



Fibre Processing & Manufacturing Sector Education and Training Authority

FUTURE SKILLS • EMPLOYABILITY • GROWTH

Discretionary Grants Submissions User Guide

Table of Contents

Introduction.....	3
Update Profile	3
Projects (DG Grants).....	5
Request Access/Authorization to a company.....	5
Applying for DG	8
Virtual Guide	9
Adding documents to DG and Submitting	14
Virtual Guide	15
Adding Learners to DG	17
Submit Learner for Verification	20
Add Learner Documents.....	20
Add Learner Employment Status.....	23
Virtual Guide	23
Submit for Verification.....	24



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

Introduction

Dear Valued Stakeholder,

Welcome to iMIS! This user guide will guide you through the process of applying for discretionary grants.

- Apply for DG under Projects:
- Capture all the required information and save the funded application as an employer.
- Receive, verify and make recommendations on information submitted by employers to FP&M SETA Team.
- Add Learners to DG and submit them for verification

This user guide only covers Learner Interventions Project Coordination submission functionality. Below is the URL to access:

URL: <https://lmis-uat.fpmseta.org.za/>

Update Profile

When a user logs in for the first time, they will be required to update their profile. To do that, they must follow the on-screen procedure.



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

1. Starting with clicking “**Start**” button. The system will require Employee

details in this

order:

- a. Personal Details
- b. Contact Details
- c. Address Details
- d. Educational Details



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

Projects (DG Grants)

This section of LMIS is for external use. Before grant application can be made by the employee, they need to be a part of a company. To be part of a company, they must request access to manage a Company's applications. If they are authorized, they will be able to manage the company details, as well as apply for grant on behalf of that company.

Request Access/Authorization to a company

To request access, Employee must:

1. Click their Username field at the top right corner of their screen, A list of options will appear.
2. From the list, Select **"User Profile"**. Which will take the user to Profile Overview screen.
3. From Profile Overview screen, click **"Authorized Access"**.

Note: For new users on the system, they won't be any results shown on the overview. For returning users who once requested access before. They will see all their requests here, from approved, rejected and pending requests.

4. Click the **"Add"** button and populate the modal pop up that appear. Please ensure your Application Letter is in PDF format.
5. After all fields have been filled and application letter uploaded, user can proceed to submit their request by clicking **"Save"** button.

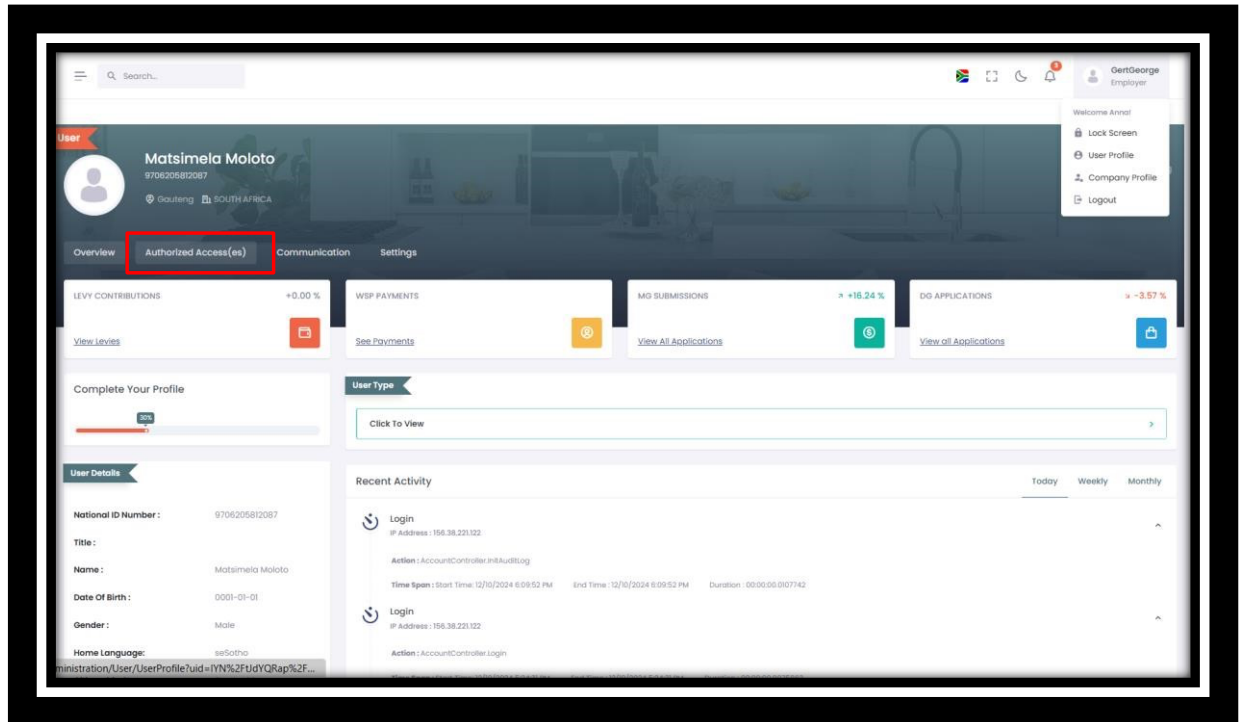


Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

Note: The most important part, user should pick the correct company from “**Organization Name**” drop box. Failure to do so will result in their request being rejected. Before uploading application letter, user must make sure it is pdf/docx file.



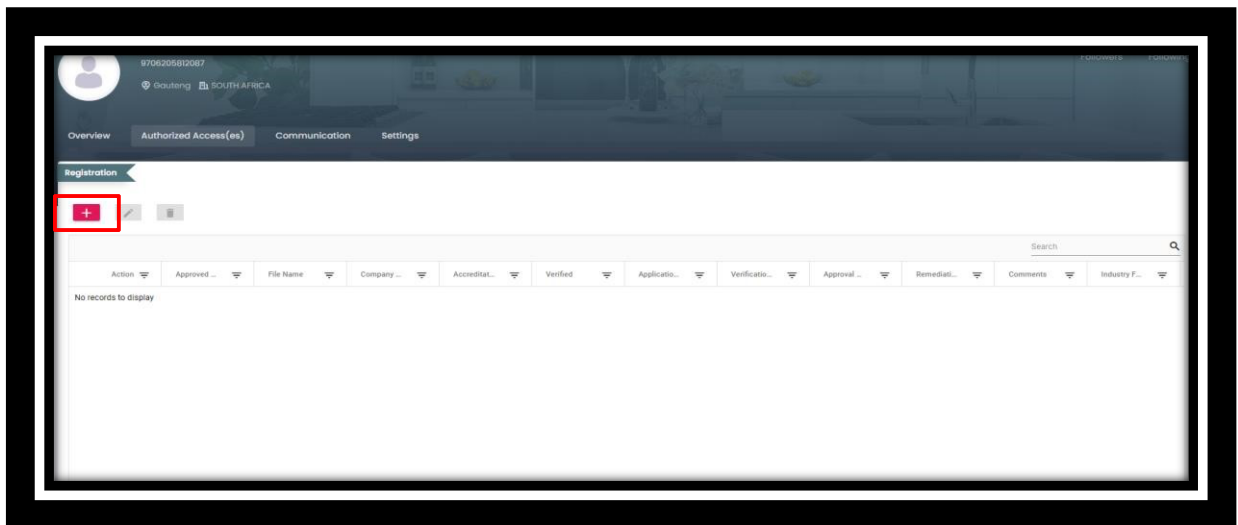
Every user is required to Add a new Access request for the company they want to apply funding for.



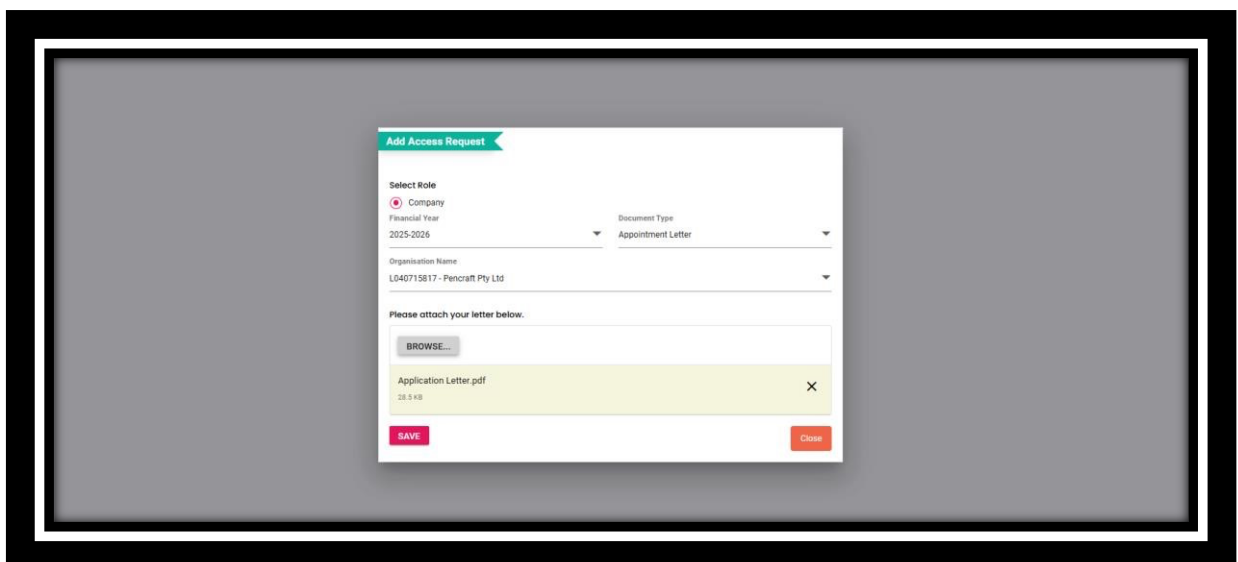
Gauteng
 Thynk Park, 1st Floor, 8 Summit Road,
 Dunkeld West, Randburg,
 Johannesburg, 2196
 PO Box 31276, Braamfontein, 2017
 Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
 Office 1001, BDO House,
 7 Derby Downs Office Park,
 Westville - Durban,
 PO Box 935, Pinetown, 3600
 Tel: 031-702 4482; Fax: 031-7024113

Western Cape
 3rd floor, West Wing, Palm Centre,
 145 Sir Lowry Road,
 Woodstock, Cape Town
 PO Box 351, Woodstock, 7915
 Tel: 021-462 0057; Fax 021-462 0039



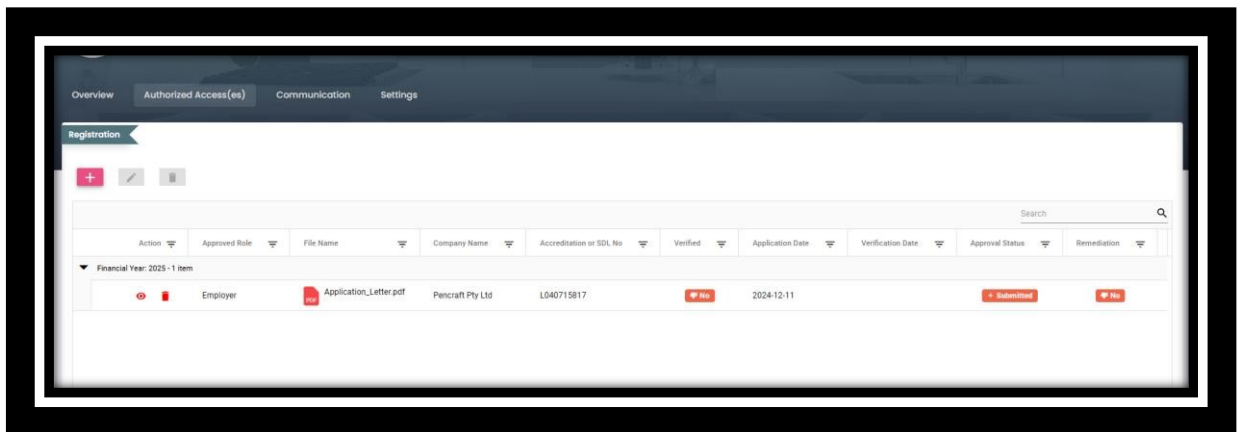
Make sure to populate the popup fields with the correct information is part of requesting for access.



Gauteng
 Thynk Park, 1st Floor, 8 Summit Road,
 Dunkeld West, Randburg,
 Johannesburg, 2196
 PO Box 31276, Braamfontein, 2017
 Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
 Office 1001, BDO House,
 7 Derby Downs Office Park,
 Westville - Durban,
 PO Box 935, Pinetown, 3600
 Tel: 031-702 4482; Fax: 031-7024113

Western Cape
 3rd floor, West Wing, Palm Centre,
 145 Sir Lowry Road,
 Woodstock, Cape Town
 PO Box 351, Woodstock, 7915
 Tel: 021-462 0057; Fax 021-462 0039



Note: If the request went through, it should be visible under Authorized Access tab. At this point, Request status should be **“submitted”**. As soon as the request is approved, we’ll have access to the company profile.

Applying for DG

DG Application is divided into 4 sections,

- Company Details
- Contact Details
- Address Information
- Learning Interventions Details

To apply for DG, follow these Steps below:

- Click your **“username”** at the top right corner of the screen.
- Select **“company profile”**. The system will direct you to company profile.
- Select **“Projects”** Tab and Click **“Apply for Funding”** button.
- DG Window will open, from here click **Start** Button.



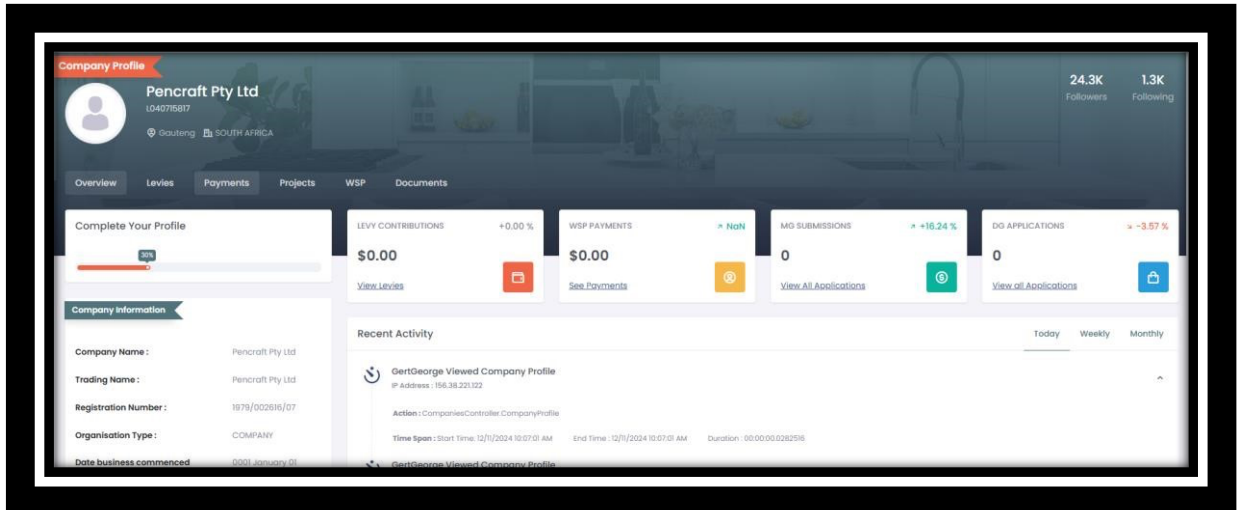
Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

6. On Company details, Provide Company Details. Then Click **Go to Contacts** button.
7. On Contact Details, provide all required information then click **Go To Address** button.
8. On Address, provide all required information then click **Go To Intervention** button.
9. On Intervention, Provide all required information.
 - a. Learner Intervention Type is key because there are correct amounts attached.
 - b. Make sure the FP&M SETA Learning Unit is checked.
 - c. Know the Qualifications and its related LP Approved
 - d. Know which Learnership you are running as some Users capture wrong information which will impact learners at a later stage.
 - e. Indicate the number of Employed and Unemployed. f. Select the Training Provider.
10. To complete the application, Click **Save and Load Documents** button.

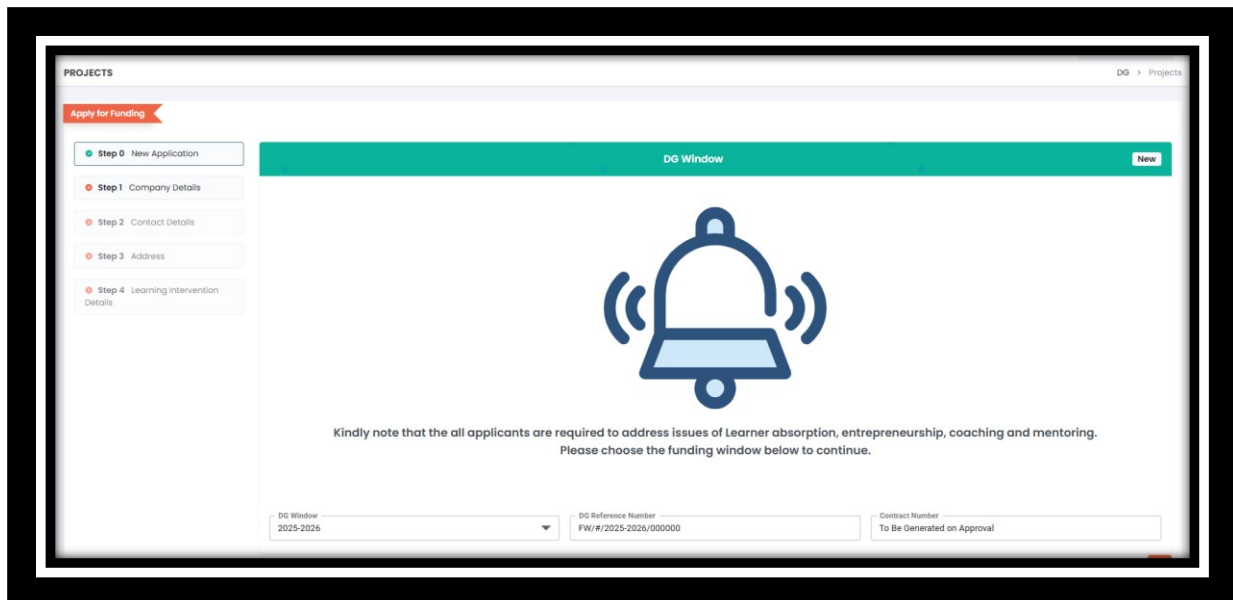
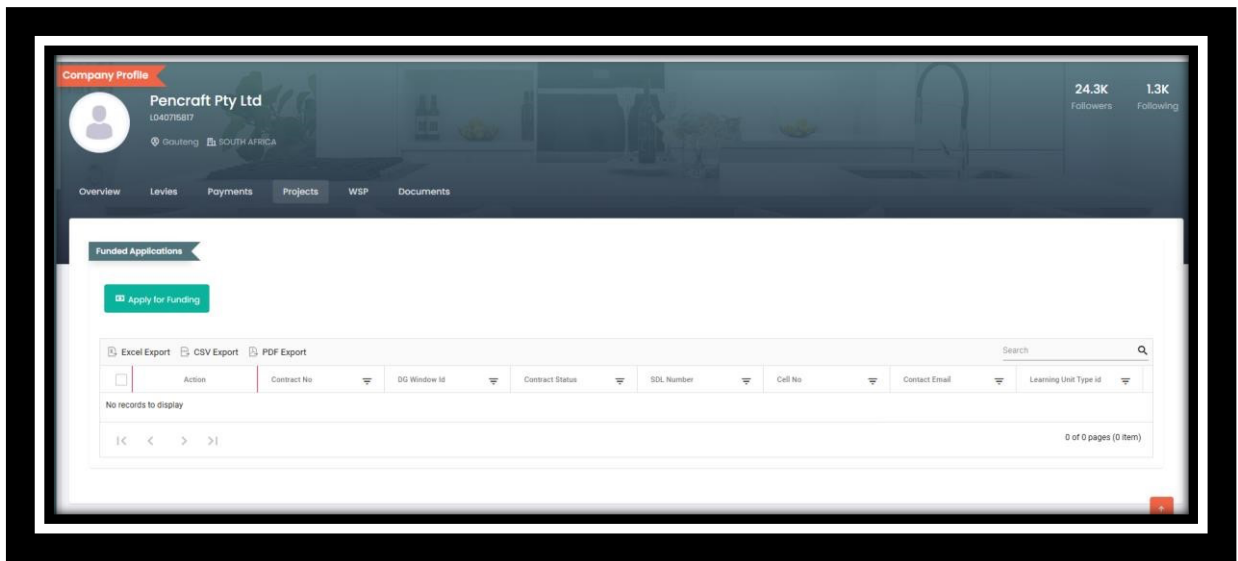
Virtual Guide



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

Apply for Funding

- Step 0 New Application
- Step 1 Company Details
- Step 2 Contact Details
- Step 3 Address
- Step 4 Learning Intervention Details

Organisation Details

SDL No. L020731776 - Genpek (Pty) Ltd	Company Name New African Packaging (Pty) Ltd	Trading Name Genpek (Pty) Ltd
Company Reg no 1998/010140/07	Company VAT Number 5668896	Company Income TAX Number 23547894
Exception Unknown Exemption **** MUST BE FIXED ****	Vendor Account 001144	
Organisation Type COMPANY	Date business commenced 6/16/2021	Date become liable for levy 2/14/2023
Preferred language English	Area 160010002 - Vredendal SP	No of Employees 95
In which industry is this company involved? Manufacture of pulp, paper and paperboard (32310)		

Director Details

Title Mr	Director Initials George	Director Last Name Molala	ID No. 9706202512087	Director Date Of Birth 6/20/1997
-------------	-----------------------------	------------------------------	-------------------------	-------------------------------------

Back to Previous Tab



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

Step 0 New Application

Step 1 Company Details

Step 2 Contact Details

Step 3 Address

Step 4 Learning Intervention Details

Contact Person

Contact First Name

George

Contact Last Name

Molala

Designation

Financial Manager

Contact Cellphone Number

0795998456

Email Address

georgemolala@outlook.com

Contact Telephone Number

01252225825

Secondary Contact Details

NOT THE APPLICANT'S DETAILS !

Alternative Contact First Name

Lethabo

Alternative Contact Last Name

Ngwetsana

Designation

Director

Alternative Cellphone Number

0815563254

Alternative Email Address

LethaboNgwetsana@outlook.com

Alternative Telephone Number

01252225899

Signatory Details

NOT THE ALTERNATIVE CONTACT'S DETAILS !

Signatory Contact First Name

Nkhola

Signatory Contact Last Name

Lekalakala

Designation

HR Manager

Signatory Cellphone Number

0721855214

Signatory Email Address

NkholoLekalakala@outlook.com

Signatory Telephone Number

01252225855

Back to Previous Tab

Step 1 Company Details

Step 2 Contact Details

Step 3 Address

Step 4 Learning Intervention Details

Please ensure that address used is the same as the on company registration document.

Physical Address

Search Address

291 Surrey Avenue, Ferndale, Randburg, South Africa

House No

291

Street Name

Surrey Avenue

Suburb

Ferndale

City

Randburg

Province

Gauteng

Postal Code

2194

Longitude Degrees

27

Longitude Minutes

59

Latitude Degrees

-27

Latitude Minutes

54

Postail Address

House No

291

Street Name

Surrey Avenue

Suburb

Ferndale

City

Randburg

Province

Gauteng

Postal Code

2194

Longitude Degrees

55.664

Longitude Seconds

17.393

Latitude Degrees

54

Latitude Minutes

17.393

Back to Previous Tab



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

Step 2 Contact Details

Step 3 Address

Step 4 Learning Intervention Details

Intervention Type

Workplace Experience / Internship

☒ FPM SETA Learning Unit?

Number of Unemployed

4

Total No of Learners

4

Municipality

Johannesburg Metro

Project Province

Gauteng

Project Specifications

DOES THE PROJECT RESPOND TO THE FOLLOWING ?

☐ Disability
 ☐ Rural Development
 ☐ Technology based interventions linked to 4IR

☐ Economic Recovery
 ☐ Access to Markets
 ☒ Job Creation

☒ SMME Development
 ☒ Innovation
 ☐ None

Employer Declaration

FALSE DECLARATION MAY LEAD TO THE TERMINATION OF THE PERFORMANCE CONTRACT !

Is there sufficient workspace available to accommodate all the learners? : ☒

Are all the necessary equipment/resources/tools available to the learners as required? : ☒

How many learners are you going to absorb once completed? :

70 %



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

Adding documents to DG and Submitting

Once you have completed all the relevant information and saved your DG Application. You must submit supporting documents.

To start uploading Documents, follow these steps below:

1. Click your **“username”** at the top right corner of the screen.
2. Select **“company profile”**. The system will direct you to company profile.
3. Select **“Projects”** Tab and Select DG Application you created from Data Grid.
4. Once on Project Overview, Click **Documents** Tab.
5. To Add Documents, Click **Add** button right above Data Grid.
6. Once Modal up appear, Select Document Type from the Dropdown box and Click upload.
7. Select appropriate document from your machine then click **Add document** button.
8. Repeat Step 5-7 until you done uploading all required documents.
9. Once all Documents are submitted, Click **Submit Application** button.

Note: For the system to save your documents without any issues, ensure your documents are PDF's and less than 5mb file size.



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

Virtual Guide

Project FW/WP-I/2025-2026/025129.02
2025-2026
Gauteng Johannesburg Metro

24.3K Followers 1.3K Following

Overview Documents

Complete Your Profile
80%

Organisation information
SDL Number : L020731776
Legal Name :

Learning Intervention Details
FP&M SETA Learning Unit? :
Learner Intervention Type : Workplace Experience / Internship
Qualification Title :
Number of employed : 0 Number of unemployed : 5 Total No Of Learners : 5
Training Provider : Project Municipality : Project Province :

Project FW/WP-I/2025-2026/025129.02
2025-2026
Gauteng Johannesburg Metro

24.3K Followers 1.3K Following

Overview Documents

Organisations Documents

	Action	SDL Number	File Name	Document Type	Verified Y/N?	Application Date	Verification Date	Remediation ?
No records to display								



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

The screenshot shows a modal window for uploading documents. It contains a dropdown menu for 'Select Document Type' with 'Accreditation Certification of Training Provider' selected. Below this is a text area for 'Comments'. A 'BROWSE...' button is followed by the text 'Or drop files here'. At the bottom, there are two buttons: 'Add Document' (green) and 'Cancel' (red).

All the uploaded supporting documents will appear on the overview grid as shown below:

Once company details, intervention details and supporting documents have been captured, the application is now ready to be submitted for verification.

The screenshot shows the 'Organisations Documents' overview grid. At the top, there's a header with 'Project' information: 'FW/WP-I/2025-2026/025129.02', '2025-2026', and locations 'Gauteng' and 'Johannesburg Metro'. It also shows '24.3K Followers' and '1.3K Following'. A 'SUBMIT APPLICATION' button is visible. The main table lists uploaded documents with columns for Action, SDL Number, File Name, Document Type, Verified Y/N?, Application Date, Verification Date, Remediation?, and Application Submit.

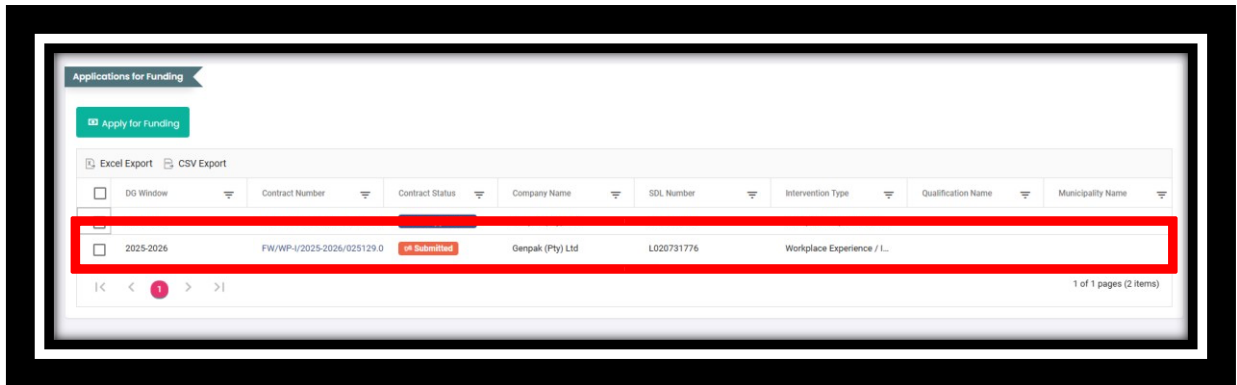
Action	SDL Number	File Name	Document Type	Verified Y/N?	Application Date	Verification Date	Remediation ?	Application Submit
	L020731776	Accreditation.pdf	Accreditation Certificatio...	No			No	No
	L020731776	BBBEE_Certificate.pdf	BBBEE Certificate	No			No	No
	L020731776	Company_Registration.pdf	Company Registration Do...	No			No	No
	L020731776	Tax_Clearance.pdf	Tax Clearance Certificate	No			No	No



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039



Adding Learners to DG

Before we proceed to assign learners to DG, Employee must ensure their DG Application is approved. If it is not approved, they will not be able to assign any learners.

To navigate to DG Applications Page, go to navigation Pane and Follow this directory **“Projects>Seta Funding>Applications”**.

1. Select the appropriate approved DG application from the list.
2. Click **“Learner”** Tab from Project Overview.
3. Click **“Add”** button.
4. System will direct user to New Learner Profile Page, click **“Start”** button.
5. Capture Learner Details and Finalize the process by clicking **“Save”** button.



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

	Contract Number	Contract Status	Company Name	SSI Number	Intervention Type	Qualification Name	Municipality Name	Head Province
☐	2024-2025	FW/LS/2024-2025/025027.01	Approved	MOKGADI TRADING CC	N000005125	Learnship (unemployed)		
☐	2024-2025	FW/AET/2024-2025/025028.01	Approved	MOKGADI TRADING CC	N000005125	AET	58227 - National Certifica...	
☐	2024-2025	FW/APPL/2024-2025/025029.01	Submitted	MOKGADI TRADING CC	N000005125	Apprenticeship	21493 - National Certifica...	
☐	2024-2025	FW/APPL/2024-2025/025030.01	Submitted	MOKGADI TRADING CC	N000005125	ARPL (employed)	58227 - National Certifica...	
☐	2024-2025	FW/APPL/2024-2025/025031.01	Submitted	MOKGADI TRADING CC	N000005125	ARPL (unemployed)	49091 - National Certifica...	
☐	2024-2025	FW/BURS/2024-2025/025032.01	Submitted	MOKGADI TRADING CC	N000005125	Bursary (employed)	58227 - National Certifica...	
☐	2024-2025	FW/BURS/2024-2025/025033.01	Submitted	MOKGADI TRADING CC	N000005125	Bursary (unemployed)	48988 - National Certifica...	
☐	2024-2025	FW/LS/2024-2025/025027.02	Approved	MOKGADI TRADING CC	N000005125	Learnship (unemployed)		
☐	2024-2025	FW/NP/2024-2025/025035.01	Submitted	MOKGADI TRADING CC	N000005125	Non Pivotal		
☐	2024-2025	FW/RPL/2024-2025/025036.01	Submitted	MOKGADI TRADING CC	N000005125	Recognition Prior Learning	48988 - National Certifica...	
☐	2024-2025	FW/SP/2024-2025/025037.01	Declined	MOKGADI TRADING CC	N000005125	Skills Programme (emple...		
☐	2024-2025	FW/SP/2024-2025/025038.01	Submitted	MOKGADI TRADING CC	N000005125	Skills Programme (unemp...		

Once you are in the application, you will then navigate to Learners tab.

Action	Persons National Id	Persons Name	Persons Surname	Equity	Equity	Persons Phone	Persons Mobile	Persons Email
No records to display								



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

Confirmation that a learner is added successfully.

Action	Persons National Id	Persons Name	Persons Surname	Equity	Equity	Persons Phone	Persons Mobile	Persons Email
	9111095960080	NDUMISO	ZONDI	Male	African			
	8110170155088	Kajal	Bennie	Female	Indian			
	8407225513083	SABELO	MASINGA	Male	African			

Once a Learner is added to DG, they will appear under “**Learner**” Tab on DG Overview. The last step is to submit the learner for verification. To do that, employee must select recently added learner by



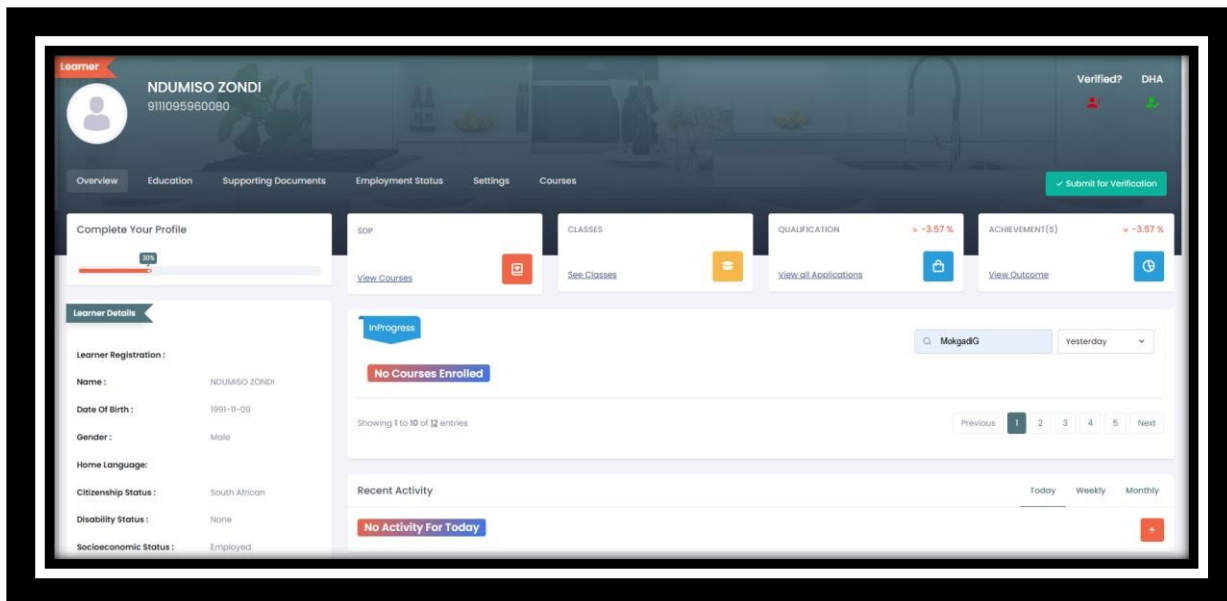
Gauteng
 Thynk Park, 1st Floor, 8 Summit Road,
 Dunkeld West, Randburg,
 Johannesburg, 2196
 PO Box 31276, Braamfontein, 2017
 Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
 Office 1001, BDO House,
 7 Derby Downs Office Park,
 Westville - Durban,
 PO Box 935, Pinetown, 3600
 Tel: 031-702 4482; Fax: 031-7024113

Western Cape
 3rd floor, West Wing, Palm Centre,
 145 Sir Lowry Road,
 Woodstock, Cape Town
 PO Box 351, Woodstock, 7915
 Tel: 021-462 0057; Fax 021-462 0039

clicking “**View**” button. The system will navigate Employee to Learner Profile, where they will add learner supporting documents (Certified copy of Highest Qualification, Certified copy of ID and Learner Agreement) and Learner Employment Status.

1.



Submit Learner for Verification

From the learner Profile, Employee must first upload learner supporting Documents before submitting learner for verification. Failure to upload all learner documents and Employment status, system will not allow employees to submit learner for verification. To do that,

Add Learner Documents.



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

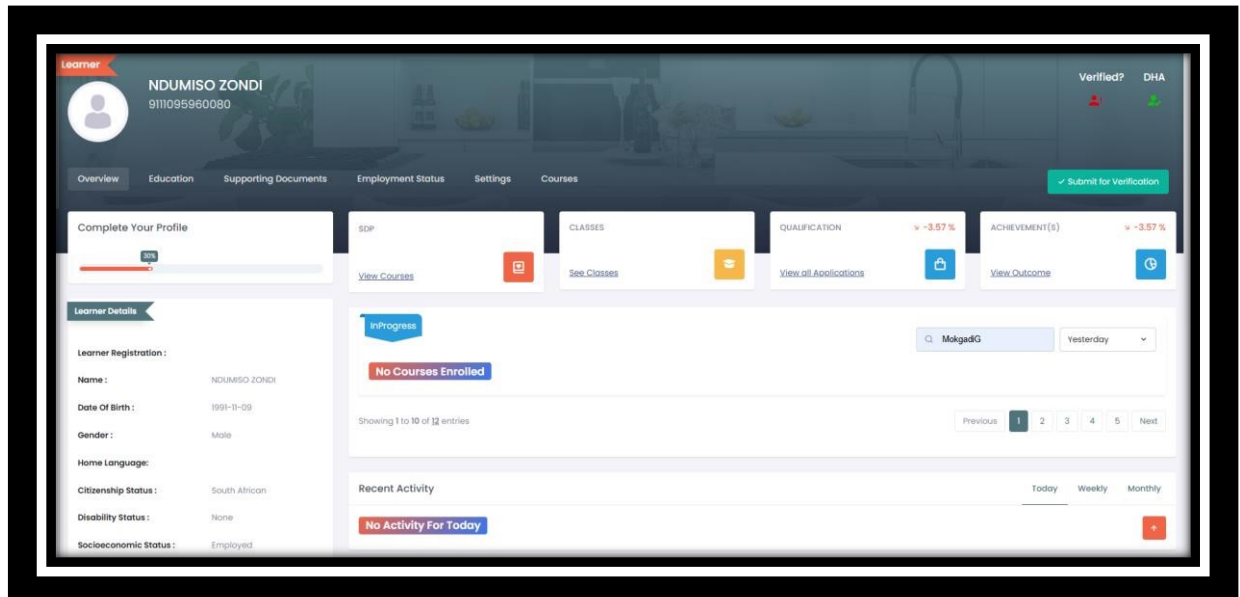
Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

1. Navigate to a recently created DG application using one of the methods explained above.
2. Click **“Learner”** Tab.
3. From List of learners, **Search** for the learner we just added to the system.
4. Select Learner, by Clicking **“View”** button.
5. From Learner Profile, click **“Supporting Documents”** Tab.
6. click **“Add”** button.
7. Populate modal popup with required information. click **“Browse”** button to load document.

Note: Ensure you select the correct document type from drop box. Again, ensure your document is in PDF. Failure to do so might result in your application being Rejected.

8. Click **“Add document”** Button.

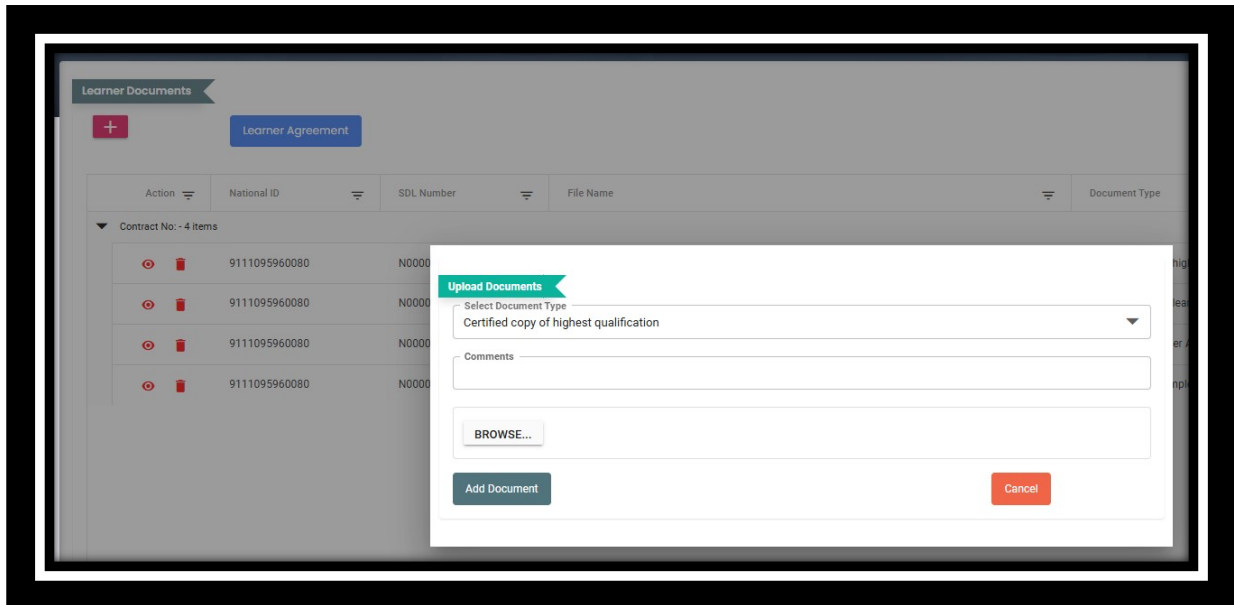
In each individual learner profile, you will then navigate to Supporting Documents.



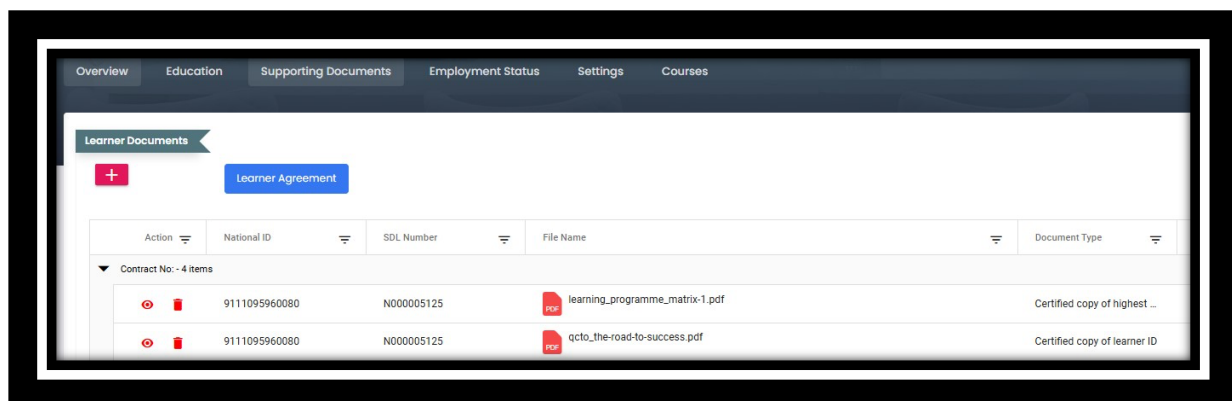
Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039



Step 4: Confirmation that document is added.



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

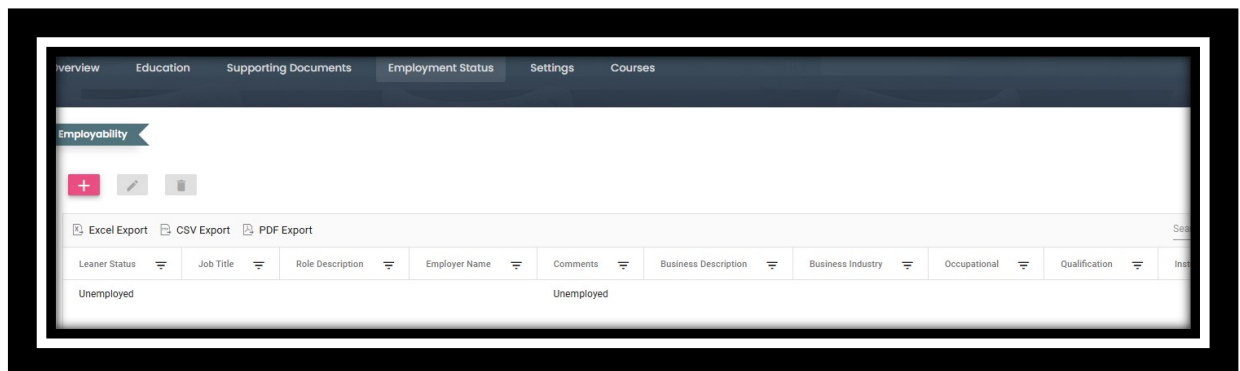
Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

Add Learner Employment Status.

To add employment status:

1. click **“Employment Status”** Tab.
2. Under the Tab, click **“Add”** button.
3. Supply required fields and click **“Save”** button.

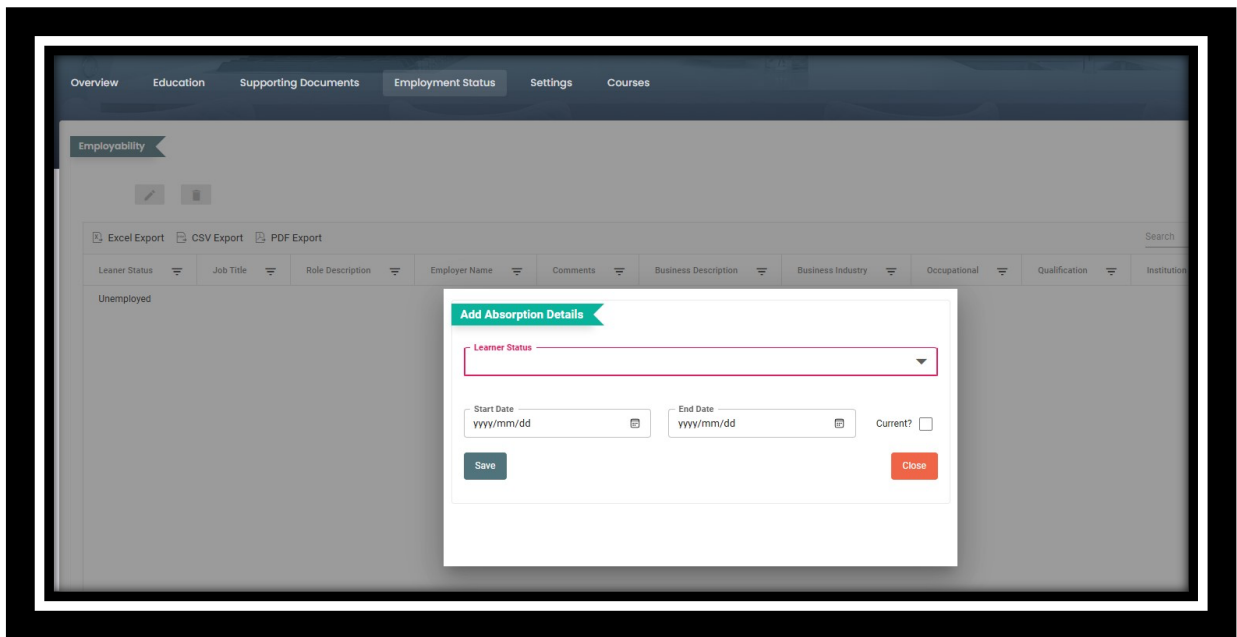
Virtual Guide



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

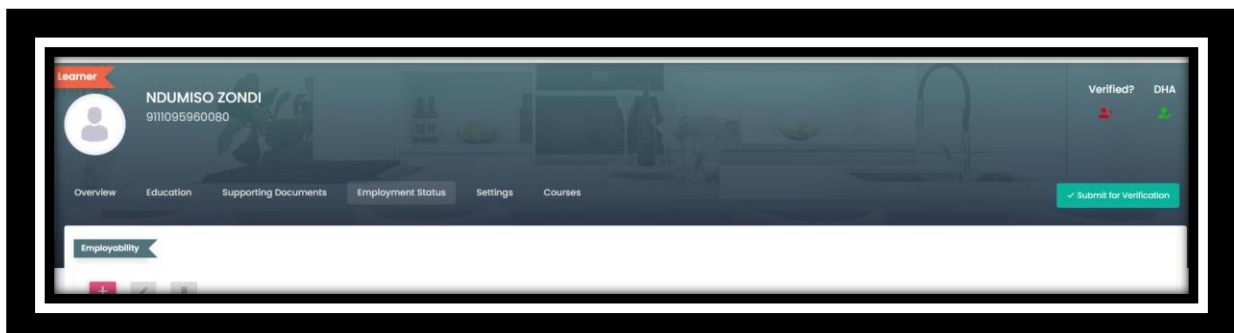
Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039



Once added, Employment Status will appear on the list.

Submit for Verification.

Once all required information about learner is filled, the employee can proceed to submit Learner for verification by clicking **“Submit for verification”** button.




Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

Once you're done with adding Learners to the system. You must wait for Seta Staff to evaluate them.

Congratulations, you made it to the end of this guide. Thank You!



Gauteng
Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

KwaZulu Natal
Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

Western Cape
3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039