

S D F

Skills
Development
Facilitator

**Registration and
WSP/ATR submission**

User Manual

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Introduction

Skills development refers to an intentional process of empowering individuals with the knowledge, abilities, and competencies they require to perform tasks effectively and progress in their careers. It is an essential driver of productivity, innovation, economic growth, and social inclusion.

In South Africa, skills development is both a national priority and an instrument of transformation enabling improved employability, youth access to work opportunities, and business competitiveness.

Step 1: SDF Registration

Login on the system

A: New users click the “**Register**” button to create their profile on the system.

B: Existing users provide the correct email and password, click the “**Login**” button to login into the system. Click “**Forgot password**” if they have the profile but forgotten their password.



The screenshot displays the AgriSETA Learner Management System interface. On the left, a green banner features a photograph of hands holding a small green plant in soil. The text on the banner reads: "AGRISETA SETA Learner Management System" at the top, and "Already have an account? Login To sign up, click Register" at the bottom. On the right, the AgriSETA logo is shown above a "Sign In" form. The form includes an email input field (containing "wshomjw@gmail.com"), a password input field (masked with dots), a CAPTCHA verification section with an "I'm not a robot" checkbox and a "Remember me" checkbox, and two buttons: "Login" and "Register". A green arrow labeled "B" points to the "Login" button, and another green arrow labeled "A" points to the "Register" button. A "Forgot Password?" link is also visible.

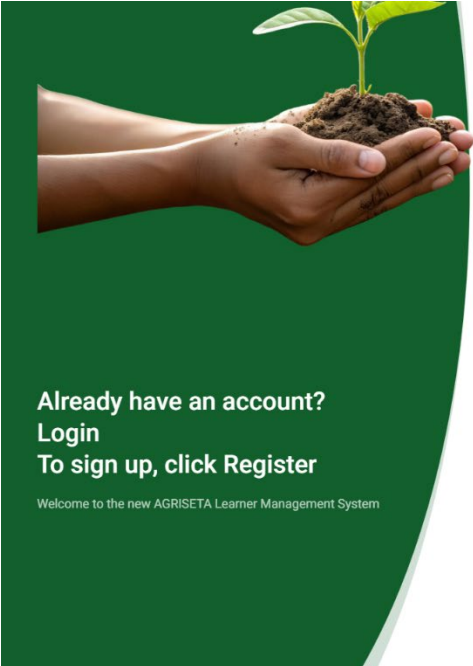
Registering the SDF user profile on the system.

The new user is required to complete the following information on the system,

A: Select the “**SDF**” role for WSP/ATR submission.

B: Select the “*Private Policy*” checked box.

C: Click the “**Register**” button to register the profile.



Already have an account?
Login
To sign up, click Register

Welcome to the new AGRISETA Learner Management System

Sign Up

First Name

Last Name

Email

SA ID

ID/Passport Number


Select a role from the list below

SDF

Password

Password2

I agree to the SETA Privacy Policy.

I'm not a robot 

Already have an account, [Sign In Here.](#)

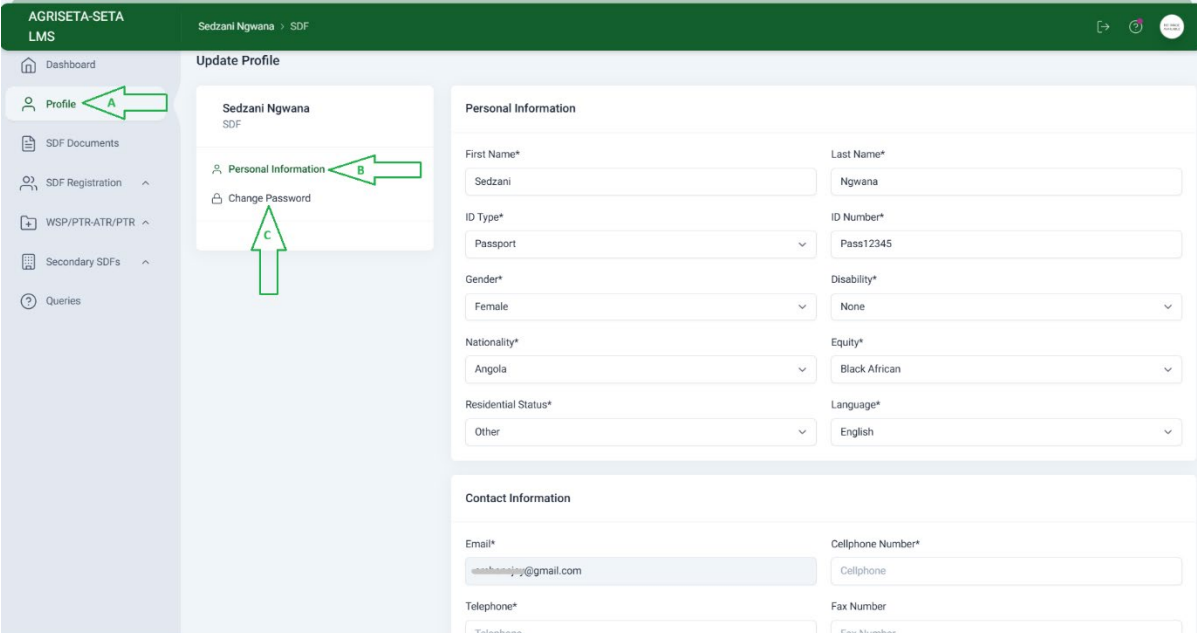
Green arrows labeled A, B, and C point to the role dropdown, the privacy policy checkbox, and the Register button respectively.

Updating the user profile (*Once the user has managed to login*)

A: Select the “**Profile**” menu

B: Select the “**Personal Information**” menu to update the user profile information and click “**Save Information**” button.

C: Select the “**Change Password**” menu to update the user password and click “**Change Password**” button



AGRISETA-SETA LMS Sedzani Ngwana > SDF

Dashboard

Profile

SDF Documents

SDF Registration

WSP/PTR-ATR/PTR

Secondary SDFs

Queries

Update Profile

Sedzani Ngwana SDF

Personal Information

Change Password

Personal Information

First Name*	<input type="text" value="Sedzani"/>	Last Name*	<input type="text" value="Ngwana"/>
ID Type*	<input type="text" value="Passport"/>	ID Number*	<input type="text" value="Pass12345"/>
Gender*	<input type="text" value="Female"/>	Disability*	<input type="text" value="None"/>
Nationality*	<input type="text" value="Angola"/>	Equity*	<input type="text" value="Black African"/>
Residential Status*	<input type="text" value="Other"/>	Language*	<input type="text" value="English"/>

Contact Information

Email*	<input type="text" value="sedzani.jr@gmail.com"/>	Cellphone Number*	<input type="text" value="Cellphone"/>
Telephone*	<input type="text" value="Telephone"/>	Fax Number	<input type="text" value="Fax Number"/>

SDF Registration Submission

A: Select “**SDF Documents**” to view the documents related to the SDFs e.g. *Templates, Manuals etc.*

B: Select “**Active window highlighted in purple**” to complete the form

C: Select “**Personal Details**” tab to complete the personal information and click “**Save Details**” button and move to the next tab.

D: Select “**SDF Details**” tab to complete the details and click “**Save Details**” button and move to the next tab.

E: Select “**Link Companies**” tab to link the companies and click “**Save Details**” button.

The screenshot shows the 'SDF Registration' form in the AGRISETA-SETA LMS system. The form is divided into four tabs: 'Personal Details', 'SDF Details', 'Link Companies', and 'Timeline'. The 'Personal Details' tab is currently active and highlighted in purple. The form contains several input fields: First Name, Last Name, Type of ID (set to Passport), ID Number (Pass12345), Telephone, Fax Number, Cellphone, Email Address (w@h@e@n@j@y@gmail.com), Home Address Line 1, Home Address Line 2, Postal Address Line 1, and Postal Address Line 2. Green arrows labeled A through E point to specific elements: A points to 'SDF Documents' in the left sidebar, B points to the 'SDF Registration' menu item, C points to the 'Personal Details' tab, D points to the 'SDF Details' tab, and E points to the 'Link Companies' tab.

Linking the SDF to companies

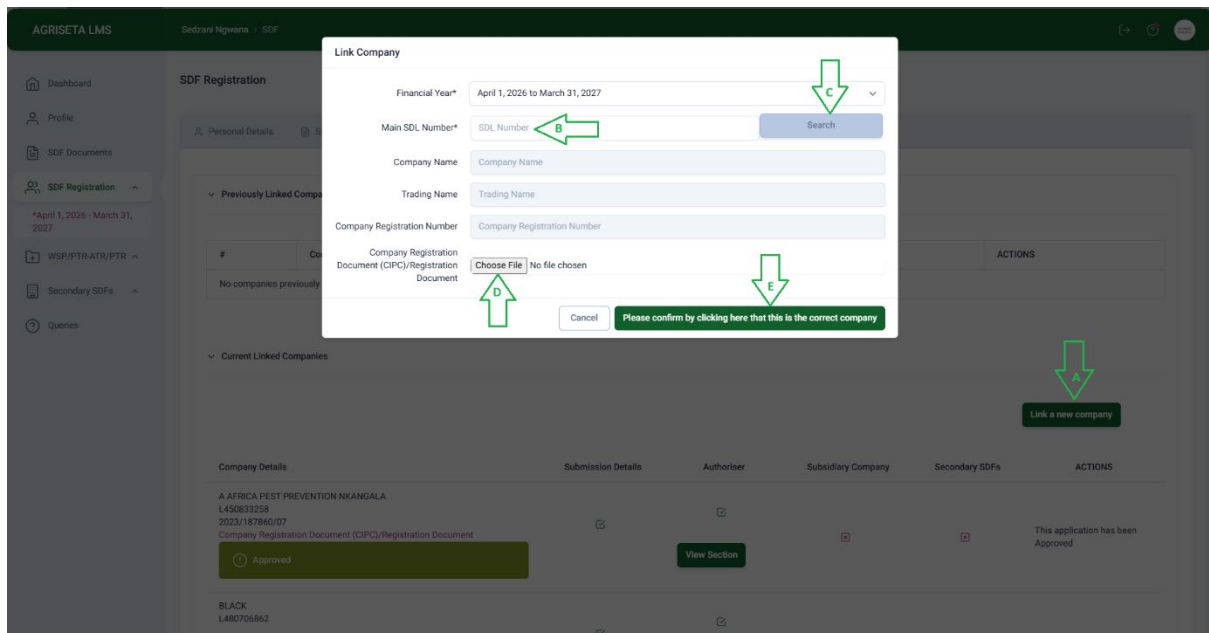
A: Click “**Link a New Company**” button to link the new company using the SDL Number

B: Enter **SDL Number** of the company in the textbox

C: Click “**Search**” button to search for the company

D: Click “**Choose file**” button to upload CIPC/Registration document

E: Click “**Please confirm by clicking here that this is the correct company**” button to add the company



Capturing the linked company details

A: Click “**Edit**” checked box to edit the company information

B: Display the status on SDF registration, Until the status indicates “**Submitted**” then it is not “**Submitted**”

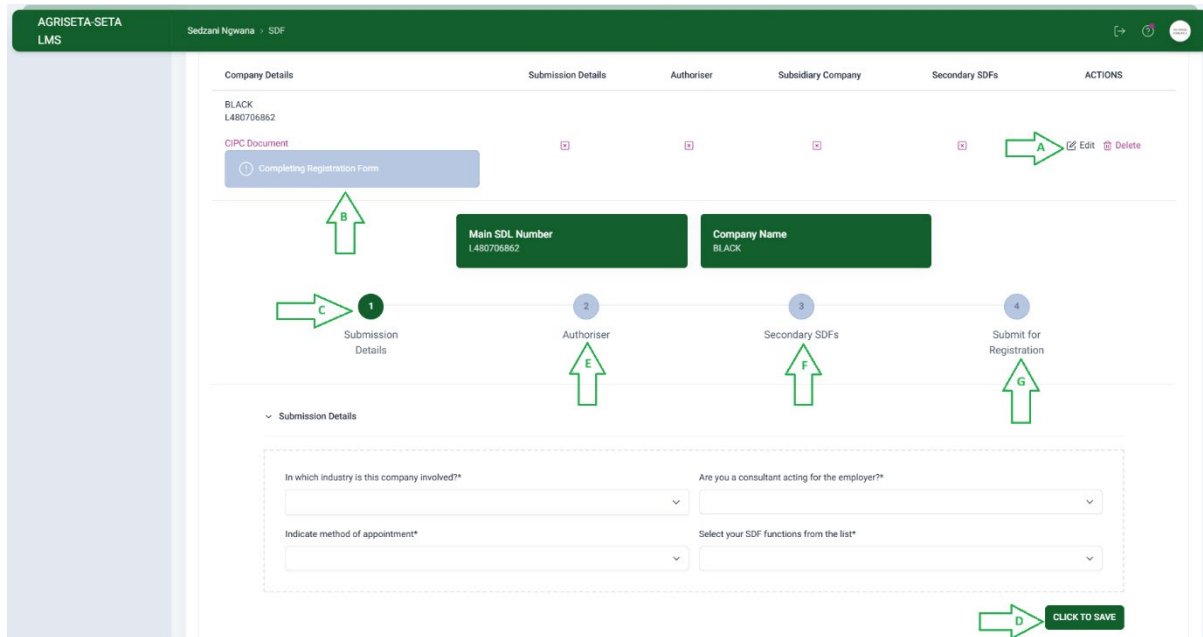
C: After clicking the “**Edit**” checked box, *Submission details* tab will be activated.

D: Capture all the information and click the “**Click To Save**” button to save the information, and the system will automatically redirect to the next tab.

E: Capture all the information and click the “**Click To Save**” button to save the information, and the system will automatically redirect to the next tab.

F: Capture all the information and click the “**Click To Save**” button to save the information, and the system will automatically redirect to the next tab. (*Optional*)

G: Upload the required document and click the “**Submit for Registration**” button to submit the SDF application.



Submit SDF for registration

A: Display the status on SDF registration, Until the status indicates “**Submitted**” to show that the application is submitted.

B: Active “*Submit for Registration*” tab for submitting the SDF registrations

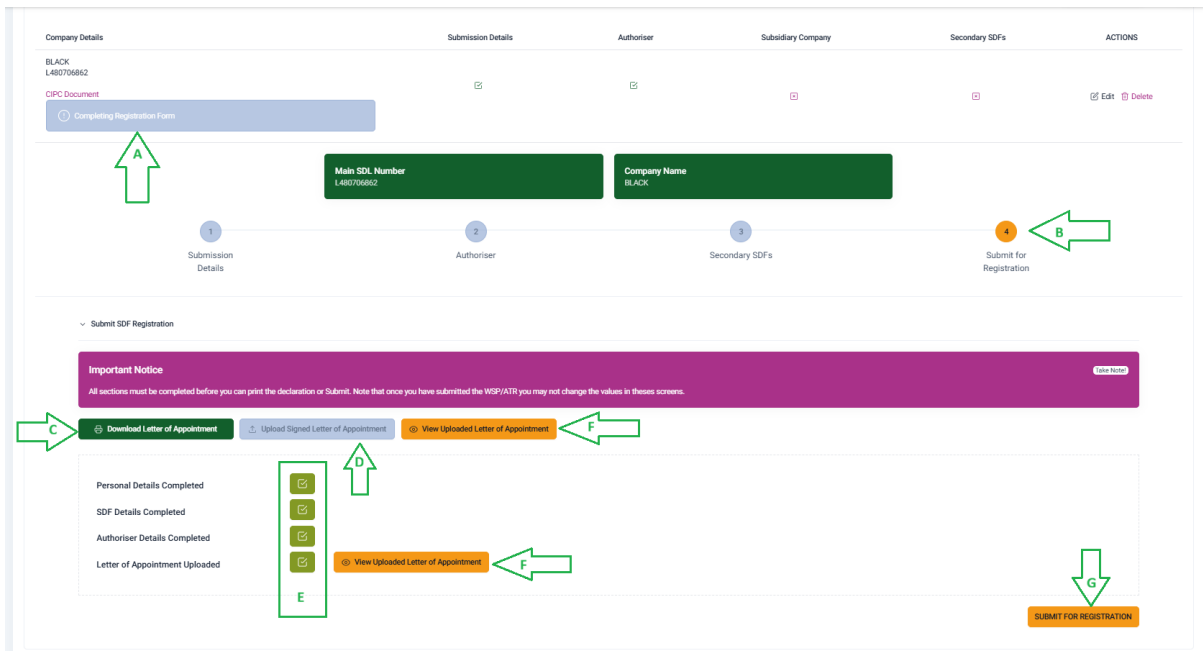
C: Click “**Download Letter of Appointment**” button to download the letter of appointment template in word format, complete the template and convert it to the pdf version before you can upload it.

D: Click “**Upload Signed Letter of Appointment**” button to upload the completed letter of appointment template and converted to the *PDF* version.

E: Green checked box indicate that all the required tabs are completed, if checked box is red it means that the tabs is not completed, and therefore the submit button will be greyed out or disabled.

F: Click “**View Uploaded Letter of Appointment**” to view the uploaded letter of appointment

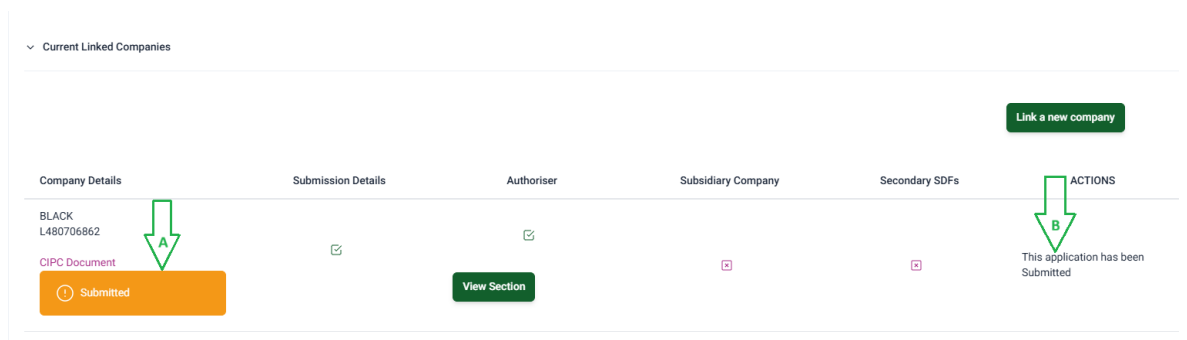
G: Click “**Submit For Registration**” to submit the SDF registration application, if it is not active or is greyed out is because one of the tabs is not completed.



Submitted SDF Registration View

A: Once the application is submitted, the status will be changed to “Submitted”

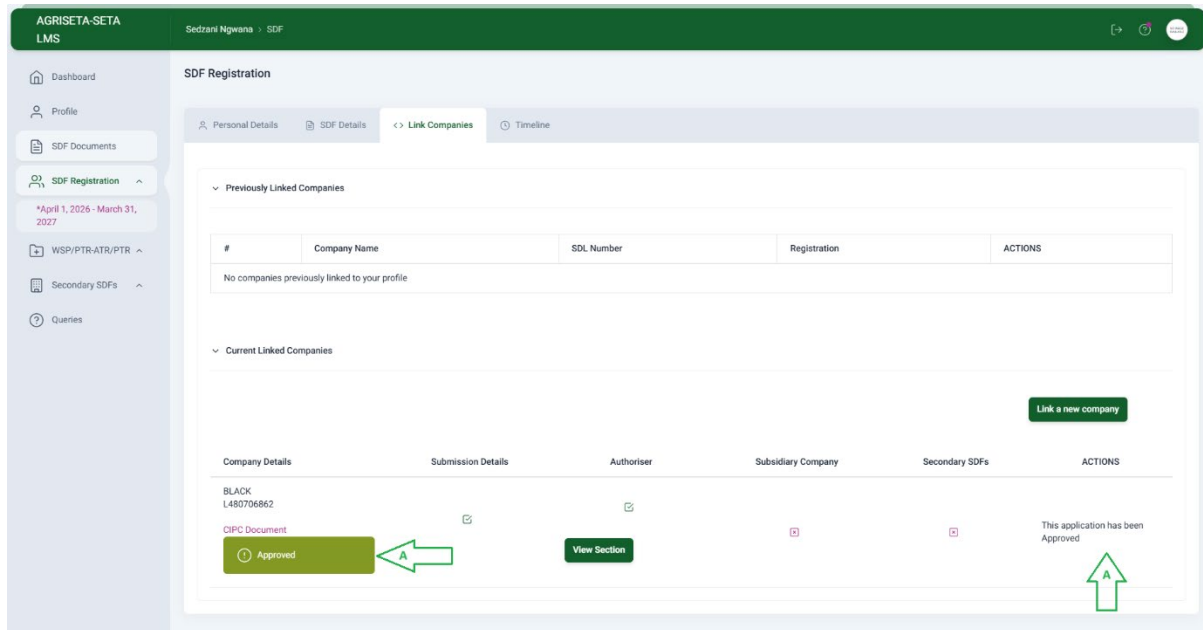
B: Once the application has been submitted, the action status will be changed to “The application has been submitted”.



Step 2: WSP/ATR Submission

Approved SDF Registration

A: SDF can only submit the WSP/ATR Submission when their SDF registration is approved. The approved linked company application will automatically move to the active window.



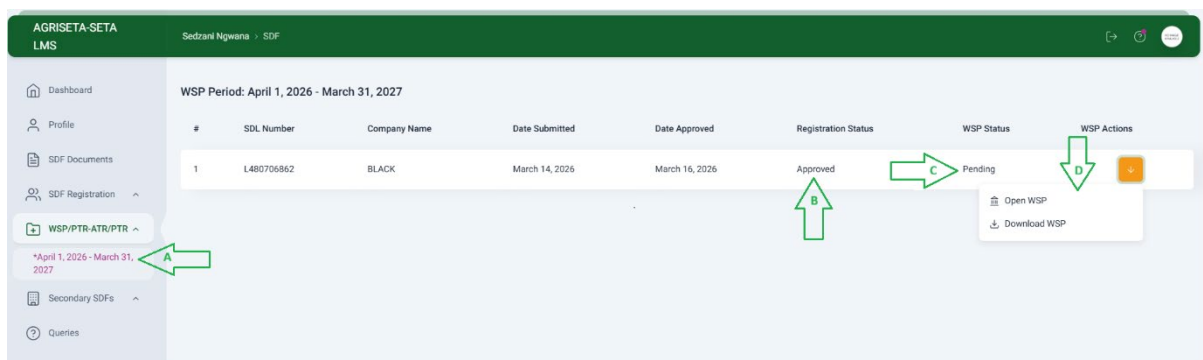
Submitting WSP/ATR Application

A: The purple colour indicates the window that is currently active

B: Indicates SDF registration status

C: WSP Status should be on “**Submitted**” status once the application is submitted, when it is “**Pending\Started**” it means the application is not yet submitted.

D: Click “**Open WSP**” menu item to complete the application.



Completing the application forms

A: Select each company details and complete the required information and click the “**Save Company Details**” button, when the information is successfully saved, the red arrow will be changed to the green tick.

B: Select each MG forms company and complete the required information and click the “**Save**” button, new company needs not to complete the forms from Form 8- Form 11

C: Select each MG forms and complete the required information and click the “**Save**” button, new company needs not to complete the forms from Form 8- Form 11

D: Select each MG forms and complete the required information and click the “**Save**” button, new company needs not to complete the forms from Form 8- Form 11

E: Select “**Attachment and MG Submission**” to upload the required attachments

F: Click “**Save**” button to save each form

G: Record the *WSP/ATR activity audit logs* including the date time.

The screenshot displays the AGRISETA-SETA LMS interface. At the top, there are navigation tabs for 'WSP Portal', 'Main SQL Number', 'Company Name', and 'Audit Tracker'. The main content area is divided into two sections: 'COMPANY DETAILS' and 'WSP FORMS'. The 'COMPANY DETAILS' section includes fields for 'Company Name*' (BLACK), 'SQL Number*' (L480705862), 'Physical Address Line 1*' (MULLSTREAM FARM), 'Physical Address Line 2*' (UPPER TONGAAT), 'Physical Address Line 3*' (11111), 'Postal Code*' (4300), 'Province*' (Gauteng), and 'In which industry is this company involved?' (301 - Food Processing). The 'WSP FORMS' section lists 13 forms, with the first one being '1 WSP/PTP - Employment Profile to date'. A 'SUBMIT WSP' section at the bottom contains an 'Attachments and WSP Submission' button. Green arrows labeled A through G point to various elements: A points to the 'Main Company Details' section, B points to the 'Add New Profile' button, C points to the 'Total Employees' label, D points to the 'Bulk Upload' button, E points to the 'Delete All' button, F points to the 'Expand List' button, and G points to the 'Audit Tracker' button.

Completing Employment Profile to date

A: click form 1 “*WSP/ATR – Employment Profile to date*” label to open the form

B: Click “**Add New Profile**” button to add the employer profile

C: The “*Total Employees*” label indicates the number of the employers added

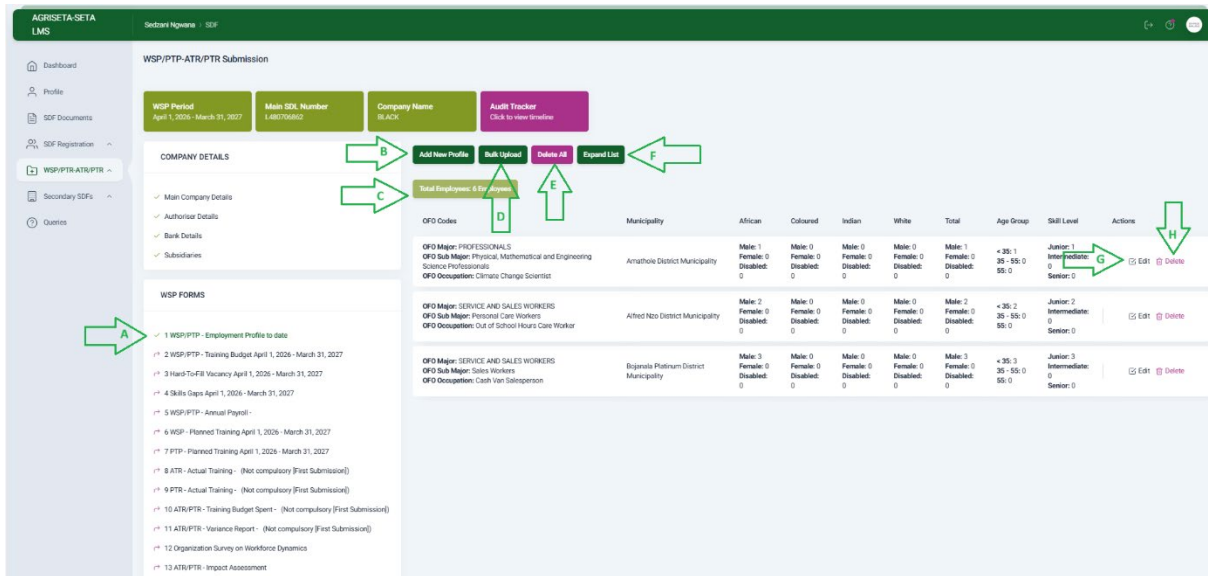
D: Click “**Bulk Upload**” button to upload the employer profile

E: Click “**Delete All**” button to delete the entire employer profile

F: Click “**Expand List**” button to view employer profile list on the new window

G: Click “**Edit**” icon to edit the employer profile

H: Click “**Delete**” icon to delete the employer profile

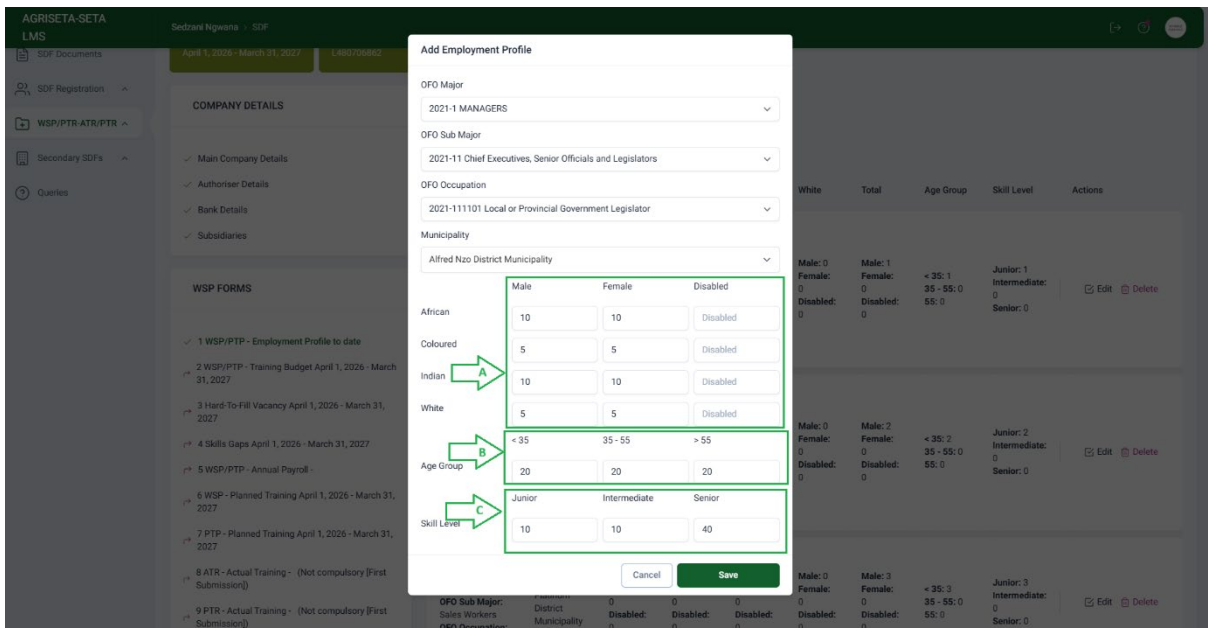


Adding Employer profile examples

A: The total number of genders is **60**, meaning section **B & C** will need to be **60** each.

B: If the total number of both the gender of Age Group is NOT 60 (**A**), the system will throw the exception

C: If the total number of both the gender of Skill Level is NOT 60 (**A**), the system will throw the exception



Adding attachment and MG submission

A: Click “Attachment and MG Submission” label to open the form to upload the required documents and to submit the WSP/ATR application.

B: Click “**Print Authorization Form**” button to download the generated authorization letter template in word format, complete the template and convert it to the pdf version before you can upload it.

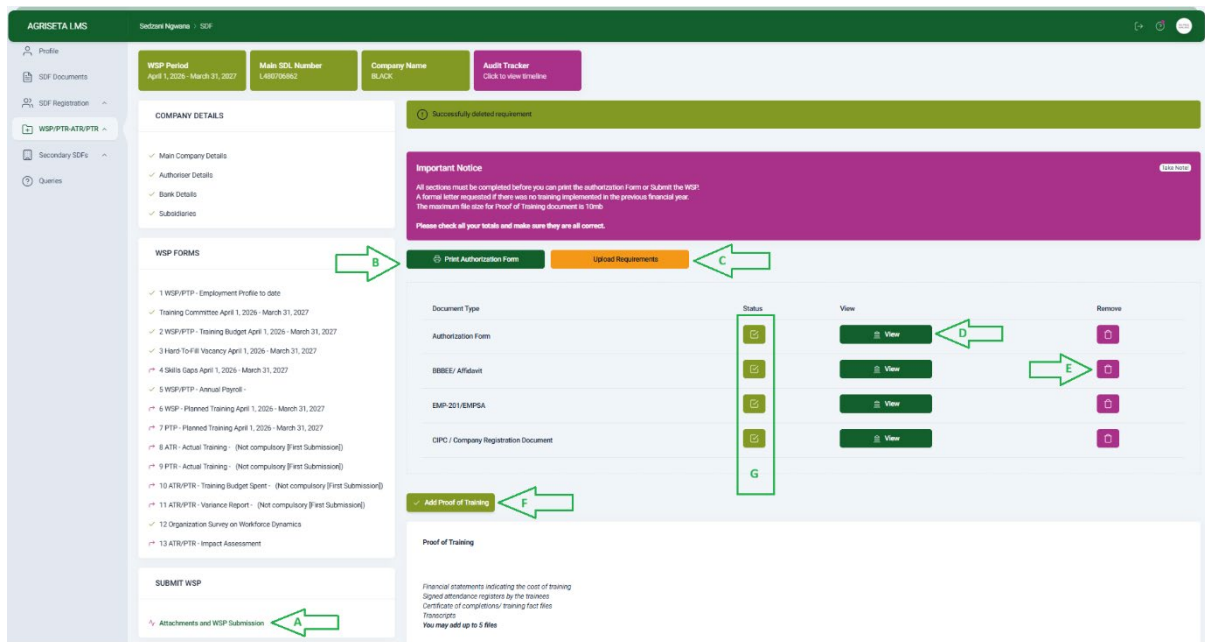
C: Click “**Upload Requirements**” button to upload the required documents in *PDF* format (repeat this step until all required documents have been successfully uploaded.).

D: Click “**View**” button to view the uploaded attachments.

E: Click “**Remove**” icon to delete the uploaded document.

F: Click “**Add Proof of Training**” button to upload any additional document

G: Green checked box indicate that all the required tabs are completed, if checked box is red it means that the tabs is not completed, and therefore the submit button will be greyed out or disabled.



Submitting WSP/ATR application

A: Green checked box indicate that all the required tabs are completed, if checked box is purple it means that the tabs is not completed, and therefore the “**Submit WSP**” button will be greyed out or disabled.

B: Click “**Submit WSP**” button to submit

AGRISETA-SETA LMS Sedzani Ngwana - SDF

PTP Planned Training

ATR - Actual Training None - Total ATR Actual Training from the previous financial year

PTR - Actual Training None - Total PTR Actual Training from the previous financial year

Company Details

Employment Profile

Training Committee

Training Budget

Hard-To-Fill Vacancy

Skills Gaps

Annual Payroll

WSP Planned Training

PTP Planned Training

Organization survey on Workforce Dynamics

ATR/PTR Impact Assessment

Requirements

A

B

SUBMIT WSP