



EWSETA LEARNER MANAGEMENT Manual

ETQA Skills Development Provider Learner Registration

Glossary

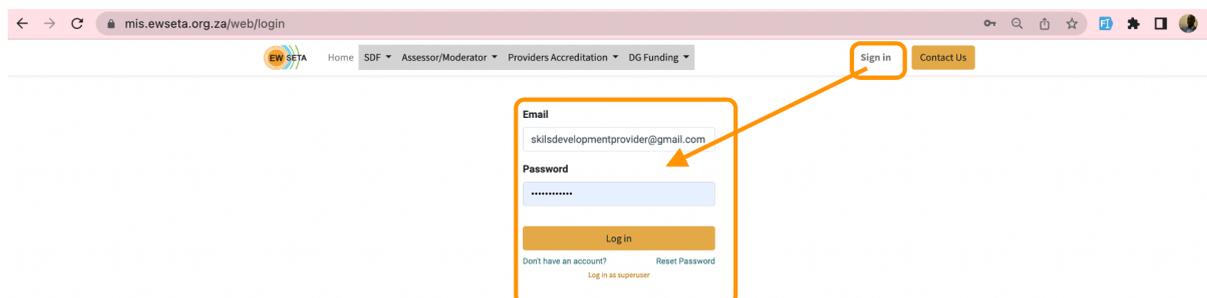
| | |
|--|--|
| Assessment | Act of judging or deciding the amount, value, quality, or importance of something, or the judgment or decision that is made |
| Batch ID | Unique Identifier of a batch of Learners |
| Batch Master | Database/cohesive platform for storing learners and linking them to their respective interventions/programmes |
| Batch Selection & Fetching Learners | A field selection with a dropdown of batches that have been created |
| Document Upload | Documents required to register and assess a learner |
| Intervention | Academic Intervention which a learner is registered for |
| Learner Management System | A learning management system is a software application that provides the framework that handles all aspects of the learning process – it's where you house, deliver, and track your training content. |
| Learner Registration | Confirmation of the admission of the student to the academic programme after submission of a completed admission form with necessary supporting documents |
| Learner Unique ID | System generated unique Identification Number given to a learner upon registration |
| Learnership | Learnership Agreement: this is an agreement signed by the learner, |

| | |
|-----------------------------|--|
| Agreement Report | the organisation employing the learner, and the education provider offering the theoretical training component of the Learnership. |
| Learning Program | Learning programme means the sequential learning activities, associated with curriculum implementation, leading to the achievement of a particular. qualification or part qualification. A learning programme can be identified. with a cluster of qualifications, a single qualification or a part qualification. |
| Organisation Project | Project that has been awarded to the Employer to carry out training or appoint an SDP to train. |
| Qualification | an official course in higher education especially one conferring status a learner is registered for. |
| QDM | Qualification Development and Maintenance- The delivery of quality training in South Africa requires a combination of accredited training providers that are able to deliver excellent quality training content and material |
| SDP | Skills Development Provider - An accredited training provider is a provider who has registered with an appropriate Quality Council related to the kind of learning they deliver, and is in the process of, or has completed final accreditation. |
| Skills Programme | A skills programme is a unit standard or combination of unit standards that leads to an employable skill, and earns a credit on the National Qualifications Framework (NQF) National Qualifications Framework (NQF) National Qualifications Framework (NQF) towards a qualification. |

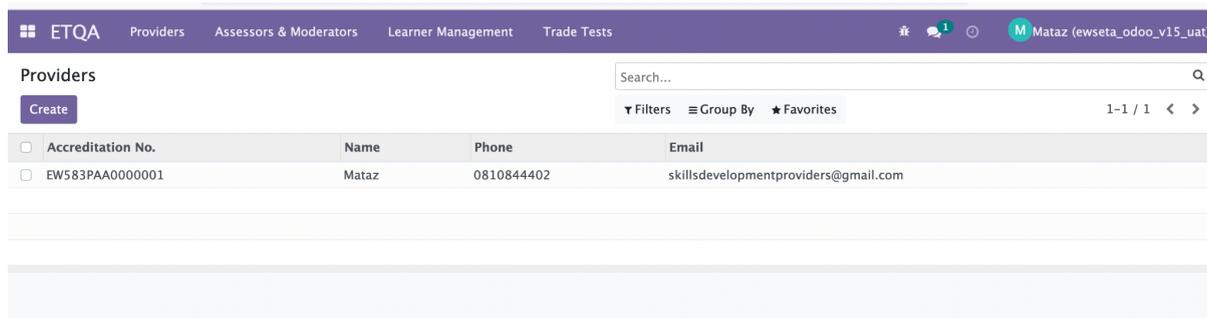
The Provider will login to the system with his/her credentials and go to:

To register/capture Learners on the system click on the link below to access the EWSETA MIS portal <https://mis.ewseta.org.za/>

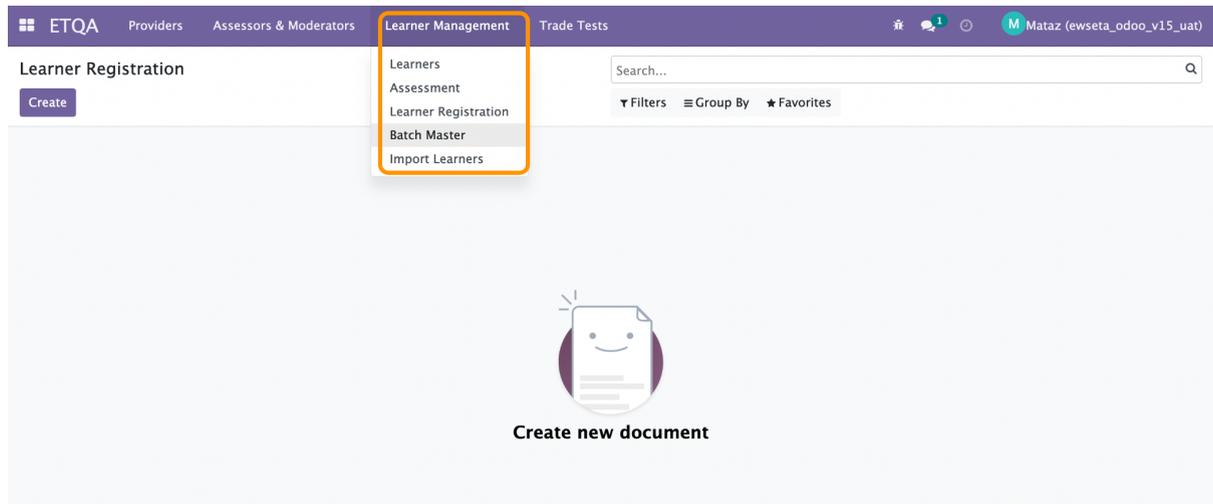
To be able to capture Learners a provider will be required to login into the system using their email address and password, if you have forgotten your password click on https://mis.ewseta.org.za/web/reset_password?



Click on the Learner Management menu to start capturing learners on the system



Click on the Learner Management menu>>a drop down menu will appear as shown below.



Batch Master

ETQA>>Learner Management>>Batch>>Create

Skills Development Providers will be required to create a batch for the learners that needs to be registered manually or via an import, the Batch can be distinguished by the learning pathway, qualification, skills program, learning programs(artisans,internship,learnerships) which is essentially a batch type/ category.

The screenshot shows the ETQA Learner Management interface. The top navigation bar includes 'ETQA', 'Providers', 'Assessors & Moderators', 'Learner Management', and a user profile for 'Mataz Business Solution and Consultants'. A dropdown menu is open under 'Learner Management', with 'Batch Master' highlighted. Below the menu is a table of providers with columns for 'Accreditation No.', 'Name', 'Phone', and 'Email'. One provider is listed: 'EW583PAA0000007' for 'Mataz Business Solution and Consultants' with phone '0810844374' and email 'info@matazbusinesssolution.co.za'.

| Accreditation No. | Name | Phone | Email |
|--|---|------------|----------------------------------|
| <input type="checkbox"/> EW583PAA0000007 | Mataz Business Solution and Consultants | 0810844374 | info@matazbusinesssolution.co.za |

Learner management>> Batch Master

Learner Management to batch master to view and create

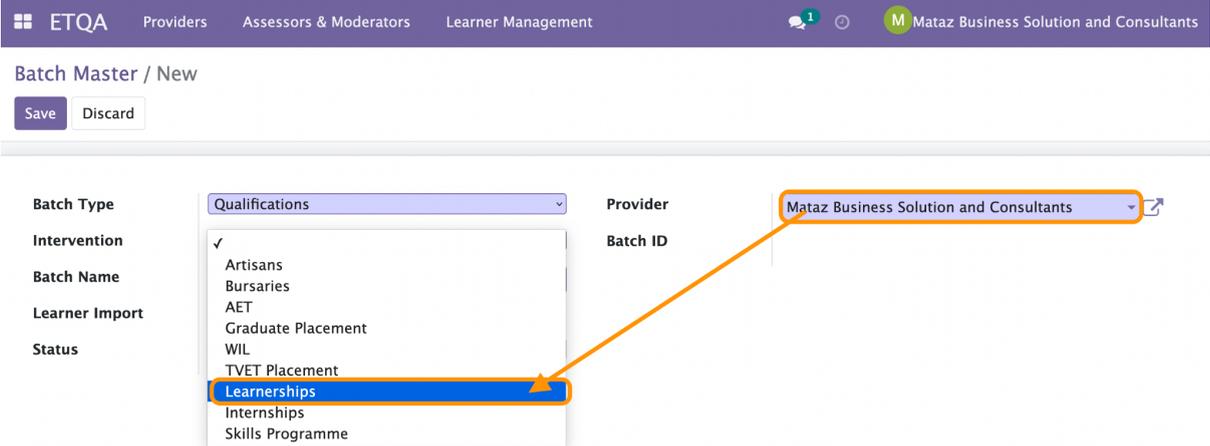
The screenshot shows the ETQA Batch Master interface. The top navigation bar is the same as in the previous screenshot. A dropdown menu is open under 'Learner Management', with 'Batch Master' highlighted. Below the menu is a table with columns for 'Batch Type', 'Intervention', 'Batch Name', 'Provider', and 'Status'. A 'Create' button is visible in the top left corner of the table area.

| Batch Type | Intervention | Batch Name | Provider | Status |
|------------|--------------|------------|----------|--------|
|------------|--------------|------------|----------|--------|

ETQA Batch Master

The Provider will login in to the system with his/her credentials and go to the ETQA >> Learner Management >> Batch Master, the

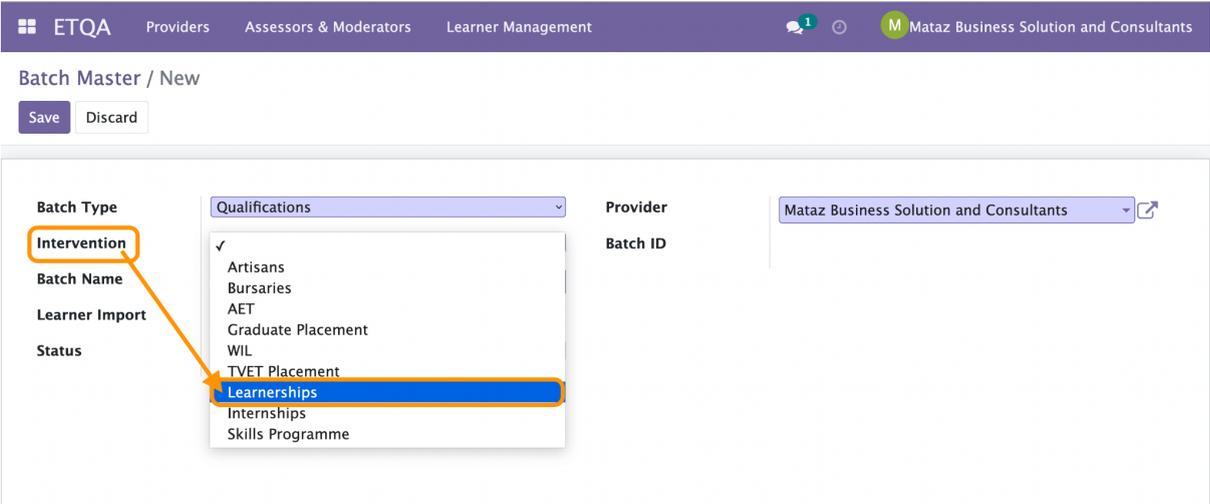
following form will appear.



The screenshot shows the ETQA Batch Master form. The top navigation bar includes 'ETQA', 'Providers', 'Assessors & Moderators', and 'Learner Management'. The user is logged in as 'Mataz Business Solution and Consultants'. The form title is 'Batch Master / New' and it has 'Save' and 'Discard' buttons. The form fields are: 'Batch Type' (empty), 'Intervention' (checked), 'Batch Name' (empty), 'Learner Import' (empty), and 'Status' (empty). A 'Qualifications' dropdown menu is open, showing options: Artisans, Bursaries, AET, Graduate Placement, WIL, TVET Placement, **Learnerships** (highlighted), Internships, and Skills Programme. The 'Provider' dropdown is set to 'Mataz Business Solution and Consultants' and 'Batch ID' is empty. An orange arrow points from the 'Learnerships' option in the dropdown to the 'Provider' dropdown.

Enter the batch type, Intervention, batch name, and registered qualification for the Skills Development Provider.

Intervention



The screenshot shows the ETQA Batch Master form. The top navigation bar is the same as in the previous image. The form title is 'Batch Master / New' and it has 'Save' and 'Discard' buttons. The form fields are: 'Batch Type' (empty), **Intervention** (checked and highlighted with an orange box), 'Batch Name' (empty), 'Learner Import' (empty), and 'Status' (empty). A 'Qualifications' dropdown menu is open, showing options: Artisans, Bursaries, AET, Graduate Placement, WIL, TVET Placement, **Learnerships** (highlighted), Internships, and Skills Programme. The 'Provider' dropdown is set to 'Mataz Business Solution and Consultants' and 'Batch ID' is empty. An orange arrow points from the 'Intervention' field to the 'Learnerships' option in the dropdown.

Qualification

Batch Master / New

Save Discard

| | | | |
|--------------------------------|--|-----------------------|--|
| Batch Type | Qualifications | Provider | Matatz Business Solution and Consultants |
| Intervention | Learnerships | Batch ID | |
| Batch Name | Learnership Class of 2022 | Qualification | National Certificate: Water and Wastewater Treat |
| Learner Import | <input checked="" type="checkbox"/> | Total Learners | 0 |
| Status | Open | Organisation | Learnership 2022 |
| Funding Type | SETA Funded | Project | Learnerships |
| OFO Code | 2021-111102 | | |
| Employer | RURAL MAINTENANCE FREE STATE (PTY) LTD | | |
| Learner Load Start Date | 06/12/2022 | | |
| Learner Load End Date | 06/26/2022 | | |

Learner registration form

To create a new Learner click on the create button under Learner Registration and the following form will appear.

Learner registration>>Create>>Public Information

Learner Registration / New

Save Discard Submit Draft Approved Rejected

| | | | |
|-------------------------|--------------------------|------------------------|------------|
| Existing Learner | <input type="checkbox"/> | Phone | 0810845676 |
| Person Title | Mr. | Enrollment Year | |
| First Name | Ronal | Comment | |
| Middle Name | | | |
| Maiden Name | | | |
| Surname | Mashaba | | |
| Email | ronaldmashaba@gmail.com | | |

Public Information Personal Information Address Qualification Skills Programme Learning Programme Learner Status Other Documents

| | |
|----------------------------|---------------------------------------|
| Contact Information | Position |
| Work Address | Department: ICT |
| 49 Main Road | Job Title: Odoo Functional Consultant |
| Office Park | Manager: |
| Ferndale | Manager |
| Randburg Gauteng 2193 | |
| South Africa | |

Learner Status

Learner Status Reason

500 - Workplace learning

Personal Information

Public Information **Personal Information** Address Qualification Skills Programme Learning Programme Learner Status Other Documents

Status

Gender: Female
 Marital Status: Single
 Disability: No
 Disability Status: None
 Socio Economic Status: Unspecified
 Current Occupation:
 Years in Occupation:

Citizenship & Other Info

Citizen Resident Status: South Africa
 Country of Nationality: South Africa
 R.S.A. Identification No: 8601124800084
 Alternate ID Type:
 Birth Date:
 ID Document/Passport Upload: ID .pdf
 Language:
 Equity:

Contact Information

Initials:
 Mobile Number: 0810844934
 Tele Fax Number:
 Method of Communication: Email

Learner Data

Highest Education:
 Enrollment Date:
 Status Comment:

Address Information

Public Information Personal Information **Address** Qualification Skills Programme Learning Programme Learner Status Other Documents

Home Address: 34 Main Avenue Office Park Ferndale Randburg Gauteng 2193 Country Map

Same As Home Address:

Postal Address: 34 Main Avenue Office Park Ferndale Randburg Gauteng 2193 Country Map

Send message Log note Schedule activity 0 Follow 0 Today

Qualification Registration

User (Provider) should add a line to add a qualification that Learner is being registered for.

Users will be required to enter qualification, skills program or learning program being registered for, the assessor, moderator linked and the batch number they belong to as shown below

Create Learner Qualification

Qualification: National Certificate: Water and Wastew...
 Provider: Matatz Business Solution and Consultar...
 Start Date: 06/19/2022
 End Date: 07/12/2023
 Assessor: Christelle Le Roux
 Assessor End Date: 09/06/2022
 Moderator: Christelle Le Roux
 Moderator End Date: 09/06/2022
 Minimum Credits: 136
 Total Credits: 107
 Batch: [BATCH-QUAL0000003] Learnerhip Cl...

| Type | Data ID | Unit Standa... | PRE-2009 ... | NQF Level | Credits | SETA L... | PROVI... | Selecti... | ACHIE... | RPL Le... |
|-------------|---------|------------------|--------------|-----------|---------|-----------|----------|-------------------------------------|----------|-----------|
| Fundamental | 7469 | Use mathem... | NQF Level 02 | Level 2 | 2 | | | <input checked="" type="checkbox"/> | | |
| Fundamental | 7480 | Demonstrat... | NQF Level 02 | Level 2 | 3 | | | <input checked="" type="checkbox"/> | | |
| Core | 8494 | Demonstrat... | NQF Level 02 | Level 2 | 4 | | | <input checked="" type="checkbox"/> | | |
| Fundamental | 9007 | Work with a ... | NQF Level 02 | Level 2 | 5 | | | <input checked="" type="checkbox"/> | | |
| Fundamental | 9008 | Identify, des... | NQF Level 02 | Level 2 | 3 | | | <input checked="" type="checkbox"/> | | |
| Fundamental | 9009 | Apply basic ... | NQF Level 02 | Level 2 | 3 | | | <input checked="" type="checkbox"/> | | |
| Core | 17220 | Keep the wo... | NQF Level 02 | Level 2 | 8 | | | <input checked="" type="checkbox"/> | | |
| Fundamental | 119455 | Respond to ... | NQF Level 02 | Level 2 | 5 | | | <input checked="" type="checkbox"/> | | |
| Fundamental | 119456 | Write/prese... | NQF Level 02 | Level 2 | 5 | | | <input checked="" type="checkbox"/> | | |
| Fundamental | 119460 | Use lanoua... | NQF Level 02 | Level 2 | 5 | | | <input checked="" type="checkbox"/> | | |

Buttons: Save & Close, Save & New, Discard

Public Information Personal Information Address **Qualification** Skills Programme Learning Programme Learner Status Other Documents

| Qualification | Start Date | End Date | Assessor | Assessor ... | Moderator | Moderator... | Batch |
|-----------------------------|------------|------------|--------------------|--------------|--------------------|--------------|------------------------|
| National Certificate: Wa... | 06/19/2022 | 07/12/2023 | Christelle Le Roux | 09/06/2022 | Christelle Le Roux | 09/06/2022 | [BATCH-QUAL0000003]... |

Add a line

Upon successful completion of all the required fields the provider will save a record and click on the submit button as shown below.

Following fields will be appearing in grid:

Learner : Person who enrol for any Qualification.

Identity Number : Identification is the National Id of selected person.

Qualification : Qualification List for which person wants to enrol.

Unit Standards : Unit Standards are the unit within the selected qualification.

Assessor : Person who assesses the learner for the selected qualification.

Moderator : Person who moderate the assessment process.

Time Table : Time table for the selected qualification.

Learner Registration / Ronald

Save Discard

Submit

1 / 1 < >

Draft Submit Approved Rejected

Existing Learner

Person Title

First Name

Middle Name

Maiden Name

Surname

Email

Phone

Enrollment Year

Comment

Public Information Personal Information Address Qualification Skills Programme Learning Programme Learner Status Other Documents

| Qualification | Start Date | End Date | Assessor | Assessor End Date... | Moderator | Moderator End Date | Batch |
|----------------------------|------------|------------|---------------------|----------------------|---------------------|--------------------|----------------------|
| National Certificate: W... | 06/19/2022 | 07/12/2023 | Christelle Le Ro... | 09/06/2022 | Christelle Le Ro... | 09/06/2022 | [BATCH-QUAL000000... |
| Add a line | | | | | | | |

Record will move to the submitted stage upon completion and clicking the submit button

Learner Registration / Ronald

Edit Create

Action

1 / 1 < >

Draft **Submit** Approved Rejected

Person Title

First Name

Middle Name

Maiden Name

Surname

Email

Phone SMS

Enrollment Year

Comment

Public Information Personal Information Address Qualification Skills Programme Learning Programme Learner Status Other Documents

| Qualification | Start Date | End Date | Assessor | Assessor End Date | Moderator | Moderator End Date | Batch |
|-----------------------------|------------|------------|---------------------|-------------------|---------------------|--------------------|------------------------|
| National Certificate: Wa... | 06/19/2022 | 07/12/2023 | Christelle Le Ro... | 09/06/2022 | Christelle Le Ro... | 09/06/2022 | [BATCH-QUAL0000003]... |

Skills Programme Registration

User (Provider) will have to select the Skills Programme that they are accredited for to be able to capture learners, select the created batch for the skills program and link it to the learner as shown below.

Create Skills Programme Batch>>learner Registration>>Skills Programme>> Batch>>

Public Information Personal Information Address Qualification **Skills Programme** Learning Programme Learner Status Other Documents

| SAQA QUAL I... | Skills Programme | Commencement Date... | Termination Date | Assessors | Assessor Date | Moderators... | Moderator Date... | Batch |
|----------------|----------------------------------|----------------------|------------------|-----------|---------------|---------------|-------------------|--------------------------------|
| | EWSETA GENERIC SKILLS PROGRAM... | 01/09/2022 | 24/11/2022 | | | | | [BATCH-SKILLS0000026] bn--sp10 |

Create Skills Programme Lines

Skills Programme: EWSETA GENERIC SKILLS PROGRAMME

Commencement Date: 01/10/2022

Assessors: |

Moderators:

Minimum Credits: 0

Batch: [BATCH-SKILLS0000026] bn--sp10

Selection:

SAQA QUAL ID:

Termination Date: 20/10/2022

Assessor Date:

Moderator Date:

Total Credits: 35

Provider: Kgaugelo Kae-Kae Business Enterprise (P

| Type | ID NO | Unit Standard Titl... | PRE-2009 NQF Le... | NQF Level | Credits | SELECT... |
|------|--------|--------------------------|------------------------|-----------|---------|-------------------------------------|
| Core | 113893 | Test and inspect a ... | NQF Level: 03 | Level: 3 | 10 | <input checked="" type="checkbox"/> |
| Core | 13683 | Issue certificate of ... | Level: TBA: Pre-200... | Level: 5 | 5 | <input checked="" type="checkbox"/> |
| Core | 258966 | Inspect and test a s... | NQF Level: 03 | Level: 3 | 10 | <input checked="" type="checkbox"/> |
| Core | 259197 | Test and inspect a t... | NQF Level: 04 | Level: 4 | 10 | <input checked="" type="checkbox"/> |

Save & Close Save & New Discard

Learning Programme Registration

Users (Providers) can click on the Learning Programme menu and a wizard will pop up. Select the accredited programme as shown below

Open: Learning Programme Lines

Learning Programme
National Certificate: Hot Water System Installation

Commencement Date
Zie Fon

Assessors
Christelle Le Roux

Moderators
Christelle Le Roux

Minimum Credits
122

Batch

Selection

SAQA QUAL ID
96404

Termination Date
07/12/2022

Assessor Date
17/04/2022

Moderator Date
06/09/2022

Total Credits
214

Provider
Fasego EnviroTech Engineers and Investi

| Type | ID NO | Unit Standard ... | PRE-2009 NQF... | NQF Level | Credits | SELEC... | SETA L... | PROVI... |
|-------------|--------|----------------------|-----------------|-----------|---------|-------------------------------------|--------------------------|--------------------------|
| Elective | 10007 | Identify, analys... | NQF Level 01 | Level 1 | 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elective | 119670 | Produce a busin... | NQF Level 02 | Level 2 | 8 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elective | 119672 | Manage marketi... | NQF Level 02 | Level 2 | 7 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Core | 120496 | Provide risk-ba... | NQF Level 02 | Level 2 | 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elective | 12463 | Understand and... | NQF Level 02 | Level 2 | 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elective | 12878 | Use and maintai... | NQF Level 01 | Level 1 | 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Core | 14054 | Read and interp... | NQF Level 02 | Level 2 | 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elective | 14336 | Maintain record... | NQF Level 02 | Level 2 | 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elective | 14556 | Apply productiv... | NQF Level 02 | Level 2 | 6 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Core | 229998 | Explain and per... | NQF Level 01 | Level 1 | 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Core | 261664 | Erect, use and d... | NQF Level 03 | Level 3 | 6 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elective | 262592 | Guide the lifting... | NQF Level 03 | Level 3 | 6 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Core | 262765 | Install and test ... | NQF Level 02 | Level 2 | 22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Core | 262784 | Mount solar wat... | NQF Level 02 | Level 2 | 20 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Core | 262786 | Apply plumbing... | NQF Level 02 | Level 2 | 8 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elective | 263245 | Erect, use and d... | NQF Level 03 | Level 3 | 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fundamental | 7469 | Use mathematic... | NQF Level 02 | Level 2 | 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Save Discard

Public Information Personal Information Address Qualification Skills Programme **Learning Programme** Learner Status Other Documents

| SAQA QUAL I... | Learning Programme | Commencement Date... | Termination Date | Assessors | Assessor Date | Moderators... | Moderator Date... | Batch... |
|----------------|---|----------------------|------------------|-----------|---------------|-----------------|-------------------|----------|
| 96404 | National Certificate: Hot Water System Installation | 23/09/2022 | 07/12/2022 | Zie Fon | 17/04/2022 | Christelle L... | 06/09/2022 | |

Add a line

Following fields will be appearing in grid:

Learner : Person who enrol for a Learning Programme.

Identity Number : Identification is the National Id of selected person.

Learning Programme : Learning Programme List for which person wants to enrol.

Unit Standards : Unit Standards are the unit within the selected qualification.

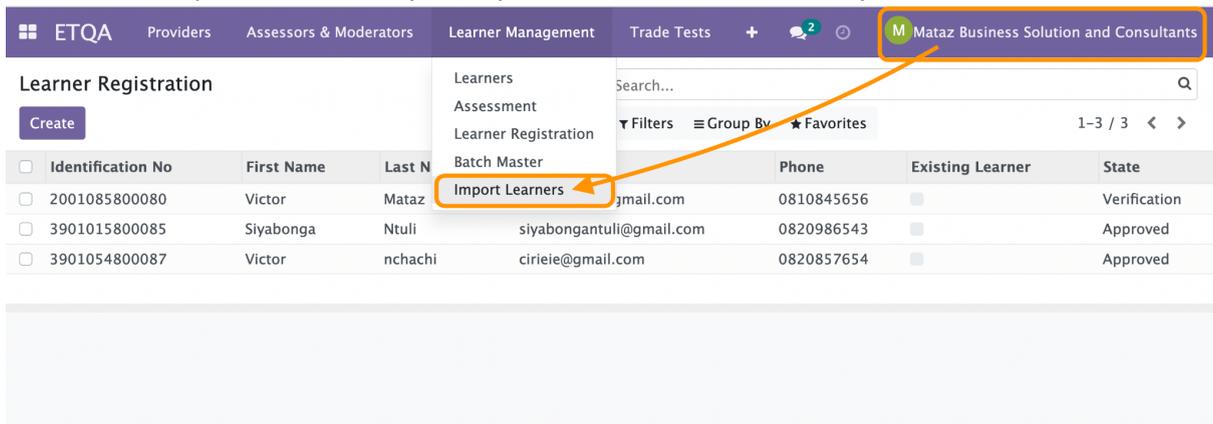
Assessor : Person who assesses the learner for the selected qualification.

Moderator : Person who moderate the assessment process.

Time Table : Time table for the selected qualification.

Bulk Learner Import

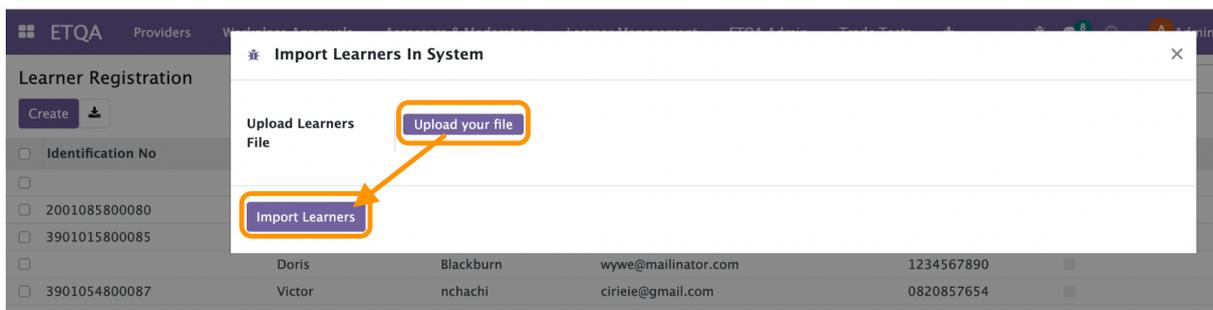
Click on the import functionality to import learners onto the mis system



The screenshot shows the ETQA Learner Management interface. The top navigation bar includes 'ETQA', 'Providers', 'Assessors & Moderators', 'Learner Management', and 'Trade Tests'. A dropdown menu is open under 'Learner Management', with 'Import Learners' highlighted. Below the menu is a table with columns: Identification No, First Name, Last Name, Email, Phone, Existing Learner, and State. The table contains three rows of learner data.

| Identification No | First Name | Last Name | Email | Phone | Existing Learner | State |
|-------------------|------------|-----------|--------------------------|------------|--------------------------|--------------|
| 2001085800080 | Victor | Mataz | matataz@gmail.com | 0810845656 | <input type="checkbox"/> | Verification |
| 3901015800085 | Siyabonga | Ntuli | siyabongantuli@gmail.com | 0820986543 | <input type="checkbox"/> | Approved |
| 3901054800087 | Victor | nchachi | cirieie@gmail.com | 0820857654 | <input type="checkbox"/> | Approved |

Upload wizard will pop-up where user will select the file with all the learner records to upload



The screenshot shows the ETQA interface with a pop-up window titled 'Import Learners In System'. The window has a 'Create' button and a 'Download' icon. Below the title bar, there is a section for 'Upload Learners File' with an 'Upload your file' button. At the bottom of the window, there is an 'Import Learners' button. The background shows the same table as the previous screenshot.

Other Documents

User to upload signed agreement reports back into the system on the relevant field

Learner Registration / Siyabonga

Save Discard 3 / 30

Existing Learner Phone 0820986543

Person Title Mr. Enrollment Year 08/04/2022 11:01:54

First Name Siyabonga Comment

Middle Name

Maiden Name

Surname Ntuli

Email siyabongantuli@gmail.com

Public Information Personal Information Address Qualification Skills Programme Learning Programme Learner Status **Other Documents**

AET Enrollment Form Upload your file Skills Programme Agreement Upload your file

Workplace Based Learning Agreement Upload your file

Once the upload of documents is done, SDP can click on the submit button learner Record for verification.

Bulk Submission

The system has a bulk submission functionality to allow submission of multiple learners for registration.

ETQA Providers Assessors & Moderators Learner Management Trade Tests + 2 M Mataz Business Solution and Consultants

Learner Registration Search...

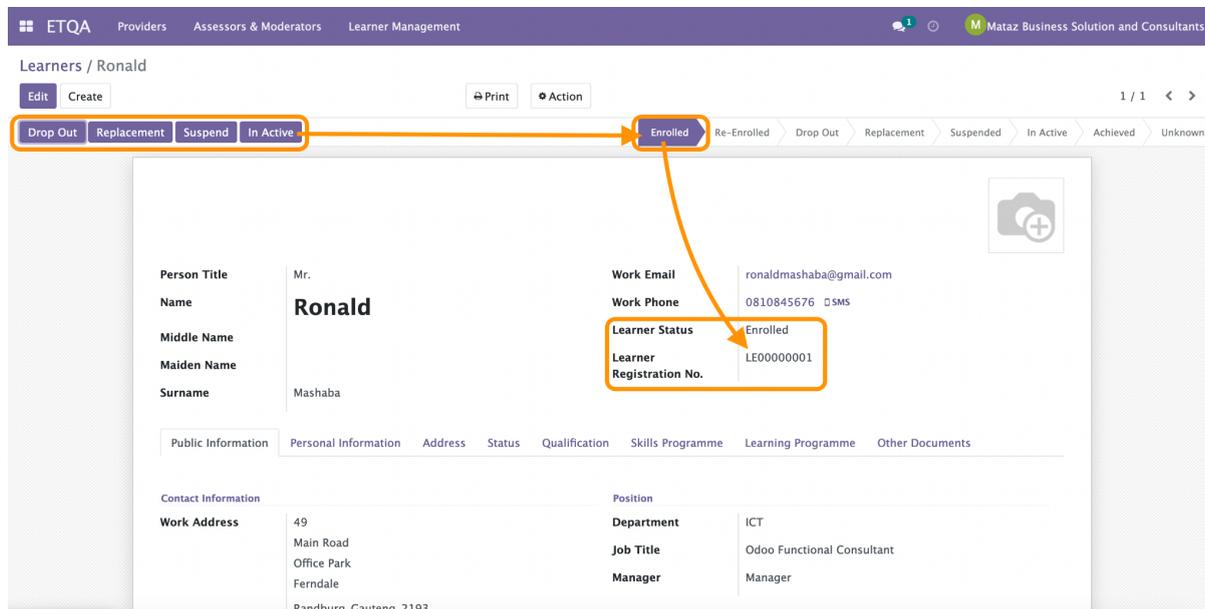
Create 3 selected Action Filters Group By Favorites 1-3 / 3

| Identification No | First Name | Last Name | Phone | Existing Learner | State |
|---|------------|-----------|------------|--------------------------|--------------|
| <input checked="" type="checkbox"/> 2001085800080 | Victor | Mataz | 0810845656 | <input type="checkbox"/> | Verification |
| <input checked="" type="checkbox"/> 3901015800085 | Siyabonga | Ntuli | 0820986543 | <input type="checkbox"/> | Approved |
| <input checked="" type="checkbox"/> 3901054800087 | Victor | nchachi | 0820857654 | <input type="checkbox"/> | Approved |

Batch Submission

SDP is able to view the status of each and every learner under Learners.

Learner Unique ID & Learnership Agreement Report



ETQA Providers Assessors & Moderators Learner Management

Mataz Business Solution and Consultants

Learners / Ronald

Edit Create Print Action

Drop Out Replacement Suspend In Active **Enrolled** Re-Enrolled Drop Out Replacement Suspended In Active Achieved Unknown

Person Title: Mr.
 Name: **Ronald**
 Middle Name:
 Maiden Name:
 Surname: Mashaba

Work Email: ronaldmashaba@gmail.com
 Work Phone: 0810845676 SMS

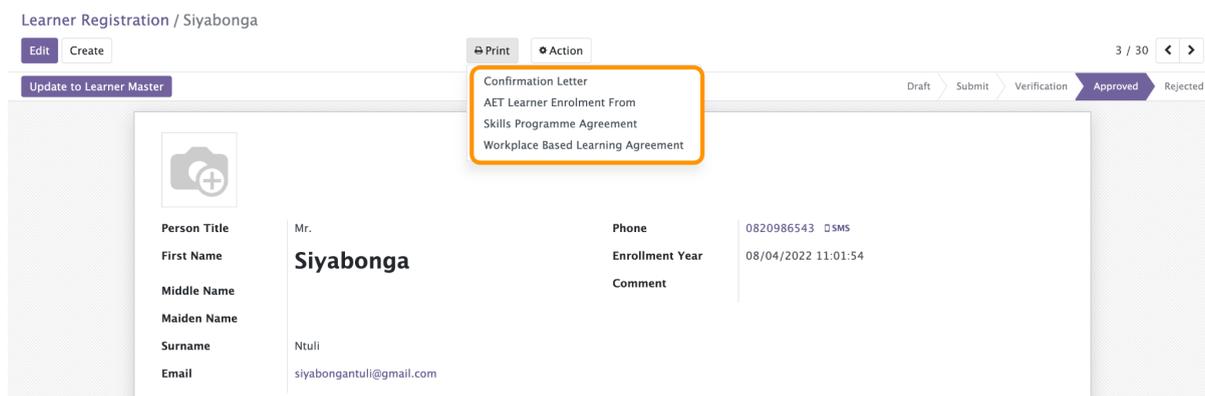
Learner Status: Enrolled
 Learner Registration No.: LE00000001

Public Information Personal Information Address Status Qualification Skills Programme Learning Programme Other Documents

Contact Information Position
 Work Address: 49 Main Road, Office Park, Ferndale, Randburg Gauteng 2193
 Department: ICT
 Job Title: Odoo Functional Consultant
 Manager: Manager

Upon successful enrollment the system will generate a unique ID for each learner and under the print functionality a learnership Agreement can be generated as shown below.

Also download the relevant agreement report based on the intervention that a learner is being registered for. Relevant parties will be required to sign the Agreement Report. Upload the learner



Learner Registration / Siyabonga

Edit Create Print Action

Update to Learner Master Confirmation Letter AET Learner Enrolment From Skills Programme Agreement Workplace Based Learning Agreement Draft Submit Verification **Approved** Rejected

Person Title: Mr.
 First Name: **Siyabonga**
 Middle Name:
 Maiden Name:
 Surname: Ntuli
 Email: siyabongantuli@gmail.com

Phone: 0820986543 SMS
 Enrollment Year: 08/04/2022 11:01:54
 Comment:

Learner Status Tracking

Verification>>Approval / Rejection

After submission SDP can track the status of Learner record from the Learner Status

| Name | Date | Status | Comment | Update Date |
|----------------|---------------------|----------|---------|---------------------|
| Lucky Mazibuko | 30/09/2022 16:02:49 | Approved | | 30/09/2022 16:02:49 |
| Lucky Mazibuko | 30/09/2022 16:03:01 | Approved | | 30/09/2022 16:03:01 |

Learners

This is a database of all registered learners with their unique Learner Registration number and their status.

| R.S.A. Identification No | Work Phone | Work Email | Status |
|--------------------------|------------|-------------------------|----------|
| 9303305676071 | 0810845676 | ronaldmashaba@gmail.com | Enrolled |

Once the learner is approved by the Quality Assurance & Compliance department, the system will generate a master entry in Learner master with a unique Learner identification number as

Searching for Learner Records

Note that there are many options to search for a learner on the MIS system. Users can type in the name of the learner or do an advanced search. The filter functionality enables users to search for their learner using different options.

Learners

Create

RONALD

- Search Name for: RONALD
- Search R.S.A.Identification No for: RONALD
- Search Learner Reg No for: RONALD

| R.S.A.Identification No | Name | Work Phone | | |
|-------------------------|--------|------------|-------------------------|----------|
| 9303305676071 | Ronald | 0810845676 | ronaldmashaba@gmail.com | Enrolled |

ETQA Providers Assessors & Moderators Learner Management

Learners

Create

Search...

Filters Group By Favorites

Add Custom Filter

R.S.A.Identification No

contains

9303305676071

Apply Add a condition

| R.S.A.Identification No | Name | Work Phone | | Status |
|-------------------------|--------|------------|------|----------|
| 9303305676071 | Ronald | 0810845676 | rona | Enrolled |

Grouping Learner Records

The group by menu enables the user to group learners by state, province, creation period, gender, qualification types, batch etc. This is also pivotal in report generation.

ETQA Providers Assessors & Moderators Learner Management

Learners

Create

Search...

Filters Group By Favorites

Add Custom Filter

Status

Work Province

Postal Province

Home Province

Add Custom Group

Gender

Apply

| R.S.A.Identification No | Name | Work Phone | | Status |
|-------------------------|--------|------------|-----------|----------|
| 9303305676071 | Ronald | 0810845676 | gmail.com | Enrolled |

Favorites

Favourites menu is for importing learner records from a template file and also used to save frequently used searches e.g. ID or Learner Registration number are unique identifiers.

| R.S.A. Identification No | Name | Work Phone | Work Email | Status |
|--------------------------|--------|------------|------------|----------|
| 9303305676071 | Ronald | 0810845676 | rona | Enrolled |

Learner Status

During the tenure of training learners can move stages depending on the scenario, the system has smart buttons drop out, replacement, suspend, in active, achieved.

Learners / Ronald

Buttons: Drop Out, Replacement, Suspend, In Active, **Enrolled**, Re-Enrolled, Drop Out, Replacement, Suspended, In Active, Achieved, Unknown

Person Information:
 Person Title: Mr.
 Name: **Ronald**
 Middle Name:
 Maiden Name:
 Surname: Mashaba

Contact Information:
 Work Address: 49 Main Road, Office Park, Ferndale, Randburg Gauteng 2193

Work Information:
 Work Email: ronaldmashaba@gmail.com
 Work Phone: 0810845676 SMS
 Position: Manager
 Department: ICT
 Job Title: Odoo Functional Consultant

Learner Status: Enrolled
 Learner Registration No.: LE00000001

The End