



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

**NATIONAL SKILLS DEVELOPMENT MANAGEMENT SYSTEM (NSDMS)**

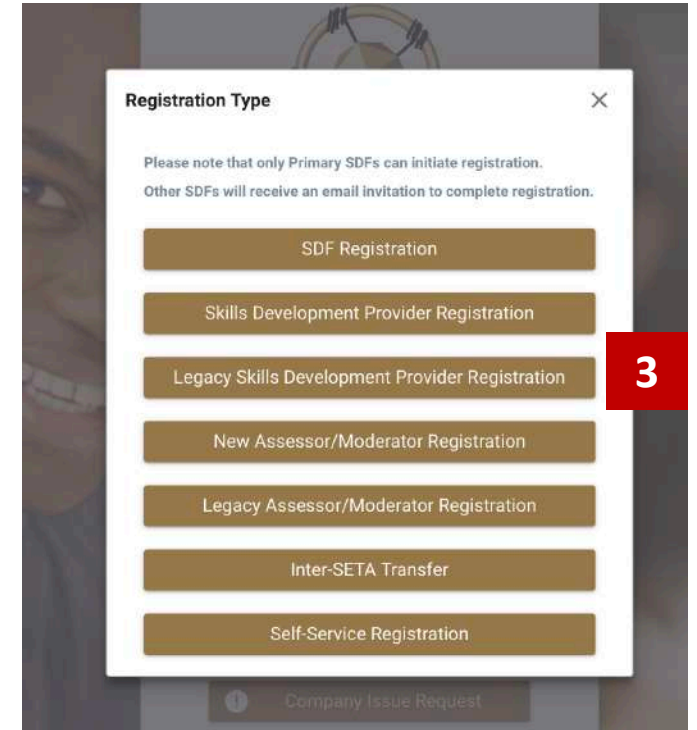
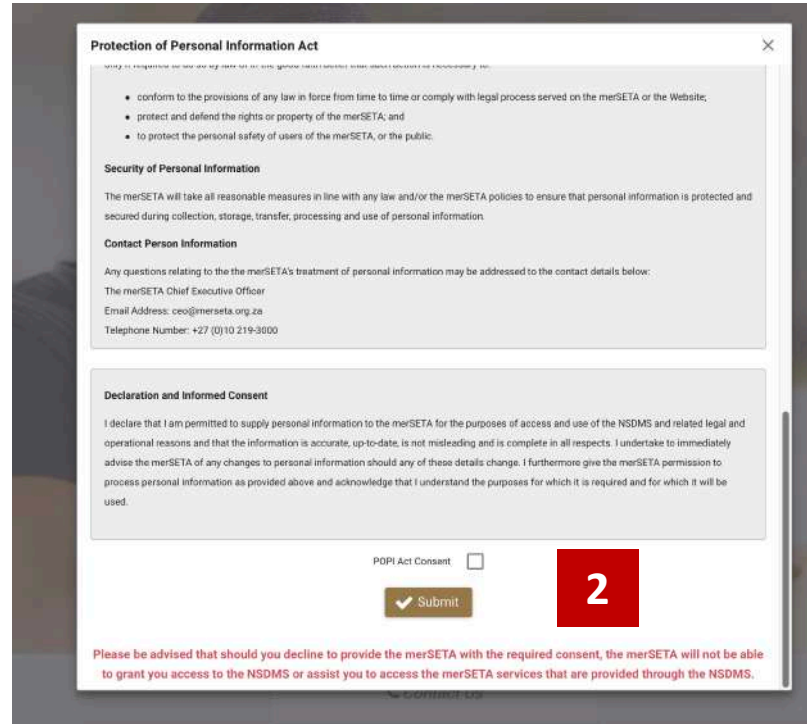
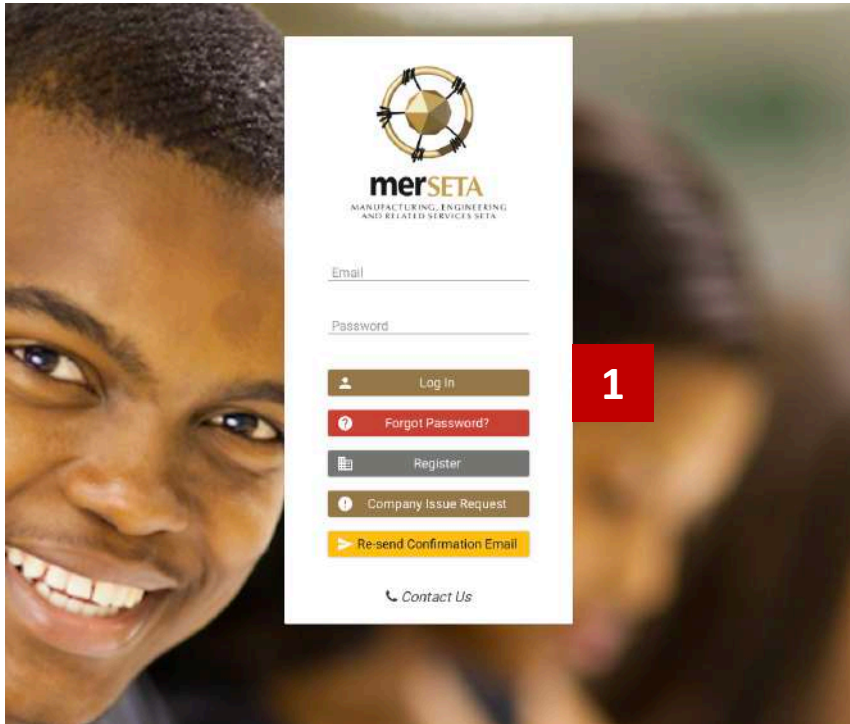
**SKILLS DEVELOPMENT PROVIDER: LEGACY**

**USER MANUAL**

**2019**

**LEADERS IN CLOSING THE SKILLS GAP**

# 1. SKILLS DEVELOPMENT PROVIDER REGISTRATION



1. Click on **Register**
2. Read through the POPI Act disclaimer and click on the **POPI Act Consent**.
3. Click on **Legacy Skills Development Provider Registration**



# 1. SKILLS DEVELOPMENT PROVIDER REGISTRATION

Enter RSA ID Number or Passport Number

RSA ID Number

Passport Number

RSA ID Number \*

Submit

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Skills Development Provider Primary Representative

4b

Title *	Miss	First Name *	
Surname *		Email *	
RSA ID Number		Cell Number *	
Telephone Number:		Fax Number	
Nationality *	South Africa	Date of Birth *	
Gender *	Female	Equity *	White
Disability *	None		

Continue >>

5

4. Search for a user to see if details are already on system
  - a. If yes, details currently captured will appear
  - b. If details not on system, complete the required details
5. Click on Continue once you have completed filling in the details or if details are there



# 1. SKILLS DEVELOPMENT PROVIDER REGISTRATION

## Company Registration Form

Accreditation Number \*

Submit

6

### Accreditation Detail

Type of Application \*

Learning Programme Approval (non-merSETA primary provider)

Provider Type \*

--Select One--

Training and Assessment

Assessment Only

Provider Class \*

Mixed: Public and Private

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Primary ETQA

-- Select One --

Accreditation Status \*

-- Select One --

Accreditation Number \*

17-QA/ACC/0009/06

Accreditation Start Date \*

16/09/2016

Accreditation End Date \*

16/09/2021

6. Type in your Accreditation Number so that the historical accreditation details can be searched for.
7. Please contact merSETA if your number does not return any data
8. You will be required to complete a few fields once the data has been returned



# 1. SKILLS DEVELOPMENT PROVIDER REGISTRATION

Company Details

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Company Name * E	Registration Number *
SDL Number *	Email Address *
Telephone Number: *	Fax Number
SIC Code * ▼	SETA * AgriSETA - Agriculture Sector Education and Training Authority (AgriSETA) ▼
Physical Address	Postal Address
Address Line 1 *	Address Line 1 *
Address Line 2 *	Address Line 2 *
Address Line 3	Address Line 3
Town * ▼	Town * ▼
Postal Code *	Postal Code *
Municipality * ▼	Municipality * ▼
Longitude: Degrees * ⊖ ⊕	Latitude: Degrees * ⊖ ⊕
Longitude: Minutes * ⊖ ⊕	Latitude: Minutes * ⊖ ⊕
Longitude: Seconds * ⊖ ⊕	Latitude: Seconds * ⊖ ⊕
Check GPS Coordinate	Same as Physical Address <input type="checkbox"/>

10

- You will be required to supply the company details
- You must complete the longitude and latitude degrees, minutes and seconds. You can click on Check GPS Coordinate where you will be taken to a new page on another website.  
**These must be accurate as they are required for monitoring and reporting purposes**

To find the latitude and longitude of a point you can do any of the following...

- Press and Hold the Shift Key then Click on the point on the map.
- Drag the red marker.
- Enter the Address

	Degrees	Minutes	Seconds
Latitude:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Longitude:	<input type="text"/>	<input type="text"/>	<input type="text"/>





- If you selected wrong entity, click on Clear and you can start process again



# 1. SKILLS DEVELOPMENT PROVIDER REGISTRATION


Company Document(s)

**Please upload the following compulsory document(s)**

 Proof Of Accreditation <a href="#">Click to Upload</a>	 Recommendation Letter <a href="#">Click to Upload</a>	 Company Registration <a href="#">Click to Upload</a>	 Copy of Company Letter <a href="#">Click to Upload</a>
---	--	---	---

SDP Representative Document(s)

**Please upload the following compulsory document(s)**

 Certified Copy of ID <a href="#">Click to Upload</a>
---

[Continue >>](#)

12

13

[x Clear](#)

- 12. You will be required to supply the documents as indicated
- 13. Once uploaded all required documents, click on Continue



# 1. SKILLS DEVELOPMENT PROVIDER REGISTRATION

## Add Contact Person(s)

**i** A minimum of two contact persons are required

Enter RSA ID Number or Passport Number

RSA ID Number
  Passport Number \*

CNN111111 |

**15**

14. You must have at least **two Contact Persons**

15. Search for person using either ID Number or Passport

a. If yes, details currently captured will appear and you must select Designation

b. If details not on system, complete the required details

c. Click **Clear** if you want to start again or **Submit** if happy

d. The details will appear in table below and you can make further changes or delete the entry while you are still completing the application

16. Click on **Continue** once completed

**Add Contact Person(s)**

**i** A minimum of two contact persons are required

**Designation**  
Primary SDP

Designation \*  
--Select One--

Title \*  
Dr

First Name \*  
CNN

Surname \*  
Test

Passport Number  
CNN111111

Telephone Number  
011 111 1111

Cell Number \*  
071 111 1111

Fax Number

## Add Contact Person(s)

**i** A minimum of two contact persons are required

Designation	Title	First
Primary SDP	Miss	

Enter RSA ID Number or Passport Number

RSA ID Number  
 Passport Number

Designation	Title	First Name	Last Name	Identity Number	Email	Cell Number	Tel Number	Fax Number
Primary SDP	Miss			7007000000000000	sandra@merSETA.gov.za			
Secondary SDP Contact 1	Dr	CNN	Test	CNN111111	sandra@merSETA.gov.za	071 111 1111	011 111 1111	



# 1. SKILLS DEVELOPMENT PROVIDER REGISTRATION

## Availability of Assessor and Moderator

Enter RSA ID Number or Passport Number

- RSA ID Number  
 Passport Number

**18**



Type	Title	First Name	Last Name	Identity Number	Email	Cell Number	Tel Number	Fax Number	
No records found.									
Page: (1 of 1) << >> 5									

Continue >>

## Availability of Assessor and Moderator

Enter RSA ID Number or Passport Number

- RSA ID Number  
 Passport Number

Type	Title	First Name	Last Name	Identity Number	Email	Cell Number	Tel Number	Fax Number	
Assessor				CNN111111					 
Page: (1 of 1) << 1 >> 5									

Continue >>

**19**

17. You can select Assessors/Moderators but this is **not compulsory** during the application process

18. Search for person using either ID Number of Passport

- If yes, details currently captured will appear and you must select **Type**
- If details not on system, complete the required details
- The details will appear in table below and you can make further changes or delete the entry while you are still completing the application
- If details you have captured do not correspond to details on system/or person is not registered as an Assessor/Moderator, a pop message will advise you

19. Click on **Continue** once completed





# 1. SKILLS DEVELOPMENT PROVIDER REGISTRATION

Qualification Details

Qualification(s)	SAQA ID	NQF Level	Status
National Certificate (GETC): Manufacturing, Engineering and Related Activities	23253	NQF Level 01	●
National Certificate: Welding Application and Practice: Manufacturing and Engineering	58534	NQF Level 02	●
National Certificate: Welding Application and Practice: Manufacturing and Engineering	58535	NQF Level 03	●
Further Education and Training Certificate: Welding Application and Practice: Manufacturing and Engineering	58536	NQF Level 04	●
National Certificate: Automotive Repair and Maintenance	64809	NQF Level 03	●
National Certificate: Automotive Repair and Maintenance	64810	NQF Level 02	●
Further Education and Training Certificate: Mechanical Engineering: Fitting: Manufacturing and Engineering	63479	NQF Level 04	●
National Certificate: Automotive Components: Manufacturing and Assembly	71950	NQF Level 02	●
National Certificate: Engineering Fabrication: Manufacturing and Engineering	66774	NQF Level 02	●
National Certificate: Engineering Fabrication: Manufacturing and Engineering	66772	NQF Level 03	●
Further Education and Training Certificate: Engineering Fabrication: Manufacturing and Engineering	66773	NQF Level 04	●
National Certificate: Mechanical Engineering: Fitting: Manufacturing and Engineering	63473	NQF Level 02	●
National Certificate: Mechanical Engineering: Fitting: Manufacturing and Engineering	63469	NQF Level 03	●
National Certificate (GETC): Manufacturing, Engineering and Related Activities	23253	NQF Level 01	●
National Certificate: Welding Application and Practice: Manufacturing and Engineering	58534	NQF Level 02	●
National Certificate: Welding Application and Practice: Manufacturing and Engineering	58535	NQF Level 03	●
Further Education and Training Certificate: Welding Application and Practice: Manufacturing and Engineering	58536	NQF Level 04	●
National Certificate: Automotive Repair and Maintenance	64809	NQF Level 03	●
National Certificate: Automotive Repair and Maintenance	64810	NQF Level 02	●
Further Education and Training Certificate: Mechanical Engineering: Fitting: Manufacturing and Engineering	63479	NQF Level 04	●
National Certificate: Automotive Components: Manufacturing and Assembly	71950	NQF Level 02	●
National Certificate: Engineering Fabrication: Manufacturing and Engineering	66774	NQF Level 02	●
National Certificate: Engineering Fabrication: Manufacturing and Engineering	66772	NQF Level 03	●
Further Education and Training Certificate: Engineering Fabrication: Manufacturing and Engineering	66773	NQF Level 04	●
National Certificate: Mechanical Engineering: Fitting: Manufacturing and Engineering	63473	NQF Level 02	●
National Certificate: Mechanical Engineering: Fitting: Manufacturing and Engineering	63469	NQF Level 03	●

Unit Standard(s) Name	Code	NQF Level	Status
No records found.			
(1 of 1) < > 5			

Skills Programme	Programme ID	Status
Mechanical Maintenance Skills (Part 1)	SP 0930/15-17	●
Auto Component Assembler	SP 0944/15-17	●
Components Fabrication and Welding	SP 0753/13-17	●

20. A list of the qualifications, skills programmes/sets, or trades that you are accredited for will appear.

The green button under status means that this qualifications, skills programmes/sets, or trades are active on SAQA database



# 1. SKILLS DEVELOPMENT PROVIDER REGISTRATION

## Declaration For Application With merSETA

I, the undersigned, confirm that I am authorised by this organisation to submit the Skills Development Provider application. I declare that to the best of my knowledge, the information contained herein, is accurate and up to date. I declare that we have not been granted primary accreditation by or applied for primary accreditation to another Education and Training Quality Assurance Body/Quality Assurance Partner. I also declare that the primary focus of training falls within the scope of the merSETA.

Accept Code Of Conduct		
Name: <input type="text"/>	Date: <input type="text"/>	Accept: <input type="checkbox"/> <b>22</b>

← Back to Login

**21**

Submit

**23**

21. If you decide to withdraw application, click on **Back to Login**

22. You are required to complete a declaration by checking the **Accept** box

23. If proceeding with application click on **Submit**. Once submitted, you will see a pop up message advising you that submission has been made and will now be reviewed



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## 2. SYSTEM ACCESS

merSETA NSDMS NEW REGISTRATION Inbox x



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Dear

Please [confirm](#) your email address.

Your email is: [k](#) and your password is: rTWDPXJ

You can change it after you have logged in.

Please note that the link will expire after 72 hours.

Your application may take 5 working day(s) to be processed

Regards

The merSETA team

- If you are a **first time NSDMS user** on the system, you and you have entered your email address correctly, you will receive a new registrations notification in your email
- If an existing user, login using your system access details
- To confirm the email, click on the **confirm** link and you will be taken to a new screen



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## 2. SYSTEM ACCESS

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Log In

Email confirmed!  
Please [login](#) to the system.

Developed and powered

**Change Password**

Password must be minimum of 8 characters and contain at least 1 capital letter, at least one numeric character, at least one special character, cannot be your first name or surname

New Password \*  
.....

Confirm Password \*  
.....

Submit

Re-send Confirmation Email

- An email confirmation screen will be displayed
- You must click on **login** and the system will re-direct you to a page where you are required to enter your email address and **system generated password** from your email confirmation notification
- A **Change Password** screen will pop up and you must enter your new password.
- The password must be at least 8 characters long and must contain at least one caps (i.e. A etc) letter, one numerical character (i.e. 1, 2, 3,4 etc) and one special character (e.g. !@#\$%^\*& etc)




## 2. SYSTEM ACCESS


### Password Management

- If you have forgotten your password, go to the Login page and select **Forgot Password**
- In the screen that pops up, enter your email
- A new password will be sent to your email and you will be required to complete the Change Password process.

Email


Password


 Log In

 Forgot Password?

**Reset Password** ✕

Enter Email \*

 Send Password

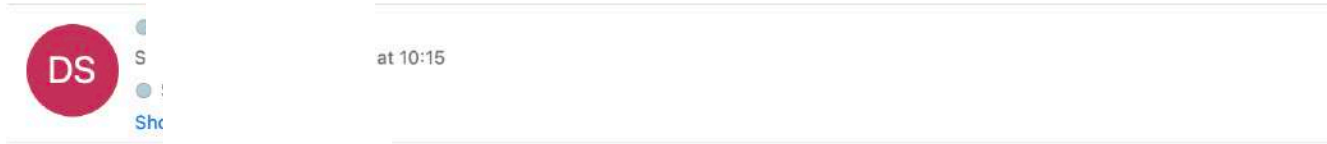
 Register



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### 3. ACKNOWLEDGMENT OF SUBMISSION

ACKNOWLEDGEMENT OF APPLICATION TO REGISTER AS A SKILLS DEVELOPMENT PROVIDER ON THE NSD.



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Dear \_\_\_\_\_,

Your application dated 10/11/2019 to register as a Learning Programme Approval (17- ) on the merSETA NSDMS is hereby acknowledged.

Your application will be evaluated by the merSETA and the process may take up to 7 working days. Should any additional information be required, this will be communicated to you.

Yours sincerely,

ETQA Administrator

- Once submitted, you will receive an Acknowledgement of submission email and a copy of the accreditation application



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## 4. SDP PRIMARY ACCREDITATION APPLICATION FINAL OUTCOME NOTIFICATION

There are three possible outcomes

- a. **Reject Task:** If the application is not approved and you are required to attend to an issue, you will get a task on your dashboard under outstanding tasks. Once completed, submit and wait for outcome
- b. **Final Rejection:** If there is a final rejection of the application, you will receive a notification advising of the reason
- c. **Final Approval:** If there approved, you will receive notification advising that application approved and you will then be active on the NSDMS as an SDP