NATIONAL SKILLS DEVELOPMENT MANAGEMENT SYSTEM (NSDMS)
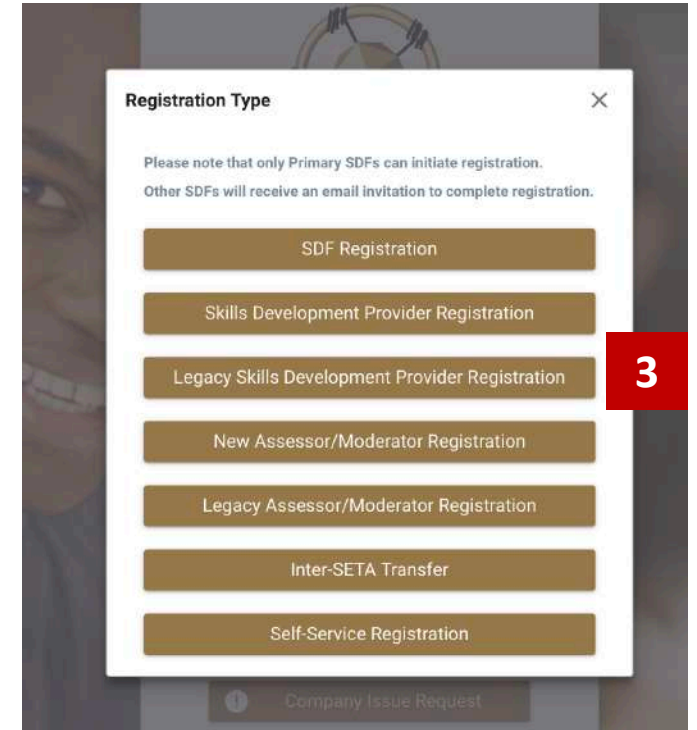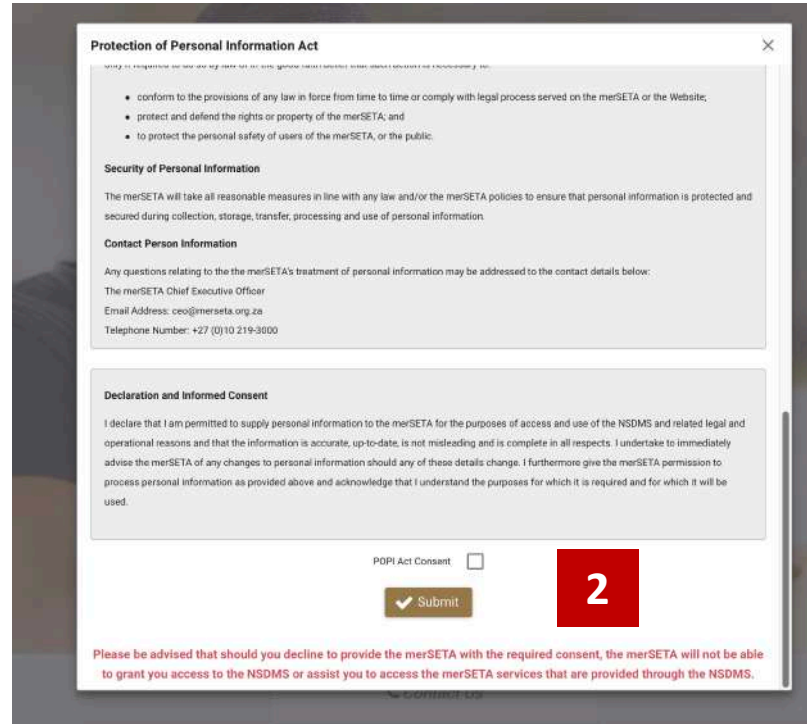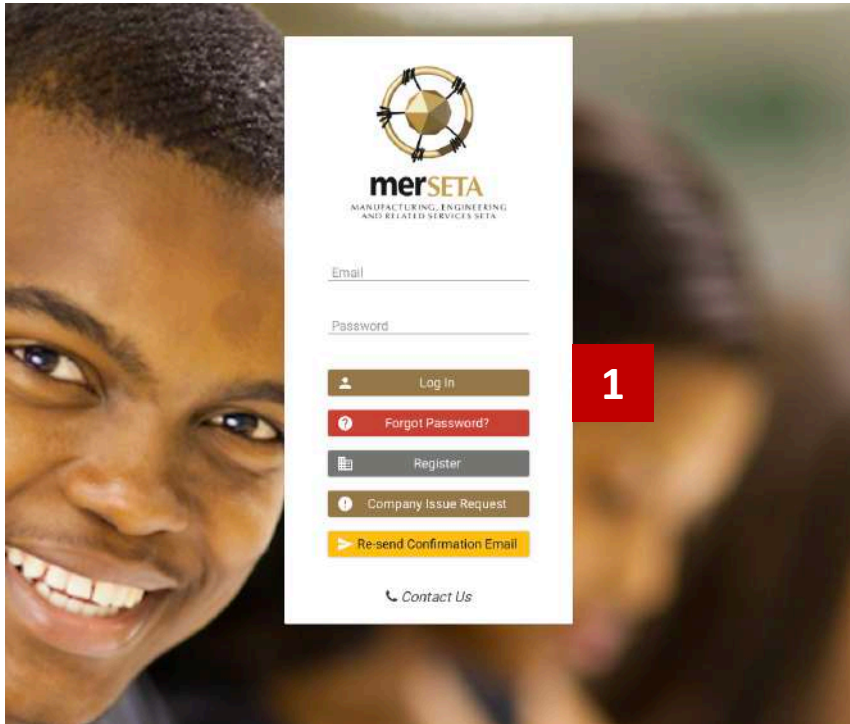
SKILLS DEVELOPMENT PROVIDER: LEGACY
USER MANUAL
2019

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

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 ☐

8

Provider Class *
Mixed: Public and Private

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

9. You will be required to supply the company details

10. 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**

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

1. SKILLS DEVELOPMENT PROVIDER REGISTRATION

12. You will be required to supply the documents as indicated

13. Once uploaded all required documents, click on Continue

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

15. Search for person using either ID Number of 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

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

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

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

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

d. 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

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	🟢
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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

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

2. SYSTEM ACCESS

merSETA NSDMS NEW REGISTRATION Inbox ×

Dea

Please confirm your email address.

Your email is: k　　　　　　l 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

2. SYSTEM ACCESS

- 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 lone 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)

Email

Password

Log In

Forgot Password?

Reset Password   ×

Enter Email *   Email

Send Password

Register

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.

3. ACKNOWLEDGMENT OF SUBMISSION

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

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

DS

at 10:15

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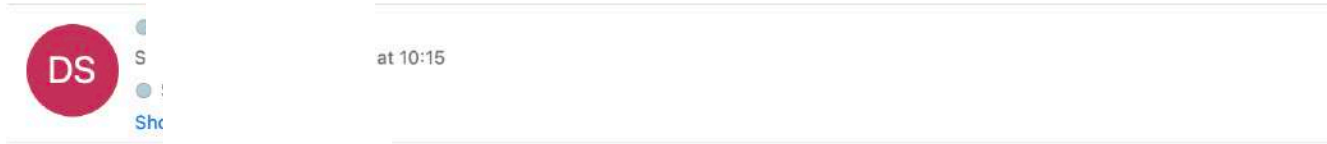
Your application dated 10/11/2019 to register as a Learning Programme Approval (17-
                    on the merSETA NSDMS is hereby acknowledged.

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

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