windows
 Go to Settings to activate Windows

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Should you attempt to click on “Save” with mandatory information missing, the system will highlight the missing data in “RED” as below:

LMIS User Guide - SDP

Logged on as: User3982... User Type: Training Provider

1 Details 2 QMS 3 Programme Scope 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

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

Save **Next**

Provider ID: 0 Provider Code: FPM- Entity Registration No.: Entity Registration No. value is required

Provider Name:

Trading Name: Trading Name value is required

Select Primary SETA: -- select -- Select Primary SETA value is required

Proof of Primary Accreditation and RL: SELECT FILES...

Registered with DHET: Y DHET Registration No.:

DHET Registration Start Date: DHET Registration End Date:

BBBEE Rating: -- select -- BBBEE Recognition: 0.00%

No. Full Time Staff: 0 No. Contracted Staff: 0

Main Province Of Operation: -- select -- Main Province Of Operation value is required

Latitude Degrees: 0 Please enter a value less than or equal to -90 Latitude Minutes: 0 Latitude Seconds: 0.000

Longitude Degrees: 0 Please enter a value greater than or equal to 0 Longitude Minutes: 0 Longitude Seconds: 0.000

Contact Details

First Name: The First Name field is required Title:

Last Name: The Last Name field is required Position in Organization:

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Should you select a different SETA from FP&M, the system requires that you also add the MOU Request Letter, the system will highlight the missing data in “RED” as below:

Logged on as: User3982... User Type: Training Provider

1 Details 2 QMS 3 Programme Scope 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

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

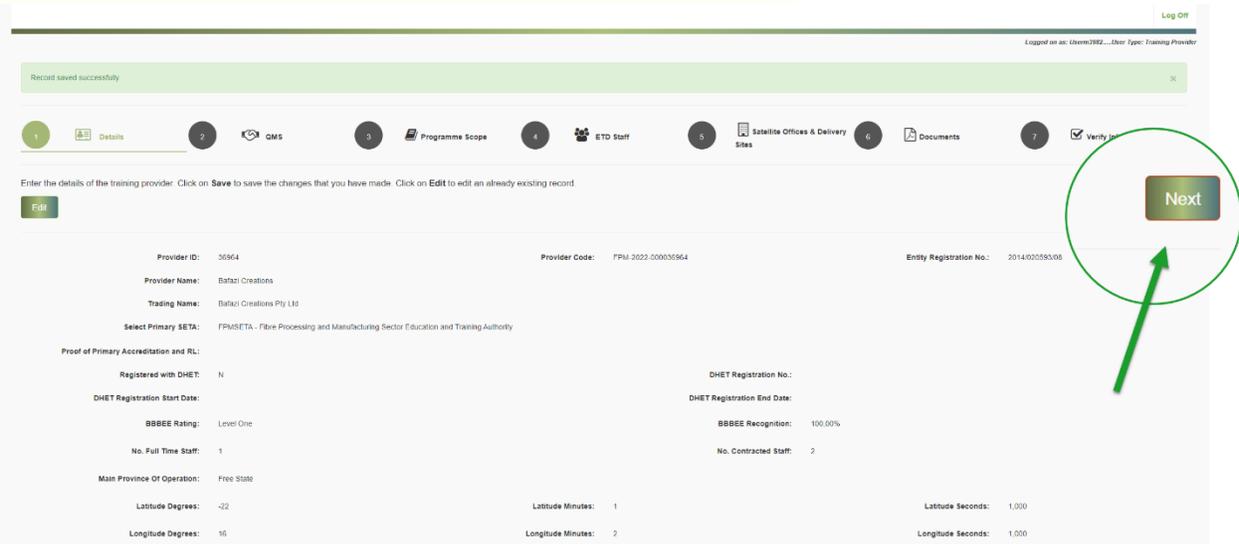
Save **Next**

If the ETQE is not SETA then the MOU Request Letter should be supplied. ←

- iv. Fill in all the required details, then click on the “Save” button. The system will proceed to save the details. Once your details have been successfully captured,

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you click on the “Next” button and the system will navigate to the next step, as below:



Record saved successfully

Logged on as: User0382...User Type: Training Provider

1 Details 2 QMS 3 Programme Scope 4 ETO Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

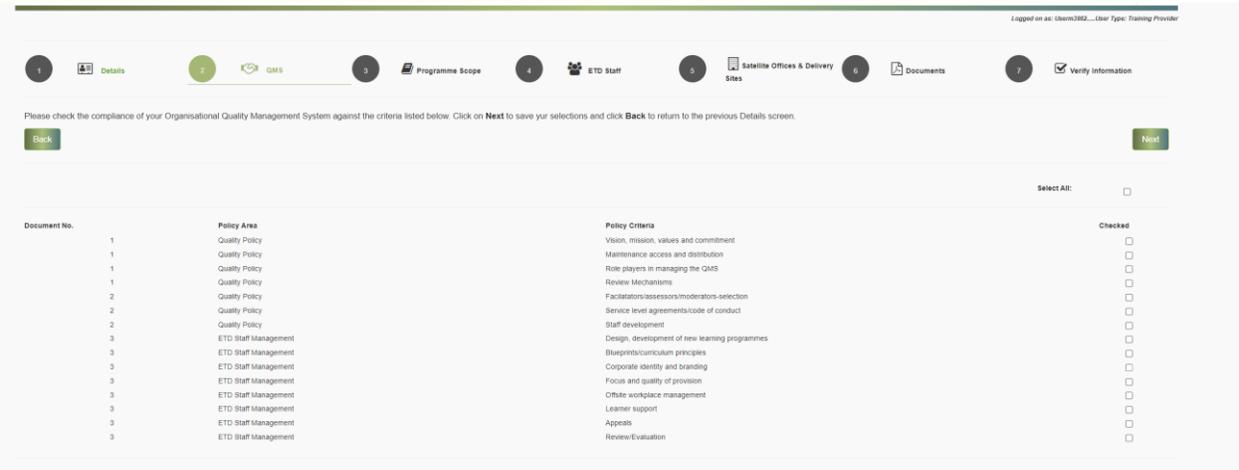
Enter the details of the training provider. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing record.

Edit

Provider ID:	36964	Provider Code:	FPM:2022:000036964	Entity Registration No.:	2014:02059308
Provider Name:	Bafazi Creations				
Trading Name:	Bafazi Creations Pty Ltd				
Select Primary SETA:	FPM/SETA - Fibre Processing and Manufacturing Sector Education and Training Authority				
Proof of Primary Accreditation and RL:					
Registered with DHET:	N	DHET Registration No.:			
DHET Registration Start Date:		DHET Registration End Date:			
BBBEE Rating:	Level One	BBBEE Recognition:	100.00%		
No. Full Time Staff:	1	No. Contracted Staff:	2		
Main Province Of Operation:	Free State				
Latitude Degrees:	-22	Latitude Minutes:	1	Latitude Seconds:	1,000
Longitude Degrees:	16	Longitude Minutes:	2	Longitude Seconds:	1,000

3.2 Step 2 – QMS

- i. This step allows you to mark/check Quality Management Systems of the Training Provider. This step requires that you “check” all the relevant fields.



Logged on as: User0382...User Type: Training Provider

1 Details 2 QMS 3 Programme Scope 4 ETO Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

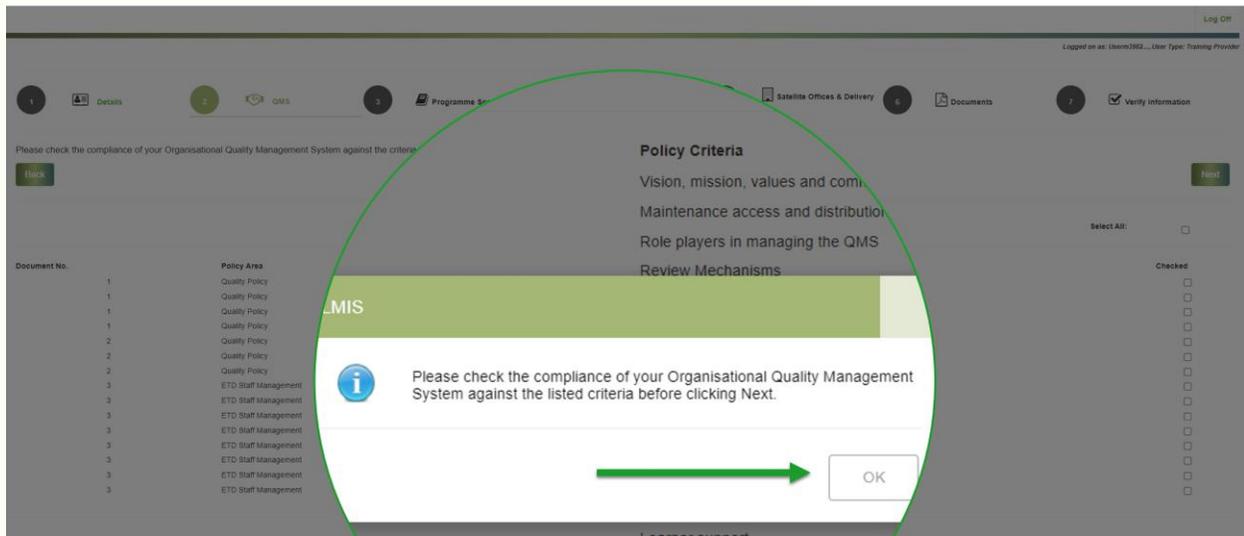
Please check the compliance of your Organisational Quality Management System against the criteria listed below. Click on **Next** to save your selections and click **Back** to return to the previous Details screen.

Back **Next**

Document No.	Policy Area	Policy Criteria	Checked
1	Quality Policy	Vision, mission, values and commitment	<input type="checkbox"/>
1	Quality Policy	Maintenance access and distribution	<input type="checkbox"/>
1	Quality Policy	Role players in managing the QMS	<input type="checkbox"/>
1	Quality Policy	Review Mechanisms	<input type="checkbox"/>
2	Quality Policy	Facilitation/assessors/moderators selection	<input type="checkbox"/>
2	Quality Policy	Service level agreements/code of conduct	<input type="checkbox"/>
2	Quality Policy	Staff development	<input type="checkbox"/>
3	ETO Staff Management	Design, development of new learning programmes	<input type="checkbox"/>
3	ETO Staff Management	Blueprints/curriculum principles	<input type="checkbox"/>
3	ETO Staff Management	Corporate identity and branding	<input type="checkbox"/>
3	ETO Staff Management	Focus and quality of provision	<input type="checkbox"/>
3	ETO Staff Management	Offsite workplace management	<input type="checkbox"/>
3	ETO Staff Management	Learner support	<input type="checkbox"/>
3	ETO Staff Management	Appraisals	<input type="checkbox"/>
3	ETO Staff Management	Reviews/Evaluation	<input type="checkbox"/>



Should you attempt to click on “Next” without marking the necessary QMS fields, the system will highlight the missing data in “RED” as below:



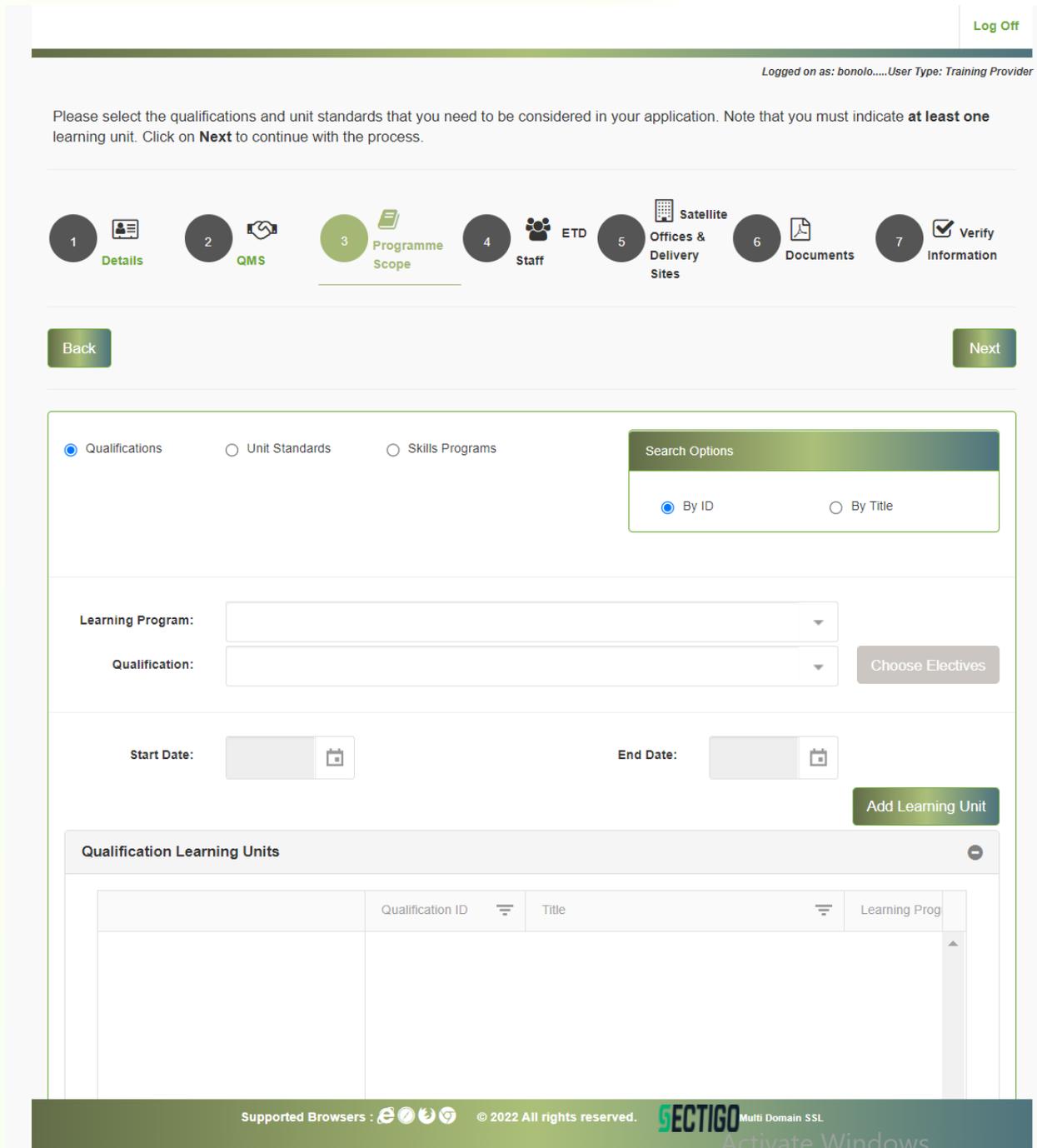
- ii. You can use the individual “checkboxes” to mark each QMS item, or you can simply click on the “Select All” button to proceed to have all items checked.
- iii. Once all QMS fields have been “checked”, you can proceed to the next step of the application.
- iv. Once all QMS fields have been “checked”, you can proceed to the next step of the application.

3.3 Step 3 - Programme Scope

- i. This step allows you to capture the learning units that you are accredited for.
- ii. Programme Scope allows you to capture Full Qualifications, Learning Programs, Unit Standards and Skills Programs that fall under the FP&M SETA.

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- iii. When the “Qualifications” section is selected, the system only activates the related fields to enter information and deactivates the other fields, as below:



[Log Off](#)
 Logged on as: bonolo.....User Type: Training Provider

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

1 Details 2 QMS **3 Programme Scope** 4 Staff ETD 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

[Back](#) [Next](#)

Qualifications Unit Standards Skills Programs

Search Options
 By ID By Title

Learning Program:
 Qualification: [Choose Electives](#)

Start Date: End Date: [Add Learning Unit](#)

Qualification Learning Units		
Qualification ID	Title	Learning Prog

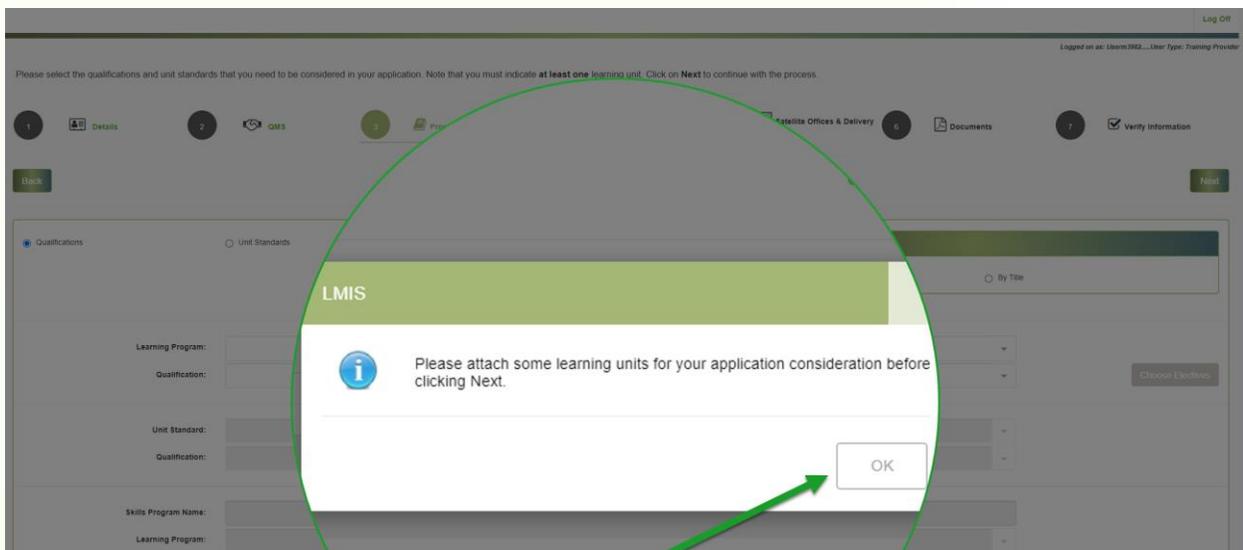
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3.3.1 Qualifications

- i. This portion of “Programme Scope” allows you to capture Full Qualifications as well as Learning Programs, you wish to be accredited for with the FP&M SETA.



Should you attempt to click on “Next” without adding any Learning Units, the system will produce an error message as below:



3.3.1.1 Full Qualifications

- i. This function allows you to capture a Full Qualification that is not linked to a Learning Program.
- ii. You enter the values (Learning Unit ID or Title) of the Full Qualification in the “Qualification” field, as below:

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Log Off

Logged on as: bonolo.....User Type: Training Provider

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

1 Details
2 QMS
3 Programme Scope
4 Staff
5 Satellite Offices & Delivery Sites
6 Documents
7 Verify Information

Back
Next

Qualifications
 Unit Standards
 Skills Programs

Search Options:

 By ID
 By Title

Learning Program:

Qualification:

- 35928 - Further Education and Training Certificate: Business Administration Services
- 73252 - General Education and Training Certificate: Adult Basic Education and Training: Small, Medium and Micro Enterprises
- 74630 - Further Education and Training Certificate: Generic Management: General Management

Start Date:

Qualification ID	Title	Learning Prog

- iii. Once the Qualification has been entered, you proceed to add additional “Elective” Learning Units related to the Qualification.
- iv. You click on the “Choose Electives” button and the system generates a menu for you to add Electives and ensure that your Learning Units meet the minimum credits for the Qualification (as per SAQA Rules of Combination), as below:

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Log Off

Logged on as: User3382...User Type: Training Provider

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

1 Details
2 QMS
3 Programme Scope
4 ETD Staff
5 Satellite Offices & Delivery Sites
6 Documents
7 Verify Information

Back
Next

Qualifications
 Unit Standards
 Skills Programs

Search Options:
 By ID
 By Title

Learning Program:

Qualification: 48643 - Further Education and Training Certificate: Chemical Pulp Manufacturing

Please choose electives to ensure that enough credits make up

Select	Code	Title	Credits
<input type="checkbox"/>	12465	Develop a learning plan and a portfolio for assessment	6
<input type="checkbox"/>	7547	Operate a personal computer system	6
<input type="checkbox"/>	9973	Apply basic business concepts	8
<input type="checkbox"/>	9926	Coach learners	10
<input type="checkbox"/>	110030	Demonstrate understanding of the water treatment and effluent treatment processes in the pulp and paper ...	10
<input type="checkbox"/>	114244	Generate chlorine dioxide for pulp bleaching	30
<input type="checkbox"/>	9527	Lead a team, plan, allocate and assess their work	4

1 - 10 of 21 items

Credits: 168
 Running Credits: 219

Activate Windows
 Go to Settings to activate Windows

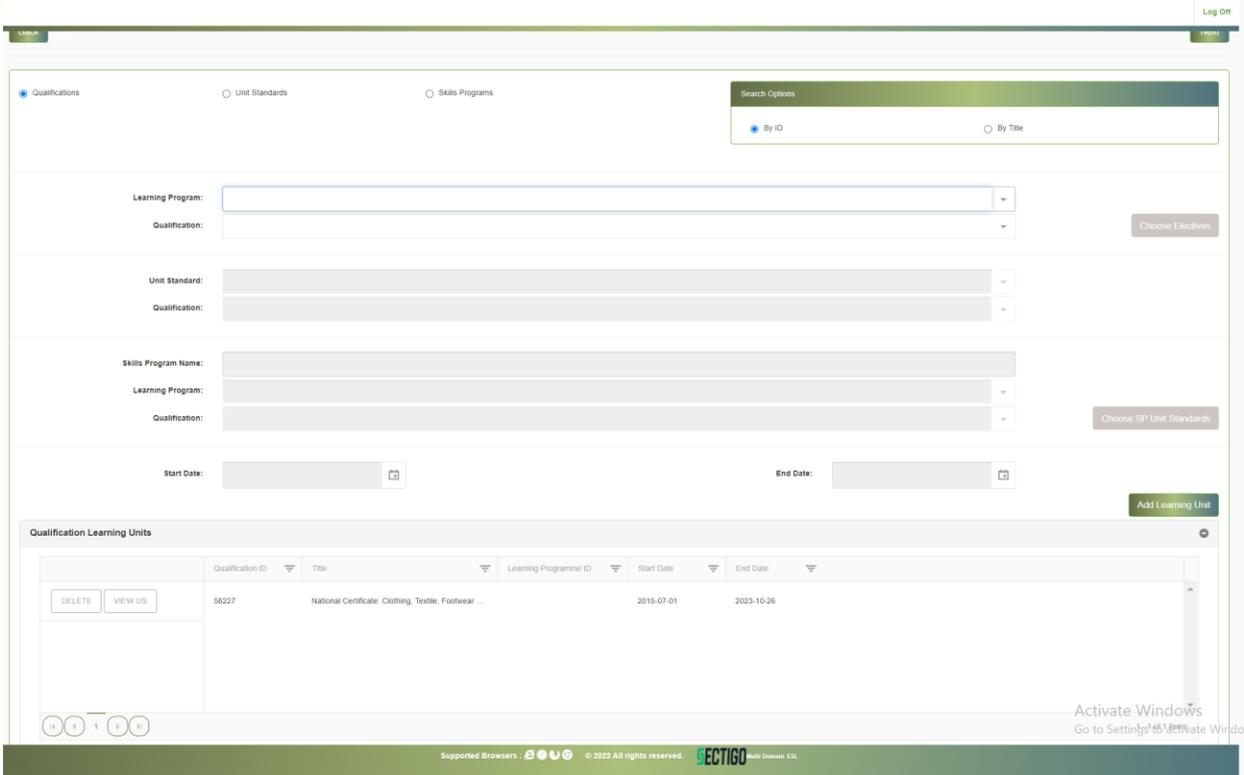
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- I. The Electives grid provides you with the following information:
 - a. Code – the Elective code that uniquely identifies the Learning Unit as on the SAQA database
 - b. Title - the title that identifies a learning unit as on the SAQA database
 - c. Credits – the individual Elective credits as on the SAQA database
 - d. Select – clicking on the checkbox allows you to choose the individual Elective and highlights selected items, as above.

- II. Once the Electives have been selected and the minimum credits have been met for the Qualification, you click on the “Add Learning Unit” button to proceed.

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- III. The system will generate a success message and add the Learning Unit to the grid section, as below:
- IV. Once you are satisfied with the entry, the system will generate a success message and populate the information in the grid, as below:

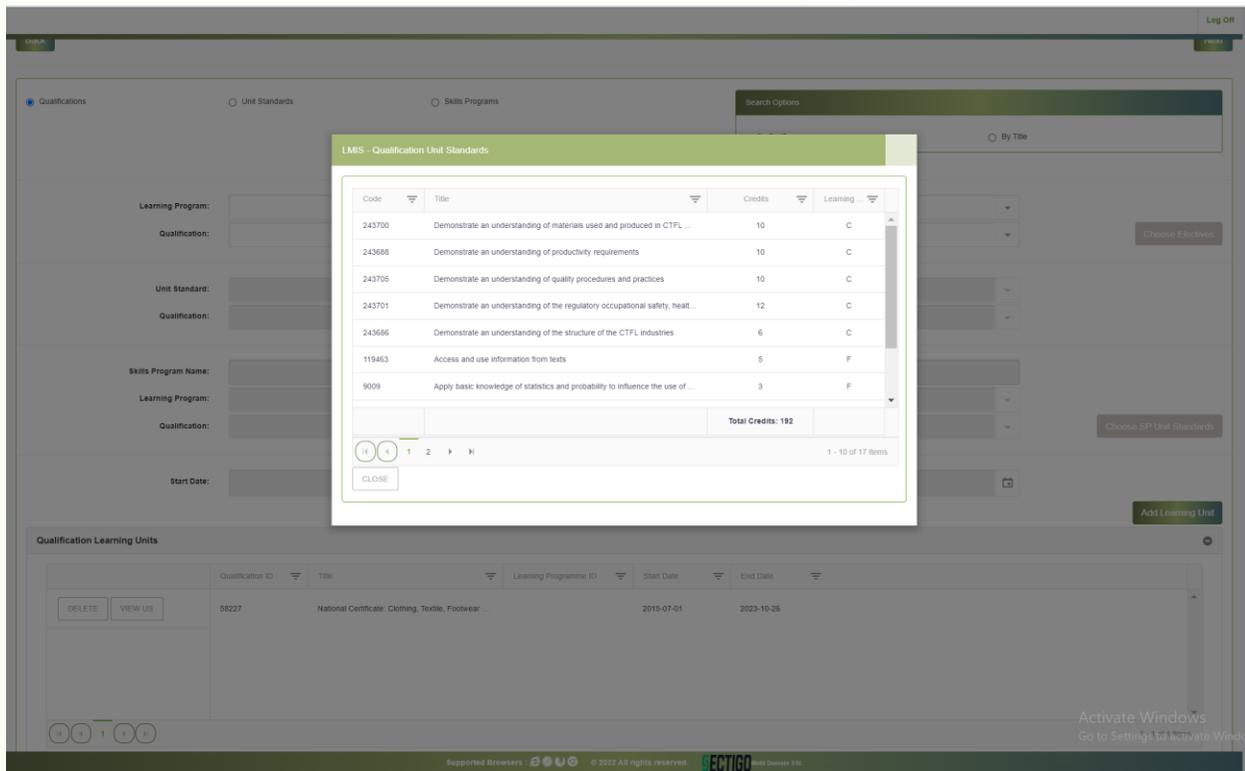


The screenshot displays the 'Add Learning Unit' interface. At the top, there are tabs for 'Qualifications', 'Unit Standards', and 'Skills Programs'. A search bar is available with options 'By ID' and 'By Title'. Below the search bar, there are several input fields: 'Learning Program', 'Qualification', 'Unit Standard', 'Qualification', 'Skills Program Name', 'Learning Program', and 'Qualification'. There are also 'Start Date' and 'End Date' fields with calendar icons. A 'Choose Electives' button is located to the right of the 'Learning Program' and 'Qualification' fields. A 'Choose SP Unit Standards' button is located to the right of the 'Skills Program Name', 'Learning Program', and 'Qualification' fields. An 'Add Learning Unit' button is located at the bottom right of the form. Below the form is a table titled 'Qualification Learning Units' with columns for 'Qualification ID', 'Title', 'Learning Programme ID', 'Start Date', and 'End Date'. The table contains one row with the following data: Qualification ID: 58227, Title: National Certificate: Clothing, Textile, Footwear ..., Learning Programme ID: (blank), Start Date: 2015-07-01, End Date: 2023-10-26. There are 'DELETE' and 'VIEW US' buttons for each row. The footer of the page includes 'Supported Browsers', '© 2022 All rights reserved.', and 'SECTIGO'.

- i. The grid provides you with the following information:
 - a. Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - b. Title - the title that identifies a learning unit as on the SAQA database
 - c. Learning Programme ID - the Learning Programme code that uniquely identifies an LP as on the SAQA database

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- d. Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
- e. End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit
- f. View US button – this button allows you to view all the Learning Units that you have captured for the Qualification/Learning Programme, as below:



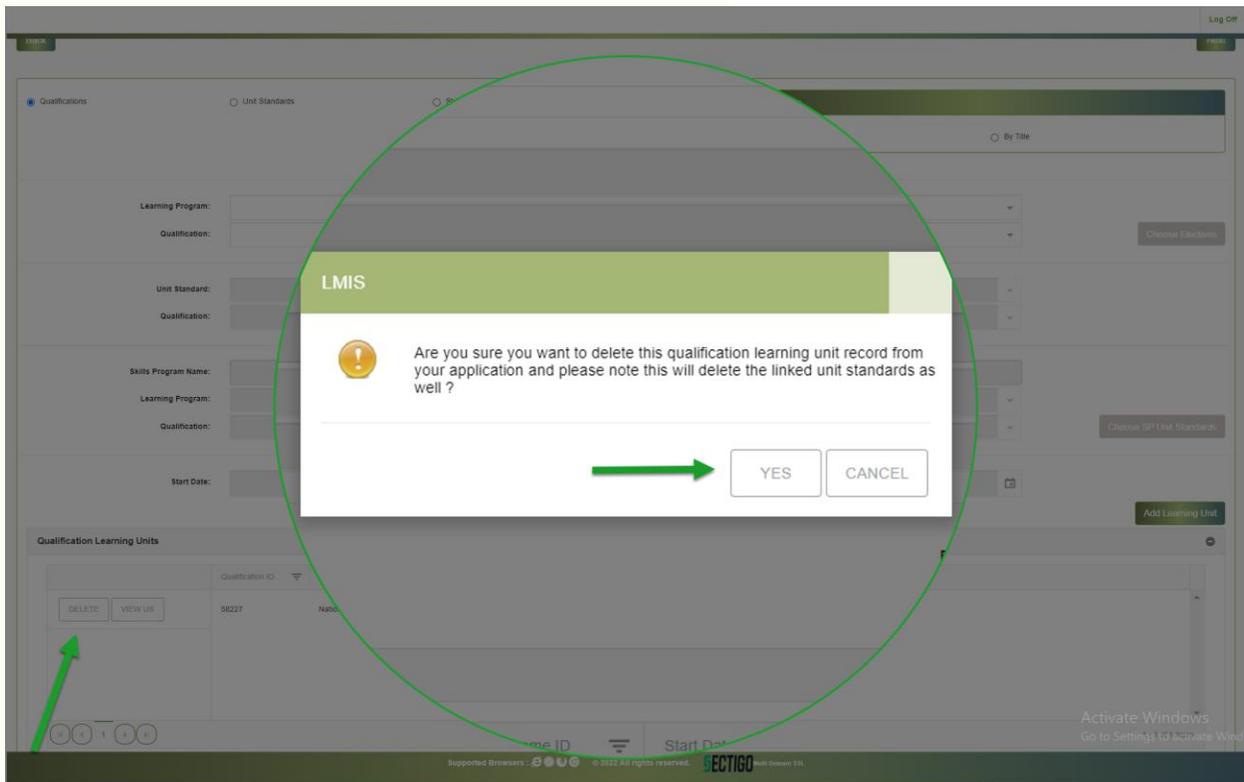
The screenshot shows the LMIS interface with a modal window titled 'LMIS - Qualification Unit Standards'. The modal contains a table with the following data:

Code	Title	Credits	Learning
243700	Demonstrate an understanding of materials used and produced in CTFL ...	10	C
243688	Demonstrate an understanding of productivity requirements	10	C
243705	Demonstrate an understanding of quality procedures and practices	10	C
243701	Demonstrate an understanding of the regulatory occupational safety, heat...	12	C
243686	Demonstrate an understanding of the structure of the CTFL industries	6	C
119463	Access and use information from texts	5	F
9009	Apply basic knowledge of statistics and probability to influence the use of ...	3	F

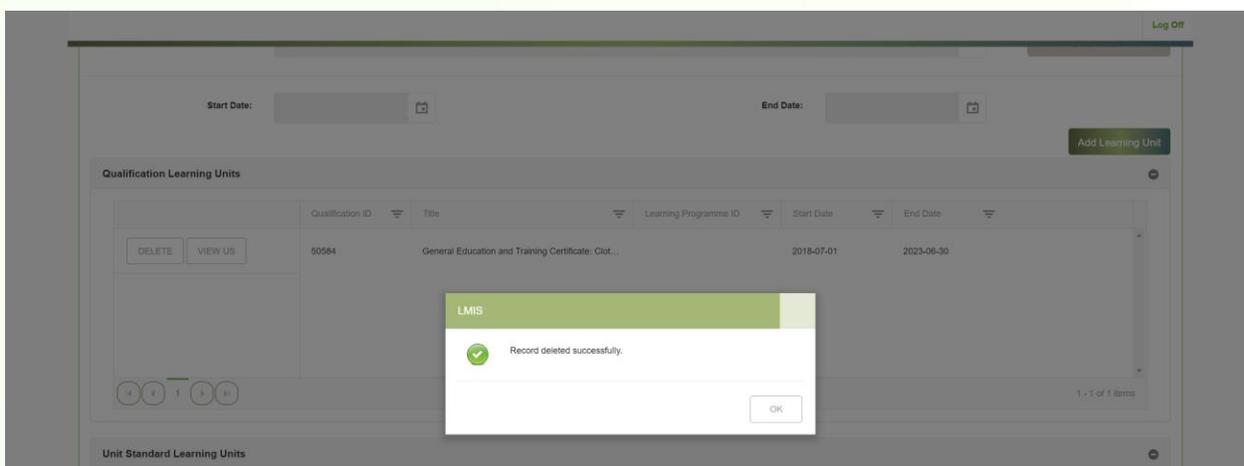
Below the table, it shows 'Total Credits: 192' and '1 - 10 of 17 items'. The background shows a 'Qualification Learning Units' table with columns for Qualification ID, Title, Learning Programme ID, Start Date, and End Date.

- g. Delete – this button allows the user to remove the added Qualification/Learning Programme.
- ii. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:

LMIS User Guide - SDP



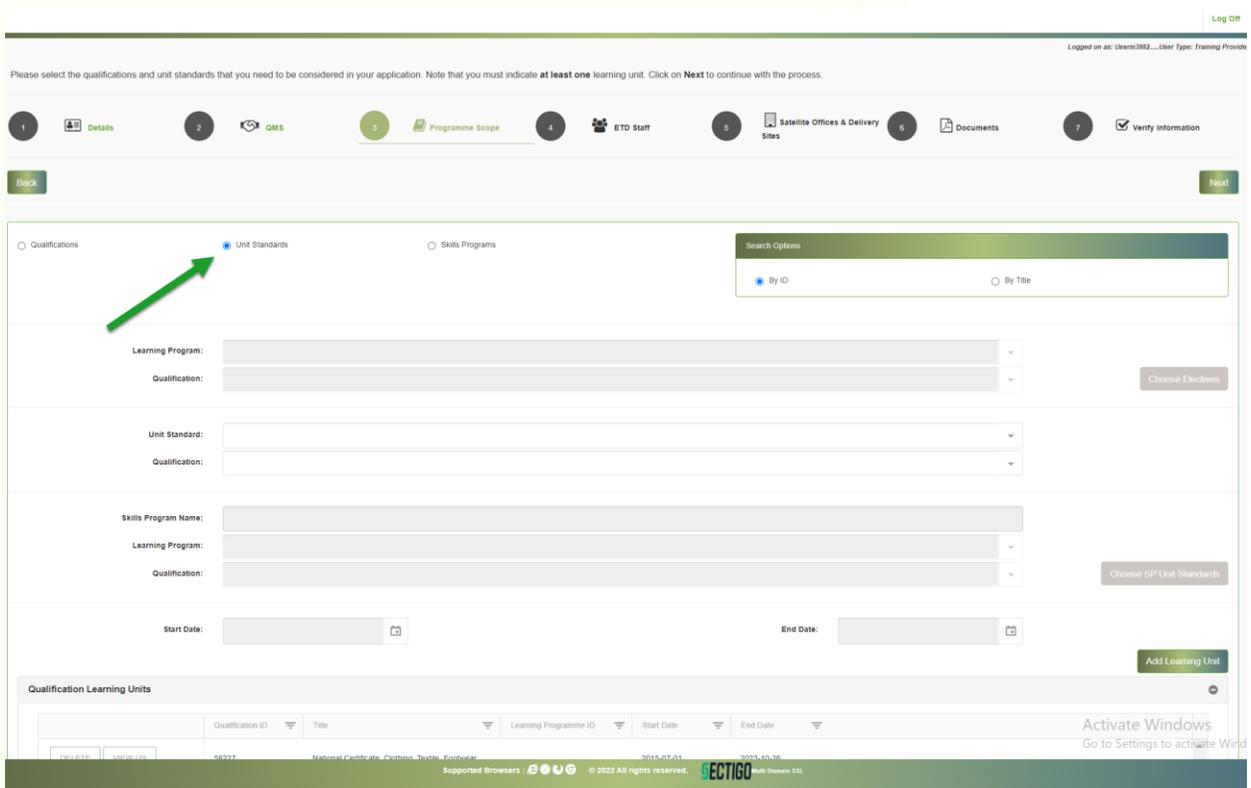
- iii. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:



3.3.2 Unit Standards

LMIS User Guide - SDP

- i. This portion of “Programme Scope” allows you to capture Unit Standards you wish to be accredited for with the FP&M SETA.
- ii. Selecting the “Unit Standards” portion of the “Programme Scope” step deactivates the other sections (Qualification and Skills Program fields) and allows you to capture the Unit Standard and the Qualification it is linked to, as below:



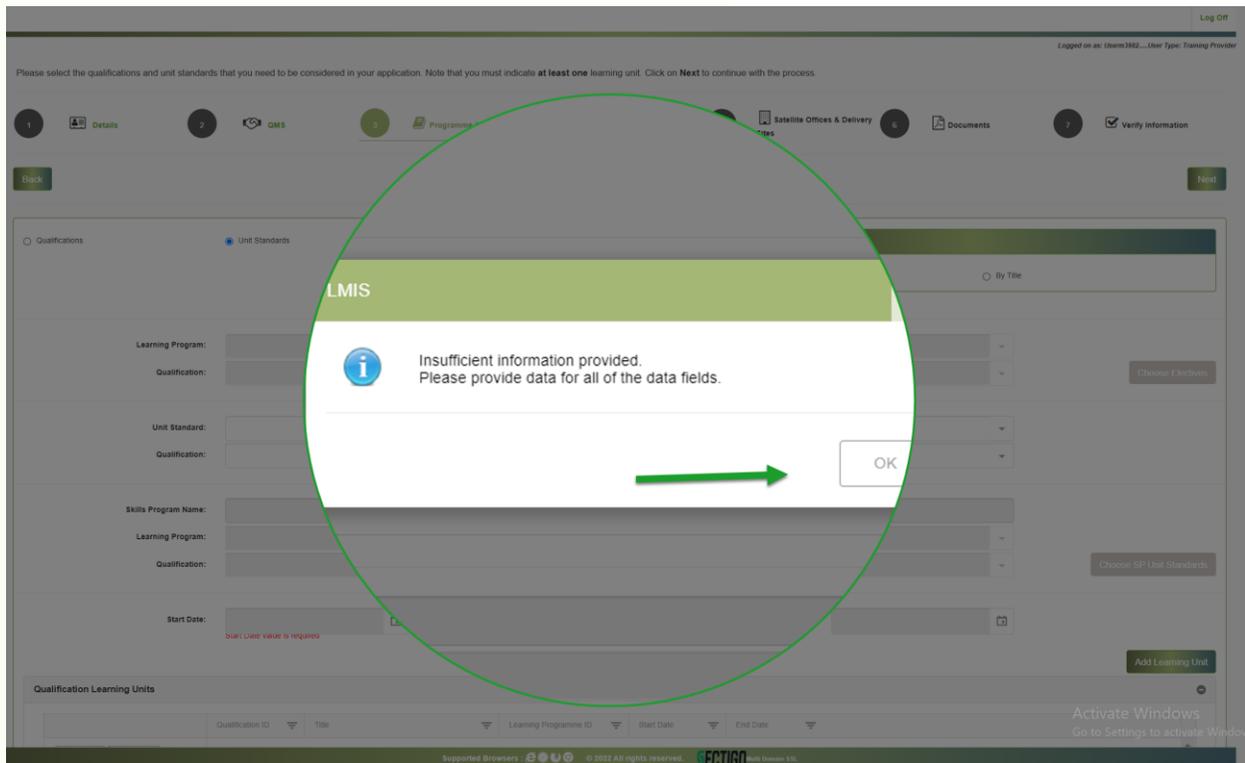
The screenshot shows the 'Programme Scope' step in the LMIS application. The 'Unit Standards' radio button is selected, indicated by a green arrow. The form contains several sections: 'Learning Program' and 'Qualification' with a 'Choose Electives' button; 'Unit Standard' and 'Qualification' with dropdown menus; 'Skills Program Name', 'Learning Program', and 'Qualification' with dropdown menus and a 'Choose SP Unit Standards' button; and 'Start Date' and 'End Date' with calendar icons. At the bottom right, there is an 'Add Learning Unit' button. The top navigation bar shows steps 1 through 7, with step 3 'Programme Scope' highlighted.

- iii. Once you have added the valid Unit Standard and the Qualification it is linked to, you proceed to click on the “Add Learning Unit” button.



Should you attempt to click on “Add Learning Unit” without adding any Learning Units, the system will produce an error message as below:

LMIS User Guide - SDP



- i. Once “Unit Standard” has been selected, choose “Qualification” and click the “Add Learning Unit to save” as below:

LMIS User Guide - SDP

Log Off

Logged on as: User3982... User Type: Training Provider

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

1 Details
2 QMS
3 Programme Scope
4 ETD Staff
5 Satellite Offices & Delivery Sites
6 Documents
7 Verify Information

Back
Next

Qualifications
 Unit Standards
 Skills Programs

Search Options
 By ID By Title

Learning Program:
 Qualification: Choose Electives

Unit Standard:
 Qualification: ←

Skills Program Name:
 Learning Program:
 Qualification: Choose SP Unit Standards

Start Date:
 End Date: → Add Learning Unit

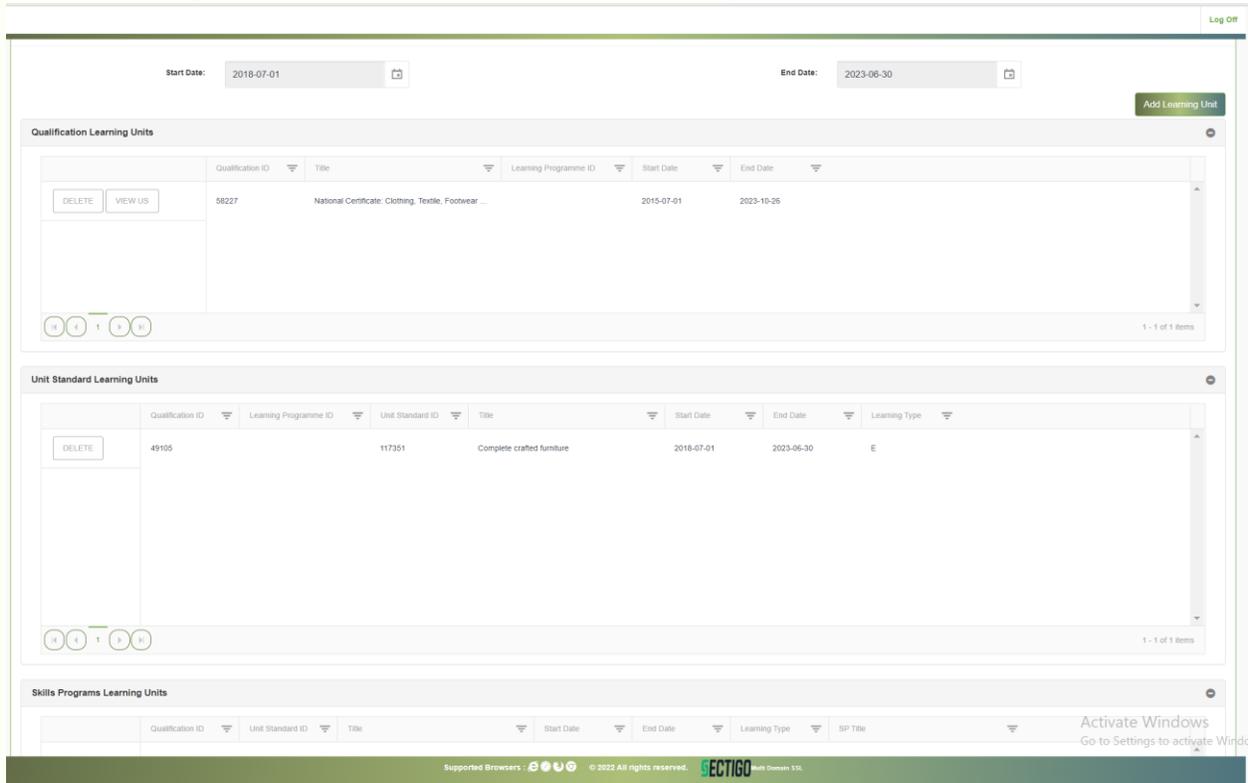
Qualification Learning Units					
	Qualification ID	Title	Learning Programme ID	Start Date	End Date
DELETE	VIEW UNIT	69272	National Certificate: Cabinet, Trivels, Seating	2018-07-01	2023-10-26

Activate Windows
Go to Settings to activate Windows

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- iv. Should all the learning unit fields be supplied, the system generates a success message and populates the “Unit Standards” grid as below:

LMIS User Guide - SDP



The screenshot displays the LMIS User Guide - SDP interface. At the top, there are date filters for 'Start Date' (2018-07-01) and 'End Date' (2023-06-30). A 'Log Off' button is in the top right corner. Below the date filters is a green 'Add Learning Unit' button. The main content area is divided into three sections:

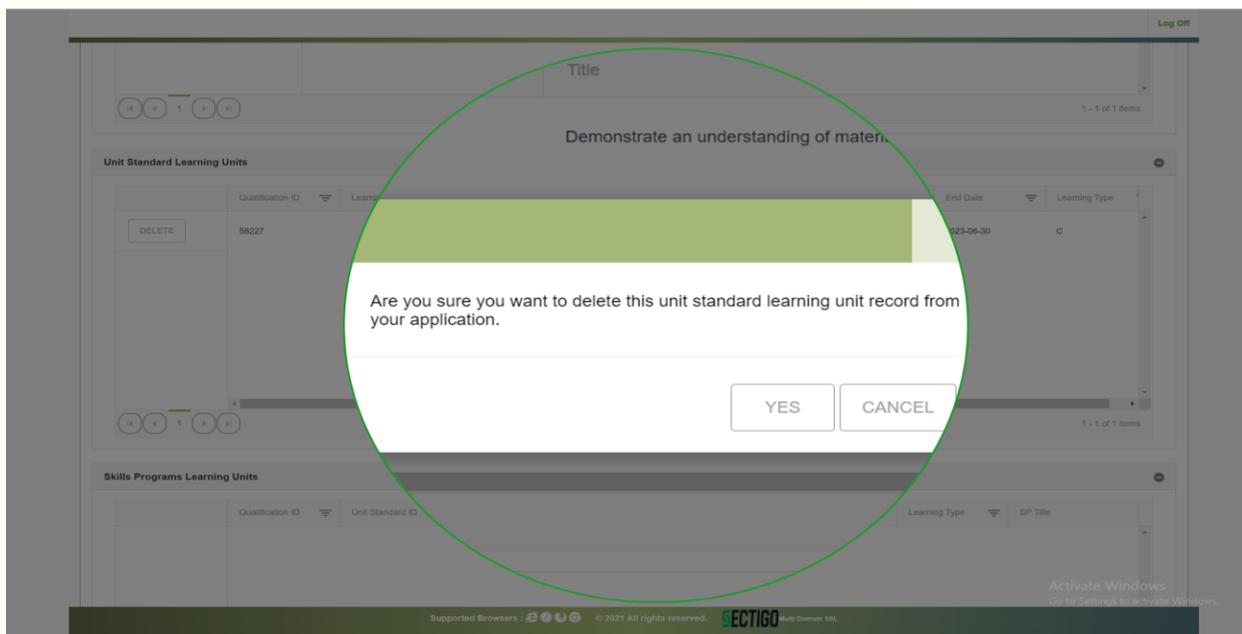
- Qualification Learning Units:** A table with columns: Qualification ID, Title, Learning Programme ID, Start Date, and End Date. A row is visible with Qualification ID 58227, Title 'National Certificate: Clothing, Textile, Footwear ...', Learning Programme ID, Start Date 2015-07-01, and End Date 2023-10-25. There are 'DELETE' and 'VIEW US' buttons for this row.
- Unit Standard Learning Units:** A table with columns: Qualification ID, Learning Programme ID, Unit Standard ID, Title, Start Date, End Date, and Learning Type. A row is visible with Qualification ID 49105, Learning Programme ID, Unit Standard ID 117351, Title 'Complete crafted furniture', Start Date 2018-07-01, End Date 2023-06-30, and Learning Type 'E'. There is a 'DELETE' button for this row.
- Skills Programs Learning Units:** A table with columns: Qualification ID, Unit Standard ID, Title, Start Date, End Date, Learning Type, and SP Title. This section is currently empty.

At the bottom of the interface, there is a footer with 'Supported Browsers' icons, '© 2022 All rights reserved. SECTIGO All Domain SSL', and an 'Activate Windows' watermark.

- v. The grid provides you with the following information:
- Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - Learning Programme ID - the Learning Programme code that uniquely identifies an LP as on the SAQA database
 - Unit Standard ID - the unit standard code that uniquely identifies a unit standard as on the SAQA database
 - Title - the title that identifies a learning unit as on the SAQA database
 - Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
 - End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit

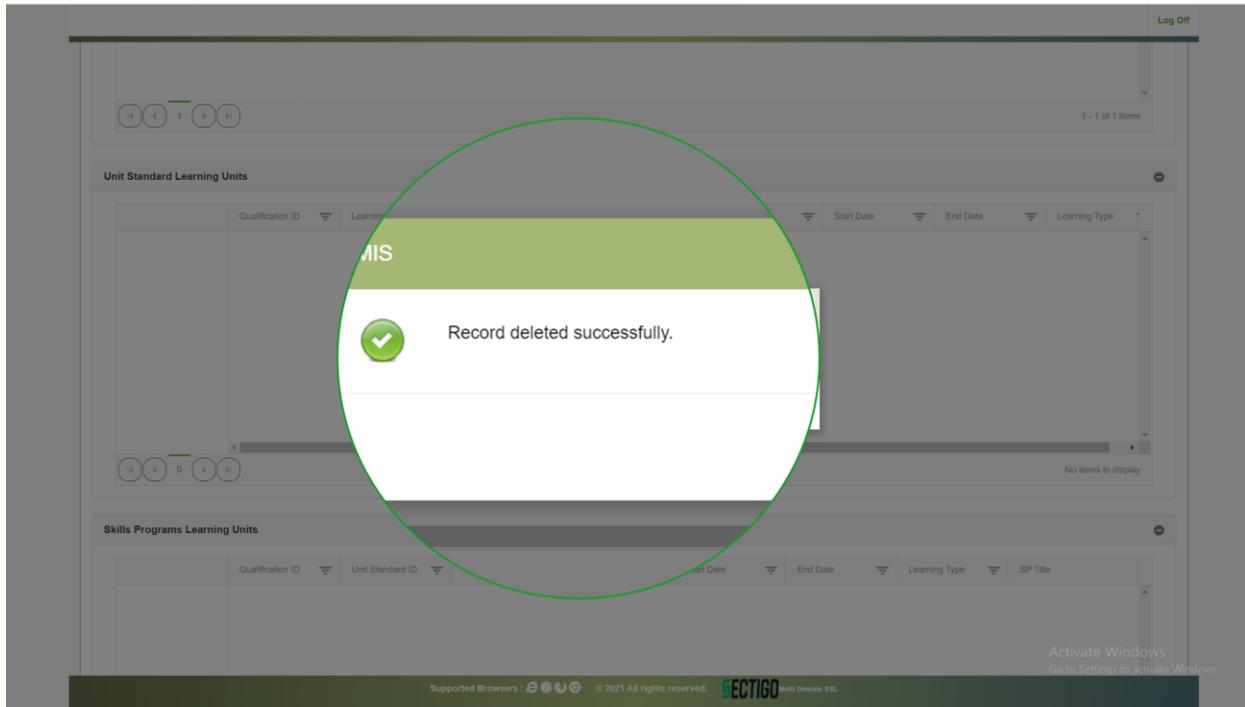
LMIS User Guide - SDP

- g. Learning Type – this applies to the unit standards and specifies whether the application is a Core, Fundamental or Elective.
 - h. Delete - this button allows you to remove the added Unit Standard
- vi. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:



- vii. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:

LMIS User Guide - SDP



3.4 Skills Programs

- i. This portion of the Learning Units process allows you to capture Skills Programs you wish to be accredited for, Extend or Remediate with the FP&M SETA.

LMIS User Guide - SDP

Log Off

Logged on as: User3982... User Type: Training Provider

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

1 details
2 QMS
3 Programme Scope
4 ETD Staff
5 Satellite Offices & Delivery Sites
6 documents
7 Verify Information

Qualifications
 Unit Standards
 Skills Programs

Search Options
 By ID By Title

Learning Program:

Qualification:

Unit Standard:

Qualification:

Skills Program Name:

Learning Program:

Qualification:

Start Date:
End Date:

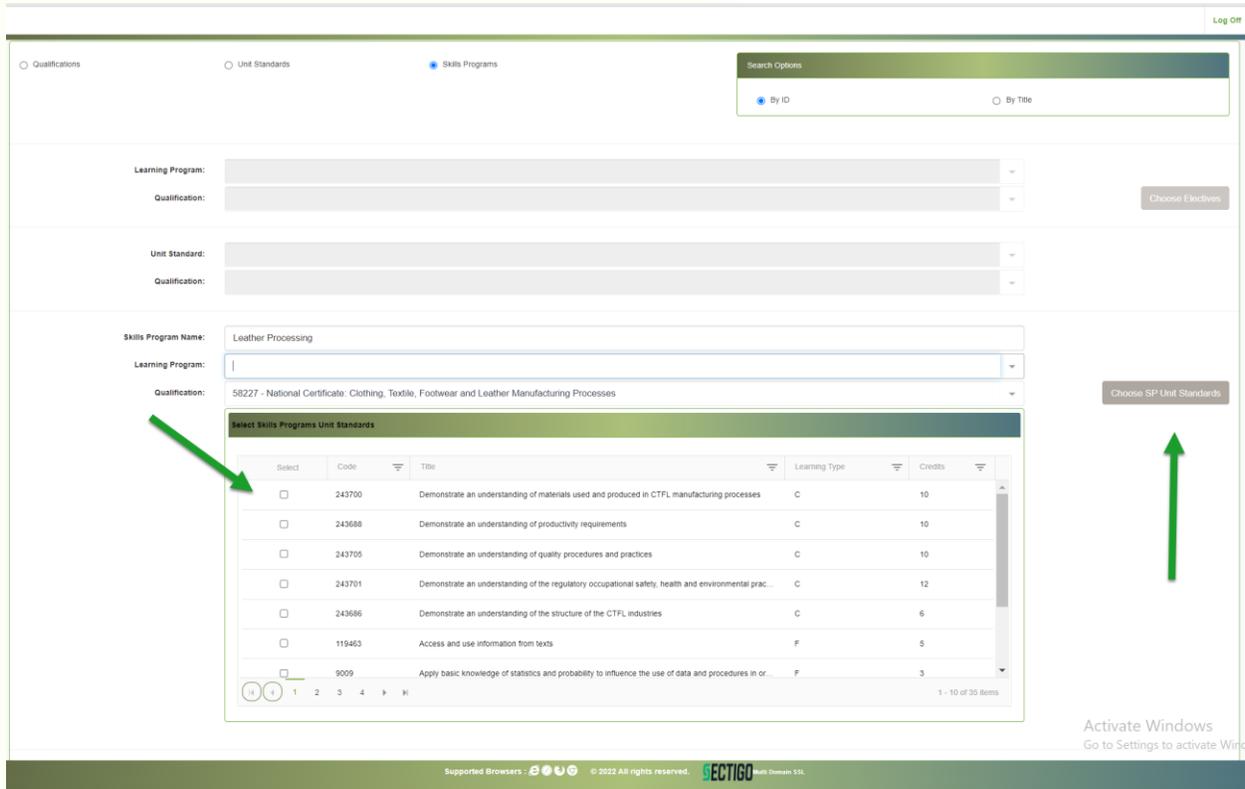
Qualification ID	Title	Learning Programme ID	Start Date	End Date
68222	National Certificate: Crochets, Twills, Stockings		2015-07-01	2021-10-26

Activate Windows
Go to Settings to activate Windows

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- ii. Selecting the “Skills Programs” option deactivates the other sections (Qualification and Unit Standards fields) and allows you to capture the Skills Program Name and the Qualification it is linked to, as below:

LMIS User Guide - SDP



Log Off

Qualifications Unit Standards Skills Programs

Search Options
 By ID By Title

Learning Program: [Dropdown]
 Qualification: [Dropdown] Choose Electives

Unit Standard: [Dropdown]
 Qualification: [Dropdown]

Skills Program Name: Leather Processing
 Learning Program: [Dropdown]
 Qualification: 5827 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes Choose SP Unit Standards

Select Skills Programs Unit Standards

Select	Code	Title	Learning Type	Credits
<input type="checkbox"/>	243700	Demonstrate an understanding of materials used and produced in CTFI manufacturing processes	C	10
<input type="checkbox"/>	243688	Demonstrate an understanding of productivity requirements	C	10
<input type="checkbox"/>	243705	Demonstrate an understanding of quality procedures and practices	C	10
<input type="checkbox"/>	243701	Demonstrate an understanding of the regulatory occupational safety, health and environmental prac...	C	12
<input type="checkbox"/>	243686	Demonstrate an understanding of the structure of the CTFI industries	C	6
<input type="checkbox"/>	119463	Access and use information from texts	F	5
<input type="checkbox"/>	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in or...	F	3

1 - 10 of 35 Items

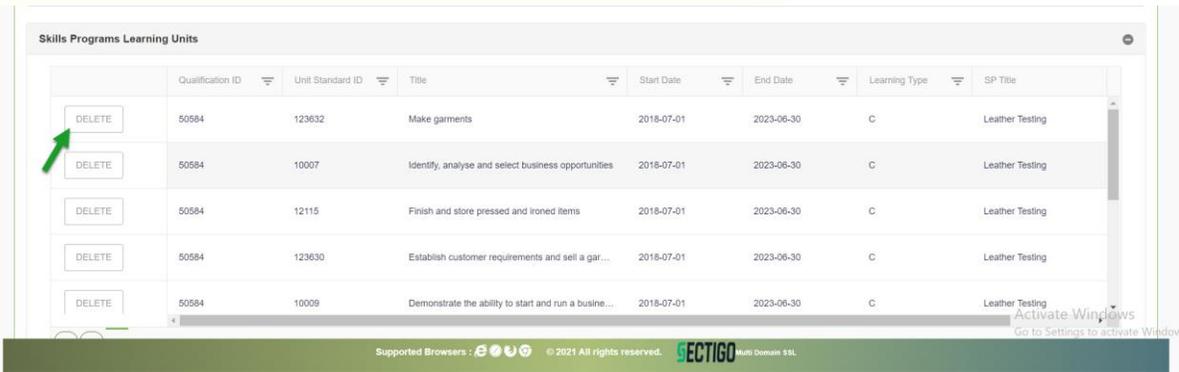
Activate Windows
 Go to Settings to activate Windows

Supported Browsers: [Icons] © 2022 All rights reserved. SECTIGO Built on Open SaaS

- iii. Once the Skills Program Name and linked Qualification have been captured, you click on the “Choose SP Unit Standards” button and the system generates a menu for you to add Unit Standards to the Skills Program, as above.
- iv. The Skills Program Unit Standards grid provides you with the following information:
 - a. Code – the Unit Standard code that uniquely identifies the Learning Unit as on the SAQA database
 - b. Title - the title that identifies a learning unit as on the SAQA database
 - c. Learning Type – whether the Learning Unit is a Fundamental, Core or Elective
 - d. Credits – the individual Elective credits as on the SAQA database
 - e. Select – clicking on the checkbox allows you to choose the individual Unit Standard and highlights selected items, as above.

LMIS User Guide - SDP

- viii. Once you have added the Skills Program Name, Qualification and linked Unit Standards, you proceed to click on the “Add Learning Unit” button.
- Should all the learning unit fields be supplied, the system generates a success message and populates the “Skills Program” grid as below:

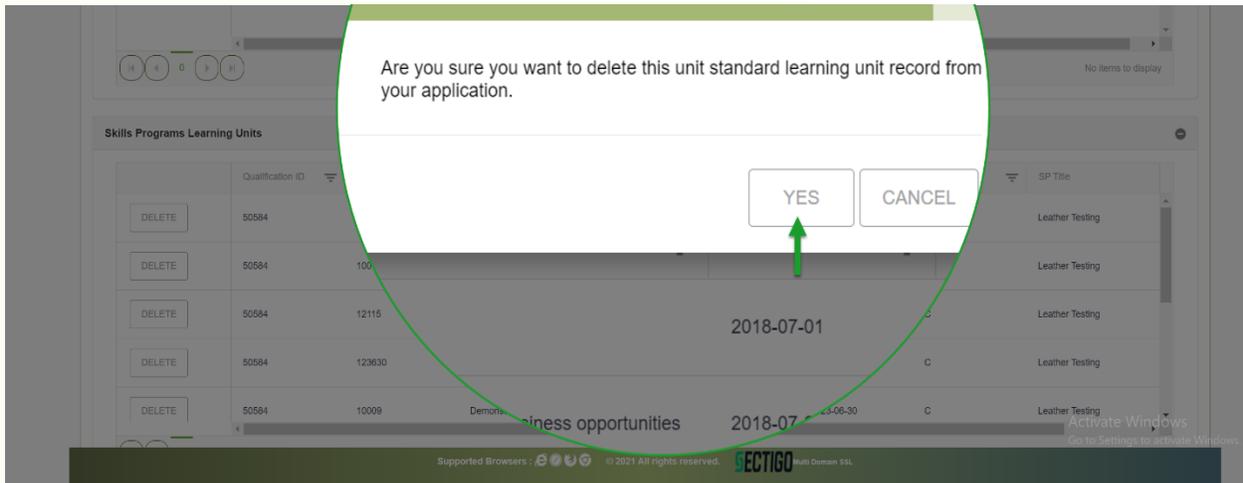


	Qualification ID	Unit Standard ID	Title	Start Date	End Date	Learning Type	SP Title
DELETE	50584	123632	Make garments	2018-07-01	2023-06-30	C	Leather Testing
DELETE	50584	10007	Identify, analyse and select business opportunities	2018-07-01	2023-06-30	C	Leather Testing
DELETE	50584	12115	Finish and store pressed and ironed items	2018-07-01	2023-06-30	C	Leather Testing
DELETE	50584	123630	Establish customer requirements and sell a gar...	2018-07-01	2023-06-30	C	Leather Testing
DELETE	50584	10009	Demonstrate the ability to start and run a busine...	2018-07-01	2023-06-30	C	Leather Testing

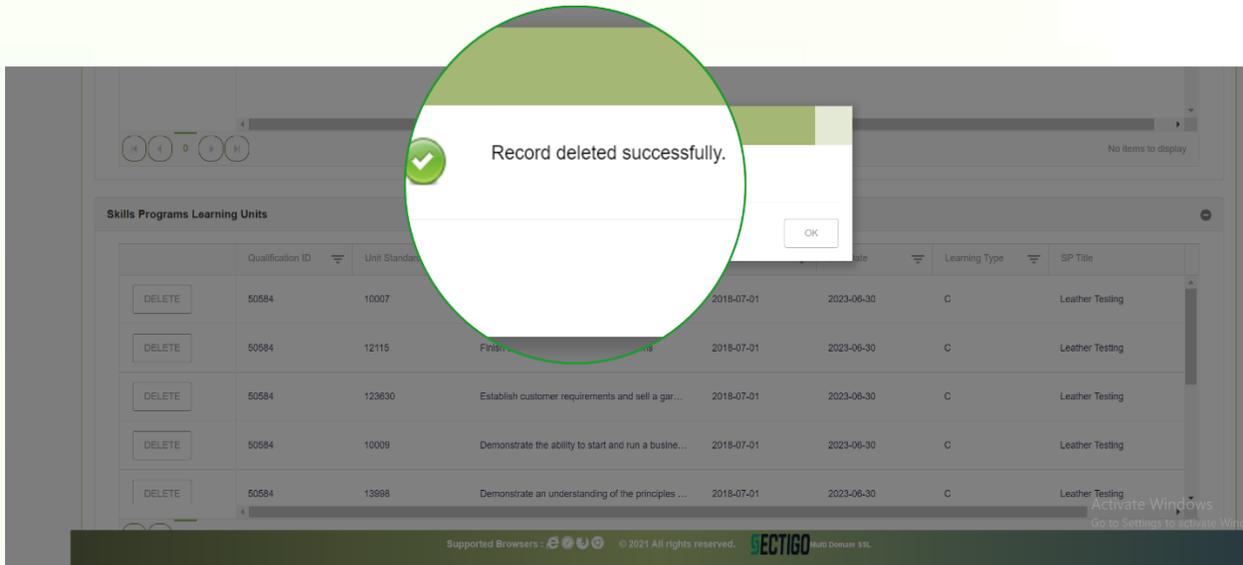
- ix. The grid provides you with the following information:
- Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - Unit Standard ID - the unit standard code that uniquely identifies a unit standard as on the SAQA database
 - Title - the title that identifies a learning unit as on the SAQA database
 - Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
 - End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit
 - Learning Type – this applies to the unit standards and specifies whether the application is a Core, Fundamental or Elective.
 - Skills Program Name – The Name of the Skills Program
 - Delete** - this button allows you to remove the added Unit Standard.

LMIS User Guide - SDP

- i. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:



- j. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:

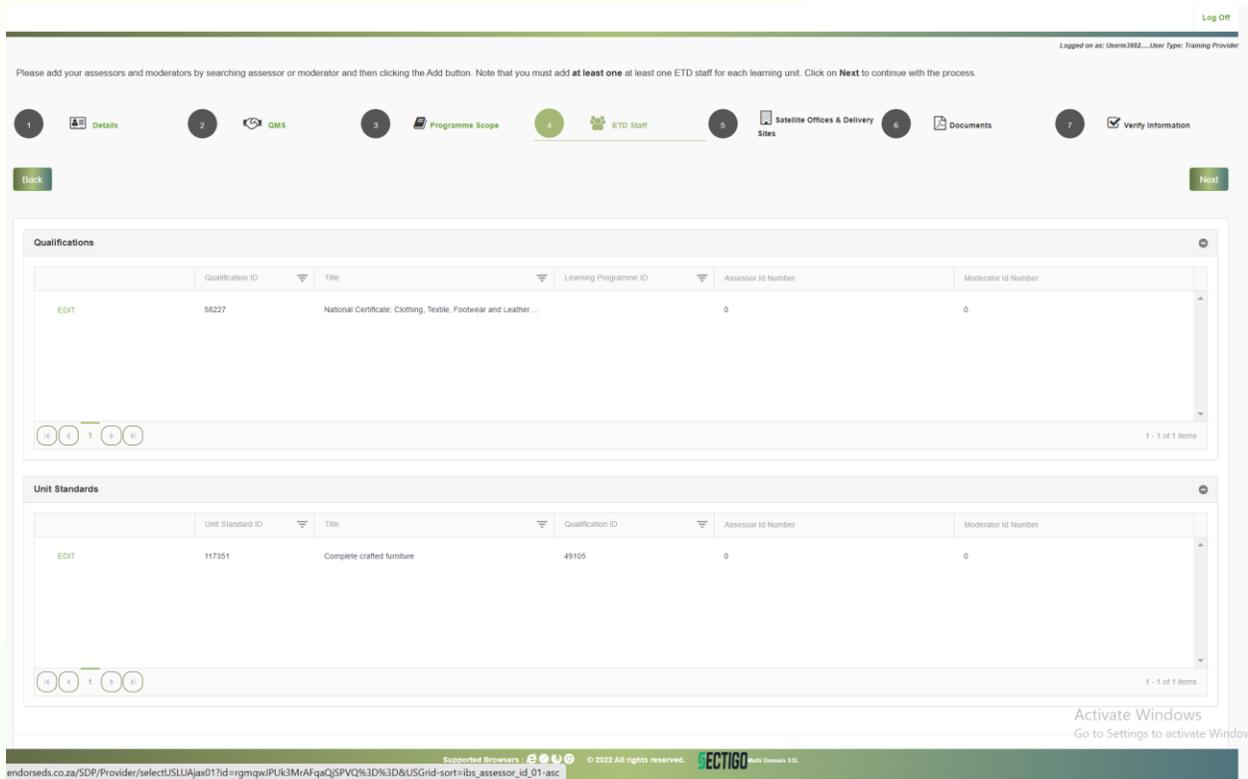


3.5 Step 4 – ETD Staff

- i. This Step allows you to add Assessors and Moderators to the Programme Scope Learning Units captured in Step 3.

LMIS User Guide - SDP

- ii. The ETD Staff page presents you with both Qualifications and Unit Standards Fields to enter the Identity Numbers of their Constituent Assessors and Moderators in relation to the Learning Unit selected, as below:



Log Off

Logged on as: User3982... User Type: Training Provider

Please add your assessors and moderators by searching assessor or moderator and then clicking the Add button. Note that you must add **at least one** at least one ETD staff for each learning unit. Click on **Next** to continue with the process.

1 Details 2 QMS 3 Programme Scope 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Back Next

Qualifications

	Qualification ID	Title	Learning Programme ID	Assessor ID Number	Moderator ID Number
EDIT	58227	National Certificate: Clothing, Textile, Footwear and Leather ...		0	0

1 - 1 of 1 Items

Unit Standards

	Unit Standard ID	Title	Qualification ID	Assessor ID Number	Moderator ID Number
EDIT	117351	Complete crafted furniture	49105	0	0

1 - 1 of 1 Items

Activate Windows
Go to Settings to activate Windows

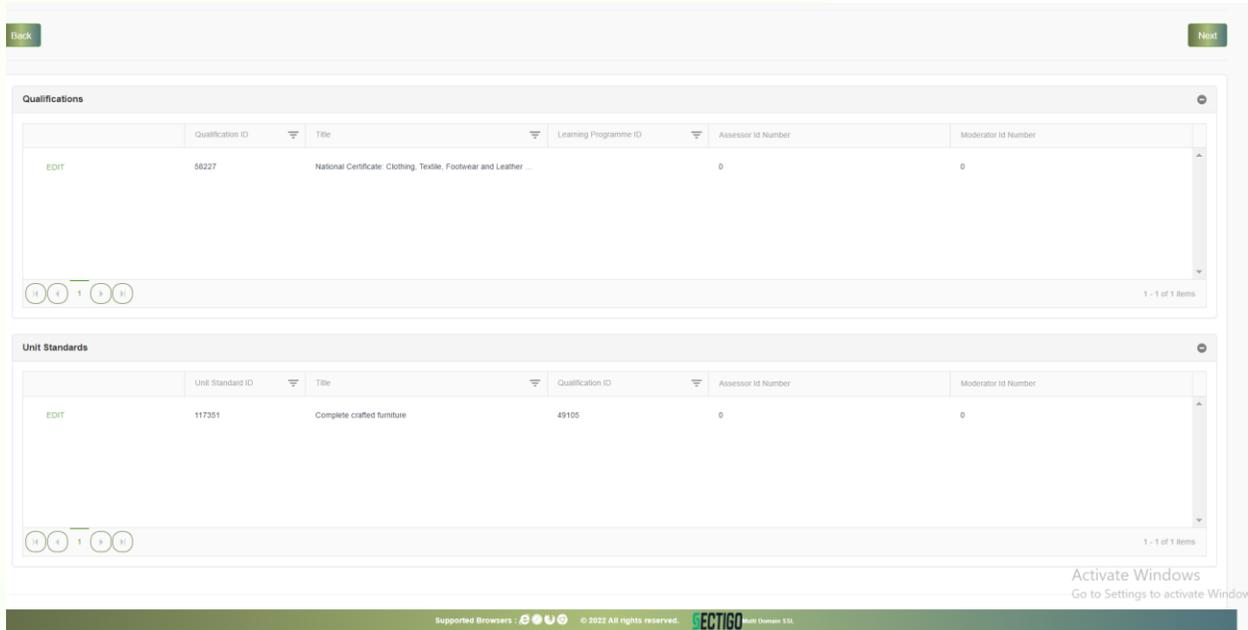
Supported Browsers:  © 2022 All rights reserved. **SECTIGO** with Domain SSL

endorseds.co.za/SDP/Provider/selectUSLUAjax01?id=rgmqwIPUk3MxAFqaQjSPVQ%3D%3D&USGrid-sort=ibs_assessor_id_01-asc

- iii. The Qualification field consists of the following features:
- Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database.
 - Title - the title that identifies a learning unit as on the SAQA database
 - Learning Programme ID – the Learning Programme code that uniquely identifies an LP as on the SAQA database
 - Assessor ID Number – The Assessor’s Government issued Identification Number
 - Moderator ID Number – The Moderator’s Government issued Identification Number

LMIS User Guide - SDP

- f. Save – Clicking on the Save button allows you to conclude the Assessor and Moderator link to the Qualification and the system populates the captured records under the “Assessors” and “Moderators” grids, as below.
- g. Cancel – clicking on Cancel aborts the ETD staff inclusion process for the Learning Unit.

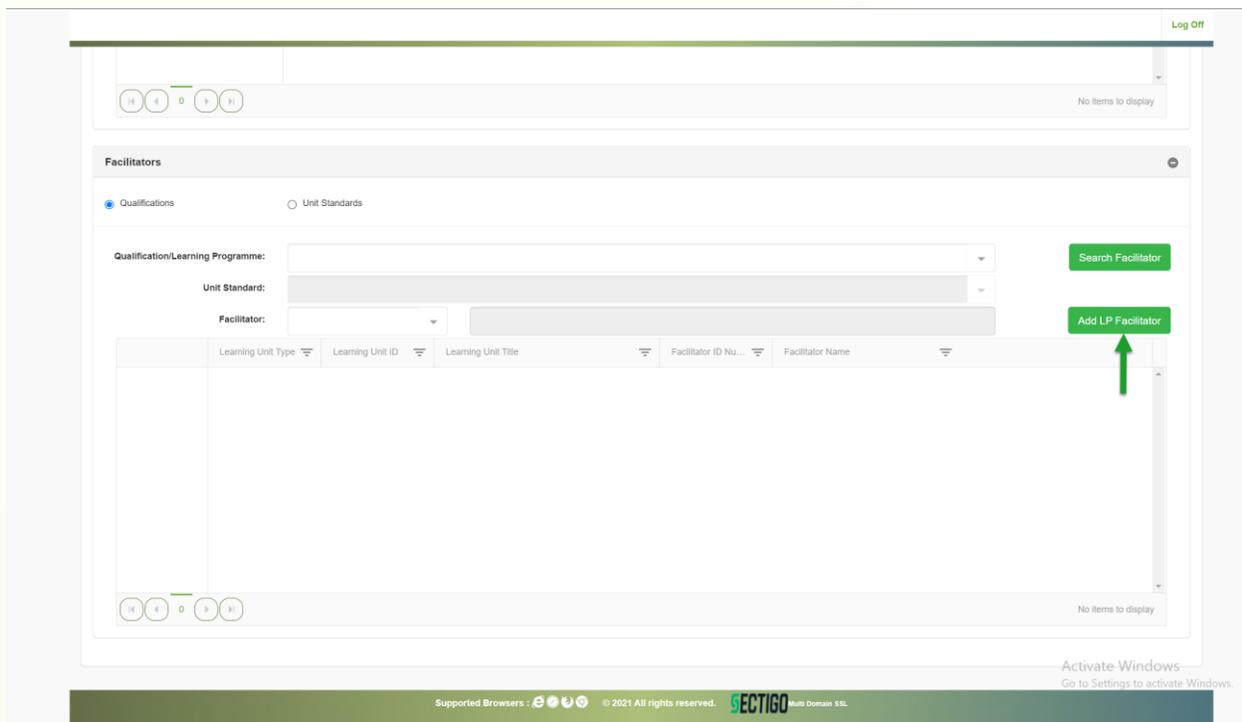


The screenshot displays two data grids within a web application interface. The top grid is titled 'Qualifications' and contains one row with the following data: Qualification ID: 56227, Title: National Certificate: Clothing, Textile, Footwear and Leather..., Learning Programme ID: (blank), Assessor ID Number: 0, and Moderator ID Number: 0. The bottom grid is titled 'Unit Standards' and contains one row with the following data: Unit Standard ID: 117351, Title: Complete crafted furniture, Qualification ID: 49105, Assessor ID Number: 0, and Moderator ID Number: 0. Both grids have an 'EDIT' button in the first column. The interface includes 'Back' and 'Next' buttons at the top and a footer with browser support information and a copyright notice for ECTIGO.

- iv. The Assessor/Moderator Grids provide you with the following Information:
 - a. Learning Unit Type – Whether the Learning Unit is a Qualification or Unit Standard
 - b. Learning Unit ID – the Learning Unit code that uniquely identifies a unit as on the SAQA database.
 - c. Learning Unit Title - the title that identifies a Learning Unit as on the SAQA database
 - d. Assessor ID – The Assessor’s Government issued Identification Number
 - e. Moderator ID – The Moderator’s Government issued Identification Number
 - f. Assessor/Moderator Name – The Assessor/Moderator’s Name as on the Identification Document

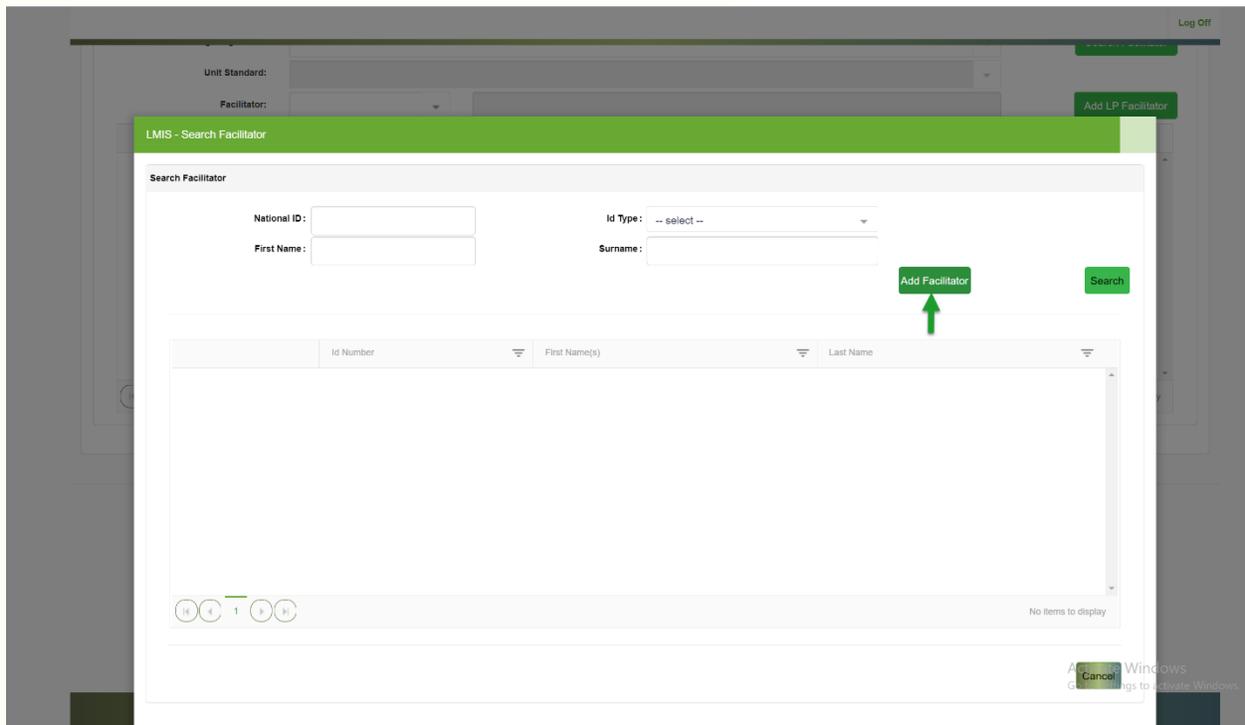
LMIS User Guide - SDP

- g. Delete – Clicking on the Delete button allows you to remove the added Assessor/Moderator record from the application.
- v. Add Facilitator - This section (bottom of the ETD Staff page) allows you to add Learning Programme Facilitators to the application.
 - a. The Facilitators portion has the information entry fields as well as the data grid, as below:



- b. The entry fields present you with the following information:
 - i. **Qualification/Learning Programme** – the Learning Programme unique identifier as on SAQA;
 - ii. **Facilitator** – the Facilitator’s Identity Number;
 - iii. **Search Facilitator button** – clicking on the button presents a search page where you can find the Facilitator you wish to add to the Learning Programme;

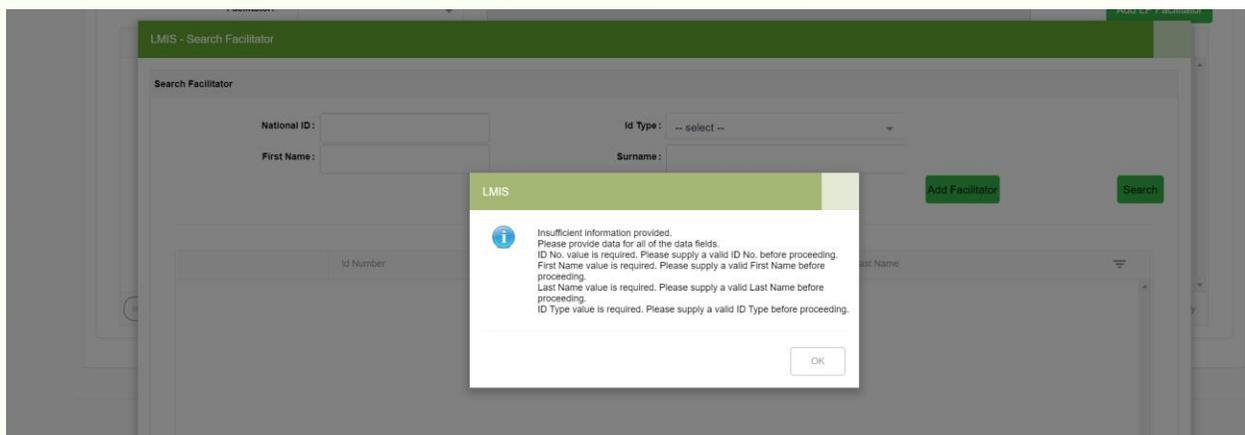
LMIS User Guide - SDP



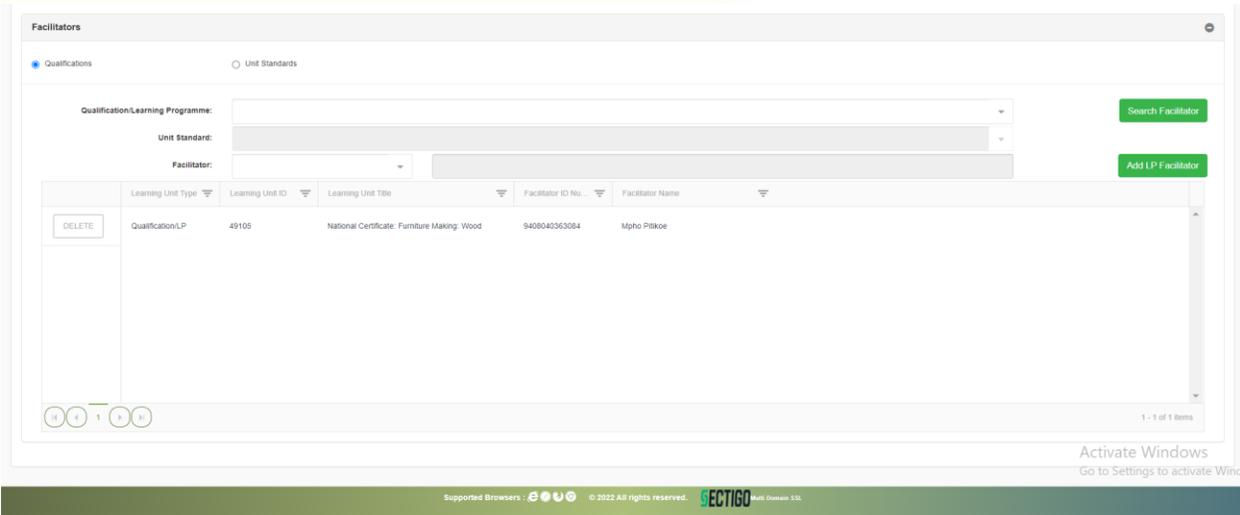
- iv. **Add Facilitator button** – clicking on the button once all the required information has been entered, completes the process.



Should you attempt to click on “Add LP Facilitator” without adding any information, the system will produce an error message as below:



LMIS User Guide - SDP

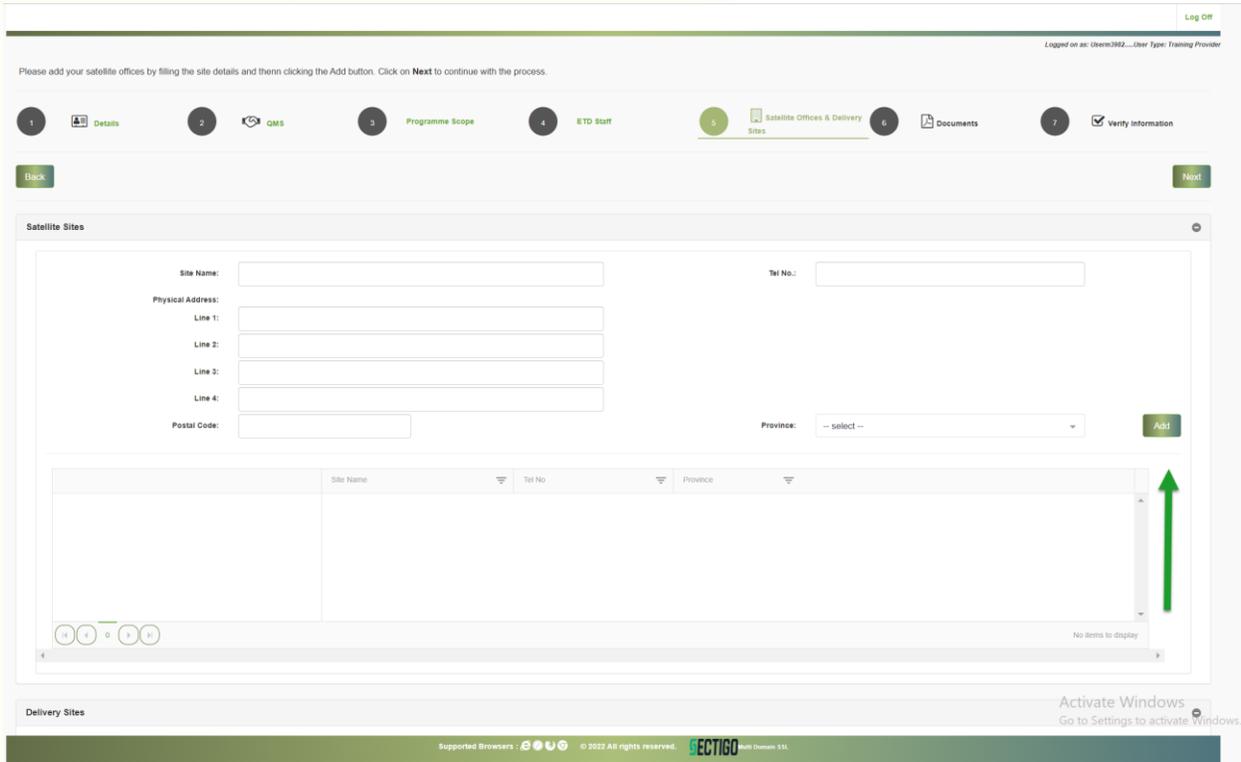


- c. The Facilitator grid presents you with the following information:
- i. **Learning Programme** – the Learning Programme unique identifier as on SAQA;
 - ii. **Learning Programme Title** – the name of the Learning Programme;
 - iii. **Facilitator ID Number** – the added Facilitator’s Identity Number;
 - iv. **Facilitator Name** – the name and surname of the added Facilitator;
 - v. **Delete button** – allows you to remove the added information
 - vi. When satisfied with the ETD Staff added to the Learning Units, you click on “Next” to proceed.

3.6 Step 5 – Satellite Offices & Delivery Sites

- i. This Step allows you to capture all the Training Provider’s Satellite Offices and add Qualifications delivered at those sites (Delivery of Site).
- ii. The Step consists of two sections: The Satellite Site details input fields and the information grid at the bottom of the page, as below:

LMIS User Guide - SDP



Please add your satellite offices by filling the site details and then clicking the Add button. Click on **Next** to continue with the process.

Log Off
 Logged on as: Userem3882...User Type: Training Provider

1 Details 2 CMS 3 Programme Scope 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Back Next

Satellite Sites

Site Name: Tel No.:

Physical Address:

 Line 1:

 Line 2:

 Line 3:

 Line 4:

Postal Code: Province: -- select -- **Add**

Site Name	Tel No	Province
No items to display		

Delivery Sites

Activate Windows
 Go to Settings to activate Windows.

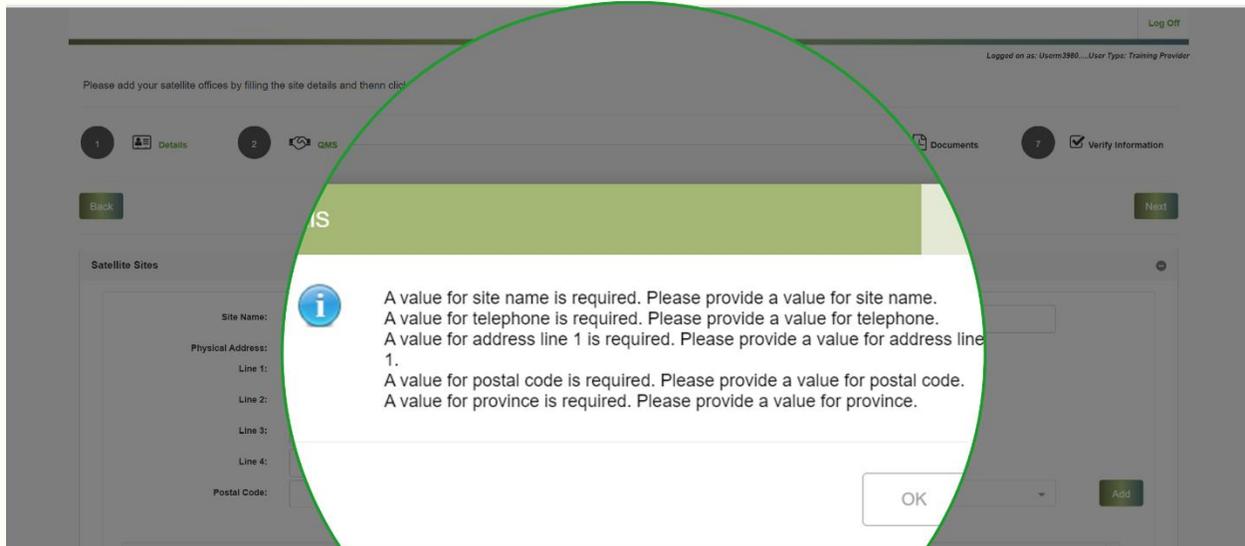
Supported Browsers:  © 2022 All rights reserved.  Domain 511

- iii. The Site information fields allows you to capture the following information:
- Site Name – the name of the site office being captured.
 - Tel No. – The site office’s contact numbers
 - Physical Address – the site office physical address.
 - Postal Code – the site office area code.
 - Province – the site office Province, this is automatically populated based on the values given for “Postal Code”, as above.
 - Add button – once all the information required has been captured, you click on the “Add” button to proceed.

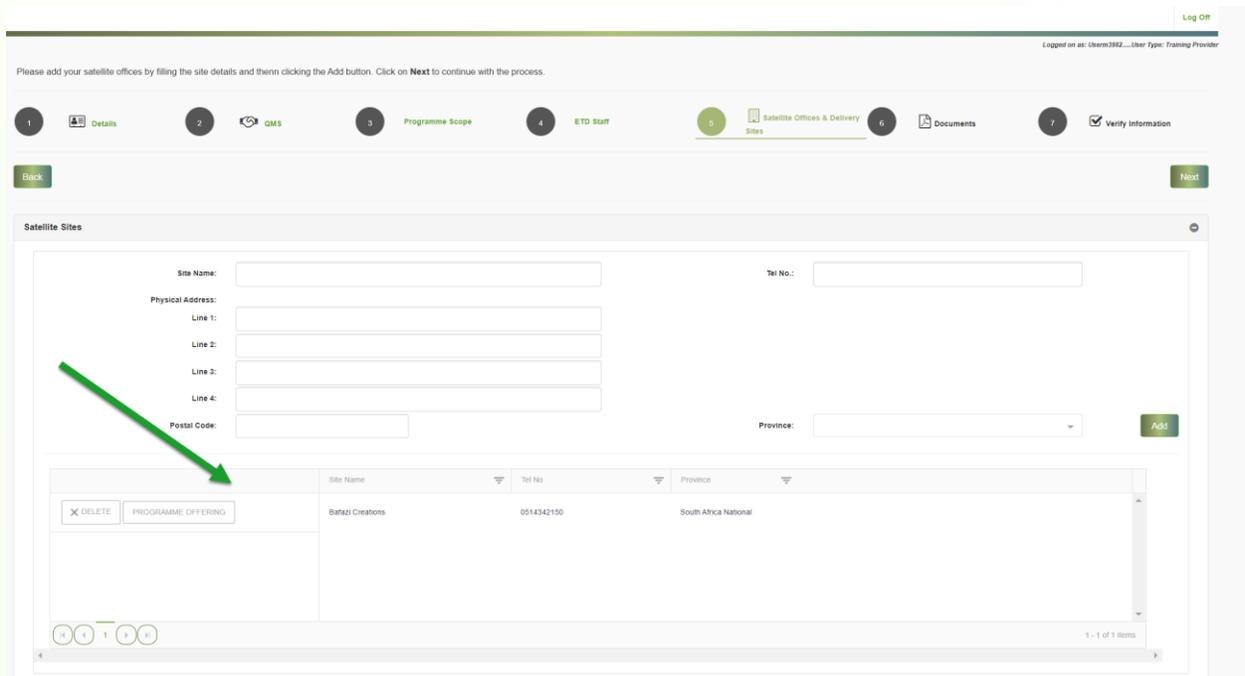


Should you attempt to click on “Add” without adding any information; the system will produce an error message as below:

LMIS User Guide - SDP



- i. The bottom section has a grid that contains the already captured site office information as seen below:



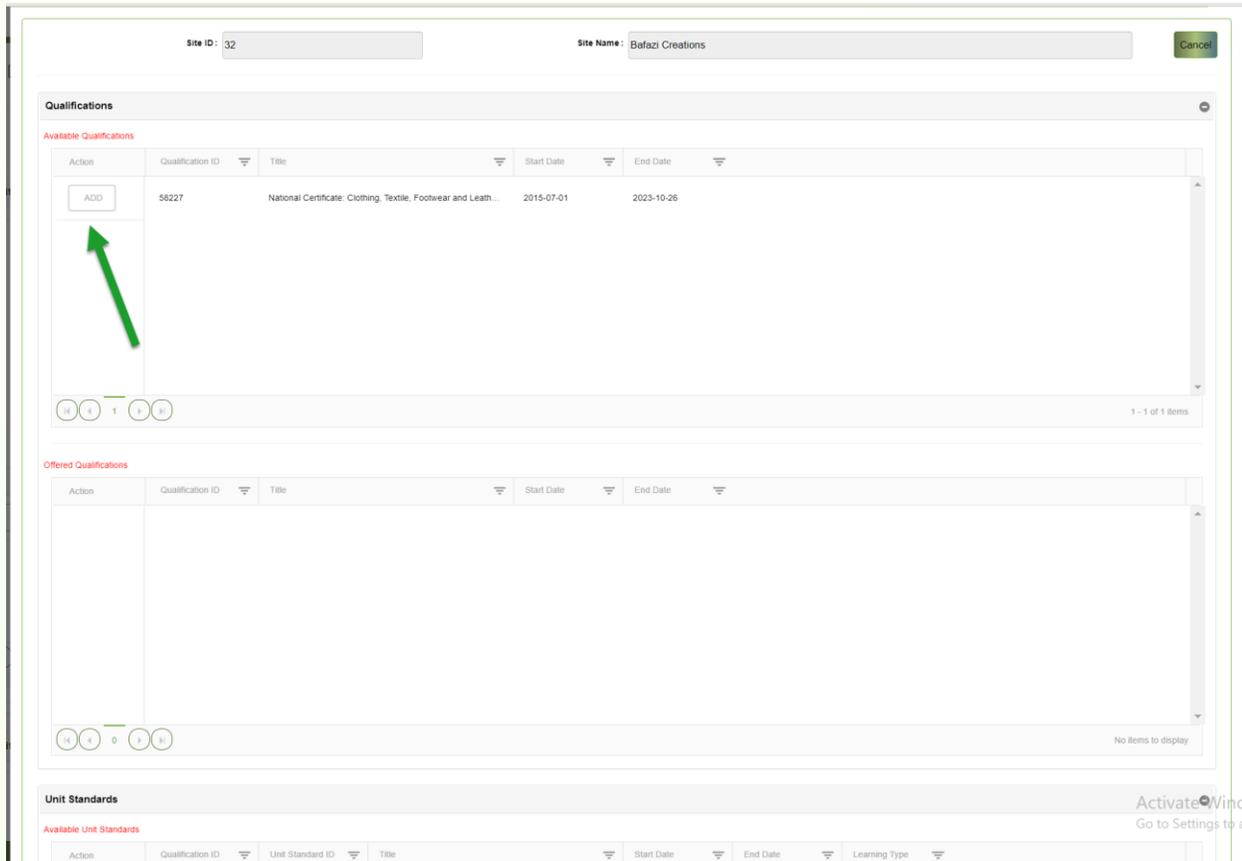
- ii. The Site Office grid provides you with the following information
 - a. Site Name – the name of the site office being captured.

LMIS User Guide - SDP

- b. Tel No. – The site office’s contact numbers
- c. Province – the site office Province,
- d. Delete button – clicking on the “Delete” button allows you to remove the entry.

Programme Offering

- iii. The Programme Offering page provides you with the following information:



Site ID: 32 Site Name: Bafazi Creations Cancel

Qualifications

Available Qualifications

Action	Qualification ID	Title	Start Date	End Date
<input type="button" value="ADD"/>	58227	National Certificate: Clothing, Textile, Footwear and Leath...	2015-07-01	2023-10-26

1 - 1 of 1 items

Offered Qualifications

Action	Qualification ID	Title	Start Date	End Date
No items to display				

Unit Standards

Available Unit Standards

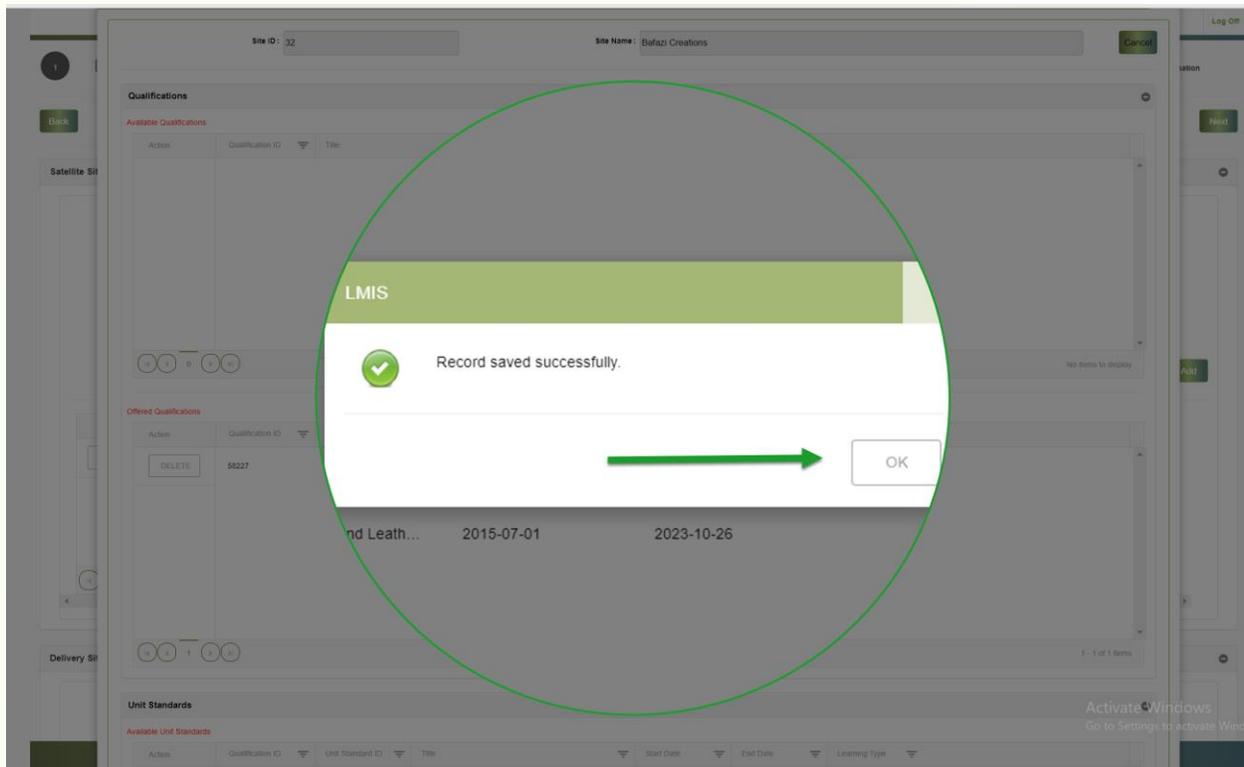
Action	Qualification ID	Unit Standard ID	Title	Start Date	End Date	Learning Type
--------	------------------	------------------	-------	------------	----------	---------------

Activate Windows
Go to Settings to activate Windows.

- iv. On this screen, the following information will appear:
 - e. Site ID – the system-generated unique identifier for the site office added.
 - f. Site Name – the name of the site office as added by Training Provider.

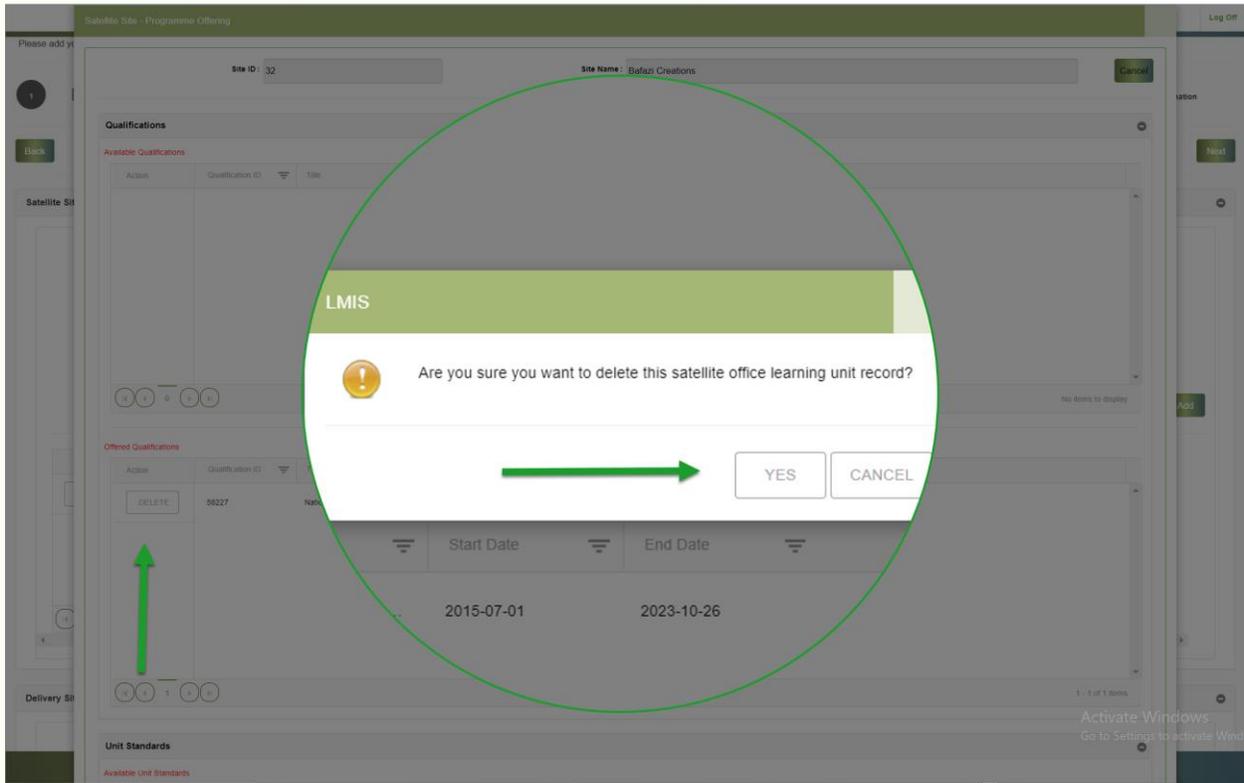
LMIS User Guide - SDP

- g. Qualifications grids – this shows the “Available Qualifications” as captured in the “Programme Scope” step, as well as “Offered Qualifications” grid to add the available Qualifications to the site office, grid contents are as below:
- i. Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - ii. Title – the title that identifies a learning unit as on the SAQA database.
 - iii. Start Date – the Learning Unit’s commencement date
 - iv. End date – the Learning Unit’s expiry date
 - v. **Add button** – clicking on the “Add” button allows you to add the selected Available Learning Unit to the site office offering, and populate the unit in the” Offered Qualifications” grid as below:

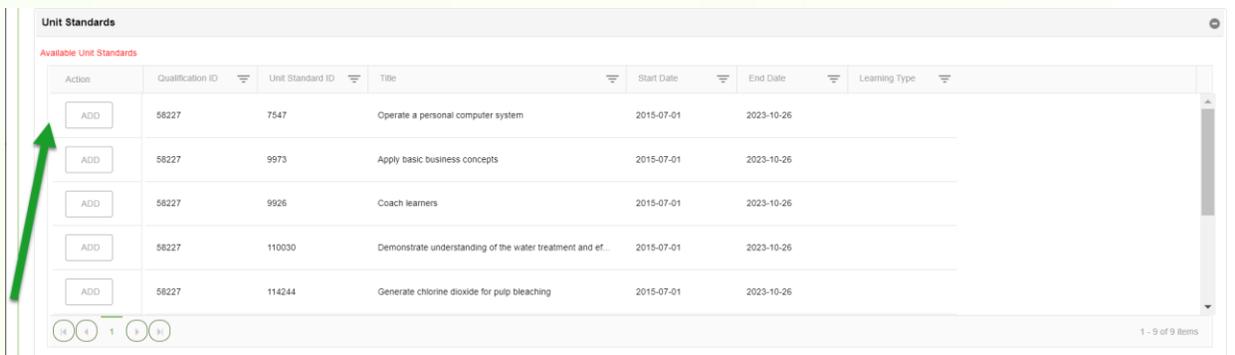


- h. Should you wish to remove the Learning Unit from the site office Programme Offering, you click on the “Delete” button and the system prompts you to confirm the deletion, as below:

LMIS User Guide - SDP



- v. Unit Standards Grid – you follow the same step as “Qualifications” to add the “Available Unit Standards” to the “Offered Unit Standards” grid.



The screenshot shows the 'Unit Standards' page with a table of 'Available Unit Standards'. The table has columns for 'Action', 'Qualification ID', 'Unit Standard ID', 'Title', 'Start Date', 'End Date', and 'Learning Type'. There are five rows of data. A green arrow points to the 'ADD' button in the first row.

Action	Qualification ID	Unit Standard ID	Title	Start Date	End Date	Learning Type
ADD	58227	7547	Operate a personal computer system	2015-07-01	2023-10-26	
ADD	58227	9973	Apply basic business concepts	2015-07-01	2023-10-26	
ADD	58227	9926	Coach learners	2015-07-01	2023-10-26	
ADD	58227	110030	Demonstrate understanding of the water treatment and ef...	2015-07-01	2023-10-26	
ADD	58227	114244	Generate chlorine dioxide for pulp bleaching	2015-07-01	2023-10-26	

- vi. Once done, you close the “Programme Offering” page by clicking on “Cancel”.
- vii. Once all the Site Offices and linked Learning Units have been added, scroll down to “Delivery Sites” as below:

LMIS User Guide - SDP

Log Off

1 - 1 of 1 items

Delivery Sites

Entity Registration No:

Delivery Site Name:

Trading Name:

Select Primary SETA: -- select --

Provider Code from non FPM SETA ETQA: FPM-

Physical Address:

Line 1:

Line 2:

Line 3:

Line 4:

Postal Code:

Province: -- select --

Add

Delivery Site Name	Provider No.	Status
No items to display		

Activate Windows
Go to Settings to activate Windows

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- viii. Continue to add Delivery Sites linked to the Training Provider in the fields provided.
- ix. Once done, click on the “Add” button to finish

LMIS User Guide - SDP

Entity Registration No.:

Delivery Site Name:

Trading Name:

Select Primary SETA:

Provider Code from non FP&M SETA ETQA:

Physical Address:

Line 1:

Line 2:

Line 3:

Line 4:

Postal Code:

Province:

Add

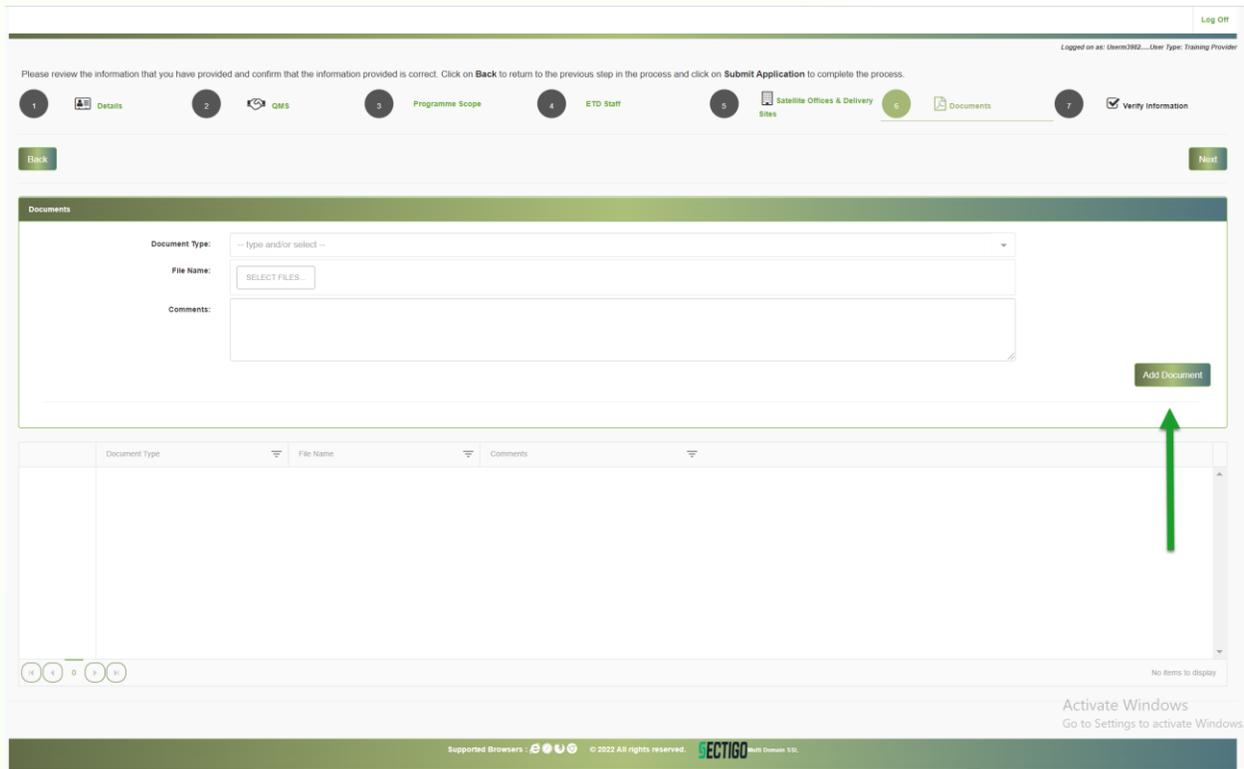
Delivery Site Name	Provider No.	Status
Bafazi Creations	FPM-2022-000036964	Closed

WITHDRAW

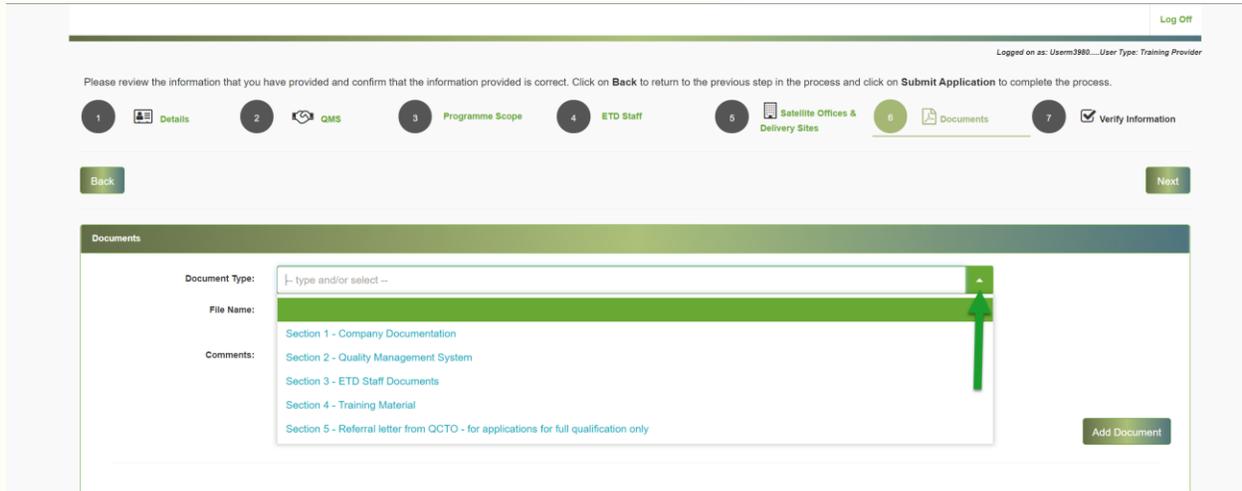
- x. Click on “Withdraw” to remove the added Delivery Site.
- xi. Click on the “Next” button to proceed.

3.7 Step 6 – Documents

1. This Step allows you to capture all the documents that support the application.
2. The Documents section consists of two sections – The Document Upload section and the Upload Grid at the bottom of the page, as below:



3. The Documents Upload section allows you to capture the following information:



4. Document Type;

1) Section 1 - Company Documentation

- CIPC Document
- Tax Clearance Certificate:
- Business Plan:
- Confirmation of Bank:
- Audited Financial statements:
- Auditor Details:
- Training Venue:
- Public Liability Insurance:
- Occupational Health and Safety Audit Report

2) Section 2 Quality Management Systems

- All the required policies and procedures (signed by authorised personnel with dates, indicate the next review date and must be current)
- Minutes of meetings
- Review templates

3) Section 3 Assessor & Moderator Documents

- Assessor documents
- Moderator documents

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4) Section 4 - Training Material

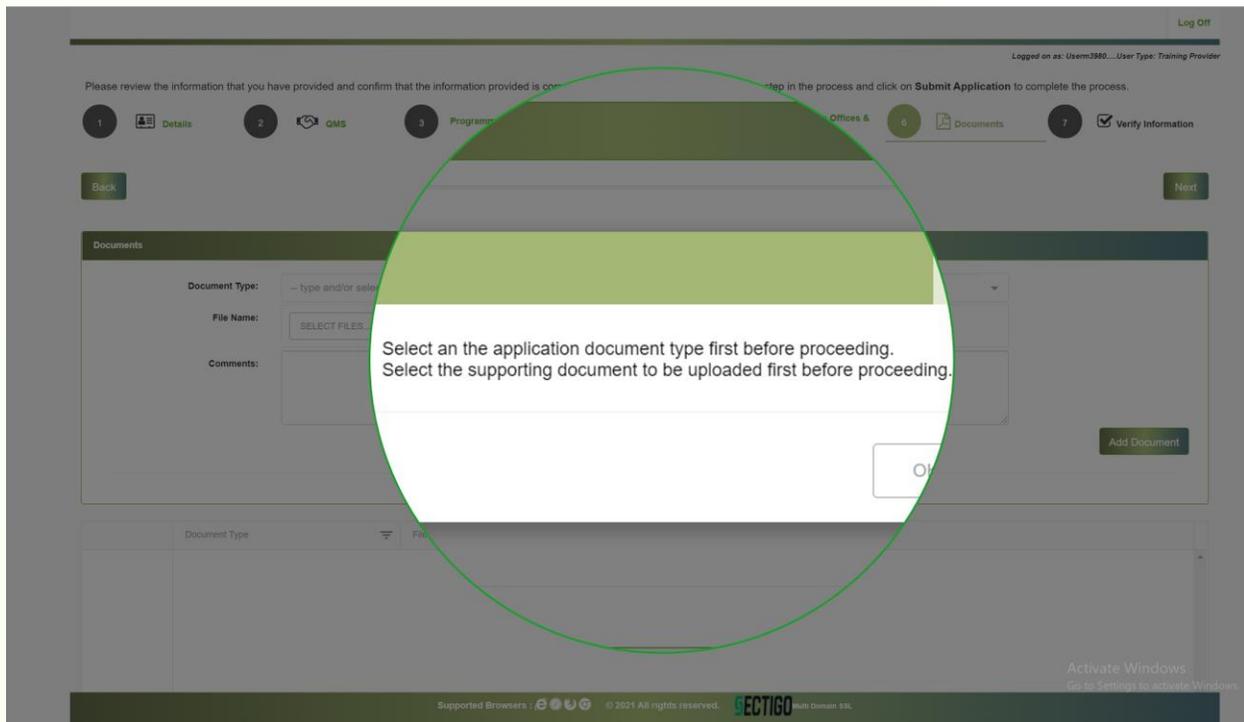
- **Skills Programme**
- Curriculum learning programme overview
- Alignment Matrix
- Formative Assessment
- Summative Assessment
- Assessment Guide
- Learner POE guide
- Learner Guides
- Facilitator Guide
- Notional hour matrix
- Moderator Guide
- Internal Moderation Report
- Source of Learning material

5) Referral Letter – Referral Letter from QCTO (Full Qualification applications only)

- i. **File Name** – this section allows you to upload the document related to what you selected on “Document Type”. You click on the “Select Files” button, which opens a window for you to select the relevant document then click on “Open” to load.
- ii. **Comments** – when the document has been uploaded, you can add comments to the document upload e.g. the name of the document.
- iii. **Add Document** – the button allows you to upload the selected document.
- iv. Click on “Add Document” button to upload.

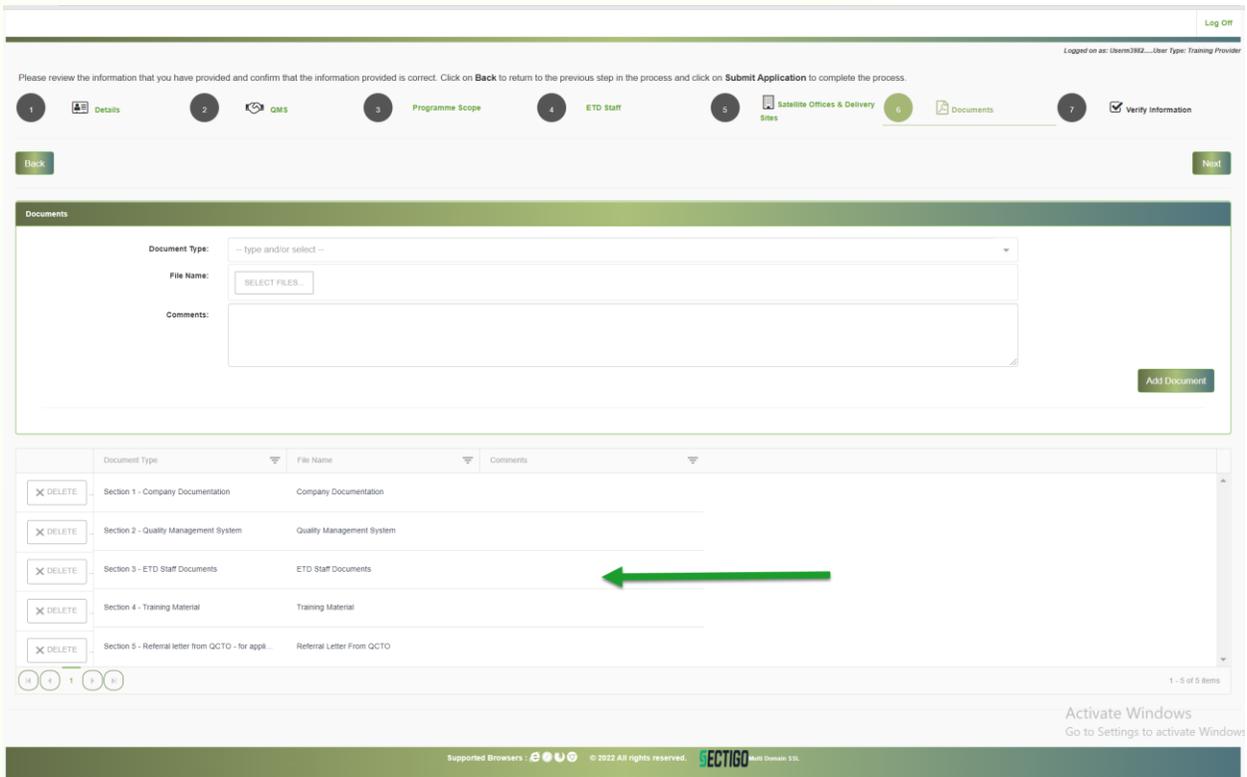


Should you attempt to click on “Add document” button without capturing the required information, the system provides a notification to prompt action from you as below:



LMIS User Guide - SDP

- v. You continue to select all the relevant documents and add them to your application. The uploaded documents appear in the upload Grid as below:



Please review the information that you have provided and confirm that the information provided is correct. Click on **Back** to return to the previous step in the process and click on **Submit Application** to complete the process.

1 Details 2 QMS 3 Programme Scope 4 ETD Staff 5 Satellite Offices & Delivery Sites 6 Documents 7 Verify Information

Back Next

Documents

Document Type: -- type and/or select --
 File Name: SELECT FILES.
 Comments:

Add Document

	Document Type	File Name	Comments
DELETE	Section 1 - Company Documentation	Company Documentation	
DELETE	Section 2 - Quality Management System	Quality Management System	
DELETE	Section 3 - ETD Staff Documents	ETD Staff Documents	
DELETE	Section 4 - Training Material	Training Material	
DELETE	Section 5 - Referral letter from QCTO - for appl...	Referral Letter From QCTO	

1 - 5 of 5 items

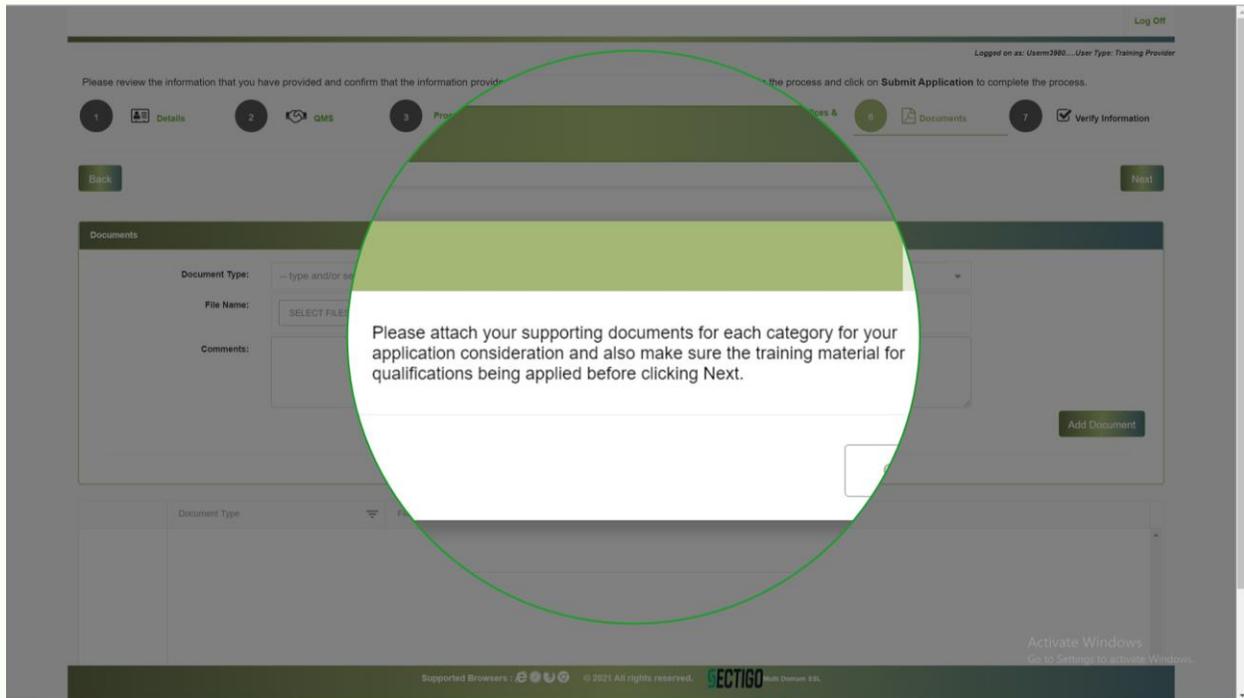
Activate Windows
 Go to Settings to activate Windows

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- vi. The upload Grid provides the user with the following information:
- Document type** – The kind of the document uploaded
 - File Name** – the name of the file as saved on the user’s computer
 - Comments** – the comments added by the user.
 - Delete** – the button allows you to remove uploaded documents.



Should you attempt to click on “Next” button without capturing the required documents, the system provides a notification in RED to prompt action from you as below:



- e. If all documents are supplied, then you click on the “Next” button to go the Next step.

3.8 Step 7 – Verify Information

- i. This step lists all the details for the application. You use this page to check on the details captured in the application and if corrections need to be done, you can use the back button or click on the relevant “Step” to navigate to that specific page that needs to be reviewed:

LMIS User Guide - SDP

Log Off

Logged on as: Uthem3982... User Type: Training Provider

Please review the information that you have provided and confirm that the information provided is correct. Click on **Back** to return to the previous step in the process and click on **Submit Application** to complete the process.

1 Details
2 QMS
3 Programme Scope
4 ETD Staff
5 Satellite Offices & Delivery Sites
6 Documents
7 Verify Information

Submit Application

I hereby certify that the information supplied is, to the best of my knowledge, true and correct in all respects and that my application may be disqualified should the information supplied proved to be false.

Training Provider Details

Provider ID:	36964	Provider Code:	FPA-2022-000036964	Entity Registration No.:	2014/020593/08
Provider Name:	Bafazi Creations				
Trading Name:	Bafazi Creations Pty Ltd				
Select Primary SETA:	FPMSETA - Fibre Processing and Manufacturing Sector Education and Training Authority				
Proof of Primary Accreditation and RL:					
Registered with DHET:	N	DHET Registration No.:			
DHET Registration Start Date:		DHET Registration End Date:			
BBBEE Rating:	Level One	BBBEE Recognition:	100.00%		
No. Full Time Staff:	1	No. Contracted Staff:	2		
Main Province Of Operation:	Free State				
Latitude Degrees:	-22	Latitude Minutes:	1	Latitude Seconds:	1.000
Longitude Degrees:	16	Longitude Minutes:	2	Longitude Seconds:	1.000

Contact Details

First Name:	Bonolo	Title:	Mrs
Last Name:	Banda	Position in Organization:	Bafazi Creations Pty Ltd
Tel No.:		Cell No.:	0613950077
E-mail:	userm3982@gmail.com	Postal Address:	

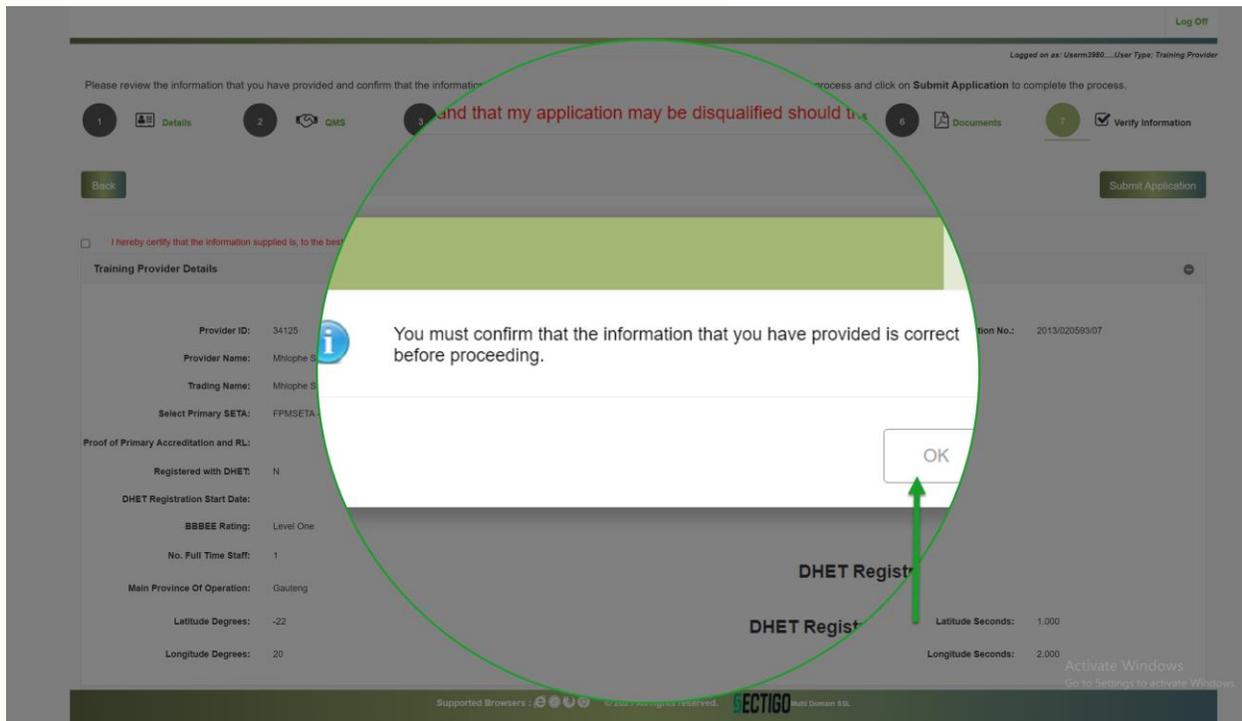
Activate Windows
Go to Settings to activate Windows

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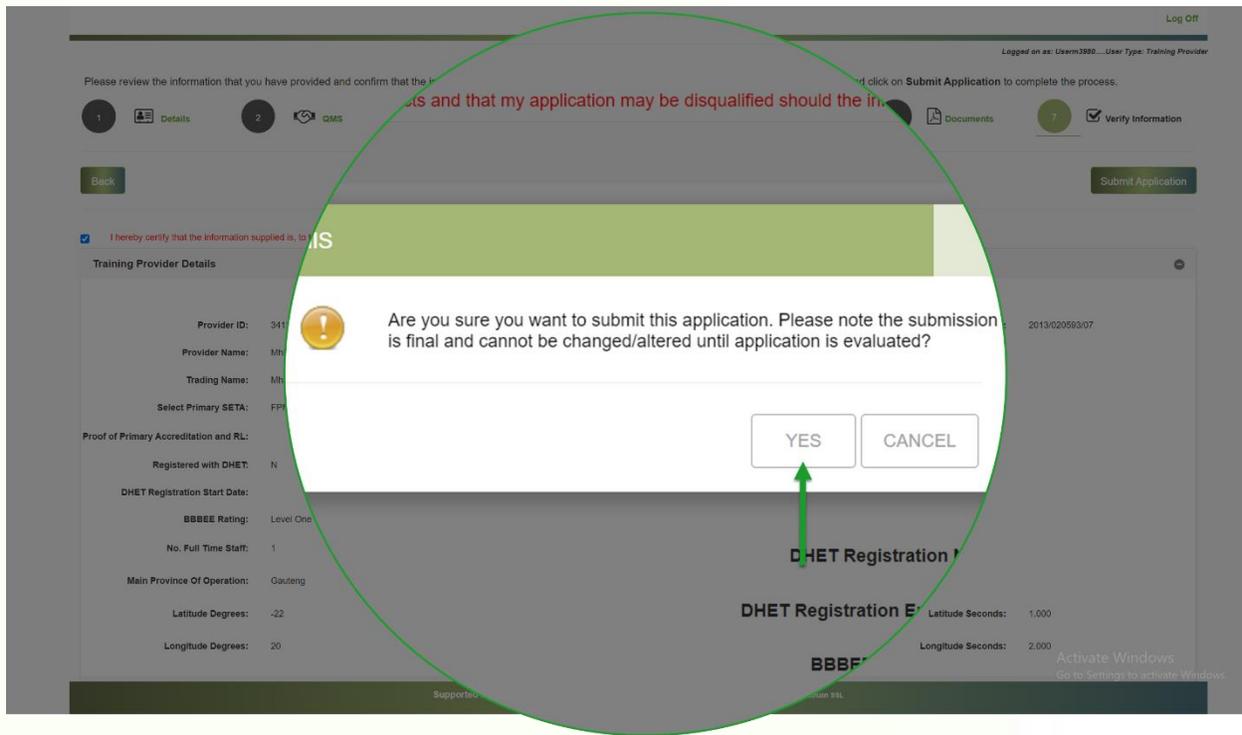
Should you attempt to click on “Submit Application” button without ticking on the declaration statement, the system provides a notification to prompt action from you as below:

LMIS User Guide - SDP



- ii. You tick the declaration statement (highlighted in Red).
- iii. Once you are satisfied with the contents of the application, you click on the “Submit Application” button. The system will generate a notification confirming the submission, as below:

LMIS User Guide - SDP



- iv. Clicking on “Cancel” aborts the submission process and clicking on “Yes” continues to submit the application.



- v. The system will file the application and navigate to application complete page, with your application reference number (Red) as above.
- vi. An application submission email containing the process is then sent to you as below.

LMIS User Guide - SDP

Training Provider Application Inbox x



FP and M SETA <noreply@lms.co.za>
to me, william.mueze ▾

1:18 PM (1 minute ago) ☆ ↶



PROVIDER REGISTRATION NOTIFICATION

Dear Applicant,

Your application has been filed 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

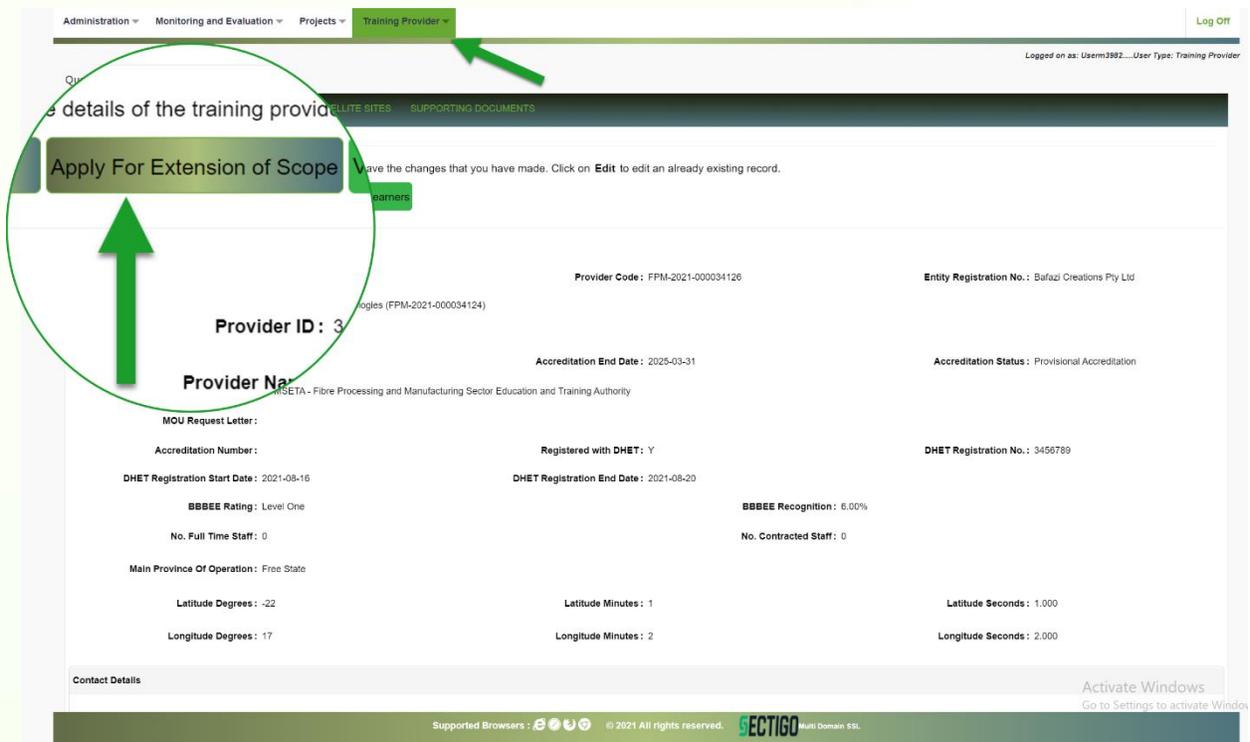
Acti
Go to

- vii. The application will now enter the evaluation phase of the Accreditation process. You can view the progress of their application through their LMIS Profile “Dashboard”.

LMIS User Guide - SDP

4. Apply for Extension of Scope

- i The Extension of Scope process allows Training Providers that are already accredited and wish to expand the FP&M SETA Registered Learning Units or **Apply for Remediation**.
- ii The “Apply for Extension of Scope” button is only generated once the initial application has been approved and Skills Development Provider is Accredited, as below:



4.1 Step 1 - Learning Units (Extension of Scope)

- i To initiate this process, you click on the “Apply for Extension of Scope” button on the Provider Profile page and the system will load the page to capture the learning units to be considered as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

Qualifications
 Unit Standards
 Skills Programs

Search Options

By ID
 By Title

Learning Program: Choose Electives

Qualification:

Unit Standard:

Qualification:

Skills Program Name:

Learning Program:

Qualification: Choose SP Unit Standards

Start Date: End Date:

Activate Windows
Go to Settings to activate Windows.

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- ii This step allows you to capture the learning units that you are accredited for or wish to Remediate.
- iii It allows you to capture Full Qualifications, Learning Programs, Unit Standards and Skills Programs that fall under the FP&M SETA.
- iv When the “Qualifications” section is selected, the system only activates the related fields to enter information and deactivates the other fields, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

Qualifications
 Unit Standards
 Skills Programs

Search Options

By ID
 By Title

Learning Program: Choose Electives

Unit Standard: Choose SP Unit Standards

Skills Program Name:

Learning Program: Choose SP Unit Standards

Qualification:

Start Date: End Date:

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Activate Windows
Go to Settings to activate Windows.

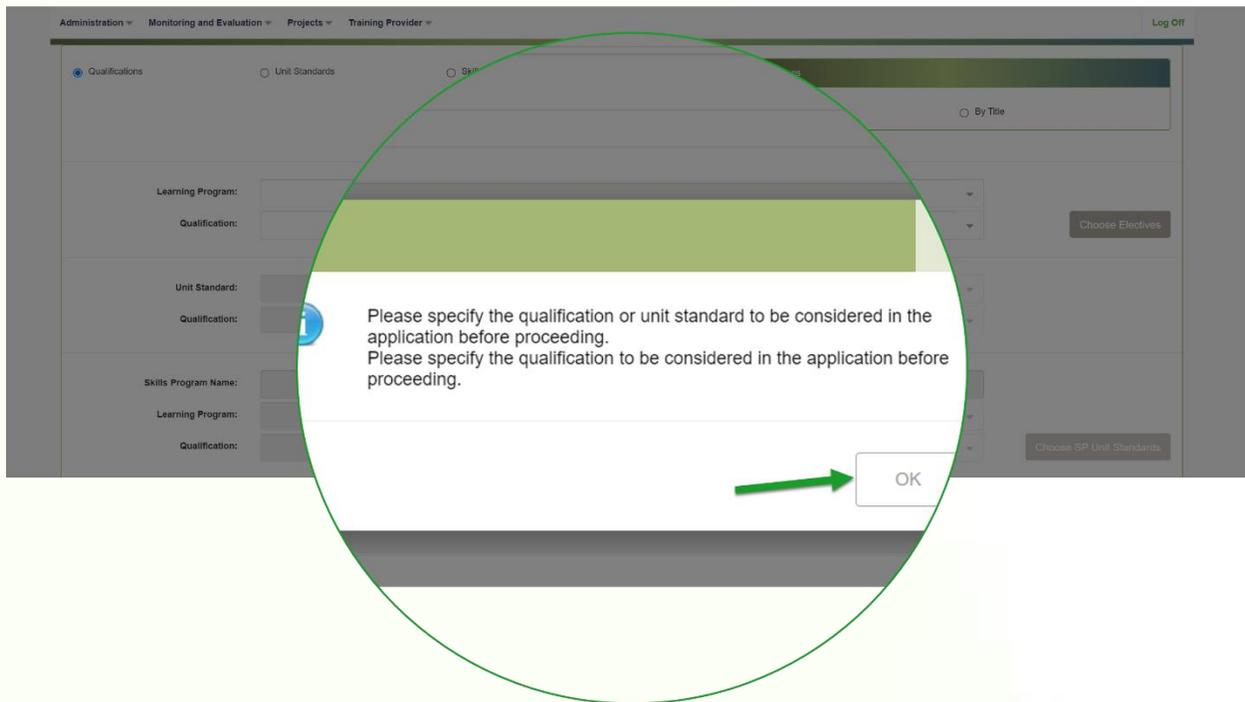
4.1.1 Qualifications

- i. This portion of Extension of Scope allows you to capture Full Qualifications as well as Learning Programs you wish to extend or remediate with the FP&M SETA.



Should you attempt to click on “Next” without adding any Learning Units, the system produces an error message as below:

LMIS User Guide - SDP



Full Qualifications

- i. This function allows you to capture a Full Qualification that is not linked to a Learning Program.
- ii. You enter the values (Learning Unit ID or Title) of the Full Qualification in the "Qualification" field, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982...User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

Qualifications
 Unit Standards
 Skills Programs

Search Options
 By ID By Title

Learning Program:	<input type="text"/>	
Qualification:	66312 - National Certificate: Lumber Milling	Choose Electives
Unit Standard:	50584 - General Education and Training Certificate: Clothing Manufacturing Processes	
Qualification:	58227 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes	
	66329 - National Certificate: Lumber Milling	
	66312 - National Certificate: Lumber Milling	
Skills Program Name:	66269 - General Education and Training Certificate: Lumber Milling	
Learning Program:	<input type="text"/>	
Qualification:	<input type="text"/>	Choose SP Unit Standards

Start Date: 2018-07-01
 End Date: 2023-06-30

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- iii. Once the Qualification has been entered, you proceed to add additional “Elective” Learning Units related to the Qualification.
- iv. You click on the “Choose Electives” button and the system generates a menu for you to add Electives and ensure that your Learning Units meet the minimum credits for the Qualification (as per SAQA Rules of Combination), as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

Qualifications
 Unit Standards
 Skills Programs

Search Options: By ID By Title

Learning Program:

Qualification: 66312 - National Certificate: Lumber Milling

Please choose electives to ensure that enough credits make up

Select	Code	Title	Credits
<input type="checkbox"/>	243189	Manage personal finances	8
<input type="checkbox"/>	116932	Operate a personal computer system	3
<input type="checkbox"/>	259619	Conduct workplace Occupational Health and Safety (OHS) inspections	3
<input type="checkbox"/>	263683	Describe basic principles of a Lumber Kiln drying schedule	7
<input type="checkbox"/>	263674	Describe drying defects occurring in wood, and methods to use in minimizing them	5
<input type="checkbox"/>	263757	Describe kiln types, construction materials for kilns, and auxiliary equipment	5

Choose Electives

Activate Windows
Go to Settings to activate Windows.

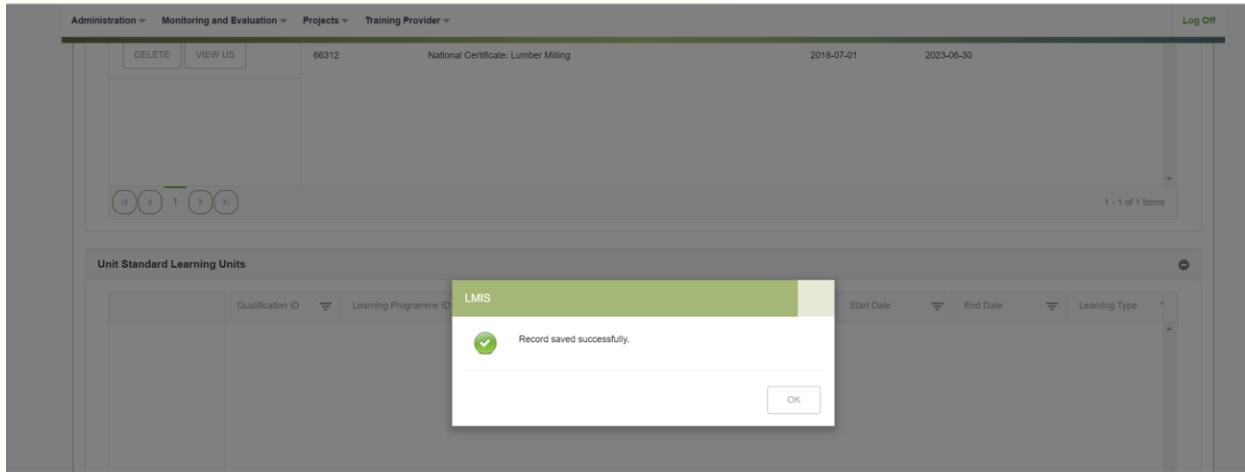
Supported Browsers:  © 2021 All rights reserved. **SECTIGO** Multi Domain SSL

- v. The Electives grid provides you with the following information:
 - h. Code – the Elective code that uniquely identifies the Learning Unit as on the SAQA database
 - i. Title - the title that identifies a learning unit as on the SAQA database
 - j. Credits – the individual Elective credits as on the SAQA database
 - k. Select – clicking on the checkbox allows you to choose the individual Elective and highlights selected items, as above.

- vi. Once the Electives have been selected and the minimum credits have been met for the Qualification, you click on the “Add Learning Unit” button to proceed.

- vii. The system will generate a success message and add the Learning Unit to the grid section, as below:

LMIS User Guide - SDP



Learning Program

- i. The system allows you to capture Learning Programs that are related to Qualifications.
- ii. You need to enter the Learning Program ID or Title in the “Learning Program” field, enter the linked Qualification ID or Title in the “Qualification” field, you then continue to add Elective Learning Units by clicking on the “Choose Electives” as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

Qualifications
 Unit Standards
 Skills Programs

Search Options
 By ID By Title

Learning Program: 66269- General Education and Training Certificate: Lumber Milling

Qualification: 66269 - General Education and Training Certificate: Lumber Milling

Please choose electives to ensure that enough credits make up

Select	Code	Title	Credits
<input checked="" type="checkbox"/>	252250	Apply fire fighting techniques	3
<input checked="" type="checkbox"/>	263654	Clean saws and cutters returned for maintenance in Saw shop of Lumber Mill	5
<input checked="" type="checkbox"/>	14656	Demonstrate an understanding of sexuality and sexually transmitted infections in...	5
<input checked="" type="checkbox"/>	13176	Describe and discuss basic issues relating to the nature of business, the stakehol...	3
<input checked="" type="checkbox"/>	14445	Frame and implement an individual action plan to improve productivity within an o...	3
<input checked="" type="checkbox"/>	263681	Handle, mix and apply adhesive glue manually in finger-jointing and laminating fa...	5

Choose Electives

Activate Windows
 Go to Settings to activate Windows.

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- iii. Once you are satisfied with the entry, you click on “Add Learning Unit” to proceed and the system will generate a success message and populate the information in the grid, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: User3982... User Type: Training Provider

Please add your assessors and moderators by searching assessor or moderator and then clicking the Add button. Note that you must add **at least one** at least one ETD staff for each learning unit. Click on **Next** to continue with the process.

Back Next

Qualifications

	Qualification ID	Title	Learning Programme ID	Assessor Id Number	Moderator Id Number
EDIT	50584	General Education and Training Certificate: Clot...		0	0

1 - 1 of 1 Items

Unit Standards

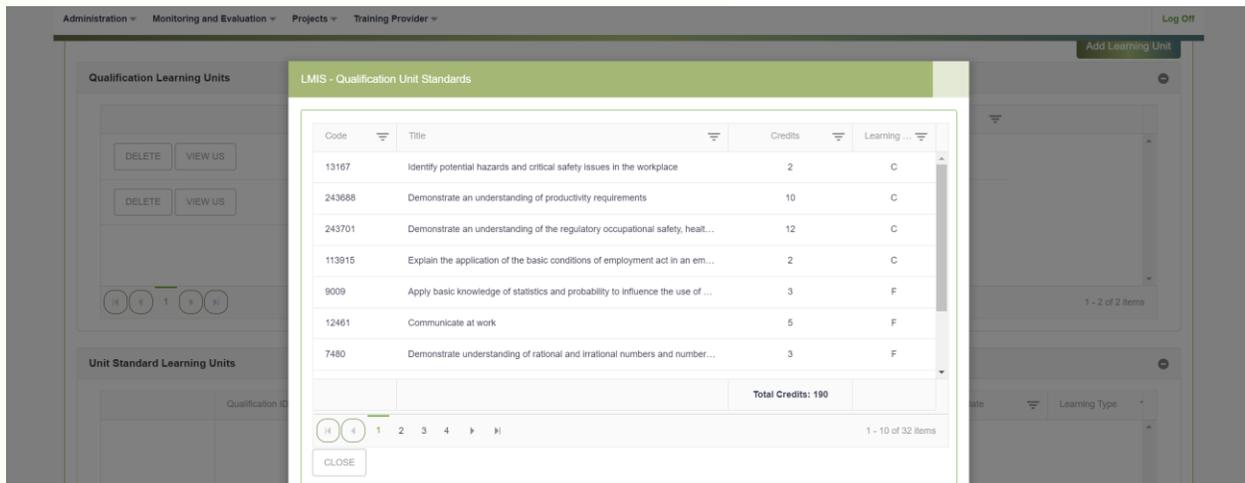
Unit Standard ID	Title	Qualification ID	Assessor Id Number	Moderator Id Number

Activate Windows
Go to Settings to activate Windows.

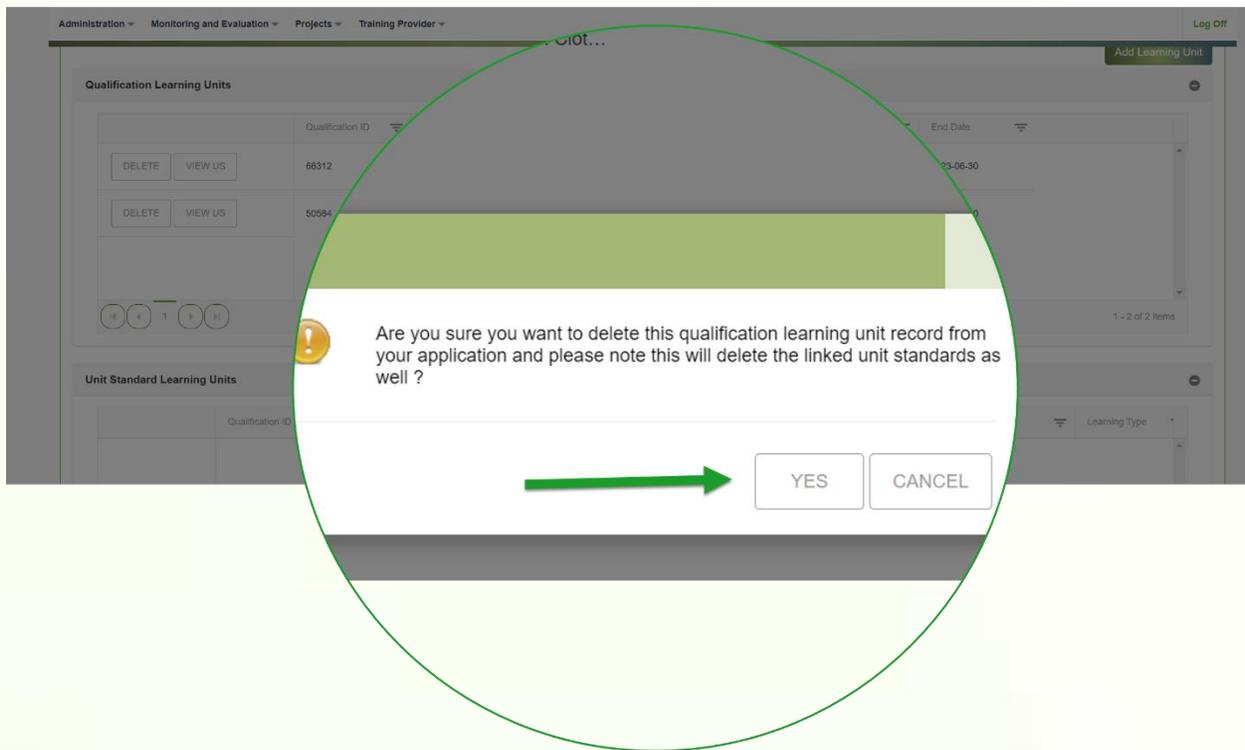
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- iv. The grid provides you with the following information:
- a. Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - b. Title - the title that identifies a learning unit as on the SAQA database
 - c. Learning Programme ID - the Learning Programme code that uniquely identifies an LP as on the SAQA database
 - d. Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
 - e. End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit
 - f. **View US button** – this button allows you to view all the Learning Units that you have captured for the Qualification/Learning Programme, as below:

LMIS User Guide - SDP

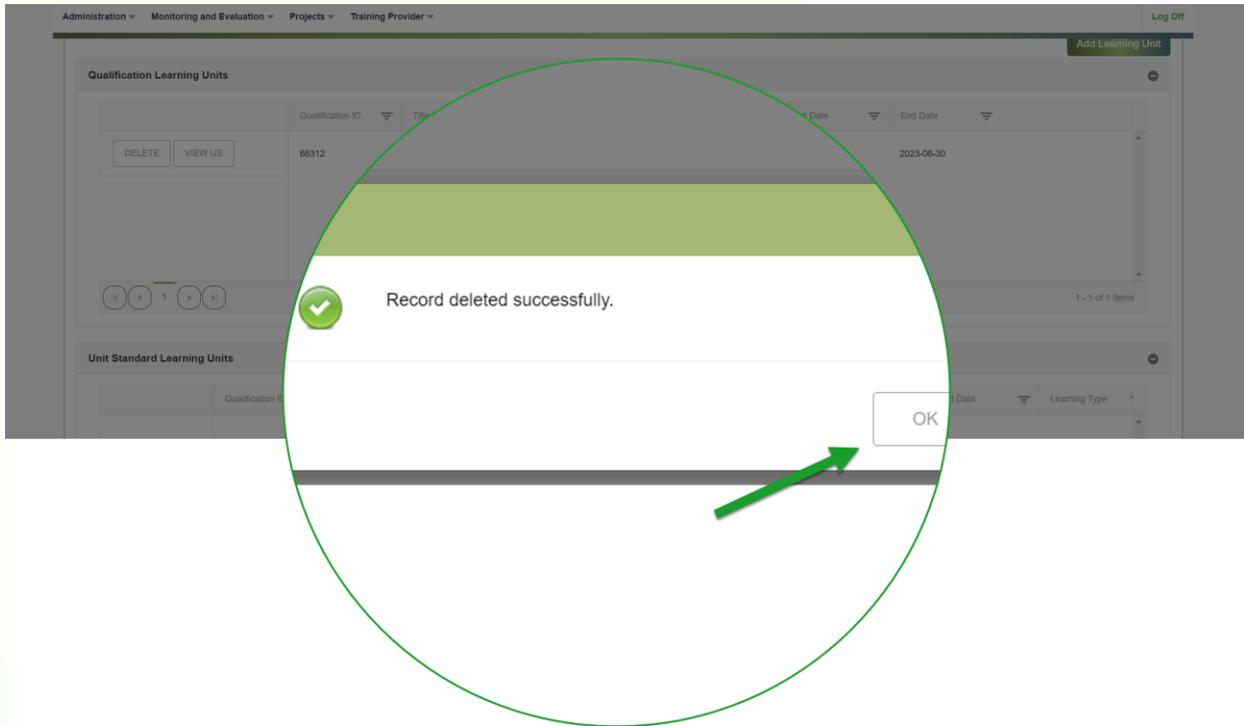


- g. **Delete** – this button allows the user to remove the added Qualification/Learning Programme.
- i. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:



LMIS User Guide - SDP

- ii. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:



Unit Standards

- i. This portion of “Programme Scope” allows you to capture Unit Standards you wish to be accredited for with the FP&M SETA.
- ii. Selecting the “Unit Standards” portion of the “Programme Scope” step deactivates the other sections (Qualification and Skills Program fields) and allows you to capture the Unit Standard and the Qualification it is linked to, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm392... User Type: Training Provider

Quality Assurance > Training Provider > **Extension of Scope**

Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate **at least one** learning unit. Click on **Next** to continue with the process.

Next

Qualifications
 Unit Standards
 Skills Programs

Search Options
 By ID By Title

Learning Program:

Qualification: Choose Electives

Unit Standard:

Qualification:

- iii. Once you have added the valid Unit Standard and the Qualification it is linked to, you proceed to click on the “Add Learning Unit” button.



Should you attempt to click on “Add Learning Unit” without adding any Learning Units, the system will produce an error message as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Qualifications
 Unit Standards
 Skills Programs

Learning Program:

Qualification:

Unit Standard:

Qualification:

Skills Program Name:

Learning Program:

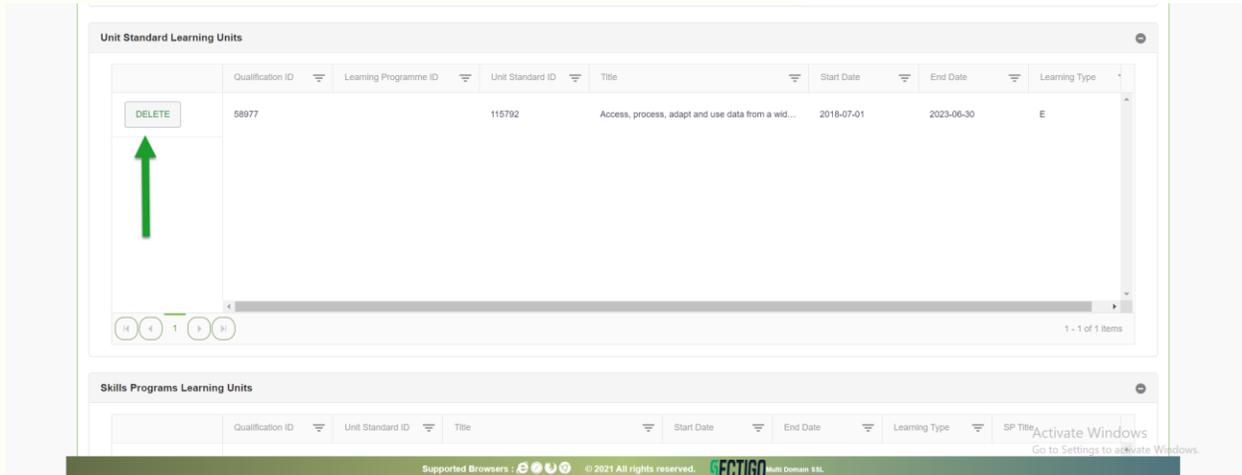
Qualification:

Start Date:

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

LMIS User Guide - SDP

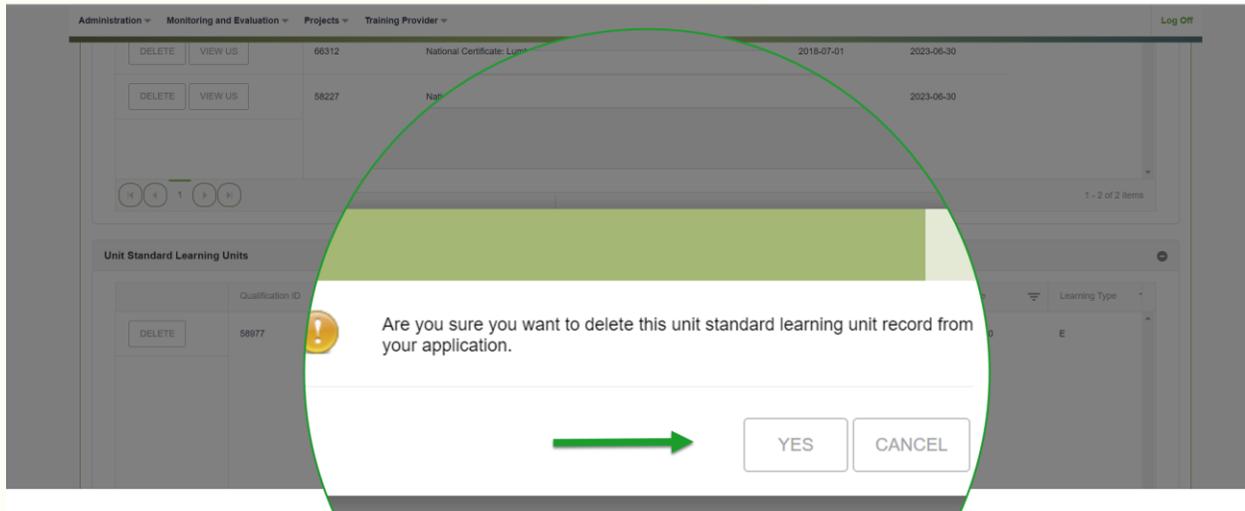
- iv. Should all the learning unit fields be supplied, the system generates a success message and populates the “Unit Standards” grid as below:



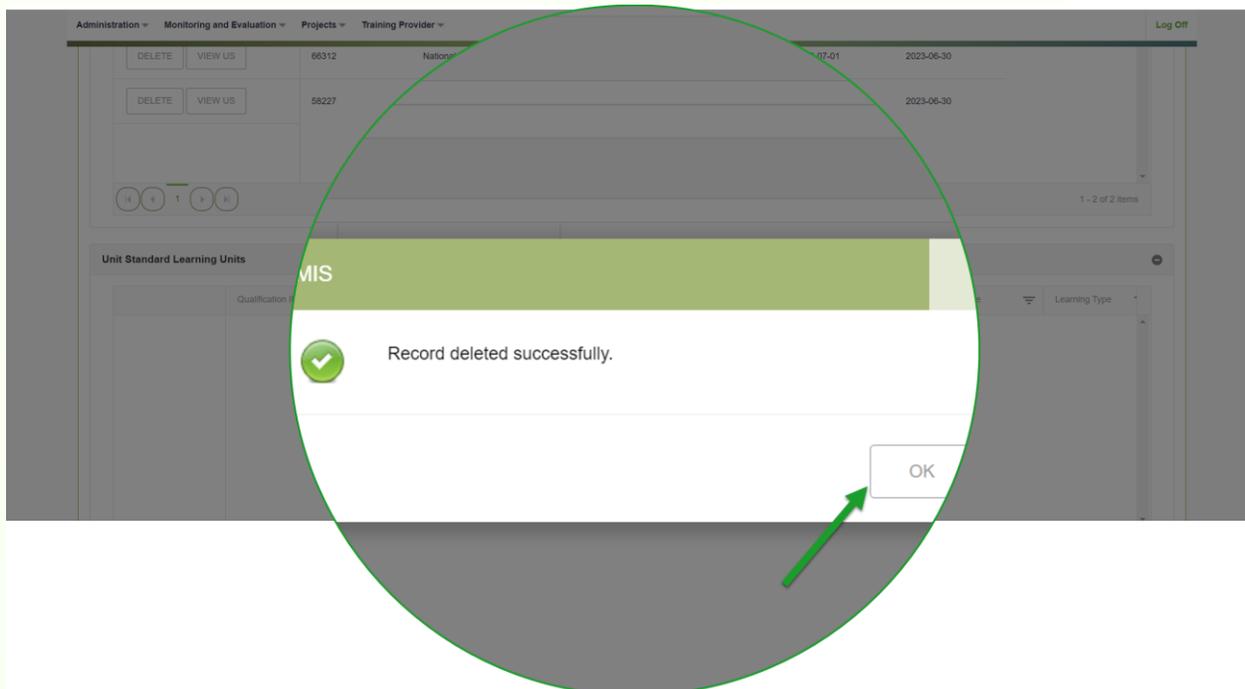
- v. The grid provides you with the following information:
- Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - Learning Programme ID - the Learning Programme code that uniquely identifies an LP as on the SAQA database
 - Unit Standard ID - the unit standard code that uniquely identifies a unit standard as on the SAQA database
 - Title - the title that identifies a learning unit as on the SAQA database
 - Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
 - End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit
 - Learning Type – this applies to the unit standards and specifies whether the application is a Core, Fundamental or Elective.
 - Delete - this button allows you to remove the added Unit Standard

LMIS User Guide - SDP

- i. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:

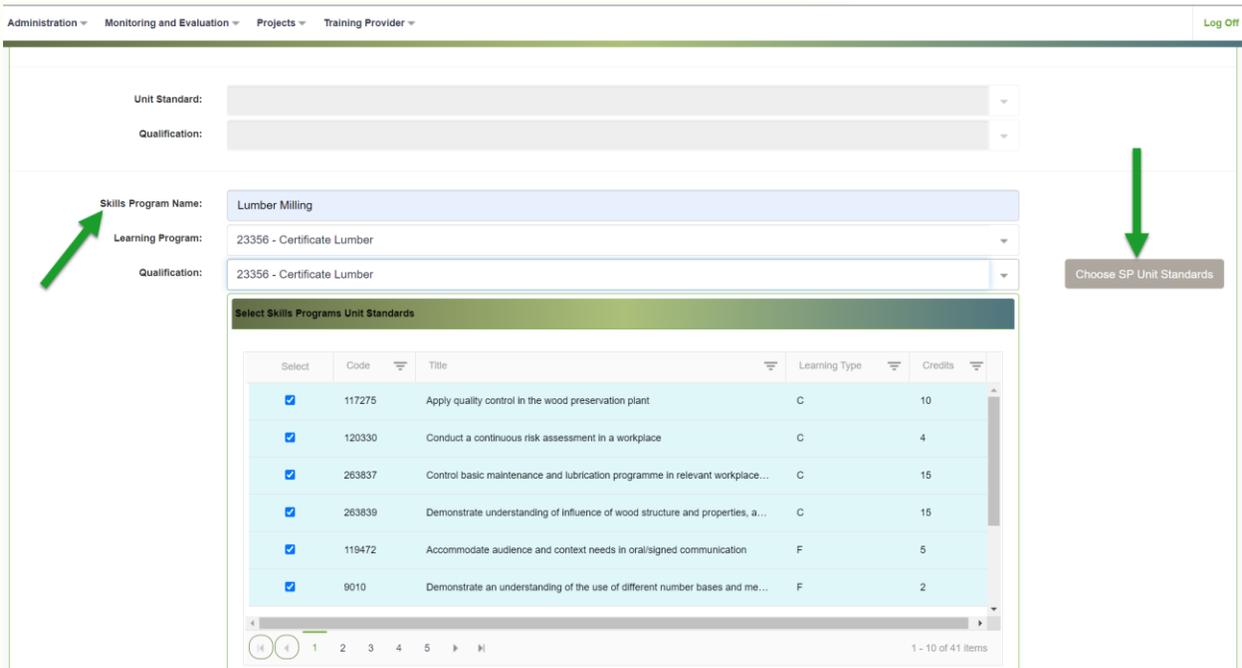


- ii. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:



Skills Programs

- v. This portion of the Learning Units process allows you to capture Skills Programs you wish to be accredited for, Extend or Remediate with the FP&M SETA.
- vi. Selecting the “Skills Programs” option deactivates the other sections (Qualification and Unit Standards fields) and allows you to capture the Skills Program Name and the Qualification it is linked to, as below:



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Unit Standard:
 Qualification:

Skills Program Name: 
 Learning Program:
 Qualification:



Select Skills Programs Unit Standards

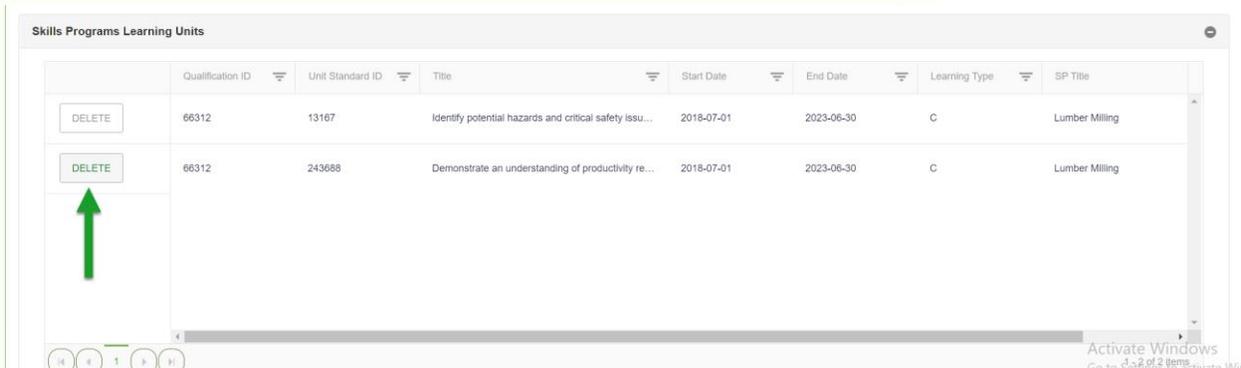
Select	Code	Title	Learning Type	Credits
<input checked="" type="checkbox"/>	117275	Apply quality control in the wood preservation plant	C	10
<input checked="" type="checkbox"/>	120330	Conduct a continuous risk assessment in a workplace	C	4
<input checked="" type="checkbox"/>	263837	Control basic maintenance and lubrication programme in relevant workplace...	C	15
<input checked="" type="checkbox"/>	263839	Demonstrate understanding of influence of wood structure and properties, a...	C	15
<input checked="" type="checkbox"/>	119472	Accommodate audience and context needs in oral/signed communication	F	5
<input checked="" type="checkbox"/>	9010	Demonstrate an understanding of the use of different number bases and me...	F	2

1 - 10 of 41 items

- vii. Once the Skills Program Name and linked Qualification have been captured, you click on the “Choose SP Unit Standards” button and the system generates a menu for you to add Unit Standards to the Skills Program, as above.
- viii. The Skills Program Unit Standards grid provides you with the following information:
 - a. Code – the Unit Standard code that uniquely identifies the Learning Unit as on the SAQA database
 - b. Title - the title that identifies a learning unit as on the SAQA database

LMIS User Guide - SDP

- c. Learning Type – whether the Learning Unit is a Fundamental, Core or Elective
 - d. Credits – the individual Elective credits as on the SAQA database
 - e. Select – clicking on the checkbox allows you to choose the individual Unit Standard and highlights selected items, as above.
- vi. Once you have added the Skills Program Name, Qualification and linked Unit Standards, you proceed to click on the “Add Learning Unit” button.
- a. Should all the learning unit fields be supplied, the system generates a success message and populates the “Skills Program” grid as below:

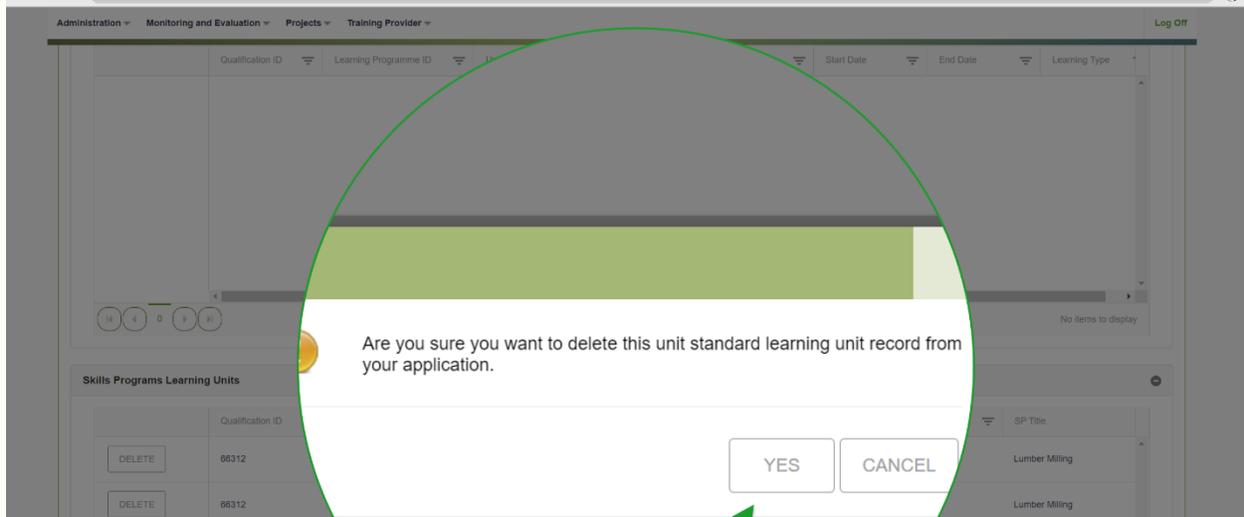


	Qualification ID	Unit Standard ID	Title	Start Date	End Date	Learning Type	SP Title
DELETE	66312	13167	Identify potential hazards and critical safety issu...	2018-07-01	2023-06-30	C	Lumber Milling
DELETE	66312	243688	Demonstrate an understanding of productivity re...	2018-07-01	2023-06-30	C	Lumber Milling

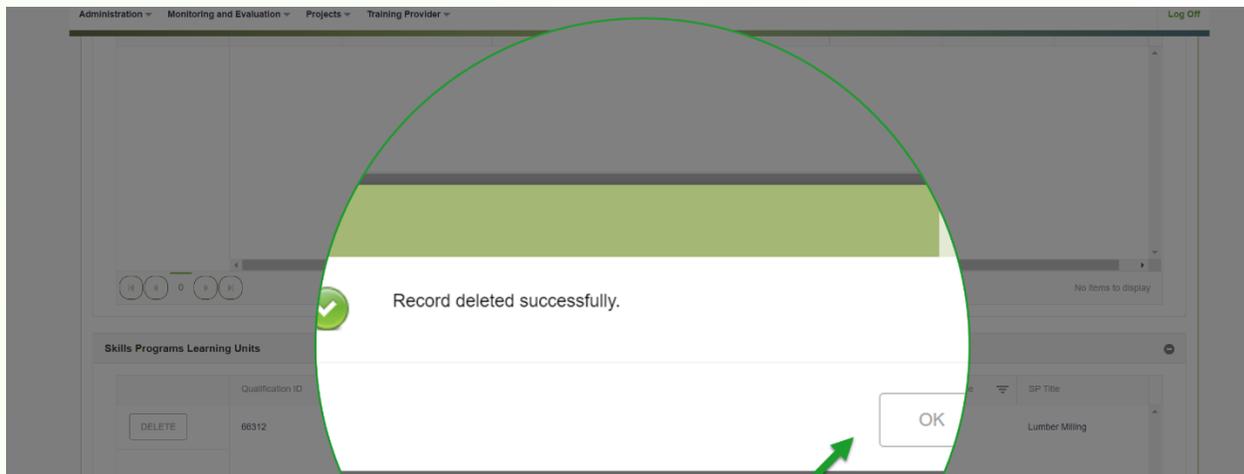
- vii. The grid provides you with the following information:
- a. Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - b. Unit Standard ID - the unit standard code that uniquely identifies a unit standard as on the SAQA database
 - c. Title - the title that identifies a learning unit as on the SAQA database
 - d. Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
 - e. End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit
 - f. Learning Type – this applies to the unit standards and specifies whether the application is a Core, Fundamental or Elective.

LMIS User Guide - SDP

- g. Skills Program Name – The Name of the Skills Program
- h. **Delete** - this button allows you to remove the added Unit Standard.
 - i. When you click on the “Delete” button, the system will prompt you to confirm the deletion process, as below:



- ii. Clicking on “Cancel” aborts the deletion process, and clicking on “Yes” proceeds to remove the Learning Unit from the application, with a success message as below:

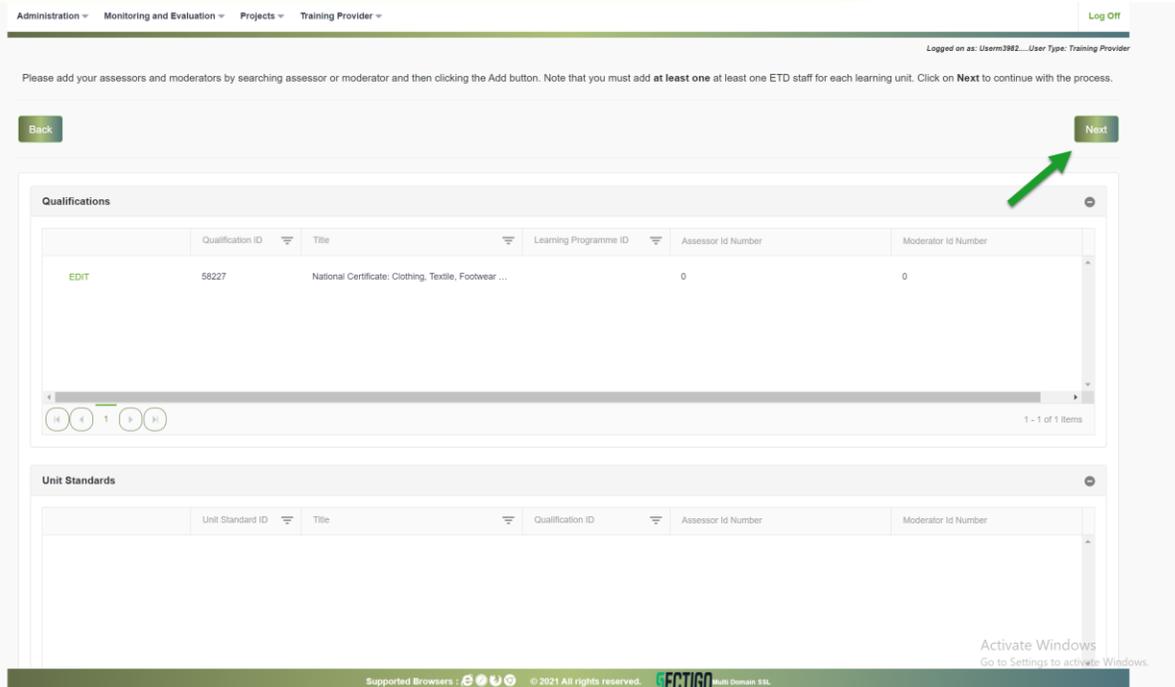


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- i. When satisfied with the Programme Scope Information added, you click on “Next” to proceed.

4.2 Step 2 – ETD Staff

- i. This Step allows you to add Assessors and Moderators to the Programme Scope Learning Units captured in Step 1.
- ii. The ETD Staff page presents you with both Qualifications and Unit Standards Fields to enter the Identity Numbers of their Constituent Assessors and Moderators in relation to the Learning Unit selected, as below:



- iii. The Qualification field consists of the following features:
 - a. Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database.
 - b. Title - the title that identifies a learning unit as on the SAQA database

LMIS User Guide - SDP

- c. Learning Programme ID – the Learning Programme code that uniquely identifies an LP as on the SAQA database
- d. Assessor ID Number – The Assessor’s Government issued Identification Number
- e. Moderator ID Number – The Moderator’s Government issued Identification Number
- f. Save – Clicking on the Save button allows you to conclude the Assessor and Moderator link to the Qualification and the system populates the captured records under the “Assessors” and “Moderators” grids, as below.
- g. Cancel – clicking on Cancel aborts the ETD staff inclusion process for the Learning Unit.

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3992...User Type: Training Provider

Please add your assessors and moderators by searching assessor or moderator and then clicking the Add button. Note that you must add **at least one** at least one ETD staff for each learning unit. Click on **Next** to continue with the process.

Back Next

Qualifications

	Qualification ID	Title	Learning Programme ID	Assessor Id Number	Moderator Id Number
<div style="display: flex; justify-content: space-between;"> SAVE CANCEL </div> <div style="margin-top: 10px;">  </div>	58227	National Certificate: Clothing, Textile, Footwear and L		9408040363083	9408040363086

1 - 1 of 1 items

Unit Standards

	Unit Standard ID	Title	Qualification ID	Assessor Id Number	Moderator Id Number

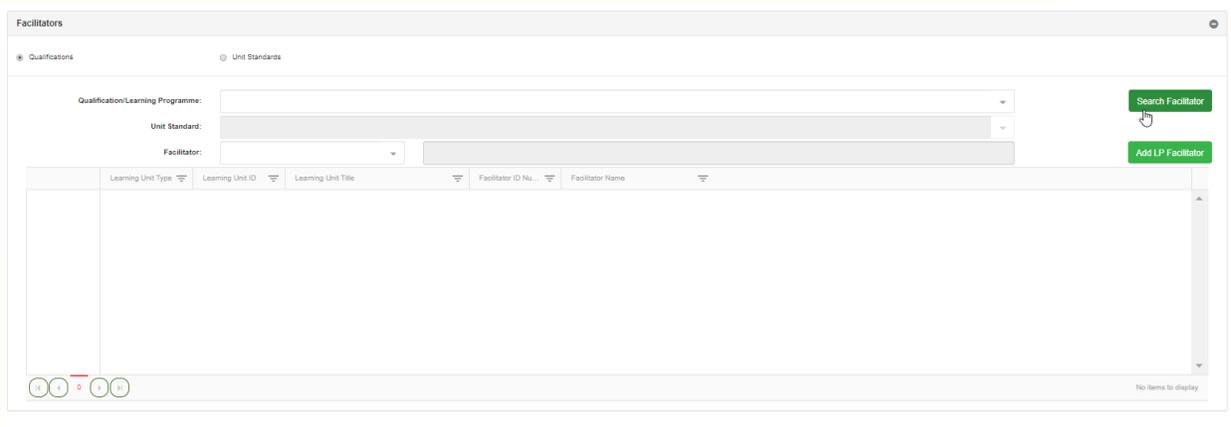
Activate Windows
Go to Settings to activate Windows

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- iv. The Assessor/Moderator Grids provide you with the following Information:
 - a. Learning Unit Type – Whether the Learning Unit is a Qualification or Unit Standard

LMIS User Guide - SDP

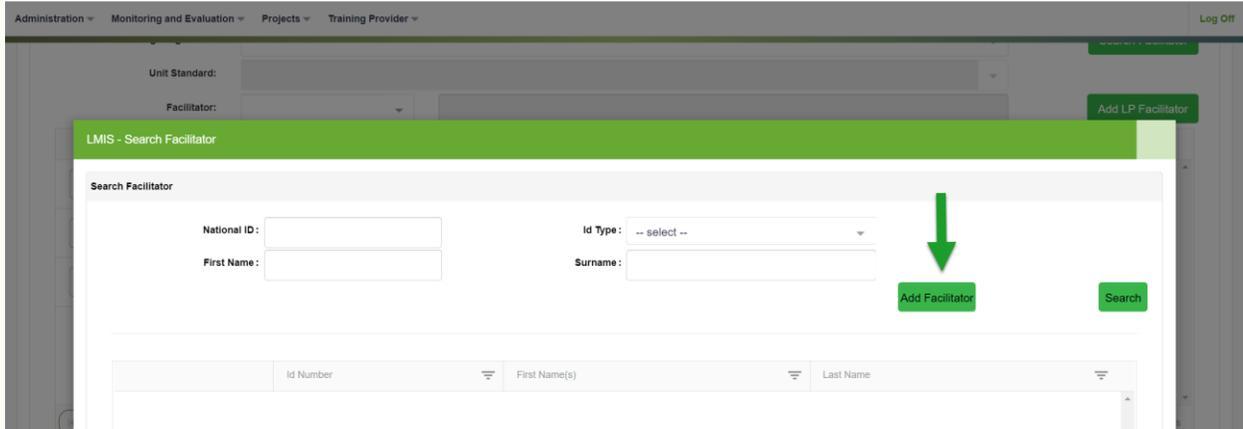
- b. Learning Unit ID – the Learning Unit code that uniquely identifies a unit as on the SAQA database.
 - c. Learning Unit Title - the title that identifies a Learning Unit as on the SAQA database
 - d. Assessor ID – The Assessor’s Government issued Identification Number
 - e. Moderator ID – The Moderator’s Government issued Identification Number
 - f. Assessor/Moderator Name – The Assessor/Moderator’s Name as on the Identification Document
 - g. Delete – Clicking on the Delete button allows you to remove the added Assessor/Moderator record from the application.
- v. Add Facilitator - This section (bottom of the ETD Staff page) allows you to add Learning Programme Facilitators to the application.
- a. The Facilitators portion has the information entry fields as well as the data grid, as below:



- b. The entry fields present you with the following information:
 - i. **Qualification/Learning Programme** – the Learning Programme unique identifier as on SAQA;
 - ii. **Facilitator** – the Facilitator’s Identity Number;

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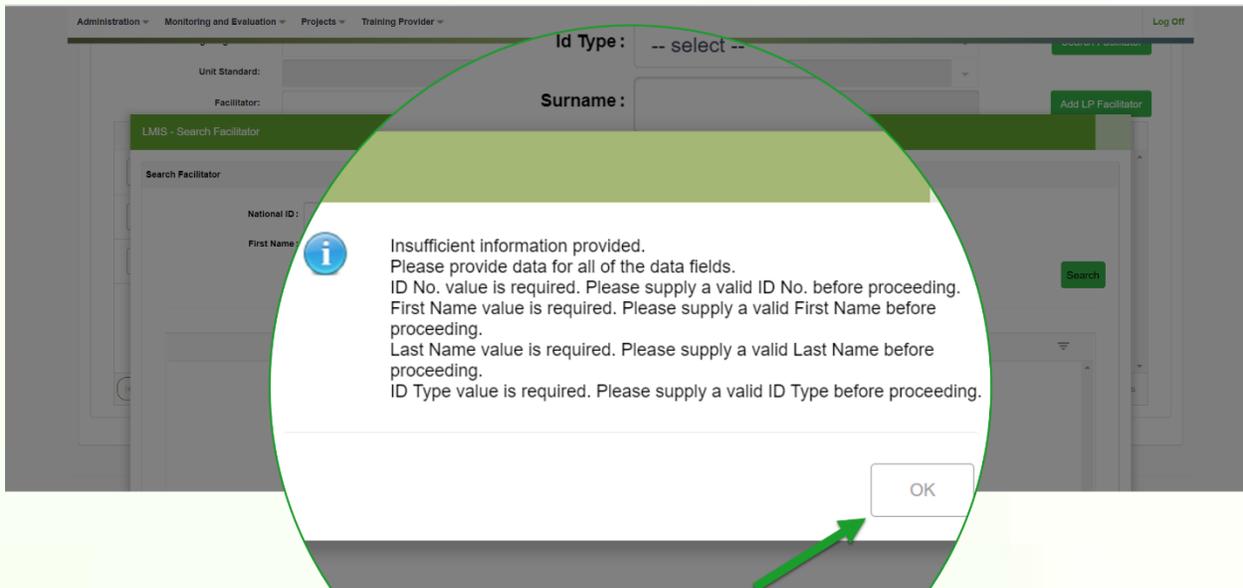
- iii. **Search Facilitator button** – clicking on the button presents a search page where you can find the Facilitator you wish to add to the Learning Programme;



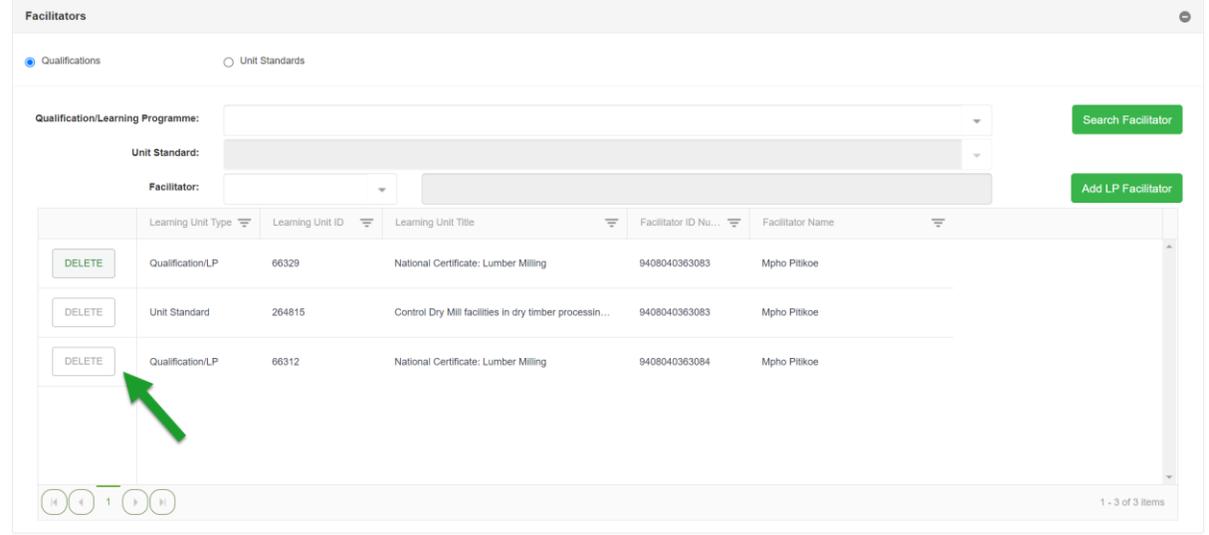
- v. **Add Facilitator button** – clicking on the button once all the required information has been entered, completes the process.



Should you attempt to click on “Add LP Facilitator” without adding any information, the system will produce an error message as below:



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Facilitators

Qualifications
 Unit Standards

Qualification/Learning Programme: Search Facilitator

Unit Standard: Add LP Facilitator

Facilitator:

	Learning Unit Type	Learning Unit ID	Learning Unit Title	Facilitator ID Nu...	Facilitator Name
<input type="button" value="DELETE"/>	Qualification/LP	66329	National Certificate: Lumber Milling	9408040363083	Mpho Pitikoe
<input type="button" value="DELETE"/>	Unit Standard	264815	Control Dry Mill facilities in dry timber processin...	9408040363083	Mpho Pitikoe
<input type="button" value="DELETE"/>	Qualification/LP	66312	National Certificate: Lumber Milling	9408040363084	Mpho Pitikoe

1 - 3 of 3 items

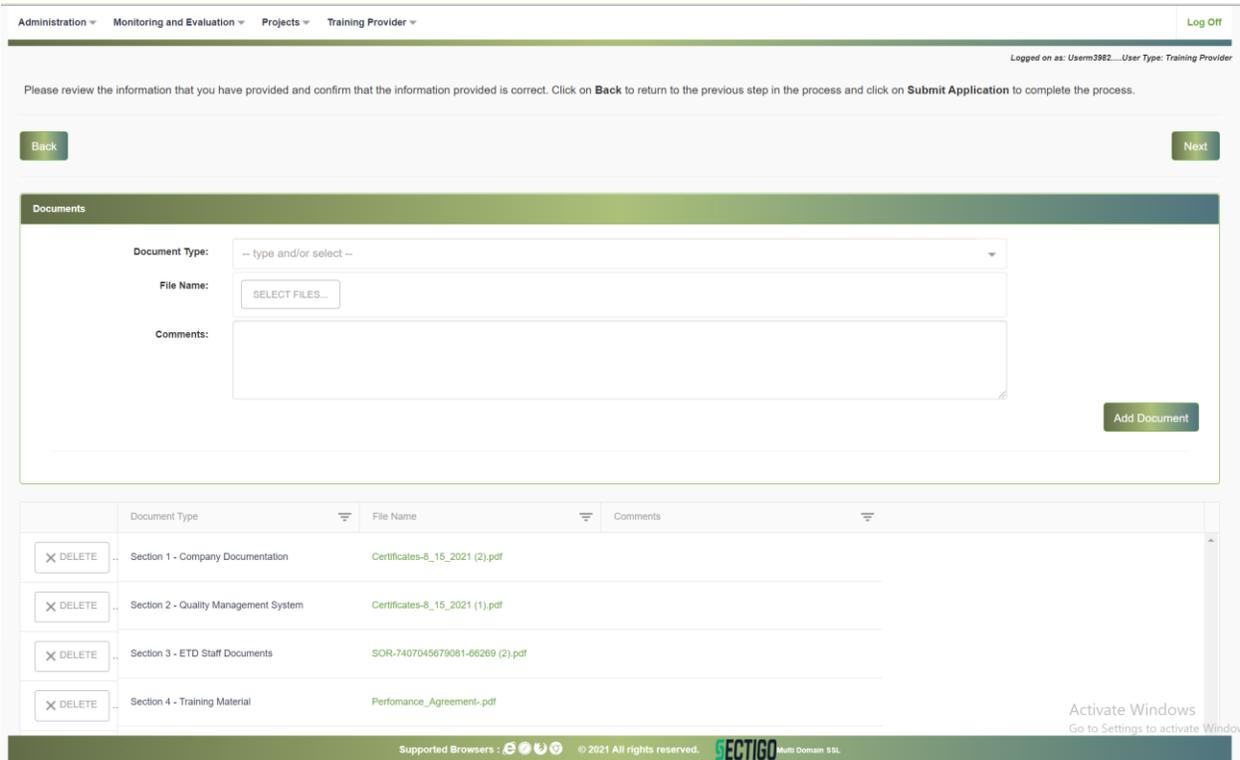
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- c. The Facilitator grid presents you with the following information:
- i **Learning Programme** – the Learning Programme unique identifier as on SAQA;
 - ii **Learning Programme Title** – the name of the Learning Programme;
 - iii **Facilitator ID Number** – the added Facilitator’s Identity Number;
 - iv **Facilitator Name** – the name and surname of the added Facilitator;
 - v **Delete button** – allows you to remove the added information
- vi. When satisfied with the ETD Staff added to the Learning Units, you click on “Next” to proceed.

LMIS User Guide - SDP

4.3 Step 3 – Documents

- i. This Step allows you to capture all the documents that support the application.
- ii. The Documents section consists of two sections – The Document Upload section and the Upload Grid at the bottom of the page, as below:



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Please review the information that you have provided and confirm that the information provided is correct. Click on **Back** to return to the previous step in the process and click on **Submit Application** to complete the process.

Back Next

Documents

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

File Name:

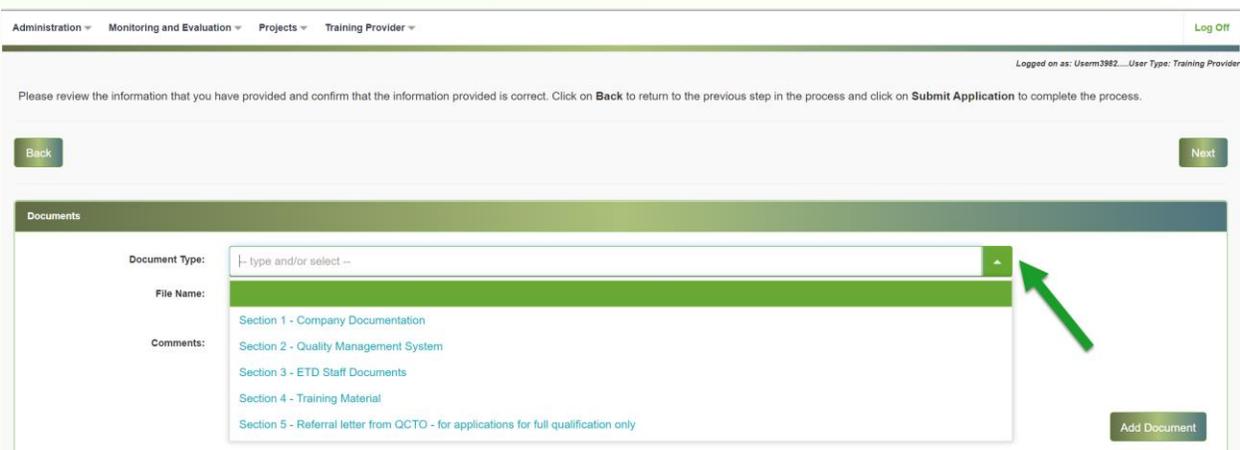
Comments:

	Document Type	File Name	Comments
<input type="button" value="X DELETE"/>	Section 1 - Company Documentation	Certificates-8_15_2021 (2).pdf	
<input type="button" value="X DELETE"/>	Section 2 - Quality Management System	Certificates-8_15_2021 (1).pdf	
<input type="button" value="X DELETE"/>	Section 3 - ETD Staff Documents	SOR-7407045679081-66269 (2).pdf	
<input type="button" value="X DELETE"/>	Section 4 - Training Material	Perfomance_Agreement-.pdf	

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- iii. The Documents Upload section allows you to capture the following information:



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Please review the information that you have provided and confirm that the information provided is correct. Click on **Back** to return to the previous step in the process and click on **Submit Application** to complete the process.

Back Next

Documents

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

File Name:

Comments:

Section 1 - Company Documentation

Section 2 - Quality Management System

Section 3 - ETD Staff Documents

Section 4 - Training Material

Section 5 - Referral letter from QCTO - for applications for full qualification only

iv. Document Type;

1. Section 1 - Company Documentation

- CIPC Document
- Tax Clearance Certificate:
- Business Plan:
- Confirmation of Bank:
- Audited Financial statements:
- Auditor Details:
- Training Venue:
- Public Liability Insurance:
- Occupational Health and Safety Audit Report

2. Section 2 Quality Management Systems

- All the required policies and procedures (signed by authorised personnel with dates, indicate the next review date and must be current)
- Minutes of meetings
- Review templates

3. Section 3 Assessor & Moderator Documents

- Assessor documents
- Moderator documents

4. Section 4 - Training Material

- **Skills Programme**
- Curriculum learning programme overview
- Alignment Matrix
- Learner Guides
- Facilitator Guide
- Moderator Guide
- Internal Moderation Report
- Notional hour matrix
- Formative Assessment
- Summative Assessment
- Assessment Guide
- Learner POE guide
- Source of Learning material

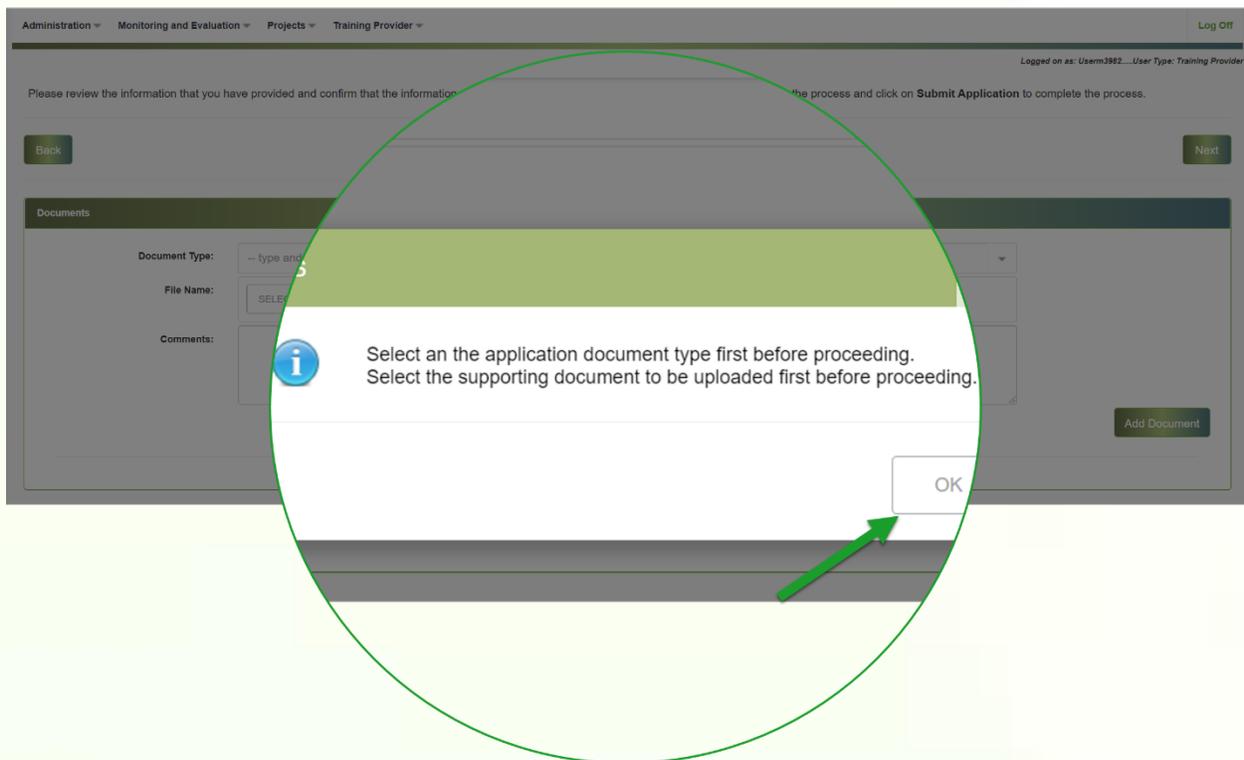
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5. Referral Letter – Referral Letter from QCTO (Full Qualification applications only)

- v. **File Name** – this section allows you to upload the document related to what you selected on “Document Type”. You click on the “Select Files” button, which opens a window for you to select the relevant document then click on “Open” to load.
- vi. **Comments** – when the document has been uploaded, you can add comments to the document upload e.g. the name of the document.
- vii. **Add Document** – the button allows you to upload the selected document.
 - b. Click on “Add Document” button to upload.

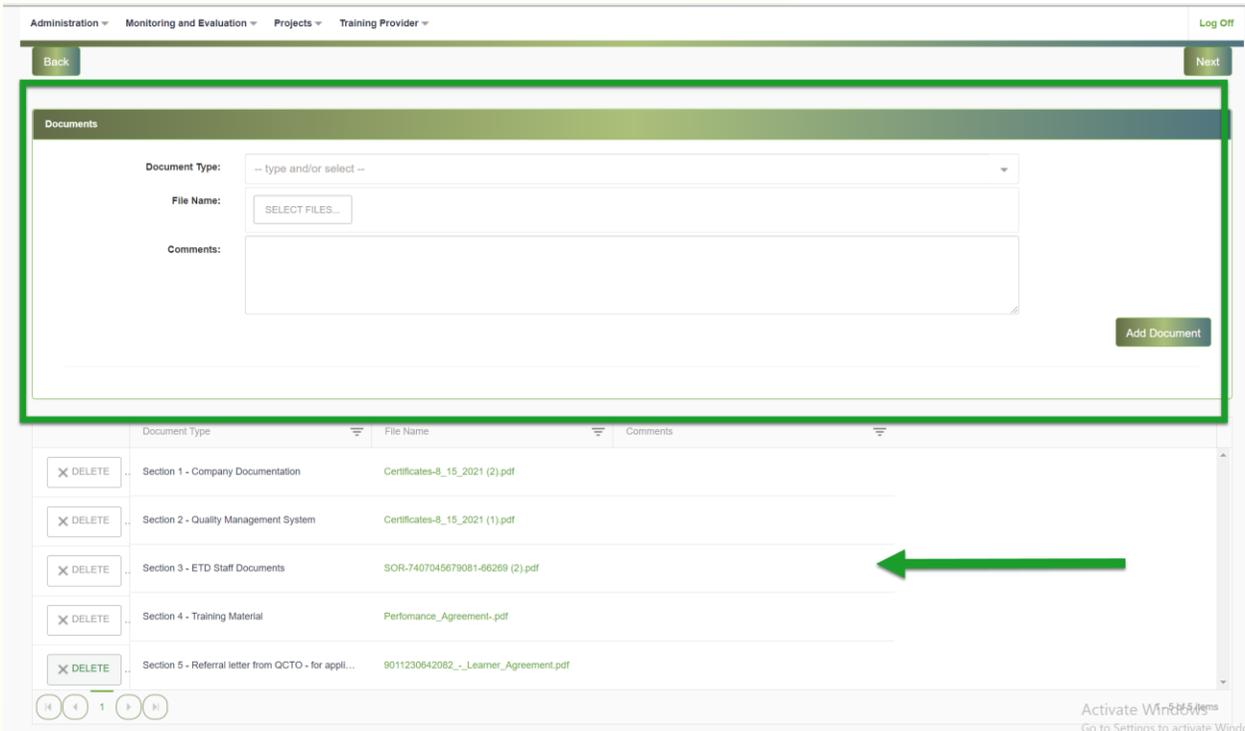


Should you attempt to click on “Add document” button without capturing the required information, the system provides a notification to prompt action from you as below:



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- viii. You continue to select all the relevant documents and add them to your application. The uploaded documents appear in the upload Grid as below:



The screenshot shows a web application interface for document upload. At the top, there are navigation tabs: Administration, Monitoring and Evaluation, Projects, and Training Provider. A 'Log Off' button is in the top right. Below the tabs are 'Back' and 'Next' buttons. The main area is titled 'Documents' and contains a form with the following fields:

- Document Type:** A dropdown menu with the text "-- type and/or select --".
- File Name:** A text input field with a "SELECT FILES..." button.
- Comments:** A large text area for entering notes.
- Add Document:** A button to submit the form.

Below the form is a table with the following columns: Document Type, File Name, and Comments. Each row also has a "DELETE" button on the left. A green arrow points to the third row of the table.

Document Type	File Name	Comments
Section 1 - Company Documentation	Certificates-8_15_2021 (2).pdf	
Section 2 - Quality Management System	Certificates-8_15_2021 (1).pdf	
Section 3 - ETD Staff Documents	SOR-7407045679081-66269 (2).pdf	
Section 4 - Training Material	Perfomance_Agreement-.pdf	
Section 5 - Referral letter from GCTO - for appli...	9011230642082_-_Learner_Agreement.pdf	

- ix. The upload Grid provides the user with the following information:
- Document type** – The kind of the document uploaded
 - File Name** – the name of the file as saved on the user’s computer
 - Comments** – the comments added by the user.
 - Delete** – the button allows you to remove uploaded documents.
- x. If all documents are supplied, then you click on the “Next” button to complete and submit your EOS Application.
- xi. The system will navigate to the “Dashboard”, with a success message linked to your reference number, as below:

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Application Process complete.....

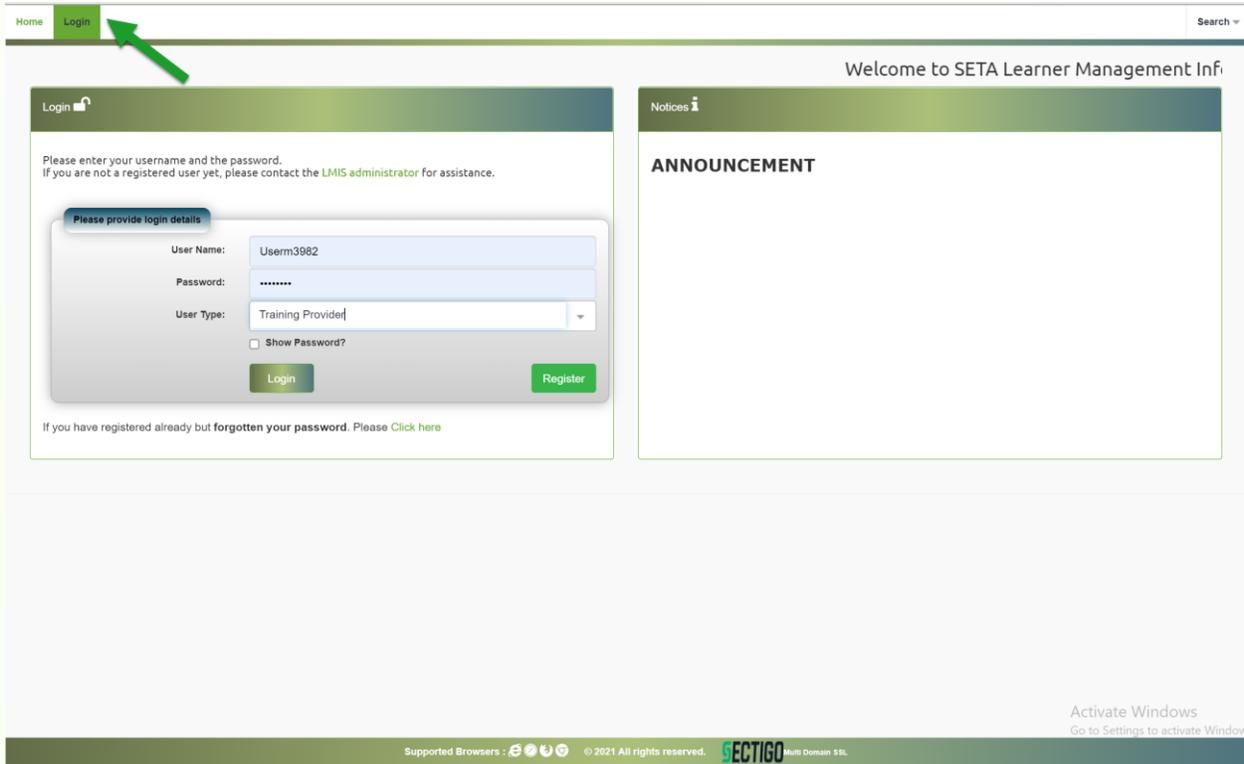
Your application has been successfully submitted for consideration and your reference number is : **FPM-2021-000034126** and use this reference for any correspondence with regard to this application. Please also note that the Accreditation process takes 90 working days.

5. Learner Interventions

- i. The Accredited Training Provider portal presents you with all function and features that are related to your tasks.
- ii. The Main Menu (top of the provider page) allows you to navigate to the following functionality/pages.

5.1 User Login

- i. To gain access to LMIS, visit the LMIS Homepage and click on “Login” to proceed. Enter your login details, the system will automatically populate the “User Type” field based on the Username entered. Once done, click on “Login” to complete the process.



Home **Login** Search ▾

Welcome to SETA Learner Management Information System

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: Userm3982

Password:

User Type: Training Provider ▾

Show Password?

Login **Register**

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

Notices

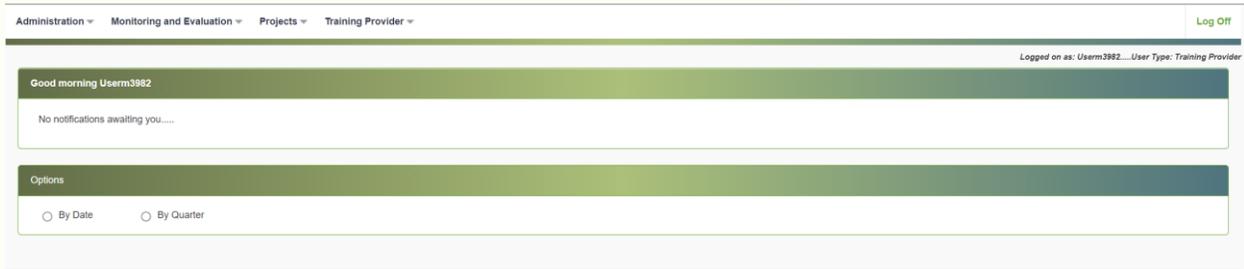
ANNOUNCEMENT

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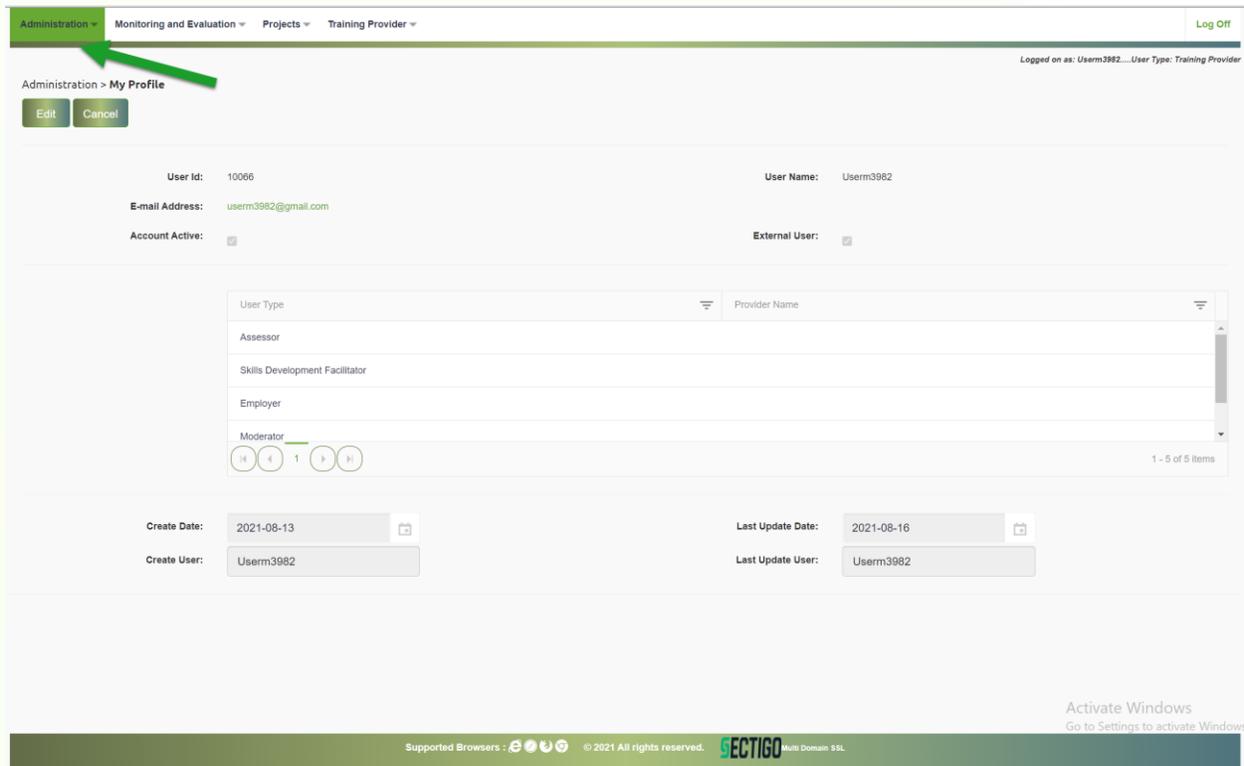
LMIS User Guide - SDP

- ii. Login as a Training Provider, and the system will authenticate and authorize then display the landing page when the login is successful.



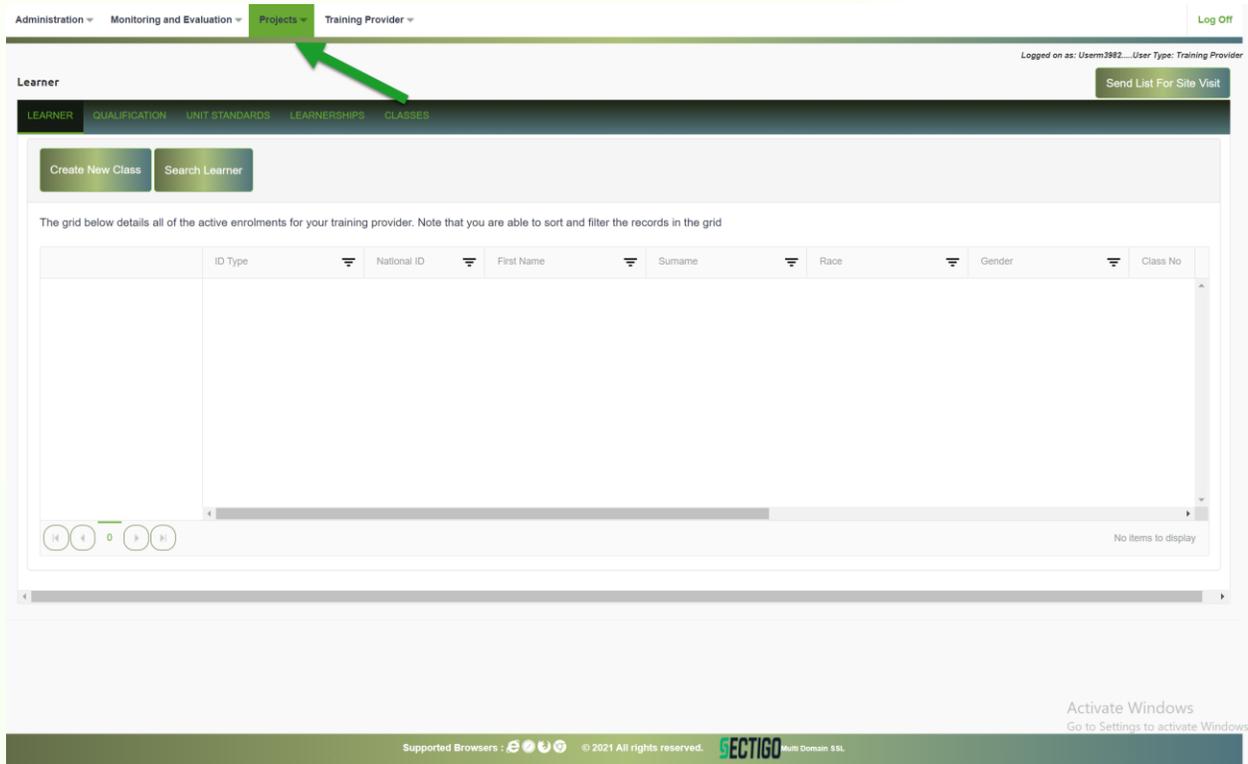
5.2 Administration

- i. By navigating to “Administration”, “User” and clicking on “My Profile”, you can view your editable abridged LMIS profile, as below:



5.3 Learner Programmes

- i. To view and process all Learner Interventions, you navigate to “Learner Interventions”, “Facilitation” and click on “Enrolment Overview”.
- ii. This page allows you to enrol and exit learners on LMIS. You can add/edit important information related to the learner, such as the learner’s personal details and the learning units that the learner is enrolled on, as below:



- iii. The “**Enrolments Overview**” page presents you with a sub-menu (dark Green bar with light Green text) which provides you with the following information:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ **Projects ▾** Training Provider ▾ Log Off

Logged on as: Userm3982...User Type: Training Provider

Learner Send List For Site Visit

LEARNER **QUALIFICATION** UNIT STANDARDS LEARNERSHIPS CLASSES

Create New Class Search Learner

The grid below details all of the active enrolments for your training provider. Note that you are able to sort and filter the records in the grid

ID Type	National ID	First Name	Surname	Race	Gender	Class No
No items to display						

Navigation: Home, Previous, 0, Next, Refresh

Enrolments Overview

- i. To view the successfully enrolled learners, you navigate to the “Enrolments” tab in the “Provider” menu. This will open the “Enrolments Overview” page, as below:

Administration ▾ Monitoring and Evaluation ▾ **Projects ▾** Training Provider ▾ Log Off

Logged on as: Userm3982...User Type: Training Provider

Learner Send List For Site Visit

LEARNER **QUALIFICATION** UNIT STANDARDS LEARNERSHIPS CLASSES

Create New Class Search Learner

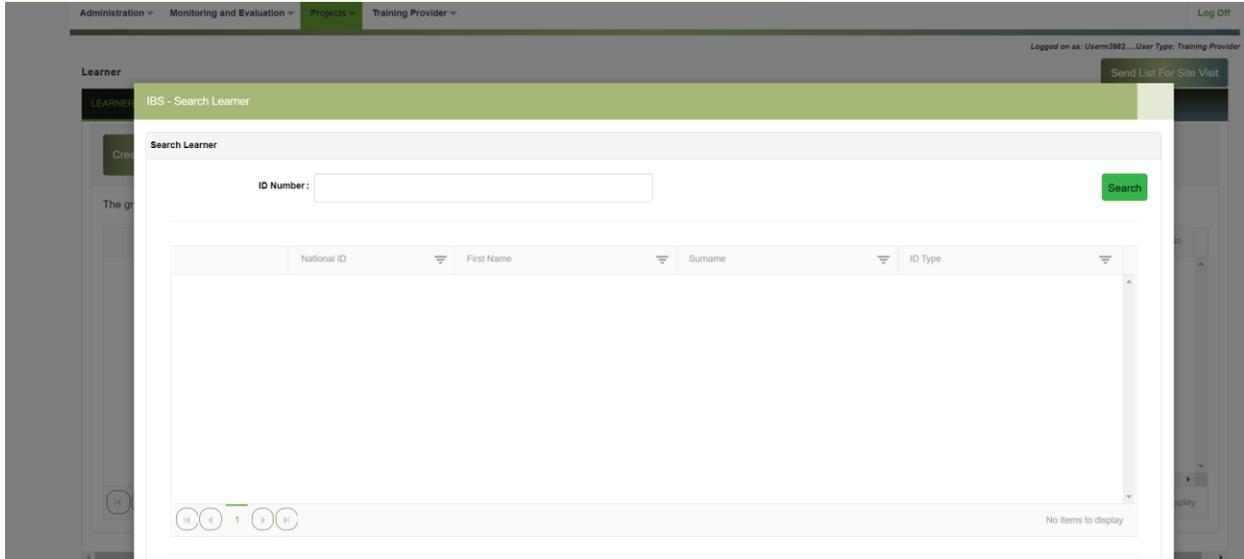
The grid below details all of the active enrolments for your training provider. Note that you are able to sort and filter the records in the grid

ID Type	National ID	First Name	Surname	Race	Gender	Class No
No items to display						

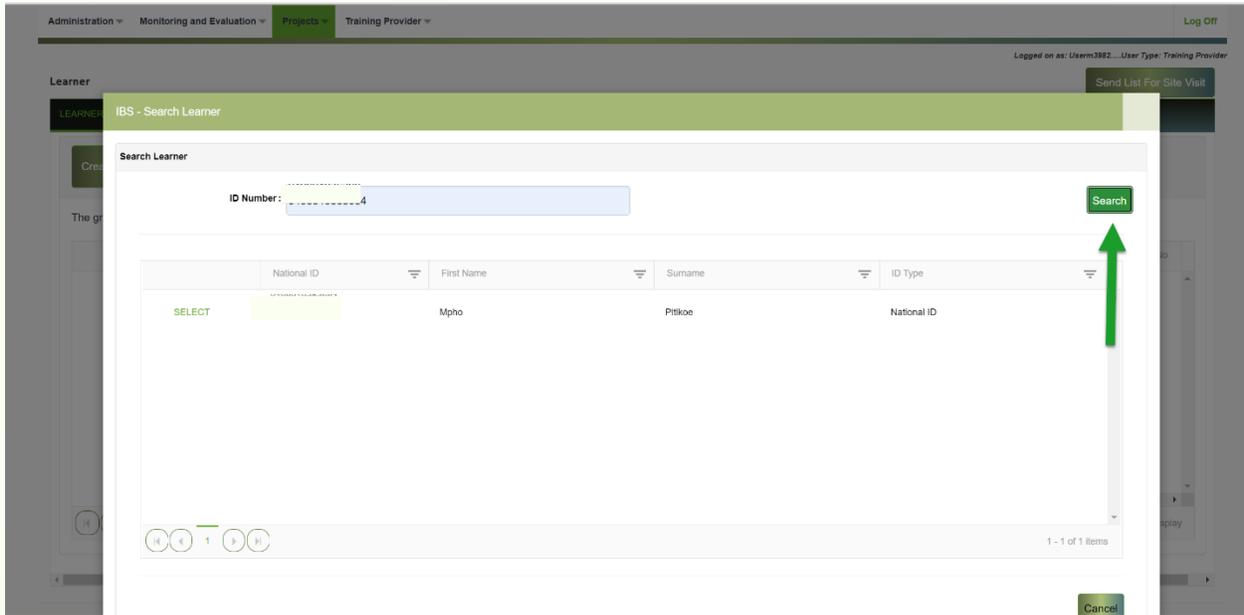
Navigation: Home, Previous, 0, Next, Refresh

LMIS User Guide - SDP

- ii. The page is divided into two sections; the top section which has the:
- “Enrol New Learner” button** – allows you to capture a learner on LMIS;
 - “Search Learner” button** – once clicked, the button allows you to find a particular learner as below:



- You enter the Identity Number of the learner and click on the “Search” button to find the record, which is populated in the grid as below:



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- iii. The bottom section/Grid provides you with the following data:
- National ID** – the unique Identification Number of the learner;
 - First Name** – The name of the learner;
 - Surname** – the learner’s last name;
 - ID Type** – the type of identification of the learner;
 - Select button** – clicking on this button navigates you to the learner’s profile page, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982.....User Type: Training Provider

Learner

LEARNER | QUALIFICATION ENROLMENT | UNIT STANDARD ENROLMENT | LEARNERSHIPS ENROLMENT

Enter the details of the learner. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing learner record request. Click on **Back** to return to the overview screen. Please check to see if all **required fields** have been supplied

<p>Id Type: National ID</p> <p>First Name: Mpho</p> <p>Previous Last Name: Pitikoe</p> <p>Title: Miss</p> <p>Race: African</p> <p>Home Language: seSotho</p> <p>Citizenship Status: South Africa</p> <p>Disability Status: None</p> <p>Highest School Qualification: GRADE 12</p> <p>Last School EMIS No.: Moemedi (440304045)</p> <p>STATSSA Area: 199039013 - Rocklands</p>	<p>Middle Name: Pretty</p> <p>Date Of Birth:</p> <p>Nationality: South Africa</p> <p>Gender: Female</p> <p>Socioeconomic Status: Unemployed</p> <p>Host Employer SDL No.: L600722021 - SAPPI LTD</p> <p>Highest Qualification: Advanced Diploma</p> <p>Last School Year: 2012</p> <p>Municipality: Mangaung</p>	<p>National ID: [REDACTED]</p> <p>Last Name: Pitikoe</p>
--	--	--

Contact Details

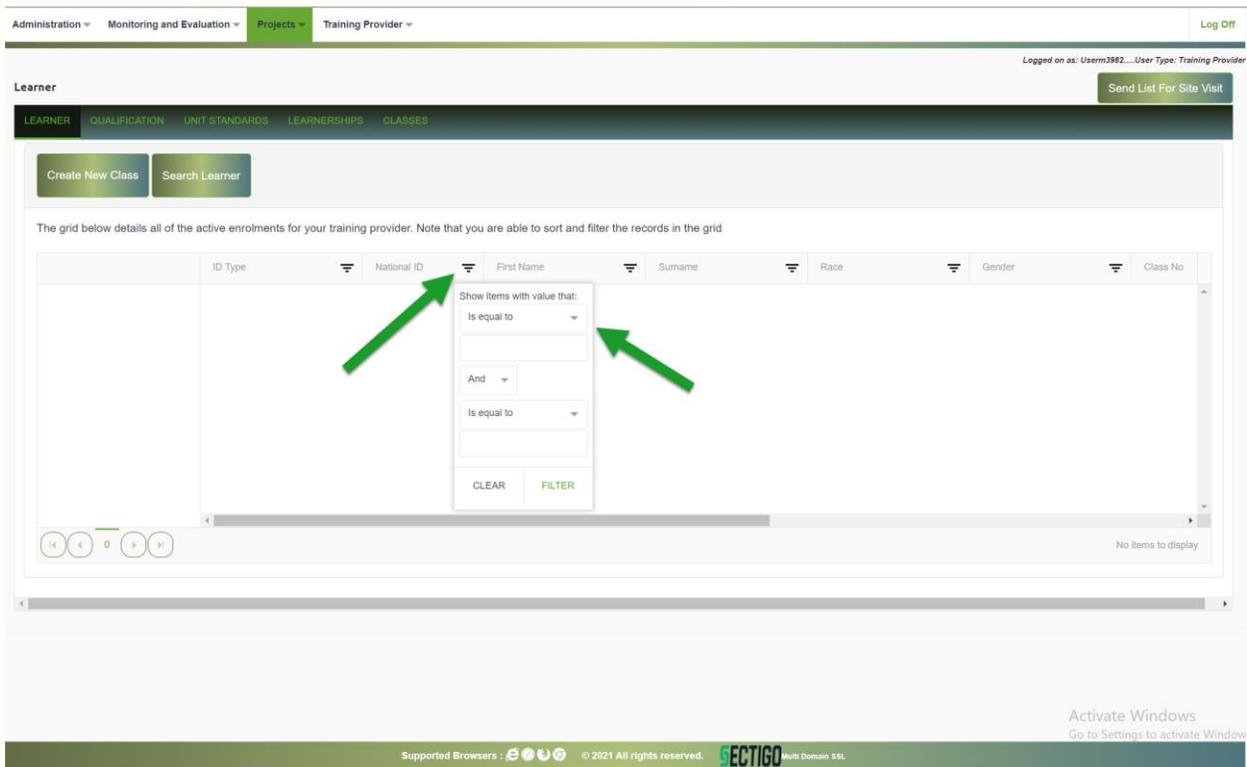
<p>Physical Address:</p> <p>House No./Complex Name: 87</p> <p>Street Name: San Henriques</p> <p>Suburb: Broadacres</p> <p>Town/City: Johannesburg</p>	<p>Postal Address:</p> <p>House No./Complex Name: 87</p> <p>Street Name: San Henriques</p> <p>Suburb: Broadacres</p> <p>Town/City: Johannesburg</p>
--	--

Activate Windows
Go to Settings to activate Windows

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- iv. You can also use the information grid to filter and find learners. You click on the “Downward Arrow” next to each Heading on the grid, this produces a menu where you can customise your search, as below:

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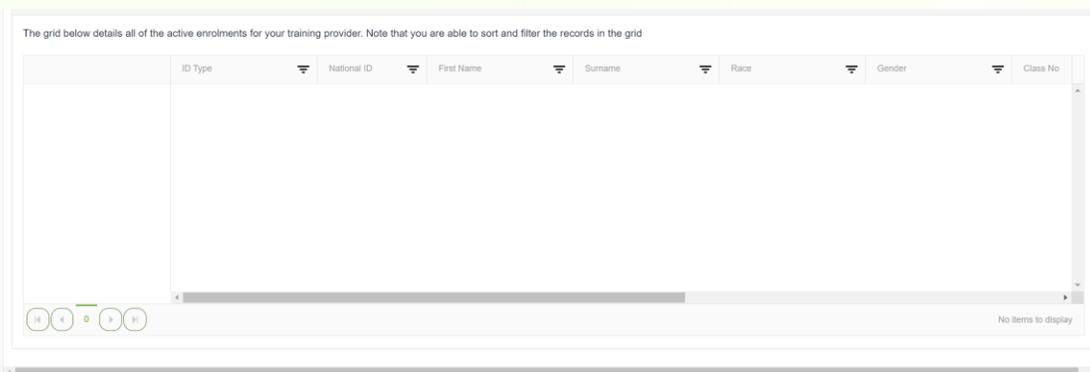


The screenshot shows the 'Learner' tab in the LMIS interface. At the top, there are navigation tabs: Administration, Monitoring and Evaluation, Projects, and Training Provider. A 'Log Off' button is in the top right. Below the navigation, there's a 'Learner' section with a 'Send List For Site Visit' button. The main area contains a 'Create New Class' and 'Search Learner' button. A text box explains that the grid below details active enrolments and can be sorted and filtered. The grid has columns for ID Type, National ID, First Name, Surname, Race, Gender, and Class No. A filter dropdown menu is open over the 'National ID' column, showing options for 'Is equal to' and 'And'. Two green arrows point to the 'National ID' column header and the filter dropdown. At the bottom of the grid, there are pagination controls and a 'No items to display' message. The footer includes 'Activate Windows' and 'Supported Browsers' information.

- v. Once the information has been entered, you click on “Filter” to search, or clear to cancel all search parameters.

Learner

- i. The “Learner” tab in the “Enrolments Overview” page allows you to enrol, view or search for all learners that are linked to the Training Provider, as above.



This screenshot shows the 'Learner' grid in the LMIS interface. It features a table with columns for ID Type, National ID, First Name, Surname, Race, Gender, and Class No. The grid is currently empty, displaying 'No items to display' at the bottom right. The interface includes pagination controls at the bottom left and a 'No items to display' message at the bottom right.

- ii. This Learner grid provides you with the following information:

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- a. **ID Type** – the learner’s ID type
 - b. **National ID** – the learner’s Identification Number
 - c. **First Name** – the learner’s name
 - d. **Surname** – the learner’s last name
 - e. **Equity** – the learner’s equity
 - f. **Gender** – the learner’s gender
 - g. **LA Number** – the learner achievement number generated by FP&M SETA
 - h. **Create User** – the user who created the learner record
 - i. **Create Date** – the date that the learner record was created
 - j. **Last Update User** – the last user to update the learner record
 - k. **Last Update Date** – the last date that the learner record was updated
- iii. **View button** – clicking on this button allows you to gain access into the selected learner’s profile, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982.....User Type: Training Provider

Learner

LEARNER | QUALIFICATION ENROLMENT | UNIT STANDARD ENROLMENT | LEARNERSHIPS ENROLMENT

Enter the details of the learner. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing learner record request. Click on **Back** to return to the overview screen. Please check to see if all **required fields** have been supplied

[Edit](#) [Back](#)

<p>Id Type: National ID</p> <p>First Name: Mpho</p> <p>Previous Last Name: Pittkoe</p> <p>Title: Miss</p> <p>Race: African</p> <p>Home Language: seSotho</p> <p>Citizenship Status: South Africa</p> <p>Disability Status: None</p> <p>Highest School Qualification: GRADE 12</p> <p>Last School EMIS No.: Moemedi (440304045)</p> <p>STATSSA Area: 199039013 - Rocklands</p>	<p>Middle Name: Pretty</p> <p>Date Of Birth:</p> <p>Nationality: South Africa</p> <p>Gender: Female</p> <p>Socioeconomic Status: Unemployed</p> <p>Host Employer SDL No.: L000722021 - SAPPI LTD</p> <p>Highest Qualification: Advanced Diploma</p> <p>Last School Year: 2012</p> <p>Municipality: Mangaung</p>	<p>National ID:</p> <p>Last Name: Pittkoe</p>
--	--	---

Contact Details

<p>Physical Address:</p> <p>House No./Complex Name: 87</p> <p>Street Name: San Henriques</p> <p>Suburb: Broadacres</p> <p>Town/City: Johannesburg</p>	<p>Postal Address:</p> <p>House No./Complex Name: 87</p> <p>Street Name: San Henriques</p> <p>Suburb: Broadacres</p> <p>Town/City: Johannesburg</p>
--	--

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LMIS User Guide - SDP

- iv. You can edit the learner's information by clicking on the "Edit" button on the profile, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3882... User Type: Training Provider

Learner

LEARNER | QUALIFICATION ENROLMENT | UNIT STANDARD ENROLMENT | LEARNERSHIPS ENROLMENT

Enter the details of the learner. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing learner record request. Click on **Back** to return to the overview screen. Please check to see if all required fields have been supplied

Save **Back**

Id Type: National ID	National ID:
First Name: Mpho	Middle Name: Pretty
Previous Last Name: Pitikoe	Last Name: Pitikoe
Title: Miss	Date Of Birth:
Race: African	Nationality: South Africa
Home Language: seSotho	Gender: Female
Citizenship Status: South Africa	Socioeconomic Status: Unemployed
Disability Status: None	Host Employer SDL No.: L600722021
Highest School Qualification: GRADE 12	Highest Qualification: Advanced Diploma
Last School EMIS No.: 10943	Last School Year: 2012
STATSSA Area: 199039013 - Rocklands	Municipality: 162

Contact Details

Physical Address:	Postal Address:
House No./Complex Name: 87	House No./Complex Name: 87
Street Name: San Henriques	Street Name: San Henriques
Suburb: Broadacres	Suburb: Broadacres

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- v. You continue to amend the necessary information and click on "Save" to complete the process.

Qualification Enrolment

- i. This tab allows you to view and add Qualifications to the learner profile, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Qualification Enrolment

LEARNER **QUALIFICATION ENROLMENT** UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

Qualification: -- type and/or select -- Learning Programme: -- type and/or select -- Enrolment Date: 2021-08-19 Achievement Type: -- select -- Assessor ID: -- type and/or select -- Moderator ID: -- type and/or select --	Achievement Date: 2022-08-19 Achievement Status: -- select -- Assessor Name: <input type="text"/> Moderator Name: <input type="text"/>
--	---

Add

Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
No items to display						

◀ ▶ 0 ▶ ▶

- ii. The tab has two sections; the data entry fields as well as the grid, as above.
 - a. The **data entry** fields:
 - I. **Qualification** – the accredited qualification to be added to the learner profile
 - II. **Enrolment Date** – the date that the learner is enrolled on the qualification
 - III. **Achievement Date** – the date that the learner concludes the qualification
 - IV. **Achievement Type** – the mode of delivery for the qualification
 - V. **Achievement Status** – the learner’s status regarding qualification completion
 - VI. **Assessor ID** – the ID Number of the Assessor on the Qualification
 - VII. **Moderator ID** - the ID Number of the Assessor on the Qualification
 - iii. **Add button** – this button allows you to save the captured information in the grid.

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ Training Provider ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Qualification Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

Qualification: -- type and/or select --
 Learning Programme: -- type and/or select --
 Enrolment Date: 2021-08-19
 Achievement Type: -- select --
 Assessor ID: -- type and/or select --
 Moderator ID: -- type and/or select --

Achievement Date: 2022-08-19
 Achievement Status: -- select --
 Assessor Name:
 Moderator Name:

	Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
No items to display							

a. **The Grid** provides you with the following information:

- i. **Qualification ID** – the accredited qualification added to the learner profile
- ii. **Enrolment Start Date** – the date that the learner is enrolled on the qualification
- iii. **Achievement Status** – the learner’s status regarding qualification completion
- iv. **Achievement Type** – the mode of delivery for the qualification
- v. **End Date** – the date that the learner concludes the qualification
- vi. **Assessor ID** – the ID Number of the Assessor on the Qualification
- vii. **Moderator ID** - the ID Number of the Assessor on the Qualification
- viii. **Total Credits** – the total number of credits required for the Qualification
- ix. **Achieved Credits** – the number of credits achieved by learner

iv. **Edit button** – this button allows you to amend the captured information. Once clicked, the system generates a window for you to change the necessary information, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982...User Type: Training Provider

Unit Standard Enrolment

LEARNER | QUALIFICATION ENROLMENT | **UNIT STANDARD ENROLMENT** | LEARNERSHIPS ENROLMENT

LMIS

Qualification: 66312 - National Certificate: Lumber Milling

Unit Standard: 13167 - Identify potential hazards and critical safety issues in the workplace

Skills Programme ? : Enrolment Date: 2021-08-20 Achievement Date: 2022-08-20

Achievement Type: Distance Learning Achievement Status: Enrolled

Assessor ID: 7710230028083 Assessor Name: Yvonne Mari Van Romburgh

Moderator ID: 5806090075081 Moderator Name: Desre Nobbs

Create Date: 2021-08-20 Last Update Date:

Create User: Userm3982 Last Update User:

- v. You continue to amend the necessary information and click on “Save” to proceed.

Unit Standard Enrolment

- i. This tab allows you to view and add Unit Standards to the learner profile, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982...User Type: Training Provider

Unit Standard Enrolment

LEARNER | QUALIFICATION ENROLMENT | **UNIT STANDARD ENROLMENT** | LEARNERSHIPS ENROLMENT

Qualification: -- type and/or select --
Qualification value is required

Unit Standard: -- type and/or select --
Unit Standard value is required

Skills Programme ? : Enrolment Date: 2021-08-20 Achievement Date: 2022-11-25

Achievement Type: -- select -- Achievement Status: -- select --
Achievement Status value is required

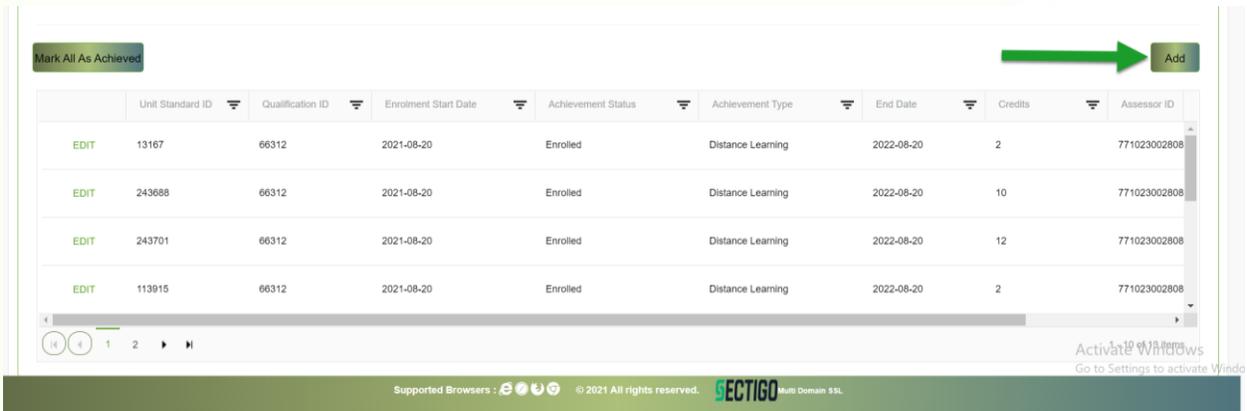
Assessor ID: -- type and/or select -- Assessor Name:

Moderator ID: -- type and/or select -- Moderator Name:

	Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID
<input type="button" value="EDIT"/>	13167	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	771023002808
<input type="button" value="EDIT"/>	243688	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	10	771023002808
<input type="button" value="EDIT"/>	243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12	771023002808

LMIS User Guide - SDP

- ii. This tab has two sections; the data entry fields as well as the grid, as above.
 - a. The **data entry** fields:
 - i. **Qualification** – the accredited qualification to be added to the learner profile
 - ii. **Unit Standard** – the Unit Standard linked to the Qualification
 - iii. **Enrolment Date** – the date that the learner is enrolled on the qualification
 - iv. **Achievement Date** – the date that the learner concludes the qualification
 - v. **Achievement Type** – the mode of delivery for the qualification
 - vi. **Achievement Status** – the learner’s status regarding qualification completion
 - vii. **Assessor ID** – the ID Number of the Assessor on the Qualification
 - viii. **Moderator ID** - the ID Number of the Assessor on the Qualification
 - iii. **Add button** – this button allows you to save the captured information in the grid.

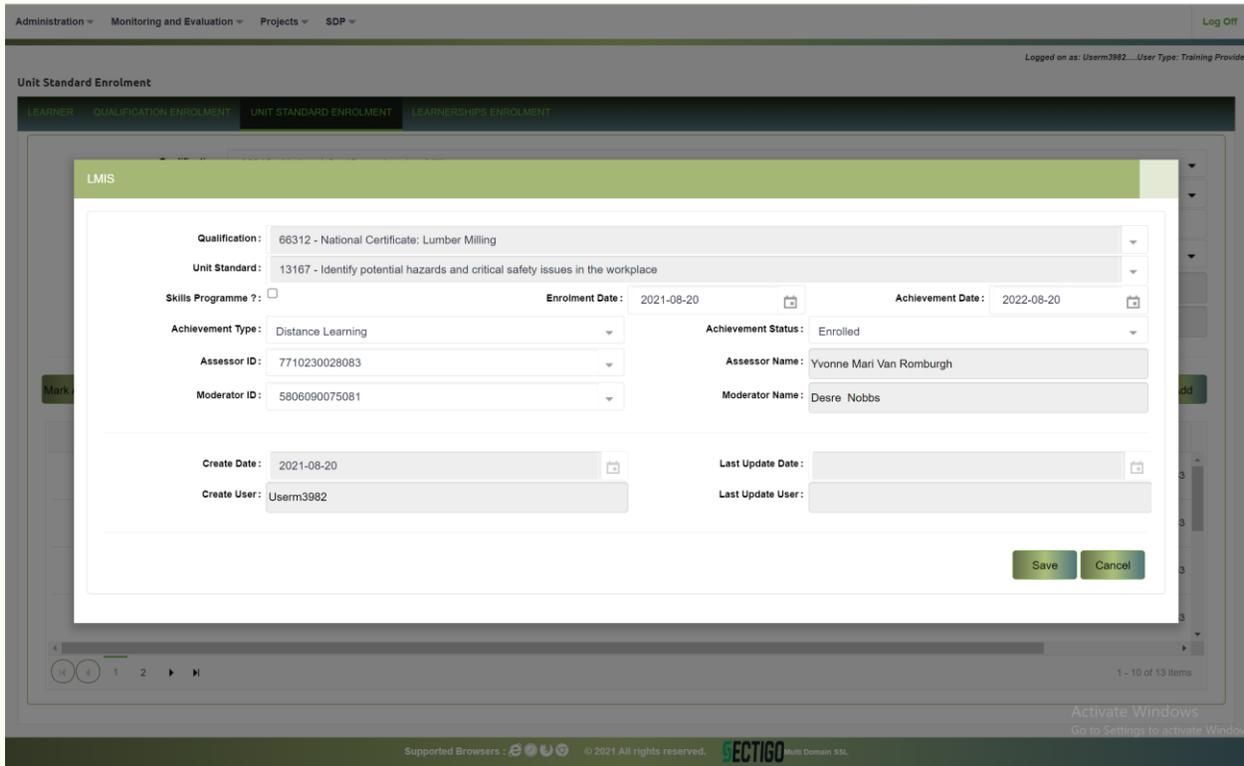


	Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID
EDIT	13167	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	771023002808
EDIT	243688	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	10	771023002808
EDIT	243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12	771023002808
EDIT	113915	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	771023002808

- a. The Grid provides you with the following information:
 - i. **Unit Standard** – The Unit Standard that the learner is enrolled on.
 - ii. **Qualification ID** – the accredited qualification added to the learner profile
 - iii. **Enrolment Start Date** – the date that the learner is enrolled on the Unit Standard

LMIS User Guide - SDP

- iv. **Achievement Status** – the learner’s status regarding Unit Standard completion
 - v. **Achievement Type** – the mode of delivery for the Unit Standard
 - vi. **End Date** – the date that the learner concludes the Unit Standard
 - vii. **Assessor ID** – the ID Number of the Assessor on the Unit Standard
 - viii. **Moderator ID** - the ID Number of the Assessor on the Unit Standard
- iv. **Edit button** – this button allows you to amend the captured information. Once clicked, the system generates a window for you to change the necessary information, as below:



The screenshot shows the 'Unit Standard Enrolment' form in the LMIS system. The form is titled 'Unit Standard Enrolment' and is part of the 'SDP' project. It contains the following fields:

- Qualification: 66312 - National Certificate: Lumber Milling
- Unit Standard: 13167 - Identify potential hazards and critical safety issues in the workplace
- Skills Programme ? :
- Enrolment Date: 2021-08-20
- Achievement Date: 2022-08-20
- Achievement Type: Distance Learning
- Achievement Status: Enrolled
- Assessor ID: 7710230028083
- Assessor Name: Yvonne Mari Van Romburgh
- Moderator ID: 5806090075081
- Moderator Name: Desre Nobbs
- Create Date: 2021-08-20
- Last Update Date:
- Create User: Userm3982
- Last Update User:

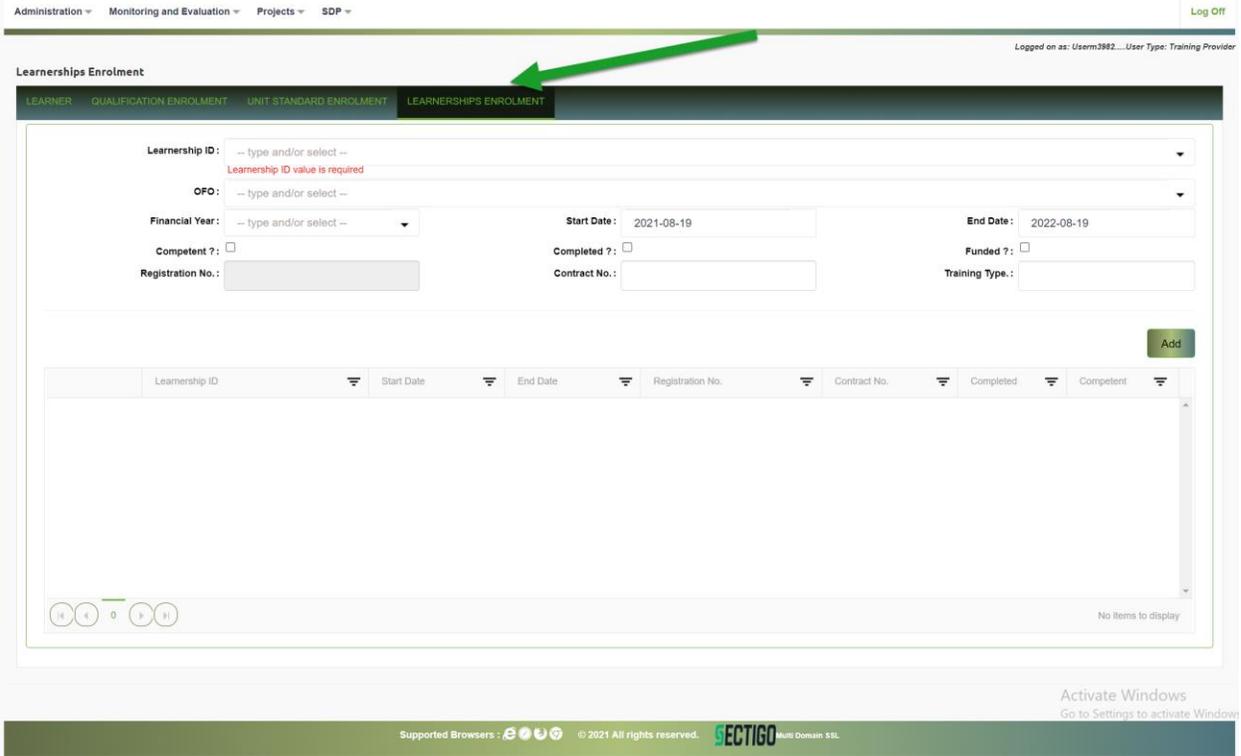
At the bottom right of the form, there are 'Save' and 'Cancel' buttons. The form is displayed in a window titled 'LMIS' within the 'Unit Standard Enrolment' section of the application.

- v. You continue to amend the necessary information and click on “Save” to proceed.

Leavership Enrolment

LMIS User Guide - SDP

- i. This tab allows you to view and add Learnerships to the learner profile, as below:



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: User3982... User Type: Training Provider

Learnerships Enrolment

LEARNER | QUALIFICATION ENROLMENT | UNIT STANDARD ENROLMENT | **LEARNERSHIPS ENROLMENT**

Learnership ID: -- type and/or select --
Learnership ID value is required

OFO: -- type and/or select --

Financial Year: -- type and/or select --

Start Date: 2021-08-19

End Date: 2022-08-19

Competent?:

Completed?:

Funded?:

Registration No.:

Contract No.:

Training Type:

Add

Learnership ID	Start Date	End Date	Registration No.	Contract No.	Completed	Competent
No items to display						

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Activate Windows
Go to Settings to activate Windows

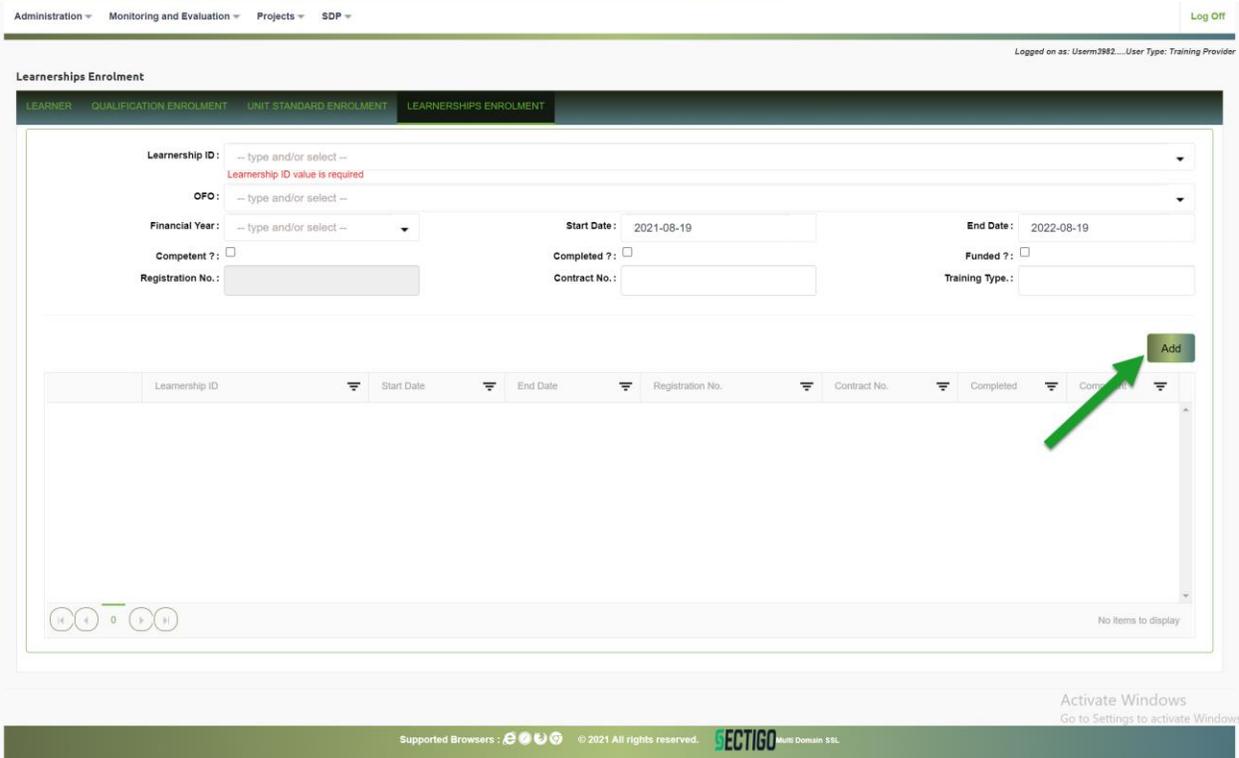
- ii. This tab has two sections; the data entry fields as well as the grid, as above.

a. The **data entry** fields:

- i **Learnership ID**– The Learnership that the learner is enrolled on
- ii **OFO** – the OFO Code linked to the Learnership
- iii **Financial Year** – the Learnership’s financial year
- iv **Start Date** – the date that the Learnership commences
- v **End Date** – the date that the Learnership concludes
- vi **Competent?** – whether learner is found competent
- vii **Completed?** – whether learner has completed the Learnership
- viii **Funded?** – whether Learnership is funded
- ix **Registration No** – the Learnership registration number
- x **Contract No** – the Learnership Contract Number
- xi **Training type** – FET / HET / N/A

LMIS User Guide - SDP

iii. **Add button** – this button allows you to save the captured information in the grid.



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3882...User Type: Training Provider

Learnerships Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

Learnership ID: -- type and/or select --
Learnership ID value is required

OFO: -- type and/or select --

Financial Year: -- type and/or select --

Start Date: 2021-08-19

End Date: 2022-08-19

Competent?:

Completed?:

Funded?:

Registration No.:

Contract No.:

Training Type.:

Add

Learnership ID	Start Date	End Date	Registration No.	Contract No.	Completed	Competent
No items to display						

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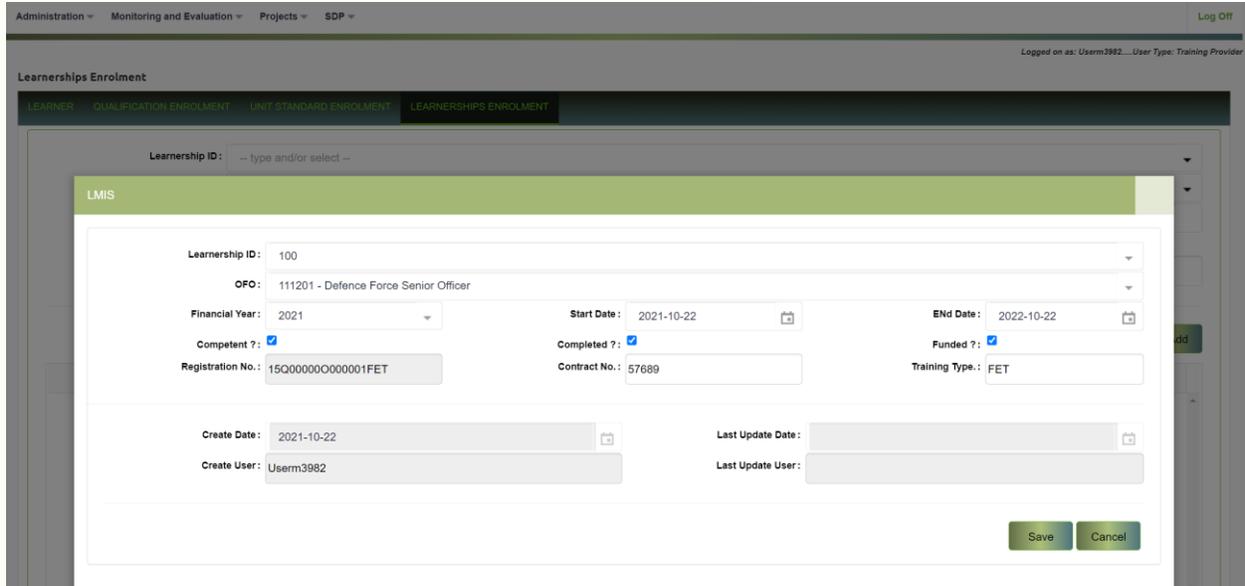
Activate Windows
Go to Settings to activate Windows

a. **The Grid** provides you with the following information:

- i. **Learnership ID** – The unique Learnership identifier that the learner is enrolled on
- ii. **Start Date** – the date that the Learnership commences
- iii. **End Date** – the date that the Learnership concludes
- iv. **Registration No** – the Learnership registration number
- v. **Contract No** – the Learnership Contract Number
- vi. **Competent?** – whether learner is found competent
- vii. **Completed?** – whether learner has completed the Learnership

iv. **Edit button** – this button allows you to amend the captured information. Once clicked, the system generates a window for you to change the necessary information, as below:

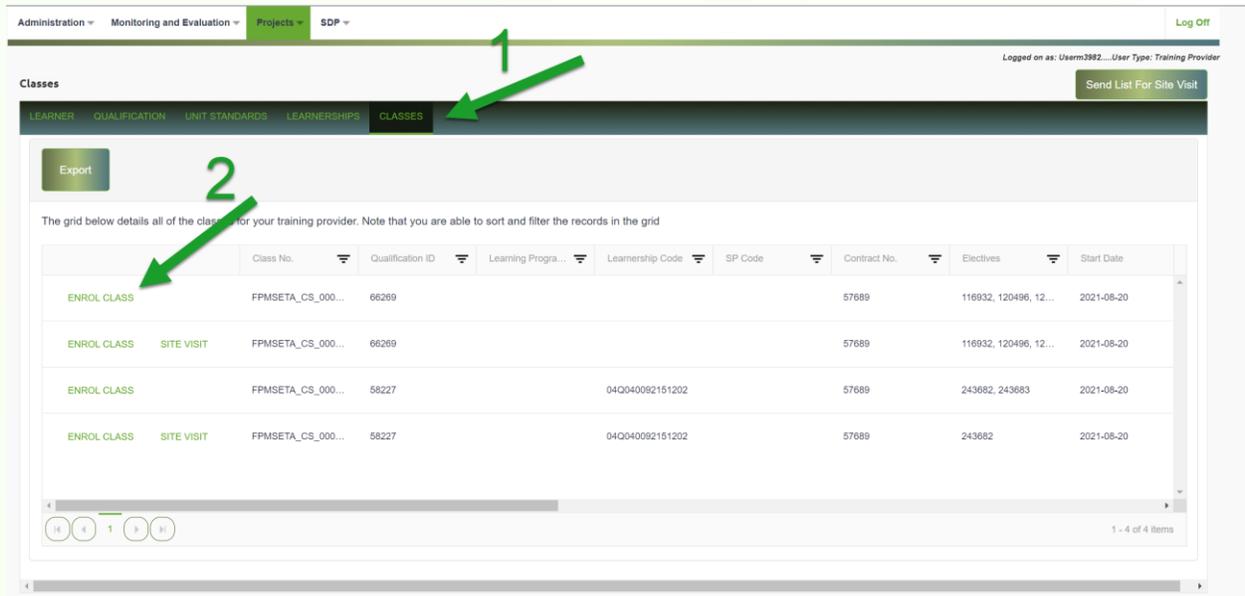
LMIS User Guide - SDP



- v. You continue to amend the necessary information and click on “Save” to proceed.

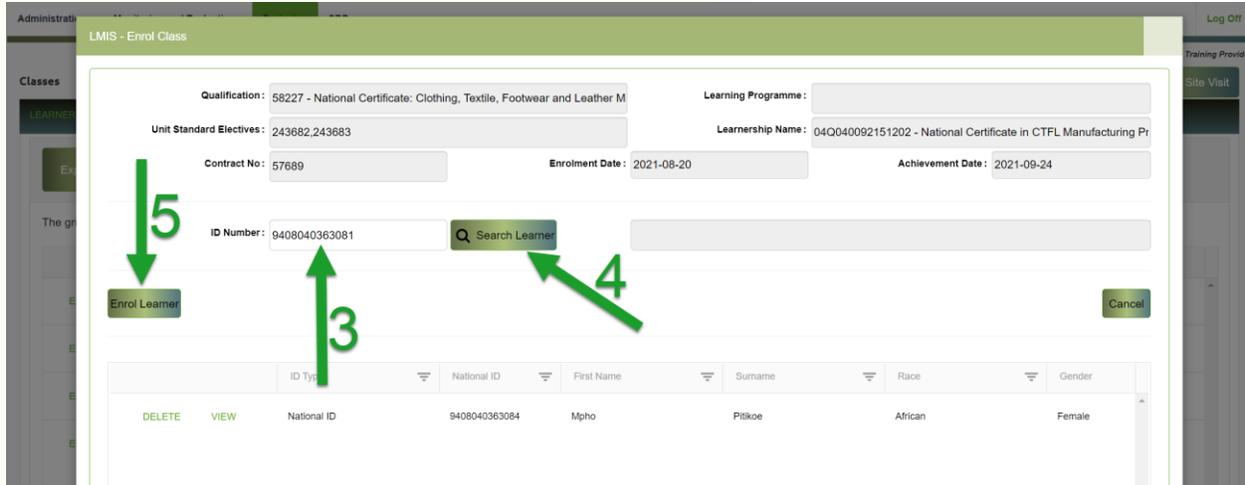
5.4 Learner Enrolments

- i. This function allows you to enrol new learners on LMIS.
- ii. To enrol a new Learner, you click on the “Enrol New Learner” button, as pictured below



	Class No.	Qualification ID	Learning Program	Learnership Code	SP Code	Contract No.	Electives	Start Date
ENROL CLASS	FPMSETA_CS_000...	66269				57689	116932, 120496, 12...	2021-08-20
ENROL CLASS	SITE VISIT	FPMSETA_CS_000...				57689	116932, 120496, 12...	2021-08-20
ENROL CLASS	FPMSETA_CS_000...	58227		04Q040092151202		57689	243682, 243683	2021-08-20
ENROL CLASS	SITE VISIT	FPMSETA_CS_000...		04Q040092151202		57689	243682	2021-08-20

LMIS User Guide - SDP



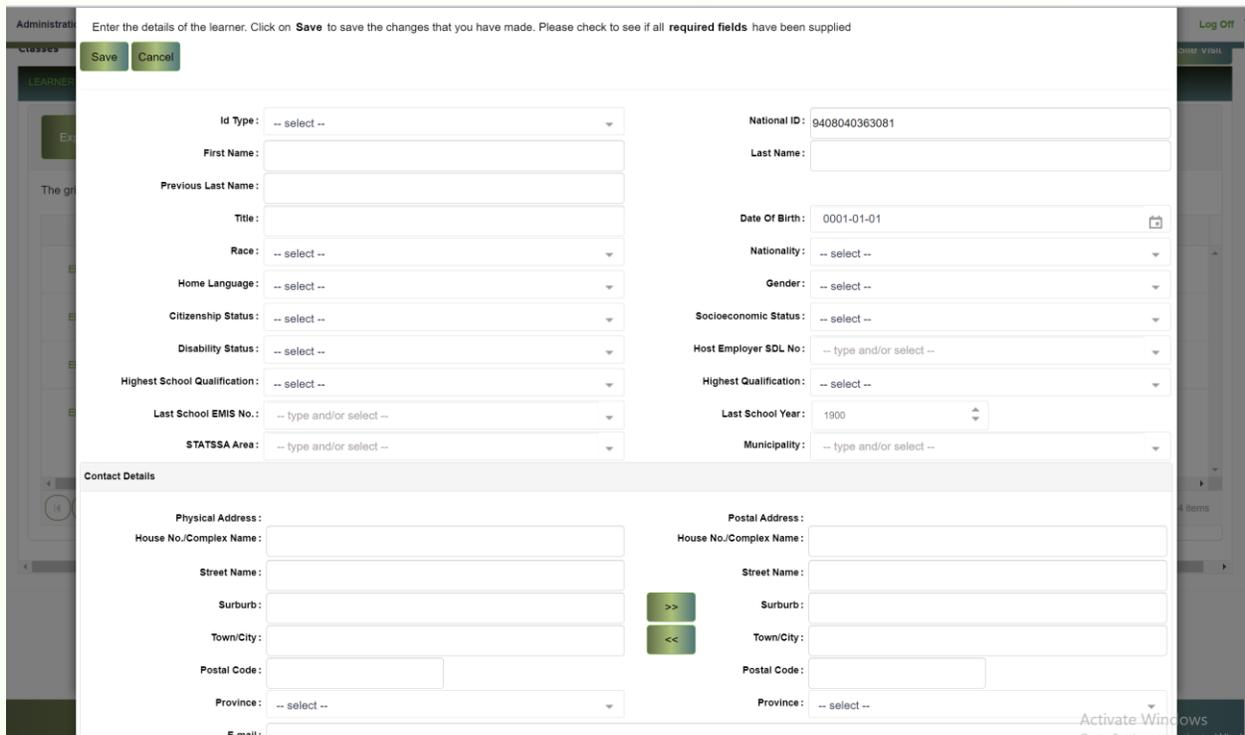
Qualification: 58227 - National Certificate: Clothing, Textile, Footwear and Leather M
 Unit Standard Electives: 243682,243683
 Contract No: 57689
 Enrolment Date: 2021-08-20
 Achievement Date: 2021-09-24
 Learning Programme:
 Learnership Name: 04Q040092151202 - National Certificate in CTFL Manufacturing Pr

ID Number: 9408040363081

ID Type	National ID	First Name	Surname	Race	Gender		
DELETE	VIEW	National ID	9408040363084	Mpho	Pitsoe	African	Female

Enrol New Learner

- i. Once the “Enrol New Learner” button is clicked the system navigates to the learner Details page as below:



Enter the details of the learner. Click on **Save** to save the changes that you have made. Please check to see if all **required fields** have been supplied.

Id Type: -- select --
 National ID: 9408040363081
 First Name:
 Last Name:
 Previous Last Name:
 Title:
 Date Of Birth: 0001-01-01
 Race: -- select --
 Nationality: -- select --
 Home Language: -- select --
 Gender: -- select --
 Citizenship Status: -- select --
 Socioeconomic Status: -- select --
 Disability Status: -- select --
 Host Employer SDL No: -- type and/or select --
 Highest School Qualification: -- select --
 Highest Qualification: -- select --
 Last School EMIS No.: -- type and/or select --
 Last School Year: 1900
 STATSSA Area: -- type and/or select --
 Municipality: -- type and/or select --

Contact Details

Physical Address:
 House No./Complex Name:
 Street Name:
 Suburb:
 Town/City:
 Postal Code:
 Province: -- select --
 E-mail:

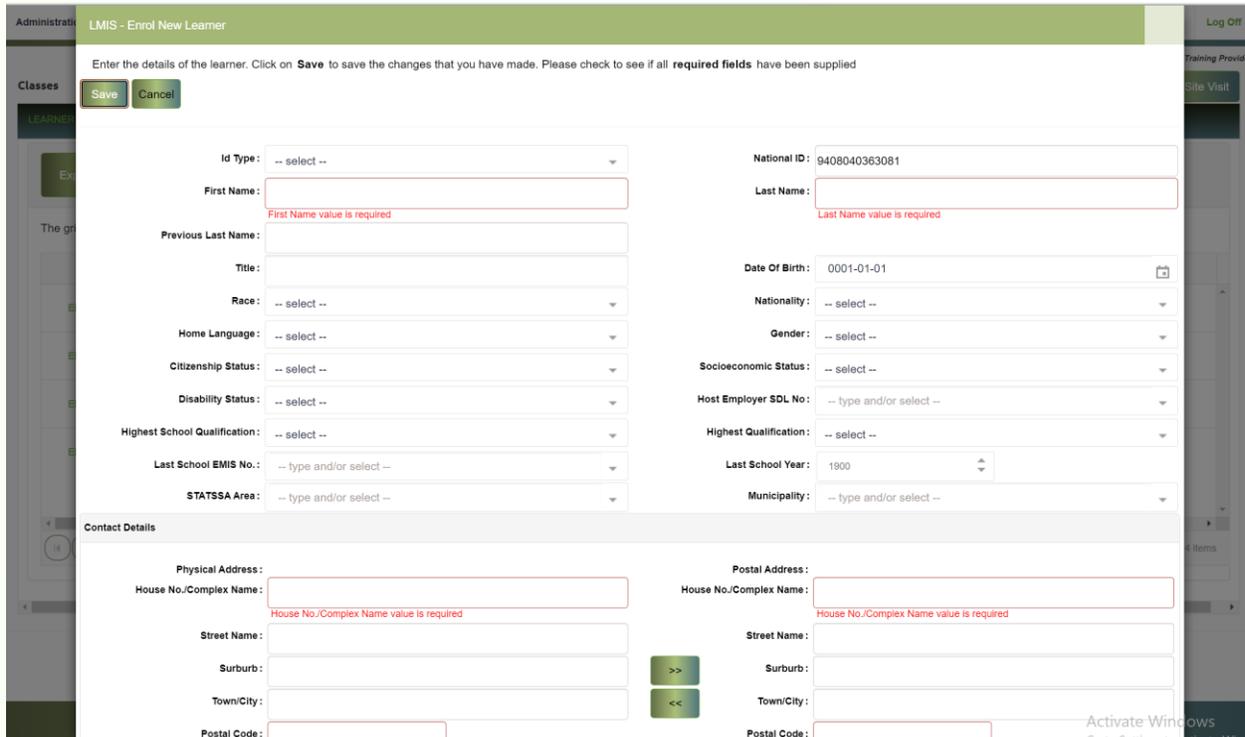
Postal Address:
 House No./Complex Name:
 Street Name:
 Suburb:
 Town/City:
 Postal Code:
 Province: -- select --

LMIS User Guide - SDP

- ii. You then populate the screen above with Learner information and then scroll further down to capture contact details.



Should you attempt to click on “Save” without mandatory information missing, the system will highlight the missing data in “RED” as below:



The screenshot shows the 'LMIS - Enrol New Learner' form. At the top, there is a 'Save' button and a 'Cancel' button. Below them, a message reads: 'Enter the details of the learner. Click on Save to save the changes that you have made. Please check to see if all required fields have been supplied'. The form is divided into several sections:

- Personal Information:** Includes fields for Id Type, National ID (9408040363081), First Name (with error: 'First Name value is required'), Last Name (with error: 'Last Name value is required'), Previous Last Name, Title, Race, Home Language, Citizenship Status, Disability Status, Highest School Qualification, Last School EMIS No., and STATSSA Area.
- Demographics:** Includes Date Of Birth (0001-01-01), Nationality, Gender, Socioeconomic Status, Host Employer SDL No., Highest Qualification, Last School Year (1900), and Municipality.
- Contact Details:** Divided into Physical Address and Postal Address. Both sections have red error messages for 'House No./Complex Name value is required'. Other fields include Street Name, Suburb, Town/City, and Postal Code.

- iii. You then continue to enter the necessary learner information as below:

LMIS User Guide - SDP

Administrative | LMIS - Enrol New Learner | Log Off

Enter the details of the learner. Click on **Save** to save the changes that you have made. Please check to see if all **required fields** have been supplied

Save Cancel

Id Type: National ID	National ID:
First Name: Disebo	Last Name: Mmutsi
Previous Last Name: Dikeledi	Date Of Birth:
Title: Miss	Nationality: South Africa
Race: African	Gender: Female
Home Language: seSotho	Socioeconomic Status: Unemployed
Citizenship Status: South Africa	Host Employer SDL No: -- type and/or select --
Disability Status: None	Highest Qualification: Advanced Certificate
Highest School Qualification: GRADE 12	Last School Year: 2021
Last School EMIS No.: Tsoseletso (440304121)	Municipality: Mangaung
STATSSA Area: 199039013 - Rocklands	

Contact Details

Physical Address:	Postal Address:
House No./Complex Name: 7703	House No./Complex Name: 7703
Street Name: 7703 Letlabika Street, Rocklands	Street Name: 7703 Letlabika Street, Rocklands
Suburb: Letlabika	Suburb: Letlabika
Town/City: Bloemfontein	Town/City: Bloemfontein
Postal Code: 9323	Postal Code: 9323

- iv. Once all the information required has been captured, you click on the “Save” button to proceed. The system will then generate a success message in “Green” and the learner profile, as below:

Administration | Monitoring and Evaluation | Projects | SDP | Log Off

Logged on as: Userm3982...User Type: Training Provider

Record saved successfully.

Learner

LEARNER | QUALIFICATION ENROLMENT | UNIT STANDARD ENROLMENT | LEARNERSHIPS ENROLMENT

Enter the details of the learner. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing learner record request. Click on **Back** to return to the overview screen. Please check to see if all **required fields** have been supplied

Edit Back

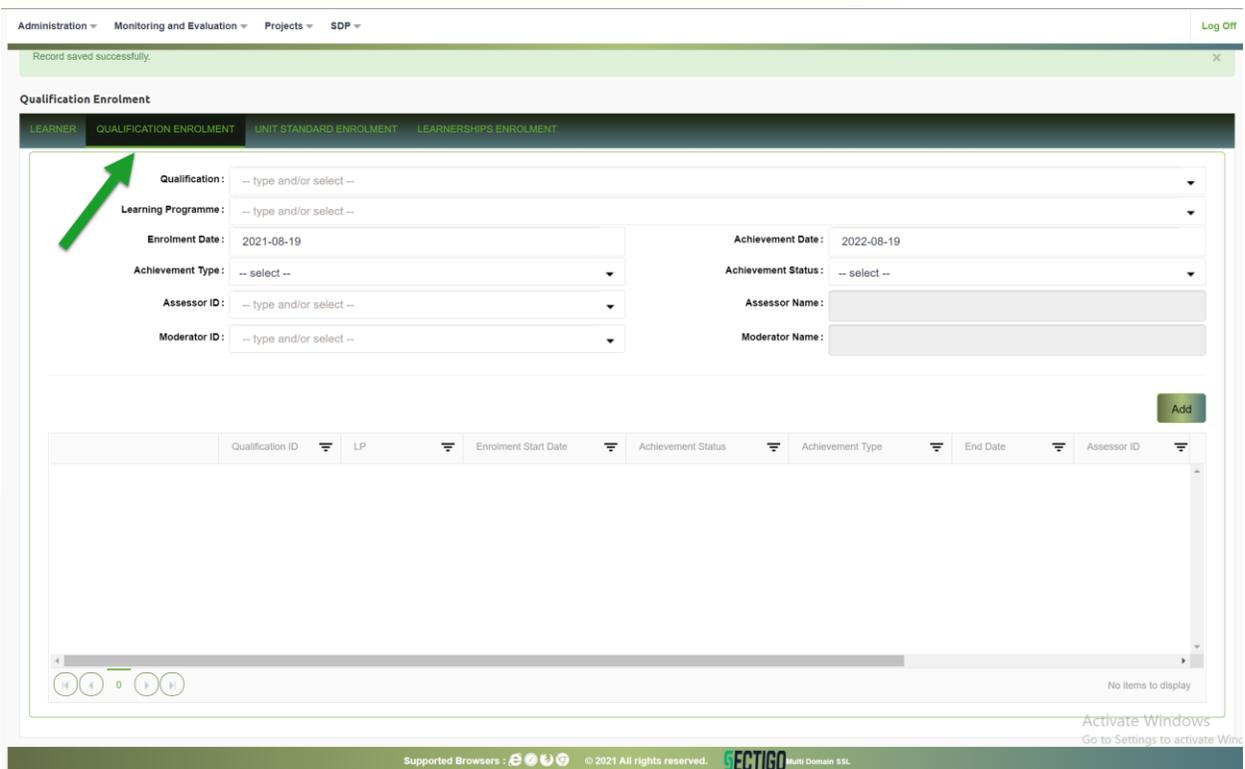
Id Type: National ID	National ID:	
First Name: Mpho	Middle Name: Pretty	Last Name: Pitikoe
Previous Last Name: Pitikoe	Date Of Birth: 19	
Title: Miss	Nationality: South Africa	
Race: African	Gender: Female	
Home Language: seSotho	Socioeconomic Status: Unemployed	
Citizenship Status: South Africa		

LMIS User Guide - SDP

- v. With the Learner details saved, you can continue to add the relevant Learning Units to the learner's profile.

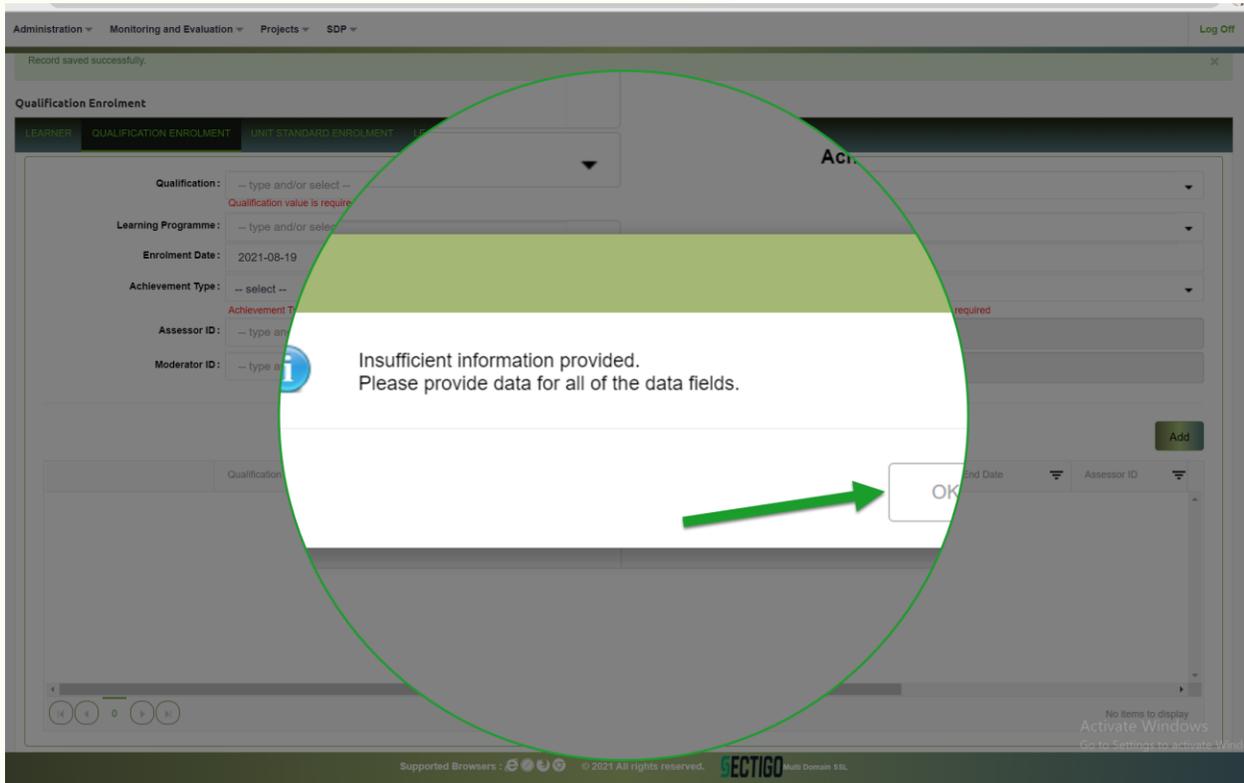
Qualification Enrolment

- i. After successfully saving the new learner profile, you need to capture the learning units related to the learner. To do this, you need to click on the "Qualification" tab to navigate to the qualifications page, as below:

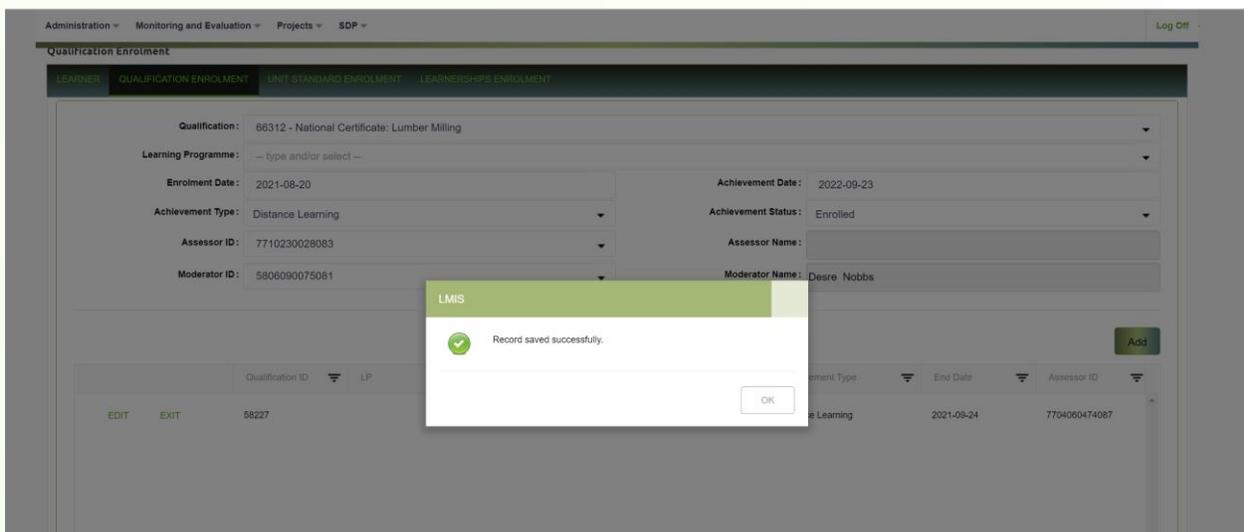



Should you attempt to click on "Add" with mandatory information missing, the system will highlight the missing information in a pop-up notification, as below:

LMIS User Guide - SDP



- ii. Once all the information has been captured, you click on the “Add” button, the system will generate a success notification. You click on the “OK” button and the learner’s Qualification will be part of the Qualification grid as shown below:



LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Qualification Enrolment

LEARNER | **QUALIFICATION ENROLMENT** | UNIT STANDARD ENROLMENT | LEARNERSHIPS ENROLMENT

Qualification: 68312 - National Certificate: Lumber Milling
 Learning Programme: -- type and/or select --
 Enrolment Date: 2021-08-20
 Achievement Date: 2022-09-23
 Achievement Type: Distance Learning
 Achievement Status: Enrolled
 Assessor ID: 7710230028083
 Assessor Name:
 Moderator ID: 5806090075081
 Moderator Name: Desre Nobbs

[Add](#)

EDIT	EXIT	Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
		58227		2021-08-20	Enrolled	Distance Learning	2021-09-24	

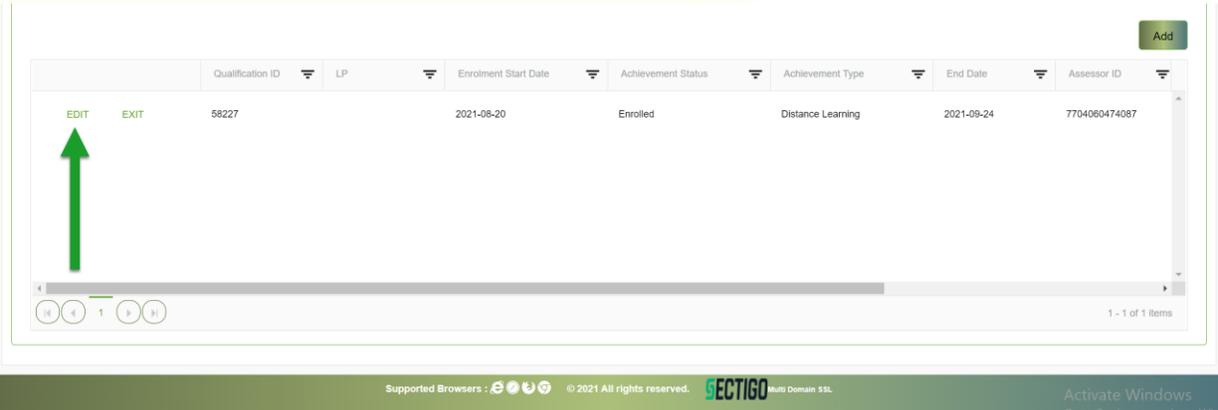
1 - 1 of 1 items

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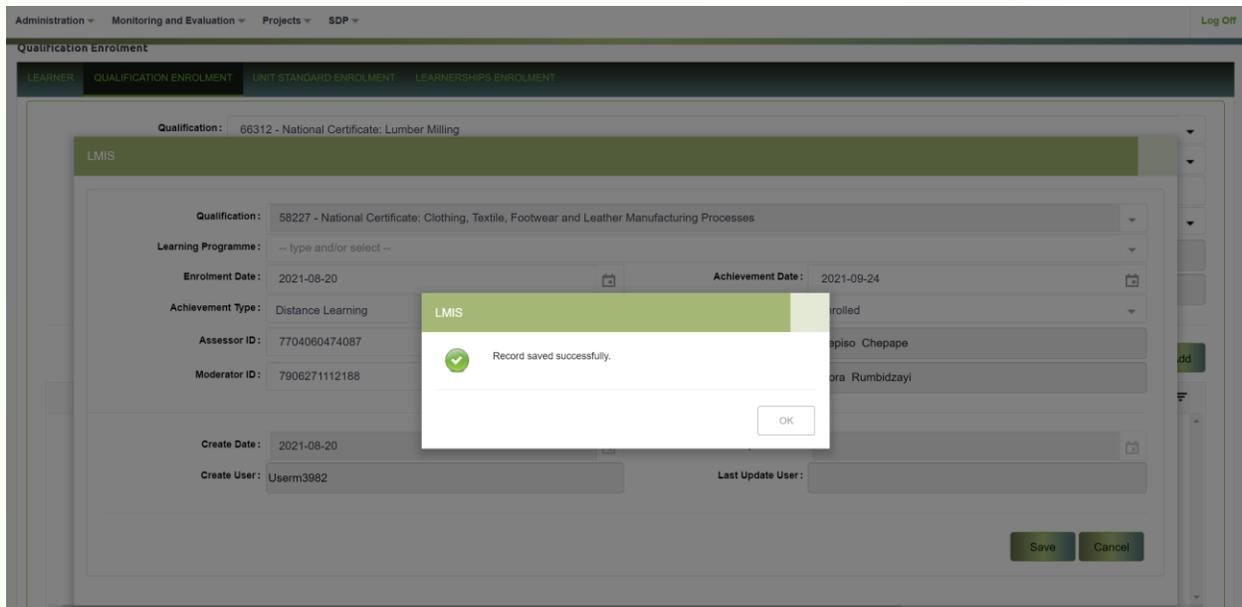
- iii. The “**Qualification**” page grid provides you with the following information:
- Qualification ID** - the unique, SAQA registered qualification identifying number;
 - Enrolment Start Date** – the date when the learner is enrolled on the captured qualification;
 - Achievement Status** – the current state of the learner in relation to the Qualification;
 - Achievement Type** – the mode of learning adopted for the learning unit;
 - End Date** – the learner’s learning unit completion date;
 - Assessor ID** – the identification number of the Assessor responsible for the qualification;
 - Moderator ID** - the identification number of the Moderator responsible for the qualification;
 - Total Credits** – the total number of credits related to the qualification captured;
 - Achieved Credits** – the number of credits that the learner has accumulated to date;

LMIS User Guide - SDP

- j. **“Edit” button** – clicking on this button allows you to amend the learning unit information.

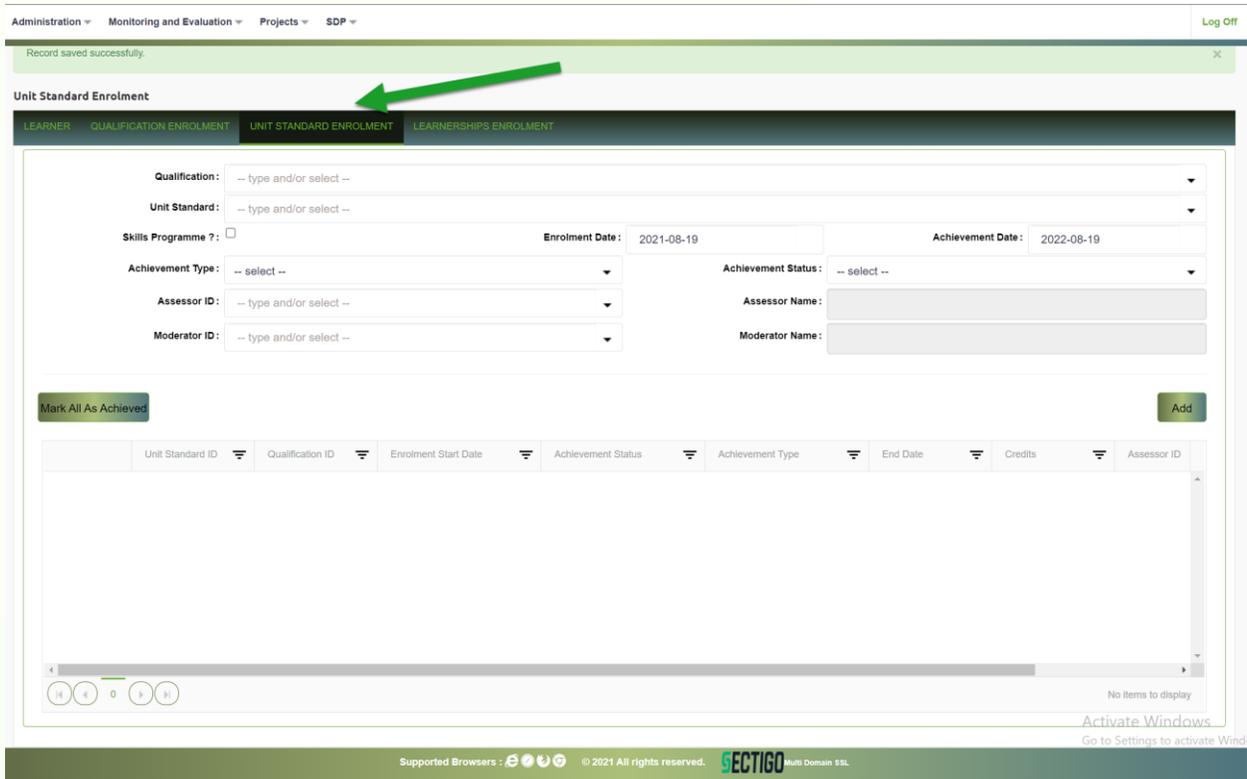


- iv. Once the necessary information is edited, you click on the “Cancel” button to abort the editing process, and click on the “Save” to proceed.
- v. The system then generates a success message as below:



Unit Standard Enrolment

- i. This tab allows you to capture Unit Standards that are linked to the learner. To capture unit standards for the learner, you click on the “Unit Standards” tab and the system will open the page as below:



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Record saved successfully. ✕

Unit Standard Enrolment

[LEARNER](#)
[QUALIFICATION ENROLMENT](#)
[UNIT STANDARD ENROLMENT](#)
[LEARNERSHIPS ENROLMENT](#)

Qualification: -- type and/or select --
 Unit Standard: -- type and/or select --
 Skills Programme ? Enrolment Date: 2021-08-19 Achievement Date: 2022-08-19
 Achievement Type: -- select -- Achievement Status: -- select --
 Assessor ID: -- type and/or select -- Assessor Name:
 Moderator ID: -- type and/or select -- Moderator Name:

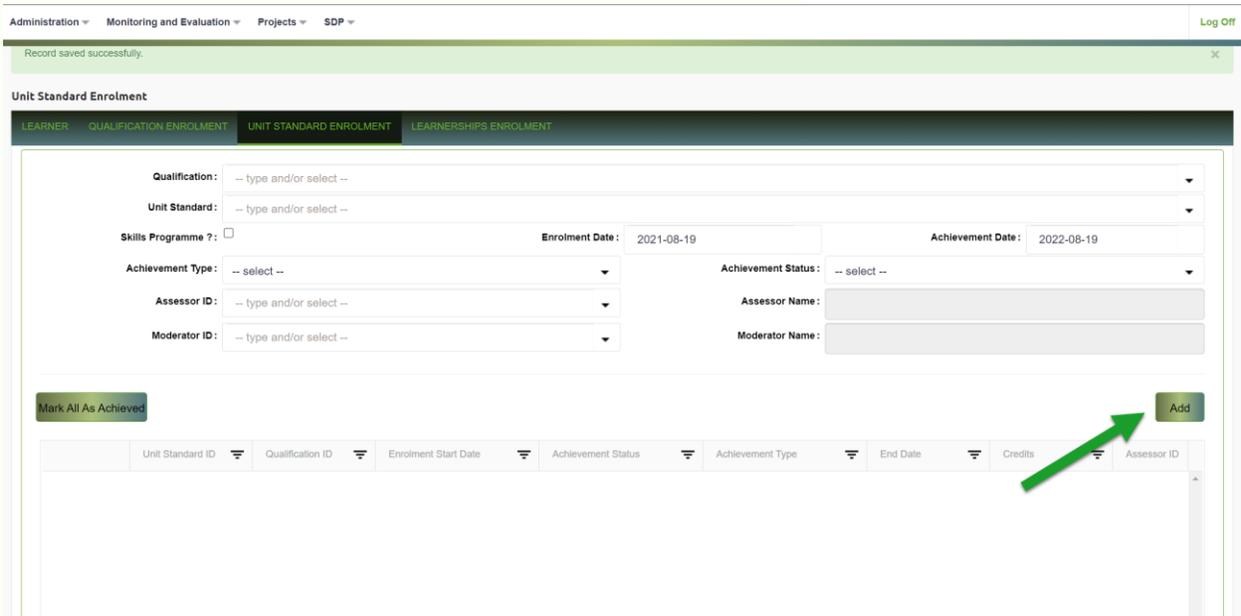
Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID
No items to display							

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- ii. The page is divided into two sections; the top section which has data entry fields which are:
 - a. **Qualification** – the qualification that the unit standard falls under;
 - b. **Unit Standard** – the related unit standard to be added to the learner;
 - c. **Enrolment Date** – the date of learning unit commencement;
 - d. **Achievement Date** – the projected date of completion for the unit standard captured;
 - e. **Achievement Type** – The Unit Standard’s mode of delivery;
 - f. **Achievement Status** – the learner’s Unit Standard progress indicator;
 - g. **Assessor ID** – the identification number of the Assessor responsible;

LMIS User Guide - SDP

- h. **Moderator ID** – the identification number of the Moderator responsible;
- i. **“Add” button** – this button allows you to add the unit standard information onto the learner’s profile.



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Record saved successfully. ✕

Unit Standard Enrolment

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

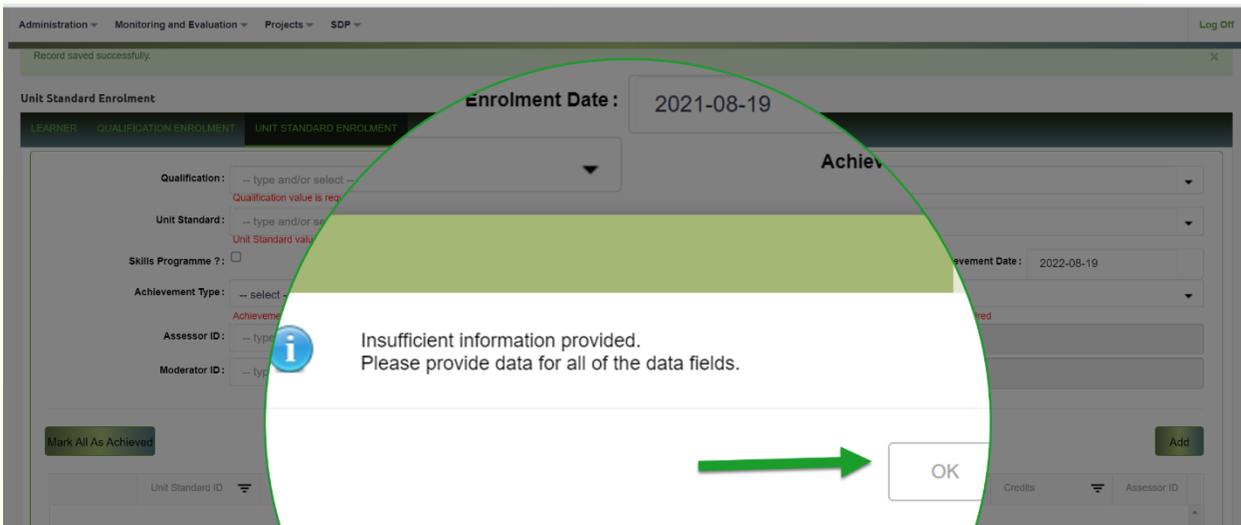
Qualification: -- type and/or select --
 Unit Standard: -- type and/or select --
 Skills Programme ? Enrolment Date: 2021-08-19 Achievement Date: 2022-08-19
 Achievement Type: -- select -- Achievement Status: -- select --
 Assessor ID: -- type and/or select -- Assessor Name:
 Moderator ID: -- type and/or select -- Moderator Name:

Mark All As Achieved Add

Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID



Should you attempt to click on “Add” with mandatory information missing; the system will highlight the missing information in a pop-up notification, as below:



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Record saved successfully. ✕

Unit Standard Enrolment

Enrolment Date: 2021-08-19

Qualification: -- type and/or select --
 Unit Standard: -- type and/or select --
 Skills Programme ? Achievement Date: 2022-08-19
 Achievement Type: -- select --
 Assessor ID: -- type and/or select --
 Moderator ID: -- type and/or select --

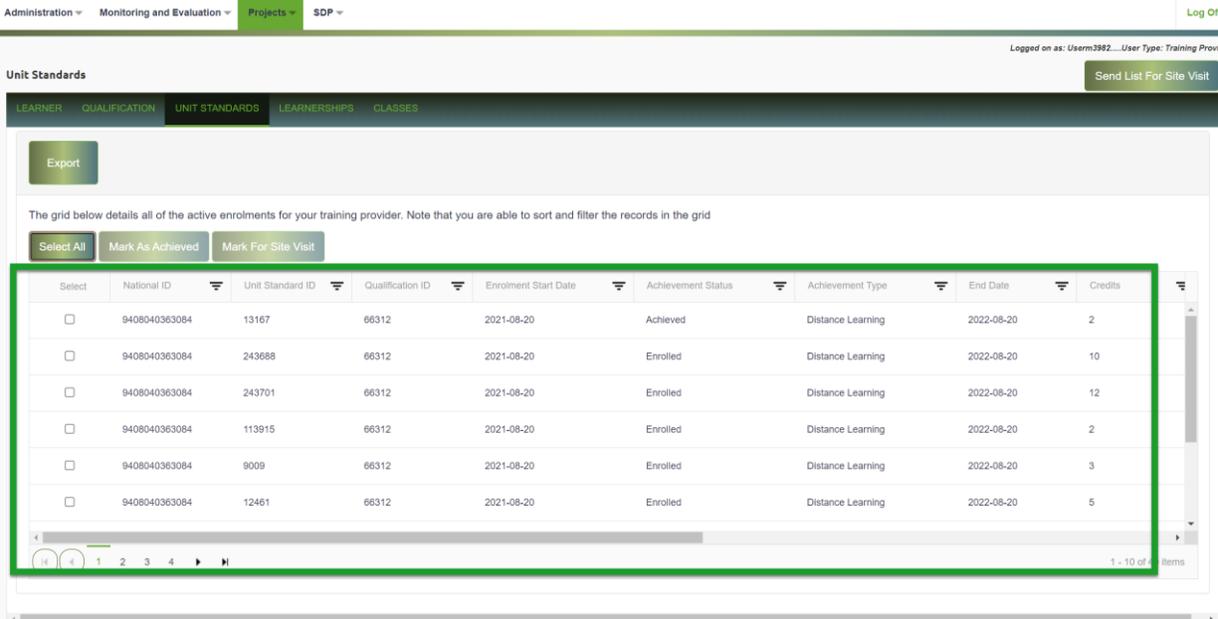
Mark All As Achieved Add

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

OK

LMIS User Guide - SDP

- iii. You click on the “OK” button on the pop-up message and continues to capture the Unit Standard related information. After the “Add” button is clicked, the system generates a success message to notify you.
- iv. The successfully captured data is then populated in the bottom section of the page as below:



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Unit Standards Send List For Site Visit

LEARNER QUALIFICATION UNIT STANDARDS LEARNERSHIPS CLASSES

Export

The grid below details all of the active enrolments for your training provider. Note that you are able to sort and filter the records in the grid

Select All Mark As Achieved Mark For Site Visit

Select	National ID	Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits
<input type="checkbox"/>	9408040363084	13167	66312	2021-08-20	Achieved	Distance Learning	2022-08-20	2
<input type="checkbox"/>	9408040363084	243688	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	10
<input type="checkbox"/>	9408040363084	243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12
<input type="checkbox"/>	9408040363084	113915	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2
<input type="checkbox"/>	9408040363084	9009	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	3
<input type="checkbox"/>	9408040363084	12461	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	5

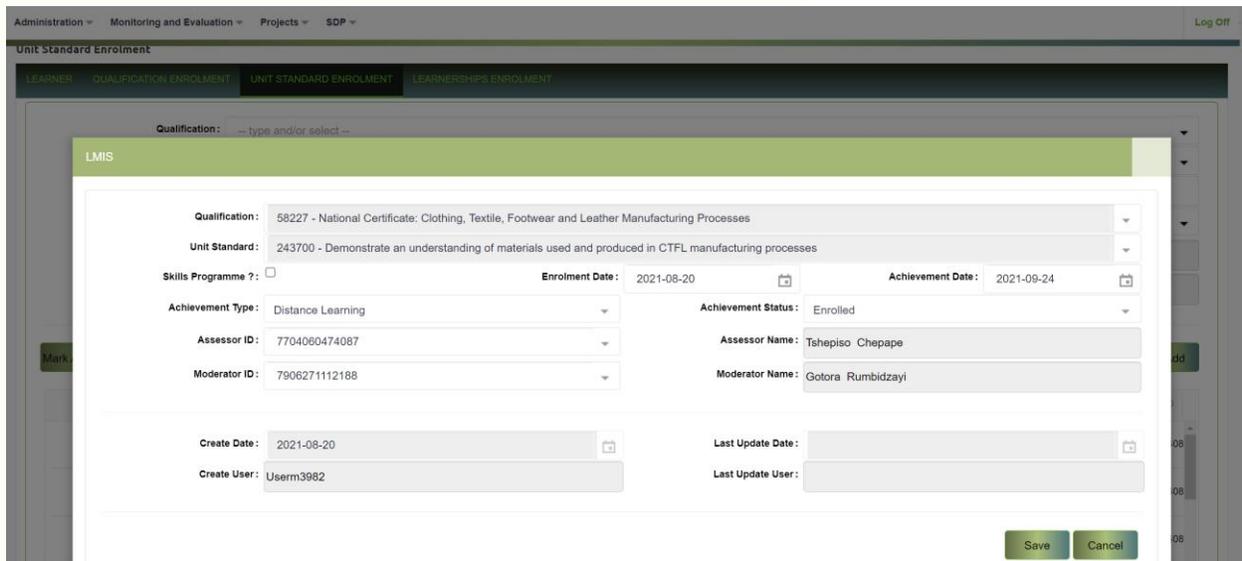
1 - 10 of 4 items

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- v. The **Unit Standard Grid** provides you with the following information:
 - a. **Unit Standard ID** – the unique SAQA registered Unit Standard number;
 - b. **Qualification ID** – the unique SAQA registered Qualification number;
 - c. **Enrolment Start Date** – the date of learning unit commencement;
 - d. **Achievement Status** – the learner’s Unit Standard progress indicator;
 - e. **Achievement Type** – The Unit Standard’s mode of delivery;
 - f. **End Date** – the projected date of completion for the unit standard captured;
 - g. **Assessor ID** – the identification number of the Assessor responsible;
 - h. **Moderator ID** – the identification number of the Moderator responsible;

LMIS User Guide - SDP

- i. **“Edit” button** – this button allows you to amend the added Unit Standard information. Clicking on this button opens the Unit Standard edit pop-up page as below:

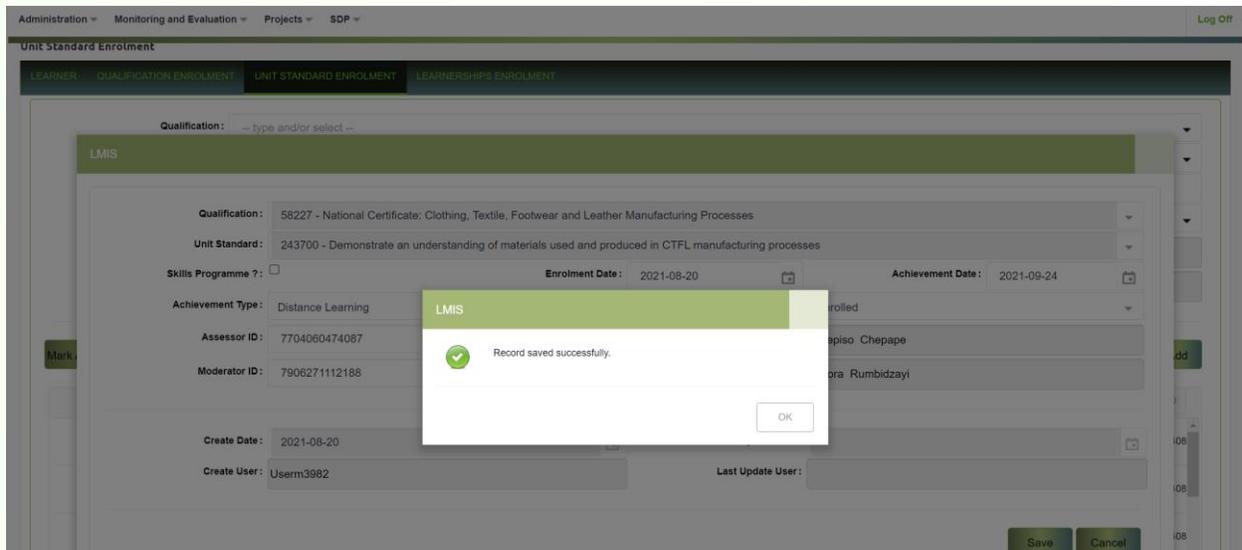


The screenshot shows the 'Unit Standard Enrolment' form in the LMS. The form is titled 'LMS' and contains the following fields:

- Qualification: 58227 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes
- Unit Standard: 243700 - Demonstrate an understanding of materials used and produced in CTFL manufacturing processes
- Skills Programme?:
- Enrolment Date: 2021-08-20
- Achievement Date: 2021-09-24
- Achievement Type: Distance Learning
- Achievement Status: Enrolled
- Assessor ID: 7704060474087
- Assessor Name: Tshepiso Chepape
- Moderator ID: 7906271112188
- Moderator Name: Gatora Rumbidzayi
- Create Date: 2021-08-20
- Last Update Date:
- Create User: Userm3982
- Last Update User:

At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

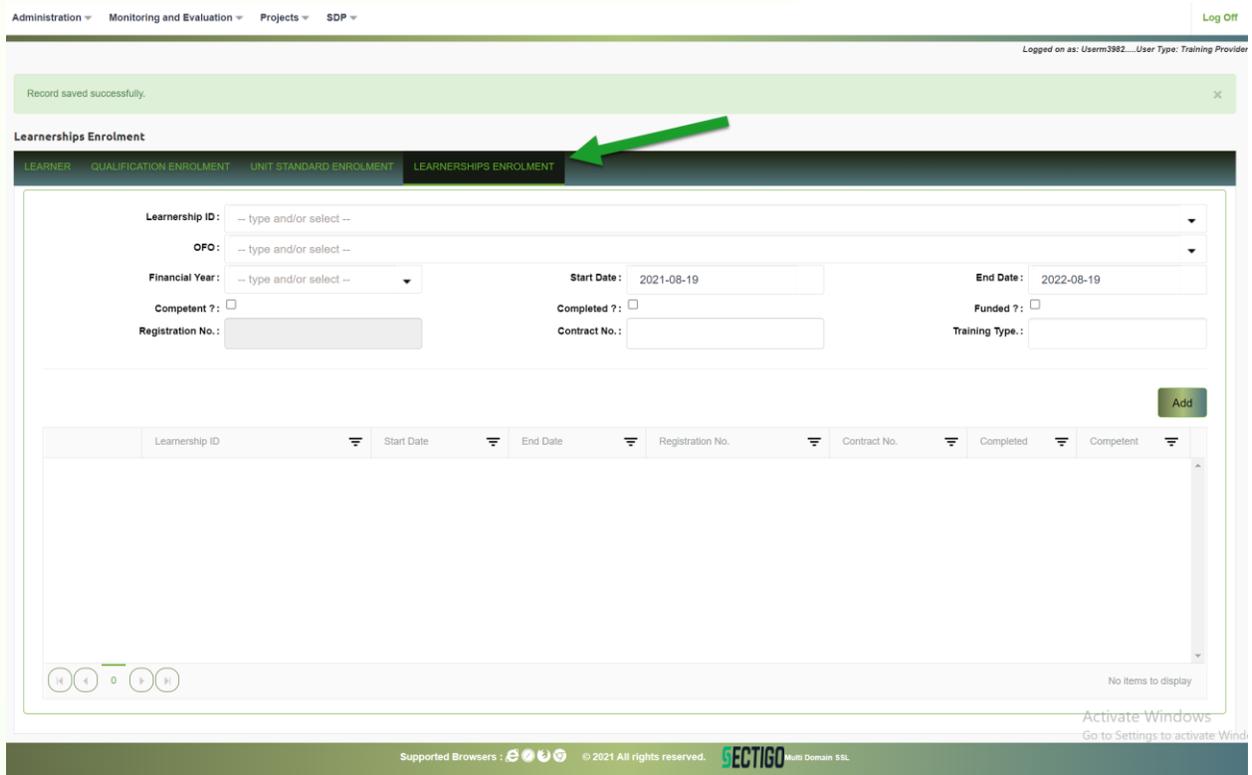
- vi. Clicking on the “Cancel” button aborts the editing process, and the “Save” button continues to capture the changes made to the Unit Standard information and generates a success message as below:



The screenshot shows the same 'Unit Standard Enrolment' form as above, but with a success message overlay. The message is a white box with a green checkmark icon and the text 'Record saved successfully.' Below the message is an 'OK' button. The 'Save' and 'Cancel' buttons are still visible at the bottom right of the form.

Learnership Enrolment

- i This tab allows you to view and add Learnerships to the learner profile, as below:



Record saved successfully.

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Users3982... User Type: Training Provider

Learnerships Enrolment

LEARNER | QUALIFICATION ENROLMENT | UNIT STANDARD ENROLMENT | **LEARNERSHIPS ENROLMENT**

Learnership ID: -- type and/or select --
 OFO: -- type and/or select --
 Financial Year: -- type and/or select --
 Competent?:
 Registration No.:

Start Date: 2021-08-19
 End Date: 2022-08-19
 Completed?:
 Contract No.:
 Funded?:
 Training Type.:

Add

Learnership ID	Start Date	End Date	Registration No.	Contract No.	Completed	Competent
No items to display						

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Activate Windows
Go to Settings to activate Windows

- ii This tab has two sections; the data entry fields as well as the grid, as above.

- a. The **data entry** fields:

- i. **Learnership ID**– The learnership that the learner is enrolled on
- ii. **OFO** – the **OFO Code linked to the Learnership**
- iii. **Financial Year** – the Learnership’s financial year
- iv. **Start Date** – the date that the Learnership commences
- v. **End Date** – the date that the Learnership concludes
- vi. **Competent?** – whether learner is found competent
- vii. **Completed?** – whether learner has completed the Learnership
- viii. **Funded?** – whether Learnership is funded
- ix. **Registration No** – the Learnership registration number

LMIS User Guide - SDP

- x. **Contract No** – the Learnership Contract Number
- xi. **Training type** – FET / HET / N/A
- iii. **Add button** – this button allows you to save the captured information in the grid.

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: User3992...User Type: Training Provider

Record saved successfully. ✕

Learnerships Enrolment

LEARNER | QUALIFICATION ENROLMENT | UNIT STANDARD ENROLMENT | **LEARNERSHIPS ENROLMENT**

Learnership ID:

 OFO:

 Financial Year:

 Competent?:

 Registration No.:

Start Date:

 Completed?:

 Contract No.:

End Date:

 Funded?:

 Training Type.:

Learnership ID	Start Date	End Date	Registration No.	Contract No.	Completed	Competent	
No items to display							

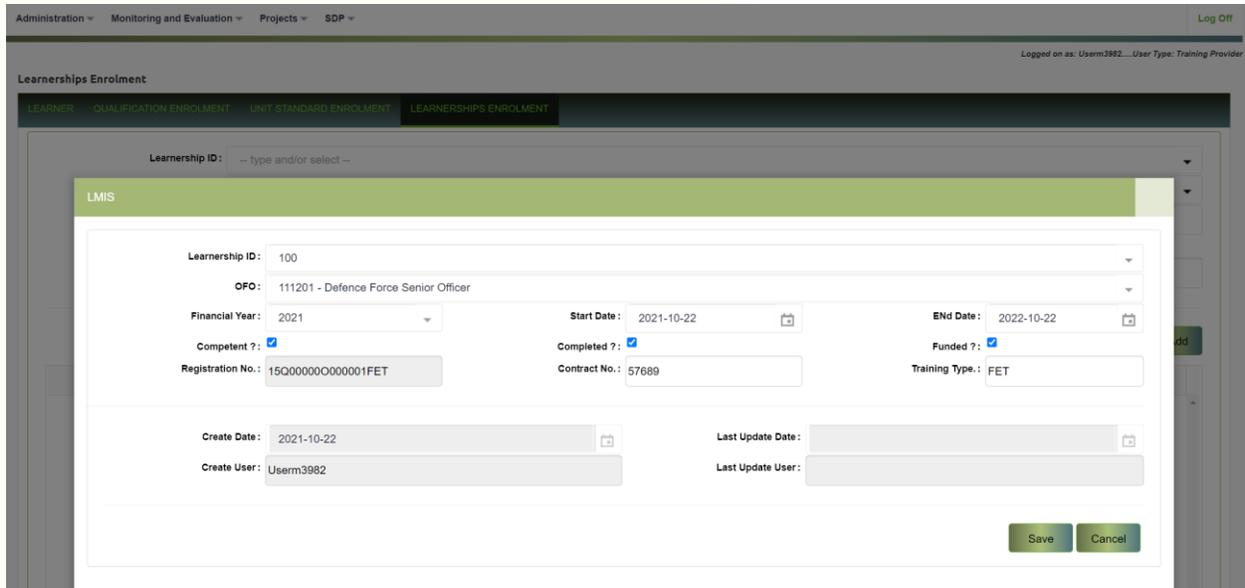
Activate Windows
Go to Settings to activate Windows

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

a. **The Grid** provides you with the following information:

- i. **Learnership ID** – The unique Learnership identifier that the learner is enrolled on
- ii. **Start Date** – the date that the Learnership commences
- iii. **End Date** – the date that the Learnership concludes
- iv. **Registration No** – the Learnership registration number
- v. **Contract No** – the Learnership Contract Number
- vi. **Competent?** – whether learner is found competent
- vii. **Completed?** – whether learner has completed the Learnership
- iv. **Edit button** – this button allows you to amend the captured information. Once clicked, the system generates a window for you to change the necessary information, as below:

LMIS User Guide - SDP



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off
 Logged on as: Userm3982... User Type: Training Provider

Learnerships Enrolment
 LEARNER | QUALIFICATION ENROLMENT | UNIT STANDARD ENROLMENT | LEARNERSHIPS ENROLMENT

Learnership ID: -- type and/or select --

LMIS

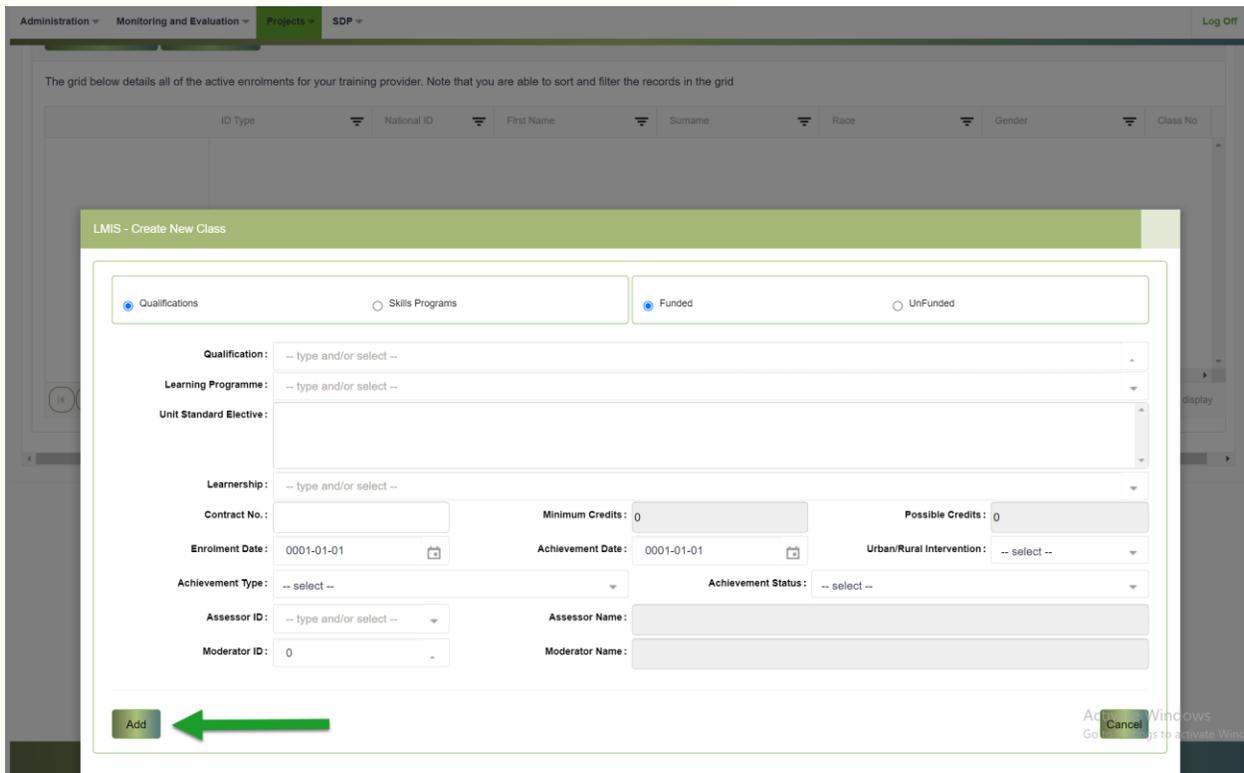
Learnership ID: 100
 OFO: 111201 - Defence Force Senior Officer
 Financial Year: 2021 Start Date: 2021-10-22 End Date: 2022-10-22
 Competent?: Completed?: Funded?:
 Registration No.: 15Q00000O000001FET Contract No.: 57689 Training Type: FET
 Create Date: 2021-10-22 Last Update Date:
 Create User: Userm3982 Last Update User:
Save Cancel

- v. You continue to amend the necessary information and click on “Save” to proceed.

Class Enrolments

- i. Clicking on the “Create New Class” button allows you to create a group of learners under the same learning units.
- ii. The system navigates to the pop-up screen as below:

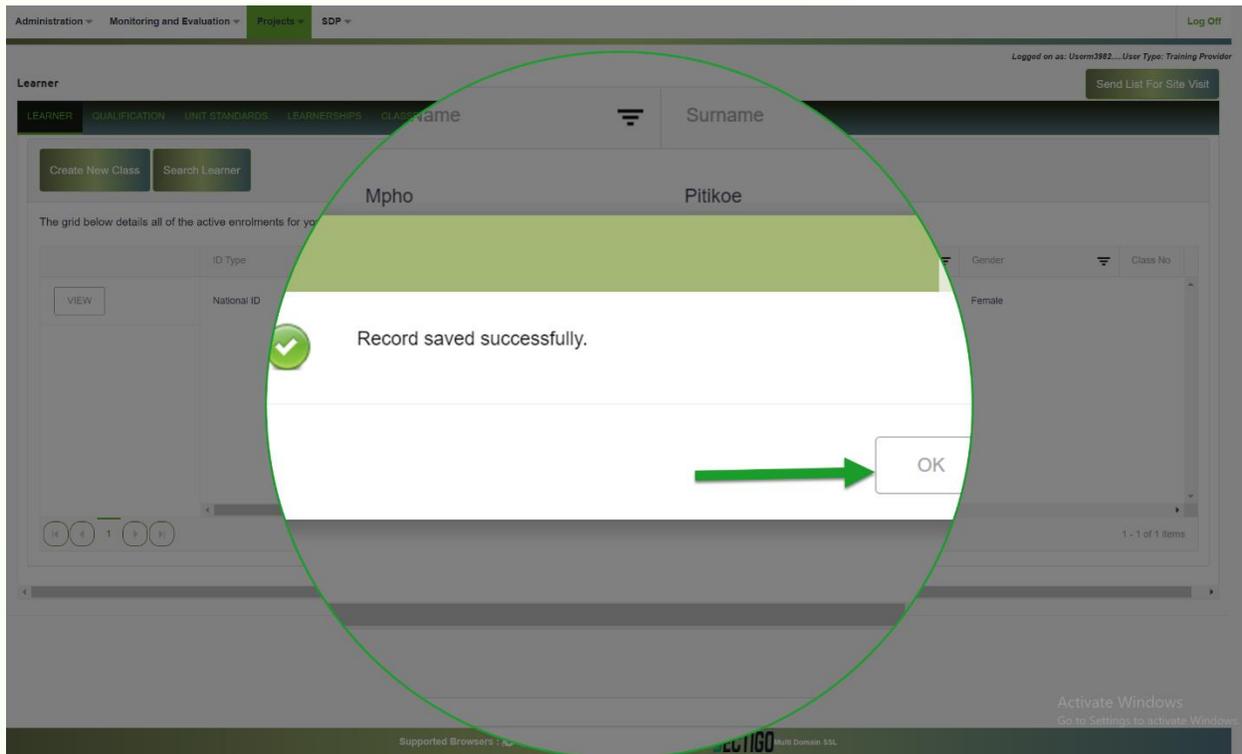
LMIS User Guide - SDP



- iii. The screen allows you to capture the following class information:
- Qualification or Skills Program – select whether you are capturing qualification or Skills Program information
 - Qualification – the SAQA qualification ID/Title
 - Learning Programme – the Learning Programme linked to the entered qualification
 - Unit Standard Elective – the electives linked to the qualification/learning programme
 - Learnership – learnership ID and Title
 - Contract Number – the Training Provider’s contract number
 - Minimum and Possible Credits – Credits linked to the entered Qualification/Skills Program
 - Rural/Urban Interventions – whether the intervention is directed towards urban or rural learners
 - Achievement Type –

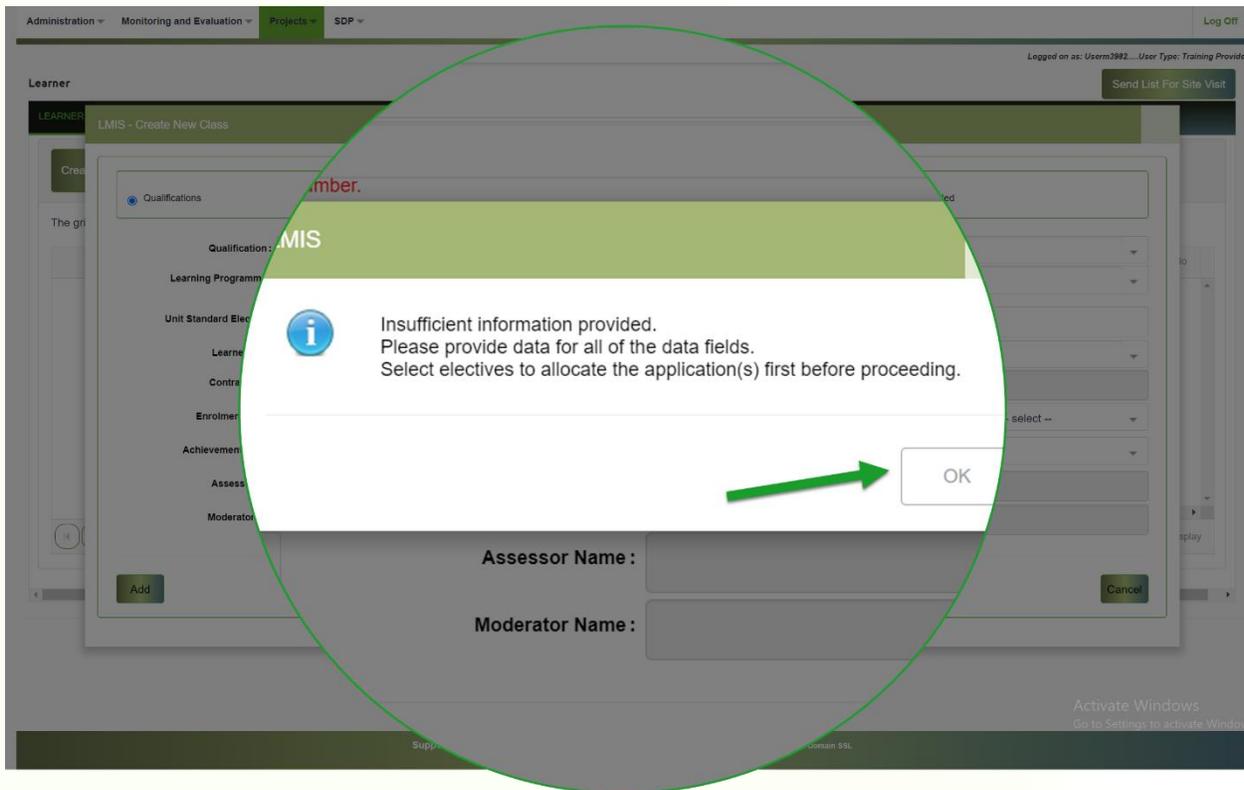
LMIS User Guide - SDP

- j. Achievement Status – whether the learners are enrolled or have achieved the Qualification/Skills Program
- k. Assessor and Moderator IDs - Identity numbers of Constituent Assessor and Moderator linked to the Learning Units.
- l. Add Button – clicking on this button allows you to add the information to the created class, with a success message as below:

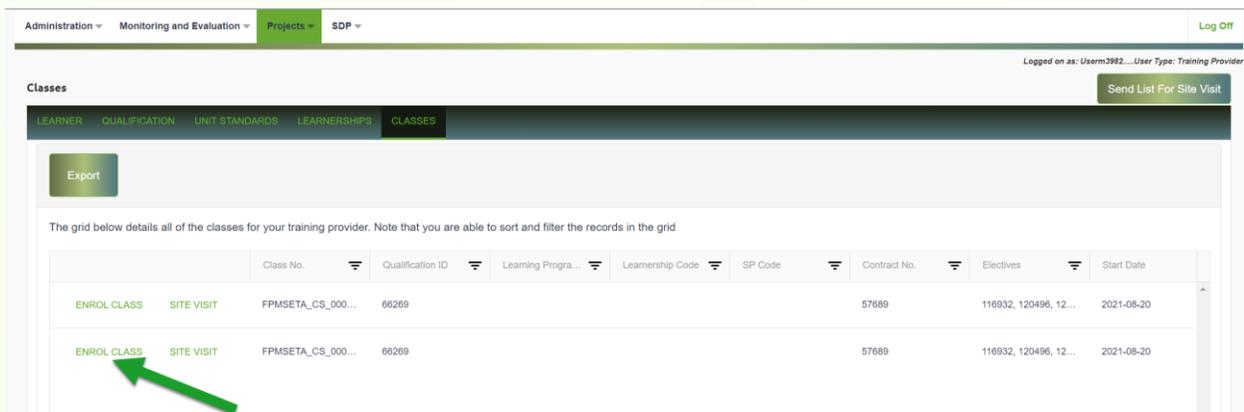


Should you attempt to click on “Add” with mandatory information missing; the system will highlight the missing information in a pop-up notification, as below:

LMIS User Guide - SDP



- iv. Once the information is saved, navigate to the “Classes” tab. The new class will show in the “Classes” grid, as below:



The screenshot shows the 'Classes' tab in the LMIS system. A green arrow points to the first row of the grid, which is highlighted in green. The grid contains two rows of class data.

Class No.	Qualification ID	Learning Progra...	Learnership Code	SP Code	Contract No.	Electives	Start Date
ENROL CLASS	SITE VISIT	FPMSETA_CS_000...	66269		57689	116932, 120496, 12...	2021-08-20
ENROL CLASS	SITE VISIT	FPMSETA_CS_000...	66269		57689	116932, 120496, 12...	2021-08-20

- v. The “Classes” grid has the following information populated:
- Class Number
 - Qualification ID

- c. Learning Program
- d. Learnership Code
- e. Skills Program Code
- f. Contract Number
- g. Electives
- l. Assessor and Moderator IDs
- m. Class Size – the number of learner enrolled in the class
- n. Create User – the person who created the record
- o. Last Update User – the last person to edit the record
- h. Start Date
- i. Achievement Type
- j. Achievement Status
- k. End Date

Enrol Class

- i. Clicking on this button allows you to add learners to the class created. The system will navigate to the enrolment screen as below:

The screenshot shows the 'LMS - Enrol Class' interface. At the top, there are navigation tabs for 'Administration', 'Monitoring and Evaluation', 'Projects', and 'SDP'. The main content area is titled 'LMS - Enrol Class' and contains several input fields for class details:

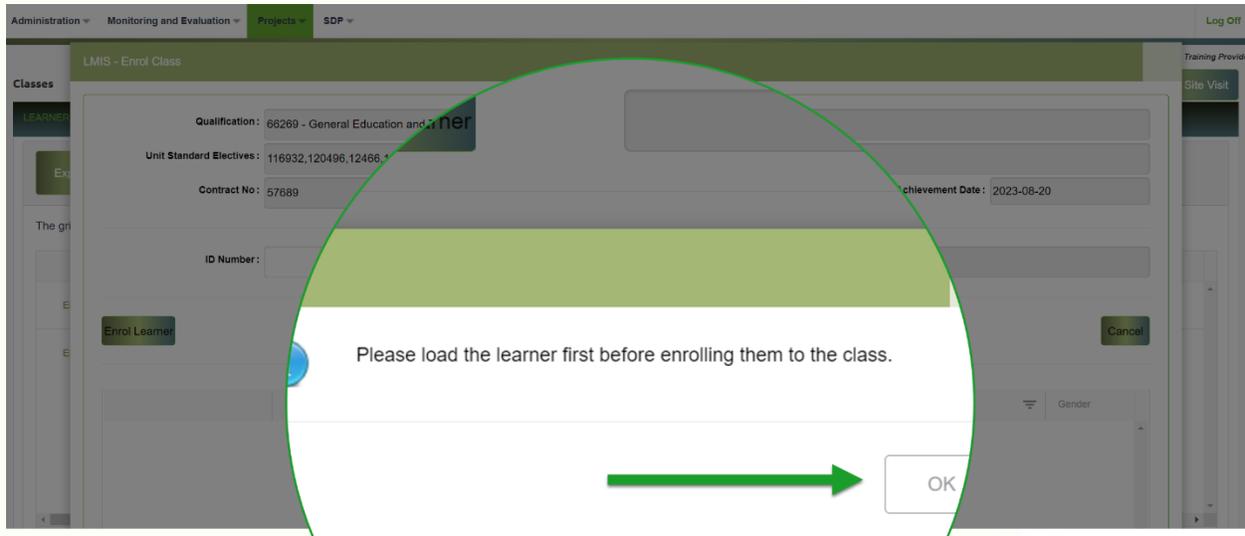
- Qualification: 66269 - General Education and Training Certificate: Lumber Milling
- Unit Standard Electives: 116932, 120496, 12466, 13172, 13176, 14445, 14656, 243189, 263681, 264
- Contract No: 57689
- Enrolment Date: 2021-08-20
- Achievement Date: 2023-08-20

 Below these fields is an 'ID Number' input field with a 'Search Learner' button. A green arrow points to the 'Enrol Learner' button. To the right of the 'Enrol Learner' button is a 'Cancel' button. Underneath is a table with columns: ID Type, National ID, First Name, Surname, Race, and Gender. The table is currently empty, showing 'No items to display' at the bottom. The footer of the page includes 'Supported Browsers', '© 2021 All rights reserved.', and 'SECTIGO'.

- ii. The “Enrol Class” screen shows you the class information created, as well as a section for you to search and add learners to the class.

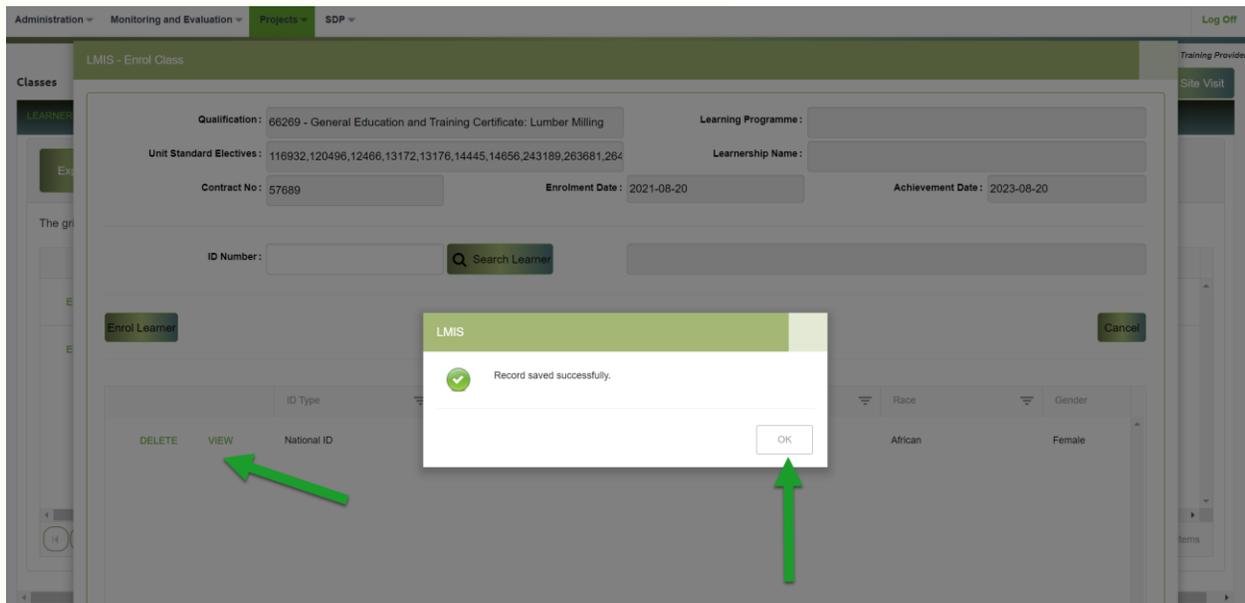


Should you attempt to click on “Enrol Learner” with mandatory information missing; the system will highlight the missing information in a pop-up notification, as below:



- iii. Continue to search for learners using their Identity Number, the name of the learner will appear alongside the ID number added. Once done, click on the “Enrol Learner” button to add the learner.
- iv. The added learner will be populated in the grid, as below:

LMIS User Guide - SDP

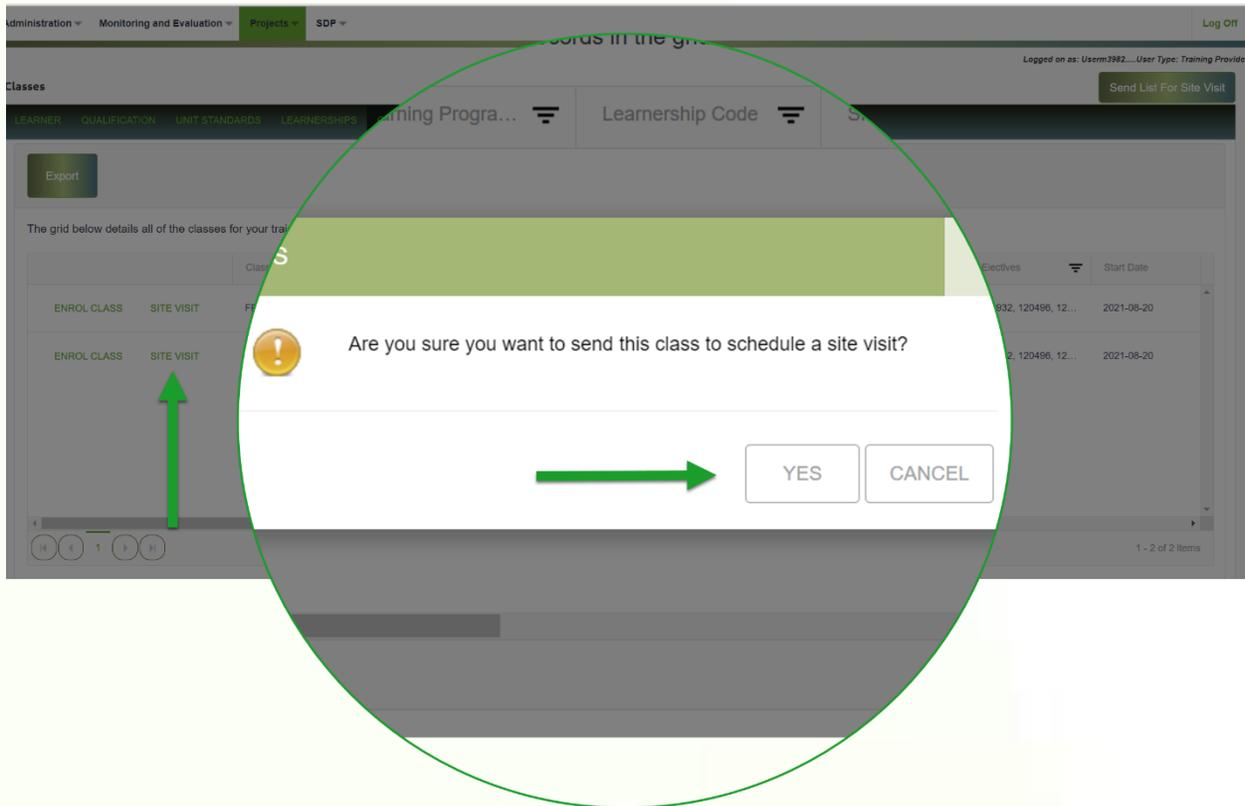


- v. Continue to add the rest of the learners to the class and close the “Enrol Class” window when completed.

Class Site Visit

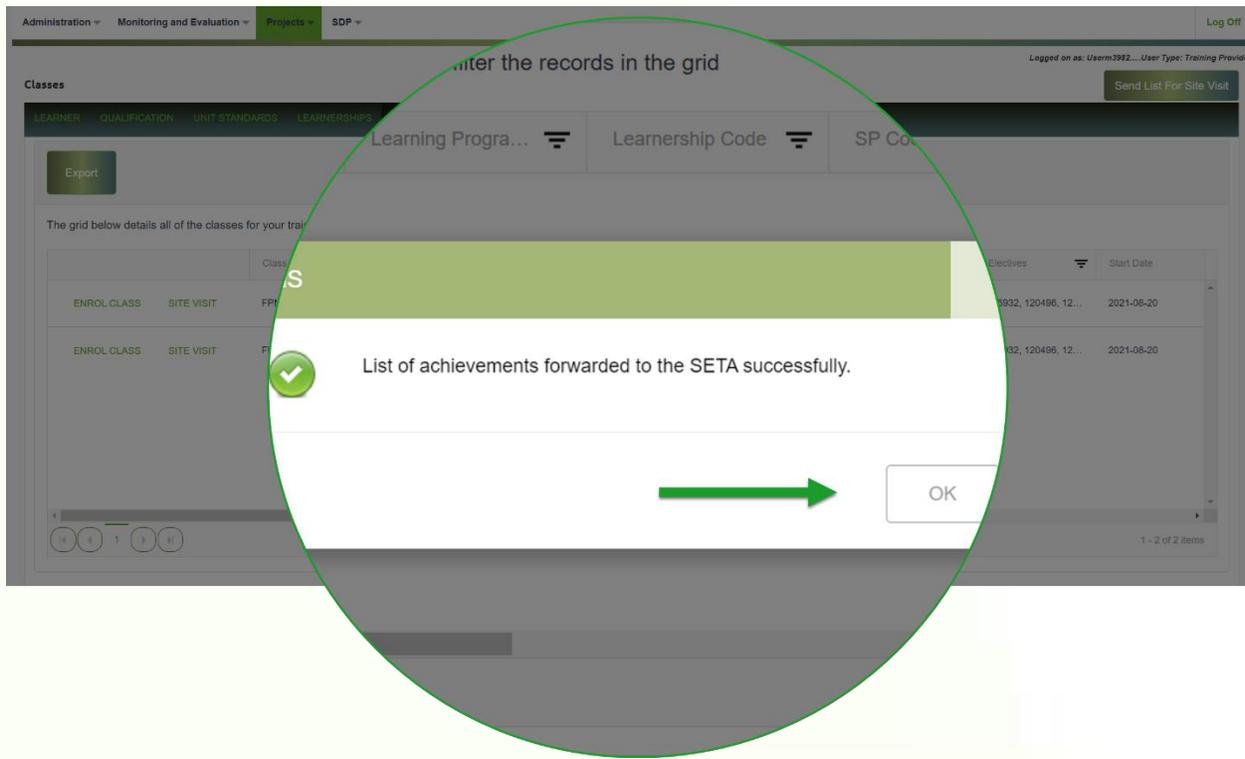
- i. Clicking on this button allows you to send the learners in the created class to FP&M Seta for a site visit, with a confirmation message as below:

LMIS User Guide - SDP



- ii. Click on “Cancel” to abort the Site Visit request or click on “Yes” to continue with the process. The system will remove the “Site Visit” button and generate a success message as below:

LMIS User Guide - SDP



Class Export

- i. Clicking on this button downloads an Excel Spreadsheet containing class information, as below:

CLASS NO.	QUALIFICATION ID	LEARNING PROGRAMME	ENROLMENT START DATE	ACHIEVEMENT/ END DATE	CLASS SIZE	ACHIEVEMENT TYPE	ACHIEVEMENT STATUS	LEARNERSHIP COD
FPMSETA_CS_000014	66269		8/20/2021	8/20/2023	1	Distance Learning	Enrolled	
FPMSETA_CS_000015	66269		8/20/2021	12/16/2021	0	Distance Learning	Enrolled	

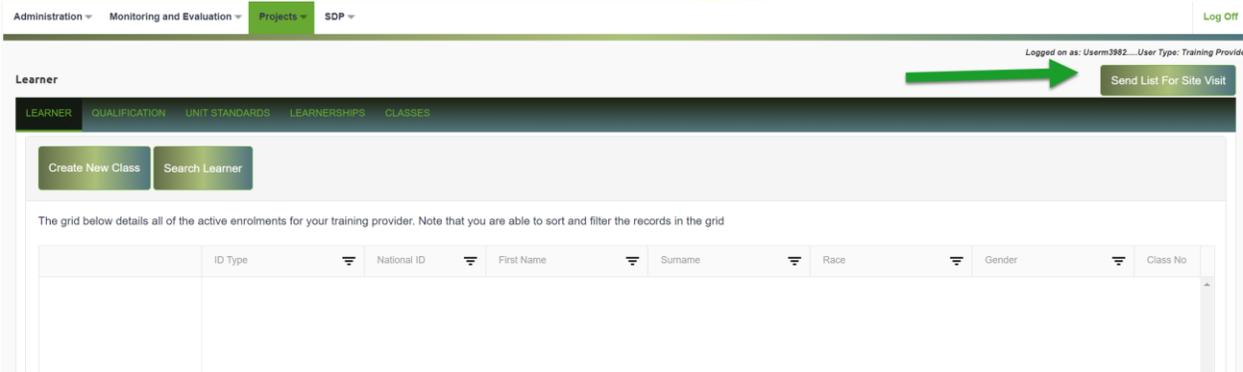
6. Site Visits

6.1 Prepare for Site Visit (Individual Learner)

- i. This portion of LMIS allows you to change the Achievement Status of the learners to "Achieved", "Prepare the list of learners" and "Send to the FP&M SETA" for a Site Visit.
- ii. To prepare and send the list of Achieved learners to the FP&M SETA for a Site Visit, you must log into LMIS using their registered credentials, navigate to the "Enrolments

LMIS User Guide - SDP

Overview” page by clicking on the “Enrolments Overview” menu under the “Learner Interventions” tab, as below:



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Learner Send List For Site Visit

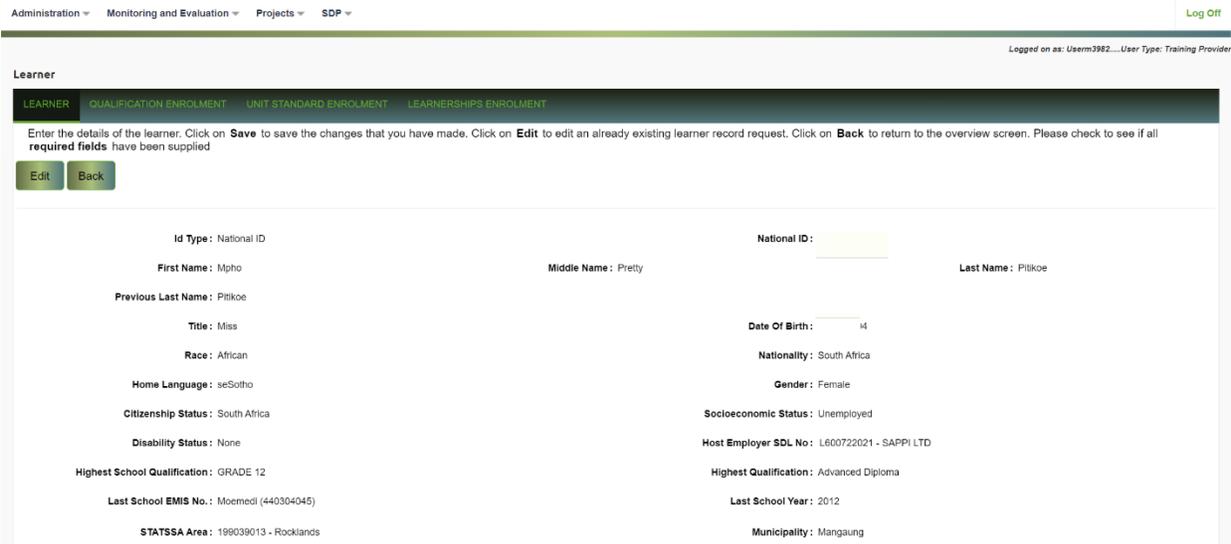
LEARNER QUALIFICATION UNIT STANDARDS LEARNERSHIPS CLASSES

Create New Class Search Learner

The grid below details all of the active enrolments for your training provider. Note that you are able to sort and filter the records in the grid

ID Type	National ID	First Name	Surname	Race	Gender	Class No

- iii. On the page, you can either click on the “View” button alongside each learner on the grid to see the learner’s profile, or you can click on the “Search Learner” button to find a particular learner. The system will generate the learner profile as below:



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Learner

LEARNER QUALIFICATION ENROLMENT UNIT STANDARD ENROLMENT LEARNERSHIPS ENROLMENT

Enter the details of the learner. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing learner record request. Click on **Back** to return to the overview screen. Please check to see if all required fields have been supplied

Edit Back

ID Type: National ID	National ID: <input type="text"/>
First Name: Mpho	Middle Name: Pretty
Previous Last Name: Pllikoe	Last Name: Pllikoe
Title: Miss	Date Of Birth: <input type="text"/> 14
Race: African	Nationality: South Africa
Home Language: seSotho	Gender: Female
Citizenship Status: South Africa	Socioeconomic Status: Unemployed
Disability Status: None	Host Employer SDL No: L600722021 - SAPPI LTD
Highest School Qualification: GRADE 12	Highest Qualification: Advanced Diploma
Last School EMIS No.: Moemedi (440304045)	Last School Year: 2012
STATSSA Area: 199039013 - Rocklands	Municipality: Mangaung

- iv. To search for the learner, you enter the Identity Number of the learner and click on the “Search” button to find the record, click on “Select” and the system will show the learner’s profile as above.

Qualification Enrolment

- i. Once in the learner profile, you click on the “Qualification Enrolment” tab to change the Achievement Status of the learner, as below:

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Qualification Enrolment

[LEARNER](#) | **QUALIFICATION ENROLMENT** | [UNIT STANDARD ENROLMENT](#) | [LEARNERSHIPS ENROLMENT](#)

Qualification: -- type and/or select -- Learning Programme: -- type and/or select -- Enrolment Date: 2021-08-20 Achievement Type: -- select -- Assessor ID: -- type and/or select -- Moderator ID: -- type and/or select --	Achievement Date: 2022-08-20 Achievement Status: -- select -- Assessor Name: <input type="text"/> Moderator Name: <input type="text"/>
--	---

[Add](#)

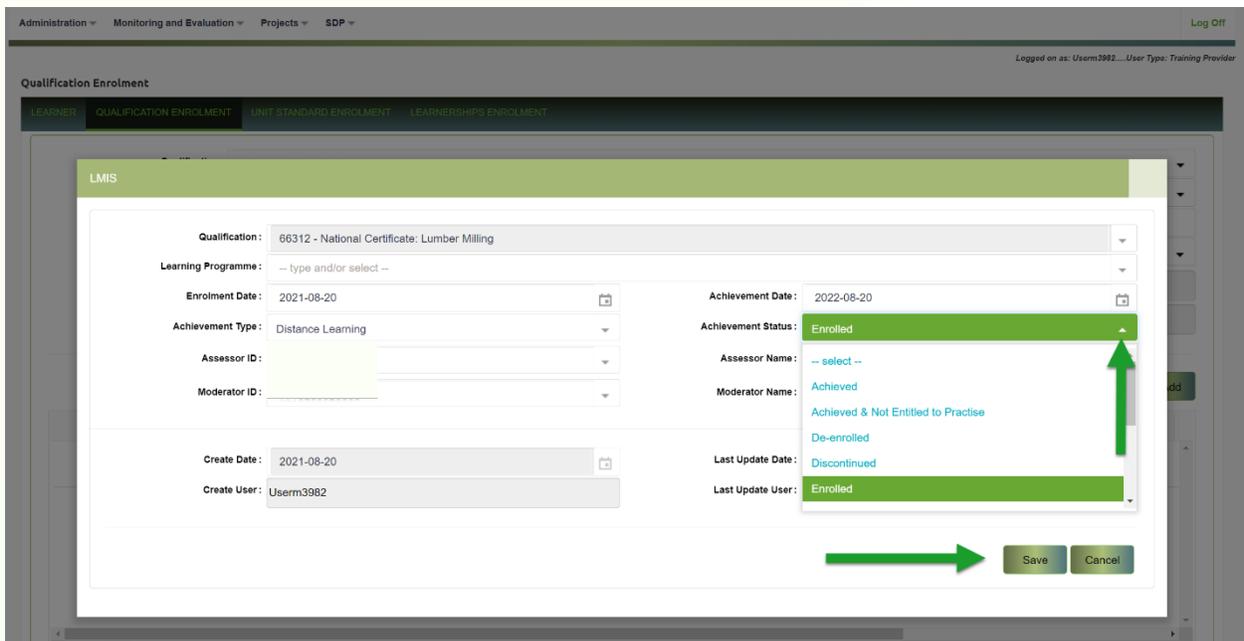
	Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
EDIT EXIT	66312		2021-08-20	Enrolled	Distance Learning	2022-08-20	7710230028063
EDIT EXIT	66269		2021-08-20	Enrolled	Distance Learning	2023-08-20	6706050001086

1 - 2 of 2 items

- ii. The “Qualification” page grid provides you with the following information:
 - a. **Qualification ID** - the unique, SAQA registered qualification identifying number.
 - b. **LP** – the Learning Program linked to the qualification
 - c. **Enrolment Start Date** – the date when the learner is enrolled on the captured qualification.
 - d. **Achievement Status** – the current state of the learner in relation to the Qualification.
 - e. **Achievement Type** – the mode of learning adopted for the learning unit.
 - f. **End Date** – the learner’s learning unit completion date.
 - g. **Assessor ID** – the identification number of the Assessor responsible for the qualification.

LMIS User Guide - SDP

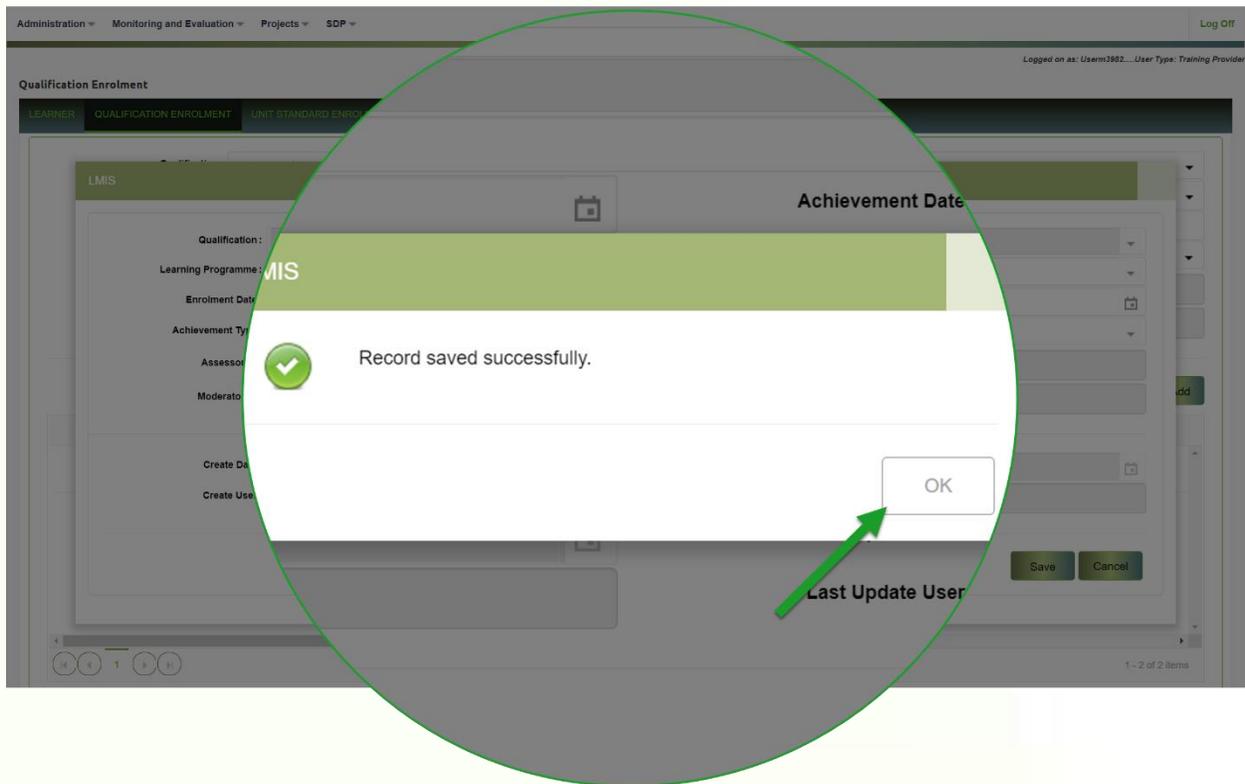
- h. **Moderator ID** - the identification number of the Moderator responsible for the qualification.
- i. **Total Credits** – the total number of credits related to the qualification captured.
- j. **Achieved Credits** – the number of credits that the learner has accumulated to date;
- k. **“Edit” button** – clicking on this button allows you to amend the learning unit information.



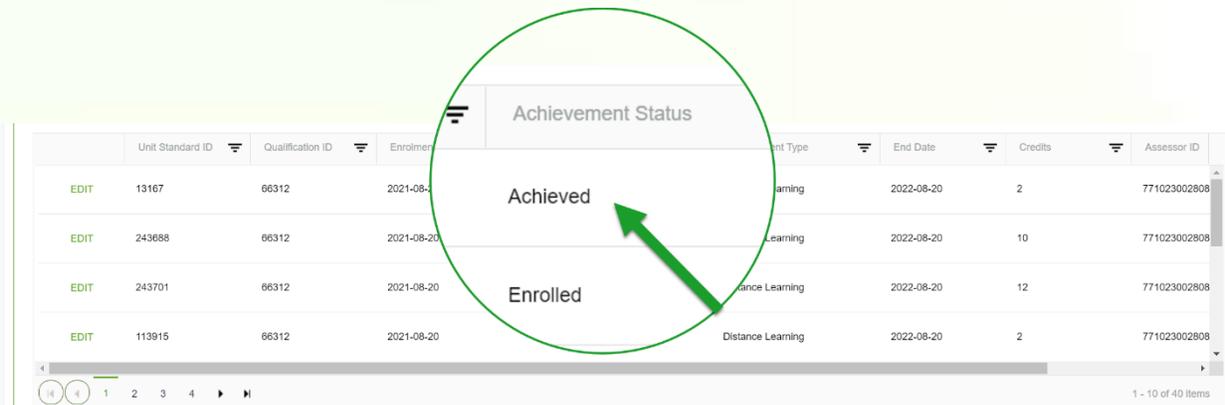
The screenshot shows the 'Qualification Enrolment' form in the LMIS system. The form is titled 'LMIS' and contains several fields for entering qualification details. The 'Achievement Status' field is currently set to 'Enrolled', and its dropdown menu is open, showing options: 'Enrolled', 'Achieved', 'Achieved & Not Entitled to Practise', 'De-enrolled', and 'Discontinued'. A green arrow points to the 'Achieved' option. Another green arrow points to the 'Save' button at the bottom right of the form. The form also includes fields for Qualification, Learning Programme, Enrolment Date, Achievement Date, Assessor ID, Moderator ID, Create Date, and Create User.

- l. On the Edit menu, you navigate to the “Achievement Status” field (as pictured above) to select the “Achieved” option on the menu. Once done, you click on the “Save” button to complete the process. The system will generate a success message as below:

LMIS User Guide - SDP



- m. Once the record is saved successfully, the system updates the “Achievement Status” of the learner to “Achieved” in the grid, as below:



	Unit Standard ID	Qualification ID	Enrolment	Achievement Status	Learning Type	End Date	Credits	Assessor ID
EDIT	13167	66312	2021-08-20	Achieved	Learning	2022-08-20	2	771023002808
EDIT	243688	66312	2021-08-20	Enrolled	Learning	2022-08-20	10	771023002808
EDIT	243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12	771023002808
EDIT	113915	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	771023002808

Unit Standards

- i. This tab allows you to change the learner’s Unit Standard to “Achieved”. You must click on the “Unit Standard Enrolment” tab to view and edit the learning unit status, as below:

LMIS User Guide - SDP

Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: Userm3982... User Type: Training Provider

Unit Standard Enrolment

[LEARNER](#)
[QUALIFICATION ENROLMENT](#)
[UNIT STANDARD ENROLMENT](#)
[LEARNERSHIPS ENROLMENT](#)

Qualification: -- type and/or select --
 Unit Standard: -- type and/or select --
 Skills Programme ? :

Enrolment Date: 2021-08-20 Achievement Date: 2022-08-20

Achievement Type: -- select -- Achievement Status: -- select --

Assessor ID: -- type and/or select -- Assessor Name:

Moderator ID: -- type and/or select -- Moderator Name:

Mark All As Achieved
Add

	Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID
EDIT	13167	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	7710230028083
EDIT	243688	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	10	7710230028083
EDIT	243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12	7710230028083
EDIT	113915	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	7710230028083

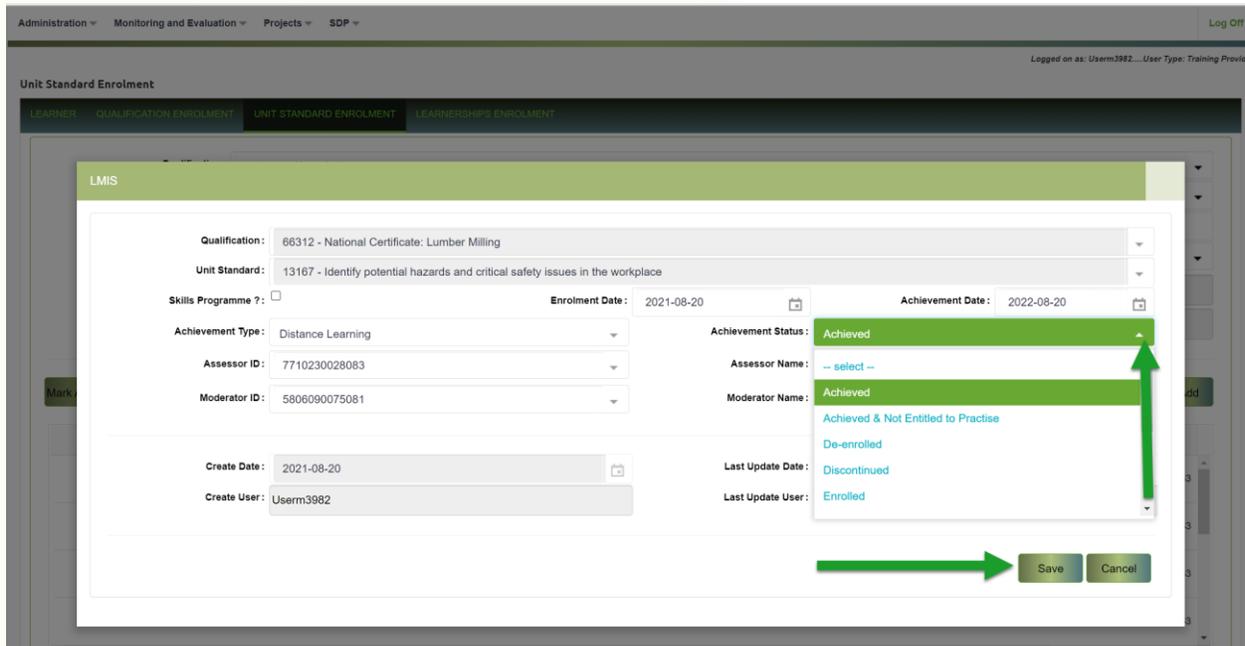
1 - 10 of 40 items

Activate Windows
 Go to Settings to activate Windows

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- ii. The Unit Standard Grid provides you with the following information:
- a. **Unit Standard ID** – the unique SAQA registered Unit Standard number;
 - b. **Qualification ID** – the unique SAQA registered Qualification number;
 - c. **Enrolment Start Date** – the date of learning unit commencement;
 - d. **Achievement Status** – the learner’s Unit Standard progress indicator;
 - e. **Achievement Type** – The Unit Standard’s mode of delivery;
 - f. **End Date** – the projected date of completion for the unit standard captured;
 - g. **Assessor ID** – the identification number of the Assessor responsible;
 - h. **Moderator ID** – the identification number of the Moderator responsible;
 - i. **“Edit” button** – this button allows you to amend the added Unit Standard information. Clicking on this button opens the Unit Standard edit pop-up page as below:

LMIS User Guide - SDP



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off
 Logged on as: Userm3982... User Type: Training Provider

Unit Standard Enrolment

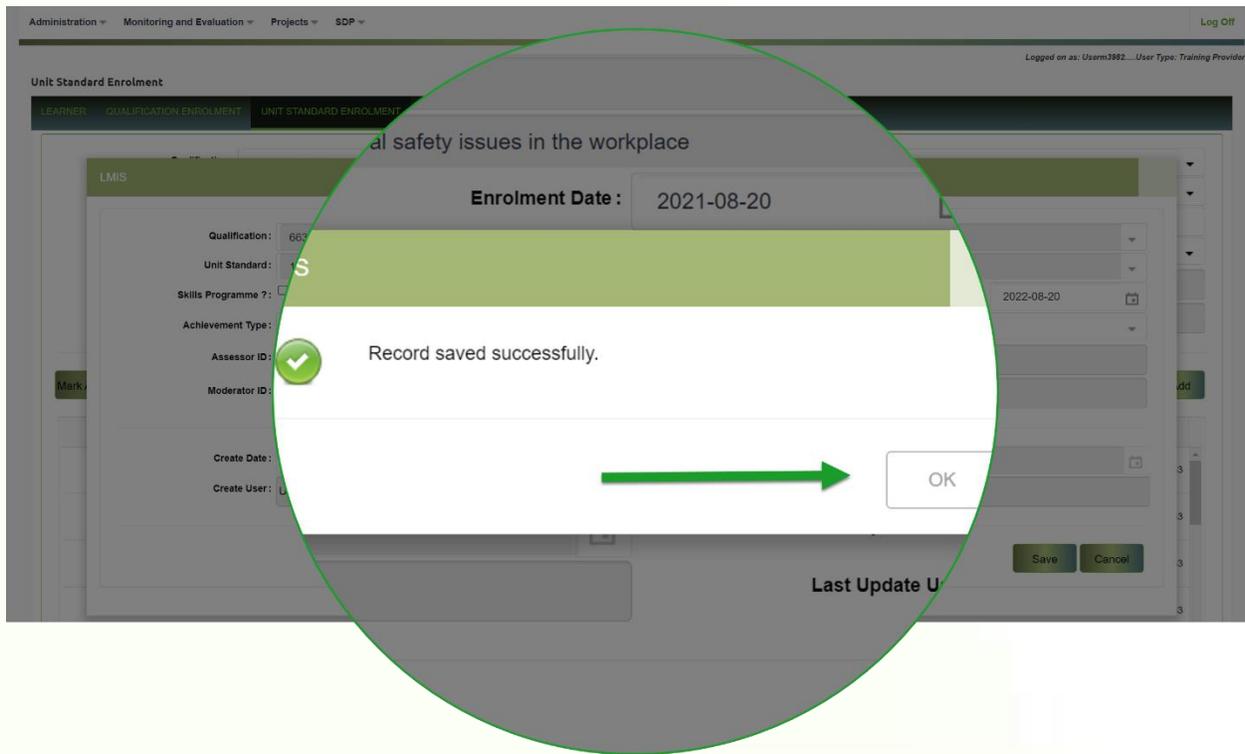
LEARNER'S ENROLMENT | **QUALIFICATION ENROLMENT** | UNIT STANDARD ENROLMENT | LEARNERSHIP ENROLMENT

LMIS

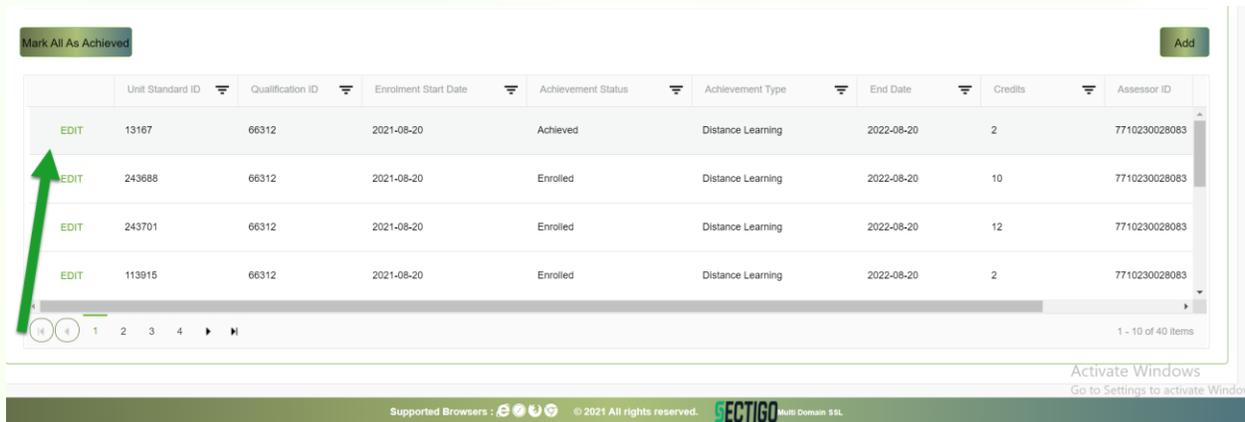
Qualification: 66312 - National Certificate: Lumber Milling
 Unit Standard: 13167 - Identify potential hazards and critical safety issues in the workplace
 Skills Programme ? : Enrolment Date: 2021-08-20 Achievement Date: 2022-08-20
 Achievement Type: Distance Learning Achievement Status: **Achieved**
 Assessor ID: 7710230028083 Assessor Name: -- select --
 Moderator ID: 5806090075081 Moderator Name: **Achieved**
 Create Date: 2021-08-20 Last Update Date: Discontinued
 Create User: Userm3982 Last Update User: Enrolled

- j. On the Edit menu, you navigate to the “Achievement Status” field (as pictured above) to select the “Achieved” option on the menu. Once done, you click on the “Save” button to complete the process. The system will generate a success message as below:

LMIS User Guide - SDP



- k. You repeat the process above for all the Unit Standards that the learner has completed. The “Achievement Status” in the grid is then updated accordingly, as below:



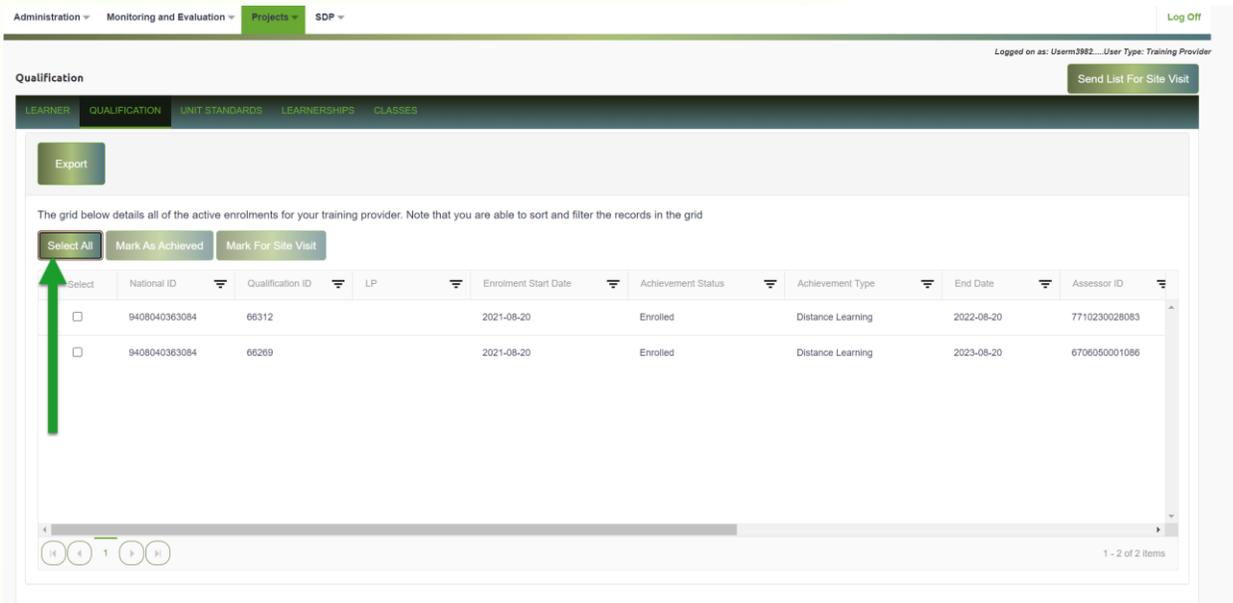
The screenshot shows a table with the following columns: Unit Standard ID, Qualification ID, Enrolment Start Date, Achievement Status, Achievement Type, End Date, Credits, and Assessor ID. A green arrow points to the 'EDIT' button for the first row.

Unit Standard ID	Qualification ID	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Credits	Assessor ID
13167	66312	2021-08-20	Achieved	Distance Learning	2022-08-20	2	7710230028083
243688	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	10	7710230028083
243701	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	12	7710230028083
113915	66312	2021-08-20	Enrolled	Distance Learning	2022-08-20	2	7710230028083

- iii. Follow the same process to achieve learners that are enrolled on a Learnership on the “Learnership Enrolment” tab.

6.1 Prepare for Site Visit (Group Achievements)

- i. To start building a list of achieved learners that are ready to be verified and checked on a Site Visit by the moderation team, on the “Enrolments Overview” page you must navigate to the “Qualifications”, the “Unit standards”, “Skills Program”, Learnerships” and “Classes” tabs and select the achieved learners to be compiled for site visit, as below:



The grid below details all of the active enrolments for your training provider. Note that you are able to sort and filter the records in the grid

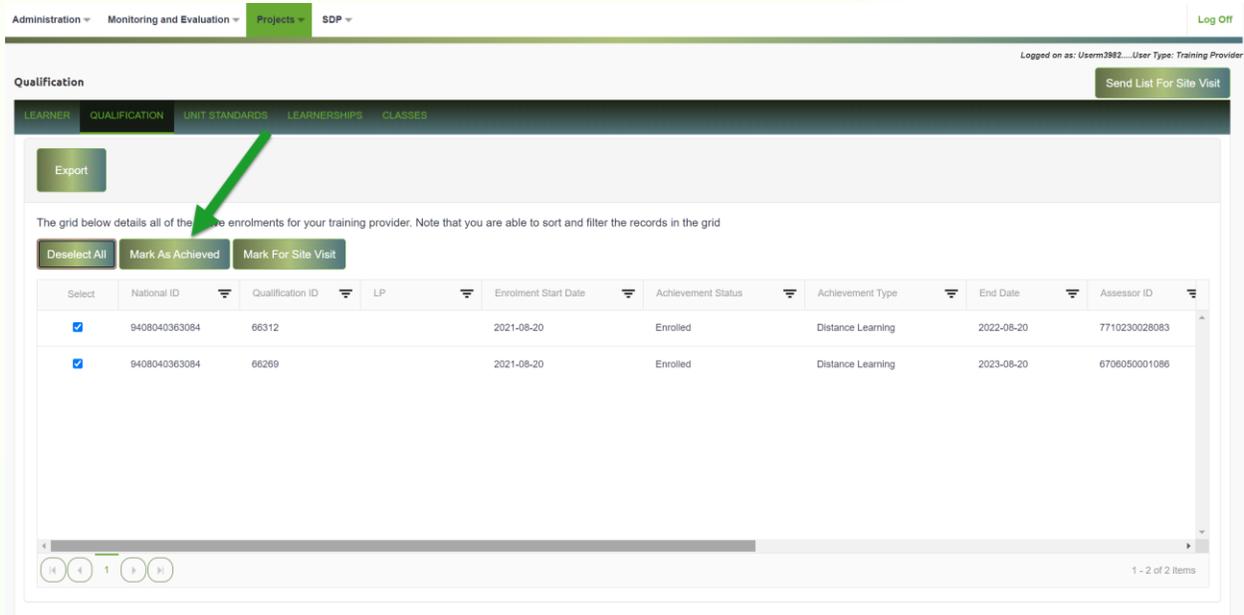
Select	National ID	Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
<input type="checkbox"/>	9408040363084	66312		2021-08-20	Enrolled	Distance Learning	2022-08-20	7710230028083
<input type="checkbox"/>	9408040363084	66269		2021-08-20	Enrolled	Distance Learning	2023-08-20	6706050001086

1 - 2 of 2 items

- ii. The “**Qualification**” page grid provides you with the following information:
 - a. **National ID** – The Achieved Learner’s Identity Number;
 - b. **Qualification ID** - the unique, SAQA registered qualification identifying number;
 - c. **Enrolment Start Date** – the date when the learner is enrolled on the captured qualification;
 - d. **Achievement Status** – the current state of the learner in relation to the Qualification;
 - e. **Achievement Type** – the mode of learning adopted for the learning unit;
 - f. **End Date** – the learner’s learning unit completion date;
 - g. **Assessor ID** – the identification number of the Assessor responsible for the qualification;

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- h. **Moderator ID** - the identification number of the Moderator responsible for the qualification;
- i. **LA Number** – the learner’s unique Achievement Number;
- j. **Created By** – the user profile that created the learner record;
- k. **Last Updated** – the user profile that was last to update the learner record;
- l. **“Select” Checkbox** – highlights the selected qualification for a Site Visit and activates the “Mark as Achieved” and “Mark for Site Visit” buttons, as below:



Administration ▾ Monitoring and Evaluation ▾ Projects ▾ SDP ▾ Log Off

Logged on as: User3982... User Type: Training Provider

Qualification Send List For Site Visit

LEARNER QUALIFICATION UNIT STANDARDS LEARNERSHIPS CLASSES

Export

The grid below details all of the enrolments for your training provider. Note that you are able to sort and filter the records in the grid

Deselect All Mark As Achieved Mark For Site Visit

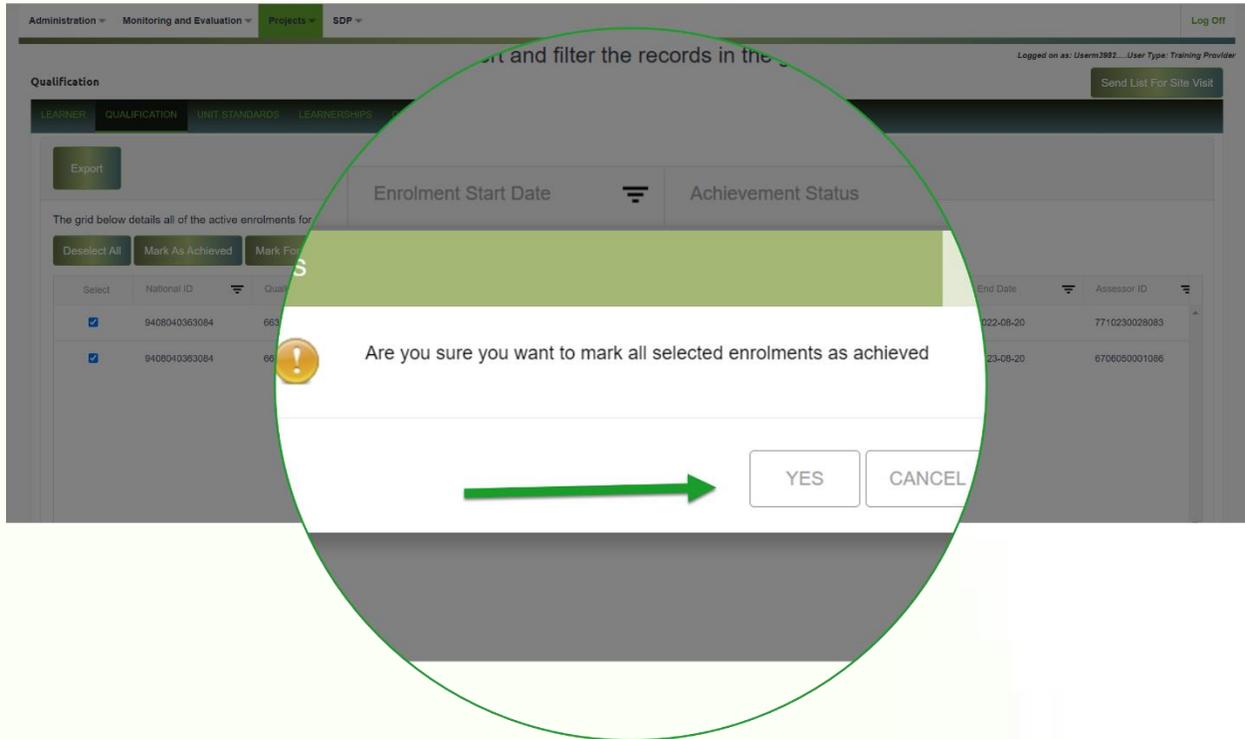
Select	National ID	Qualification ID	LP	Enrolment Start Date	Achievement Status	Achievement Type	End Date	Assessor ID
<input checked="" type="checkbox"/>	9408040363084	66312		2021-08-20	Enrolled	Distance Learning	2022-08-20	7710230028083
<input checked="" type="checkbox"/>	9408040363084	66269		2021-08-20	Enrolled	Distance Learning	2023-08-20	6706050001086

1 - 2 of 2 items

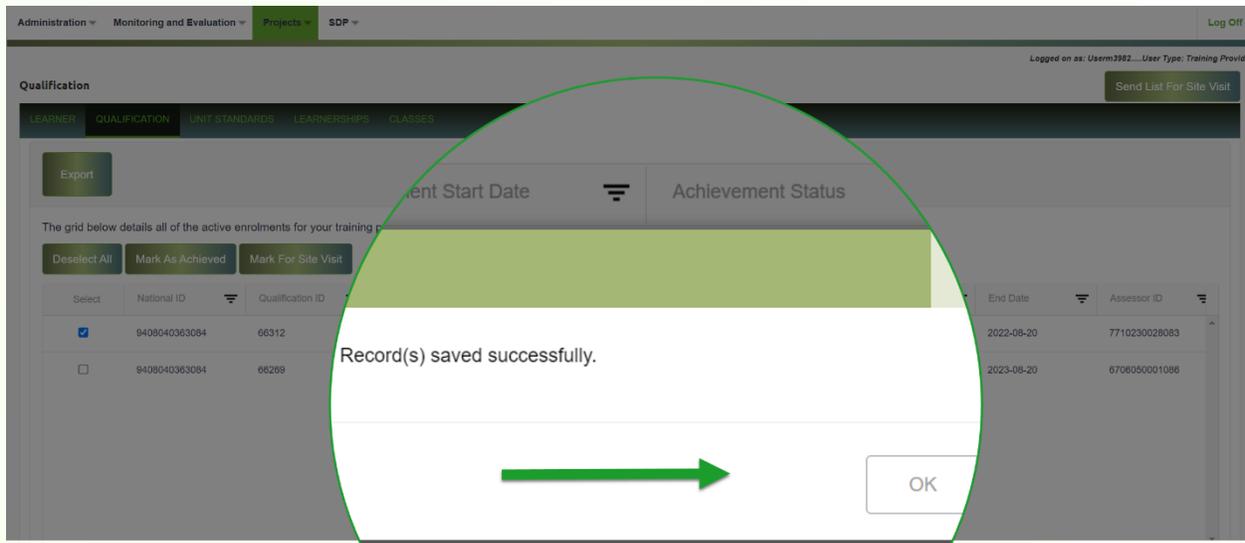
Mark for Site Visit

- i. Once the achievements under the Qualifications, Unit Standards or Skills Programs have been highlighted, the “Mark as Achieved” and “Mark for Site Visit” buttons will be active (as above). The system will show a confirmation message as below, when you click on “Mark as Achieved” as below:

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- ii. Clicking on the “Cancel” button will abort the process, and clicking on the “Yes” button will proceed with the marking of selected achievements as ready for a site visit. The system then generates a success message as below:

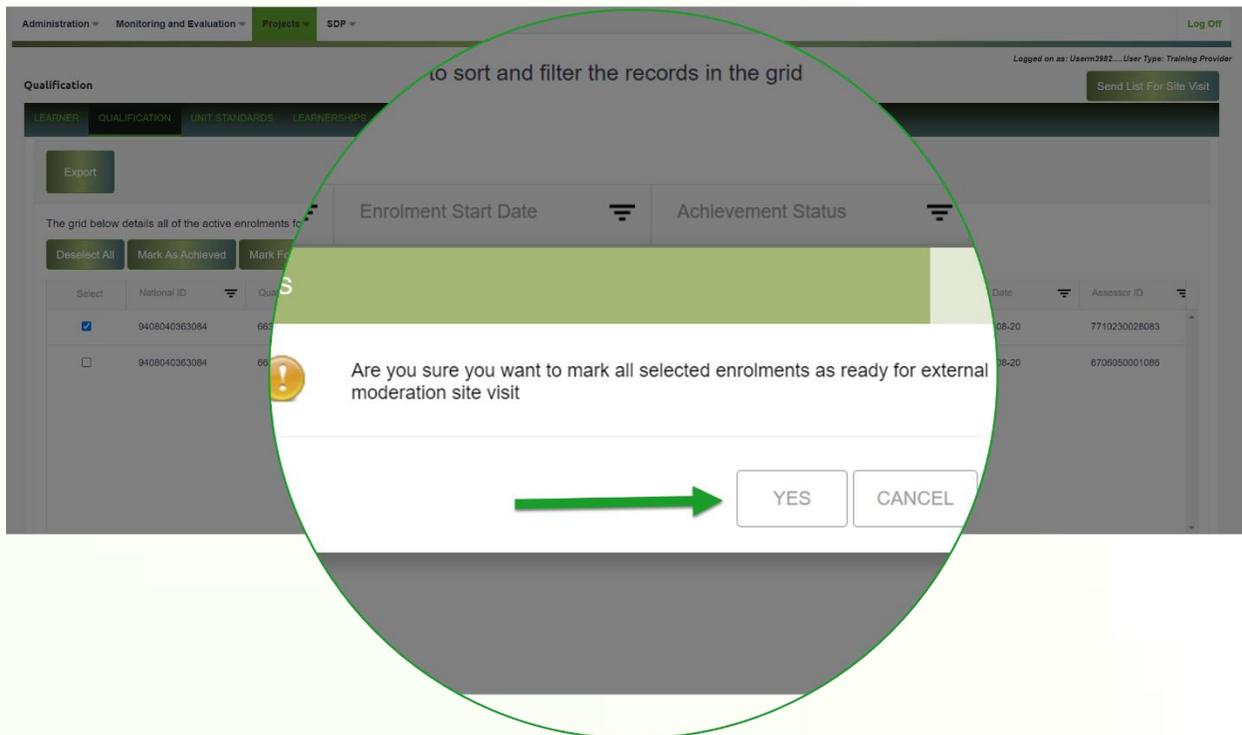


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- iii. The system compiles the achievements and builds a file ready to be emailed to the SETA with the learners compiled in the list of those ready for a site visit.

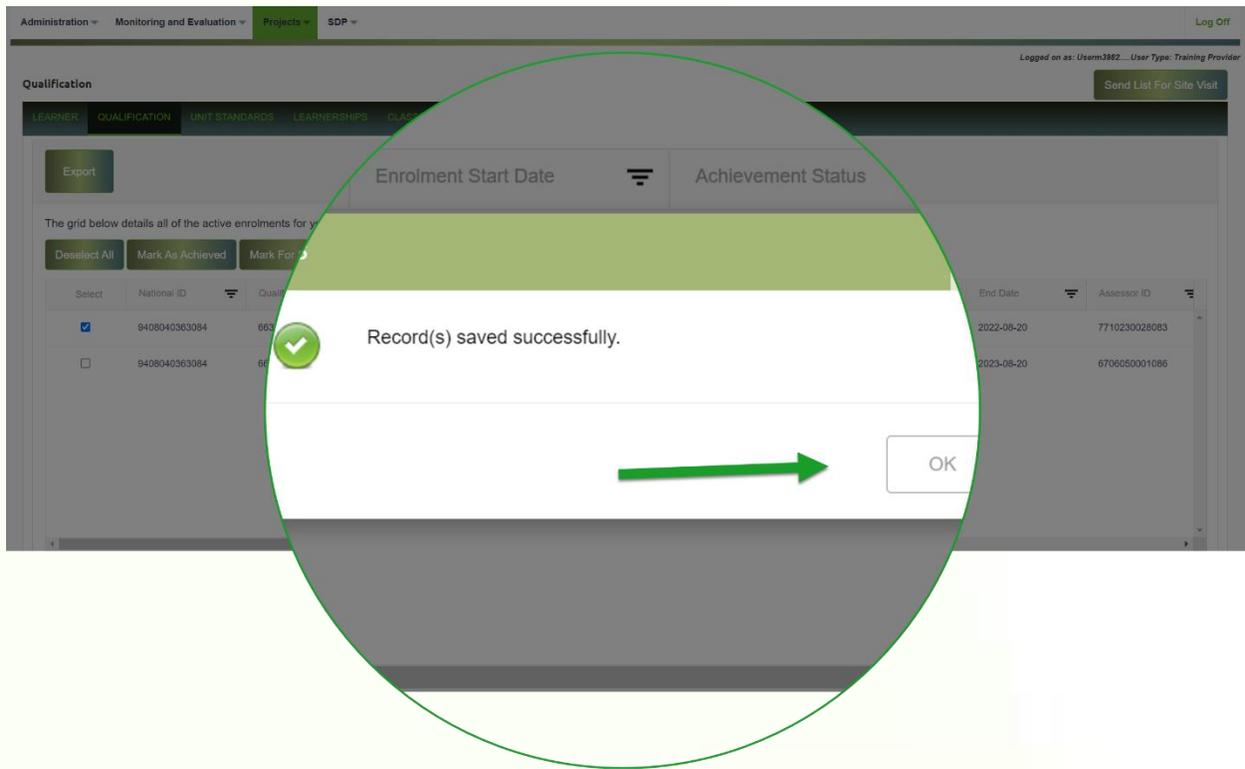
Mark for Site Visit

- i. Clicking on the “Mark for Site Visit” button prompts the system to provide you with a notification as below:



- ii. Clicking on “Cancel” aborts the process and clicking on “Yes” proceeds to mark the selected records for a Site Visit.

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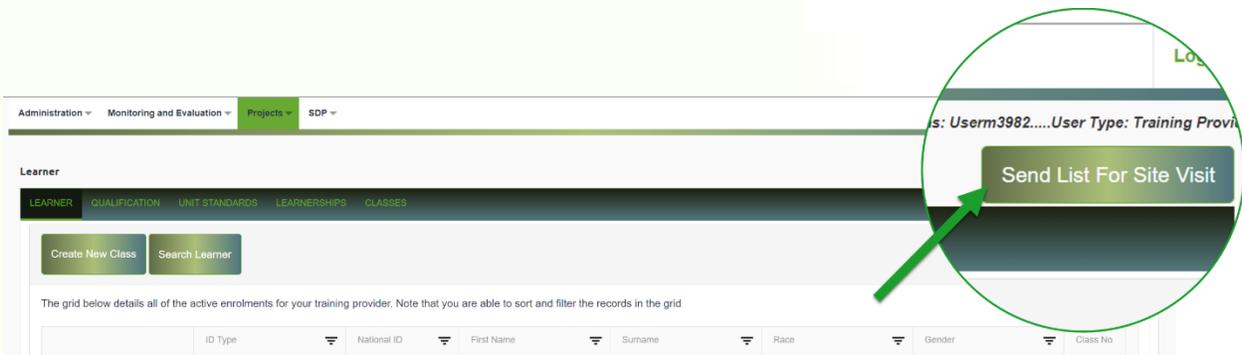


- iii. Skills Programs lists can also be marked for a Site Visit for the SDPs that are accredited for them. Follow the same process as Qualifications and Unit Standards to mark and send the learners for a Site Visit request.

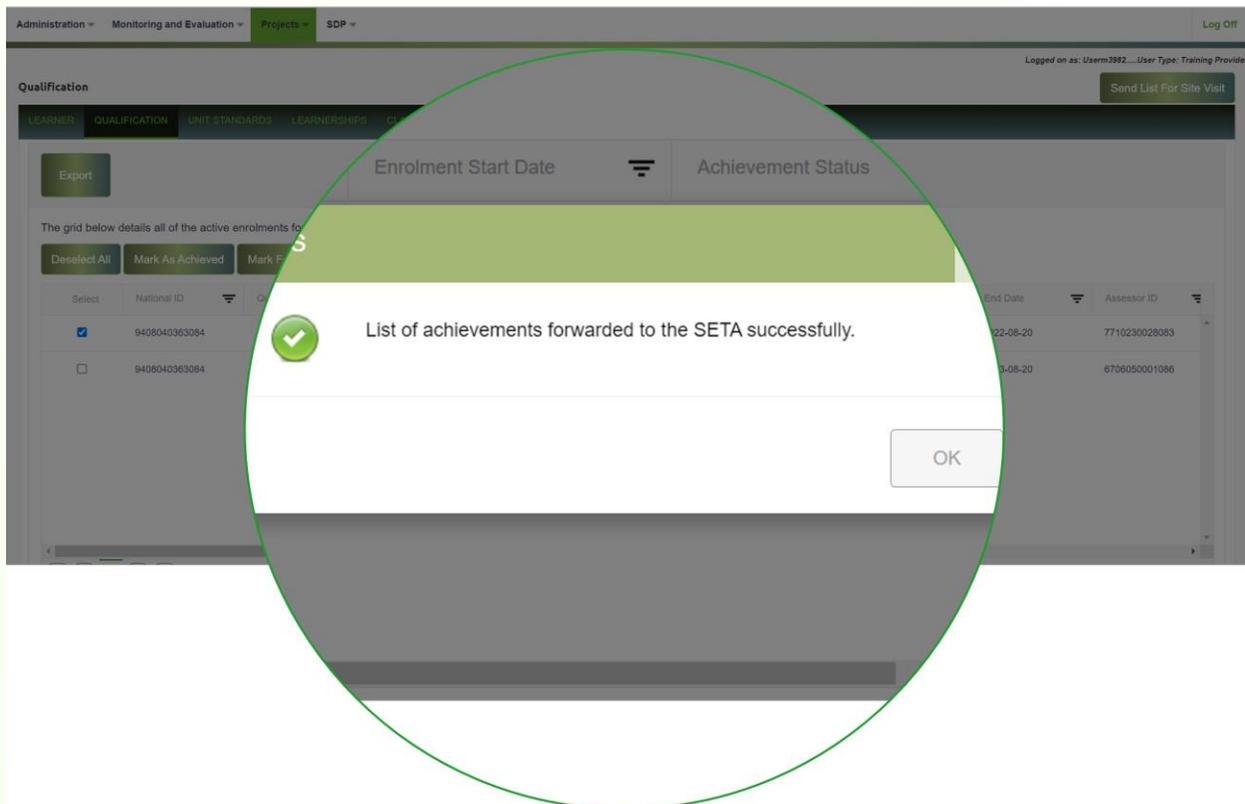
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Send List for Site Visit

- i. Once you are satisfied and have completed the list of achievements, the next thing is to send the records to the SETA and that is done by clicking the “Send List for Site Visit” button on the right hand corner, as below:



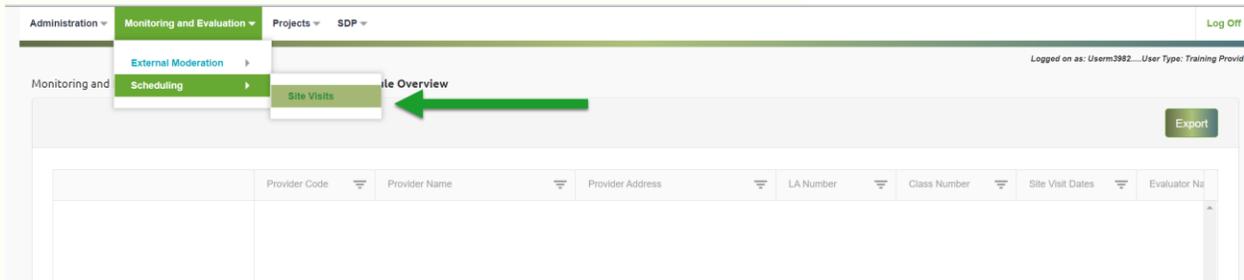
- ii. Once the “Send List for Site Visit” button has been clicked, the system displays the success message below:



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6.2 Scheduling

- i. To view the details of the Site Visit Request, navigate to “Quality Assurance” – “Scheduling” – “Site Visits” as below:



- ii. On the External Moderation page, click on “View” to open the Site Visit details as below:

