

LIMS USER GUIDE



RAM

**Registration of
Assessor and Moderator**

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 Assessors and Moderators on LMIS.
- II. Application for Registration for Assessors and Moderators.
- III. Approval of applications by FP&M SETA.
- IV. Planning to address skills shortage by being proactive, this is through an accurate research and reporting.
- V. View single Truth of the information about the Assessors and Moderators registered with the FP&M SETA.

This user guide only covers Assessors and Moderators functionality.



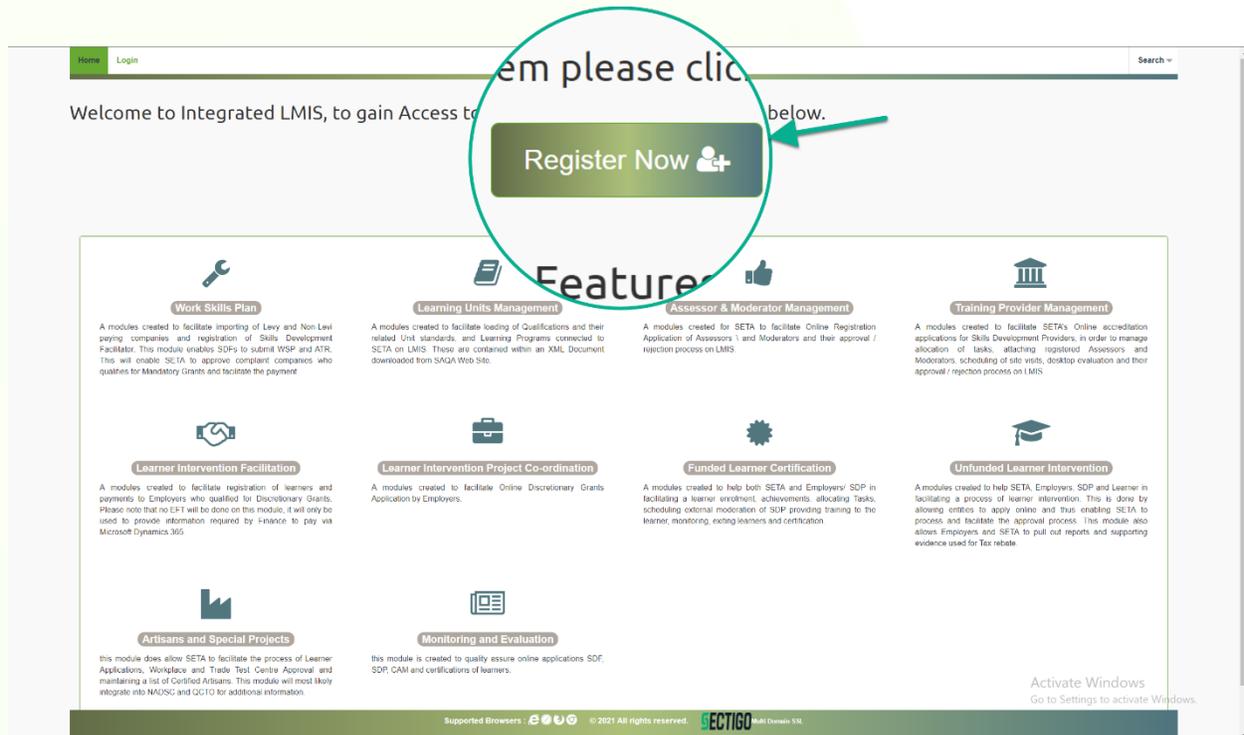
The screenshot shows the LMIS user interface. At the top, there is a navigation bar with 'Home' and 'Login' links on the left, and a search bar on the right. Below the navigation bar, a welcome message reads: 'Welcome to Integrated LMIS, to gain Access to the System please click the link below.' A prominent green 'Register Now' button with a user icon is centered below the message. The main content area is titled 'Features' and contains a grid of 12 feature cards, each with an icon, a title, and a brief description:

- Work Skills Plan:** A modules created to facilitate importing of Levy and Non-Levy paying companies and registration of Skills Development Facilitator. This module enables SDFs to submit WSP and ATR. This will enable SETA to approve compliant companies who qualifies for Mandatory Grants and facilitate the payment.
- Learning Units Management:** A modules created to facilitate loading of Qualifications and their related Unit standards, and Learning Programs connected to SETA on LMIS. These are contained within an XML Document downloaded from SAGA Web Site.
- Assessor & Moderator Management:** A modules created for SETA to facilitate Online Registration Application of Assessors \ and Moderators and their approval / rejection process on LMIS.
- Training Provider Management:** A modules created to facilitate SETA's Online accreditation applications for Skills Development Providers, in order to manage allocation of tasks, attaching registered Assessors and Moderators, scheduling of site visits, desktop evaluation and their approval / rejection process on LMIS.
- Learner Intervention Facilitation:** A modules created to facilitate registration of learners and payments to Employers who qualified for Discretionary Grants. Please note that no EFT will be done on this module, it will only be used to provide information required by Finance to pay via Microsoft Dynamics 365.
- Learner Intervention Project Co-ordination:** A modules created to facilitate Online Discretionary Grants Application by Employers.
- Funded Learner Certification:** A modules created to help both SETA and Employers/ SDP in facilitating a learner enrolment, achievements, allocating Tasks, scheduling external moderation of SDP providing training to the learner, monitoring, exiting learners and certification.
- Unfunded Learner Intervention:** A modules created to help SETA, Employers, SDP and Learner in facilitating a process of learner intervention. This is done by allowing entities to apply online and thus enabling SETA to process and facilitate the approval process. This module also allows Employers and SETA to pull out reports and supporting evidence used for Tax rebate.
- Artisans and Special Projects:** This module does allow SETA to facilitate the process of Learner Applications, Workplace and Trade Test Centre Approval and maintaining a list of Certified Artisans. This module will most likely integrate into NADSC and QCTO for additional information.
- Monitoring and Evaluation:** This module is created to quality assure online applications SDF: SDP, CAM and certifications of learners.

At the bottom of the page, there is a footer with 'Supported Browsers' icons, copyright information '© 2021 All rights reserved. SECTIGO Multi Domain S&P', and an 'Activate Windows' watermark.

2. Register as an Assessor

This section demonstrates and explains how an Assessor can gain access to LMIS and start applying for Registration at the FP&M SETA.



User Registration

You need to Register on the system as an Assessor before gaining access to the following key features:

- I. Capturing learning units that you are certified for.
- II. Uploading Supporting Documentation.
- III. Capturing your Professional Experience.
- IV. Adding the Educational background and submitting the application for registration



Note: Moderators who wish to be Registered with the FP&M SETA need to be first registered as Assessor. Users who wish to apply for both roles need to ensure that they select the “Assessor and Moderator” option on the “User Type” Dropdown.

2.1 Register a user

- I. You must complete information shown in the screen below to register as a user.

The screenshot shows the 'Register User' form with the following fields and values:

- User Name: admin
- E-mail Address: (empty)
- User Type: -- select --
- Password: (masked with dots)
- Confirm password: (empty)
- Show Password(s)?:
- I'm not a robot: (with CAPTCHA logo)
- Privacy - Terms: (link)
- Register: (button)

At the bottom of the page, there is a footer with the following text: "Supported Browsers : [logos] © 2021 All rights reserved. SECTIGO Multi Domain SSL. Activate Windows. Go to Settings to activate Windows."



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

Home Login Search

Register User

User Name: A value is required for User Name. Please provide a value for User Name

E-mail Address: A value is required for E-mail Address. Please provide a value for E-mail Address

User Type: -- select -- A value is required for User Type. Please provide a value for User Type

Password: A value is required for Password. Please provide a value for Password

Confirm password:

Show Password(s)?:

I'm not a robot [Privacy - Terms](#)

Register

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[Go to Settings to activate Windows](#)

- II. Continue to complete information as shown in the screen below to register as an Assessor:

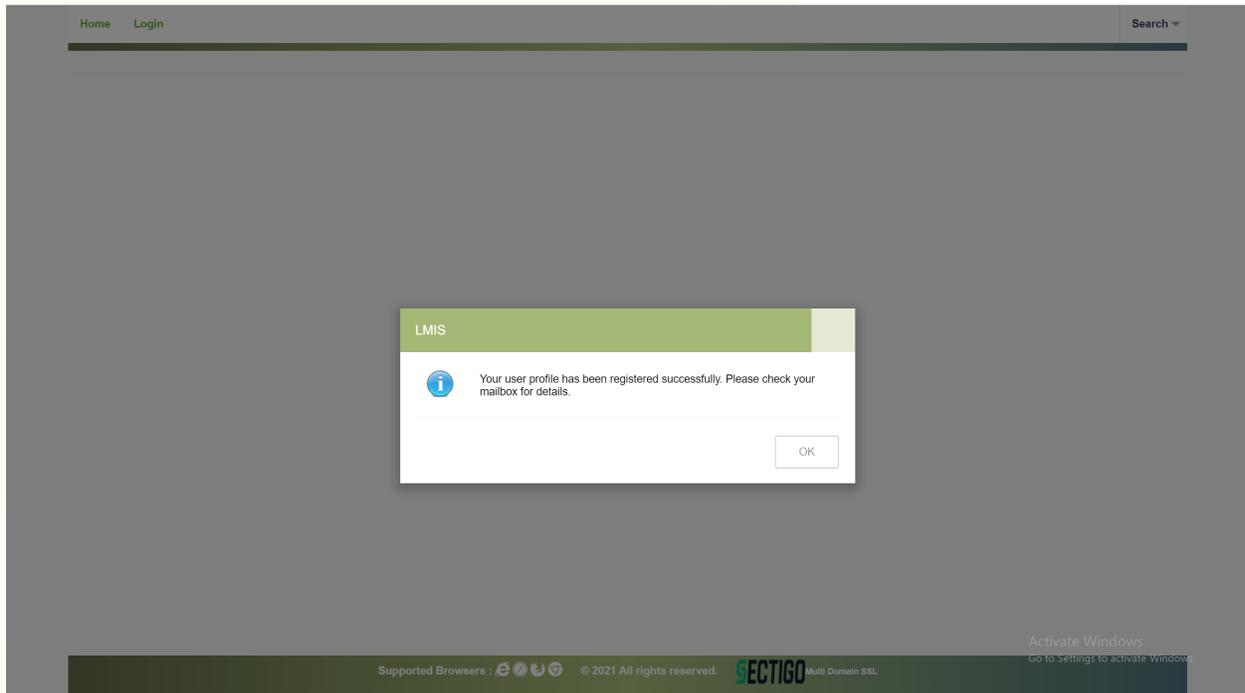
The screenshot shows a web browser window with a navigation bar at the top containing 'Home', 'Login', and a search icon. The main content area is titled 'Register User' and contains the following fields and elements:

- User Name:** Input field containing 'Userm3980'
- E-mail Address:** Input field containing 'userm3980@gmail.com'
- User Type:** Dropdown menu with 'Assessor' selected
- Password:** Input field with masked characters '*****'
- Confirm password:** Input field with masked characters '*****'
- Show Password(s)?:** A checkbox that is currently unchecked.
- reCAPTCHA:** A box with a green checkmark and the text 'I'm not a robot', along with a 'reCAPTCHA' logo and links for 'Privacy - Terms'.
- Register:** A green button at the bottom of the form.

At the bottom of the page, there is a footer with the following text: 'Supported Browsers : [Icons] © 2021 All rights reserved. SECTIGO Auto Domain SSL'. On the right side of the footer, there is a message: 'Activate Windows Go to Settings to activate Windows.'

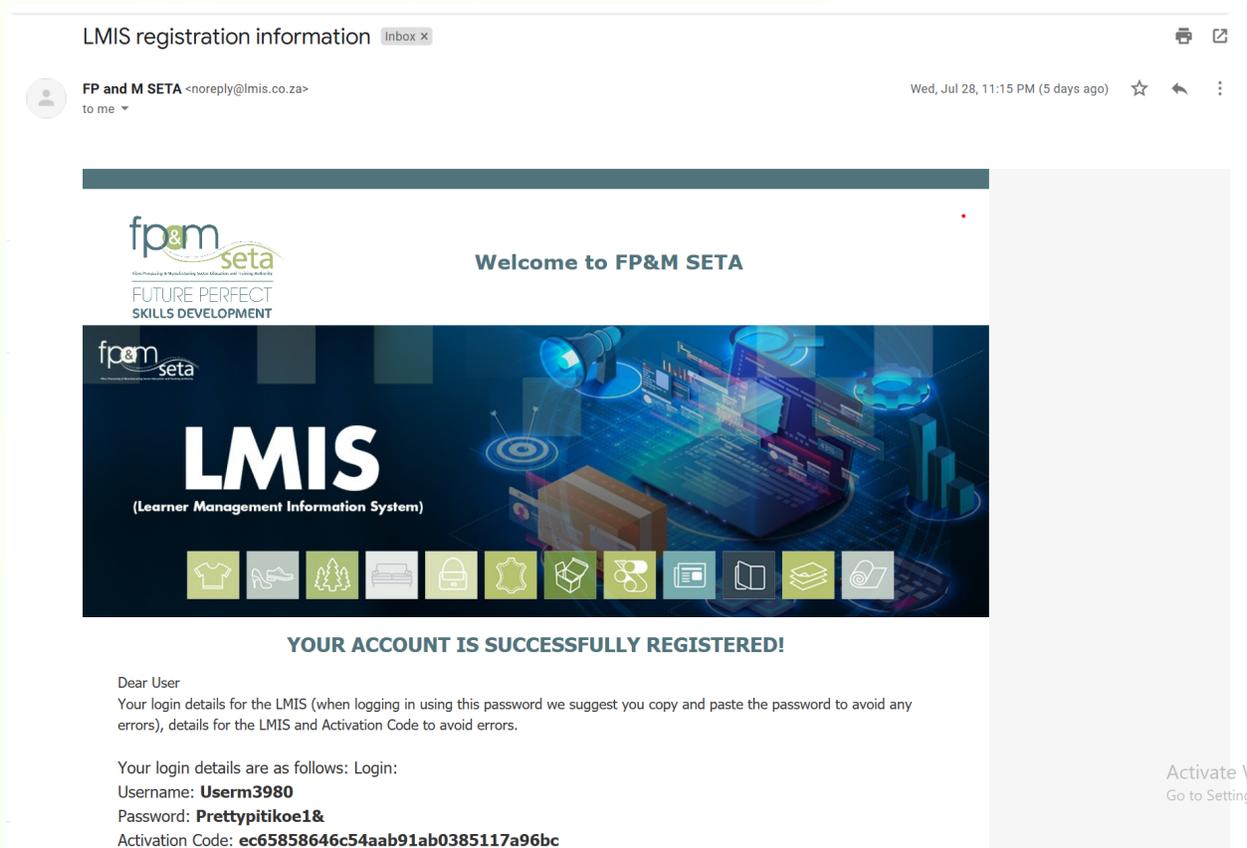
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- i. Once you have captured your registration information successfully, a success message with instructions on how to activate the account will appear as below:



2.2 User Account Activation

- i. Once registration on LMIS is successful, an activation email with activation details will be sent to your registered email address as below:



2.2.1 User Login

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

Home Login Search

Welcome to SETA Learner Management Information System

Login

Please enter your username and the password.
If you are not a registered user yet, please contact the LMIS administrator for assistance.

Please provide login details

User Name: Userm3980

Password:

User Type: Assessor

Show Password?

Login Register

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

Notices

ANNOUNCEMENT

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Activate Windows
Go to Settings to activate Windows.

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

Log Off

Verify Account

Verify Account

User Name:

E-mail Address:

Activation Code:

Verify

Activate Windows

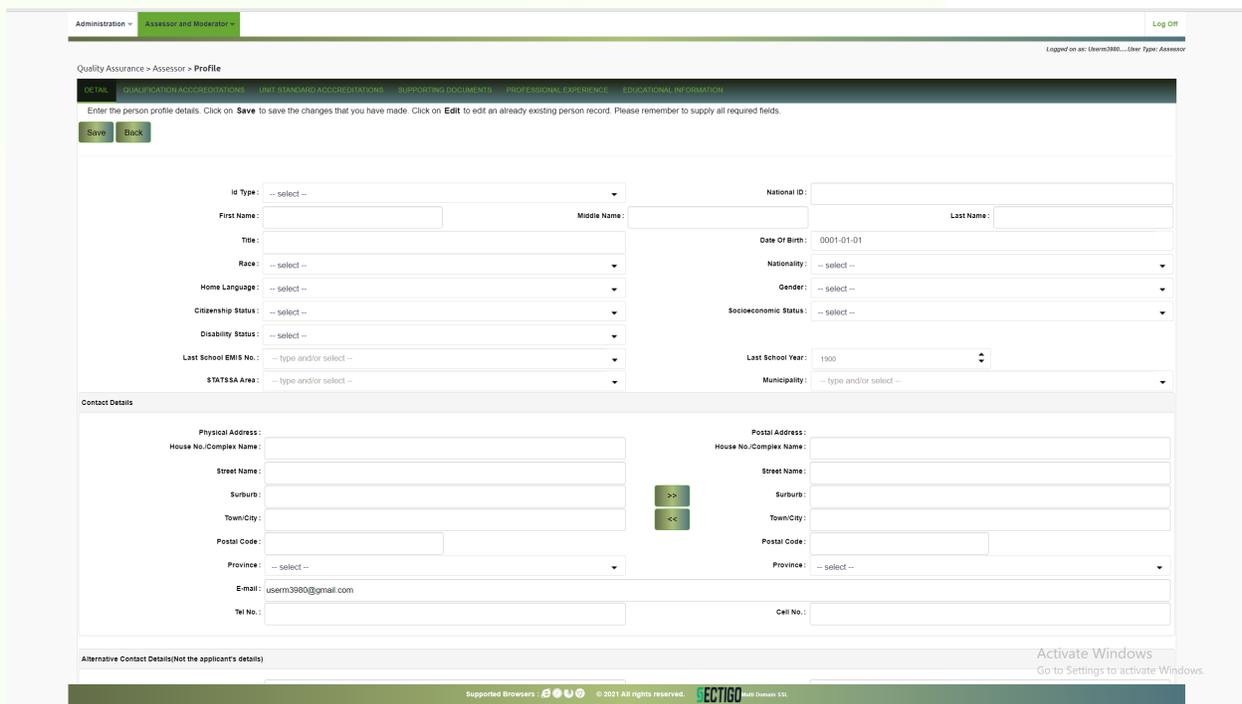
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3. Application for Registration

This menu handles all the registration processes for the assessors and moderators within the LMIS system. Assessor Registration allows first time applications, re-registrations or the Extensions of Scope - in the case of those assessors that are already registered on the system.

3.1 Assessor Personal Details

- i. If you are accessing the system for the first time as an Assessor, the system will navigate to the personal details screen in “edit mode” as below:



The screenshot shows the 'Assessor and Moderator' profile page in 'edit mode'. The page title is 'Quality Assurance > Assessor > Profile'. Below the title is a navigation bar with tabs: 'DETAILS', 'QUALIFICATION ACCREDITATIONS', 'UNIT STANDARDS ACCREDITATIONS', 'SUPPORTING DOCUMENTS', 'PROFESSIONAL EXPERIENCE', and 'EDUCATIONAL INFORMATION'. The 'DETAILS' tab is active. A message reads: 'Enter the person profile details. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing person record. Please remember to supply all required fields.' Below this are 'Save' and 'Back' buttons.

The form is divided into two main sections: 'Personal Details' and 'Contact Details'. The 'Personal Details' section includes fields for:

- Id Type: -- select --
- National ID: [text box]
- First Name: [text box], Middle Name: [text box], Last Name: [text box]
- Title: [text box]
- Date Of Birth: 0001-01-01
- Race: -- select --
- Nationality: -- select --
- Home Language: -- select --
- Gender: -- select --
- Citizenship Status: -- select --
- Socioeconomic Status: -- select --
- Disability Status: -- select --
- Last School EMIS No.: -- type and/or select --
- Last School Year: 1900
- STATSSA Area: -- type and/or select --
- Municipality: -- type and/or select --

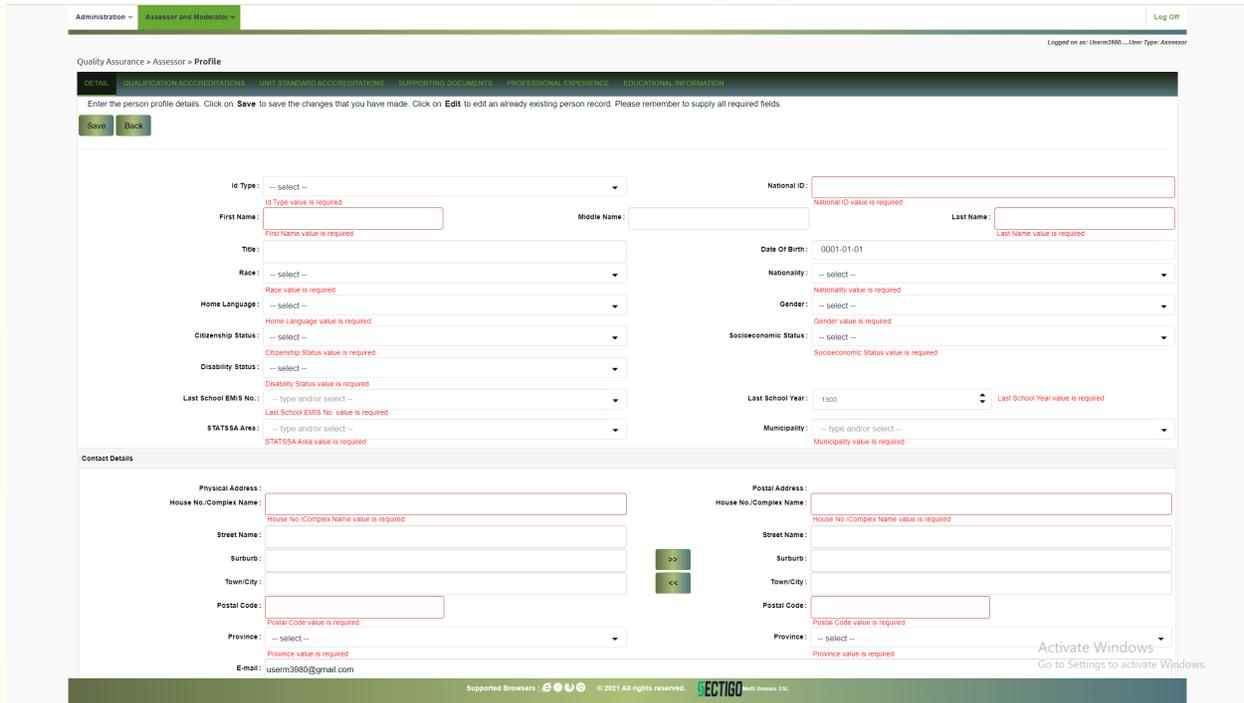
The 'Contact Details' section includes:

- Physical Address: House No./Complex Name, Street Name, Suburb, Town/City, Postal Code, Province: -- select --, Email: userm3980@gmail.com, Tel No.: [text box]
- Postal Address: House No./Complex Name, Street Name, Suburb, Town/City, Postal Code, Province: -- select --, Cell No.: [text box]

At the bottom of the form, there is a section for 'Alternative Contact Details(Not the applicant's details)' and a footer with 'Supported Browsers: [logos] © 2021 All rights reserved. SECTIGO [logo] Domain SSL'. A Windows watermark 'Activate Windows Go to Settings to activate Windows.' is visible in the bottom right corner.



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



The screenshot shows the 'Assessor and Moderator' profile page. The form contains several fields, many of which are highlighted in red with error messages indicating they are required but missing or invalid. The errors include:

- Id Type:** -- select -- (No error message shown, but the field is empty)
- National ID:** National ID value is required
- First Name:** First Name value is required
- Middle Name:** (Empty field)
- Last Name:** Last Name value is required
- Race:** Race value is required
- Home Language:** Home Language value is required
- Citizenship Status:** Citizenship Status value is required
- Disability Status:** Disability Status value is required
- Last School EMIS No.:** Last School EMIS No. value is required
- STATSSA Area:** STATSSA Area value is required
- Date Of Birth:** 0001-01-01
- Nationality:** Nationality value is required
- Gender:** Gender value is required
- Socioeconomic Status:** Socioeconomic Status value is required
- Last School Year:** 1900 (Last School Year value is required)
- Municipality:** Municipality value is required

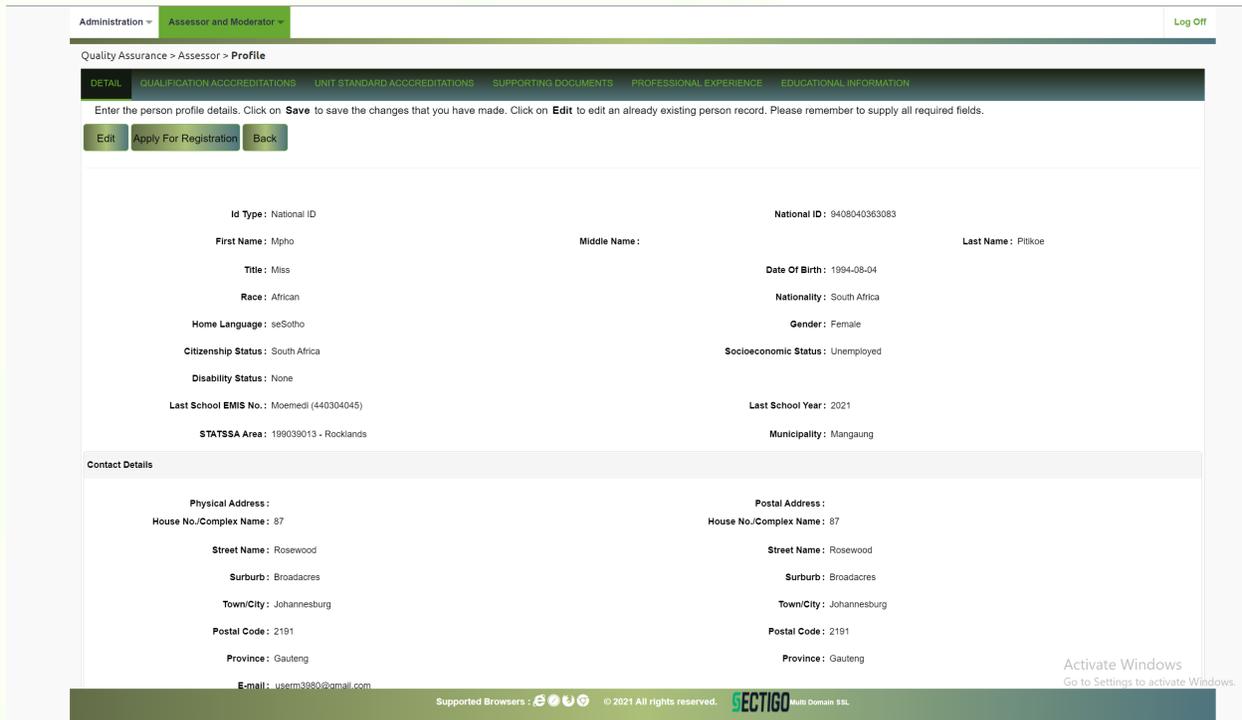
The 'Contact Details' section also shows errors for the Physical and Postal addresses:

- Physical Address:** House No./Complex Name value is required
- Postal Address:** House No./Complex Name value is required
- Postal Code:** Postal Code value is required
- Province:** Province value is required

Buttons for 'Save' and 'Back' are visible at the top left of the form area. The footer includes 'Supported Browsers', '© 2021 All rights reserved. SECTIGO', and 'Activate Windows'.

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- ii. Fill in all the required user profile details, then click on the “Save” button. The system will proceed to save the profile and then display a “Record Saved Successfully” message.



Administration ▾ Assessor and Moderator ▾ Log Off

Quality Assurance > Assessor > Profile

DETAIL QUALIFICATION ACCREDITATIONS UNIT STANDARD ACCREDITATIONS SUPPORTING DOCUMENTS PROFESSIONAL EXPERIENCE EDUCATIONAL INFORMATION

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

[Edit](#) [Apply For Registration](#) [Back](#)

Id Type: National ID **National ID:** 9408040363083

First Name: Mpho **Middle Name:** **Last Name:** Pllikoe

Title: Miss **Date Of Birth:** 1994-08-04

Race: African **Nationality:** South Africa

Home Language: seSotho **Gender:** Female

Citizenship Status: South Africa **Socioeconomic Status:** Unemployed

Disability Status: None

Last School EMIS No.: Moemedi (440304045) **Last School Year:** 2021

STATSSA Area: 199039013 - Rocklands **Municipality:** Mangaung

Contact Details

Physical Address: **Postal Address:**

House No./Complex Name: 87 **House No./Complex Name:** 87

Street Name: Rosewood **Street Name:** Rosewood

Suburb: Broadacres **Suburb:** Broadacres

Town/City: Johannesburg **Town/City:** Johannesburg

Postal Code: 2191 **Postal Code:** 2191

Province: Gauteng **Province:** Gauteng

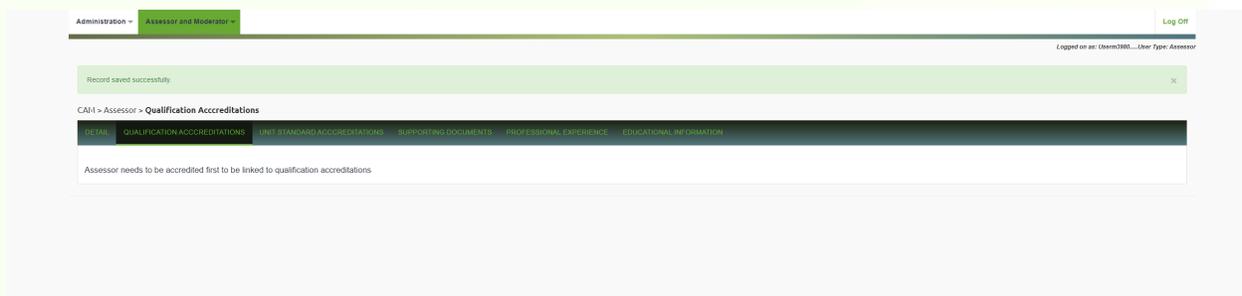
E-mail: usecm3280@gmail.com

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Activate Windows
Go to Settings to activate Windows.

- iii. The tabs that follow the “Detail” tab will not be active until you are successfully registered as a FP&M SETA Assessor, as below:

Qualification Accreditations



Administration ▾ Assessor and Moderator ▾ Log Off

Record saved successfully. ✕

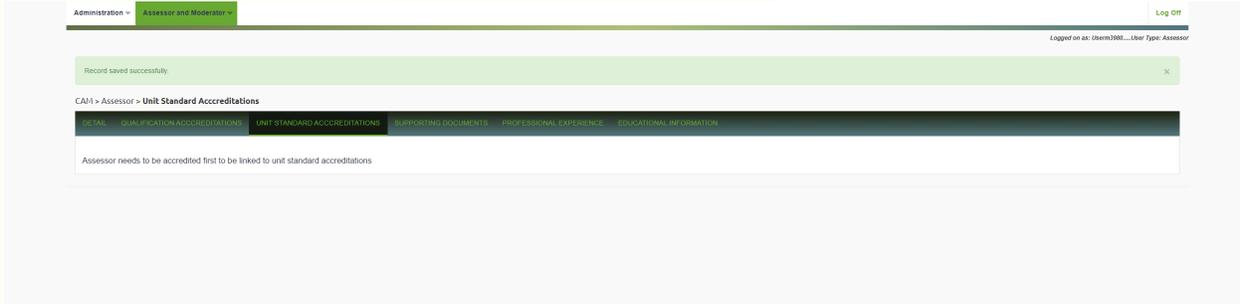
CALL > Assessor > Qualification Accreditations

DETAIL QUALIFICATION ACCREDITATIONS UNIT STANDARD ACCREDITATIONS SUPPORTING DOCUMENTS PROFESSIONAL EXPERIENCE EDUCATIONAL INFORMATION

Assessor needs to be accredited first to be linked to qualification accreditations

Logged on as: Usecm3280... User Type: Assessor

Unit Standard Accreditations



Administration > Assessor and Moderator > Unit Standard Accreditations

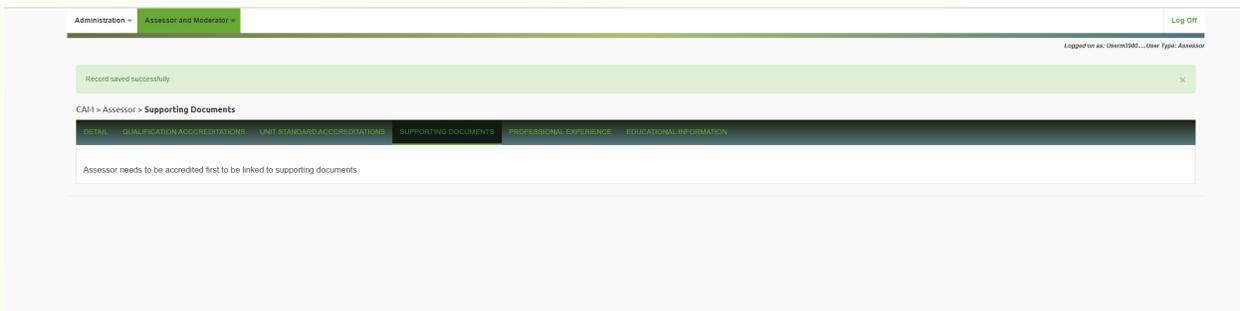
Record saved successfully

CAAI > Assessor > Unit Standard Accreditations

[DETAILS](#)
[QUALIFICATION ACCREDITATIONS](#)
[UNIT STANDARD ACCREDITATIONS](#)
[SUPPORTING DOCUMENTS](#)
[PROFESSIONAL EXPERIENCE](#)
[EDUCATIONAL INFORMATION](#)

Assessor needs to be accredited first to be linked to unit standard accreditations

Supporting Documents



Administration > Assessor and Moderator > Supporting Documents

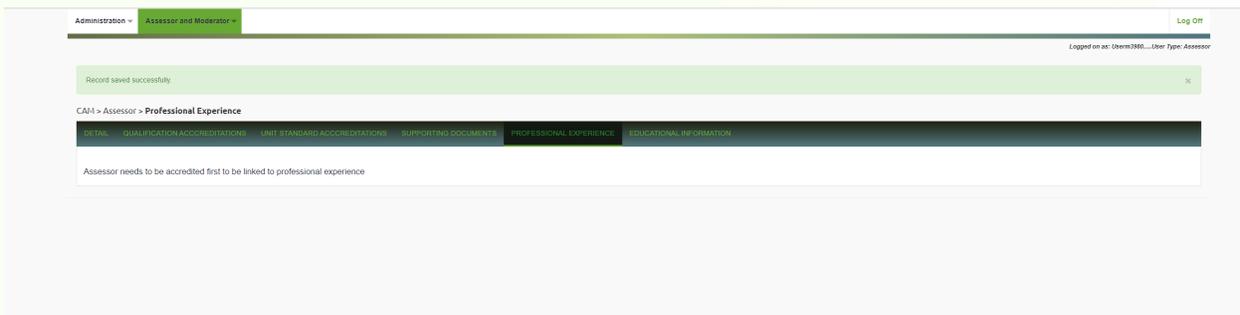
Record saved successfully

CAAI > Assessor > Supporting Documents

[DETAILS](#)
[QUALIFICATION ACCREDITATIONS](#)
[UNIT STANDARD ACCREDITATIONS](#)
[SUPPORTING DOCUMENTS](#)
[PROFESSIONAL EXPERIENCE](#)
[EDUCATIONAL INFORMATION](#)

Assessor needs to be accredited first to be linked to supporting documents

Professional Experience



Administration > Assessor and Moderator > Professional Experience

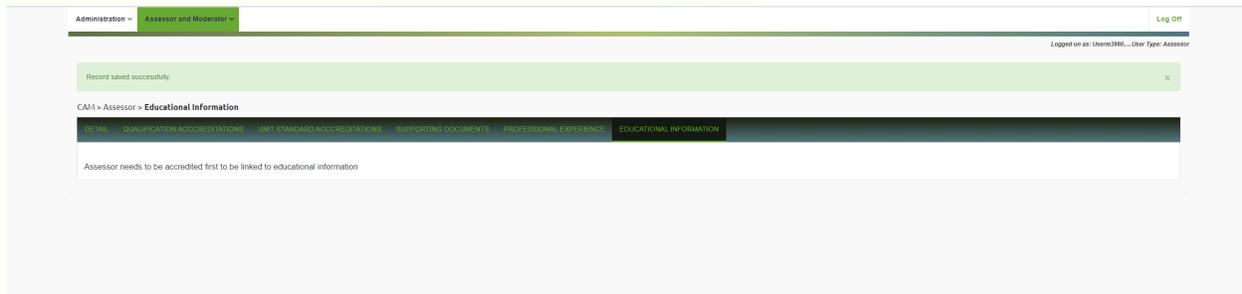
Record saved successfully

CAAI > Assessor > Professional Experience

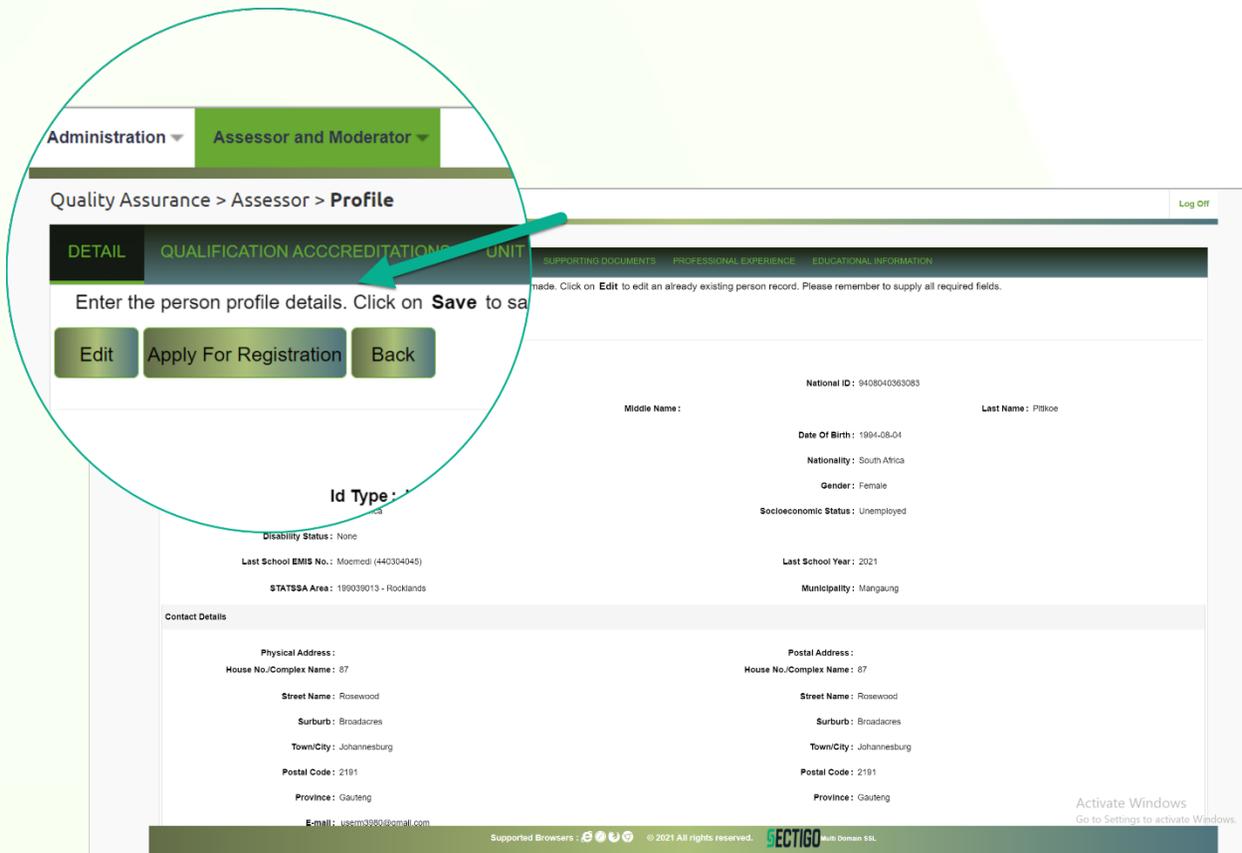
[DETAILS](#)
[QUALIFICATION ACCREDITATIONS](#)
[UNIT STANDARD ACCREDITATIONS](#)
[SUPPORTING DOCUMENTS](#)
[PROFESSIONAL EXPERIENCE](#)
[EDUCATIONAL INFORMATION](#)

Assessor needs to be accredited first to be linked to professional experience

Education Information



iv. To continue, click on “Apply for Registration” as shown below:



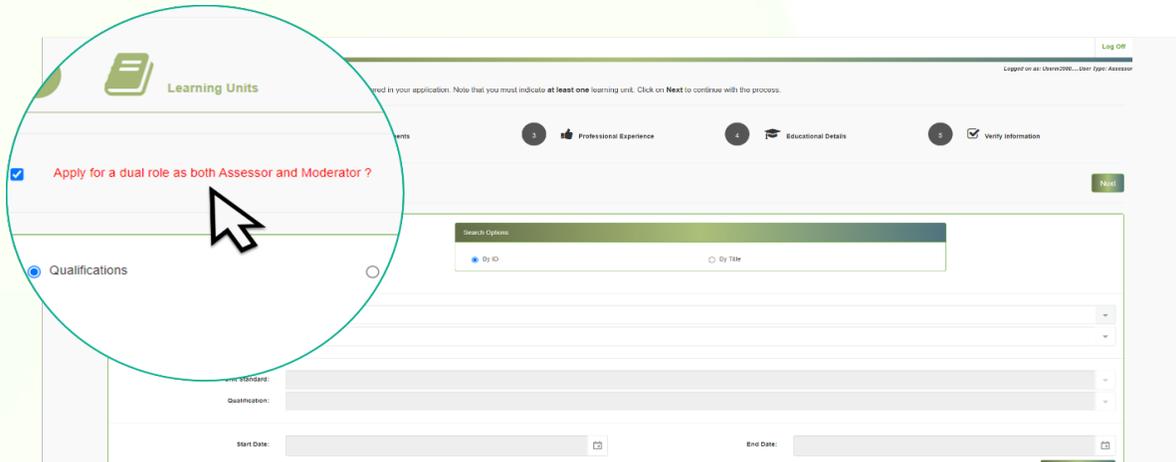
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- v. The system will navigate to the application process beginning with Step 1 as shown below.

The screenshot shows the 'Assessor and Moderator' application process in the LMIS system. The user is logged in as 'User00000...User Type: Assessor'. The interface includes a navigation bar with steps 1 through 5: Learning Units, Documents, Professional Experience, Educational Details, and Verify Information. Step 1 is currently active. Below the navigation bar, there is a checkbox for 'Apply for a dual role as both Assessor and Moderator?' and a 'Next' button. The main content area is titled 'Qualifications' and includes a search options dropdown (By ID selected, By Title available), dropdown menus for 'Qualification:', 'Learning Program:', 'Unit Standard:', and 'Qualification:', and date pickers for 'Start Date:' and 'End Date:'. An 'Add Learning Unit' button is located to the right of the date pickers. Below this is a table titled 'Qualification Learning Units' with columns for Qualification ID, Title, Learning Programme ID, Start Date, End Date, and Application Type. The table is currently empty. At the bottom of the page, there is a footer with 'Supported Browsers' icons, '© 2021 All rights reserved. ECTIGO Multi Domain S&L', and a Windows activation notice: 'Activate Windows Go to Settings to activate Windows.'

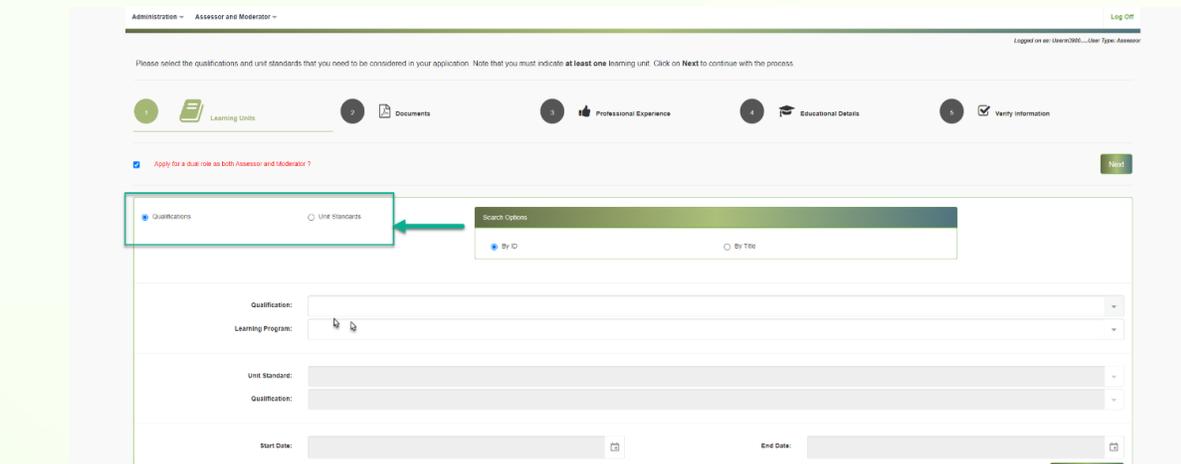


Should you wish to apply for both Assessor and Moderator Registration, you must tick on the dual role application checkbox, as below:



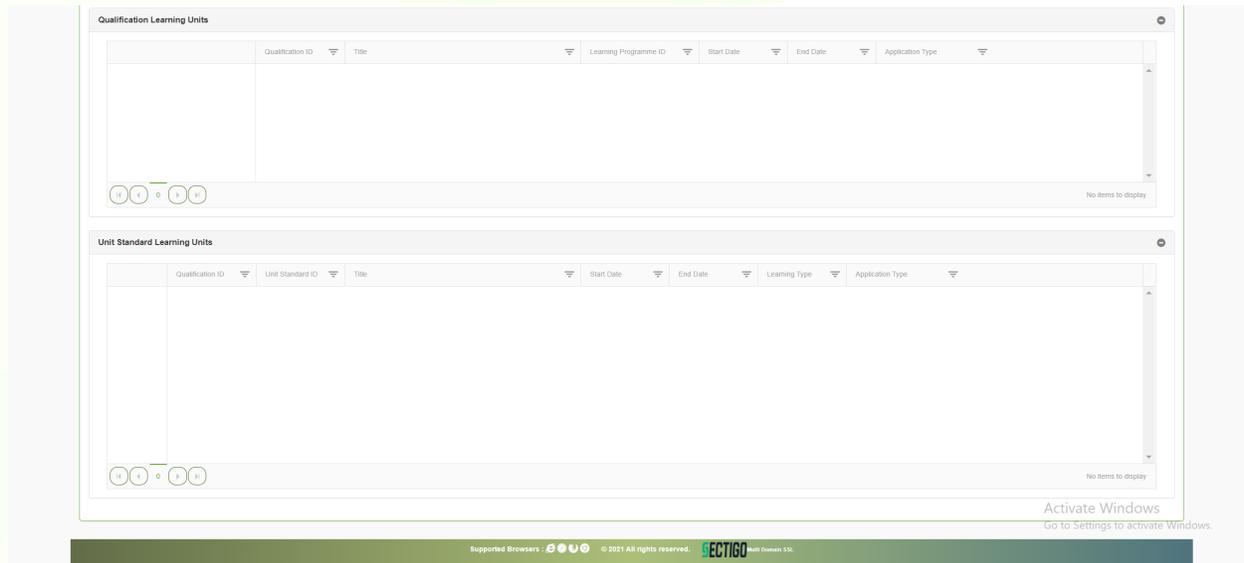
3.2 Step 1 – Learning Units

- i. This step allows you to capture your Learning Units for the application. It consists of two distinct sections:
 - a. The top section allows capturing of the learning units as either a full qualification or a unit standard linked to a qualification. You have to specify whether you are capturing a full qualification or a unit standard by means of the option button: qualifications or unit standards as seen below:



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- ii. The bottom section has two grids that contain full qualifications and the unit standard qualifications to be considered in the application as seen below.

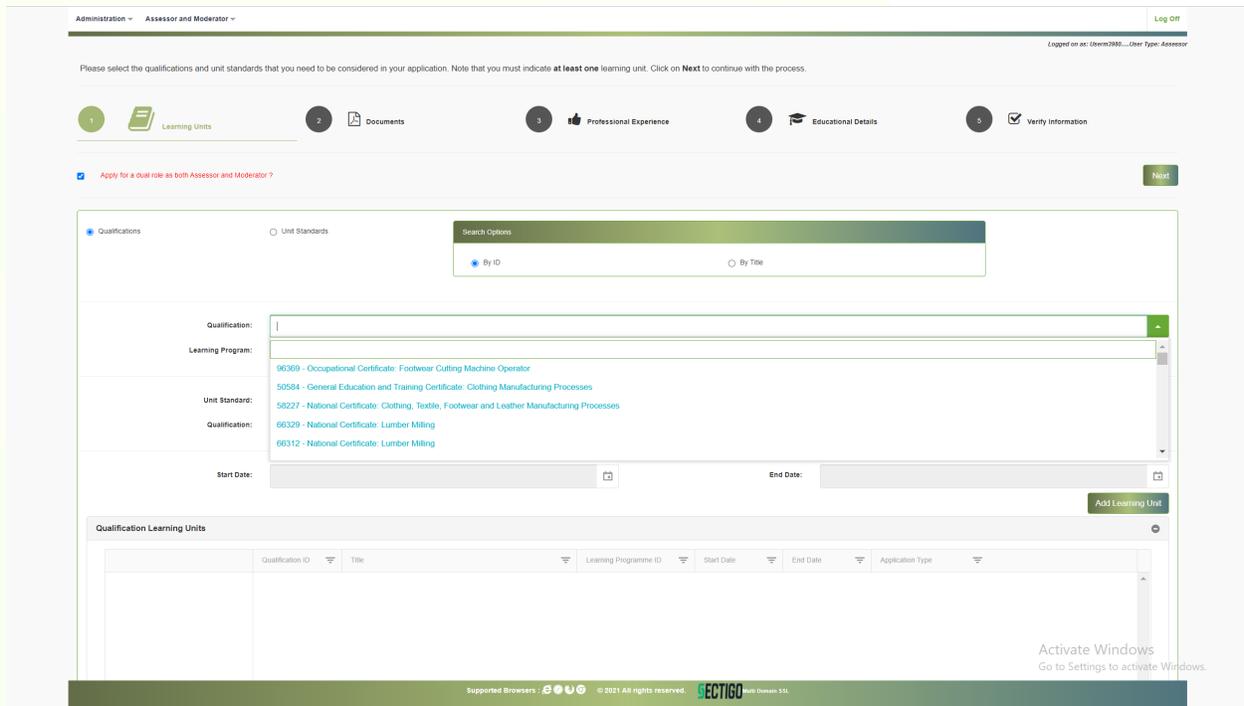


- vi. The grid provides you with the following information:
- a. Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
 - b. Unit Standard ID - the unit standard code that uniquely identifies a unit standard as on the SAQA database
 - c. Title - the title that identifies a learning unit as on the SAQA database
 - d. Start Date – the start date for the learning unit accreditation
 - e. End Date – the end date for the learning unit accreditation
 - f. Application Type – whether or not the application is a first time application, re-registration or extension of scope
 - g. Learning Type – this applies to the unit standards and specifies whether the application is a Core, Fundamental or Elective.

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- iii. Choose the applicable option(s) (full qualification or a unit standard) and this enables only the full qualification option or enables only the unit standard option which then requires you to select the unit standards and qualification combinations). Learning Units search options are available as well. You can either search by the ID of the learning unit or the title of the learning unit as seen below:

a) Full Qualification



Administration - Assessor and Moderator - Log Off

Logged on as: | User:2982... | User Type: Assessor

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

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Details 5 Verify Information

Apply for a dual role as both Assessor and Moderator? **Next**

Qualifications Unit Standards

Search Options

By ID By Title

Qualification: |

Learning Program: 96369 - Occupational Certificate: Footwear Cutting Machine Operator

Unit Standard: 50584 - General Education and Training Certificate: Clothing Manufacturing Processes

Qualification: 58227 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes

66329 - National Certificate: Lumber Milling

66312 - National Certificate: Lumber Milling

Start Date: [] End Date: []

Add Learning Unit

Qualification Learning Units

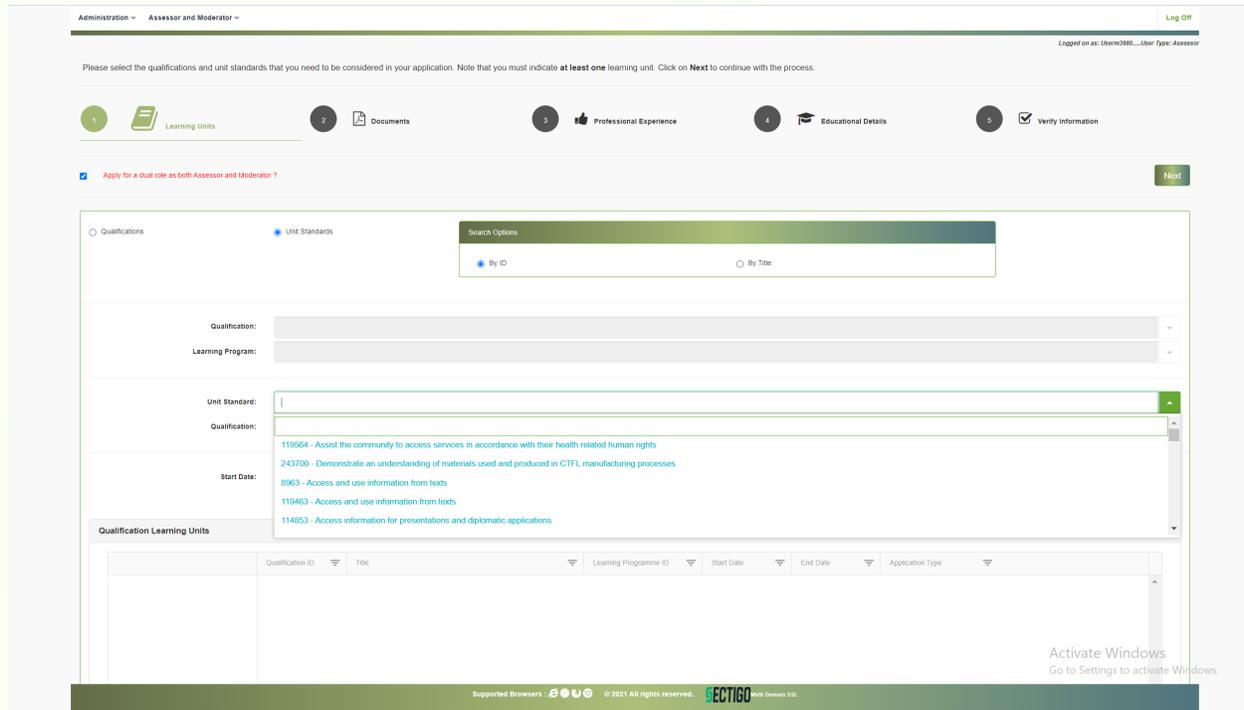
Qualification ID	Title	Learning Programme ID	Start Date	End Date	Application Type

Activate Windows
Go to Settings to activate Windows.

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b) Unit Standard



Administration - Assessor and Moderator - Log Off

Logged on as: User0388...User Type: Assessor

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

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Details 5 Verify Information

Apply for a dual role as both Assessor and Moderator? Next

Qualifications
 Unit Standards

Search Options: By ID By Title

Qualification:

 Learning Program:

 Unit Standard:

 Qualification:

 Start Date:

119564 - Assist the community to access services in accordance with their health related human rights

 243700 - Demonstrate an understanding of materials used and produced in CTFL manufacturing processes

 8963 - Access and use information from texts

 119463 - Access and use information from texts

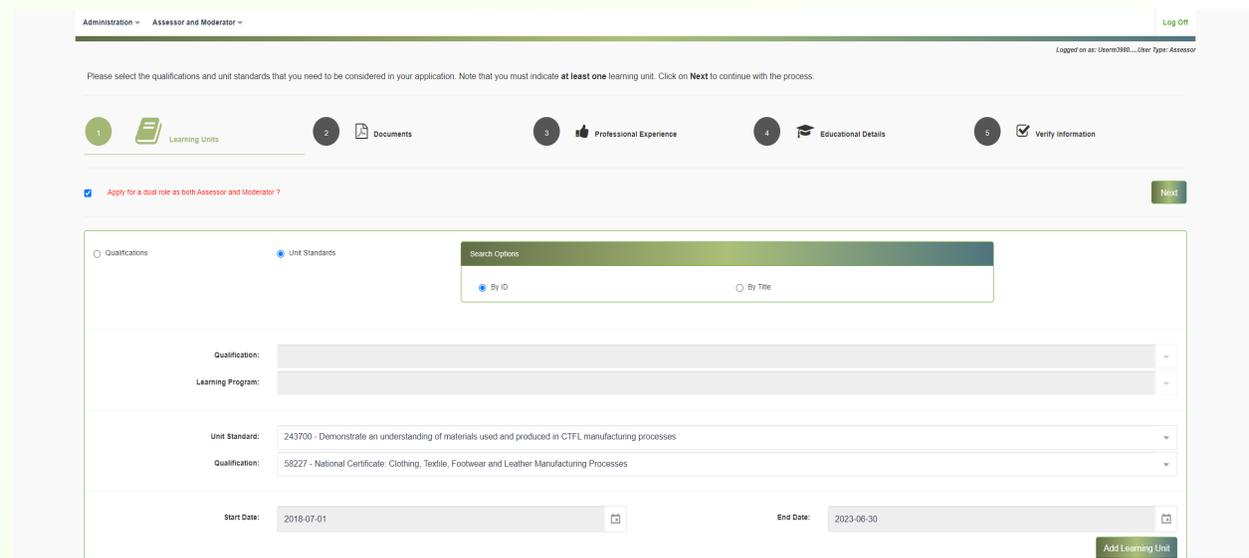
 114853 - Access information for presentations and diplomatic applications

Qualification Learning Units	Qualification ID	Title	Learning Programme ID	Start Date	End Date	Application Type

Activate Windows
Go to Settings to activate Windows.

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- iv. Selecting the learning unit automatically populates the “Start Date” and “End Date” portion for the learning unit as seen below:



Administration - Assessor and Moderator - Log Off

Logged on as: User0388...User Type: Assessor

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

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Details 5 Verify Information

Apply for a dual role as both Assessor and Moderator? Next

Qualifications
 Unit Standards

Search Options: By ID By Title

Qualification:

 Learning Program:

 Unit Standard: 243700 - Demonstrate an understanding of materials used and produced in CTFL manufacturing processes

 Qualification: 58227 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes

Start Date: 2018-07-01

 End Date: 2023-06-30

Add Learning Unit

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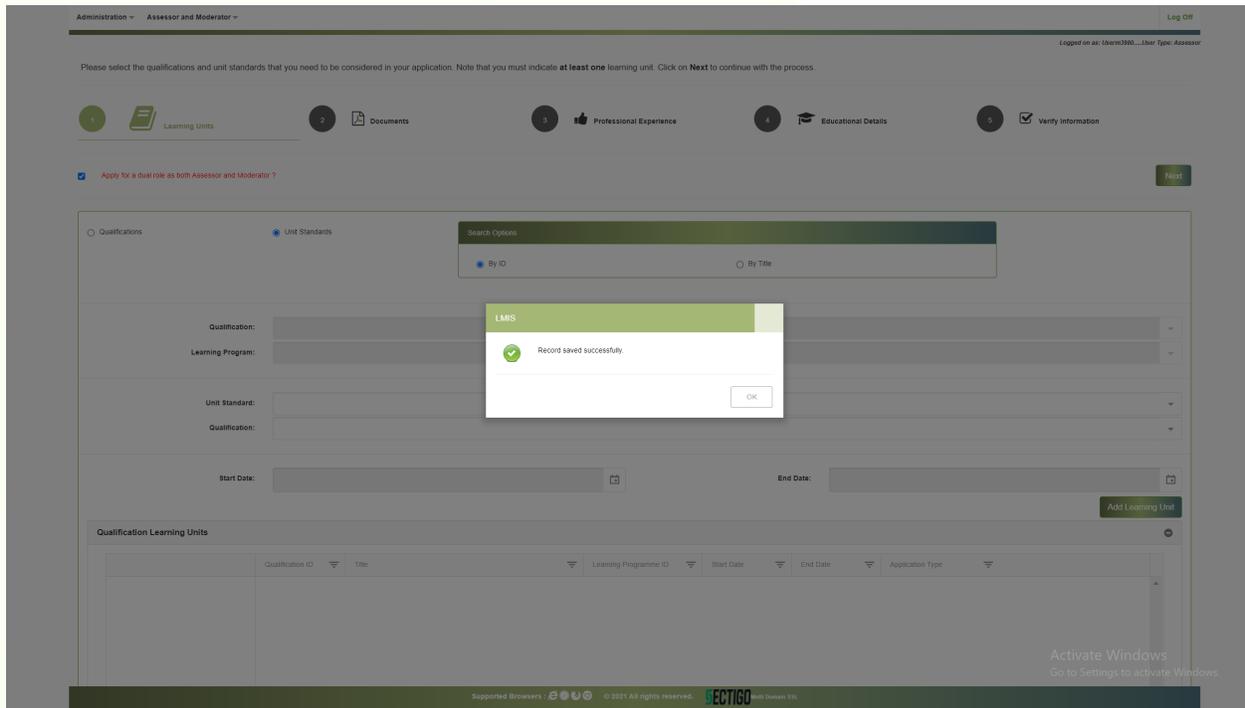


Should you click on the “Next” button without capturing the required information, the system provides a notification to prompt action from you as below:

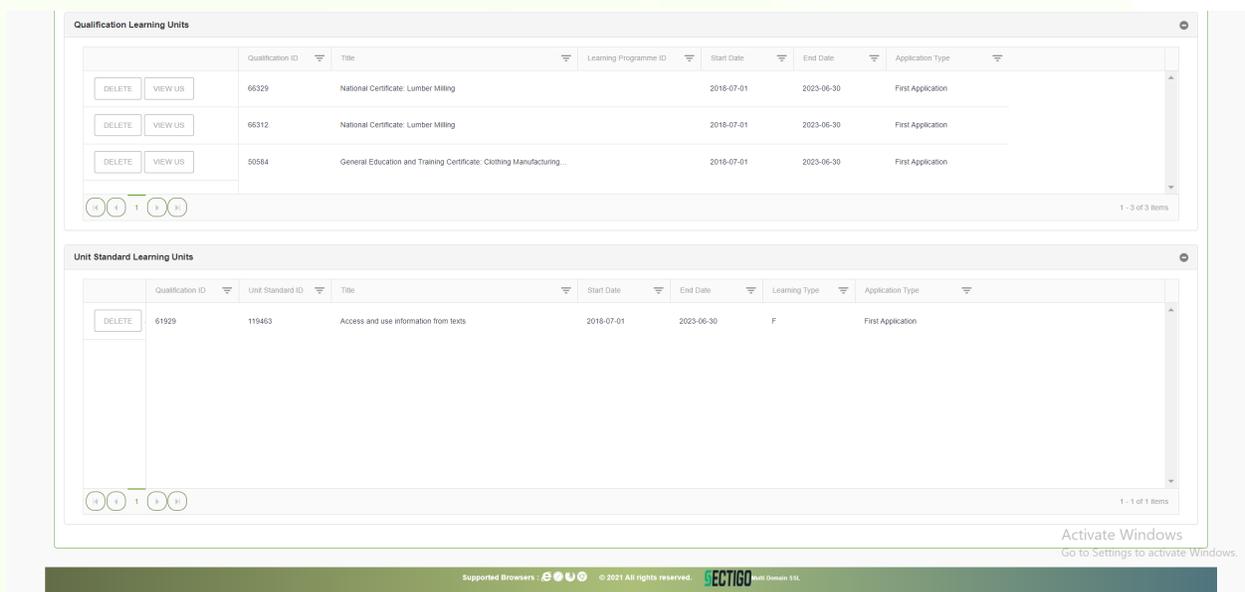
The screenshot displays the LMIS application interface. At the top, there is a navigation bar with 'Administration' and 'Assessor and Moderator' menus. The main content area shows a form for application consideration. A notification dialog box is overlaid on the form, titled 'LMS', with a blue information icon and the text: 'Please attach some learning units for your application consideration before clicking NEXT.' The dialog box has an 'OK' button. The background form includes a 'Next' button and a table for 'Qualification Learning Units'.

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- v. With the learning unit selected, click the “Add Learning Unit” button and the learning unit will be saved with confirmation message displayed and it will also be displayed in the applicable grid as seen below:



The screenshot shows the LMIS application interface. At the top, there is a navigation bar with the user's role "Assessor and Moderator" and a "Log Off" button. Below the navigation bar, there is a message: "Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate at least one learning unit. Click on Next to continue with the process." There are five numbered steps: 1. Learning Units, 2. Documents, 3. Professional Experience, 4. Educational Details, and 5. Verify Information. A checkbox "Apply for a dual role as both Assessor and Moderator?" is checked. A "Next" button is visible. In the center, a modal dialog box titled "LMIS" displays a green checkmark and the message "Record saved successfully" with an "OK" button. Below the dialog, there are input fields for "Qualification:", "Learning Program:", "Unit Standard:", and "Qualification:". There are also "Start Date:" and "End Date:" fields. At the bottom right of the form area, there is an "Add Learning Unit" button. Below the form, there is a table titled "Qualification Learning Units" with columns: Qualification ID, Title, Learning Programme ID, Start Date, End Date, and Application Type. The footer contains "Supported Browsers" icons, "© 2021 All rights reserved. SECTIGO", and "Activate Windows" text.



The screenshot shows two tables of learning units. The first table is titled "Qualification Learning Units" and has columns: Qualification ID, Title, Learning Programme ID, Start Date, End Date, and Application Type. It contains three rows of data:

Qualification ID	Title	Learning Programme ID	Start Date	End Date	Application Type
66329	National Certificate: Lumber Milling		2018-07-01	2023-06-30	First Application
66312	National Certificate: Lumber Milling		2018-07-01	2023-06-30	First Application
50584	General Education and Training Certificate: Clothing Manufacturing...		2018-07-01	2023-06-30	First Application

The second table is titled "Unit Standard Learning Units" and has columns: Qualification ID, Unit Standard ID, Title, Start Date, End Date, Learning Type, and Application Type. It contains one row of data:

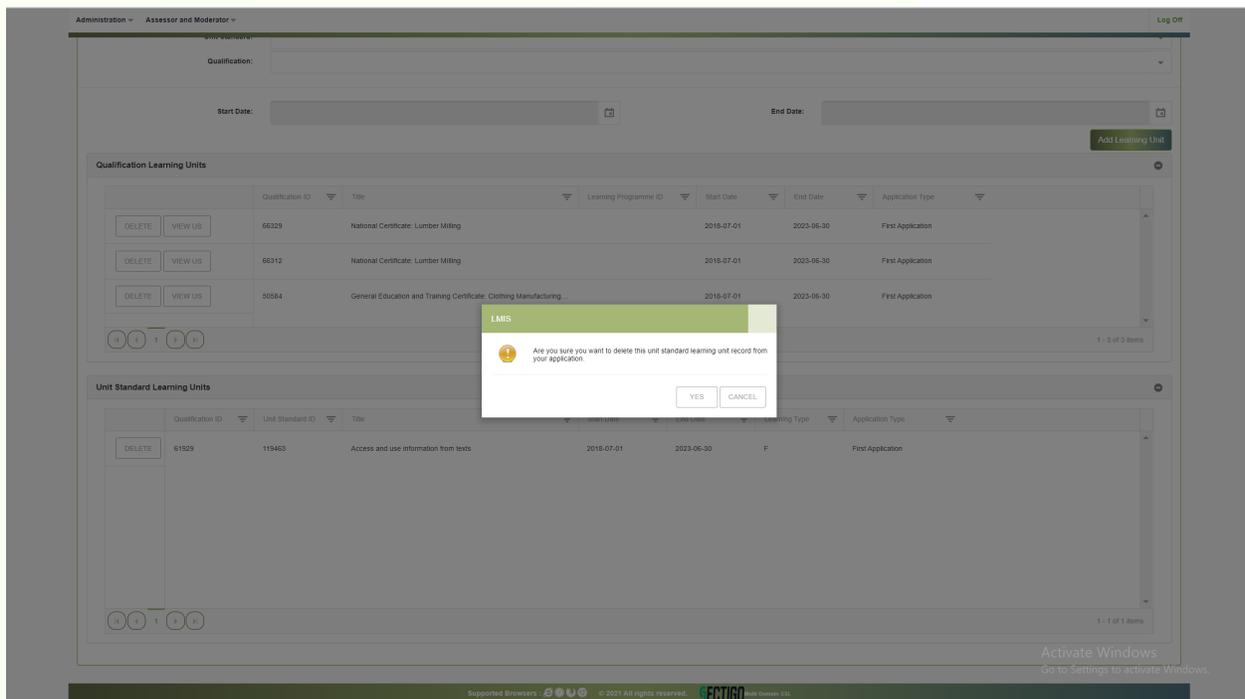
Qualification ID	Unit Standard ID	Title	Start Date	End Date	Learning Type	Application Type
61929	119463	Access and use information from texts	2018-07-01	2023-06-30	F	First Application

The footer contains "Supported Browsers" icons, "© 2021 All rights reserved. SECTIGO", and "Activate Windows" text.

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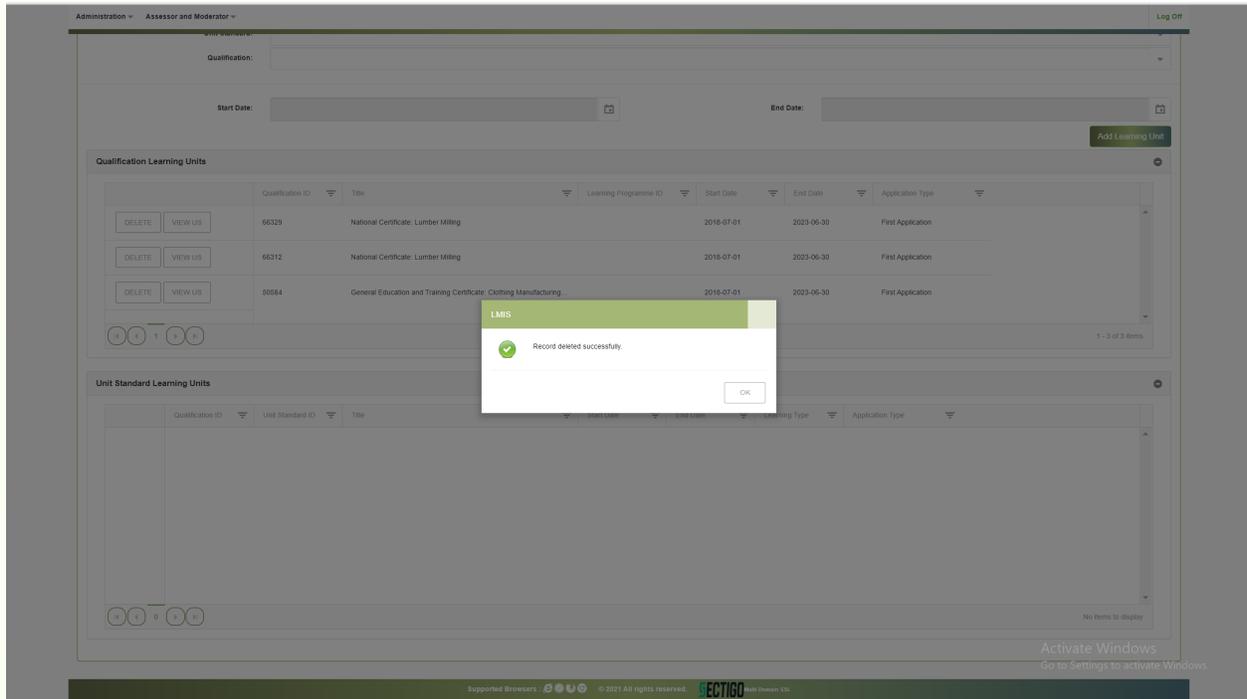
- vi. There is an option to remove learning units captured in error or not to be considered in the application any longer by clicking the “Delete” button related to the learning unit concerned on the grid.

- vii. Select a learning unit to delete and then click the “Delete” button. The system will prompt you if you really want to proceed with the deletion process and if not, you can click “Cancel” to abort the process or click “Yes” to proceed with the deletion as seen below:



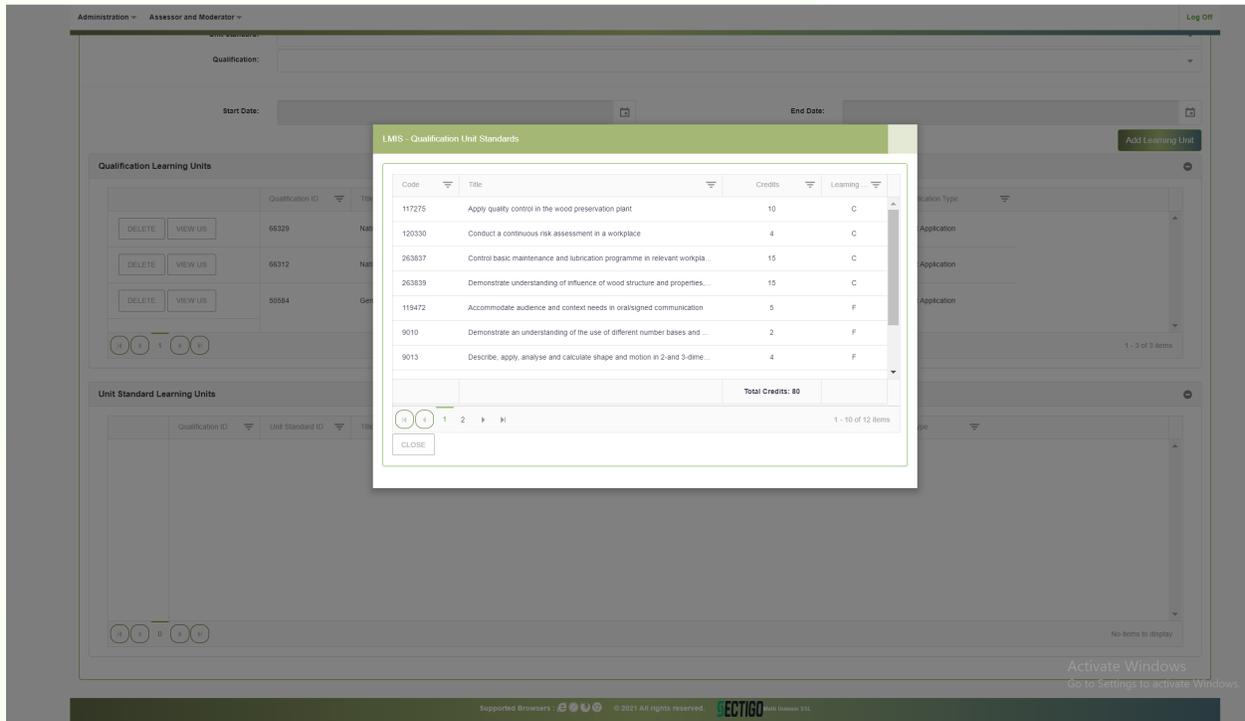
LMIS User Guide - RAM

- viii. Click on “Yes” to proceed with the removal of the learning unit and the system will remove the learning unit from the application and confirm this with the message below:



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- ix. The “View US” button allows you to see the qualification configuration. Click the “View US” button and the system will load the Qualification’s Unit Standard Codes, Titles, Credits Per Unit Standard, each Learning Unit Type and Total Credits as below:



- x. If all learning units for the application have been captured, then you can navigate to Step 2 by clicking the “Next” button to capture the documents to support the application.

LMIS User Guide - RAM

3.3 Step 2 – Documents

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

Administration – Assessor and Moderator – Log Off

Logged in as: 0bems388... Other Type: Assessor

Please upload the supporting documents for your application. Click on **Next** to continue with the process.

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Details 5 Verify Information

Back Next

Documents

Document Type:

File Name:

Required Documents Add Document

Document Type	File Name	Document Required?	Role
No items to display			

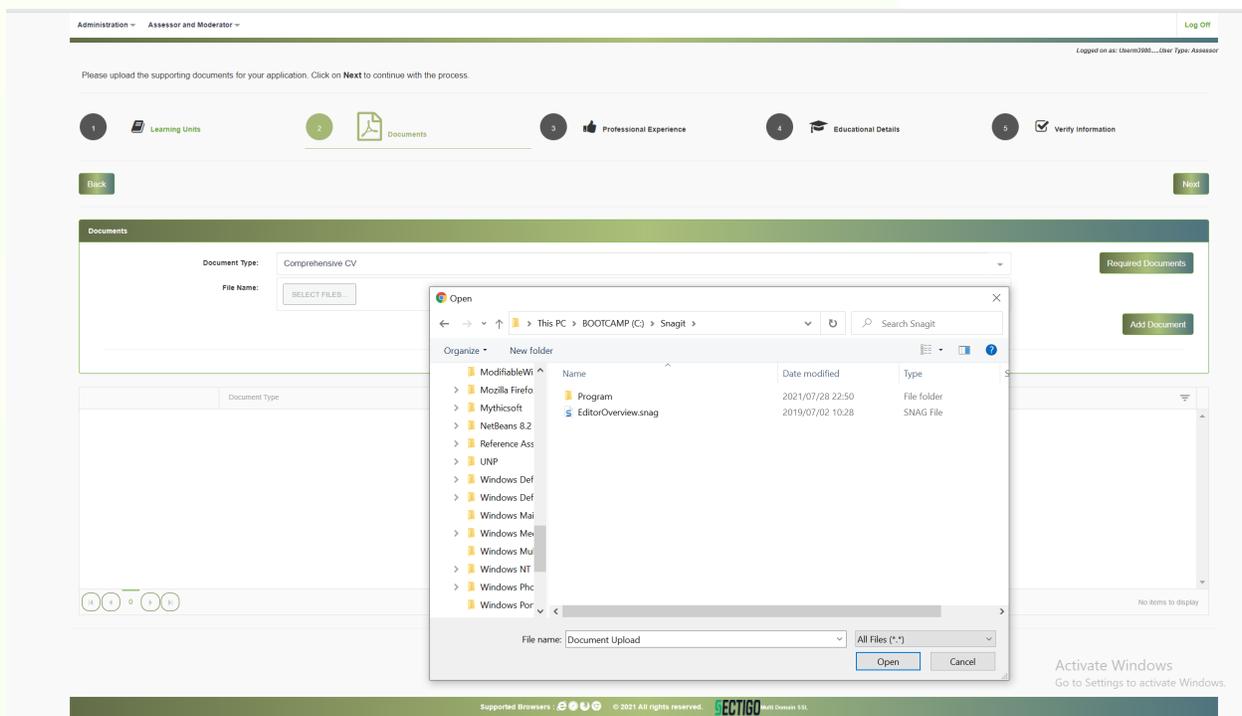
Supported Browsers: © 2021 All rights reserved. **ECTIGO** Built on Oracle SSL

Activate Windows
Go to Settings to activate Windows.

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The Document Upload section consists of the following features:

- i. Document Type – this field allows you to select the kind of document to upload.
- ii. Role – this dropdown menu requires you to select whether the document being uploaded is of the Assessor or Moderator role.
- iii. File Name – the name of the document as saved on your computer.
 - a. Select File – this button allows you to select the relevant file from their computer for upload, as below:



- iv. You select the document you wish to upload and click on either “Cancel” to abort the upload process or click on “Open” to load. You then click on the “Add Document” button.

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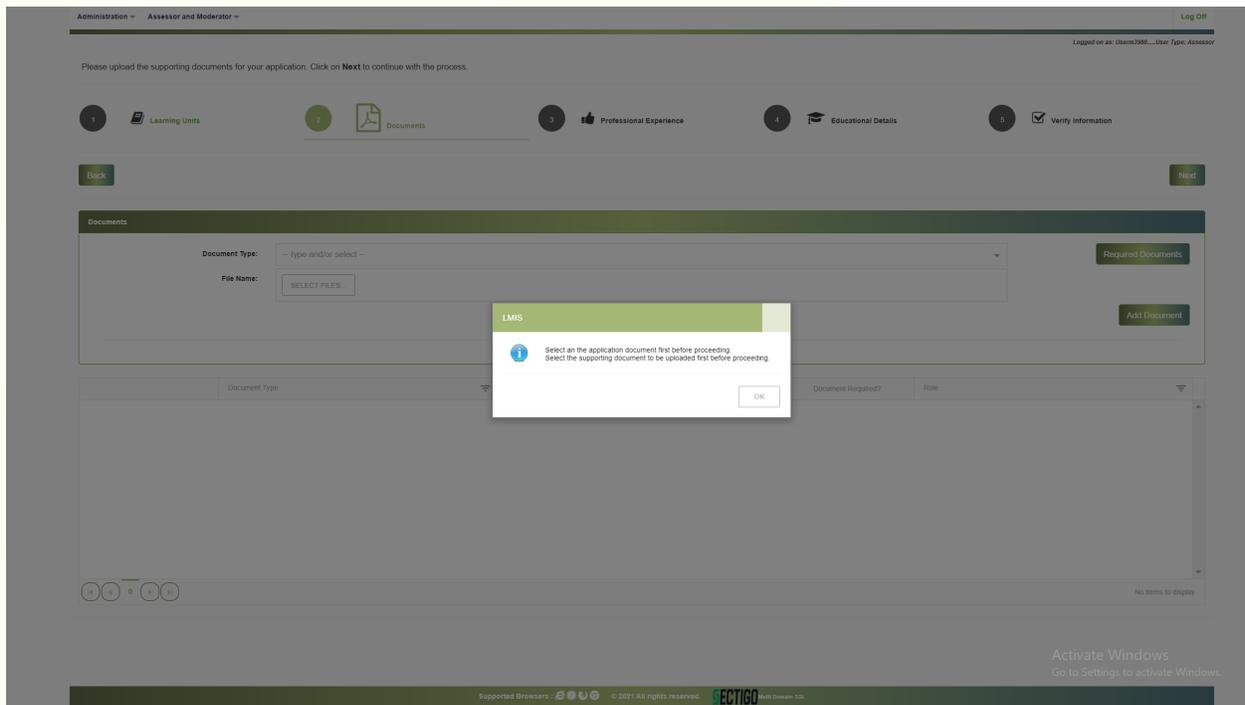
- v. Clicking on the “Required Documents” button produces a list of mandatory documents for the application to be considered, as below:

The screenshot displays the 'Documents' section of the LMIS application. At the top, there is a navigation bar with five steps: 1. Learning Units, 2. Documents (highlighted), 3. Professional Experience, 4. Educational Details, and 5. Verify Information. Below the navigation bar, there are 'Back' and 'Next' buttons. The main content area is titled 'Documents' and contains a 'Document Type' dropdown menu with a green arrow pointing to it. The dropdown menu is open, showing a list of required documents: Academic Transcripts Linked to Qualification/Degree, Certified Copy of Identification / Passport, Certified proof of qualification, Comprehensive CV, and ETD® Statement of Results. To the right of the dropdown menu, there are two buttons: 'Required Documents' and 'Add Document'. Below the dropdown menu, there is a table with the following columns: Document Type, File Name, and Document Type. The table is currently empty, with the text 'No items to display' at the bottom right. At the bottom of the page, there is a footer with the text 'Activate Windows Go to Settings to activate Windows.' and 'Supported Browsers: © 2021 All rights reserved. SECTIGO All Rights Reserved'.

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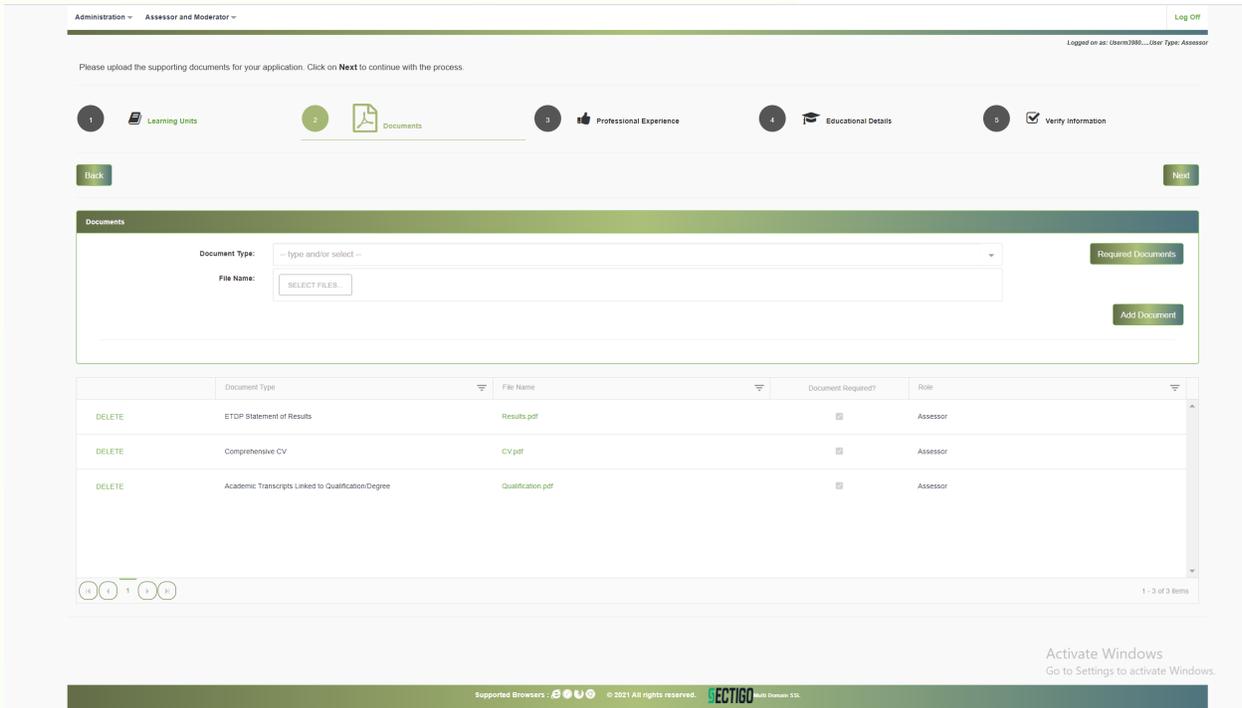


Should you click on “Add Document” button without capturing the required information, the system provides a notification to prompt action from you as below:



LMIS User Guide - RAM

- vi. You can continue to select all the relevant documents and add them to your application. The uploaded document appears in the upload Grid as below:



Administration – Assessor and Moderator – Log Off

Logged on as: User3988...User Type: Assessor

Please upload the supporting documents for your application. Click on **Next** to continue with the process.

1 Learning Units
2 Documents
3 Professional Experience
4 Educational Details
5 Verify Information

Back
Next

Documents

Document Type:

File Name:

Required Documents
Add Document

	Document Type	File Name	Document Required?	Role
DELETE	ETDP Statement of Results	Results.pdf	☑	Assessor
DELETE	Comprehensive CV	CV.pdf	☑	Assessor
DELETE	Academic Transcripts Linked to Qualification/Degree	Qualification.pdf	☑	Assessor

1 - 3 of 3 Items

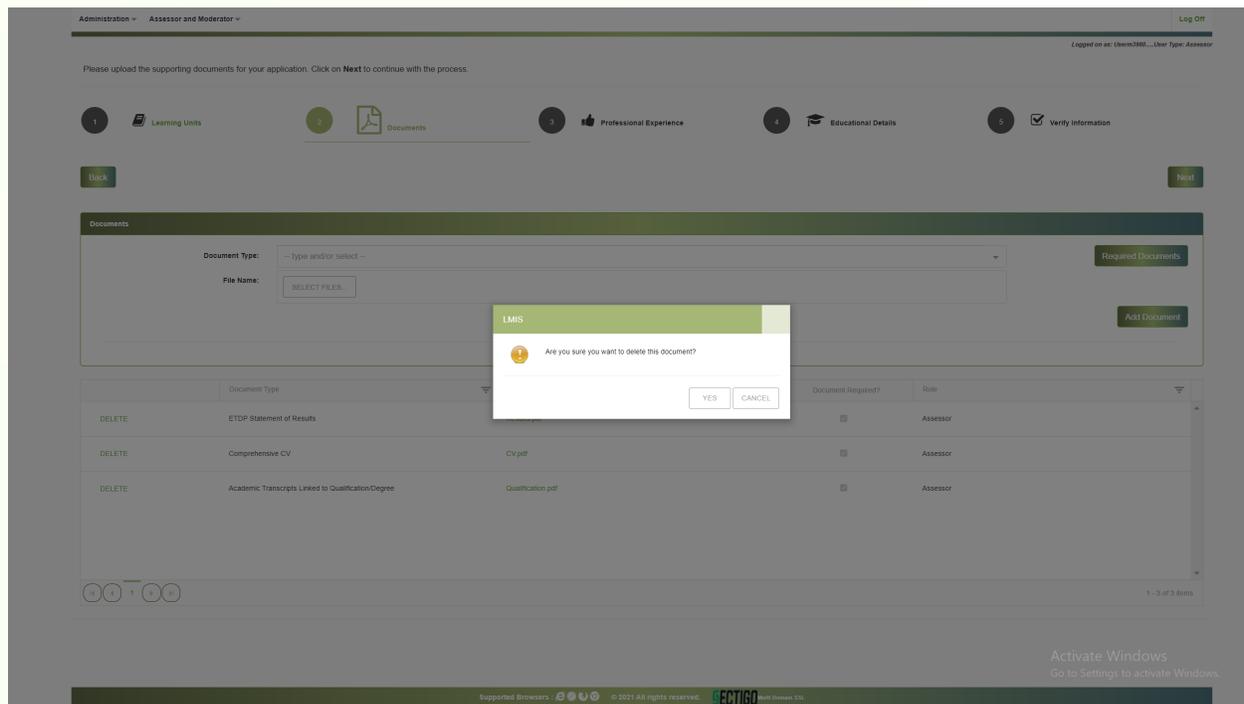
Activate Windows
 Go to Settings to activate Windows.

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LMIS User Guide - RAM

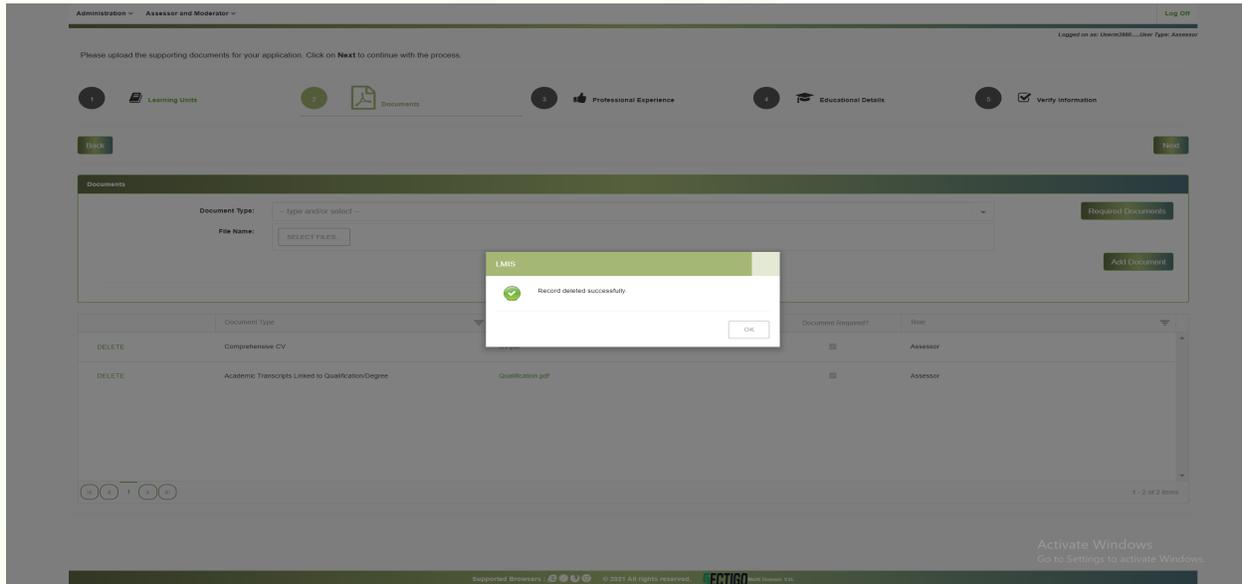
The upload Grid provides you with the following information:

- i. Document type – The kind of the document uploaded
- ii. File Name – the name of the file as saved on your computer
- iii. Document Required? – whether the document uploaded is mandatory.
- iv. Role – the applicant’s role related to the document uploaded
- v. Delete – the button allows you to remove uploaded documents.
 - a. Once clicked, the system generates a notification regarding the deletion process as below:

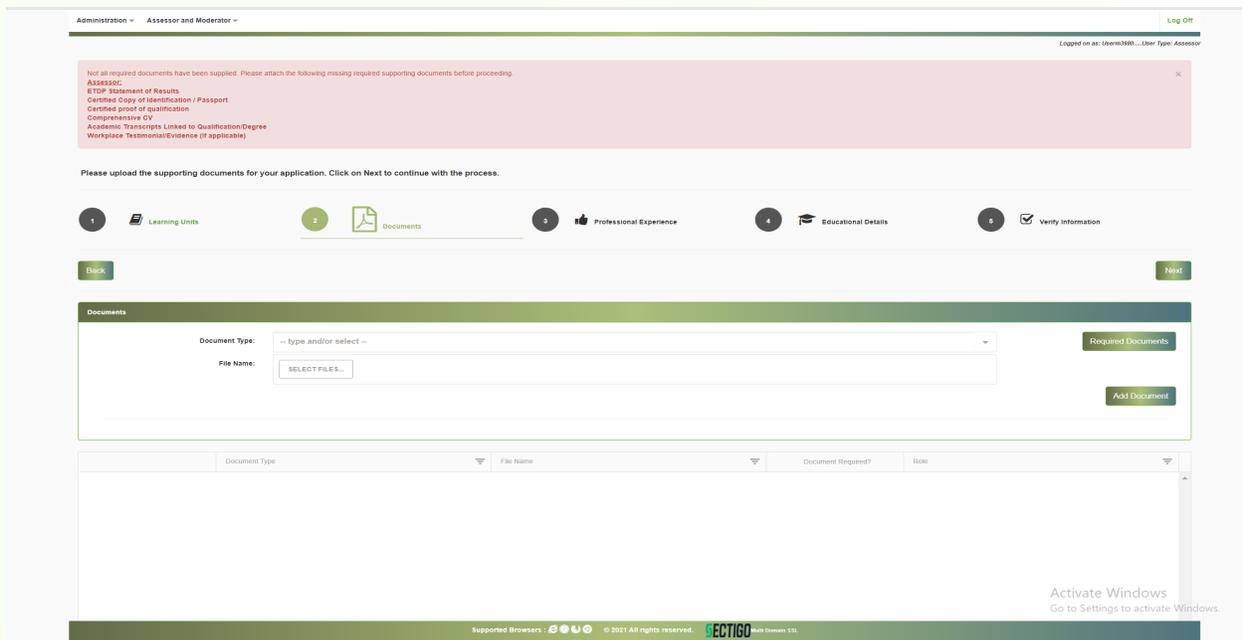


LMIS User Guide - RAM

- b. Clicking on “Cancel” aborts the deletion process and clicking on “Yes” continues to delete the record and generates a success message as below:



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

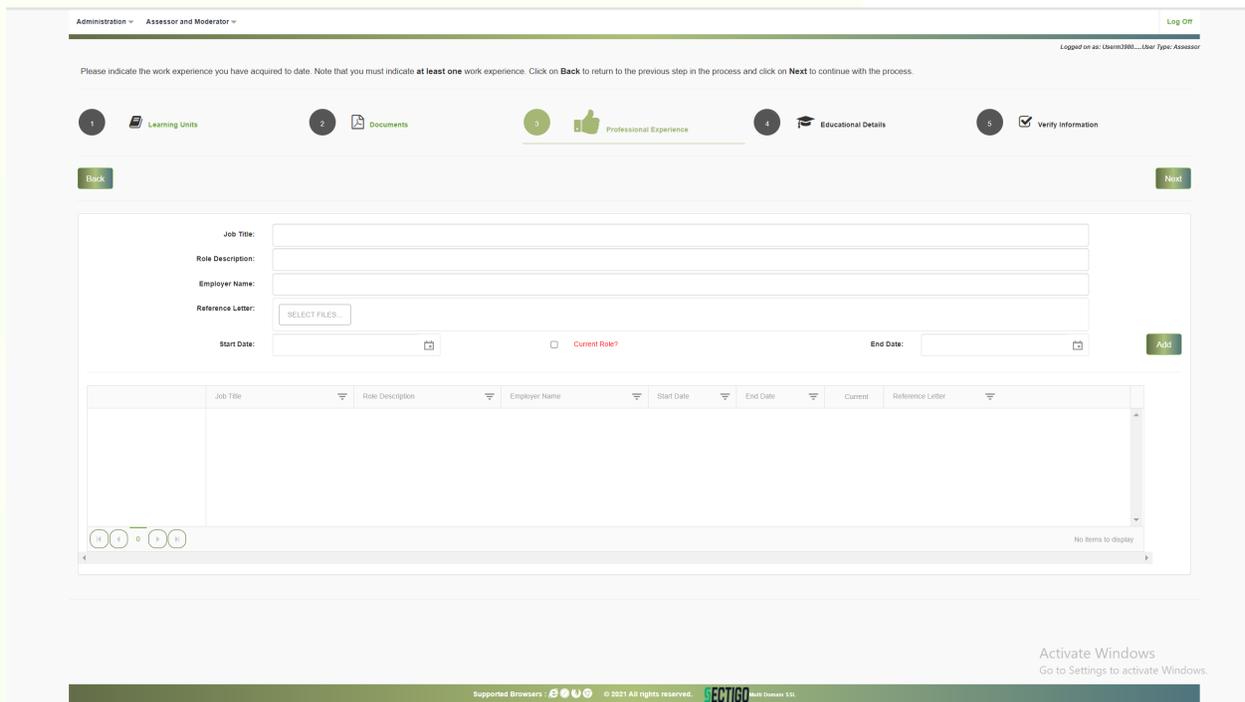


LMIS User Guide - RAM

- vii. If all documents are supplied, you can click on the “Next” button to go the Next step, which is Professional Experience.

3.4 Step 3 – Professional Experience

- i. This step allows you to capture all your work experience that you have accumulated over time to date, as seen below:



Administration ▾ Assessor and Moderator ▾ Log Off

Logged on as: User03988...User Type: Assessor

Please indicate the work experience you have acquired to date. Note that you must indicate **at least one** work experience. Click on **Back** to return to the previous step in the process and click on **Next** to continue with the process.

1 Learning Units
2 Documents
3 Professional Experience
 4 Educational Details
5 Verify Information

Back
Next

Job Title:
 Role Description:
 Employer Name:
 Reference Letter:
 Start Date: Current Role? End Date: Add

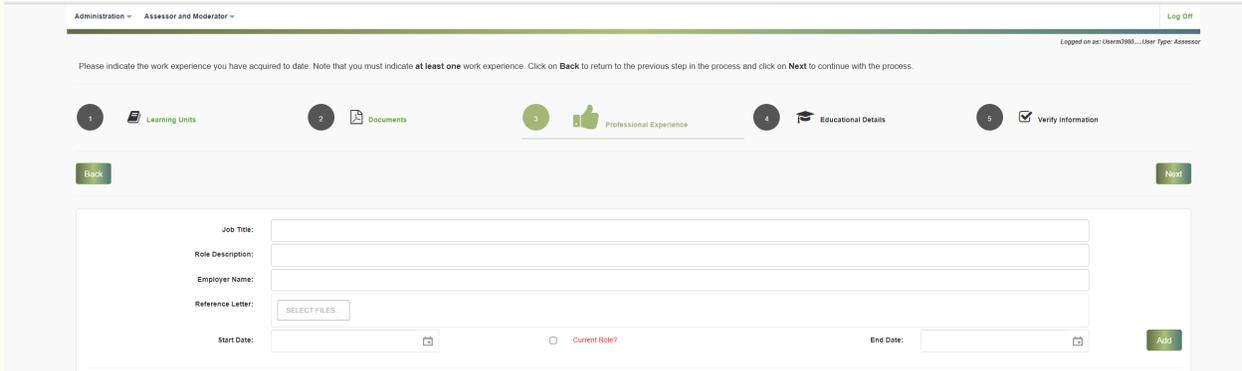
Job Title	Role Description	Employer Name	Start Date	End Date	Current	Reference Letter
No items to display						

Activate Windows
Go to Settings to activate Windows.

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- ii. The page is divided into 2 portions, the top portion that allows the addition of professional experience lines as seen below:

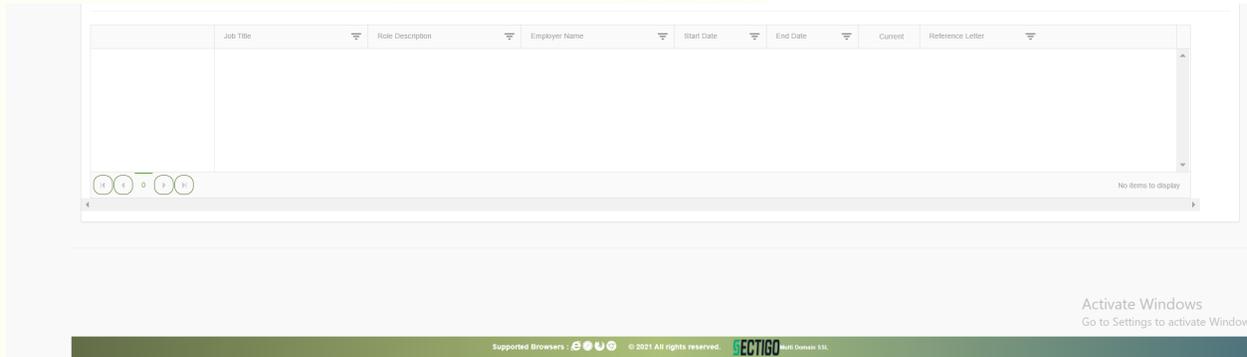


- iii. The Professional Experience fields allow you to capture the following information:

- a. Job Title – the position/role being captured
- b. Role Description – additional information pertaining to your job
- c. Employer Name – the name of the entity that you are employed under
- d. Reference Letter – clicking on the “Select Files” button allows you to upload the letter of recommendation from your employer
- e. Start Date – the date you started working at the entity
- f. Current Role? – you tick the checkbox if you are still under the employment of the same employer above
- g. End Date – your last date of employment with the entity
- h. Add button – once all the information required has been captured, you click on the “Add” button to proceed.

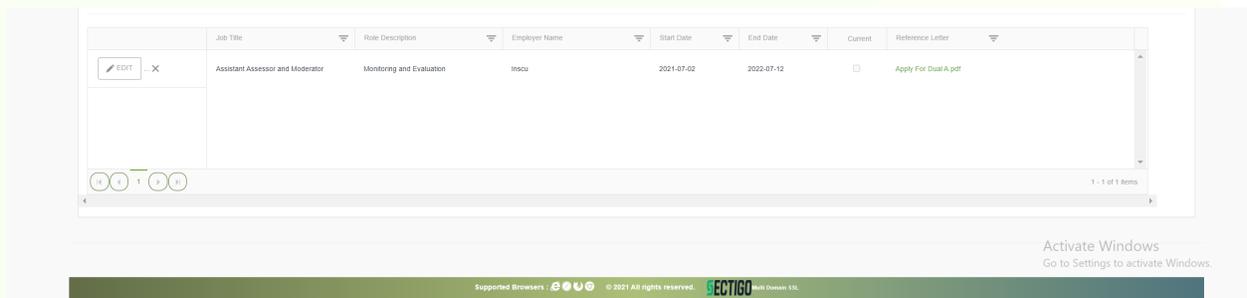
LMIS User Guide - RAM

- iv. The bottom section has a grid that contains the already captured work experience as seen below:



- viii. The grid provides you with the following information:

- a. Job Title – the position held at the place of employment where the experience was acquired
- b. Role Description - additional information pertaining to the job
- c. Employer Name – name of company you worked for
- d. Start Date - the date you assumed office for the position
- e. End Date – your last date of employment with the entity
- f. Reference Letter – the letter of recommendation uploaded
- g. Edit button – clicking on this document allows you to amend the entry. Once the record is amended you click on the “save” button or “Cancel” to abort deletion, as below:



- h. Delete button – clicking on the “Delete” button allows you to remove the entry

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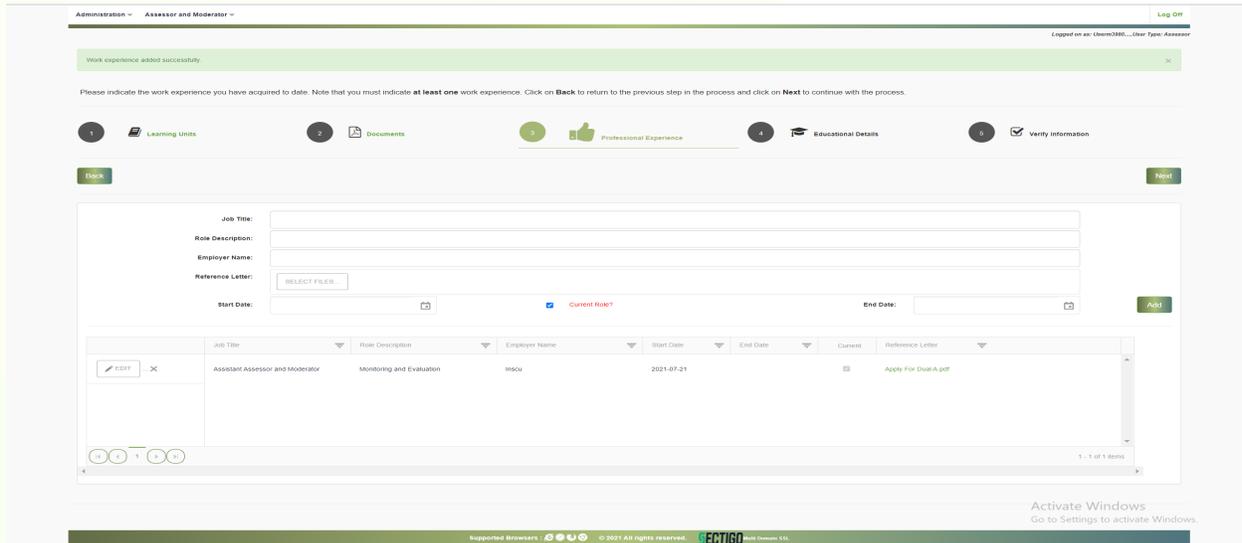


Should you click on the “Next” button without capturing the required information, the system provides a notification to prompt action from you as below:

The screenshot displays the LMIS interface for an Assessor and Moderator. A notification dialog box is open, stating: "LMS: Please supply at least one work experience before proceeding". The background shows a form with the following fields: Job Title, Role Description, Employer Name, Reference Letter (with a "SELECT FILES" button), Start Date, and End Date. Below these fields is a table with columns: Job Title, Role Description, Employer Name, Start Date, End Date, Current, and Reference Letter. The table is currently empty, showing "No items to display". The interface includes a progress bar with five steps: 1. Learning Units, 2. Documents, 3. Professional Experience (highlighted), 4. Educational Details, and 5. Verify Information. There are "Back" and "Next" buttons. The footer includes "Supported Browsers" icons, "© 2021 All rights reserved. SECTIGO", and "Activate Windows" text.

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- v. Once the Work Experience has been captured, the system generates a success message highlighted in green, as below:



Work experience added successfully.

Please indicate the work experience you have acquired to date. Note that you must indicate **at least one** work experience. Click on **Back** to return to the previous step in the process and click on **Next** to continue with the process.

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Details 5 Verify Information

Back Next

Job Title:

Role Description:

Employer Name:

Reference Letter:

Start Date: Current Role? End Date:

Add

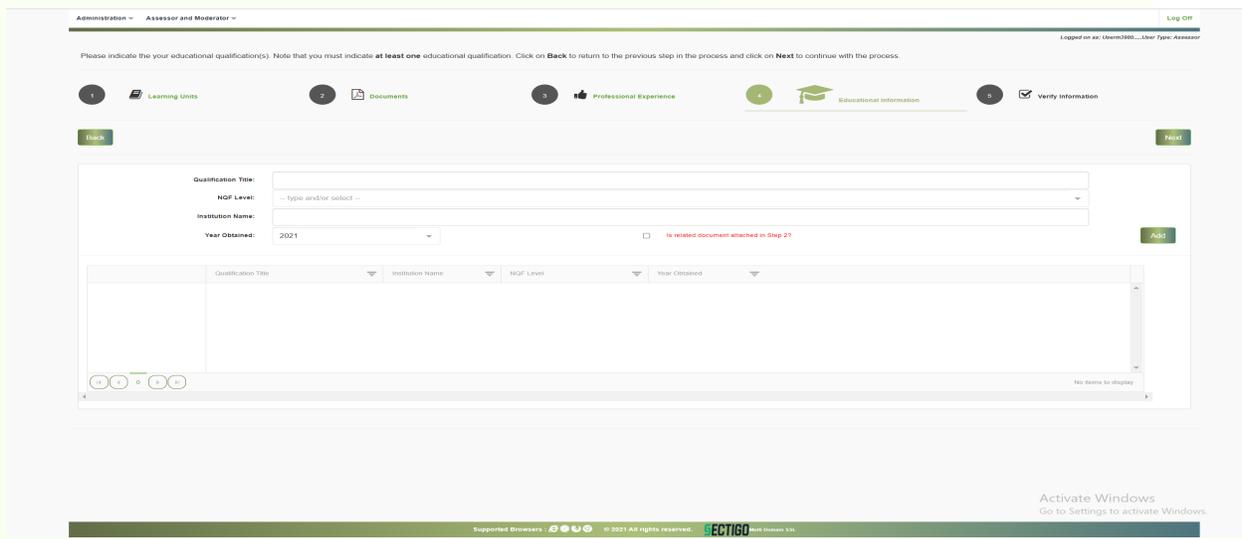
Job Title	Role Description	Employer Name	Start Date	End Date	Current	Reference Letter
Assistant Assessor and Moderator	Monitoring and Evaluation	Waco	2021-07-21		<input checked="" type="checkbox"/>	Apply For Dual-A.pdf

1 - 1 of 1 items

- vi. You can capture as many roles as you need to, by repeating the steps above. Once done, click on the “Next” button to proceed.

3.5 Step 4 – Educational Details

- i. This step allows you to capture all their Educational Information as seen below:



Please indicate your educational qualification(s). Note that you must indicate **at least one** educational qualification. Click on **Back** to return to the previous step in the process and click on **Next** to continue with the process.

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Information 5 Verify Information

Back Next

Qualification Title:

NQF Level:

Institution Name:

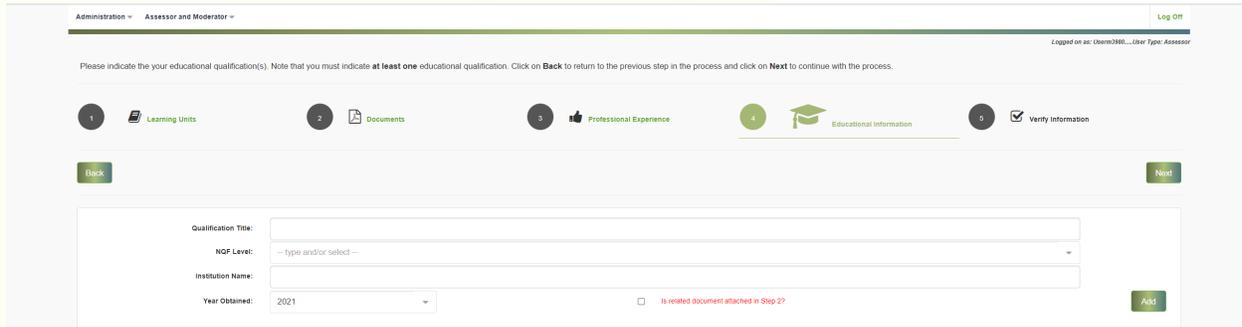
Year Obtained: No related document attached in Step 2?

Add

Qualification Title	Institution Name	NQF Level	Year Obtained
No items to display			

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- ii. The page is divided into two portions; the top portion allows the addition of educational information, as seen below:



Administration - Assessor and Moderator - Log Off
Logged on as: User3868... User Type: Assessor

Please indicate the your educational qualification(s). Note that you must indicate **at least one** educational qualification. Click on **Back** to return to the previous step in the process and click on **Next** to continue with the process.

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Information 5 Verify Information

Back Next

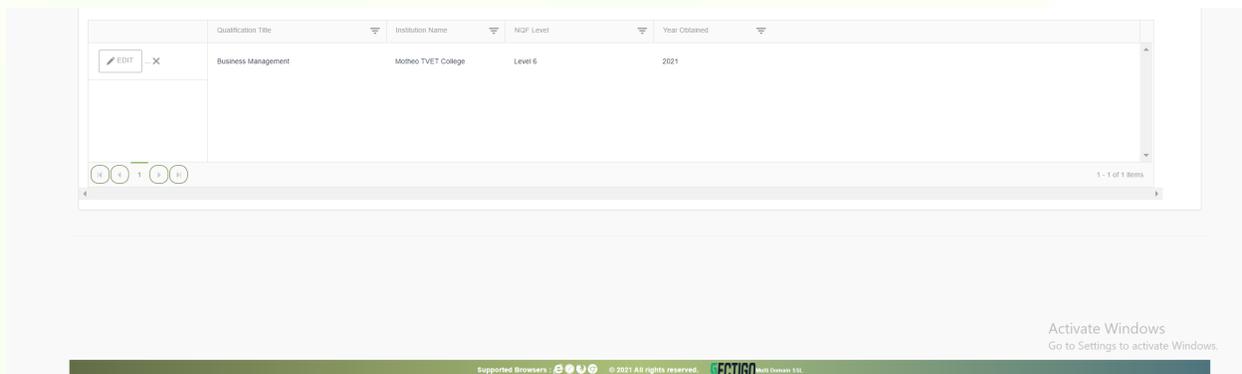
Qualification Title:

NQF Level: -- type and/or select --

Institution Name:

Year Obtained: 2021 Is related document attached in Step 2? Add

- iii. The bottom section which has a grid that contains the already captured work educational qualifications as seen below:



Qualification Title	Institution Name	NQF Level	Year Obtained
Business Management	Motseo TVET College	Level 6	2021

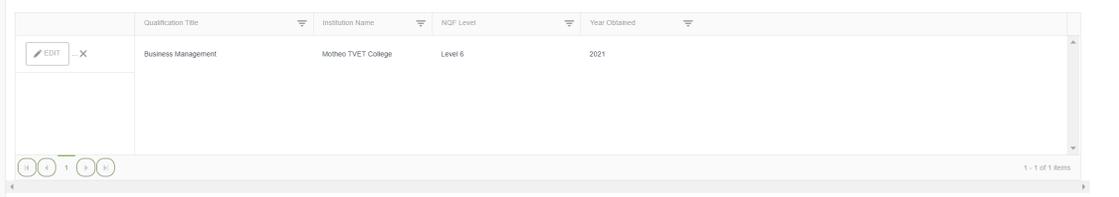
1 - 1 of 1 Items

Activate Windows
Go to Settings to activate Windows.

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- iv. The grid provides you with the following information
- Qualification Title – the name of the qualification acquired by you
 - Institution Name – name of institution that awarded the qualification to you
 - NQF Level - the NQF Level for the qualification (a measure of whether it's a certificate, diploma, first degree, post graduate degree etc.)
 - Year Obtained – the year you were awarded the qualification
 - Edit button – once clicked the system allows you to make changes to the entry and “Cancel” aborts the editing process, as below:



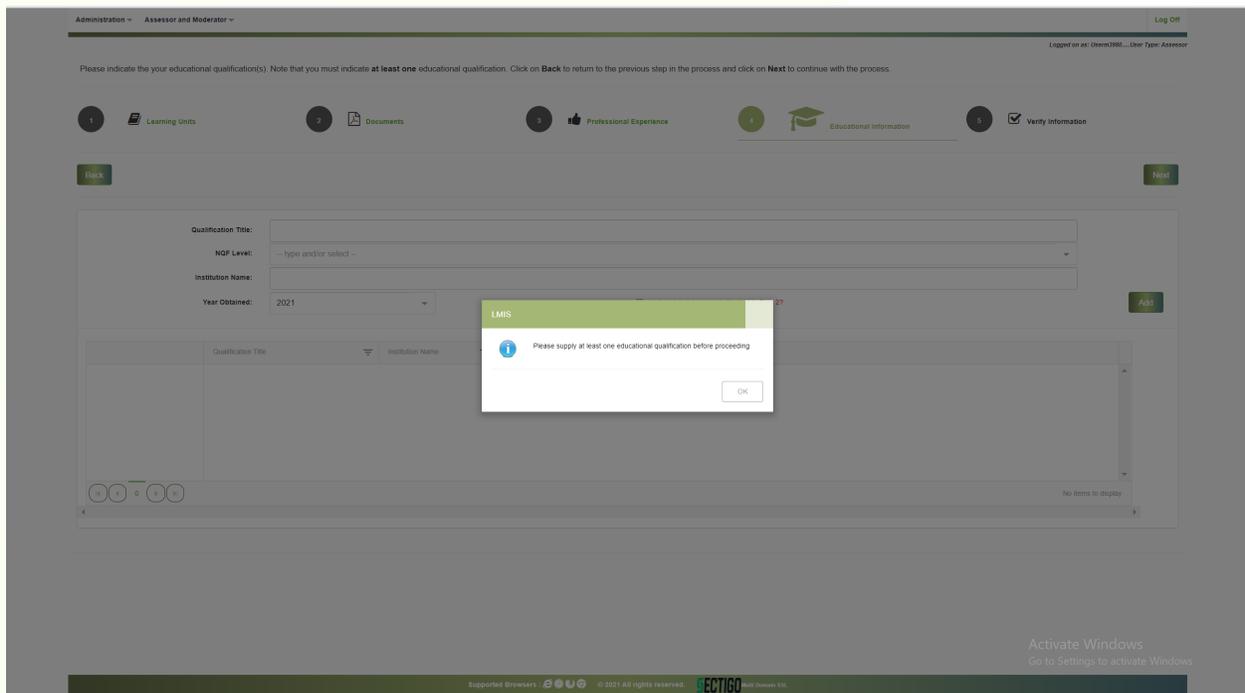
Qualification Title	Institution Name	NQF Level	Year Obtained
Business Management	Motheo TVET College	Level 6	2021

- Delete button – this button allows you to remove the entry selected

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



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

The screenshot displays the LMIS user interface for an Assessor and Moderator. The main form is titled "Please indicate the your educational qualification(s). Note that you must indicate at least one educational qualification. Click on Back to return to the previous step in the process and click on Next to continue with the process." The form includes a progress bar with five steps: 1. Learning Units, 2. Documents, 3. Professional Experience, 4. Educational Information (current step), and 5. Verify Information. The "Add" button is highlighted in green. A notification dialog box is open, displaying the following message:

LMIS

A value for NQF Level is required. Please provide a value for NQF Level.
A value for Qualification Title is required. Please provide a value for Qualification Title.
A value for Institution Name is required. Please provide a value for Institution Name.
Please confirm that the qualification related document has been attached in Step 2.

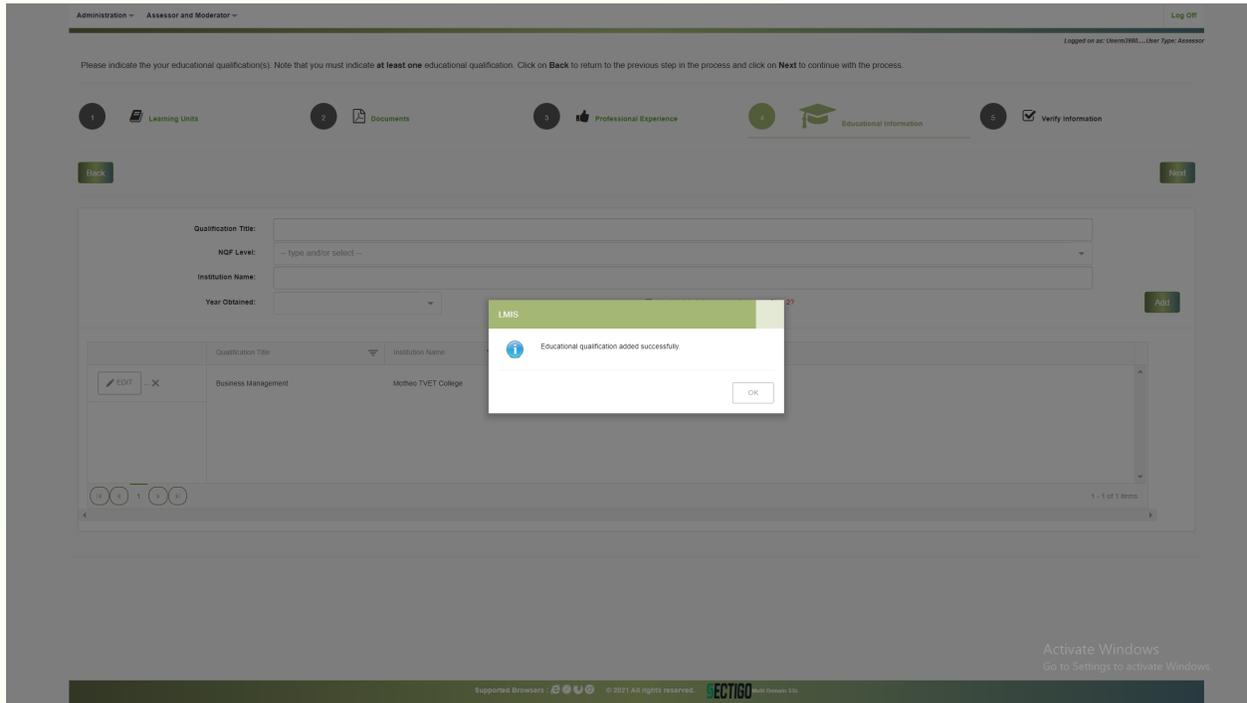
The background form shows the following fields:

- Qualification Title: [Text input field]
- NQF Level: [Dropdown menu]
- Institution Name: [Text input field]
- Year Obtained: [Dropdown menu with value 2021]

The "Add" button is located at the bottom right of the form. The notification dialog box has an "OK" button at the bottom right.

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- v. Once all the information has been captured, you click on the “Add” button to proceed. The system generates a success message as below:



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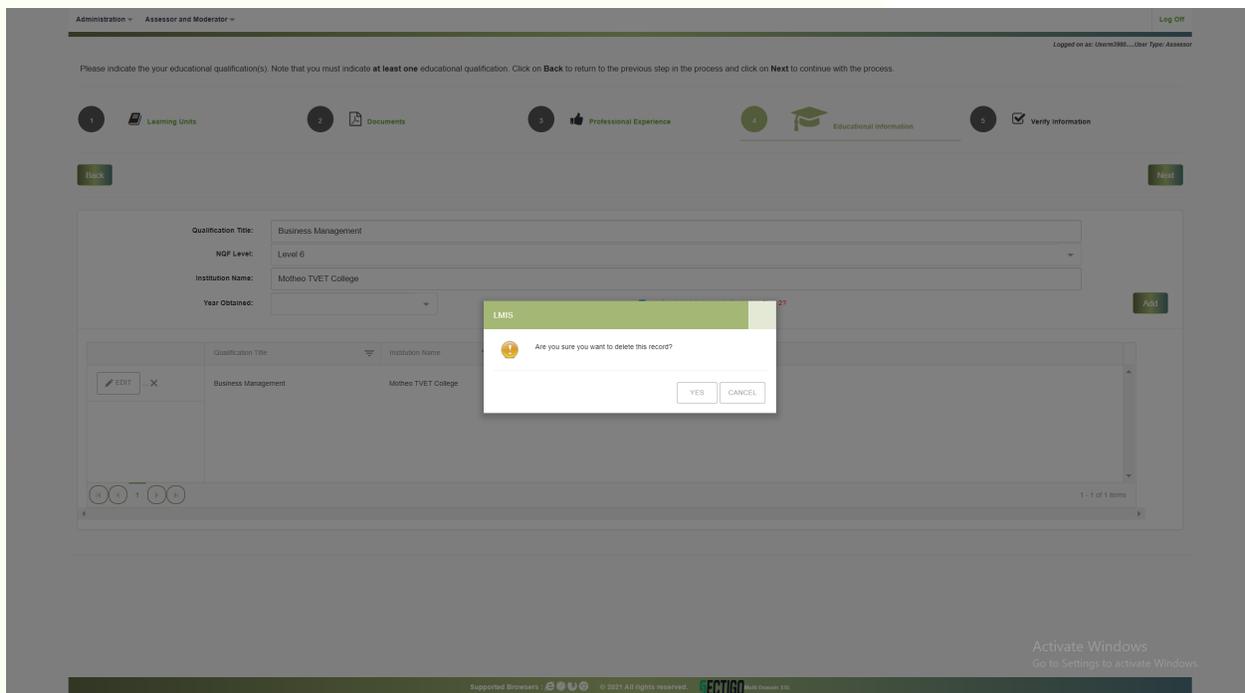
Should you click on the “Add” button without ticking on the checkbox that confirms whether the captured qualification has been uploaded as a supporting document in Step 2, the system provides a notification to prompt action from you as below:

The screenshot displays the LMIS user interface for an Assessor and Moderator. The top navigation bar includes 'Administration' and 'Assessor and Moderator'. The main content area shows a progress bar with five steps: 1. Learning Units, 2. Documents, 3. Professional Experience, 4. Educational Information, and 5. Verify Information. The current step is 4, 'Educational Information'. Below the progress bar, there are input fields for 'Qualification Title' (Business Management), 'NQF Level' (Level 6), 'Institution Name' (Motho TVET College), and 'Year Obtained'. An 'Add' button is visible on the right. A notification dialog box is open in the center, titled 'LMIS', with an information icon and the message: 'Please confirm that the qualification related document has been attached in Step 2. A value for Year obtained is required. Please provide a value for Year obtained.' The dialog has an 'OK' button. At the bottom of the screen, there is a footer with 'Supported Browsers', '© 2021 All rights reserved.', and 'EECTVGO' logo.

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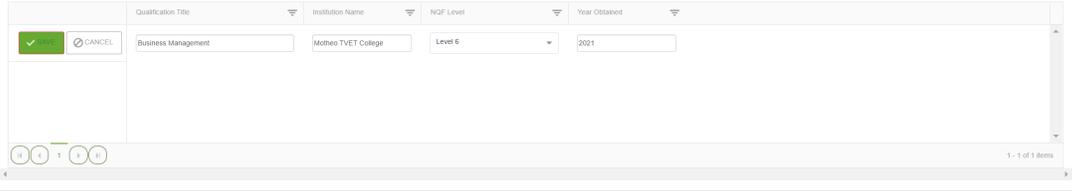
- vi. If there is a line item that has been captured in error and needs to be removed, you can delete the entry. Simply click on the “Delete” button in the grid. The system will prompt you if you really want to remove the work experience line item, as below:

- vii. Clicking on the “Cancel” button aborts the deletion process and no further action is done. If “Yes” is clicked the system proceeds to remove it and confirm this by a successful deletion message as seen below:



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- viii. Should you decide to update an already captured record, you can click on the “Edit” button in the grid – this action opens up the entry for editing. You can make the necessary changes and then click on “Save”, as below:



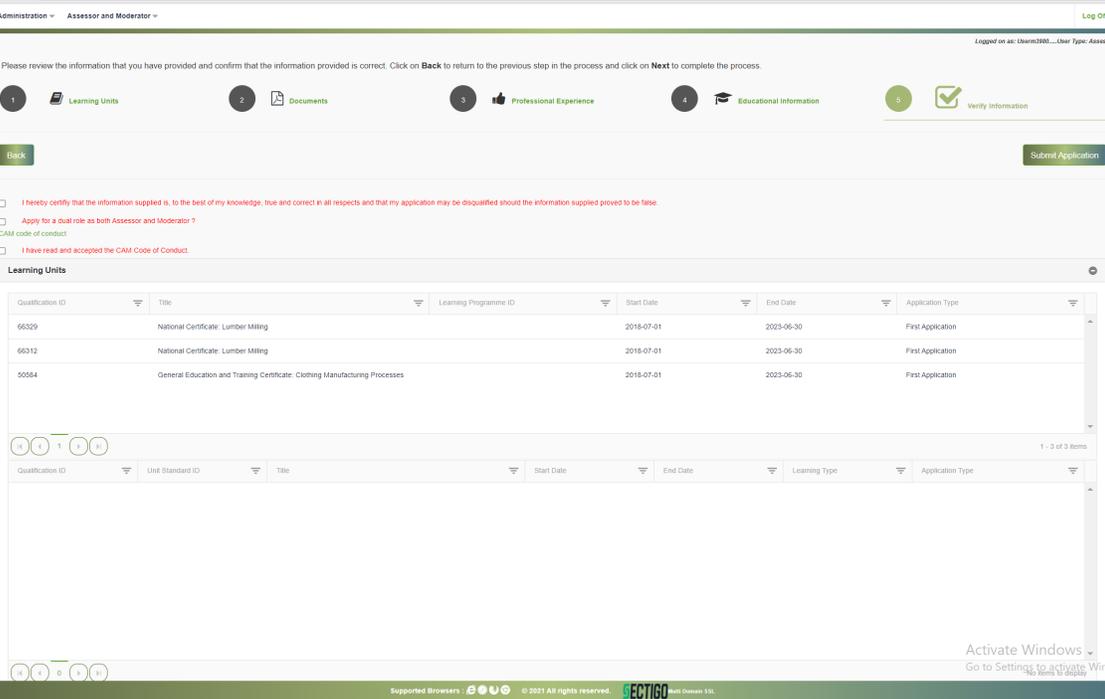
The screenshot shows a form with the following fields:

- Qualification Title: Business Management
- Institution Name: Mthetho TVET College
- NQF Level: Level 6
- Year Obtained: 2021

 A green checkmark icon and a 'CANCEL' button are visible on the left side of the form.

3.6 Step 5 – Verify and Submit

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



The screenshot shows the 'Verify Information' step of the application process. The progress bar indicates the following steps:

- Learning Units
- Documents
- Professional Experience
- Educational Information
- Verify Information (Current Step)

 Below the progress bar, there are checkboxes for certification:

- I hereby certify that the information supplied is, to the best of my knowledge, true and correct in all respects and that my application may be disqualified should the information supplied proved to be false.
- Apply for a dual role as both Assessor and Moderator ?
- I have read and accepted the CAM Code of Conduct.

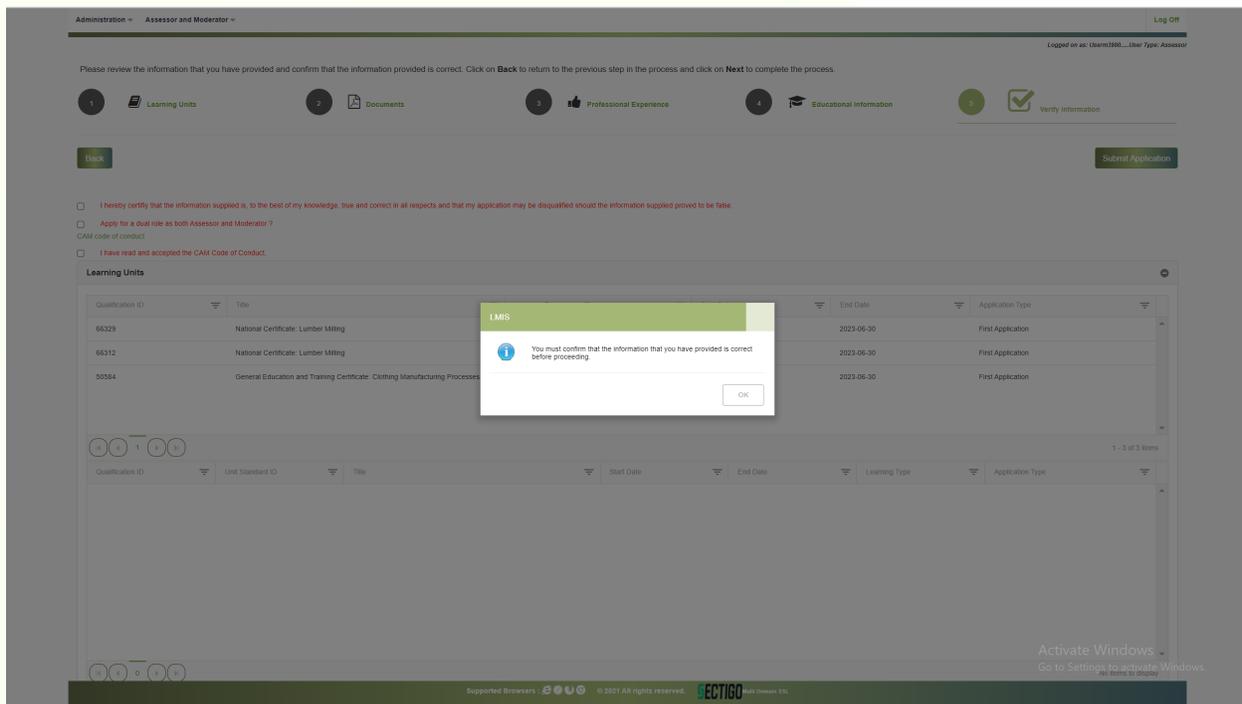
 A table titled 'Learning Units' is displayed below:

Qualification ID	Title	Learning Programme ID	Start Date	End Date	Application Type
66329	National Certificate: Lumber Milling		2018-07-01	2023-06-30	First Application
66312	National Certificate: Lumber Milling		2018-07-01	2023-06-30	First Application
50584	General Education and Training Certificate: Clothing Manufacturing Processes		2018-07-01	2023-06-30	First Application

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



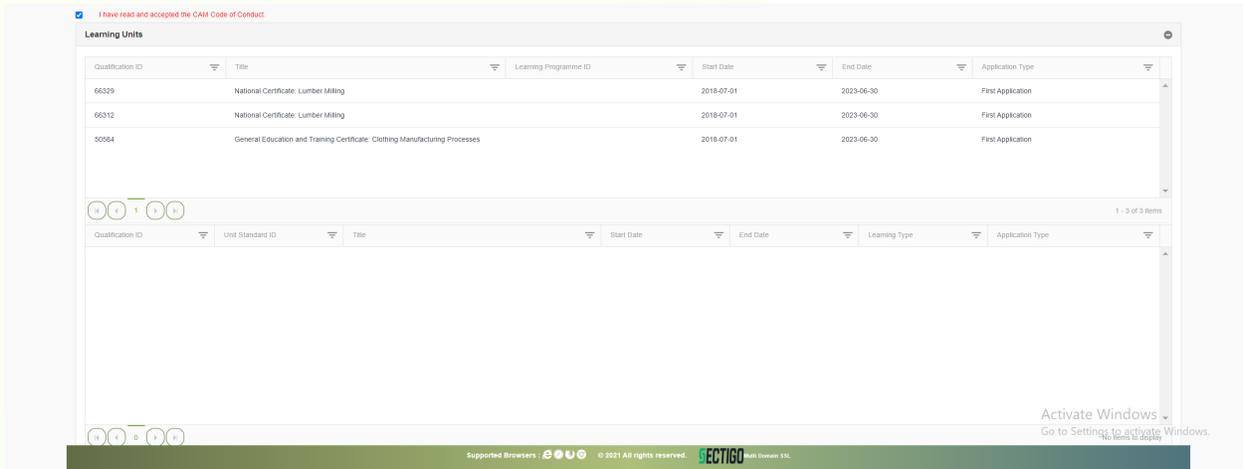
The screenshot shows the 'Verify Information' step of the LMIS application process. A notification dialog box is displayed over the 'Learning Units' table, stating: 'LMIS: You must confirm that the information that you have provided is correct before proceeding.' The dialog has an 'OK' button.

Qualification ID	Title	End Date	Application Type
65329	National Certificate: Lumber Milling	2023-06-30	First Application
66312	National Certificate: Lumber Milling	2023-06-30	First Application
50584	General Education and Training Certificate: Clothing Manufacturing Processes	2023-06-30	First Application

- ii. The last step also has the dual role option checkbox; you can tick on the button to alter your application type (Assessor or Moderator).

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- iii. Read the Code of Conduct before submitting the application, then tick the Code of Conduct acknowledgement checkbox, as below:



I have read and accepted the CAM Code of Conduct.

Qualification ID	Title	Learning Programme ID	Start Date	End Date	Application Type
66329	National Certificate: Lumber Milling		2018-07-01	2023-06-30	First Application
66312	National Certificate: Lumber Milling		2018-07-01	2023-06-30	First Application
50584	General Education and Training Certificate: Clothing Manufacturing Processes		2018-07-01	2023-06-30	First Application

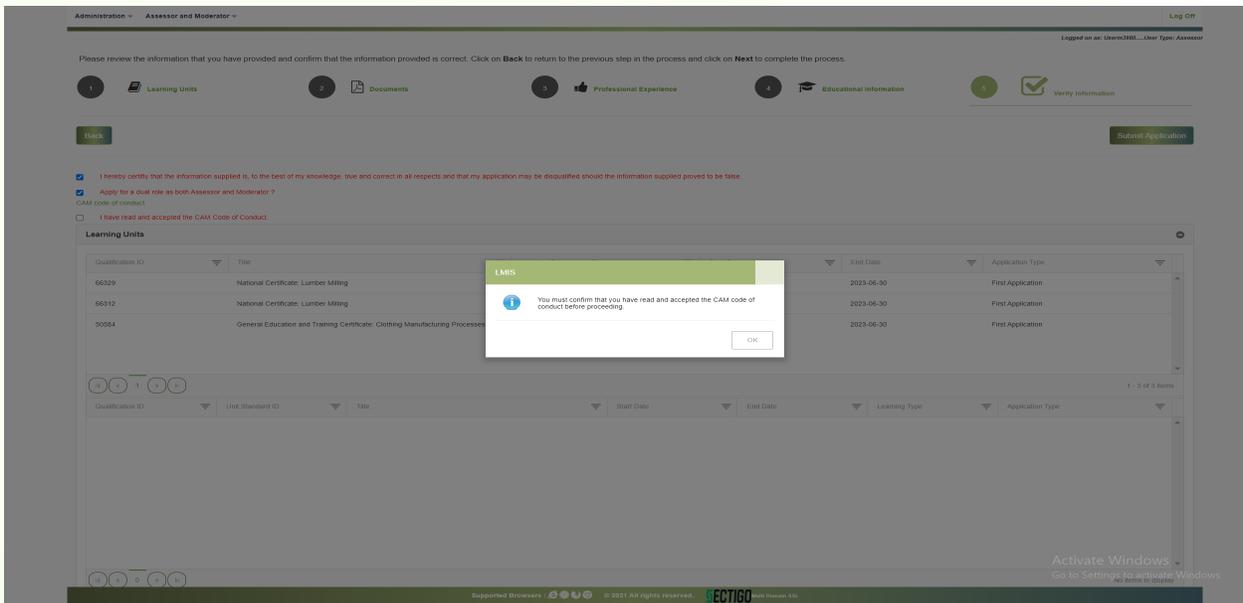
I have read and accepted the CAM Code of Conduct.

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



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

- iv. Once you are satisfied with the contents of the application, tick the declaration statement, and click on the “Submit Application” button. The system will generate a notification confirming the submission, as below:



Administration - Assessor and Moderator - Log Off

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

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Information 5 Verify Information

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

Apply for a dual role as both Assessor and Moderator?

CAM code of conduct

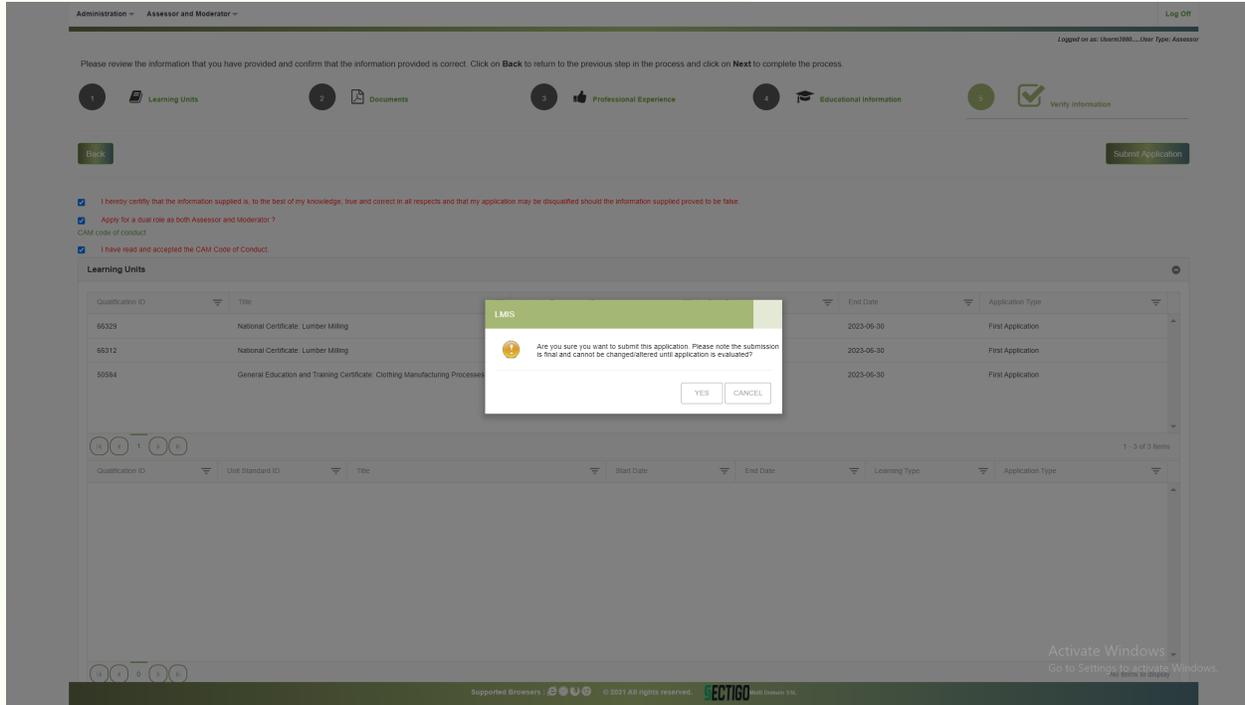
I have read and accepted the CAM Code of Conduct.

Qualification ID	Title	End Date	Application Type
66329	National Certificate: Lumber Milling	2023-06-30	First Application
66312	National Certificate: Lumber Milling	2023-06-30	First Application
50584	General Education and Training Certificate: Clothing Manufacturing Processes	2023-06-30	First Application

LMIS

You must confirm that you have read and accepted the CAM code of conduct before proceeding.

LMIS User Guide - RAM



Administration - Assessor and Moderator - Log Off

Logged on as: User0388...User Type: Assessor

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

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Information 5 Verify Information

Back Submit Application

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

Apply for a dual role as both Assessor and Moderator?
CAM code of conduct

I have read and accepted the CAM Code of Conduct.

Learning Units

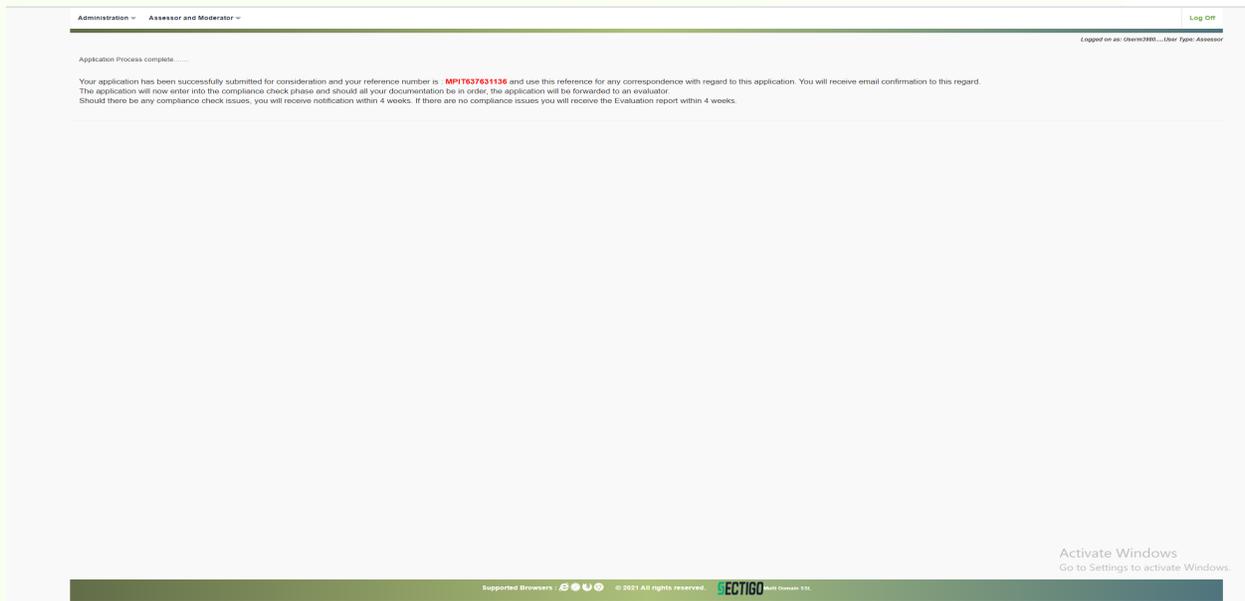
Qualification ID	Title	End Date	Application Type
65329	National Certificate: Lumber Milling	2023-06-30	First Application
65312	National Certificate: Lumber Milling	2023-06-30	First Application
50584	General Education and Training Certificate: Clothing Manufacturing Processes	2023-06-30	First Application

1 - 3 of 3 items

Activate Windows
Go to Settings to activate Windows

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- v. Clicking on “Cancel” aborts the submission process and clicking on “Yes” confirms your intent to submit the application.



Administration - Assessor and Moderator - Log Off

Logged on as: User0388...User Type: Assessor

Application Process complete.

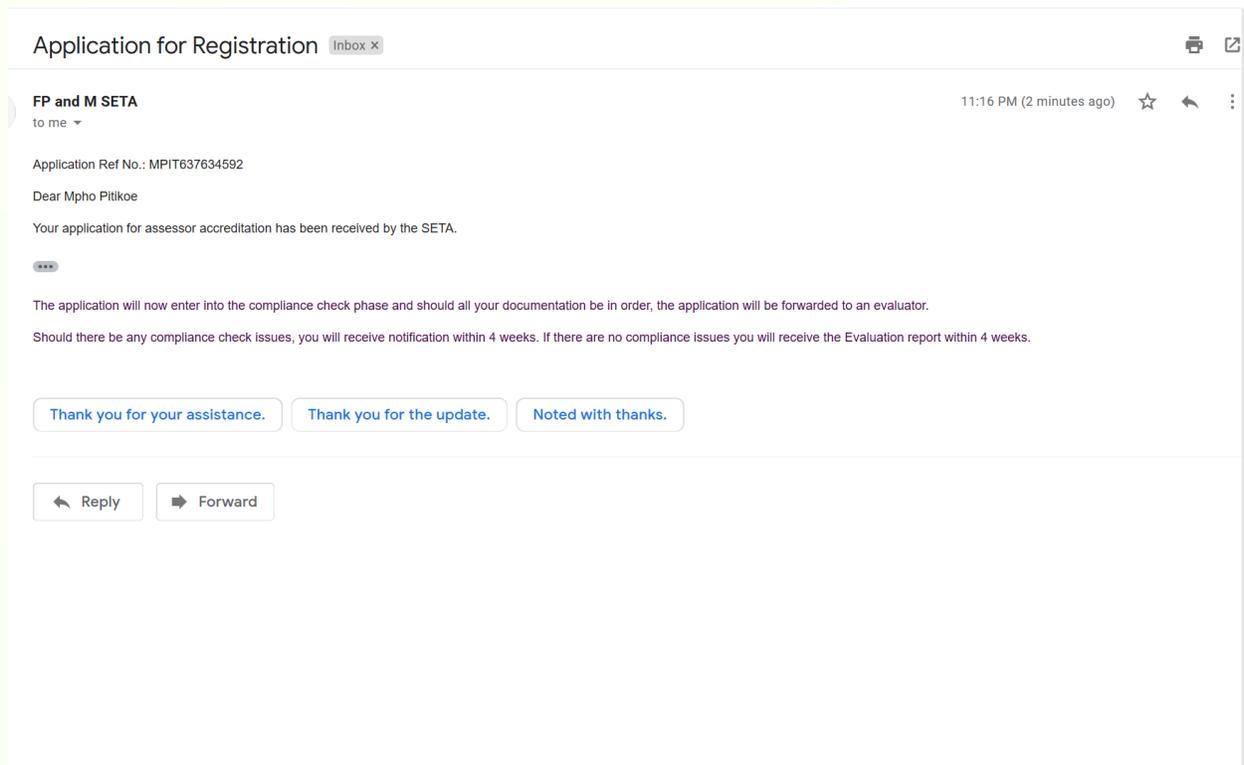
Your application has been successfully submitted for consideration and your reference number is: **MPH1637631436** and use this reference for any correspondence with regard to this application. You will receive email confirmation to this regard. The application will now enter into the compliance check phase and should all your documentation be in order, the application will be forwarded to an evaluator. Should there be any compliance check issues, you will receive notification within 4 weeks. If there are no compliance issues you will receive the Evaluation report within 4 weeks.

Activate Windows
Go to Settings to activate Windows

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LMIS User Guide - RAM

- vi. The system will file the application and navigate to application complete page as above. A Reference Number is then generated and highlighted in RED on the screen, as above.
- vii. An application submission email containing the Reference Number is then sent to your email, as below:

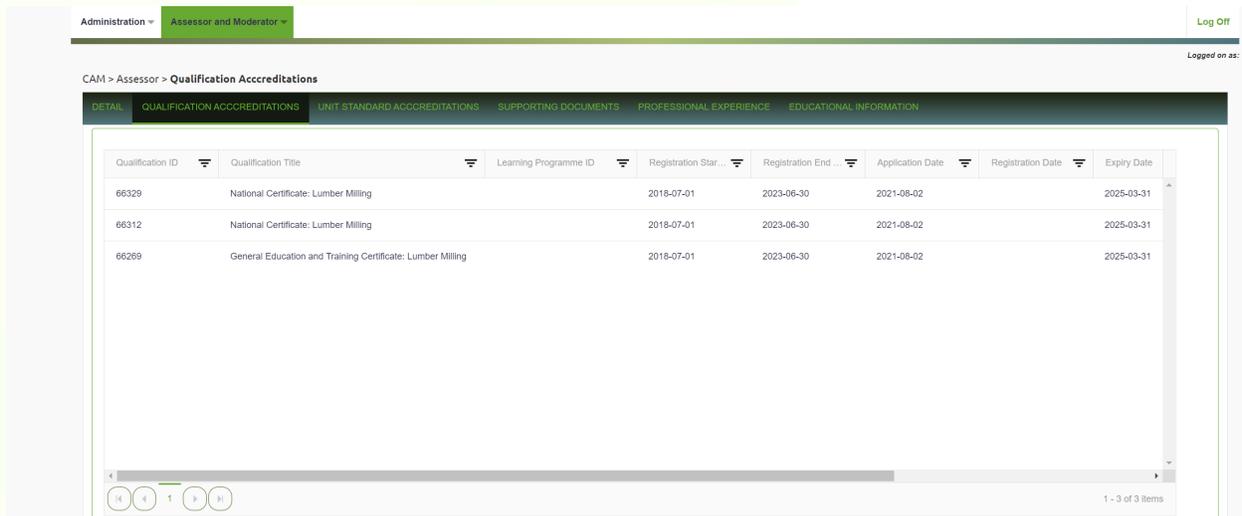


- viii. The application will now enter the evaluation phase of the registration process. You can view the progress of your application through the LMIS “Dashboard”, as below:



LMIS User Guide - RAM

- ix. You can also view the status of the Learning Units by navigating to “Assessor and Moderator – Assessor – Assessor Profile” and click on either “Qualification Accreditations” or “Unit Standard Accreditations”, as below:



Administration ▾ Assessor and Moderator ▾ Log Off

CAM > Assessor > Qualification Accreditations Logged on as:

Qualification ID	Qualification Title	Learning Programme ID	Registration Star...	Registration End ...	Application Date	Registration Date	Expiry Date
66329	National Certificate: Lumber Milling		2018-07-01	2023-06-30	2021-06-02		2025-03-31
66312	National Certificate: Lumber Milling		2018-07-01	2023-06-30	2021-06-02		2025-03-31
66269	General Education and Training Certificate: Lumber Milling		2018-07-01	2023-06-30	2021-06-02		2025-03-31

1 - 3 of 3 items

LMIS User Guide - RAM

3.7 Applicant Feedback Email

- i. Once the application has been allocated to an Evaluator, the compliance check is conducted on the content. Should the Evaluator require any more information, you can send a feedback email with the required information, as below. You then log into your LMIS profile and update the necessary information where applicable.



RAM EVALUATION FEEDBACK

Dear Applicant,

Kindly note your application is currently under evaluation. In order to complete the evaluation process, please provide the following documentation/information listed below by logging in to your LMIS profile and updating the necessary section.

#Comments#

For any further clarity or assistance, contact the Core Business Department.

Regards,
FP&M Team

The LMIS can be accessed by clicking the following link: [Click here to log in](#)

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FP&M SETA Team
Information & Communications Technology
Email: helpdesk@fpmseta.org.za
Tel: +27 11 403 1700
Website: www.fpmseta.org.za

LMIS User Guide - RAM

3.8 Assessor and Moderator Report

- i. When the application has been reviewed and completed by the QA team, a registration results email is sent to the applicant.
- ii. The email has a registration report attached to it, with your information and outcomes of the application, as below:

The FP and M SETA (Sector Education & Training Authority)
1 Newtown Ave, Killarney, Johannesburg, 2001
Tel : 011 403 1700
Helpdesk Hotline : 011 403 1700 Option 6

Email: helpdesk@fpmseta.org.za

Website: www.fpmseta.org.za

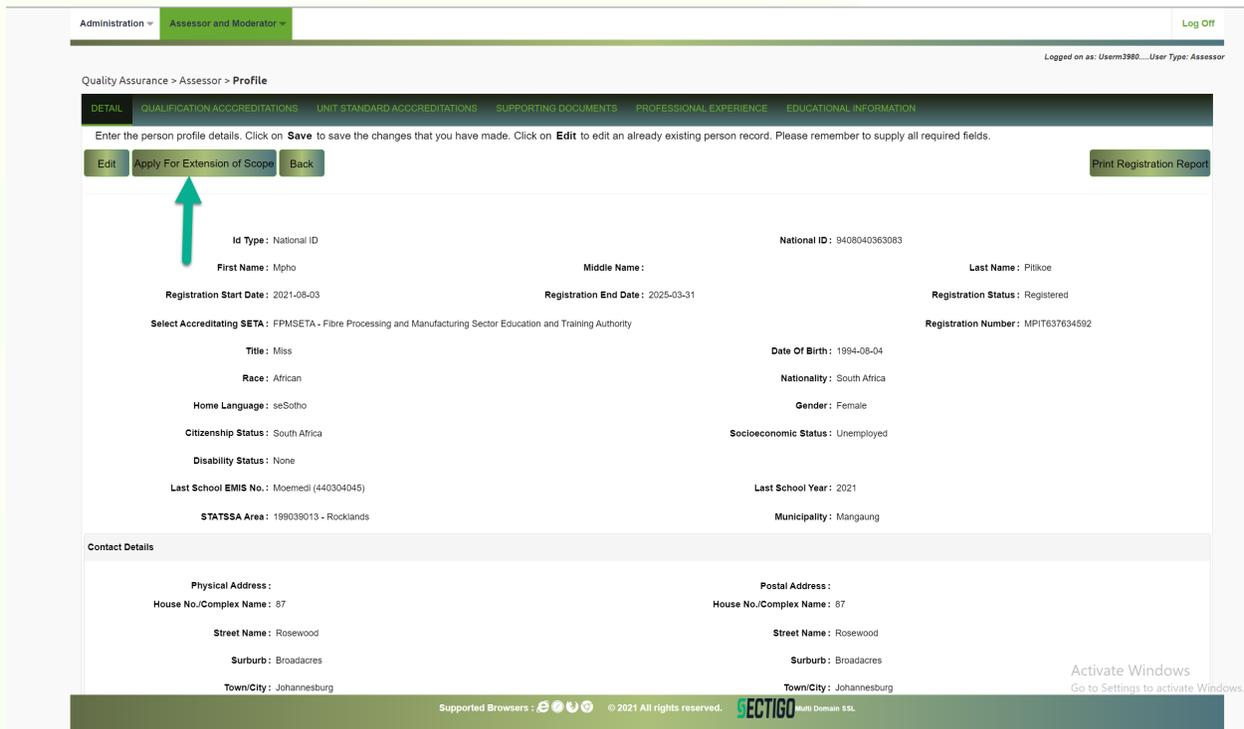
FIBRE PROCESSING and MANUFACTURING SECTOR EDUCATION AND TRAINING AUTHORITY REGISTRATION OF ASSESSOR

SECTION 1: PERSONAL DETAILS

APPLICANT DETAILS	
Name:	Pamela
Surname:	Naidoo
Title:	Capacity Development Manager
ID Number:	7210120012081
Physical Address:	32 Market Street Mkondeni Pietermaritzburg 3201
Province:	Kwazulu/Natal
Telephone no.: (work)	0333460329
Telephone no.: (home)	0333460329
Cell phone no:	0827390948
E-mail address:	pamela@safca.co.za
REGISTRATION DETAILS	
Assessor Registration Granted as per Section 2:	Registration Awarded
Registration Number:	754/ASS/000479
Approved Date:	07/April/2016
Registration Start Date:	07/June/2021
Registration End Date:	06/June/2026
FP and M SETA Official Details	
Name:	
Signature:	

4. Apply for Extension of Scope

- i. The Extension of Scope process allows Assessors who are already accredited and wish to expand the FP&M SETA Registered Learning Units and other assessing activities. The “Apply for Extension of Scope” button is only generated once the initial application has been approved, as below:



The screenshot shows the user profile page for an Assessor and Moderator. The page is titled 'Quality Assurance > Assessor > Profile'. At the top, there are navigation tabs: 'DETAIL', 'QUALIFICATION ACCREDITATIONS', 'UNIT STANDARD ACCREDITATIONS', 'SUPPORTING DOCUMENTS', 'PROFESSIONAL EXPERIENCE', and 'EDUCATIONAL INFORMATION'. Below the tabs, there is a message: 'Enter the person profile details. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing person record. Please remember to supply all required fields.' Below this message are three buttons: 'Edit', 'Apply For Extension of Scope', and 'Back'. A red arrow points to the 'Apply For Extension of Scope' button. To the right of these buttons is a 'Print Registration Report' button. The profile details are displayed in a grid format:

Id Type: National ID	National ID: 9408040363083
First Name: Mpho	Middle Name:
Registration Start Date: 2021-08-03	Registration End Date: 2025-03-31
Select Accreditating SETA: FPMSETA - Fibre Processing and Manufacturing Sector Education and Training Authority	Registration Status: Registered
Title: Miss	Date Of Birth: 1994-08-04
Race: African	Nationality: South Africa
Home Language: seSotho	Gender: Female
Citizenship Status: South Africa	Socioeconomic Status: Unemployed
Disability Status: None	
Last School EMIS No.: Moemedi (440304045)	Last School Year: 2021
STATSSA Area: 199039013 - Rocklands	Municipality: Mangaung

Below the profile details is the 'Contact Details' section:

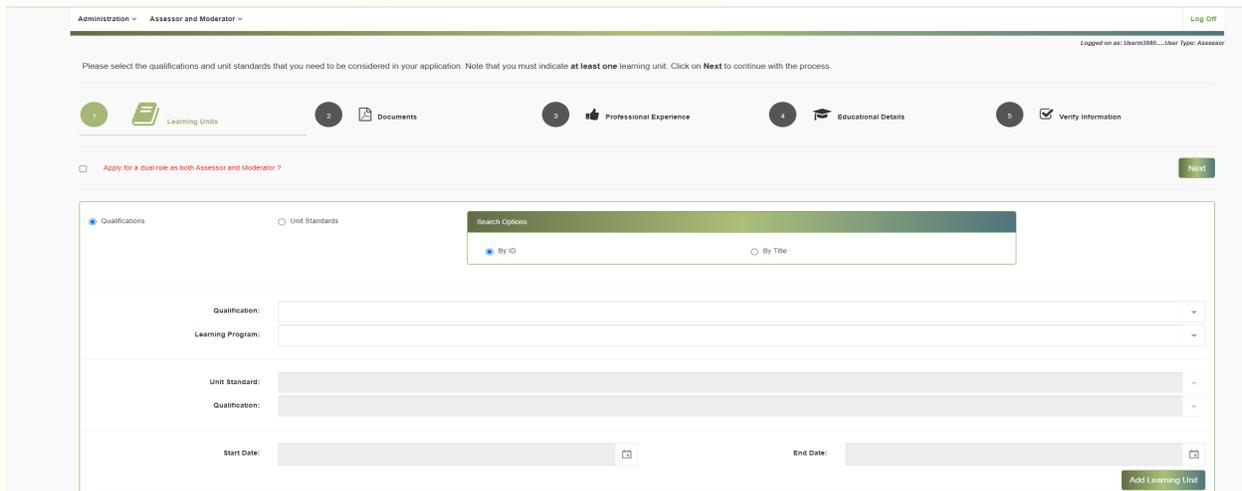
Physical Address:	Postal Address:
House No./Complex Name : 87	House No./Complex Name : 87
Street Name: Rosewood	Street Name: Rosewood
Suburb: Broadacres	Suburb: Broadacres
Town/City: Johannesburg	Town/City: Johannesburg

At the bottom of the page, there is a footer with 'Supported Browsers' icons, '© 2021 All rights reserved.', and the 'SECTIGO' logo. There is also an 'Activate Windows' watermark on the right side.

4.1 Step 1 - Adding Learning Units

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

LMIS User Guide - RAM



Administration - Assessor and Moderator - Log Off

Logged on as: Userm3980...User Type: Assessor

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

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Details 5 Verify Information

Apply for a dual role as both Assessor and Moderator? Next

Qualifications Unit Standards

Search Options

By ID By Title

Qualification:

Learning Program:

Unit Standard:

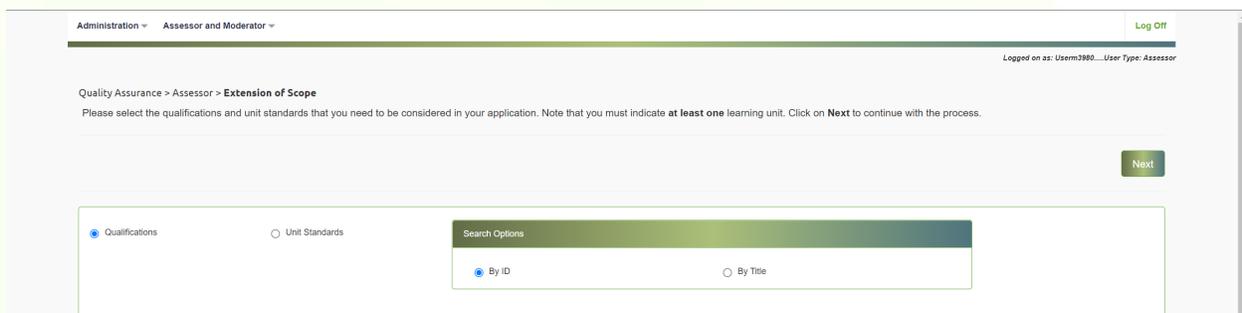
Qualification:

Start Date:

End Date:

Add Learning Unit

- ii. The top section allows capturing of the learning units as either a full qualification or a unit standard linked to a qualification. You must specify whether you are capturing a full qualification or a unit standard by means of the option buttons qualifications or unit standards as seen below:



Administration - Assessor and Moderator - Log Off

Logged on as: Userm3980...User Type: Assessor

Quality Assurance > Assessor > **Extension of Scope**

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

Next

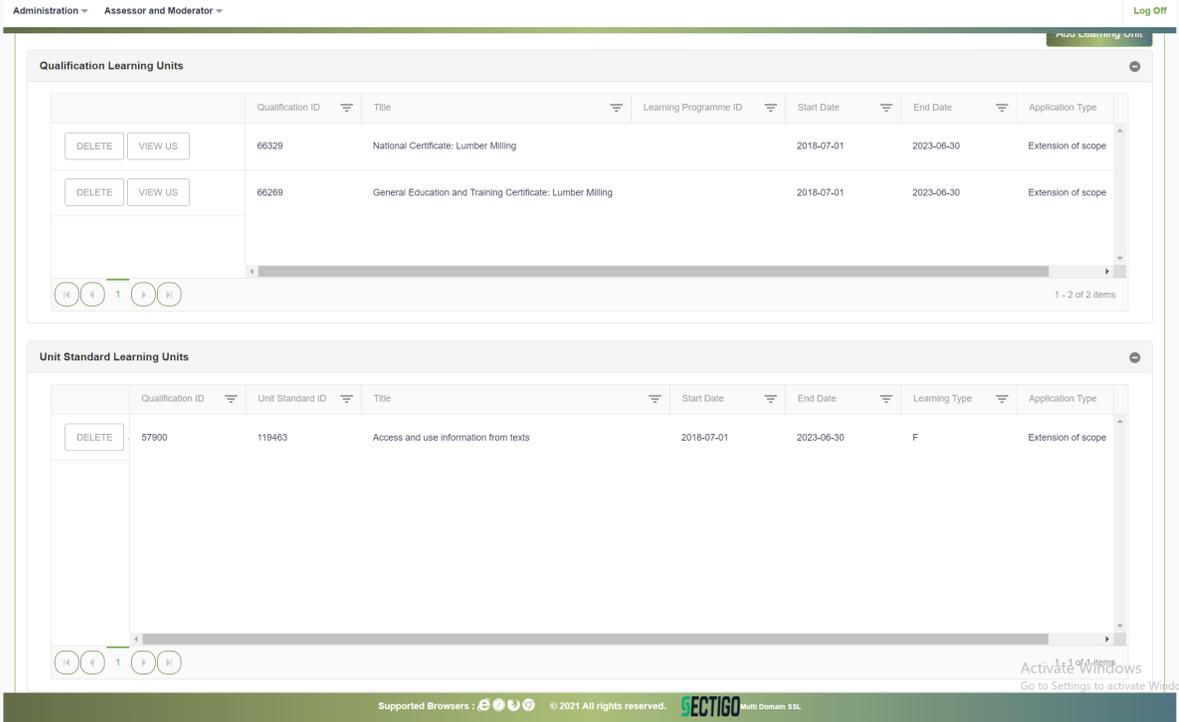
Qualifications Unit Standards

Search Options

By ID By Title

LMIS User Guide - RAM

- iii. The bottom section has the two grids that contain the captured full qualifications and the unit standard qualifications to be considered in the application for Extension of Scope, as seen below:



The screenshot displays the LMIS interface for an Assessor and Moderator. It features two main data grids:

Qualification Learning Units

Qualification ID	Title	Learning Programme ID	Start Date	End Date	Application Type
66329	National Certificate: Lumber Milling		2018-07-01	2023-06-30	Extension of scope
66269	General Education and Training Certificate: Lumber Milling		2018-07-01	2023-06-30	Extension of scope

Unit Standard Learning Units

Qualification ID	Unit Standard ID	Title	Start Date	End Date	Learning Type	Application Type
57900	119463	Access and use information from texts	2018-07-01	2023-06-30	F	Extension of scope

The interface includes navigation controls (back, forward, search) and a footer with browser support information and a copyright notice for 2021.

The grid provides you with the following information

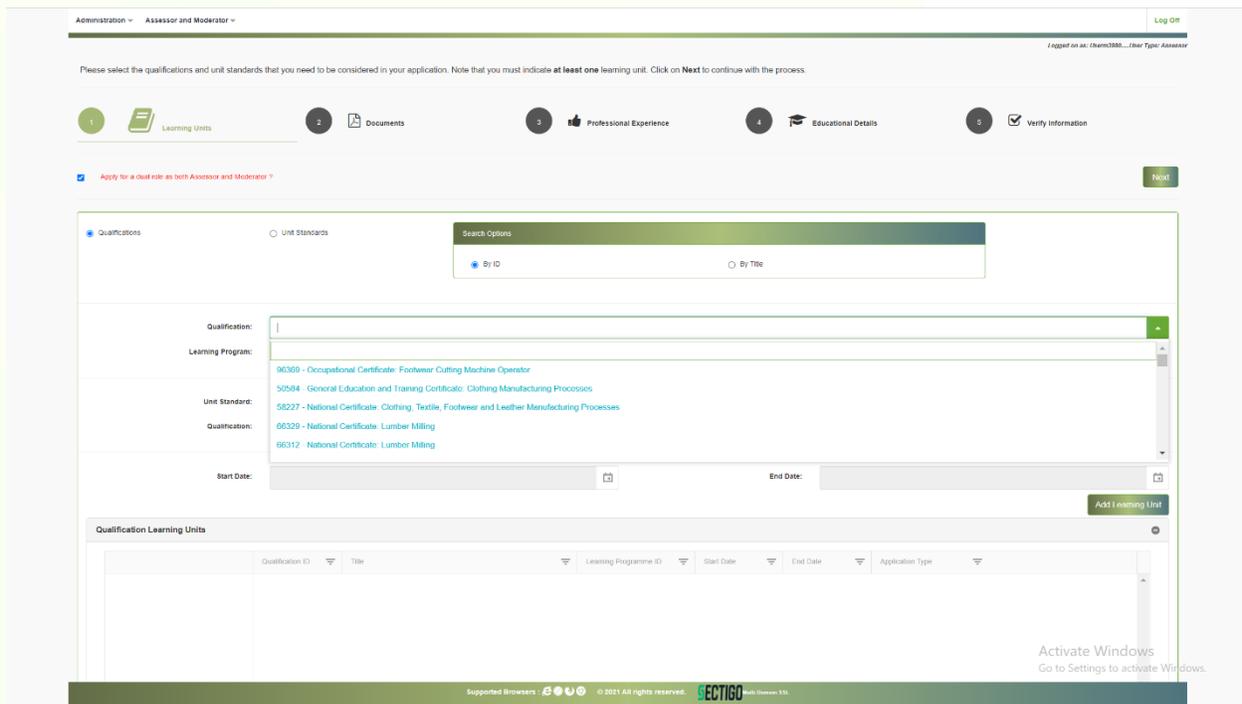
- Qualification ID – the qualification code that uniquely identifies a qualification as on the SAQA database
- Unit Standard ID - the unit standard code that uniquely identifies a unit standard as on the SAQA database
- Title - the title that identifies a learning unit as on the SAQA database
- Start Date – the proposed start date for the learning unit accreditation and conforms to the registration start date of the learning unit
- End Date – the proposed end date for the learning unit accreditation and conforms to the registration end date of the learning unit
- Learning Type – this applies to the unit standards and specifies whether the application is a Core, Fundamental or Elective.

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- g. Application Type – whether or not the application is a first application or extension of scope

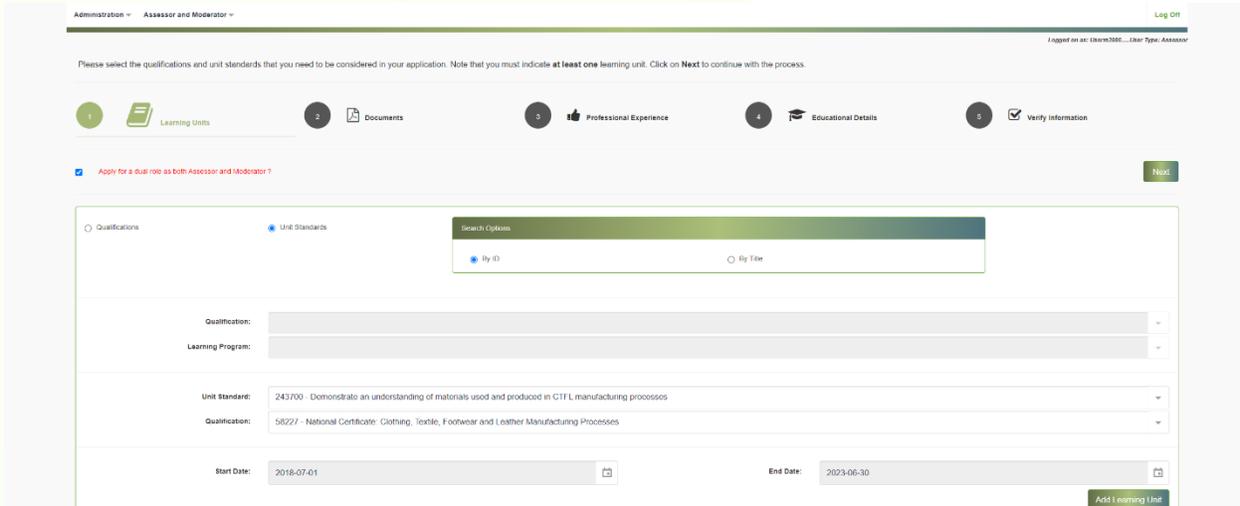
- iv. Choose whether you are capturing a full qualification or a unit standard (this enables only the full qualification or the unit standard entry fields based on option selected). You can either search using the ID of the learning unit or the title of the learning unit as seen below:

Full Qualification



The screenshot shows the 'Assessor and Moderator' interface. At the top, there is a navigation bar with five steps: 1. Learning Units, 2. Documents, 3. Professional Experience, 4. Educational Details, and 5. Verify Information. A 'Log Off' button is in the top right corner. Below the navigation bar, there is a 'Next' button and a checkbox labeled 'Apply for a dual role as both Assessor and Moderator?'. The main content area is titled 'Qualifications' and 'Unit Standards'. It features a search bar with 'Search Options' set to 'By ID'. Below the search bar, there are input fields for 'Qualification', 'Learning Program', 'Unit Standard', and 'Qualification'. A list of search results is displayed, including '96309 - Occupational Certificate: Footwear Cutting Machine Operator', '50594 - General Education and Training Certificate: Clothing Manufacturing Processes', '58227 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes', and '66329 - National Certificate: Lumber Milling'. There are also fields for 'Start Date' and 'End Date'. At the bottom, there is a table titled 'Qualification Learning Units' with columns for 'Qualification ID', 'Title', 'Learning Programme ID', 'Start Date', 'End Date', and 'Application Type'. The footer contains 'Supported Browsers', '© 2021 All rights reserved. SECTIGO', and 'Activate Windows'.

Unit Standard



Administration - Assessor and Moderator - Log Out

Logged in as: User3388... User Type: Assessor

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

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Details 5 Verify Information

Apply for a dual role as both Assessor and Moderator? Next

Qualifications
 Unit Standards

Search Options: By ID By Title

Qualification: [Dropdown]

Learning Program: [Dropdown]

Unit Standard: 243700 - Demonstrate an understanding of materials used and produced in CTFL manufacturing processes

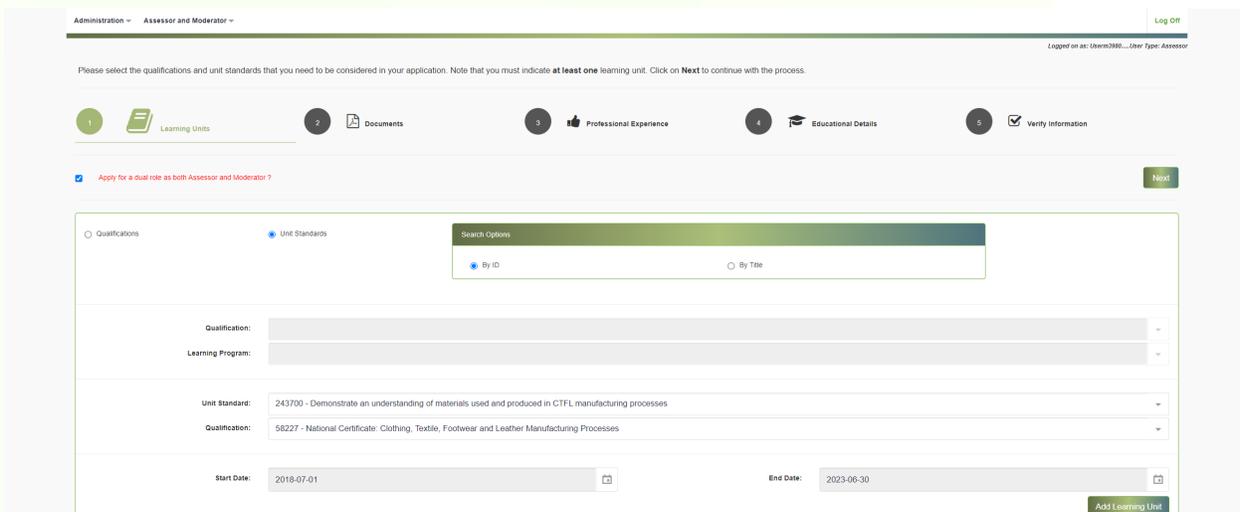
Qualification: 58227 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes

Start Date: 2018-07-01

End Date: 2023-06-30

Add Learning Unit

- v. Selecting the learning unit, automatically populates the “Start Date” and “End Date” portion for the learning unit as seen below:



Administration - Assessor and Moderator - Log Out

Logged in as: User3388... User Type: Assessor

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

1 Learning Units 2 Documents 3 Professional Experience 4 Educational Details 5 Verify Information

Apply for a dual role as both Assessor and Moderator? Next

Qualifications
 Unit Standards

Search Options: By ID By Title

Qualification: [Dropdown]

Learning Program: [Dropdown]

Unit Standard: 243700 - Demonstrate an understanding of materials used and produced in CTFL manufacturing processes

Qualification: 58227 - National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes

Start Date: 2018-07-01

End Date: 2023-06-30

Add Learning Unit

LMIS User Guide - RAM

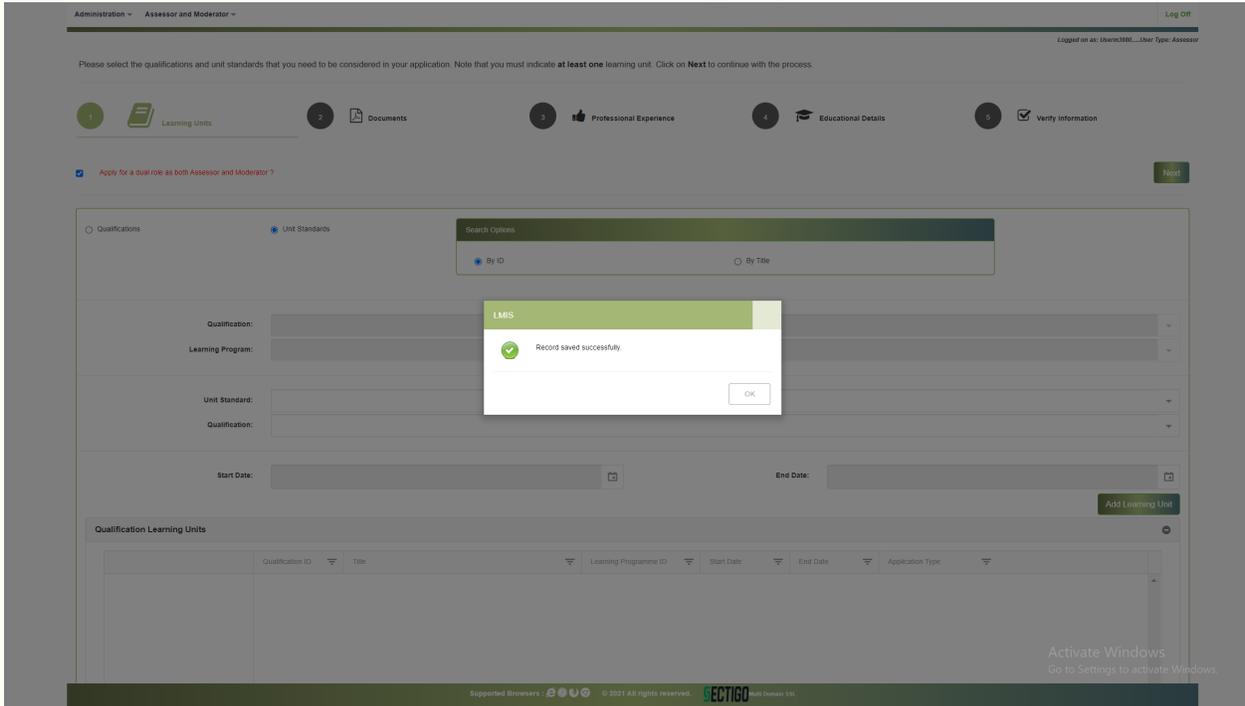


Should you click on the “Next” button without capturing the required information, the system provides a notification to prompt action from you as below:

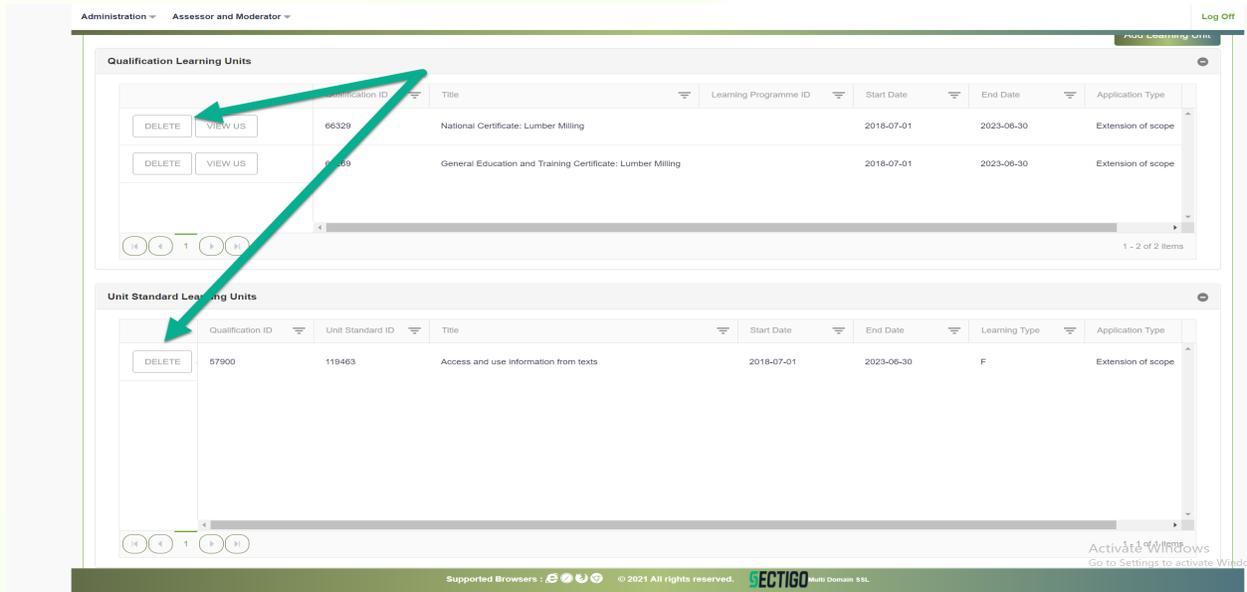
The screenshot displays the LMIS application interface. At the top, there is a navigation bar with 'Administration' and 'Assessor and Moderator' options. A 'Log Off' link is visible in the top right corner. Below the navigation bar, a message states: 'Please select the qualifications and unit standards that you need to be considered in your application. Note that you must indicate at least one learning unit. Click on Next to continue with the process.' A progress indicator shows five steps: 1. Learning Units, 2. Documents, 3. Professional Experience, 4. Educational Details, and 5. Verify Information. A checkbox labeled 'Apply for a dual role as both Assessor and Moderator?' is checked. A 'Next' button is located in the top right corner of the form area. The form contains several dropdown menus for 'Qualification', 'Learning Program', 'Unit Standard', and 'Qualification'. Below these are 'Start Date' (2018-07-01) and 'End Date' (2023-06-30) fields. A table titled 'Qualification Learning Units' is visible at the bottom, with columns for 'Qualification ID', 'Title', 'Learning Programme ID', 'Start Date', 'End Date', and 'Application Type'. A notification dialog box is overlaid on the form, with a green header 'LMIS' and a message: 'Please attach some learning units for your application consideration before clicking Next.' An 'OK' button is present in the dialog box. The footer of the application includes 'Supported Browsers', '© 2021 All rights reserved.', and the 'ECTIGO' logo.

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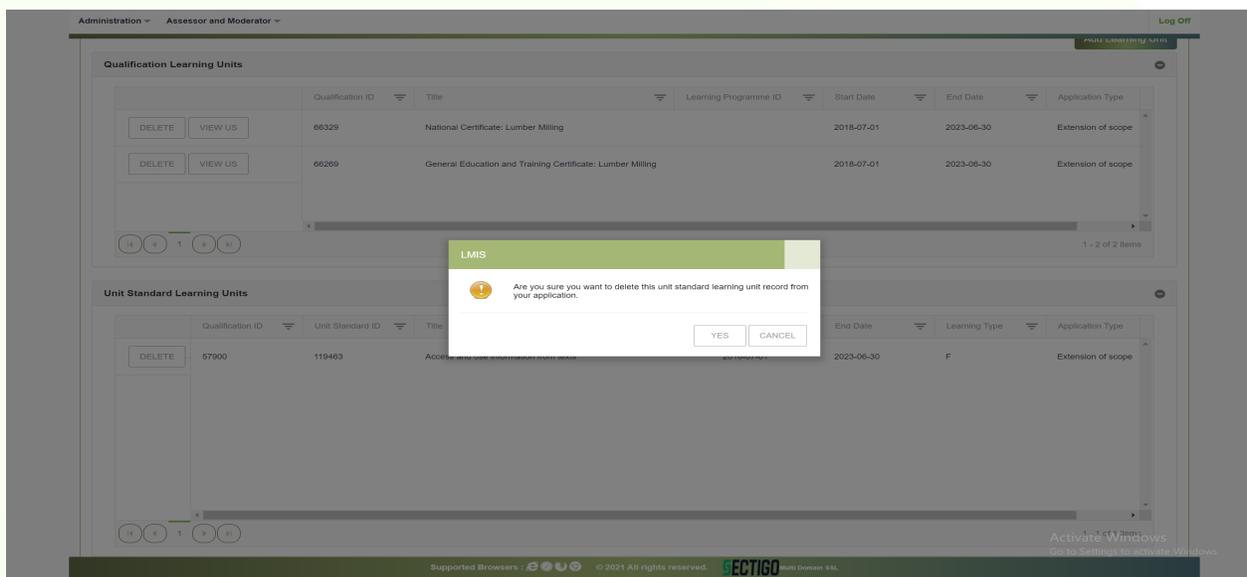
- vi. With the learning unit selected click the “Add Learning Unit” button and the learning unit will be saved with confirmation message displayed and it will also be displayed in the applicable grid as seen below:



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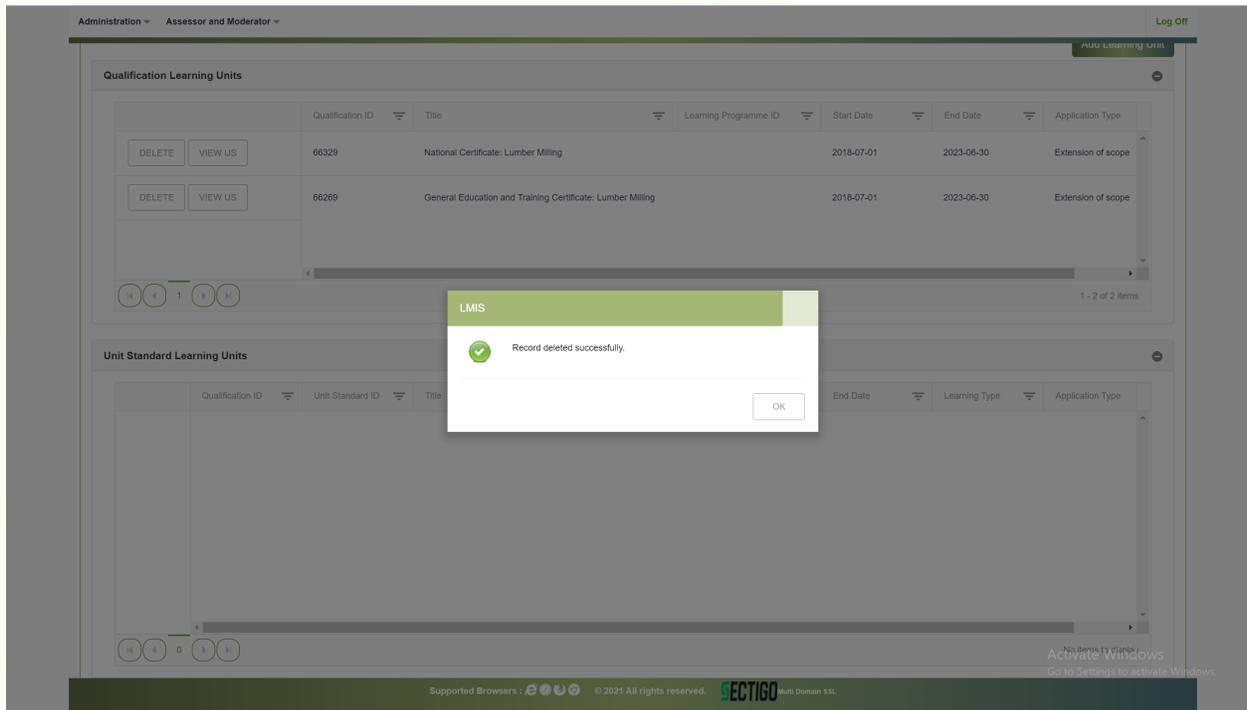


- vii. There is an option to remove learning units captured in error or not to be considered in the application any longer by clicking the “Delete” button related to the learning unit concerned on the grid.
- viii. Select a learning unit to delete and then click the “Delete” button. The system will prompt you if you really want to proceed with the deletion process and if not, you can click “Cancel” to abort the process or click “Yes” to proceed with the deletion as seen below:



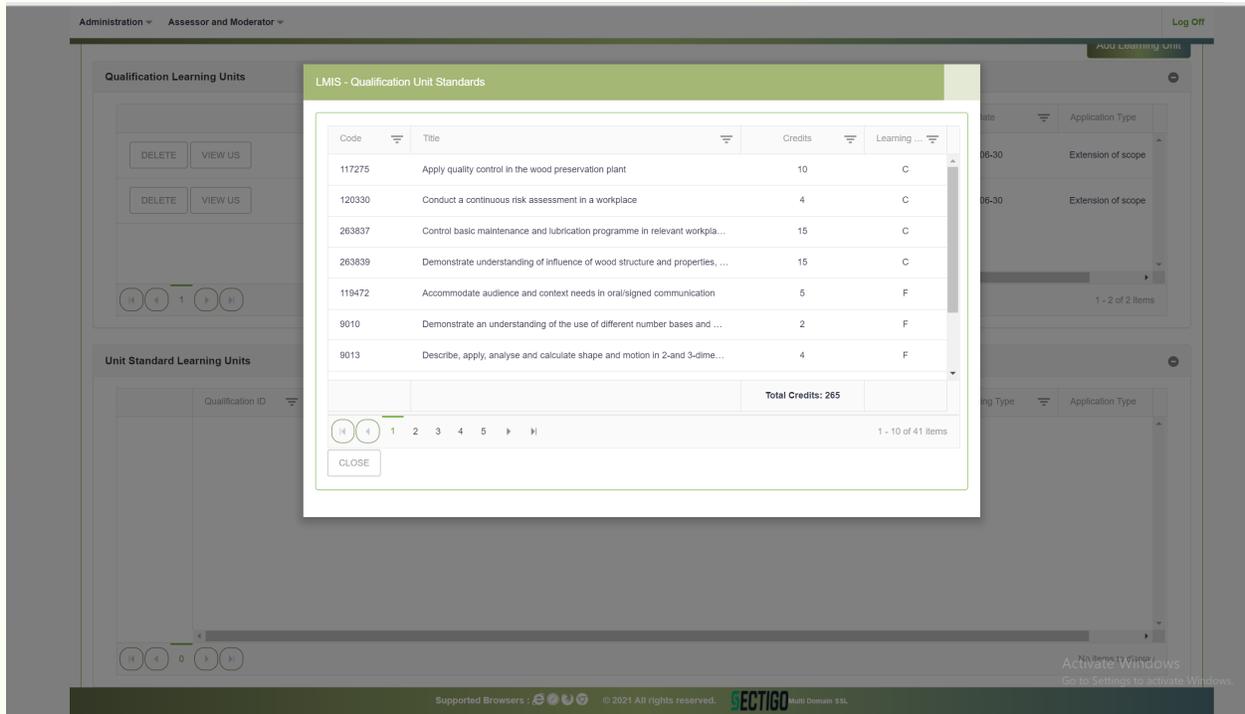
LMIS User Guide - RAM

- ix. Click Yes to proceed with the removal of the learning unit and the system will remove the learning unit from the application and confirm this with the message below:



LMIS User Guide - RAM

- x. The “View US” button allows you to see the qualification configuration. Click the “View US” button and the system will load the Qualification’s Unit Standard Codes, Titles, Credits Per Unit Standard, each Learning Unit Type and Total Credits as below:

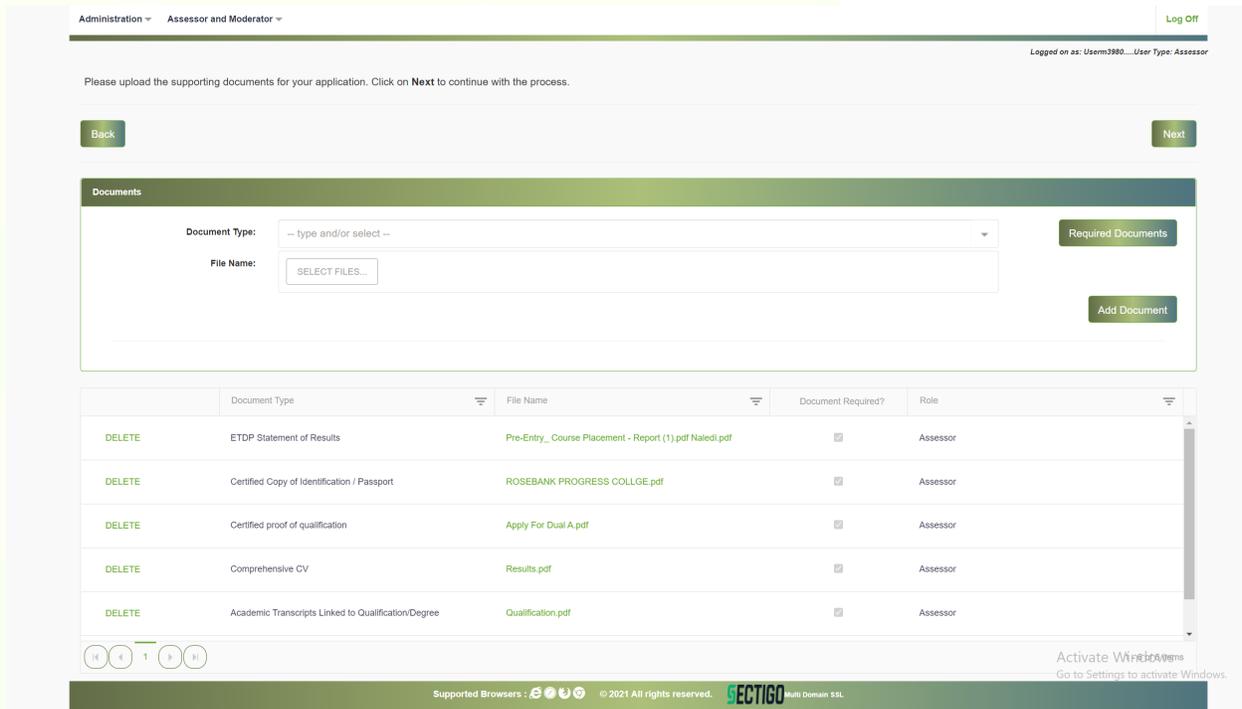


Code	Title	Credits	Learning ...
117275	Apply quality control in the wood preservation plant	10	C
120330	Conduct a continuous risk assessment in a workplace	4	C
263837	Control basic maintenance and lubrication programme in relevant workpla...	15	C
263839	Demonstrate understanding of influence of wood structure and properties, ...	15	C
119472	Accommodate audience and context needs in oraisigned communication	5	F
9010	Demonstrate an understanding of the use of different number bases and ...	2	F
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dime...	4	F
		Total Credits: 265	

- xi. Once all the Learning Units have been captured, you click on “Next” to go to the next step.

4.2 Step 2 – Documents (Not Compulsory)

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



Administration ▾ Assessor and Moderator ▾ Log Off

Logged on as: Userm3980... User Type: Assessor

Please upload the supporting documents for your application. Click on **Next** to continue with the process.

Back
Next

Documents

Document Type:

File Name:

Required Documents
Add Document

	Document Type	File Name	Document Required?	Role
DELETE	ETDP Statement of Results	Pre-Entry_ Course Placement - Report (1).pdf Naledi.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Certified Copy of Identification / Passport	ROSEBANK PROGRESS COLLEGE.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Certified proof of qualification	Apply For Dual A.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Comprehensive CV	Results.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Academic Transcripts Linked to Qualification/Degree	Qualification.pdf	<input checked="" type="checkbox"/>	Assessor

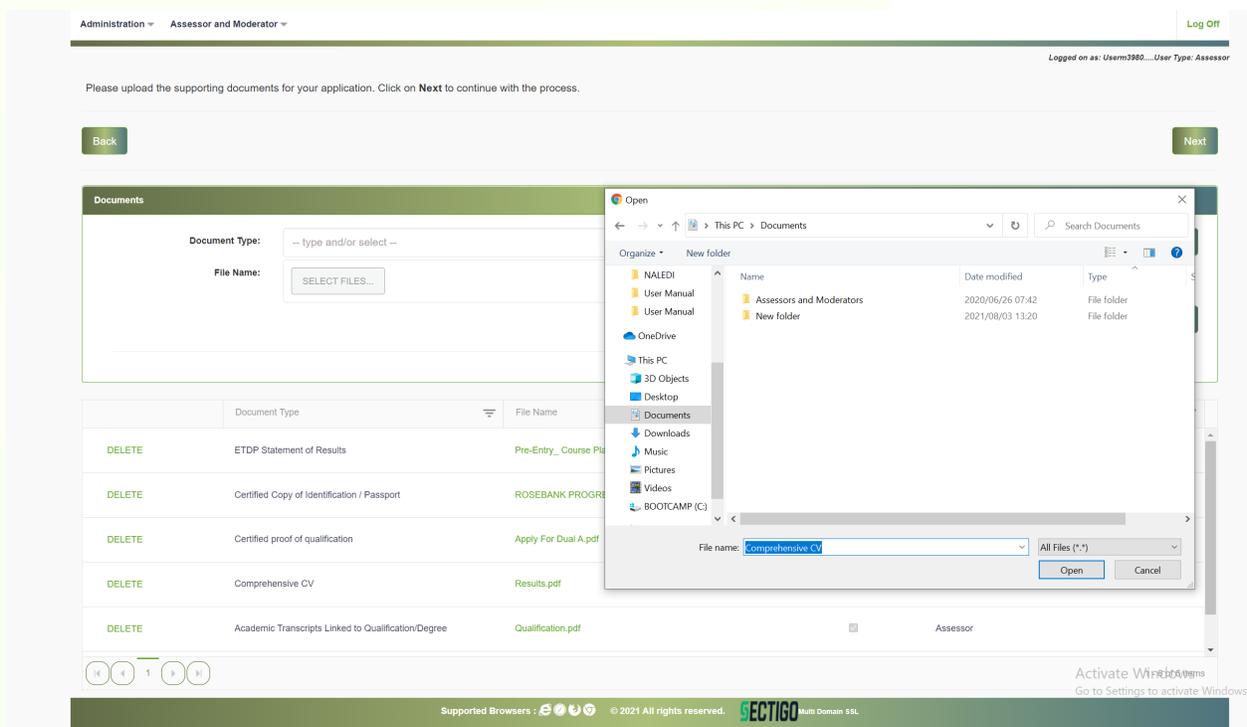
⏪ ⏩ 1 ⏪ ⏩

Activate Windows
 Go to Settings to activate Windows.

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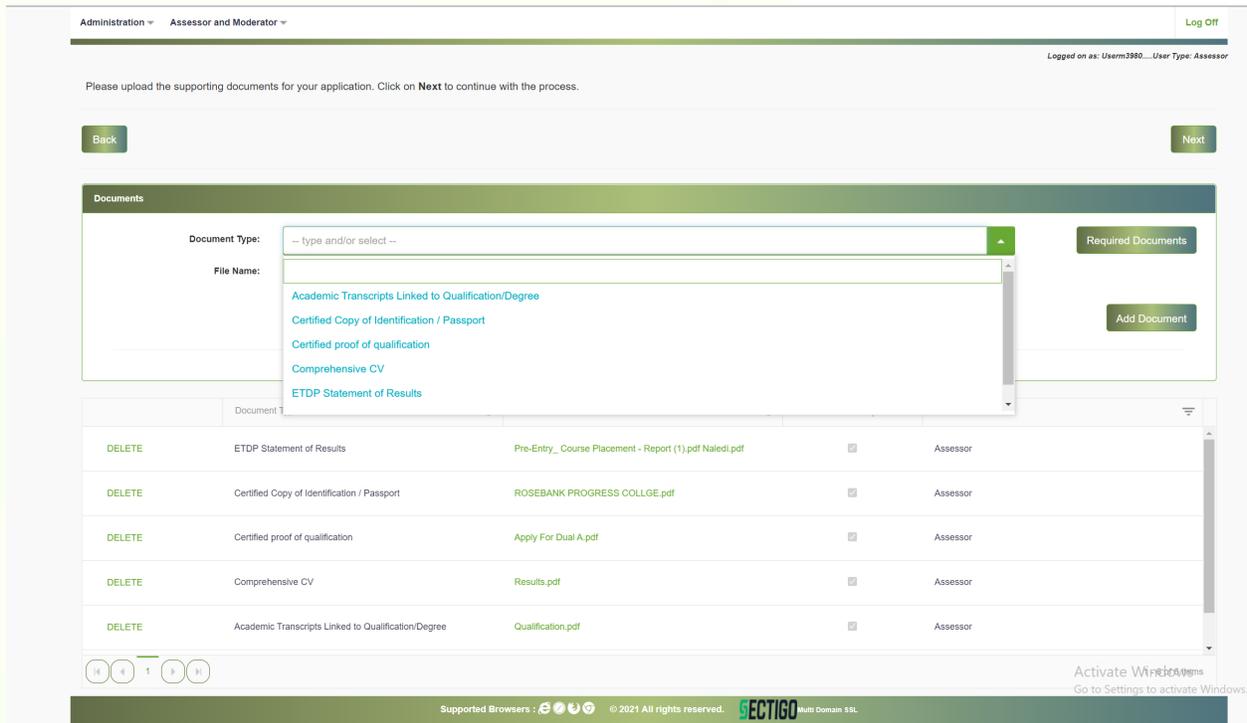
- ii. The Document Upload section consists of the following features:
- Document Type – this field allows the user to select the kind of document to upload.
 - Role – this dropdown menu requires you to select whether the document being uploaded is of the Assessor or Moderator role.
 - File Name – the name of the document as saved on your computer. Select File – this button allows you to select the relevant file from their computer for upload, as below:



- iii. You choose the document you wish to upload and click on either “Cancel” to abort the upload process, or click on “Open” to load. You then click on the “Add Document” button.

LMIS User Guide - RAM

- iv. Clicking on the “Required Documents” button produces a list of documents required for the first application, as below:



Administration ▾ Assessor and Moderator ▾ Log Off

Logged on as: Userm3980... User Type: Assessor

Please upload the supporting documents for your application. Click on **Next** to continue with the process.

Back Next

Documents

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

File Name:

- Academic Transcripts Linked to Qualification/Degree
- Certified Copy of Identification / Passport
- Certified proof of qualification
- Comprehensive CV
- ETDP Statement of Results

Add Document

	Document Name	File Name		Assessor
DELETE	ETDP Statement of Results	Pre-Entry_ Course Placement - Report (1).pdf Naledi.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Certified Copy of Identification / Passport	ROSEBANK PROGRESS COLLEGE.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Certified proof of qualification	Apply For Dual A.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Comprehensive CV	Results.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Academic Transcripts Linked to Qualification/Degree	Qualification.pdf	<input checked="" type="checkbox"/>	Assessor

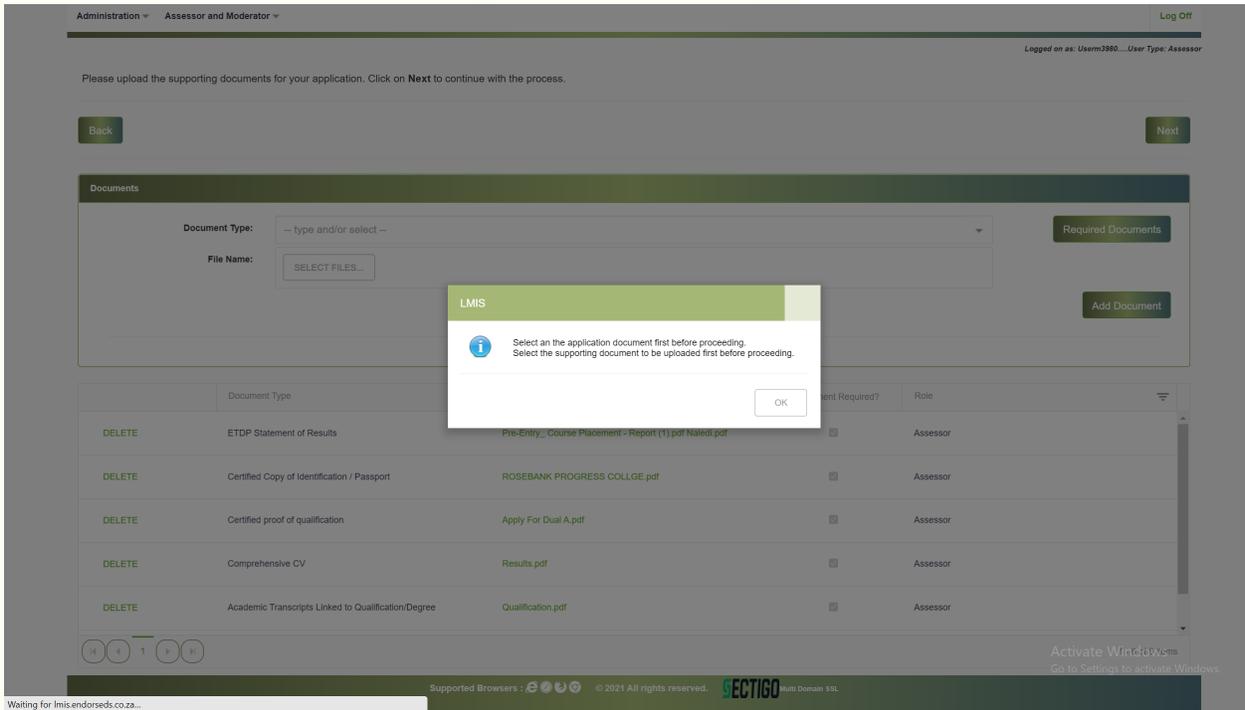
Supported Browsers: © 2021 All rights reserved. **SECTIGO** Multi Domain SSL

Activate Windows
Go to Settings to activate Windows.

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

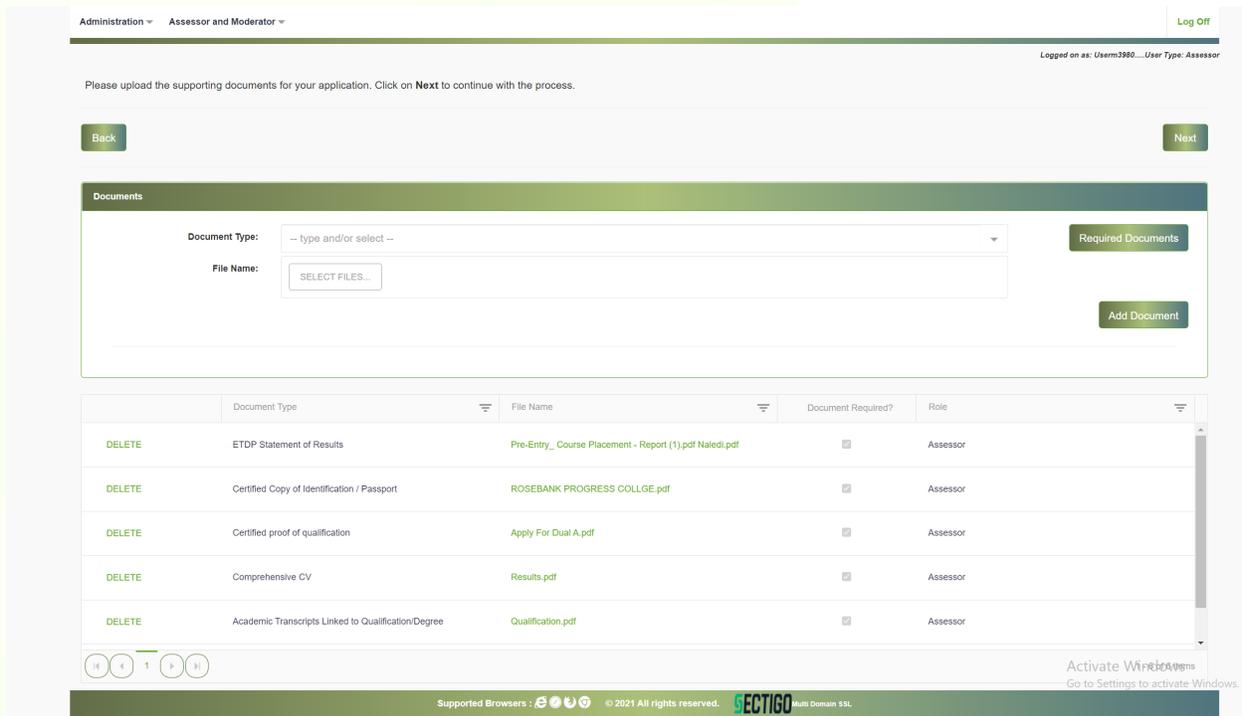


The screenshot displays the LMIS interface for an Assessor and Moderator. A notification dialog box is overlaid on the page, providing instructions on document selection. The background interface includes a 'Documents' section with a 'Document Type' dropdown, a 'File Name' input field with a 'SELECT FILES...' button, and an 'Add Document' button. Below this is a table of required documents.

Document Type	File Name	Document Required?	Role
ETDP Statement of Results	FW-Entry, Course Placement - Report (1).pdf	<input checked="" type="checkbox"/>	Assessor
Certified Copy of Identification / Passport	ROSEBANK PROGRESS COLLGE.pdf	<input checked="" type="checkbox"/>	Assessor
Certified proof of qualification	Apply For Dual A.pdf	<input checked="" type="checkbox"/>	Assessor
Comprehensive CV	Results.pdf	<input checked="" type="checkbox"/>	Assessor
Academic Transcripts Linked to Qualification/Degree	Qualification.pdf	<input checked="" type="checkbox"/>	Assessor

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- v. You continue to select all the relevant documents and add them to your application. The uploaded document appears in the upload Grid which contains the documents captured during the first application, as below:



Administration ▾ Assessor and Moderator ▾ Log Off

Logged on as: Userm380... User Type: Assessor

Please upload the supporting documents for your application. Click on **Next** to continue with the process.

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

Documents

Document Type:

File Name:

[Required Documents](#)

[Add Document](#)

	Document Type	File Name	Document Required?	Role
DELETE	ETDP Statement of Results	Pre-Entry_Course Placement - Report (1).pdf Naledi.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Certified Copy of Identification / Passport	ROSEBANK PROGRESS COLLGE.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Certified proof of qualification	Apply For Dual A.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Comprehensive CV	Results.pdf	<input checked="" type="checkbox"/>	Assessor
DELETE	Academic Transcripts Linked to Qualification/Degree	Qualification.pdf	<input checked="" type="checkbox"/>	Assessor

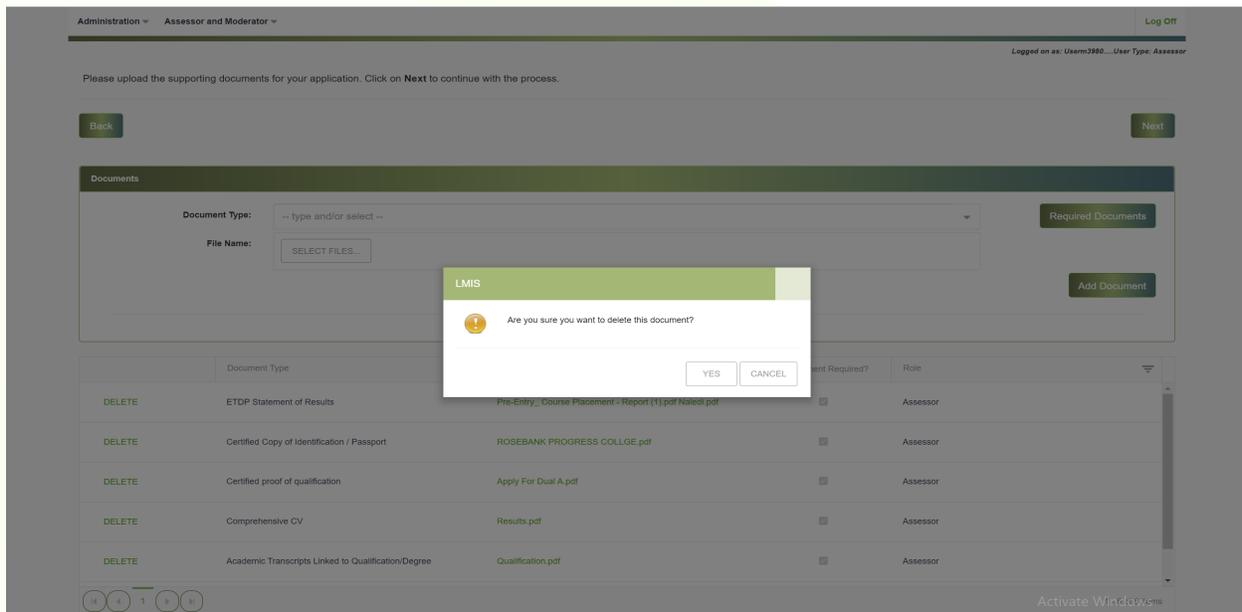
Activate Windows
Go to Settings to activate Windows.

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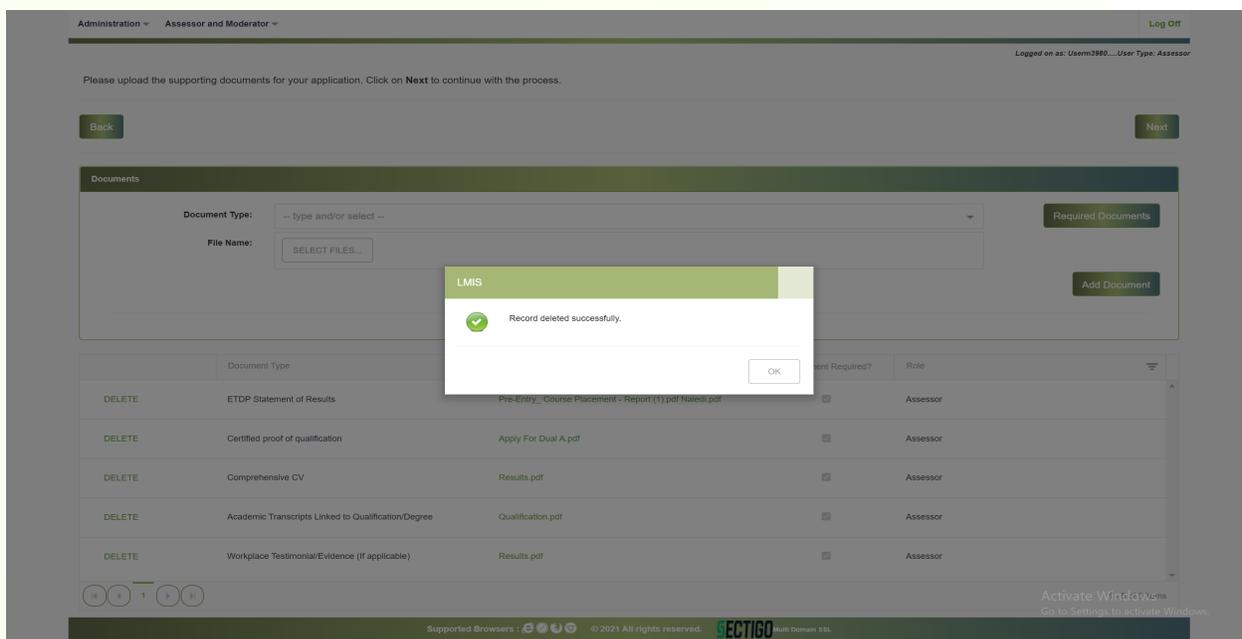
- vi. The upload Grid provides you with the following information:
- a. Document type – The kind of the document uploaded
 - b. Name – the name of the file as saved on your computer
 - c. Document Required? – whether the document uploaded is mandatory.
 - d. Role – your role related to the document uploaded
 - e. Delete – the button allows you to remove uploaded documents.

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- vii. Once clicked, the system generates a notification regarding the deletion process as below:

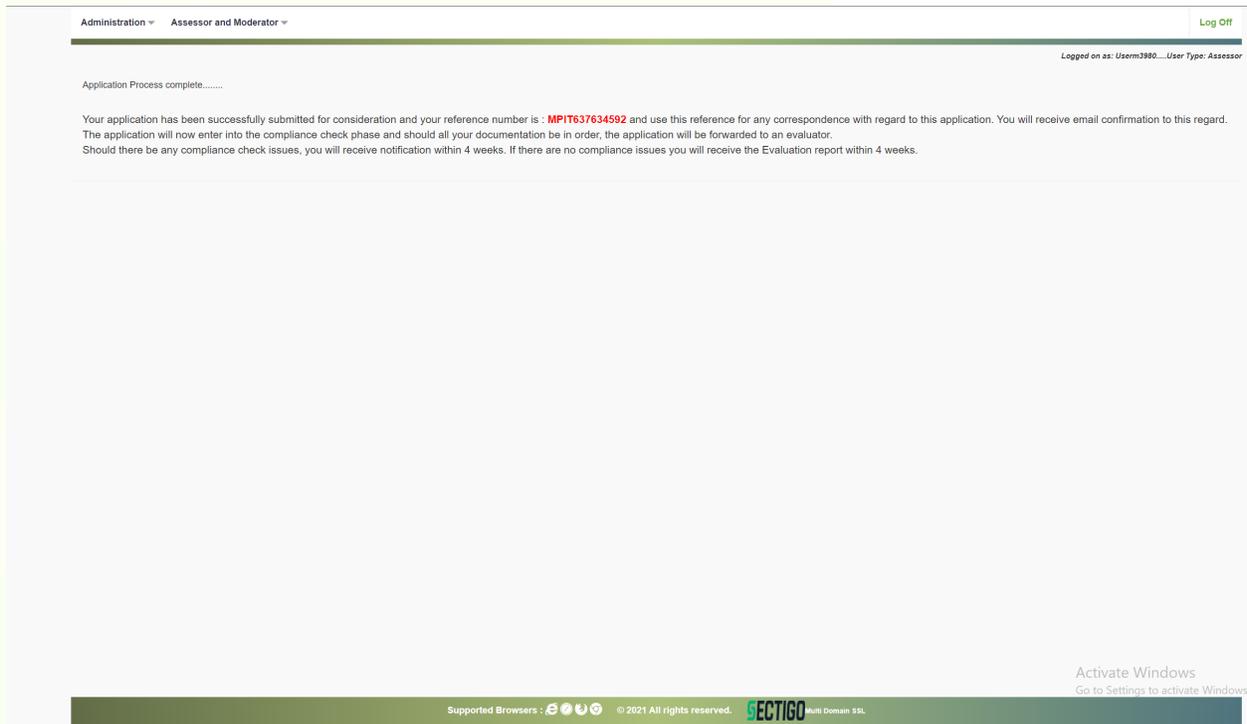


- viii. Clicking on “Cancel” aborts the deletion process and clicking on “Yes” continues to delete the record and generates a success message as below:

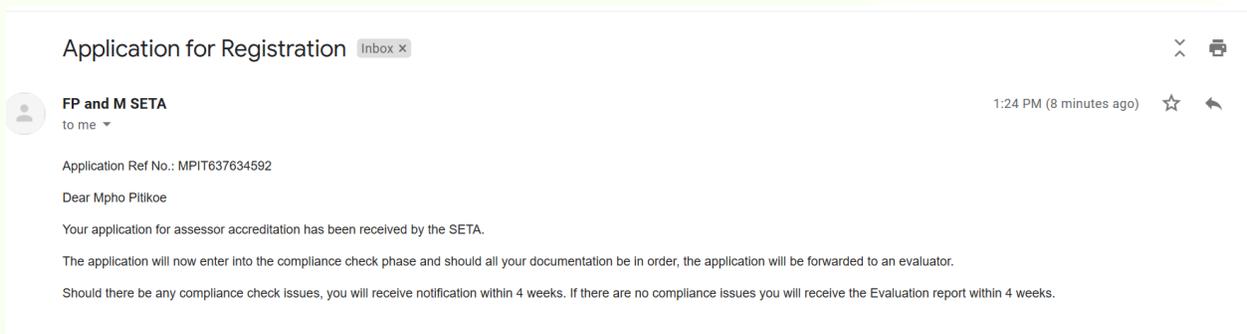


4.3 Submit Application for Extension of Scope

- i. You click on “Next” to complete the process. The system then navigates to the process completion screen, which contains the Reference number highlighted in RED, as below:

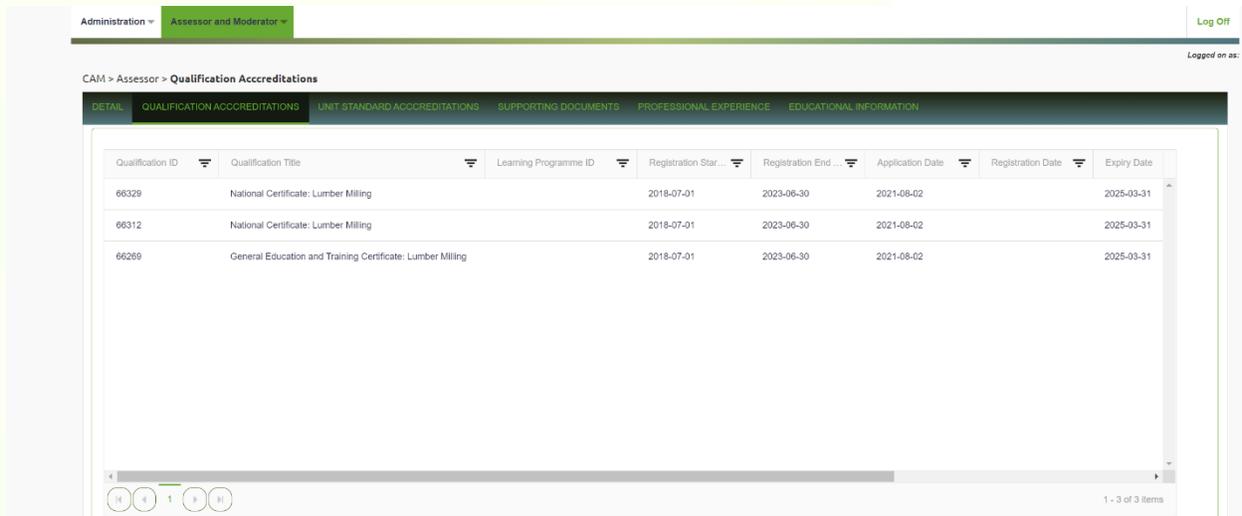


- ii. An email is also sent to you as confirmation of Extension of Scope submission, as below:



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- iii. The application will now enter the evaluation phase of the Extension of Scope registration process. You can view the progress of their application through the LMIS “Dashboard”.
- iv. You can also view the status of the Learning Units by navigating to “Assessor and Moderator – Assessor – Assessor Profile” and clicks on either “Qualification Accreditations” or “Unit Standard Accreditations”, as below:



The screenshot shows the 'Assessor and Moderator' interface. The breadcrumb trail is 'CAM > Assessor > Qualification Accreditations'. The table below lists the accreditation details for three entries.

Qualification ID	Qualification Title	Learning Programme ID	Registration Star...	Registration End...	Application Date	Registration Date	Expiry Date
66329	National Certificate: Lumber Milling		2018-07-01	2023-06-30	2021-08-02		2025-03-31
66312	National Certificate: Lumber Milling		2018-07-01	2023-06-30	2021-08-02		2025-03-31
66269	General Education and Training Certificate: Lumber Milling		2018-07-01	2023-06-30	2021-08-02		2025-03-31

4.4 Extension of Scope Applicant Feedback Email

- i. Once the application has been allocated to an Evaluator, the compliance check is conducted on the content. Should the Evaluator require any more information, and email will be sent from the system. The Evaluator will send a system generated feedback email with the required information, as below. You then log into your LMIS profile and update the necessary information where applicable.

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4.5 Assessor and Moderator Report

- i. When the Extension of Scope application has been reviewed and completed by the QA team, a registration results email is sent to you.

- ii. The email has a registration report with your personal information and outcomes of the application, as below:

SECTION 2: SCOPE APPLIED AGAINST AND OUTCOMES:					
2.1. QUALIFICATION/S APPLIED FOR:					
QUALIFICATION ID AND/OR LEARNING PROGRAMME ID	QUALIFICATION TITLE AND/OR LEARNING PROGRAMME TITLE	NQF LEVEL	OUTCOME	REASON FOR DECLINE OF AWARD(SAQA CRITERIA)	EVALUATOR COMMENT
67515	National Certificate: Business Administration Services	NQF Level 03	Registration Awarded		
35928	Further Education and Training Certificate: Business Administration Services	NQF Level 04	Registration Awarded		
57712	Further Education and Training Certificate: Generic Management	NQF Level 04	Registration Awarded		
2.2. UNIT STANDARD/S APPLIED FOR:					
UNIT STANDARD ID	QUALIFICATION LINKED TO	NQF LEVEL	OUTCOME	REASON FOR DECLINE OF AWARD	EVALUATOR COMMENT
243298 - Apply administrative skills and knowledge in a sport organisation	50080 - Further Education and Training Certificate: Project Management	NQF Level 04	Registration Awarded		
115862 - Administer the hire contract	48887 - National Certificate: Hiring Services and Support	NQF Level 03	Registration Not Awarded	3.1.3. Qualified to assess, i.e. an appropriate, recognised legacy occupational qualification	Not Accredited

5. Apply for Reregistration

- i. This section of LMIS assists you with applying for Reregistration should your profile be deregistered.

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- ii. To be considered for reregistration, you will need to click on the “Apply for Reregistration” button as shown in the beginning of the Manual and follow all steps as stipulated in the User Manual.