



Fibre Processing & Manufacturing Sector Education and Training Authority

FUTURE SKILLS • EMPLOYABILITY • GROWTH

Mandatory Grants Submissions User Guide

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Introduction

Dear Valued Stakeholder,

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

- Registration of Skills Development Facilitator on LMIS.
- Submission of Work Skills Plan (WSP) and Annual Training Reports (ATR) on LMIS by SDFs on behalf of entities.
- Approval of WSP and ATR by FP&M SETA on LMIS, for Entities to comply and qualify for Mandatory Grants.
- Reporting on skills shortages and facilitating processes to provide grants that address these issues.
- Planning to address skills shortage by being proactive, this is through accurate research and reporting.
- Maintaining a relationship between Employer, Learners, SDP and FP&M SETA throughout the entire Intervention process. Continuous communication between all parties to be facilitated via LMIS.
- View reliable information about the learner.
- Reporting on Chambers and its sub-sectors.

This section demonstrates and explains how a Skills Development Facilitator (SDF) can gain access to LMIS and start capturing WSP and ATR.

Role of Skills Development Facilitator (SDF) on the system.

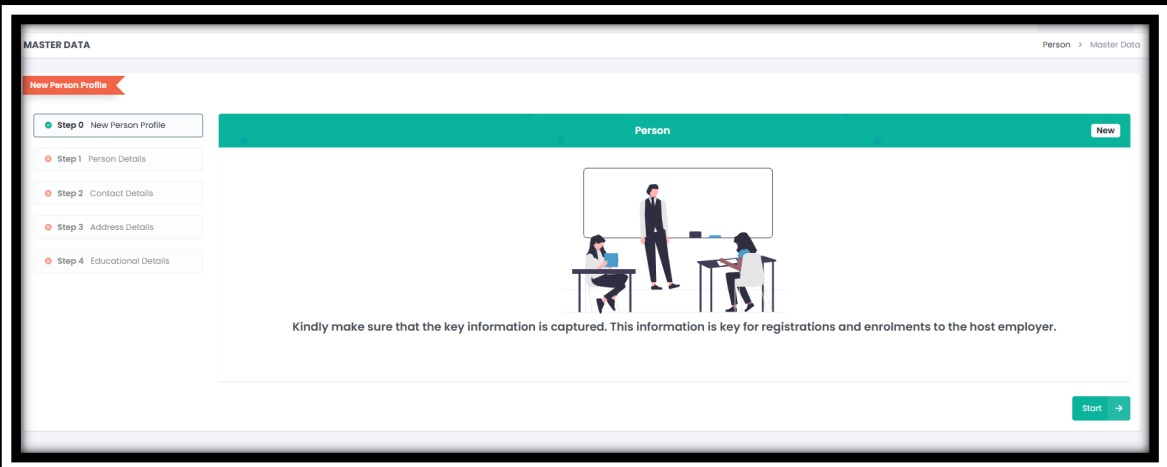
A user needs to Register on the system as SDF before gaining access to the following key features:

- Register a Company on LMIS and supply all key information for WSP and ATR submission.
- Upload Supporting Documentation.
- Capture WSP and ATR, using one of the following methods: Manually or Copy Form Last Year then submit for Review and Approval.

Register an SDF

This section demonstrates and explains how a Skills Development Facilitator (SDF) can gain access to LMIS and start capturing WSP and ATR.

Log in Screen for first time users.



1. Capture SDF Profile

By default, as a first-time user on the system. You're required to update your profile by providing vital information about yourself. This part is divided into 4 sections.

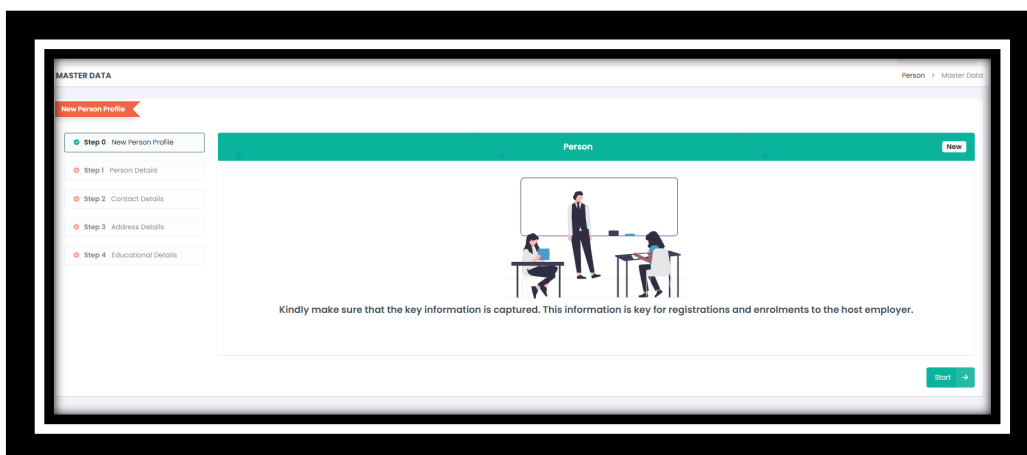
1. Personal details
2. Contact Details
3. Address Details
4. Educational Details

To start the process, follow the steps below.

1. On Personal details screen, fill the required information. Ensure you select the right ID Type.
2. Once all fields are filled, move to the next section by clicking **Go to contact's** button.
3. Fill all required fields and click **Go to Address** button.
4. Fill all required fields and click **Go to Education** button.
5. Once you're done with **Education details**. Click **Save** button.

1.4.1 Virtual Guide

Step 1



New Person Profile

Step 0 New Person Profile
Step 1 Person Details
Step 2 Contact Details
Step 3 Address Details
Step 4 Educational Details

Person Details New

(POPI Act Authorization) I hereby authorize SETA to use my personal details for training purposes and other related matters.

ID Type: National ID
National ID: 9706205812087
First Name: Matsimela
Middle Name: Lesibana
Last Name: Moloto
Choose Date of Birth:
Gender: Male
Race: African
Disability Status: None
Home Language: seSotho
Marital Status: Single
Nationality: South African
Citizenship Status: South African
Socioeconomic Status: Employed

[← Back to Previous Tab](#) [Go to Contacts →](#)

Step 3.

New Person Profile

Step 0 New Person Profile
Step 1 Person Details
Step 2 Contact Details
Step 3 Address Details
Step 4 Educational Details

Contact Details New

Email Address: georgemolala@outlook.com
Cellphone No.: 0798655215
Phone No.: 0125488855

[← Back to Previous Tab](#) [Go to Address →](#)

Step 4

Step 5.

2. Request Organization/Company Access

Before SDF can perform any tasks related to maintaining organization's applications. They must first be authorized to manage that organization. First step in getting authorized is to

submit request for access application. To do that, user must:

1. Click Username field at the top right corner of the 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”** Tab.
4. Right above Data Grid, Click **Add** button.
5. Modal up will appear, Fill the form supplying required data. Starting with checking **SDF checkbox**, Select appropriate year from **financial dropdown box**.
6. Leave **Document type** default option (Application Letter).
7. Select appropriate company/organization you want to manage, from **Organization Name** Dropdown box.
8. Click **browse** button and select application letter from your machine. Ensure your document is PDF before uploading.
9. After all fields have been filled and application letter uploaded, you can proceed to submit the request by clicking **“Save”** button.

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

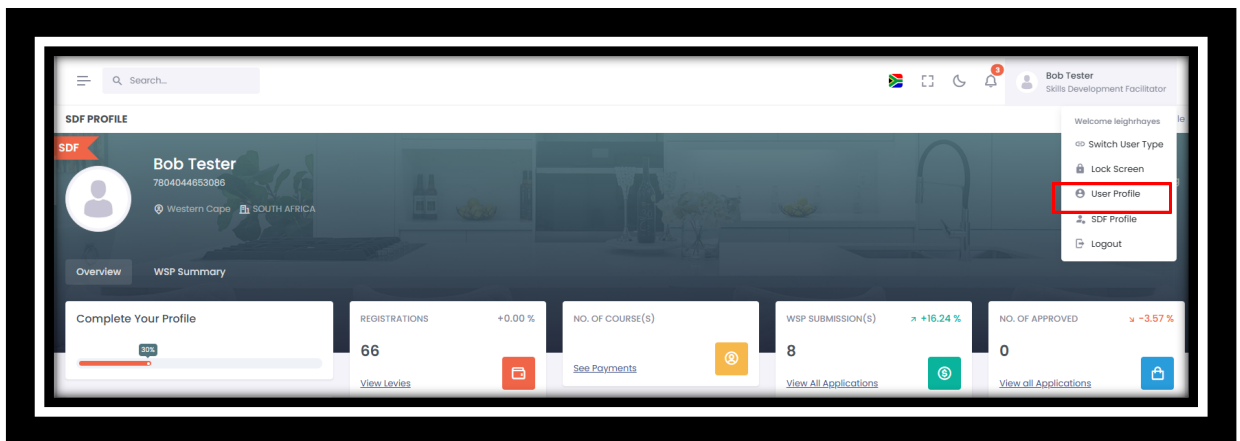
Once your Request is submitted, you'll get an email notification.

2.1 Virtual Guide

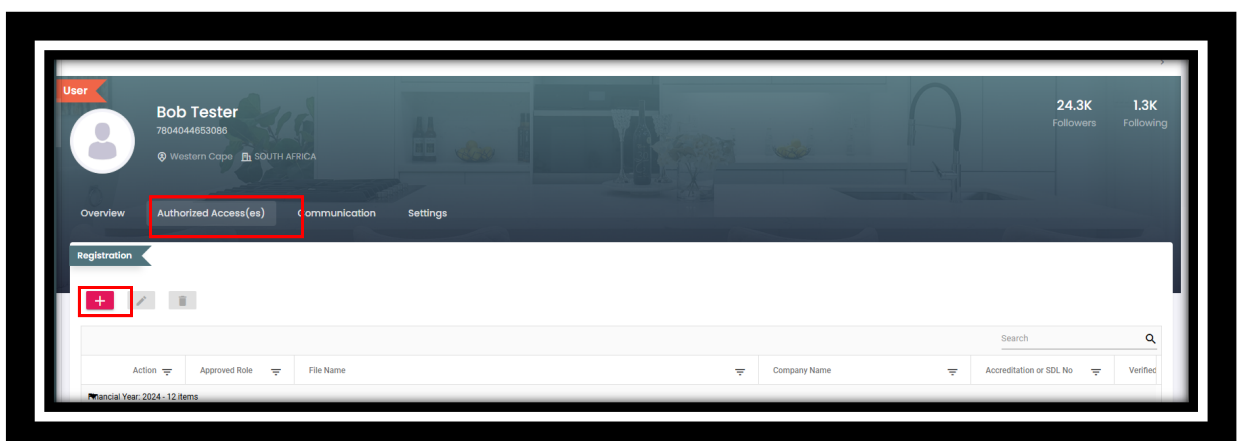
Step 1



Step 2.



Step 3.



Step 5.

Action	Approved Role	File Name	Company Name	Accreditation or SDL No	Verified	Application Date
Financial Year: 2025 - 7 Items						
	SDF	Creating_a_user_guide_for_a_new_product_involves_careful_planning.pdf	Cheil South Africa	L010777680		2024-12-11
	SDF	Creating_a_user_guide_for_a_new_product_involves_careful_planning.pdf	Capitol Graphics Pty Ltd	L130702683		2024-12-11
	SDF	WSPATR_SUBMISSION_.pdf	Julian Adam Michael Projects	L010792051		2024-12-17
	SDF	November.pdf	Minuteman Press Parkhurst	L010792531		2024-12-19
	SDF	November.pdf	Metro Bingo Johannesburg Pty Ltd	L020777589		2024-12-19
	SDF	November.pdf	Ladysmith Industrial Brushware Cc	L010732024		2024-12-19
	SDF	Application_Letter.pdf	Genpak (Pty) Ltd	L020731776		2024-12-20

Step 6. Once you done, you'll get an email notification



System will validate your data to ensure it adheres to our Data integrity rules. Once everything checks out. Your application will be sent, now we just must wait for the right Seta Staff to approve your request.

3. WSP & ATR

Now that your Access Request has been approved, you can proceed to WSP submissions. The access you have allows you to create WSP application for the organization that you got approved for.

3.1 Create WSP and ATR

To submit WSP, Follow these Steps:

1. Click Username field at the top right corner of the screen, a list of options will appear.
2. From the list, select **“SDF Profile”**. Which will take the user to SDF Overview screen.
3. From SDF Overview screen, click **“WSP Summary”** Tab.
4. Right above Data Grid, Click **Add** button.
5. On the Next screen, Click **Start** Button at the bottom left of the screen. To begin capturing WSP details.
6. On Company details screen, fill the required information. Ensure you select the organization you’re authorized to manage from the list.
7. Once all fields are filled, move to the next section by clicking **Go to contact’s** button.
8. Fill all required fields and click **Go to Address** button.
9. Fill all required fields and click **Go to Banking** button.
10. Once you’re done with banking details. Click **Save** button.

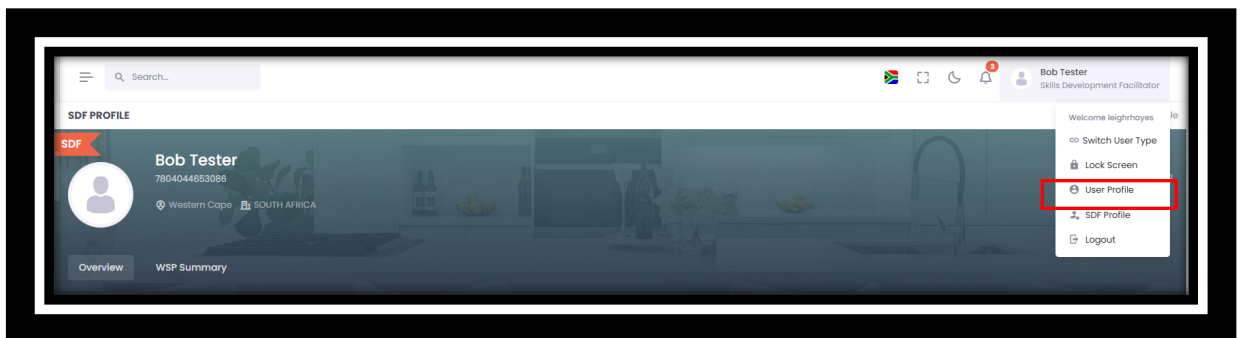
Note: System will perform data validation before moving to the next section, if you attempt to move to the next section without supplying valid data. The system won’t allow you to access the next section. If you happen to be at Banking Details section, you won’t be able to save WSP. System will enforce you to re-enter incorrect information before saving.

3.1.1 Virtual Guide

Step 1



Step 2



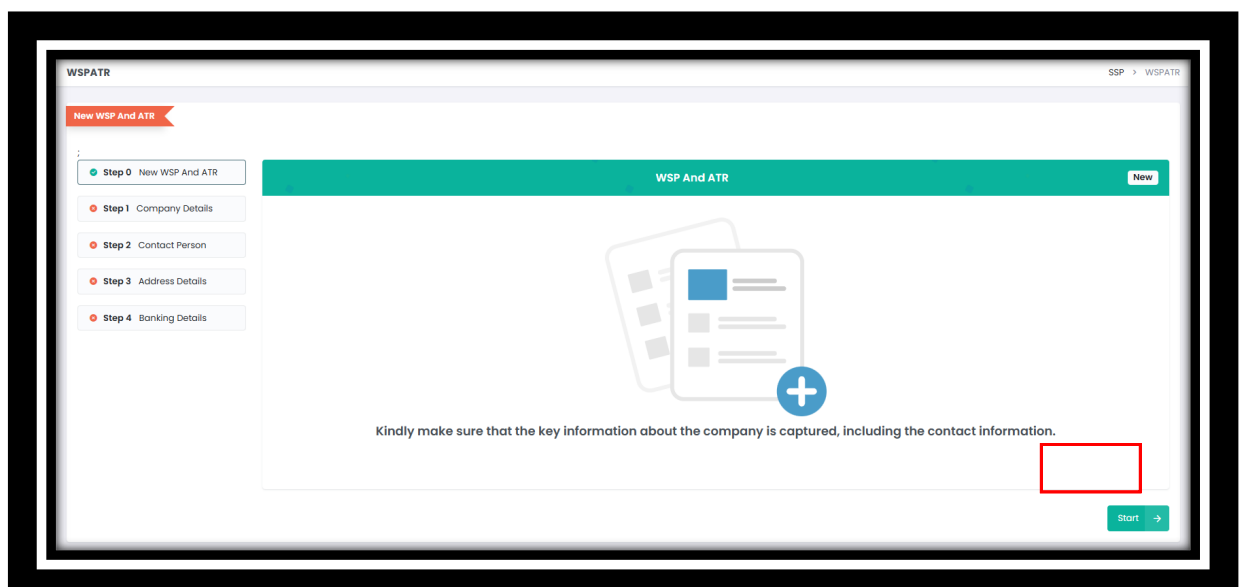
Step 3



Step 4



Step 5



Step 6

Step 0 New WSP And ATR

Step 1 Company Details

Step 2 Contact Person

Step 3 Address Details

Step 4 Banking Details

Company Details

WSP Type 1

SDL No.
L020731776 - Genpak (Pty) Ltd

Company Name
New African Packaging (Pty) Ltd

Trading Name
Genpak (Pty) Ltd

Company Reg no
1998/010140/07

Company VAT Number
25654855

Company Income TAX Number
45555554

Exception
Unknown Exemption **** MUST BE FIXED ****

Vendor Account
001144

Organisation Type
COMPANY

Date business commenced
12/2/2024

Date become liable for levy
12/19/2024

Preferred language
English

Area
160010002 - Vredendal SP

No of Employees
4

Description of the main business activity?
Manufacture of footwear (31700)

Business Sector
Footwear (2)

WSP Employees Break Down

Temporary Staff
2

No of Permanent Staff
2

No of Employees
4

Total Number of employees to whom sdt levies ar.
3

Back to Previous Tab

Go to Contact

Step 7

New WSP And ATR

Step 0 New WSP And ATR
Step 1 Company Details
Step 2 Contact Person
Step 3 Address Details
Step 4 Banking Details

Contact Person New

Contact First Name: George
Contact Last Name: Molala
Designation: HR Manager
Contact Cellphone Number: 0798632548
Email Address: GeorgeMolala1@gmail.com
Contact Telephone Number: 0158965472

Secondary Contact Details NOT THE APPLICANT'S DETAILS!

Alternative Contact First Name: Lesibana
Alternative Contact Last Name: Molefe
Designation: Director
Alternative Cellphone Number: 0785463258
Alternative Email Address: georgemolala@outlook.com
Alternative Telephone Number: 0158796542

[Back to Previous Tab](#) [Go to Address](#)

Step 8

New WSP And ATR

Step 0 New WSP And ATR
Step 1 Company Details
Step 2 Contact Person
Step 3 Address Details
Step 4 Banking Details

Address New

Please ensure that address used is the same on proof of address provided.

Physical Address

Search Address: 297 Surrey Avenue, Ferndale, Randburg, South Africa
House No: 297
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

Postal Address

House No: 17 Potgieter
Street Name: Newtown Road
Suburb: Alberton
City: Alberton
Province: Gauteng
Postal Code: 2000
Longitude Seconds: 53.551
Longitude Minutes: 54
Latitude Seconds: 18.459
Latitude Minutes: 54

[Back to Previous Tab](#) [Go to Banking](#)

Step 9

New WSP And ATR

Step 0 New WSP And ATR
Step 1 Company Details
Step 2 Contact Person
Step 3 Address Details
Step 4 Banking Details

Banking Details PENDING (NEW ACCOUNT)

Account Holder Name: Genpak (Pty) Ltd
Bank Name: First National Bank
Account Type: Cheque
Bank Account No.: 62442719128
Bank Branch Code: 250655
Branch Name: Bracken City

Back to Previous Tab Go to Provincial Profile

At this point, the system will validate all the data you provided before attempting to save it. If everything checks out, the system will submit your WSP. A message will appear informing at top right of your screen verifying that your WSP was saved or not. If there's anything that stops your WSP from being saved, the system will let you know.

3.2 Configure WSP and ATR

Now that you have successfully created WSP, it is time to capture its details. By details, we refer to information such as Training committees, Employees, required documents and other WSP related data.

3.2.1 Company Profile

For this section, we focus on company information.

3.2.1.1 Provincial

This section is mandatory especially if the Entity has more than one branch in different

provinces. This part allows you to capture a Province in which each branch is located and how many branches in each province, the total number of staff employed at the branch, branch name and the branch contact number.

1. Click Username field at the top right corner of the screen, a list of options will appear.
2. From the list, select **“SDF Profile”**. Which will take the user to SDF Overview screen.
3. From SDF Overview screen, click **“WSP Summary”** Tab.
4. From the Grid, All WSP’s you created will be listed there, if the Grid is empty. It means you haven’t created any WSP. Since we created one, the Grid won’t be empty. Select **WSP** you created earlier from the Grid.
5. Click **Company Profile** Tab
6. On **Provincial** Sub Tab, Click **Add** button.
7. Fill the modal pop up, Start by Selecting **Municipal** you’re operating in from the Drop-down box.
8. Select your **Province** from drop down box.
9. Fill your **Branch Name, Contact Number of Branch, Total Permanent Staff** and **Total Temporary Staff**.
10. Once you’re Done, Click **Save** Button.

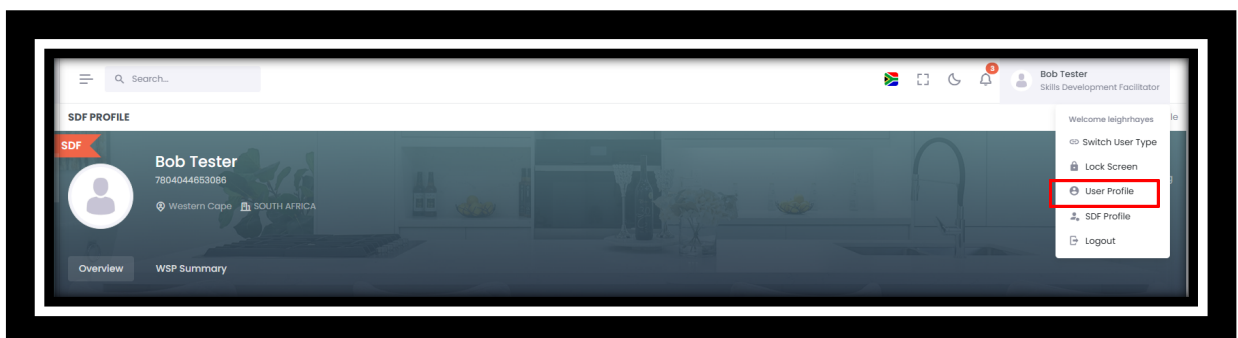
Note: The system will validate your date, if everything checks out. Your data will be saved.

Virtual Guide

Step 1



Step 2.



Step 3



Step 4.

Overview WSP Summary

WSP Submissions

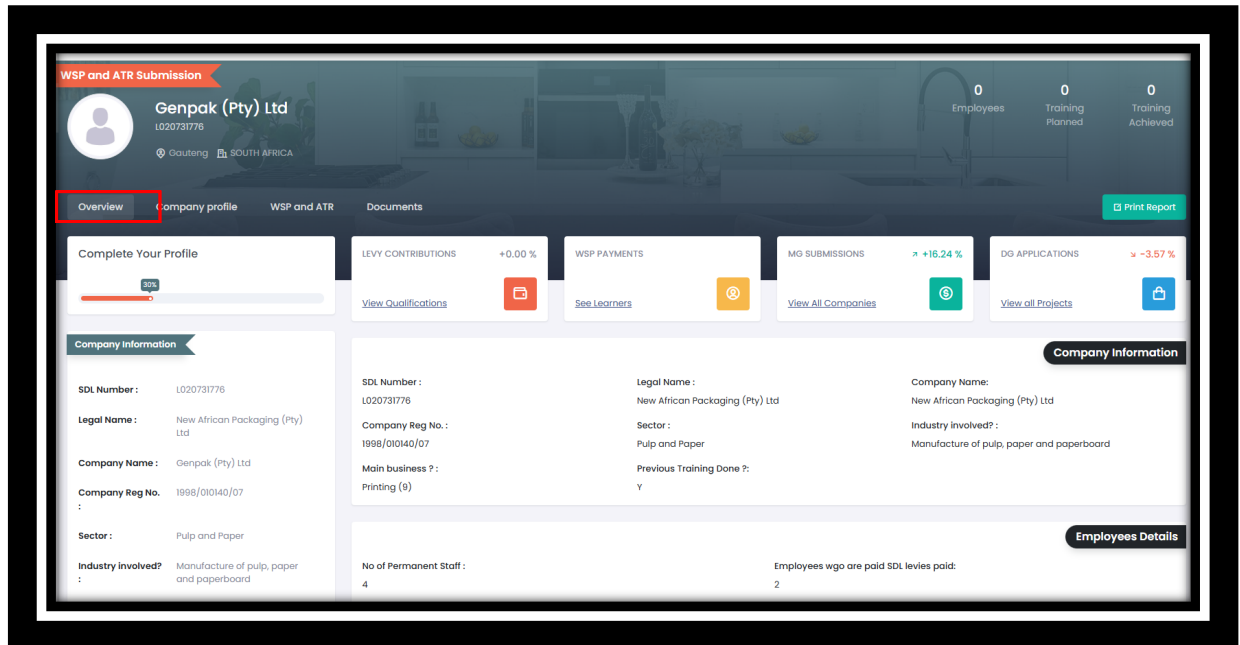
+ ExcelExport CsvExport PdfExport Search

WSP	SDL No.	Trading Name	Province	Financial Year	Statuses
WSP-ATR-123802	N000000001	Fp&M Seta		2023	Pre-Application
WSP-ATR-123809	L030764668	Bravo Group Lounge Durban (Alpine Lounge) A Division Of Bravo Group Manufacturing (Pty)ltd		2024	Pre-Application
WSP-ATR-123833	N000005124	PENFEX (PTY)LTD		2024	Pre-Application
WSP-ATR-123836	L010757211	Netco Creations		2024	Pre-Application
WSP-ATR-123840	L000776023	Sogo Fashion Jewellery Cc		2025	Pre-Application
WSP-ATR-123844	L010777680	Cheil South Africa		2025	Pre-Application
WSP-ATR-123845	L130702683	Capitol Graphics Pty Ltd		2025	Pre-Application
WSP-ATR-123846	L010792051	Julian Adam Michael Projects		2025	Pre-Application
WSP-ATR-123847	L020777589	Metro Bingo Johannesburg Pty Ltd		2025	Pre-Application
WSP-ATR-123848	L010778654	J And N Embroidery		2025	Pre-Application
WSP-ATR-123850	L010708016	Modern Craft Upholstery Steel Fu Rnishers Cc		2025	Pre-Application
WSP-ATR-123851	L020731776	Genpak (Pty) Ltd		2025	Pre-Application

1 of 1 pages (13 Items)

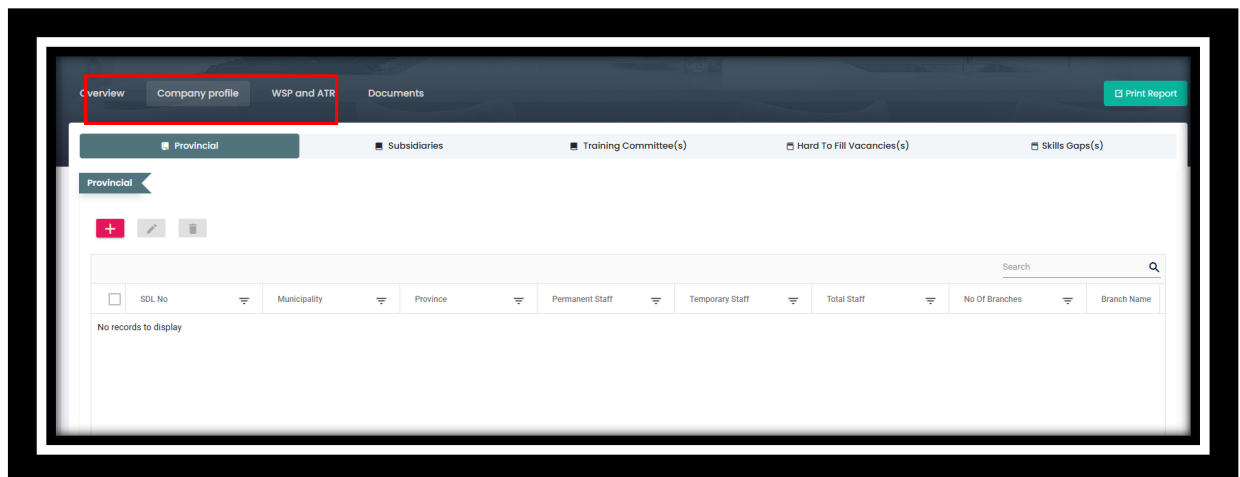
Note: For newly created WSP's, Status will be **Pre-Application**. This means the application is not complete. There's information missing. Once we are done supplying all information required. The status will change.

Step 5.



Note: All the information we captured when creating WSP will be displayed on overview page.

Step 6.



Step 7.

The screenshot shows a modal window titled "Add Provincial Profile". It contains several input fields: "Municipality" with a dropdown menu showing "Johannesburg Metro", "Province" with a dropdown menu showing "Gauteng", "Branch Name" with a text input field containing "GenPak", "Contact Number of Branch" with a text input field containing "0112654897", "Total Permanent Staff" with a dropdown menu showing "5", and "Temporary Staff" with a dropdown menu showing "3". At the bottom left, there is a "Save" button highlighted with a red rectangular box. At the bottom right, there is a "Close" button.

Step 8

The screenshot shows a table titled "Provincial". The table has the following columns: ☐, SDL No, Municipality, Province, Permanent Staff, Temporary Staff, Total Staff, No Of Branches, and Branch Name. A red box highlights the first data row, which contains the following values: ☐, L020731776, Johannesburg Metro, Gauteng, 5, 3, 8, 1, and GenPak.

3.2.1.2 Subsidiaries

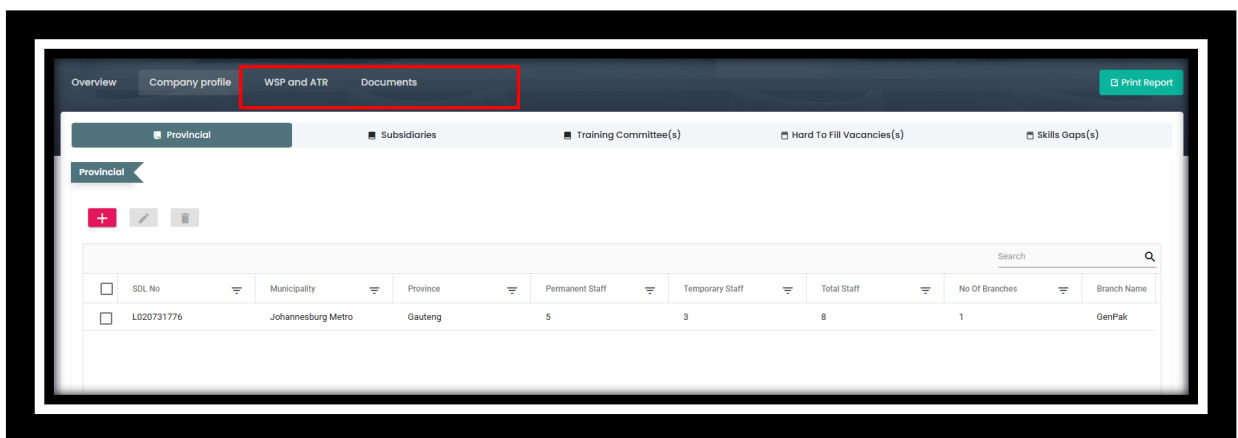
Now that you're done with Provincial, we can move forward to next section. For this section, we focus on Subsidiaries. To start capturing data, follow the steps below:

1. Click **Subsidiaries** Tab.
2. Under **Subsidiaries** Tab, Click **Add** button.
3. Populate the modal pop up, by Selecting **Secondary Company** from dropdown box.
If you currently don't have any, you can skip.
4. Click **Save** button when you're done.

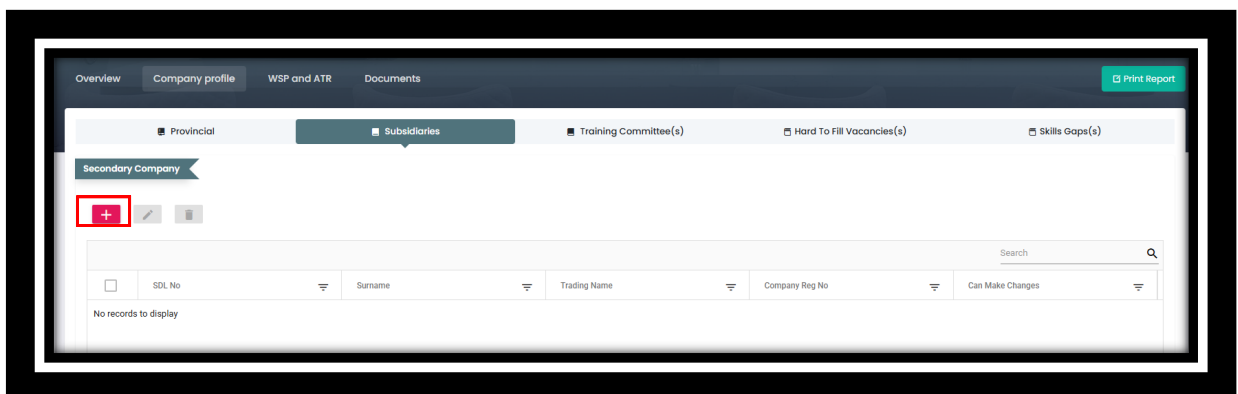
Note: A company that has already been captured as subsidiary or main company in the active WSP period cannot be added by another SDF.

3.2.1.2.1 Virtual Guide

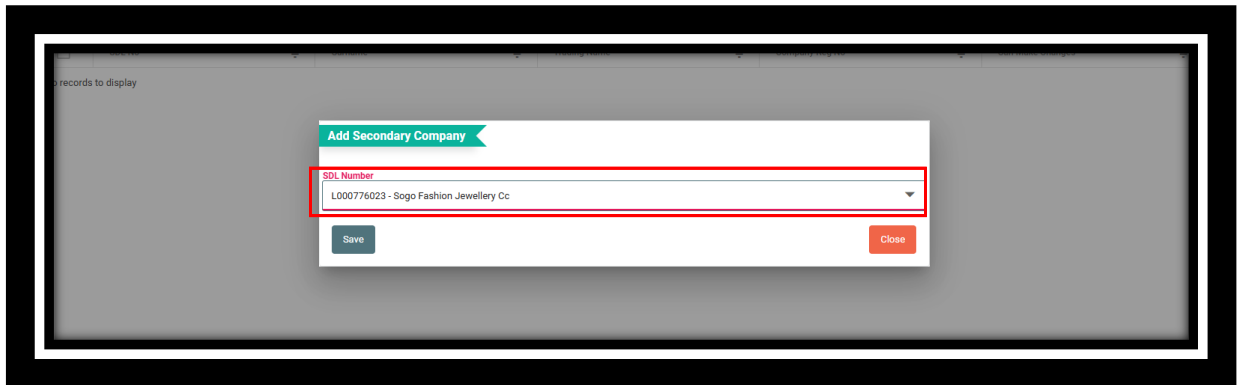
Step 1.



Step 2.

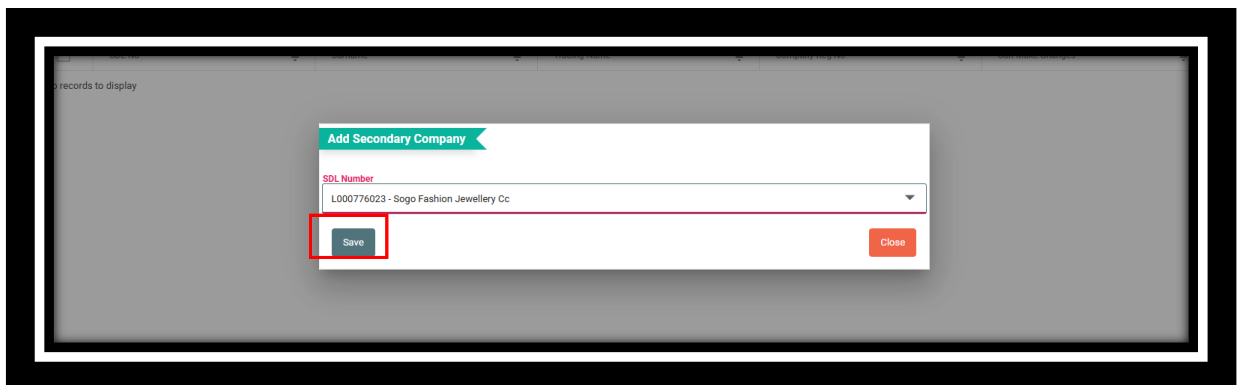


Step 3.



A screenshot of a web application interface showing a modal window titled "Add Secondary Company". Inside the modal, there is a dropdown menu labeled "SDL Number" with the selected value "L000776023 - Sogo Fashion Jewellery Cc". The dropdown menu is highlighted with a red rectangular border. Below the dropdown are two buttons: "Save" and "Close".

Step 4.



A screenshot of the same "Add Secondary Company" modal window. In this step, the "Save" button is highlighted with a red rectangular border. The "SDL Number" dropdown remains selected with "L000776023 - Sogo Fashion Jewellery Cc".

3.2.1.3 Training Committees

Note: This section records on the training committee details and is mandatory for those companies that have more than 50 employees otherwise the SDF can leave this section blank.

Now that you're done with Provincial, we can move forward to next section. For this section,

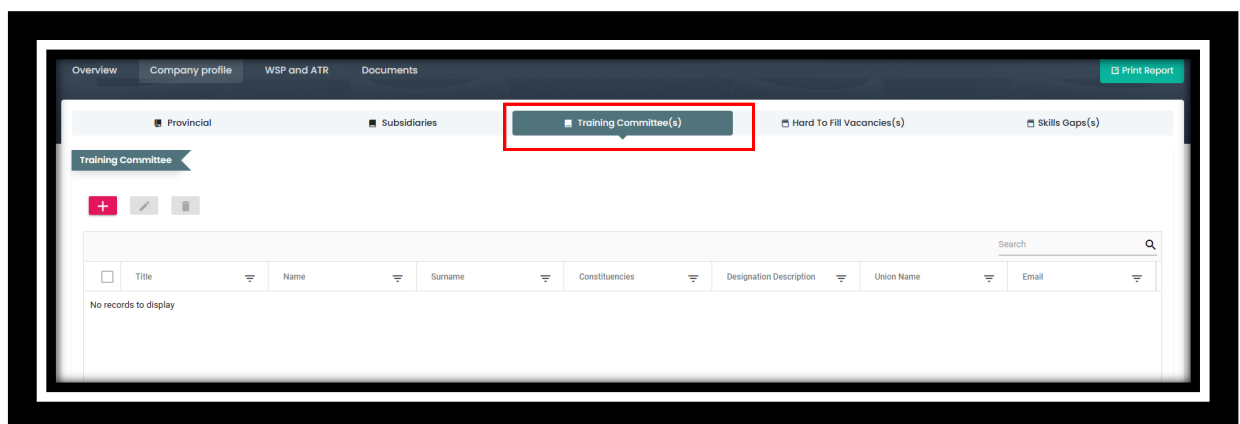
we focus on Training Committees. To start capturing data, follow these steps below:

1. Click **Training Committees** Tab.
2. Under **Training Committees** Tab, Click **Add** button.
3. Populate the form with required information.
4. Click **Save** button when you're done.

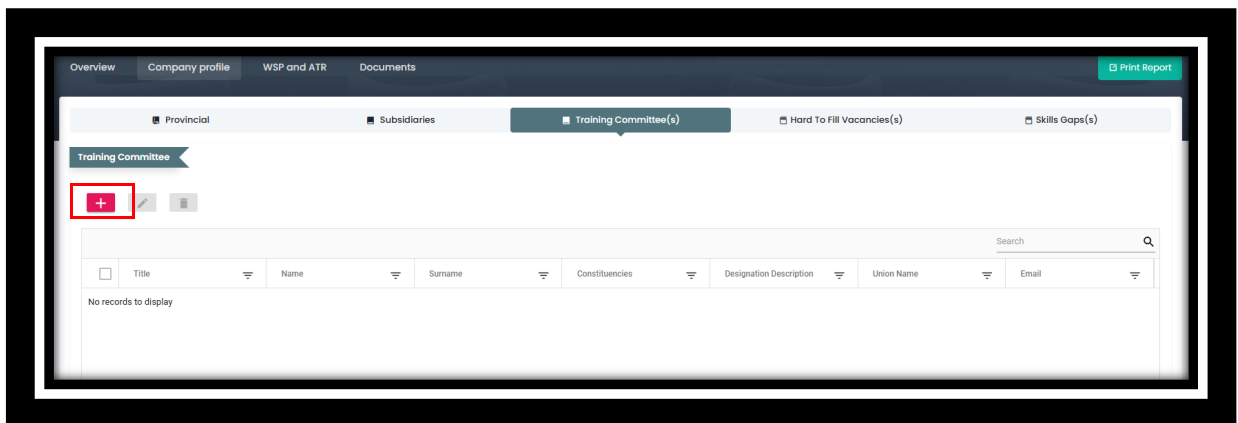
Note: The system will validate your information before saving it, if everything checks out. The system will save your data. You can add more than one Committee.

3.2.1.3.1 Virtual Guide

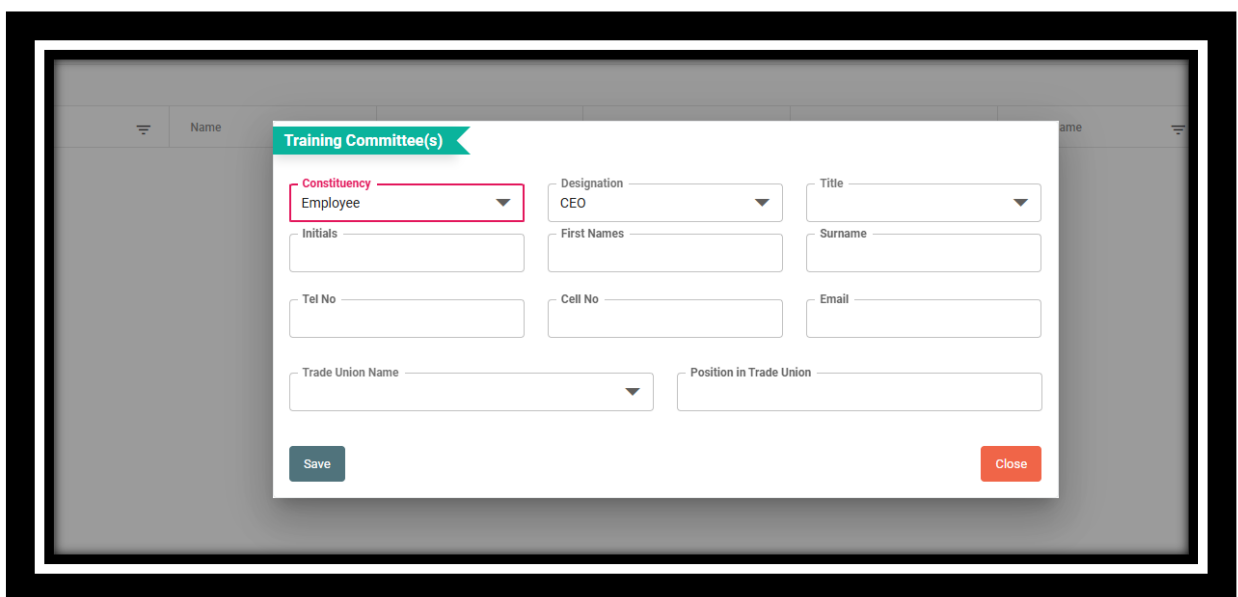
Step 1.



Step 2.



Step 3.



Step 4.

Training Committee(s)

Constituency: Employee
Designation: HR Manager
Title: Mr
Initials: M
First Names: Mokgadi
Surname: Kekana
Tel No: 0125648963
Cell No: 0815649875
Email: MokgadiKekana@gmail.com
Trade Union Name: Public Servants Association of South Africa
Position in Trade Union: Treasury

Save **Close**

Step 5

	Title	Name	Surname	Constituencies	Designation Description	Union Name	Email
☐	Mrs	Mokgadi	Kekana	Employee	none	PSA	

3.2.1.4 Hard to Fill Vacancies

Hard to Fill vacancies are vacancies that take longer than 6 months to fill, this section allows the SDF to capture **Hard to Fill Vacancies** by occupation per Province. Deselect the check box if there are **Hard to Fill Vacancies**.

To capture this part, follow the Steps below:

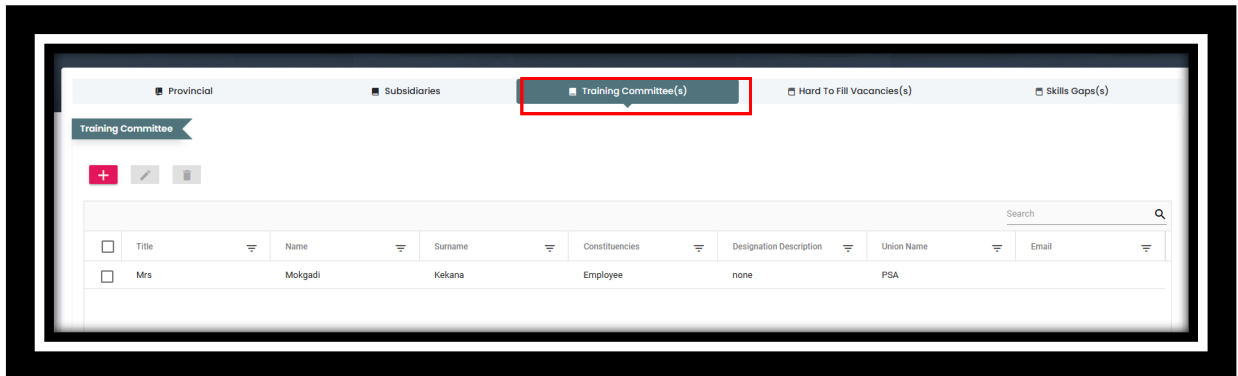
1. Click **Hard to Fill Vacancies** Tab.
2. Under **Hard to Fill Vacancies** Tab, Click **Add** button.
3. Populate the form with required information.
4. Click **Save** button when you're done.

Note: The system will validate your information before saving it, if everything checks out. The system will save your data. You can add more than one Hard to Fill Vacancies.

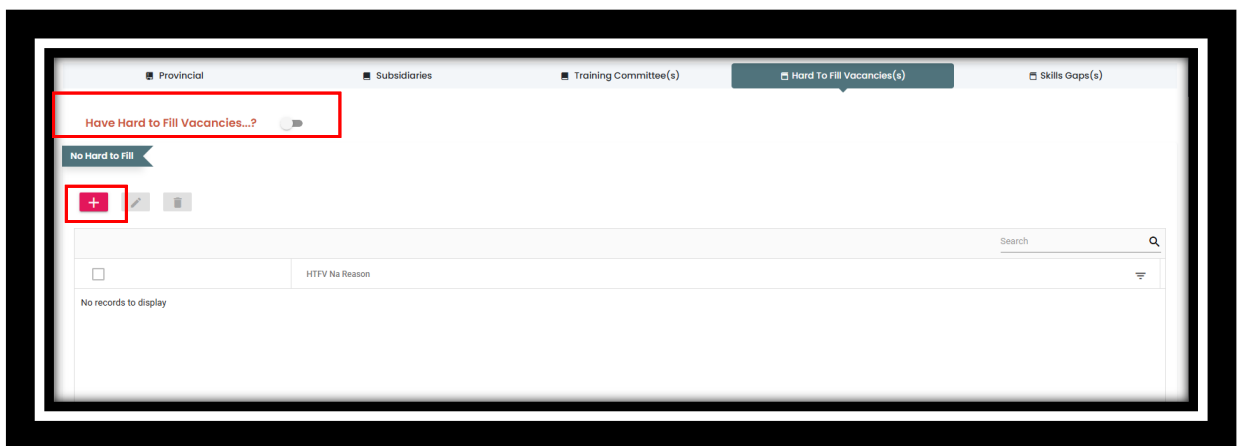
If there is more than one Hard to Fill vacancy within the Organization, the SDF has the option to create more than one entry for Hard to Fill vacancy.

3.2.1.4.1 Virtual Guide

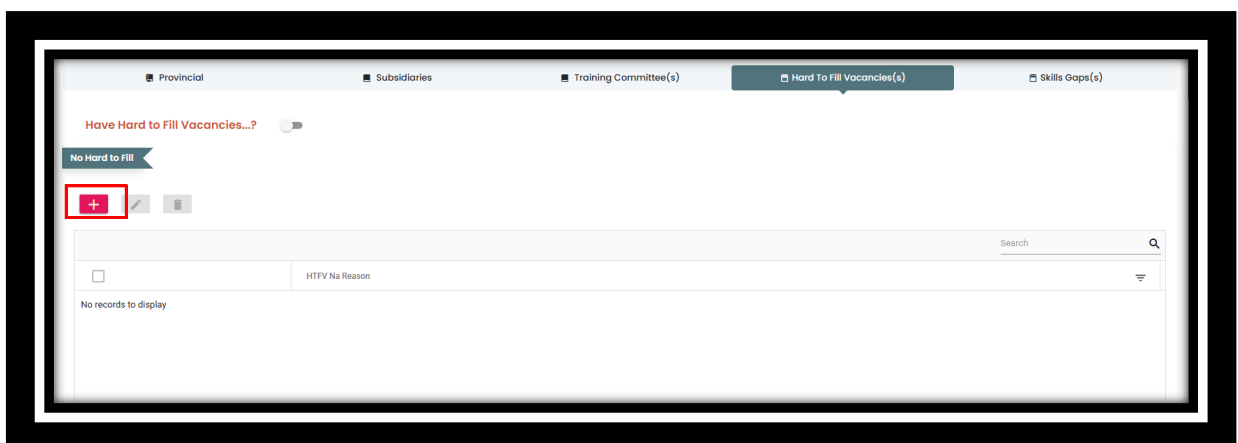
Step 1.



Step 2.



Step 3.



Step 4. If there are no Hard to Fill Vacancies.

The screenshot shows the LMIS Submissions SDF interface. At the top, there is a toggle switch labeled 'Have Hard to Fill Vacancies...?' which is currently turned off. Below this, there is a section titled 'No Hard to Fill' with a search bar and a table. The table has columns for 'OFO Code', 'Province', and 'HTFV Na Reason'. The table is empty, displaying 'No records to display'. A modal dialog is open in the center of the screen with the title 'Hard To Fill Vacancies are not applicable'. Inside the modal, there is a dropdown menu labeled 'Reason why not applicable' with the selected option 'No Vacancies Available'. At the bottom of the modal, there are two buttons: 'Save' (highlighted with a red box) and 'Close'.

Step 5. If there are Hard to Fill Vacancies.

The screenshot shows the LMIS Submissions SDF interface. At the top, there is a toggle switch labeled 'Have Hard to Fill Vacancies...?' which is currently turned on. Below this, there is a section titled 'Hard To Fill' with a search bar and a table. The table has columns for 'OFO Code', 'Province', and 'HTFV Na Reason'. The table is empty, displaying 'No records to display'. A modal dialog is open in the center of the screen with the title 'Add Hard To Fill Vacancies'. Inside the modal, there are two dropdown menus: 'Occupation' with the selected option '2021-122301 - Research and Development Manager' and 'Province' with the selected option 'Gauteng'. To the right of these dropdowns, there is a dropdown menu labeled 'Reason why the occupation was a Hard-To-Fill-vacancy' with the selected option 'Lack of relevant experience'. At the bottom of the modal, there are two buttons: 'Save' (highlighted with a red box) and 'Close'.

3.2.1.5 Skills Gaps

The Skills Gap section of the WSP further indicates the Skills shortages within an Organization. Deselect the check box if there are no **Skills Gap** to fill.

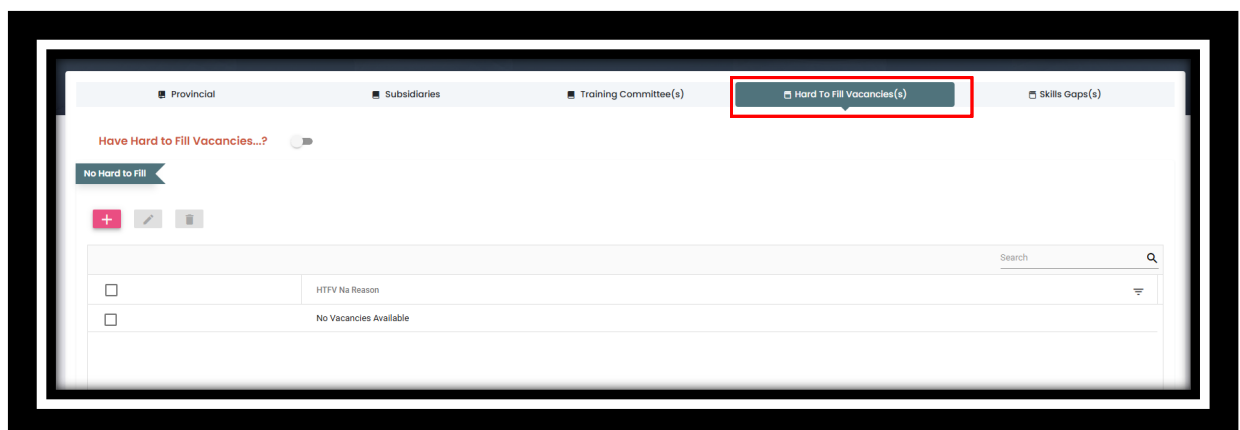
To capture this information, follow these Steps below:

1. Click **Skills Gaps** Tab.
2. Under **Skills Gaps** Tab, Click **Add** button.
3. Populate the form with required information.
4. Click **Save** button when you're done.

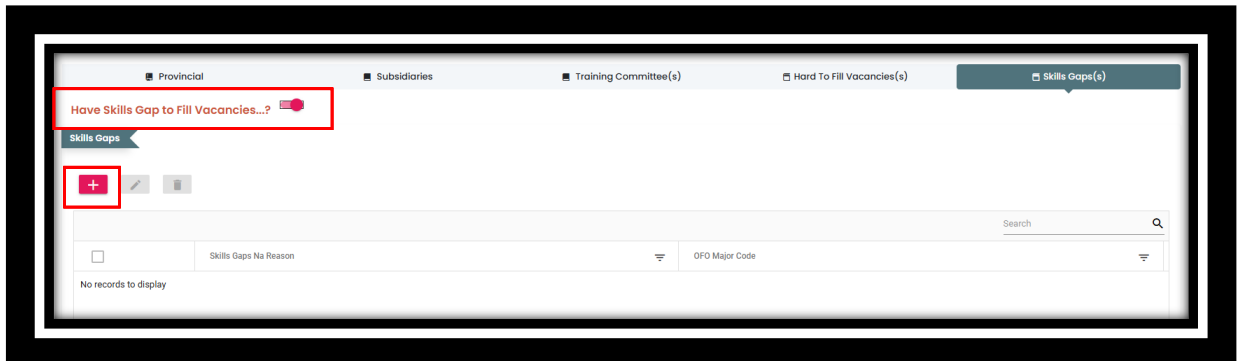
Note: The system will validate your information before saving it, if everything checks out. The system will save your data.

3.2.1.5.1 Virtual Guide

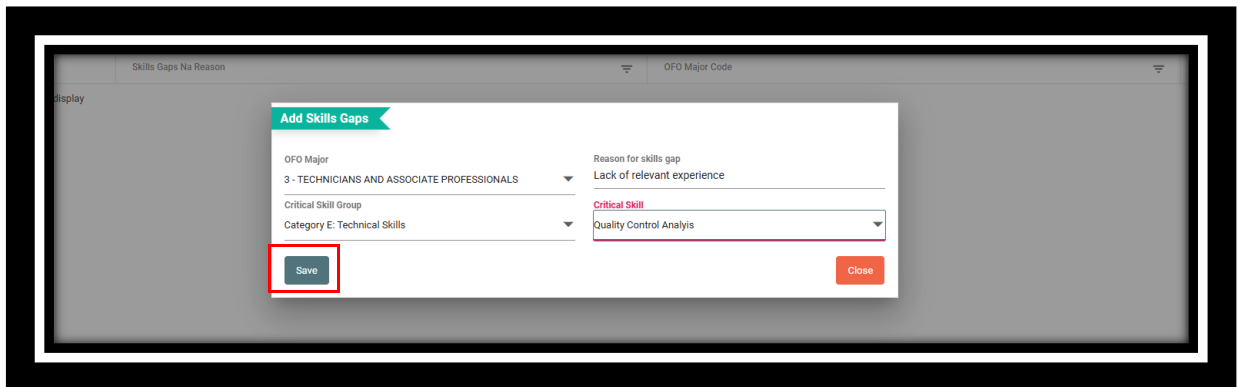
Step 1.



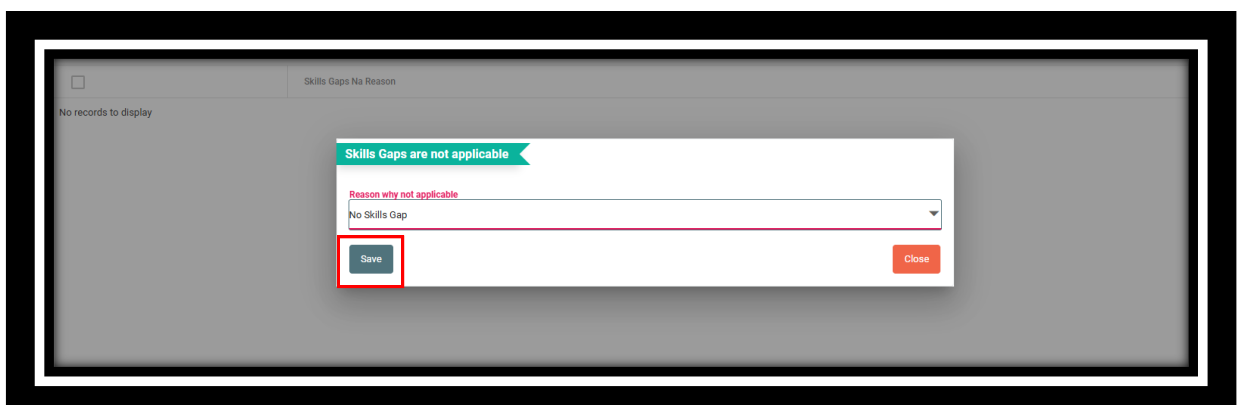
Step 2. If there are Skills to fill.



Step 3.



Step 4. Without Skills to fill.



3.2.2 WSP and ATR

Once you're done capturing Company Profile, we move to WSP and ATR. To navigate to WSP and ATR, follow these Steps:

1. From **Company Profile** Tab, Click **WSP and ATR** Tab.

3.2.2.1 Employees

This Tab is used to capture Employees concerned with Training and Report, Employees can be captured via 3 methods that is: manually, importing from previous year WSP or importing from an excel spreadsheet that follows the supplied template by the SETA.

Manual Capture

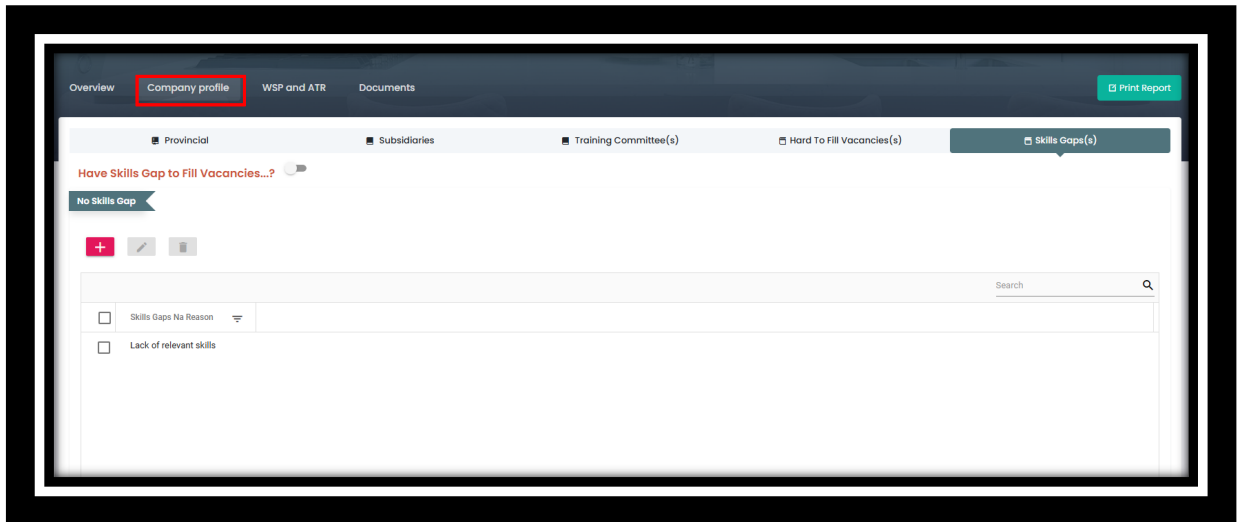
To Capture Employees manually, follow these Steps:

1. Under **Employees** Tab, Click **Add** button.
2. Capture Employee Details.
3. Once done, Click **Save**.

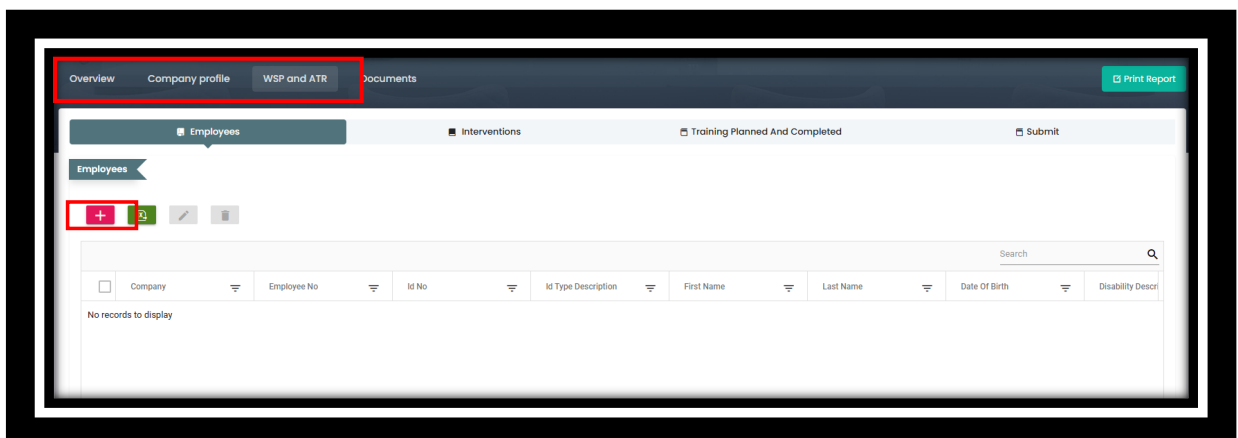
Note: The system will validate your information before saving it, if everything checks out. The system will save your data. You can add more than one Hard to Fill Vacancies.

3.2.2.1.1 Virtual Guide

Step 1.



Step 2.



Step 3

The screenshot shows a web application interface for capturing employee data. The main form is titled 'Capture WSP Employee' and is located within a sidebar menu that includes 'Overview', 'Company profile', 'WSP and ATR', and 'Documents'. The form fields are organized into a grid-like structure. The 'Save' button is located at the bottom left of the form, and a 'Close' button is at the bottom right. The background shows a list of employees with a search bar and a 'Print Report' button in the top right corner.

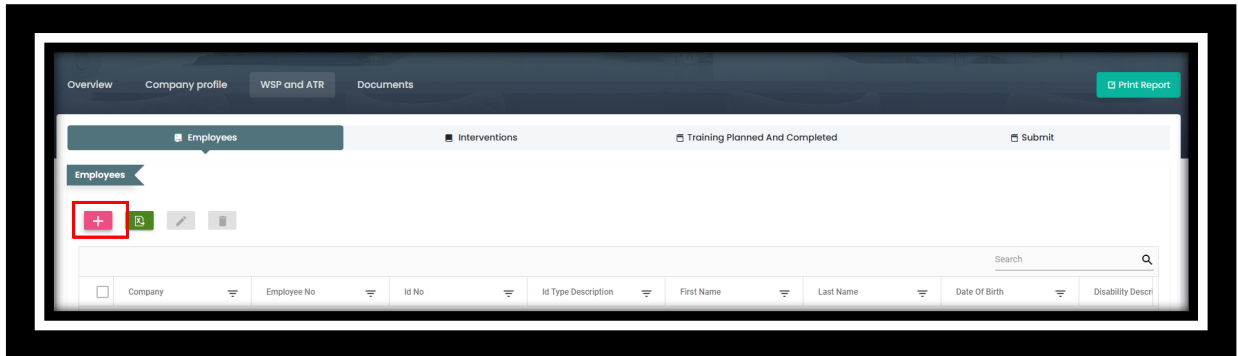
Excel Import

To Capture Employees by Excel, follow these Steps:

1. Under **Employees** Tab, Click **Excel** button.
2. Excel Spreadsheet will open, Manually Type Employee information. Each Column represents ID Type, Employee No, ID Number, First Name, Middle Name, Last Name, Date of Birth, Gender, Race, Disability Status, Citizenship Status, Municipal, Highest Qualification Type, Highest Qualification Title, Job Title, Employment Type, Employment Status, OFO Code.
3. Once all fields are added, Click **File** button. Select **Save As** and click **Microsoft Excel**.
4. If your Data Passes all validation rules set in place. Your file will be saved.

3.2.2.1.1 Virtual Guide

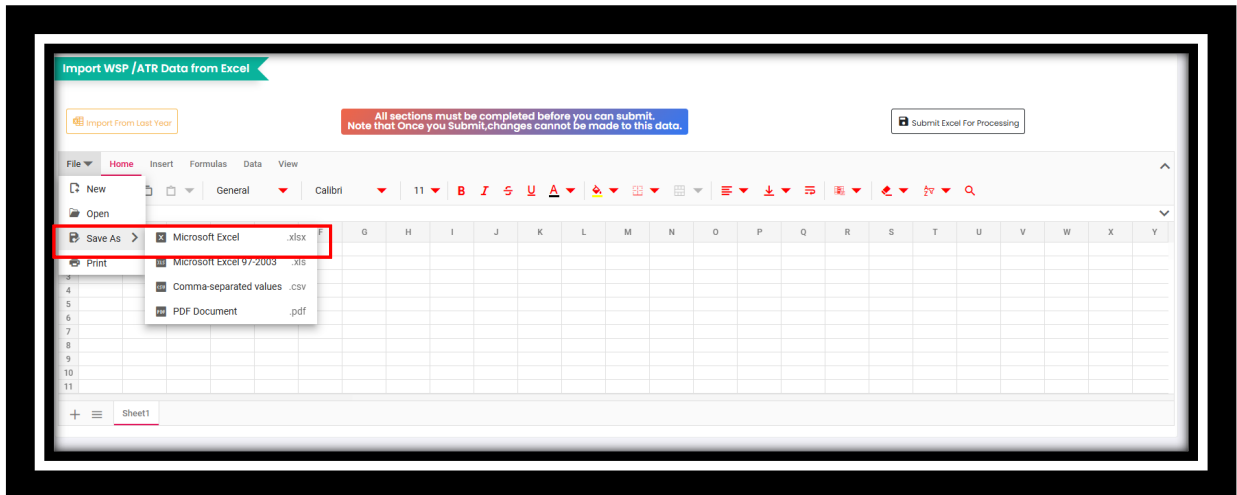
Step 1.



Step 2. Fill employee data



Step 3



3.2.2.2 Interventions

This part allows capturing the interventions that are going to be done for the plan and what has already been trained on.

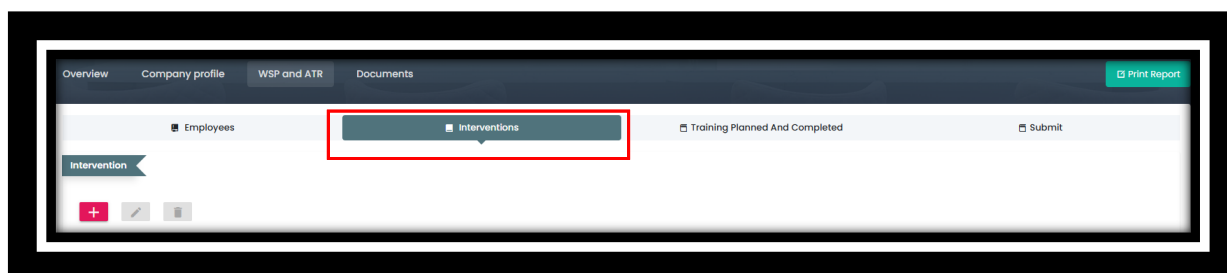
Once you done with Employees, you can proceed to capture Interventions. To do that, follow the Steps below:

1. Click **Interventions** Tab.
2. Under Interventions Tab, Click **Add** button.
3. Capture **Interventions** Details.
4. Once done, Click **Save**.

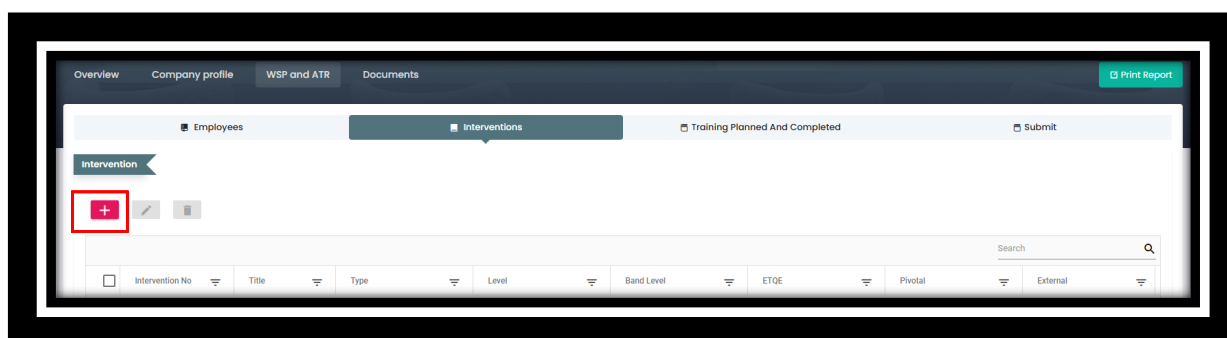
Note: The system will validate your information before saving it, if everything checks out. The system will save your data.

3.2.2.2.1 Virtual Guide

Step 1.



Step 2.



Step 3.

Step 4.

Intervention No.	Title	Type	Level	Band Level	ETQE	Pivotal	External
05	Skills Programme	Skills Programmes	Intermediate Level	NQF Level 7	ISETT - Information Syste...	✓	✓

3.2.2.3 Training Planned and Completed

This part allows capturing the employee interventions that are going to be done for the plan and what has already been trained on.

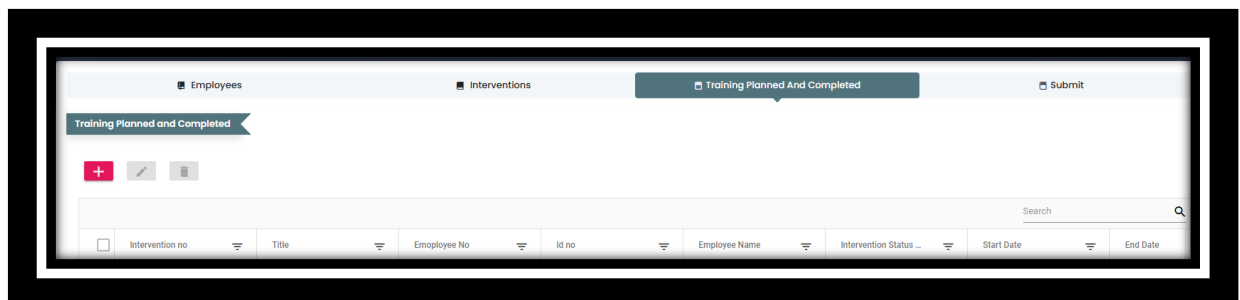
Once you done with Interventions, you can proceed to capture Training Planned and Completed. To do that, follow the Steps below:

1. Click **Training Planned and Completed** Tab.
2. Under Training Planned and Completed Tab, Click **Add** button.
3. Capture **Training Planned and Completed** Details.
4. Once done, Click **Save**.

Note: The system will validate your information before saving it, if everything checks out. The system will save your data.

3.2.2.3.1 Virtual Guide

Step 1.



Step 2.

The screenshot shows a web application interface for submitting a WSP/ATR. The main form is titled 'Committee and Planned' and is for the user 'Matsimela Lesibana Moloto'. It contains several dropdown menus and date pickers. The 'Employee' field is highlighted with a red box. The 'Intervention' field is set to '05 - Skills Programme'. The 'Appointment Section' is set to 'Employed', 'Intervention Status' is 'Enrolled', and 'Learning Mode' is 'Mixed Mode'. The 'Start Date' is '1/13/2025' and the 'End Date' is '12/10/2025'. There are 'Save' and 'Close' buttons at the bottom of the form. A 'Print Report' button is visible in the top right corner of the application.

3.2.2.4 Submit

The last step remaining now is to submit the WSP. To do that navigate to **Submit** Tab. If everything that is required has been captured successfully, the system will submit our WSP.

The screenshot shows the 'Submit' tab in the LMIS application. It displays a summary of the submission. At the top, there are fields for 'SDI Number' (L020731776) and 'Company Trade Name' (Genpak (Pty) Ltd). Below these are two report titles: 'WSP for the period From 1-April-2024 To 31-March-2025 / ATR for the period From 1-April-2023 To 31-March-2024' and 'Pivotal Training Plan for the period From 1-April-2024 To 31-March-2025 / Pivotal Training Report for the period From 1-April-2023 To 31-March-2024'. Below the reports are four summary cards: 'No. of employees' (8), 'No. of interventions' (7), 'No. of employees training planned' (4), and 'No. of employees trained' (6). At the bottom, there is a warning message: 'All sections must be completed before you can submit. Note that Once you Submit, changes cannot be made to this data.' There is a '+' button in the bottom right corner.

3.2.3 Supporting Documents

The Documents TAB allows the SDF to upload three types of documents:

- Authorization Document
- Proof of Banking Details Document
- Training Committee minutes Document

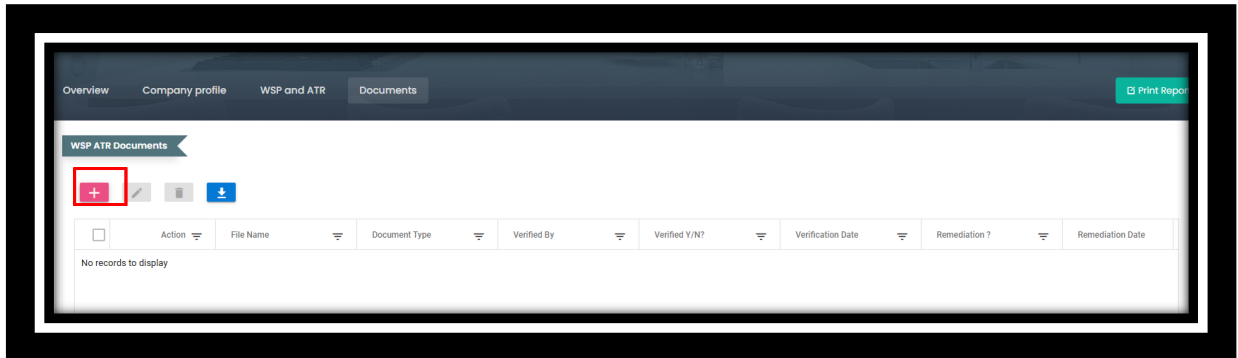
To upload these documents, follow these Steps.

1. Click **Documents** Tab.
2. Under Documents Tab, Click **Add** button.
3. Select Appropriate Document Type from **Document Type** Dropdown Box.
4. Add Comments if necessary.
5. Click **Browse** and Select the Document From your machine or cloud.
6. Once done, Click **Save** button.

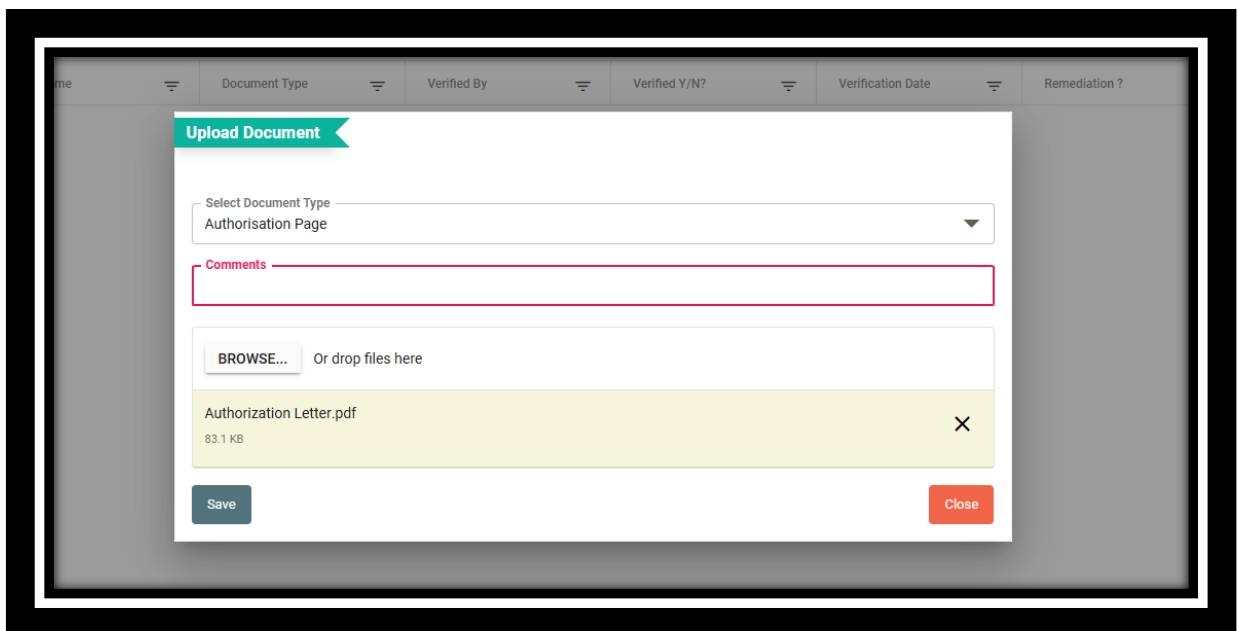
Note: The system will validate your document before saving it, if everything checks out. The system will save your document. Before saving your document, make sure it is PDF file less than 5mb file size.

3.2.3.1.1 Virtual Guide

Step 1.



Step 2.



Step 3.

The screenshot displays the LMIS Submissions SDF interface. A table with columns: Action, File Name, Document Type, Verified By, Verified Y/N?, Verification Date, Remediation?, Remediation Date, and Comments is visible. The 'File Name' column shows 'Authorization_Letter'. An 'Upload Document' modal is open, featuring a 'Select Document Type' dropdown menu with 'Proof of banking details' selected. Below this is a 'Comments' text area. A 'BROWSE...' button and the text 'Or drop files here' are present. A file named 'Proof Of Bank.pdf' (83.1 KB) is shown in a yellow box with a close icon. At the bottom of the modal are 'Save' and 'Close' buttons.

Step 4.

The screenshot shows the LMIS Submissions SDF interface with the 'Upload Document' modal open. The 'Select Document Type' dropdown menu now shows 'Training Committee Minutes'. The 'Comments' text area is empty. The 'BROWSE...' button and 'Or drop files here' text are still visible. A file named 'Training Committee.pdf' (83.1 KB) is displayed in a yellow box with a close icon. The 'Save' and 'Close' buttons remain at the bottom of the modal.

Step 5.

WSP ATR Documents

☐	Action	File Name	Document Type	Verified By	Verified Y/N?	Verification Date	Remediation ?	Remediation Date	Comments
☐		Authorization_Letter.pdf	Authorisation Page		X		X		
☐		Proof_Of_Bank.pdf	Proof of banking details		X		X		
☐		Training_Committee.pdf	Training Committee Minu...		X		X		