



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

**NATIONAL SKILLS DEVELOPMENT MANAGEMENT SYSTEM (NSDMS)**

**ACTIVATING LEGACY WORKPLACE APPROVALS**

**USER MANUAL**

**2019**

**LEADERS IN CLOSING THE SKILLS GAP**



## WORKPLACE APPROVAL

1. Workplace approval is required for certain qualifications.
2. Workplace approval consists of two processes
  - a. Mentor registration
  - b. Workplace approval
3. To activate Legacy Workplace Approvals, you will need to ensure that you have approved Mentors for the company
4. **Please note that only Employees** can be Mentors. Please check that person you want to use a Mentor is captured in **Company Management** under **Employees**



# 1. MENTOR MANAGEMENT

- Dashboard
- SDF** 1
- Company Management
- Grant Application
- Company Allocation
- Learner Management
- Skills Development
- Stakeholder Relations
- User Resources
- ARPL
- Support

## Details

🔒 Lock Company Details

- In order to make any changes, you will have to unlock the table using the button on the right.
- Any changes made here will put the company into an 'Awaiting merSETA Approval' status.
- No Grant applications can be initiated while 'Awaiting merSETA Approval'.

✓ Register New Levy Number

Company Information   Company Contacts   **Employees**   SDF Management   Banking Details   Documents   Linked Companies   Training Committee

Sites   MOA Details   **Mentor Management** 2   Replace Approval Details

+ Add Mentor 3

Expand row	Site Name	Address	First Name	Last Name	Identity Number	Passport Number	Status	Approval Date	View
No records found.									

Page (1 of 1) << >> 5

1. Go to **Company Management**
2. Go to **Mentor Management** in select Company
3. Click on **Add Mentor** to Add new mentor



# 1. MENTOR MANAGEMENT

The screenshot shows a 'New Mentor Details' form. At the top, there is a search bar labeled 'Enter In RSA ID or Passport Number' with a 'Submit' button. Below this are two radio buttons: 'RSA ID Number' (selected) and 'Passport Number'. A red callout '4a' is positioned above the 'Submit' button. The form is divided into two tabs: 'Mentor Information' (active) and 'Mentor Qualifications'. Under 'Mentor Information', there is a 'Select Sites' dropdown menu with a red callout '4b'. Below it is a 'Use Company Address' checkbox. Further down are fields for 'First Name', 'Last Name', and 'RSA ID Number'. At the bottom, there is a section titled 'Please upload the following compulsory document(s)'. It contains two upload buttons: one for 'Certified Copy of ID/Passport' with a red callout '4c(i)', and another for 'CV' with a red callout '4c(ii)'. Each button has a cloud upload icon and a 'Click to Upload' label.

4. Search for a Employee to add as a Mentor
  - a. If person is an Employee, details appear, if no, add the user details in **Employees** under Company Management
  - b. Select the **Site** that the Mentor will be linked to. If there is only one site, click on **Use Company Address**
  - c. Upload documents
    - i. Certified copy of ID/Passport page
    - ii. CV



# 1. MENTOR MANAGEMENT


**New Mentor Details** ×

Mentor Information **5** | Mentor Qualifications


Provide Qualifications


Qualification **6**

**1** Please upload the following compulsory document(s)

 Certified Copy of Trade Test/Qualification **7**  
[Click to Upload](#)

[+ Add Qualification](#) **8** | [≡ Clear Qualification](#) **9**

Qualification	
(48915)Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision	<b>10</b> 

Page (1 of 1) 

[🔒 Complete Task](#) **11** | [≡ Clear](#) **12**

5. Go to Mentor Qualifications to add qualification details

6. 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%

7. Upload qualification documents

i. Certified copy of qualification(s)

8. Click on + Add Qualification. You can add as many qualifications against a mentor as you wish by repeating step 6 and 7

9. If you want to change before you have clicked on Add Qualification, click on Clear Qualification

10. If you have added, you can click on the bin icon to delete and then start again

11. Click on Complete Task when you have added at least one qualification

12. If you want to start adding mentor details again, click on Clear and you will be taken back to the



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# 1. MENTOR MANAGEMENT



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13. A notification will be sent to the SDF who has completed the application once when the application has been submitted

Dear **Melissa Brown**,

ACKNOWLEDGEMENT OF MENTOR APPLICATION FOR **IS AND-AL MATTISON MOTORBIKE BI (48915)**: **IS AND-AL MATTISON MOTORBIKE BI**

The merSETA acknowledges receipt of the application for a Mentor - **IS AND-AL MATTISON MOTORBIKE BI**) against the following qualification(s):

- 48915 Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision

Kindly be advised that it may take up to five (5) working days to process the application.

Yours sincerely,

merSETA Client Services



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# 1. MENTOR MANAGEMENT



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14. A notification will be sent to the SDF who has completed the application to advise of the outcome, if not approved and the reason will be provided

Dear [REDACTED],

The merSETA hereby advises that the Mentor application for [REDACTED] has not been approved against the qualification applied for -

- 48915 Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision

for the following reason(s):

- Copy of ID Document/Passport page not certified

Please do not hesitate to contact the merSETA Gauteng North Region Office for further assistance

Yours sincerely,

merSETA Client Services



# 1. MENTOR MANAGEMENT

**15** Mentor Management Workplace Approval Details

**16** + Add Mentor

Expand row	Site Name	Address	First Name	Last Name	Identity Number	Passport Number	Status	Approval Date	<b>18</b>
		1 C Z Centurion	Sandra			CNN1234	Rejected	24 June 2019	

SAQA ID	Qualification	NQF Level	Status	Approval/Reject Date	Reject Reasons
48915	Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision	NQF Level 04	Rejected	24 Jun 2019 (07:31)	Copy of ID Document/Passport page not certified.

Type	Original File Name	Uploaded By	Uploaded	Version	View
Certified Copy of ID/Passport	attachment 2.pdf		24 Jun 2019 (07:24)	1	
CV	attachment 2.pdf		24 Jun 2019 (07:24)	1	
Certified Copy of Trade Test/Qualification	attachment 2.pdf		24 Jun 2019 (07:24)	1	

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15. To attend to the issues that have been provided when rejected, got to Mentor Management and you will see the Mentor details

16. Click on the Expand Row button and you will be able to view the Reject Reasons

17. You can also view the supporting documentation

18. You can attend to the issue by clicking on the update button where you will be required to add the reason for re-submitting or making any change

**No changes can be made when an application is currently being reviewed**





# 1(a) EDITING/REMOVING A MENTOR

Company Information   Company Contacts   Employees   SDF Management   Banking Details   Documents   Linked Companies

Training Committee   Sites   MOA Details   **Mentor Management**   Workplace Approval Details

[+ Add Mentor](#)

Expand row	Site Name	Address	First Name	Last Name	Identity Number	Passport Number	Status	Approval Date	View
						CNN1234	Approved	24 June 2019	<b>A</b> <b>B</b>

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## A. Editing a mentor

1. Check that new mentor appears under Mentor Management
2. Edit existing Mentor details by clicking on update button
3. Add reason for update
4. Update qualifications
5. Submit

## B. Removing a mentor

1. Remove existing Mentor details by clicking on delete button
2. Add reason
3. Submit



## 2. ACTIVATING LEGACY WORKPLACE APPROVAL

19. Go to **Company Management** and Go to **Workplace Approval Details** in selected company
20. Go to **Legacy Workplace Approval**
21. Click on **Expand Row**


Register New Levy Number

Company Information   Company Contacts   Employees   SDF Management   Banking Details   Documents   Linked Companies   Training Committee   Sites   MOA Details

Mentor Management   **Workplace Approval Details** 20

+ Request New WPA

Legacy Workplace Approval

Expand row	WAEmployerId	Site Number	OrganisationName	OrganisationName	WAEmployerStatus	ApplicationRecDat	AccreditationStart	AccreditationEndD	DateCreated	LastDateChanged
	2652	S000011380			Workplace Approval	1900-01-01 00:00:00.000	2013/01/10	2022/06/30	2013-01-10 21:10:20.117	2013-01-10 21:10:20.117

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## 2. ACTIVATING LEGACY WORKPLACE APPROVAL

Trade **22**

Expar	Site Number	Organisation Name Legal	Organisation Name Trade	Workplace Approval Start Date	Trade Description	Qualification Code	Workplace Approval Status	View / Edit
▶	S000011380				Automotive Body Repairer	61240	Workplace Approval	<b>+</b> <b>23</b>
▶	S000011380				Spraypainter	61245	Workplace Approval	<b>+</b>

22. Go to the workplace approval you want to activate under Trades/Qualifications/Skills Programme

23. Go to View/Edit and click on + icon

24. Select the **Site** that the legacy workplace approval will be linked to. Please note that the system will provide you a list of current Sites on the NSDMS. **If you need to add a site, then you would be required to go to Company Management and add a Site.** Once the site is approved, then you will be able to continue with the process. You can only activate one legacy workplace approval to one site and once done and approved, cannot be changed,

25. If there is only one site, click on **Use Company Address**

26. Click on **Submit** once completed

**Request Legacy WPA** ×

Select Sites **24**

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Use Company Address:  **25**

Select what type of workplace approval is required:

Qualification  Trade

Qualification  
AUTOMOTIVE BODY REPAIRER - MOTOR

**Submit** **26**



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## 2. ACTIVATING LEGACY WORKPLACE APPROVAL



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- 27. A task will be sent to your email
- 28. Go to Dashboard and got to Outstanding Tasks
- 29. Click on View/Edit arrow to enter the task

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There is a new Workplace Approval application for your review. Please review the application.

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Legacy Workplace Approval	There is a new Workplace Approval application for your review. Please review the application.		Not Started	13 Nov 2019	<span style="color: green;">●</span>	
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## 2. WORKPLACE APPROVAL

### Mentor Information

Available Mentor For Selection								
Expand row	Date Added	Site Name	Address	First Name	Last Name	Identity/Passport Number	Mentor Qualifications	Add Mentor
⊖	16 May 2019	Y				343343434	(20417) Certificate: General Education and Training: Basic Technical Practice; Energy (23114) Basic Certificate: Early Childhood Development (22352) Certificate: Hauptschulabschluss	+ <b>30</b>
⊖	16 May 2019	Y					(48959) National Certificate: Air-conditioning, Refrigeration and Ventilation (48915) Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision	+ <b>30</b>

**31**

Mentor Selected							
Expand row	Site Name	Address	First Name	Last Name	Identity/Passport Number	Remove	
⊖			V			🗑️	<b>32</b>
⊖			S	I		🗑️	

Page (1 of 1) << 1 >> 5

🗑️ Complete Task

**33**

30. Select the mentor(s) that you want to use for the workplace approval application

31. Mentor(s) will then appear under table.

32. You may remove and add mentors as you wish

33. Click on **Complete Task** once completed



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### 3. LEGACY WORKPLACE APPROVAL



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Dear

WORKPLACE APPROVAL APPLICATION FOR

The merSETA has pleasure in informing you that your workplace has been granted approval to train in the following:

- (48915) Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision

Should you require any assistance or further information, kindly contact the Client Liaison Officer at the Gauteng North Region Office.

Yours sincerely,

Manager: Quality Assurance

34. Notification will be sent with the outcome
35. If application **approved**, email notification will indicate as such. To view outcome
  - Go to Company Management or Workplace Approval under SDF on Menu
  - Go to Workplace Approval
36. If **task** not approved, you will be required to review and a task will be sent to the dashboard.
  - Follow steps 30 – 33
37. If application not approved, email notification will indicate as such. To view outcome
  - Go to Company Management or Workplace Approval under SDF on Menu
  - Go to Workplace Approval