LMIS USER GUIDE

FP&M SETA
Fibre Processing & Manufacturing Sector Education and Training Authority
FUTURE SKILLS • EMPLOYABILITY • GROWTH

External

1. Table of Contents

2. Introduction

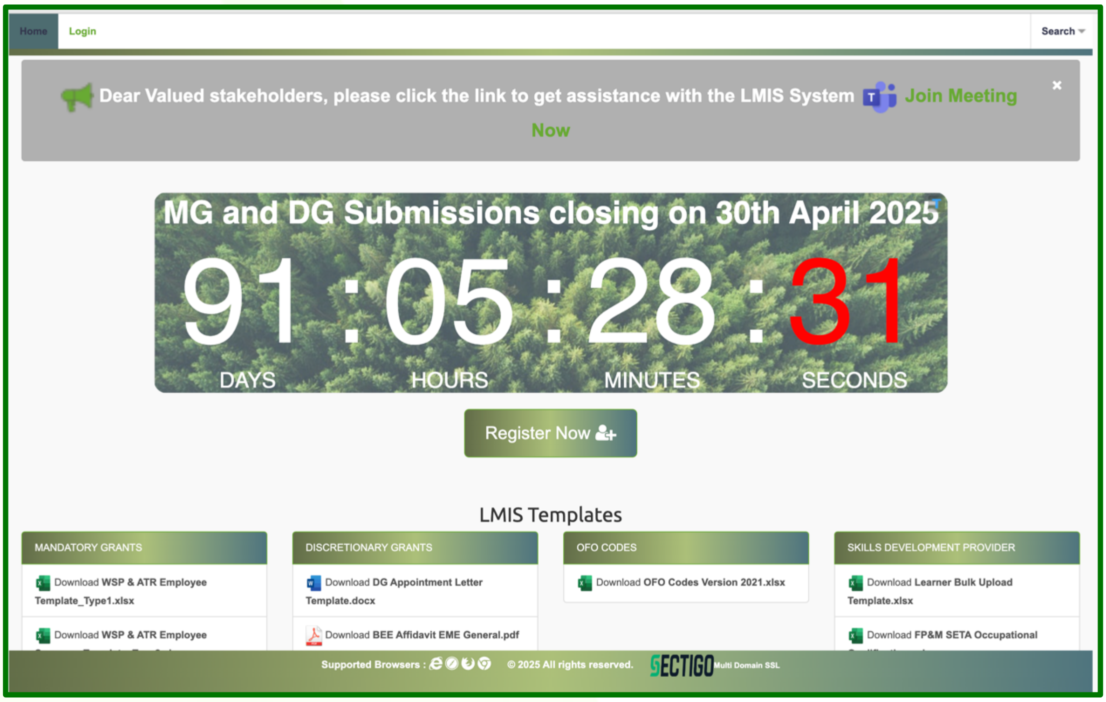
Dear Valued Stakeholder,

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.

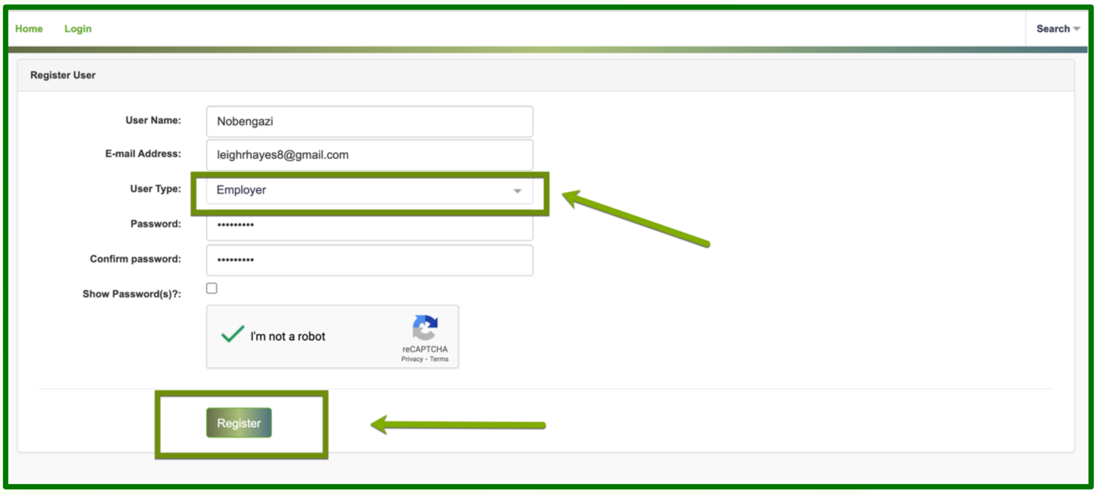
This user guide only covers Learner Interventions Project Coordination submission functionality. Below is the URL to access the application:

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



3. User Login

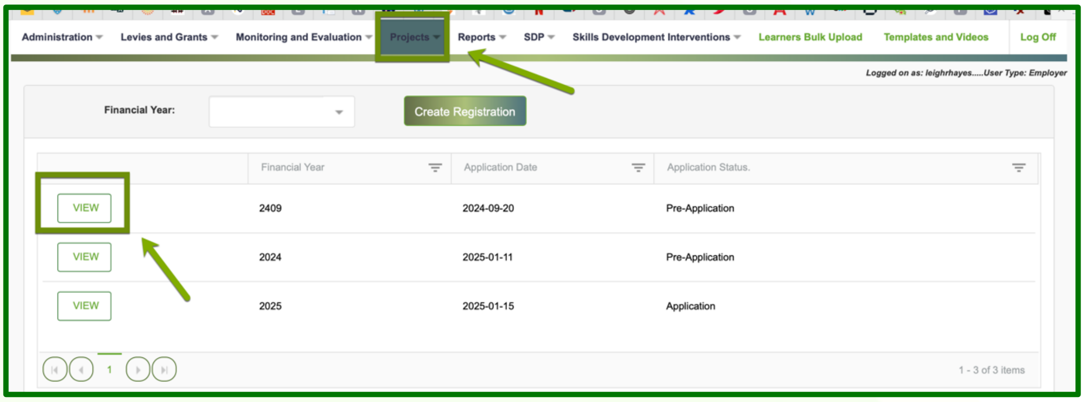
i. To gain access to LMIS, you will need to follow the instructions in the activation email or visit the LMIS Homepage and click on “Login” to proceed. Enter your login details, the system will automatically populate the “User Type” field based on the Username entered. Once done, click on “Login” to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



4. Projects

i. This section of LMIS is for external FP&M SETA Staff. You, as the Employer and apply for DG Application.

ii. 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:



iii. Manually, by clicking on the "**DG Application**" button, the grid below the buttons allows you to view or edit allocations.

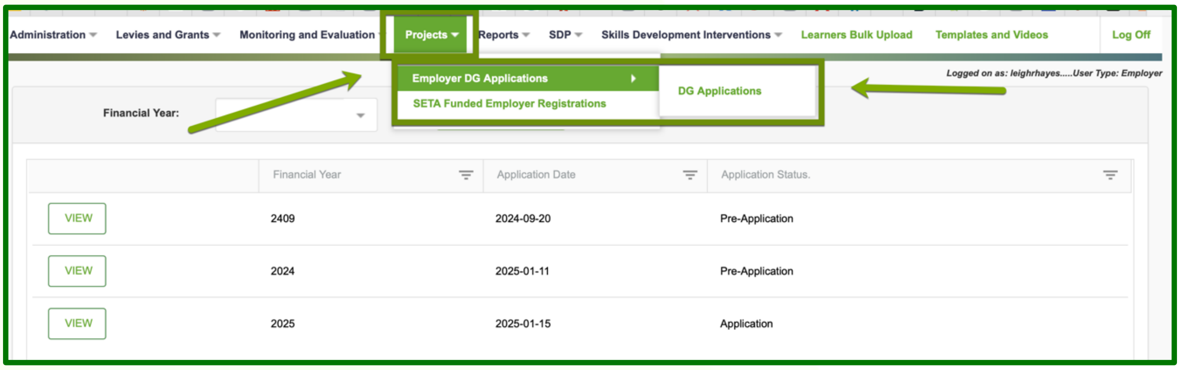
iv. The grid also provides the following information:

- DG Ref No
- Status
- No of Employed
- No of Unemployed

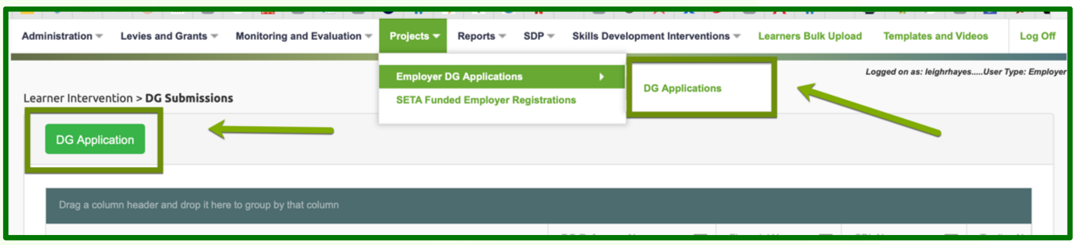
- DG Window
- SDL No
- Trading Name
- Coordinator
- Intervention Type
- Head Office Province
- Project Province
- No of Learners
- Address
- Offer Letter
- Cost per Learner
- Total Budget Amount
- Provider Code
- Application Date
- Contact Name
- Tel Number
- Cell Number

5. DG Application

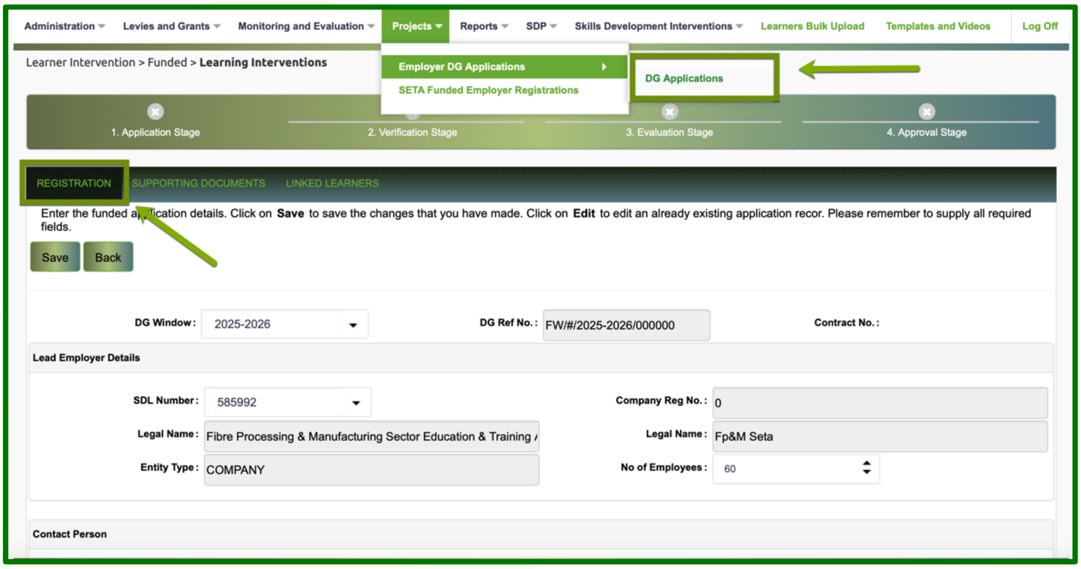
i. To capture the DG Application, click on the green DG Application button as shown below:



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

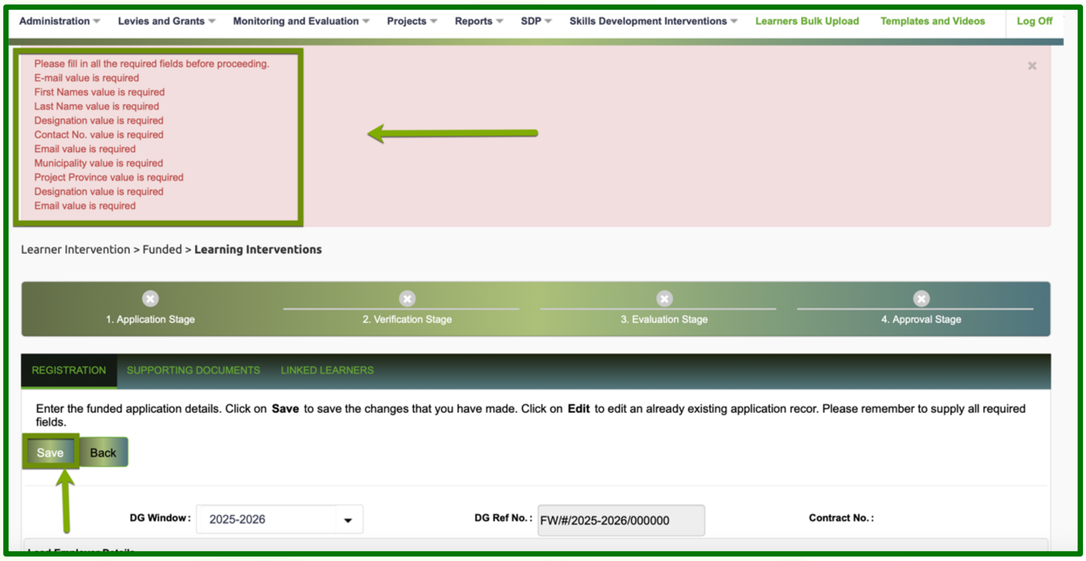


iii. Clicking the "DG Application" button directs you to the manual capture process as shown below:



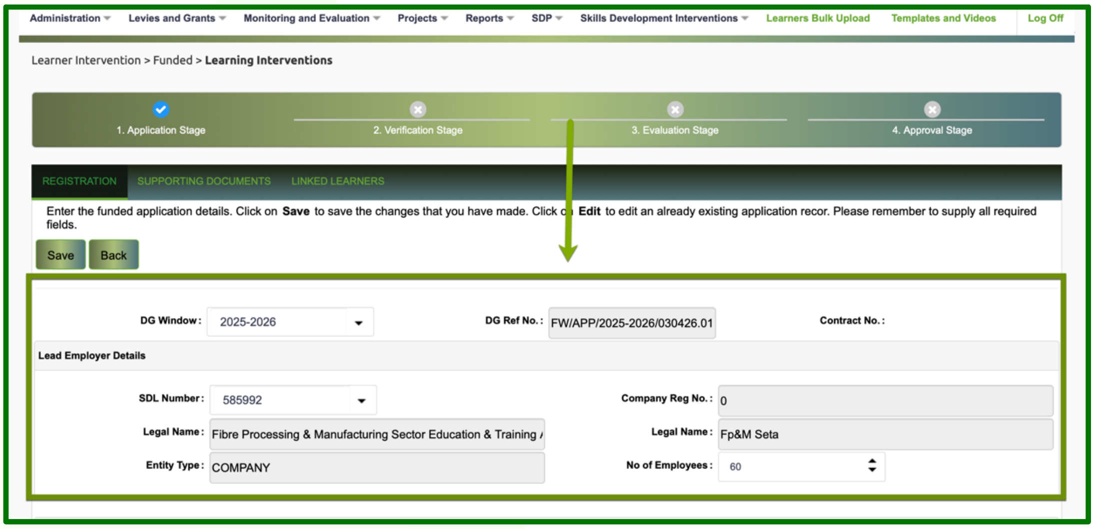
iv. This page allows you to add employer details and clicking on the “Save” button.

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



v. The DG Application screen is divided into Four sections, as follows:

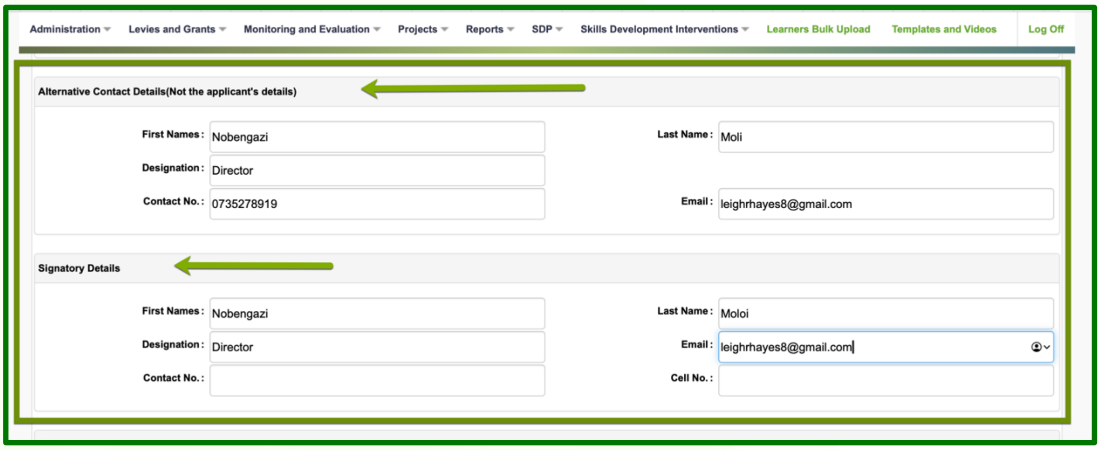
- DG Information – DG Window, DG Ref No and Contact No;
- Lead Employer Details
  - Add the employer’s SDL Number and click on the pop-up number
  - The system will populate all the grey fields with the employer’s details as below:



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.

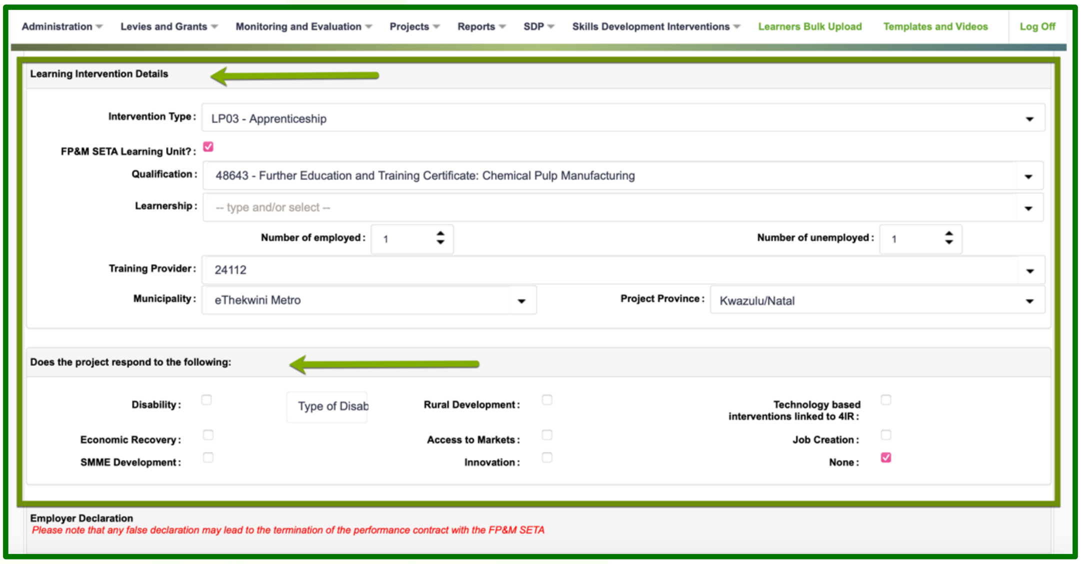
viii. Then Capture Alternative Contact Details of the Company, as well as Signatory Details shown below:



ix. **Learning Intervention Details** need to be added in the section.

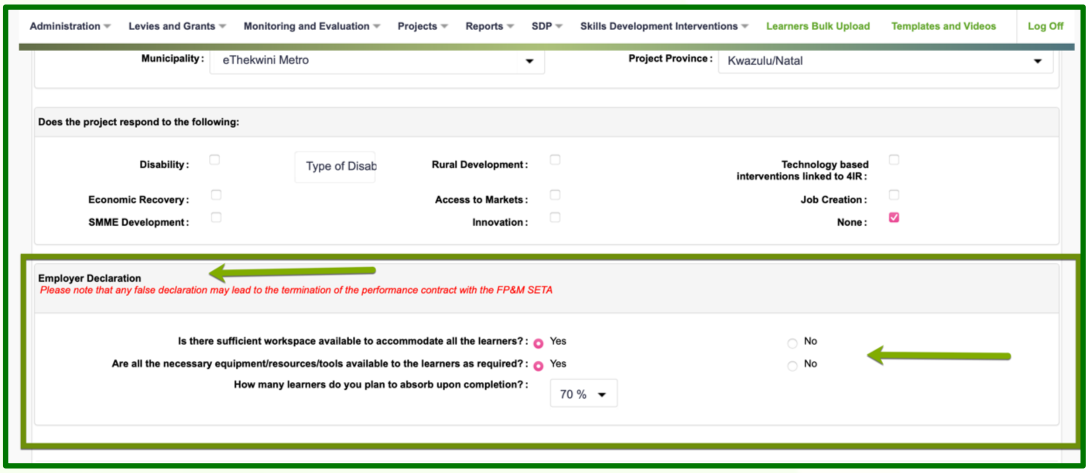
x. You must indicate whether the Learning Programme is FP&M SETA.

- 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**:**

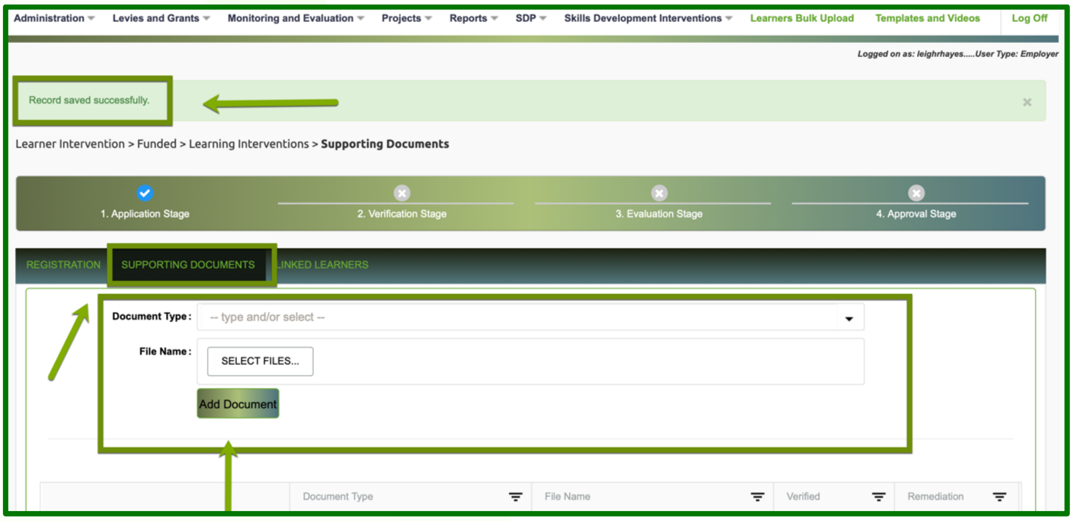


xi. **Employer Declaration** As an Employer, you will have to declare the accuracy of the following information (tick on checkbox to confirm):

- Whether there is sufficient workspace to accommodate the learners
- Are there sufficient resources available to learners.



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

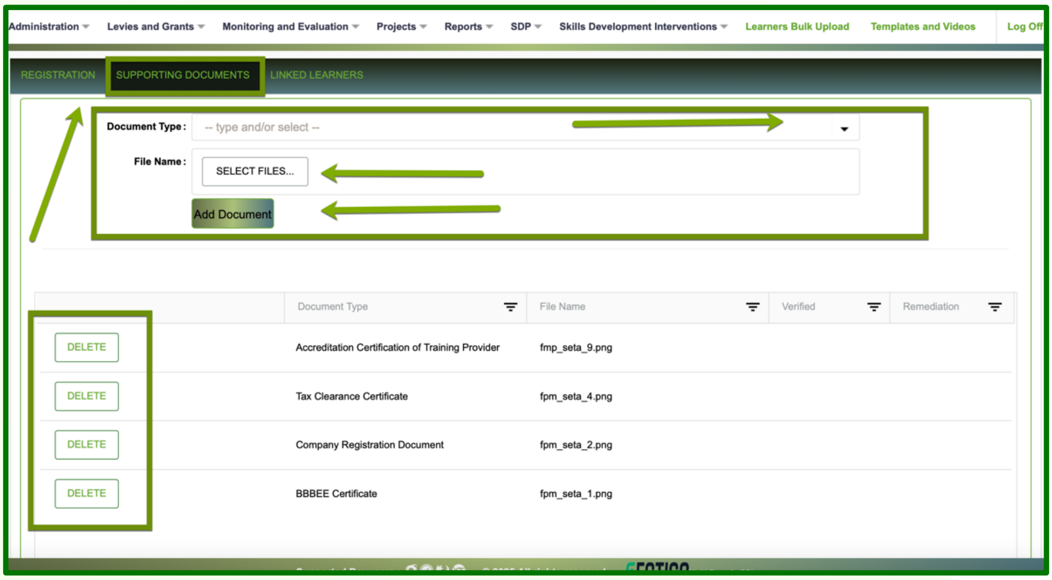


6. Supporting Documents

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



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.

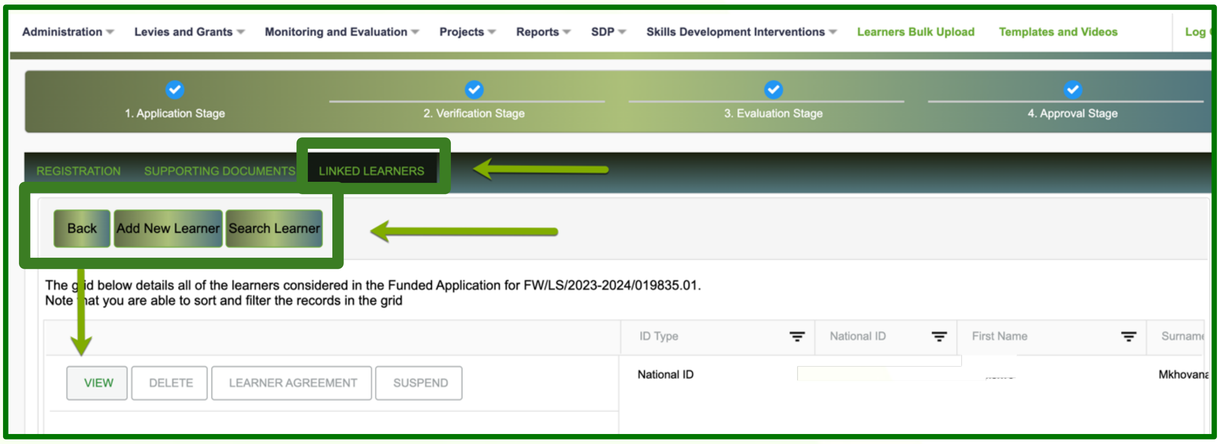
VI. The system will then submit the application, show a success message with a Reference Number and populates the submitted in the grid.

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:



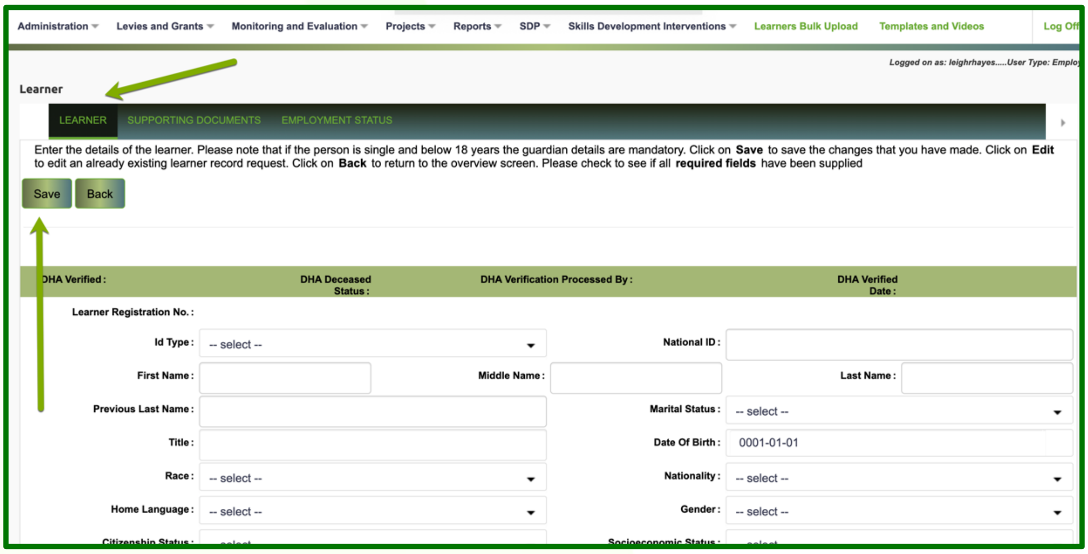
ii. Learners can only be updated once the Employer Supporting Documents are all verified, and the DG application approval process is completed by FP&M SETA Staff.

iii. 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:



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

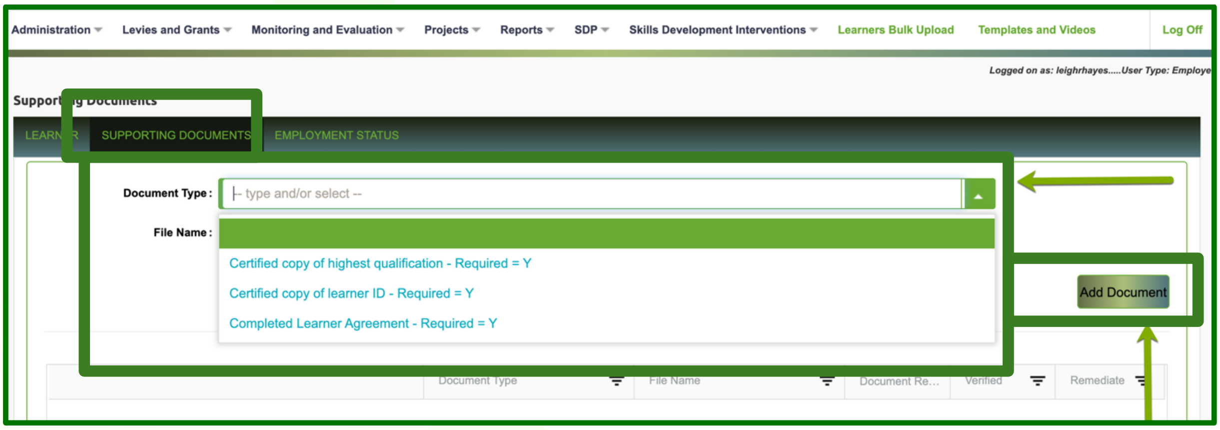
III. Once all the information required has been captured, you click on the “Save” button to proceed. The system will then generate a success message in “Green” and the learner profile.

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:



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