



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

NATIONAL SKILLS DEVELOPMENT MANAGEMENT SYSTEM (NSDMS)

**WORKPLACE APPROVAL
USER MANUAL
2019**

LEADERS IN CLOSING THE SKILLS GAP



1. Workplace approval is required for certain qualifications.
2. Workplace approval consists of two processes
 - a. Mentor registration
 - b. Workplace approval



1. MENTOR MANAGEMENT

- Dashboard
- SDF** 1
- Company Management
- Grant Application
- Company Allocation
- Learner Management
- Skills Development
- Stakeholder Relations
- User Resources
- ARPL
- Support

Details

🔒 Lock Company Details

- In order to make any changes, you will have to unlock the table using the button on the right.
- Any changes made here will put the company into an 'Awaiting merSETA Approval' status.
- No Grant applications can be initiated while 'Awaiting merSETA Approval'.

✓ Register New Levy Number

Company Information Company Contacts **Employees** SDF Management Banking Details Documents Linked Companies Training Committee

Sites MOA Details **Mentor Management** 2 Replace Approval Details

+ Add Mentor 3

Expand row	Site Name	Address	First Name	Last Name	Identity Number	Passport Number	Status	Approval Date	View
No records found.									

Page (1 of 1) << >> 5

1. Go to **Company Management**
2. Go to **Mentor Management** in select Company
3. Click on **Add Mentor** to Add new mentor



1. MENTOR MANAGEMENT

New Mentor Details [Close]

Enter In RSA ID or Passport Number

RSA ID Number Passport Number

RSA ID Number _____

Submit

4a

New Mentor Details [Close]

Mentor Information **4b** Qualifications

Provide Mentor Information

First Name _____ Last Name _____

Passport Number
CNN1234

Please upload the following compulsory document(s)

4b(i) Certified Copy of ID/Passport **4b(ii)** CV (As per merSETA Template)

Click to Click to

4. Search for a user to see if details are already on system

a. If yes, details appear, if no, add the user details (ID/passport number, name and surname) in **Mentor Information**

b. Upload documents

- Certified copy of ID/Passport page
- CV



1. MENTOR MANAGEMENT


New Mentor Details ×

Mentor Information **5** | Mentor Qualifications


Provide Qualifications


Qualification **6**

1 Please upload the following compulsory document(s)

 Certified Copy of Trade Test/Qualification **7**
[Click to Upload](#)

[+ Add Qualification](#) **8** | [≡ Clear Qualification](#) **9**

Qualification	
(48915)Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision 10	

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[🔒 Complete Task](#) **11** | [≡ Clear](#) **12**

5. Go to Mentor Qualifications to add qualification details

6. To add a qualification, search for a qualification by starting to type the qualification code e.g. 48915 or by using the % as part of the qualification description e.g. %manufa%

7. Upload qualification documents

i. Certified copy of qualification(s)

8. Click on + Add Qualification. You can add as many qualifications against a mentor as you wish by repeating step 6 and 7

9. If you want to change before you have clicked on Add Qualification, click on Clear Qualification

10. If you have added, you can click on the bin icon to delete and then start again

11. Click on Complete Task when you have added at least one qualification

12. If you want to start adding mentor details again, click on Clear and you will be taken back to the

1. MENTOR MANAGEMENT



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13. A notification will be sent to the SDF who has completed the application once when the application has been submitted

Dear **Malinda Brown**,

ACKNOWLEDGEMENT OF MENTOR APPLICATION FOR **IS AND-AL HATTACHA MOTORS SA (44870408)**: **IS AND-AL HATTACHA MOTORS SA**

The merSETA acknowledges receipt of the application for a Mentor - **Sandra M...** (CNN1234) against the following qualification(s):

- 48915 Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision

Kindly be advised that it may take up to five (5) working days to process the application.

Yours sincerely,

merSETA Client Services



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1. MENTOR MANAGEMENT



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14. A notification will be sent to the SDF who has completed the application to advise of the outcome, if not approved and the reason will be provided

Dear **XXXXXXXXXX**,

The merSETA hereby advises that the Mentor application for Sandra **XXXXXXXXXX** (CNN1234) has not been approved against the qualification applied for -

- 48915 Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision

for the following reason(s):

- Copy of ID Document/Passport page not certified

Please do not hesitate to contact the merSETA Gauteng North Region Office for further assistance

Yours sincerely,

merSETA Client Services



1. MENTOR MANAGEMENT

15 Mentor Management Workplace Approval Details

16 + Add Mentor

Expand row	Site Name	Address	First Name	Last Name	Identity Number	Passport Number	Status	Approval Date	18
		1 C Z Centurion	Sandra			CNN1234	Rejected	24 June 2019	

SAQA ID	Qualification	NQF Level	Status	Approval/Reject Date	Reject Reasons
48915	Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision	NQF Level 04	Rejected	24 Jun 2019 (07:31)	Copy of ID Document/Passport page not certified.

Type	Original File Name	Uploaded By	Uploaded	Version	View
Certified Copy of ID/Passport	attachment 2.pdf		24 Jun 2019 (07:24)	1	
CV (As per merSETA Template)	attachment 2.pdf		24 Jun 2019 (07:24)	1	
Certified Copy of Trade Test/Qualification	attachment 2.pdf		24 Jun 2019 (07:24)	1	

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15. To attend to the issues that have been provided when rejected, got to Mentor Management and you will see the Mentor details

16. Click on the Expand Row button and you will be able to view the Reject Reasons

17. You can also view the supporting documentation

18. You can attend to the issue by clicking on the update button where you will be required to add the reason for re-submitting or making any change

19. No changes can be made when an application is currently being reviewed



1(a) EDITING/REMOVING A MENTOR

Company Information Company Contacts Employees SDF Management Banking Details Documents Linked Companies

Training Committee Sites MOA Details Mentor Management Workplace Approval Details

[+ Add Mentor](#)

Expand row	Site Name	Address	First Name	Last Name	Identity Number	Passport Number	Status	Approval Date	View
			Sandra			CNN1234	Approved	24 June 2019	A B

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A. Editing a mentor

1. Check that new mentor appears under Mentor Management
2. Edit existing Mentor details by clicking on update button
3. Add reason for update
4. Update qualifications
5. Submit

B. Removing a mentor

1. Remove existing Mentor details by clicking on delete button
2. Add reason
3. Submit




2. WORKPLACE APPROVAL

1. Go to **Company Management**
2. Go to **Workplace Approval Details** in selected company

Company Information Company Contacts Employees SDF Management Banking Details Documents Linked Companies

Training Committee Sites MOA Details Mentor Management Workplace Approval Details

+ Request New WPA

Expand row	Site	Company WPA Number	Address	Qualification/Ti Code	Qualification/Ti Title	Status	Approval Date	Qualification/Ti WPA Number
No records found.								

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2. WORKPLACE APPROVAL

Click on **Request New WPA**

- Select either qualification or trade WPA
- Search for a qualification or trade by starting to type the qualification code e.g. 48915 or by using the % as part of the qualification description e.g. %manufa%

Request New WPA ×

Select what type of workplace approval is required:

Qualification Trade

Qualification

Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision

Submit

Request New WPA ×

Select what type of workplace approval is required:

Qualification Trade

Trade

61300

SAQA ID	Description	NQF Level
61300	VEHICLE BODY BUILDER - MOTOR	New Level: Assignment Pend.



2. WORKPLACE APPROVAL

Outstanding Tasks

Process Name	Description	Last Action User	Status	Due Date	RAG	View / Edit
Workplace Approval	A workplace approval application for Qualification: Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision has been submitted by ... Please go to Outstanding Tasks on the Dashboard to complete the application.		Not Started	26 Jun 2019	●	➔

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1. Email notification will be sent
2. Go to Dashboard and click on View/Edit



A workplace approval application for Qualification: Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision has been submitted by ... Please go to Outstanding Tasks on the Dashboard to complete the application.



2. WORKPLACE APPROVAL

Mentor Information

Available Mentor For Selection								
Expand row	Date Added	Site Name	Address	First Name	Last Name	Identity/Pas Number	Mentor Qualifications	Add Mentor
	24 June 2019		 Centurion	Sandra		CNN1234	(48915) Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision	

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Mentor Selected						
Expand row	Site Name	Address	First Name	Last Name	Identity/Passport Number	Remove
No records found.						

Page (1 of 1) 5

Select the mentor(s) that you want to use for the workplace approval application



2. WORKPLACE APPROVAL

Workplace Approval Application Checklist

All required tools and equipment available to cover the scope of the workplace component of the trade workplace approval is applied for *

YES NO

Access to material and consumables applicable to the structured workplace learning *

YES NO

Structured implementation plan indicating timeframes *

YES NO

Committed to be OHSA/MHSA compliant *

YES NO

Workplace layout and working environment is safe and conducive to effective workplace learning *

YES NO

Recordkeeping system in place *

YES NO

Mentor/Artisan learner ratio acceptable *

YES NO

Protective wear available/issued *

YES NO

Workplace able to cover the entire trade/qualification scope for the duration of the workplace component *

YES NO

Formal agreement with the other approved workplaces for the rotation of artisan learners/learners where applicable *

YES NO

Committed to be compliant to relevant legislation applicable to the trade *

YES NO

Identified a committed staff member to maintain records of workplace learning including logbooks *

YES NO

Suitability qualified mentors for trade workplace approval is applied for *

YES NO

- Complete the checklist
- Please wait a few seconds to allow the system to update your selection



2. WORKPLACE APPROVAL

Supporting Documents

Type	Original File Name	Uploaded By	Uploaded	Version	Original is required	View
Certified Copy of Company Registration Document						

- Upload the required Copy of Company Registration
- Click Complete Task

Summary and action to take place after site visit

Ensure that explanation on the visit is in detail support of Mentor, NGO, CBO etc needs to be explained in detail and the wayforward

Complete Task



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- Acknowledgement email will be sent

Dear Miss Natasja Dames,

WORKPLACE APPROVAL APPLICATION FOR [REDACTED]
[REDACTED]

The merSETA acknowledges receipt of the application for Workplace Approval for the following:

- (48915) Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision

Kindly be advised that it may take up to 30 working days to process the application.

Yours sincerely,

Manager: Quality Assurance



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2. WORKPLACE APPROVAL



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- Date for Workplace Approval site visit will be sent via email

Dear **Miss Matladi Dlamini**,

The merSETA hereby advises that a site visit has been scheduled to take place at the following location: **CLANDYVALE MATHEWSON MOTORS PVT** on 24/06/2019 as part of the Workplace Approval application against the following qualification:

- (48915) Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision

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

Please do not hesitate to contact the Regional office for further assistance.

Yours sincerely,

Malatji Ledwaba: CLO, Gauteng North Region



2. WORKPLACE APPROVAL



- Email will be sent to advise if approved or rejected
- If rejected, required to address issues

The recommended outcome of the workplace approval application for Qualification: Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision for is: Approval. Please review and sign off the work place approval application

Outstanding Tasks

Process Name	Description	Last Action User	Status	Due Date	RAG	View / Edit
Workplace Approval	The recommended outcome of the workplace approval application for Qualification: Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision for is: Approval. Please review and sign off the work place approval application		Not Started	26 Jun 2019	●	

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2. WORKPLACE APPROVAL

Declarations

By checking the box below you are confirming the following:

I hereby declare that I am authorised to provide the information on behalf of the organisation with respect to this site visit and that the information is accurate.

Signed off by	Date Added	Date Signed Off	Acknowledge	Not Acknowledge
	24/06/2019 - 08:16	Awaiting Sign Off	<input type="checkbox"/> I hereby declare that I am authorised to provide the information on behalf of the organisation with respect to this site visit and that the information is accurate.	<input type="checkbox"/> I hereby declare that I am authorised to provide the information on behalf of the organisation with respect to this site visit and that the information is accurate, however, dispute the findings.
	24/06/2019 - 08:16	Awaiting Sign Off	<input type="checkbox"/> I hereby declare that I am authorised to provide the information on behalf of the organisation with respect to this site visit and that the information is accurate.	<input type="checkbox"/> I hereby declare that I am authorised to provide the information on behalf of the organisation with respect to this site visit and that the information is accurate, however, dispute the findings.

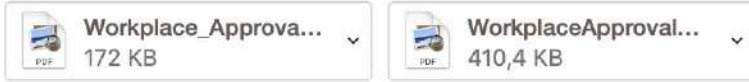
- Tick Acknowledge or Not Acknowledge box
- Click Sign Off

 Sign Off



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2. WORKPLACE APPROVAL



[Download All](#) [Preview All](#)

- Notification and supporting document is sent



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Dear I

WORKPLACE APPROVAL APPLICATION FOR

The merSETA has pleasure in informing you that your workplace has been granted approval to train in the following:

- (48915) Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision

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

Yours sincerely,

Manager: Quality Assurance