1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

1. Click on Register and agree to the POPI Act disclaimer
2. Click on Skills Development Provider Registration
1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

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
   c. Upload documents
      i. Certified copy of ID/Passport page
      ii. CV
1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

4. Go to Applicant Details and provide the required information

   a. Type of Application – select type of accreditation
      
      • **Primary Accreditation** – this is where you are applying for accreditation as a skills development provider (SDP) to train in qualifications that the merSETA is responsible for from a quality assurance perspective (the focus of this user guide)
      
      • **Learning Programme Approval** – this is where you are applying for accreditation to train in a learning programme that is quality assured by the merSETA but as the SDP, your primary accreditation is with another SETA/Quality Assurance entity
      
      • **QCTO Skills Development Provider** – this is where you are registering on the NSDMS as an SDP but you are accredited by the QCTO.
      
      • **QCTO Trade Test Centre** – this is where you are registering on the NSDMS as an SDP but you are accredited by the QCTO
      
      • **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 Employers who are designated to the merSETA (i.e. those paying their levy to the merSETA)

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

5. Click on Continue
1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

6. Upload qualification documents
   i. Certified copy of ID/Passport

7. Click on Continue

8. A Company Registration Form will then become visible

9. You are required to select if you are registering a merSETA employer or a non-merSETA employer (e.g. TVET College, University, NGO etc)

10. If you select levy paying entity, you must then fill the number on the field that appears

11. If you select non-levy paying entity, you must then fill the system generated number that starts with an N (this is the number that you have been allocated when you registered on the NSDMS and is only if you are being funded by merSETA)

11a. If you are not funded by merSETA and you don’t pay your levy to the merSETA, then you must select Non-merSETA Scope Company and then you would be required to complete the necessary information.

LEADERS IN CLOSING THE SKILLS GAP
1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

12. The company details will then be displayed once you have filled in the SDL number or N number.

13. 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.

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

15. Click on Continue once you have
1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

16. You must have at least two Contact Persons

17. 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

18. Click on **Continue** once completed
1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

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

20. 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 the 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.

21. Click on Continue once completed.
1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

22. Select the qualifications that you are seeking accreditation for

   a. 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%

   b. Click on Add Qualification. You can add as many qualifications against an mentor as you wish by repeating step a

   c. You can remove an entry by click on the x once it has been added to the list
1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

23. Skills Programmes linked to full qualifications that you have selected with automatically be listed but you can select others that have not been included on the list

a. To add a Skills Programme, search for a qualification by starting to type the qualification code e.g. SP 000 etc or by using the % as part of the qualification description e.g. %manufa%

b. Click on Skills Programme. You can add as many qualifications against an mentor as you wish by repeating step a

c. You can remove an entry by click on the x once it has been added to the list

24. Select Unit standards following steps outlined in 23 a - c

25. Select Skills set following steps outlined in 23 a - c

26. Click on Continue once completed
1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

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

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

28. If proceeding with application click on Submit.

29. Once submitted, you will see a pop up message advising you that submission has been made and will now be reviewed.
1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

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

Dear [Name],

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

- (23253) National Certificate (GETC): Manufacturing, Engineering and Related Activities
- (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 Skills
- (SP 0960/15-17) Carbon Steel Pipe Welder (In All Positions)
- (SP 0557/11-17) Cavity Filler
- (SP 0989/14-17) General Workshop Body Repairing Skills

LEADERS IN CLOSING THE SKILLS GAP
2. SDP PRIMARY ACCREDITATION APPLICATION SUBMISSION OUTCOME

31. The merSETA will review the submission and the following outcomes are possible:

a. Reject Task – a reason would be provided explaining what the issue is with the submission and you are given an opportunity to address the issue and re-submit or

b. Final Reject – a reason would be provided explaining what the issue is with the submission and the SDP would receive a final rejection letter or

c. Approve, this means that the submission has been approved, and the application can proceed

You will receive a notification of the outcome
3. SDP PRIMARY ACCREDITATION: SELF-EVALUATION

32. **Log in** as the designated **SDP**
33. **Go to Dashboard and go to outstanding tasks**
34. **Look for the task**
   
   The Skills Development Provider application for **B B AUTO BODY REBUILDS** (L860711821) has been reviewed and you are required to complete Self-Evaluation.

35. **Click on arrow to View/Edit**
36. **Go to the Self-Evaluation tab and complete the self-evaluation**
   
   a. Click on Yes if evidence is available or click on No if evidence is not available
   b. Once completed, click on Complete Task
   c. If you have missed any, system will advise you
4. SDP PRIMARY ACCREDITATION APPLICATION

SITE VISIT NOTIFICATION

37. A site visit date will be set and you will receive an email notification.

38. If you need to change the date or merSETA needs to change the date, a new date will be set and a new email will be sent out.

39. Date changes must be sent to the Regional Office.

SKILLS DEVELOPMENT PROVIDER SITE VISIT DATE

DT

Show Details

Dear [Name],

The merSETA hereby advises that a site visit has been scheduled to take place at the following location: n 26/06/2019 as part of the skills development provider accreditation application against the following qualification(s)/unit standard(s)/skills programme(s)/skills set(s):

- (23253) National Certificate (GETC): Manufacturing, Engineering and Related Activities
- (64709) National Certificate: Automotive Body Repair
- (SP 0007/06-17) Introduction to Manufacturing Environment
- (SP 0395/09-17) Automotive Body Repaire
- (SP 0932/15-17) Automotive Parts Removing and Assembling Skills
- (SP 0950/15-17) Carbon Steel Pipe Welder (In All Positions)
- (SP 0557/11-17) Cavity Filler
- (SP 0884/14-17) General Worker: Body Repairing Skills
- (SP 0885/14-17) Minor Automotive Body Repairing Skills

LEADERS IN CLOSING THE SKILLS GAP
40. The merSETA will conduct the site visit submission and the following outcomes are possible:

a. Reject Task – a reason would be provided explaining what the issue is with the submission and you are given an opportunity to address the issue and re-submit or

b. Final Reject – a reason would be provided explaining what the issue is with the submission and the SDP would receive a final rejection letter or

c. Upload required supporting documentation and then re-submit

41. Email notification and site visit report will be sent out
6. SDP PRIMARY ACCREDITATION APPLICATION

SITE VISIT OUTCOME - REQUIRED DOCUMENTS

42. Login as SDP and go to dashboard and look for a task

The Skills Development Provider application for

has been reviewed and you are required to upload Self-Evaluation evidence.

43. Click on arrow to View/Edit

44. Go to Self-evaluation and look for icon where document upload is required

45. Upload document

46. Click on Complete Task

47. The merSETA will then process the application. You can keep track of the application by going to Skills Development and click on SDP Management
Dear [Name]

It is our pleasure to inform you that the merSETA review committee approved your application for full accreditation as a provider on 25/06/2019 for the qualification/s and/or trade/s and/or unit standards listed on your statement of qualifications and unit standards.

Please note that if your accreditation was for an area of specialisation within a qualification, this accreditation is for that area of specialisation only. The provider is therefore required to deliver strictly according to the registered NQF qualification with specific reference to the 'Qualification rules'.

merSETA will continue to monitor the standard of your training through regular auditing of the implementation of your quality management system. You will be contacted in this regard.

Congratulations on your achievement and thank-you for your high level of commitment and...