

FUTURE SKILLS • EMPLOYABILITY • GROWTH

WORKPLACE – BASED LEARNING

External



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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



Home	Login				Search 🕶						
	Pear Valued stakeholders, please click the link to get assistance with the LMIS System 📬 Join Meeting Now										
	MG and DG Submissions closing on 30th April 2025 91 05 28 31 DAYS HOURS MINUTES SECONDS										
_		LIMISTE	implaces								
MAN	DATORY GRANTS	DISCRETIONARY GRANTS	OFO CODES	SKILLS DEVELOPMENT PROVIDER							
tem)	Download WSP & ATR Employee plate_Type1.xisx	Download DG Appointment Letter Template.docx	Download OFO Codes Version 2021.xisx	Download Learner Bulk Upload Template.xlsx							
1	Download WSP & ATR Employee	Download BEE Affidavit EME General.pdf		Download FP&M SETA Occupation	al						
		Supported Browsers : 🗲 🖉 🗳 🦁 🕲 ۵ 🕫	All rights reserved. SECTIGO H uiti Domain SSL								

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:

Home Login		Search 🔻
Register User		
User Name:	Nobengazi	
E-mail Address:	leighrhayes8@gmail.com	
User Type:	Employer	
Password:		
Confirm password:		
Show Password(s)?:		
	V I'm not a robot	
	Register	

- 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.



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.





4. Employer Profile

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

4.1 Workplace-Based Learning Programmes

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:

Administration - Levies and Grants - Monitoring and Evalu	ation - Projects -	Reports	SDP - Skills Development Intervention	ons 🔻 Lea	arners Bulk Upload	Templates and Videos	Log Off
Learner Intervention > Workplace Application	/		Facilitation Industry Funded Employer Registration	, IS	Enrolments Ove Industry-Funde Learner Profile	prview d Programmes	User Type: Employer
1 1	SDL Number	Tradin	g Name =	Interventi	on Type	- Learnership Title	
VIEW	N998122729	Testing	3 22	LP01 - Le	arnership (employed	10Q100079281554 -	Further Educati
VIEW	N000004483	Testing	g Run 4	LP02 - Le	arnership (unemplo	. 23Q230074261504 -	FETC:GENERI
VIEW	N000004481	Testing	g Run 2	LP01 - Le	earnership (employed) 04Q040072151202 -	National Certific

- 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:



Admin stration - Levies and Gra	ts Monitoring and Evaluation	Projects 👻 Reports 👻	SDP - Skills Development Intervention	s ▼ Learners Bulk Upload	Templates and Videos	Log Off
					Logged on as: leighrhayesUser 1	Type: Employer
Learner Intervention > Application	on > Workplace					
DETAIL SUPPORTING DOCUM	ENTS LINKED LEARNERS	_		_	_	
Enter the workplace applicatio fields.	n details. Click on Save to save the	e changes that you have n	nade. Click on Edit to edit an already exi	sting application recor. Please	remember to supply all require	əd
Save Back						
1						
Em <mark>i</mark> loyer Details						
SDL Number	: 585992 •		Company Reg No.:	0		
Legal Name	Fibre Processing & Manufacturin	ng Sector Education & Trai	ning Au Company Trade Name :	Fp&M Seta		
Entity Type	COMPANY		No of Employees :	60	\$	
Contact Details						
First Names	· [Last Name	Thebane		
Desimation			E mail			
Designation	Regional Mananger		E-mail :	bonganim@fpmseta.org.za		
Contact Tel No	: 0114031700		Contact Cell No. :	0834567878		
Physical Address	:		Postal Address :			
	Forum1B, 2nd Floor			PO Box 31276		

 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

Administration 👻	Levies and Grants $ earrow$	Monitoring and Evaluation -	Projects 👻	Reports 👻	SDP 👻	Skills Development Interventions $ imes$	Learners Bulk Upload	Templates and Videos	Log Off
								Logged on as: leighrhayesUser T	ype: Employer
Learner Interven	tion > Application > W	orkplace > Supporting Docu	ments						
DETAIL	PORTING DOCUMENTS	LINKED LEARNERS				_	_	_	
Applications ne	eds to be saved first to	be linked to supporting docu	ments						

b. Linked Learners



Administration –	Levies and Grants 👻	Monitoring and Evaluation –	Projects 🔻	Reports 🔻	SDP 👻	Skills Development Interventions –	Learners Bulk Upload	Templates and Videos	Log Off
								Logged on as: leighrhayesUser 1	Type: Employer
Learner Interve	ntion > Application > W	orkplace > Linked Learners							
DETAIL SU	PPORTING DOCUMENTS	LINKED LEARNERS			_				
Applications n	eeds to be approved fir	st to be linked to learners doc	uments						

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					
								Logged on as: leighrhayesUser	Type: Employ					
Learner Interven	Learner Intervention > Application > Workplace > Detail													
DETAIL	DETAIL SUPPORTING DOCUMENTS LINKED LEARNERS													
Enter the work fields.	place application	details. Click on Save to save the	e changes that	t you have mad	le. Click	on Edit to edit an already exis	ting application recor. Pleas	se remember to supply all requi	red					
Save Back	K													
Employer Details		*												
	SDL Number :	585992				Company Reg No. :	0							
	Legal Name :	Fibre Processing & Manufacturin	g Sector Educ	cation & Trainin	ig Au	Company Trade Name :	Fp&M Seta							
	Entity Type :	COMPANY				No of Employees :	60	\$						
Contact Details														
	First Names :	L				Last Name :	Thabane							
	Designation :	Regional Mananger				E-mail:	bonganim@fpmseta.org.za	1						
	Contact Tel No.:	0114031700				Contact Cell No.:	0834567878							
	Physical Address :					Postal Address :								
		Forum1B, 2nd Floor	Brouwoore : 🗗	0 K) 0	025 All d	FECTICO	PO Box 31276							
		Supported	Browsers : Core		023 All N		u 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.



- 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.

Administration T Levies and Gran	w Monitoring and Evaluation v Projects v Reports v SDP v Skills Development Interventions v Learners Bulk Upload Templates and Videos	Log Off
Contact No.	Email :	
		_
Learning Intervention Details		
Intervention Type	select	•
FP&M SETA Learning Unit?		_
Number of employed	2 Xumber of unemployed: 0	
Qualification	- type and/or select	•
Learning Programme	- type and/or select -	•
Learnership	type and/or select	•
Training Provider	type and/or select	•
Accreditation No.	Accreditation No. Accreditation review date :	
Accreditating Council	FPMSETA - Fibre Processing and Manufacturing Sector Education and Training Authority	-

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.

Employer Declaration Please note that any faise declaration may lead to the termination of the performance contract with the FP&M SETA	
Is there sufficient workspace available to accommodate all the learners? :	○ No ○ No
Create Date: 2025-02-06 Create User: leighthayes	Last Update Date: 2025-02-06 Last Update User: leighthayes
Supported Browsers : 🔗 🖉 🐑 👳 2025 All rights reserved. 🛛 🕤 ECTIGO #util Domain SSL	

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



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:

Administration -	Levies and Grants $ egitting \label{eq:levies}$	Monitoring and Evaluation –	Projects 👻	Reports 👻	SDP 👻	Skills Development Interventions $ arr$	Learners Bulk Upload	Templates and Videos	Log Off
								Logged on as: leighrhayesUse	Type: Employe
Record saved su	ccessfully.								×
Learner Interven	tion > Application > W	/orkplace > Supporting Docu	ments						
DETAIL SUP	PORTING DOCUMENTS	LINKED LEARNERS							
	Document Type :	- type and/or select						•	
	File Name :	SELECT FILES	-			. 🕴			
	Ad	Id Document				Submit Application			
									-

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:

Administration -	Levies and Grants	 Monitoring and Evaluation 	Projects 👻	Reports 👻	SDP 👻	Skills Development Interventions –	Learners Bulk Upload	Templates and Videos	Log Off
								Logged on as: leighrhayesUser	Type: Employ
Record saved su	ccessfully.								×
Learner Interven	tion > Application >	Workplace > Supporting Docu	ments						
DETAIL SUP	PORTING DOCUMENT	LINKED LEARNERS							
	Document Type :	type and/or select							
	File Name :								
		Industry Funded Performance	Agreement						
		Training Provider Accreditation	Document						

- 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".



Administration - Levies and Grants	Monitoring and Evaluation *	Projects 👻 Reports 👻	SDP - Skills Development Interventions -	Learners Bulk Upload	Templates and Videos	Log Off
					Logged on as: leighrhayesUser 7	ype: Employe
Record saved successfully.						×
Learner Intervention > Application	> Workplace > Supporting Docu	ments				
DETAIL SUPPORTING DOCUMEN	INKED LEARNERS					
Document Type :	- type and/or sele				•	
File Name :	SELECT FILES	s				
	Add Document	Select the company of	document type first before proceeding. Jocument to be uploaded first before proceeding.			
		_	ОК	- Vor	ified 💂 Remediation 🖷	-

- 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.



Learner Intervention > Workplace Application					
New Application					Export
	SDL Number	Trading Name	=	Intervention Type	Learnership Title
VIEW	N998122729	Testing 22		LP01 - Learnership (employed)	10Q100079281554 - Further Educati
VIEW	N000004483	Testing Run 4		LP02 - Learnership (unemplo	23Q230074261504 - FETC:GENERI
VIEW	N000004481	Testing Run 2		LP01 - Learnership (employed)	04Q040072151202 - National Certific
VIEW	N000001126	Fpm Seta		LP01 - Learnership (employed)	10Q100052161272 - National Certific
View	N00000001	Fp&M Seta		LP01 - Learnership (employed)	04Q040092151202 - National Certific

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 👻 Sk	ills Development Interven	ions 🔻	Learners Bulk Uploa	d Templates and Videos	Log
DETAIL SUPPORTING DOCUMENTS	LINKED LEARNERS								
Back									
The grid below details all of the lear Note that you are able to sort and fil	ners considered in the Workpl ter the records in the grid	ace Application	n for .						
				ID T	ype -	Natio	onal ID \Xi	First Name =	Sumame

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



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:

Administration – Levies and Grants – Monitoring and Evalu	ation 👻 Projects 👻 R	Reports - SDP -	Skills Development Intervention	s 👻 Learners Bulk Upload	Templates and Videos	Log Off
					Logged on as: leighrhayesUser	Type: Employer
Learner Intervention > Workplace Application					Ex	port
	SDL Number =	Trading Name	-	Intervention Type	Learnership Title	
VIEW	N998122729	Testing 22		LP01 - Learnership (employed)	10Q100079281554 - Further E	ducati
VIEW	N000004483	Testing Run 4		LP02 - Learnership (unemplo	23Q230074261504 - FETC:GE	NERI
VIEW	N000004481	Testing Run 2		LP01 - Learnership (employed)	04Q040072151202 - National	Certific
VIEW	N000001126	Fpm Seta		LP01 - Learnership (employed)	10Q100052161272 - National	Certific
VIEW PERFORMANCE AGREEMENT	N000000001	Fp&M Seta		LP01 - Learnership (employed)	04Q040092151202 - National	Certific

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:



Administration -	Levies and Grants	 Monitoring and Evaluation - 	Projects 👻	Reports –	SDP 👻	Skills Develo	pment Interventions –	Learners Bulk Up	load Templat	es and Videos	Log Off
									Logged	l on as: leighrhayesUs	er Type: Employe
Learner Interver	tion > Application >	 Workplace > Supporting Docu 	ments								
DETAIL	PORTING DOCUMENT										
	Document Type :	Industry Funded Performance	Agreement								
	File Name :										
		Industry Funded Performance	Agreement								
		Training Provider Accreditation	Document								
			D			_	Prile Manuel	_	11-18-1		_
			Doc	sument Type		-	File Name	-	verified	- Remediation	-
			Indu	ustry Funded F	erformance	Agreement	Workplace_Perfomanc	e_Agreement-U			
			Trair	ning Provider	Accreditatio	n Docum	Dynamics_36_Function	naity_requireme			
		Supported I	Browsers : 🖉	000 ·	0 2025 All ri	ights reserved.	5ECTIGO Multi Dor	main SSL			

- 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:

Learner Intervention > Application > Workplace > Support DETAL SUPPORTING DOCUMENTS LINKED LEARNER	ting Documents
Document Type : Industry Funded Per File Name :	formance Agreement
Industry Funded Perf Training Provider Acc	formance Agreement creditation Document
	Document Type
	Industry Funded Performance Agreement Wlorkplace, Performance, Agreement-U Training Provider Accreditation Docum Dynamics, 36, Functionalty, requireme



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:

Administration –	Levies and Grants ~	Monitoring and Evaluation -	Projects 👻	Reports 👻 SDP	Skills Development Intervention	s 👻 Learners Bulk Upload	Templates and Videos	Log Off
							Logged on as: leighrhayesUse	r Type: Employe
Learner Interventi	ion > Application >	workplace > Detail						
DETAIL	ORTING DOCUMENTS	S LINKED LEARNERS			-			
Enter the workp	place application de	tails. Click on Save to save the	e changes that y	ou have made. C	ck on Edit to edit an already exi	sting application recor. Please r	emember to supply all requ	lired
Edit Dates Bac	ck							
	Contract No.:	NF/2025/02380	Annexure Learner	ship Annexure MOA	2025-02-07	Approval review Da	te: 2026-02-07	
1	Approving SETA : FF	&M SETA - Fibre Processing						
Employer Details								
	SDL Number: N0	00000001			Company Reg No.:	0		
	Legal Name : Fib	ore Processing & Manufacturing Sec	tor Education & Tr	aining Authority	Company Trade Name	Fp&M Seta		
	Entity Type : CC	DMPANY			No of Employees	60		
Contact Details								
	First Nar 🚳 🕻		C Opti	ons - Capture	Last Name :	Thabane		
		Supported	Browsers : 🤁 🖉	© 😨 © 2025 A	Irights reserved.			

- 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:



Administration 🔻	Levies and Grants 🔻	Monitoring and Evaluation $ arr$	Projects v Reports	▼ SDP ▼	Skills Development Intervention	tearners Bulk Upl	oad Templates and Videos	Log Off
DETAIL SUP	PORTING DOCUMENTS	LINKED LEARNERS	<u> </u>					
Back	Add New Learner Sear	ch Learner						
The grid belo Note that you	w details all of the learn are able to sort and fil	ners considered in the Workpl ter the records in the grid	ace Application for UN	F/2025/0238	0.			
					ID Type \Xi	National ID	First Name =	Sumame
	Î							

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:

Adı	ministration –	Levies and Grant	s w Monitoring and Evaluation w	Projects v Reports v	SDP 👻 S	Skills Development Interventions	Learners Bulk Upload Ten	plates and Videos	Log Off
Le	arner						L	gged on as: leighrhayesUser 1	Type: Employ
L	EARNER SI	IPPORTING DOCUI	MENTS						
	Enter the deta to edit an alrea Save Bac	ils of the learner. I ady existing learne	Please note that if the person is s er record request. Click on Back	single and below 18 years the to return to the overview scr	e guardian d reen. Please	details are mandatory. Click on e check to see if all required f i	Save to save the changes that elds have been supplied	you have made. Click on	Edit
	Learner	Registration No. :							
		Id Type :	select		•	National ID :			
		First Name :		Middle N	Name :		Last Name :		
Ľ	Pre	vious Last Name :				Marital Status :	select		•
		Title :				Date Of Birth :	0001-01-01		
		Race :	select		•	Nationality :	select		•
		Home Language :	select		•	Gender :	select		•
	c	itizenship Status :	select		•	Socioeconomic Status :	select		-
		Disability Status :	select		•	Host Employer SDL No :	N00000001 •	Add Host Employer	
	Highart Set	col Qualification :	Supported	l Browsers : 🖉 🖉 🕑 🌍 🛭 ©:	2025 All righ	nts reserved.	Domain SSL		

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:



Back Learner Registration No. : Id Type : - select	Administration - Levies	s and Grants	Monitoring and Evaluation v	Projects 👻	Reports 👻	SDP 👻	Skills Development Interventions	 Learners Bulk Upload Terr 	plates and Videos	Log Off
Learner Registration No.: Id Type: - select - National ID: Id Type: - select - National ID: National ID: First Name: First Name: Middle Name: Last Name: Last Name: First Name: First Name: Middle Name: Last Name: Last Name: First Name: First Name: Middle Name: Last Name: Last Name: First Name: First Name: Last Name: Last Name: Last Name: Title: Date Of Birth: 0001-01-01 Middle Name: Nationally: - select - Nationally: Race: - select - Nationality: - select - Nationality: - select - Race: - select - Cander: - select - Home Language: - select - Cander: - select - <t< th=""><th>Save Back</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>	Save Back									
Learner Registration No.: Id Type: - select - National ID: Id Type: - select - National ID: National ID: First Name: Id Type value is required National ID: National ID: First Name: First Name: Last Name: Last Name: First Name: First Name: Last Name value is required Previous Last Name: Date Of Birth: 0001-01-01 Race: - select - Nationality: - select - Home Language: - select - Nationality: - select - Citizenship Status: - select - Socioeconomic Status value is required Disability Status: - select - Socioeconomic Status value is required Highest School Qualification: - select - Add Host Employer Highest School Qualification: - select - Last School Zonific Status: - select -										
Kational ID Kational ID </th <th>Learner Registr</th> <th>ration No. :</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Learner Registr	ration No. :								
Id Type: - select - Middle Name: National ID: First Name: - select - First Name: - select - First Name: - select - Title: - select - Race: - select - Race: - select - Race: - select - Race: - select - Nationality: - select - Nationality: - select - Nationality: - select - Race: - select - Nationality: - select - Socioeconomic Status value is required Bisability Status value is required Highest School Qualification: - select - Socioeconomic Status value is required Highest School Chills No: - ype and/or select - Last School EMIS No: - ype and/or select -	Learner Registi						ſ			
Id Type value is required First Name: Mationality Name: First Name: First Name: And Language: - select - Race value is required Home Language: - select - Home Language: - select - <		Id Type :	- select -			•	National ID :			
First Name: Middle Name: First Name: First Name: First Name: <td< th=""><th></th><th>(</th><th>Id Type value is required</th><th></th><th></th><th></th><th></th><th>National ID value is required</th><th></th><th></th></td<>		(Id Type value is required					National ID value is required		
First Name value is required Previous Last Name Title: Title: Title: Race: - select Home Language value is required Bisability Status value is required Citizenship Status: - select Citizenship Status: - select Citizenship Status: - select Citizenship Status: - select Citizenship Status value is required Bisability Statu: - select - select Citizenship Status value is required Highest School Qualification: - select - se	Fi	irst Name :			Middle	Name :		Last Name :		
Previous Last Name: Title: Title: Race: - select - select <td< th=""><th></th><th></th><th>First Name value is required</th><th></th><th></th><th></th><th></th><th></th><th>Last Name value is required</th><th></th></td<>			First Name value is required						Last Name value is required	
Title: Date Of Birk: 0001-01-01 Race: - select - Nationality: - select - Roe value is required - select - Nationality: - select - Home Language: - select Home Language: - select Home Language: - select Citizenship Statu: - select Disability Statu: - select Last School Qualification: - select Last School Statu: - select Last School Yeer: -	Previous La	ast Name :					Marital Status :	select		-
Race: - select Race value is required Home Language: - select Home Language: - select Home Language: - select - select Citizenship Status: - select		Title :					Date Of Birth :	0001-01-01		
Race value is required Nationality value is required Home Language - select - Home Language value is required Gender value is required Citizenship Status - select - Citizenship Status value is required Socioeconomic Status value is required Disability Status - select - Last School Qualification: - select - Last School ZHMS No: - type and/or select -		Race :	select			•	Nationality :	select		•
Home Language: - select - select Home Language value is required - select - select Citizenship Statu: - select - select Citizenship Statu: - select - select Disability Statu: - select - select Usatu: - select - select Last School Zusification: - select - select			Race value is required					Nationality value is required		
Home Language value is required Gender value is required Citizenship Status - select - Citizenship Status value is required Socioeconomic Status Disability Status - select - Disability Status - select - Disability Status - select - Disability Status value is required Highest School Qualification: - select - Last School EMIS No: - type and/or select - Last School FMIS No: - type and/or select -	Home L	anguage :	- select -			•	Gender:	select		•
Citizenship Status select Socioeconomic Status select Citizenship Status value is required Socioeconomic Status value is required Disability Status select Host Employer SDL No: N00000001 Add Host Employer Disability Status value is required Highest School Qualification: Socioeconomic Status value is required Highest School Qualification: Highest Qualification: Last School EMIS No: Lest School Year: 1900 Last School Year value is required			Home Language value is required					Gender value is required		
Citzenship Status value is required Socioeconomic Status value is required Disability Status - select Disability Status value is required Highest School Qualification: - select Last School EMIS No: - type and/or select Last School FMIS No: - type and/or select	Citizensh	nip Status :	select			-	Socioeconomic Status :	select		-
Disability Status			Citizenship Status value is required					Socioeconomic Status value is require	d	
Disability Status value is required Highest School Qualification:	Disabili	ity Status :	select			-	Host Employer SDL No :	N00000001 -	Add Host Employer	
Highest School Qualification:			Disability Status value is required							
Last School FMIS No.: - type and/or select Last School Year: 1900 🗘 Last School Year value is required	Highest School Qua	alification :	select			•	Highest Qualification :	select		•
	Last School	EMIS No. :	type and/or select			-	Last School Year:	1900	Last School Year value is req	quired
Last School EMIS No. value is required			Last School EMIS No. value is require	d						
			Supported	Browsers ·	0 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2025 41		Domain SSI		
			Supported	Browsers . Co				Domain OOL		

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:

Administration - Levies and Gran	ts Monitoring and Evaluation	Projects ▼ Reports ▼	SDP 👻 Skills Develop	ment Interventions 🔻	Learners Bulk Upload	Templates and Videos	Log Off
						Logged on as: leighrhayesUs	er Type: Employer
Record saved successfully.							×
Learner							
LEARNER SUPPORTING DOCU	IMENTS					_	
Enter the details of the learner. to edit an already existing learner	Please note that if the person is siner record request. Click on Back	ingle and below 18 years to return to the overview s	he guardian details are m creen. Please check to se	andatory. Click on S e if all required fiel	ave to save the change ds have been supplied	s that you have made. Click o	on Edit
Edit Back							
Learner Registration No. :	FPM0001435670						
Id Type :	National ID			National ID: 940	8040363082		
First Name :	Nobengazi	Middl	e Name :		Last	Name : Moloi	
Previous Last Name :				Marital Status : Sing	le		
Title :				Date Of Birth: 199	4-08-04		
Race :	African			Nationality: Sou	th African		
Home Language :	isiXhosa			Gender: Fen	ale		
Citizenship Status :	South African		Socio	conomic Status : Em	bloyed		
	Supported	Browsers : 🖉 🖉 😂 🦁	© 2025 All rights reserved.	SECTIGO Multi De	main SSL		

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



Administration * Levies and Grants * Monitoring and Evaluation * Projects * Reports * SDP * DETAIL SUPPORTING DOCUMENTS LINKED LEARNERS	 Skills Development Intervention 	ns ▼ Learners Eulł	9408040363082 _Learner_Agreement. 598 KB • Done	pdf
Back Add New Learner Search Learner			Su	bmit For QA
The grid below details all of the learners considered in the Workplace Application for UNF/2025/02: Note that you are able to sort and filter the records in the grid	380.			
	ID Type \Xi	National ID	First Name	- Sumame
VIEW DELETE LEARNER AGREEMENT SUSPEND	National ID	9408040363082	Nobengazi	Moloi
			1	- 1 of 1 items
Supported Browsers : C 2 0 0 0 2025 A	Il rights reserved. SECTIGO *	ulti Domain SSL		

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

	WORK-BASED LEAR AGREI	NING EMEN	PROGRAMME T			
Workplace Based Learning Programme Type	Indicate with an X ONLY OF TYPE	IE	Workplace Based Learning Programme Type	Indicate with an X ONLY ONE TYPE		
Apprenticeship			Student Internship			
Learnership	x		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		Nober	ıgazi			
SURNAME		Moloi				
ID NUMBER		94080	40363082			
LEARNERSHIP TITLE		National Certificate in CTFL Manufacturing Processes: Non Woven Processes				
LEARNERSHIP ID NUMBER		04Q040092151202				
LEARNER STATUS (employed - 18.1 / unemploy	yed - 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:



Administration –	Levies and Grants	Monitoring and Evaluation	Projects 🔻	Reports ~	SDP 👻	Skills Development Interventions 👻	Learners Bulk Upload	Templates and Videos	Log Off				
Supporting Doc	Supporting Documents												
	JPPORTING DOCUM							_					
	Document Type :	type and/or select						•					
	File Name :	SELECT FILES											
		^						Add Doct	iment				
								1					
		•	Documer	it Type	Ŧ	File Name	Document Re	Verified - Remediate	Ŧ				
								•					

- 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:

Administration 👻	Levies and Grants	 Monitoring and Ex 	aluation 👻	Projects 🔻	Reports 👻	SDP 👻	Skills Development Interventions 👻	Learners Bulk Uplo	id Temj	plates and Videos	Log Off
Supporting Documents											
LEARNER SU	PPORTING DOCUM	ENTS									
	Document Type :	type and/or selec							•		
	File Name :	SELECT FILES									
			LMIS	6						Add Docum	ent
			(Select	an the application	on docume focument t	nt first before proceeding. o be uploaded first before proceeding.				
								Cocument Re	Verified	Remediate ਵ	
							ОК				

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:



Administration •	Levies and Grants	 Monitoring and Evaluati 	on ⊤ Projects ▼	Reports –	SDP 👻	Skills Development Interventions -	Learners Bulk Upload	Templates and	Videos L	.og Off
								Logged on as: I	eighrhayesUser Type	: Emploj
		IENTS								
	Document Type :	type and/or select						•		
	File Name :	SELECT FILES								
									Add Document	
									Add Document	
			Documer	nt Type	-	File Name	Document Re	Verified =	Remediate ਵ	
			Certified	copy of highest	qualificati	Workplace_Perfomance_Agreem				
		\rightarrow	Certified	copy of learner	ID - Requ	Dynamics_36_Functionaity_requi				
			Complete	d Learner Agre	ement	9408040363082Learner_Agre				
			Contract	of Employment	- Require	Final_Draft_Report_Lungile-min.pdf				
		Supp	orted Browsers : 🧲	000		ights reserved. SECTIGO Multi Dor				

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

Once you have added all the learners and the documents required, click "SDP",
 "Facilitation" and Industry Funded Programmes as shown below:



Administration 👻 Levies	and Grants 🤜	Monitoring and Evaluation •	Projects 👻	Reports	SDP 🔻	kills Development Interventions 👻	Learners Bulk Uploa	d Templates an	d Videos Log C
Supporting Documents	ING DOCUME	NTS			Facilitati		Enrolments O Industry-Fund Learner Profile	verview led Programmes e	yesUser Type: Emp
Docum	nent Type : File Name :	type and/or select SELECT FILES						·	Add Document
			Document	Туре	÷	File Name	Document Re	Verified \Xi	Remediate \Xi
			Certified co	py of highest	qualificati	Workplace_Perfomance_Agreem			
			Certified co	py of learner	ID - Requ	Dynamics_36_Functionaity_requi			
			Completed	Learner Agre	ement	9408040363082Learner_Agre			
			Contract of	Employment	- Require	Final_Draft_Report_Lungile-min.pdf			

ii. Click "**View**" as shown below:

Administration - Levies and Grants - Monitoring and Evalua	tion - Projects -	Reports 👻 SDP 👻	Skills Development Intervention	is ▼ Learners Bulk Upload	Templates and Videos	Log Off
Learner Intervention > Workplace Application					Logged on as: leighrhayesUser	Type: Employer
New Application					Exp	port
	SDL Number	Trading Name	Ŧ	Intervention Type	Learnership Title	
VIEW PERFORMANCE AGREEMENT	N00000001	Fp&M Seta		LP01 - Learnership (employed)	04Q040092151202 - National 1	Certific

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:

Administration * Levies and Grants * Monitoring and Evaluation * Projects * Reports * Si	DP V Skills Development Interventi	ons - Learners Bulk Up	load Templates and V	/ideos Log O
DETAIL SUPPORTING DOCUMENTS LINKED LEARNERS				
Back Add New Learner Search Learner	_		→ [Submit For QA
The grid below details all of the learners considered in the Workplace Application for UNF/2025 Note that you are able to sort and filter the records in the grid	/02380.			
	ID Type \Xi	National ID =	First Name	- Sumame
VIEW DELETE LEARNER AGREEMENT SUSPEND	National ID	9408040363082	Nobengazi	Moloi
				1 - 1 of 1 items



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:

Administration -	Levies and Gra	nts 👻 🛛 N	Ionitoring and Eval	uation 👻	Projects 👻	Reports 🐨	SDP 👻	Skills Dev	elopment Int	erventions	 Learners 	Bulk Upload	Templates ar	nd Videos	Log Off
DETAIL SUPI	PORTING DOCUN	IENTS	LINKED LEARNER	S											
Back Add New Learner Search Learner Submit For QA The grid below details all of the learners considered in the Workplace Application for UNF/2025/02380. Submit For QA															
Note that you	are able to sort	and filter	the records in the	e grid			02070200	ID Type		Ŧ	National ID	Ŧ	First Name	Ŧ	Sumame
VIEW		LEARNE	ERAGREEMENT	LMIS	3						4 363082	2 N	lobengazi	,	Aoloi
				•	Are yo filled?	u sure you wan	it to mark th	is applicatior	n allocation as	s all captured	land				
					-			•	YES	CANCEL					

- 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:

