

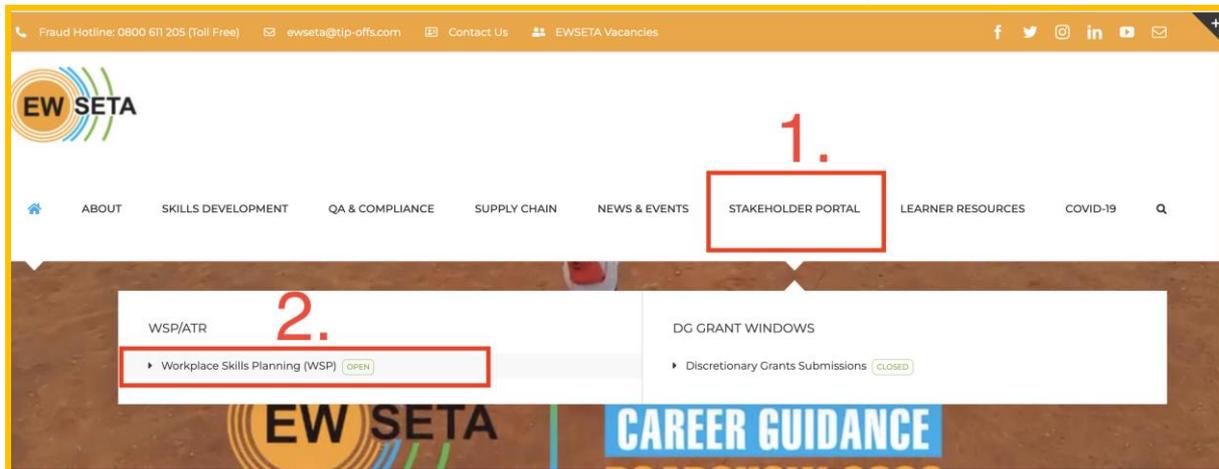


# **ENERGY AND WATER SECTOR EDUCATION AND TRAINING AUTHORITY**

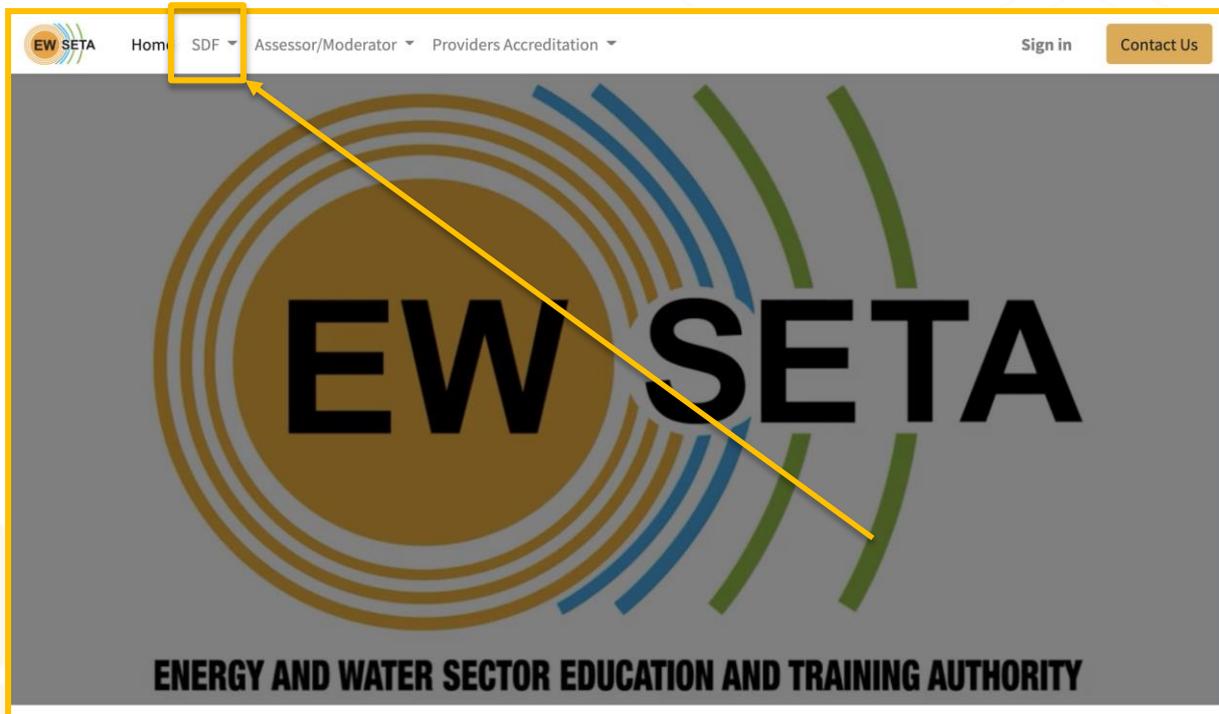
## **EWSETA MIS M.G (SDF REGISTRATION) TRAINING GUIDE**

# SDF Registration.

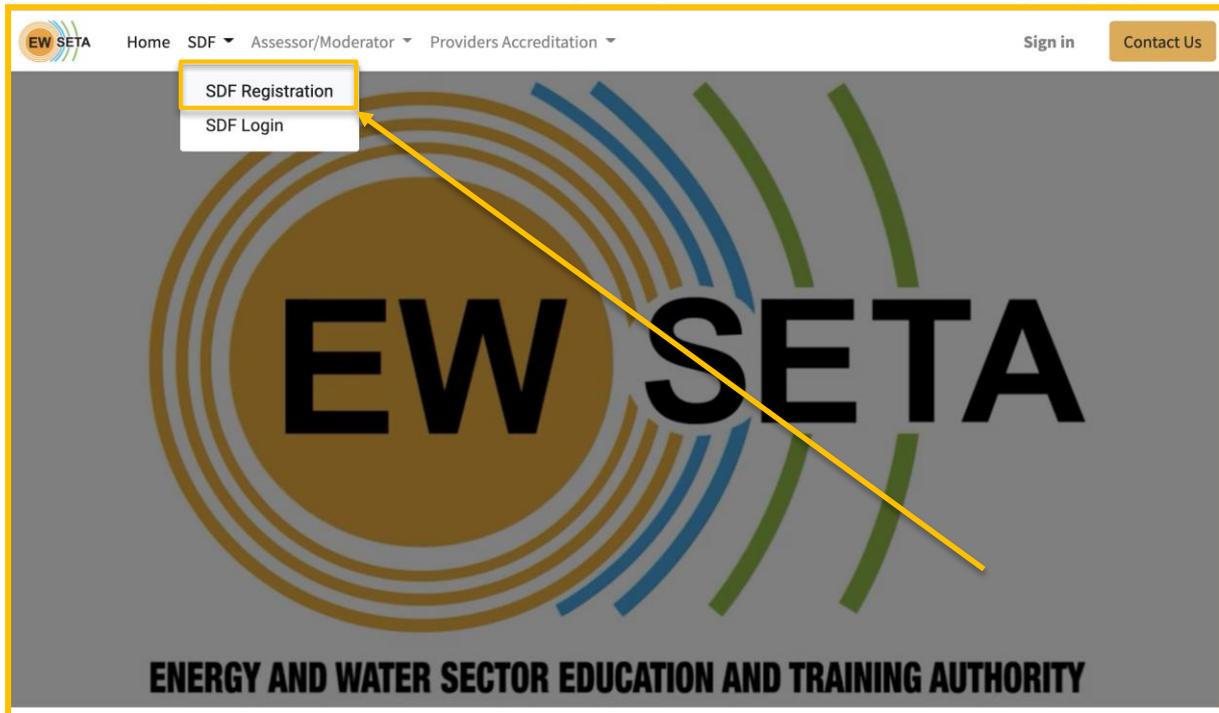
- To begin the registration process, go to your device browser and go to the EWSETA website <https://ewseta.org.za>.
- Click on **“Stakeholder Portal”**, then click **“Workplace Skills Planning (WSP)”**, which will redirect you to the MIS System link <http://mis.ewseta.org.za>.



- When you get to the MIS System (<http://mis.ewseta.org.za>), Click on the **“SDF”** Menu for additional SDF related options.

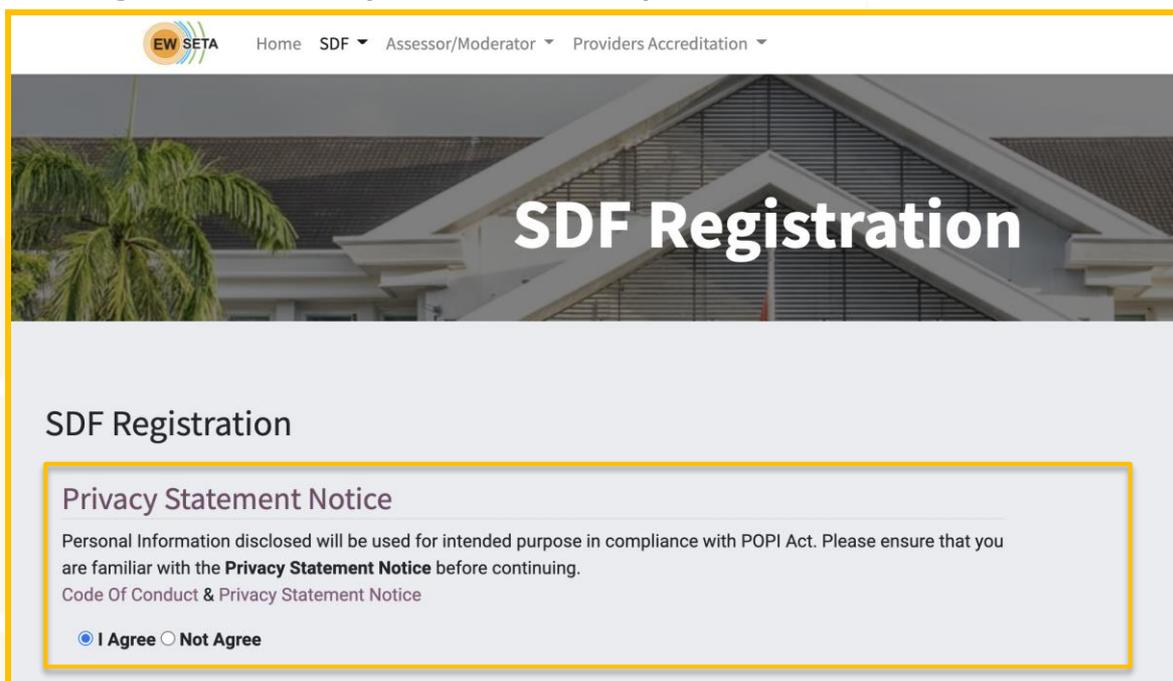


- Then click on “**SDF Registration**” Sub-Menu, and you will be redirected to the SDF Registration Page.



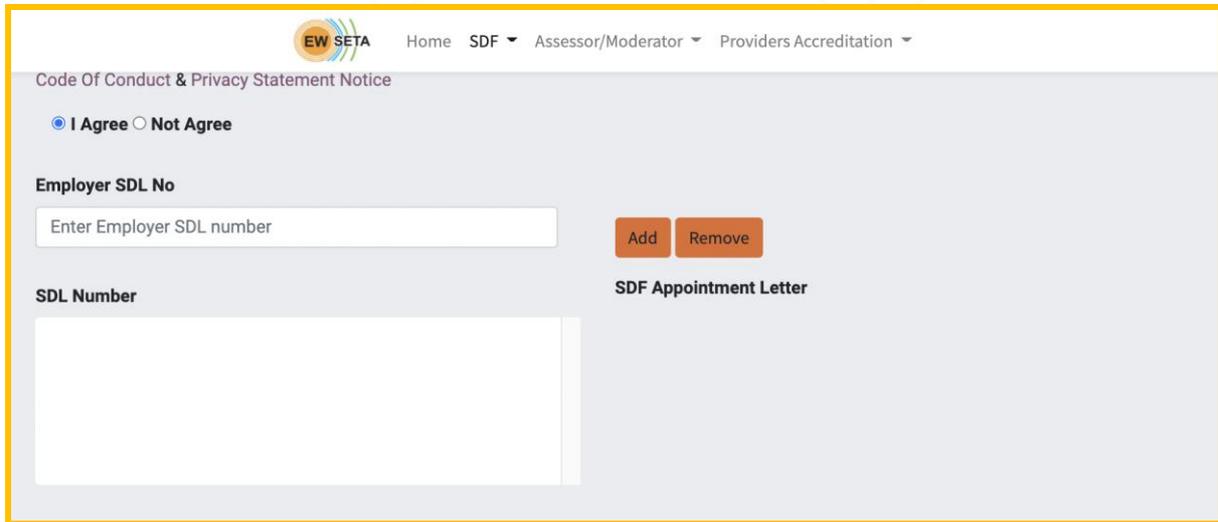
### SDF Registration.

- On this page, you will see the Privacy Statement Notice which you need to agree on and proceed.
- Please click on the “**Code of Conduct**” & “**Privacy Statement Notice**” links to read more on these.
- Next, you need to click on the “I Agree” radio button to proceed, you cannot proceed if you do not agree to the “**Code of Conduct**” & “**Privacy Statement Notice**”.



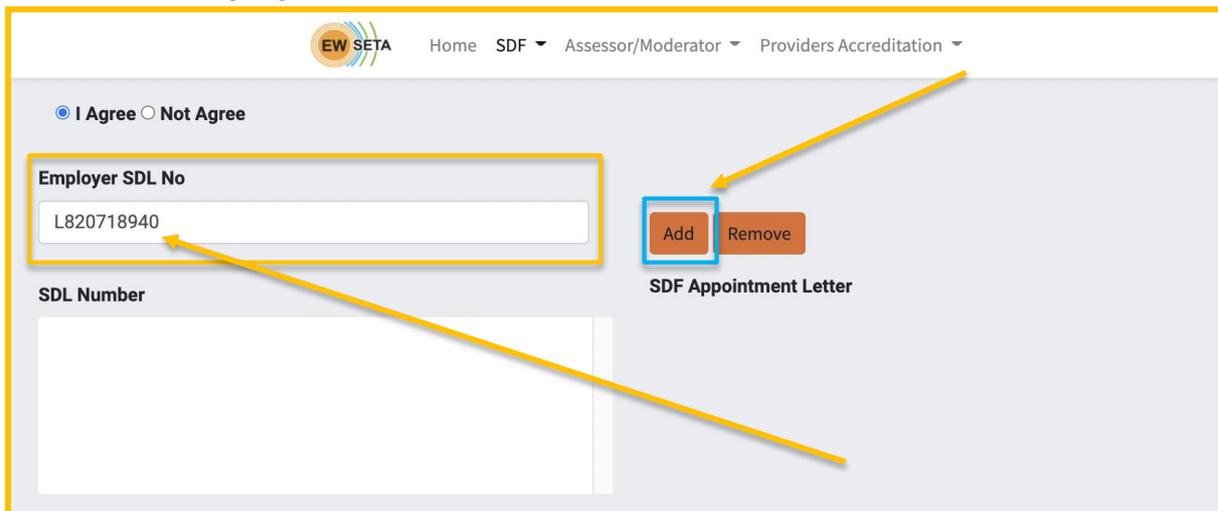
## Employer Linking.

- After agreeing to the **“Code of Conduct” & “Privacy Statement Notice”**, you can begin the registration process which requires you to enter the **“Employer SDL No”** you are registering against.



The screenshot shows the EW SETA website interface. At the top, there is a navigation bar with the EW SETA logo and links for Home, SDF, Assessor/Moderator, and Providers Accreditation. Below this is a section titled 'Code Of Conduct & Privacy Statement Notice' with radio buttons for 'I Agree' (selected) and 'Not Agree'. Underneath, there is a form for 'Employer SDL No' with a text input field containing the placeholder 'Enter Employer SDL number' and two buttons: 'Add' and 'Remove'. Below the input field are two more sections: 'SDL Number' with a large empty text area, and 'SDF Appointment Letter' with another large empty text area.

- Enter the **“Employer SDL No”** and click the Add Button.



This screenshot is similar to the previous one, but the 'Employer SDL No' input field now contains the value 'L820718940'. A blue box highlights the 'Add' button, and a yellow arrow points from the top right towards it. Another yellow arrow points from the bottom right towards the 'Employer SDL No' input field. The rest of the form, including the 'I Agree' section and the 'SDL Number' and 'SDF Appointment Letter' text areas, remains the same.

- Once you click the **“Add”** button, the linked **Employer/Organisation** to the **“Employer SDL No”** you entered will reflect in the **“SDL Number”** section.
- After that you need to attach your **“SDF Appointment Letter”** by clicking on the **“Choose file”** button. This will take you to documents on your device to upload and attach.

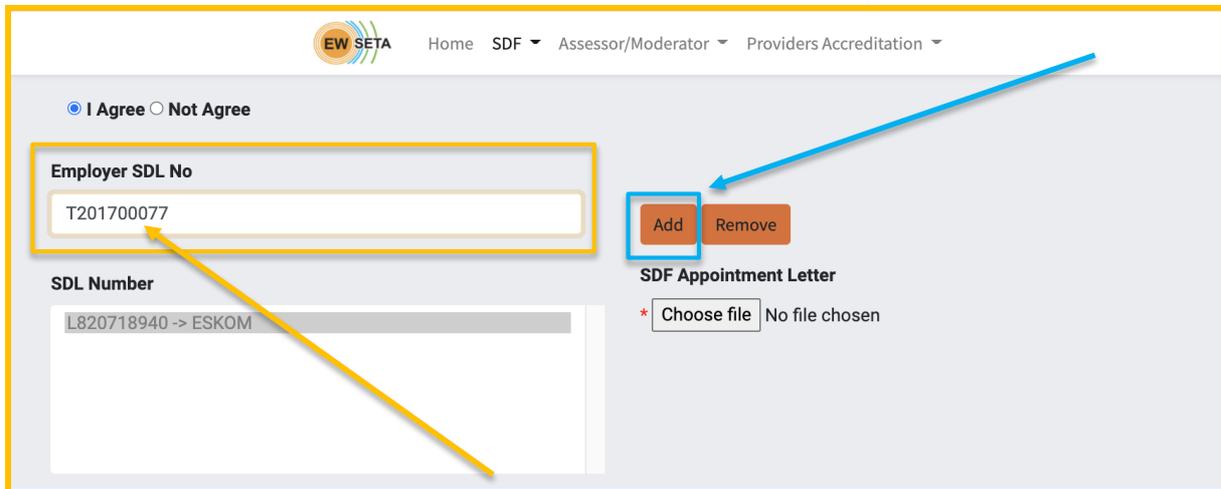
The screenshot shows the EW SETA web application interface. At the top, there is a navigation bar with the EW SETA logo and links for Home, SDF, Assessor/Moderator, and Providers Accreditation. Below the navigation bar, there is a section for adding an Employer SDL No. It includes a radio button for 'I Agree' (selected) and 'Not Agree'. The 'Employer SDL No' field contains the text 'Enter Employer SDL number'. Below this, the 'SDL Number' field displays 'L820718940 -> ESKOM'. To the right, there are 'Add' and 'Remove' buttons. Below these, the 'SDF Appointment Letter' section has a 'Choose file' button and 'No file chosen' text. A yellow arrow points from the 'Choose file' button to the 'SDL Number' field.

- If you enter a wrong **“Employer SDL No”** or one that does not exist, you will get a message saying **“Check your employer SDL number.”**, until you enter a valid number.

The screenshot shows the EW SETA web application interface. At the top, there is a navigation bar with the EW SETA logo and links for Home, SDF, Assessor/Moderator, and Providers Accreditation. Below the navigation bar, there is a section for adding an Employer SDL No. It includes a radio button for 'I Agree' (selected) and 'Not Agree'. The 'Employer SDL No' field contains the text '364563456'. Below this, the 'SDL Number' field is empty. To the right, there are 'Add' and 'Remove' buttons. Below these, the 'SDF Appointment Letter' section has a 'Choose file' button and 'No file chosen' text. A blue message box at the top right says 'Check your employer SDL number.' with an 'OK' button. A yellow arrow points from the 'Employer SDL No' field to the error message.

## Linking Multiple Employers

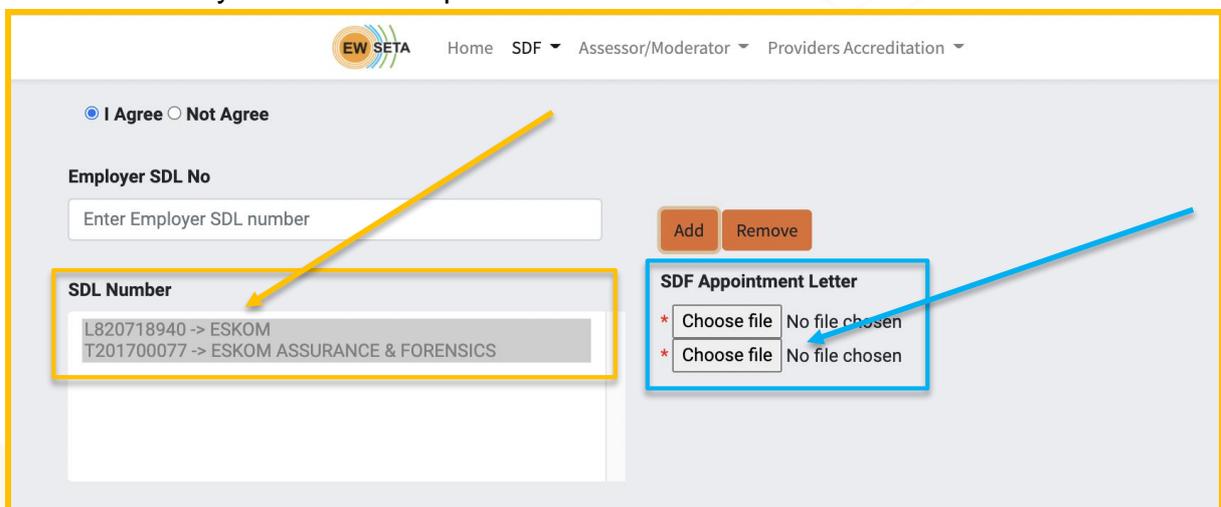
- In order to link your registration to more than one Employer, you need to add the next **“Employer SDL No”** and click the **“Add”** button again.



The screenshot shows the EW SETA registration interface. At the top, there is a navigation bar with the EW SETA logo and links for Home, SDF, Assessor/Moderator, and Providers Accreditation. Below the navigation bar, there are radio buttons for "I Agree" (selected) and "Not Agree". The form is divided into two main sections: "Employer SDL No" and "SDF Appointment Letter". In the "Employer SDL No" section, a text input field contains the value "T201700077". Below this, the "SDL Number" section displays a list of entries: "L820718940 -> ESKOM". In the "SDF Appointment Letter" section, there are two buttons: "Add" and "Remove". The "Add" button is highlighted with a blue box, and a blue arrow points to it from the top right. Below the buttons, there is a file upload area with a "Choose file" button and the text "No file chosen". A yellow arrow points from the "Employer SDL No" input field to the "Add" button.

- Once you click the “Add” button, the linked **Employer/Organisation** to the second **“Employer SDL No”** you entered will reflect in **the “SDL Number”** section.

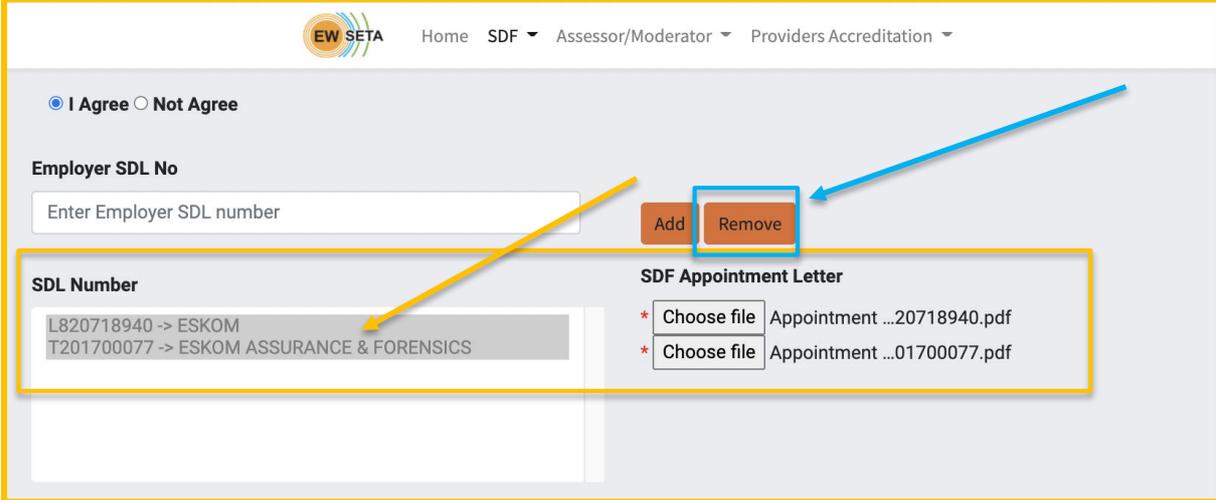
- After that you need to attach your **“SDF Appointment Letter”** for the second Employer by clicking on the second **“Choose file”** button. This will take you to documents on your device to upload and attach.



The screenshot shows the EW SETA registration interface after adding a second employer. The navigation bar and "I Agree" radio buttons are the same. In the "Employer SDL No" section, the text input field now contains the placeholder text "Enter Employer SDL number". In the "SDL Number" section, the list of entries has been updated to include the second employer: "L820718940 -> ESKOM" and "T201700077 -> ESKOM ASSURANCE & FORENSICS". A yellow arrow points from the "Employer SDL No" input field to the "SDL Number" list. In the "SDF Appointment Letter" section, there are two "Choose file" buttons, each followed by "No file chosen". A blue box highlights both "Choose file" buttons, and a blue arrow points to the second one from the top right.

## Removing SDL Number

- If you would like to remove any one of these SDL's that you would have added, you can simply click on the SDL record and click the **"Remove"** button.



The screenshot displays the EW SETA SDF interface. At the top, there is a navigation bar with the EW SETA logo and menu items: Home, SDF, Assessor/Moderator, and Providers Accreditation. Below the navigation bar, there are radio buttons for 'I Agree' (selected) and 'Not Agree'. A form field labeled 'Employer SDL No' contains the placeholder text 'Enter Employer SDL number'. To the right of this field are 'Add' and 'Remove' buttons. A blue arrow points to the 'Remove' button. Below the form field is a table with two columns: 'SDL Number' and 'SDF Appointment Letter'. The 'SDL Number' column contains two entries: 'L820718940 -> ESKOM' and 'T201700077 -> ESKOM ASSURANCE & FORENSICS'. A yellow arrow points to the first entry. The 'SDF Appointment Letter' column contains two entries, each with a 'Choose file' button and a file name: 'Appointment ...20718940.pdf' and 'Appointment ...01700077.pdf'.

EW SETA Home SDF Assessor/Moderator Providers Accreditation

I Agree  Not Agree

Employer SDL No

Enter Employer SDL number

Add Remove

SDL Number	SDF Appointment Letter
L820718940 -> ESKOM	* Choose file Appointment ...20718940.pdf
T201700077 -> ESKOM ASSURANCE & FORENSICS	* Choose file Appointment ...01700077.pdf

## General Information

- When you are done with linking the Employer(s) and the **“Appointment Letters”**, you now need to complete the fields on the **“General Information”** section.
- **NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.**
- You will also be required to specify if you are an **“Internal”** employee to the Organisation you linked at the top, or you are a **“Consultant”**.
- If you are an **“Internal”** employee, then you should also specify if you are the **“Primary”** SDF or you are a **“Secondary”** SDF for the Organisation.
- After that click on the **“Next”** Button.

## Internal Primary Employee / SDF

### General Information

<b>Title *</b> Mr. <input type="text"/>	<b>Name *</b> Benjamin <input type="text"/>
<b>Surname *</b> Maimba <input type="text"/>	<b>Work Email *</b> benjamin@eskom.co.za <input type="text"/>
<input checked="" type="radio"/> Internal <input type="radio"/> Consultant	<input checked="" type="radio"/> Primary <input type="radio"/> Secondary
<b>Cell Phone *</b> 0844546604 <input type="text"/>	
<input type="button" value="Next"/>	

## Internal Secondary Employee / SDF

### General Information

<b>Title *</b> Mr. <input type="text"/>	<b>Name *</b> Benjamin <input type="text"/>
<b>Surname *</b> Maimba <input type="text"/>	<b>Work Email *</b> benjamin@eskom.co.za <input type="text"/>
<input checked="" type="radio"/> Internal <input type="radio"/> Consultant	<input type="radio"/> Primary <input checked="" type="radio"/> Secondary
<b>Cell Phone *</b> 0844546604 <input type="text"/>	
<input type="button" value="Next"/>	

## Consultant SDF

### General Information

**Title \***  
Mr.

**Name \***  
Benjamin

**Surname \***  
Maimba

**Work Email \***  
benjamin@eskom.co.za

Internal  Consultant

**Cell Phone \***  
0844546604

Next

## Public Information

- When you are done filling in the **“General Information”**, you now need to complete the fields on the **“Public Information”** section and click the **“Next”** button.
- If you wish to go back to the previous page, click on the **“Back”** button.
- **NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.**

EW SETA Home SDF Assessor/Moderator Providers Accreditation

### Public Information

**Working Address \***  
22 Wellington Road

**Working Address1**  
Parktown

**Working Address2**  
Work Address3

**Province**  
Gauteng

**City**  
Alberton

**Suburb**  
Brenkondown

**Country**  
South Africa

**Zip**  
1448

### Position

**Department**  
Enter Your Department

**Job Title**  
Enter Your Job Title

**Manager**  
Manager

**Notes**  
Other Information

Back Next

## Contact & Citizenship Information

- When you are done filling in the **“Public Information”**, you now need to complete the fields on the **“Contact & Citizenship Information”** section and click the **“Next”** button.
- If you wish to go back to the previous page, click on the **“Back”** button.
- On the **“Citizenship Information”** section, choose the appropriate **“Citizen Resident Status”** that you are linked to.
- If you are a **South African** citizen, then you need to enter a valid **R.S.A Identification No.** and also attach a copy of your certified **R.S.A Identification document.**
- If you are **NOT** a **South African** citizen, then you need to enter a valid **Passport No.** and also attach a copy of your certified **Passport document.**
- **NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.**

**EW SETA** Home SDF ▾ Assessor/Moderator ▾ Providers Accreditation ▾

### Contact Information

Contact Number Home: 0844546604

Contact Number Office: 0844546604

### Citizenship Information

Citizen Resident Status \*  
SA - South Africa ▾

Country Of Nationality  
South Africa ▾

R.S.A Identification No \*  
8801235111011

Birth Date  
23/01/1988

National ID  
Nationality Id

Home Language  
isiZulu ▾

Passport No  
Passport No.

ID Document/Passport Upload \*  
Choose file ID Copy.pdf

### Status

Gender  
Male ▾

Disability  
No ▾

Back Next

## Personal Home and Postal Address Information

- When you are done filling in the **“Contact & Citizenship Information”**, you now need to complete the fields on the **“Home and Postal Address Information”** section and click the **“Submit”** button.
- If you wish to go back to the previous page, click on the **“Back”** button.
- **NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.**

EW SETA Home SDF Assessor/Moderator Providers Accreditation

**Home Address2**  
Beverly Gardens

**Home Address3**  
Randburg

**Province**  
Gauteng

**City**  
Alberton

**Suburb**  
Brenkondown

**Country**  
South Africa

**Zip**  
1448

**Postal Address**

Postal Address Same as Home Address

**Postal Address \***  
16 Pakenwood Drive

**Postal Address2**  
Beverly Gardens

**Postal Address3**  
Randburg

**Province**  
Gauteng

**City**  
Alberton

**Suburb**  
Brenkondown

**Country**  
South Africa

**Zip**  
1448

Back Submit

- If the **Postal Address** is the same as your **Personal Address**, click on the **“Postal Address Same as Home Address”** Tick Box, and then click the **“Submit”** button.
- If you wish to go back to the previous page, click on the **“Back”** button.

The screenshot shows the EW SETA registration form. At the top, there is a navigation bar with the EW SETA logo and links for Home, SDF, Assessor/Moderator, and Providers Accreditation. The main section is titled "Address Information" and "Personal Address". It contains several input fields: "Home Address \*" with the value "16 Pakenwood Drive", "Home Address2" with "Beverly Gardens", and "Home Address3" with "Randburg". There are also dropdown menus for "Province" (Gauteng), "City" (Alberton), "Suburb" (Brenkondown), "Country" (South Africa), and "Zip" (1448). Below these is the "Postal Address" section with a checkbox labeled "Postal Address Same as Home Address" which is checked. At the bottom left, there are "Back" and "Submit" buttons. A blue arrow points to the "Submit" button, and a yellow arrow points to the checked checkbox.

### **Submission**

- After clicking on the **“Submit”** button in previous page, your information will be submitted and you will be presented with a box with information of your **Successful Registration** and **Reference Number**.

The screenshot shows the EW SETA registration success message. It features the EW SETA logo and navigation links at the top. The main content is a box with the following text: "Registration Successful", "Thank you for your SDF application.", "Your application will be evaluated.", and "Your Reference Number is : **R016**". A yellow arrow points to the reference number.

## **Confirmation Emails**

- After a successful submission, you will also receive confirmation emails for your submission, which will also contain the information you entered and also the

**Reference number.**

**- Note: A successful registration submission does not mean that you have been “Approved” as a valid SDF at EWSETA.**



This screenshot shows an email from a public user, received 'a minute ago'. The subject is 'SDF Registration Submission'. The recipient's name is Benjamin Maimba. The email contains the following details: Name of Organisation: ESKOM; SDL Number of Organisation: L820718940; Application Unique Number: R016. The body of the email addresses Benjamin Maimba and confirms his application for Skills Development Facilitator Registration for ESKOM - L820718940. It states that the application will be sent through the organization's primary contact for verification and then to EWSETA for finalisation. Contact information for queries is provided as +27 11 274-4700. The email is signed off by the Mandatory Grants Office.

**Public user** – a minute ago  
Subject: *SDF Registration Submission*  
SDF Name : Benjamin Maimba

Name of Organisation : ESKOM

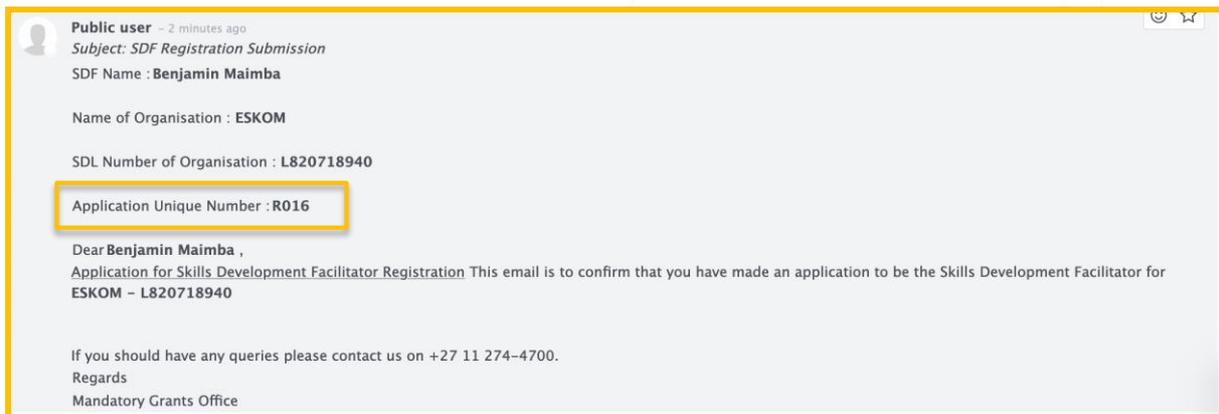
SDL Number of Organisation : L820718940

Application Unique Number : R016

Dear Benjamin Maimba ,  
Application for Skills Development Facilitator Registration

This email is to confirm that you have made an application to be the Skills Development Facilitator for ESKOM – L820718940 Your application will be sent through to your Organisations Primary Contact for Verification and then to the EWSETA for finalisation.  
If you should have any queries please contact us on +27 11 274-4700.

Regards  
Mandatory Grants Office



This screenshot shows an email from a public user, received '2 minutes ago'. The subject is 'SDF Registration Submission'. The recipient's name is Benjamin Maimba. The email contains the following details: Name of Organisation: ESKOM; SDL Number of Organisation: L820718940; Application Unique Number: R016. The body of the email addresses Benjamin Maimba and confirms his application for Skills Development Facilitator Registration for ESKOM - L820718940. It states that the application will be sent through the organization's primary contact for verification and then to EWSETA for finalisation. Contact information for queries is provided as +27 11 274-4700. The email is signed off by the Mandatory Grants Office.

**Public user** – 2 minutes ago  
Subject: *SDF Registration Submission*  
SDF Name : Benjamin Maimba

Name of Organisation : ESKOM

SDL Number of Organisation : L820718940

Application Unique Number : R016

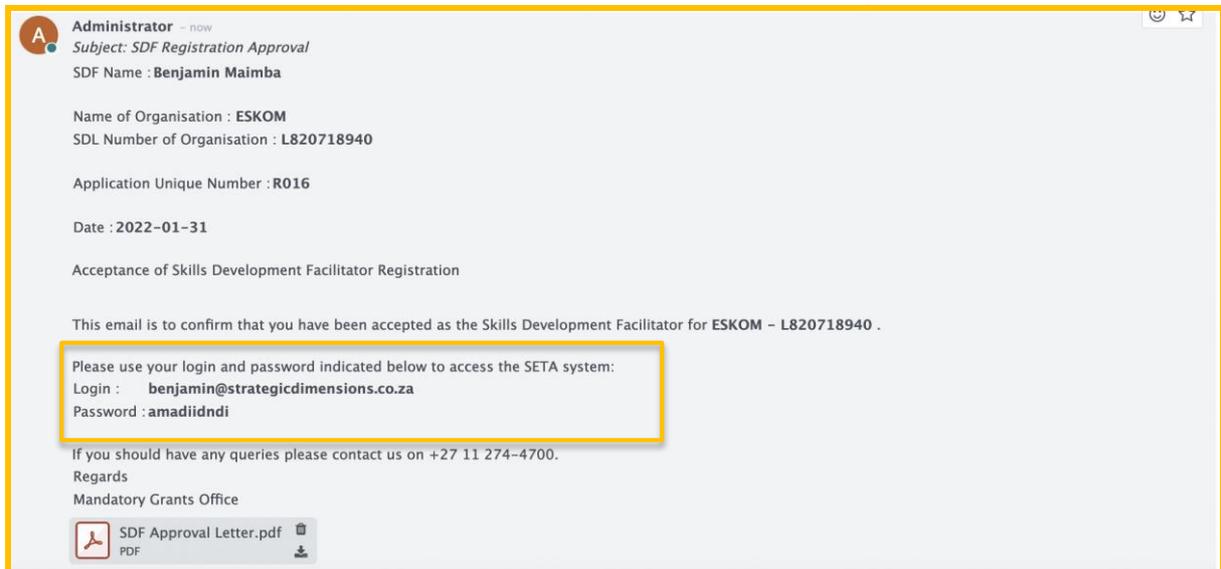
Dear Benjamin Maimba ,  
Application for Skills Development Facilitator Registration This email is to confirm that you have made an application to be the Skills Development Facilitator for ESKOM – L820718940

If you should have any queries please contact us on +27 11 274-4700.

Regards  
Mandatory Grants Office

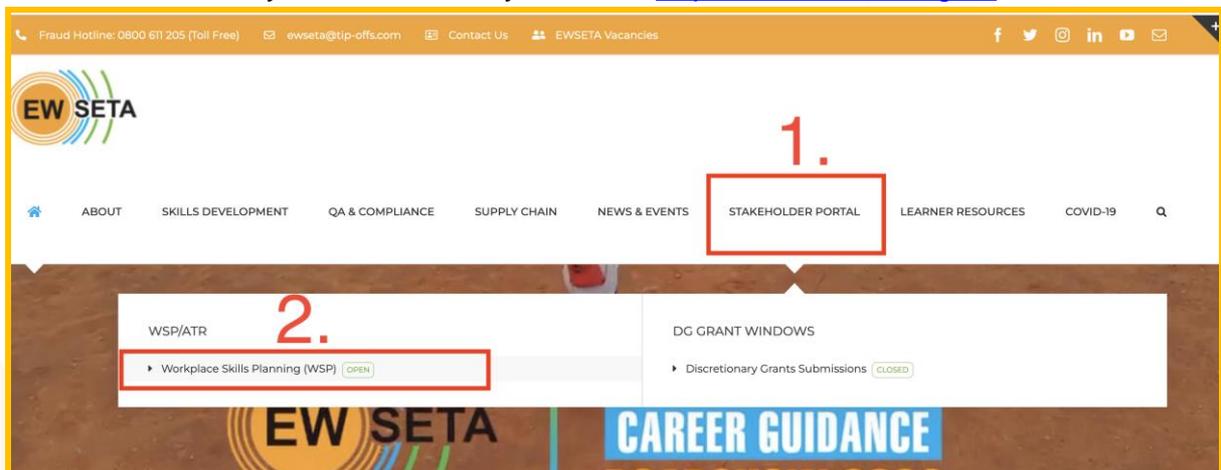
## Approval of Submission

- When your submission has been approved, then you will also receive an **“Approval Confirmation”** email.
- This email will also contain your login details and an attached **“SDF Approval Letter”**.



## Logging In

- When you receive your approval email with login and password, you will need to go back to the EWSETA website <https://ewseta.org.za>.
- Click on **“Stakeholder Portal”**, then click **“Workplace Skills Planning (WSP)”**, which will redirect you to the MIS System link <http://mis.ewseta.org.za>.



- Click the SDF Menu then choose SDF Login, or Click on the Sign In Button and then enter the login details you received via Email.

The screenshot displays the top navigation bar of the EW SETA website. The navigation menu includes 'Home', 'SDF', 'Assessor/Moderator', and 'Providers Accreditation'. The 'SDF' menu item is highlighted with a yellow box and an arrow pointing to it. To the right of the navigation bar, there is a 'Sign in' button and a 'Contact Us' button. The 'Sign in' button is also highlighted with a yellow box and an arrow pointing to it. Below the navigation bar, a central login form is displayed, enclosed in a blue border. The form contains two input fields: 'Email' and 'Password'. Below these fields is a 'Log in' button and a 'Reset Password' link. A blue arrow points to the 'Log in' button.