

WSP & ATR Submissions SDF

External



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1. Introduction

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

- i. Registration of Skills Development Facilitator on LMIS.
- ii. Submission of Work Skills Plan and Annual Training Reports on LMIS by SDFs on behalf of Entities.
- iii. Approval of WSP and ATR by FP&M SETA on LMIS, for Entities to comply and qualify for Mandatory Grants.
- iv. Skills shortage reporting and facilitation of processes to Provide Grants, which will address this issue.
- v. Planning to address skills shortage by being proactive, this is through an accurate research and reporting.
- vi. Maintaining a relationship between Employer, Learners, SDP and FP&M SETA through the entire Intervention process. Constant communication between all parties to be facilitated via LMIS.
- vii. View single Truth of the information about the learner.
- viii. Reporting on Chambers and its sub-sectors.

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

Application Name	Learner Management Information System
URL	https://lmis.fpmseta.org.za
Recommended Supported Sites	1. Google Chrome
	2. Mozilla Firefox
	3. Apple Safari
	4. Microsoft Edge



3. Register an SDF

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

4. User Registration

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

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

1.3 Register a User

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



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



Home Login	1	iearch 👻
Register User		
Use	lame:	
E-mail /	ires:	
Us	Type: select	
Pa	word:	
Confirm pa	word:	
Show Passw	d(s)?:	
	Im not a robot	
	Rogister	
	Supported Browsers : 😌 🖉 🕑 😳 🗢 2025 All rights reserved. 🛛 📴 💽 Kulti Domain SSL	

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



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



Home Login				Search 🛩	
		Welcome to S	ET/	A Learner Management Information System	
Login 🛋				Notices i	
Please enter your user If you are not a registe assistance.	ername and t tered user ye	the password. It, please contact the LMIS administrator for		POPI Act	
Please provide log	ogin details			WEB DISCLAIMER	
User	er Name:	Nobengazi		CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF INFORMATION ACT, 4 OF 2013 (POPI)	
Pas	issword:	word:		By accessing this website:	
Use	ser Type:	Skills Development Facilitator		 I consent to the HP&M SEIA to collect, process, and distribute my personal information where the FP&M SETA is legally required to do so. 	
		Show Password?		 I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information. 	
		By clicking Login above you agree to FP&M SETA POPI Disclaimer and give consent to process personal information in		I acknowledge that I understand the purposes for which my personal information is required and for which it will be used.	
 terms of the protection of information act, 4 of 2013 (POPI). I hereby consent that I understand that third parties will have access to my personal information, and I hereby consent to the FP&M SETA to share my personal information strictly for reporting, research, verification, recruitment, and whatever reason relevant to the purpose it was provided for. 					
		Supported Browsers : 🖉 🖉 😂 🎯 🛛 0 20.	5 All r	ights reserved. SECTIGO Multi Domain 59L	

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

Verify Account		
Verify Account		
User Name:	Banda	
E-mail Address:		
Activation Code:	741(93542b5bb85fb5d230a8d46	
	Verify	

1.4 SDF Personal Details

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



Administration - Levies and Grant	WSP and ATR -				Log Off		
Enter the details of the sdf. Click on Save Save							
ld Type:	select	•	National ID:				
First Name:		Middle Name:		Last Name:			
Title:			Date Of Birth:	0001-01-01			
Race:	select	-	Nationality:	select	-		
Home Language:	select	Ψ.	Gender:	select	•		
Citizenship Status:	select	*	Socioeconomic Status:	select	•		
Disability Status:	select	*					
Contact Details							
Physical Address:			Postal Address:				
House No./Complex Name:			House No./Complex Name:				
Street Name:			Street Name:				
Surburb:			>> Surburb:				
Town/City:			Town/City:				
Postal Code:			Postal Code:				
	Supported Browsers	: ぞ 2 と う © 2025 All rig	phts reserved. SECTIGO Multi D				

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

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

Enter the details of the sdf. Click	on Save to save the changes that you h	ave made. Click on Edit to e	dit an already existing sdf record.		
Save					
ld Type:	select	Ŧ	National ID:		
	Id Type value is required			National ID value is required	
First Name:		Middle Name:		Last Name:	
	First Name value is required				First Name value is required
Title:			Date Of Birth:	0001-01-01	t.
Race:	select	-	Nationality:	select	Ψ
	Race value is required			Nationality value is required	
Home Language:	select	-	Gender:	select	~
	Home Language value is required			Gender value is required	
Citizenship Status:	- select	-	Socioeconomic Status:	select	~
	Citizenship Status value is required			Socioeconomic Status value is require	d
Disability Status:	select	*			
	Disability Status value is required				
Contact Details					
Dhusiaal Address			Destal Address		
Physical Address:			Postal Address:		
House No./Complex Name:	Have No IConstant Name units in annuit		House No./Complex Name:	Haves No. Complex News value is some	dend.
	House No./Complex Name value is require	90		nouse No. Complex Name value is req	nieg
Street Name:			Street Name:		

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



PDP CO	ante () montrate () prantente () primerente () contegine. O claiming O Adoctores (2) contrates. O bio proper (2) montratine (1) montratine	Log Off
	Record surved successfully.	×
	Skills Development Facilitator Details	
	SOF DETAIL SDF APPLICATIONS WSP SUMMARY	
Γ	Enter we come or even if. Click on Save to save the changes that you have made. Click on Edit to edit an already existing soff record. Click on Back to return to the person details scree Edit Back	n.
	SOF Name : Notorgat/ Mol SOF Number : S0F020296 SOF Hi Number : 1	
	Have you been trained in the use of the FPBM SETA sector specific Career Guide? : N	
	Have you been on any of the FP&M SETA SDF training?: N Most Recent Year: 0	
	How long have you been in the field of skills development? Years: 0 Months: 0	
	Have you submitted a WSP to FP&M SETA before?: N Most Recent Year: 0	
	Supported Browsers : E @ U O 0 2225 All rights reserved.	

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

	▼ WSP and ATR ▼	
Edit Back		
SDF Name : N	iobengazi Moli	SDF Number : SDF020298
SDF Id Number: 9	408540363062	
Have you be	een trained in the use of the FP&M SETA sector specific Career Guide? : N	
	Have you been on any of the FP&M SETA SDF training?: N	Most Recent Year: 0
	How long have you been in the field of skills development? Years : 0	Months: 0
	Have you submitted a WSP to FP&M SETA before? : N	Most Recent Year: 0
	Nave you submitted a WBP to FP&M SETA before? : N	Most Recent Year : 0
SDF EMPLOYER DETAILS	Here you submitted a WSP to FPAM SETA before?: N 1 Are you working on behalf of a company of which you are not the owner?: N	Most Recent Year : 0
SDF EMPLOYER DETAILS	New you submitted a VISP to FPAM EETA before? : N 1 Are you working on bahaif of a company of which you are not the owner? : N DR :	Most Recent Year: 0
SDF EMPLOYER DETAILS	New you submitted a VSP to FPAM SETA before? : N 1 Are you working on babail of a company of which you are not the owns?? : N OR : 2 Are you working in your own person capacity? : N	Most Recent Year: 0
SDF EMPLOYER DETAILS	New you submitted a VSP to FPAM ECTA toffers? : N 1 Are you working on baball of a company of which you are not the owner? : N 2 Are you working in your own person capacity? : N 2 Are you working in your own person capacity? : N Company	Most Recent Your: 0
SOF EMPLOYER DETAILS Work Phone No: Contact Finit Name(s):	New you submitted a VSP to FPAM EETA tation? : N 1. Are you working on behalf of a company of which you are not the event? : N OR : 2. Are you working in your own person capacity? IN Company Address L	Most Recent Your; 0
SOF EMPLOYER DETAILS Work Phone No: Contact First Name(:) Contact Last Name :	Here you submitted a VISP to FPAM EETA latters? : N 1 Are you working on bahaif of a company of which you are not the evenus? : N OR : 2 Are you working in your own parson capacity? : N Company Advisors L Advisors L	Arms 1 ine 1 in 2 2
SOF EMPLOYER DETALS Work Plones No: Context Emilia Train Name(i) Context Laws Trains Context Phases No:	Here you submitted a VSP to FPAM EETA latters? : N 1 Are you working on behalf of a company of which you are not the owner? : N OR: 2 Are you working in your own person capacity? : N Company Address L Address L	Most Recent Year: 0
SOF EMPLOYER DETAILS Work Pilons No: Contact First Name(b): Contact Last Rame: Contact Park No:	New you submitted a VSP to FPAM ECTA Interv? : N 1 Are you working on bahalf of a company of which you are not the awar? : N 001: 2 Are you working in your own parson capacity? N Company Company Address L Address L Padd	Most Recent Year: 0

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



Administration * Levies and Grants * WSP and ATR *	Log Off
Logged o	m as: NobengaziUser Type: Skills Development Facilitat
Record saved successfully.	×
Skills Development Facilitator Details	
SDF DETAIL SDF APPLICATIONS WSP SUMMARY	
Enter the details of the sdf. Click on Save to save the changes that you have made. Click on Edit to edit an already existing sdf record. Click on Back I Edit Back	to return to the person details screen.
SDF Name : Nobengazi Moli SD SDF Id Number : 9408040363082	F Number: SDF020298
Have you been trained in the use of the FP&M SETA sector specific Career Guide? : N	
Have you been on any of the FP&M SETA SDF training? : N Most Re	ecent Year: 0
How long have you been in the field of skills development? Years: 0	Months: 0
Have you submitted a WSP to FP&M SETA before? : N Most Re	/cent Year: 0
Supported Browsers : E 🖉 😜 🗇 🗢 2025 All rights reserved. 5ECTIGO duit Dumén SSL	

5. Registrations

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

Administration - Levies and Grants -	WSP and ATR -			Log Off
			Logged on as: Nobengazi	User Type: Skills Development Facilitato
Record saved successfully.				×
SDF Applications				
SDF DETAIL SDF APPLICATIONS	WSP SUMMARY			
Financial Year :	•	Create Registration		
	Financial Year	- Application Date	- Application Status.	Ŧ

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



Administration - Levies and Grants - WSP and	(R+	og Off
	Logged on as: NobengaziUser Type: Skills Development F	Facilitato
Record saved successfully.		×
SDF Applications		
SDF DETAIL SDF APPLICATIONS WSP SUM		
Financial Year :	Create Registration	
2025	Application Date 👳 Application Status. 👳	
	\mathbf{V}	

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

Administration - Levies and Grants - WSP and a	ATR -	
		Logged on as: NobengaziUser Type: Skills D
Record saved successfully.		
SDF Applications		
SDF DETAIL SDF APPLICATIONS WSP SUMM	ARY	
Financial Year : 2025	LMIS	
	nancial Vour application has been created successfully. Please proceed to capture your relevant documents needed for approval.	on Status.
VIEW	ок (ication

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

Financial Year: 2025	Financial Year =	Application Date Z025-01-27	Application Status. Pre-Application	- 1 - 1 of 1 kees
VIEW 24	Financial Year 📼	Application Date	Application Status. Pre-Application	▼ 1 - 1 of 1 items
VEW 21	2025	2025-01-27	Pre-Application	1 - 1 of 1 kees
() () 1 () () upporting Documents Document Type: SDF Appoin Employer SDL: L010717433 File Name: SELECT FI				1 - 1 of 1 items
(c)				1 - 1 of 1 ite <mark>n</mark> s
(c) 1 (c)				1 - 1 of 1 ite
(c) 1 (c)				1 - 1 of 1 ite <mark>s</mark> s
e e 1 e e e e e e e e e e e e e e e e e				1 - 1 of 1 itens
apporting Documents Document Type : SDF Appoir Employer SDL : L010717433 File Name : SELECT Fil				1 - 1 of 1 items
upporting Documents Document Type : SDF Appoir Employer SDL : L010717433 File Name : SELECT Fi				
upporting Documents Document Type: SDF Appoin Employer SDL: L010717433 File Name: SELECT FI				
Document Type: SDF Appoint Employer SDL: L010717433 File Name: SELECT Fil				
Employer SDL: L010717439 File Name: SELECT File	intment Letter		•	
File Name : SELECT FI	39 • Bafazi Creations	Pty Ltd		+
	EILES			Add Document
	120			
FPM SE	ETA1png		×	



v. Once the supporting documents are successfully added, the system will then redirect you to the SDF detail screen, then click on registrations tab and click "**Submit Application**" to apply for approval.

6. Company Registration

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

Administration Levies and Grants WSP and A	TR -	Log Off							
WSP Summary SDF DETAIL SDF APPLICATIONS WSP SUMMA Company Registration + Pre-Application - attach definition Application - attach definition Submitted - attach definition	WSP Summary SOF DETAIL SOF APPLICATIONS WSP SUMMARY Pre-Application - attach definition Application - attach definition								
The grid below details all of the wsps linked to the sdf. Note that you are able to sort and filter the records in the grid									

6.1 Main Company

i.

The system will open the "**Company Registration**" page as below:

dministration 👻 Levies and Grants	s → WSP and ATR →					Log (
					Logged on as: NobengaziUser T	ype: Skills Development Faci
1ain Company Details						
					8	8
1. Pre-Application	2. Created	3. Submitted	4. Recommended for Approval	5. Approved	6. Query	7. Paid
MAIN COMPANY PROVINCIAL PR	ROFILE TRAINING COMMITTE	E SECTOR PRIORI	TY OCCUPATION INTERVENTION	HARD TO FILL VACANCIES	SKILLS GAPS WSP AND ATR	_
		Organisation Na	me : () : WSP and ATR Submission	for 2025 / 2026		
Enter the details of your compan	v. Click on Save to save the c	changes that you have	a made. Click on Edit to edit an	already existing wsp. Click of	on Back to return to the sdf scree	an.
		inaligee that year have		anoady one ing hope one it		
Save Back Add New Cor	mpany				Next Page >> << Previou	IS WSP Next WSP >>
WSP Type 1 (Full Excel with Empl	lovee Data)		WSP Type 2 (Summarized Version with Pre-Cal	culated Employee Data)	
•	-,		0			
SDL Number :	type and/or select	•	Trading Name :			
Company Reg No. :			Company Name :			
In which Sector is this company involved? * :	0					•
In which Industry is this company involved? * :	type and/or select					•
What is the main business of the						
company .						
Training Done Previous Financial Year ? :	⊖ Yes	O No				
	Support	ed Browsers : 🔁 🖉 ધ	© 2025 All rights reserved.			

Should you attempt to click on "Save" button without filling the form in full, the system will highlight the compulsory information in "Red".



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

Administration Levies and Gran	nts WSP and ATR					Log Of
1. Pre-Application	2. Created				6. Query	7. Paid
MAIN COMPANY PROVINCIAL	PROFILE TRAINING CO	MITTEE SECTOR PR	IORITY OCCUPATION INTERVENTION	I HARD TO FILL VACANCIE	ES SKILLS GAPS WSF	AND AIR
Enter the details of your comp	any Click on Save to say	Organisation r	have made. Click on Edit to edit	tor 2025 / 2026	ck on Back to return to the	edf screen
Save Back Add New C	ompany	e the changes that you	have made. Glick on Luit to edit	an aready existing wsp. On	Next Page >> << Pr	evious WSP Next WSP >>
WSP Type 1 (Full Excel with Er	nployee Data)		WSP Type 2 (S	ummarized Version with Pre-Ca	lculated Employee Data)	
	_					
SDL Number :	N000001126		Trading Name : Fpm Seta			
Company Reg No. :			C. pany Name: Fpm Seta			
In which Sector is this company involved? * :	N000001126					•
In which Industry is this company involved? * :	Manufacture of wearin	g apparel, except fur ap	oparel (31400)			-
What is the main business of the company * :	Manufacture of wearing	apparel, except fur appa	arel			
Training Done Previous Financial Year ? :	Yes	O No				

- iii. The SDF continues to capture data on the form, before clicking on the "Save" button.
- iv. Once the company information is saved, the user can now capture information on the tabs that follow.
- v. A company that has already been captured as subsidiary or main company in the active WSP period cannot be added by another SDF otherwise an error message is displayed as below:

Adm	ninistration – Levies and C	Grants - WSP and ATR -					Log C
—				_		Logged on as: leighrha	iyesUser Type: Skills Development Facil
с	Company being referenced has	already been captured for this V	NSP/ATR period.				×
Mai	in Company Details						
	8	8		8	8		
	1. Pre-Application	2. Created	3. Submitted	4. Recommended for Approval	5. Approved	6. Query	7. Paid
м		IAL PROFILE TRAINING C	OMMITTEE SECTOR PF	RIORITY OCCUPATION INTERVENTION	HARD TO FILL VACANCIES	SKILLS GAPS	WSP AND ATR
				Organisation Name : :			
E	Enter the details of your co	mpany. Click on Save to sa	ave the changes that you	a have made. Click on Edit to edit an	already existing wsp. Click of	on Back to return	to the sdf screen.
5	Save Back Add Nev	w Company				Next Page >>	<< Previous WSP Next WSP >>
	WSP Type 1 (Full Excel with	n Employee Data)		WSP Type 2 (Sur	nmarized Version with Pre-Calcul	ated Employee Data))

6.2 Provincial Profile

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



Administration - Lo	evies and Grants 👻 WS	SP and ATR 👻						Log	
Provincial Profile									
1. Pre-Applicati	on 2. Cr	B S	8. Submitted	A. Recommended for A	pproval 5. Appr	oved	6. Query	7. Paid	
MAIN COMPANY	PROVINCIAL PROFILE	TRAINING COMMITTEE	SECTOR PRIORIT	Y OCCUPATION INTERV	ENTION HARD TO FI	L VACANCIES	SKILLS GAPS V	VSP AND ATR	
		Organis	ation Name : Fpm Se	ta (N000001126) : WSF	and ATR Submission for	2025 / 2026			
Provincial Prof	ile							Θ	
	Municipality * : sel	ect Municipality		-	Total Permanent Staff	*: 0	\$	Temporary Staff * : 0	
E	Branch Name * :			C	ontact Number of Branch	•:			
	Import From Excel Add << Previous Page Next Page >>								
	SDL No	- Municipality	- Prov	ince	Total Number of Sta	ff Ŧ	Number of Branches	T Branch Name	
DELETE	E N000001126	Aberdeen Plain	Easte	m Cape	49		1	Head Office	

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

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

A	Administration 👻 Levies and Gra	ants 👻 WSP and ATR 👻					Log Off
7	Provincial Profile						
ĺ	I. Pre-Application	2. Created				6. Query	Reid
	MAIN COMPANY PROVINCIAL	L PROFILE TRAINING COM	MITTEE SECTOR PR	ORITY OCCUPATION INTERVENTIO	IN HARD TO FILL VACAN	CIES SK LS GAPS WSP AF	ID ATR
	Provincial Profile Municipality Branch Name	*: select Mun xpality *: Branch Name valt > is requ	insufficien Please pr Total Staff staff numb Branch Nc Branch Nc Number b	t information provided. vide data for all of the data fields. is required. Please supply a valid temp res before proceeding. me is required. Please supply a valid E g. vntact Number is required. Please supp efore proceeding.	corary and permananent Branch Name before Ny a valid Branch Contact	Temporary	C)
	SDLN	Import From Ex el	w	Province -	OK Total Number of Staff	Number of Branches	age Next Page >>

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



Administration - Levies and C	Grants <i>▼</i> WSP and ATR <i>▼</i>					Log Off
Provincial Profile						
✓ Pre-Application 	2. Created	3. Submitted	Recommended for Approval	S. Approved	6. Query	7. Paid
MAIN COMPANY		AITTEE SECTOR PRIO	RITY OCCUPATION INTERVENTION	HARD TO FILL VACANCIES	SKILLS GAPS WSP AND A	ATR
Provincial Profile						•
Municipal Branch Nar	ity *: Johannesburg Metro			ermanent Staff * : 3 nber of Branch * : 07352789	Temporar	ry Staff •: 1 🗘
SDI	Import From Excel		rovince Tot	Add	<< Previous	Rearch Name

- iv. The Provincial Profile grid provides the user with the following information
 - Municipality the municipality name where the branch is located
 - Total Number of Permanent Staff the total number of staff at the branch in the province
 - Total Number of Temporary Staff the total number of temporary staff at the branch in the province
 - Branch Name the name of branch in the province
 - Branch Contact Number the contact number for the branch
 - Delete button
 - The delete button allows the SDF to remove the branch from the WSP submission.
- v. If you want to remove the branch from the submission, click the "**Delete**" button and the system will ask user for confirmation to remove the branch as below:

Administration - Levies and	Grants = WSP and ATR =					Log Off
1. Pre-Application						7. Paid
MAIN COMPANY PROVIN	CIAL PROFILE TRAINING C	COMMITTEE SECTOR PRI	ORITY OCCUPATION INTERVENTI	ON HARD TO FILL VACANCIE	ES SKILLS GAPS WSF	AND ATR
Provincial Profile					_	•
Municipal	ity *: Johannesburg fet	ro LMIS			Tempora	nry Staff * : 1 🗘
Branch Nat	ne *:	Are you sur wsp submis	e you want to delete this provincial p ssion?	profile entry from this current		
	Import From Exc			YES CANCEL	<< Previou	s Page Next Page >>
SE	DL No \Xi M nic	pal.,	-		Number of Branches	Branch Name
DELETE . 10	00001126 Aberde	en Plain I	Eastern Cape	49	1	Head Office
DELETE	00001126 Johann	esburg Metro	Gauteng	4	1	Gauteng

- o Click "Cancel" button to abort the deletion process
- Click "Yes" button and the system will remove the branch details and confirm successful deletion.



6.3 Training Committee

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

A	dministration 👻 Levies and Grants	✓ WSP and ATR ✓				Log Off				
	I. Pre-Application	2. Created	3. Submitted 4. Recommend	X X ded for Approval 5. Approv	ed 6. Query	7. Paid				
	MAIN COMPANY PROVINCIAL PR	OFILE TRAINING COMMITTEE	SECTOR PRIORITY OCCUPATION sation Name : Fpm Seta (N00000112)	INTERVENTION HARD TO FILL 6) : WSP and ATR Submission for 2	VACANCIES SKILLS GAPS WSI 125 / 2026	P AND ATR				
	If your company has more tha	your company has more than 50 employees this section must be completed. Please note at least 4 training commitee members should be provided to formulate a quorum								
	Constituency * :	type and/or select	-	Title *	:					
	Initials * :		First Names * :		Surname * :					
	Tel No :		Cell No :		Email :					
	Designation * :	type and/or select	•	Designation Description *	:					
	Union Name :			Union Position	:					
					Copy From Last Year Add	revious Page Next Page >>				

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

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

Administration - Levies and Grant	s ▼ WSP and ATR ▼						Log Off
 ✓ 					8		_
1. Pre-Application	2. Created			5. Approved	6. Query	7. Paid	
MAIN COMPANY PROVINCIAL P	ROFILE TRAINING COMMIT	TEE SECTOR PRIOR	ITY OCCUPATION INTERVENTION	HARD TO FILL VACANCIES	SKILLS GAPS WSP AND A	ATR	
	Orgar	nisation Name : Fpm Set	a (N000001126) : WSP and ATR Su	Ibmission for 2025 / 2026			
If your company has more th Constituency * :	an 50 employees this section	on must be complete	d. Please note at least 4 trainin	na commitee members sh	ould be provided to formulate	e a quorum	
Initials * :	Initials value is required	Insufficient info Please provide	ormation provided. a data for all of the data fields.		Surname * : Surname va	alue is required	
Tel No :			\rightarrow	ок	Email :		
Designation * :	type and/or se ect Designation value is equired				cription value is required		
Union Name :			L	Inion Position :			

- iii. The grid provides the user with the following information
 - o Constituency
 - **Title** the title of the committee member.
 - o Initials the initials of the committee member
 - **First Name** the name of the committee member



- Surname the last name of the committee member
- **Designation** the position of the member
- Designation the description of the position held by the member
- Add button this allows the SDF to add the training committee member to the submission.
- Delete button the delete button allows the SDF to remove the committee member from the WSP submission.

Adm	ministration 👻 🛛	Levies and Grant	s 👻 WSP and ATR 👻							Log Off
	MAIN COMPANY	PROVINCIAL P	ROFILE TRAINING COMMITTEE	SECTOR PRIORITY OCCUPATI	ION INTERVI	ENTION HARD TO FI	LL VACANCIES S	KILLS GAPS	WSP AND ATR	
	If your compan	y has more tha	an 50 employees this section r	nust be completed. Please no	te at least	4 training commitee I	members should I	be provided to	o formulate a quorum	
	c	Constituency * :	type and/or select	•		Title * :				
		Initials * :	N	First Names * :				Surname * :		
		Tel No :		Cell No :				Email :		
		Designation * :	type and/or select	-	Des	ignation Description * :				
		Union Name :				Union Position:				
	DELET	Title E Ms	÷	First Names Nobengazi	Ŧ	Sumame	Copy From Last Y	Year Add << Pro Constituency Employee	d vious Page Next Page	>> -

- iv. With all details supplied, the system will add the branch and also confirms the successful addition of the committee data displaying the added record in the bottom section grid.
- v. If you want to remove the committee member from the submission, click the "**Delete**" button and the system will ask user for confirmation to remove the branch.
- vi. Click "Cancel" button to abort the deletion process
- vii. Click "**Yes**" button and the system will remove the committee member and confirm successful deletion.

6.4 Sector Priority Occupation Intervention

- i. The grid provides the user with the following information:
 - OFO Select the related classification from the list of occupations
 - o Specialisation Specify which specializations are required in the industry
 - Intervention Planned by SETA Select the related intervention type
 - NQF Level Select the NQF level
 - **SETA** Select the SETA related to the occupation



• Click "Add" button – this allows the SDF to add the occupation intervention.

Administration - Levies and Grants	✓ WSP and ATR ▼						Log Off
MAIN COMPANY PROVINCIAL PR	OFILE TRAINING COMMIT	TEE SECTOR PR	IORITY OCCUP	NTION INTERVENTION	MARD TO FILL	VACANCIES SKILLS GAPS WSP AND) ATR
Specify which specializations This section requires the response OFO • : Intervention Planned by SETA • :	are required in the indust ondent to provide a list of 2021-111101 - Local or Pn Learnership (unemployed)	Y Sectorial Priority	Occupation In nt Legisl 👻	ntervention (SPOI) a	pplicable. ecialisation • : NQF Level • :	Community Board Member NQF Level 03	•
SETA • :	FPMSETA - Fibre Process	ing and Manufactu	ring Sector Edu	ucation and Training	Authority		•
					→ I	Add << Previous Pa	ige Next Page >>
DELETE 715301 -	Ewing Machine Operator	Occupatio = Sewing Mac	Learnership (un	nemployed)	NQF Level	FPMSETA - Fibre P	rocessing and
DELETE 132404 -	Warehouse Manager	Coolstore / P	Skills Programn	ne (unemployed)	NQF Level 03	FPMSETA - Fibre P	rocessing and

• Click "**Delete**" button - the delete button allows the SDF to remove the intervention from the SPOI intervention.

Administration Cevies and Grants	▼ WSP and ATR ▼					Log Off
	Organisation Na	ame : Fp&M Seta (N0000000	01) : WSP and ATR Submission for 202	25 / 2026		
Specify which specializations This section requires the resp	are required in the industry ondent to provide a list of <i>Sectorial P</i>	Priority Occupation Inter	vention (SPOI) applicable.			
OFO * :	type and/or select	-	Specialisation * :	0		•
Intervention Planned by SETA * :	select	•	NQF Level * :			•
SETA * :						-
OFO DELETE 111102 -	Parliamentarian	Are you sure you want to dek submission?	ete this SPOI from this current wsp		SETA FPMSETA - Fibre Processing and N	ge ≫ ₹

- ii. If you want to remove the committee member from the submission, click the "**Delete**" button and the system will ask user for confirmation to remove the branch.
- iii. Click "Cancel" button to abort the deletion process
- iv. Click "**Yes**" button and the system will remove the committee member and confirm successful deletion.

6.5 Hard to Fill Vacancies

 Hard to Fill vacancies are vacancies that take longer than 6 months to fill, this section allows the SDF to capture HTFV by occupation per Province. Deselect the check box if there are HTFV.



- ii. The second is **"Reason why the occupation was a Hard to Fill**" the SDF clicks on the drop-down arrow and select the relevant field.
- iii. The first field is "Occupation" and is categorised by a six-digit figure (OFO Codes).
- iv. **"Province**", this field further indicates as to which Province/s is the Hard to Fill Vacancy situated.
- v. If there is more than one Hard to Fill vacancy within the Entity, the SDF has the option to create more than one entry for HTFV, see below:

Administration - Levies and Grar	nts WSP and ATR				Log Off
MAIN COMPANY PROVINCIAL	PROFILE TRAINING COMMITTEE SECTOR PRIOR	ITY OCCUPATION INTERVENTION	HARD TO FILL VACANCIES	SKILLS GAPS WSP AND ATR	
	Organisation Name : Fpm Set	a (N000001126) : WSP and ATR Sub	mission for 2025 / 2026		
Hard to fill vacancies not applicable?:					
Hard to Fill vacancies are va This section requires the res	acancies that take longer than 6 months to fill spondent to provide <i>Hard-To-Fill-Vacancies (HTF</i>	V) by occupation per province			
Occupation * :	2021-111101 - Local or Provincial Government L	egislator			-
Province *	GAUTENG X	Reason why the occupation	was a Hard-To-Fill-vacancy * :	Lack of relevant experience	-
					_ 1
			Add	<< Previous Page Next Page	age >>
¥	Occupation =	Province(s)	- Reason		Ŧ
DELETE	111101 - Local or Provincial Government Legislator	Gauteng	Lack of r	relevant qualifications	

- "Add" button this allows the SDF to add HTFV by occupation per province.
- **"Delete**" button the delete button allows the SDF to remove the added HTFV.

6.6 Skills Gaps

- i. The Skills Gap section of the WSP further indicates the Skills shortages within an Entity, there four mandatory fields that describes these skills gaps/ shortages.
- ii. The **OFO** (Organising Framework for Occupations) is a skill-based classification system, which encompasses all occupations in the South African context. The classification of occupations is based on a combination of skills levels and skills specialisation which makes it easy to locate a specific occupation within the Entity.
- iii. OFO Major is the main specialisation in most Entities.
- iv. The Critical Skills Group refers to capabilities needed within an Entity e.g ICT.
- v. The Critical Skill further describes the Skills Group. e.g. What is needed within ICT



Administration 👻 Levies and Gra	ants ▼ WSP and ATR ▼				Log Off
MAIN COMPANY PROVINCIAL	PROFILE TRAINING COMMITTEE	SECTOR PRIORITY OCCUPATION IN	ITERVENTION HARD TO FILL VACAN	CIES SKILLS GAPS WSP AND ATR	
	Organisatio	on Name : Fpm Seta (N000001126) : W	/SP and ATR Submission for 2025 / 2026		
Skills Gap not applicable? :					
This section requires the re	espondent to provide information of	on SKILLS GAPS of employees			
OFO Major *	2 - PROFESSIONALS				-
Critical Skill Group	Category A: Basic Skills	✓ Cri	tical Skill * : Active Learning		•
Reason for skills gap *	NEW PRODUCTS BEING PRO				
			Add	<< Previous Page Nex	t Page >>
•	OFO Major	- Critical Skill	Ŧ	Skills Gap Reason(s)	Ŧ
DELETE	6 - SKILLED AGRICULTURAL, FOREST	RY, FIS Complex Problem Solvin	ng	Lack of relevant skills	

6.7 Declaration and Verification Document

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

Iministration Levies and Grants WSP and ATR					Log Off
			<u> </u>		<u> </u>
1. Pre-Application 2. Created	3. Submitted	4. Recommended for Approval	5. Approved	6. Query	7. Paid
MAIN COMPANY PROVINCIAL PROFILE TRAINING C	OMMITTEE SECTOR PR	IORITY OCCUPATION INTERVENTION	HARD TO FILL VACANCIES	SKILLS GAPS	VSP AND ATR
rganisation Name : Fpm Seta (N000001126)	w	SP and ATR Submission for 2025 / 2026	5	_	
Please n Each main company n	All sections must be comp ote that once you have subr nust be submitted separately	leted before you can print and submit the mitted the WSP/ATR you may not chang y and a separate Declaration and Verific	he verification document. Je the values within these scre ation document must be forwa	ens. Inded to the SETA	Î
Main company details completed			Y		
SDF profile completed			Y		
Provincial profile added			N		•
Training committee profile added			Y		
Hard To Fill Vacancies completed			Y		
Skills Gaps Completed			Y		
Sector Priority Occupation Intervention Completed			Y		
				<< Previous Page	Submit For Registration
					giordatori

iv. The Declaration and Verification Document consists of the following items:

- Submission Year the year that the WSP Submission is for
- o SDL Number the entity's registered SDL Number
- **Trading Name** the trading name of the entity
- Declaration the acknowledgement clause that states that the undersigned individuals are aware of the WSP submission and give consent to proceed.



 Signatures – this section provides space for the responsible persons to write their full names and signatures based on their positions as outlined by the document.

6.8 Submit Application

i. This step is a post check, it indicates and confirms that all the TAB's have been completed successfully.

Administration V Levies and Grants VSP and ATR V					Log Off
· · ·			8		
1. Pre-Application 2. Created					7. Paid
				_	
MAIN COMPANY PROVINCIAL PROFILE TRAINING COMMIT				SKILLS GAPS WS	P AND ATR
Organisation Name : Fpm Seta (N000001126)	WS	and ATR Submission for 2025 / 2026			
					*
All see Please note that	ctions must be comple t once you have submi	ted before you can print and submit th tted the WSP/ATR you may not chang	e verification document. e the values within these scre	ens.	
Each main company must be	submitted separately a	and a separate Declaration and Verific	ation document must be forwa	irded to the SETA	
Main company details completed			Y		
SDF profile completed			Y		
Provincial profile added			N		
Training committee profile added			Y		
Hard To Fill Vacancies completed			Y		
Skills Gaps Completed			Y		
Sector Priority Occupation Intervention Completed			Ŷ		•
				er Broufouro Bonn	Pubmit For Desistration
				as Previous Page	outrin For Negistration

- ii. To submit the application the SDF would have had gone through the below six steps:
 - Main company details completed.
 - SDF profile.
 - Provincial profile.
 - Training committee profile.
 - Hard To Fill Vacancies.
 - Skills Gaps.
 - Sector Priority Occupation Intervention.
- iii. If all these steps are completed successful, they will be indicated with a Y status and the only N that will be an exception is when the Entity has less than 50 employees and the Training Committee will have an N status.
- iv. Once everything is done, the SDF may proceed by clicking the "Submit For Registration" button located at the bottom right of the window.
- v. After the "Submit For Registration" button has been selected the registration phase is completed.



MAIN COMPANY PROVINCIAL PROFILE TRAINING COM	MITTEE SE	INTOR PRIORITY OCCUPATION INTERVENTION HARD TO FILL VACANCIES SKILLS GAPS WSP AND ATR
Organisation Name : Fpm Seta (N000001126)		HIDD and ATD D. Ambalan for DODE 10000
Each main company		Your registration phase is complete. Kindly proceed to capture your WSP and ATR.
Main company details completed		
SDF profile completed		
Provincial profile added		
Training committee profile added	_	
Hard To Fill Vacancies completed		

7. Capture WSP & ATR

i. Following the successful submission of the Company Registration, the system will automatically navigate to the "**WSP/ATR Employees**" page as shown below:

Administration - Levies and	Grants $ earrow WSP and ATR earrow$					Log Off
					Logged on as: leighrhayes	User Type: Skills Development Facilitato
WSP/ATR Employees	+					
1. Pre-Application	2. Created	3. Submitted	K A. Recommended for Approval	S. Approved	6. Query	7. Paid
EMPLOYEES INTERVENT	ONS TRAINING COMPLET	ED AND PLANNED DOC	UMENTS SUBMIT	_	_	
Organisation Name : Fpm	Seta (N000001126)) WSP fo	r the period From 1-April-20	25 To 31-March-2026 / ATR for the pe And	riod From 1-April-2024 To 3	1-March-2025	
Add New Employee	Import From Excel	Copy From Last Year	Delete All Employees Log File	e Back		Export
The grid below details a Note that you are able	all of the employees conside o sort and filter the records	red in the WSP/ATR for N in the grid	1000001126 - Fpm Seta.			
						EXPORT TO EXCEL
	SDL Number	- Employee	No. T Employee ID No.	ID Type 🛨	First Name ਵ	Surname ਵ

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





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

Administration - Levies and C	Grants ▼ WSP and ATR ▼					Log Off
WSP/ATR Employees					Logged on as: leighrhayesU	ser Type: Skills Development Facilitato
 1. Pre-Application 	2. Created	3. Submitted	. Recommended for Approval	8 5. Approved	6. Query	CB 7. Paid
	ONS TRAINING COMPLETE	D AND PLANNED DOCUN	MENTS SUBMIT		_	
Organisation Name : Fpm Se	ta (N000001126)) WSP fo	r the period From 1-April-202 he period From 1-April-2025	5 To 31-March-2026 / ATR for the perio And To 31-March-2026 / Pivotal Training Re	d From 1-April-2024 To 31- port for the period From 1-	March-2025 -April-2024 To 31-March-2025	
Add New Employee	Import From Excel Cop	y From Last Year Dele	te All Employees Log File	Back 🗲		Export
The grid below details all o Note that you are able to s	of the employees considered sort and filter the records in t	l in the WSP/ATR for N000 he grid	0001126 - Fpm Seta.			

7.1 Manual Capture

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

Employee No.:							
ID Type :	- select ID Type	-	ID No.:				
First Name :			Middle Name :		Last Name :		
Birth Date :	0001-01-01	Ċ	Gender:	select Gender 🔍	Equity :	select Equity	*
Disability Status :	- select Disability St	atus	Ŧ	Citizenship Status :	select Citizenship Status		-
Municipality :	select Municipality						-
lighest Qualification Type :	- select Qualification	п Туре	-	Highest Qualification Title :			
Employment Type :	- select Employmen	1 -	Employment Status :	select Employment 👻	Job Title :		
OFO:	- type and/or select						-
Create Date :		i i			Last Update Date :		Ť.
Create User:					Last Update User :		

- ii. Clicking the "**Cancel**" button will abort the adding of the employee.
- iii. Clicking the "**Save**" button will save the employee details.

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





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

Employee No.:	000001									
ID Type :	Birth	Certificate	Num 👻	ID No.:	9408040363082					
First Name :	Nobeng	jazi		Middle Name :				Last Name :	Moloi	
Birth Date :	1900	01-01	Ċ	Gender :	Female	-		Equity :	African	*
Disability Status :	None						frica			*
Municipality :	Joha	nesburg l								-
Highest Qualification Type :	Natio	al Higher	\bigcirc	Employee record saved succes	ssfully.					
Employment Type :	Temp	orary				→		Job Title :	HR manager	
OFO:	2021	111101 - I				OK				*

iv. The system will save the employee and display a successfully saved record message and load the employees grid shown above:

- **Employee Number** the employee number as on the payroll books
- o Employee ID type
- Employee ID name of the employee
- o SDL Number the levy number of
- Gender the sex of the employee the
- Birth Date the date of birth for the
- v. **Delete/View Export** buttons the grid allows the SDF to view the captured employee record and thus facilitate some editing of the record if necessary, this can be done by clicking on the information. The system will allow you to edit the data.
- vi. Click the "View" button and the system will load the editable employee record.
- vii. The export button exports the filtered contents of the grid into an Excel format file.



Administration - Levies and Grants - W	VSP and ATR 👻					Log Off
1. Pre-Application 2. Cr	reated 3. Submitted	4. Recommended for Appr	oval 5. Approved	d 6. Quer	y 7. Paid	
EMPLOYEES INTERVENTIONS TRAIN	NING COMPLETED AND PLANNED	DOCUMENTS SUBMIT	_	_	_	
Drganisation Name : Fpm Seta (N000001126) Pivotal Training	WSP for the period From 1-April-20 Plan for the period From 1-April-202	25 To 31-March-2026 / ATR for the p And 5 To 31-March-2026 / Pivotal Training	eriod From 1-April-2024 To Report for the period Fro	o 31-March-2025 om 1-April-2024 To 31-March	-2025	
Add New Employee Import From Exe	cel Copy From Last Year	Delete All Employees Log Fi	e Back		Export	
The grid be ow details all of the employees Note that you are able to sort and filter the	s considered in the WSP/ATR for N records in the grid	1000001126 - Fpm Seta.				
			_	\rightarrow	EXPORT TO EXCEL	
Ţ Citi	izenship = Municipality	= Highest Qualifica =	Highest Qualifica ᆍ	Employment Type \Xi	Employment Status 😴	
VIEW DELETE Sou	uth Africa Johannesburg	Metro Matric	National Higher Cer	Temporary	Employed	

7.2 Import From Excel

i. Click the "**Import From Excel**" button, the system will launch the Import form as shown below:

Drganisation Name : Fpm Seta (N00000 Pivotal Tr	1126) WSP for the period From 1-April-2025 To 31-March-2026 / ATR for the period From 1-April-2024 To 31-March-2025 And anining Plan for the period From 1-April-2025 To 31-March-2028 / Pivotal Training Report for the period From 1-April-2024 To 31-March-2025	
Add New Employee Import Fro	om Excel Copy From Last Year Delete All Employees Log File Back	Export
The grid below details all of the Note that you are able to sort	Excel File: Choose File no file selected	
	IMPORT	ent Status ਵ

ii. Click the "Cancel" button will abort the copy process.

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

EMPLOYEES INTERVENTIONS T Drganisation Name : Fpm Seta (N00000112 Pivotal Train	WANNEE COMPLETED AND PLANNE WSP for the period From 1-Apr Ining Plan for the period From 1-April	D DOCUMENTS SUBMT ril-2025 To 31-March-2026 / ATR for t And I-2025 To 31-March-2026 / Pivotal Tra	he period From 1-April-2024 To 31-M ining Report for the period From 1-A	arch-2025 pril-2024 To 31-March-2025	
Add New Employee Import From	Excel Copy From Last Year S - Upload WSF Fro LMIS	Delete All Employees Lo	o File Back		Export
Note that you are able to sort ar	Exci 🕕	The Excel file was not attached. Plea before proceeding.	se upload the Excel for the appeal		ORT TO EXCEL
			ОК	M 'ORT CANCEL	ment Status 😴
VIEW DELETE	South Africa Johannes	sburg Metro Matric	National Higher Cer Te	mporary Emp	loyed

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



7.3 Copy from previous year/last year

i. Click the "**Copy from Last Year**" button. The system will launch the Copy form as below:

EMPLOYEES INTERVENTIONS TRAINING COMPL	TED AND PLANNED DOCUMENTS SUBMIT	
Prganisation Name : Fpm Seta (N000001126) WSP for the Pivotal Training Plan for the p	period From 1-April-2025 To 31-March-2026 / ATR for the period From 1-April-2024 To 31-March-2025 eriod From 1-April-2025 To 31-March-2026 / Photal Training Report for the period From 1-April-2024 To 31-Mar	rch-2025
Add New Employee Import From Excel Cop	From Last Year Delete All Employees Log File Back	Export
The grid below details all of the employees considered Note that you are able to sort and filter the records in the	h th	
Citizenship	Type Type Type Type Type Type Type Type	Employment Status
VIEW DELETE South Africa	Johannesburg Metro Matric National Higher Cer Temporary	Employed

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

7.4 Delete All Employees

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

for the second			
Administration * Levies and Grants * WSP and ATR *			
1. Pre-Application 2. Created 3. Sut			
EMPLOYEES INTERVENTIONS TRAINING COMPLETED AND PLANN			
WSP for the period real wave and the second		0111-1-1011-2027-10-01-1001-202X	
Pivotal Training Plan for the eriod From 1-Ani	And II-2025 To 31-March-2026 / Pivotal Training Repor	t for the period From 1-April-2024	o 31-March-2025
Add New Employee Import From Excel Copy From Leet You	Doloto All Employage Log Eilo	Rock	Export
LMIS			
The grid below details all of the employees considered a th			
Note that you are able to sort and filter the records in the gr	Are you sure you want to delete all employees fror	m this submission	
	Please note this will remove all the respective emp	ployee interventions as	
			EXPORT TO EXCEL
	`		
Citizenship 🚍		YES CANCEL ploymen	Type \Xi Employment Status 📼

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

7.5 Log File

ii. This button allows the SDF to download all captured records on a spreadsheet.



WSP/ATR Employees									
1. Pre-Application	2. Created	3. Submitted	. Recommended for Approval	5. Approved	6. Query	7. Paid			
EMPLOYEES INTERVENTI Organisation Name : Fpm S	IONS TRAINING COMPLETE	D AND PLANNED DOCUM	ENTS SUBMIT						
	WSP for the period From 1-April-2025 To 31-March-2026 / ATR for the period From 1-April-2024 To 31-March-2025 Pivotal Training Plan for the period From 1-April-2025 To 31-March-2026 / Puotal Training Report for the period From 1-April-2025								
Add New Employee	Import From Excel Copy	/ From Last Year Dele	te All Employees	Back		Export			
The grid below details all of the employees considered in the WSP/ATR for N000001126 - Fpm Seta. Note that you are able to sort and filter the records in the grid									
					EXPC	RT TO EXCEL			

iii. When the user clicks on the "**Log File**" button, the system generates a spreadsheet with all the errors as shown below:

AutoSave 🕥 🎧 🛱 🗗 🌮 🗸 …		G	WSP_125043Log_Fil	e (1).xls - Compatibility Mode ~	Q Search (C	md + Ctrl + U)	ş
Home Insert Draw Page Layout	Formulas Data R	eview View				Com	nents 🕼 Share 🗸
$\begin{array}{c c} & & & \\ & & & \\ Paste & & \\ & & \\ \end{array} Paste & & \\ & & \\ \end{array} \begin{array}{c c} Arial & & \\ B & I & U & \\ & & \\ \end{array} U & & \\ & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ Paste & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ Paste & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ Paste & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ Paste & & \\ Paste & & \\ Paste & & \\ \end{array} \begin{array}{c c} & & \\ Paste & & \\ Past$	• A [•] A [•] ≡ ≡ • <u>A</u> • ≡ ≡		e v General	Conditional Format Formatting as Table	Insert × ∑ × A Image: Delete × □ × Z Image: Delete × Sort & Find & Select Format × Image: V	Add-ins An	alyse Copilot Data
S Renew Your Subscription To keep using your	Office applications witho	ut interruption, please	renew by Sunday, 16 Feb	ruary 2025.			Buy
A2 $4 \times \sqrt{f_x}$ RECORD TYPE							
A	В		с	D	E	F	
1 WSP LOG FILE - 125043 for File : WSP_	ATR_Employee_Tem	plate_Type1.xlsx					
2 RECORD TYPE	SUPPLIED ID NO	SUPPLIED EMPLOY	EE LAST NAME	SUPPLIED EMPLOYEE FIRST NAME	SUPPLIED INTERVENTION NO	ROW NO	MESSAGE
3 FileName						0	Upload File Name
4 Employee Record	6501235022085	GOODWIN		BARRY		4	Rejected - An employee
5 Employee Record	0003105452089	VAN DER MERWE		WILLIAM		C C	Rejected - An employee a
7 Employee Record	0000100402089	VAN DER MERWE		WILLING		5	Total Records Processed
8 Training Intervention Record				BUSINESS PRESENTATION SKILLS	E112	4	Rejected - No Band Leve
9 Training Intervention Record				BUSINESS PRESENTATION SKILLS	E112	4	Rejected - Incorrect SDL
10 Training Intervention Record				WELDING	E449	<u>F</u>	Rejected No Road Love

8. Interventions

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

Interventions Interventions I. Pre-Application Interventions Interventines	ministration - Levies and	Grants - WSP and ATR -					Lo	g Off
Image: Construct of the period From 1-April-2025 To 31-March-2026 / ATR for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2024 To 31-March-2025 / Atr for the period From 1-April-2024 To 31-	terventions							
INTERVENTIONS TRAINING COMPLETED AND PLANNED DOCUMENTS SUBMIT Organisation Name : Form Seta (N000001128) WSP for the period From 1-April-2025 To 31-March-2028 / ATR for the period From 1-April-2024 To 31-March-2025 Note that interventions Log File Back The grid below details all of the training considered in the WSP/ATR for N000001126 - Fpm Seta. Note that you are able to sort and filter the records in the grid Interventions / Training Content of the grid form the grid Content of the grid	I. Pre-Application	2. Created	3. Submitted	. Recommended for Approval	5. Approved	6. Query	 7. Paid	
Organisation Name : Fpm Seta (N000001126)) WSP for the period From 1-April-2025 To 31-March-2026 / ATR for the period From 1-April-2024 To 31-March-2025 And Pivotal Training Plan for the period From 1-April-2025 To 31-March-2026 / Pivotal Training Report for the period From 1-April-2024 To 31-March-2025 Delete All Interventions Log File Back The grid below details all of the training considered in the WSP/ATR for N000001126 - Fpm Seta. Note that you are able to sort and filter the records in the grid Interventions / Training			ED AND PLANNED DO	DCUMENTS SUBMIT	_	_	_	
Pivotal Training Plan for the period From 1-April-2025 To 31-March-2025 / Pivotal Training Report for the period From 1-April-2024 To 31-March-2025 Delete All Interventions Log File Back The grid below details all of the training considered in the WSP/ATR for N000001126 - Fpm Seta. Note that you are able to sort and filter the records in the grid Interventions / Training	Organisation Name : Fpm	n Seta (N000001126) WSP fo	the period From 1-April-	2025 To 31-March-2026 / ATR for the per	riod From 1-April-2024 To 3	1-March-2025		
The grid below details all of the training considered in the WSP/ATR for N000001126 - Fpm Seta. Note that you are able to sort and filter the records in the grid Interventions / Training	Delete All Interventio	Pivotal Training Plan for	he period From 1-April-2	025 To 31-March-2026 / Pivotal Training	Report for the period From	1-April-2024 To 31-March-20	25	
Note that you are able to sort and filter the records in the grid Interventions / Training	The grid below details	all of the training considered	in the WSP/ATR for N	000001126 - Fpm Seta.				
	Note that you are able Interventions /	to sort and filter the records	in the grid				d	
ADD SAVE CHANGES CANCEL CHANGES EXPORT TO EXCEL	ADD	AVE CHANGES CANCEL					EXPORT TO EXCEL	
Intervention No. = Title = Intervention Type = Intervention Level = Band Level = QAP SETA =		Intervent	on No. \Xi Title	- Intervention Type	Intervention Level	Band Level =	QAP SETA 👳	



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

Administration v Levies and Grants v WSP and ATR v	Log Off						
EMPLOYEES INTERVENTIONS TRAINING COMPLETED AND PLANNED DOCUMENTS SUBMIT							
Organisation Name : Fpm Seta (N000001128) WSP for the period From 1-April-2025 To 31-March-2026 / ATR for the period From 1-April-2024 To 31-March-2025 And Pivotal Training Plan for the period From 1-April-2025 To 31-March-2026 / Pivotal Training Report for the period From 1-April-2024 To 31-March-2025 Delete All Interventions Log File Back The grid belor details all of the training considered in the WSP/ATR for N000001126 - Fpm Seta. Note that you are able to sort and filter the records in the grid							
Interventions / Training	0						
ADD SAVE CHANGES CANCEL CHANGES EXPORT TO Intervention No. Title Title Intervention Type Intervention Level Band Level QAP SETA	EXCEL						
DELETE							

- iii. Clicking the "**Cancel**" button will abort the adding of the intervention.
- When capturing an Intervention, select "Add" Intervention and supply all the required fields and click on the "Save" button. The system will save the intervention and display a "Successfully Saved Record" message and load the interventions:

Delete Ali Interventions Log File Ba		
The grid below details all of the training considere Note that you are able to sort and filter the records	in the WSP/ATR for N000001126 - Fpm Seta. n the grid	
Interventions / Training	LMIS	0
ADD SAVE CHANGES CANCEL	H Record saved successfully	EXPORT TO EXCEL
AET Level T FPMSETA - Fibre	ок	ini g Duration No of Trained Staff Cost > 2 R10.00

- v. The grid provides the user with the following information
 - **SDL Number** the Main Company's Levy Number
 - o Intervention Number the intervention number for the training
 - Title the training title
 - Intervention Type how the training is going to be conducted or was conducted
 - Level the level for the course
 - o Band Level the classification level for the course in terms of NQF levels
 - Cost the cost of conducting the course
 - o Delete/View/Export buttons
 - The **View** button allows the SDF to see the information captured for an intervention and thus facilitate some editing of the record if necessary.



- The Delete All Interventions button allows the SDF to remove the interventions from the WSP Submission.
- The **Export button** downloads and saves the intervention information in Excel format.
- Click the "**Delete**" button and the system will warn the user that deleting the interventions will wipe out the employee interventions as well.
- Click "Cancel" to abort the deletion or Click "Yes" to delete record which is confirmed by the message.
- vi. The grid shows the information of the intervention record.
- vii. The "**Export**" button exports the filtered contents of the grid into an Excel format file as shown below:



x. The grid provides the user with the following information:

- SDL Number the Main Company's Levy Number
- Intervention Number the intervention number for the training
- Intervention Title the training title
- o Intervention Type how the training is going to be conducted or was
- Intervention Level the classification level for the course in terms of NQF levels conducted
- Band Level the classification level for the course in terms of NQF levels
- QAP SETA Quality Assessment Partner Sector Education and Training Authority
- o Pivotal Yes or No
- External Choose whether the intervention is external
- Apply for Discretionary Yes or No
- **Training Duration** days of the training duration
- o Number of Trained Staff total number of trained staff
- Intervention Cost the cost of conducting the course



9. Training Completed and Planned

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

Administration - Levies and	Grants <i>▼</i> WSP and ATR <i>▼</i>					Log Off
Training Completed and Pla	nned					
1. Pre-Application	2. Created	3. Submitted		5. Approved	6. Query	7. Paid
		_				
EMPLOYEES INTERVENTI	ON TRAINING COMPLE	TED AND PLANNED DOC	CUMENTS SUBMIT	_	_	
Organisation Name : Fpm	Seta (N000001126)	in the analysis Frank 4 August 2	005 T- 24 M 2020 / ATD 6		Harah 2025	
	Pivotal Training Plan fo	r the period From 1-April-202	And 25 To 31-March-2026 / Pivotal Training	Report for the period From	I-April-2024 To 31-March-2025	
Add New Employee In	ntervention Delete All	Employee Interventions				Export
The grid below petails a Note that you a below that you a	all of the employees interve to sort and filter the record	entions considered in the V s in the grid	VSP/ATR for N000001126 - Fpm Se	eta.		
					E	EXPORT TO EXCEL
	Intervention No.	- Title	Employee No Em	nployee ID No. \Xi Emp	loyee Name \Xi Interventio	on Status \Xi Start

ii. Click "Add New Employee Intervention" the system will insert an inline input field to capture employee details as shown below:

Organisation Name : Fpm S - Capture WSP Employe	Seta (N000001126) Pivotal Training P ee Intervention	WSP for the period Fron	m 1-April-2025 To 31- 1-April-2025 To 31-M	March-2026 / ATR for the perio And arch-2026 / Pivotal Training Re	d From 1-April-2024 To 31-March	-2025 2024 To 31-March-2	2025
Employee : Intervention :	type and/or select	***					
Appointment Section :	select Appointmen	t Section	-	Intervention Status :	select Intervention Status		Ŧ
Learning Mode :	select Learning Mo	ode	-				
Start Date :	0001-01-01	i			End Date :	0001-01-01	Ċ
Create Date :					Last Update Date :		
Create User :					Last Update User :		
							0

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

 iv. Enter the Intervention, Employee, Start Date and End Date, Appointment Section, Intervention Status and Learning Mode details and then click the "Save" button. The system will save the intervention and display a "Successfully Saved Record" message and load the employee interventions grid as below:



Administration Levies and Grants WSP and ATR	Lo	g (
LMIS - Capture WSP Employee Intervention		
	_	
9408040363082 - Moloi Nobengazi 👻	Employee :	
00001 - Miss 👻	Intervention :	
Employed		
LMIS		
Employee intervention record saved successfully.		
	ОК	
reate liser · Last lindate liser ·		
		1
Sa	ve Cancel	

- v. The "**Training Completed and Planned**" grid provides the user with the following information:
 - Intervention Number the intervention number for the training
 - **Employee Number** the employee number belonging to the Employee
 - **Employee ID Number** the legal identity number belonging to the Employee
 - Employee Name the legal name of the employee
 - Intervention Status an indicator of the progress of the learner on the intervention
 - Start Date the training start date
 - End Date the end date for the intervention
 - Learning Mode how the intervention is being administered
 - **Appointment Section** the appointment section for the intervention
 - o Delete/View/Export buttons
 - The delete button allows the SDF to remove the employee intervention from the WSP Submission
- vii. Click the "**Delete**" button and the system will warn the user that deleting the employee will wipe out the employee interventions as well as seen below:

Administration - Levies and	Grants WSP and ATR					Log Off
Training Completed and Pla	anned					
✓ Pre-Application 	2. Created	8 3. Submitted		S. Approved	6. Query	7. Paid
EMPLOYEE INTERVENT Organisation Name : Form Add New Employee Add New Employee The grid below details a Note that you are able	ISBN TRAINING COMPLETE ISBN (N00001126) WSP or Pivotal Training Plan f. + th Intervention Delete AL En all of the employees intervention to sort and filter the record in	LMIS Are you se	AMENTE SLEMMT	vention ?	14 Irch-2025 1-J pril-2024 To 31-March-2025	Export PORT TO EXCEL



- viii. Click "**Cancel**" to abort the deletion and Click "**Yes**" to delete record which is confirmed by record deleted successfully message.
- ix. The "**View**" button allows the SDF to view the captured employee intervention record and thus facilitate some editing of the record if necessary.
- x. Click the "**View button**" and the system will load the employee intervention record.
- xi. Once the editing process is completed, the SDF clicks on the "Save" button.
- xii. The "**Export**" button saves the filtered contents of the grid into an Excel format file as below:



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

10. Documents

- i. The Documents TAB allows the SDF to upload three types of documents:
 - o Authorisation Page
 - Proof of banking details (Cancelled Cheque or Signed Stamped bank letter)
 - Training Committee Minutes

1. Pre-Application	2. Created	3. Submitted	A. Recommended for Approval	5. Approved	6. Query	X 7. Paid
EMPLOYEES INTERVENTIONS	TRAINING COMPLET	ED AND PLANNED DOCI	SUBMIT SP and ATR Submission for 2025 / 20	26	_	
The grid below details all of the Note that you are able to sort Document Type • :	he employees intervent and filter the records in Authorisation Page	ions considered in the Ws	SP/ATR for Fpm Seta(N00000112	26).	•	
File Name :	SELECT FILES				×	
Comments : Download Declaration and Ve	erification Document					Add Document

11. Submit

i. This button marks the end of the SDF WSP/ATR submission process. This allows the user to view a summary of the information captured, as shown:



I. Pre-Application	2. Created	3. Submitted 4. Recomme		5. Approved	6. Query	Contraction Contra
EMPLOYEES INTERVENTIONS	TRAINING COMPLETED AND F	PLANNED DOCUMENTS SUBM	т с с		_	
Organisation Name : Fpm Seta (N0	00001126) WSP for the peri Pivotal Training Plan for the period	od From 1-April-2025 To 31-March-20: d From 1-April-2025 To 31-March-2026	26 / ATR for the period From And / Pivotal Training Report fo	n 1-April-2024 To 31-March-202 r the period From 1-April-2024	5 To 31-March-2025	
SDL Number :	N000001126	Trading Name	Fpm Seta			
		All sections must be com Note that Once you Submit,ch:	pleted before you can subr anges cannot be made to th	nit. Is data.		
No of employees *	1					
No of interventions *	1					
No of employees training achieved/enrolled *	1					
No of employees training planned *	0					
Indicate how training as reported in the ATR and PTR has affected the company :	n 0 :					
Percentage of payroll spent or training:						Å
General comments :	(Insert any clarification or com	nment that you wish to make on an	y aspect of the WSP,ATR	and PIVOTAL Report. Prov	ide the number of the item that	your
	Support	ed Browsers : 🔁 🖉 😂 🦁 💿 2025	All rights reserved.	CTIGO Multi Domain SSL		

ii. This page provides the user with the following information:

- The number of employees uploaded.
- The number of interventions
- The number of employees training achieved and enrolled
- The number of employees training planned
- iii. Submit final WSP and ATR button this button allows the SDF to submit WSP and ATR

Administration 👻 Levies and Gran	ts + WSP and ATR +	Log Off
No of employees *	1	
No of interventions *	1	
No of employees training achieved/enrolled *	1	
No of employees training planned *	0	
Indicate how training as reported in the ATR and PTR has affected the company :		
Percentage of payroll spent on training :		10
General comments :	(Insert any clarification or comment that you wish to make on any aspect of the WSP,ATR and PIVOTAL Report. Provide the number of the item that your comment refers to)	
		10
\longrightarrow	Print Draft WSP and ATR Submit Final WSP and ATR	
	Supported Browsers : 🕀 🖉 🕑 🎯 🔹 2025 All rights reserved. 🛛 🗾 🖉 ECTIGO Multi Domain SSL	



iv. Print WSP & ATR button – this button allows the SDF to download and print the captured WSP/ATR as shown below:



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

Administration 👻 Levies and Grant	s \forall WSP and ATR \forall				Log Off
	IONS TRAINING COMPLETED AN	ID PLANNED DOCUMENTS SU	вміт		
Organisation Name : Fpm Seta (NOC	WSP for the period	l From 1-April-2025 To 31-March-2026 An From 1-April-2025 To 31-March-2026 / F	ATR for the period From 1-April-2024 To 3 d ivotal Training Report for the period From	31-March-2025 1 1-April-2024 To 31-March-2025	
SDL Number :	N000001126	Trading Name :	Fpm Seta		
		All sections must be comple Note that Once you Submit,chang	ted before you can submit. es cannot be made to this data.		
No of employees * No of interventions * No of employees training	1				
No of employees training planned *	1		_	7	
Indicate how training as reported in the ATR and PTR has affected the company :		Are you sure you want to subm version. Please note no ammendments	t this WSP and ATR report as your final will be possible after this action?		
Percentage of payroll spent on training : General comments :	(Insert any clarification pr. comment refers to)		YES CANCEL	cord. Provide the number of the item that your	
	Supported	Browsers : ÉØUO © 2025 Al	rights reserved. SECTIGO Multi Dom	ain SSL	li.

vi. If all the required data has been captured, the system proceeds to submit the WSP and ATR and presents a success message, as below:

Administration - Levies and Grants	s 👻 WSP and ATR 👻	Log Off
	All sections must be completed before you can submit. Note that Once you Submit,changes cannot be made to this data.	
No of employees *	t	
No of interventions *	1	
No of employees training achieved/enrolled *	1	
No of employees training planned	t	
	LMIS	
Indicate how training as reported in the ATR and PTR has affected the company :	WSP and ATR submitted successfully.	
Percentage of payroll spent on training :	СК	
General comments :	(Insert any clarification decomment instruments in many on any arrow of the unsert of and support decomment refers to)	

- vii. The user continues to click on "**Ok**" to proceed. The system navigates back to the SDF Details page.
- viii. To view the submission status, the SDF will navigate to the "WSP Summary" tab as shown below:

Adm	Administration * Levies and Grants * WSP and ATR *							
	Company Registration + • Pre-Application - attach definition • Application - attach definition • Submitted - attach definition							
	The grid below details all	of the wsps linked to th	e sdf. Note that you are able to sort	t and filter the records in the	e grid			
	Financial Year 🕽 🗧 \Xi	SDL Number 🗧	WSP Status =					
	2025	N000001126	Submitted	VIEW SUBMISSION	LOG FILE DOWNLOAD DRAFT WSP ATR			
				Î				

- ix. The summary grid allows the SDF to view their submissions, submission status as well as their associated Log Files. The grid provides the "Submission Financial Year, Main Company SDL Number and WSP Status".
- x. The "WSP Status" highlights where in the FPM & SETA review process the SDF's application is this is used to monitor progress on an application.



12. Secondary SDF Approval

- i. Once SDF has submitted the application and FPM & SETA approves the application, this will allow the capturing of a Secondary SDF.
- ii. To capture the Secondary SDF, the SDF will navigate to "**SDF Application**" tabs as shown below:

Administration - Levies and Grants -	WSP and ATR -	1		Log Off
SDF Applications	SDF Details WSP/ATR Submission(s)		Logged on as: leightha	ayesUser Type: Skills Development Facilitator
SDF DETAIL SDF APPLICATIONS	WSP SUMMARY	Create Registration		
	Financial Year	- Application Date	- Application Status.	Ŧ
VIEW	2025	2025-01-17	Application	
Î				
				1 - 1 of 1 items

iii. Click **"View**" button to upload the Secondary SDF, the Support Documents screen will allow SDF to upload Appointment Letter as shown below:

Administration - Levies and Grants	WSP and ATR -	Log Off
	1 - 1 of 1 items	
Supporting Documents		
Document Type :	SDF Appointment Letter	
Employer SDL :	· · · · · · · · · · · · · · · · · · ·	
File Name :	SELECT FILES Add Document	
	↑	
	Submit Application	

12.1 Supporting Documents

- Document Type: Upload the Appointment Letter, Appointment Letter will only be received once SDF has successfully submitted the application and has been approved by FPM & SETA.
- ii. **Employer SDL**: Insert the correct SDL number as per SDF application.
- iii. File Name: Select the Appointment Letter from your files.
- iv. Add Document: Add the file by clicking the "Add Document" button.



v. **Submit Application**: Once the document has been upload, SDF can continue to click the "**Submit Application**" button to wait for approval.

12.2 Add Secondary SDF

- i. Click "Add Secondary SDF", (this button will only be available to SDF once the application of uploading an Appointment Letter has been approve by FPM& SETA.
- ii. Capture the Secondary SDF ID Number as shown below:

LMIS - Add Se	econdary SDF SDL Number: T000	0000115	Company Name :	Xoliswa oc	
	SDF Id Number:	-	SDF Name :	Rodney Peter Weimann	Save Cancel
		SDF ID No ber		₩ SOF Name	
30) • (b)(b)				No items to display

- iii. Clicking on the "Save" button proceeds to save Secondary SDF records in the grid, as shown below. To abort this action, the SDF clicks on the "Cancel" button.
- iv. After saving the Secondary SDF a successful message will display as shown below:

SDL Number: T000000115		Company Name :	Xoliswa cc	
SDF Id Number :		SDF Name :	Rodney Peter Weimann	
DELETE SECORDARY SUF	Corio Corio	Secondary SOF record added	successfully	Bare Cance



v. Once the Secondary SDF has been successfully saved, you will be able to delete the SDF by clicking the "**Delete Secondary SDF**" button as shown below:

SDL Number :	T000000115	Company Name:	Xoliswa	oc.	
SDF Id Number:	Ψ.	SDF Name :	Rodney	Peter Weimann	
					Save Can
	SDF ID Number		Ŧ	SDF Name	Ŧ
DELETE SECODARY S				Rodney Weimann	
					1 - 1 of 1 ite

END