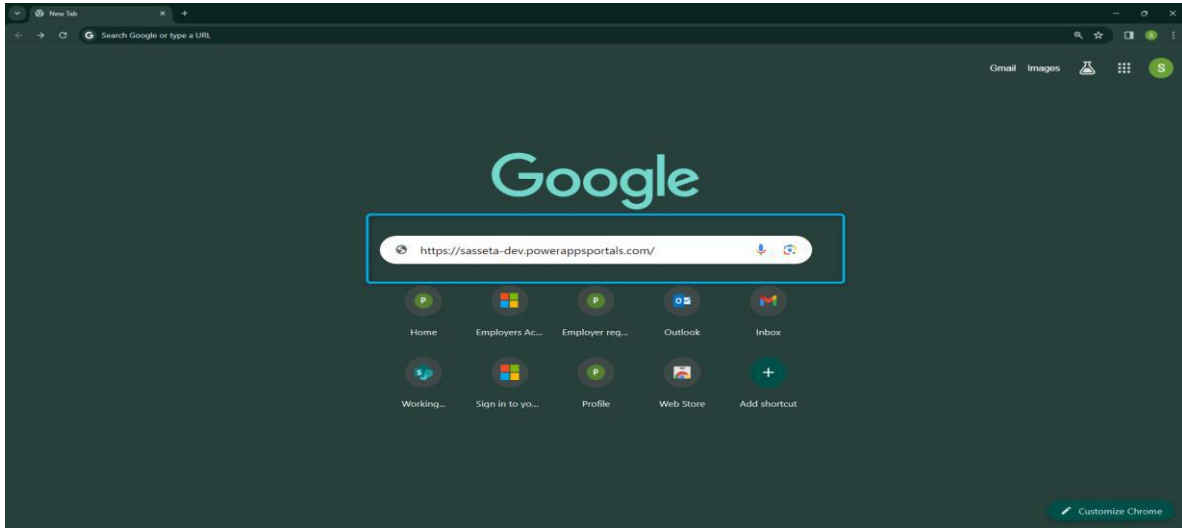


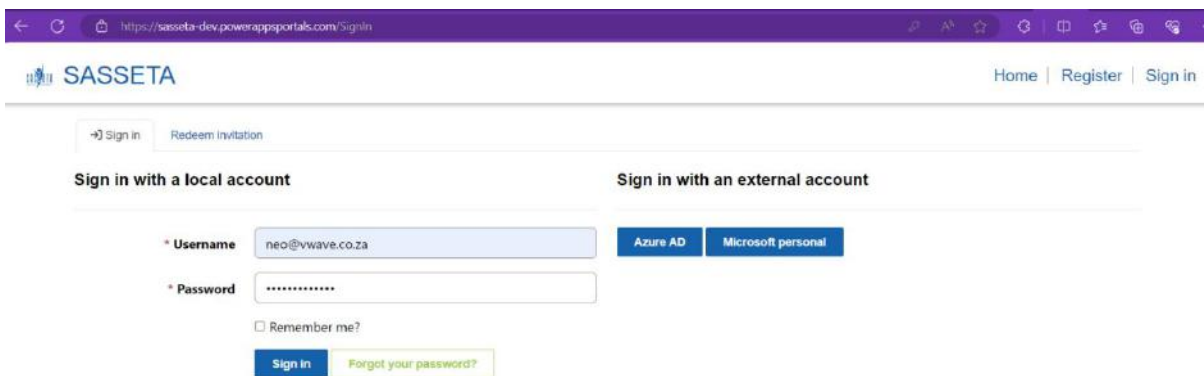
TABLE OF CONTENTS

1 LOGIN	3
2 FORGOT PASSWORD	4
3 LEARNER REGISTRATION	6
4 LEARNER REGISTRATION (EDIT).....	12
5 NON-PRIMARY FOCUS PROJECTS	13
6 LEARNER REPLACEMENT (SETA FUNDED).....	13
7 LEARNER REPLACEMENT (SETA FUNDED) EDIT	16
8 LEARNER TERMINATION (INDUSTRY FUNDED).....	16
9 LEARNER TERMINATION (INDUSTRY FUNDED) EDIT	19
10 LETTER OF INTENT	20

1 LOGIN



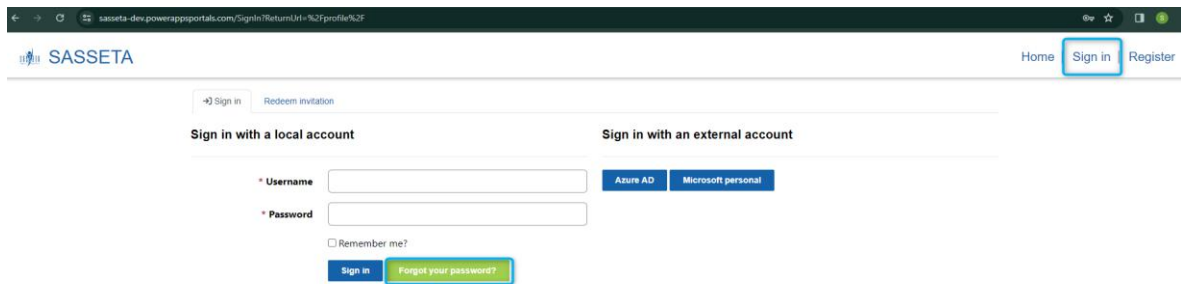
Step	Action
1.	<p>Launch the web portal:</p> <ul style="list-style-type: none">• Open any browser of your choosing.• Insert the following URL into your browser: https://sasseta-imis-dev.crm4.dynamics.com/main.aspx• Click enter.



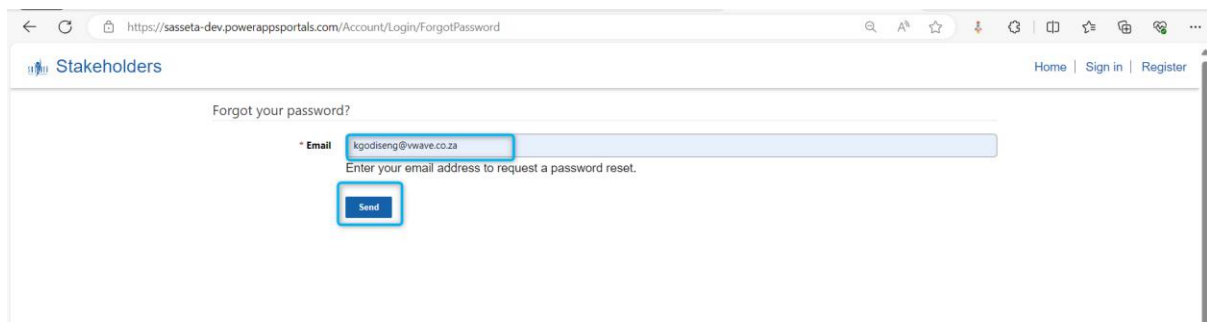
Step	Action
------	--------

2.	<ul style="list-style-type: none"> • Populate the username. • Populate the Password. • Click on the Sign in button.
----	-------------------------------------------------------------------------------------------------------------------------------------------------------------

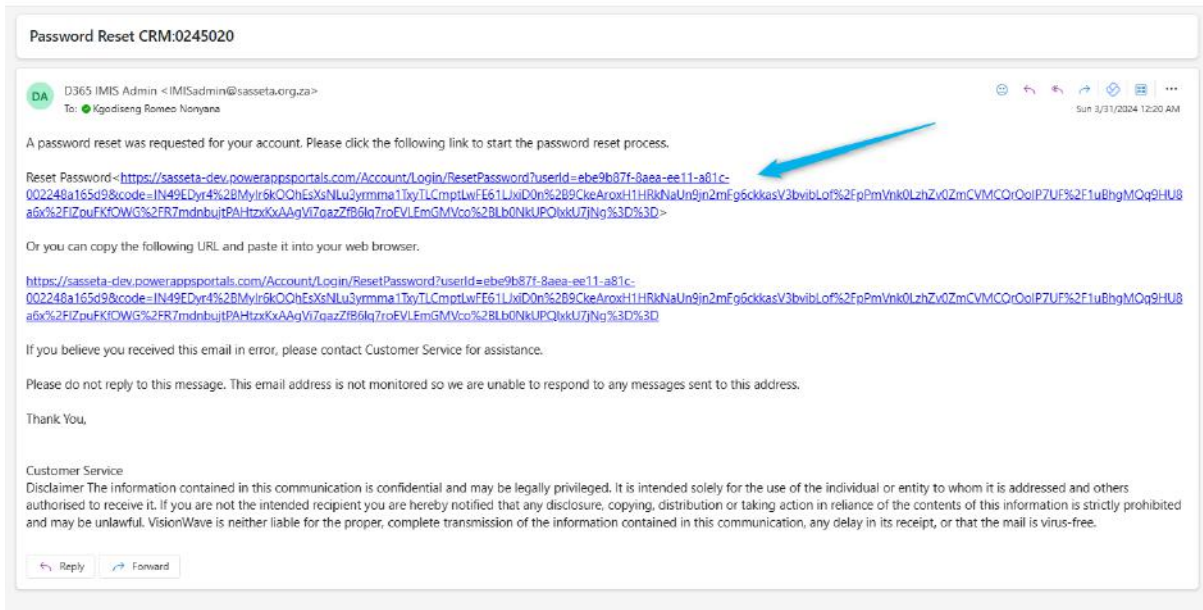
2 FORGOT PASSWORD



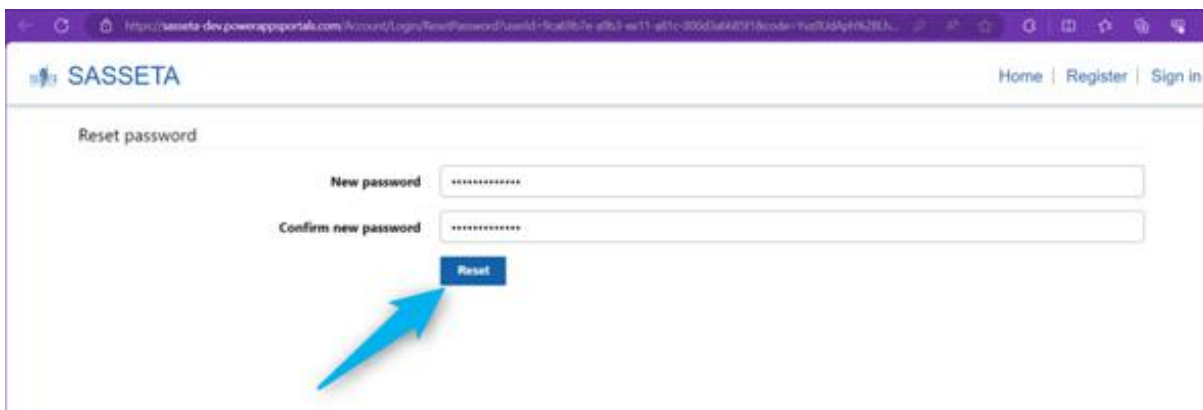
Step	Action
1.	<ul style="list-style-type: none"> • Click on the Sign In button. • Enter your username. • Click on the forgot password button.



Step	Action
2.	<ul style="list-style-type: none"> • Populate your e-mail address in the e-mail textbox. • Click the send button. <p>Note: You will receive an e-mail with a link to reset your password.</p>

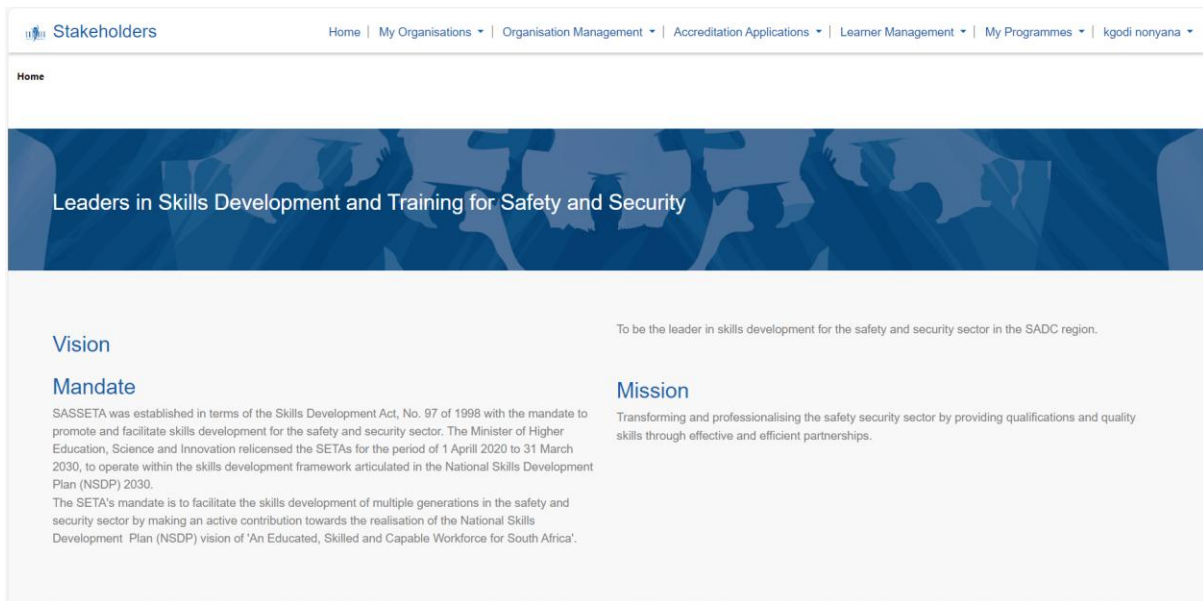


Step	Action
3.	<ul style="list-style-type: none"> Open your e-mails. Click on the link you received on the e-mails. <p>Note: You will be redirected to a page where you can reset your password.</p>



Step	Action
4.	<ul style="list-style-type: none"> Enter new password and click enter. Re-enter password in the Confirm new password textbox. Click on the Reset button.

3 LEARNER REGISTRATION



Step	Action
1.	Note: Displayed above is the landing page after you've signed in.

Stakeholders Home | My Organisations | Organisation Management | Accreditation Applications | Learner Management | **My Programmes** | kgodi nonyana

Home

Leaders in Skills Development and Training for Safety and Security

Vision

To be the leader in skills development for the safety and security sector in the SADC region.

Mandate

SASSETA was established in terms of the Skills Development Act, No. 97 of 1998 with the mandate to promote and facilitate skills development for the safety and security sector. The Minister of Higher Education, Science and Innovation relicensed the SETAs for the period of 1 April 2020 to 31 March 2030, to operate within the skills development framework articulated in the National Skills Development Plan (NSDP) 2030.

The SETA's mandate is to facilitate the skills development of multiple generations in the safety and security sector by making an active contribution towards the realisation of the National Skills Development Plan (NSDP) vision of 'An Educated, Skilled and Capable Workforce for South Africa'.

Mission

Transforming and professionalising the safety security sector by providing qualifications and quality skills through effective and efficient partnerships.

My Programmes
 Letter of Intent
 SETA Funded Projects
 Self Funded Projects

Step	Action
2.	<ul style="list-style-type: none"> Click on My Programmes Heading. For SETA Funded project click on <i>SETA Funded Project</i> subheading and for Self-Funded project click on <i>Self-Funded Project</i> subheading

Stakeholders Home | My Organisations | Organisation Management | Accreditation Applications | Learner Management | My Programmes | kgodi nonyana

one / My Programmes / Register Learners

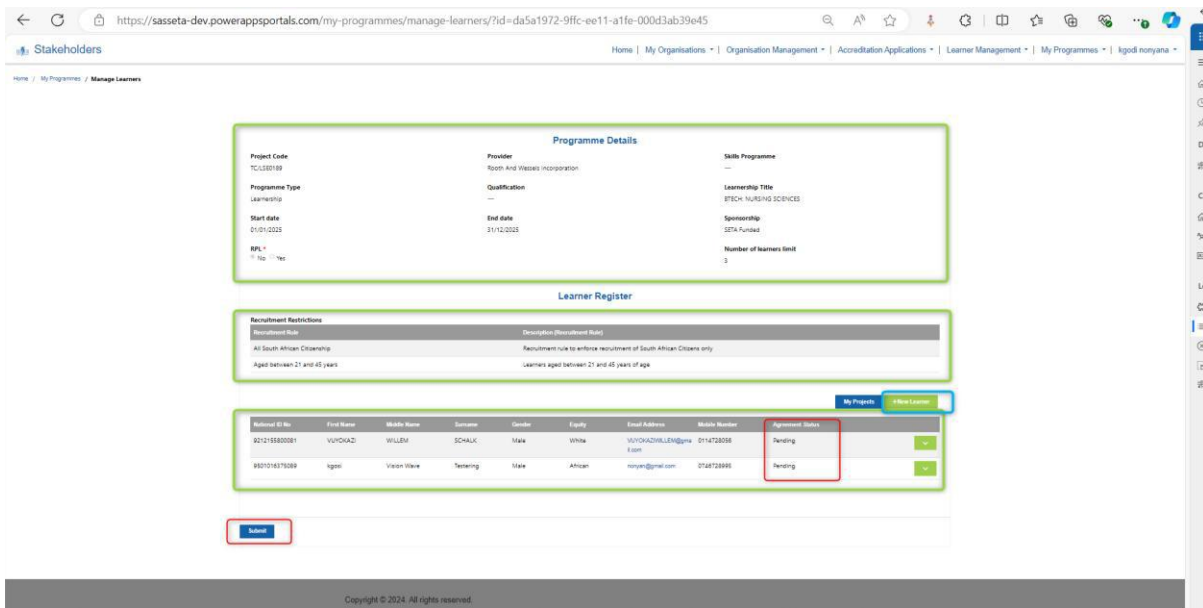
Primary Focus
 Below is the list of projects for Primary Focus projects

Name	Project Name	Programme Type	Provider	Start date	End date	Project Phase	Created On &
TCAL58189	BTECH NURSING SCIENCES	Learnership	Rooth And Wessels incorporation	01/01/2025	31/12/2025	Initiation Phase	17/04/2024

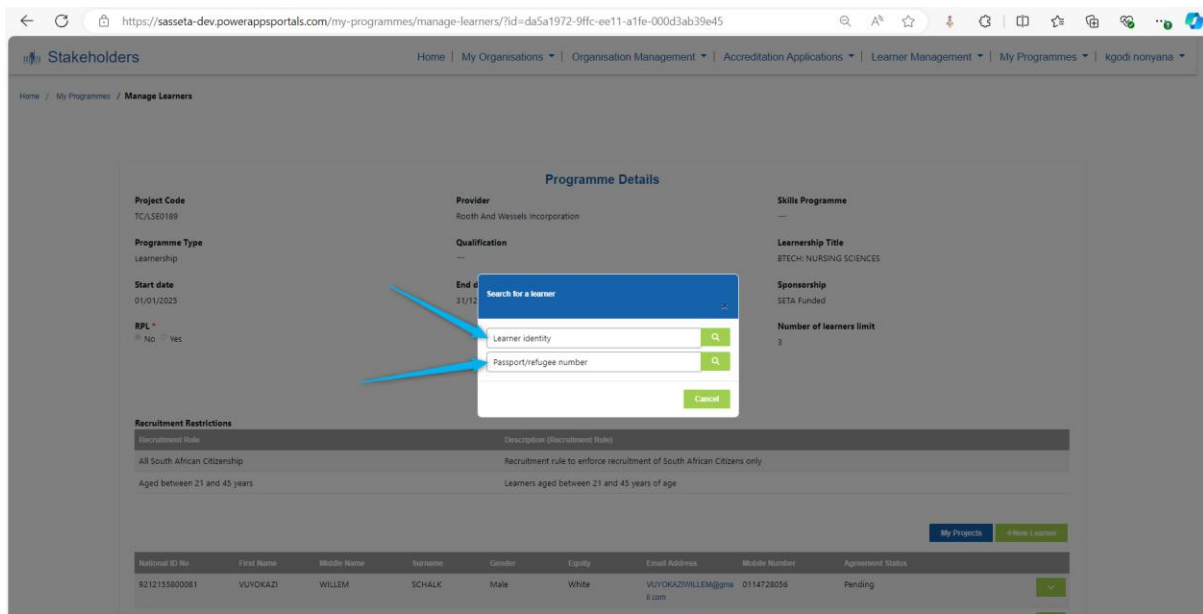
Non-Primary Focus
 Below is the list of projects for Non-Primary Focus projects

Name	Project Name	Programme Type	Provider	Start date	End date	Project Phase	Created On &
DC8176	Security first line supervision	Qualification	DEPARTMENT OF CORRECTIONAL SERVICES ST	01/04/2024	29/11/2024		19/03/2024
PS9163		Learnership	Sibusiso trading	27/02/2024	26/02/2025		26/02/2024

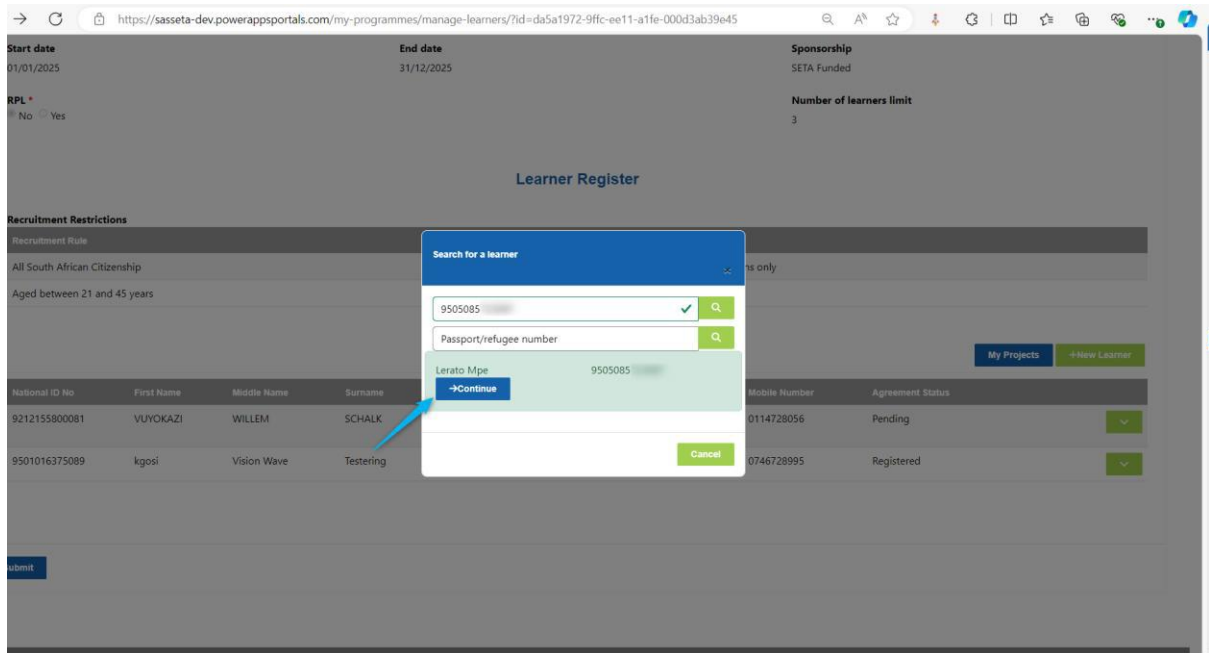
Step	Action
3.	<ul style="list-style-type: none"> To open the Project click where is highlighted with blue box. <p>Note: This screen will display all projects linked to the SDP (If it's SETA Funded you will see both Primary focus and Non-Primary Focus) Project</p> <p>Note: Self-Funded projects doesn't have Non-Primary Focus, only one view will be displayed.</p>



Step	Action
4.	<ul style="list-style-type: none"> To register a learner, click the +New Learner button <p>Note: You'll be redirected to a form where you can fill in the learner information.</p> <p>Note:</p> <ul style="list-style-type: none"> -The first green box displays the project details, -The second green box contains the TID's (Recruitment Restrictions) linked to the project. -The third green box contains the Learner list (all learners associated with the project), and the red box indicates the status for each learner -Once done capturing all Learners click the submit button.



Step	Action
5.	<ul style="list-style-type: none"> Search the South African ID Number or Passport/Refugee Number of the learner <p>Note: If the learner exists in the SASSETA Database</p>



Step	Action
6.	<p>Note: If the learner exists in the SASSETA Database the record will be displayed under Passport/Refugee number</p> <ul style="list-style-type: none"> Click continue to proceed with the learner registration. If the learner doesn't exist, you will be redirected to an empty form where you will need to fill in the learner's information.

Stakeholders | Home | My Organisations | Organisation Management | Accreditation Applications | Learner Management | My Programmes | kgodi nonyana

Home / My Programmes / Add New Learner

Register a learner

Step 1 of 3

Project Code
TC/LS0189

Learner Details

<p>Title * Ms</p> <p>First Name * Lerato</p> <p>Identification Type * South African ID</p> <p>Date of Birth * 08/05/1995</p> <p>Equity * African</p> <p>Disability * None</p> <p>Mobile Number * 0114548585</p>	<p>Surname * Mpe</p> <p>Middle Name</p> <p>National ID No 9505085723087</p> <p>Gender Male</p> <p>Telephone Provide a telephone number</p> <p>Email Address * LeratoMpe@gmail.com</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Step	Action
7.	Note: Since I searched by learner ID and the ID exists in the system, the form got automatically populated.

Stakeholders | Home | My Organisations | Organisation Management | Accreditation Applications | Learner Management | My Programmes | kgodi nonyana

Home / My Programmes / Add New Learner

Register a learner

Step 2 of 3

General Info

<p>Last School (EMS) * Waverbury Secondary</p> <p>Highest Qualification * NQF Level 4 (Equivalent to Grade 12 or JTC 10)</p> <p>Home Language * isiXhosa</p> <p>POPI Act Status * Agree</p> <p>POPI Act Status Date * 23/06/2024</p>	<p>Last School Year * 2013</p> <p>Employment Status * Employed</p> <p>Occupation Type Developer</p> <p>Duration of Employment 2 years</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Learner Declarations

Were you part to a workplace-based learning programme agreement at any time in the past before concluding this agreement? No Yes

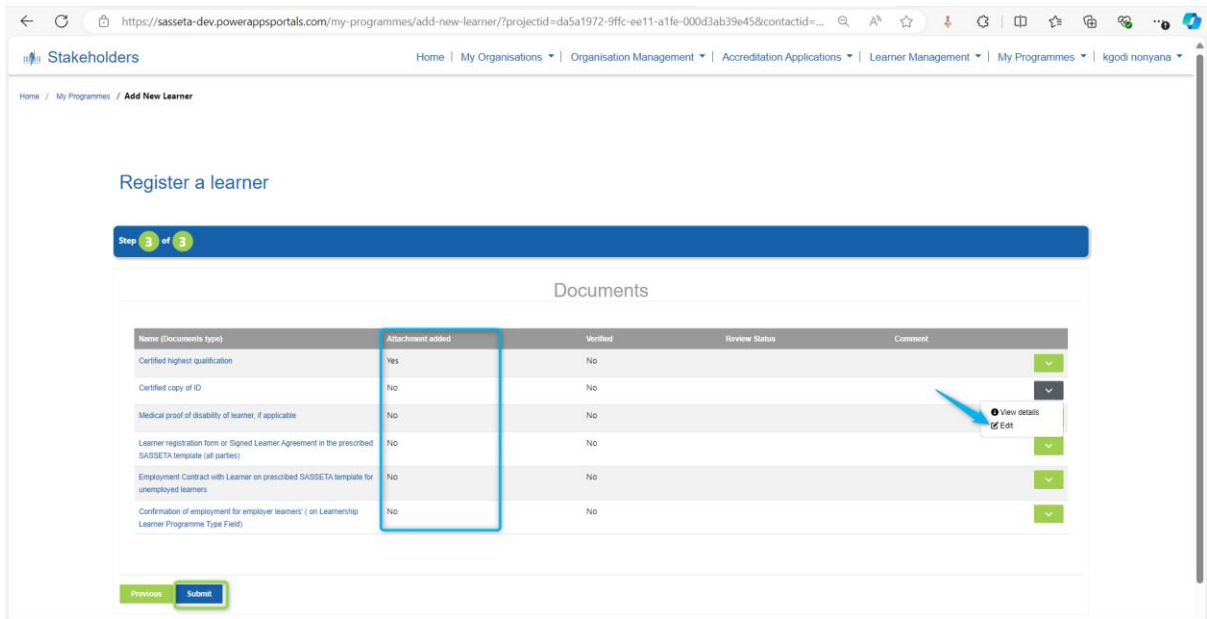
Current Participation in other government Programmes No Yes

Have you been part of any SASSETA funded programme in the current financial year that began on 01 April? No Yes

What is the name of the Programme?

Previous Next

Step	Action
7.	Note: The SDP is required to complete the General Info section, even if the learner is already in the SASSETA Database.



Step	Action
8.	<ul style="list-style-type: none"> • The SDP is required to upload Supporting documents. • To upload the document, click on the green button and click edit. • Once the SDP is done uploading the documents the SDP can click submit to submit the Learner record. <p>Note: The supporting documents are generated based on the Programme type.</p> <p>- Once the SDP has attached the supporting documents, it will be indicated by 'Yes' that the documents have been attached.</p>

4 LEARNER REGISTRATION (EDIT)

Programme Details

Project Code
TC\LS6189

Programme Type
Learnership

Start date
01/01/2025

RPL *
No Yes

Provider
Rooth And Wessels incorporation

Qualification
—

End date
31/12/2025

Skills Programme
—

Learnership Title
BTECH: NURSING SCIENCES

Sponsorship
SETA Funded

Number of learners limit
3

Learner Register

Recruitment Restrictions

Recruitment Rule	Description (Recruitment Rule)
All South African Citizenship	Recruitment rule to enforce recruitment of South African Citizens only
Aged between 21 and 45 years	Learners aged between 21 and 45 years of age

National ID No	First Name	Middle Name	Surname	Gender	Equity	Email Address	Mobile Number	Assessment Status
9212155800081	VUYOKAZI	WILLEM	SCHALK	Male	White	VUYOKAZIWILLEM@gmail.com	0114728056	Pending
9501016375089	kgosi	Vision Wave	Testering	Male	African	nonyan@gmail.com	0746728995	Registered
9505085723087	Lerato		Mpe	Male	African	LeratoMpe@gmail.com	0114548565	Pending

Step	Action
1.	<ul style="list-style-type: none"> • If the learner record you want to edit is under SETA-funded learners, select 'SETA Funded Project' under My Programme. • All projects linked to you that are SETA-funded will be shown. Open the project you want and select the learner you wish to edit. • Click the green button, then click 'Edit' to update the learner's record. <p>Note: The process from here is the same as the registration process.</p> <p>-For SETA Funded project click on <i>SETA Funded Project</i> subheading and for Self-Funded project click on <i>Self-Funded Project</i> subheading</p>

5 NON-PRIMARY FOCUS PROJECTS

The screenshot shows the 'Register Learners' page on the SASSETA portal. It features two tables of projects. The first table, 'Primary Focus', lists projects like 'TOLSE0189'. The second table, 'Non-Primary Focus', lists projects like 'DC0003'. The 'Non-Primary Focus' section is highlighted with a green border, and the 'DC0003' row is highlighted with a blue border.

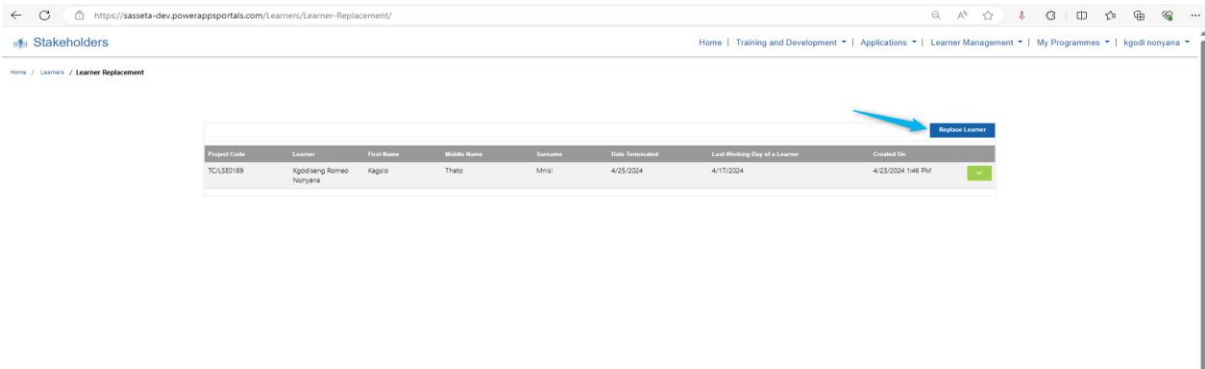
Project Code	Project Name	Programme Type	Provider	Start date	End date	Project Phase	Created On
TOLSE0189	BTECH: NURSING SCIENCES	Leavership	Rooth And Wessels Incorporation	01/01/2025	31/12/2025	Initiation Phase	17/04/2024
DC0003	Asset Protection Project	Qualification	Rooth And Wessels Incorporation			Initiation Phase	14/06/2024

Step	Action
1.	<ul style="list-style-type: none"> Click on the on the hyperlink or green button under Non-Primary Focus Project View. <p>Note: This screen will display all projects that are Non-Primary Focus link to the SDP.</p> <p>-The registration process is the same as the one done on SETA Funded.</p>

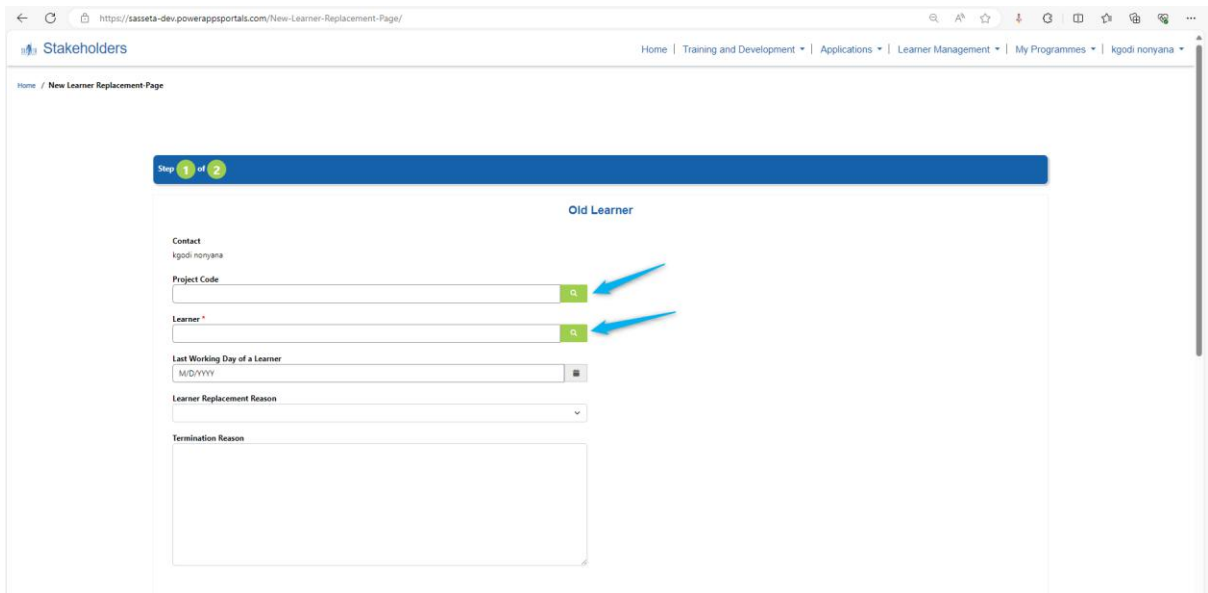
6 LEARNER REPLACEMENT (SETA FUNDED)

The screenshot shows the 'Learner Management' dropdown menu in the SASSETA portal. The 'Learner Replacement' option is highlighted with a blue box and a blue arrow pointing to it.

Step	Action
1.	<ul style="list-style-type: none"> Click on Learner Management Heading. Click on <i>Learner Replacement</i> sub-heading.



Step	Action
2.	<ul style="list-style-type: none"> Click on Replace Learner Heading. <p>Note: You'll be redirected to a form where you can fill in the new learner information. If you're searching for information on an existing learner, please proceed with your search.</p>



Step	Action
3.	<ul style="list-style-type: none"> Search for the project under which the learner you want to replace is located. Search for the learner you want to replace, then fill in the remaining information.

New Learner

Title *

First Name *

Middle Name

Surname

National ID No

Alternative ID

Equity

Email

Mobile Number
Provide a telephone number

Telephone
Provide a telephone number

Next

Step	Action
4.	<ul style="list-style-type: none"> Fill in the New Learner basic information, then click the next button

← ↻ 🏠 https://saseta-dev.powerappsportals.com/New-Learner-Replacement-Page/7?stepid=1c59ac2e-6501-ef11-9b99-002248a0bc11&sessionid=1fabbb8d2-f306-ef11-9b99-002248a47996#

Stakeholders Home | Training and Development | Applications | Learner Management | My Programmes | kgodi nonyana

Home / New Learner Replacement Page

Step 2 of 2

Document

Add files

Name *	Modified
Dok-Daires_Provider-Accreditation.pdf (103 KB)	less than a minute ago

Previous **Submit**

Step	Action
5.	<ul style="list-style-type: none"> Click the 'Add files' button to attach the supporting document. After attaching the file(s), click the submit button. <p>Note: After the SASSETA team has approved the learner replacement request, you (SDP) will receive an email notification. You can then proceed to 'My Programme', select 'My Project', open the project where you replaced the old learner with the new learner, and complete the remaining learner information.</p>

7 LEARNER REPLACEMENT (SETA FUNDED) EDIT

Project Code	Learner	First Name	Middle Name	Surname	Date Terminated	Last Working Day of a Learner	Created On
TC/SE0189	Kgodiseng Romeo Nonyana	Kagiso	Thato	Mnisi	4/25/2024	4/17/2024	4/23/2024 1:46 PM

Step	Action
6.	<ul style="list-style-type: none"> To edit the learner information, click the green button.

8 LEARNER TERMINATION (INDUSTRY FUNDED)

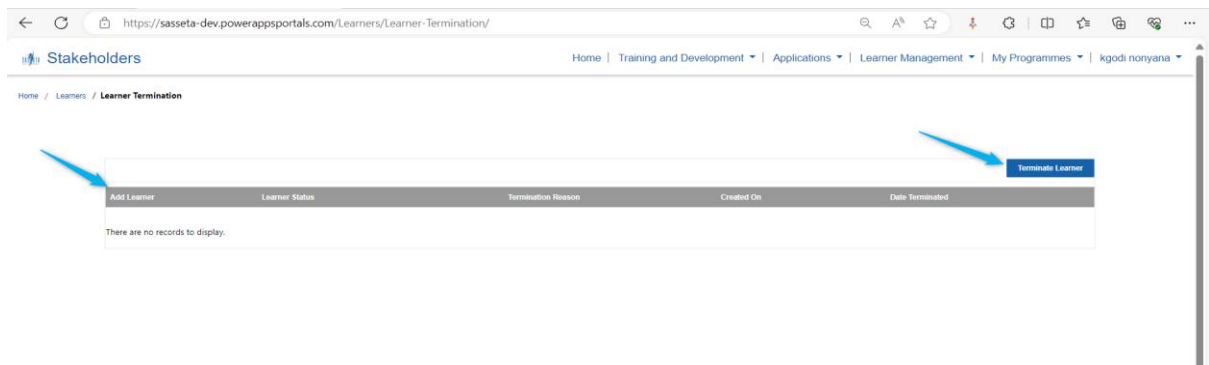
Leaders in Skills Development and Training for Safety and Security

Mandate
SASSETA was established in terms of the Skills Development Act, No. 97 of 1998 with the mandate to promote and facilitate skills development for the safety and security sector. The Minister of Higher Education, Science and Innovation relicensed the SETAs for the period of 1 April 2020 to 31 March 2030, to operate within the skills development framework articulated in the National Skills Development Plan (NSDP) 2030. The SETA's mandate is to facilitate the skills development of multiple generations in the safety and security sector by making an active contribution towards the realisation of the National Skills Development Plan (NSDP) vision of 'An Educated, Skilled and Capable Workforce for South Africa'.

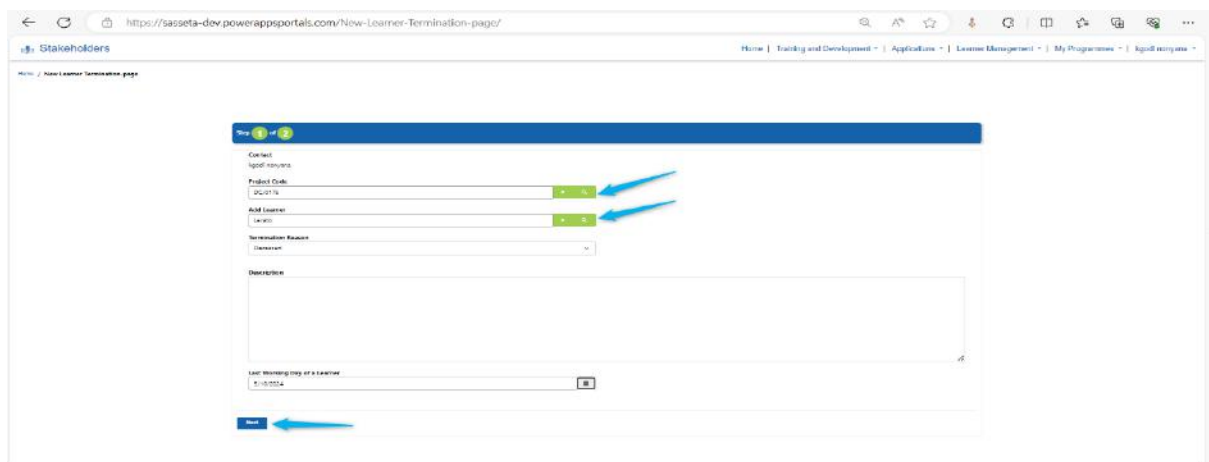
Vision
To be the leader in skills development for the safety and security sector in the SADC region.

Mission
Transforming and professionalising the safety security sector by providing qualifications and quality skills through effective and efficient partnerships.

Step	Action
1.	<ul style="list-style-type: none"> Click on Learner Management Heading. Click on <i>Learner Termination</i> sub-heading. <p>Note: You will be redirected to a page where you can view all terminated requests and submit new ones.</p>



Step	Action
2.	<ul style="list-style-type: none"> To submit a new learner termination request, click on Terminate Learner button. <p>Note: You will be redirected to a form where you are terminating information for the learner you want to terminate.</p>



Step	Action
3.	<ul style="list-style-type: none"> Click on 'Project Code' and select the project that contains the learner you wish to terminate. Click on 'Add Learner' and search for the learner you want to terminate. Once you have filled in the information, click 'Next'. <p>Note: On the 'Project Code', you will only see projects linked to the SDP, as well as the learners associated with those projects.</p>

Stakeholders


Home | Training and Development | Applications | Learner Management | My Programmes | kgodi nonyana

Home / New Learner Termination page

Step 2 of 2

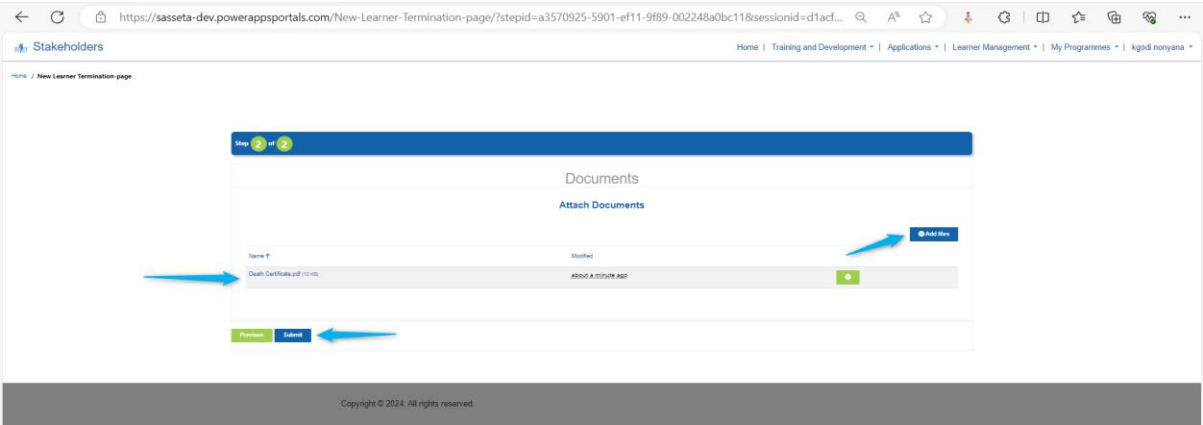
Documents

Attach Documents

Name	Modified	
Death Certificate.pdf (11 KB)	2024-08-01 10:00 AM	

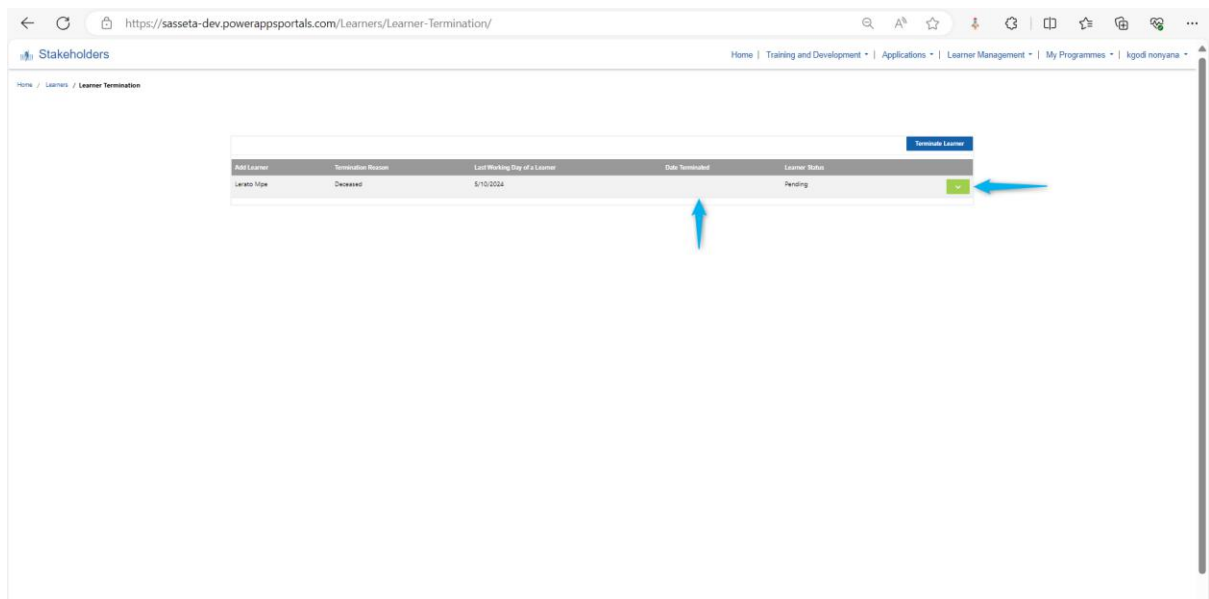
[Previous](#) [Submit](#) [Add Item](#)

Copyright © 2024. All rights reserved.



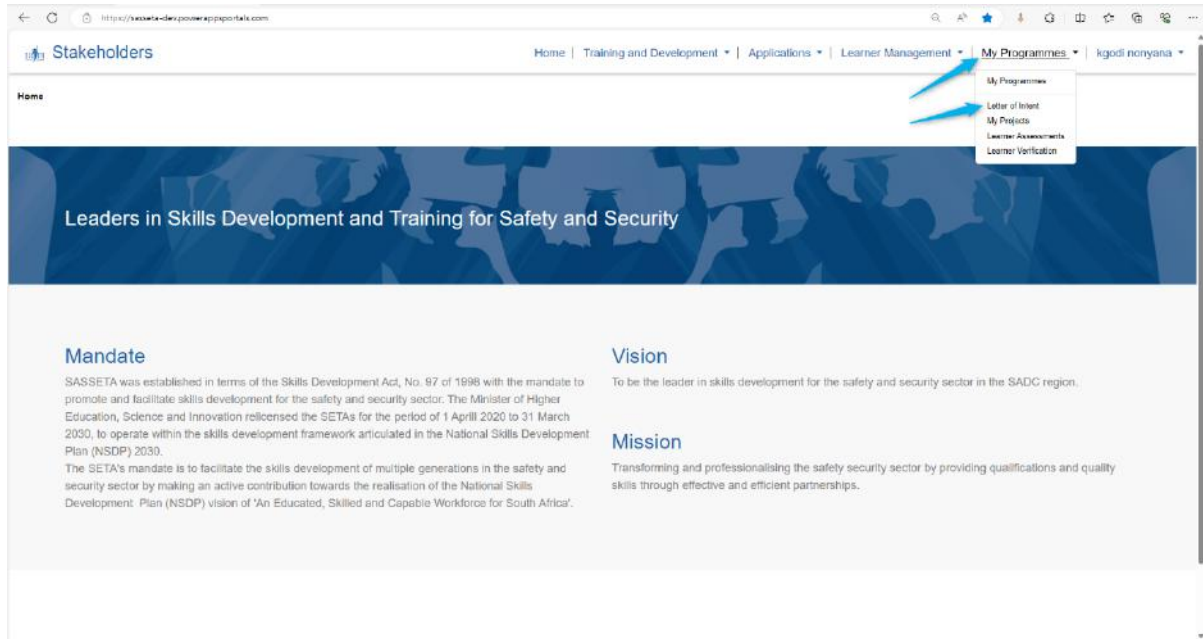
Step	Action
4.	<ul style="list-style-type: none"> Click on 'Add file' and attach the supporting documents that justify the termination reason. Once you've added the attachment, it will appear in the table below the 'Add file' button. Once you have added the attachment, you can click the 'Submit' button. <p>Note: You cannot submit the request without adding the attachment</p>

9 LEARNER TERMINATION (INDUSTRY FUNDED) EDIT



Step	Action
6.	<ul style="list-style-type: none"> To edit the learner information, click the green button. From here the process is the same with submitting the learner termination request. <p>Note: The 'Date Terminated' will be populated once the SASSETA team approves the termination request.</p>

10 LETTER OF INTENT



Step	Action
1.	<ul style="list-style-type: none">To edit the learner information, click the green button. From here the process is the same as submitting the learner termination request. <p>Note: The 'Date Terminated' will be populated once the SASSETA team approves the termination request.</p>