



merSETA

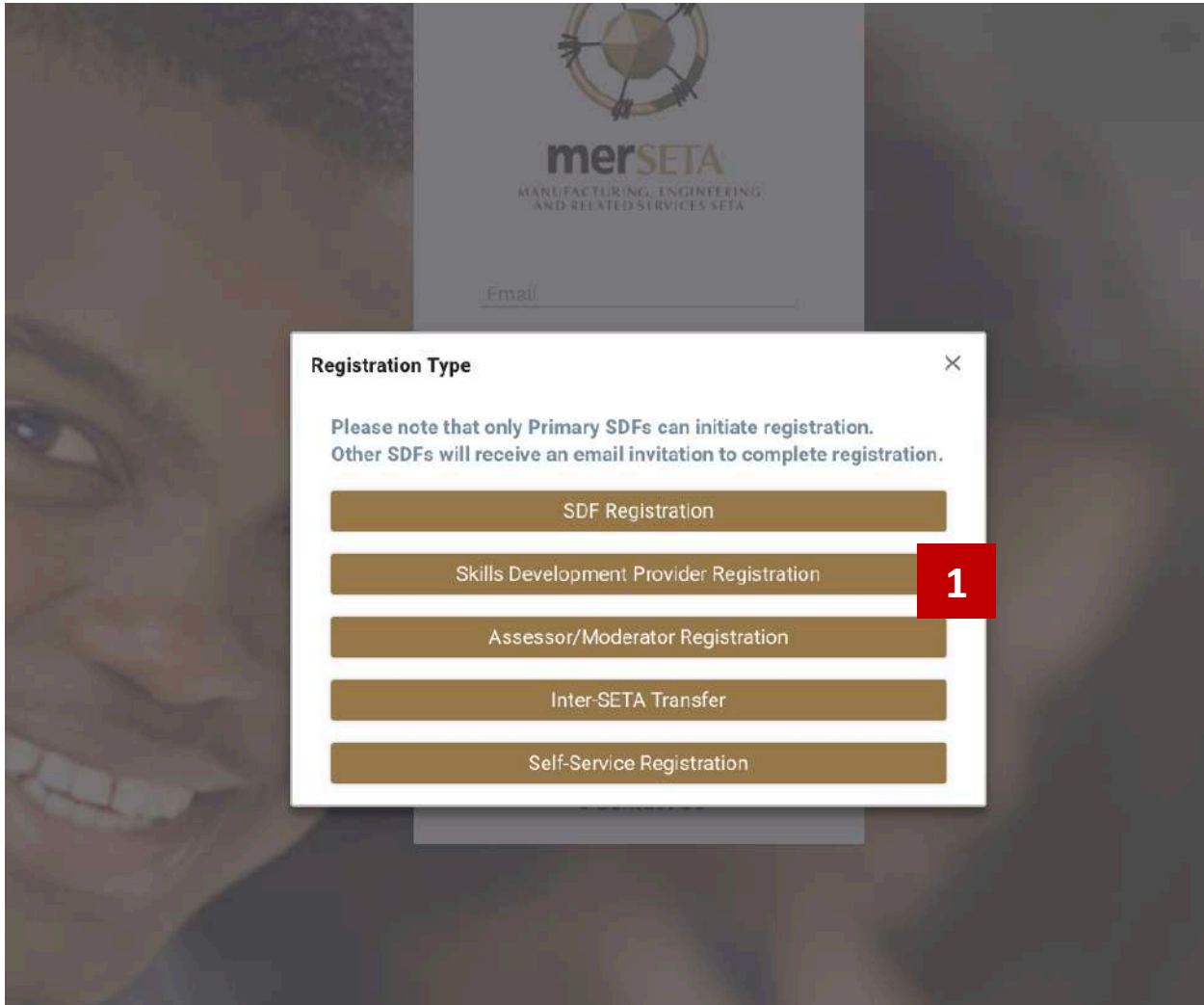
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

**NATIONAL SKILLS DEVELOPMENT MANAGEMENT SYSTEM (NSDMS)
SKILLS DEVELOPMENT PROVIDER REGISTRATION FOR:
QCTO SKILLS DEVELOPMENT PROVIDER, QCTO TRADE TEST CENTRE AND NON-merSETA SCOPE PROVIDER
USER MANUAL
2019**

LEADERS IN CLOSING THE SKILLS GAP



1. SKILLS DEVELOPMENT PROVIDER PRIMARY REPRESENTATIVE DETAILS



1. Click on Register and agree to the POPI Act disclaimer
2. Click on Skills Development Provider Registration

PLEASE NOTE: A provider can be registered for different types of provider categories on the NSDMSA



1. SKILLS DEVELOPMENT PROVIDER PRIMARY REPRESENTATIVE DETAILS

Enter RSA ID Number or Passport Number

RSA ID Number Passport Number

RSA ID Number *

Skills Development Provider Primary Representative

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

3. 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

2. SKILLS DEVELOPMENT PROVIDER: QCTO SKILLS DEVELOPMENT PROVIDER

Applicant Details

| | |
|---|--|
| Type of Application * QCTO Skills Development Provider | Provider Type * --Select One-- |
| Training and Assessment <input type="checkbox"/> | Assessment Only <input type="checkbox"/> |
| Provider Class * --Select One-- | |

Accreditation Detail

| | | |
|----------------------------------|--|------------------------|
| Primary ETQA -- Select One -- | Accreditation Status * -- Select One -- | |
| Accreditation Number * | Accreditation Start Date | Accreditation End Date |

! Please upload the following compulsory document(s)

Certified Copy of ID

Click to Upload

Continue

4. Go to Applicant Details and provide the required information

a. Type of Application – select type of accreditation

- **QCTO Skills Development Provider** – this is where you are **registering** on the NSDMS as an SDP but you are accredited by the QCTO (the focus of this user guide)

b. Based on the selection above, the relevant fields will then need to be completed

c. Upload Certified Copy of ID/Passport of person representing entity

5. Click on Continue



2. SKILLS DEVELOPMENT PROVIDER: QCTO TRADE TEST CENTRE

Applicant Details

| | |
|--|--|
| Type of Application * QCTO Trade Test Centre | Provider Type * --Select One-- |
| Training and Assessment <input type="checkbox"/> | Assessment Only <input type="checkbox"/> |
| Provider Class * --Select One-- | |

Accreditation Detail

| | | |
|----------------------------------|---|---|
| Primary ETQA -- Select One -- | Accreditation Status * -- Select One -- | |
| Accreditation Number * | Accreditation Start Date <input type="text"/> | Accreditation End Date <input type="text"/> |

ⓘ Please upload the following compulsory document(s)



Continue >>

4. Go to Applicant Details and provide the required information
 - a. Type of Application – select type of accreditation
 - **QCTO Trade Test Centre** – this is where you are **registering** on the NSDMS as an SDP but you are accredited by the QCTO (the focus of this user guide)
 - b. Based on the selection above, the relevant fields will then need to be completed
 - c. Upload Certified Copy of ID/Passport of person representing entity

5. Click on Continue



2. SKILLS DEVELOPMENT PROVIDER: **NON-MERSETA SCOPE PROVIDER**

Applicant Details

| | |
|---|--|
| Type of Application * Non-merSETA Scope Provider | Provider Type * --Select One-- |
| Training and Assessment <input type="checkbox"/> | Assessment Only <input type="checkbox"/> |
| Provider Class * --Select One-- | |

Accreditation Detail

| | | |
|----------------------------------|---|---|
| Primary ETQA -- Select One -- | Accreditation Status * -- Select One -- | |
| Accreditation Number * | Accreditation Start Date <input type="text"/> | Accreditation End Date <input type="text"/> |

📎 Please upload the following compulsory document(s)



Continue >>

4. Go to Applicant Details and provide the required information

a. Type of Application – select type of accreditation

- **Non-merSETA Scope Provider** – this is where you are **registering** on the NSDMS as an SDP but you are accredited by another SETA/QA, however, you train for merSETA Employers (i.e. those paying their levy to the merSETA) or for other employers who are not merSETA employers (i.e. paying levy to another SETA) but who have learners doing merSETA qualifications

b. Based on the selection above, the relevant fields will then need to be completed

c. Upload Certified Copy of ID/Passport of person representing entity

5. Click on Continue



3. SKILLS DEVELOPMENT PROVIDER: ENTITY DETAILS

Company Registration Form

Levy Paying Entity

Non-levy Paying Entity

Non-merSETA Scope Company

8. A Company Registration Form will then become visible

9. You are required to select if you are registering as:

- **Levy paying entity** - this is a merSETA employer (you would enter your SDL number – if you are not a merSETA employer, the system will advise you of such
- **Non-levy paying entity** – this is an entity that has already registered on the NSDMS. You must then fill the system generated number that starts with an N
- **Non-merSETA Scope Company** – this is an SDP that is accredited by another SETA/QA, however, you train for Employers who are designated to the merSETA (i.e. those paying their levy to the merSETA) or for other employers who are not merSETA employers (i.e. paying levy to another SETA



3. SKILLS DEVELOPMENT PROVIDER: ENTITY DETAILS

Company Registration Form

Company Name *

Email Address *

Company Registration Number *

Physical Address

Address Line 1 *

Address Line 2

Address Line 3

Town *

Postal Code *

Municipality

Province

Longitude: Degrees * Latitude: Degrees *

Longitude: Minutes * Latitude: Minutes *

Longitude: Seconds * Latitude: Seconds *

[Check GPS Coordinate](#)

Postal Address

Address Line 1 *

Address Line 2

Address Line 3

Town *

Postal Code *

Municipality *

Province

Same as Physical Address

Continue >>

Clear

6. If you selected levy paying entity or non-levy paying entity, details on the system will auto-populate but you may be required to complete other details

7. If you select **Non-merSETA Scope Company** you will be required to complete company details

8. 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...

1. **Press and Hold the Shift Key then Click** on the point on the map.
2. **Drag** the red marker.
3. 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"/> |

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

10. Click on Continue once you have completed



3. SKILLS DEVELOPMENT PROVIDER: ENTITY DETAILS

Add Contact Person(s)

A minimum of two contact persons are required

Enter RSA ID Number or Passport Number

RSA ID Number Passport Number *

Add Contact Person(s)

A minimum of two contact persons are required

Designation
Primary SDP

Designation *
--Select One--

Title *
Dr

First Name *
CNN

Surname *
Test

Email *
CNN

Passport Number
CNN111111

Cell Number *
071 111 1111

Telephone Number
011 111 1111

Fax Number

Add Contact Person(s)

A minimum of two contact persons are required

Enter RSA ID Number or Passport Number

RSA ID Number
 Passport Number

| Designation | Title | First |
|-------------|-------|-------|
| Primary SDP | Miss | |

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

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

12. 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

13. Click on **Continue** once completed



3. SKILLS DEVELOPMENT PROVIDER: ENTITY DETAILS

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 | |
|------------------------|-------|------------|-----------|-----------------|-------|-------------|------------|------------|--|
| 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 >>

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

15. Search for person using either ID Number or 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

16. Click on **Continue** once completed



4. SKILLS DEVELOPMENT PROVIDER: QCTO QUALIFICATION DETAILS

Qualifications

Qualification

Add Qualification +

- (101863) Occupational Certificate: Cash Office Clerk ✕

Continue ▶▶

! Please upload the following compulsory document(s)



Qualification(s)
Supporting
Document

Click to Upload

17. Select the qualifications and where applicable, unit standard, skills programme, skills set, learning programmes that you are seeking accreditation for

- To add a qualification, unit standard, skills programme, skills set, learning programmes, 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%
- Click on Add Qualification, unit standard, skills programme, skills set, learning programmes etc. You can add as many qualifications against as you wish by repeating step a
- You can remove an entry by click on the x once it has been added to the list
- Click on Continue

18. Upload copy of accreditation – **please note that if you have multiple accreditations, you will only be able to upload as one document, so you will need to prepare document with all and then upload**



4. SKILLS DEVELOPMENT PROVIDER: QUALIFICATION DETAILS

Qualifications

Qualification Add Qualification +

- (49411) General Education and Training Certificate: Construction ✕

Unit Standards

Unit Standard Add Unit Standard +

Skills Programme

Skills Programme Add Skills Programme +

Skills Set

Skills Set Add Skills Set +

Continue ▶▶

ⓘ Please upload the following compulsory document(s)

 Qualification(s)
Supporting
Document

Click to Upload

18. Select the qualifications and where applicable, unit standard, skills programme, skills set, learning programmes that you are seeking accreditation for

- To add a qualification, unit standard, skills programme, skills set, learning programmes, 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%
- Click on Add Qualification, unit standard, skills programme, skills set, learning programmes etc. You can add as many qualifications against as you wish by repeating step a
- You can remove an entry by click on the x once it has been added to the list
- Click on Continue

18. Upload copy of accreditation – **please note that if you have multiple accreditations, you will only be able to upload as one document, so you will need to prepare document with all and then upload**



5. SKILLS DEVELOPMENT PROVIDER: DECLARATION

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.

Accept Code Of Conduct

Name: Sandra Musengi

Date:

Accept:

← Back to Login

Submit

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

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

21. If proceeding with application click on **Submit**

22. Once submitted, you will see a pop up message advising you that submission has been made and will now be reviewed



6. SKILLS DEVELOPMENT PROVIDER: ACKNOWLEDGEMENT EMAIL & OUTCOME

ACKNOWLEDGEMENT OF SKILLS DEVELOPMENT PROVIDER APPLICATION

DT Dajo Testing
 Tuesday, 25 June 2019 at 06:47
[Show Details](#)
 Accreditation_Appro...
 374,7 KB
[Download All](#) [Preview All](#)

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

SKILLS DEVELOPMENT PROVIDER APPLICATION OUTCOME

Dajo Testing
to me

24. An email will be sent out with the outcome



Dear **Dr Sandra Musengi**,

The merSETA acknowledges receipt of a Skills Development Provider application for the following qualification(s), programme(s) / skills set(s):

- (23253) National Certificate (GETC): Manufacturing, Engineering
- (64709) National Certificate: Automotive Body Repair
- (SP 0007/06-17) Introduction to Manufacturing Environment
- (SP 0395/09-17) Automotive Body Repairer
- (SP 0932/15-17) Automotive Parts Removing and Assembling
- (SP 0960/15-17) Carbon Steel Pipe Welder (In All Positions)
- (SP 0557/11-17) Cavity Filler
- (SP 0884/14-17) General Motor Body Repairing Skills



Dear Dr Sandra Musengi,

We write to inform you that your application to register as a QCTO Skills Development Provider was not successful for the following reason(s):

- Proof of entity registration not included








For any assistance/clarity, please contact the merSETA Head Office.

Yours sincerely,

Senior Manager Quality Assurance & Partnerships



7. SKILLS DEVELOPMENT PROVIDER PROFILE

-  Skills Development ^
-  SDP Management
-  Learner Management
-  Skills Prog/Set App
-  Learnership Application
-  Courseware Distribution
-  Qualification Dev

25. You can keep track of the process by going to the menu and look under Skills Development and click on SDP Management

Skills Development Providers

| Company Name | Trading Name | Entity ID | Accreditation Number | Start Date | Accreditation End Date | Review Committee Date | Decision Number | Type Of Application | Application Status | View / Edit |
|--------------|--------------|-----------|----------------------|------------|------------------------|-----------------------|-----------------|----------------------------------|--------------------|---|
| { | (| | 122222222 | 14/05/2019 | 31/05/2022 | N/A | N/A | QCTO Skills Development Provider | Pending Approval |  |