

LMIS USER GUIDE



WORKPLACE – BASED LEARNING

External

LMIS User Guide - DG

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2. Introduction

Dear Valued Employer,

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:

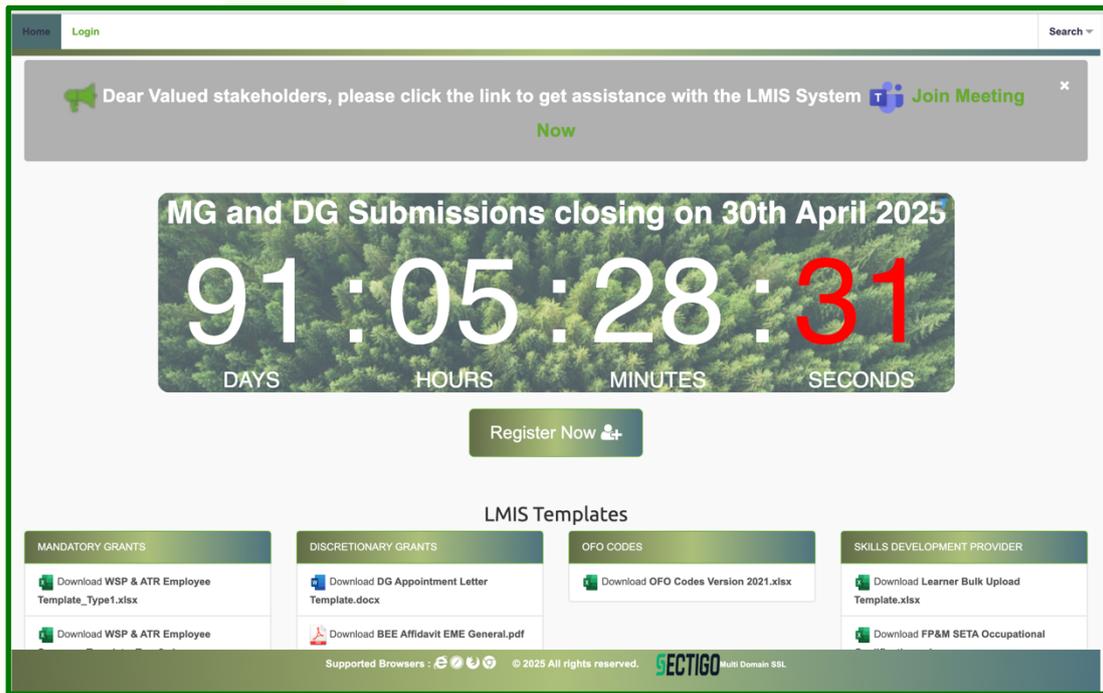
- i. Register yourself into LMIS as the FP&M SETA's Employer.
- ii. Application for Workplace-Based Learning Learnership registrations for employers that fall within the scope of the FP&M SETA;
- iii. Processing of Workplace-Based Learning applications by FP&M SETA;
- iv. Online submission of learner registration information and documents.
- v. View single Truth of the information on Workplace-Based Learning Interventions.

This user guide only covers Workplace – Based Learning Interventions functionality.

Below is the URL to access the application:

Application Name	Learner Management Information System
URL	https://lmis.fpmseta.org.za/
Recommended	Google Chrome Mozilla Firefox Apple Safari Microsoft Edge

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3. User Login

- i. You need to access LMIS to apply for Workplace – Based Learning interventions at FM&M SETA.

3.1 User Registration

- i. To register on LMIS system, click on the “**Register**” button to open the Registration page below:

- ii. Continue to create your profile by capturing the necessary information in the fields provided.
- iii. **User Type** - Please select “Employer” from the dropdown menu.

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- iv. Once the registration information is successfully submitted, a success message with will appear, and an activation email sent to the registered email address.

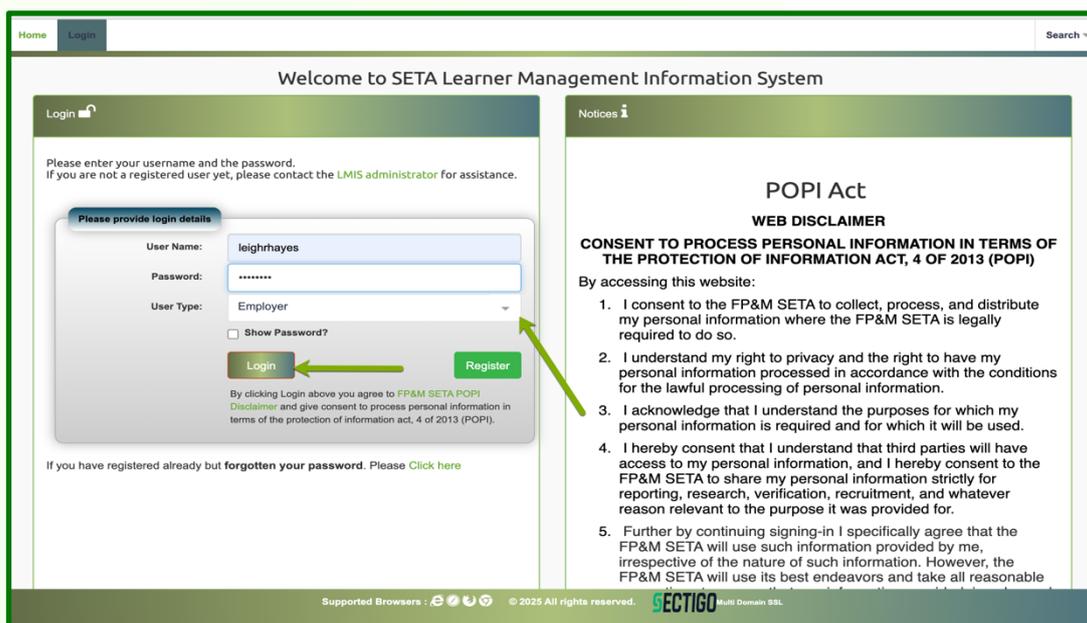
3.2 User Account Activation

- i. An activation email with the **User details** and **Activation Code** will be sent to the you.
- ii. Please copy the **Activation Code** and proceed to the LMIS Login Screen.



3.3 User Login

- i. Visit the LMIS Homepage and click on “**Login**” to proceed.
- ii. 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.



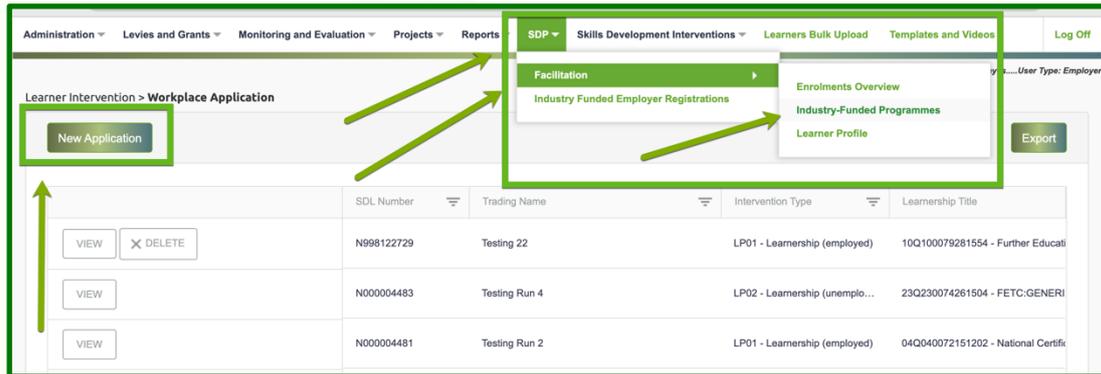
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4. Employer Profile

- i. This section contains all information related to the Employer, Interventions and learners.

4.1 Workplace-Based Learning Programmes

- i. To capture an application, click on "**SDP**", "**Facilitation**", and then click on "**Industry – Funded Programmes**". The system will then redirect to the Workplace Application Overview page as shown below:

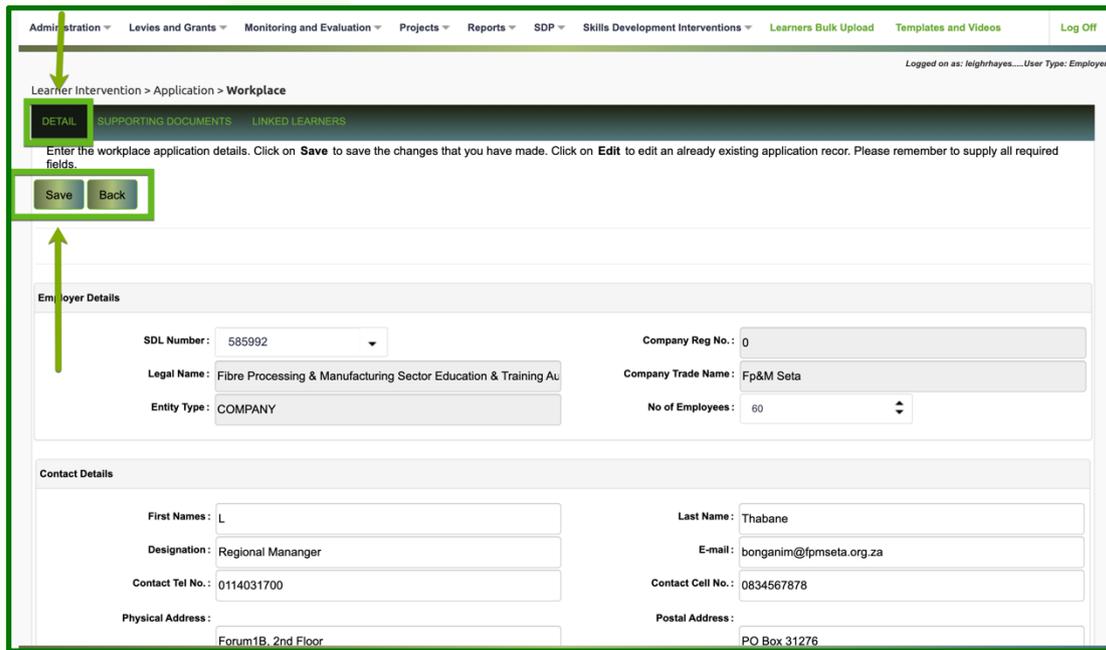


- ii. The Workplace Application Overview page has a grid that indicates all applications with the following information:
 - **SDL Number** – The Skills Development Levy Number of the lead employer linked to the application.
 - **Trading Name** – the Employer’s trading name.
 - **Intervention Type** – Learnership or Apprenticeship
 - **Learnership Title** – the name of the Learnership applied for or implemented.
 - **Qualification Title** – the name of the Qualification applied for or implemented.
 - **No. Employed** – the number of Employed learners applied for or implemented.
 - **No. UnEmployed** – the number of UnEmployed learners applied for or implemented.
 - **Approval SETA** – the responsible SETA.
 - **Workplace Approval Status** – the approval status of the workplace.
 - **Application Date** – the date the application was lodged.
 - **Approval Review Date** – the date that the application was reviewed.

5. New Application

- i. To submit a new Workplace-Based Learning Application, click on the "**New Application**" button on the Workplace Overview.
- ii. The Workplace Application page will open, as below:

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- iii. The Workplace application page contains a dark green menu bar with green text– the “Details” page must be completed and saved before proceeding to the “Supporting Documents” tab.



Attempting to click on the “Save” button without filling the form in full will highlight the compulsory information in “RED”.

- iv. Should the information not be entered and saved, the Supporting Documents and Linked Learners tabs will not be active, as below:

a. Supporting Documents



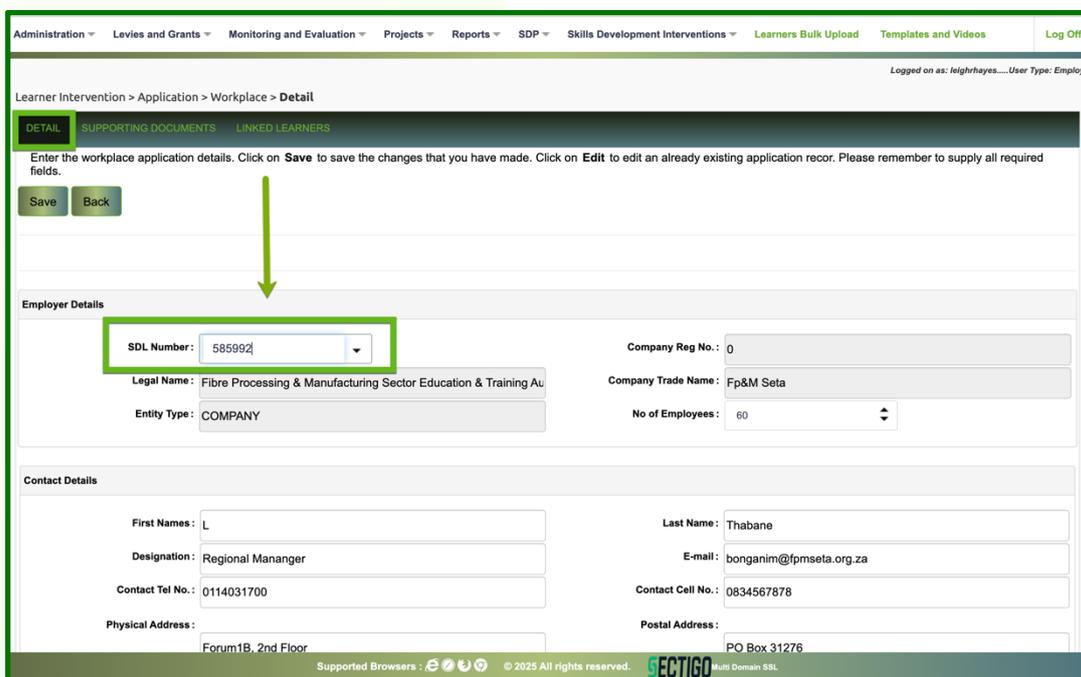
b. Linked Learners

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5.1 Lead Employer Details

- i. Type in the **SDL number** for the lead employer, the full number will appear in the drop-down menu, select the number and the lead employer's information auto-populate. If the SDL number does not appear on the dropdown menu, please contact the employer's primary SETA for registration of the learners.



Administration ▾ Levies and Grants ▾ Monitoring and Evaluation ▾ Projects ▾ Reports ▾ SDP ▾ Skills Development Interventions ▾ Learners Bulk Upload ▾ Templates and Videos ▾ Log Off

Learner Intervention > Application > Workplace > **Detail**

DETAIL SUPPORTING DOCUMENTS LINKED LEARNERS

Enter the workplace application details. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing application record. Please remember to supply all required fields.

Save Back

Employer Details

SDL Number: 585992

Company Reg No.: 0

Legal Name: Fibre Processing & Manufacturing Sector Education & Training Au

Company Trade Name: Fp&M Seta

Entity Type: COMPANY

No of Employees: 60

Contact Details

First Names: L

Last Name: Thabane

Designation: Regional Manager

E-mail: bonganim@fpmseta.org.za

Contact Tel No.: 0114031700

Contact Cell No.: 0834567878

Physical Address: Forum1B, 2nd Floor

Postal Address: PO Box 31276

Supported Browsers: © 2025 All rights reserved. SECTIGO Multi Domain SSL

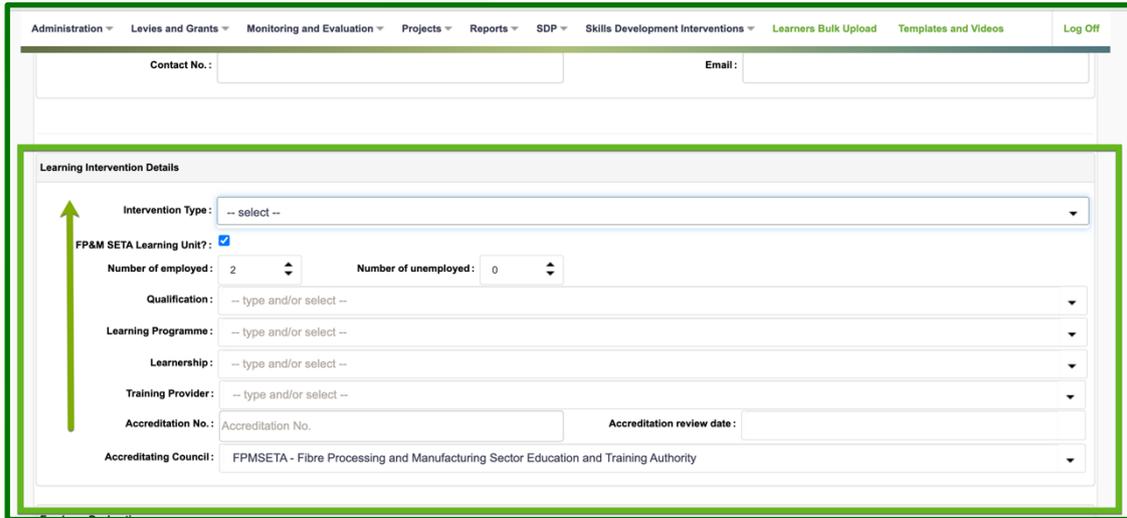
- ii. **Employer Details** – The “Employer details” section gives you the registration details of the entity.
- iii. **Contact Details** – Complete or update the entity's contact and address details.
- iv. **Alternative contact person** – Complete or update an alternative contact persons details. One of the contact persons must be from the employer.

5.2 Learning Interventions Details

- i. **Intervention Type** – select type of intervention from dropdown menu.
- ii. **FP&M SETA Learning Unit** – tick this box if the learnership/apprenticeship is a FP&M SETA accredited programme. If the learnership/apprenticeship is accredited with a different Quality Assurance body, please untick the box.
- iii. **No. of Employed** – the number of employed learners in the intervention.
- iv. **Qualification** – select the qualification linked to the intervention.

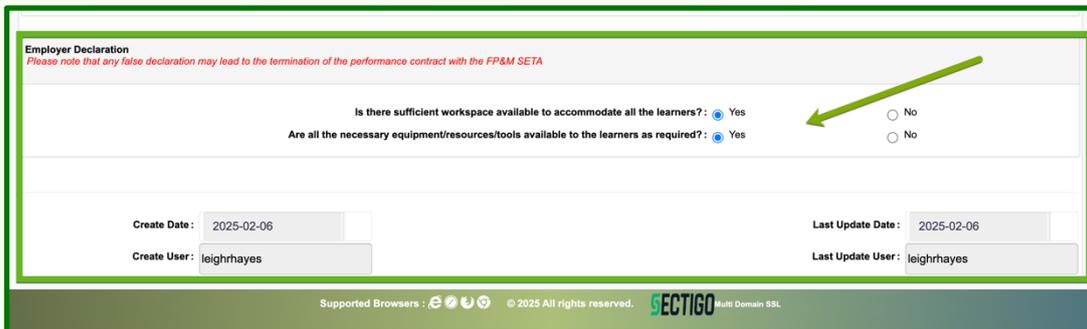
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- v. **Learning Programme** – select the Learning Programme linked to the qualification.
- vi. **Learnership** – the learnership ID.
- vii. **Training Provider** – the Skills Development Provider implementing the intervention.
- viii. **Accreditation No.** – the Skills Development Provider’s accreditation Number
- ix. **Accreditation Review Date** – the date on which the training provider’s accreditation was last reviewed.
- x. **Accrediting Council** – the training provider’s accrediting SETA.



5.3 Employer Declaration

- i. As an Employer, you will have to declare the accuracy of the following information (tick on checkbox to confirm):
 - Whether there is sufficient workspace to accommodate the learners
 - Are there sufficient resources available to learners.

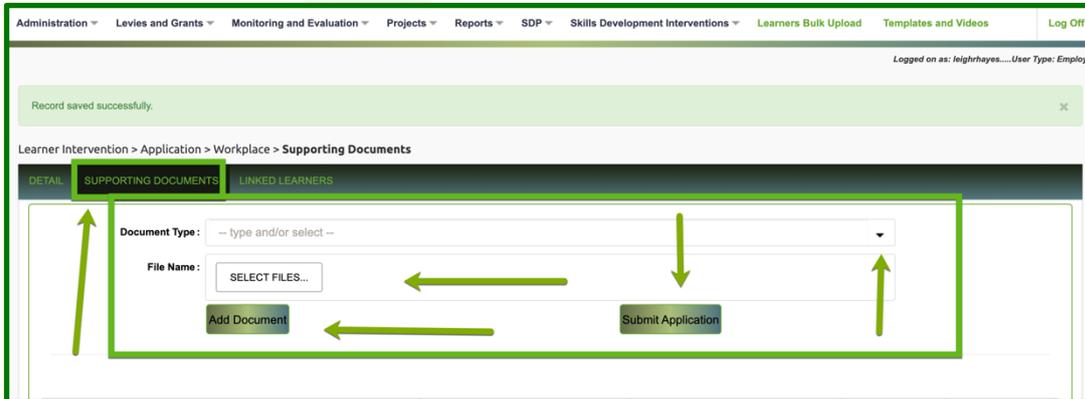


- ii. Once you have completed all the relevant information, click on the “**Save**” button to proceed. The “**Supporting Documents**” and “**Linked Learners**” tabs will activate on successful saving of the details.

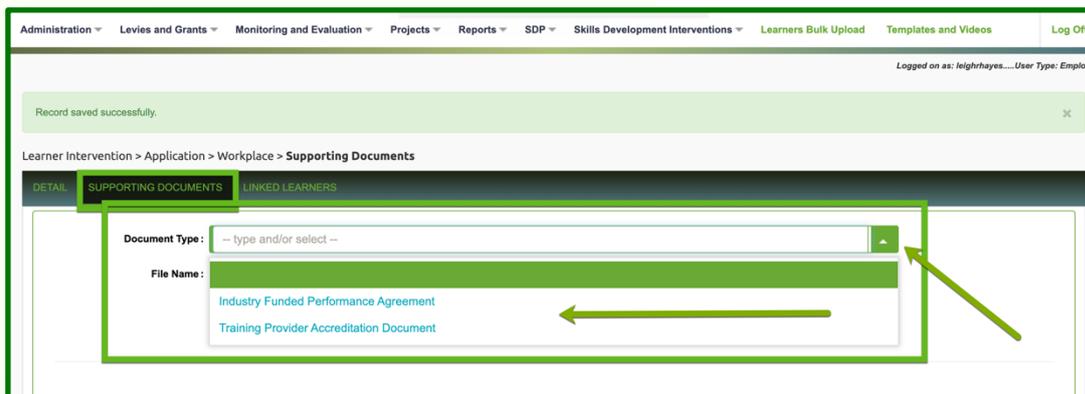
5.4 Supporting Documents

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- i. Once the “**Details**“ page has been successfully saved, click on the “**Supporting Documents**” tab and the system will navigate to the **Supporting Documents** page as shown below:



- ii. The “**Supporting Documents**” section allows you to upload the following documents that are required for the submission of the **Workplace-Based Learning Intervention** application:

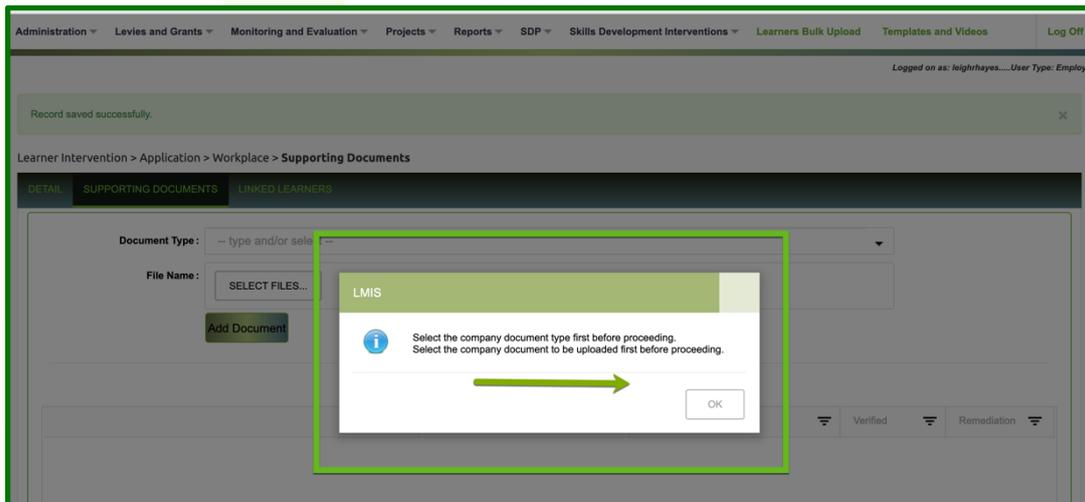


- **Industry Funded Performance Agreement** – the signed Workplace-Based Learning performance Agreement.(to be uploaded later after approval)
 - **Training Provider Accreditation Document** – the Skills Development Provider’s accreditation certificate/document.
- iii. **Add Document** – continue to click on this button to complete the document uploading process.



Attempting to click on the “**Add Document**” button without uploading any document the system will highlight the compulsory information in “**RED**”.

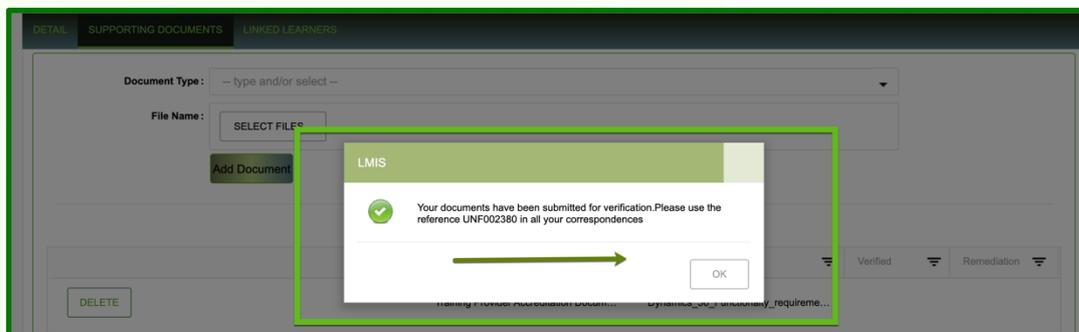
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- i. Choose the type of document you wish to upload and click on the **“Select Files”** button and select the relevant document, select **“Open”**, then click on the **“Add document”** button.
- ii. The added document will appear on the grid.

5.5 Submit Application

- i. Once you have uploaded all the necessary documentation, click on the **“Submit Application”** button to proceed.
- ii. The system will submit the application, show a success message with a Reference Number and populates the submitted in the grid, as below:



- iii. Upon successful submission the following will screen will appear, allowing you view your application and continue as shown below.

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Learner Intervention > Workplace Application

New Application Export

	SDL Number	Trading Name	Intervention Type	Leashership Title
VIEW X DELETE	N998122729	Testing 22	LP01 - Leashership (employed)	10Q100079281554 - Further Educati
VIEW	N000004483	Testing Run 4	LP02 - Leashership (unemplo...	23Q230074261504 - FETC:GENERI
VIEW	N000004481	Testing Run 2	LP01 - Leashership (employed)	04Q040072151202 - National Certifi
VIEW	N000001126	Fpm Seta	LP01 - Leashership (employed)	10Q100052161272 - National Certifi
VIEW	N000000001	Fp&M Seta	LP01 - Leashership (employed)	04Q040092151202 - National Certifi

iv. An email is also sent to the email address provided as per the application, as shown below:



5.6 Linked Learners

i. The “**Linked Learners**” screen shows you learner information linked to the Workplace-Based Learning application as below:

Administration ▾ Levies and Grants ▾ Monitoring and Evaluation ▾ Projects ▾ Reports ▾ SDP ▾ Skills Development Interventions ▾ Learners Bulk Upload Templates and Videos Log Off

DETAIL SUPPORTING DOCUMENTS **LINKED LEARNERS**

Back

The grid below details all of the learners considered in the Workplace Application for .
Note that you are able to sort and filter the records in the grid

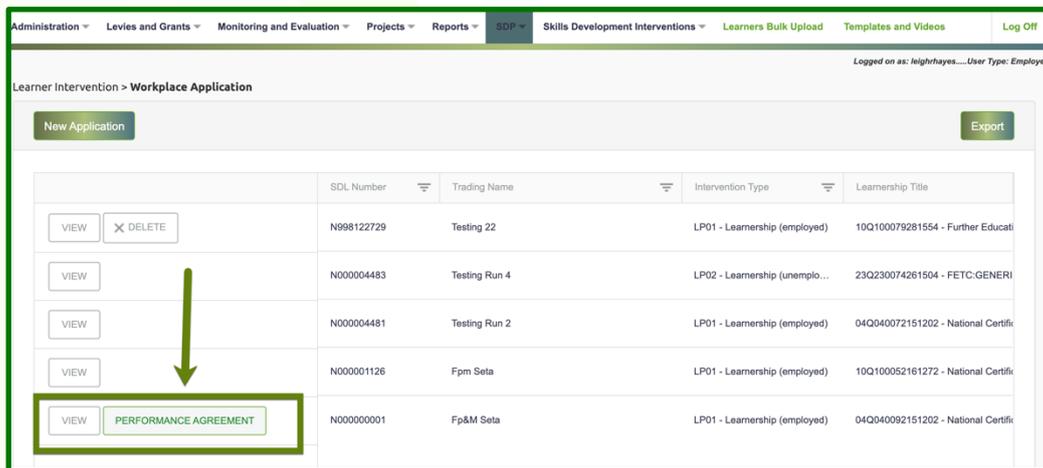
	ID Type	National ID	First Name	Surname

v. Learners can only be updated once the Employer supporting documents are all verified by FP&M SETA Staff.

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6. Employer Signs Performance Agreement

- i. On receipt of the Workplace-Based Learning Approval email, the employer logs into LMIS to download and sign the Performance Agreement as shown below:

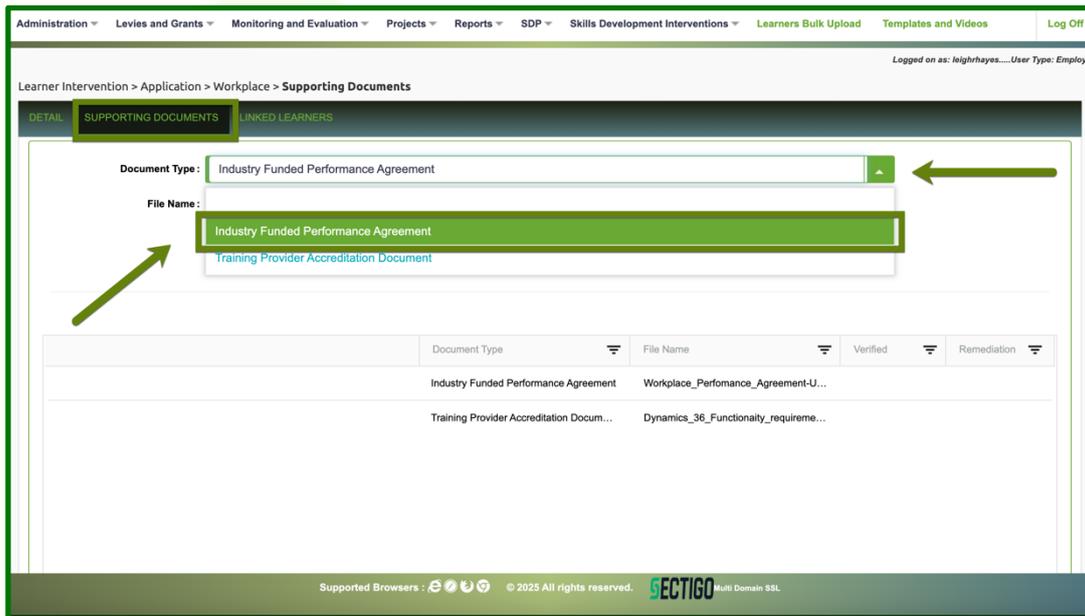


- ii. Click on the Performance Agreement to download it, this how the document should look:

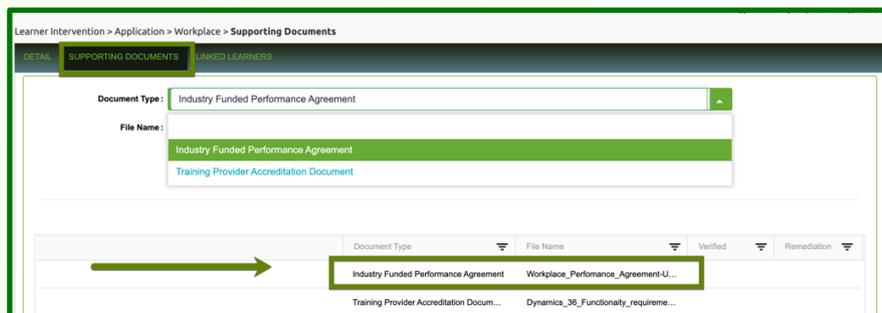


- iii. Once the Performance Agreement is signed, click on the "View" button to upload the document as requested by FP&M SETA, as shown below:

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- iv. Navigate to the “**Supporting Documents**” tab and select “**Workplace-Based Learning Performance Agreement**” from the Document Type menu as above, select the file to be uploaded and click on “**Add Document**” to complete the process.
- v. The uploaded Document will populate in the grid, as shown below:



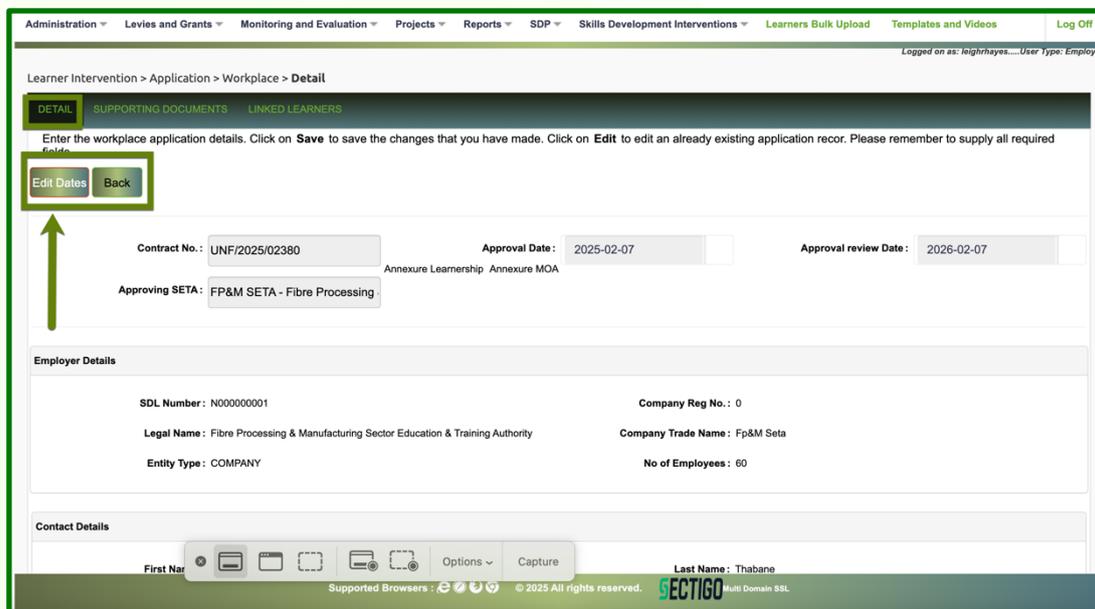
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7. Add Learners and Supporting Documents

- i. On receipt of the Compliant Workplace-Based Learning Performance Agreement email, the employer logs into LMIS to load the learners.

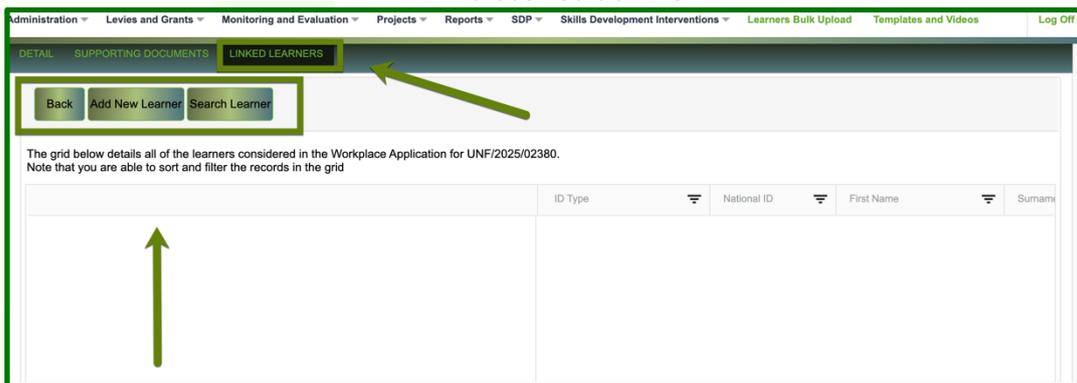


- ii. Navigate to the Workplace Applications page and click on the “View” button on the application you wish to add learners to, as below:



- iii. On the Workplace Details tab, the contract number will be visible, you can now edit the Approval and Approval review dates as above.
- iv. Navigate to the “Linked Learners” tab to load learners, as below:

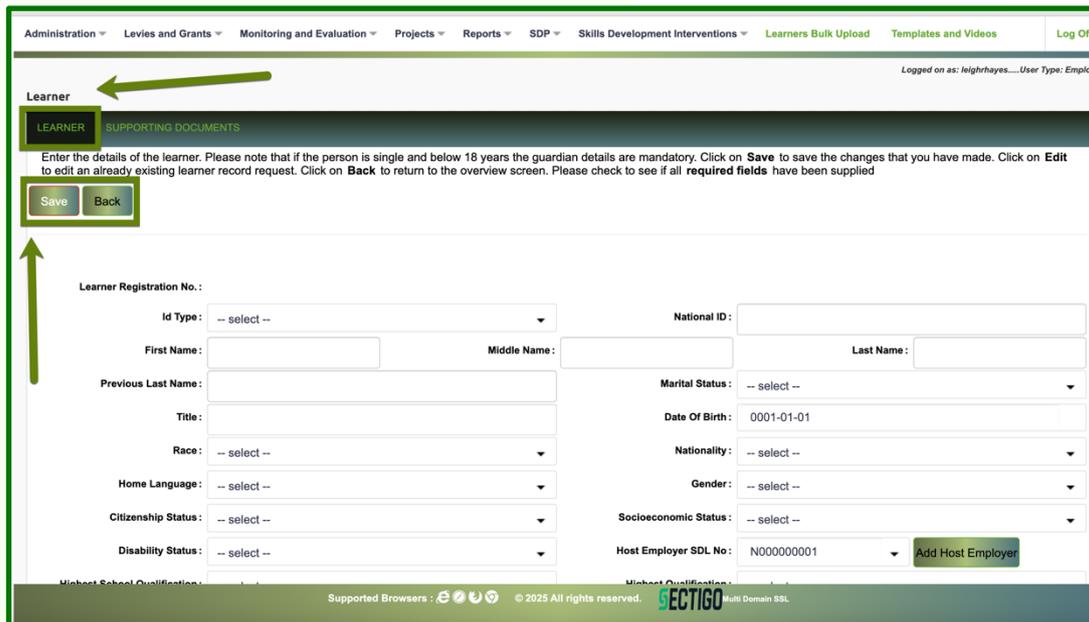
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- v. The Linked Learners tab allows you to either **“Add New Learner”** or **“Search Learner”** as shown above.

7.1 Add New Learner

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

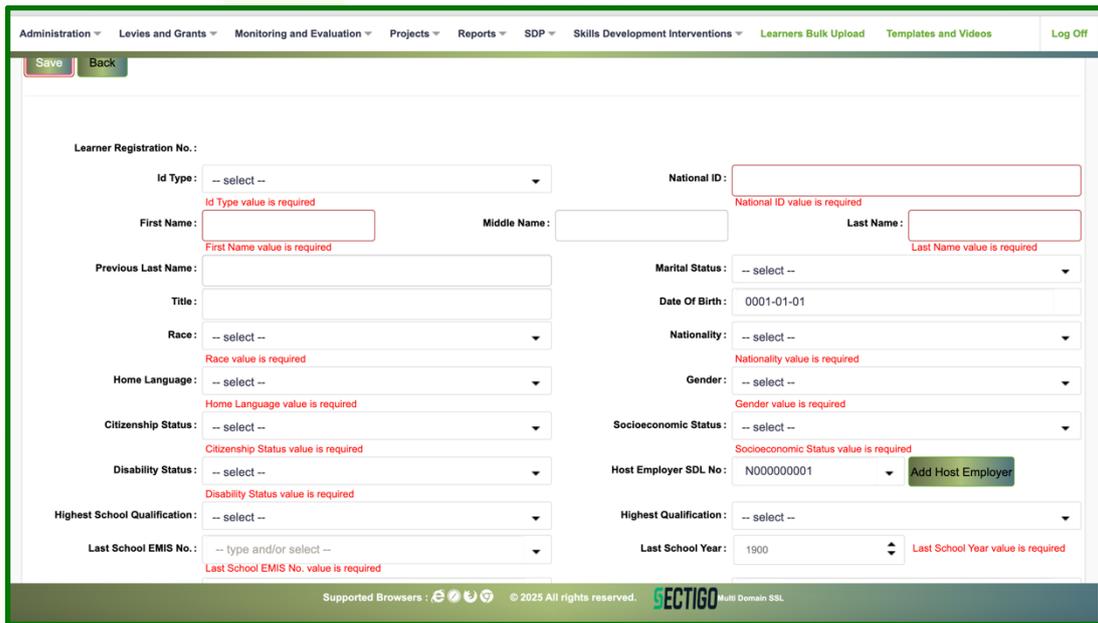


- ii. You will then populate the screen above with Learner information and then scroll further down to capture contact details.

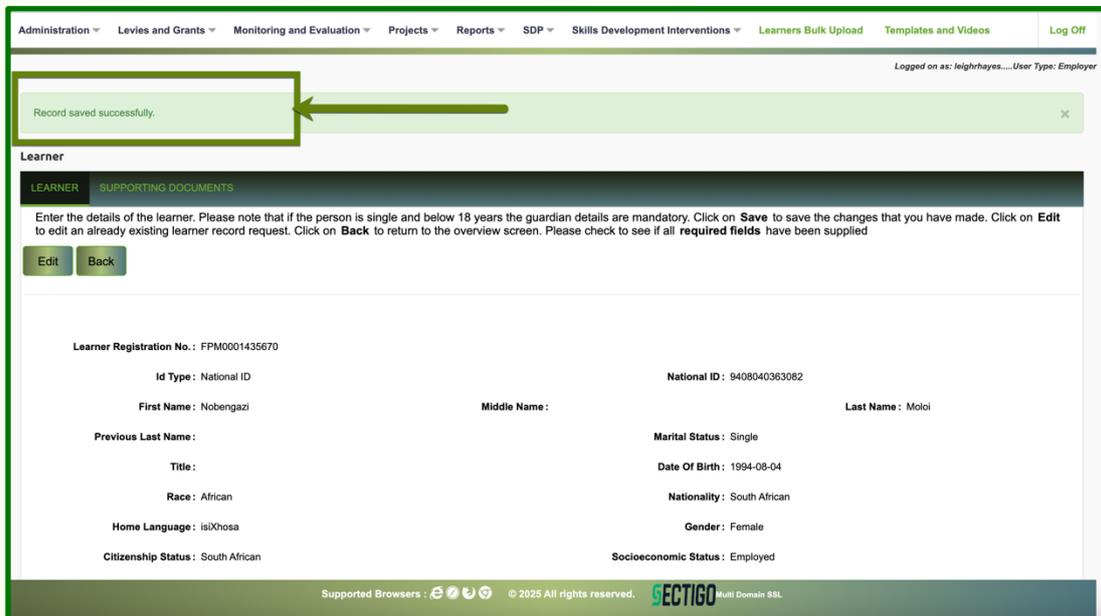


Attempting to click on the **“Save”** without mandatory information missing, the system will highlight the missing data in **“RED”** as shown below:

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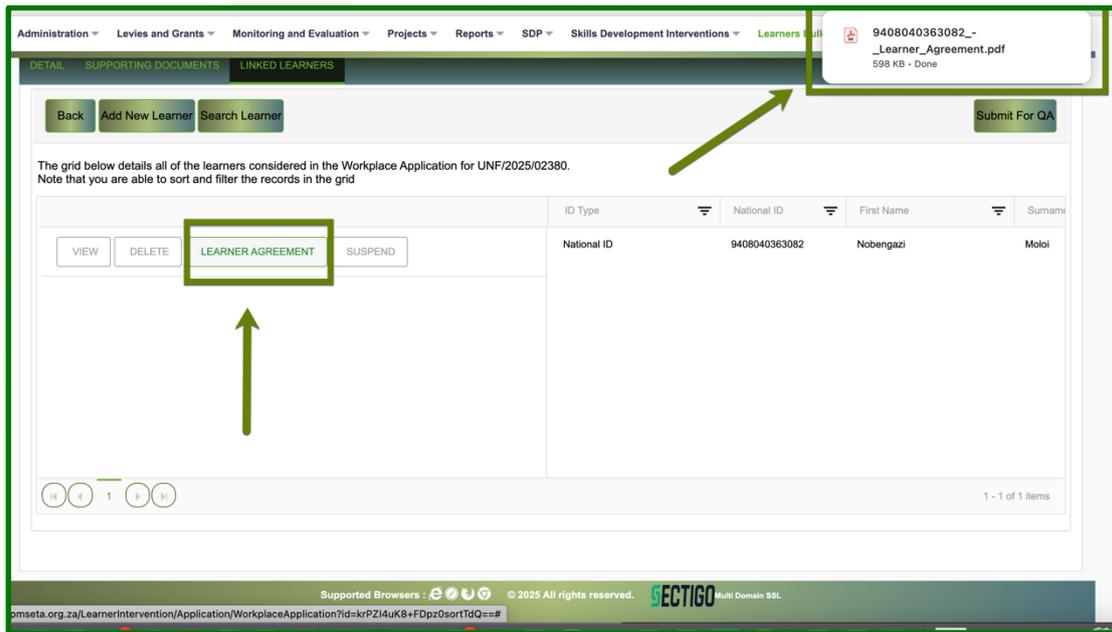


- iii. Once all the information required has been captured, you click on the **"Save"** button to proceed. The system will then generate a success message in **"Green"** and the learner profile, as shown below:



- iv. With the Learner details saved, you can continue to click on the **"Learner Agreement"** button to download the Learner Agreement as shown below:

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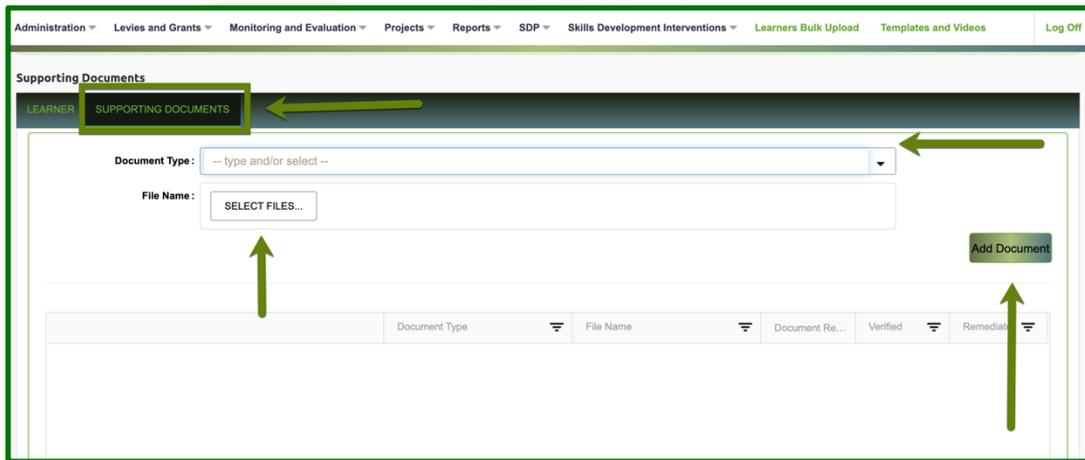
v. The Learner Agreement should be in this format shown below:

FP&MSETA FUTURE SKILLS • EMPLOYABILITY • GROWTH		WORK-BASED LEARNING PROGRAMME AGREEMENT		
Workplace Based Learning Programme Type	Indicate with an X ONLY ONE TYPE	Workplace Based Learning Programme Type	Indicate with an X ONLY ONE TYPE	
Apprenticeship	X	Student Internship		
Learnership		Graduate Internship		
Internship for the "N" Diploma		AET		
Candidacy		Bursary		
Student Internships: Category A		Skills Programme		
Student Internships: Category B		Work Integrated Learning		
Student Internships: Category C				
LEARNER DETAILS				
NAME	Nobengazi			
SURNAME	Moloi			
ID NUMBER	9408040363082			
LEARNERSHIP TITLE	National Certificate in CTFL Manufacturing Processes: Non Woven Processes			
LEARNERSHIP ID NUMBER	04Q040092151202			
LEARNER STATUS (employed - 18.1 / unemployed - 18.2)	18.1			
DG REFERENCE NUMBER	UNF/2025/02380			

7.2 Supporting Documents

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

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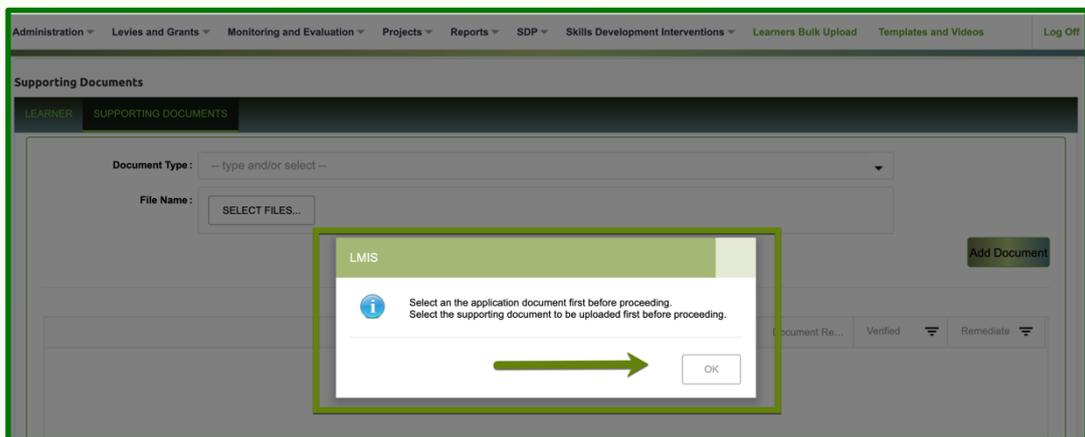


iii. The Documents Upload section allows you to capture the following information:

- **Document Type** – Select the name of the document you want to upload.
- **File Name** – Selected the relevant document to upload.
- **Add Document** – Upload the selected document by clicking “**Add Document**” button to upload.

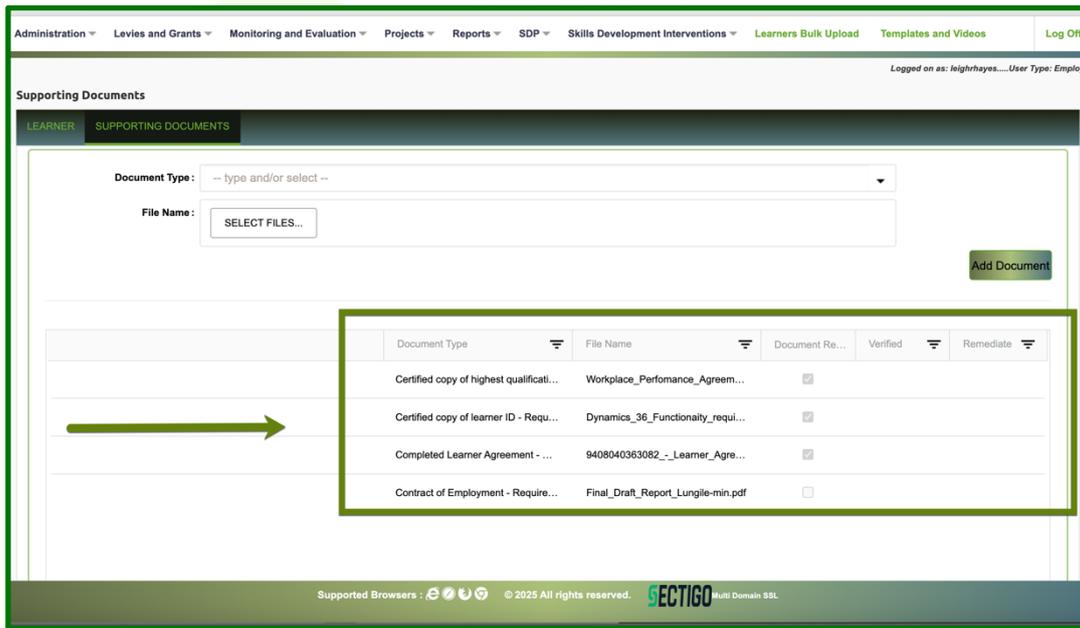


Attempting to click on the “**Add Document**” button without selecting any files, the system will highlight the missing data as shown below:



iv. Continue to select all the relevant documents and add them to the learner record. The uploaded documents appear in the upload Grid as below:

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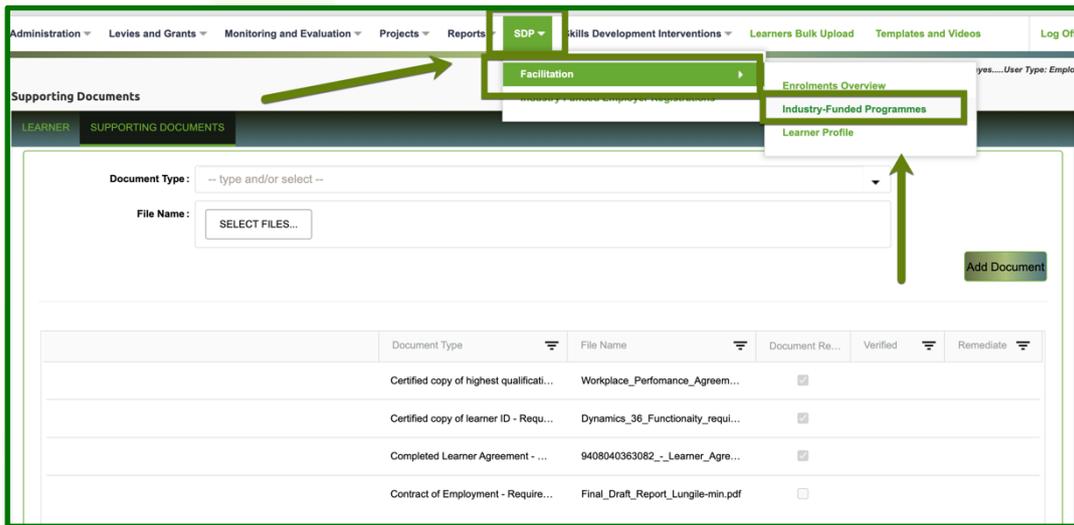
The upload Grid provides you with the following information:

- **Document type** – the kind of the document uploaded.
 - **File Name** – the name of the file as saved on the user’s computer.
 - **Document Required?** – whether the document is required.
 - **Verified** – whether the learners have been verified.
 - **Remediate** – whether the learner has been remediated.
- v. Continue to follow the steps above to add more learners to the interventions.

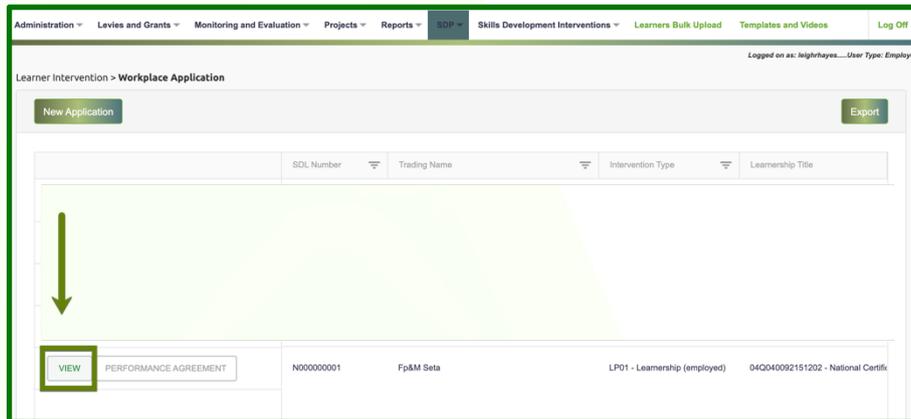
7.3 Submit For QA

- i. Once you have added all the learners and the documents required, click **“SDP”**, **“Facilitation”** and **Industry Funded Programmes** as shown below:

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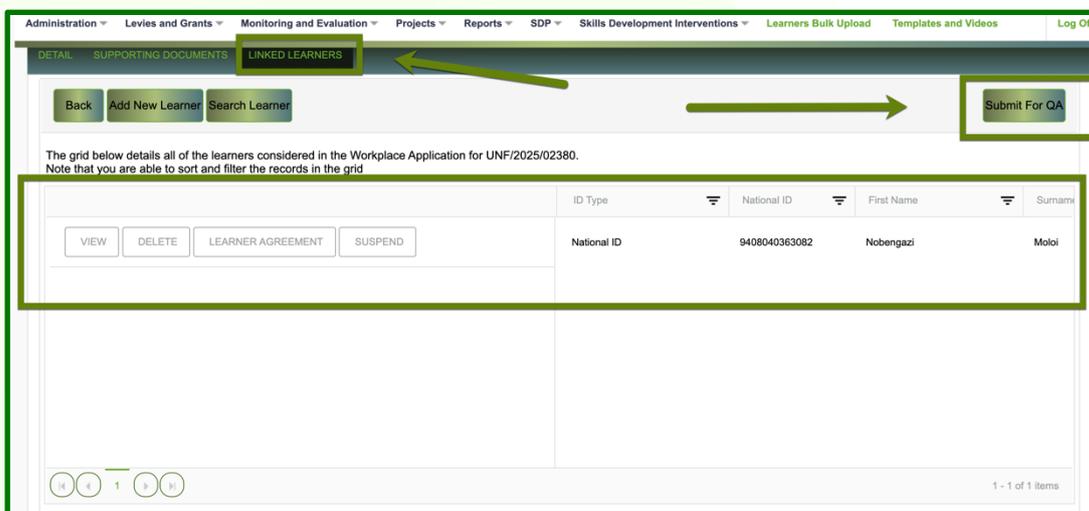


ii. Click **“View”** as shown below:



iii. Once you have clicked **“View”** navigated to **“Linked Learners”** to see all the linked learners.

iv. Click on the **“Submit For QA”** button as shown below:



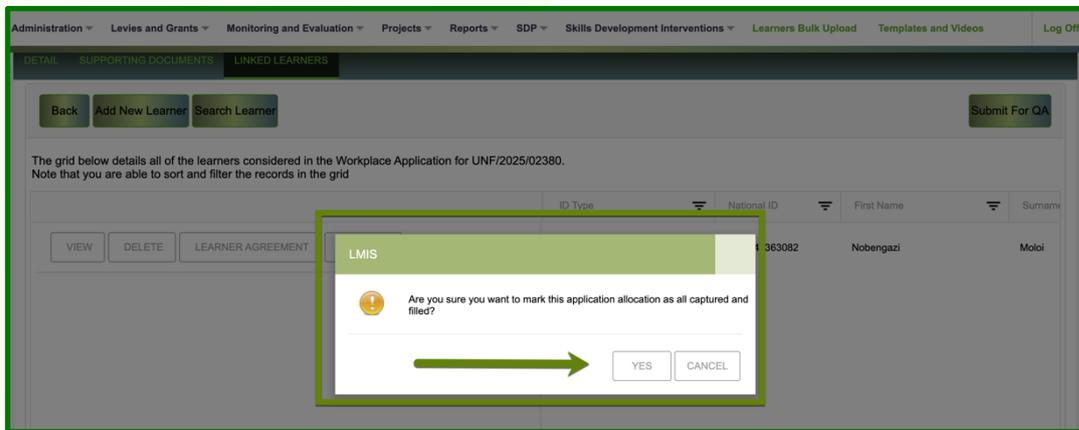
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- v. When satisfied with all the learners and documents added, click on the **“Submit For QA”** button as shown above.

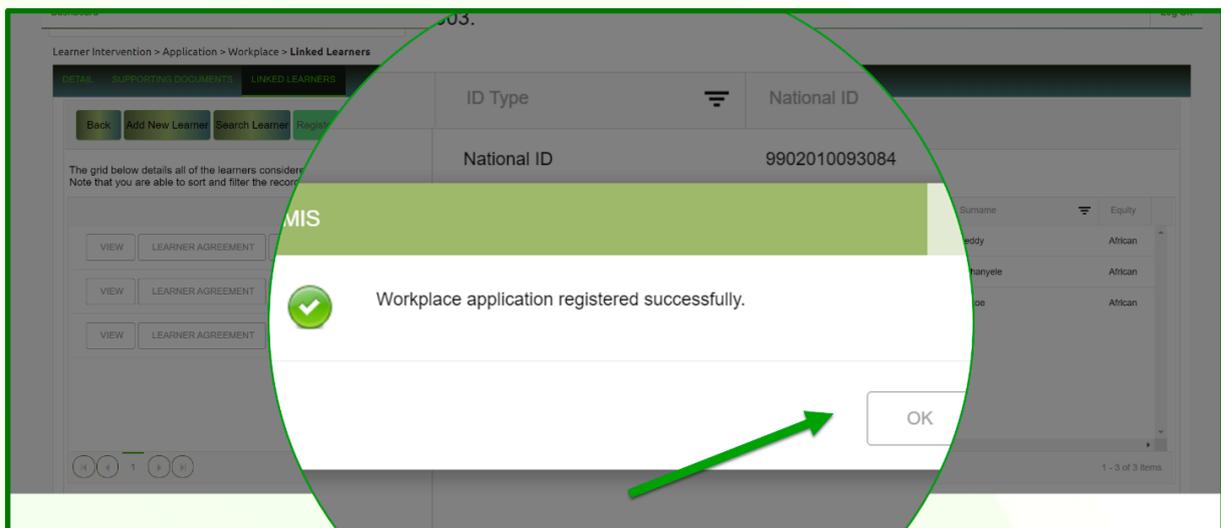


Attempting to click on the **“Submit For QA”** button without uploading the required documents, the system will provide a notification to prompt action.

- vi. Once all Learners and Documents are successfully uploaded and Employer is satisfied, Click **“Submit For QA”** and the following screen will appear:



- vii. Click **“Yes”** should you wish to continue, or **“Cancel”**.
- viii. Once you click **“Yes”** the system will generate a success message as shown below:



END