

LETTER OF INTENT APPLICATION – USER MANUAL



MICTSETA | SKILLS-WEB

SHAPING SKILLS. PIONEERING INDUSTRIES. EMPOWERING FUTURES

2020

MICT SETA Letter of Intent Application

Contents

Accessing the System.....	3
Registering as a user on the system.....	3
Letter of Intent Application	9
Download Service Level Agreements.....	17
Add Learners	18
Upload Learner Documents.....	21
Submitting Learners	22

Accessing the System

Click on the link below to go to the MICT IMS System (Skills-Web)

<http://mict-skillsweb.praxis.co.za/Login.aspx>

Registering as a user on the system

Even though you may be a MICT SETA Assessor, you still need to register on the new system as a user.

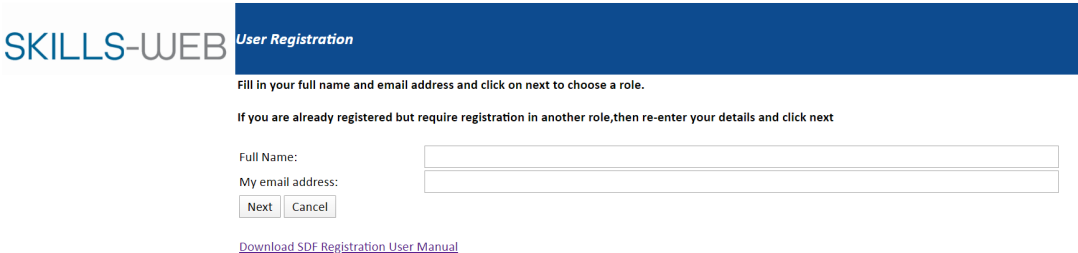
1. Click on the link **“If you are a new external user click here”**, the system will display the login screen shown below (*Fig 1.1*)



The screenshot shows the login page for MICTSETA | SKILLS-WEB. At the top, it says "Welcome" and displays the logo and tagline: "SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES". Below this, there are two input fields: "Username" and "Password". To the right of the "Password" field is a "Login" button. Below the input fields, there are two links: "Need to reset your password? Click Here" and "Register as user".

Fig 1.1

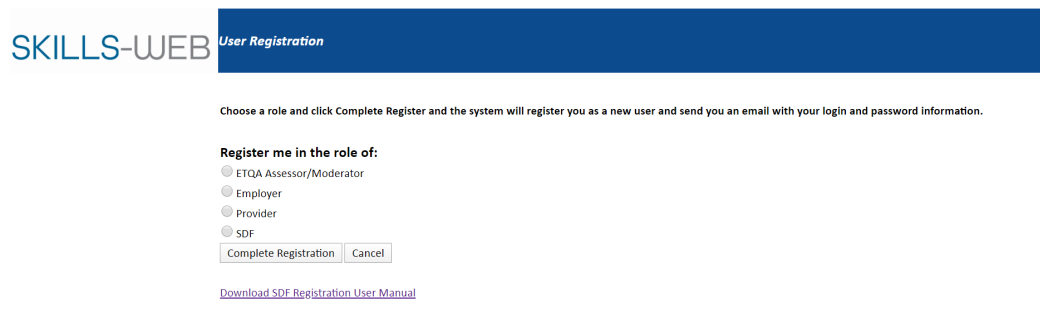
2. The system displays the screen shown below (*Fig 1.2*) where you are required to enter your full name and e-mail address.



The screenshot shows the "User Registration" page for SKILLS-WEB. The page has a blue header with the SKILLS-WEB logo and the text "User Registration". Below the header, there are instructions: "Fill in your full name and email address and click on next to choose a role." and "If you are already registered but require registration in another role, then re-enter your details and click next". There are two input fields: "Full Name:" and "My email address:". Below these fields are "Next" and "Cancel" buttons. At the bottom, there is a link: "Download SDF Registration User Manual".

Fig 1.2

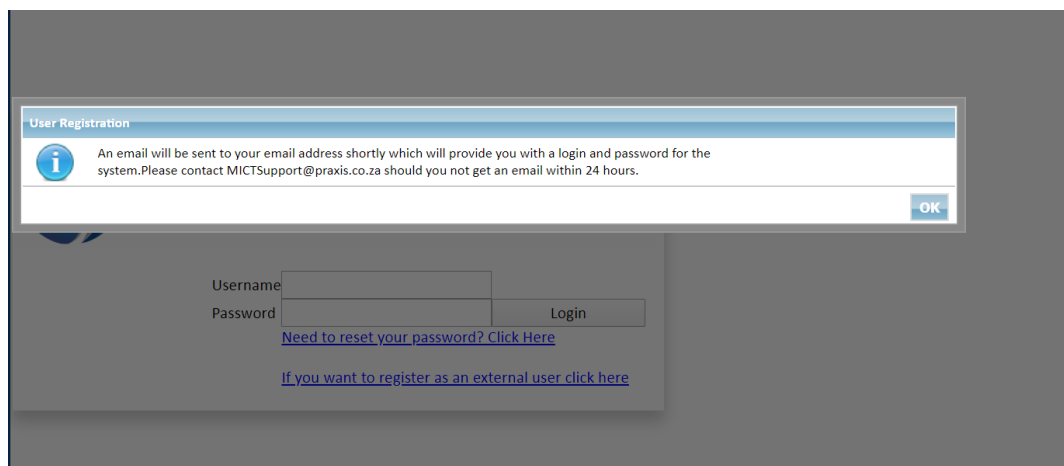
3. Select the role labelled **“Employer”** (shown in Fig 1.3) and then click the **“Complete Registration”** button.



The screenshot shows the 'User Registration' page. At the top left is the 'SKILLS-WEB' logo. The page title is 'User Registration'. Below the title, there is a blue header bar. The main content area contains the following text: 'Choose a role and click Complete Register and the system will register you as a new user and send you an email with your login and password information.' Below this, there is a section titled 'Register me in the role of:' with four radio button options: 'ETQA Assessor/Moderator', 'Employer', 'Provider', and 'SDF'. The 'Employer' option is selected. Below the radio buttons are two buttons: 'Complete Registration' and 'Cancel'. At the bottom, there is a link: 'Download SDF Registration User Manual'.

Fig 1.3

4. The system will display a message confirming your registration. You will also receive an e-mail with your login credentials. Click **“OK”**.



The screenshot shows a confirmation message box titled 'User Registration'. The message text reads: 'An email will be sent to your email address shortly which will provide you with a login and password for the system. Please contact MICTSupport@praxis.co.za should you not get an email within 24 hours.' There is an 'OK' button in the bottom right corner of the message box. Below the message box, there is a login form with fields for 'Username' and 'Password', and a 'Login' button. There are also two links: 'Need to reset your password? Click Here' and 'If you want to register as an external user click here'.

Fig 1.4

5. The system will take you to the login screen below (Fig 1.5).

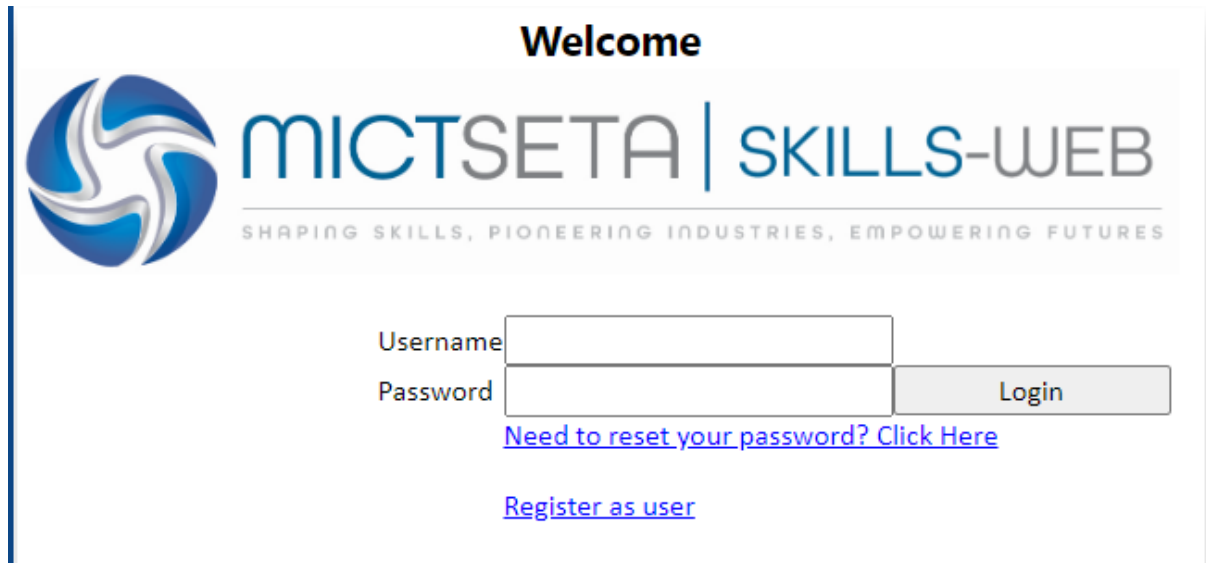


Fig 1.5

6. Enter the login details that were sent on your email and click on the **“Login”** button. The system will display the screen below (Fig 1.6) where the user will be prompted to capture a new password and confirm it then click on the **“Change Password”** button.

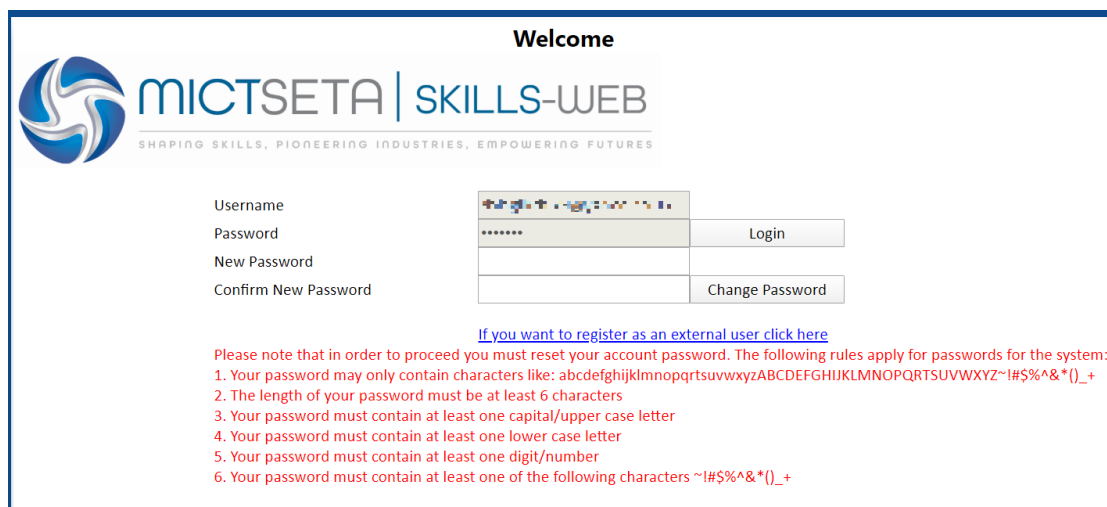
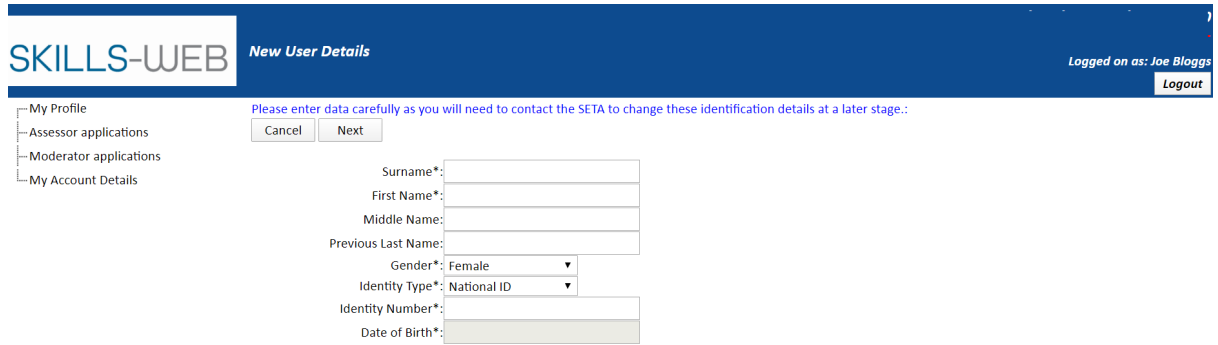


Fig 1.6

7. Enter a new password of your choice and click **“change password”** button and the system will display the screen shown below (Fig 1.7).



SKILLS-WEB **New User Details** Logged on as: Joe Blaggs Logout

Please enter data carefully as you will need to contact the SETA to change these identification details at a later stage.:

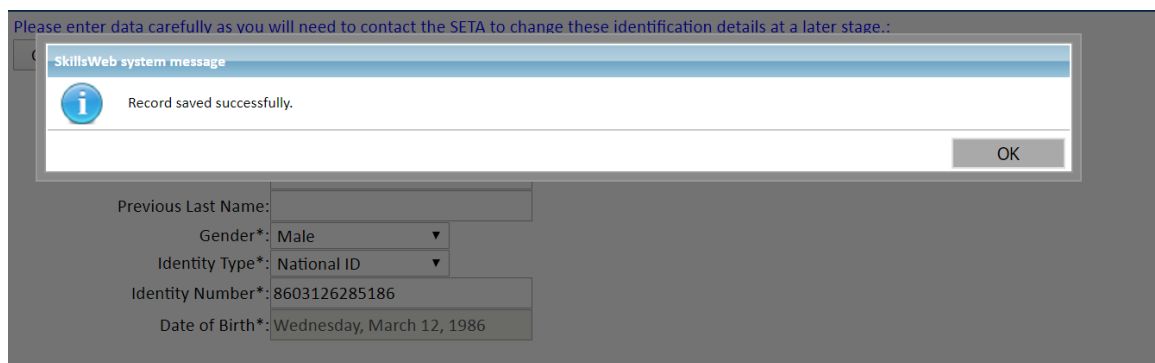
Cancel Next

My Profile
Assessor applications
Moderator applications
My Account Details

Surname*:
First Name*:
Middle Name*:
Previous Last Name*:
Gender*: Female
Identity Type*: National ID
Identity Number*:
Date of Birth*:

Fig 1.7

8. Enter your details and click on the **“Next”** button. If you have captured all the necessary information, the message below (*Fig 1.8*) will pop up indicating that your details have been saved successfully. Otherwise, correct the errors highlighted by the system and try click **“Next”** button again.



Please enter data carefully as you will need to contact the SETA to change these identification details at a later stage.:

SkillsWeb system message

Record saved successfully.

OK

Previous Last Name*:
Gender*: Male
Identity Type*: National ID
Identity Number*: 8603126285186
Date of Birth*: Wednesday, March 12, 1986

Fig 1.8

- Click the **“OK”** button. The system displays the screen shown below (*Fig 1.9*)
NB As an existing user, when you login again, this screen will always be displayed, and you can update your details.

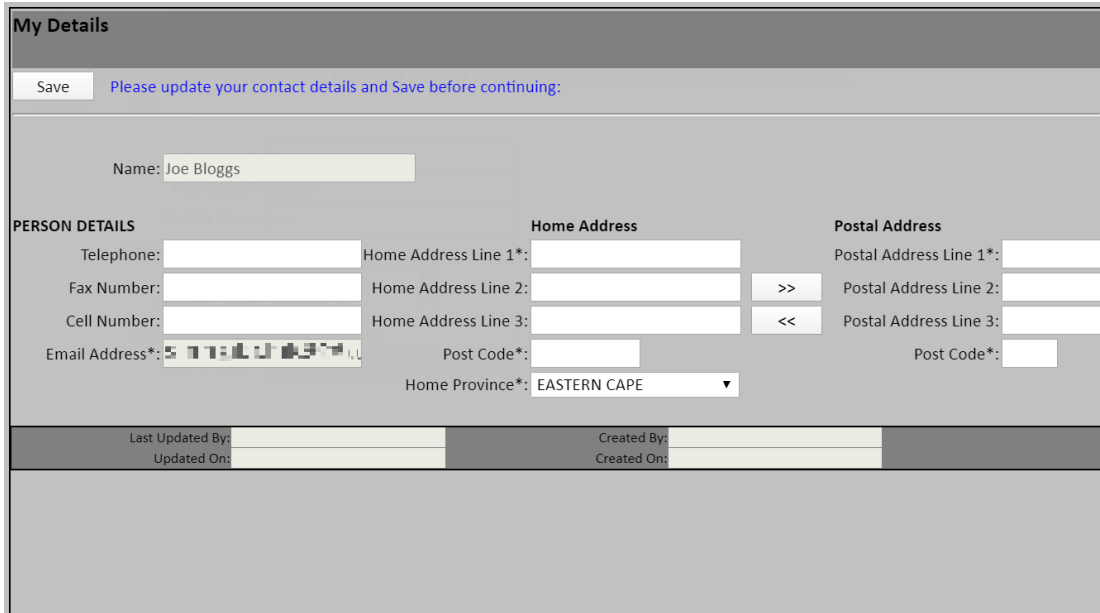


Fig 1.9

- Enter the details and click on the **“Save”** button. When you click the **“Save”** button, the system will save your contact details and display the screen below (*Fig 1.10*) with the successful message displayed. Click **“Ok”**.

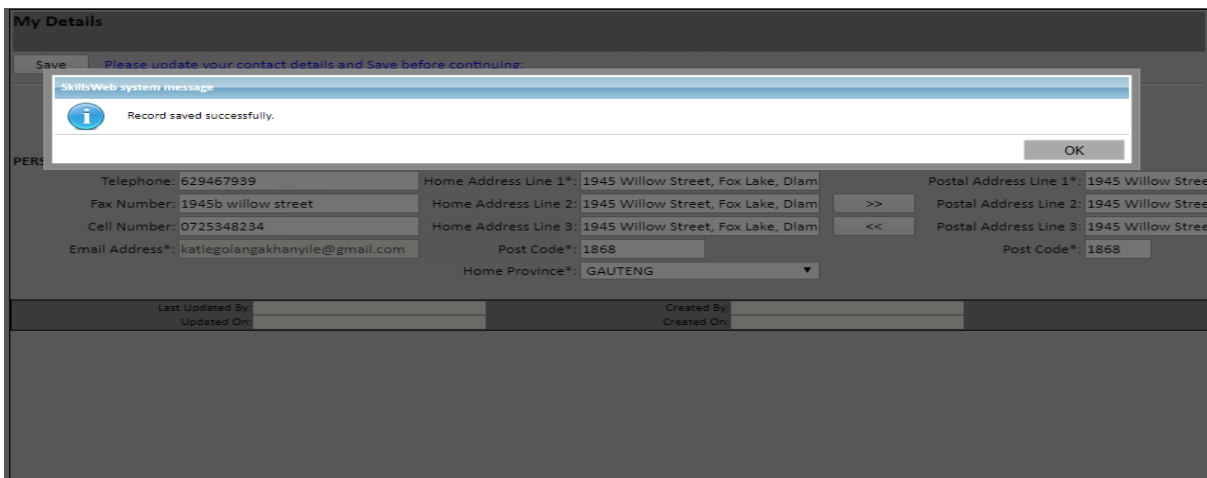


Fig 1.10

11. Enter the details and click on the “Save” button. The system will display the Discretionary Grants menu as shown on the screen below (Fig 1.11).



Fig 1.11

Letter of Intent Application

1. Click + sign next to Discretionary Grants. The system will display the menus shown in the screen below (Fig 2.1).



Fig 2.1

2. Select the “**Letters of Intent**” menu. The system will display the “**Add organization**” screen shown below (Fig 2.2).

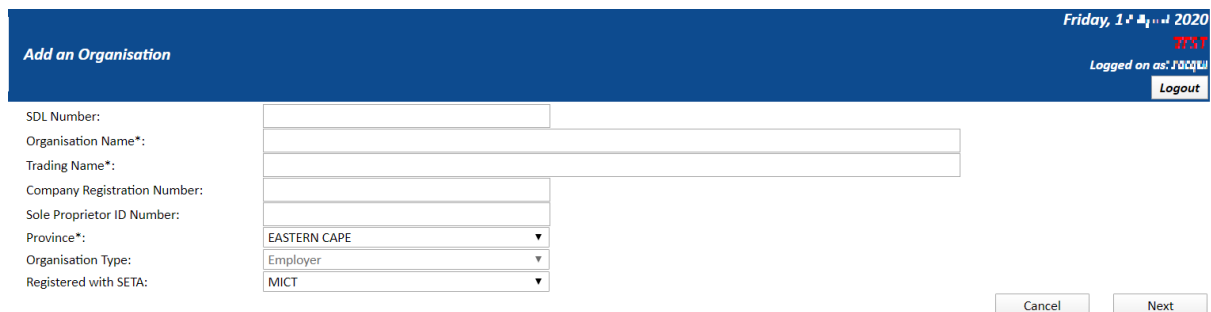


Fig 2.2

- Capture the details and click the “Next” button. If your organisation does not belong to the MICT SETA, the system displays the screen below (Fig 2.3), if it is one of the mict seta companies that exist in the system it will find the match and display the screen in (fig 2.4)

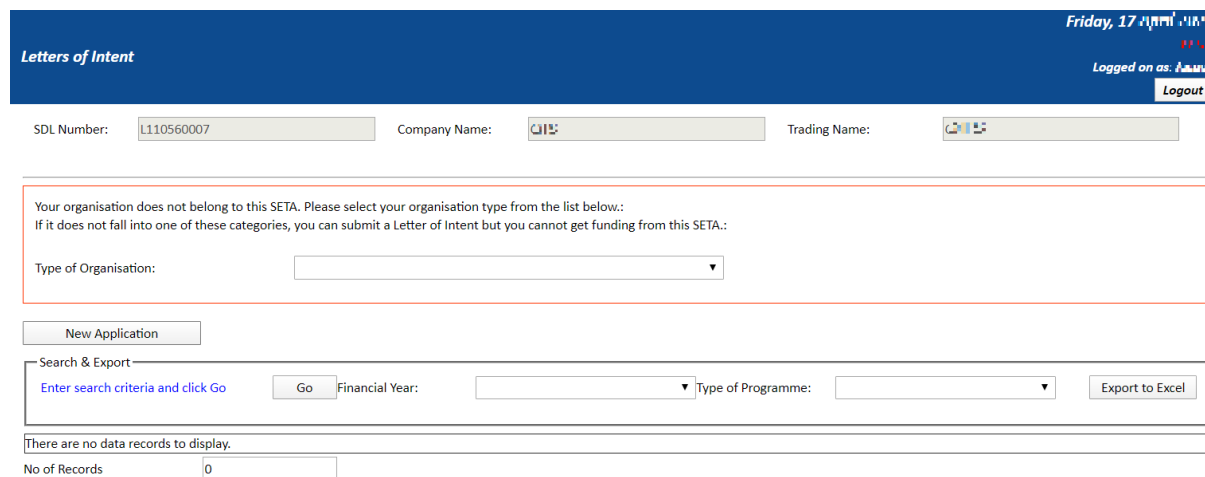


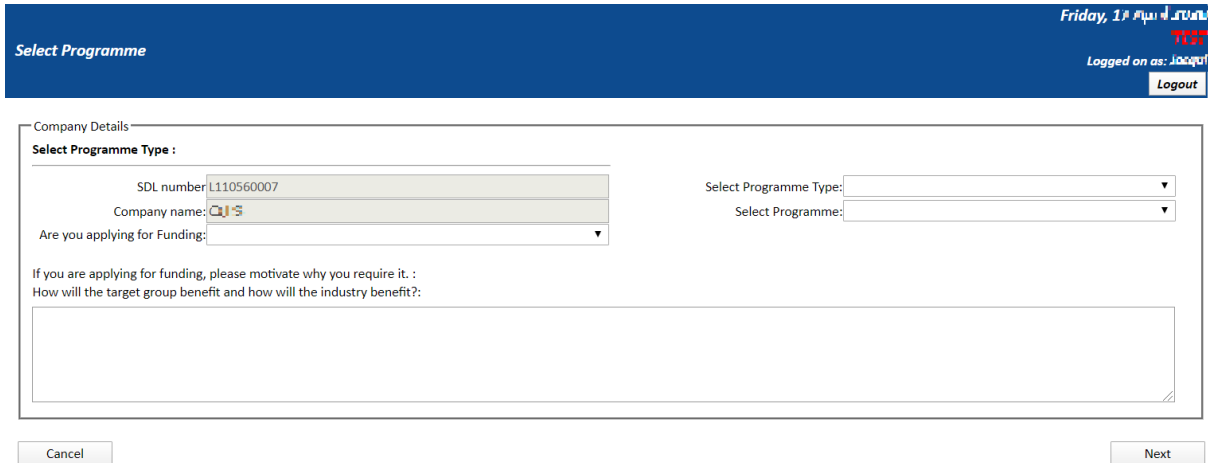
Fig 2.3



Select	Organisation Number	Provider number	Organisation name	Trading Name	Sole Proprietor ID Number	Company registration number	Province
<input checked="" type="checkbox"/>	QORUS SERVICES PTY LTD	L210737328	QORUS SERVICES PTY LTD	BVI TECHKNOWLEDGE		1997/009102/07	GAUTENG
<input type="checkbox"/>	KAMEX INTERNATIONAL PTY LTD	L650734306	KAMEX INTERNATIONAL PTY LTD	KAMEX INTERNATIONAL PTY LTD			GAUTENG
<input type="checkbox"/>	CONTAINER ADS (PTY) LTD	L230744031	CONTAINER ADS (PTY) LTD	CONTAINER ADS(PTY) LTD (IN LIQUIDATION)			UNKNOWN

Fig 2.4

- If the company matches one of your organization you select the company by checking the box and click “Select” button, and the screen in (fig 2.3) will be displayed.
- If the company is not one of your match, you will click the “Continue” button, and system will display screen in (fig 2.3).
- Select an organization from a list/dropdown found next to “Type of Organisation” field and click the “New Application” button. The system displays the screen shown below (Fig 2.4).



Select Programme

Friday, 19 April 2014 11:37
 Logged on as: Jojoji
 Logout

Company Details

Select Programme Type :

SDL number: L110560007
 Company name: CJS
 Are you applying for Funding:

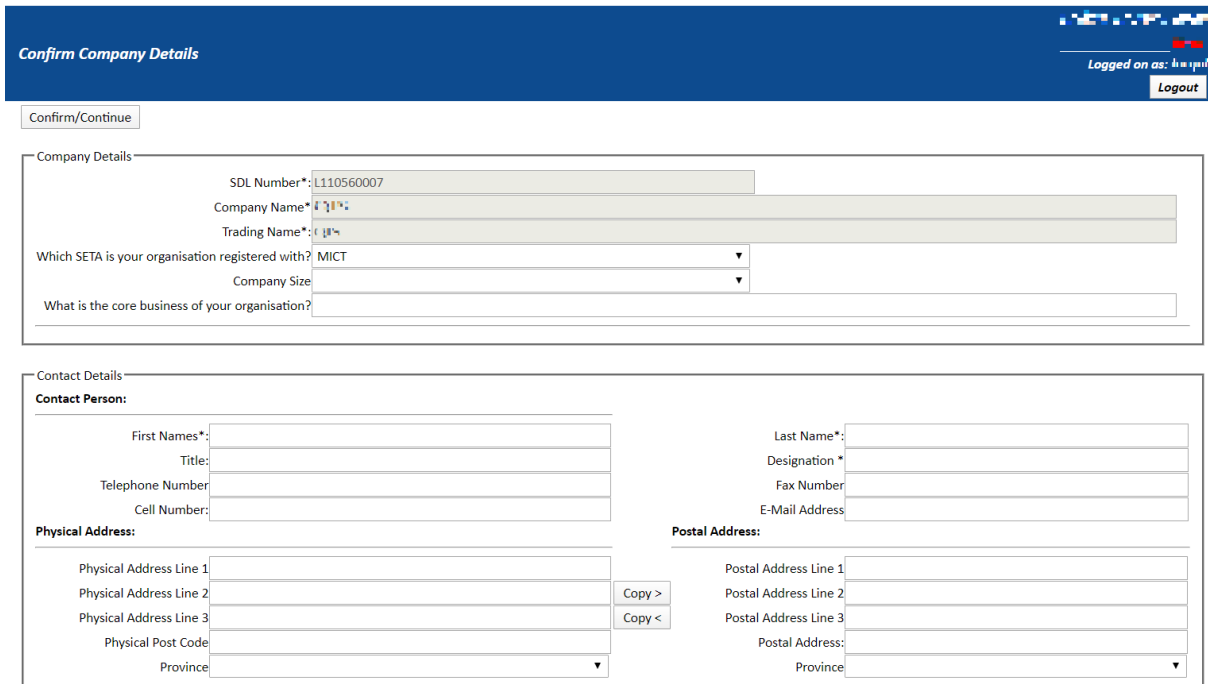
Select Programme Type:
 Select Programme:

If you are applying for funding, please motivate why you require it :
 How will the target group benefit and how will the industry benefit?:

Cancel Next

Fig 2.5

- Capture the necessary information and then click the **“Next”** button, the system will display the screen shown below (Fig 2.5).



Confirm Company Details

Confirm/Continue Logout

Company Details

SDL Number*: L110560007
 Company Name*: CJS
 Trading Name*: CJS
 Which SETA is your organisation registered with? MICT
 Company Size:
 What is the core business of your organisation?

Contact Details

Contact Person:

First Names*:
 Title:
 Telephone Number:
 Cell Number:

Last Name*:
 Designation *:
 Fax Number:
 E-Mail Address:

Physical Address:

Physical Address Line 1:
 Physical Address Line 2:
 Physical Address Line 3:
 Physical Post Code:
 Province:

Postal Address:

Postal Address Line 1:
 Postal Address Line 2:
 Postal Address Line 3:
 Postal Address:
 Province:

Copy >
 Copy <

Fig 2.6

- Capture the relevant information in the screen shown above and then click **“Confirm/Continue”** button, once saved successfully the screen will load the **“Letter of Intent Details”** screen shown below (Fig 2.7)

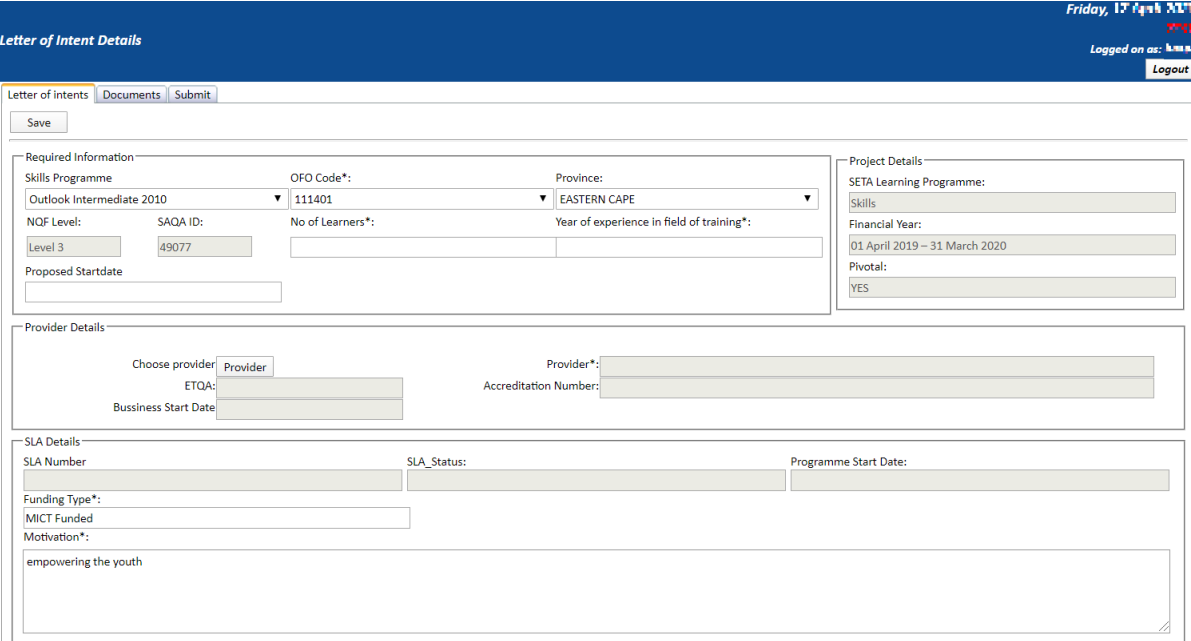


Fig 2.7

- Capture the required Letter of Intent details in the screen shown above.

- If the programme you selected is either is a **“Learnership”** or **“Skills Programme”**, you must capture provider details, to do this you click **“Provider”** button (See screen 2.6) and the screen shown below will be displayed (Fig 2.8). From this screen you can search or add a new provider.

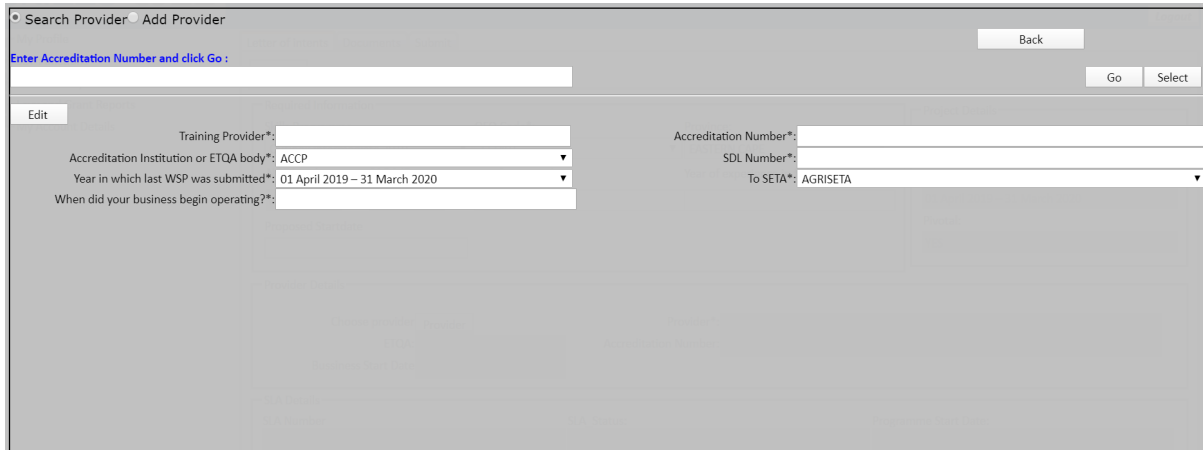


Fig 2.8

- To search for a provider, select the **“Search Provider”** radio button at the top left of the screen, enter the Accreditation Number of the provider and click **“Go”** and the information of a provider will be populated on the screen.
- To add a provider, select **“Add Provider”** radio button, capture provider details, click the **“Save”** button and then click the **“Select”** button. The provider details will be populated on the **“Letter of Intent details”** screen as shown below (Fig 2.9).

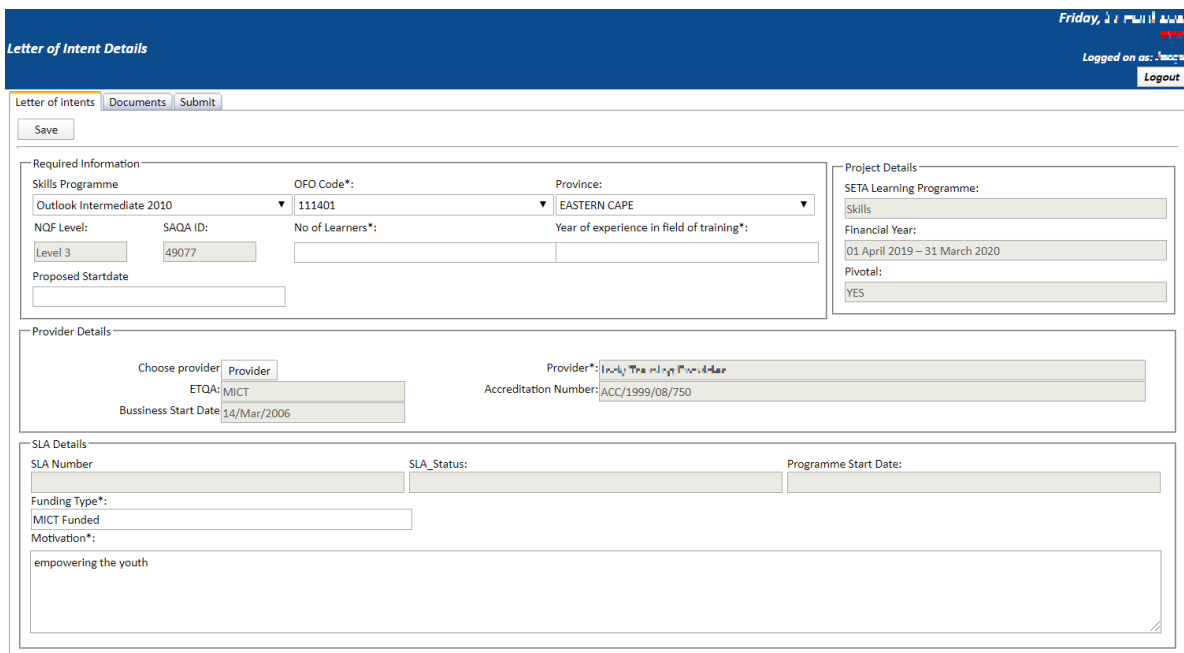


Fig 2.9

13. Click **“Save”** button. The system will display the message shown below (Fig 2.10).

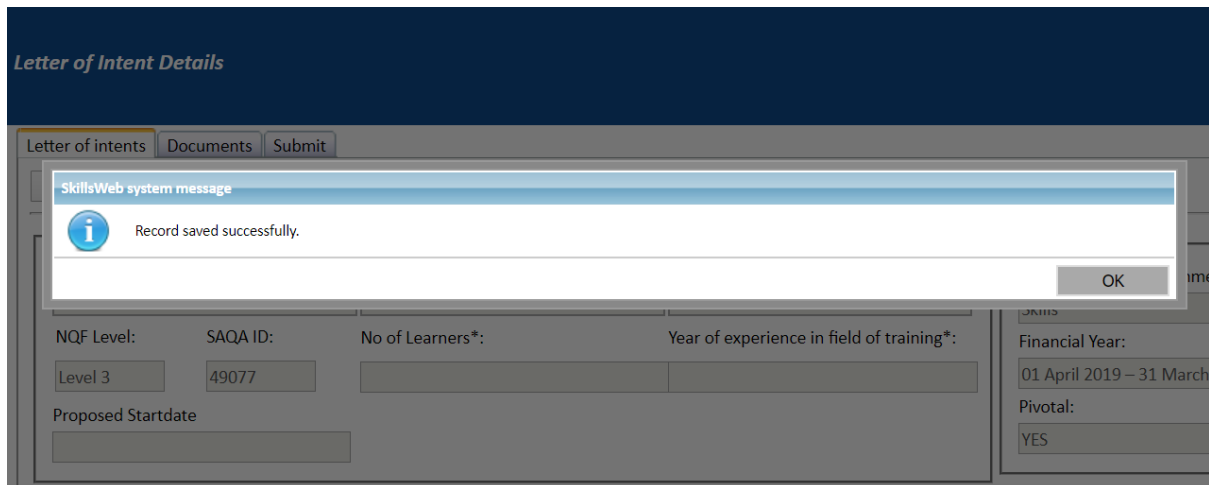


Fig 2.10

14. Next step in Letter of Intent process is to upload required documents. Click on the **“Documents”** tab, the system will display the screen shown below (Fig 3.1) where you can upload documents.

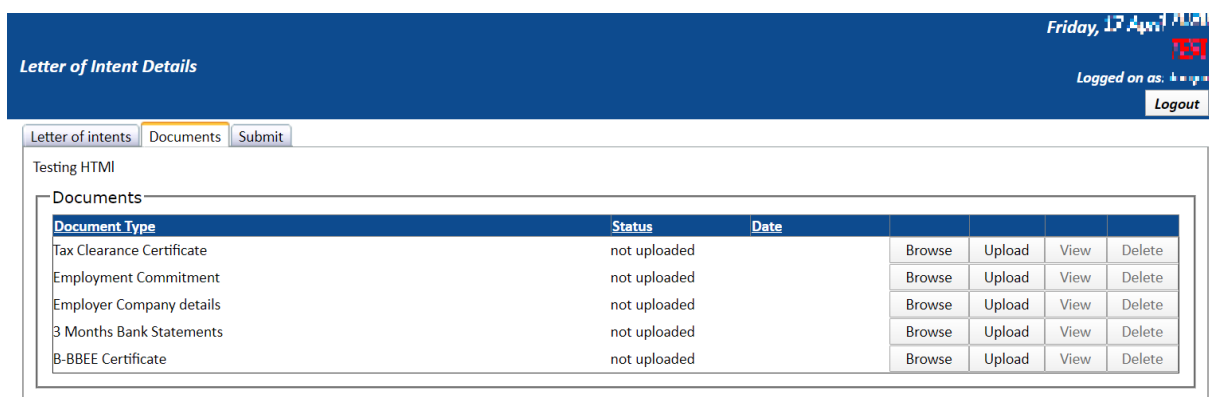


Fig 3.1

- Click the **“Browse”** button, a windows dialog screen will pop-up, find the document on your system and select it. Next click the **“Upload”** button. The system will confirm that your document has been successfully loaded (See Fig 3.2) and the status of the document shown on the screen will change to **“Uploaded”** and the date of upload will appear next to the status.

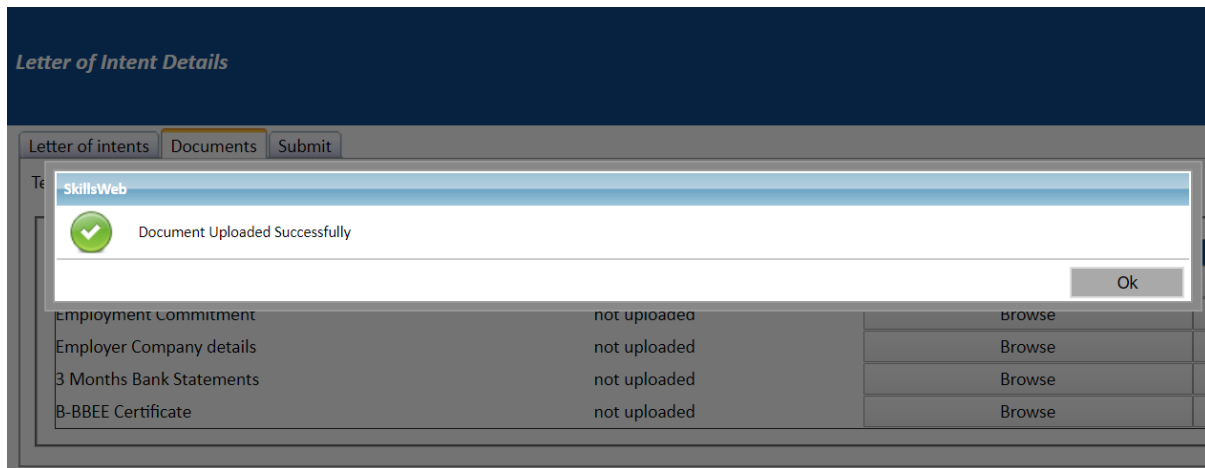


Fig 3.2

- Once documents have been uploaded, the next step is to submit the Letter of Intent. Click the **“Submit”** tab. The screen below is displayed (Fig 3.3).

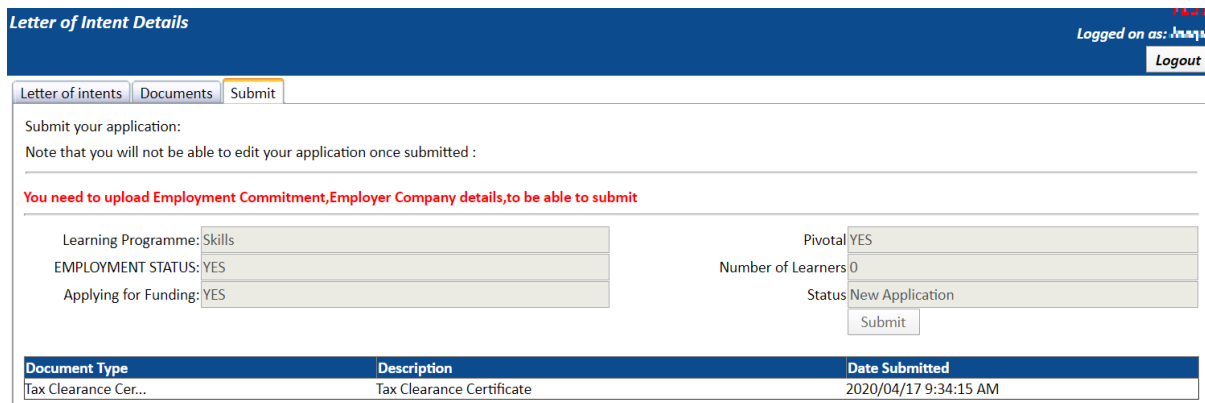


Fig 3.3

1. Click **“Submit”** button. The message shown below (Fig 3.4.) will be displayed requesting you to confirm that you wish to proceed with the submission.

*NB the submit button will remain disabled until you have uploaded all the required documents under the **“Documents”** tab*

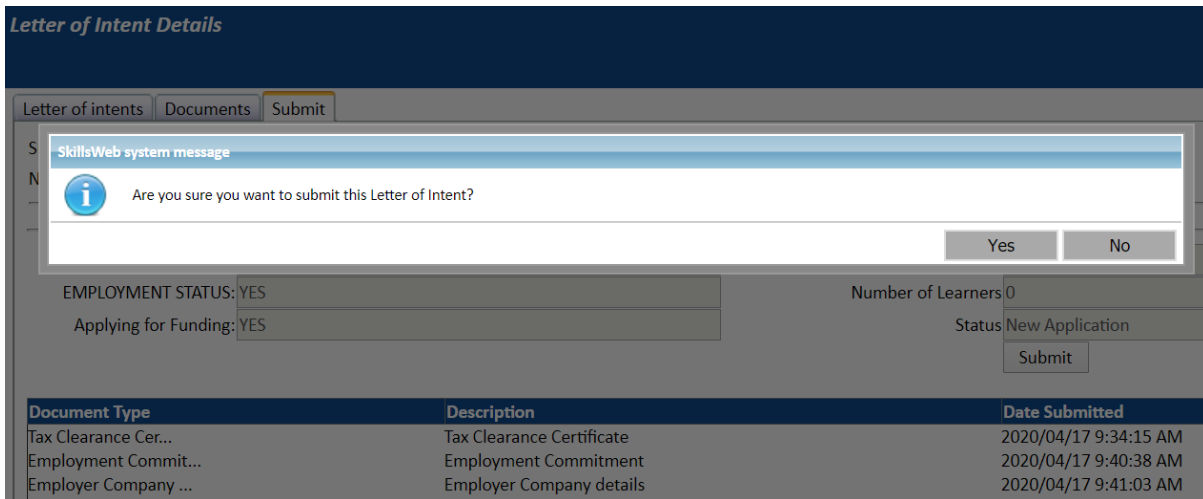


Fig 3.4

2. If you click the **“Yes”** button. The message shown in the screen below (Fig 3.4) will be displayed.

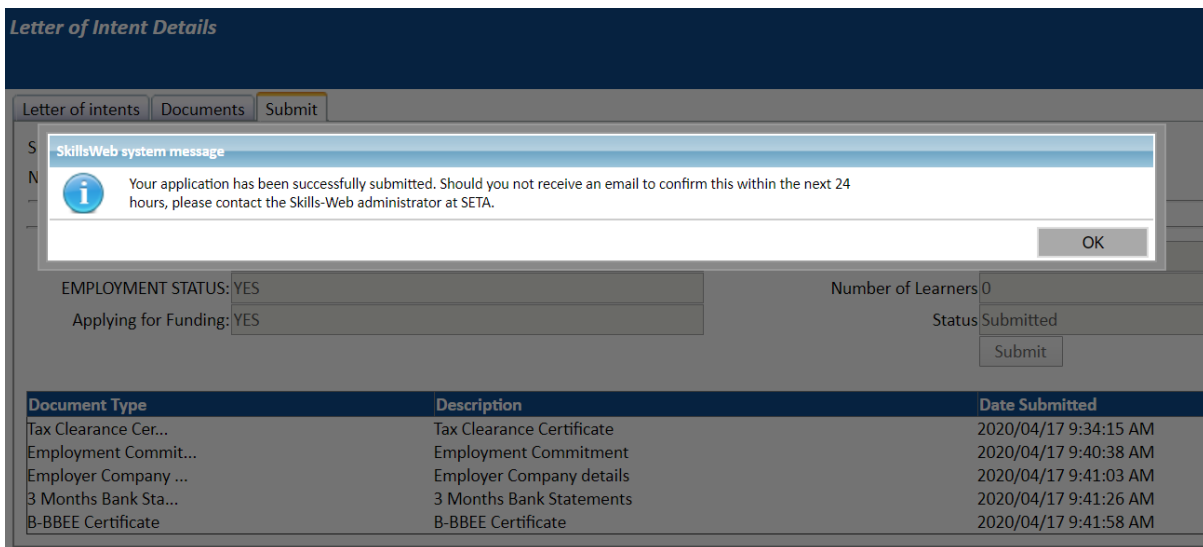


Fig 3.4

Download Service Level Agreements

NB You will only be able to download Service Level Agreements when your Letter of Intent has been approved and is applicable when you are applying for seta funding.

1. Select the **“Service Level Agreements”** menu. The screen shown below (Fig 4.1) will be displayed.

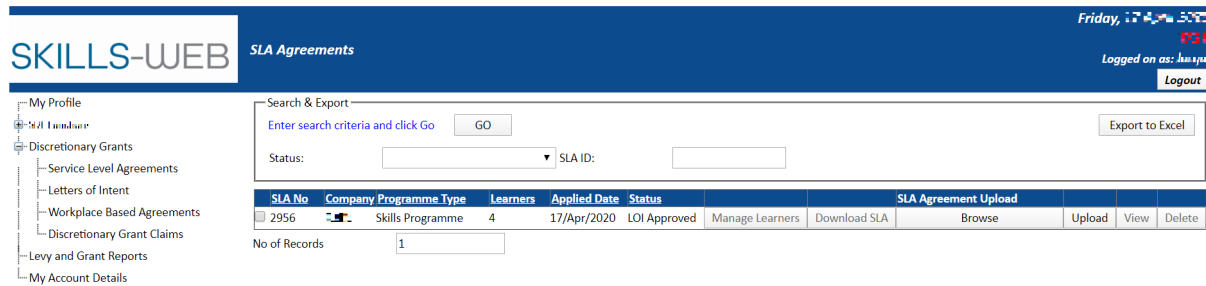


Fig 4.1

NB If you have submitted multiple Letters of intent they will be listed here and you can search them by status or by the SLA ID number.

2. Check the box and click **“Download SLA”** button (See Fig 4.1). The SLA will be downloaded for you to print, sign, scan and then upload it back onto the system.
3. To upload, click the **“Browse”** button, select the signed document and then click the **“Upload”** button. The message below (Fig 4.2) will confirm that it has been uploaded successfully.

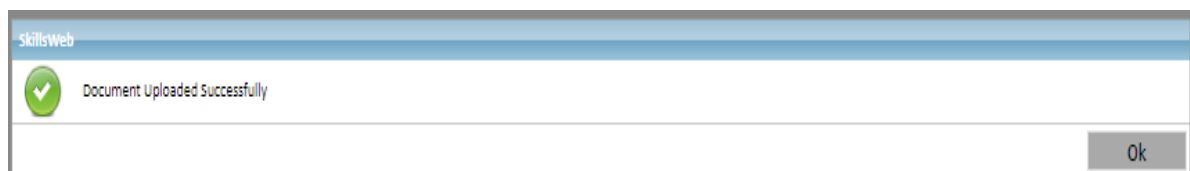


Fig 4.2

Download MOU

NB! Employer who are not applying for funding will be able to download MOU on the system.

1. Select the “Service Level Agreements” menu. The screen shown below (Fig 5.1) will be displayed.

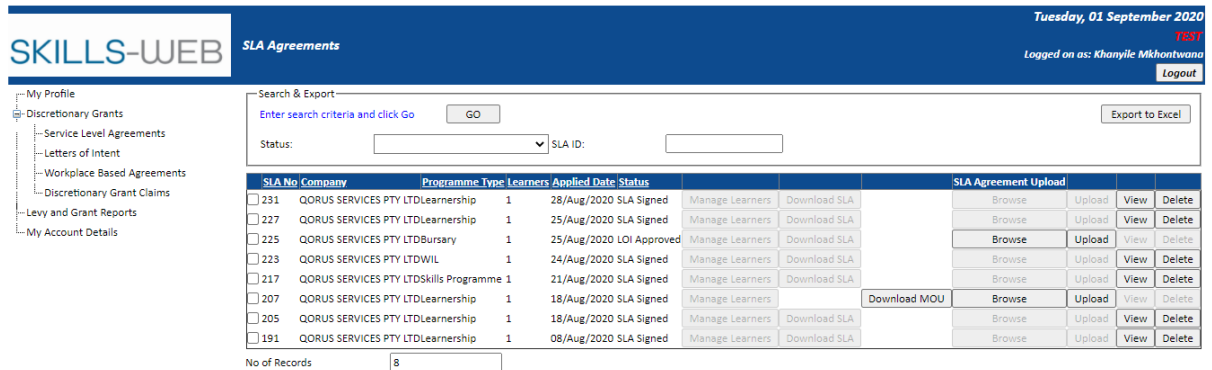


Fig 5.1

2. Check the box and click “Download MOU” button (See Fig 5.1). The MOU will be downloaded for you to print.

Add Learners

NB You will be able to add learner information once the Service Level Agreement is signed and approved if you are applying for funding, if you are not applying for funding you may continue to upload learners.

1. Select the “Service Level Agreements” menu. The screen below will be displayed.

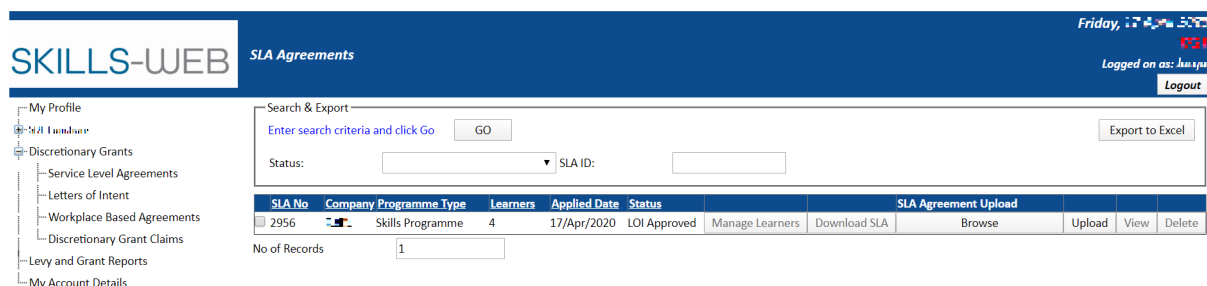


Fig 5.1

2. Check the selection box on the left of the SLA row and click “Manage Learners” button. The screen below (Fig 5.2) will be displayed.

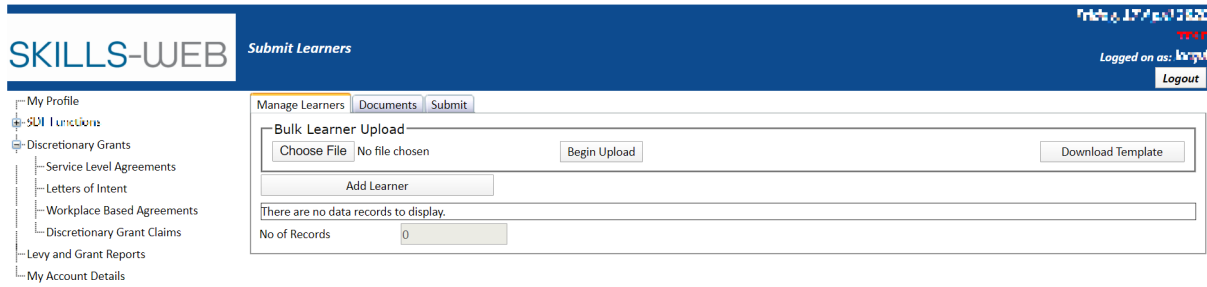


Fig 5.2

3. There are two methods of adding learners to the system: you can either do a *bulk upload* or individually add learners manually.
 - a. To add learners in bulk, click the **“Download Template”** button. You need to complete the data requested on the template and save this file on your machine. Once complete, click **“Choose File”** and select your completed template then click **“Begin Upload”** button
 - b. To add learners individually, click the **“Add Learner”** button. The screen below will be displayed (Fig 5.3).

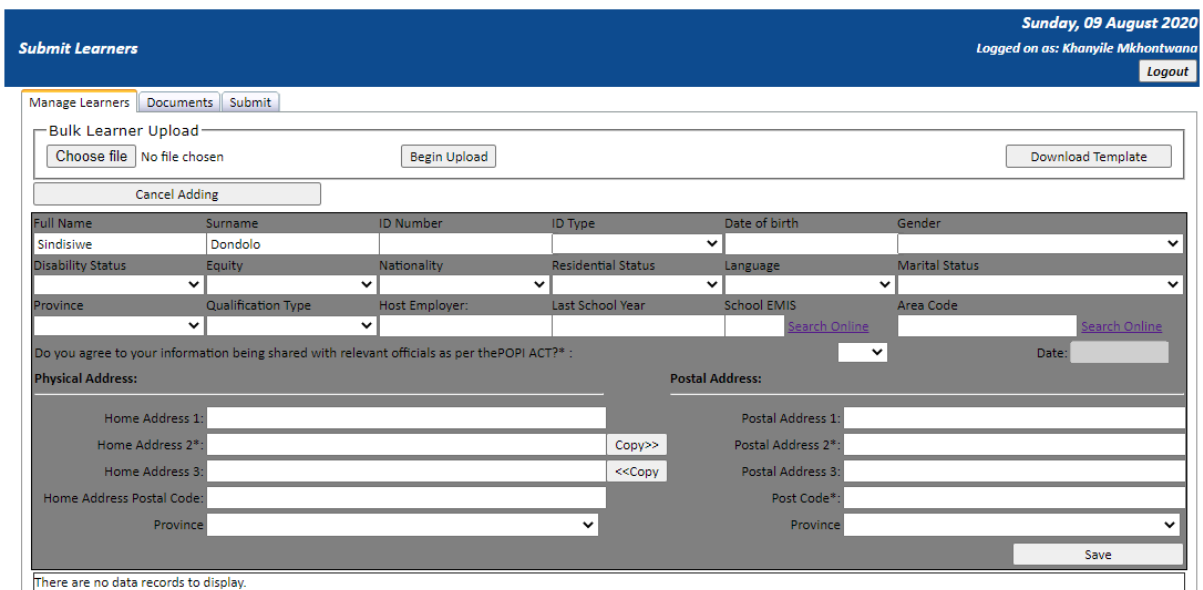


Fig 5.3

4. Capture the details in the screen above and click the **“Save”** button. The confirmation message below will be displayed as shown below (Fig 5.4).



Fig 5.4

Upload Learner Documents

NB All documents should adhere to the following naming convention “IDNumber_DocumentName” (E.g. 95050588899089_ID, 95050588899089_Certificate). This will ensure the uploaded documentation is linked to the learner by their ID Number.

1. Click the document tab. The below screen will be displayed (Fig 5.5)

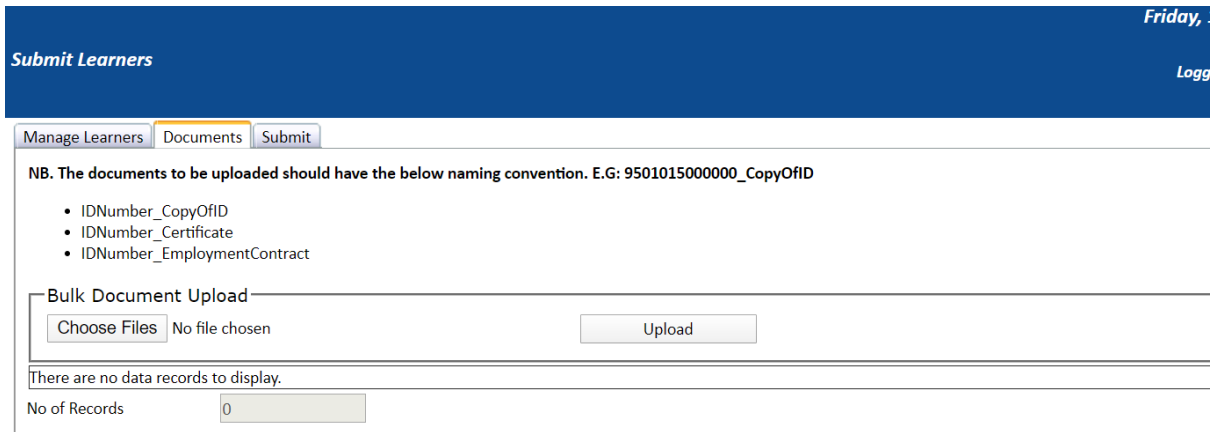


Fig 5.5

2. Click “**choose files** “, select files that have been named according to the prescribed naming convention and then click the “**Upload**” button. The application will proceed to upload selected documents. The uploaded document will be ticked on the list of documents next to learner’s name as shown in the screen below (Fig 5.6).

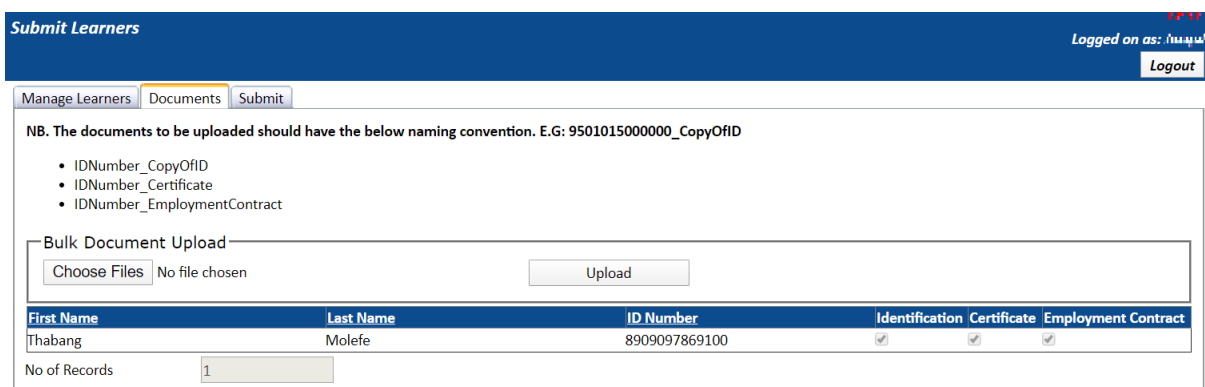
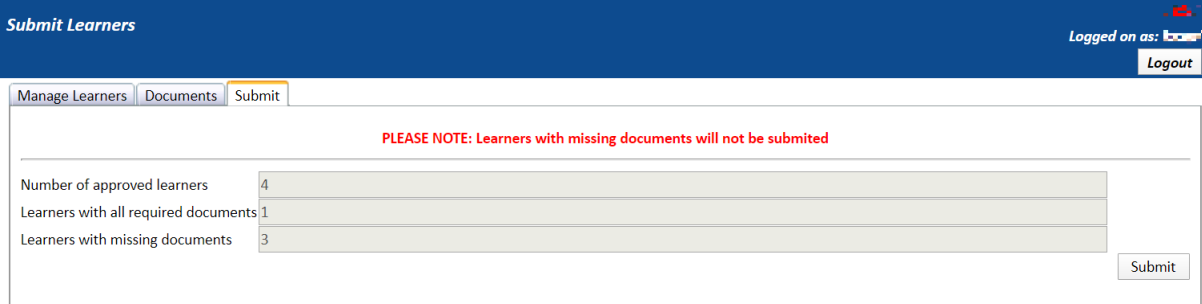


Fig 5.6

Submitting Learners

1. The next step is to submit Learners for registration. Click the “submit” tab. The below screen will be displayed (Fig 6.1) with summary of application. Once you have verified information is correct and adequate click the “**Submit**” button, the uploaded learners will be submitted MICT SETA for approval.



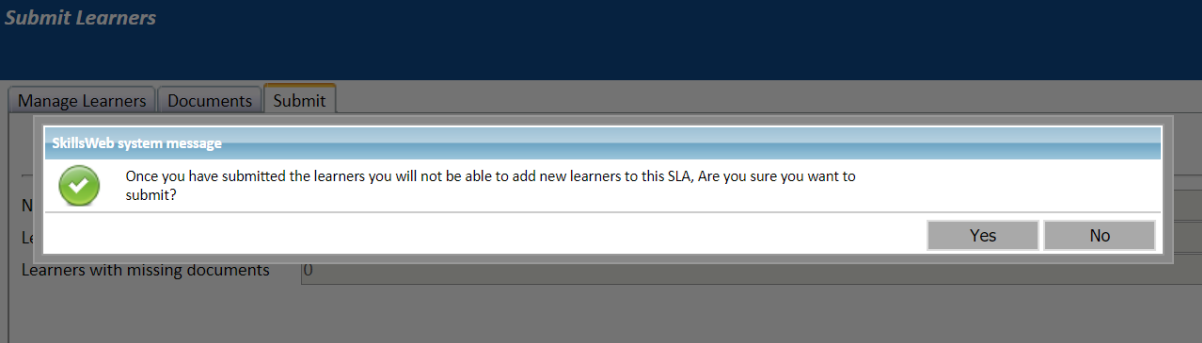
The screenshot shows the 'Submit Learners' interface. At the top, there is a blue header with the text 'Submit Learners' and a 'Logout' button. Below the header, there are three tabs: 'Manage Learners', 'Documents', and 'Submit'. A red warning message reads: 'PLEASE NOTE: Learners with missing documents will not be submitted'. Below this, there is a table with the following data:

Number of approved learners	4
Learners with all required documents	1
Learners with missing documents	3

A 'Submit' button is located at the bottom right of the table.

Fig 6.1

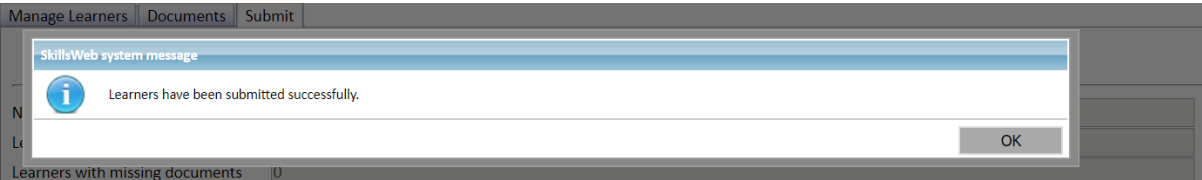
2. When you click the “Submit” button a message below will appear (Fig 6.2) asking you if you are sure.



The screenshot shows the 'Submit Learners' interface with a confirmation message box. The message box has a green checkmark icon and reads: 'Once you have submitted the learners you will not be able to add new learners to this SLA, Are you sure you want to submit?'. There are 'Yes' and 'No' buttons at the bottom right of the message box. The background shows the 'Submit Learners' interface with the 'Submit' tab selected and the 'Learners with missing documents' field showing '0'.

Fig 6.2

3. When you click yes the message shown in the screen below (Fig 6.3) informing you that learners have been submitted successfully will be displayed.



The screenshot shows the 'Submit Learners' interface with a success message box. The message box has an information icon and reads: 'Learners have been submitted successfully.'. There is an 'OK' button at the bottom right of the message box. The background shows the 'Submit Learners' interface with the 'Submit' tab selected and the 'Learners with missing documents' field showing '0'.

Fig 6.3

Workplace Based Agreements

NB You will only be able to download Workplace Based Agreements once all learners have been approved.

1. Select the **“Workplace Based Agreements”** menu. The screen shown below (Fig 7.1) will be displayed. Click the **“View”** button for the SLA you want to work on

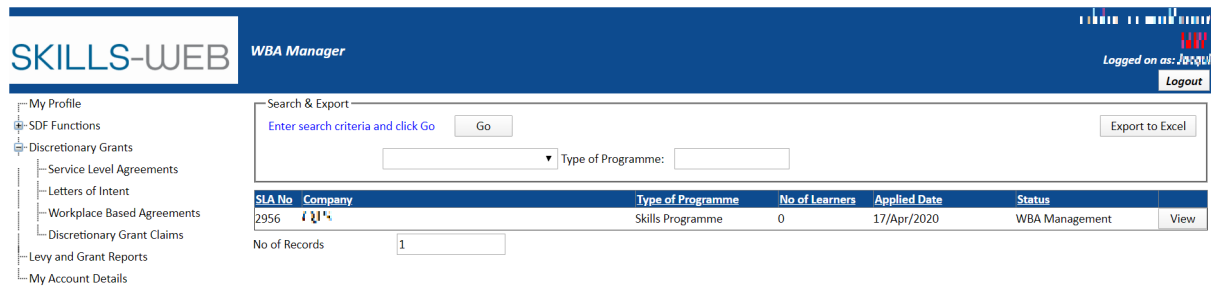


Fig 7.1

2. After you click the **“View”** button the screen shown below will appear (Fig 7.2). Select learner to download WBA for, check the box and click **“Download Signed WBA”** button. The WBA will be downloaded for you to print, sign, scan and then upload it back onto the system.

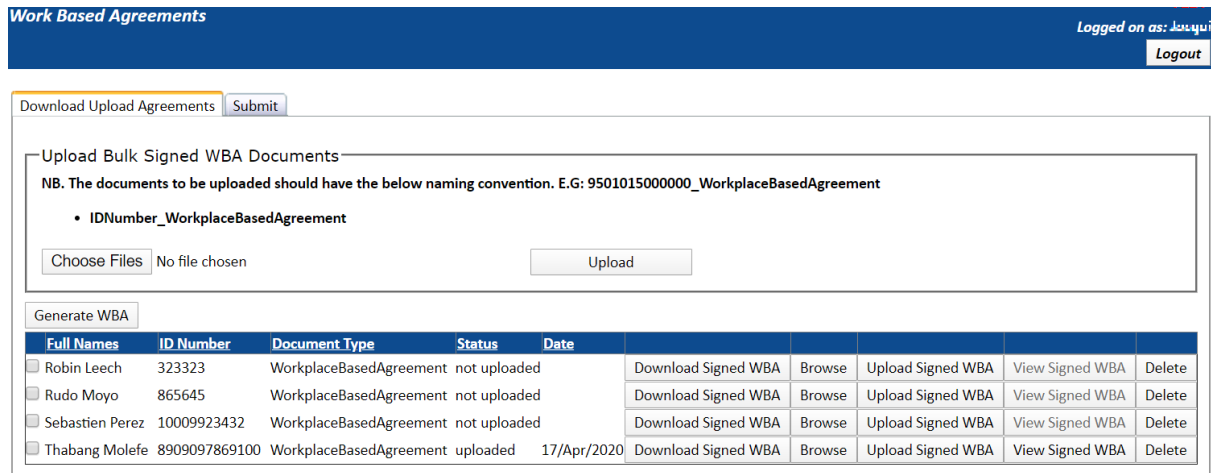


Fig 7.2

- To upload, click the **“Browse”** button, select the signed document, and then click the **“Upload Signed WBA”** button. The message below (Fig 7.3) will confirm that it has been uploaded successfully.

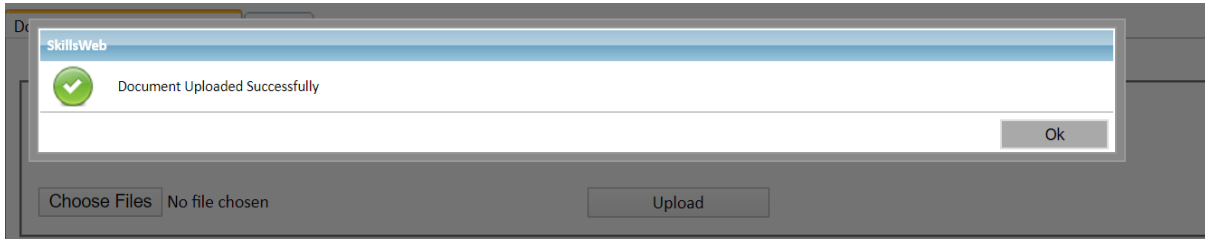


Fig 7.3

- The next step you must take is to submit your Workplace Based Agreements for approval. Click the **“submit”** tab. The below screen will be displayed (Fig 7.4) with summary of submission. Once you have verified information is correct and adequate click the **“Submit”** button, the uploaded workplace-based agreements will be submitted to MICT SETA for approval.

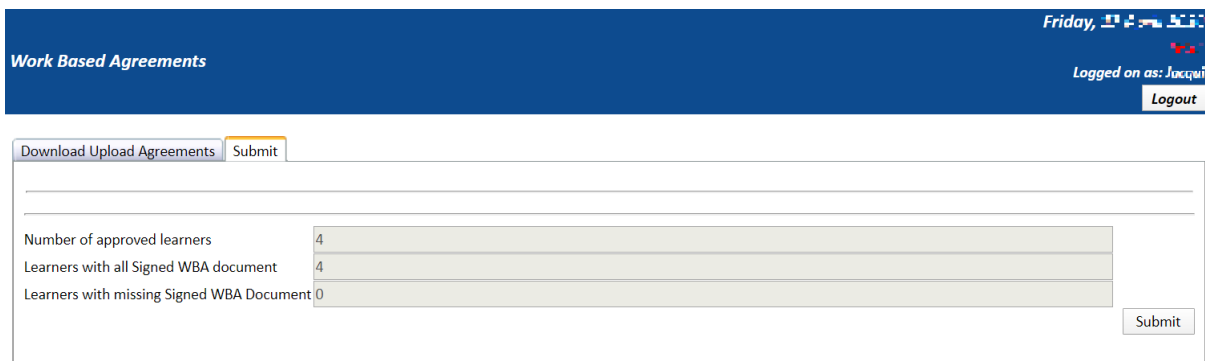


Fig 7.4

- When you click the **“Submit”** button a message will appear (Fig 7.5) asking you if you are sure you want to submit Workplace Based Agreements.

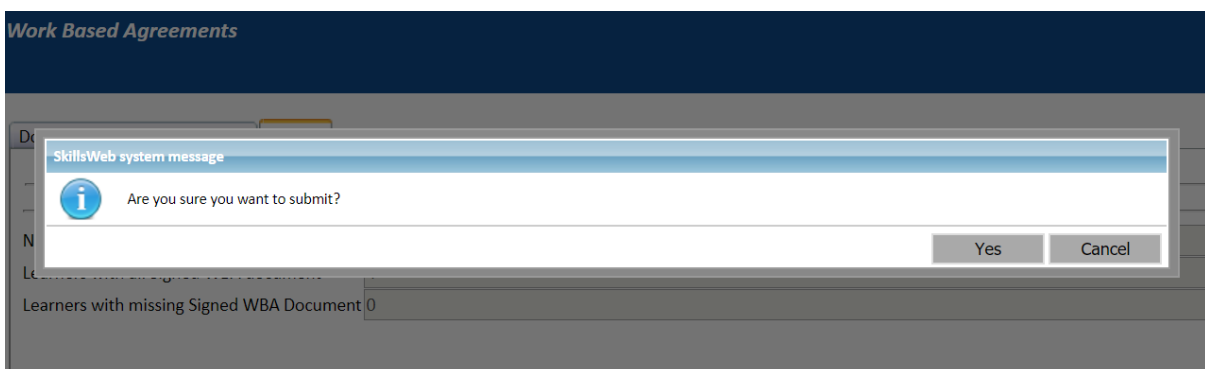


Fig 7.5

- When you click yes the message shown in the screen below (Fig 7.6) informing you that WBAs have been submitted successfully will be displayed.

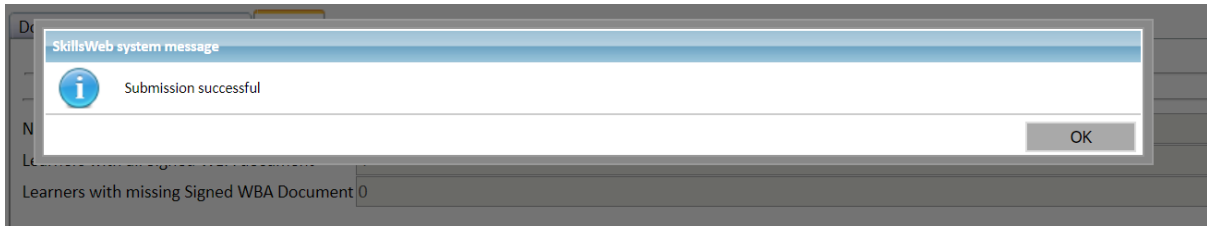
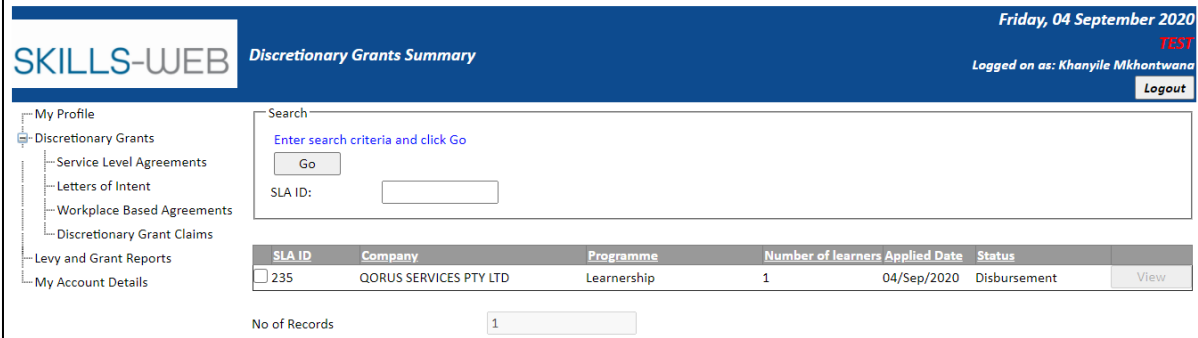


Fig 7.6

Submitting claims

1. Select discretionary grants on the menu, and the below screen will be displayed.



SKILLS-WEB Discretionary Grants Summary Friday, 04 September 2020
7:37
Logged on as: Khanyile Mkhontwana
Logout

My Profile
 Discretionary Grants
 Service Level Agreements
 Letters of Intent
 Workplace Based Agreements
 Discretionary Grant Claims
 Levy and Grant Reports
 My Account Details

Search
 Enter search criteria and click Go

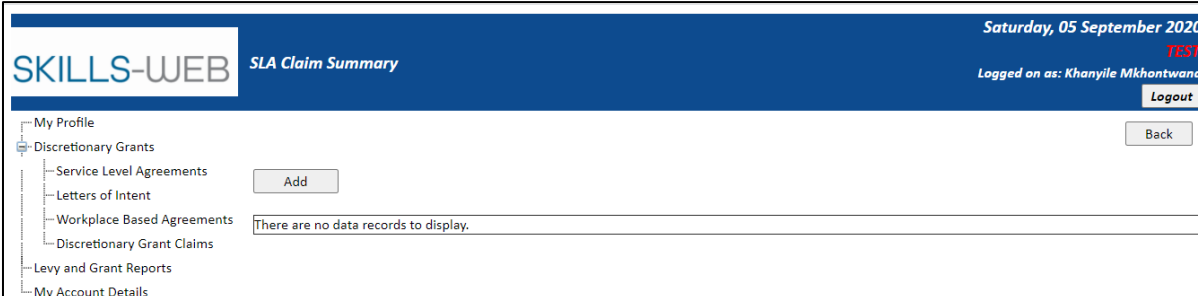
 SLA ID:

SLA ID	Company	Programme	Number of learners	Applied Date	Status	
<input type="checkbox"/> 235	QORUS SERVICES PTY LTD	Learnership	1	04/Sep/2020	Disbursement	<input type="button" value="View"/>

No of Records

Fig 8.1

2. Select the programme and click “View” button; and below screen will be displayed.



SKILLS-WEB SLA Claim Summary Saturday, 05 September 2020
7:37
Logged on as: Khanyile Mkhontwana
Logout

My Profile
 Discretionary Grants
 Service Level Agreements
 Letters of Intent
 Workplace Based Agreements
 Discretionary Grant Claims
 Levy and Grant Reports
 My Account Details

There are no data records to display.

Fig 8.2