

NATIONAL SKILLS DEVELOPMENT MANAGEMENT SYSTEM (NSDMS)

ACTIVATING LEGACY WORKPLACE APPROVALS

USER MANUAL 2019

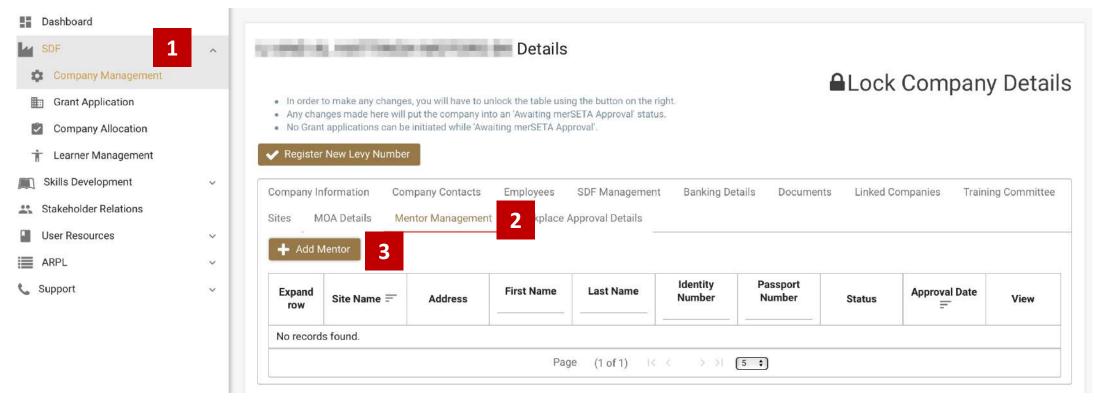
LEADERS IN CLOSING THE SKILLS GAP



WORKPLACE APPROVAL

- 1. Workplace approval is required for certain qualifications.
- 2. Workplace approval consists of two processes
 - a. Mentor registration
 - b. Workplace approval
- 3. To activate Legacy Workplace Approvals, you will need to ensure that you have approved Mentors for the company
- 4. Please note that only Employees can be Mentors. Please check that person you want to use a Mentor is captured in Company Management under Employees





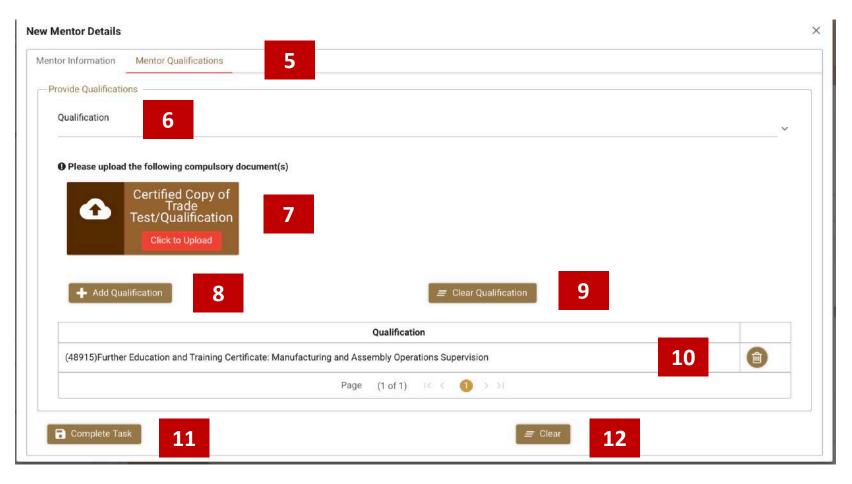
- 1. Go to **Company Management**
- 2. Go to **Mentor Management** in select Company
- 3. Click on **Add Mentor** to Add new mentor



Enter In RSA ID or Passpo	ort Number —————	4a			
RSA ID Number	RSA ID Number	Q Submit			
O Passport Number		Q Submit			
New Mentor Details					
Mentor Information Mento	r Qualifications				
Provide Mentor Information					
Select Sites	4b			~	
Use Company Address: [First Name	1				Last Name
RSA ID Number				====	2014/00/00/00/00/00/04 7
• Please upload the followi	ng compulsory document(s)				
	Certified Copy of ID/Passport		CV		

- 4. Search for a Employee to add as a Mentor
- a. If person is an Employee, details appear, if no, add the user details in Employees under Company Management
- b. Select the **Site** that the Mentor will be linked to. If there is only one site, click on **Use Company**Address
- c. Upload documents
 - i. Certified copy of ID/Passport page
 - ii. CV





- 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







Dear Name ...

ACKNOWLEDGEMENT OF MENTOR APPLICATION FOR I

The merSETA acknowledges receipt of the application for a Mentor -) 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

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







Dear N s,

The merSETA hereby advises that the Mentor application for 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

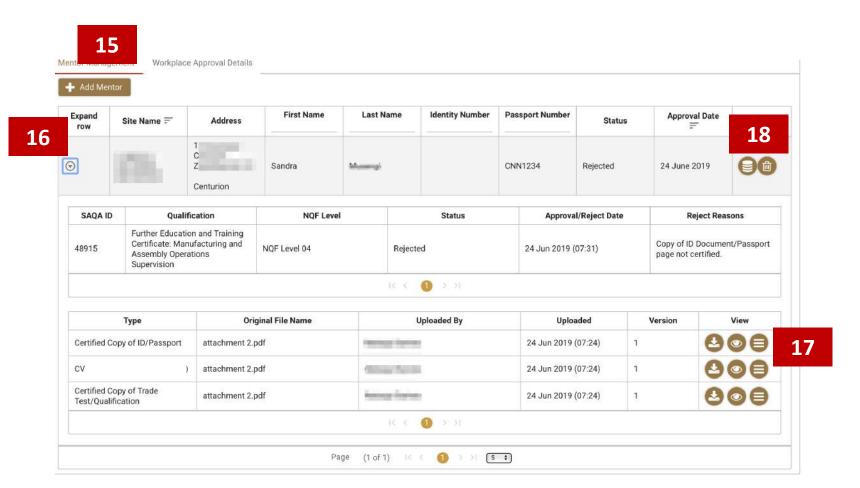
Yours sincerely,

merSETA Client Services

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

has not been



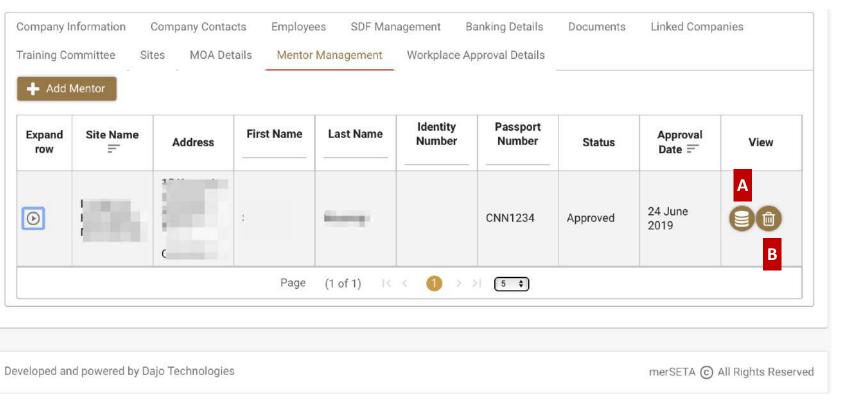


- 15. To attend to the issues that have been provided when rejected, got to Mentor Management and you will see the Mentor details
- 16. Click on the Expand Row button and you will be able to view the Reject Reasons
- 17. You can also view the supporting documentation
- 18. You can attend to the issue by clicking on the update button where you will be required to add the reason for resubmitting or making any change

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



1(a) EDITING/REMOVING A MENTOR



A. Editing a mentor

- 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

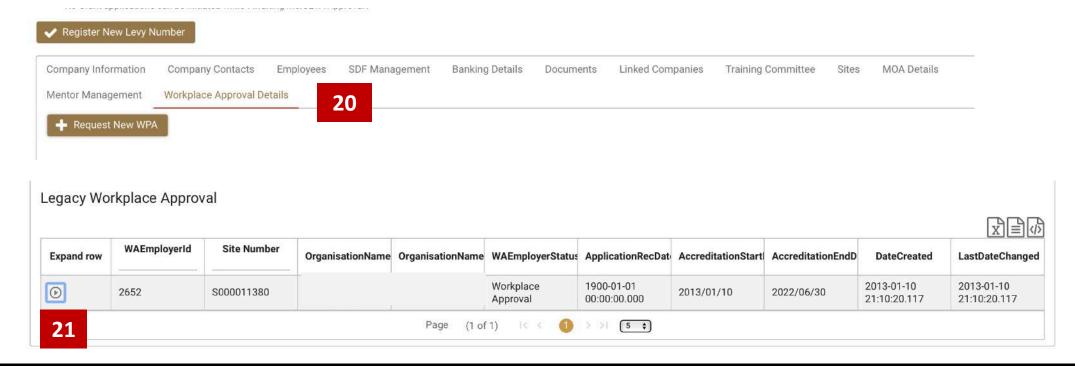
B. Removing a mentor

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



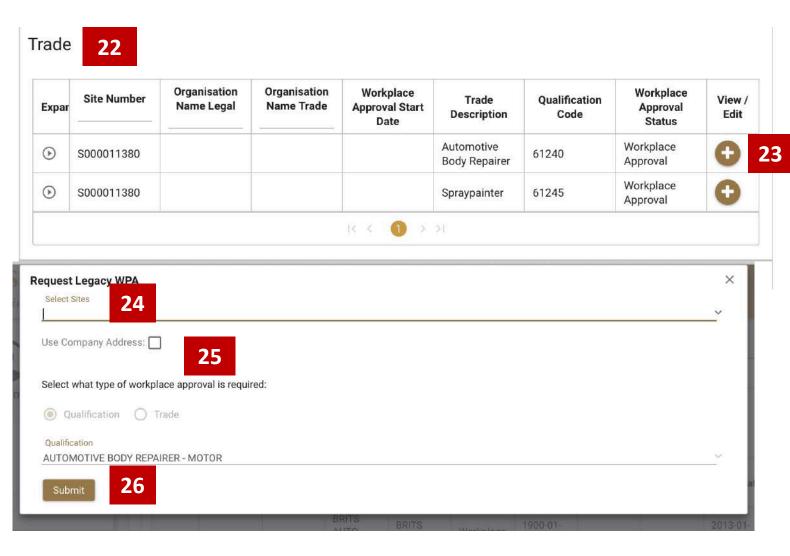
2. ACTIVATING LEGACY WORKPLACE APPROVAL

- 19. Go to Company Management and Go to Workplace Approval Details in selected company
- 20. Go to Legacy Workplace Approval
- 21. Click on Expand Row





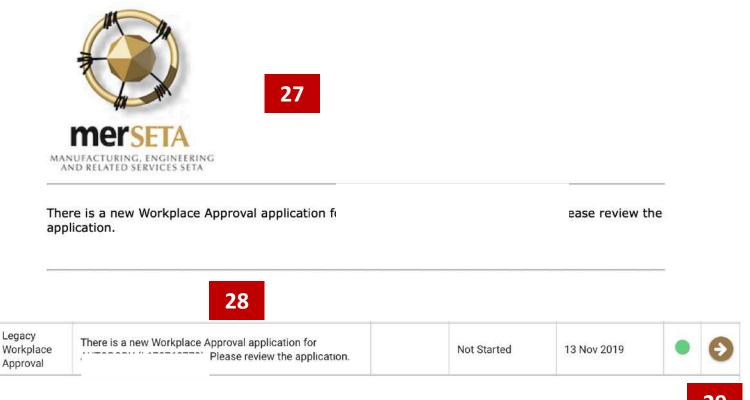
2. ACTIVATING LEGACY WORKPLACE APPROVAL



- Go to the workplace approval you want to activate under Trades/Qualifications/Skills Programme
- Go to View/Edit and click on + icon
 - Select the **Site** that the legacy workplace approval will be linked to. Please note that the system will provide you a list of current Sites on the NSDMS. If you need to add a site, then you would be required to go to Company Management and add a Site. Once the site is approved, then you will be able to continue with the process. You can only activate one legacy workplace approval to one site and once done and approved, cannot be changed,
- 25. If there is only one site, click on **Use**Company Address
- 26. Click on Submit once completed



2. ACTIVATING LEGACY WORKPLACE APPROVAL

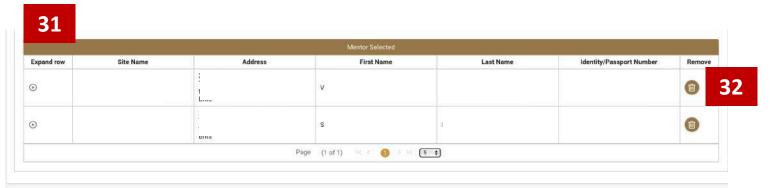


- 27. A task will be sent to your email
- 28. Go to Dashboard and got to Outstanding Tasks
- 29. Click on View/Edit arrow to enter the task



2. WORKPLACE APPROVAL





- ☐ Complete Task
- 33

- 30. Select the mentor(s) that you want to use for the workplace approval application
- 31. Mentor(s) will then appear under table.
- 32. You may remove and add mentors as you wish
- 33. Click on **Complete Task** once completed



3. LEGACY WORKPLACE APPROVAL



Dear

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

- 34. Notification will be sent with the outcome
- 35. If application **approved**, email notification will indicate as such. To view outcome
 - Go to Company Management or Workplace Approval under SDF on Menu
 - Go to Workplace Approval
- **36. If task not approved**, you will be required to review and a task will be sent to the dashboard.
 - Follow steps 30 33
- 37. If application not approved, email notification will indicate as such. To view outcome
 - Go to Company Management or Workplace Approval under SDF on Menu
 - Go to Workplace Approval