

# SASSETA INDICIUM Training Manual ETQA and Learning Programme





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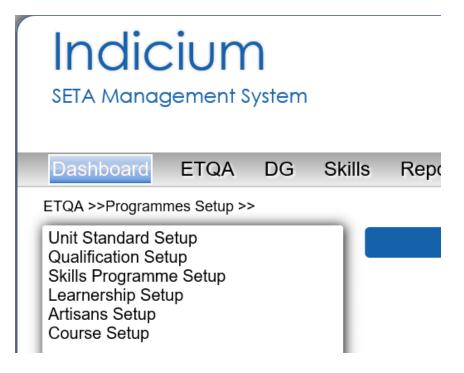
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#### **1. Programme Setup**

This section addresses searching, adding, editing and deleting unit standards, qualifications, skills programmes, learnerships, artisan programmes, and courses.



#### 2. Unit standards

#### 2.1 Search for Unit standard

This section allows users to search for unit standards added on the system.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Unit standard setup	Dashboard     ETQA     DG       ETQA >>Programmes Setup >>
2	Capture a unit standard code or Title	ETQA >> Programmes Setup       Unit Standard Setup         Qualification Setup       AQA Unit Standard ID         Skills Programme Setup       SAQA Unit Standard ID         Learnership Setup       SAQA Unit Standard Title         Artisans Setup       Search         Course Setup       Create New
3	Click on Search	Search
4	Record comes up based on the search criteria	ETGA >> Programmes Setup >>         Unit Standard Setup         Qualification Setup         Skills Programme Setup         Learnership Setup         Artisans Setup         Course Setup         SAQA Unit Standard ID         SAQA Unit Standard ID



5



Click on the icon under action to open the record

Action

#### 2.2 Adding Unit Standard

This section allows users to add unit standards

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Unit standard setup	Dashboard ETQA DG
		ETQA >>Programmes Setup >>
		Unit Standard Setup
2	Click on Create New	Create New
3	Complete the details on the screen	ETGA >>Programmes Setup >>Unit Standard Setup >> Unit Standard Details Unit Standard Details - 113924 - Apply basic business ethics in a work environment
		SAQA Unit Standard ID 113924
		SAQA Unit Standard Title Apply basic business ethics in a work environment
		NQF Level Level 02 V
		Credits 2
		Registration Start Date 01/07/2018
		Registration End Date 30/06/2023
		Last Enrolment Date 29/06/2024
		Last Achievement Date 29/06/2027
		Is Replacement?
		Unit Standard To Be Replaced 💊 0 Is Re-registered?
		New Registration Start Date
		New Registration End Date
		New Last Enrolment Date
		New Last Achievement Date
		Save Cancel
4	Click on Save	Save

#### 2.3 Editing a Unit standard

This section allows users to change data added.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Unit standard setup	Dashboard     ETQA     DG       ETQA >>Programmes Setup >>
2	Capture a unit standard code or Title	ETOA >> Programmes Setup >>       Unit Standard Setup         Qualification Setup       SAQA Unit Standard ID         Skills Programme Setup       SAQA Unit Standard Title         Artisans Setup       Search         Course Setup       Create New





2	Click on Search	Search
3	Record comes up based on the search criteria	ETQA >>Programmes Setup >>         Unit Standard Setup         Qualification Setup       SAQA Unit Standard ID         Skills Programme Setup       Learnership Setup         Artisans Setup       Course Setup         SAQA Unit Standard ID         SAQA Unit Standard ID
4	Click on the icon under action to open the record	Action
5	Click on Edit	Edit
6	The data is then active to edit	ETGA ~> Programmes Soluça >> UNIT STANDARD DETAILS - 113324 - APPLY BASIC BUSINESS ETHICS IN A WORK ENVIRONMENT         UNIT STANDARD DETAILS - 113324 - APPLY BASIC BUSINESS ETHICS IN A WORK ENVIRONMENT         SAGA Unit Standard ID         SAGA Unit Standard Title         Apply basic business ethics in a work environment         NOF Level         Credits         Barbarce ID Date         Last Envirolment Date         II I 2 3 4 K 5 7 K 27 28 29 30         I I I S 19 10 11 12 13 14         I I
7	Click on save or cancel	Save Cancel

#### 3. Qualifications

#### **3.1 Search for Qualification**

This section allows users to search for qualifications added on the system.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Qualification setup	Dashboard     ETQA     DG     Skil       ETQA >> Programmes Setup >>
2	Capture a qualification code or Title	ETQA>>Programmes Setup         Unit Standard Setup       Qualification Setup         Skills Programme Setup       SAQA Qualification ID       2468         Learnership Setup       SAQA Qualification Title       SAQA Qualification Title         Artisans Setup       Search       Create New
2	Click on Search	Search





3	Record comes up based on the search criteria	ETQA >>Programmes Setup >> Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup Course Setup	QUALIFICATION SETUP         SAQA Qualification ID       [2468         SAQA Qualification Title
4	Click on the icon under action to open the record	Action	

## **3.2 Adding Qualification** This section allows users to add qualifications

Steps	Action	Screenshot
1	Click on ETQA;	Dashboard ETQA DG Skil
	Programme Setup; Qualification setup	Bashboard Erent Bo onli
		ETQA >>Programmes Setup >>
		Link Ober dead Octor
		Unit Standard Setup
		Qualification Setup
2	Click on Create New	Create New
		ETQA >>Programmes Setup >>Qualification Setup >>
3	Complete the details on	Qualification Details Qualification Details
	the screen	
		SAQA Qualification ID Required
		SAQA Qualification Title Required
		NQF Level T Required
		Credits
		Min Elective Credits Required
		Registration Start Date Required
		Registration End Date Registration Start Date is after End Date
		Last Enrolment Date Required
		Last Achievement Date Required
		Qualify Assurance Body SASSETA  Qualification Type  Required
		Qualification Type Required
		Qualification To Be Replaced
		Is Re-registered?
		New Registration Start Date
		New Registration End Date
		New Last Enrolment Date
		New Last Achievement Date
		OFO Occupation
		Save
4	Click on Save	Save
5	Link unit standards by	ETO A Deserver a Calum Carelification Calum
5	clicking on Qualification	ETQA >>Programmes Setup >>Qualification Setup >>
	Unit Standards	Qualification Details
		Qualification Unit Standards
6	Click on link	
	qualification unit	Link Qualification Unit Standards
	standards	





7	Search for unit standard select the unit standards and their	LINK QUALIFICATION UNIT STANDARDS			
	type	SAQA Unit Standard ID SAQA Unit Standard Title Search Select All			
		Select	Туре	SAQA Unit Standard ID	SAQA Unit Standard Title
			Core 🔻	00001	Expired US
		First Pi	re Core	Go to Page 1 Pag	ge 1 of 1
		Link	Fundamental		
			Elective		
			Compulsory Elective		
8	Click on link	Link			
9	Unit standards display on qualification	ETQA >>Programmes Setup >>Qu Qualification Detais Qualification Unit Standards	Link Qualification Unit Slandards Remo Total Credits: 174 Total Alocated Credits: 134     SAQA Unit Standard D SAQA Unit Standa 115229 Examine crime and V 115823 Galter and manage 119734 Use existing legislati		Credits         Unit Standard Type           of crime and vicilimisation         8         Elective           5         Elective         5           orgramme to reduce crime and vicilimisation risk         10         Core
10	Remove unit standards by selecting the unit standard and click on Remove	Remove			





#### **3.3 Editing a Qualification**

This section allows users to change data added.

Steps	Action	Screenshot				
1	Click on ETQA;	Dashboard ETQ	A DG Skil			
	Programme Setup;	Dashbuaru ETQ				
	Qualification setup	ETQA >>Programmes Setup >>				
		ETQA >> Togrammes Set	ih s s			
		Unit Standard Setup				
		Qualification Setup				
		Construction of the local distribution of th	~			
2	Capture a qualification	ETQA >>Programmes Setup >>				
-	code or Title	Unit Standard Setup		QUALIFICATION SETUP		
		Skills Programme Setup	SAQA Qualification ID	2468		
		Learnership Setup Artisans Setup	SAQA Qualification Title Search Create New			
		Course Setup	oreate new			
2	Click on Search	Conroh				
		Search				
3	Record comes up based	ETQA >>Programmes Setup >> Unit Standard Setup		QUALIFICATION SETUP		
	on the search criteria	Qualification Setup Skills Programme Setup	SAQA Qualification ID	2468		
		Learnership Setup	SAQA Qualification Title			
		Artisans Setup Course Setup	Search Create New			
			SAQA Qualification ID SAQA Qualifi	ication Title Action		
			2468 Qualification te			
			First Previous Next Last Go	b to Page 1 Page 1 of 1		
4	Click on the icon under					
	action to open the	Action				
	record					
		6				
		~				
-	Click on Edit					
5		Edit				
6	The data is then active	ETQA >>Programmes Setup >>Qualification Setup >> Qualification Details		QUALIFICATION DETAILS - 2468 - QUALIFICATION TEST		
	to edit	Qualification Unit Standards		Short and a second second second		
			SAQA Qualification ID	2468		
			SAQA Qualification Title	Qualification test		
			NQF Level Credits	Level 06 T		
			Min Elective Credits	50 22		
			Registration Start Date	01/07/2018		
			Registration End Date	30/06/2023		
			Last Enrolment Date	29/06/2024 29/06/2027		
			Quality Assurance Body	SASSETA T		
			Qualification Type	Unit Standard Based 🔻		
		· · · ·	Is Replacement? Qualification To Be Replaced			
			Is Re-registered?			
			New Registration Start Date			
			New Registration End Date New Last Enrolment Date			
			New Last Achievement Date			
			OFO Occupation	• 0		
			Save Cancel			
7	Click on save or cancel	Save Cancel				





#### **4. Skills Programmes**

#### **4.1 Search for Skills Programme**

This section allows users to search for skills programme added on the system.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Skills Programme setup	DashboardETQADGSkillsETQA >>ProgrammesSetup >>
		Unit Standard Setup Qualification Setup <u>Skills Programme Setup</u>
2	Capture a skills programme code or Title	ETQA>>Programmes Setup       Skills Programme Setup         Qualification Setup       \$kills Programme Code       1416         Skills Programme Setup       \$kills Programme Title       \$kills Programme Title         Artisans Setup       Search       Create New
2	Click on Search	Search
3	Record comes up based on the search criteria	Skills Programme Code       Skills Programme Title       Action         1416       Skills Programme test
4	Click on the icon under action to open the record	Action

#### **4.2 Adding Skills Programme**

This section allows users to add Skills Programmes.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Skills Programme setup	Dashboard ETQA DG Skills
		ETQA >>Programmes Setup >>
		Unit Standard Setup
		Qualification Setup
		Skills Programme Setup
2	Click on Create New	Create New





3	Complete the details on	ETQA >>Programmes Setu	up >>Skills Programme Setup >>					
3	Complete the details on the screen	Skills Programme Detai			SKILLS PROGRAM	ME DETAILS		
	the screen							
			Skills Programme Code			Required		
			Skills Programme Title			Required		
			NQF Level		▼ Requi			
			Minimum Required Credits	0		Credit must be more tha	n 0	
			Min Elective Credits			Required		
			Registration Start Date			Required		
			Registration End Date			Registration Start	Date is after End Date	
			Quality Assurance Body	S	ASSETA 🔻			
			Skills Programme Type		•	Required		
			Qualification OFO Occupation		0			
			Total Credits		0			
			· ·					
	Clisterer Care		Save					
4	Click on Save	Save						
-	Link unit standarde by							
5	Link unit standards by clicking on Skills	ETQA >>Pr	ogrammes Setup >>Skills	Programme	Setup >>			
	Programme Unit							
	Standards	Skills Pro	gramme Details	A				
	Standards		gramme Unit Standard	e				
			gramme onit otandard	2				
6	Click on Link Skills	Link Skills	Dragramma Unit Standard					
-	Programme Unit		Programme Unit Standard	IS				
	Standards							
7	Search for unit				I INIT STA			
	standard select the unit	LINK SKILLS PROGRAMME UNIT STANDARDS						
	standards and their							
	type	SAQA Unit Standard ID						
		SAQA Uni	t Standard Title					
		Search						
		Select All						
		0010007.00	]					
				SAQA				
		Select	Туре	Unit	SAQA U		Action	
				Standard	Standar	d Title		
				ID				
							1	
			Core 🔻	00001	Expired U	S		
			Coro					
			Core					
			Fundamental					
			Elective					
			Compulsory Elective					
8	Click on link	Link						





Linit standards display					
	ETQA >>Programmes Setup >>Skills Pro	gramme Setup >>			
on skills programme	Skills Programme Details	* .	SKILLS PROGRAMME UNIT S	tandards - 1416 - S	KILLS PROGRAMME T
	Skills Programme Unit Standards	Link Skills Programme	e Unit Standards Remove		
		Total Credits: 86 Total Allocated Credits :50			
		SAQA Unit Standard ID	SAQA Unit Standard Title	Credits	Unit Standard Type
		00001	Expired US	12	Core
		000022	Active Fundamental US	12	Fundamental
Remove unit standards by selecting the unit standard and click on	Remove				
	by selecting the unit standard and click on	on skills programme       ETQA>>Programme Setup >>Skills Programme Details         Skills Programme Unit Standards       Skills Programme Unit Standards         Remove unit standards       Remove         by selecting the unit       standard and click on	on skills programme       ETQA>>Programme Setup >> Skills Programme Setup >>         Skills Programme Details       Image: Skills Programme Details         Skills Programme Unit Standards       Image: Skills Programme Details         Skills Programme Unit Standards       Skills Programme Unit Standard ID         00001       00001         00002       Occupation         Remove unit standards       Remove         standard and click on       Remove	on skills programme       ETQA>>Programme Setup >> Skills Programme Setup >>         Skills Programme Details       Skills Programme Unit Standards         Skills Programme Unit Standards       Link Skills Programme Unit Standards         Total Credits: 86       Total Allocated Credits: 50         SAQA Unit Standard ID       SAQA Unit Standard ID         Semove unit standards       Remove         By selecting the unit       Remove	on skills programme       ETQA>>Programme Setup >> Skills Programme Setup >>         Skills Programme Details       Skills Programme Unit Standards         Skills Programme Unit Standards       Link Skills Programme Unit Standards         Total Credits: 86       Total Allocated Credits: 50         SAQA Unit Standard ID       SAQA Unit Standard Title         Credits: 90       12         00001       Expired US         00022       Active Fundamental US         12         000022       Active Fundamental US         12         Standard and click on

#### 4.3 Editing Skills Programme

This section allows users to change data added.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Skills programme setup	ETQA >>Programmes Setup >>Skills Programme Setup >> Skills Programme Details Skills Programme Unit Standards
2	Capture a skills programme code or Title	ETOA>>Programmes Setup >>       Skills Programme Setup         Qualification Setup       \$kills Programme Code       1416         Skills Programme Setup       Skills Programme Title       \$kills Programme Title         Course Setup       Search       Create New
3	Click on Search	Search
4	Record comes up based on the search criteria	ETOA>>>Programmes Setup >> Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup Course Setup Skills Programme Code Skills Programme Title Search Create New Skills Programme Title Search Itation Itatio Skills Programme test First Previous Next Last Go to Page 1 Page 1 of 1
5	Click on the icon under action to open the record	Action
6	Click on Edit	Edit





6	The data is then active to edit	ETOA >> Programmes Setup >> Skills Program Skills Programme Details Skills Programme Unit Standards	NTTE SEND >> SKILLS PROGRAMME DETAILS - 1416 - SKILLS PROGRAMME TEST		
			Skills Programme Code Skills Programme Title NQF Level Minimum Required Credits Min Elective Credits Registration Start Date Registration End Date Quality Assurance Body Skills Programme Type Qualification OFO Occupation Total Credits	1416       Skills Programme test       Level 06       50       22       01/07/2018       30/06/2023       SASSETA       ✓       Standalone       ✓       0       86	
7	Click on save or cancel	Save Cancel	]		

#### 5. Learnership

#### **5.1 Search for Learnership**

This section allows users to search for learnerships added on the system.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Learnership setup	ETQA >>Programmes Setup >>
		Unit Standard Setup
		Qualification Setup
		Skills Programme Setup
		Learnership Setup
2	Capture a Learnership code or Title	LEARNERSHIP SETUP
		Learnership Code 1012
		Learnership Title
		Search Create New
2	Click on Search	Search
3	Record comes up based on the search criteria	ETOA>>>Programmes Setup >>         Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup Course Setup <ul> <li>Learnership Title</li> <li>Search</li> <li>Create New</li> <li>Learnership Title</li> <li>Search</li> <li>Create New</li> <li>Learnership Title</li> <li>Search</li> <li>Treate New</li> <li>Learnership Title</li> <li>Action</li> <li>1012</li> <li>Learnership Title</li> <li>Action</li> <li>The previous</li> <li>Next</li> <li>Last</li> <li>Go to Page</li> <li>Page 1 of 1</li> </ul>
4	Click on the icon under action to open the record	Action





### 5.2 Adding Learnerships

This section allows users to add Learnerships.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Learnership setup	ETQA >>Programmes Setup >>
		Unit Standard Setup
		Qualification Setup
		Skills Programme Setup
		Learnership Setup
2	Click on Create New	Create New
3	Complete the details on the screen	ETQA>>Programmes Setup >> Learnership Details Learnership Details
		Learnership Code Required
		Learnership Type Required Required
		Qualification Control
		NQF Level     Required       Credits     Required
		Quality Assurance Body SASSETA •
		OFO Occupation 0 Required
		Registration Start Date         Registration Start Date Before Qualification Start Date           Registration End Date         Registration End Date After Qualification LastAchievement
		Save
4	Click on Save	
-		Save
5	Link unit standards by clicking on Learnership Unit Standards	ETQA >>Programmes Setup >>Learnership Setup >>
	Unit Standards	Learnership Details
		Learnership Unit Standards
6	Click on link Learnership unit standards	Link Learnership Unit Standards
7	Search for unit	r
	standard select the unit	Link Learnership Unit Standards
	standards and their type	
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	SAQA Unit Standard ID
		SAQA Unit Standard Title
		SAGA ONE Standard The
		Description
		Search
		Cancel





8	Click on link	Link					
9	Unit standards display						
	on learnership		ETQA>>Programmes Setup >>Learnership Setup >>				
		Learnership Details		LEARNERSHIP UNIT STANDARDS - 19Q1912345 - INTERNAL TESTING LSHIP		${igside}$	
		Edunoionip one orandardo	Link Learnershi	p Unit Standards Remove			
			Total Credits: 174 Total Allocated Credit	te -170			
			Total Anocated Oreun				
			SAQA Unit Standard ID	SAQA Unit Standard Title	Credits	Unit Standard Type	
			115229	Examine crime and victimisation trends and patterns with reference to specific types of crime and victimisation	8	Elective	
			115823	Gather and manage information for decision-making	5	Elective	
			119754	Use existing legislation, policy and protocols to guide the development of strategy/programme to reduce orime and victimisation risk	10	Core	
10	Remove unit standards by selecting the unit	Remove					
	standard and click on						
	Remove						

#### 5.3 Editing a Learnership

This section allows users to change data added.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Learnership setup	ETQA >> Programmes Setup >>         Unit Standard Setup         Qualification Setup         Skills Programme Setup         Learnership Setup
2	Capture a learnership code or Title	Learnership Code       1012         Learnership Title
3	Click on Search	Search
4	Record comes up based on the search criteria	ETOA>>Programmes Setup >>         Unit Standard Setup       Learnership Setup         Skills Programme Setup       Learnership Code         Learnership Setup       Course Setup         Artisans Setup       Coreate New         Learnership Code       Learnership Title         Search       Create New         Learnership Total       Total         First       Previous         Next       Last         Go to Page       Page 1 of 1
5	Click on the icon under action to open the record	Action





6	Click on Edit	Edit		
7	The data is then active to edit	ETQA >>Programmes Setup >>Learnership Learnership Details ^ Learnership Unit Standards		earnership Details - 19Q1912345 - Internal Testing Lshif
			Learnership Code Learnership Title Learnership Type Qualification NQF Level Credits Quality Assurance Body OFO Occupation Registration Start Date Registration End Date Save Cancel	19Q1912345         Internal Testing Lship         Qualification Electives         49709 - National Certificate: Criminology         Level 05         120         SASSETA         2017-241106 - Accountant in Practice         01/04/2019         31/03/2021
8	Click on save or cancel	Save Cance	1	

#### 6. Artisans

#### **6.1 Search for Artisans**

This section allows users to search for Artisans added on the system.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Artisans	DashboardETQADGETQA >>ProgrammesSetup >>Unit Standard SetupQualification SetupQualification SetupSkills Programme SetupLearnership SetupArtisansArtisansSetup
2	The system returns two sub-tabs: *Trades Setup *Trade Test Centre Setup. Capture an Apprenticeship code or Title	ETQA >>Programmes Setup >>Artisans Setup >> Trades Setup Trade Test Centre Setup ETOA >>Programmes Setup >>Artisans Setup >> Trades Setup =>Artisans Setup >> Trades Setup =>Artisans Setup => Trades Setup == Trades Se
3	Click on Search	Search





4	Record comes up based on the search criteria	ETQA >>Programmes Setup >>Artisans Setup Trades Setup	p >> Trades Setup
		Trade Test Centre Setup	Apprenticeship Code
			Apprenticeship Description Locksmith
			Search Create New
			Apprenticeship Code Apprenticeship Description SETA OFO Code Action
			DHET-2012-OFO-652203 Locksmith TETA
5	Click on the icon under action to open the record	Action	First         Previous         Next         Last         Go to Page         1         Page 1 of 1
		<b>``</b>	

## **6.2 Adding Artisan Programme** This section allows users to add Artisan programmes.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Artisans	Dashboard       ETQA       DG         ETQA>>Programmes       Setup       >>         Unit       Standard       Setup         Qualification       Setup       Skills         Skills       Programme       Setup         Learnership       Setup       Artisans
2	Click on Create New	Create New
3	Complete the Trade Setup details on the screen	ETQA >>Programmes Setup >>Artisans Setup >>         Trade       Trade         Apprenticeship Code       Required         Apprenticeship Description       Required         SETA       Required         OFO Code       0         Required       Save
4	Click on Save	Save
5	Remove unit standards by selecting the unit standard and click on Remove	Remove





#### 6.3 Editing an Artisan programme

This section allows users to change data added.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Artisans	DashboardETQADGETQA >>ProgrammesSetup >>Unit Standard SetupQualification SetupQualification SetupSkills Programme SetupLearnership SetupArtisansArtisansSetup
2	Capture an Apprenticeship code or Title	Trades Setup       Trades Setup         Trade Test Centre Setup       Apprenticeship Code         Apprenticeship Description       Locksmith         Search       Create New
2	Click on Search	Search
3	Record comes up based on the search criteria	ETQA >>Programmes Setup >>Artisans Setup >>         Trades Setup         Trade Test Centre Setup         Apprenticeship Code         Apprenticeship Description         Locksmith         Search       Create New         Apprenticeship Code       Apprenticeship Description       Locksmith         DHET-2012-OFO-652203       Locksmith       TETA         First       Previous       Next       Last       Go to Page 1 of 1
4	Click on the icon under action to open the record	Action
5	Click on Edit	Edit
6	The data is then active to edit	Trade       Trade         Apprenticeship Code       DHET-2012-OFO-652203         Apprenticeship Description       Locksmith         SETA       TETA         OFO Code       9731         Save       Cancel
7	Click on save or cancel	Save Cancel





#### 7. Courses

#### **7.1 Search for Courses**

This section allows users to search for Courses added on the system.

Steps	Action	Screenshot
1	Click on ETQA;	
	Programme Setup;	Dashboard ETQA DG
	Course	Dashboard ErQA DG
		ETQA >>Programmes Setup >>
		Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup
		Course Setup
2	Capture a Programme	ETQA >>Programmes Setup >>
	Code or Title	Unit Standard Setup       Course Setup         Qualification Setup       Programme Code       102427         Skills Programme Setup       Programme Title       Search Create New
2	Click on Search	Search
3	Record comes up based on the search criteria	ETQA >> Programmes Setup >>         Unit Standard Setup       Course Setup         Qualification Setup       Programme Code       102427         Skills Programme Setup       Learnership Setup       Programme Title       Search         Artisans Setup       Search       Create New       Remove Course         Programme Code       Programme Title       Action         102427       Advance Certificate in Labour Law       N
4	Click on the icon under action to open the record	Action





#### 7.2 Adding Course Programme

This section allows users to add Course Programmes

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Course Setup	Dashboard     ETQA     DG       ETQA >>Programmes     Setup >>       Unit     Standard     Setup       Qualification     Setup       Skills     Programme       Setup     Etup       Artisans     Setup       Course     Setup
2	Click on Create New	Create New
3	Complete the Course details on the screen	Course Details       Course Details         Programme Code       Required         Programme Title       Required         NQF Level       • Required         Originator       Min Credits         Primary Or Delegated QA Functionary       • Required         Qualification Against Which Learning Programme is Recorded       • 0         Registration End Date       • 0         Save       • Augured
4	Click on Save	Save
5	Remove Course by selecting the Course Programme and click on Remove	Remove





#### 7.3 Editing a Course Programme

This section allows users to change data added.

Steps	Action	Screenshot
1	Click on ETQA; Programme Setup; Course Setup	Dashboard ETQA DG
		ETQA >>Programmes Setup >>
		Unit Standard Setup
		Qualification Setup
		Skills Programme Setup
		Learnership Setup Artisans Setup
		Course Setup
2	Capture a Programme	ETQA >>Programmes Setup >>
	Code or Title	Unit Standard Setup       Course Setup         Qualification Setup       Programme Code       102427         Skills Programme Setup       Programme Title       Search       Create New
2	Click on Search	Course Setup
Z		Search
3	Record comes up based on the search criteria	ETQA >> Programmes Setup >>         Unit Standard Setup Qualification Setup Skills Programme Setup Learnership Setup Artisans Setup       Programme Code       102427         Programme Code       Programme Title       Search       Create New         Programme Code       Programme Title       Action         102427       Advance Certificate in Labour Law         First       Previous       Next         Last       Go to Page       1
4	Click on the icon under action to open the record	Action
5	Click on Edit	Edit





6	The data is then active to edit	ETQA >>Programmes Setup >> Course Details	Programme Code Programme Title NQF Level Learning Subfield Originator Min Credits Primary Or Delegated QA Functionary Qualification Against Which Learning Programme	COURSE DETAILS         102427         Advance Certificate in Labour Law         Level 06         Justice in Society         University of Johannesburg         120         Umalusi         0
			Is Recorded Registration Start Date	01/07/2018
			Registration End Date Save Cancel	30/06/2023
7	Click on save or cancel	Save Cancel		

#### 8. Introduction

This section addressed all functionalities relating to providers.

#### 9. Organisation

#### 9.1. Organisation Search

This section addresses the Organisation details screen.

Steps	Action	Screenshot			
1	Click on ETQA; Organisation				
		Dashboard	ETQA	DG	
		ETQA >>		_	
		Organisation			
		Employers			
		Providers			
2	Search for a current Organisation			1	Organisation
		Organisation SDL Number			
		Organisation Trade Name		test	
		Organisation Legal Name			
		Company Registration Numb	er		
		Search Create New			
2	Click on Search	Search			
3	Record comes up based on the search criteria	Organisation SDL Number Organisation Trade Name	Organis	ation Legal Name	Company Registration Number
	Search chiena	X00000002 UAT Test Organisation	UAT Test	Organisation	123456cfrw



S A S S C T A

4 Clic ope

Click on the icon under action to open the record

Action

#### 9.2 Organisation Details

This section allows users to view Organisation details

Steps	Action	Screenshot		
1	Click on the Organisation record	Organisation SDL Number Organisation Trade Name	Organisation Legal Name	Company Registration Number
	organisation record	X00000002 UAT Test Organisation	UAT Test Organisation	123456cfrw
2	Click on the icon under action to open the record	Action		
3	Record will display and editing is required then	Edit	Details - UAT Test Organisation (X000000002)	
	the user clicks on edit.	Company Name	UAT Test Organisation	
		Trade Name	UAT Test Organisation	
		Company Registration No	123456cfrw	
		Years Trading	10	
		Legal Status	NGO / NPO / CBO	
		Sector Ind Code	88110 - LEGAL ACTIVITIES	
		SDL Number Type	X Number	
		Skills Dev Levy Number	X00000002	
		SARS Number	0123343	
		Main Business Classification	Class 1	
		Tax Clearance Number	0123343	
		Partnership / Type of Institution	Private	
		Company Size	Small (0 – 49)	
		Telephone No	0123333333	
		Fax No	0123333333	
		Email	None	
4	Click on Save	Save		

#### **10.** Provider

#### 9.1. Provider Search

This section addresses the provider details screen.

Steps	Action	Screenshot
1	Click on ETQA; Provider	





		Indiciur         SETA Management         Dashboard       ETQA         ETQA>>         Organisation         Employers         Providers	- System		
2	Search for a current provider	ETQA >> Organisation Employers Providers Person Assessors Moderators Learners ETQA Approval & Certification Hologram Management	Legal Name Trade Name SDL Number Provider Accreditation Num Search	T00000	Providers
2	Click on Search	Search			
3	Record comes up based on the search criteria	Legal Name Organisation Test	Trade Name Organisation Test		Action
4	Click on the icon under action to open the record				

#### **9.2 Provider Details**

This section allows users to view provider details.

Steps	Action	Screenshot			
1	Click on the provider record	Legal Name	Trade Name	SDL Number	Action
		Organisation Test	Organisation Test	T00000002	्
2	Click on the icon under action to open the record				





Steps	Action	Screenshot			
3	Record will display and editing is required then the user clicks on edit. Only the GPS		Provider Details - Organisation Test (T00000002)		
		SDL Number	T00000002		
	Coordinates field will	Legal Name	Organisation Test		
	become active	Trade Name	Organisation Test		
		Web Address			
		GPS Coordinates	00 22 23 123 00 22 23 123		
		Registration No	2019001000		
		Years Trading	5		
		Legal Status	Closed Corporation V		
		Sector Ind Code	88110 - LEGAL ACTIVITIES		
		Telephone No	011000000		
		Email			
		Physical Address 1	Physical Address 1		
		Physical Address 2	Physical Address 2		
		Physical Address 3			
		Physical Code	0208		
4	Click on Save	Save			

#### **9.3 Site Visits**

Steps	Action	Screenshot				
1	Click on Site Visits	ETQA >>Providers >>				
		Provider Details Site Visits				
2	Click on Create New to add a site visit	Create New				
3	Add all the details and save the data or cancel if data is not to be saved	ETDA >>Providers >>Site Visits >>         Site Visit         Site Visit         Site Visit         Site Visit Date         Evaluator Name         Reason For Site Visit         Uccomes         Document to Upload         Choose file         No file chosen				





#### **9.4 Accreditation Details**

This section allows users to change data added.

Steps	Action	Screenshot
1	Click on Accreditation details	ETQA >>Providers >> Provider Details Site Visits Accreditation Details
2	Click on Edit	Edit
3	Accreditation details can be captured	ETGA>>>Provider Details       ACCREDITATION DETAIL         Site Visits       Accreditation Details         Contacts       Users         Unit Standards       Provider Type         Learners       Accreditation Status         Accreditation Nistory       Documents Received         Chient Reliationship Management       Scope Letters         Scope Letters       Provider Code         File Number       Provider Code         File Number       Depoint         Status Effective Date       19/09/2019         Learners       Accreditation Number         Accreditation Number       1999690001         Client Reliationship Management       Scope Letters         Scope Letters       SAQA Provider Code         File Number       Provider Accreditation Received         File Number       Provider Internal/External         Status Effective Date       19/09/2019         Last Updated By       Nistisana Kitt         Last Date Updated       24/09/2019
4	Click on save or cancel	Save Cancel

#### 9.5 Contacts

Contacts are added to providers

Steps	Action	Screenshot
1	Click on Contacts	ETQA >>Providers >>
		Provider Details
		Site Visits
		Accreditation Details
		Contacts
2	Click on Link Contacts to add a Contact	Link Contacts





3 Add all the details and save the date or cancel if data is not to be saved	LINK CONTACTS				
	Contact First Name   Contact Surname   Contact Designation   Contact Telephone Number   Contact Cellphone Number   Contact Cellphone Number   Contact Fax Number   Contact Fax Number   Contact E Mail   Save				

#### 9.6 Users

This section contains all users that have access to the provider profile and the learners against the provider.

Steps	Action	Screenshot	
1	Click on User	Users	
2	Click create user to add a new user. Click on Search User to search for existing Users.	Create Users Search Users Remove	
	Click on Remove user to remove any users currently linked to the provider.		
3	Add all the details and save the data or cancel if data is not to be saved	Surname     Re       ID No     Re       Telephone Number     Re       Cell Phone Number     At       Fax Number     At	equired equired equired : least one equired





#### 9.7 Adding Scope

This section addresses the linking and delinking of provider scope.

#### 9.7.1 Unit standards

Steps	Action	Screenst	not				
1	Click on Unit standards	Unit St	tandards				
2	Click on link Unit standards to add scope or Remove to delete scope	Link l	Jnit Standa	rds Remove			
3	If Link unit standard is selected, then a search box is returned to search for currently active unit		LINK UNIT STANDARDS				
	standards		hit Standard ID hit Standard Title				
		Search Cancel					
4	Select the checkbox of the Unit Standard you	Select All					
	want to be linked to the Provider.		SAQA Unit Standard ID	SAQA Unit Standard Title			
			00001	Renewed US			
			00002	Safety and Security Testing			
			000022	Active Fundamental US			
5	Click the Link button to save the records selected or click Cancel to exit the	Lin	k Can	cel			
	Unit Standard page.						

#### 9.7.2 Qualifications

Steps	Action	Screenshot
1	Click on Qualifications	Qualifications
2	Click on Link Qualification to add scope	Link New Qualifications





3	If Link qualification is selected, then a search box is returned to search for currently active qualifications	SAQA Qualification ID SAQA Qualification Title	
		Search	
		Cancel	
4	Select the Qualification	SAQA Qualification ID	
	you want to be linked to the Provider.		SAQA Qualification Title
		11546	Qual Testing
		11546	Qual Testing
5		11546 49709	Qual Testing National Certificate: Criminology

#### 9.7.3 Skills Programme

Steps	Action	Screens	not	
1	Click on Skills Programme	Skills	Programmes	
2	Click on Link Skills Programme to add scope or Remove to delete scope	Link S	Skills Programmes	Remove
3	If Link Skills Programme		Link	SKILLS PROGRAMMES
	is selected, then a search box is returned to search for currently active Skills Programmes		rogramme Code rogramme Title	
4	the Skills Programme		Skills Programme Code	Skills Programme Title
	you want to be linked to the Provider.		19S0000100	Access Control Officer
			SKUAT 123	Test UAT
			SP/12345	Testing Skills Programme Learner Registration
5	Click the Link button to save the records selected or click Cancel to exit the Skills Programme page.	Lin	k Cancel	





#### **9.8 Learners**

This section displays all learners linked to the provider.

Steps	Action	Screenshot
1	Click on Learners	Learners
2	This is a view of all learners linked to provider on learners' programmes	

#### 9.9 Assessor

This section displays all assessors linked to the provider.

Steps	Action	Screens	hot				
1	Click on Assessor	Asses	sors				
2	Click on Link Assessors to add or Remove assessors from providers	Link As	sessors Re	move			
3	If Link Assessor is selected, then a search box is returned to search	Link Assessors					
	for currently active Assessors	First N					
		Middle	Name				
		Surnar	ne				
		ID No					
		Regist	ration Number				
		0					
		Search					
4	Select the checkbox of the Assessor you want to be linked to the Provider	Select	First Name	Middle Name	Surname	ID No	Registration Number
			Tshepi	Test	Ledwaba	9504190735086	755/A/000001/2019
			NELISIWE		BOPHELA	AN12345	19A0000001
			DGAPPLICANT		TEST	ABC987	19A0000002
			TESTING	TEST	TESTING	XYZ123	19A0000003
			NELIST		TESTNELI	JKL123	19A0000004
5	Click the Link button to save the records selected or click Cancel to exit the Assessor page.	Li	nk Car	ncel			

#### 9.10 Moderator

This section displays all Moderators linked to the provider.





Steps	Action	Screensho	t				
1	Click on Moderator	Modera	ator				
2	Click on link Moderators to add or Remove moderators from the provider	Link Moderator Remove					
3	If Link Moderator is			Lu	nk Mode	RATOR	
	selected, then a search box is returned to search for currently active Assessors	First Name       Middle Name       Surname       ID No       Registration Number					
4	Select the checkbox of	Select F	irst Name	Middle Name	Surname	ID No	Registration Number
	the Moderator you want to be linked to the Provider		in St Humo		Garnanie		Registration Number
			GAPPLICANT		TEST	ABC987	19M0000001
			ELISIWE		BOPHELA	AN12345	19M0000002
5	Click the Link button to save the records selected or click Cancel to exit the Moderator page.	Link	Can	cel			

#### 9.11 Accreditation History

This section is a view of all the historical data for the provider accreditation.

Steps	Action	Screenshot				
1	Click on accreditation history	Accreditation History				
2	The screen will display all the history for each provider	Accreditation History - Organisation Test (T00000002)				
		Accreditation Start Date	Accreditation End Date	Accreditation Status	Updated By	Updated Date
		01/01/1900	01/01/1900	Proposed	Ntsitsana Kiti	2019/09/19
		18/09/2019	19/09/2024	Proposed	Ntsitsana Kiti	2019/09/24

#### 9.12 Client Relationship Management

Steps	Action	Screenshot
1	Click on Client Relationship Management	Client Relationship Management





2	From the Communication Type dropdown list, you have different options available to manage the	CL Communication Type	IENT RELATIONSHIP MANAGEMENT - ORGANISATION TEST (T000000002)
have diff available		Add Comment	Comments
	Provider's information	Remove	Email
			Documents
			Monitoring and Evaluation Comments

#### 9.13 Scope Letters

This section allows the user to generate scope letters and will display scope letter history.

Steps	Action	Screenshot				
1	Click on Scope Letters	Scope Letters				
2	The Scope Letters section will return two sub-tabs: > Generate Scope Letters > Letter History	ETQA >>Providers >>Scope Letters >> Generate Scope Letters Letter History				
3	To generate scope letters, select one of the values from the Provider Letter Type dropdown list, as well as the Scope Letter Type dropdown list.	Provider Letter Type Scope Letter Type Search	r			
4	After searching for both Provider Letter Type and Scope Letter Type the system will allow you to tick the provider's information	Select     SDL Number     Trade Name       Image: Comparison of the second sec	Provider Accreditation Number			
5	Click on Generate Scope Letter to generate the company's Letter.	Generate Scope Letter				





6	Once the system has generated the scope letter for you, you will need to click on the hyperlinks	Download Generated Scope Letter
7	Click on Letter History to view all the letters generated.	Letter History





#### **11. Capturing Assessor / Moderator**

This section outlines all the functionality that relates to the Assessor module. The following steps needs to be followed to create a new Assessor / Moderator on SASSETA Indicium:

Steps	Action	Screenshot				
1	Click <b>ETQA</b> in the Main Menu	Dashboard	ETQA	DG	Skills	Reports
2	Click on <b>Person</b> from the <b>ETQA Menu</b>	ETQA >> Organisation Employers Providers Person Assessors Moderators Learners ETQA Approval & Ce Hologram Managem Programmes Setup Grants Expiry Notification Learner Expiry Notifi Bulk Upload Non-SETA Accredite	ent cation			
3	Click on the <b>Create New</b> button	First Name Middle Name Surname ID No Search Create New				Person
4	Capture the persons details	ID No Alternate ID Type Title First Name Middle Name Surname Initials Date Of Birth Age Demographic Gender Equity Disability Status Home Language Nationality		v		





5
---

#### **12. Registration of Assessor / Moderator**

The section below outlines the process for Registering the Assessor / Moderator

Steps	Action	Screenshot				
1	Click <b>ETQA</b> in the Main Menu	Dashboard	ETQA	DG	Skills	Reports
2	Click on <b>Assessor /</b> <b>Moderator</b> from the ETQA Menu	ETQA >> Organisation Employers Providers Person Assessors Moderators Learners ETQA Approval & Ce	ertification			
3	Click on Create New button to link an existing Person	Create New				
4	Complete the fields to search for an existing Person	First Name Middle Name Surname ID No Search Cancel			OR EXISTING	Person
4	Select the person that needs to be registered as an <b>Assessor /</b> <b>Moderator.</b> The row will be highlighted when selected	First Name Nelisiwe NELI Nelisiwe	Middle Name		BOPHELA	ID No AN1234 AN123 HB222
5	Click on the <i>Create</i> button to create the <i>Assessor /</i> <i>Moderator</i>	Create				
6	The system opens the <b>Assessor / Moderators</b> Menu	ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification Scope Letters Registration History Client Relationship M	lanagement			





7	Click on <b>Registration</b> Details	Registration De	<u>etails</u>		
8	<b>Registration Details:</b> This page allows the user to capture the		REGISTRATION	n Details - Tshepi Test	LEDWABA 9504190735086
	Registration Details.	File Number		A000005	
	The system will generate a	Assessor Type		External <b>v</b>	
	File Number when the	Registration Start Date		01/01/2019	
	Proposed status is selected.	Registration End Date		31/12/2021	
	selected.	Assessor Registration Status		Proposed <b>v</b>	
		Status Effective Date		01/01/2019	
		Status Comment			
		Chambers		Unknown	¥
		Highest Qualification			
		Occupation			
		Years In Occupation			
		Assessor Registration Number		755/A/000001/2019	
		Registered By			
		Registered Date			
		Record Last Updated		22/10/2019	
		Last Updated Operator		Ntsitsana Kiti	
9	Click on the <b>Save</b> button to save the information captured	Save			

### **13. Link Assessor / Moderator Scope**

The section below outlines the process for updating the Assessor scope. When the Assessor is linked to the Moderator profile, they will automatically inherit the Assessor's Scope.

#### **13.1 Unit Standards**

To update the Assessor / Moderator scope with Unit Standards the next steps needs to be followed:

Steps	Action	Screenshot
1	Click <b>ETQA</b> in the Main Menu	Dashboard ETQA DG Skills Reports
2	Click on <b>Assessor /</b> <b>Moderator</b> from the ETQA Menu	ETQA >> Organisation Employers Providers Person Assessors Moderators Learners ETQA Approval & Certification





3	Search for the <b>Assessor</b> /					
	<i>Moderator</i> by adding the search criteria	First Name				
		Middle Name				
		Surname				
		ID No 9504190735086				
		Registration Number				
		Search				
		Create New				
4	Click on the <b>Search</b> button	Search				
5	Select the <b>Assessor /</b> <b>Moderator</b> that needs to	First Name Middle Name Surname ID No Registration Number Action				
	be updated. The row will	ASSESSOR TEST 9504190735086 19A00001000				
	be highlighted when selected					
6	Click on the <b>Action</b> button to open the <b>Assessor /</b>	Action				
	<i>Moderator</i> profile					
7	The system opens the					
,	Assessor / Moderators	ETQA >>Assessors >>				
	Menu	Person Details				
		Registration Details				
		Unit Standards				
		Qualification				
		Scope Letters				
		Registration History				
		Client Relationship Management				
8	Click on <b>Unit Standards</b>	Unit Standards				
9	Click on <i>Link Unit</i> <i>Standards</i>	Link Unit Standards				
10	Search for the <b>Unit</b> <b>Standard</b> by completing	LINK UNIT STANDARDS				
	one of the search criteria	SAQA Unit Standard ID 00011				
	fields.	SAQA Unit Standard Title				
		Search				
		First         Previous         Next         Last         Go to Page         1         Page 1 of 1				
		Cancel				
11	Click on <b>Search</b> button	Search				





12	To select the <b>Unit</b> <b>Standard</b> the user needs to tick the <b>Select</b> box	Select	SAQA Unit Standard ID	SAQA Unit Standard Title
			00011	Active Core US
13	Click on the <i>Link</i> button to link the <i>Unit Standard</i> to the <i>Assessor /</i> <i>Moderator</i>	Link		

### **13.2 Qualification**

To update the Assessor / Moderator scope with Qualifications the next steps needs to be followed:

Steps	Action	Screenshot
1	Click <b>ETQA</b> in the Main Menu	Dashboard ETQA DG Skills Reports
2	Click on <b>Assessor /</b> <b>Moderator</b> from the ETQA Menu	ETQA >>         Organisation         Employers         Providers         Person         Assessors         Moderators         Learners         ETQA Approval & Certification
3	Search for the <b>Assessor /</b> <b>Moderator</b> by adding the search criteria	Assessors         First Name         Middle Name         Surname         ID No         9504190735086         Registration Number         Search         Create New
4	Click on the <b>Search</b> button	Search
5	Select the <b>Assessor</b> / <b>Moderator</b> that needs to be updated. The row will be highlighted when selected	First NameMiddle NameSurnameID NoRegistration NumberActionASSESSORTEST950419073508619A00001000
6	Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile	Action





7	The system opens the <i>Assessor / Moderators</i> Menu	ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification Scope Letters Registration History Client Relationship Management	
8	Click on <b>Qualification</b>	Qualification	
9	Click on <i>Link</i> <i>Qualification</i>	Link Qualification	
10	Search for the <i>Qualification</i> by completing one of the search criteria fields.	LINK QUALIFICATION         SAQA Qualification ID         SAQA Qualification Title         test         Search	
11	Click on <b>Search</b> button	Search	
12	To select the <i>Qualification</i> the user needs to tick the <i>Select</i> box	Select       SAQA Qualification ID       SAQA Qualification Title         Image: Control of the select of the	stration
13	Click on the <b>Link</b> button to link the <b>Qualification</b> to the <b>Assessor /</b> <b>Moderator</b>	Link	

# **14. Assessor / Moderator Scope Letters**

To generate Assessor and Moderator scope letters, the next steps need to be followed:

Steps	Action	Screenshot			
1	Click <b>ETQA</b> in the Main Menu	Dashboard	ETQA DG	Skills	Reports





2	Click on <b>Assessor /</b> <b>Moderator</b> from the ETQA	ETQA >>			
	Menu	Organisation			
		Employers	1		
		Providers			
		Person			
		Assessors			
		Moderators			
		ETQA Approval & Certificat	tion		
3	Search for the <b>Assessor /</b>			<b>A a a a</b>	
5	Moderator by adding the search criteria	First Name		ASSE	SSORS
		Middle Name			
		Surname			
		ID No		9504190735086	
		Registration Number			
		Search			
		Create New			
4	Click on the <b>Search</b>				
	button	Search			
5	Select the <b>Assessor /</b> <b>Moderator</b> that needs to	First Name Middle Name Su	urname ID No	Registration Number	Action
	be updated. The row will	ASSESSOR TES	ST 9504190735086	19A00001000	Q
	be highlighted when	ASSESSOR TES	ST 9504190735086	19A00001000	्
6			ST 9504190735086	19A00001000	्
6	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor</b> /	ASSESSOR TES	ST 9504190735086	19A00001000	<b>~</b>
	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile	Action	ST 9504190735086	19A00001000	्
6	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor</b> /		ST 9504190735086	19A00001000	्
	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the	Action ETQA >>Assessors >>	ST 9504190735086	19A00001000	
	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b>	Action ETQA >>Assessors >> Person Details	ST 9504190735086	19A00001000	<b>`</b>
	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b>	Action ETQA >>Assessors >> Person Details Registration Details	ST 9504190735086	19A00001000	
	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b>	Action ETQA >>Assessors >> Person Details Registration Details Unit Standards	ST 9504190735086	19A00001000	
	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b>	Action ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification	ST 9504190735086	19A00001000	
	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b>	Action ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification Scope Letters	ST 9504190735086	19A00001000	
	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b>	Action ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification Scope Letters Registration History		19A00001000	
	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b>	Action ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification Scope Letters		19A00001000	
	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b>	Action ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification Scope Letters Registration History		19A00001000	
7	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b> Menu Click on <b>Scope Letters</b> Click on <b>Generate Scope</b>	Action ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification Scope Letters Registration History Client Relationship Ma Scope Letters	anagement		
7	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b> Menu Click on <b>Scope Letters</b>	Action ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification Scope Letters Registration History Client Relationship M Scope Letters ETQA >>Assessors >>	anagement		
7	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b> Menu Click on <b>Scope Letters</b> Click on <b>Generate Scope</b>	Action ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification Scope Letters Registration History Client Relationship Ma Scope Letters	anagement		
7	be highlighted when selected Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile The system opens the <b>Assessor / Moderators</b> Menu Click on <b>Scope Letters</b> Click on <b>Generate Scope</b>	Action ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification Scope Letters Registration History Client Relationship M Scope Letters ETQA >>Assessors >>	anagement		





10	Select the <b>Assessor</b>				GENERATE SCOPE LETTERS		
	Letter Type	Assessor L Scope Lette Search			Extension of Sc Full Registration Re-registration		
11	Select the <b>Scope Letter</b> Type				GENERA	TE SC	OPE LETTERS
	Туре	Assessor L	_etter Type		Full Registration	n 🗸	
		Scope Lett	er Type				-
		Search			Qualifications Unit Standards		
12	Click the <b>Search</b> button to search for an Assessor or Moderator	Searc	ch				
13	Click on the <b>Select</b> box to	Select	Assessor Name	Assessor Surnam	e	Assessor	Registration Number
	generate the		Tshepi	Ledwaba		755/A/0000	01/2019

## **15. Registration History**

The Registration History section records all old accreditation Start and End dates to the Assessor / Moderator in order for the SETA to keep track of history. The next steps need to be followed to view the Registration History.

Steps	Action	Screenshot
1	Click <b>ETQA</b> in the Main Menu	Dashboard ETQA DG Skills Reports
2	Click on <b>Assessor /</b> <b>Moderator</b> from the ETQA Menu	ETQA >>         Organisation         Employers         Providers         Person         Assessors         Moderators         Learners         ETQA Approval & Certification
3	Search for the <b>Assessor /</b> <b>Moderator</b> by adding the search criteria	Assessors         First Name         Middle Name         Surname         ID No         9504190735086         Registration Number         Search         Create New
4	Click on the <b>Search</b> button	Search





5	Select the <b>Assessor</b> / <b>Moderator</b> that needs to be updated. The row will be highlighted when selected	First Name	Middle Name	Surname TEST	ID No 9504190735086	 o <mark>n Numbe</mark> r 00	Action
6	Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile	Action					
7	The system opens the <i>Assessor / Moderators</i> Menu	Person Registra Unit Sta Qualifica Scope L Registra	ation Detail ndards ation	s y	ement		
8	Click on <b>Registration</b> History	Registr	ation Hist	<u>ory</u>			
9	The system will display the History of Registrations on the page.	Assessor Registrat		sor Registration Er	rory - ASSESSOR Id Date Assessor Re Proposed	 Updated By	Updated Date

# 16. CRM

#### **16.1 Comments**

Steps	Action	Screenshot
1	Click <b>ETQA</b> in the Main Menu	Dashboard ETQA DG Skills Reports
2	Click on <b>Assessor /</b> <b>Moderator</b> from the ETQA Menu	ETQA >>         Organisation         Employers         Providers         Person         Assessors         Moderators         Learners         ETQA Approval & Certification





3	Search for the <b>Assessor /</b> <b>Moderator</b> by adding the search criteria	Assessors First Name
		Middle Name
		Surname
		ID No 9504190735086
		Registration Number
		Search Create New
4	Click on the <b>Search</b> button	Search
5	Select the <b>Assessor</b> / <b>Moderator</b> that needs to	First Name Middle Name Surname ID No Registration Number Action
	be updated. The row will be highlighted when selected	ASSESSOR TEST 9504190735086 19A00001000
6	Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile	Action
7	The system opens the <b>Assessor / Moderators</b> Menu	ETQA >>Assessors >>         Person Details         Registration Details         Unit Standards         Qualification         Scope Letters         Registration History         Client Relationship Management
8	Click on <b>Client</b> Relationship Management	Client Relationship Management
9	Select <b>Comments</b> as a Communication Type and click on <b>Add Comment</b> button	Communication Type Comments  Add Comment





10	Add your comment to the Comment text Box and			SEND	Соммент	
	<b>Comment</b> text Box and click on the <b>Add</b> <b>Comment</b> button to save the comment	I Document Details		I would like to add a comment		
		Add Comment	Cancel			
11	The system will display the					
	comment	Date C	omment		Comment By	
		29/10/2019 I w	ould like to add a	a comment	Ntsitsana Kiti	

### **16.2 E-mail**

Steps	Action	Screenshot
1	Click <b>ETQA</b> in the Main Menu	Dashboard ETQA DG Skills Reports
2	Click on <i>Assessor /</i> <i>Moderator</i> from the ETQA Menu	ETQA >>         Organisation         Employers         Providers         Person         Assessors         Moderators         Learners         ETQA Approval & Certification
3	Search for the <b>Assessor /</b> <b>Moderator</b> by adding the search criteria	Assessors         First Name         Middle Name         Surname         ID No         9504190735086         Registration Number         Search         Create New
4	Click on the <b>Search</b> button	Search
5	Select the <b>Assessor</b> / <b>Moderator</b> that needs to be updated. The row will	First NameMiddle NameSurnameID NoRegistration NumberActionASSESSORTEST950419073508619A00001000





	be highlighted when selected		
6	Click on the <b>Action</b> button to open the <b>Assessor /</b> <b>Moderator</b> profile	Action	
7	The system opens the <b>Assessor / Moderators</b> Menu	ETQA >>Assessors >> Person Details Registration Details Unit Standards Qualification Scope Letters Registration History Client Relationship M	1anagement
8	Click on <i>Client</i> <i>Relationship</i> <i>Management</i>	Client Relationship	Management
9	Select <b>Email</b> as the Communication Type and click on <b>New Email</b> button	Communication Type New Email	Email
10	Add the <b>Subject</b> and <b>message</b> . An <b>Attachment</b> can be uploaded. Click on the <b>Send Email</b> button to send the email.	Subject I Message Body	SEND EMAIL ASSESSOR TEST  Subject would like to send an email Choose file 210F0309.PNG
11	The system will display the e-mail sent.		





#### **16.3 Documents**

Steps	Action	Screenshot	
1	Click <b>ETQA</b> in the Main		
	Menu	Dashboard (ETQA) Dashboard	DG Skills Reports
2	Click on <b>Assessor /</b>	ETQA >>	
	<b>Moderator</b> from the ETQA Menu	Organisation	
	menu	Employers	
		Providers	
		Person	
		Assessors	
		Moderators	
		Learners	
		ETQA Approval & Certification	
3	Search for the <b>Assessor /</b>		Accrecone
	<i>Moderator</i> by adding the		Assessors
	search criteria	First Name	
		Middle Name	
		Surname	
		ID No	9504190735086
		Registration Number	
		Search	
		Create New	
4	Click on the <b>Search</b>		
	button	Search	
5	Select the <b>Assessor /</b> <b>Moderator</b> that needs to	First Name Middle Name Surname ID No	o Registration Number Action
	be updated. The row will	ASSESSOR TEST 95041	90735086 19A00001000
	be highlighted when		•
6	selected Click on the <b>Action</b> button		
	to open the <b>Assessor</b> /	Action	
	<i>Moderator</i> profile	•	
7	The system opens the	ETQA >>Assessors >>	
	Assessor / Moderators		
	Menu	Person Details	
		Registration Details	
		Unit Standards	
		Qualification	
		Scope Letters	
		Registration History	
		Client Relationship Manageme	nt
8	Click on <i>Client</i>	Client Relationship Manager	ment
	Relationship Managament	Chefter Relationship Manager	
9	Management Select Document as the		
	Communication Type and		





	click on <b>New Document</b> button	Communication T New Documen		Documents 💌	
10	Click on the <b>Choose File</b> button to upload a document. Click on the <b>Finish</b> button		Up	SEND DOCUMENT	
	to save the document.				
		Comment			
		Document	Ch	hoose file 2FE05C8A.PNC	<i>"</i>
		Finish Close			
11	The system will display the Document saved.	Uploaded By	Upload Date	Document Comment	Document Name
		Ntsitsana Kiti 2	2019-10-29 02:15:54 PI	M Uploading Document	2FE05C8A.PNG

## **17. Introduction**

This section outlines all the functionality that relate to the Learner module.

## **18. Capturing Learner Details**

The following steps need to be followed to create a new Learner on SASSETA Indicium:

Steps	Action	Screenshot
1	Click <b>ETQA</b> in the Main Menu	Dashboard ETQA DG Skills Reports
2	Click on <b>Person</b> from the <b>ETQA Menu</b>	Person
3	Click on the <b>Create New</b> button	First Name
		Middle Name
		Surname ID No
		Search Create New





4	Capture the persons		Person Details
•	details		in and been solved to the
		ID No	
		Alternate ID Type	 ▼
		Title T	
		First Name	
		Middle Name	
		Surname	
		Initials	
		Date Of Birth	
		Age Demographic	
		Gender V	
		Equity	٦
		Disability Status	
		Home Language	
		Nationality	
		Citizen Residential Status	T
		Socio Economic Status	
		Highest Qualification	
		Occupation	
		Years In Occupation	
		Person Status	
5	Click on the <b>Save</b> button to save the information captured	Save	
6	Click on <b>Learners</b> on the ETQA Menu	Learners	
7	Click on the <b>Create New</b> button	Create New	
8	Add search criteria and	s	EARCH FOR EXISTING PERSON
-	click on search	9	
		First Name	
		Middle Name	
		Surname	
		ID No	7803210469086
		Search	·
		Cancel	
9	The records will display.	First Name Middle Name	Surname ID No
	Select the Learner record	LEARNER	TEST 7803210469086
	and click on the <b>Create</b> button to link the Learner	First Previous Next Last Go to Page 1 Page 1 of	
	profile	Create Cancel	





## **19. Registration of Programmes against Learners**

The section below outlines the process of registering programmes against a learner.

Steps	Action	Screenshot
1	Upon clicking the <b>Create</b> button, the system will direct	ETQA >>Learners >>
	you to the Learner profile	Learner Details
	page.	Programme Registrations
		Programme Assessments
		Programme Achievements
		Employment Placement
		Client Relationship Management
		Programme Grants
2	Click on <b>Programme</b> <b>Registrations</b> to register a programme to a learner	Programme Registrations
3	All the learning programmes	Unit Standards
	will display	Qualifications
		Skills Programmes
		Learnerships
		Artisans
		Bursaries
		WIL
		Lecturer Development
		Learner Programme Documents

### **19.1 Programme Registrations: Unit Standards**

The following steps need to be followed to link Unit Standards against a Learner on SASSETA Indicium:

Steps	Action	Screenshot
1	Within the Learner details under the Programme	Unit Standards
	Registration tab click <b>Unit</b> Standards	
2	Click on <b>Add Unit Standards</b>	Add Unit Standards
3	The system will prompt you to upload the required documents prior registering a learner to a Unit Standard	UNIT STANDARDS Please upload the required Learner Programme Documents before registering the programme - Certified ID Copy - Higher Qualification Close
4	Click on <i>Learner</i> <i>Programme Documents</i> to upload the required documents	Learner Programme Documents





disability of learner, if applicable (this is only applicable for disabled learners)	
6       The uploaded documents will display after uploading       Learner Programme Type       Learner Programme Document Type       Uploaded Date       Document Document Document         Unit Standard       Higher Qualification       Ntsitsana Kiti       29/10/2019       Assessme Workflow of Workfl	<u>ı.pdf</u>
7       Return to the Unit Standard registration page and ensure that the compulsory fields are completed.       UNIT STANDARDS         System Rules       Note: Please note that the documents below should be uploaded under Learner Programme do before adding the learner unit standard: Certified ID Copy       Note: Please note that the documents below should be uploaded under Learner Programme do before adding the learner unit standard: Certified ID Copy         The system will check if the provider linked has scope for the Unit Standard you want to register to the learner.       Provider       0         Click on the Save button to complete the registration       Voite the registration       0	





## **19.2 Programme Registrations: Qualifications**

The following steps need to be followed to link a Qualification against a Learner on SASSETA Indicium:

Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click <b>Qualifications</b>	Qualifications
2	Click on <b>Add Qualifications</b>	Add Qualifications
3	The system will prompt you to upload the required	QUALIFICATIONS
	documents prior registering a learner to a Qualification	<ul> <li>Please upload the required Learner Programme Documents before registering the programme</li> <li>Certified copy of learner ID (Not older than 3 months from start of programme)</li> <li>Certified copy of highest qualification (Not older than 3 months from start of programme)</li> <li>Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties)</li> </ul>
4	Click on <i>Learner</i> <i>Programme Documents</i> to upload the required documents	Learner Programme Documents
5	From the Learner Programme	LEARNER PROGRAMME DOCUMENTS - LEARNER TEST 7803210469086
	Type dropdown list select the Qualification value.	Learner Programme Type Qualification
		Learner Programme Document Type
	<i>System Rules</i> You will be requested to	Document
	upload the following	Ensure that the documents to be uploaded are in       Certified copy of learner ID (Not older than 3 months from start of programme)         Add       Certified copy of highest qualification (Not older than 3 months from start of programme)
	<ul><li>documents:</li><li>Certified copy of</li></ul>	Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties)
	learner ID (Not older	Medical proof of disability of learners, if applicable
	than 3 months from start of programme)	
	<ul> <li>start of programme)</li> <li>Certified copy of highest qualification (Not older than 3 months from start of programme)</li> <li>Learner registration form or signed Learner Agreement in the prescribed SASSETA template (all parties)</li> <li>Medical proof of disability of learner, if applicable (this is only applicable for disabled learners)</li> </ul>	Ensure that the documents to be uploaded are in PDF format





6	The uploaded documents will display after uploading	Learner Programme Type	Learner Programme Docume	nt Type	Uploaded By	Uploaded Date	Document
		Qualification	Learner registration form or Sign Agreement in the prescribed SA template (all parties)		Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Qualification	Certified copy of highest qualification of the second seco		Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Qualification	Certified copy of learner ID (Not months from start of programme		Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
7	Return to the Qualification registration page and ensure that the compulsory fields are completed. System Rules The system will check if the provider linked has scope for the Qualification you want to register to the learner. Click on the <b>Save</b> button to complete the registration page.	before adding Certified copy Certified High Learner regis	note that the documents below shift the learner Qualification: of learner ID (Not older than 3 million tration form or Signed Learner Aging of disability of learners, if application <b>Date</b>	onths from si reement in th ble. 0 0 0	Required	SASSETA tem	plate (all parties)           •         Required           •         Required
0	The registered Qualifiestics	Save Cancel	-				
8	The registered Qualification will display	SAQA Qualification	n ID SAQA Qualification Title Test Qualification Learner Registratio	Commencer		· · · ·	Programme Status
		12040	rest Quannuation Learner Registratio	01/11/2019	29/11	12018 E	moneu

### **19.3 Programme Registrations: Skills Programmes**

The following steps need to be followed to link a Skills Programme against a Learner on SASSETA Indicium:

Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click <b>Skills</b> <b>Programme</b>	Skills Programmes
2	Click on <b>Add Skills</b> <b>Programmes</b>	Add Skills Programmes





3	The system will prompt you to upload the required		Sĸ	ILLS PRO	GRAMMES	;
	documents prior registering a learner to a Skills Programme	- Certified copy	he required Learner Programme Docun of learner ID (Not older than 3 months f tration SPO1 form			e programme
4	Click on <i>Learner</i> <i>Programme Documents</i> to upload the required documents	Learner	Programme Documents			
5	From the Learner Programme Type dropdown list select the Skills Programme value.	Learner Programme	Type Skills Programme	ENTS - LEAR	NERTESTA	303210469086
	<ul> <li>System Rules</li> <li>You will be requested to upload the following documents: <ul> <li>Certified copy of learner ID (Not older than 3 months from start of programme)</li> <li>Certified copy of highest qualification (Not older than 3 months from start of programme)</li> <li>Learner Registration SPO1 form</li> <li>Medical proof of disability of learner, if applicable (this is only applicable for disabled learners)</li> </ul> </li> </ul>	Add	Document Type ents to be uploaded are in Certified copy of learner ID (Not in Certified copy of highest qualificant Learner Registration SPO1 form Medical proof of disability of learner the documents to be uploade	ation (Not older tha ners, if applicable	n 3 months from st	art of programme)
6	The uploaded documents will display after uploading	Learner Programme Type	Learner Programme Document Type	Uploaded By	Uploaded Date	Document
		Skills Programme	Learner Registration SPO1 form	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Skills Programme	Certified copy of highest qualification (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	<u>Assessments</u> <u>Workflow.pdf</u>
		Skills Programme	Certified copy of learner ID (Not older than 3 months from start of programme)	Ntsitsana Kiti	30/10/2019	<u>Assessments</u> <u>Workflow.pdf</u>





7	Return to the Skills			SKILLS	PROGRAMME	is			
	Programme registration page								
	and ensure that the compulsory fields are	Nata: Diagona a	- 4 - 4 4 4	4					
	completed.		ote that the document he learner Skills Prog		nould be upload	led under Lear	ner Programme	e docur	nents
	completed.	-	of learner ID (Not olde		nonths from star	t of programme	e)		
	System Rules	Certified Highe	st Qualification						
	The system will check if the	Learner registr	ation form or Signed L	Learner Ag	reement in the	prescribed SA	SSETA templat	e (all p	arties)
	provider linked has scope for	Medical proof o	of disability of learners	s, if applica	able.				
	the Skills Programme you	Provider			0				
	want to register to the	Required							
	learner.	Skills Programme			• 0				
		Required		_				_	
	Click on the <b>Save</b> button to	Enrolment Type		L				▼ Req	uired
	complete the registration	Socio Economic S	tatus	E	Employed V				
	page.	Employer			• 0				
		Required Sponsorship		Г		-			
						Required			
		Project Number		L					
		Motivation							
								//	
		Financial Year		Γ			7		
		Commencement D	ate				Required		
		Completion Date					Commenceme	nt Date i	is after
		Completion Date		L					
		Status Effective Da	ite						
		Pivotal Programme	2	0					
		Most Recent Regis	tration Date				]		
		Save Cancel							
8	The registered Skills		Skil	LLS PROGRA	AMMES - LEARNE	R TEST 7803210	0469086		
	Programme will display	Skills Programme Code							
		Skills Programme Title							
		Search							
		Add Skills Programmes							
		Skills Programme Code	Skills Programme Title		Commencement Date	Completion Date	Programme Status	View	Undate -
		SP/12345	Test Skills Programme Learner F				Enrolled		opuate





## **19.4 Programme Registrations: Learnerships**

The following steps need to be followed to link a Learnership programme against a Learner on SASSETA Indicium:

Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click <i>Learnership</i>	Learnerships
2	Click on <b>Add Learnerships</b>	Add Learnerships
3	The system will prompt you to upload the required documents prior registering a learner to a Learnership Programme	LEARNERSHIPS         Please upload the required Learner Programme Documents before registering the programme         - Certified copy of learner ID (Not older than 3 months from start of programme)         - Certified copy of highest qualification (Not older than 3 months from start of programme)         - Learner registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties)         - Confirmation of employment for employed learners' (on Learnership Learner Programme Type field)         Close
4	Click on <i>Learner</i> <i>Programme Documents</i> to upload the required documents	Learner Programme Documents
5	<ul> <li>From the Learner Programme Type dropdown list select the Learnership value.</li> <li>System Rules You will be requested to upload the following documents: <ul> <li>Certified copy of learner ID (Not older than 3 months from start of programme)</li> <li>Certified copy of highest qualification (Not older than 3 months from start of programme)</li> <li>Learner Registration form or Signed Learner Agreement in the prescribed SASSETA template (all parties)</li> <li>Medical proof of disability of learner, if applicable (this is only applicable for disabled learners)</li> <li>Employment contract with learner on prescribed SASSETA template for unemployed learners (signed by both parties)</li> <li>Confirmation of employment for employed learners</li> </ul> </li> </ul>	LEARNER PROGRAMME DOCUMENTS - LEARNER TEST 7803210469086 Learner Programme Type Learner Programme Document Type Document Ensure that the documents to be upkeded are Certified copy of learner ID (Not older than 3 months from start of programme) Learner registration form or Signed Learner Agreement in the prescribed SASETA template (all parties) Medical proof of disability of learners, if applicable Employment or transport Hearners, if applicable Employment for employed learners' (on Learnership Learner Programme Type field) Ensure that the documents to be uploaded are in PDF format





	(on Learnership Learner Programme Type field)						
6	The uploaded documents will display after uploading	Learner Programme Type	Learner Programme Docum	ent Type	Uploaded By	Uploaded Date	Document
		Learnership	Employment contract with learn prescribed SASSETA template unemployed learners (signed by	for	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Learnership	Learner registration form or Sig Agreement in the prescribed SA template (all parties)		Ntsitsana Kiti	30/10/2019	<u>Assessments</u> <u>Workflow.pdf</u>
		Learnership	Certified copy of highest qualified older than 3 months from start of		Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Learnership	Certified copy of learner ID (Not months from start of programme	e)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
7	Return to the Learnership		Le	ARNERSHIPS			
	registration page and ensure						
	that the compulsory fields are						
	completed.	Note: Please	note that the documents below	should be uploa	ded under Lea	arner Program	me documents
	·	before adding	g the learner Learnership Agreen	nent:		_	
	System rules:		y of learner ID (Not older than 3 i	months from sta	art of programn	ne)	
			hest Qualification	are ement in the	properihed C		late (all partice)
	The system will not allow	-	stration form or Signed Learner A f of disability of learners, if applic	-	e prescribed 3/	ASSE IA tempi	ate (all parties)
	learners on SETA-Funded		contract with learner on prescrib		emplate for une	employed learr	ners (signed by
	programmes funded within	both parties)					
	the same financial year to be	Confirmation	of employment for employed lea	irners			
	linked to another learning	Lead Provider		⊂ <b>_</b> 0			
	programme, except for Skills	Required					
	Programmes. This is applicable to the following	Secondary Prov	ider	<ul> <li>0</li> </ul>			
	interventions:	Learnership		0			
	•Learnerships	Required		•0			
	•Bursaries	Lead Employer		Q 0			
	•WIL	Required					
	TVET Placements	Secondary Empl	loyer	⊂ <mark>、</mark> 0			
	HET Placements	Sponsorship			Required		
	Internships	Project Number					
	<ul> <li>Artisan</li> </ul>	Motivation					
	Click on the <b>Save</b> button to						_//
	complete the registration	Financial Year				•	
	page.	Commencement	Date			Required	
		Completion Date	9			Commencer	nent Date is after
		Completion Date					
		Status Effective	Date				
		Pivotal Program	me				
		Most Recent Reg	gistration Date			Required	
		OFO Occupation	1	⊂ <b>,</b> 0			
		Required		- •			
		Amount Spent					
		Save Cance	ł				





8	The registered Learnership will display	Learnership Code Learnership Title Search Add Learnerships		earnerships - LEA	ARNER TEST 7	803210469086		
		Learnership Code LShip/12345	Learnership Title Test Learnership Learner Registration	Commencement Date 31/10/2019	Completion Date 31/10/2022	Programme Status Registered	View	Update

### **19.5 Programme Registrations: Artisans**

The following steps need to be followed to link an Artisan Programme against a Learner on SASSETA Indicium:

Steps	Action	Screenshot	
1	Within the Learner details under the Programme Registration tab click <b>Artisans</b>	Artisans	
2	Click on <b>Add Artisans</b>	Add Artisans	
3	The system will prompt you to upload the required documents prior registering a learner to an Artisan Programme	Certified copy of learner ID     Certified copy of highest qu     Signed SASSETA Apprentic     Employment contract with I	ARTISANS earner Programme Documents before registering the programme (Not older than 3 months from start of programme) alification (Not older than 3 months from start of programme) ceship Agreement form earner in the prescribed SASSETA template (signed by both parties) tween Employer and accredited Training Provider
4	Click on <i>Learner</i> <i>Programme Documents</i> to upload the required documents	Learner Progran	nme Documents
5	<ul> <li>From the Learner Programme Type dropdown list select the Learnership value.</li> <li>System Rules You will be requested to upload the following documents: <ul> <li>Certified copy of learner ID (Not older than 3 months from start of programme)</li> <li>Certified copy of highest qualification (Not older than 3 months from start of programme)</li> <li>Signed SASSETA Apprenticeship Agreement form</li> <li>Medical proof of disability of learner, if applicable (this is only applicable for disabled learners)</li> </ul> </li> </ul>	Learner Programme Type Learner Programme Document Type Document Ensure that the documents to be uploaded Add	RNER PROGRAMME DOCUMENTS - LEARNER TEST 7803210469086





	<ul> <li>Employment contract with learner on prescribed SASSETA template for unemployed learners (signed by both parties)</li> <li>Service level agreement between Employer and accredited training provider</li> </ul>						
6	The uploaded documents will display after uploading	Learner Programme Type	Learner Programme Document Type		Uploaded By	Uploaded Date	Document
	uispiay arter uploading	Artisans	Service level agreement between Employe	er and accredited Training Provider	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Artisans	Employment contract with learner in the pr (signed by both parties)	escribed SASSETA template	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Artisans	Signed SASSETA Apprenticeship Agreeme	ent form	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Artisans	Certified copy of highest qualification (Not programme)	older than 3 months from start of	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Artisans	Certified copy of learner ID (Not older than	3 months from start of programme)	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
7	Return to the Artisan			Artisans			
	registration page and ensure that the compulsory fields are completed. <b>System rules:</b> The system will not allow learners on SETA-Funded programmes funded within the same financial year to be linked to another learning programme, except for Skills Programmes. This is applicable to the following interventions: •Learnerships •Bursaries •WIL	before adding Certified copy Certified Highe Learner regist Medical proof Employment c	ne Type ate onent Provider ent Provider onent Provider onent Provider onent Provider onent Provider	months from start of progra agreement in the prescribed cable. cribed SASSETA template and accredited Training Pro 0 0 0 SETA Funded V 0 0 0 0 0 0 0 0 0 0 0 0 0	amme) d SASSET/ (signed by vider Required Required Required	A template	(all parties)





8	The registered Artisan Programme will display	Contract Number Search		Artisans - LE	EARNER TEST	780321	0469086
		Add Artisans Artisan Programme Type	Start Date	End Date	Artisan Status	Action	
		Artisan Learner	2019-10-30 12:00:00 AM	2020-10-30 12:00:00 AM	Registered		

# **19.6 Programme Registrations: Bursaries**

The following steps need to be followed to link a Bursary against a Learner on SASSETA Indicium:

Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click <b>Bursaries</b>	Bursaries
2	Click on <b>Add Bursaries</b>	Add Bursaries
3	The system will prompt you to upload the required documents prior registering a learner to a Bursary	Bursaries         Please upload the required Learner Programme Documents before registering the programme         - Certified copy of learner ID (Not older than 3 months from start of programme)         - Certified copy of highest qualification (Not older than 3 months from start of programme)         - Learner Agreement         - Proof of registration for the learner
4	Click on <i>Learner</i> <i>Programme Documents</i> to upload the required documents	Learner Programme Documents
5	From the Learner Programme Type dropdown list select the Bursaries value. System Rules: You will be requested to upload the following documents: • Certified copy of learner ID (Not older than 3 months from start of programme) • Certified copy of highest qualification (Not older than 3 months from start of programme) • Medical proof of disability of learner, if applicable (this is only applicable for disabled learners) • Learner Agreement • Proof of registration for the learner	Learner Programme Type       Bursaries         Learner Programme Document Type       Image: Certified copy of learner ID (Not older than 3 months from start of programme)         Add       Certified copy of learner ID (Not older than 3 months from start of programme)         Add       Medical proof of disability of learners, if applicable         Learner Agreement       Proof of registration for the learner         Completion Letter/Certificate/Statement of Results       Ensure that the documents to be uploaded are in PDF format





	Completion     Letter/Certificate/Stat     ement of Results						
6	The uploaded documents will display after uploading	Learner Programme Type	Learner Programme Documer	nt Type	Uploaded By	Uploaded Date	Document
		Bursaries	Completion Letter/Certificate/Sta	tement of Results	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Bursaries	Proof of registration for the learned	er	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Bursaries	Learner Agreement		Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Bursaries	Certified copy of highest qualifica months from start of programme)		Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		Bursaries	Certified copy of learner ID (Not o start of programme)	older than 3 months from	Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
7	Return to the Bursary			BURSARIES			
	registration page and ensure that the compulsory fields are completed.		note that the documents below the learner Bursaries:	should be uploaded u	inder Learne	r Programme	e documents
	System rules:		of learner ID (Not older than 3 est Qualification	months from start of p	programme)		
	The system will not allow learners on SETA-Funded programmes funded within the same financial year to be linked to another learning programme, except for Skills	Medical proof Learner Agree	ration form or Signed Learner, of disability of learners, if appli ement ration for the learner	cribed SASS	ETA templati	e (all parties)	
	Programmes. This is applicable to the following	Motivation					
	interventions:	Project Number					//
	<ul><li>Learnerships</li><li>Bursaries</li></ul>	Unique Number					
	• WIL	Bursary Start Date	e			lequired	
	> TVET Placements	Bursary End Date				lequired	
	HET Placements	Bursary Status		▼ Requi			
	<ul> <li>Internships</li> <li>Artisan</li> </ul>	Status Effective D	ate			equired	
		Qualification		<b>⊂</b> 0			
	The Motivation free-text field may not be left blank if learners linked to SETA-	Required OFO Required		Q 0			
	Funded programmes have the	Amount			Only nu	meric values a	allowed
	following values: • Socio-economic status =	Name of Institutio Required	n/Provider	⊂ <b>、</b> 0			
	Unemployed and Age	Name of Employe	r/Company	⊂ <b>,</b> 0			
	Demographic = Adult or	Required Most Recent Regi	stration Date			equired	
	Senior. • Socio-economic status = Employed and Age	Save Cancel				equirea	
	Demographic = Senior Click on the <b>Save</b> button to complete the registration page.						





8	The registered Bursary Programme will display	Unique Number Bursary Status Search Add Bursaries		Bursarie	s - ASSESSOR TES	ST 9504190735	086
		Unique Number	Sponsorship	Bursary Start Date	Bursary End Date	Bursary Status	Action
		BUR02127	SETA Funded	2019-10-30 12:00:00 AM	2020-10-30 12:00:00 AM	Registered	

# **19.7 Programme Registrations: WIL**

The following steps need to be followed to link a WIL Programme against a Learner on SASSETA Indicium:

Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click <b>WIL</b>	WIL
2	Click on <b>Add WIL</b>	Add WIL
3	The system will prompt you to upload the required documents prior registering a learner to a WIL programme	WIL         Please upload the required Learner Programme Documents before registering the programme         - Certified copy of learner ID (Not older than 3 months from start of programme)         - Certified copy of NCV qualification (Not older than 3 months from start of programme)         - Employment contract with learner on prescribed SASSETA template (signed by both parties)         - Certified copy of highest qualification to meet pre-requisite entry requirements not older than 3 months
4	Click on <i>Learner</i> <i>Programme Documents</i> to upload the required documents	Learner Programme Documents
5	<ul> <li>From the Learner Programme Type dropdown list select the WIL (TVET Placement, HET Placement, Internship) value.</li> <li>System Rules: You will be requested to upload the following documents: <ul> <li>Certified copy of learner ID (Not older than 3 months from start of programme)</li> <li>Certified copy of NCV qualification (Not older than 3 months from start of programme)</li> <li>Medical proof of disability of learner, if applicable (this is only applicable for disabled learners)</li> <li>Employment contract with learner on</li> </ul> </li> </ul>	Learner Programme Type       WiL (TVET Placement, HET Placem v         Learner Programme Document Type       Vil (TVET Placement, HET Placem v)         Document       Vil (TVET Placement, HET Placement, HET Placement)         Add       Vil (TVET Placement, HET Placement)         Add       Vil (TVET Placement, HET Placement)         Medical proof of learner ID (Not older than 3 months from start of programme)         Medical proof of disability of learners, if applicable         Employment contract with learner on prescribed SASSETA template (signed by both parties)         Completion Letter/Certificate/Statement of Results         Certified copy of highest qualification to meet pre-requisite entry requirements not older than 3 months         Ensure that the documents to be uploaded are in PDF format





	<ul> <li>prescribed SASSETA template (signed by both parties)</li> <li>Completion Letter/Certificate/Stat ement of Results</li> <li>Certified copy of highest qualification to meet pre-requisite entry requirements not older than 3 months.</li> </ul>						
6	The uploaded documents will display after uploading	Learner Programme Type	Learner Programme I Type	Document	Uploaded By	Uploaded Date	Document
		WIL (TVET Placement, HET Placement and Internship)	Certified copy of highest to meet pre-requisite ent requirements not older the	trý	Ntsitsana Kiti	30/10/2019	<u>Assessments</u> <u>Workflow.pdf</u>
		WIL (TVET Placement, HET Placement and Internship)	Employment contract wi prescribed SASSETA ter by both parties)		Ntsitsana Kiti	30/10/2019	<u>Assessments</u> <u>Workflow.pdf</u>
		WIL (TVET Placement, HET Placement and Internship)	Certified copy of NCV qu (Not older than 3 months programme)		Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
		WIL (TVET Placement, HET Placement and Internship)	Certified copy of learner than 3 months from start programme)		Ntsitsana Kiti	30/10/2019	Assessments Workflow.pdf
7	Return to the WIL registration			WIL			
-	page and ensure that the						
	compulsory fields are						
	completed.	Note: Please note the	at the documents below s	should be uploa	aded under Le	earner Program	nme documents
		before adding the lea					
	System rules:		ner ID (Not older than 3 r				
	The eventers will not allow		/ qualification (Not older bility of learners, if applic		from start of p	programme)	
	The system will not allow learners on SETA-Funded		t with learner on prescrib		emplate (sign	ed by both par	ties)
	programmes funded within		est qualification to meet				
	the same financial year to be	14/11 - 20 - 20	r				
	linked to another learning	WIL Type			▼ Required	3	
	programme, except for Skills	Sponsorship		SETA Funded	•		
	Programmes. This is	Project Number					
	applicable to the following interventions:	Unique Number	[				
	Learnerships	Start Date				Required	
	•Bursaries	End Date	[				
	•WIL	Qualification	(	Q 0			
	TVET Placements	Required					
	HET Placements	Qualification Achievemer	it Date				
	<ul> <li>Internships</li> <li>Artisan</li> </ul>	OFO		⊂ <mark>↓</mark> 0			
	Artisan	Required Status Effective Date	[			Pequired	
	Click on the <b>Save</b> button to	Amount	Ĺ		]	Required	
	complete the registration		der				
	page.	Name of Institution/Provi Required	uer	⊂ <b>、</b> 0			
		Name of Employer/Comp	any	⊂ <mark>,</mark> 0			
		Required					
		Most Recent Registration	Date			Required	
		Placement Duration	[		R	equired	
		Save Cancel					





8	The registered WIL Programme will display	Unique Number TVET Status Search Add WIL	TVET Status Search Add WIL Unique Number WIL Type Sponsorship Start I	WIL - AS	SESSOR TEST 950	4190735086		
		Unique Number	WIL Type	Sponsorship	Start Date	End Date	Status	Action
		WIL/INT/1920/00001	Internship	SETA Funded	2019-10-30 12:00:00 AM	2020-10-30 12:00:00 AM	Provisional Registration	

## **19.8 Programme Registrations: Lecturer Development**

The following steps need to be followed to link a Lecturer Development Programme against a Learner on SASSETA Indicium:

Steps	Action	Screenshot
1	Within the Learner details under the Programme Registration tab click <b>Lecturer Development</b>	Lecturer Development
2	Click on <b>Add Lecturer</b> Development	Add Lecturer Development
3	The Lecturer Development Details page will display. Ensure that the compulsory fields are completed. Click on the <b>Save</b> button to complete the registration page.	Contract Number         Employer         Required         Provider         Required         OFO Occupation         Sponsorship         Project Number         Financial Year         SiC Code         Qualification         Required         Sic Code         Qualification         Required         Enrolment Status Reason         Entorment Status Reason         Status Effective Date         Lecturer Development End Date         Certificate Issued         Enrolment Totale Status         Enrolment Totale Status         Required         Ota Certificate Issued         Enrolment Totale         Required         Certificate Issued         Enrolment Totale Status         Enrolment Totale Status         Required         Ota Certificate Issued         Enrolment Type         Most Recent Registration Date         Information Verified         Verifier Name         Verifier Date
4	The registered Lecturer	Save LECTURER DEVELOPMENT - ASSESSOR TEST 9504190735086
	Development Programme will display	Contract Number Search Add Lecturer Development
		Contract Number         Lecturer Development Status         OFO Occupation         Sponsorship         Service Level Agreement Number         Financial Year         Action           LCD/9504190735066/00001         Enrolled         Editor         Industry Funded         Project/1234         01 April 2019 – 31 March 2020





# **20. Programmes Assessments against Learners** The section below outlines the process for Assessments of Programmes linked against a

Learner

Steps	Action	Screenshot
1	Click <b>ETQA</b> in the Main Menu	Dashboard ETQA DG Skills Reports
2	Click on <b>Learners</b> on the ETQA Menu	Learners
3	Add <b>Search criteria</b> to search for a learner	LEARNERS         First Name         Middle Name         Surname         ID No         Certificate Number
		Search
4	Select the Learner that is returned from the search criteria. The row will be	First Name Middle Name Surname ID No Action
	highlighted when selected	LEARNER TEST 7706016461084
5	Click on the magnifying glass icon to open	Action
6	The system opens the <i>Learner</i> Menu	ETQA >>Learners >> Learner Details Programme Registrations Programme Assessments Programme Achievements Employment Placement Client Relationship Management Programme Grants
7	Click on <b>Programme</b> Assessments	Programme Assessments
8	<b>Programme Assessments:</b> This allows the user to capture Learning Programme Assessments.	Unit Standards Qualifications Skills Programmes Learnerships





### 20.1 **Programme Assessments: Unit Standards**

The following steps need to be followed to assess Unit Standards linked against a Learner on SASSETA Indicium:

Steps	Action	Screensho	t					
1	Within the Learner details under the Programme Registration tab Click <b>Unit</b> <b>Standards</b>	Unit Sta	ndards					
2	Select the line item to upload			JNIT STANDARD	s - LEARNER TEST	7706016461084		V
	assessments	Learner Assessments						
		Search Criteria						
		SAQA Unit Standard ID						
		SAQA Unit Standard Title	•					
		Search						
		View Edit						
		SAQA Unit S	AQA Unit	Commencement	Estimated Date of	Actual Date of	Completion	Programme
			tandard Title	Date 01/01/1900	Completion 01/01/1900	Registration 20/10/2019	Processing Date	Status
		10055 Pre	ta esent data to	01/01/1900	01/01/1900	20/10/2019	01/01/1900	
3	Click on <b>View</b> to see	Learner Name	ikeholders	r ID Number		Init Standard Title	0110111000	Credits
•	assessments uploaded	LEARNER TEST	7706016	461084	Edit, code	and capture data		5
		First Previous No	ext Last Go to	Page 1 Page 1	of 1			
		Cancel/Clos	е					
		Select SAQA Unit	Standard Title	Credits RP	L Status Assesso	or Assessment Da	te Moderator	Moderation Date
		_	id capture data	5 No	· ·			_
4	Click on <i>Edit</i> to capture the assessments	Learner Assessments						
						Asse	ssor 🔍	
						Asse	ssment Date	
			earner ID Number	SAQA Unit Standa		Mode	rator 🔍	
			ext Last Go to F	Edit, code and captu Page 1 Page 1 of		Mode	ration Date	
		4				>	petent	
						RPL		
		Pre-Approval	Cancel/Close					
		T le-Appioval	Cancel/Close					
		Select All Deselect	All					
		Select SAQA Unit S	Standard Title	Credits RPL	Status Assessor	Assessment Date	Moderator	Moderation Date
		Edit, code and	·	5 No				
	Click on the checkbox to complete the learner's	Select A	ll De	select A	II			
	assessment individually or							
	select the "Select All" button to assess the Unit Standards	Select	SAQA	Unit Sta	andard Title	•	Credits	RPL
	in bulk		Edit, co	de and c	apture data	5		No





5	Search for an Assessor or moderator using the magnifying glass icon When the assessor or moderator is returned, click on the record.	Assessor Assessment Date Moderator Moderation Date Assessor First Name	
		Assessor Surname Assessor ID No Registration Number Search First Name Assessor	ADC2468   Surname  ID No  Test  ADC2468
7	Click on <b>Select</b>	Select	
8	Enter the Assessment Date on the Date Picker	Assessment Date Moderator Moderation Date Competent RPL	Image: Sum MoTuWeThFrSa293012345678910111213141516171819202122232425262728293031123456789Today: October 30, 2019
9	Click on the <b>Competent</b> checkbox	Competent	
10	Click on the <b>Pre-Approval</b> button	Pre-Approva	al
11	Assessment has been saved successfully		V Credits RPL Status Assessor Assessment Date Moderator Moderation Date 12 No Competent 6666-Assessor Test 01/11/2019 881-LEARNER TEST 31/10/2019





#### 20.2

2 Programme Assessments: Qualifications The following steps need to be followed to assess Qualifications linked against a Learner on SASSETA Indicium:

Steps	Action	Screens	hot								
1	Within the Learner details		fication	าร							
	under the Programme										
	Registration tab Click Qualifications										
2	Select the line item to upload			QUA	LIFICATIONS - AG	GREEMENT	TEST LS	HIP AGREE	EMENT		$\mathbf{igstar}$
	assessments		onto								
		Learner Assessme	ans								
		Search Criteria									
		SAQA Qualificatio	on ID								
		SAQA Qualificatio	on Title								
		Search									
		View Edit									
		SAQA Qualification ID	SAQA Qualificati	on Title	Commencement Date	Estimated Completio		Actual D Registra		oletion essing Date	Programme Status
		12345	Test Qualification L Registration	earner	01/11/2019	29/11/2019		01/11/201	9		Enrolled
3	Click on <b>View</b> to see		Ŭ	QUA	LIFICATIONS - AC	GREEMENT	TEST LS	HIP AGRE	EMENT		ullet
	assessments uploaded	Learner Assessme	ints								
		Learner Name	Learner ID Nu	umbor	SAQA Qualif	Section Title			Required Credits	Achiou	red Credits
		Agreement test	LShip Agreeme		Test Qualificati		gistration		36		
		First Previous	s Next Last	Go to Pag	ge 1 Page 1 of 1						>
		Capor	l/Close								
		Cance	1/0/030								
		Select SAQA	Unit Standard Title	Credits	Unit Standard Ty	ype RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date
		Active F	undamental US	12	Fundamental	No					
			lective US	12	Elective	No					
		Active C     New Un	ore US	12 10	Core	No					
		Test2		10	Core	No					
4	Click on <i>Edit</i> to capture the			QUA	LIFICATIONS - AC	GREEMENT	TEST LS	HIP AGRE	EMENT		$\overline{\mathbf{v}}$
	assessments	Learner Assessme	nts								
									Assessor	٩,	
									Assessment		
		Learner Name	Learner ID Number	SAQA Qua	alification Title	Required Credits	, j	Achieved Credits	Date		
		Agreement test	Ship Agreement	Fest Qualific Registration	ation Learner	36			Moderator	<b>`</b>	
		First Previous	s Next Last	Go to Pag	Je 1 Page 1 of 1				Moderation Dat	•	
									Competent		
									RPL		
		Pre-Approval	Cancel/Cl	ose							
		Select All De	eselect All								
		Select SAQA	Unit Standard Title	Credits	Unit Standard Ty	/pe RPL	Status	Assessor	Assessment Date	Moderator	Moderation Date
			undamental US	12	Fundamental	No					
		Active E	lective US	12	Elective	No					





	Click on the checkbox to complete the learner's	Select All Desel	select All						
	assessment individually or select the "Select All" button	Select SAQA Unit	Standard Title	Credits	Unit Standard Type	RPL			
	to assess the Qualification Unit Standards in bulk	Active Funda	amental US	12	Fundamental	No			
		<ul> <li>Active Election</li> </ul>	ve US	12	Elective	No			
5	Search for an Assessor or moderator using the magnifying glass icon	Assessor	्						
		Assessment Date							
		Moderator	੍						
		Moderation Date							
6	When the assessor or moderator is returned, click			Assi	ESSOR				
	on the record.	Assessor First Name							
		Assessor Surname							
		Assessor ID No Registration Number		ADC2468					
		Search First Name		Surname		ID No			
		Assessor		Test		ADC2468			
7	Click on <b>Select</b>	Select							
8	Enter the Assessment Date on the Date Picker	Assessment Date	4 Octob	er, 2019					
		Moderator		We Th Fr 2 3 4					
		Moderation Date	6 7 8 13 14 15	9 10 11 16 17 18					
		Competent	20 21 22						
		RPL	<b>27 28 29</b> 3 4 5	30 31 1 6 7 8					
			Today: Octo	ober 30, 201	9				
9	Click on the <b>Competent</b> checkbox	Competent							
10	Click on the <b>Pre-Approval</b> button	Pre-Approval							
11	Assessment has been saved successfully	The Assessments have been saved successfully Select All Deselect All							
	,		redits RPL Status As	ssessor As	sessment Date Moderator	Moderation Date			
		Active Core US 12	No Competent 666	i6~Assessor Test 01/1	1/2019 881~LEARNER TEST	31/10/2019			





### 20.3 **Programme Assessments: Skills Programmes**

The following steps need to be followed to assess Skills Programmes linked against a Learner on SASSETA Indicium:

Steps	Action	Screensh	not						
1	Within the Learner details	Skills	Program	mes					
	under the Programme Registration tab Click <b>Skills</b>	-							
	Programmes								
2	Select the line item to upload		SKIL	ls Programmes -	LEARNER TEST 7	803210469086		${igsidential}$	
	assessments	Learner Assessments	Learner Assessments						
		Search Criteria							
		Skills Programme C	ode						
		Skills Programme Ti	itle						
		Search							
		View Edit							
		Skills Programme Code	Skills Programme Title	Commencement Date	Estimated Date of Completion	Actual Date of Registration	Completion Processing Date	Programme Status	
		Code SP/12345	Test Skills Programme Lear		30/10/2020	30/10/2019		Enrolled	
3	Click on <b>View</b> to see	-	Registration	Ills Programme Code	Skills Programme Title	30/10/2013	Required Credits	Achieved Credits	
	assessments uploaded	LEARNER TEST 7	7803210469086 SP/	12345	Test Skills Programme Lea	arner Registration	36		
		First Previous ∢	Next Last Go to Pa	ge 1 Page 1 of 1				÷	
		Cancel/C	Close						
		Select SAQA Un	nit Standard Title Credit	S Unit Standard Type	RPL Status A	ssessor Assess	sment Date Moderator	Moderation Date	
			damental US 12	Fundamental	No				
		Active Elec     Active Core		Elective	No				
		Test2	3	Core	No				
4	Click on <i>Edit</i> to capture the assessments	Learner Assessments							
	assessments						Assessor		
		Learner Learne Name Numb	er ID Skills Programme Der Code	Skills Programme Titl	le Required Credits	Achieved Credits	Assessment Date		
			0469086 SP/12345	Test Skills Programme L Registration		Credits	Moderator 🔍		
			Next Last Go to Page				Moderation Date		
							Competent		
							RPL		
		Pre-Approval	Cancel/Close						
		Select All Deselect	ect All						
		Select SAQA Unit	t Standard Title Credits amental US 12	Unit Standard Type Fundamental	RPL Status As	sessor Assessn	nent Date Moderator	Moderation Date	
		Active Funda     Active Electric		Elective	No				
	Click on the checkbox to	Select A	II Desele	ct All					
	complete the learner's assessment individually or	Select	\$404 Up#	Standard Ti	itle	redits	Unit Stands		
	select the "Select All" button	Select	. SAGA UNI	Stanuaru I	Lie C	reuns	Unit Standa	nu type	
	to assess the Skills Programme Unit Standards in		Active Funda	amental US	12		Fundamental		
	bulk		Active Electi	ve US	12		Elective		
			Active Core	IS	12		Core		
				00					
			Test2		3		Core		





5	Search for an Assessor or moderator using the magnifying glass icon	Assessor	٩.	
		Assessment Date		
		Moderator	<b>્</b>	
		Moderation Date		
6	When the assessor or moderator is returned, click		Assessor	
	on the record.	Assessor First Name		
		Assessor Surname		
		Assessor ID No	ADC2468	
		Registration Number		
		Search		
		First Name	Surname	ID No
		Assessor	Test	ADC2468
7	Click on <b>Select</b>	Select		
8	Enter the Assessment Date on the Date Picker	Assessment Date		
			<ul> <li>Image: A contract of the second secon</li></ul>	
		Moderator	Su Mo Tu We Th Fr Sa	
		Moderation Date	29 30 1 2 3 4 5	
		Moderation Date	6 7 8 9 10 11 12	
		Competent	13       14       15       16       17       18       19         20       21       22       23       24       25       26	
			27 28 29 30 31 1 2	
		RPL	3 4 5 6 7 8 9	
			Tadau Ottobar 20, 2010	
			Today: October 30, 2019	
9	Click on the <b>Competent</b>			
	checkbox	Competent		
10	Click on the <b>Pre-Approval</b> button	Pre-Approva	I	





11	The Assessment will save									Assessor	Asses	sor Test
	successfully	Learner	Learner ID S	kills Programm			R	equired Achi	eved	Assessment Date	30/10/2	019
		Name	Number C	ode	Skills Programme	Title	č	equired Achi redits Cred				
		LEARNER	7803210469086 SF	/12345	Test Skills Programm Registration	ne Learne	r 36	39		Moderator	~	
			Previous Next Last	Go to Page						Moderation Date		
		4							+	Date		
										Competent		
										RPL		
		Pre-App The Asses Select A	ssments have been saved succes									
		Select	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Status	Assessor	Assessm	nent Date	Moderator	Moderation Date
			Active Fundamental US	12	Fundamental	No	Competent	6666~Assessor Test	30/10/201	9		
			Active Elective US	12	Elective	No	Competent	6666~Assessor Test	30/10/201	9		
			Active Core US	12	Core	No	Competent	6666~Assessor Test	30/10/201	9		
			Test2	3	Core	No	Competent	6666~Assessor Test	30/10/201	9		

## 20.4 **Programme Assessments: Learnerships**

The following steps need to be followed to assess a Learnership linked against a Learner on SASSETA Indicium:

Steps	Action	Screenshot	
1	Within the Learner details under the Programme Registration tab Click <i>Learnership</i>	Learnerships	
2	Select the line item to upload	LEARNERSHIPS - LEARNER TEST 7803210469086	${igside}$
	assessments	Learner Assessments	
		Search Criteria	
		Learnership Code	
		Learnership Title	
		Search	
		View Edit	
		Laurenteine Communication Failmented Data of Astronomy Community of Parameter	ne
		Code Learnersnip inte Date Completion Registration Processing Date Status	
		LShip/12345 Test Learnership Learner 31/10/2019 31/10/2022 30/10/2019 Registered	_
3	Click on <b>View</b> to see	Learner Name         Learner ID Number         Learnership Code         Learnership Title         Required Credits         Achieved Credits           LEARNER TEST         7803210469086         LShip/12345         Test Learnership Learner Registration         36         39	lits
	assessments uploaded	LEARNER TEST         7803210469086         LShip/12345         Test Learnership Learner Registration         36         39           First         Previous         Next         Last         Go to Page         1         Page 1 of 1         36         39	
		(	
		Cancel/Close	
		Select SAQA Unit Standard Credits Unit Standard RPL Status Assessor Assessment Moderator Date Date	ation
		Active Fundamental US 12 Fundamental Yes Competent 6666~Assessor 30/10/2019	
		Active Elective US 12 Elective Yes Competent 6666~Assessor 30/10/2019	
		Active Core US 12 Core Yes Competent 6666-Assessor 30/10/2019	
		Test2 3 Core Yes Competent 6666~Assessor 30/10/2019	





4	Click on <b>Edit</b> to capture the	Learner Assessme	nts						
	assessments								
							Assessor	<u>م</u>	
		Learner Le Name Nu	arner ID Learnersh Imber Code	nip Learnership Title	Required Credits	Achieved Credits	Assessment Date		
			3210469086 LShip/1234	5 Test Learnership Learner Registration	36 3		Moderator	۹.	
			Next Last Go to			Þ	Moderation Date		
							Competent		
							RPL		
		Pre-Approval	QA Approval	Cancel/Close					
		Select All De	select All						
		Select SAQA Title	Jnit Standard Cred	lits Unit Standard RP	L Status Asses	sor As Da	sessment te	Moderator	Moderation Date
		Active Fu	indamental US 12	Fundamental Yes	Competent 6666~A Test	50/1	0/2019		
		Active El	ective US 12	Elective Yes	Competent 6666~A Test	ssessor 30/1	0/2019		
	Click on the checkbox to complete the learner's	Select	All Dese	lect All					
	assessment individually or select the "Select All" button	Select	SAQA U	nit Standard Titl	le Cr	edits	Unit	Standar	d Type
	to assess the Learnership Unit Standards in bulk		Active Fur	ndamental US	12		Funda	mental	
			Active Ele	ctive US	12		Electiv	/e	
			Active Cor	e US	12		Core		
			Test2		3		Core		
5	Search for an Assessor or moderator using the	Assess	or	<b>_</b>					
	magnifying glass icon								
		Assess	ment Date						
		Modera	tor	~					
		Modera	tion Date						
6	When the assessor or				Ass	SESSOR			
	moderator is returned, click								
	on the record.	Assessor							
		Assessor							
		Assessor			ADC2468				
			on Number						
		Search							
		First Name			Surname				ID No
									ADC2468
7	Click on <b>Select</b>	Assessor			Test				





8	Enter the Assessment Date on the Date Picker	Assessment Date	
			<ul> <li>♦ October, 2019</li> </ul>
		Moderator	Su Mo Tu We Th Fr Sa
			29 30 1 2 3 4 5
		Moderation Date	6 7 8 9 10 11 12
			13 14 15 16 17 18 19
		Competent	20 21 22 23 24 25 26
			27 28 29 30 31 1 2
		RPL	3 4 5 6 7 8 9
			Today: October 30, 2019
9	Click on the <b>Competent</b> checkbox	Competent	
10	Click on the <b>Pre-Approval</b> button	Pre-Approva	al
11	The Assessment will save		Assessor Assessor Test
	successfully		Assessment 30/10/2019 Date
		Learner Learner ID Skills Progra Name Number Code	gramme Skills Programme Title Required Achieved Date 30/10/2019
		LEARNER 7803210469086 SP/12345	Test Skills Programme Learner 36 39 Registration
		First Previous Next Last Go to Pag	
		•	Competent
			RPL
		Pre-Approval Cancel/Close	
		The Assessments have been saved successfully	
		Select All Deselect All	
		Select SAQA Unit Standard Title Cred	edits Unit Standard Type RPL Status Assessor Assessment Date Moderator Moderation Date
		Active Fundamental US 12	Fundamental No Competent 6666~Assessor Test 30/10/2019
		<ul> <li>✓ Active Elective US 12</li> <li>✓ Active Core US 12</li> </ul>	Elective         No         Competent         6666-Assessor Test         30/10/2019           Core         No         Competent         6666-Assessor Test         30/10/2019
		Active Core US     12     Test2     3	Core No Competent 6666-Assessor Test 30/10/2019

# **21. Programmes Achievements against Learners**

The section below outlines the Programmes achieved against a Learner once they have been QA Approved and marked as achieved.

Steps	Action	Screenshot			
1	Click <b>ETQA</b> in the Main Menu	Dashboard ETQA	DG	Skills	Reports
2	Click on <b>Learners</b> on the ETQA Menu	Learners			





3	Add <b>Search criteria</b> to	Learners
	search for the person details	First Name
		Middle Name
		Surname test
		ID No
		Certificate Number
		Search
4	Select the Learner that is returned from the search criteria. The row will be	First Name Middle Name Surname ID No Action
	highlighted when selected	LEARNER TEST 7706016461084
5	Click on the magnifying glass icon to open	Action
6	The system opens the	ETQA >>Learners >>
	Learner Menu	
		Learner Details
		Programme Registrations
		Programme Assessments
		Programme Achievements
		Employment Placement
		Client Relationship Management
		Programme Grants
7	Click on <b>Programme</b> Achievements	Programme Achievements
8	Select the learner programme that should be achieved.	ETQA >>Learners >>Programme Achievements >>
		Unit Standards
		Qualifications
		Skills Programmes
		Learnerships
		Artisans
9	Open programme and click on <b>QA Approval</b>	QA Approval
10	The Programme will be	Pre-Approval Cancel/Close
	successfully approved and will move from assessments to	The Programme has been successfully approved.
	the Achievements tab	Select All Deselect All
		Select SAQA Unit Standard Credits Unit Standard RPL Status Assessor Assessment Date
		Active Fundamental US 12 Fundamental Yes Competent 6666~Assessor 30/10/2019





11	<b>Programme Achievements:</b> This allows the user to view Learning Programme Assessments against a learner	Unit Qua Skill Lea	A >>Learner Standards Ilifications Is Program rnerships sans		gramm	e Achie	evemer	its >>	
12	Achievements can be viewed from this tab	Learnership Code	Learnership Title	Commencement Date	Completion Date	Required Credits	Certificate Number	Programme Status	View
		LShip/12345	Test Learnership Learner Registration	31/10/2019	31/10/2022	46		Achieved	Q.

## **22. Introduction**

This section outlines all the functionality that relates to the certification module.

#### **23. Learner Approval**

The following steps needs to be followed to approve learner before certification:

Steps	Action	Screenshot
1	Click <b>ETQA</b> in the Main Menu	Dashboard ETQA DG Skills Reports
2	Click on <b>ETQA Approval and</b> <b>Certification</b> from the <b>ETQA</b> <b>Menu</b>	ETQA Approval & Certification
3	Click on the <b>Bulk ETQA</b> <b>Approval</b> button	Bulk ETQA Approval
4	Capture the programme type, search for the programme type, and lastly search for the provider	BULK ETQA APPROVAL         Programme Type       Unit Standards       Image: Colspan="2">Image: Colspan="2" Image: Co
5	Click on the <b>Search</b> button to search the information that meets the criteria	Search
6	The information will be returned. Select the <b>Select all For</b> <b>approval</b> to select all the learners or tick each approval box.	BULK ETQA APPROVAL         Programme Type       Unit Standards          Unit Standard       0000033-Active Elective US          Provider       Provider-Test          Learner       Select All For Approval         Learner Name       Learner ID Number       Programme Code         BRENDA       LETOABA       8103180546081       000033
7	Click the <b>Approve</b> button to approve the learners as complete	Approve





## 24. Learner Certification

The section below outlines the certification process for completed learners on learning programmes

Steps	Action	Screenshot				
1	Click <b>ETQA</b> in the Main Menu	Dashboard	ETQA	DG	Skills	Reports
2	Click on <b>ETQA approval and</b> <b>Certification</b> from the <b>ETQA</b> <b>Menu</b>	ETQA Approv	al & Certifica	ation		
3	Click on <b>Bulk Certification</b> Learner	Bulk Certificat	ion Learner	20		
4	Select the Document Type, Print Type, Programme type and the remaining filters	Document Type Print Type Programme Type Learnership Provider Learner Search		Certif New	ULK CERTIFICA icate V Certificate V nership V	TION LEARNER
5	The results will display for learners who have completed. Click on Select all or tick each learner that needs a certificate.		BULK CERTIFICAT         Statement V         Unit Standards V         000033 - Active Elective         Provider - T905200583         Provider - T905200583         Programme Code         80546081       000033	US		Select All
6	Once the learners are selected then click on <i>Generate New Certificate</i> to generate the certificate	Generate New	v Certificate			
7	The certificate will be generated					