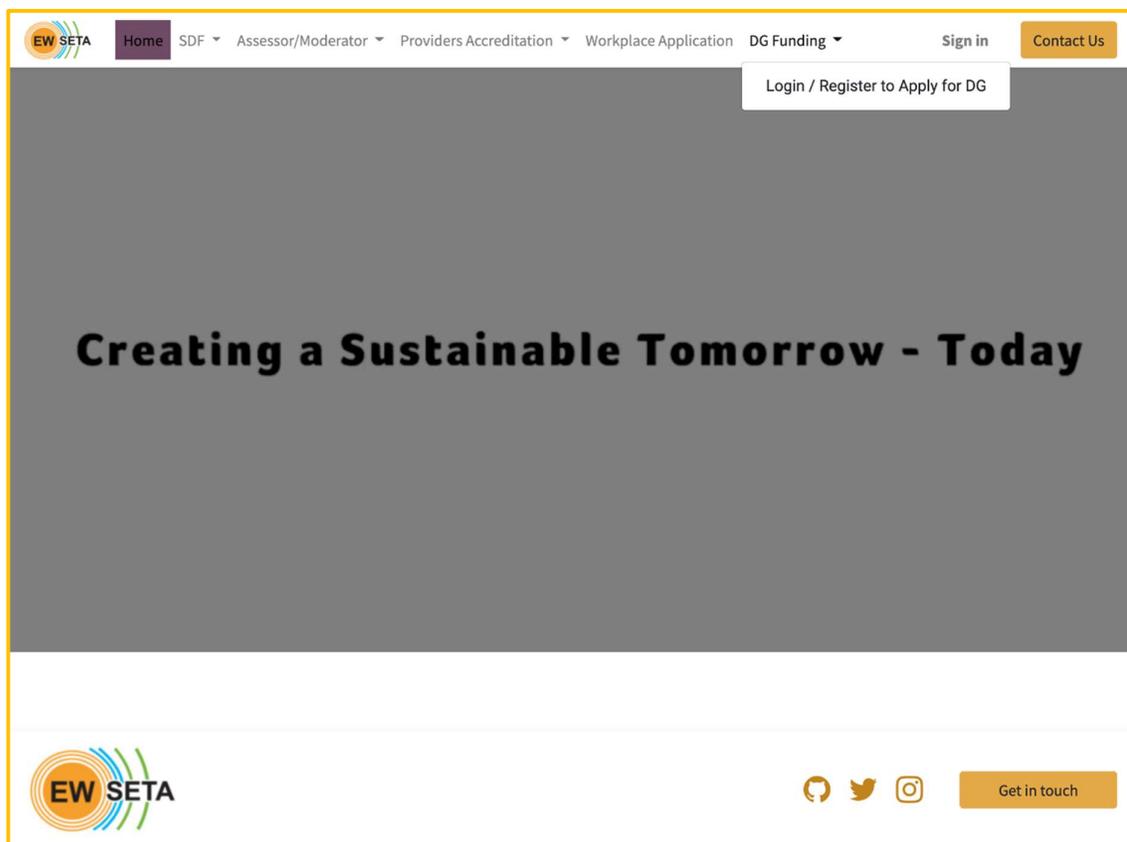


# EWSETA DG APPLICATION SYSTEM USER MANUAL



## Registration

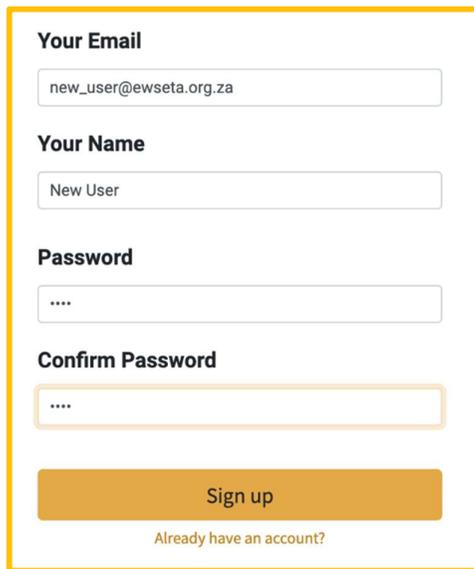
1. To start the Registration Process, go to <http://mis.ewseta.org.za/> with your browser
2. On the top menu click on DG Funding “**Menu**” Login / Registration to Apply for DG “**Sub-Menu**”.



When you click on the Login / Registration to Apply for DG “**Sub-Menu**”, you will be taken to the Registration form where you need to capture the required details

**If you are a new user and do not have login details, follow the process below.**

1. If you are accessing the system for the first time, click on the “**Don’t have an account**” button.
2. Enter the required information and click on the “**Sign up**” button.

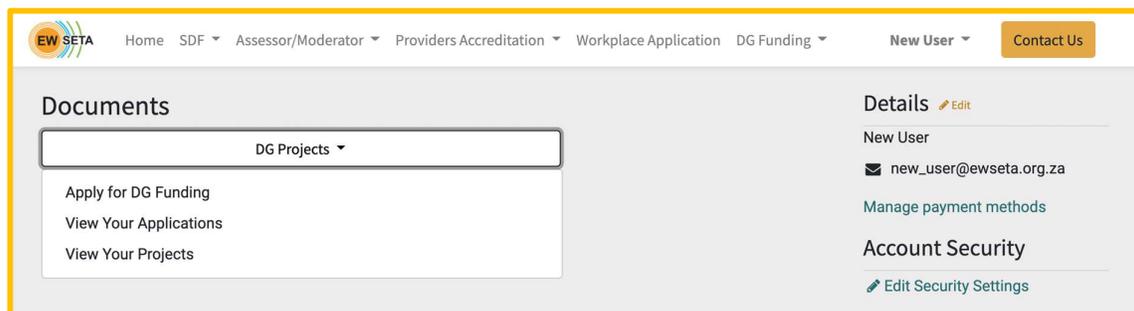


The registration form contains the following fields and elements:

- Your Email:** Input field with the value "new\_user@ewseta.org.za".
- Your Name:** Input field with the value "New User".
- Password:** Input field with masked characters "....".
- Confirm Password:** Input field with masked characters "....".
- Sign up:** A prominent orange button.
- Already have an account?:** A link below the sign up button.

**Note:** Not all fields are ‘Mandatory’ at this stage – you need only capture fields marked with an asterisk ‘\*’

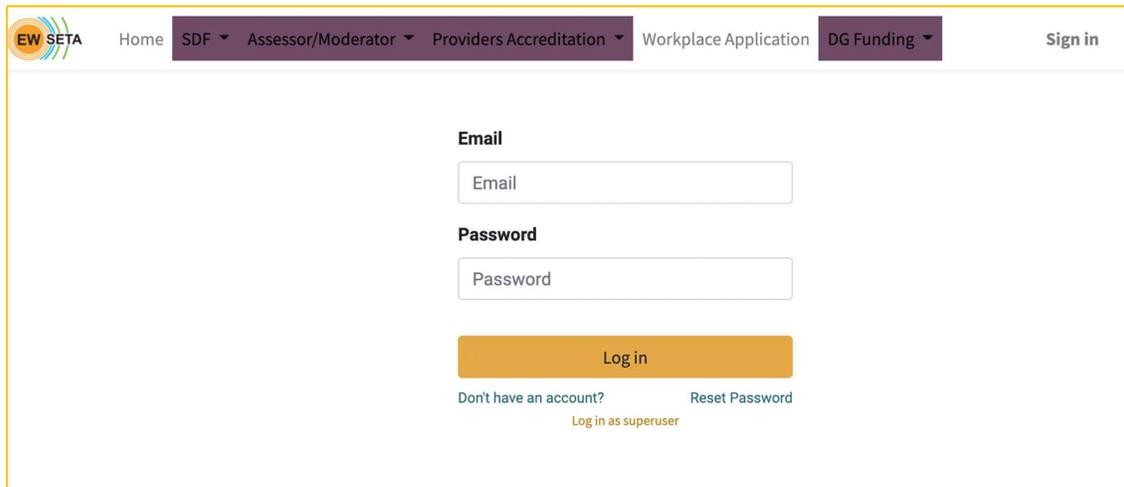
1. Once you have been successfully signed up, you will be automatically logged into the system.
2. On the ‘Documents’ section, you will see a menu ‘**DG Projects**’ which has a number of sub-menus
3. Click on ‘**Apply for DG Funding**’ that will take you to the DG Application Process



The user dashboard shows the following components:

- Navigation:** Home, SDF, Assessor/Moderator, Providers Accreditation, Workplace Application, DG Funding, New User, Contact Us.
- Documents Section:** A dropdown menu for "DG Projects" with options: "Apply for DG Funding", "View Your Applications", and "View Your Projects".
- User Profile:** "Details" with an "Edit" link, "New User", and email "new\_user@ewseta.org.za".
- Account Security:** "Manage payment methods" and "Account Security" with an "Edit Security Settings" link.

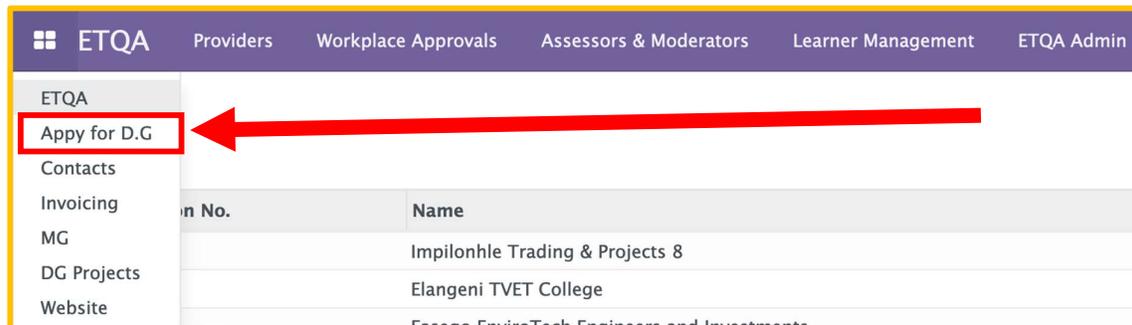
If you already have login details, then you can enter your email and Password.



The screenshot shows a login interface with the following elements:

- Navigation bar: Home, SDF, Assessor/Moderator, Providers Accreditation, Workplace Application, DG Funding, Sign in
- Form fields: Email, Password
- Buttons: Log in
- Links: Don't have an account?, Reset Password, Log in as superuser

As an existing user, when you log in, you will have a number of Menus, but you will need to click on the Menu called ***Apply for D.G***.



The screenshot shows the ETQA dashboard with the following menu items:

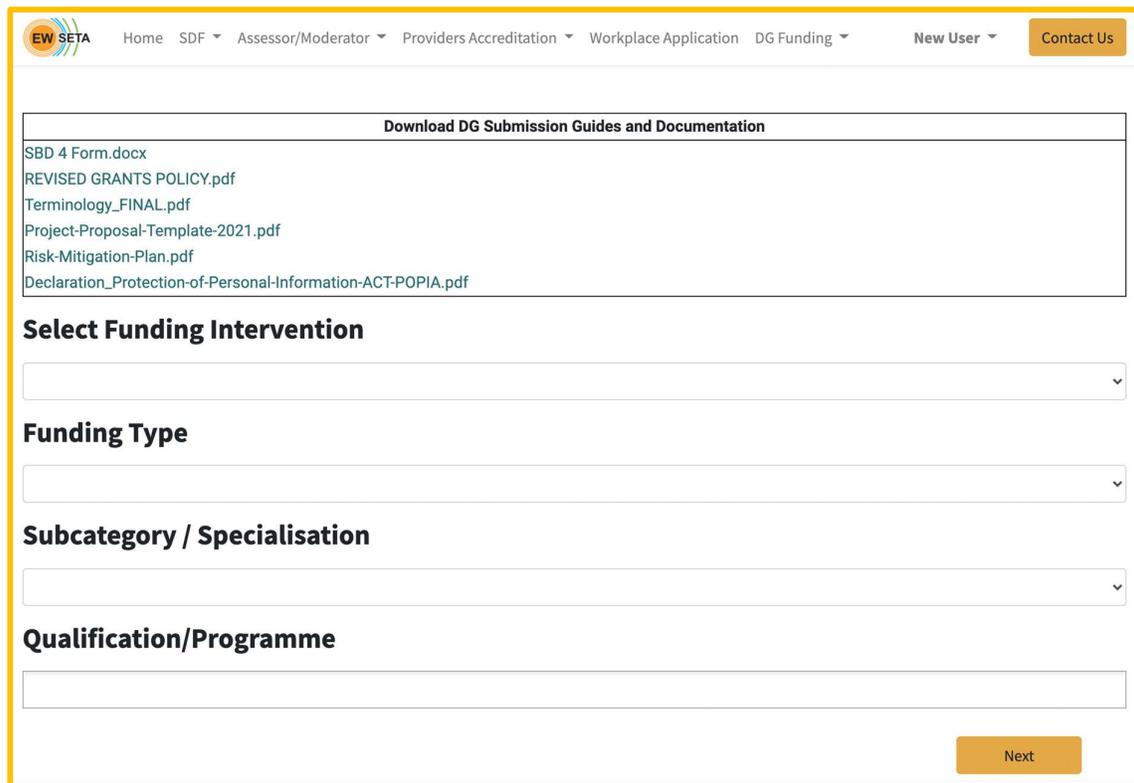
- ETQA
- Apply for D.G (highlighted with a red box and a red arrow)
- Contacts
- Invoicing
- MG
- DG Projects
- Website

In No.	Name
	Impilonhle Trading & Projects 8
	Elangeni TVET College
	Esape-EvireTech-Engineers and Investments

## Expression of Interest

The first part of your application is the *'Expression of Interest or EOI'*

1. You will need to download the DG Submission Guides
2. Fill in the next set of fields
3. Click next



The screenshot shows a web application interface for EW SETA. At the top, there is a navigation bar with the EW SETA logo, a 'Home' link, and several dropdown menus: 'SDF', 'Assessor/Moderator', 'Providers Accreditation', 'Workplace Application', and 'DG Funding'. On the right side of the navigation bar, there is a 'New User' dropdown and a 'Contact Us' button.

The main content area is titled 'Download DG Submission Guides and Documentation' and contains a list of downloadable files:

- SBD 4 Form.docx
- REVISED GRANTS POLICY.pdf
- Terminology\_FINAL.pdf
- Project-Proposal-Template-2021.pdf
- Risk-Mitigation-Plan.pdf
- Declaration\_Protection-of-Personal-Information-ACT-POPIA.pdf

Below the list, there are four sections, each with a dropdown menu:

- Select Funding Intervention**: A dropdown menu.
- Funding Type**: A dropdown menu.
- Subcategory / Specialisation**: A dropdown menu.
- Qualification/Programme**: A text input field.

At the bottom right of the form, there is a 'Next' button.

Capture applicant's personal details and click next

Note: Fields marked \* are mandatory

Home SDF Assessor/Moderator Providers Accreditation Workplace Application DG Funding New User Contact Us

## Applicant's Personal Details

<b>Title *</b>	<b>First Name *</b>
<input type="text"/>	<input type="text" value="First Name"/>
<b>Last Name *</b>	<b>Citizen Resident Status *</b>
<input type="text" value="Last Name"/>	<input type="text"/>
<b>Country Of Nationality</b>	<b>R.S.A. Identification No</b>
<input type="text"/>	<input type="text" value="Enter Your Valid ID No."/>
<b>Date Of Birth *</b>	<b>National ID</b>
<input type="text" value="Birth Date: MM/DD/YYYY"/>	<input type="text" value="Nationality ID"/>
<b>Passport Number</b>	<b>Race *</b>
<input type="text" value="Passport No"/>	<input type="text"/>
<b>Persons Living with Disability? *</b>	<b>Gender *</b>
<input type="text"/>	<input type="text"/>

Capture applicant's contact details and click next

Note: Fields marked \* are mandatory

 [Home](#) [SDF](#) [Assessor/Moderator](#) [Providers Accreditation](#) [Workplace Application](#) [DG Funding](#) [New User](#) [Contact Us](#)

## Applicant's Contact Details

<b>Mobile Number *</b>	<b>Telephone Number</b>
<input type="text" value="1234567890"/>	<input type="text" value="Telephone Number"/>
<b>Physical Address *</b>	<b>Postal Address *</b>
<input type="text" value="Street Address"/>	<input type="text" value="Postal Address"/>
<input type="text" value="South Africa"/>	<input type="text" value="South Africa"/>
<input type="text" value="Select Province"/>	<input type="text" value="Select Province"/>
<input type="text"/>	<input type="text"/>
<input type="text" value="Select Suburb"/>	<input type="text" value="Select Suburb"/>
<input type="text" value="Code"/>	<input type="text" value="Code"/>

**Same as Physical Address**

**Email \***

Capture company details and click next

**Note:** Fields marked \* are mandatory

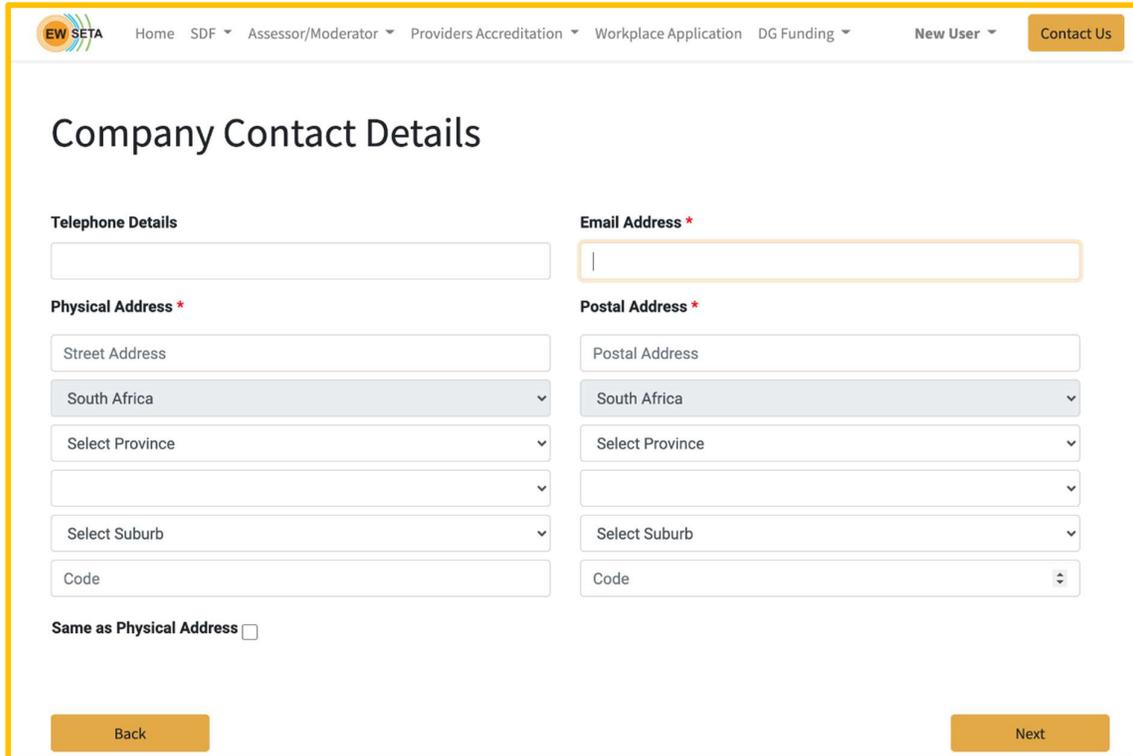
EW SETA Home SDF Assessor/Moderator Providers Accreditation Workplace Application DG Funding New User Contact Us

## Company Details

<b>Company No. *</b> <input type="text" value="Company Number"/>	<b>SDL Number.</b> <input type="text" value="SDL Number"/>
<b>Sector *</b> <input type="text"/>	<b>Type of Entity *</b> <input type="text"/>
<b>Sub-Sector *</b> <input type="text"/>	<b>Industry *</b> <input type="text"/>
<b>Company Name *</b> <input type="text" value="Company Name"/>	<b>Trading Name *</b> <input type="text" value="Trading Name"/>
<b>Size *</b> <input type="text"/>	<b>Core of the Business *</b> <input type="text" value="Core of the Business"/>
<b>Province *</b> <input type="text"/>	
<b>Municipality *</b> <input type="text"/>	

Capture company contact details and click next

Note: Fields marked \* are mandatory



The screenshot shows a web application interface for entering company contact details. The page title is "Company Contact Details". The navigation bar includes "EW SETA", "Home", "SDF", "Assessor/Moderator", "Providers Accreditation", "Workplace Application", "DG Funding", "New User", and a "Contact Us" button. The form is divided into two main sections: "Telephone Details" and "Email Address \*". Below these are "Physical Address \*" and "Postal Address \*". The "Physical Address" section includes fields for "Street Address", "Country" (pre-filled with "South Africa"), "Province" (dropdown), "Suburb" (dropdown), and "Code". The "Postal Address" section includes fields for "Postal Address", "Country" (pre-filled with "South Africa"), "Province" (dropdown), "Suburb" (dropdown), and "Code". A checkbox labeled "Same as Physical Address" is located below the "Physical Address" section. At the bottom of the form, there are "Back" and "Next" buttons.

EW SETA Home SDF Assessor/Moderator Providers Accreditation Workplace Application DG Funding New User Contact Us

## Company Contact Details

**Telephone Details**

**Email Address \***

**Physical Address \***

Street Address

South Africa

Select Province

Select Suburb

Code

**Postal Address \***

Postal Address

South Africa

Select Province

Select Suburb

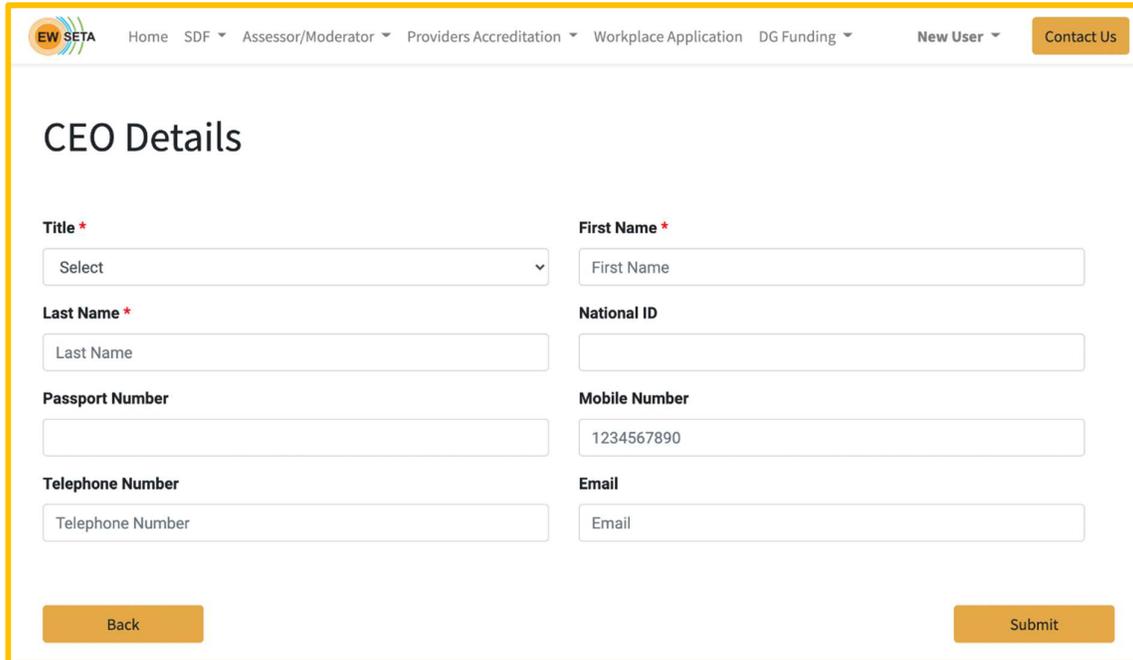
Code

Same as Physical Address

Back Next

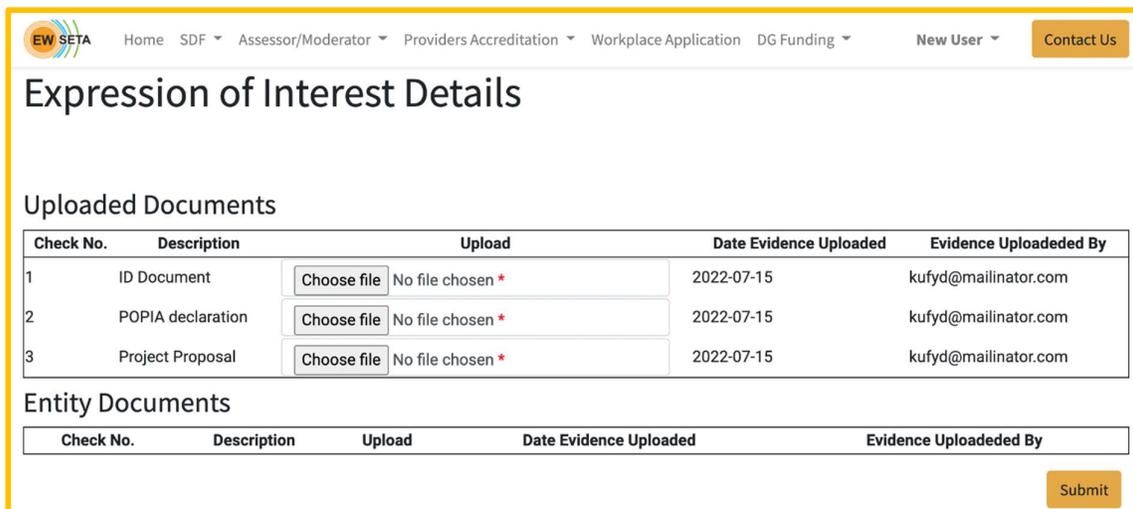
Capture details for company CEO and click submit

Note: Fields marked \* are mandatory



The screenshot shows the 'CEO Details' form. At the top, there is a navigation bar with the EW SETA logo and menu items: Home, SDF, Assessor/Moderator, Providers Accreditation, Workplace Application, DG Funding, New User, and Contact Us. The form title is 'CEO Details'. It contains several input fields: 'Title \*' (a dropdown menu with 'Select' as the current selection), 'First Name \*', 'Last Name \*', 'National ID', 'Passport Number', 'Mobile Number' (with the value '1234567890'), 'Telephone Number', and 'Email'. At the bottom of the form, there are two buttons: 'Back' on the left and 'Submit' on the right.

Upload the required documents and click submit



The screenshot shows the 'Expression of Interest Details' page. It features a navigation bar similar to the previous form. The main heading is 'Expression of Interest Details'. Below this, there is a section titled 'Uploaded Documents' which contains a table with the following data:

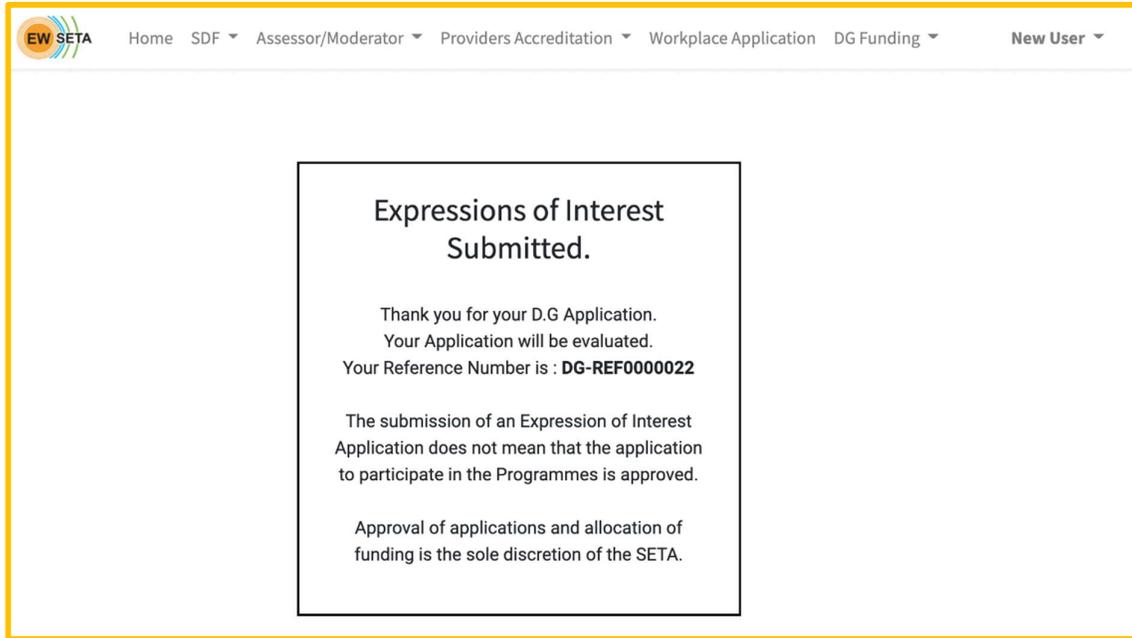
Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
1	ID Document	Choose file No file chosen *	2022-07-15	kufyd@mailinator.com
2	POPIA declaration	Choose file No file chosen *	2022-07-15	kufyd@mailinator.com
3	Project Proposal	Choose file No file chosen *	2022-07-15	kufyd@mailinator.com

Below the table, there is a section titled 'Entity Documents' with a table structure that is currently empty:

Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
-----------	-------------	--------	------------------------	----------------------

At the bottom right of the page, there is a 'Submit' button.

Once you have received the notification as detailed below and a reference number, your application is complete.



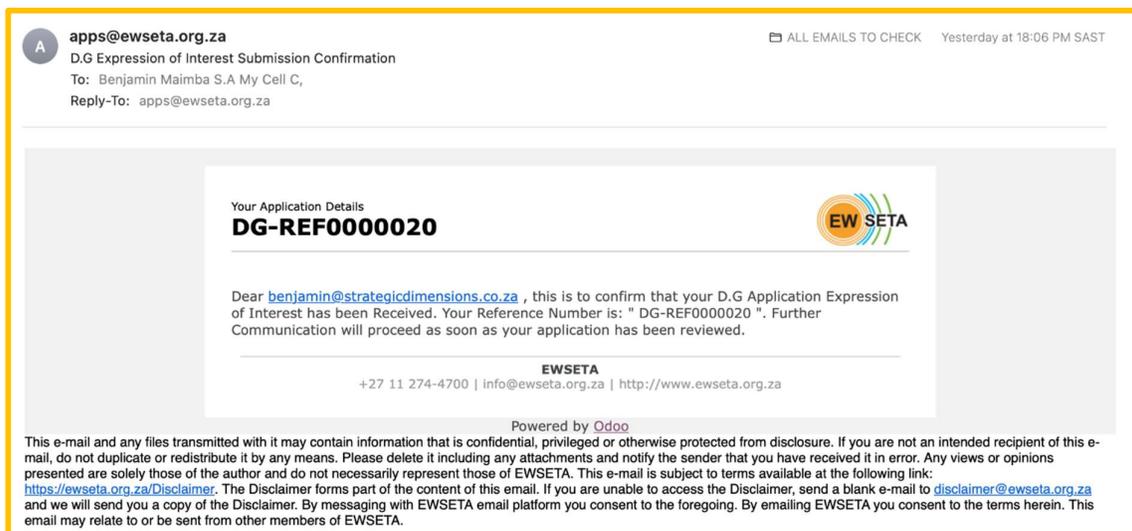
The screenshot shows the EW SETA website interface. The navigation bar includes: Home, SDF, Assessor/Moderator, Providers Accreditation, Workplace Application, DG Funding, and New User. The main content area features a central box with the following text:

### Expressions of Interest Submitted.

Thank you for your D.G Application.  
Your Application will be evaluated.  
Your Reference Number is : **DG-REF000022**

The submission of an Expression of Interest Application does not mean that the application to participate in the Programmes is approved.

Approval of applications and allocation of funding is the sole discretion of the SETA.



The screenshot shows an email from **apps@ewseta.org.za** with the subject "D.G Expression of Interest Submission Confirmation". The recipient is Benjamin Maimba S.A My Cell C, and the reply-to is apps@ewseta.org.za. The email content includes:

Your Application Details  
**DG-REF000020**

Dear [benjamin@strategicdimensions.co.za](mailto:benjamin@strategicdimensions.co.za), this is to confirm that your D.G Application Expression of Interest has been Received. Your Reference Number is: " DG-REF000020 ". Further Communication will proceed as soon as your application has been reviewed.

**EWSETA**  
+27 11 274-4700 | [info@ewseta.org.za](mailto:info@ewseta.org.za) | <http://www.ewseta.org.za>

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## Full Application Submission

After your '**Expression of Interest (EOI)**' has been reviewed, you are going to receive a confirmation e-mail to proceed with submitting Full Application details.

 **apps@ewseta.org.za** 📧 ALL EMAILS TO CHECK   Fri-15-July-2022 at 14:12 PM SAST

D.G Verification Confirmation  
To: Benjamin Maimba S.A My Cell C,  
Reply-To: apps@ewseta.org.za

---

Your Application Details

**DG-REF0000020**



Dear [benjamin@strategicdimensions.co.za](mailto:benjamin@strategicdimensions.co.za), Your D.G Expression of Interest has been Verified.  
Please proceed with submitting your Project Details by clicking this link: [DG-REF0000020](#).

---

**EWSETA**  
+27 11 274-4700 | [info@ewseta.org.za](mailto:info@ewseta.org.za) | <http://www.ewseta.org.za>

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You will need to follow the instructions on the email, to proceed by clicking on the Link.

When you click on the link, you will be redirected to the Full Application Process page.

Fill in the required fields and move onto the next section.

**Note:** Fields that are greyed out are fields that are populated with information from your previous input at the Expression of Interest Stage. You need not do anything further with them.

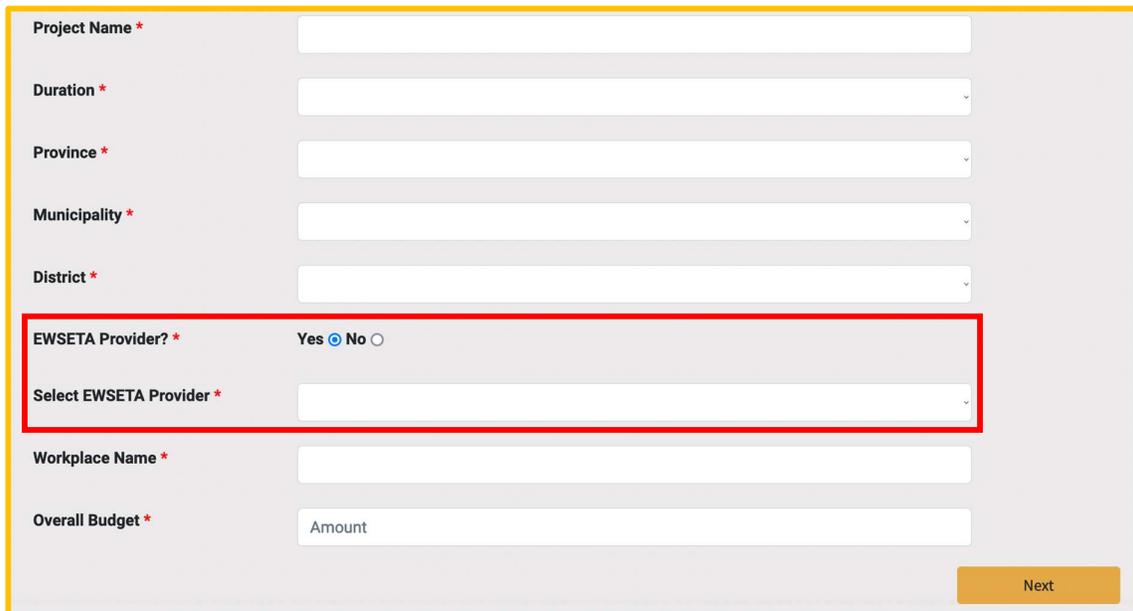
## Project Details

Reference	DG-REF0000020
Funding Window *	DG WINDOW
Funding Type *	Learning Projects
Strategic Indicator *	Water and Sanitation
Employment *	Employed
Funding Intervention *	AET for Employed Learners
Occupation *	2017-MANAGERS
Subcategory / Specialisation *	AET 1
Qualification/Programme *	AET 1

On the next section of the page, you will need to capture the rest of the details.

The “**EWSETA Provider**” field requires you to specify if you are working with an EWSETA Provider.

If you **are an existing “EWSETA Accredited”** provider, you can select “Yes”, and on the “**Select EWSETA Provider**”, you can then select the provider name.



Project Name \*

Duration \*

Province \*

Municipality \*

District \*

EWSETA Provider? \* Yes  No

Select EWSETA Provider \*

Workplace Name \*

Overall Budget \* Amount

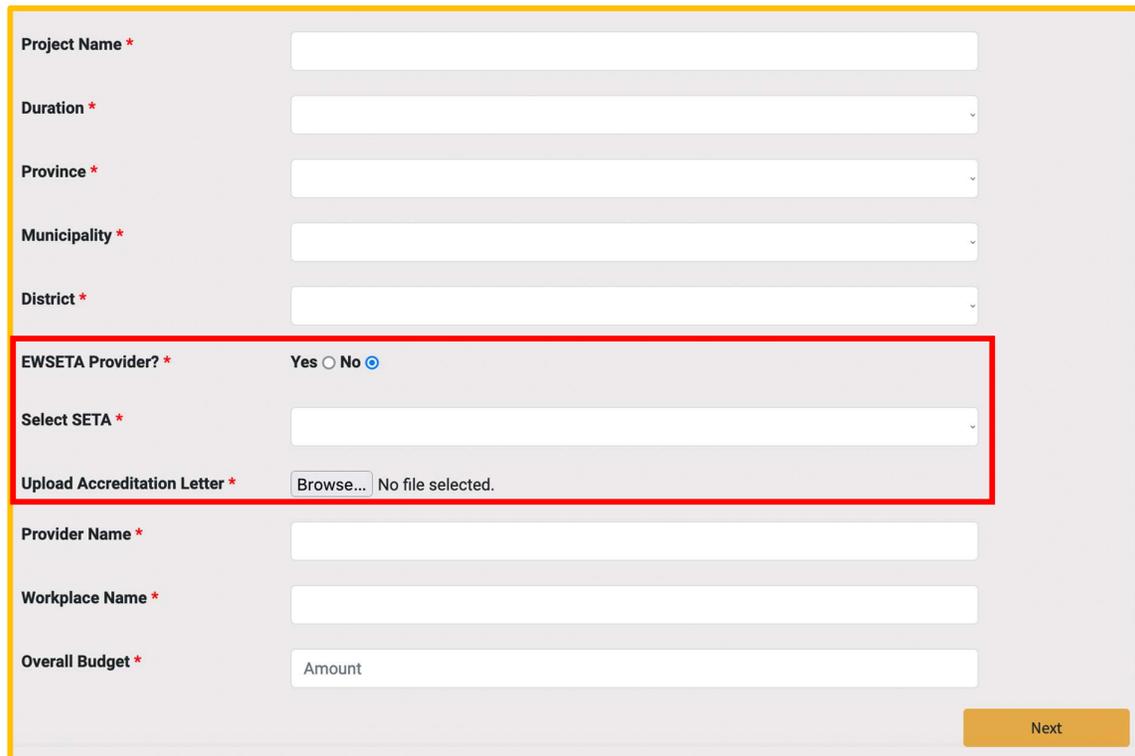
Next

If you **are not an existing 'EWSETA Accredited'** provider or working with an **'EWSETA Accredited'** provider, you can select 'No'.

When you click 'No', you will be required to select the other SETAs that you are 'Accredited' with or you have an MOU with.

Then you will need to upload your "Accreditation Letter" on the **'Upload Accreditation Letter'** field.

When you are done, Click the 'Next' Button.



Project Name \*

Duration \*

Province \*

Municipality \*

District \*

EWSETA Provider? \* Yes  No

Select SETA \*

Upload Accreditation Letter \* Browse... No file selected.

Provider Name \*

Workplace Name \*

Overall Budget \* Amount

Next

On the next page, you will need to capture the **'Learner Details'**.

**Please Note:**

- The **'Total No. of Learners'** is auto calculated based on the learners you would have captured.
- The **'Cost Per Learner'** is auto computed based on the intervention you would have chosen previously.
- The **'Total Cost'** is auto calculated based on the **'Total No. of Learners'** multiplied by the **'Cost Per Learner'**.

When you are done, click 'Next' to get to the next page.

## Learner Details

Reference DG-REF0000029

No. of Learners Employed *	<input type="text"/>	Total No. of Learners *	<input type="text"/>
No. of Learners Unemployed *	<input type="text"/>	Cost Per Learner *	17600
No. of Males *	<input type="text"/>	Total Cost *	<input type="text"/>
No. of New Learners *	<input type="text"/>	No. of Females *	<input type="text"/>
No. of Learners in Urban Area *	<input type="text"/>	No. Continuing Learners *	<input type="text"/>
No. of Youths *	<input type="text"/>	No. of Learners of Rural Area *	<input type="text"/>
		Total No. of Learners with Disabilities *	<input type="text"/>

On the next page, you will need to upload the '**Supporting Documents**', then click 'Next'.

### Upload Supporting Documents

Reference DG-REF0000029

Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
-----------	-------------	--------	------------------------	----------------------

#### Intervention Documents

Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
1	Accreditation / MOU with Accredited Provider	<input type="text" value="Browse..."/> No file selected.	2022-07-18	benjamin@strategicdimensions.co.za
2	Workplace MOU	<input type="text" value="Browse..."/> No file selected.	2022-07-18	benjamin@strategicdimensions.co.za

#### Entity Documents

Check No.	Description	Upload	Date Evidence Uploaded	Evidence Uploaded By
1	COIDA Letter of Good Standing	<input type="text" value="Browse..."/> No file selected.	2022-07-18	benjamin@strategicdimensions.co.za

On the next page, you will need to agree the '**Terms and Conditions**', by clicking the checkbox in the '**I Agree With Above Terms & Conditions**' field, then click '**Submit**'.

## Final Submission of DG-REF0000029

### Terms and Conditions

## INFORMATION PRIVACY STATEMENT NOTICE

EWSETA is sensitive to personal information privacy issues, and it is important for us to protect the information provided to us. Accordingly, EWSETA provides this information privacy and information practices policy statement to inform you about our information practices, the kinds of information we may collect, how we intend to use and share that information, and how you can correct or change such information ("Information Privacy Policy"). By using the EWSETA.org.za, you expressly consent to the information handling practices described in this notice.

In terms of the Protection of Personal Information Act 4 of 2013 (POPI Act) and accompanying Regulations. EWSETA is required to give notice to stakeholders regarding collection, processing, storage and use of their personal information. Thus, where you have consented to EWSETA's Processing of your Personal Information or Sensitive Personal Information, you may withdraw that consent at any time and request to withdraw (opt-out) by informing EWSETA at [privacy@ewseta.org.za](mailto:privacy@ewseta.org.za).

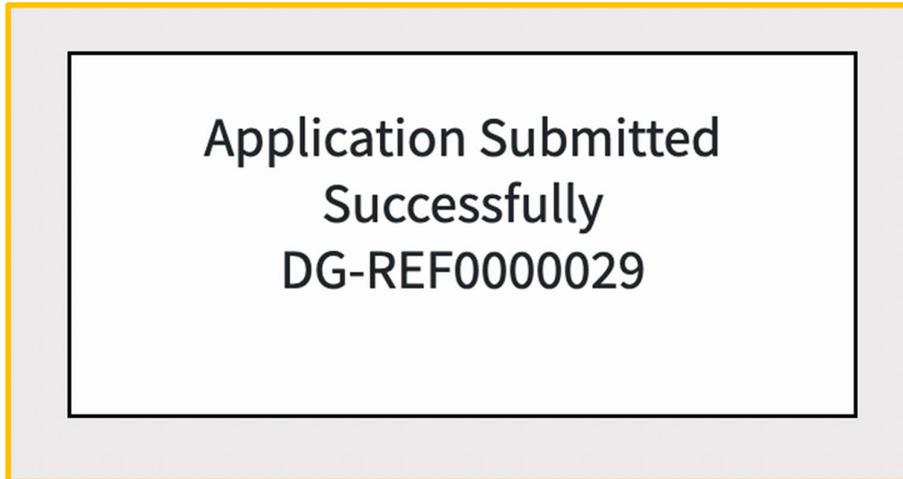
Prior to disclosing Sensitive Data to a Third Party or Processing Sensitive Data for a purpose other than its original purpose or the purpose authorised subsequently by the you (Data Subject), EWSETA will endeavour to obtain each Data Subject's explicit consent (opt-in). Where consent of the Data Subject for the Processing of Personal Information is otherwise required by law or contract, EWSETA will comply with the law or contract,

I Agree With Above Terms & Conditions

Back

Submit

On the next page, you will get an Application Submission confirmation on the screen and you will also receive a confirmation email.



**apps@ewseta.org.za**  
D.G Full Application Submission Confirmation  
To: Benjamin Maimba S.A My Cell C,  
Reply-To: apps@ewseta.org.za

Inbox - benja...gicdimensions.co.za 12:30 PM SAST

---

Your Application Details  
**DG-REF0000029**



Dear [benjamin@strategicdimensions.co.za](mailto:benjamin@strategicdimensions.co.za) , this is to confirm that your D.G Application Submission has been Received. With Reference Number : " DG-REF0000029 ". Further Communication will proceed as soon as your application has been reviewed.

---

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## Approval of Application

At this point, the application will be submitted for review by EWSETA.

If successful, once an application has been approved you will receive confirmation communication on the outcome of your application via e-mail.

 **apps@ewseta.org.za** Inbox - benja...gicdimensions.co.za 12:45 PM SAST  
D.G Application Approved  
To: Benjamin Maimba S.A My Cell C,  
Reply-To: apps@ewseta.org.za

Your Application Details 

---

**DG-REF0000029**

Dear Virginia Dunn  
Your D.G Application DG-REF0000029 has been Approved.  
Please Log in to System and view your Application on the following link: [DG-REF0000029](http://DG-REF0000029).  
Please use your existing login details to access the system.

---

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