



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

NATIONAL SKILLS DEVELOPMENT MANAGEMENT SYSTEM (NSDMS)
LEARNER REGISTRATION FOR merSETA EMPLOYERS OR merSETA FUNDED LEARNERS
USER MANUAL
2019

LEADERS IN CLOSING THE SKILLS GAP

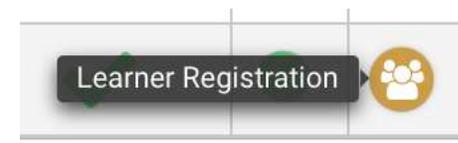
1. LEARNER REGISTRATION

Learner Registration can be done by employers or by accredited skills development providers



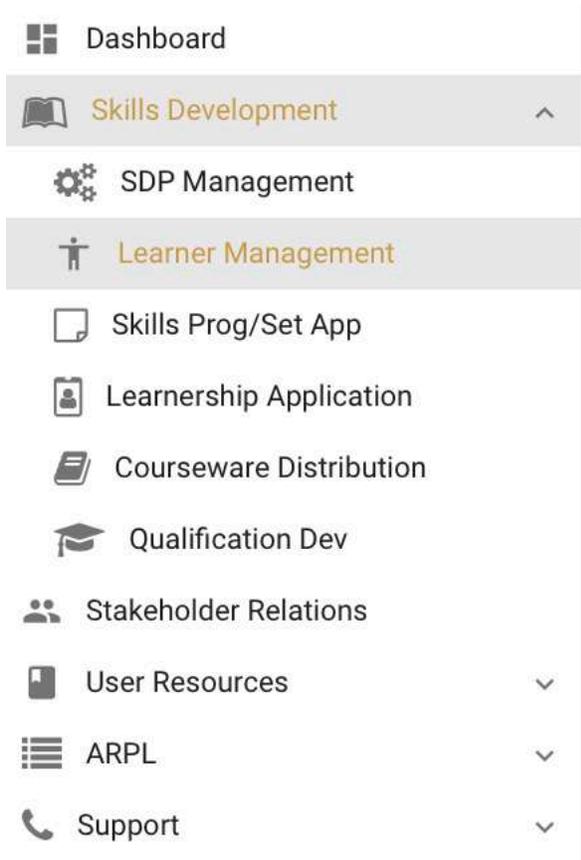
Learner Registration as an Employer

1. Go to **SDF**
2. Go to **Learner Management**
3. Select **Company** you want to add learners
4. Click **on icon to Add new learner**



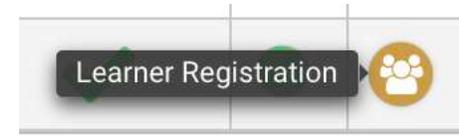
1. LEARNER REGISTRATION

Learner Registration can be done by employers or by accredited skills development providers



Learner Registration as an accredited Skills Development Provider (SDP)

1. Go to **Skills Development**
2. Go to **Learner Management**
3. Go to **Skills Development Provider** table you want to add learners for
4. Click on **icon** to Add new learner





1. LEARNER REGISTRATION

5. Click on button + Add New Learner

's Learners

[+ Add New Learner](#)

Expand row	First Name	Last Name	Identity Number	Passport Number	Employment Status	Application Status	Intervention Type	Course / Qualification	Completion Date	Registered Date	Registered Number	Date Qualification Obtained	View / Edit
No records found.													

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Intervention Type

Intervention Type *

--Select One--

--Select One--

Adult Education & Training (AET) at L4

Adult Education and Training (AET), previously ABET, at ABET Levels 1 to 3

Apprenticeships

Bursaries (HET) for permanently appointed employees at merSETA companies 6 months or more programm

Bursaries for TVET Colleges for permanently appointed employees at merSETA member companies.



1. LEARNER REGISTRATION

6. Select Intervention Type
7. Complete the required details
8. Click on Continue

Intervention Type

Intervention Type * **6**
--Select One--

--Select One--

Adult Education & Training (AET) at L4

Adult Education and Training (AET), previously ABET, at ABET Levels 1 to 3

Apprenticeships

Bursaries (HET) for permanently appointed employees at merSETA companies 6 months or more programm

Bursaries for TVET Colleges for permanently appointed employees at merSETA member companies.

Dev

Intervention Type

Intervention Type *
Credit bearing Short Courses

Unit Standard *

Continue **7**

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1. LEARNER REGISTRATION

Employer Details

9

merSETA Levy-paying Employer	<input type="checkbox"/>
Non-levy Paying Entity	<input type="checkbox"/>

9. Search for the entity that you want to add the learner for.

Please note:

- merSETA Levy-paying Employer is an entity that pays its levy to merSETA. You would search using an L number. If the L number is not accepted, it means that you need to search for Non-levy paying entity
- Non-levy paying entity – this is an entity that does not pay a levy as they are below the threshold or are entities that are funded by merSETA



1. LEARNER REGISTRATION

Enter RSA ID Number or Passport Number _____

RSA ID Number

Passport Number

10. Search for a learner using the RSA ID or Passport Number

Please note

- a. You can only register learners who appear in the company/organization employee table
- b. If you are registering unemployed learners, you would need to add them as employees under **Company Management** (use Contract Employee (Unemployed))



1. LEARNER REGISTRATION

LEARNER REGISTRATION FORM

Learner Details

Title * M	First Name: *
Last Name: *	Other Names
RSA ID Number * 5204 086	Date Of Birth * 06/04/1952
Email * P...@engr.com	Telephone Number 014...
Cell Number * 014 537 6700	Gender * Female
Equity * W	Nationality * South Africa
Urban/Rural Area * Urban	Do You Have A Disability? * No

Languages

Language	Speak?	Read?	Write?	Home Language?	
English	YES	YES	YES	<input checked="" type="checkbox"/>	

Learner Employment/Qualification Details

Education Level
-- Select One --

Were You Employed By Your Employer Before Concluding This Form? *
-- Select One --

Documents

Type	Uploaded By	Uploaded	Version	View / Edit
Certified Copy of ID/Passport				
Certified Copy of Highest qualification/Affidavit				
Employment confirmation letter/employment contract for unemployed learners				

Submit

Clear

- 11. Complete the details required on the form
- 12. Upload required documents
- 13. Click on Submit

Please note: You are required to provide a valid email for each learner and valid mobile number as per regulations



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1. LEARNER REGISTRATION

LEARNER REGISTRATION APPLICATION

DT

Show Details

LearnerRegistration... 616,1 KB

LearnerRegistration... 280,6 KB

Download All Preview All

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14. Go to email and look for the learner registration form that has been auto-populated that needs to be signed by the relevant parties

15. Upload required signed learner registration document

16. Click on Complete

Dear

The merSETA acknowledges the learner registration for N:) for the qualification: Test.

Attached is the agreement that must be signed by the relevant parties and submitted on the NSDMS for review by the merSETA.

For any assistance, please contact your Regional Office or merSETA Head Office.

Should you require any assistance or further information, kindly contact the Client Liaison Officer at Gauteng North Region

Yours sincerely,

merSETA Client Services



1. LEARNER REGISTRATION

15. Upload required signed learner registration document

16. Click on Complete Task

Documents

Type	Uploaded By	Uploaded	Version	View / Edit
Certified Copy of ID/Passport		02 Jul 2019 (10:29)	1	   
Certified Copy of Highest qualification/Affidavit		02 Jul 2019 (10:29)	1	   
Employment confirmation letter/employment contract for unemployed learners		02 Jul 2019 (10:29)	1	   
Signed Learner registration form/agreement *				

 Complete Task



2. SETTING REVIEW DATE

Review Date

Review Date: *

First Name	Last Name	Identity Number	Employment Status	Application Status	View / Edit
			Employed	Application	<input type="button" value="Q"/>

Page: (1 of 1) << 1 >> 5

17. The merSETA will review the submission

18. If there are issues with the submission, you will be required to address the matter

19. If approved, you must select a date to go to the merSETA to submit the original documents

- Click on the calendar to add a date
- Chose date and time
- Click on Set Review Date
- Click on Complete Task



2. REVIEW DATE OUTCOME

LEARNER REGISTRATION REVIEW DATE

DT

19

[Show Details](#)



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Dear ,

Please be advised that an appointment has been scheduled at: Gauteng North Region on 02/07/2019 at 10:00 as part of the learner registration process. You will be required to bring the original documents for each learner where a learner registration application has been submitted.

Should there be a change in the scheduled date, please contact the Client Liaison Officer before the visit to schedule a new date.

Yours sincerely,

merSETA Client Services

20. If merSETA accepts the date, you will be will receive an email.

21. The merSETA may also provide an alternative date and time after they have reviewed and you will still receive an email notification

22. You will then be required to submit the original learner registration copies at your designated Regional Office on the date



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3. LEARNER REGISTRATION OUTCOME

LEARNER REGISTRATION APPLICATION OUTCOME

DT

Show Details



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Dear

17/1000062/19

The merSETA hereby confirms that the application documents for the above learner have been registered accordingly.

Please be advised that the learner registration documents are available under the learner's profile.

You are requested to note that if the operations of the business changes, or if it is desired to transfer the agreement to another employer, the merSETA must be notified beforehand.

Yours sincerely,

Client Services Administrator

23. If merSETA approves the document, you will be will receive an email.

24. If there are issues, you will be required to resolve the issue and then re-submit.

25. You will be able to view the learner documents under learner management.

Please note: Learners will have the ability to register as users on the system and they will also receive notifications with respect to their application. They can also view their profile online