

LEARNER MANAGEMENT

Training Manual



1.2 SASSETA TRAINING- CONTRACT MANAGEMENT AND LEARNER MANAGEMENT

Please visit Manual V1 for navigation , login in and detailed break down .

1.2.1 CONTRACT MANAGEMENT

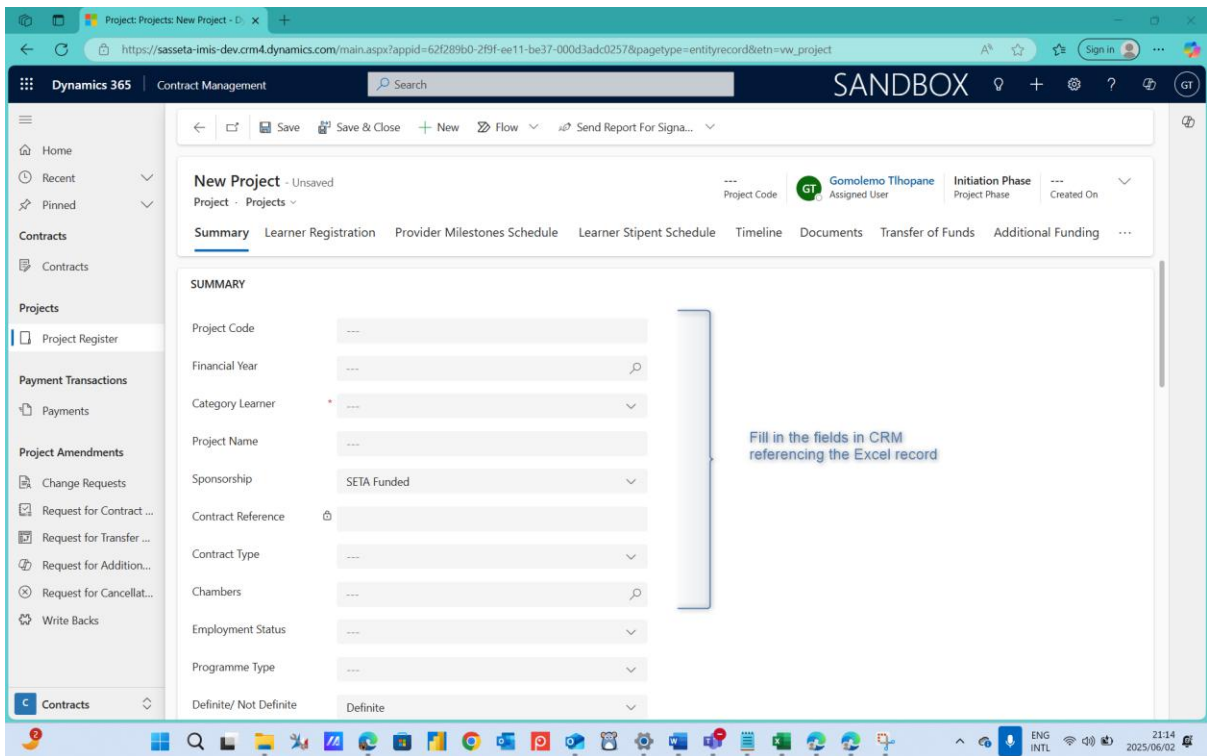
Project Code	Project Name	Employer	Provider	Programme T...	Start date	End date	Actu
PC/INTU9625	Pols3	Sekhukhune TVET College	1 SA INFANTRY	Internship	2025/06/01	2026/12/24	
PC/SPU8625	PLOS	Sekhukhune TVET College	0430504075WHERE FROM HERE P...	Skills Progra...	2025/06/01	2026/12/31	
TVETU - 9925	Unit	Sekhukhune TVET College	't Hart Sekuriteits Stelsels	TVET Placem...	2025/06/01	2028/05/30	
NP8125	Strategic & ...	Sekhukhune TVET College	1 SA INFANTRY	Qualification	2025/06/02	2026/12/31	
INT2322	Internship G...	Private Security Industry Regulatory A...	Private Security Industry Regulator...	Internship	2022/11/01	2024/04/30	
PS/SPE1525	Skill Progra...	Sekhukhune TVET College	0430504075WHERE FROM HERE P...	Skills Progra...	2025/06/01	2026/10/31	
DC/LE5425	Testing 123	Sekhukhune TVET College	1 SA INFANTRY	Learnership	2025/06/01	2026/12/31	
DC/LSU5025	Testing Dep...	Sekhukhune TVET College	't Hart Sekuriteits Stelsels	Learnership	2025/06/01	2026/02/27	
DC/LE5825	Testing Defe...	Sekhukhune TVET College	1 SA INFANTRY	Learnership	2025/06/01	2026/12/30	
Project	Internship G...	DEPARTMENT OF CORRECTIONAL SE...	DEPARTMENT OF CORRECTIONAL ...	Internship	2022/12/01	2024/12/31	
Project	Internships ...	Cape Peninsula University of Technolo...	Cape Peninsula University of Techn...	Internship	2023/06/01	2025/12/01	
Project	Specialised ...	Department of Defence	Department of Defence	Bursary	2025/01/01	2025/11/28	
IND/BURSU3625	Individual B...			Bursary	2025/06/01	2026/11/30	

How to create a new project:

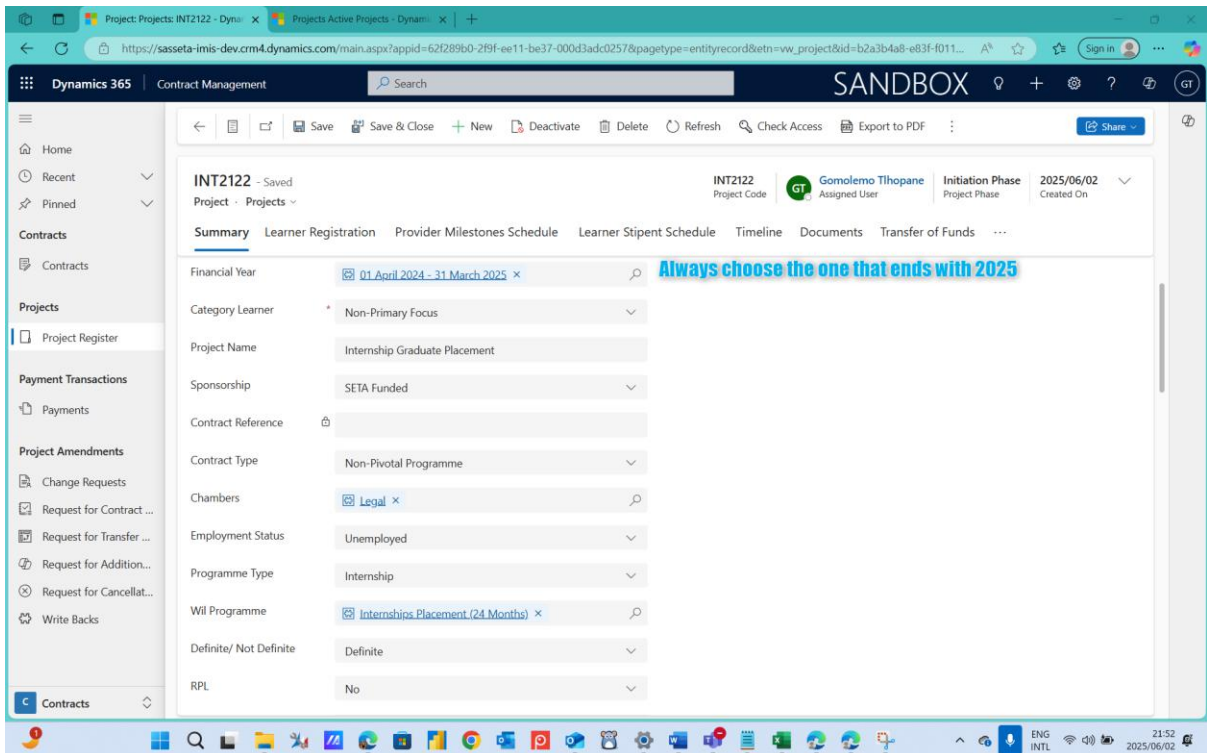
1. Navigate to **Contracts** change area
2. Select the **Project Register** Entity
3. Click **New**

Reference Excel Project Register

1. Project type/name = Internship
2. Add record details to CRM, All fields with an asterisk next are required, a record cannot be created without them



On selection of the start and end date ,automatic population of actual start and end dates is populated.



Fill in the fields, Save the project then open Learner Management

1.2.2 LEARNER MANAGEMENT

Project Code	Contract Type	Employer	Provider	Programme T...	Start date	Enc
INT2122	Non-Pivotal Programme	LEGALWISE SOUTH AFRICA PTY LTD	LEGALWISE SOUTH AFRICA PTY LTD	Internship	2022/01/01	
PC/INTU9625	Pivotal Programme	Sekhukhune TVET College	1 SA INFANTRY	Internship	2025/06/01	
PC/SPU8625	Pivotal Programme	Sekhukhune TVET College	0430504075WHERE FROM HERE PROJ...	Skills Progra...	2025/06/01	
TVETU - 9925	Pivotal Programme	Sekhukhune TVET College	1 Hart Sekuriteits Stelsels	TVET Placem...	2025/06/01	
NP8125	Non-Pivotal Programme	Sekhukhune TVET College	1 SA INFANTRY	Qualification	2025/06/02	
INT2322	Non-Pivotal Programme	Private Security Industry Regulatory A...	Private Security Industry Regulatory A...	Internship	2022/11/01	
PS/SPE1525	Pivotal Programme	Sekhukhune TVET College	0430504075WHERE FROM HERE PROJ...	Skills Progra...	2025/06/01	
DC/LE5425	Pivotal Programme	Sekhukhune TVET College	1 SA INFANTRY	Learnership	2025/06/01	
DC/LSU5025	Pivotal Programme	Sekhukhune TVET College	1 Hart Sekuriteits Stelsels	Learnership	2025/06/01	
DC/LE5825	Pivotal Programme	Sekhukhune TVET College	1 SA INFANTRY	Learnership	2025/06/01	
Project	Non-Pivotal Programme	DEPARTMENT OF CORRECTIONAL SE...	DEPARTMENT OF CORRECTIONAL SE...	Internship	2022/12/01	
Project	Non-Pivotal Programme	Cape Peninsula University of Technolo...	Cape Peninsula University of Technolo...	Internship	2023/06/01	
Project	Pivotal Programme	Department of Defence	Department of Defence	Bursary	2025/01/01	

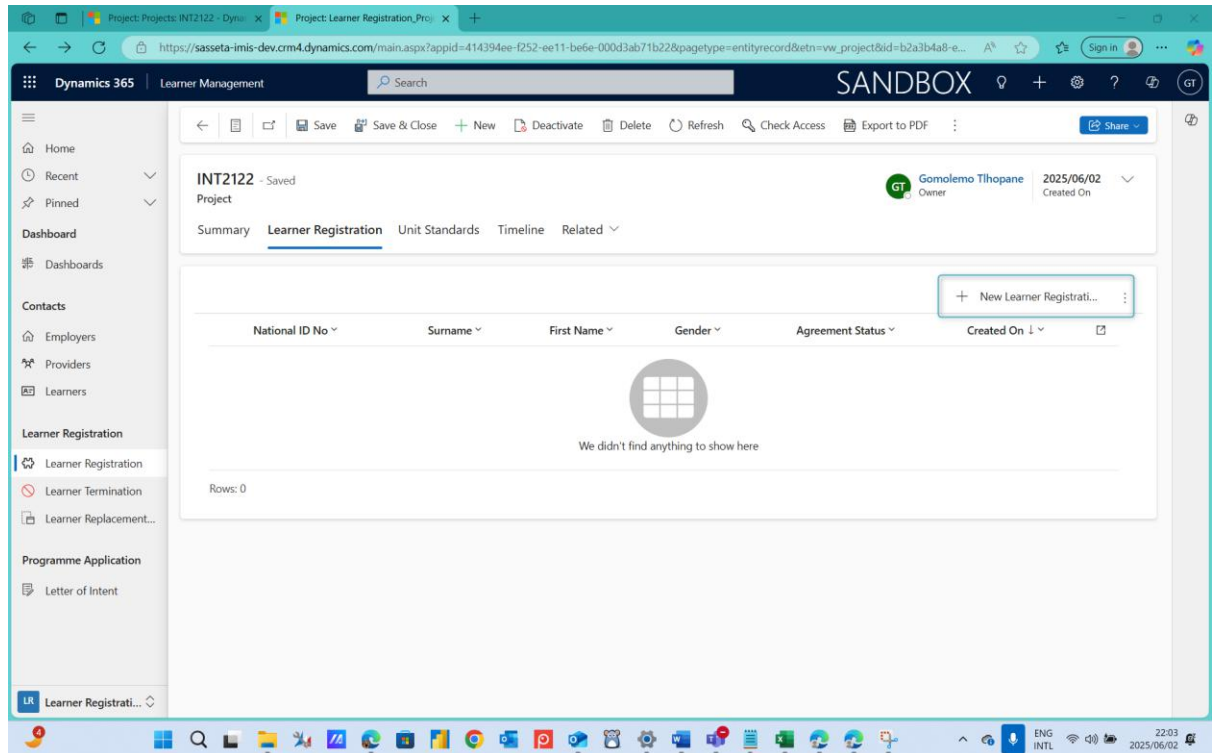
1. Navigate to **Learner Registration** change area
2. Select **Learner Registration** entity
3. Navigate to **SETA Funded** view
4. Project created in Contract Management will appear here

INT2122 - Saved
Project

Summary Learner Registration Unit Standards Timeline Related

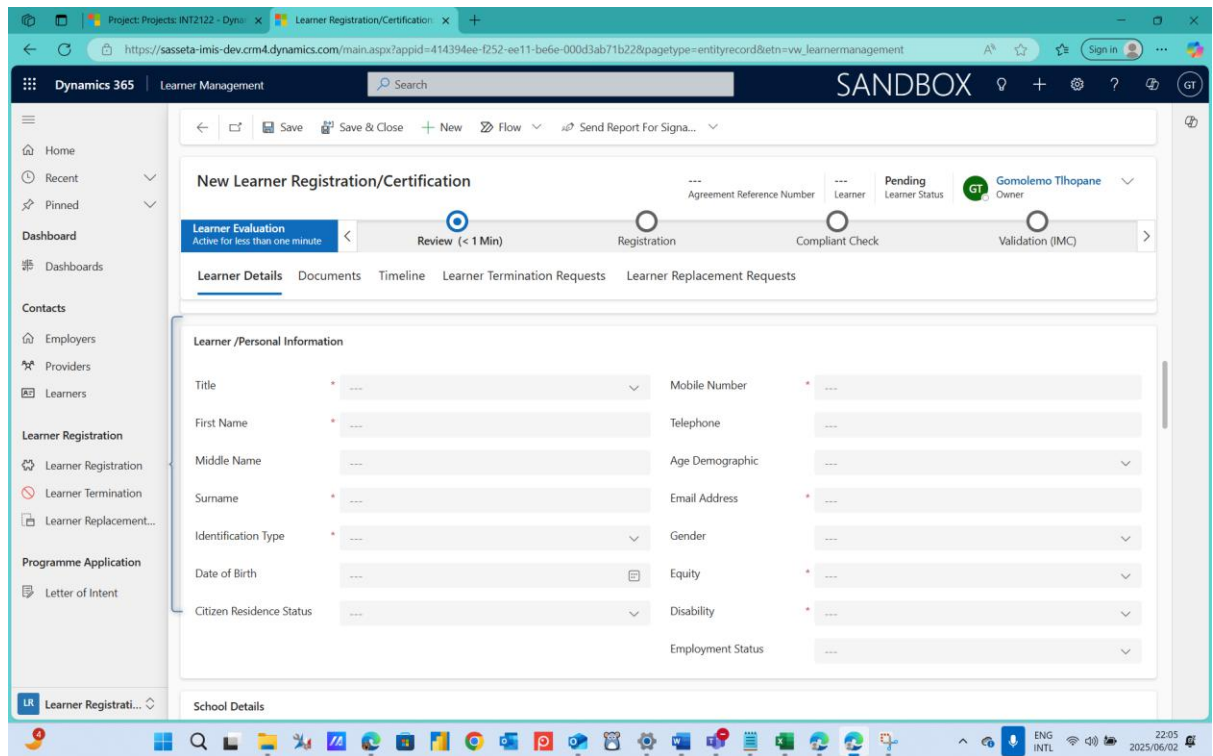
Project Code: INT2122
Project Start Date: 2022/01/01
Project End Date: 2024/04/29
Employer: LEGALWISE SOUTH AFRICA PTY LTD
Provider: LEGALWISE SOUTH AFRICA PTY LTD
Sponsorship: SETA Funded
Programme Type: Internship
Will Programme: Internships Placement (24 Months)
Employment Status: Unemployed
RPL: No
No of learners: 50

1. Under Summary tab, note how many learners need to be registered for the project
2. Navigate to Learner Registration tab, add individual learner registration records using the +button



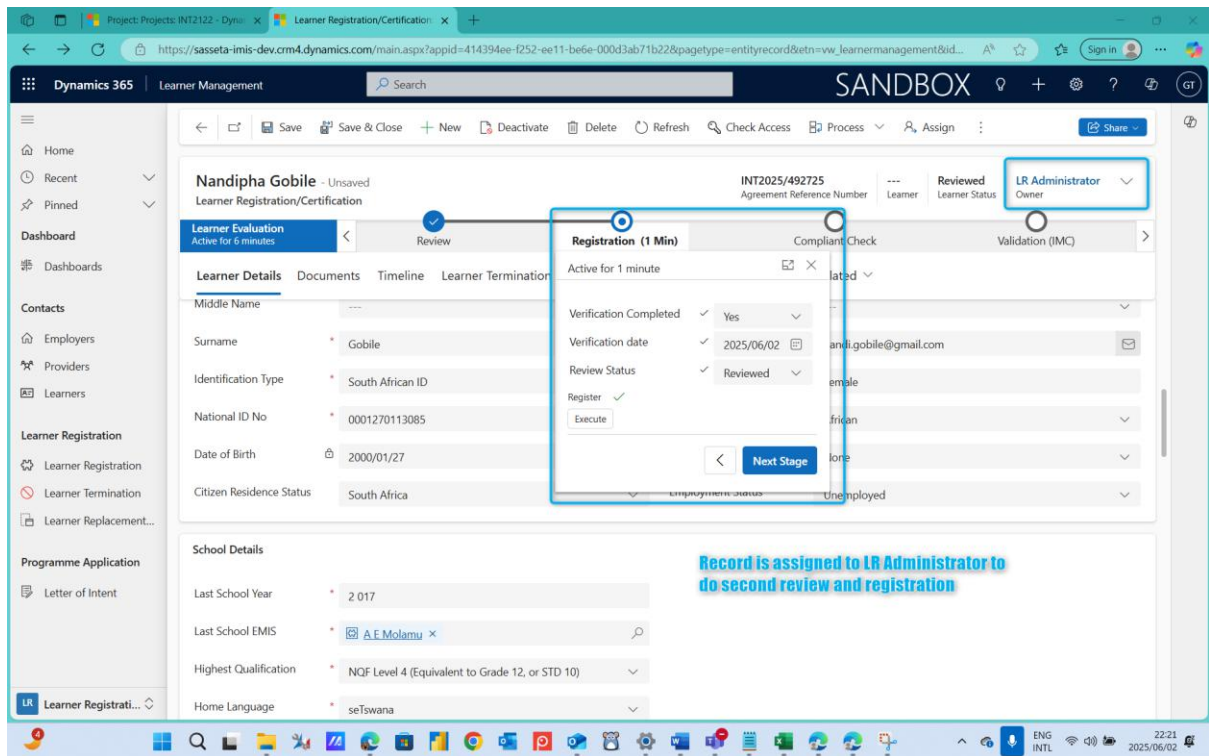
Select **+New Learner Registration**

New Learner Registration record is opened



Fill in the necessary learner/personal information on the Learner Details tab, take note of all required fields .

- Use the business process to move from one stage of the learner registration process to the next
- The blue circle indicates the current stage on the process, this indicated how far you are with completion of this learner record
- Capturing & Review is done by LP (Learner Program, thereafter record is assigned to LR for review & registration, thereafter, assigned to (LP) Supervisor.
- Validate All documents under the document section, the system provides the ability to make notes on documents that do not meet the standard and send an email to the provider for rectification
- Move all stages by clicking on next on each stage until the learner record changes to Registered
- To Cancel or replace a learner, see initial manual for the detailed process , attached.



Once a learner is registered the green tick will be ticked and the status of this learner will change to registered from reviewed, validated at right top section.

NB: MER does the last step, evaluation and reporting