

FUTURE SKILLS • EMPLOYABILITY • GROWTH

LMIS USER GUIDE





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# 2. Introduction

Dear Valued Stakeholder,

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

- i. Register yourself into LMIS as the FP&M SETA's Employer;
- ii. Verify the registration with the Activation Code sent by email:
- iii. Apply for DG under Projects:
- iv. Insert all the required information and save the application as employer;
- v. Receive, verify and make recommendations on information submitted by employers to FP&M SETA management for generation of Commencement Letters.

This user guide only covers Learner Interventions Project Coordination submission functionality. Below is the URL to access the application:

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



Home Login					Search 🕶				
Pear Valued stakeholders, please click the link to get assistance with the LMIS System 📑 Join Meeting Now									
N	IG and I 91 DAYS	DG Submissions 105 HOURS Registe	closing on 30th Ap	B 1 B 1 ECONDS					
MANDATORY GRANTS		DISCRETIONARY GRANTS		SKILLS DEVELOPMENT PROVIDER					
Download WSP & ATR Emp Template_Type1.xlsx	loyee	Download DG Appointment Letter Template.docx	Download OFO Codes Version 2021.xlsx	Download Learner Bulk Upload Template.xlsx					
Download WSP & ATR Emp	loyee	Download BEE Affidavit EME General.pdf		Download FP&M SETA Occupation	al				
		Supported Browsers : 🗲 🖉 🕑 🦁 💿 © 2025	All rights reserved. <b>SECTIGO</b> Multi Domain SSL						

# 3. 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 👻
Register User		
User Name:	Nobengazi	
E-mail Address:	leighrhayes8@gmail.com	
User Type:	Employer	
Password:		
Confirm password:		
Show Password(s)?:		
	V I'm not a robot	
	Register	





# 4. Projects

- i. This section of LMIS is for external FP&M SETA Staff. You, as the Employer and apply for DG Application.
- The screen below shows you how to navigate loading a Projects Applications. Follow this sequence access the DG Application Projects → Applications → Projects Applications. The system will take you to the screen as below:

Administration - Levies and C	Grants V Monitoring and Evaluation V	Projects • Reports • SDP • Sk	ills Development Interventions - Learners Bulk	Upload Templates and Videos Log Off
				Logged on as: leighrhayesUser Type: Employer
Financial Year:	-	Create Registration		
	Financial Year	- Application Date	- Application Status.	Ŧ
VIEW	2409	2024-09-20	Pre-Application	
VIEW	2024	2025-01-11	Pre-Application	
VIEW	2025	2025-01-15	Application	
				1 - 3 of 3 items

- iii. Manually, by clicking on the "**DG Application**" button, the grid below the buttons allows you to view or edit allocations.
- iv. The grid also provides the following information:
- DG Ref No

• No of Employed

Status

No of Unemployed



- DG Window
- SDL No
- Trading Name
- Coordinator
- Intervention Type
- Head Office Province
- Project Province
- No of Learners
- Address

- Offer Letter
- Cost per Learner
- Total Budget Amount
- Provider Code
- Application Date
- Contact Name
- Tel Number
- Cell Number

# 5. DG Application

i. To capture the DG Application, click on the green DG Application button as shown below:

Administration	valuation Projects - Reports -	SDP - Skills Development	Interventions  Learners Bulk Upload	d Templates and Videos Log Off
Financial Year:	Employer DG Applicatio	Registrations	Applications	Logged on as: leighrhayesUser Type: Employer
Financial Ye	ear - Applicat	on Date -	Application Status.	Ŧ
VIEW 2409	2024-09	20	Pre-Application	
VIEW 2024	2025-01	11	Pre-Application	
<b>VIEW</b> 2025	2025-01	15	Application	

 Click the "DG Application" button will direct you to the Learner Intervention > DG Submissions page as shown below:

Administration  Levies and Grants  Monitoring and Evaluation	Projects - Reports - SDP -	Skills Development Interventions	Learners Bulk Upload Templates and Videos Lo	og Off
Learner Intervention > DG Submissions	Employer DG Applications SETA Funded Employer Registration	DG Applications	Logged on as: highthayesUser Type: L	Employer
Drag a column header and drop it here to group by that column				

iii. Clicking the "DG Application" button directs you to the manual capture process as shown below:



Administration  The Levies and Grant	s  Monitoring and Evaluation	Projects ▼ Reports ▼ SD	P - Skills Development Intervent	ions 👻 Learners Bulk Upload	Templates and Videos Log	g Off
Learner Intervention > Funded > L	earning Interventions	Employer DG Applications	DG Application	ns		
1. Application Stage	2.	Verification Stage	3. Evaluation Stage		4. Approval Stage	
REGISTRATION SUPPORTING I	DOCUMENTS LINKED LEARNERS		ister <b>Fil</b> t to all the state of the state			
Filer the funded al, Deation de fields.	tails. Click on Save to save the ch	hanges that you have made. Cli	ick on Eour to edit an aiready exit	ung application recor. Please re	member to supply all required	
DG Window :	2025-2026 🗸	DG Ref No.:	FW/#/2025-2026/000000	Contract No.	:	
Lead Employer Details						
SDL Number:	585992 🗸		Company Reg No. :	0		
Legal Name :	Fibre Processing & Manufacturing	g Sector Education & Training /	Legal Name :	Fp&M Seta		
Entity Type :	COMPANY		No of Employees :	60 🗘		
Contact Person						

iv. This page allows you to add employer details and clicking on the "Save" button.

Attempting to click on the "Save" button without filling the form in full will highlight the compulsory information in "RED" as below:

Please fill in all the required fields before proceeding.	Iministration V Levies and Grants V Monitorin	ig and Evaluation ▼ Projects ▼ Reports ▼ SE	P   Skills Development Interventions	Learners Bulk Upload Templates and Videos	Log Off
eserner Intervention > Funded > Learning Interventions	Please fill in all the required fields before proceeding. E-mail value is required Last Name value is required Designation value is required Contact No. value is required E-mail value is required Municipality value is required Project Province value is required Designation value is required E-mail value is required				×
1. Application Stage 2. Verification Stage 3. Evaluation Stage 4. Approval Stage					
	arner Intervention > Funded > Learning Interv	ventions			
1PUS	earner Intervention > Funded > Learning Interv () 1. Application Stage REGISTRATION SUPPORTING DOCUMENTS Ended	2. Verification Stage	3. Evaluation Stage	A Approval Stage	uired
Save Back	REGISTRATION SupPortING DOCUMENTS Enter the funded application details. Click on S Save Back	2. Verification Stage  LINKED LEARNERS  Save to save the changes that you have made. Cl	3. Evaluation Stage	4. Approval Stage	Juired

- v. The DG Application screen is divided into Four sections, as follows:
  - DG Information DG Window, DG Ref No and Contact No;
  - Lead Employer Details
    - o Add the employer's SDL Number and click on the pop-up number
    - The system will populate all the grey fields with the employer's details as below:



rner Interve	ntion > Funded > L	arning Interventi	ons							
	_									
									3	
	1. Application Stage			Verification Stag	ge		3. Evaluation Stage		4. Approval Stage	
EGISTRATION		OCUMENTS LIN								
		JOUNLING								
			An entry the of	handes that ve	ou have made	Click o	Edit to edit an already existing	application recor. Pl	ease remember to supply all re-	quired
Enter the fun	ded application det	ails. Click on Save	to save the ci	nunges mut ye	ou nave made.					
Enter the fun fields.	nded application det	ails. Click on Save	to save the c.	nunges mut y	ou nave made.					
Enter the fun fields.	ided application det	ails. Click on Save	to save the c	nunges that y	où nave maue.	J				
Enter the fun fields. Save Ba	ided application der	ails. Click on Save	to save the c	nunges unu y	ou nave made.	ļ				
Enter the fun fields. Save Ba	nded application de <sub>r</sub>	ails. Click on Save	to save the c	nanges that y	ou have made.		1			
Enter the fun fields. Save Ba	nded application de.	ails. Click on Save	to save the c	nanges that y	ou nave made.	ļ	1			
Enter the fun fields. Save Ba	nded application de	ails. Click on Save	to save the c		DG Ref N		100/0002E 2028/020428 01	Contr	art No -	
Enter the fun fields. Save Ba	nded application de	ails. Click on <b>Save</b>	to save the c		DG Ref N	io.: FW//	APP/2025-2026/030426.01	Contr	act No. :	
Enter the fun fields. Save Ba	nded application de Inck DG Window: Details	ails. Click on Save	to save the c		DG Ref N	ło.: FW//	APP/2025-2026/030426.01	Contr	act No. :	
Enter the fun fields. Save Ba	DG Window :	2025-2026	To save the c		DG Ref N	io.: FW//	APP/2025-2026/030426.01	Contr	act No. :	
Enter the fun fields. Save Ba	DG Window:	2025-2026	▼		DG Ref N	io.: FW//	APP/2025-2026/030426.01	Contr	act No. :	
Enter the fun fields. Save Ba	DG Window : DG Window : DG Window : DG Window : DG Details	2025-2026 585992	to save the c		DG Ref N	io.: FW//	APP/2025-2026/030426.01 Company Reg No.: 0	Contr	act No. :	
Enter the fun fields. Save Ba bad Employer	ded application de sck DG Window: Details SDL Number : Legal Name :	2025-2026 585992	Annufacturing	a Sactor Educ	DG Ref N	ło.: FW//	APP/2025-2026/030426.01 Company Reg No. : 0 Legal Name : 50	Contr	act No. :	
Enter the fun fields. Save Ba	ded application de sck DG Window : Details SDL Number : Legal Name :	2025-2026 585992 ibre Processing &	Manufacturing	g Sector Educ	DG Ref N 24tion & Trainin	io.: FW//	APP/2025-2026/030426.01 Company Reg No.: 0 Legal Name : Fpl	Contr M Seta	act No. :	

- vi. Should the grey fields not populate, do check the SDL Number and re-enter.
- vii. Continue to capture Lead Employer/Entity Details as shown above.
- viii. Then Capture Alternative Contact Details of the Company, as well as Signatory Details shown below:

Administration - Levies and Gran	ts ▼ Monitoring and Evaluation ▼ Projects ▼ Reports ▼	SDP - Skills Development Interven	ttions ▼ Learners Bulk Upload Templates and Videos Lo	og Off
Alternative Contact Details(Not the	applicant's details)			
First Names :	Nobengazi	Last Name :	Moli	
Designation :	Director			
Contact No.:	0735278919	Email :	leighrhayes8@gmail.com	
Signatory Details				
First Names -	Nakanani	Last Name		51
Designation :	Director	Email :	leighrhayes8@gmail.com	<b>⊳</b> ~
Contact No. :		Cell No. :		

- ix. Learning Intervention Details need to be added in the section.
- x. You must indicate whether the Learning Programme is FP&M SETA.
  - Learner Intervention Type is key because there are correct amounts attached.
  - Make sure the FP&M SETA Learning Unit is checked.
  - Know the **Qualifications** and its related **LP** Approved
  - Know which **Learnership** you are running as some Users capture wrong information which will impact learners at a later stage.
  - Indicate the number of **Employed** and **Unemployed**.
  - Select the Training Provider as shown below:



Administration - Levies and Grant	s  Monitoring and Evaluation	Projects ▼ Reports	✓ SDP ✓	Skills Development Intervention	ons 👻 Learners Bulk Upload	Templates and Videos	Log Off
Learning Intervention Details	←	Ð					
Intervention Type :	LP03 - Apprenticeship						•
FP&M SETA Learning Unit?:	<b>V</b>						
Qualification :	48643 - Further Education an	d Training Certificate: Ch	emical Pulp	Manufacturing			-
Learnership :	type and/or select						•
	Number of employed :	1 🗘			Number of unemployed :	1 🗘	
Training Provider :	24112						•
Municipality :	eThekwini Metro		•	Project Province :	Kwazulu/Natal		•
Does the project respond to the follo	owing:						
Disability :	Type of Disat	Rural Developm	nent:		Technology based interventions linked to 4IR :		
Economic Recovery:		Access to Mar	kets:		Job Creation :		
SMME Development:		Innova	tion:		None :		
L							
Employer Declaration Please note that any false declaration	may lead to the termination of the pe	formance contract with the FI	P&M SETA				

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

municipal	ty: eThekv	wini Metro	•	P	roject Province : Kwazu	ulu/Natal		•
loes the project respond to the	following:							
Disability:		Type of Disab	Rural Development :		inter	Technology based		
Economic Recovery			Access to Markets :			Job Creation :		
							<b>17</b>	
SMME Development :			Innovation :			None :		_
SMME Development : imployer Declaration Please note that any false declaration	lion may lead to	o the termination of the perform	Innovation :	SETA		None :		
SMME Development : imployer Declaration Please note that any false declaration	tion may lead to	o the termination of the perform	Innovation : ance contract with the FP&M 3	© Yes		None :		
SMME Development : imployer Declaration ?lease note that any false declara is Are all the neces	tion may lead to here sufficient sary equipmer	the termination of the perform tworkspace available to acco thresources/tools available t	Innovation : ance contract with the FP&M 3 ommodate all the learners? : o the learners as required? :	• Yes • Yes		None :	(	

xii. As soon as the form is completed you can Save the information on LMIS, you should see the screen below:



Administration *	Levies and Grants 👻	Monitoring and Evaluation $=$	Projects 👻 Rep	orts 👻 SDP 👻	Skills Development Interventions $ arr$	Learners Bulk Upload	Templates and Videos	Log Off
							Logged on as: leighrhayesUser	Type: Employer
Record saved si	uccessfully.							×
Learner Interver	ntion > Funded > Learni	ng Interventions > <b>Supportin</b>	g Documents					
	Application Stage	2. v	erification Stage		3. Evaluation Stage	_	<ul><li>4. Approval Stage</li></ul>	
REGISTRATION	SUPPORTING DOCU	MENTS JINKED LEARNERS	_	_		_		
1	Document Type :	type and/or select SELECT FILES				•		
	Add	Document						
	· · · · · · · · · · · · · · · · · · ·	Document Type		Ţ Fi	ie Name	- Verified	- Remediation	Ŧ

## 6. Supporting Documents

- I. Once you have completed all the relevant information, click on the "**Save**" button to proceed. The "**Supporting Documents**" tab will activate on successful saving of the details.
- II. The" **Supporting Documents**" section allows you to upload the following documents that are required for the submission of the Workplace-Based Learning Intervention application:
  - Accreditation Certification of Training Provider
  - Tax Clearance Certificate
  - Company Registration Document
  - BBBEEE Certificate

Administration - Levies and Grants - Monitoring a	nd Evaluation Trojects T	Reports - SDP -	Skills Development Interventions	Learners Bulk Upload	Templates and Videos	Log Off
REGISTRATION SUPPORTING DOCUMENTS LI	NKED LEARNERS					
Document Type: type and/or s	elect			$\rightarrow$ .		
File Name : SELECT FILES	S					
Add Document	+					
·						
	Document Type	₹	File Name	- Verified	Remediation	Ŧ
DELETE	Accreditation Certification of Trai	ining Provider	fmp_seta_9.png			
DELETE	Tax Clearance Certificate		fpm_seta_4.png			
DELETE	Company Registration Documen	nt	fpm_seta_2.png			
DELETE	BBBEE Certificate		fpm_seta_1.png			
		*)	CEDTIOD			



- III. Add Documents continue to click on this button to complete the document uploading process.
- IV. Choose the type of document you wish to upload and click on the "Select Files" button and select the relevant document, select "Open", then click on the "Add document" button.
- V. The added document will appear on the grid, as shown above.
- VI. The system will then submit the application, show a success message with a Reference Number and populates the submitted in the grid.
- VII. An email will be sent to the email address provided as per the application, shown below:



# Should you click on "Add Document" with mandatory information missing, the system produces a warning message

# 7. Linked Learners

i. The "Linked Learners" screen shows you learner information linked to an approved DG application, to access it, click on "View" as below:

Administration    Levies and Grants   Monitoring	and Evaluation 👻 Projects 👻 Re	eports 👻 SDP 👻	Skills Development Intervention	s ▼ Learners Bulk Uple	oad Templates and Videos	Log				
1. Application Stage	2. Verification Stage		S. Evaluation Stage	3	4. Approval Stage					
REGISTRATION SUPPORTING DOCUMENTS L Back Add New Learner Search Learner The g id below details all of the learners consid Note hat you are able to sort and filter the reco	REGISTRATION SUPPORTING DOCUMENTS LINKED LEARNERS									
			ID Type \Xi	National ID	First Name	Surname				
VIEW DELETE LEARNER AGREE	MENT		National ID			Mkhovana				

- ii. Learners can only be updated once the Employer Supporting Documents are all verified, and the DG application approval process is completed by FP&M SETA Staff.
- Once the employer Supporting Documents are verified and DG application is approved, you can log in and navigate to "Linked Learners" and the screen shown above will appear.
- iv. The Linked Learners tab allows you to either add a new learner or search for a learner.



# 7.1 Add New Learner

I. Once the "Add New Learner" button is clicked the system navigates to the Learner Details page as below:

Administration - Levies an	nd Grants 👻	Monitoring and Evaluation –	Projects 👻	Reports 👻	SDP 👻	Skills Development Interventions	Learners Bulk Upload	Templates and Videos	Log Off
		-						Logged on as: leighrhayesUs	er Type: Emploj
Learner									
LEARNER SUPPO	DRTING DOCI	JMENTS EMPLOYMENT STA	TUS			_	_	_	•
Enter the details of the letter to edit an already existing	earner. Plea Ig learner re	se note that if the person is s cord request. Click on <b>Back</b>	ingle and belo to return to th	ow 18 years the overview sci	e guardia reen. Ple	an details are mandatory. Click or ase check to see if all required f	Save to save the change elds have been supplied	s that you have made. Click o	on Edit
Save Back									
<b></b>									
DHA Verified :		DHA Deceased Status :	l.	DHA Ve	erification	Processed By:	DHA V	/erified Date :	
Learner Registrati	on No. :								
•	d Type:	select			•	National ID :			
First	Name :			Middle	Name :		Last	Name :	
Previous Last	Name :					Marital Status :	select		•
	Title :					Date Of Birth :	0001-01-01		
	Race:	select			•	Nationality :	select		•
Home Lan	guage:	select			•	Gender :	select		•
Citizenshin	Statue -	coloci				Socioeconomic Statue -	coloct		

- II. You then populate the screen above with Learner information and then scroll further down to capture contact details.
- III. Once all the information required has been captured, you click on the "Save" button to proceed. The system will then generate a success message in "Green" and the learner profile.



Should you click on "Save" with mandatory information missing, the system produces a warning message

## 7.2 Supporting Documents

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



Administration	n <del>▼</del> Levies and	i Grants 👻	Monitoring and Evaluation –	Projects 👻	Reports <b>⊸</b>	SDP 🔻	Skills Development Interventions 👻	Learners Bulk Upload	Templates and Videos	Log Off
									Logged on as: leighrhayesUser	Type: Employe
Support	Documents									
LEARN R	SUPPORTING	DOCUMENT	S EMPLOYMENT STATUS							
	Document	Type :	type and/or select							-
	File	Name :								
		Ce	ertified copy of highest qualific	ation - Requi	ired = Y					
		Ce	ertified copy of learner ID - Re	quired = Y					Add Docum	ent
		Co	ompleted Learner Agreement	- Required =	Y					
						_	-	_		
				Documen	t Type	-	File Name	Document Re	Verified TRemediate	

- III. The Documents Upload section allows you to capture the following information.
- IV. The upload Grid provides you with the following information:
  - Document type The kind of the document uploaded
  - File Name the name of the file as saved on the user's computer.
  - Add Document Once a file has been selected, you'll then click add document.
  - Continue to follow the steps above to add more learners to the intervention.

# END