



User Training Manual

FOODBEV SETA

SIMS: LEARNER ENROLMENTS

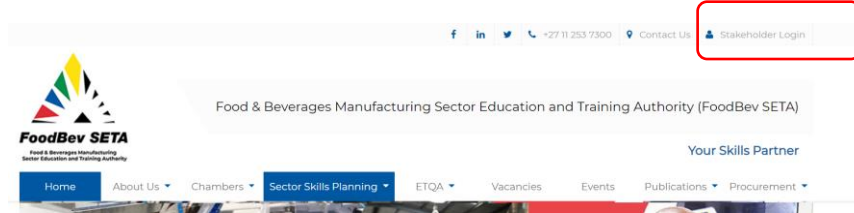


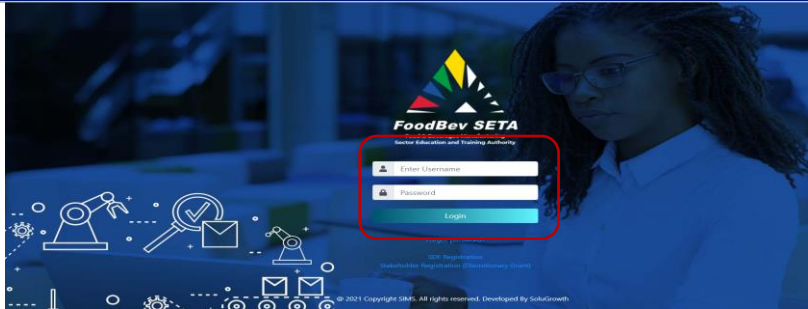
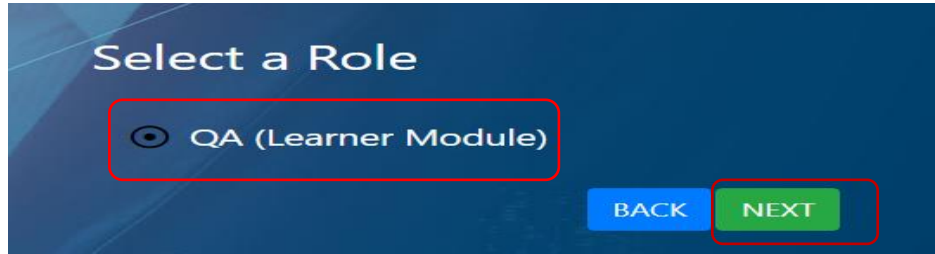
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1. Access SIMS

- a) Stable internet connectivity is required to access the system
- b) Each user needs to have a username and password

Step	Action	Result and Screenshots
1	Go to FoodBev SETA website: Home FoodBev SETA	1. Go to FoodBev SETA website: 
2	Navigate and click on the hyperlink " Stakeholder Login "	2. Navigate and click on the hyperlink " Stakeholder Login " 
3	You will land on the Login Screen Enter Username Enter Password Click LOGIN	3. You will land on the Login Screen, enter credentials, and click on LOGIN

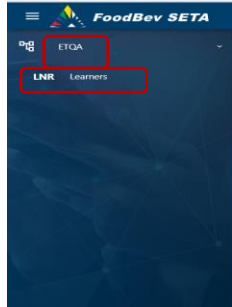
Step	Action	Result and Screenshots
		
4	Once you have clicked on LOGIN, you will be prompted to Select a Role, Select Role and click on "Next"	Upon Login you will be prompted to select a Role, Select Role and click on Next. 
5	The system will land on the FoodBev Dashboard, Click on the Sub Menu and Select learners.	The system will land on the FoodBev Dashboard, Click on the Sub Menu and Select learners. 

Step	Action	Result and Screenshots																		
6	Click on the Sub Menu and Select ETQA >>Leamers	FoodBev SETA ETQA Learners Dashboard Learner Per Province <table><tr><th>Province</th><th>Learner Per Province</th></tr><tr><td>Free State</td><td>~5,000</td></tr><tr><td>Gauteng North</td><td>~18,000</td></tr><tr><td>Gauteng South</td><td>~12,000</td></tr><tr><td>Kwa-Zulu</td><td>~18,000</td></tr><tr><td>Limpopo</td><td>~5,000</td></tr><tr><td>Mpumalanga</td><td>~5,000</td></tr><tr><td>North West</td><td>~5,000</td></tr><tr><td>Northern C</td><td>~5,000</td></tr></table> Learner Learnship Withdrawn Achieved Pending Enroll Achieved Enroll Pending Verification Withdrawn	Province	Learner Per Province	Free State	~5,000	Gauteng North	~18,000	Gauteng South	~12,000	Kwa-Zulu	~18,000	Limpopo	~5,000	Mpumalanga	~5,000	North West	~5,000	Northern C	~5,000
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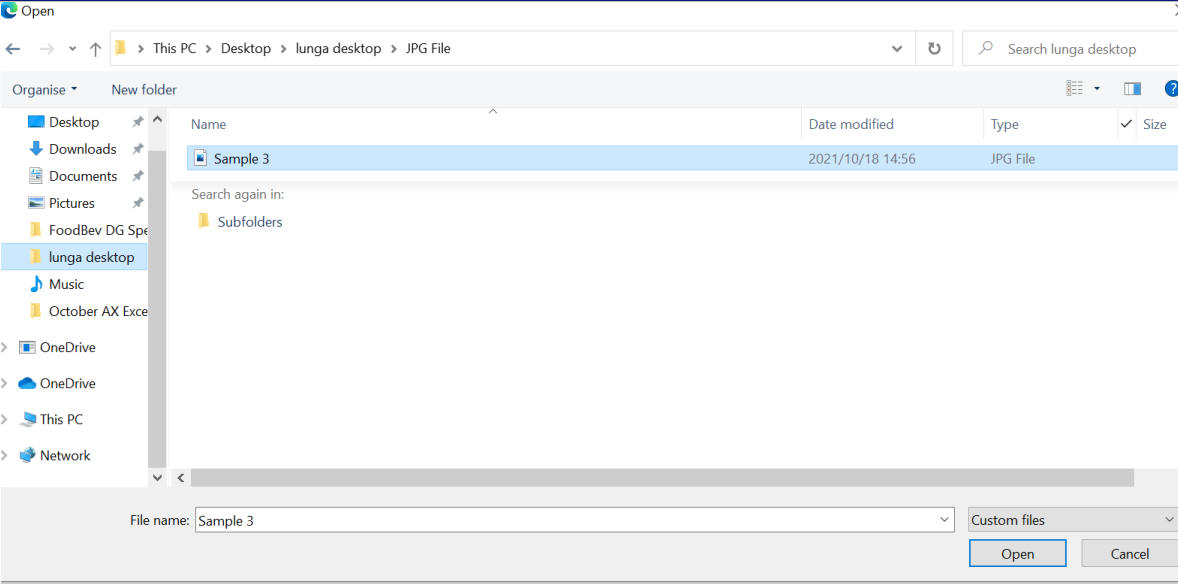
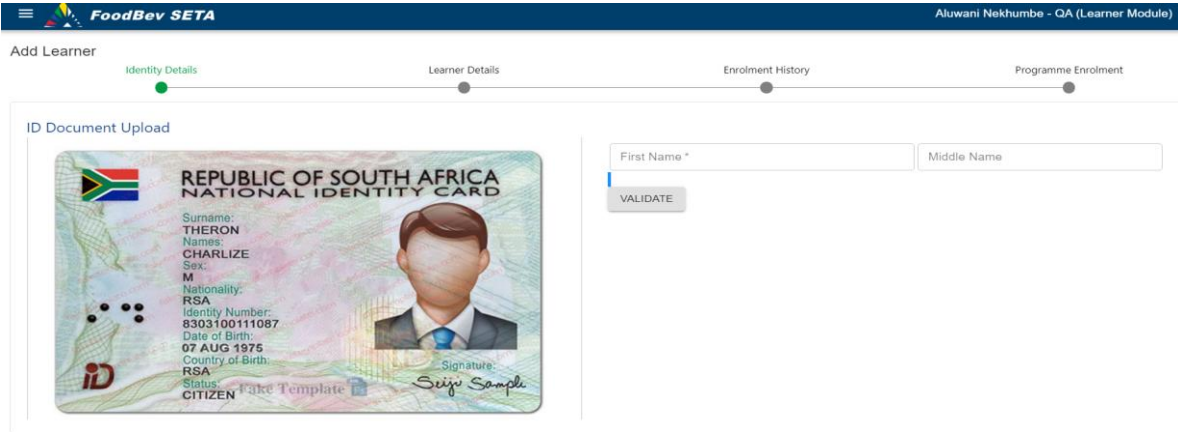
CAPTURE NEW LEARNER

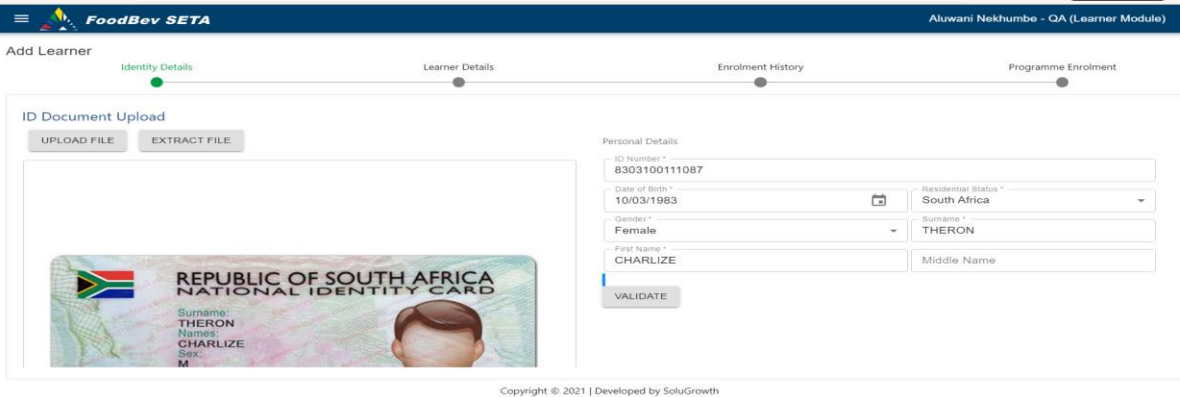
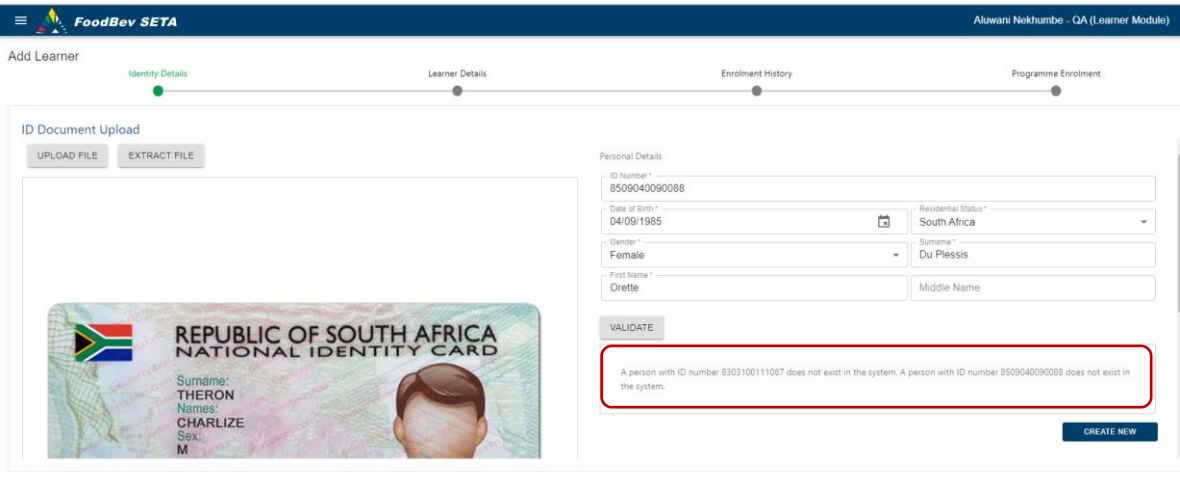
2. Learner: Capture – ID upload

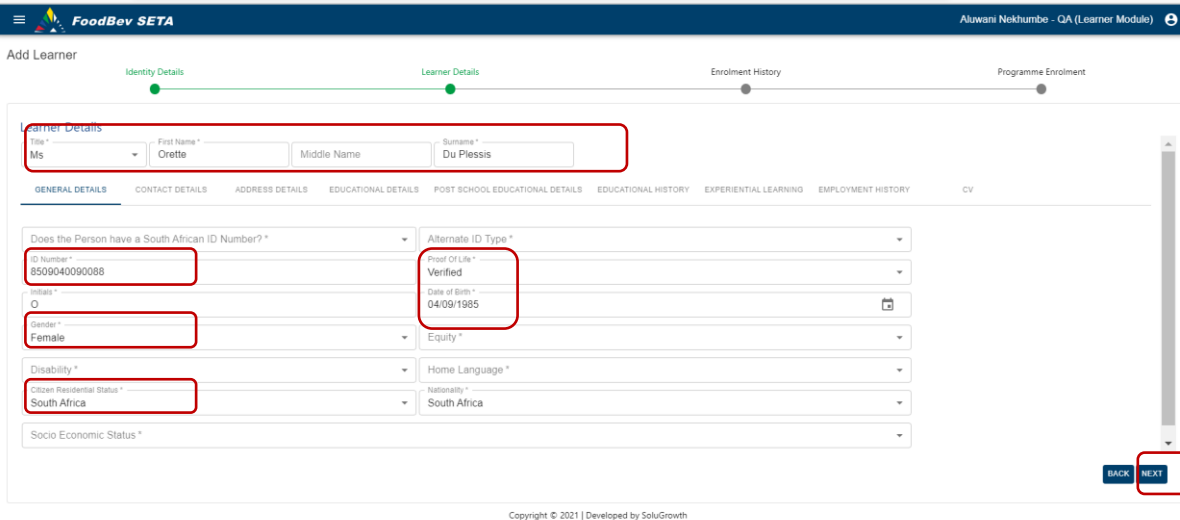
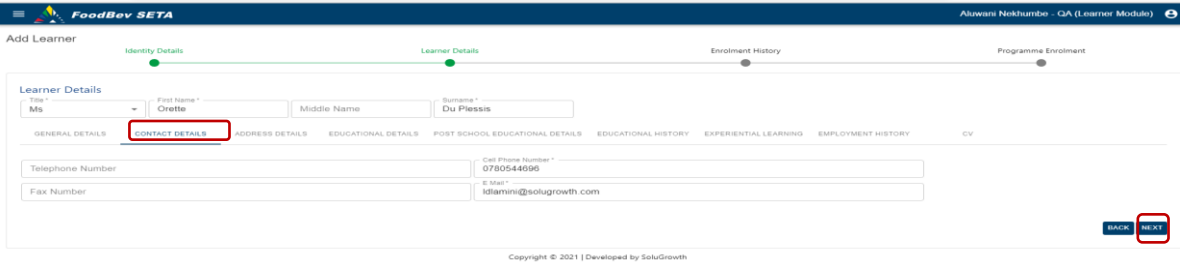
NB: Only smart cards ID can be uploaded.

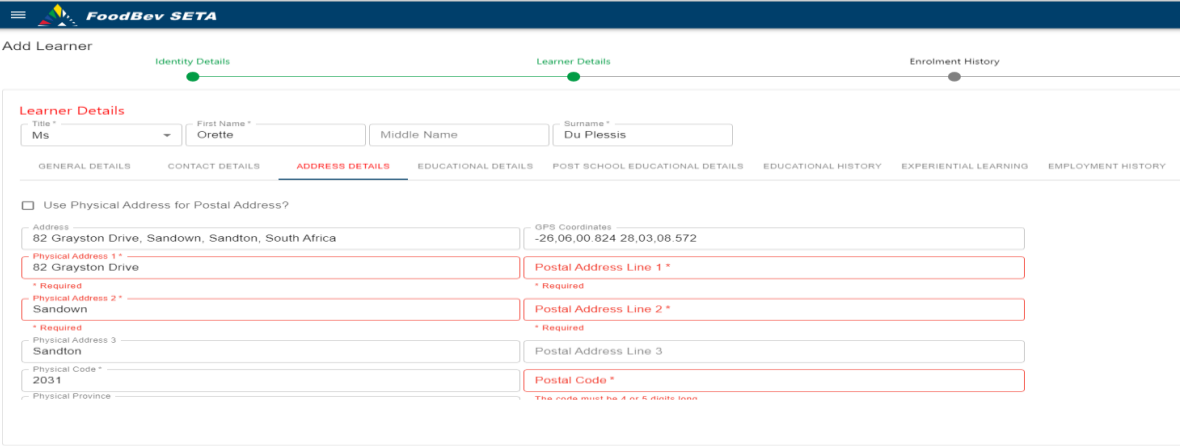
Step	Action	Actual Result and Screenshots																										
1.	1. Click Learner menu	Click ETQA than Learner menu on the Dashboard  The screenshot shows the FoodBev SETA dashboard. On the left sidebar, the 'ETQA' menu item is highlighted with a red box, and the 'LNR Learners' menu item is also highlighted with a red box. The main dashboard area contains two charts: 'Learner Per Province' and 'Learner Learnership'. Learner Per Province Data: <table><tr><th>Province</th><th>Learner Per Province</th></tr><tr><td>Free State</td><td>~5000</td></tr><tr><td>Gauteng North</td><td>185452</td></tr><tr><td>Gauteng South</td><td>133390</td></tr><tr><td>Kwa-Zulu</td><td>121320</td></tr><tr><td>Limpopo</td><td>~5000</td></tr><tr><td>North West</td><td>~5000</td></tr><tr><td>Northern C</td><td>~5000</td></tr></table> Learner Learnership Data: <table><tr><th>Status</th><th>Count</th></tr><tr><td>Achieved</td><td>~1000</td></tr><tr><td>Enrolled</td><td>~1000</td></tr><tr><td>Pending Verification</td><td>~1000</td></tr><tr><td>Withdrawn</td><td>~1000</td></tr></table>	Province	Learner Per Province	Free State	~5000	Gauteng North	185452	Gauteng South	133390	Kwa-Zulu	121320	Limpopo	~5000	North West	~5000	Northern C	~5000	Status	Count	Achieved	~1000	Enrolled	~1000	Pending Verification	~1000	Withdrawn	~1000
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2	Click Add (Indicated by a + sign)	Click Add (Indicated by a + sign)																										

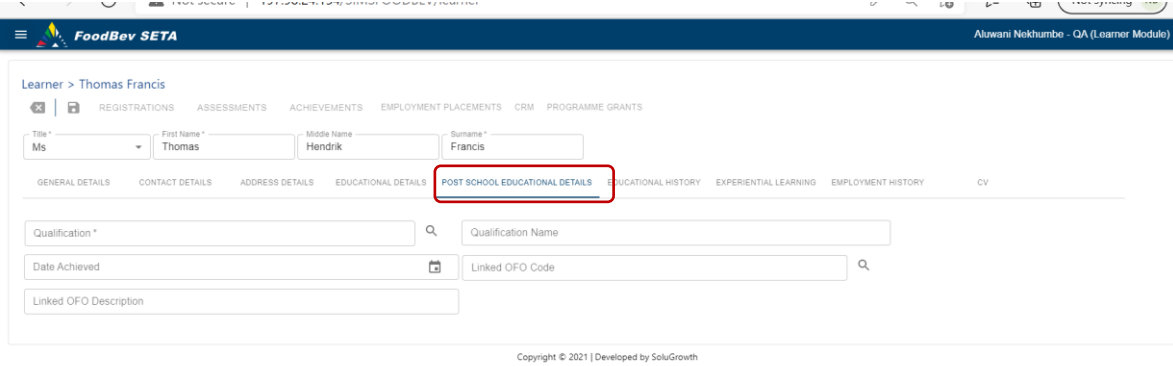
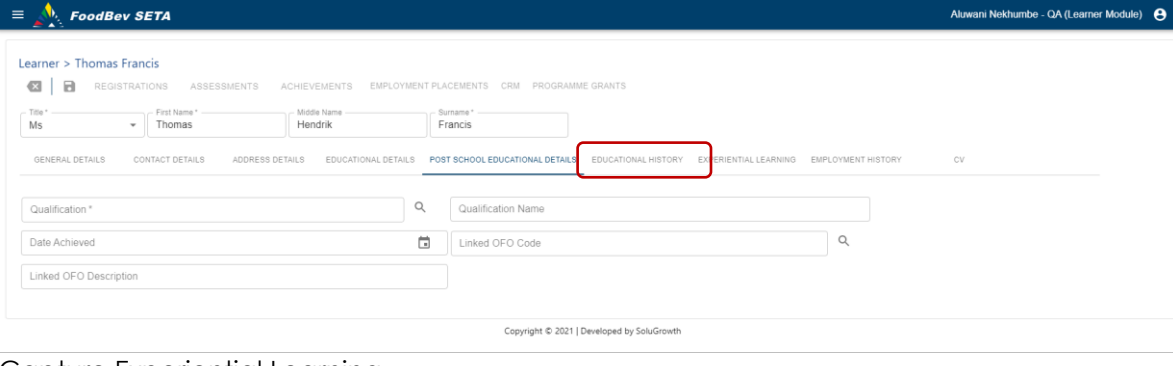
Step	Action	Actual Result and Screenshots																																												
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3	Click upload file button and Search for scanned ID document Select the document to upload and click ok NB: Only ID cards can be used.	Click upload file button and Search for scanned ID document Select the document to upload and click OK. FoodBev SETA Aluwani Nekhumbe - QA (Learner Module) Add Learner Identity Details Learner Details Enrolment History Programme Enrolment ID Document Upload UPLOAD FILE Personal Details ID Number * Date of Birth * Gender * First Name * Residential Status * Surname * Middle Name VALIDATE Click on Upload File And select ID card to upload and Click on Open																																												

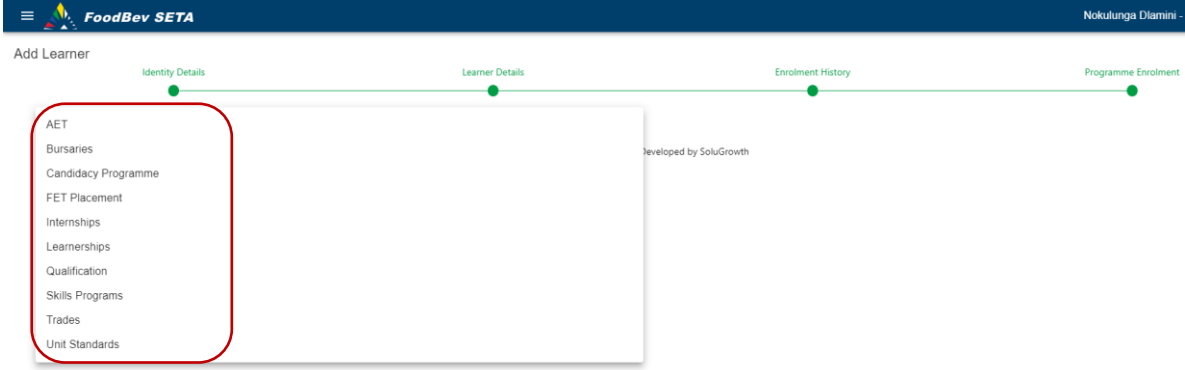
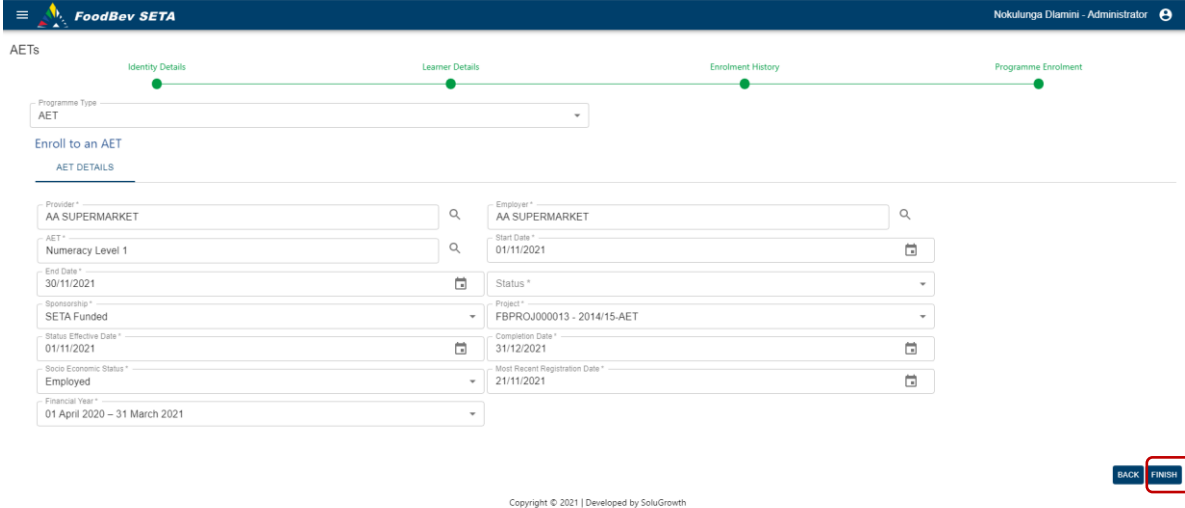
Step	Action
	Actual Result and Screenshots  The Selected ID card will be uploaded on the system 

Step	Action	Actual Result and Screenshots
4	Click Extract file button to extract the ID details on the system	When Excract is clicked, the ID card details will be auto-populated on the Personal Detail Tab  The screenshot shows the 'FoodBev SETA' interface with the 'Add Learner' section. The 'Identity Details' tab is active. Under 'ID Document Upload', the 'EXTRACT FILE' button is highlighted. Below it is a placeholder for an ID card image. To the right, the 'Personal Details' form is populated with the following information: ID Number: 8303100111087, Date of Birth: 10/03/1983, Residential Status: South Africa, Gender: Female, Surname: THERON, First Name: CHARLIZE, and Middle Name: (empty). A 'VALIDATE' button is located below the form.
5	Click Validate button and then Click Create new button	Validate the ID details and check if learner does not already exist on the FoodBev database and return a message based on the Validation results.  The screenshot shows the same 'FoodBev SETA' interface. The 'VALIDATE' button is now highlighted. Below the form, a red-bordered box contains the message: 'A person with ID number 8303100111087 does not exist in the system. A person with ID number 8509040090088 does not exist in the system.' A 'CREATE NEW' button is visible at the bottom right of the form area.

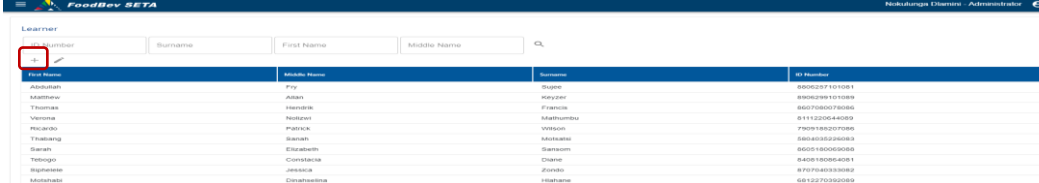
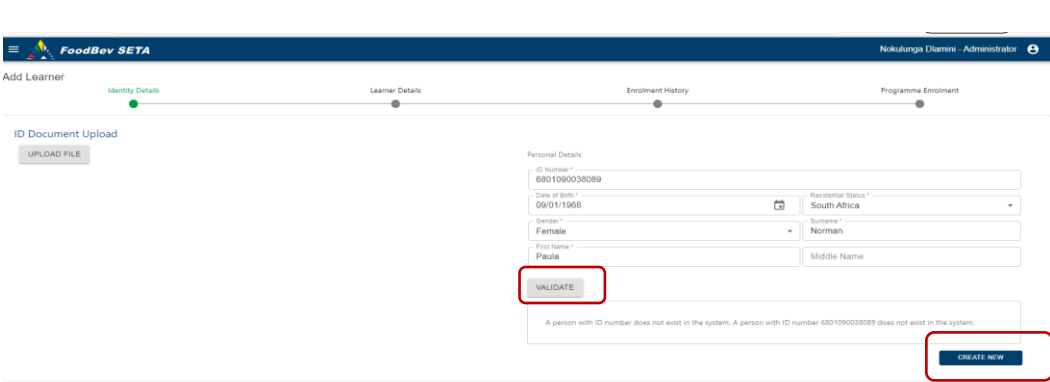
Step	Action	Actual Result and Screenshots
6	When the Create new button is clicked, the system allows the user to capture the Learner's personal details. 6.1 Capture learner general details	Capture learner general details Most fields are already auto populated and extracted from the ID uploaded. Capture the remaining fields and click on Next 
6.2	Capture learners contact details	Capture learners contact details Click on Next and the system will navigate to the Contact Details Tab 

Step	Action	Actual Result and Screenshots
6.3	Capture learner Address details	Capture learners Address details Click on Next and the system will navigate to the Address Details Tab When the address is captured, there is google interaction and the GPS coordinates and address details are populated from the address details  The screenshot shows the 'Add Learner' form for FoodBev SETA, specifically the 'Address Details' tab. The form includes fields for Title (Ms), First Name (Orette), Middle Name, and Surname (Du Plessis). Below these are tabs for GENERAL DETAILS, CONTACT DETAILS, ADDRESS DETAILS (active), EDUCATIONAL DETAILS, POST SCHOOL EDUCATIONAL DETAILS, EDUCATIONAL HISTORY, EXPERIENTIAL LEARNING, and EMPLOYMENT HISTORY. A checkbox 'Use Physical Address for Postal Address?' is present. The form contains several input fields for address components: Address (82 Grayston Drive, Sandown, Sandton, South Africa), GPS Coordinates (-26,06,00 824 28,03,06 572), Physical Address 1 (82 Grayston Drive), Physical Address 2 (Sandown), Physical Address 3 (Sandton), Physical Code (2031), Physical Province, Postal Address Line 1, Postal Address Line 2, Postal Address Line 3, and Postal Code. Red asterisks indicate required fields. A red error message 'The code must be 4 or 5 digits long' is visible below the Postal Code field. The footer of the form states 'Copyright © 2021 Developed by SoluGrowth'.

Step	Action	Actual Result and Screenshots
6.5	Capture Post School Educational Details.	Capture learners' Post School Educational Details and move to the next Tab 
6.6	Capture learners' educational history,	Capture learners' educational history 
6.7	Capture Experiential Learning	Capture Experiential Learning

Step	Action	Actual Result and Screenshots
		
6.10	Enrolling Learner to a learning Programme	Once the Programme Type is selected, The system will allow you to capture the learning programme details and click on “Finish” once done to finalise the learner enrollment. 

2.1 Learner: Capture – No ID upload

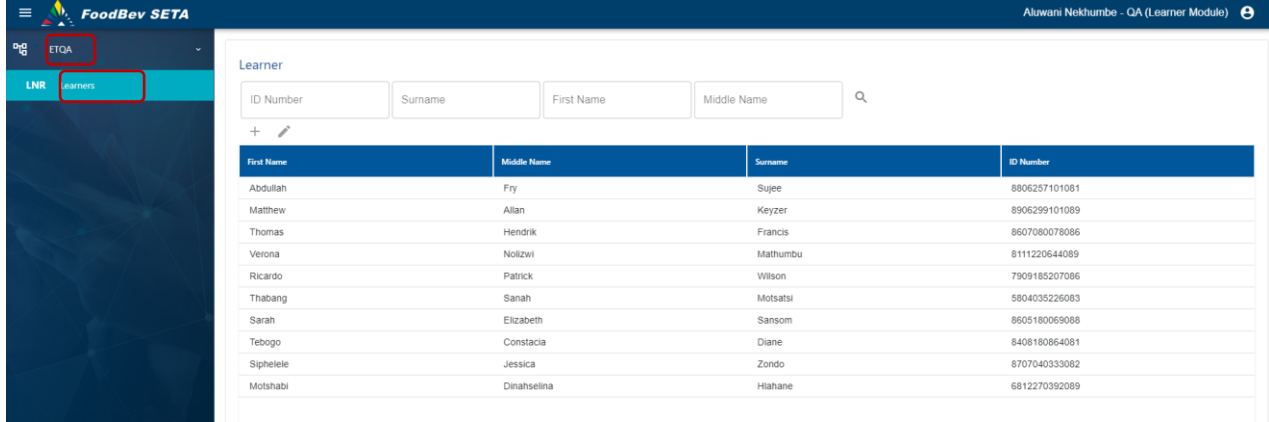
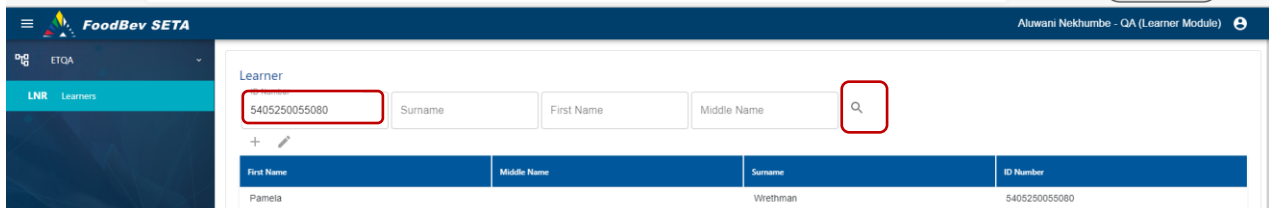
Step	Action	Actual Result and Screenshots
1.	Once Logged on, click on the ETQA menu then Learners	 The screenshot shows the FoodBev SETA dashboard. On the left sidebar, the 'ETQA' menu is highlighted with a red box, and the 'Learners' sub-menu is also highlighted with a red box. The main content area displays a 'Dashboard' with two charts: 'Learner Per Province' (a bar chart showing learner counts per province) and 'Learner Learnership' (a pie chart showing the distribution of learners by status: Achieved, Enrolled, Pending Verification, and Withdrawn).
2.	On the Learner Tab Click Add (Indicated by a + sign) to add new Learner.	 The screenshot shows the 'Learner' tab in the FoodBev SETA system. A red box highlights the '+' icon in the top left corner of the table, indicating the 'Add' button. The table below lists existing learners with columns for First Name, Surname, First Name, Middle Name, ID Number, and ID Number.
3.	Capture Learners Details and then click on "Validate"	 The screenshot shows the 'Add Learner' form in the FoodBev SETA system. The form includes sections for 'ID Document Upload' and 'Personal Details'. A red box highlights the 'VALIDATE' button at the bottom right of the form. The 'Personal Details' section includes fields for ID Number, Date of Birth, Gender, First Name, Middle Name, and Residential Status.
4.	Once the Create New Button is clicked follow Steps 6 to 6.10 on Section 2 to capture learners details up until Programme Enrolments	

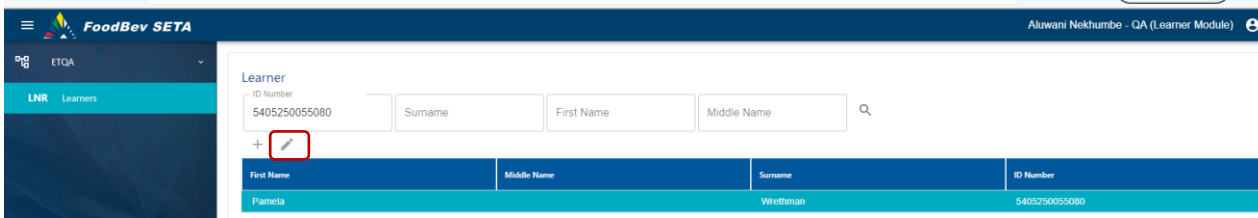
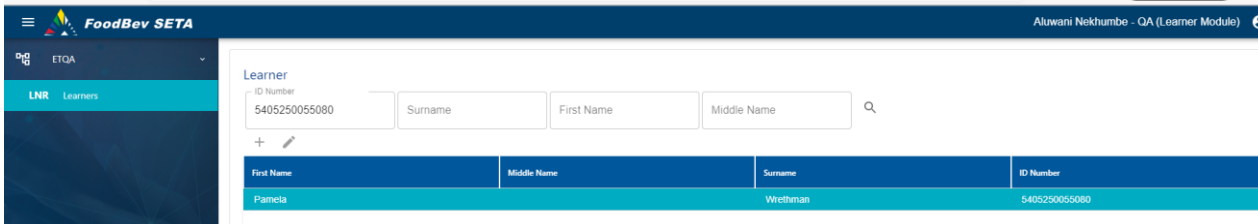
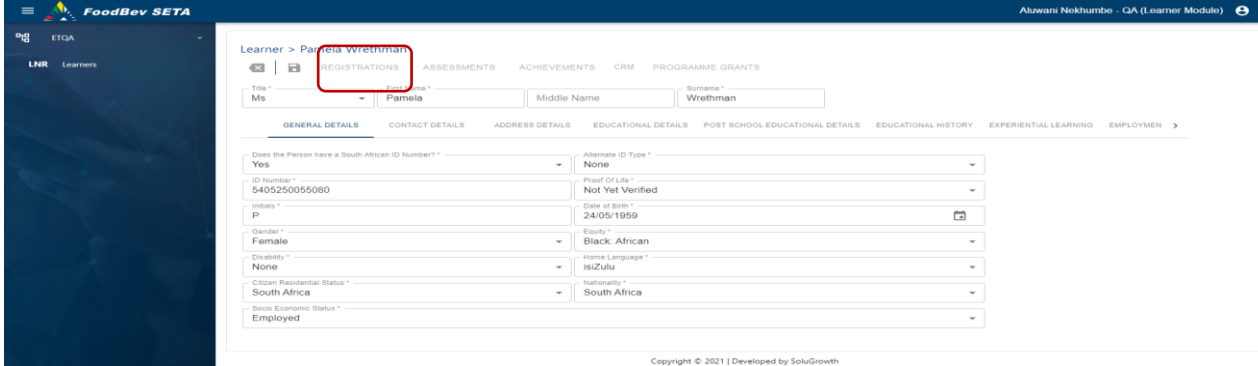
3. Learner Programme Enrolments

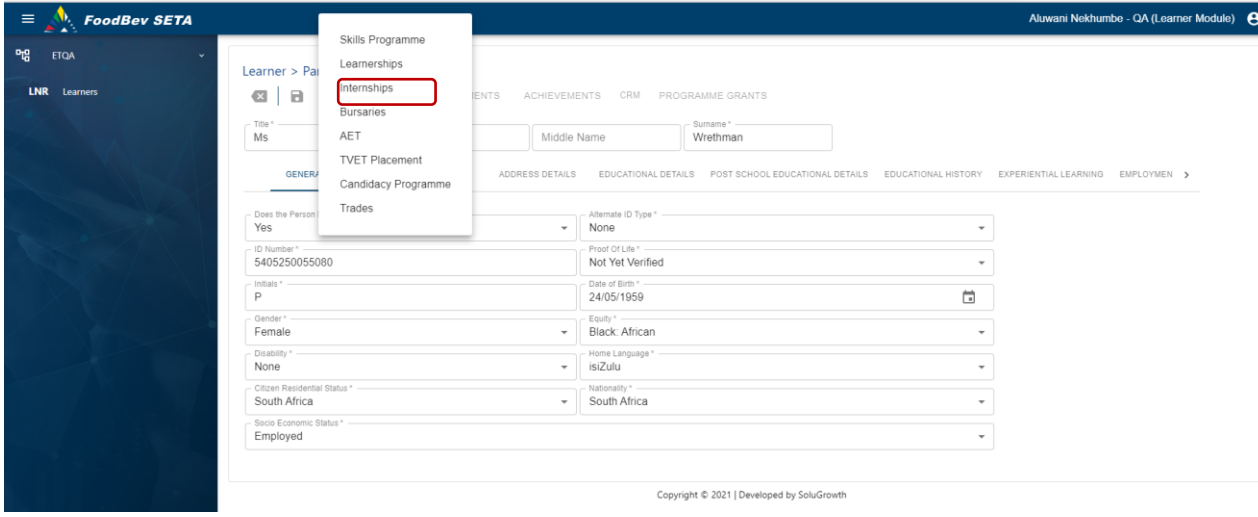
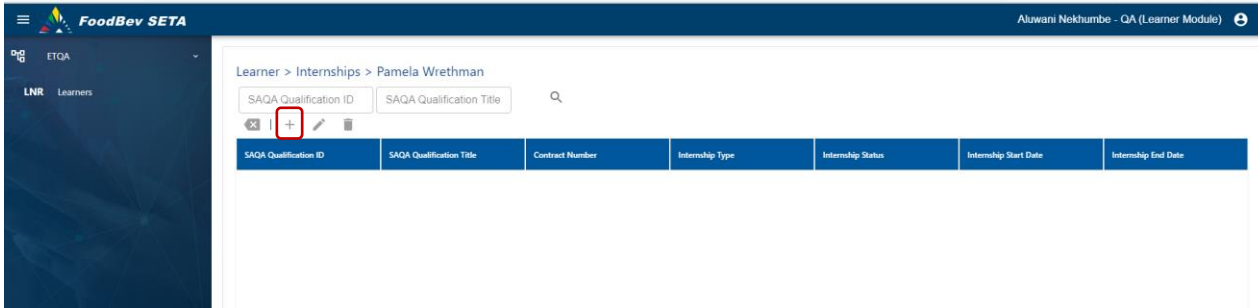
For new learner enrolments, follow Steps on Section 2 up until learner Enrolments and select Programme Type

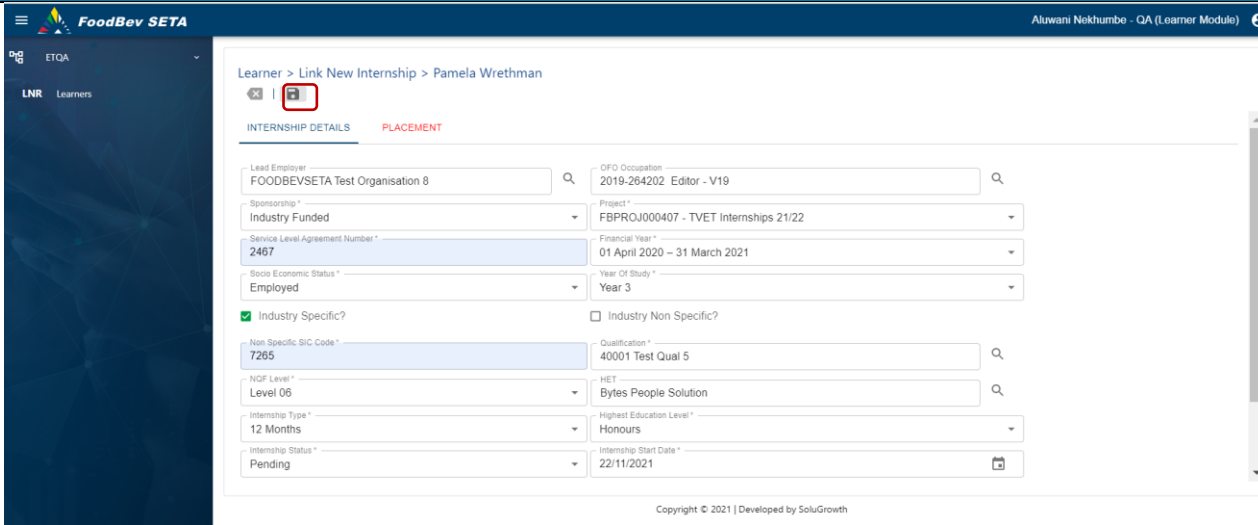
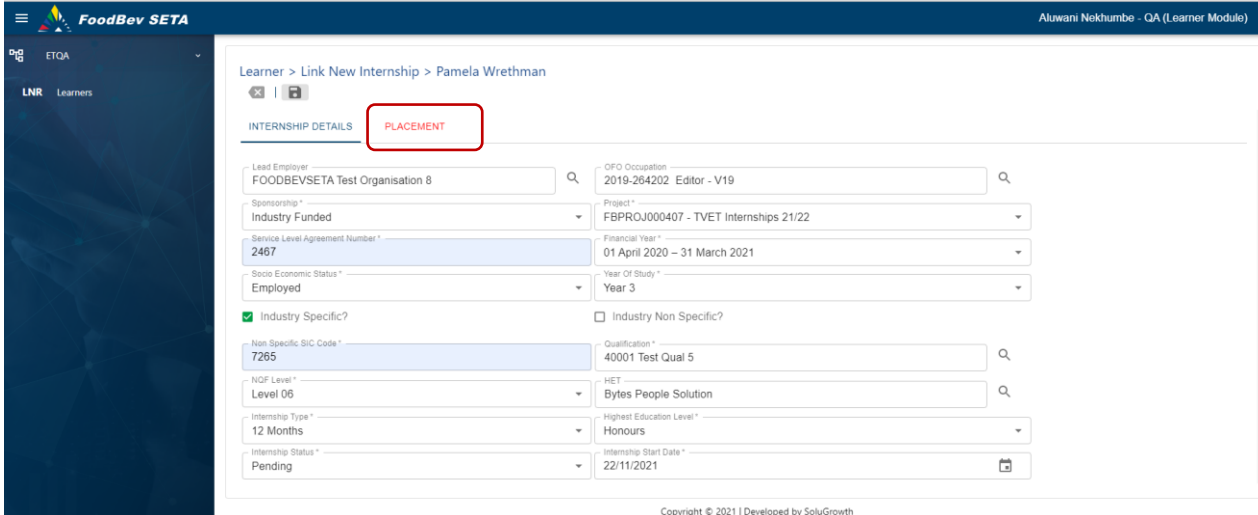
3.1 Enrol: Internship

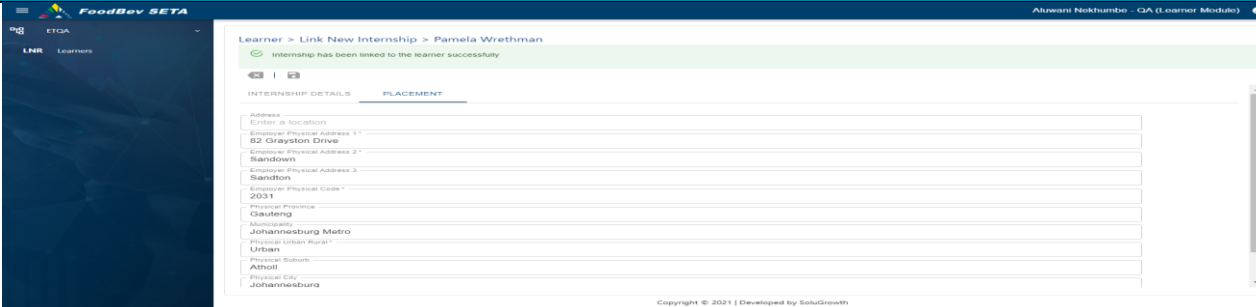
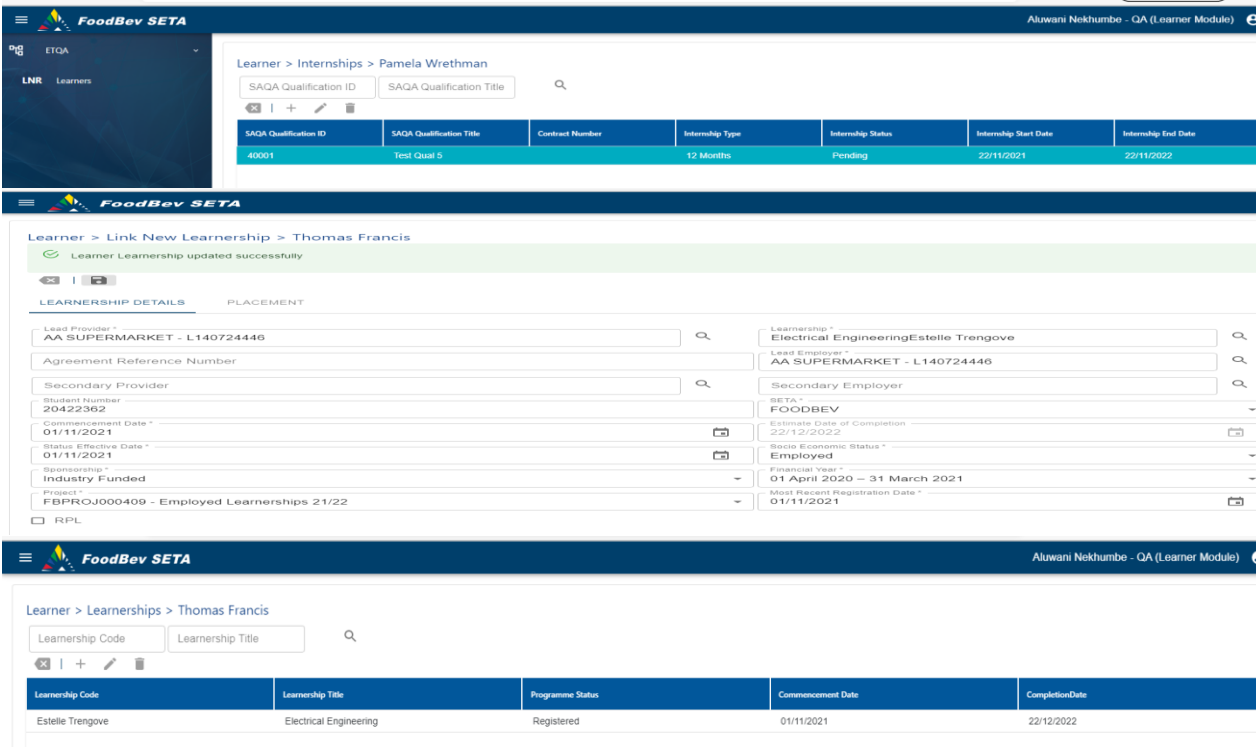
The following steps need to be followed to link an Internship against a Learner on FOODBEV SIMS System:

Step	Action	Result and Screenshots																																												
1.	Click on ETQA>>Learner Module	 The screenshot shows the FoodBev SETA Learner Module interface. The ETQA menu is highlighted in the top navigation bar. The LNR Learners tab is selected in the left sidebar. The main area shows a search bar and a table of learners. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Abdullah</td><td>Fry</td><td>Sujee</td><td>8806257101081</td></tr><tr><td>Matthew</td><td>Allan</td><td>Keyzer</td><td>8906299101089</td></tr><tr><td>Thomas</td><td>Hendrik</td><td>Francis</td><td>8607080078086</td></tr><tr><td>Verona</td><td>Nolizwi</td><td>Mathumbu</td><td>8111220644089</td></tr><tr><td>Ricardo</td><td>Patrick</td><td>Wilson</td><td>7909185207086</td></tr><tr><td>Thabang</td><td>Sanah</td><td>Motsatsi</td><td>5804035226083</td></tr><tr><td>Sarah</td><td>Elizabeth</td><td>Sansom</td><td>8605180069088</td></tr><tr><td>Tebogo</td><td>Constacia</td><td>Diane</td><td>8408180864081</td></tr><tr><td>Siphelele</td><td>Jessica</td><td>Zondo</td><td>8707040333082</td></tr><tr><td>Motshabi</td><td>Dinahselina</td><td>Hlahane</td><td>6812270392089</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Abdullah	Fry	Sujee	8806257101081	Matthew	Allan	Keyzer	8906299101089	Thomas	Hendrik	Francis	8607080078086	Verona	Nolizwi	Mathumbu	8111220644089	Ricardo	Patrick	Wilson	7909185207086	Thabang	Sanah	Motsatsi	5804035226083	Sarah	Elizabeth	Sansom	8605180069088	Tebogo	Constacia	Diane	8408180864081	Siphelele	Jessica	Zondo	8707040333082	Motshabi	Dinahselina	Hlahane	6812270392089
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2.	Enter Learner Details and then click on Search Icon The learner info will populate.	 The screenshot shows the FoodBev SETA Learner Module interface with the search bar populated with the ID number 5405250055080. The search icon is highlighted. The table below shows the learner's details. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wrethman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wrethman	5405250055080																																				
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Step	Action	Result and Screenshots
3	Click on the Learner info to select the learner, the learner information will highlight.	
4	Click Edit	
5	Click Registrations tab	
6	Select Internship on the Registration Tab	

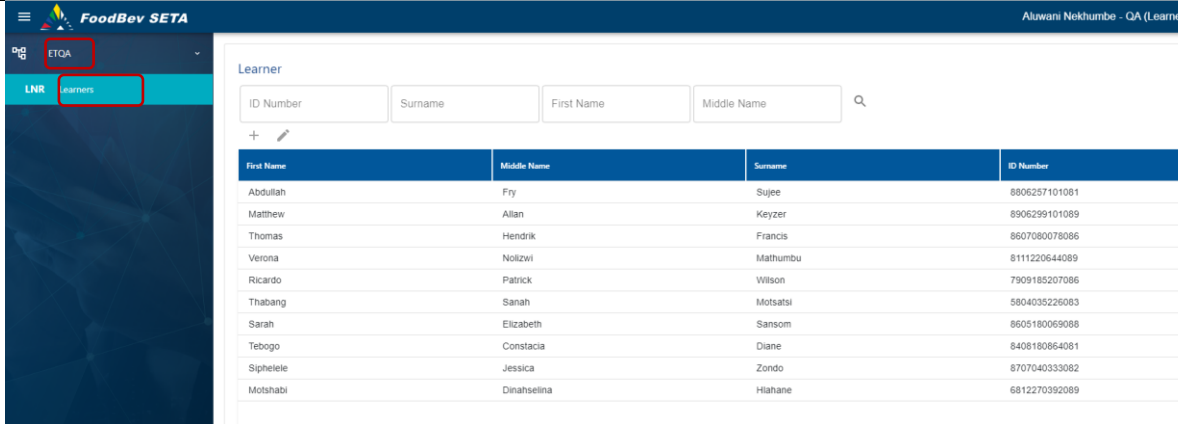
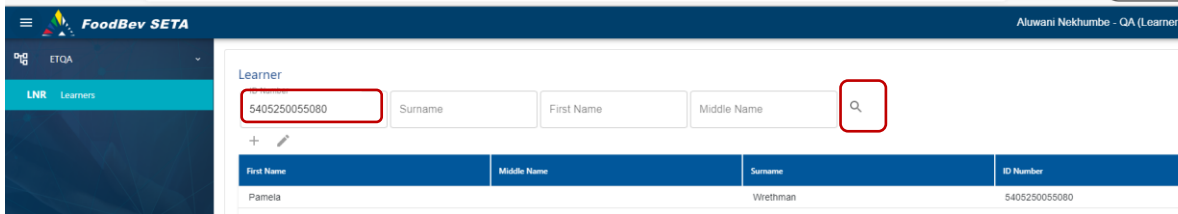
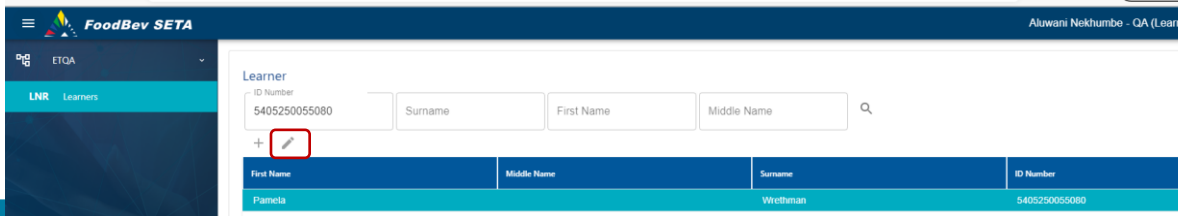
Step	Action	Result and Screenshots
		
7	Click Add	

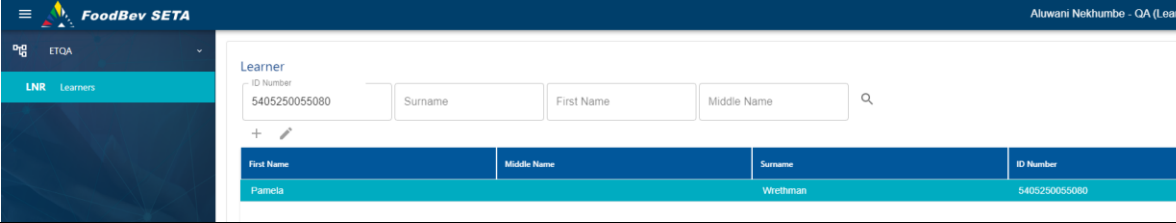
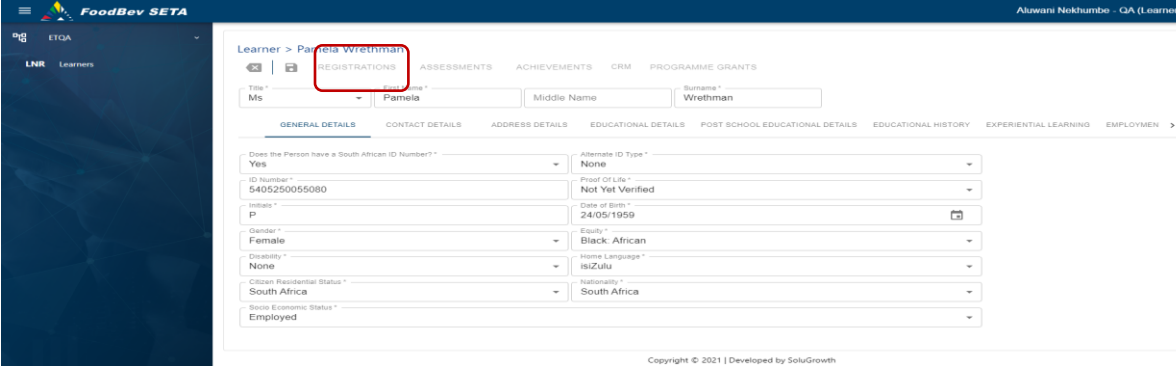
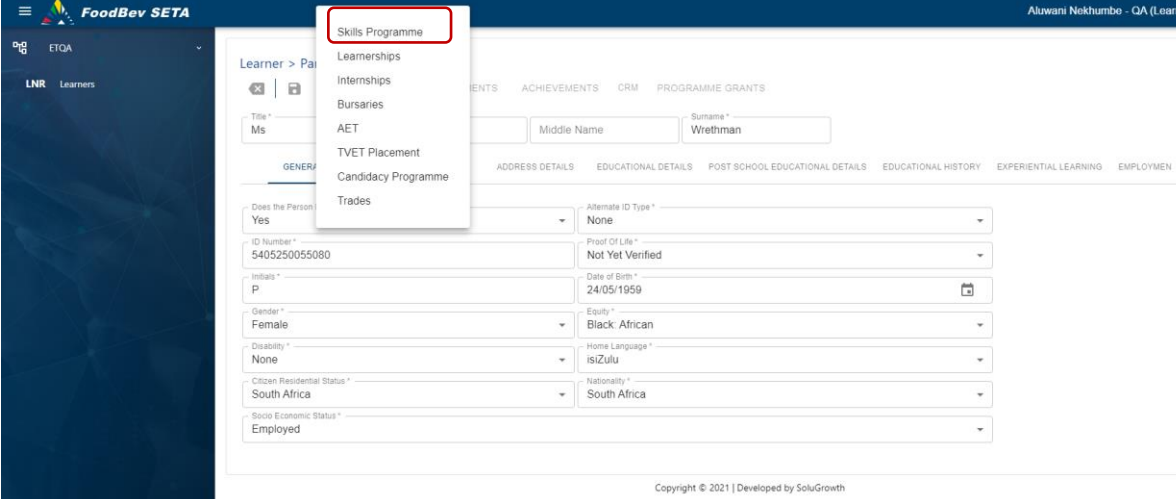
Step	Action	Result and Screenshots
8	Complete all fields and click save Click on the Save button to complete the registration page.	 The screenshot shows the 'FoodBev SETA' interface with the 'Learner > Link New Internship > Pamela Wrethman' path. The 'PLACEMENT' tab is selected. The form contains the following fields: - Lead Employer: FOODBEVSETA Test Organisation 8 - Sponsorship: Industry Funded - Service Level Agreement Number: 2467 - Socio Economic Status: Employed - Industry Specific? (checked) - Non Specific SIC Code: 7265 - NOF Level: Level 06 - Internship Type: 12 Months - Internship Status: Pending - OFO Occupation: 2019-264202 Editor - V19 - Project: FBPROJ000407 - TVET Internships 21/22 - Financial Year: 01 April 2020 – 31 March 2021 - Year Of Study: Year 3 - Industry Non Specific? (unchecked) - Qualification: 40001 Test Qual 5 - HET: Bytes People Solution - Highest Education Level: Honours - Internship Start Date: 22/11/2021 The 'Save' button is highlighted with a red box.
9	Click on the Tab Placement.	 The screenshot shows the same 'FoodBev SETA' interface. The 'PLACEMENT' tab is highlighted with a red box.

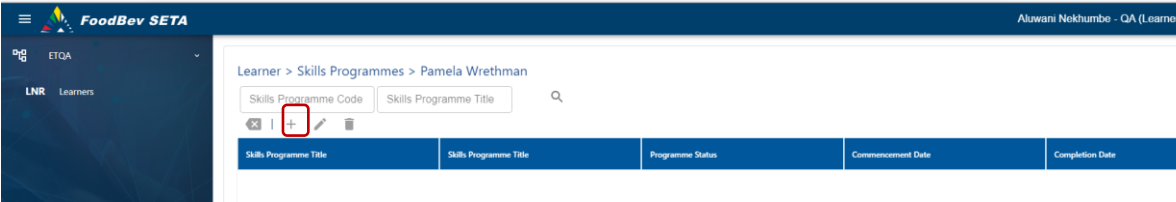
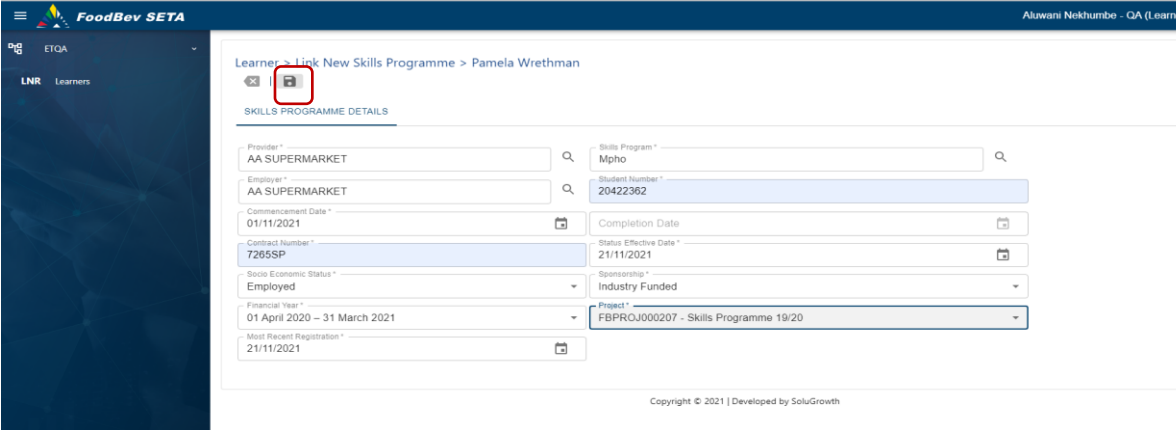
Step	Action	Result and Screenshots
10	Capture the Address on the Address Tab. The address will populate onto the Rest of the fields, Capture the Employment Start Date and click on Save	
11	The enrolled Internship will Save and display on the Learner's Registration Tab.	

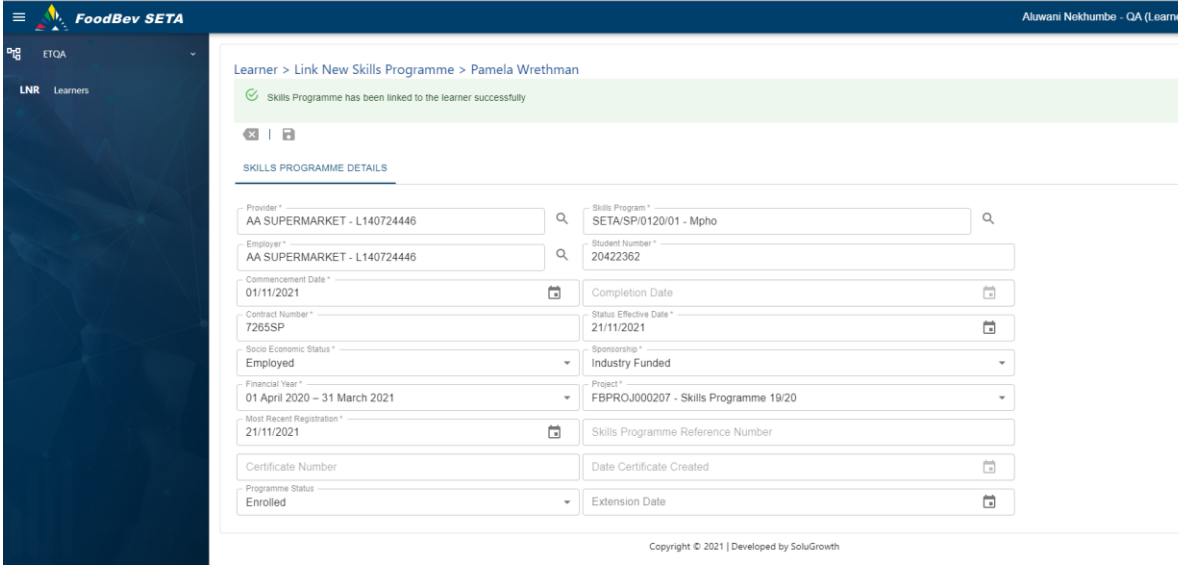
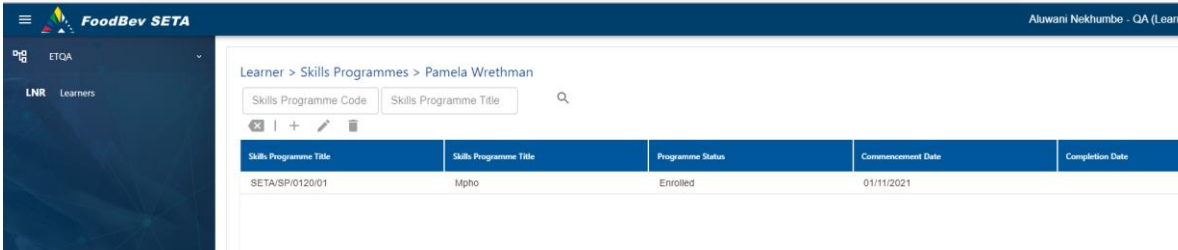
3.2 Learner: Enrol: Skills Programmes

The following steps need to be followed to link Skills Programme against a Learner on FOODBEV SIMS System:

Step	Action	Result and Screenshots																																												
1.	Click on ETQA>>Learner Module	 The screenshot shows the 'FoodBev SETA' interface. On the left sidebar, the 'ETQA' and 'LNR' tabs are visible. The 'LNR' tab is selected, and the 'Learners' link is highlighted. The main area displays a search bar for 'Learner' with fields for ID Number, Surname, First Name, and Middle Name. Below the search bar is a table of learners with columns: First Name, Middle Name, Surname, and ID Number. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Abdullah</td><td>Fry</td><td>Sujee</td><td>8906257101081</td></tr><tr><td>Matthew</td><td>Allan</td><td>Keyzer</td><td>8906299101089</td></tr><tr><td>Thomas</td><td>Hendrik</td><td>Francis</td><td>8607080078086</td></tr><tr><td>Verona</td><td>Nolizwi</td><td>Mathumbu</td><td>8111220644089</td></tr><tr><td>Ricardo</td><td>Patrick</td><td>Wilson</td><td>7909185207086</td></tr><tr><td>Thabang</td><td>Sanah</td><td>Motsatsi</td><td>5804035226083</td></tr><tr><td>Sarah</td><td>Elizabeth</td><td>Sansom</td><td>8605180069088</td></tr><tr><td>Tebogo</td><td>Constacia</td><td>Diane</td><td>8408180864081</td></tr><tr><td>Siphelele</td><td>Jessica</td><td>Zondo</td><td>8707040333082</td></tr><tr><td>Motshabi</td><td>Dinahselina</td><td>Hlahane</td><td>6812270392089</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Abdullah	Fry	Sujee	8906257101081	Matthew	Allan	Keyzer	8906299101089	Thomas	Hendrik	Francis	8607080078086	Verona	Nolizwi	Mathumbu	8111220644089	Ricardo	Patrick	Wilson	7909185207086	Thabang	Sanah	Motsatsi	5804035226083	Sarah	Elizabeth	Sansom	8605180069088	Tebogo	Constacia	Diane	8408180864081	Siphelele	Jessica	Zondo	8707040333082	Motshabi	Dinahselina	Hlahane	6812270392089
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2.	Enter Learner Details and then click on Search Icon The learner info will populate.	 The screenshot shows the 'FoodBev SETA' interface. The 'LNR' tab is selected. The search bar for 'Learner' has the ID Number field populated with '5405250055080'. The search icon is highlighted. Below the search bar is a table of learners with columns: First Name, Middle Name, Surname, and ID Number. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wrethman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wrethman	5405250055080																																				
First Name	Middle Name	Surname	ID Number																																											
Pamela		Wrethman	5405250055080																																											
3	Click on the Learner info to select the learner, the learner information will highlight.	 The screenshot shows the 'FoodBev SETA' interface. The 'LNR' tab is selected. The search bar for 'Learner' has the ID Number field populated with '5405250055080'. The learner information for Pamela Wrethman is highlighted in the table below. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wrethman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wrethman	5405250055080																																				
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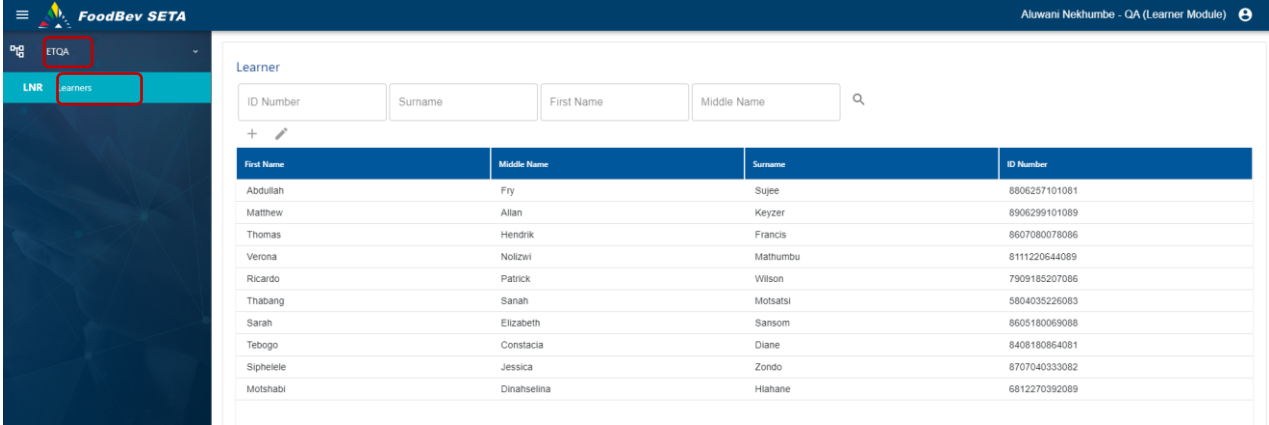
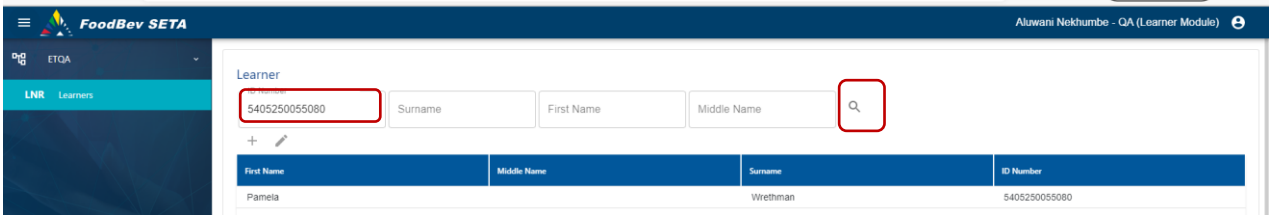
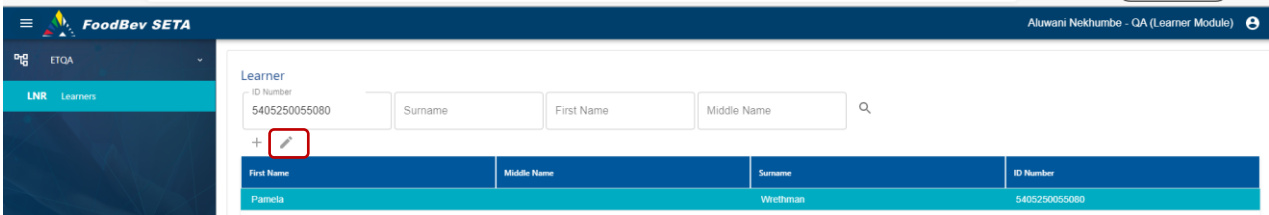
Step	Action	Result and Screenshots
4	Click Edit	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Edit' button is highlighted in the top left corner of the learner details section.
5	Click Registrations tab	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Registrations' tab is highlighted in the top navigation bar.
6	Select Skills Programme	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Skills Programme' dropdown menu is open, showing options like Learnerships, Internships, Bursaries, AET, TVET Placement, Candidacy Programme, and Trades.

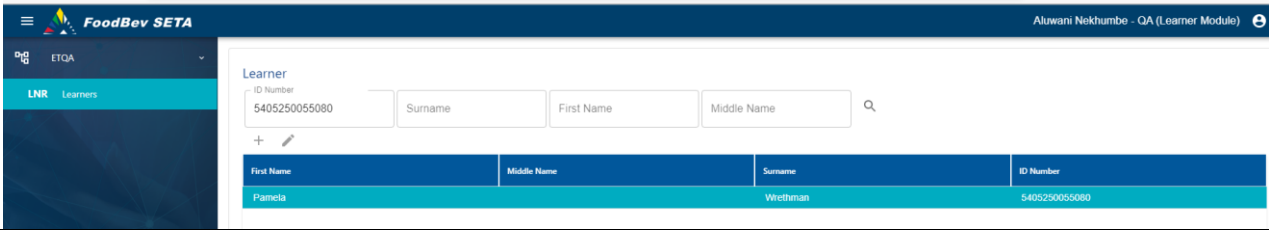
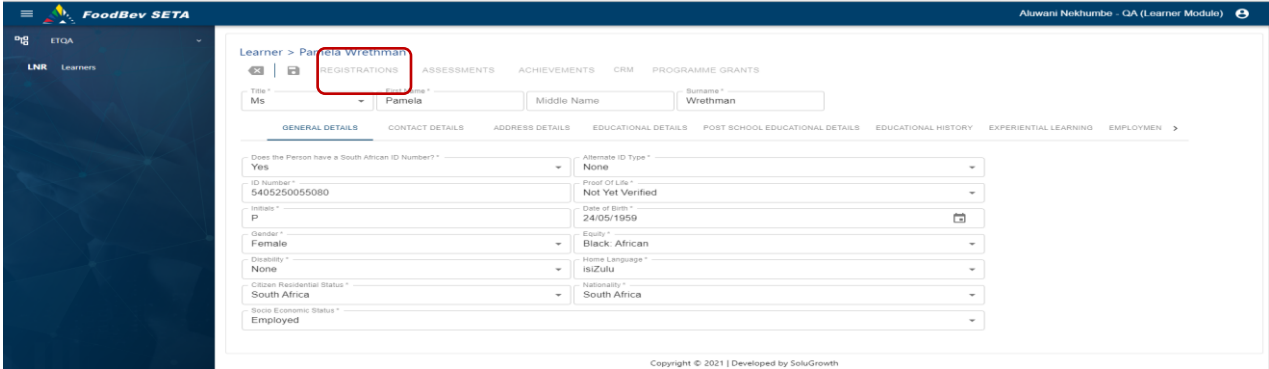
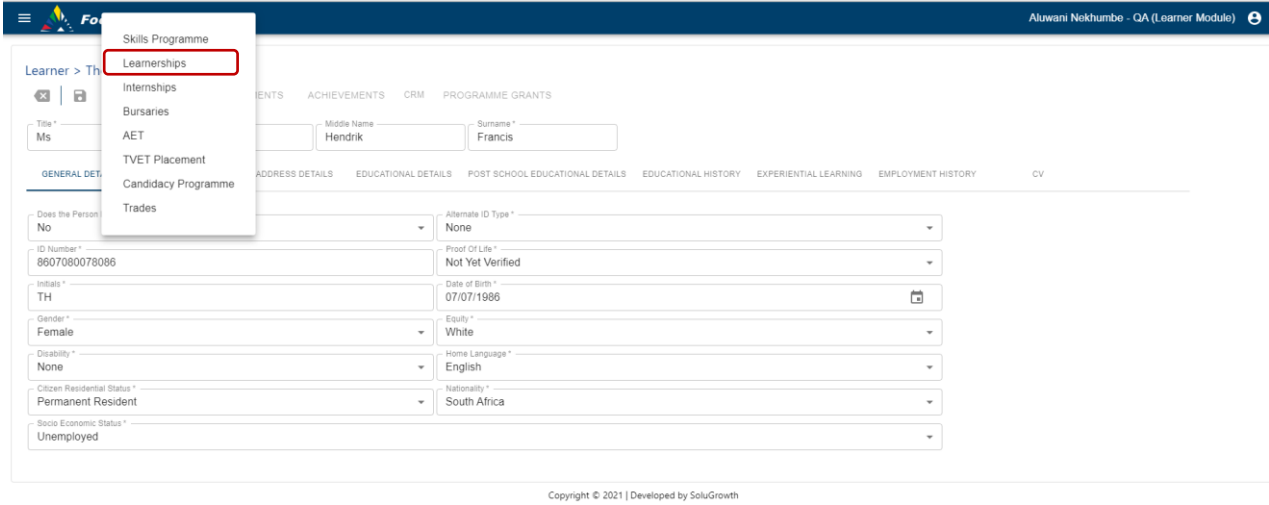
Step	Action	Result and Screenshots
7	Click Add	 The screenshot shows the 'Learner > Skills Programmes > Pamela Wrethman' page. At the top, there are search filters for 'Skills Programme Code' and 'Skills Programme Title'. Below these, a table with columns 'Skills Programme Title', 'Programme Status', 'Commencement Date', and 'Completion Date' is visible. A red square highlights the '+ Add' button in the top left corner of the table area.
8	Complete all fields and click save <i>System Rules</i> The system will check if the provider linked has scope for the Skills Programme you want to register to the learner. Click on the Save button to complete the registration page.	 The screenshot shows the 'Learner > Link New Skills Programme > Pamela Wrethman' page. The 'SKILLS PROGRAMME DETAILS' form is displayed with various fields. A red square highlights the 'Save' button in the top left corner of the form area. The form includes fields for Provider, Employer, Commencement Date, Completion Date, Status Effective Date, Socio Economic Status, Industry Funded, Project, and Most Recent Registration.

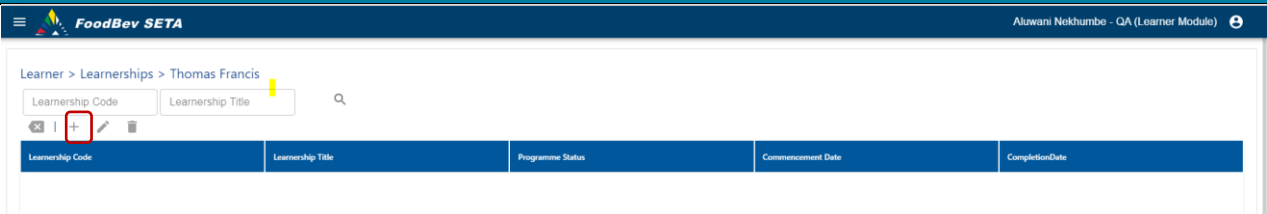
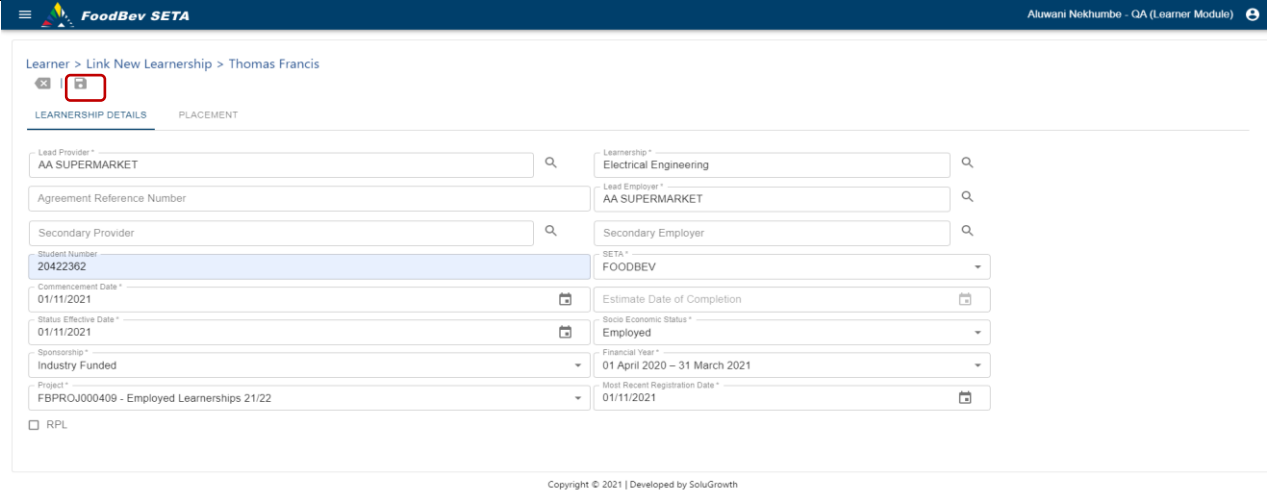
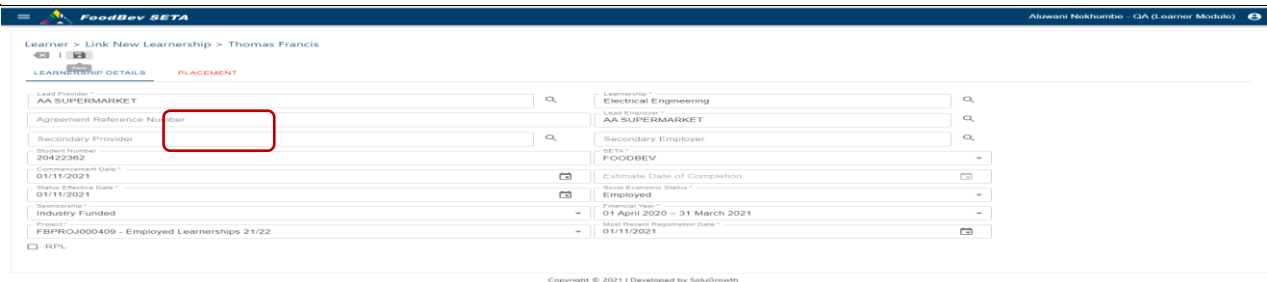
Step	Action	Result and Screenshots
9	The enrolled Skills Programme Save and display on the Learner's Registration Tab.	 

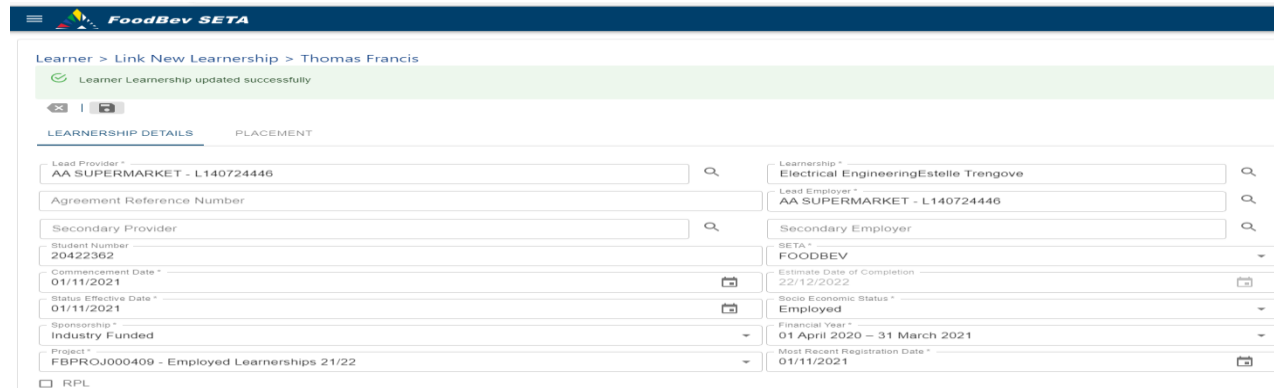
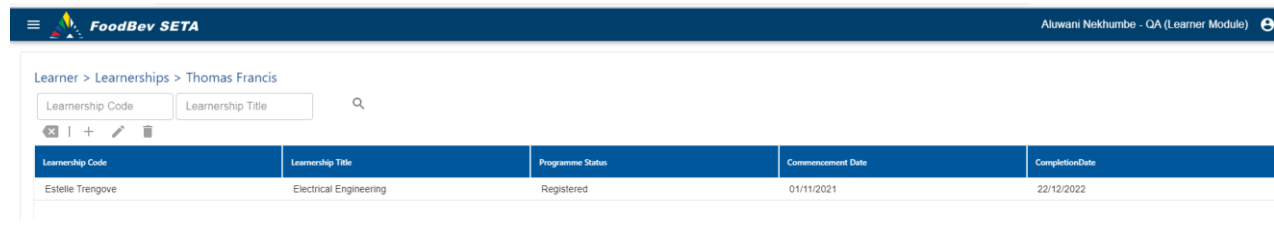
3.3 Learner: Enrol: Learnership

The following steps need to be followed to link a Learnership against a Learner on FOODBEV SIMS System:

Step	Action	Result and Screenshots
1.	Click on ETQA>>Learner Module	
2.	Enter Learner Details and then click on Search Icon The learner info will populate.	
3	Click on the Learner info to select the learner, the learner information will highlight.	

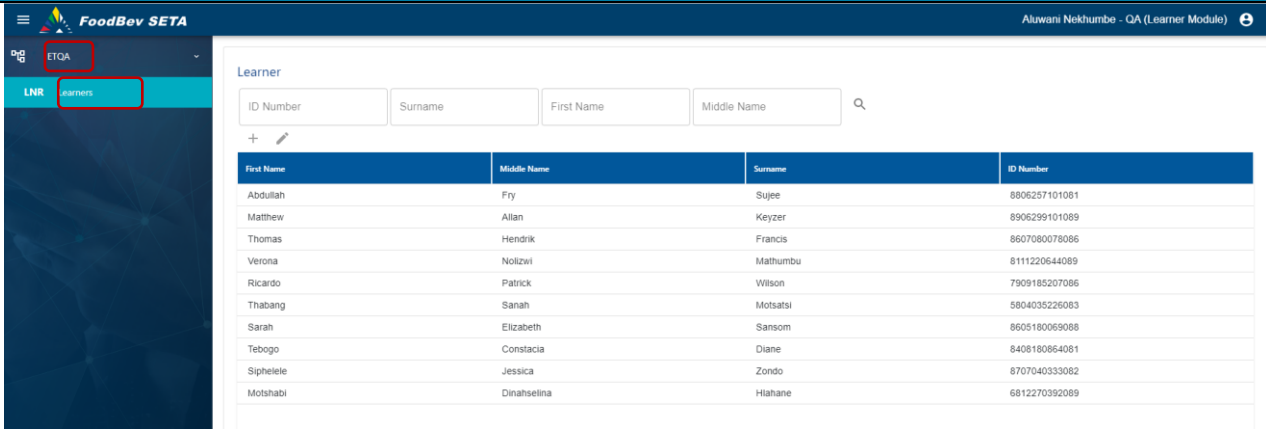
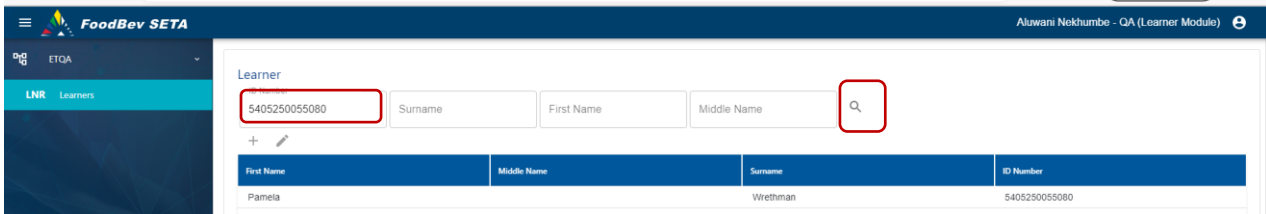
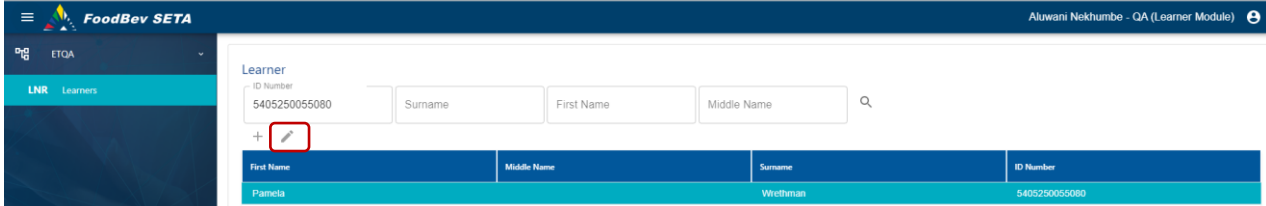
Step	Action	Result and Screenshots
4	Click Edit	 The screenshot shows the 'FoodBev SETA' interface. On the left is a sidebar with 'LNR' and 'Learners' tabs. The main area displays a learner profile for Pamela Wrethman. The 'Edit' button, located next to the learner's name, is highlighted with a red rectangular box.
5	Click Registrations tab	 The screenshot shows the same learner profile page, but the 'Registrations' tab is now selected and highlighted with a red rectangular box. The 'GENERAL DETAILS' section is visible, showing fields for ID Number, Date of Birth, Gender, and others.
6	Select Learnership on the Registration Tab	 The screenshot shows the 'Registrations' tab selected. A dropdown menu is open, displaying options: Skills Programme, Learnerships, Internships, Bursaries, AET, TVET Placement, Candidacy Programme, and Trades. The 'Learnerships' option is highlighted with a red rectangular box.

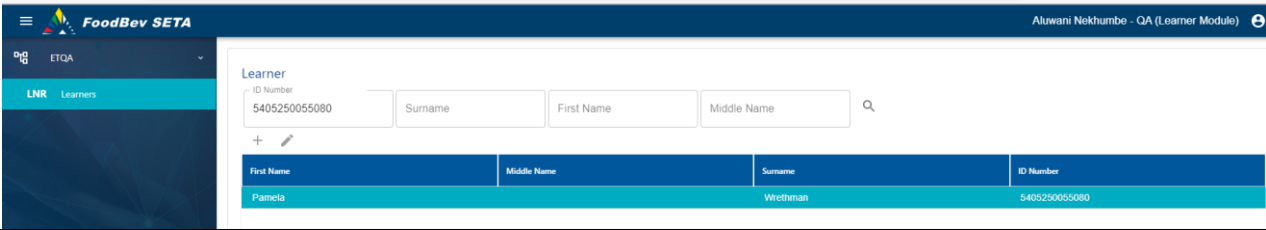
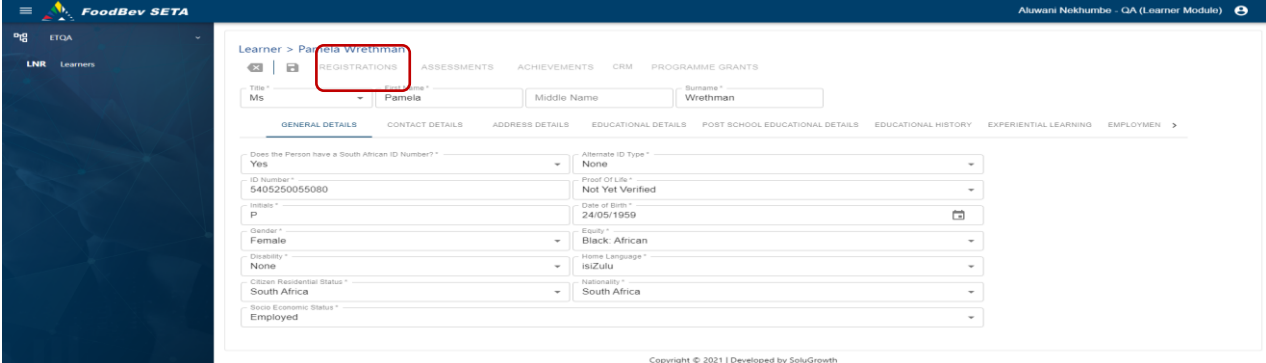
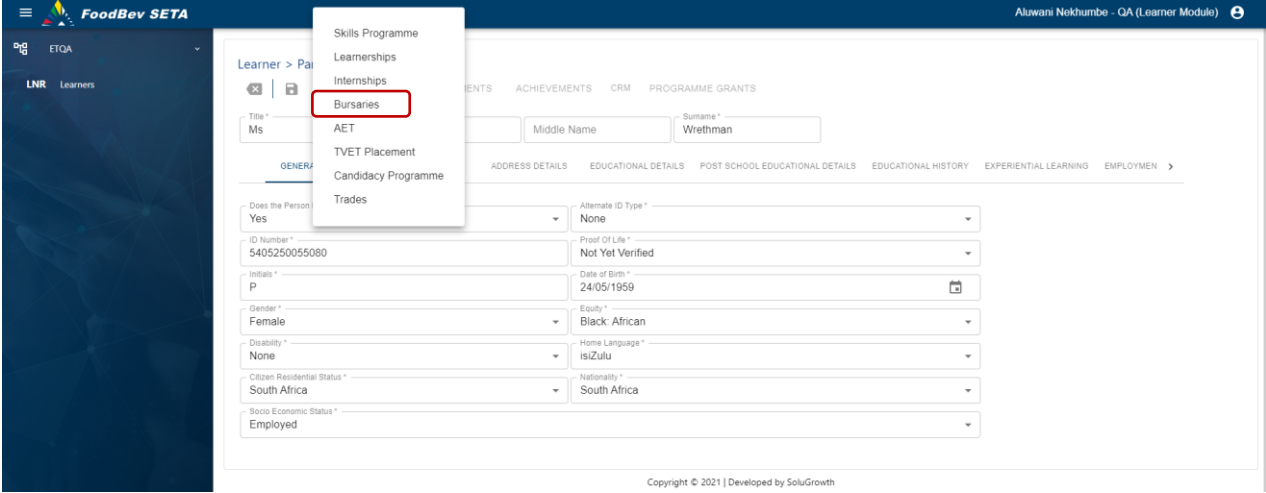
Step	Action	Result and Screenshots
7	Click Add	
8	Complete all fields and click save <i>System Rules</i> The system will check if the provider linked has scope for the Learnership you want to register to the learner. Click on the Save button to complete the registration page.	
9	Click on the Tab Placement.	

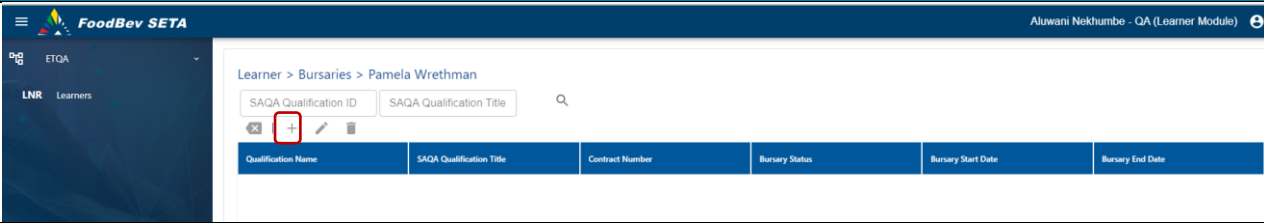
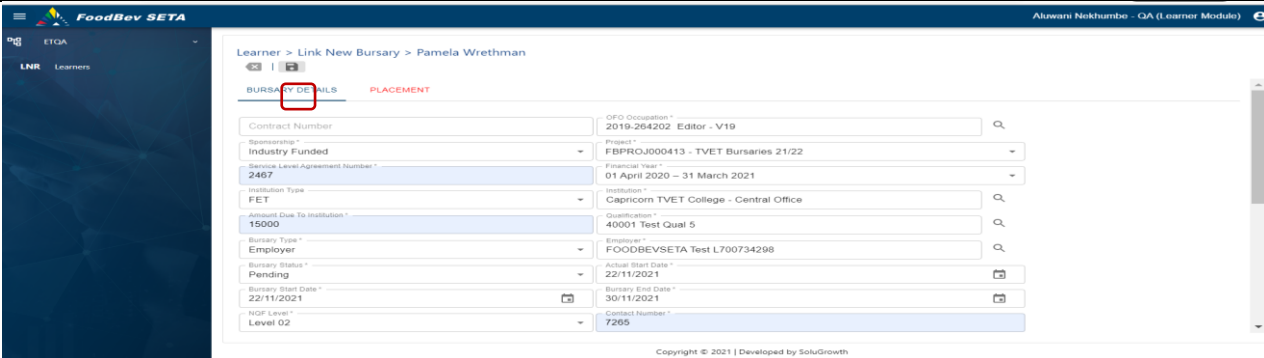
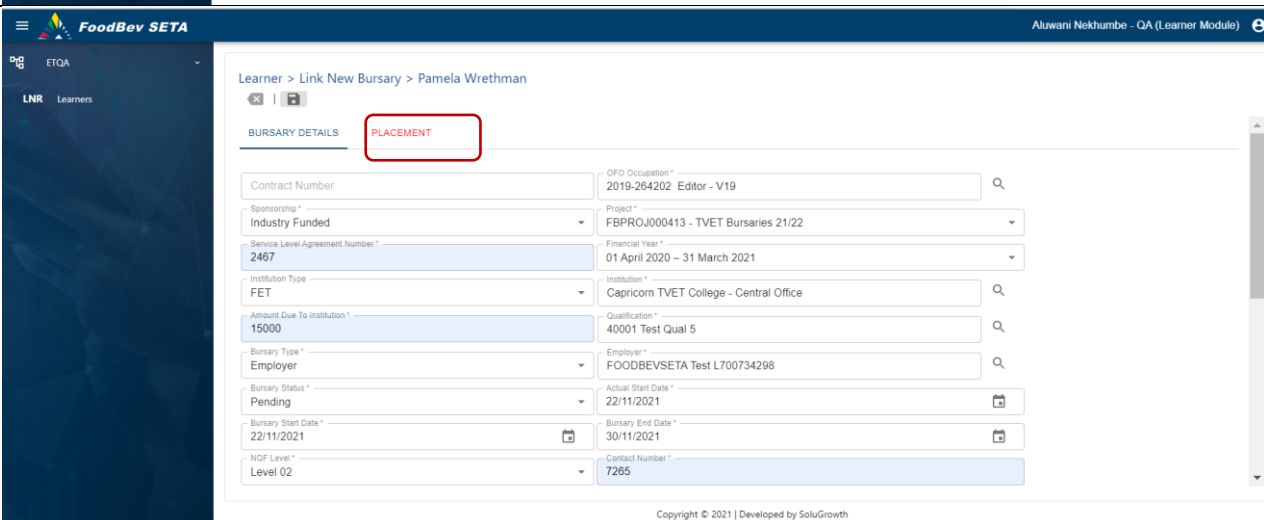
Step	Action	Result and Screenshots										
10	Capture the Address on the Address Tab. The address will populate onto the Rest of the fields, Capture the Employment Start Date and click on Save											
11	The enrolled Learnership will Save and display on the Learner's Registration Tab.	  <table><thead><tr><th>Learnership Code</th><th>Learnership Title</th><th>Programme Status</th><th>Commencement Date</th><th>CompletionDate</th></tr></thead><tbody><tr><td>Estelle Trengove</td><td>Electrical Engineering</td><td>Registered</td><td>01/11/2021</td><td>22/12/2022</td></tr></tbody></table>	Learnership Code	Learnership Title	Programme Status	Commencement Date	CompletionDate	Estelle Trengove	Electrical Engineering	Registered	01/11/2021	22/12/2022
Learnership Code	Learnership Title	Programme Status	Commencement Date	CompletionDate								
Estelle Trengove	Electrical Engineering	Registered	01/11/2021	22/12/2022								

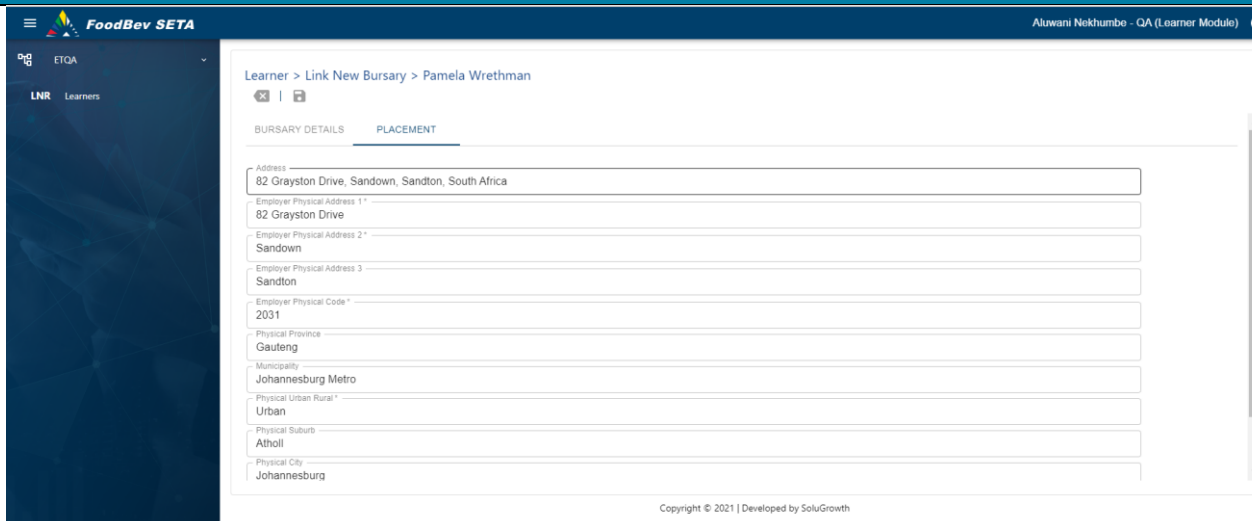
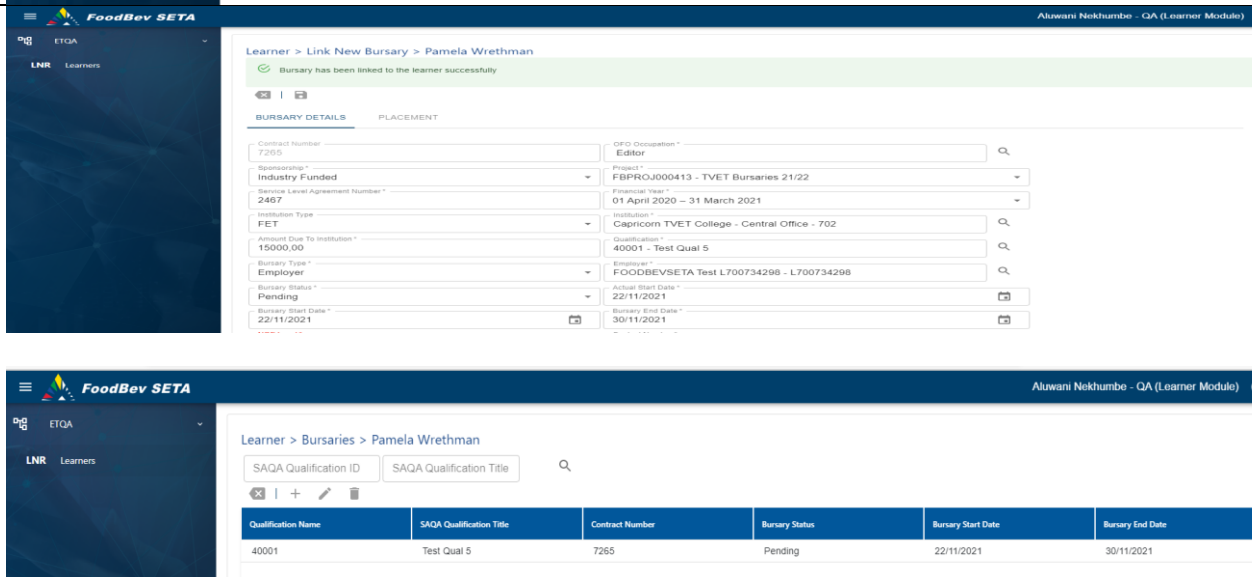
3.4 Learner: Enrol: Bursary

The following steps need to be followed to link Bursary against a Learner on FOODBEV SIMS System:

Step	Action	Result and Screenshots																																												
1.	Click on ETQA>>Learner Module	 The screenshot shows the FoodBev SETA Learner Module interface. The 'ETQA' menu item is highlighted in the top navigation bar, and the 'Learners' sub-menu item is highlighted in the left sidebar. The main content area shows a search form with fields for ID Number, Surname, First Name, and Middle Name, and a table of learner records. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Abdullah</td><td>Fry</td><td>Sujee</td><td>8806257101081</td></tr><tr><td>Matthew</td><td>Allan</td><td>Keyzer</td><td>8906299101089</td></tr><tr><td>Thomas</td><td>Hendrik</td><td>Francis</td><td>8607080078086</td></tr><tr><td>Verona</td><td>Nolizwi</td><td>Mathumbu</td><td>8111220644089</td></tr><tr><td>Ricardo</td><td>Patrick</td><td>Wilson</td><td>7909185207086</td></tr><tr><td>Thabang</td><td>Sanah</td><td>Motsatsi</td><td>5804035226083</td></tr><tr><td>Sarah</td><td>Elizabeth</td><td>Sansom</td><td>8605180069088</td></tr><tr><td>Tebogo</td><td>Constacia</td><td>Diane</td><td>8408180864081</td></tr><tr><td>Siphelele</td><td>Jessica</td><td>Zondo</td><td>8707040333082</td></tr><tr><td>Motshabi</td><td>Dinahselina</td><td>Hlahane</td><td>6812270392089</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Abdullah	Fry	Sujee	8806257101081	Matthew	Allan	Keyzer	8906299101089	Thomas	Hendrik	Francis	8607080078086	Verona	Nolizwi	Mathumbu	8111220644089	Ricardo	Patrick	Wilson	7909185207086	Thabang	Sanah	Motsatsi	5804035226083	Sarah	Elizabeth	Sansom	8605180069088	Tebogo	Constacia	Diane	8408180864081	Siphelele	Jessica	Zondo	8707040333082	Motshabi	Dinahselina	Hlahane	6812270392089
First Name	Middle Name	Surname	ID Number																																											
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2.	Enter Learner Details and then click on Search Icon The learner info will populate.	 The screenshot shows the FoodBev SETA Learner Module interface. The 'ID Number' field is populated with '5405250055080' and the search icon is highlighted. The table below shows the learner record for Pamela Wrethman. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wrethman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wrethman	5405250055080																																				
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3	Click on the Learner info to select the learner, the learner information will highlight.	 The screenshot shows the FoodBev SETA Learner Module interface. The learner record for Pamela Wrethman is highlighted in the table. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wrethman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wrethman	5405250055080																																				
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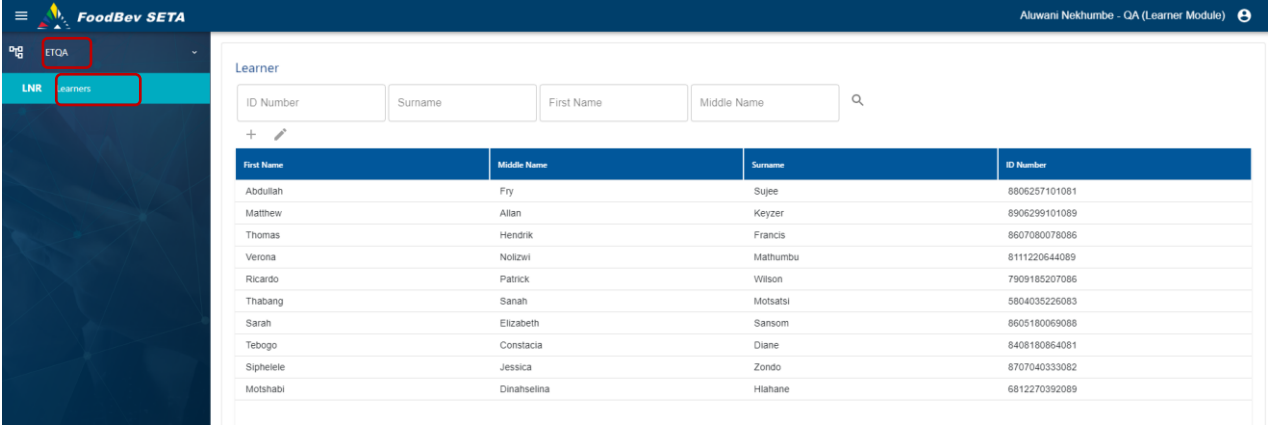
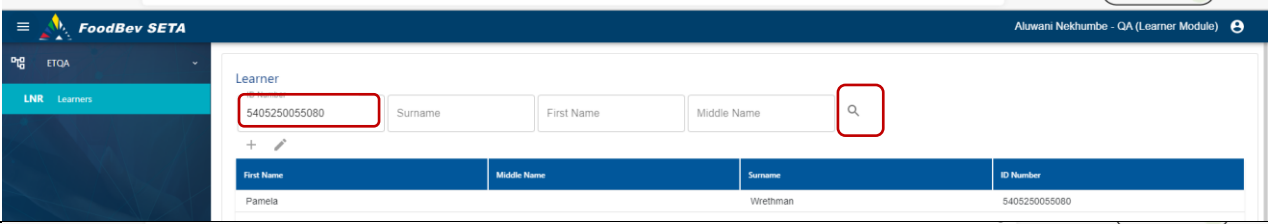
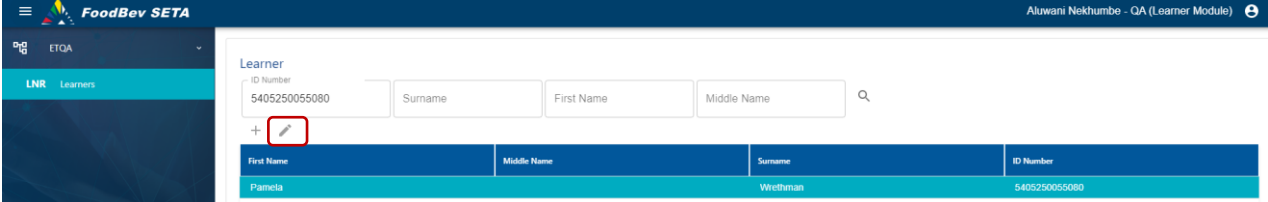
Step	Action	Result and Screenshots
4	Click Edit	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Edit' button is highlighted with a red circle. The profile details include ID Number 5405250055080, Surname Wrethman, First Name Pamela, and Middle Name Wrethman.
5	Click Registrations tab	 The screenshot shows the 'Learner > Pamela Wrethman' profile page. The 'REGISTRATIONS' tab is selected and highlighted with a red circle. The profile details include ID Number 5405250055080, Surname Wrethman, First Name Pamela, and Middle Name Wrethman.
6	Select Bursary on the Registration Tab	 The screenshot shows the 'Learner > Pamela Wrethman' profile page. The 'REGISTRATIONS' tab is selected. A dropdown menu is open, showing the 'Bursaries' option highlighted with a red circle. The profile details include ID Number 5405250055080, Surname Wrethman, First Name Pamela, and Middle Name Wrethman.

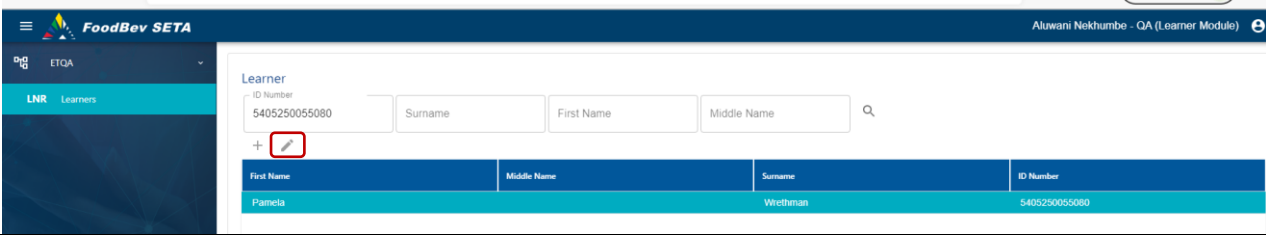
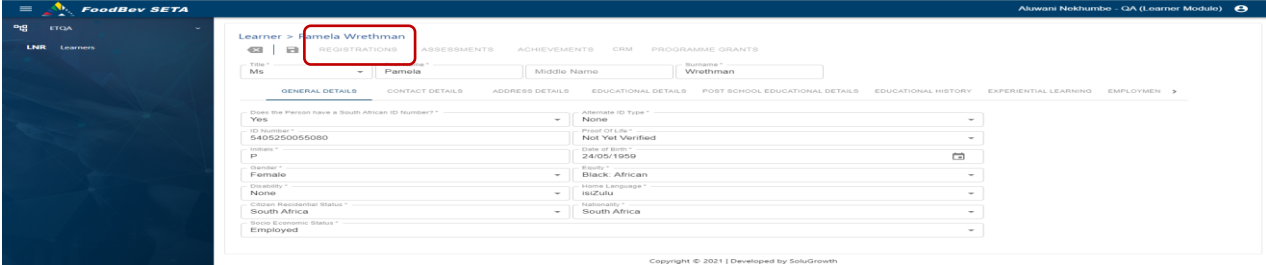
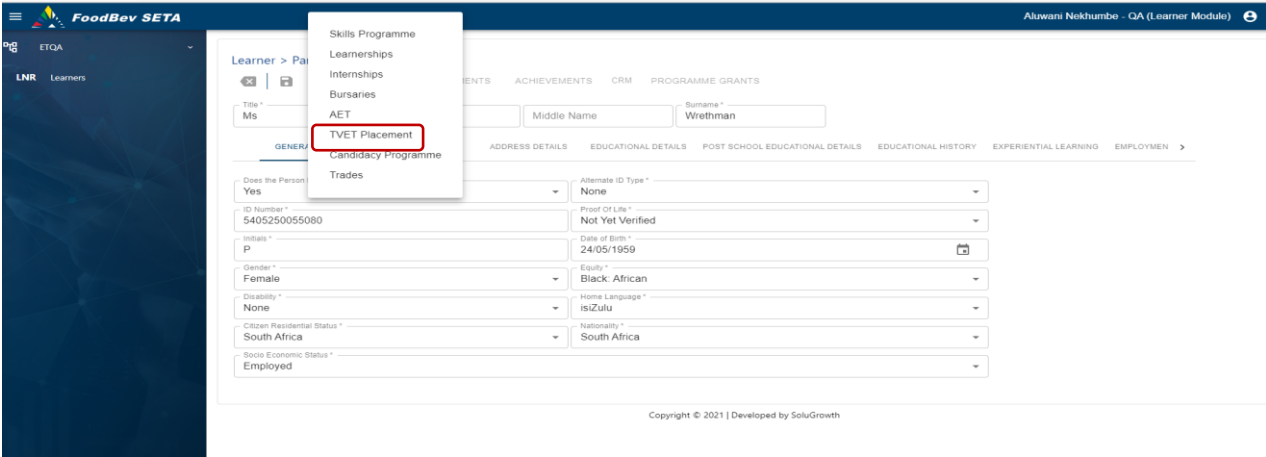
Step	Action	Result and Screenshots
7	Click Add	
8	Complete all fields and click save Click on the Save button to complete the registration page.	
9	Click on the Tab Placement.	

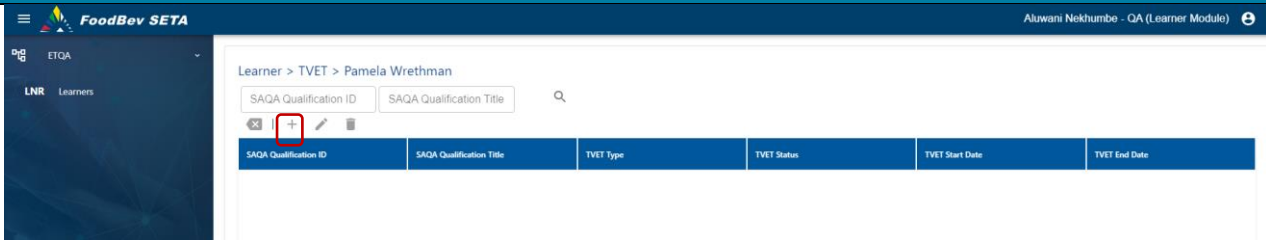
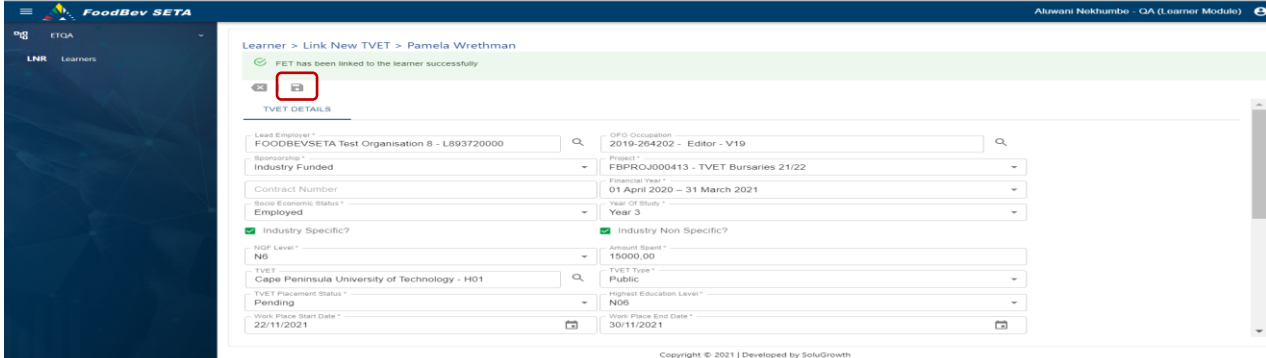
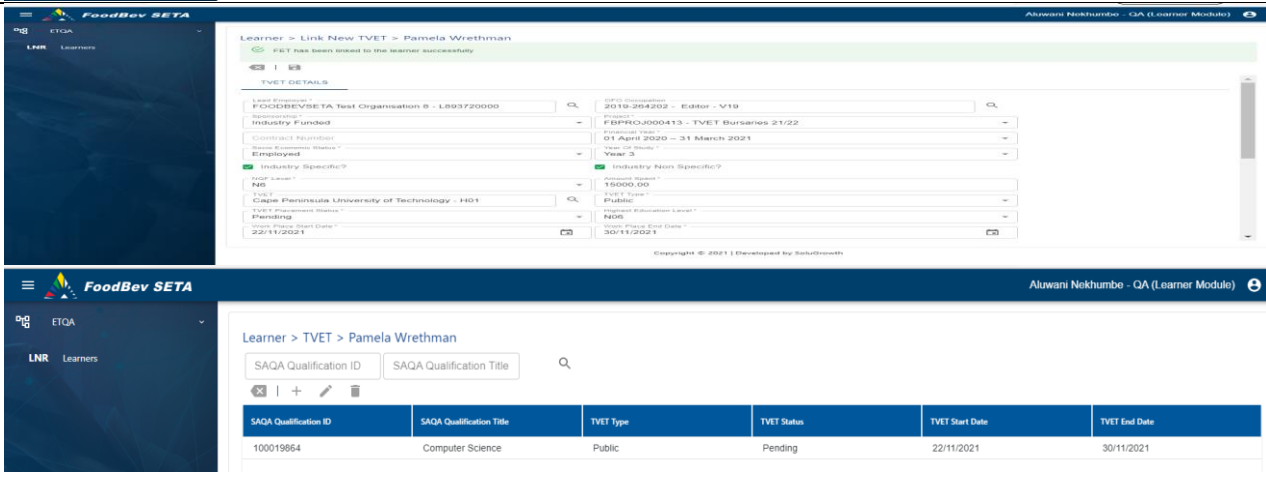
Step	Action	Result and Screenshots												
10	Capture the Address on the Address Tab. The address will populate onto the Rest of the fields, Capture the Employment Start Date and click on Save													
11	The enrolled Bursary will Save and display on the Learner's Registration Tab.	 <table><thead><tr><th>Qualification Name</th><th>SAQA Qualification Title</th><th>Contract Number</th><th>Bursary Status</th><th>Bursary Start Date</th><th>Bursary End Date</th></tr></thead><tbody><tr><td>40001</td><td>Test Qual 5</td><td>7265</td><td>Pending</td><td>22/11/2021</td><td>30/11/2021</td></tr></tbody></table>	Qualification Name	SAQA Qualification Title	Contract Number	Bursary Status	Bursary Start Date	Bursary End Date	40001	Test Qual 5	7265	Pending	22/11/2021	30/11/2021
Qualification Name	SAQA Qualification Title	Contract Number	Bursary Status	Bursary Start Date	Bursary End Date									
40001	Test Qual 5	7265	Pending	22/11/2021	30/11/2021									

3.5 Learner: Enrol: TVET Placements

The following steps need to be followed to link TVET placements against a Learner on FOODBEV SIMS System:

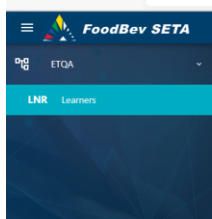
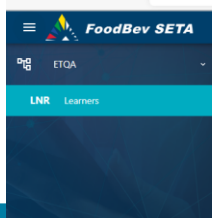
Step	Action	Result and Screenshots
1.	Click on ETQA>>Learner Module	 The screenshot shows the FoodBev SETA Learner Module interface. The top navigation bar has 'ETQA' highlighted. The left sidebar has 'LNR' and 'Learners' highlighted. The main content area shows a search bar with fields for ID Number, Surname, First Name, and Middle Name. Below the search bar is a table of learners with columns: First Name, Middle Name, Surname, and ID Number. The table contains 12 rows of learner data.
2.	Enter Learner Details and then click on Search Icon The learner info will populate.	 The screenshot shows the FoodBev SETA Learner Module interface. The search bar is filled with the ID number '5405250055080'. The search icon is highlighted with a red box. The table below shows the learner details for Pamela Wrethman.
3	Click on the Learner info to select the learner, the learner information will highlight.	 The screenshot shows the FoodBev SETA Learner Module interface. The learner information for Pamela Wrethman is highlighted in the table.

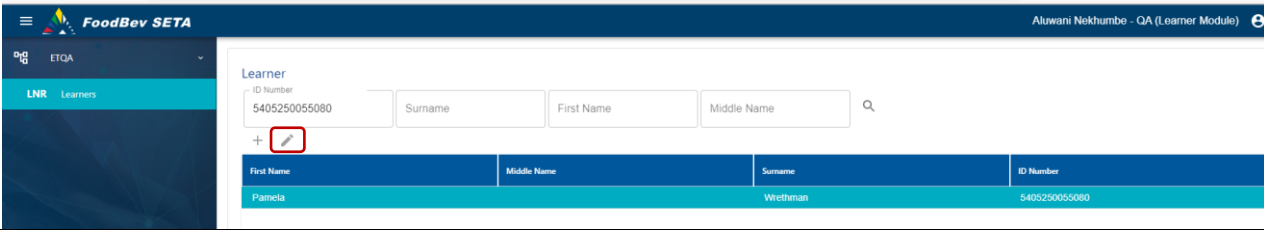
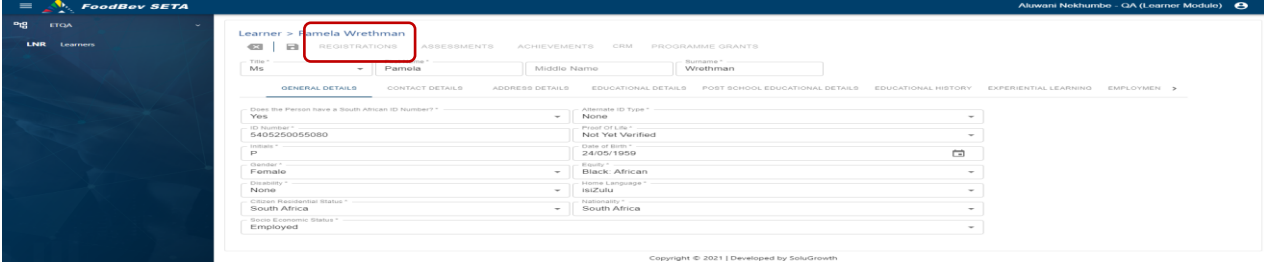
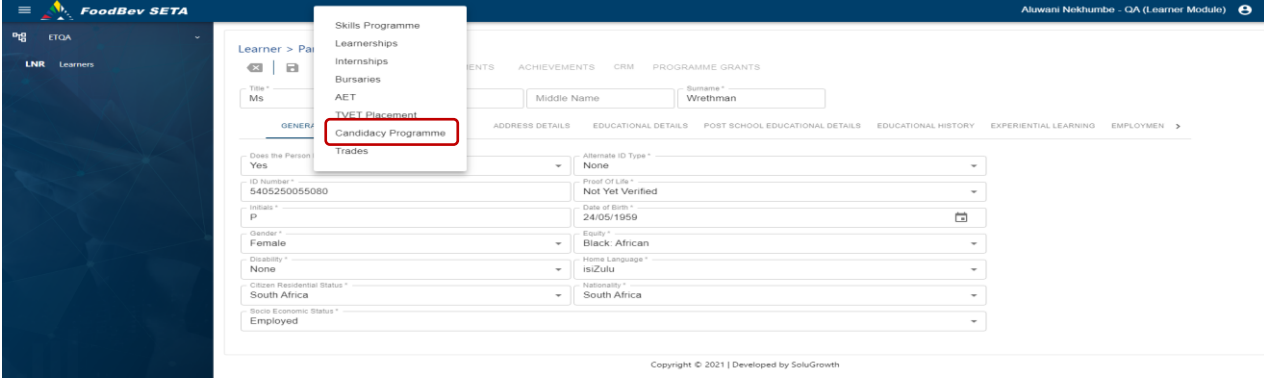
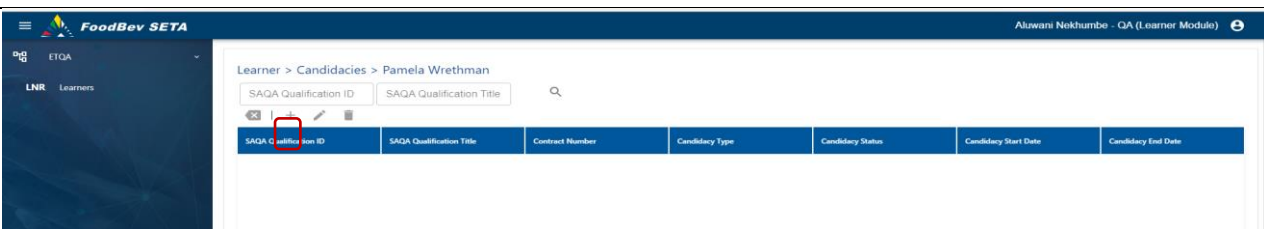
Step	Action	Result and Screenshots
4	Click Edit	
5	Click Registrations tab	
6	Select TVET Placement on the Registration Tab	

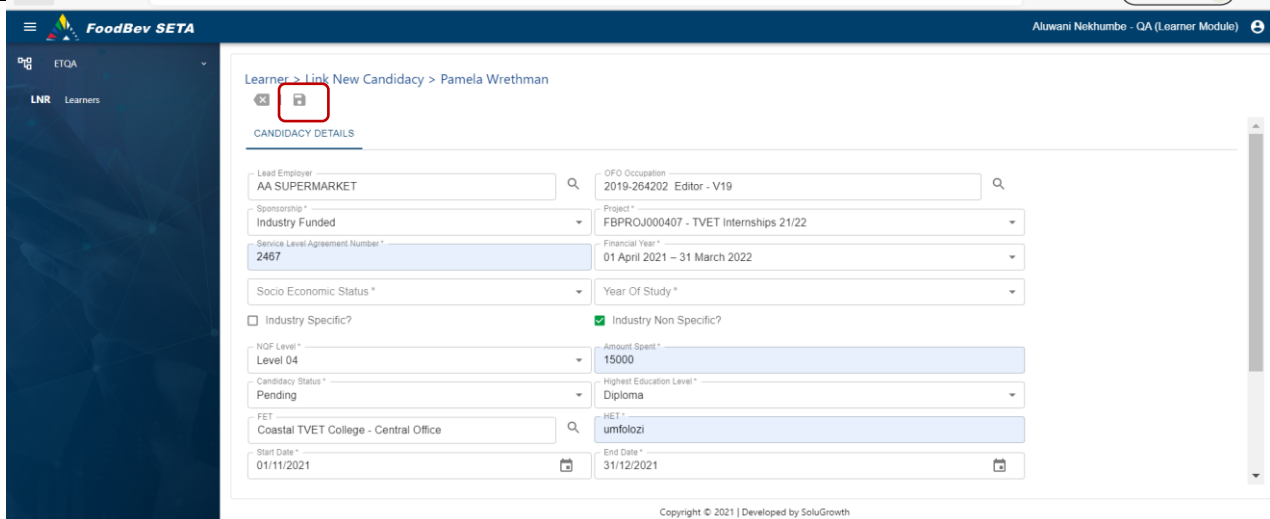
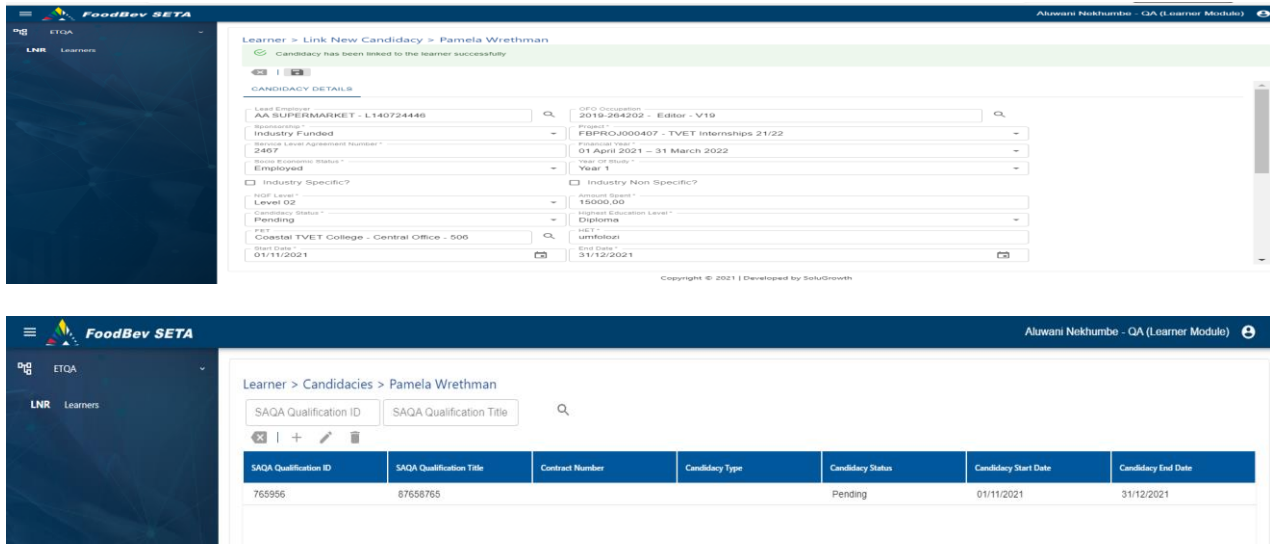
Step	Action	Result and Screenshots												
7	Click Add	 The screenshot shows the 'Learner > TVET > Pamela Wrethman' page. A red box highlights the '+ Add' button in the top left corner of the TVET details section.												
8	Complete all fields and click save Click on the Save button to complete the registration page.	 The screenshot shows the 'Learner > Link New TVET > Pamela Wrethman' page. A green success message states 'FET has been linked to the learner successfully'. A red box highlights the 'Save' button at the bottom right of the form.												
11	The enrolled TVET Placement will Save and display on the Learner's Registration Tab.	 The top screenshot shows the 'Learner > Link New TVET > Pamela Wrethman' page with the 'Save' button highlighted. The bottom screenshot shows the 'Learner > TVET > Pamela Wrethman' page with a table displaying the enrolled TVET placement. <table><thead><tr><th>SAQA Qualification ID</th><th>SAQA Qualification Title</th><th>TVET Type</th><th>TVET Status</th><th>TVET Start Date</th><th>TVET End Date</th></tr></thead><tbody><tr><td>100019664</td><td>Computer Science</td><td>Public</td><td>Pending</td><td>22/11/2021</td><td>30/11/2021</td></tr></tbody></table>	SAQA Qualification ID	SAQA Qualification Title	TVET Type	TVET Status	TVET Start Date	TVET End Date	100019664	Computer Science	Public	Pending	22/11/2021	30/11/2021
SAQA Qualification ID	SAQA Qualification Title	TVET Type	TVET Status	TVET Start Date	TVET End Date									
100019664	Computer Science	Public	Pending	22/11/2021	30/11/2021									

3.6 Learner: Enrol: Candidacy

The following steps need to be followed to link Candidacy against a Learner on FOODBEV SIMS System:

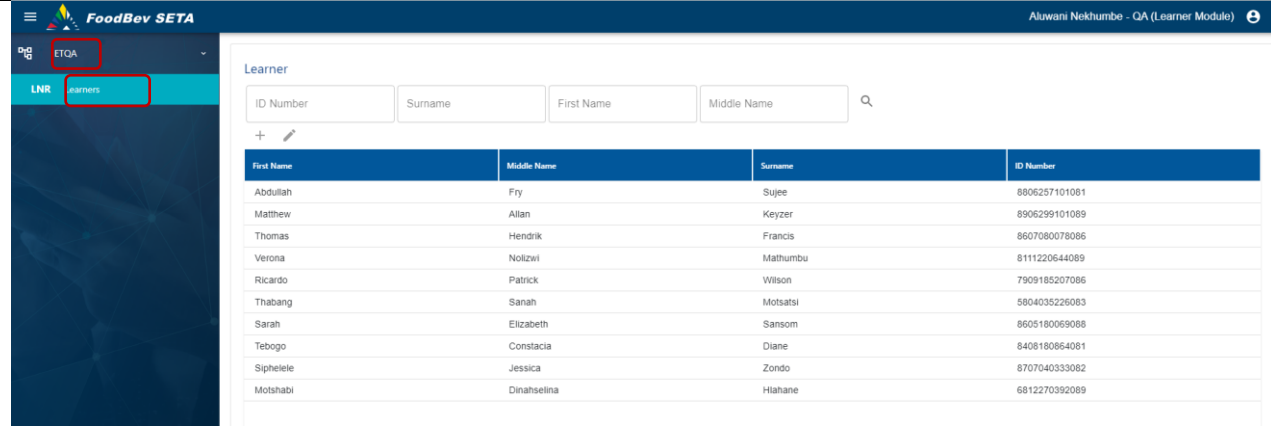
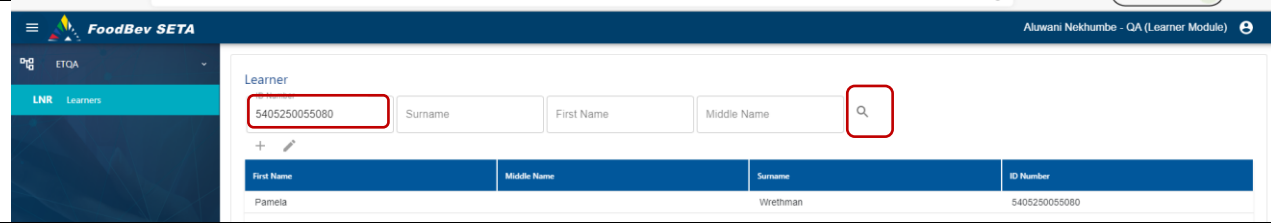
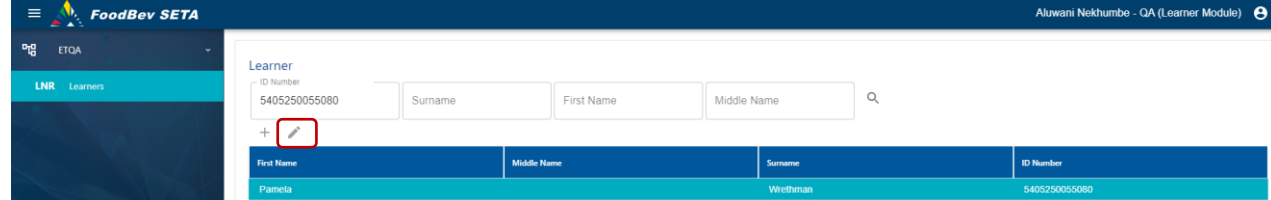
Step	Action	Result and Screenshots																																												
1.	Click on ETQA>>Learner Module	 The screenshot shows the 'FoodBev SETA' interface. On the left sidebar, the 'ETQA' menu item is highlighted with a red box, and the 'Learners' sub-menu is also highlighted with a red box. The main area displays a 'Learner' search form with fields for ID Number, Surname, First Name, and Middle Name, and a search icon. Below the search form is a table of learners. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Abdullah</td><td>Fry</td><td>Sujee</td><td>8806257101081</td></tr><tr><td>Matthew</td><td>Allan</td><td>Keyzer</td><td>8906299101089</td></tr><tr><td>Thomas</td><td>Hendrik</td><td>Francis</td><td>8607080078086</td></tr><tr><td>Verona</td><td>Nolizwi</td><td>Mathumbu</td><td>8111220644089</td></tr><tr><td>Ricardo</td><td>Patrick</td><td>Wilson</td><td>7909185207086</td></tr><tr><td>Thabang</td><td>Sanah</td><td>Motsatsi</td><td>5804035226083</td></tr><tr><td>Sarah</td><td>Elizabeth</td><td>Sansom</td><td>8605180069088</td></tr><tr><td>Tebogo</td><td>Constacia</td><td>Diane</td><td>8408180864081</td></tr><tr><td>Siphelele</td><td>Jessica</td><td>Zondo</td><td>8707040333082</td></tr><tr><td>Motshabi</td><td>Dinahselina</td><td>Hlahane</td><td>6812270392089</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Abdullah	Fry	Sujee	8806257101081	Matthew	Allan	Keyzer	8906299101089	Thomas	Hendrik	Francis	8607080078086	Verona	Nolizwi	Mathumbu	8111220644089	Ricardo	Patrick	Wilson	7909185207086	Thabang	Sanah	Motsatsi	5804035226083	Sarah	Elizabeth	Sansom	8605180069088	Tebogo	Constacia	Diane	8408180864081	Siphelele	Jessica	Zondo	8707040333082	Motshabi	Dinahselina	Hlahane	6812270392089
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2.	Enter Learner Details and then click on Search Icon The learner info will populate.	 The screenshot shows the 'FoodBev SETA' interface. The 'Learner' search form is populated with the ID Number '5405250055080'. The search icon is highlighted with a red box. The table below shows the results for this search. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wrethman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wrethman	5405250055080																																				
First Name	Middle Name	Surname	ID Number																																											
Pamela		Wrethman	5405250055080																																											
3	Click on the Learner info to select the learner, the learner information will highlight.	 The screenshot shows the 'FoodBev SETA' interface. The learner information for Pamela Wrethman is highlighted with a red box. The search form shows the ID Number '5405250055080' and the search icon. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wrethman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wrethman	5405250055080																																				
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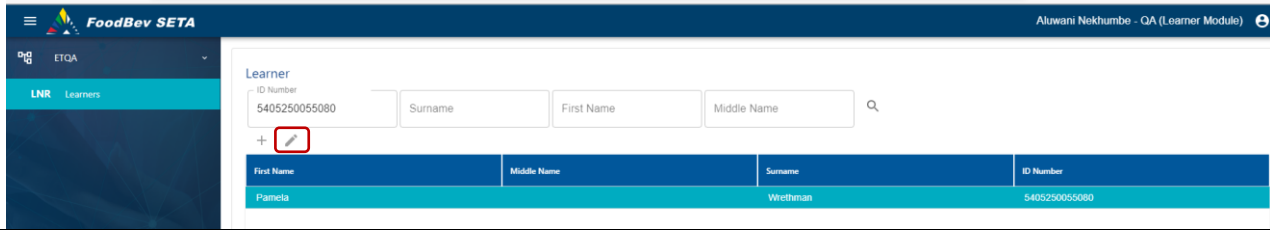
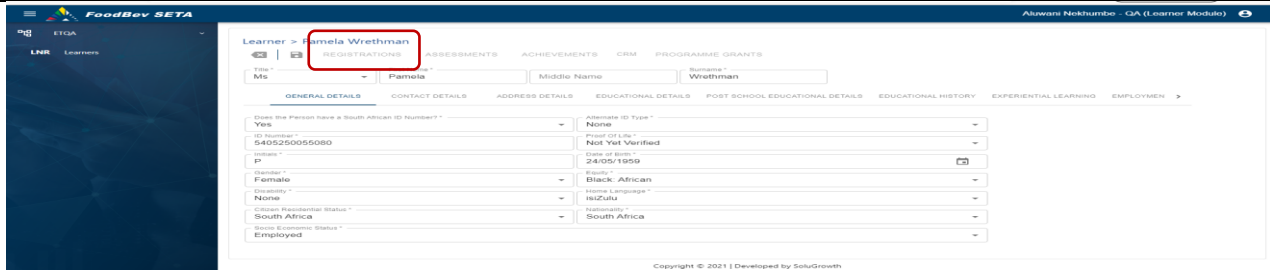
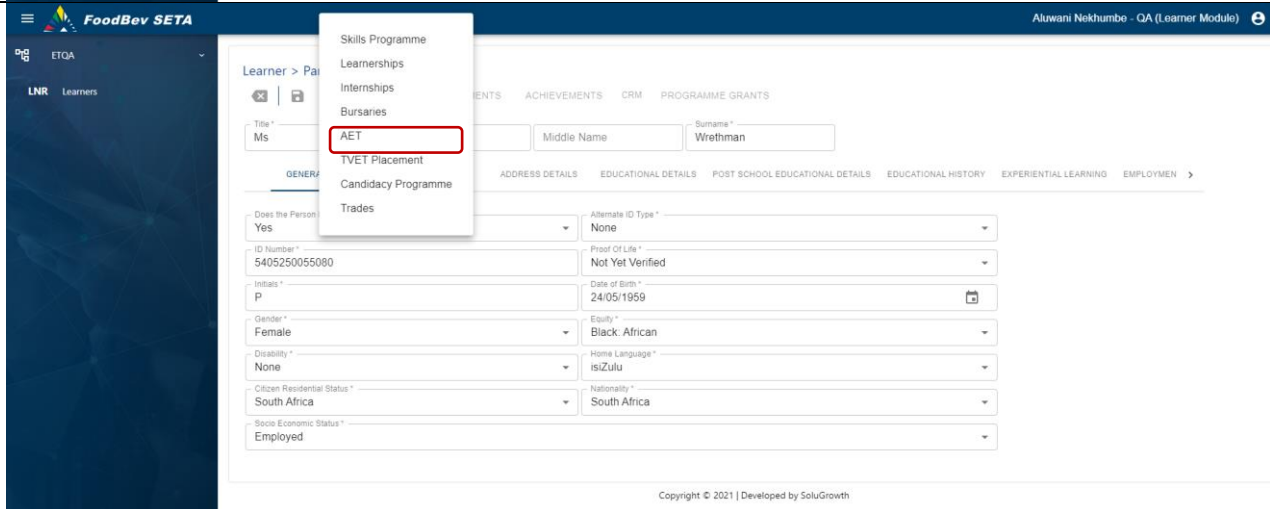
Step	Action	Result and Screenshots
4	Click Edit	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Edit' icon (pencil) is highlighted with a red box. The profile details include: ID Number: 5405250055080, Surname: Wrethman, First Name: Pamela, Middle Name: (blank), and ID Number: 5405250055080.
5	Click Registrations tab	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Registrations' tab is highlighted with a red box. The profile details include: ID Number: 5405250055080, Surname: Wrethman, First Name: Pamela, Middle Name: (blank), and ID Number: 5405250055080.
6	Select Candidacy on the Registration Tab	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Registrations' tab is selected. A dropdown menu is open, showing options: Skills Programme, Learnerships, Internships, Bursaries, AET, TVET Placement, and Candidacy Programme. The 'Candidacy Programme' option is highlighted with a red box.
7	Click Add	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Registrations' tab is selected. The 'Add' icon (plus sign) is highlighted with a red box. The profile details include: ID Number: 5405250055080, Surname: Wrethman, First Name: Pamela, Middle Name: (blank), and ID Number: 5405250055080.

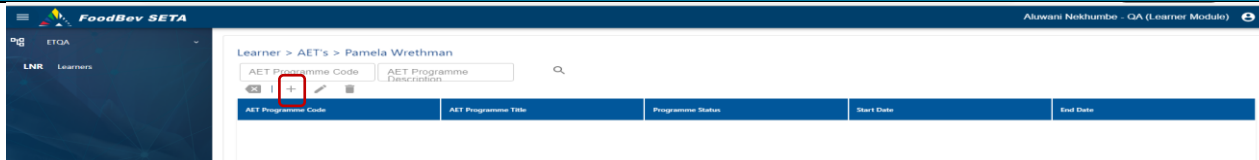
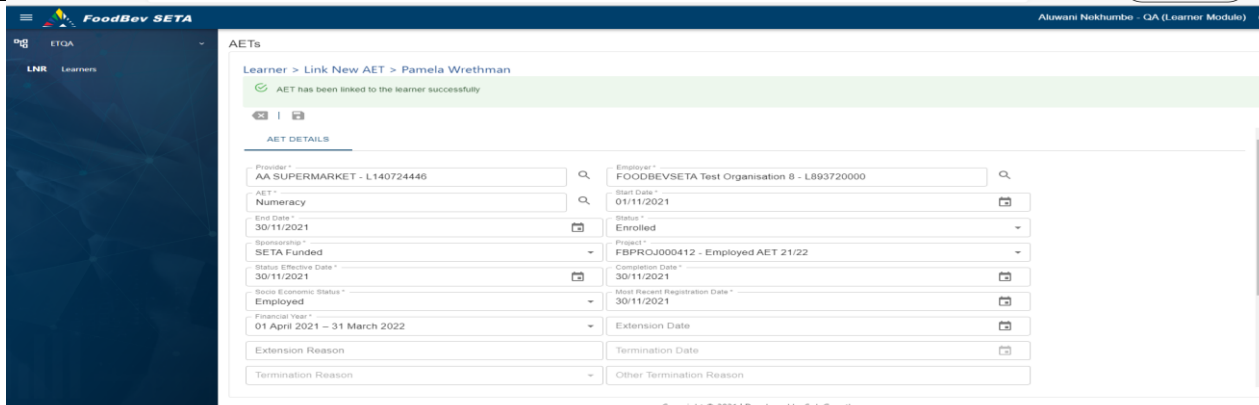
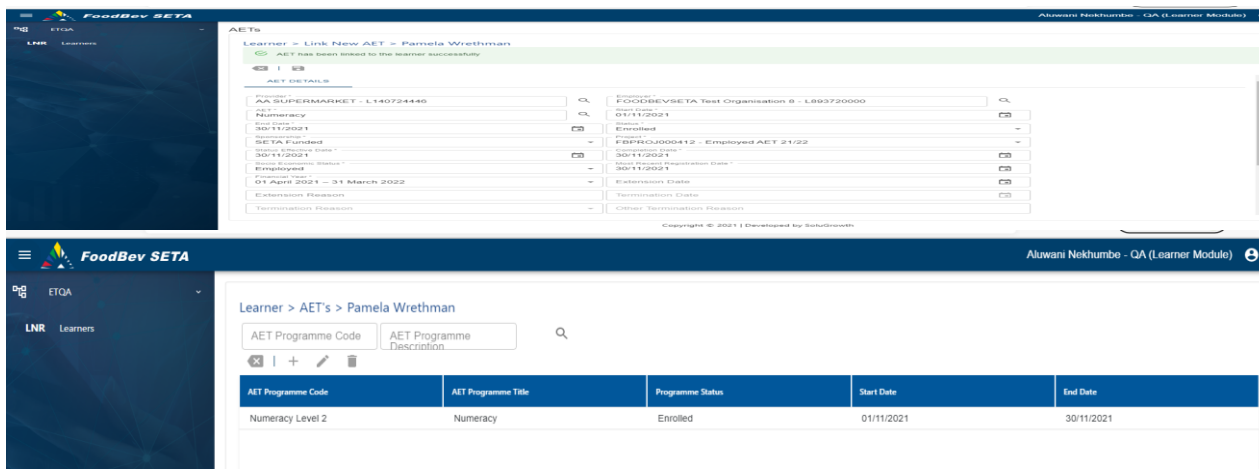
Step	Action	Result and Screenshots														
8	Complete all fields and click save Click on the Save button to complete the registration page.															
11	The enrolled Candidacy will Save and display on the Learner's Registration Tab.	 <table><thead><tr><th>SAQA Qualification ID</th><th>SAQA Qualification Title</th><th>Contract Number</th><th>Candidacy Type</th><th>Candidacy Status</th><th>Candidacy Start Date</th><th>Candidacy End Date</th></tr></thead><tbody><tr><td>765956</td><td>87658765</td><td></td><td></td><td>Pending</td><td>01/11/2021</td><td>31/12/2021</td></tr></tbody></table>	SAQA Qualification ID	SAQA Qualification Title	Contract Number	Candidacy Type	Candidacy Status	Candidacy Start Date	Candidacy End Date	765956	87658765			Pending	01/11/2021	31/12/2021
SAQA Qualification ID	SAQA Qualification Title	Contract Number	Candidacy Type	Candidacy Status	Candidacy Start Date	Candidacy End Date										
765956	87658765			Pending	01/11/2021	31/12/2021										

3.7 Learner: Enrol: AET

The following steps need to be followed to link AET against a Learner on FOODBEV SIMS System:

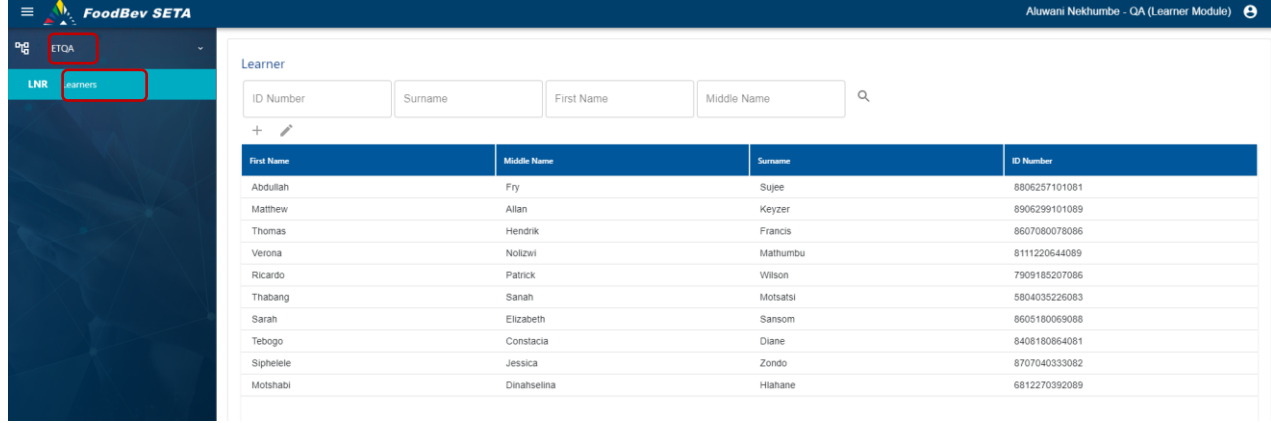
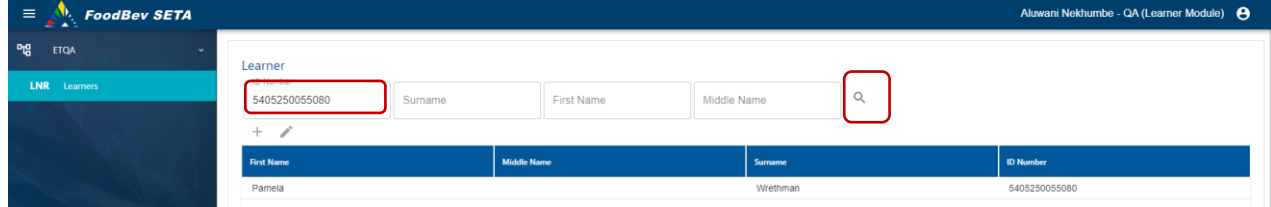
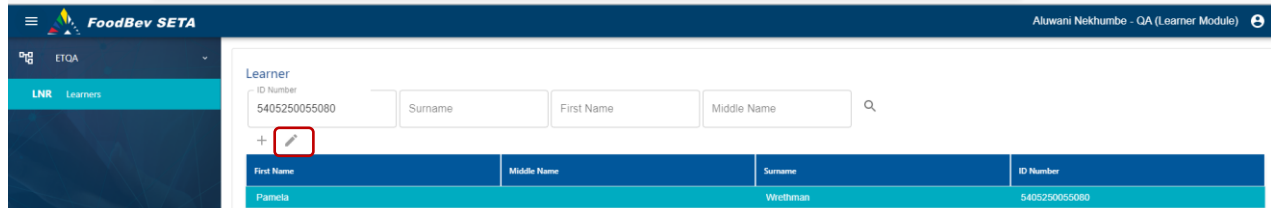
Step	Action	Result and Screenshots																																												
1.	Click on ETQA>>Learner Module	 The screenshot shows the FoodBev SETA Learner Module interface. The top navigation bar has 'ETQA' highlighted. Below it, the 'Learners' sub-menu is highlighted. The main content area displays a search bar with fields for ID Number, Surname, First Name, and Middle Name. Below the search bar is a table of learner records. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Abdullah</td><td>Fry</td><td>Sujee</td><td>8806257101081</td></tr><tr><td>Matthew</td><td>Allan</td><td>Keyzer</td><td>8906299101089</td></tr><tr><td>Thomas</td><td>Hendrik</td><td>Francis</td><td>8607080078086</td></tr><tr><td>Verona</td><td>Nolizwi</td><td>Mathumbu</td><td>8111220644089</td></tr><tr><td>Ricardo</td><td>Patrick</td><td>Wilson</td><td>7909185207086</td></tr><tr><td>Thabang</td><td>Sanah</td><td>Motsatsi</td><td>5804035226083</td></tr><tr><td>Sarah</td><td>Elizabeth</td><td>Sansom</td><td>8605180069088</td></tr><tr><td>Tebogo</td><td>Constacia</td><td>Diane</td><td>8408180864081</td></tr><tr><td>Siphelele</td><td>Jessica</td><td>Zondo</td><td>8707040333082</td></tr><tr><td>Motshabi</td><td>Dinahselina</td><td>Hlahane</td><td>6812270392089</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Abdullah	Fry	Sujee	8806257101081	Matthew	Allan	Keyzer	8906299101089	Thomas	Hendrik	Francis	8607080078086	Verona	Nolizwi	Mathumbu	8111220644089	Ricardo	Patrick	Wilson	7909185207086	Thabang	Sanah	Motsatsi	5804035226083	Sarah	Elizabeth	Sansom	8605180069088	Tebogo	Constacia	Diane	8408180864081	Siphelele	Jessica	Zondo	8707040333082	Motshabi	Dinahselina	Hlahane	6812270392089
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2.	Enter Learner Details and then click on Search Icon The learner info will populate.	 The screenshot shows the FoodBev SETA Learner Module interface. The 'ID Number' field is populated with '5405250055080'. The search icon is highlighted. The table below shows the learner record for Pamela Wrethman. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wrethman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wrethman	5405250055080																																				
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3	Click on the Learner info to select the learner, the learner information will highlight.	 The screenshot shows the FoodBev SETA Learner Module interface. The learner record for Pamela Wrethman is highlighted in the table. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wrethman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wrethman	5405250055080																																				
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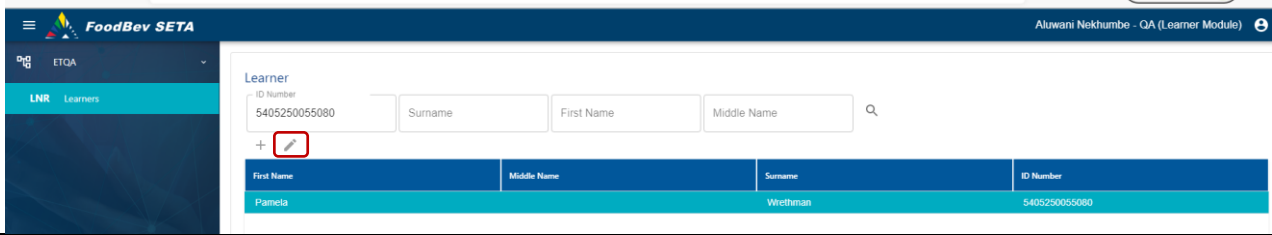
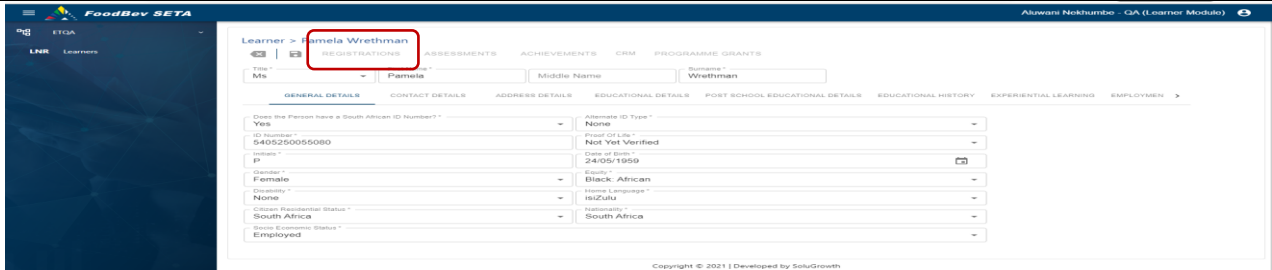
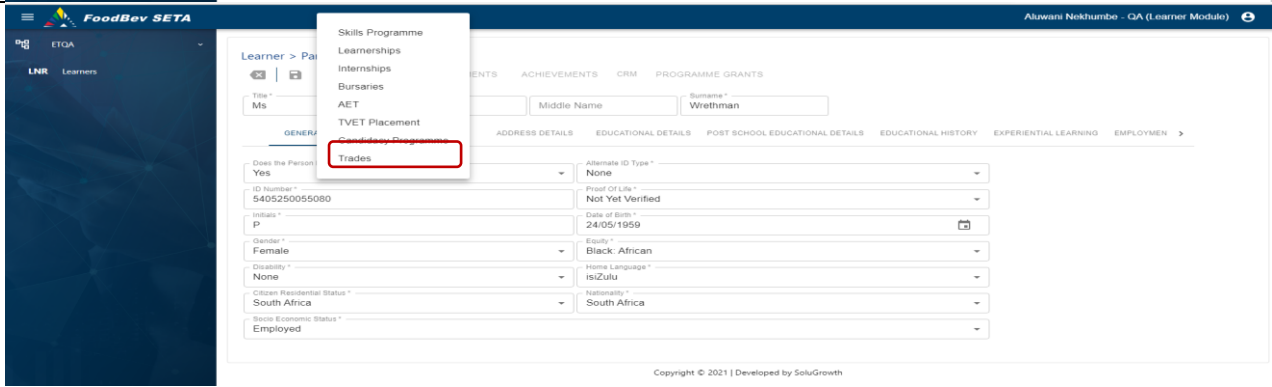
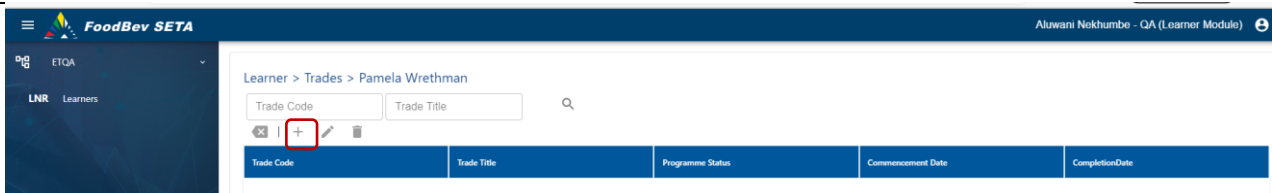
Step	Action	Result and Screenshots
4	Click Edit	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Edit' icon (pencil) is highlighted with a red box. The profile details include ID Number 5405250055080, Surname Wrethman, First Name Pamela, and Middle Name Wrethman.
5	Click Registrations tab	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Registrations' tab is highlighted with a red box. The profile details include ID Number 5405250055080, Surname Wrethman, First Name Pamela, and Middle Name Wrethman.
6	Select AET on the Registration Tab	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Registrations' tab is selected, and the 'AET' option is highlighted in the dropdown menu. The profile details include ID Number 5405250055080, Surname Wrethman, First Name Pamela, and Middle Name Wrethman.

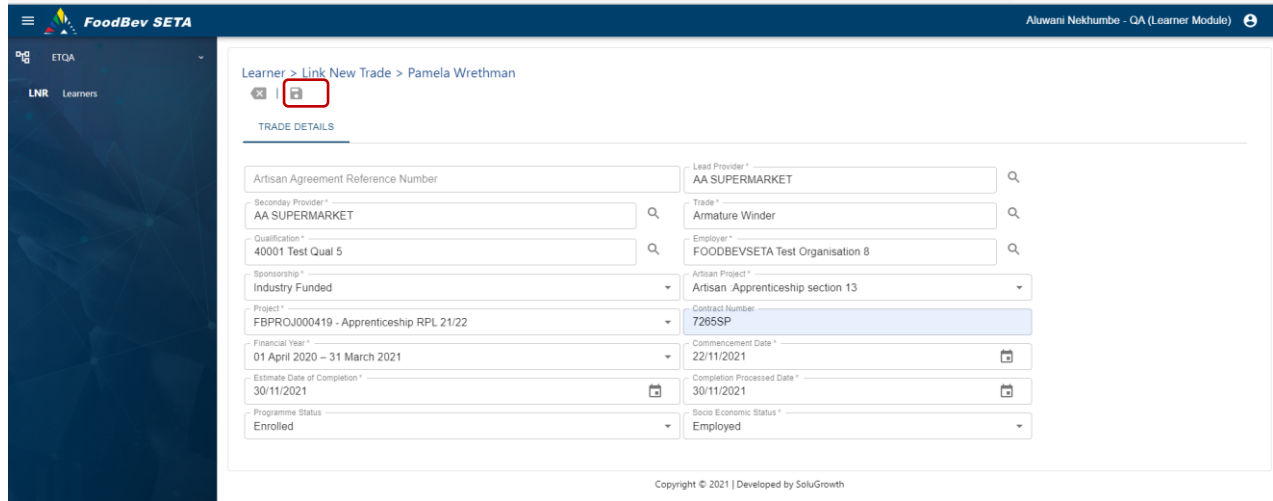
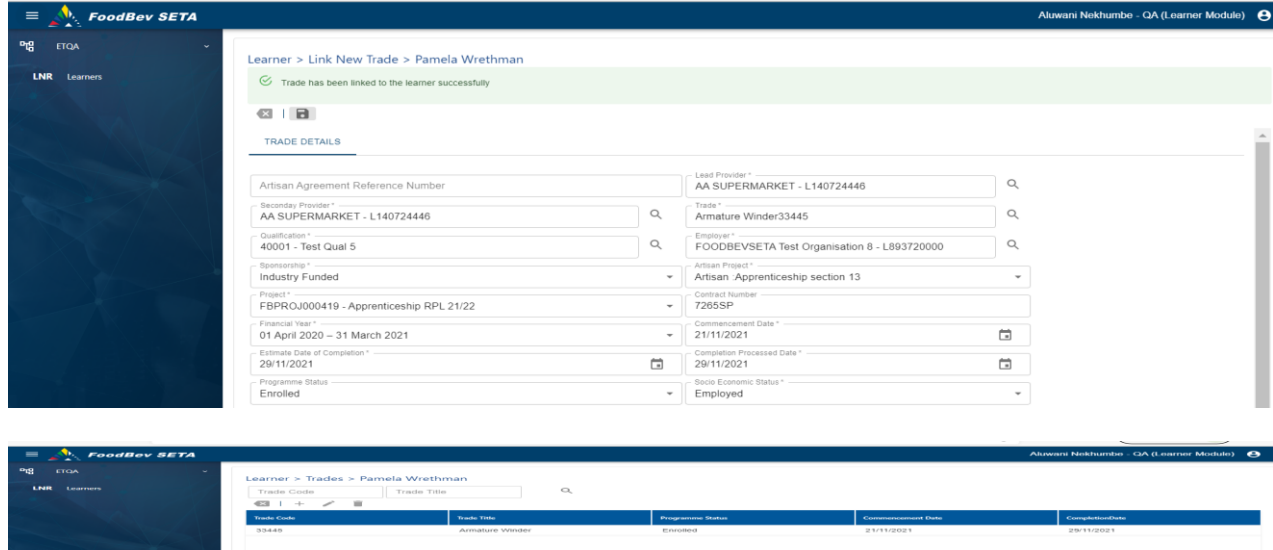
Step	Action	Result and Screenshots
7	Click Add	
8	Complete all fields and click save Click on the Save button to complete the registration page.	
11	The enrolled AET will Save and display on the Learner's Registration Tab.	

3.8 Learner: Enrol: Trades

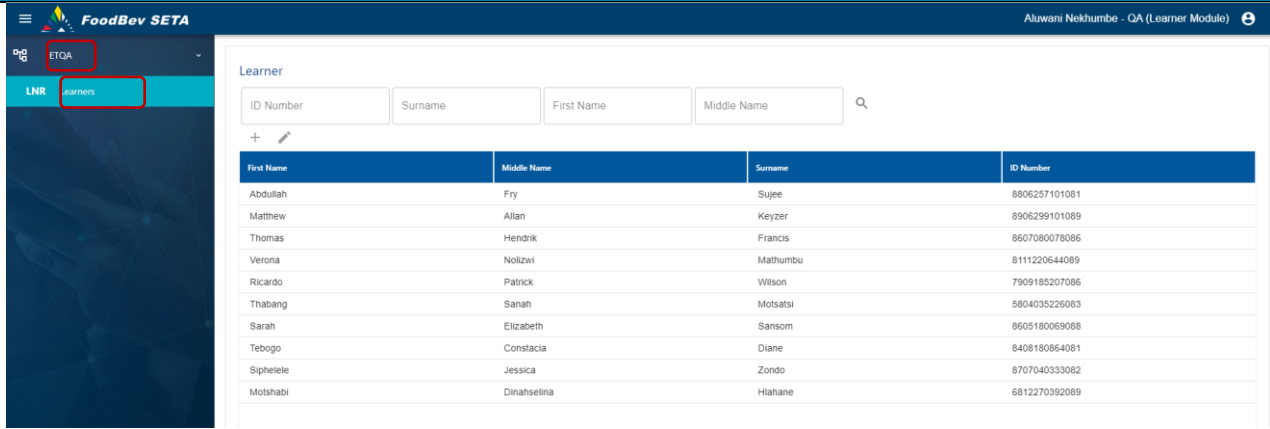
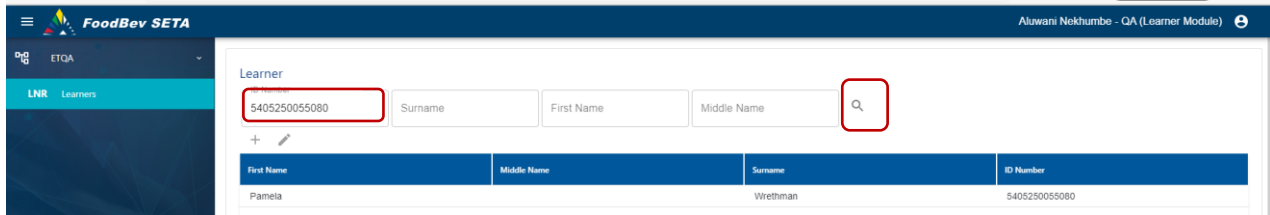
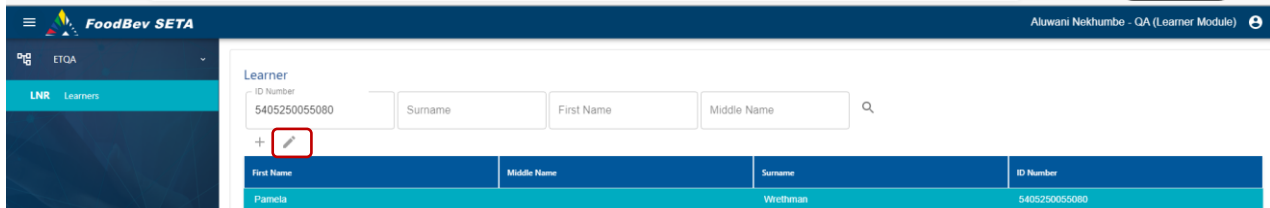
The following steps need to be followed to link Trades against a Learner on FOODBEV SIMS System:

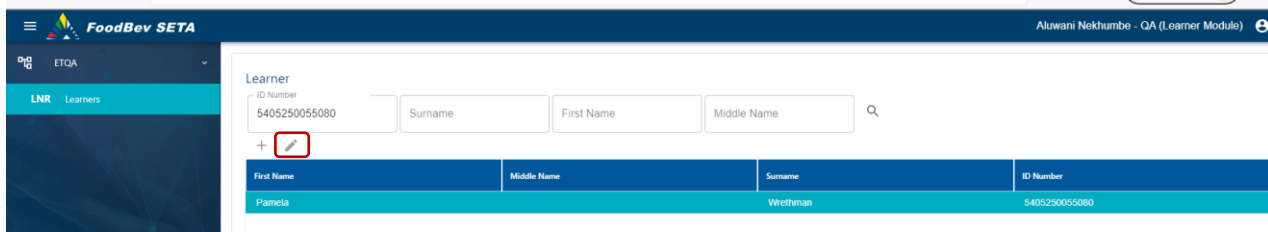
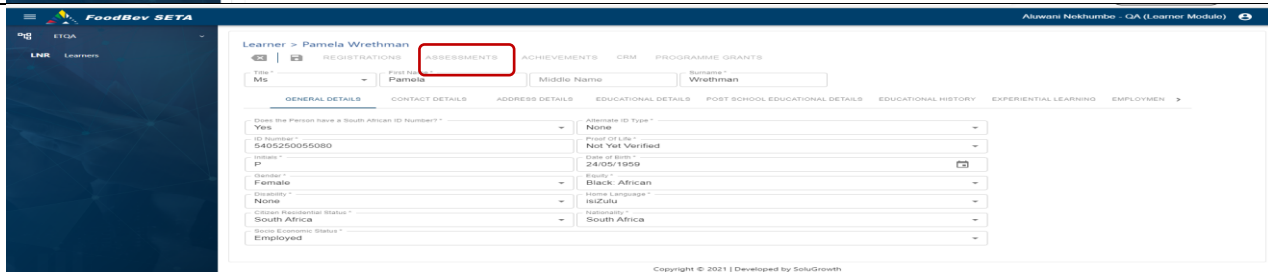
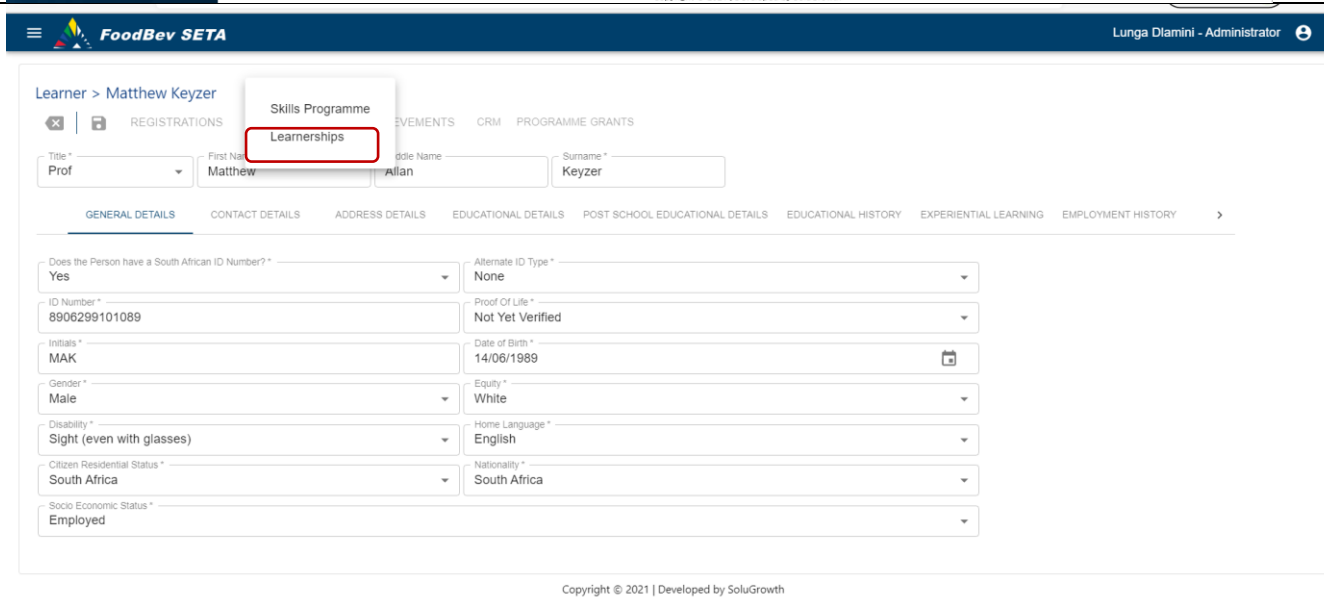
Step	Action	Result and Screenshots																																												
1.	Click on ETQA>>Learner Module	 The screenshot shows the FoodBev SETA Learner Module interface. The 'ETQA' menu item is highlighted in the top navigation bar, and the 'Learners' sub-menu is also highlighted. The main content area shows a list of learners with columns for First Name, Middle Name, Surname, and ID Number. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Abdullah</td><td>Fry</td><td>Sujee</td><td>8806257101081</td></tr><tr><td>Matthew</td><td>Allan</td><td>Keyzer</td><td>8906299101089</td></tr><tr><td>Thomas</td><td>Hendrik</td><td>Francis</td><td>8607080078086</td></tr><tr><td>Verona</td><td>Nolizwi</td><td>Mathumbu</td><td>8111220644089</td></tr><tr><td>Ricardo</td><td>Patrick</td><td>Wilson</td><td>7909185207086</td></tr><tr><td>Thabang</td><td>Sanah</td><td>Motsatsi</td><td>5804035226083</td></tr><tr><td>Sarah</td><td>Elizabeth</td><td>Sansom</td><td>8605180069088</td></tr><tr><td>Tebogo</td><td>Constacia</td><td>Diane</td><td>8408180864081</td></tr><tr><td>Siphelele</td><td>Jessica</td><td>Zondo</td><td>8707040333082</td></tr><tr><td>Motshabi</td><td>Dinahselina</td><td>Hlahane</td><td>6812270392089</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Abdullah	Fry	Sujee	8806257101081	Matthew	Allan	Keyzer	8906299101089	Thomas	Hendrik	Francis	8607080078086	Verona	Nolizwi	Mathumbu	8111220644089	Ricardo	Patrick	Wilson	7909185207086	Thabang	Sanah	Motsatsi	5804035226083	Sarah	Elizabeth	Sansom	8605180069088	Tebogo	Constacia	Diane	8408180864081	Siphelele	Jessica	Zondo	8707040333082	Motshabi	Dinahselina	Hlahane	6812270392089
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2.	Enter Learner Details and then click on Search Icon The learner info will populate.	 The screenshot shows the FoodBev SETA Learner Module interface. The 'Learners' sub-menu is highlighted. The search icon is highlighted in the top right corner of the search bar. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wrethman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wrethman	5405250055080																																				
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3	Click on the Learner info to select the learner, the learner information will highlight.	 The screenshot shows the FoodBev SETA Learner Module interface. The 'Learners' sub-menu is highlighted. The learner information for Pamela Wrethman is highlighted in blue. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wrethman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wrethman	5405250055080																																				
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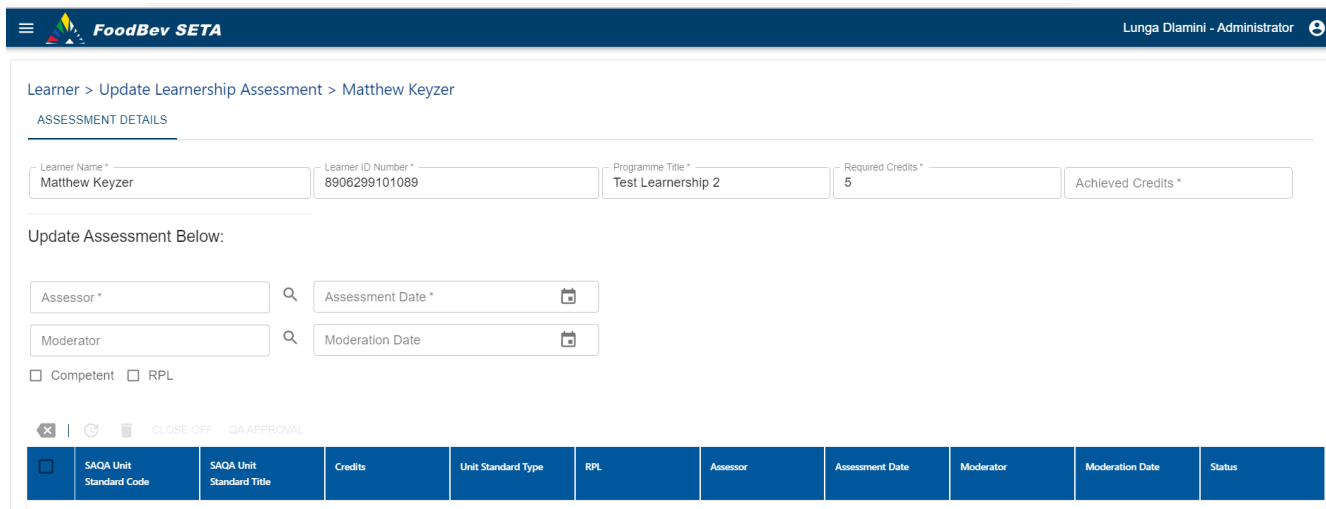
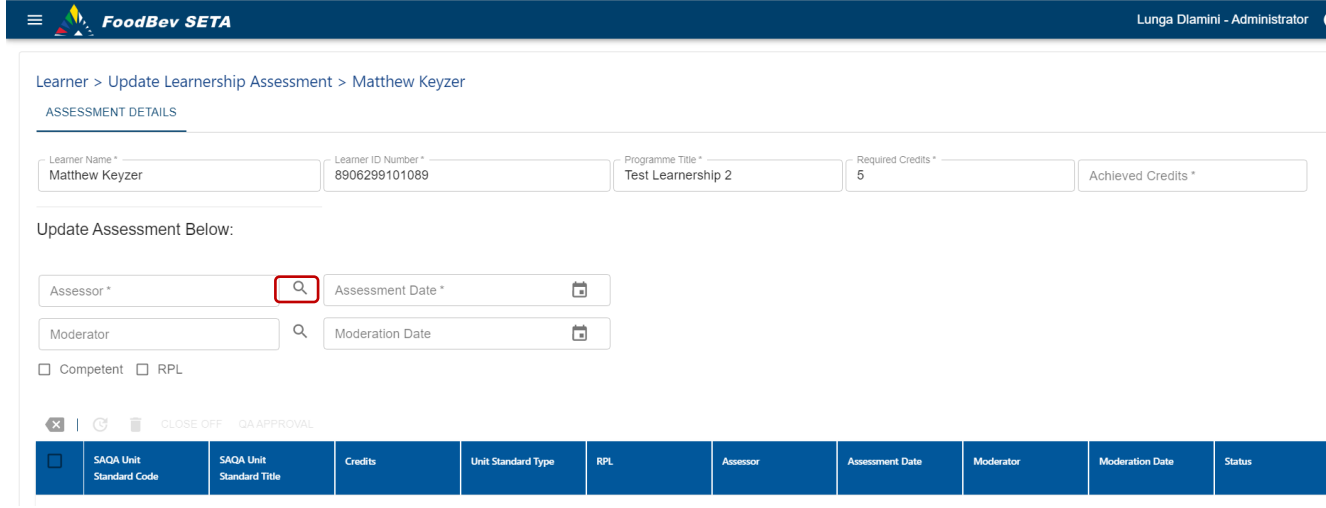
Step	Action	Result and Screenshots
4	Click Edit	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Edit' button, represented by a pencil icon, is highlighted with a red box. The page includes fields for ID Number, Surname, First Name, and Middle Name, and a table with columns for First Name, Middle Name, Surname, and ID Number.
5	Click Registrations tab	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Registrations' tab is highlighted with a red box. The page displays various registration details, including ID Number, Date of Birth, Gender, Disability, Citizen Residential Status, and Socio-Economic Status.
6	Select Candidacy on the Registration Tab	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Candidacy' dropdown menu is open, and 'Trades' is selected. The page displays various registration details, including ID Number, Date of Birth, Gender, Disability, Citizen Residential Status, and Socio-Economic Status.
7	Click Add	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Add' button, represented by a plus icon, is highlighted with a red box. The page displays a table with columns for Trade Code, Trade Title, Programme Status, Commencement Date, and Completion Date.

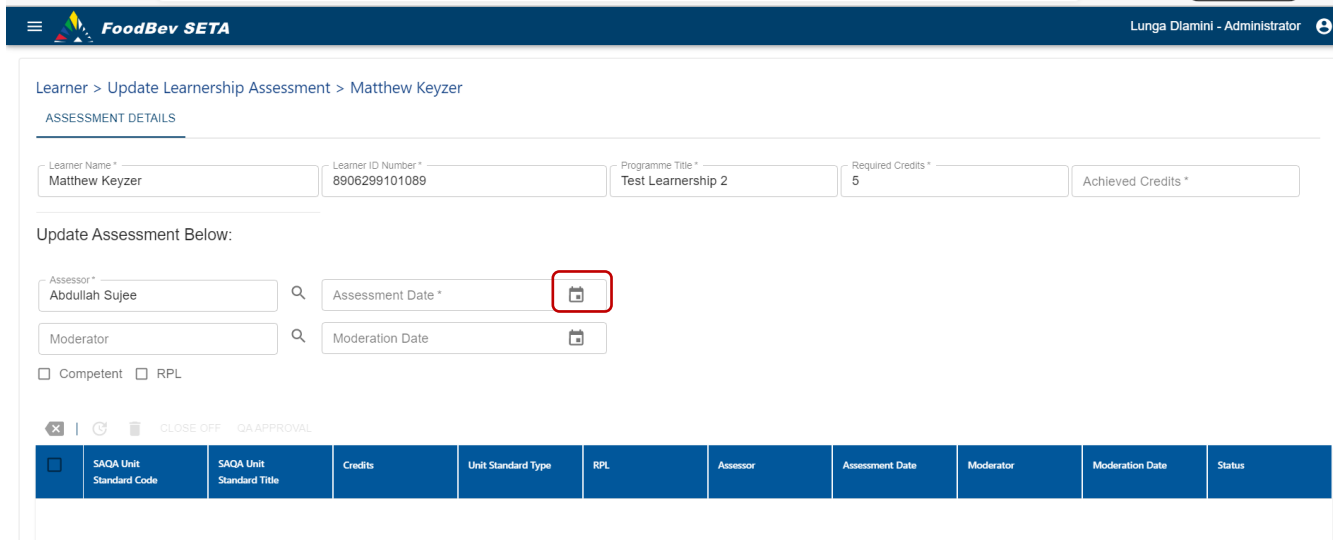
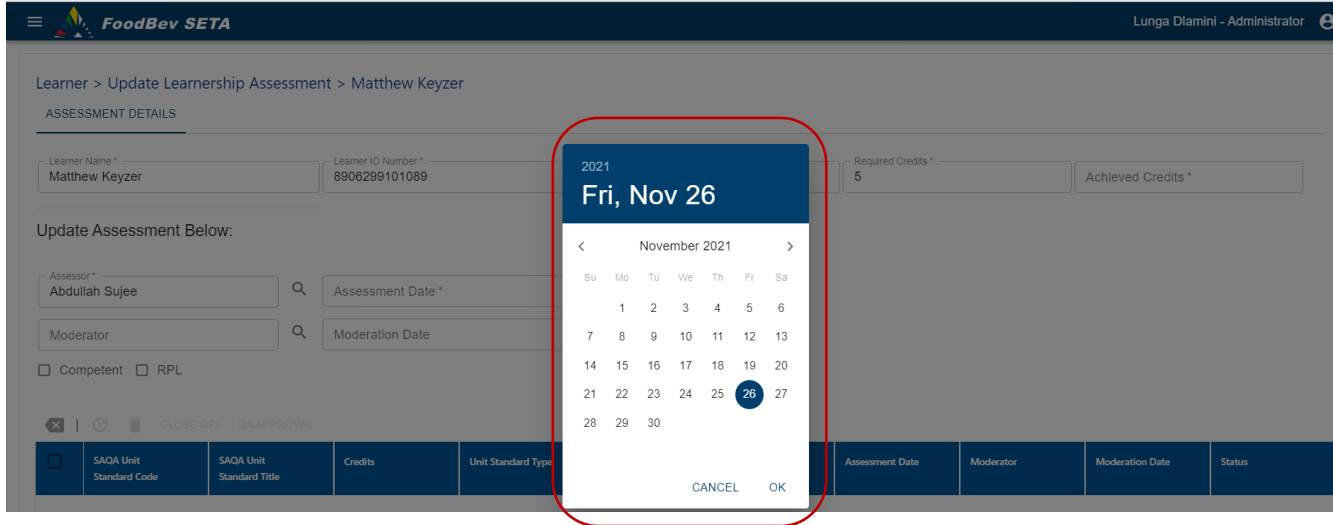
Step	Action	Result and Screenshots										
8	Complete all fields and click save Click on the Save button to complete the registration page.	 The screenshot shows the 'FoodBev SETA' interface. On the left is a sidebar with 'ETQA' and 'LNR Learners'. The main content area is titled 'Learner > Link New Trade > Pamela Wrethman'. Below this is a 'TRADE DETAILS' form. The form includes fields for 'Artisan Agreement Reference Number', 'Lead Provider' (AA SUPERMARKET), 'Secondary Provider' (AA SUPERMARKET), 'Trade' (Armature Winder), 'Qualification' (40001 Test Qual 5), 'Employer' (FOODBEVSETA Test Organisation 8), 'Sponsorship' (Industry Funded), 'Artisan Project' (Artisan Apprenticeship section 13), 'Project' (FBPROJ000419 - Apprenticeship RPL 21/22), 'Contract Number' (7265SP), 'Financial Year' (01 April 2020 – 31 March 2021), 'Commencement Date' (22/11/2021), 'Estimate Date of Completion' (30/11/2021), 'Completion Processed Date' (30/11/2021), 'Programme Status' (Enrolled), and 'Socio Economic Status' (Employed). A red box highlights the 'Save' button in the top left of the form area.										
11	The enrolled Trade will Save and display on the Learner's Registration Tab.	 The top screenshot shows the 'FoodBev SETA' interface with a green success message: 'Trade has been linked to the learner successfully'. Below this, the 'TRADE DETAILS' form is shown with updated information: 'Lead Provider' (AA SUPERMARKET - L140724446), 'Trade' (Armature Winder33445), 'Employer' (FOODBEVSETA Test Organisation 8 - L893720000), 'Contract Number' (7265SP), 'Commencement Date' (21/11/2021), and 'Completion Processed Date' (29/11/2021). The bottom screenshot shows the 'Learner > Trades > Pamela Wrethman' page. It displays a table of trades for the learner. <table><thead><tr><th>Trade Code</th><th>Trade Title</th><th>Programme Status</th><th>Commencement Date</th><th>Completion Date</th></tr></thead><tbody><tr><td>33445</td><td>Armature Winder</td><td>Enrolled</td><td>21/11/2021</td><td>29/11/2021</td></tr></tbody></table>	Trade Code	Trade Title	Programme Status	Commencement Date	Completion Date	33445	Armature Winder	Enrolled	21/11/2021	29/11/2021
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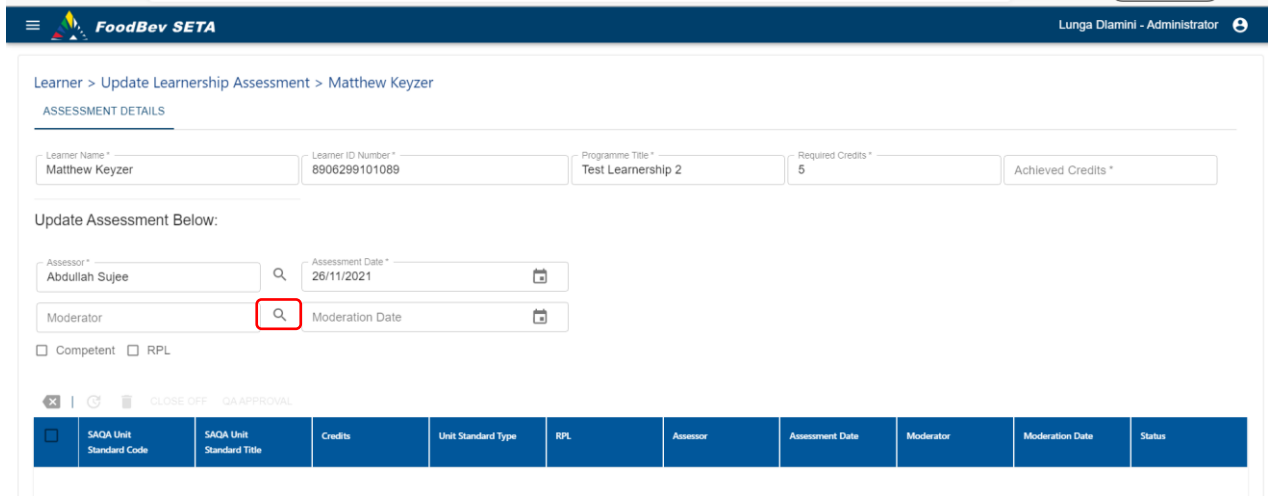
3.9 Learner Learnership Assessments

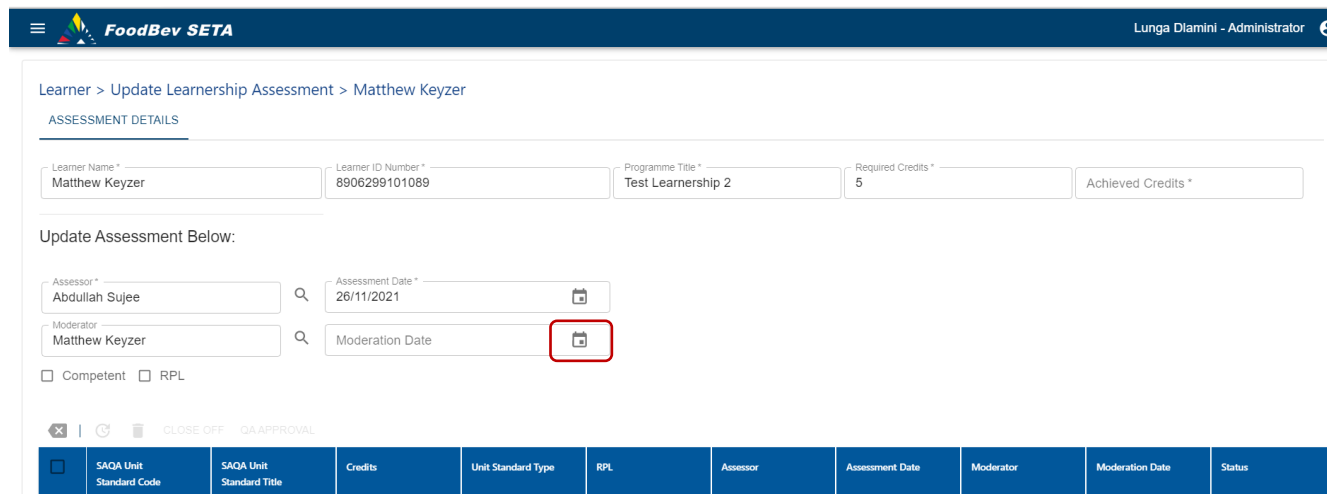
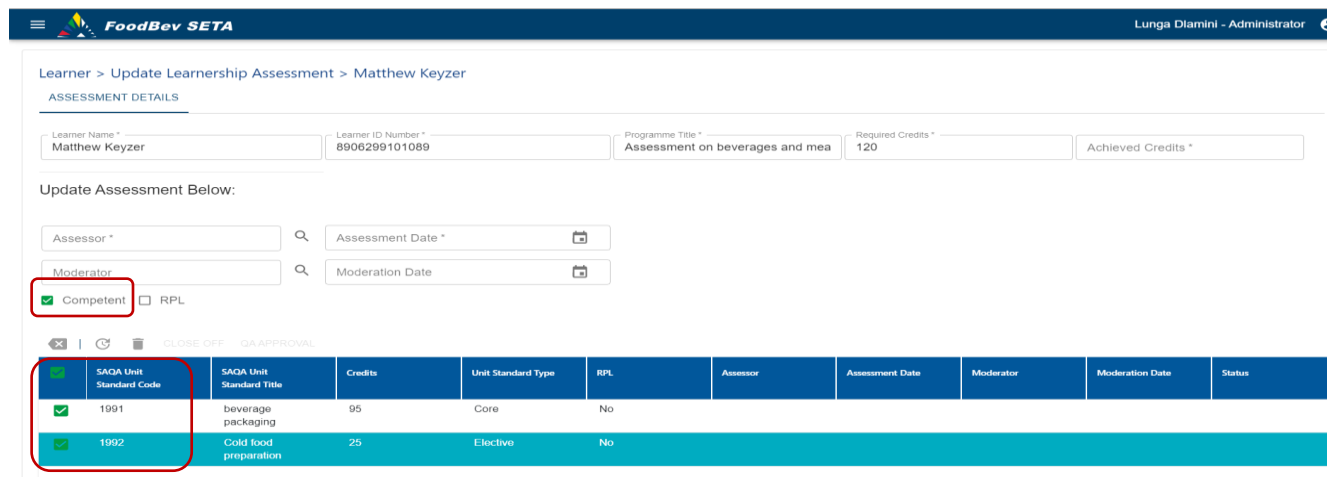
Step	Action	Result and Screenshots																																												
1.	Click on ETQA>>Learner Module	 The screenshot shows the 'FoodBev SETA' interface. On the left, a sidebar contains 'ETQA' and 'LNR Learners', with 'LNR Learners' selected. The main content area is titled 'Learner' and features a search bar with fields for ID Number, Surname, First Name, and Middle Name. Below the search bar is a table of learners. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Abdullah</td><td>Fry</td><td>Sujee</td><td>8806257101081</td></tr><tr><td>Matthew</td><td>Allan</td><td>Keyzer</td><td>8906299101089</td></tr><tr><td>Thomas</td><td>Hendrik</td><td>Francis</td><td>8607080078086</td></tr><tr><td>Verona</td><td>Nolizwi</td><td>Mathumbu</td><td>8111220644089</td></tr><tr><td>Ricardo</td><td>Patrick</td><td>Wilson</td><td>7909185207086</td></tr><tr><td>Thabang</td><td>Sanah</td><td>Motsatsi</td><td>5804035226083</td></tr><tr><td>Sarah</td><td>Elizabeth</td><td>Sansom</td><td>8605180069088</td></tr><tr><td>Tebogo</td><td>Constacia</td><td>Diane</td><td>8408180864081</td></tr><tr><td>Siphelele</td><td>Jessica</td><td>Zondo</td><td>8707040333082</td></tr><tr><td>Motshabi</td><td>Dinahselina</td><td>Hlahane</td><td>6812270392089</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Abdullah	Fry	Sujee	8806257101081	Matthew	Allan	Keyzer	8906299101089	Thomas	Hendrik	Francis	8607080078086	Verona	Nolizwi	Mathumbu	8111220644089	Ricardo	Patrick	Wilson	7909185207086	Thabang	Sanah	Motsatsi	5804035226083	Sarah	Elizabeth	Sansom	8605180069088	Tebogo	Constacia	Diane	8408180864081	Siphelele	Jessica	Zondo	8707040333082	Motshabi	Dinahselina	Hlahane	6812270392089
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2.	Enter Learner Details and then click on Search Icon The learner info will populate.	 The screenshot shows the 'FoodBev SETA' interface. The ID Number field in the search bar is now populated with '5405250055080'. The search icon is highlighted. The table below shows the learner details for Pamela Wretthman. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wretthman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wretthman	5405250055080																																				
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3	Click on the Learner info to select the learner, the learner information will highlight.	 The screenshot shows the 'FoodBev SETA' interface. The learner information for Pamela Wretthman is now highlighted in blue. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wretthman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wretthman	5405250055080																																				
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Step	Action	Result and Screenshots
4	Click Edit	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Edit' button, represented by a pencil icon, is highlighted with a red box. The page displays the learner's ID number (5405250055080) and a table with their details: First Name (Pamela), Middle Name (Wrethman), and ID Number (5405250055080).
5	Click Assessments tab	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'ASSESSMENTS' tab is highlighted with a red box. The page displays various details about the learner, including their ID number (5405250055080), gender (Female), and date of birth (24/05/1999).
6	Select Learnership on the Assessment Tab	 The screenshot shows the 'Learner' profile page for Matthew Keyzer. The 'Learnerships' tab is highlighted with a red box. The page displays various details about the learner, including their ID number (8906299101089), gender (Male), and date of birth (14/06/1989).

Step	Action	Result and Screenshots
7	You will land on the Assessments page	
8	Assessor Select Assessor by clicking on the Magnifying glass System Rules Only Assessors that are linked to the Learnership will pull on Assessments	

Step	Action	Result and Screenshots
11	Assessment Date Click on the Calendar button next to Assessment Date Select the Date and click on "Ok" System Rule Future Dates cannot be selected	 Learner > Update Learnership Assessment > Matthew Keyzer ASSESSMENT DETAILS Learner Name * Matthew Keyzer Learner ID Number * 8906299101089 Programme Title * Test Learnership 2 Required Credits * 5 Achieved Credits * Update Assessment Below: Assessor * Abdullah Sujee Assessment Date * Moderator Moderation Date ☐ Competent ☐ RPL ☐ SAQA Unit Standard Code SAQA Unit Standard Title Credits Unit Standard Type RPL Assessor Assessment Date Moderator Moderation Date Status  Learner > Update Learnership Assessment > Matthew Keyzer ASSESSMENT DETAILS Learner Name * Matthew Keyzer Learner ID Number * 8906299101089 Required Credits * 5 Achieved Credits * Update Assessment Below: Assessor * Abdullah Sujee Assessment Date * Moderator Moderation Date ☐ Competent ☐ RPL ☐ SAQA Unit Standard Code SAQA Unit Standard Title Credits Unit Standard Type RPL Assessor Assessment Date Moderator Moderation Date Status

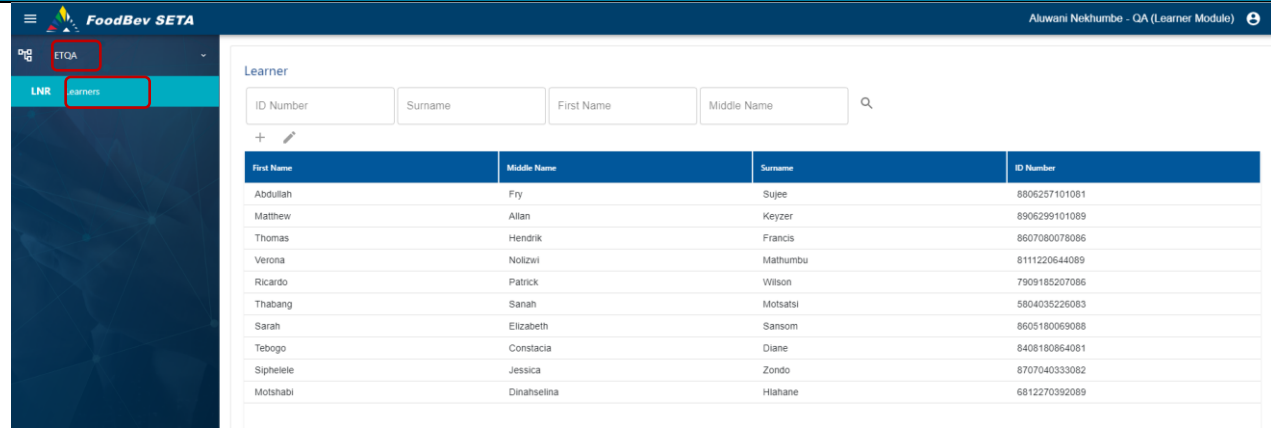
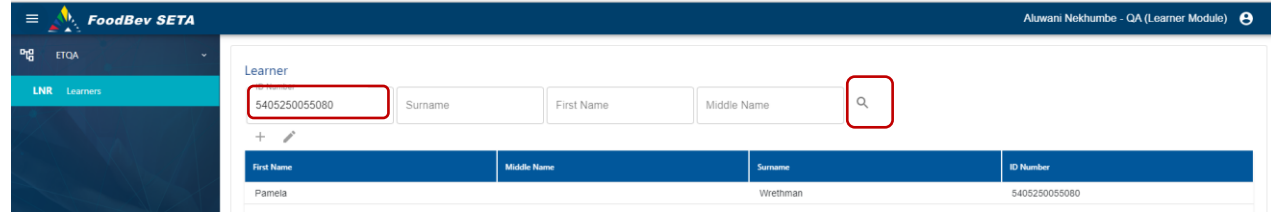
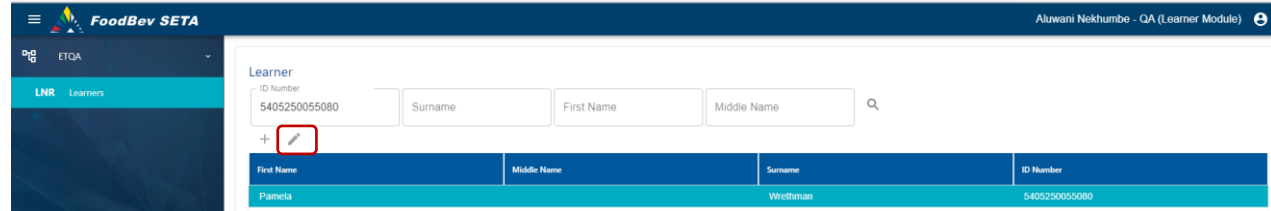
Step	Action	Result and Screenshots
13	Moderator Select Moderator by clicking on the Magnifying glass System Rules Only Moderators that are linked to the Learnership will pull on Assessments	 The screenshot displays the 'FoodBev SETA' interface for updating a learner's assessment. The breadcrumb trail is 'Learner > Update Learnership Assessment > Matthew Keyzer'. The 'ASSESSMENT DETAILS' section includes fields for Learner Name (Matthew Keyzer), Learner ID Number (8906299101089), Programme Title (Test Learnership 2), Required Credits (5), and Achieved Credits. Below this, the 'Update Assessment Below' section contains fields for Assessor (Abdullah Sujee), Assessment Date (26/11/2021), and Moderator. The Moderator field has a magnifying glass icon highlighted with a red box, indicating the action to click on it to select a moderator. There are also checkboxes for 'Competent' and 'RPL'. At the bottom, there is a table with columns: SAQA Unit Standard Code, SAQA Unit Standard Title, Credits, Unit Standard Type, RPL, Assessor, Assessment Date, Moderator, Moderation Date, and Status.

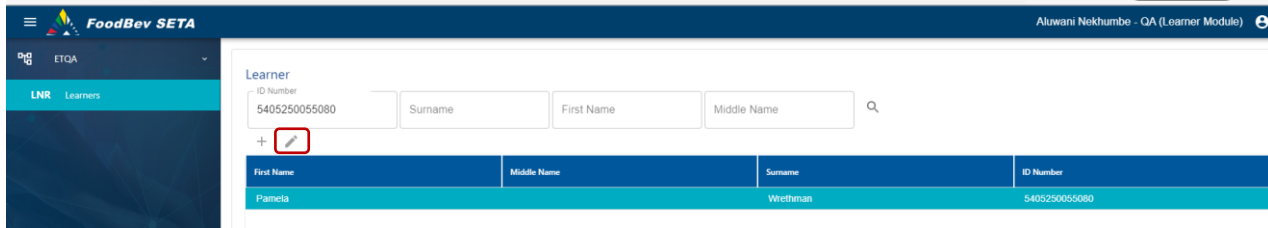
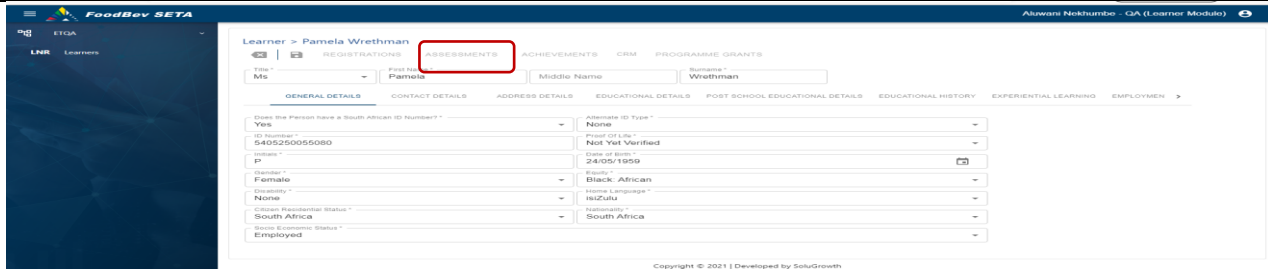
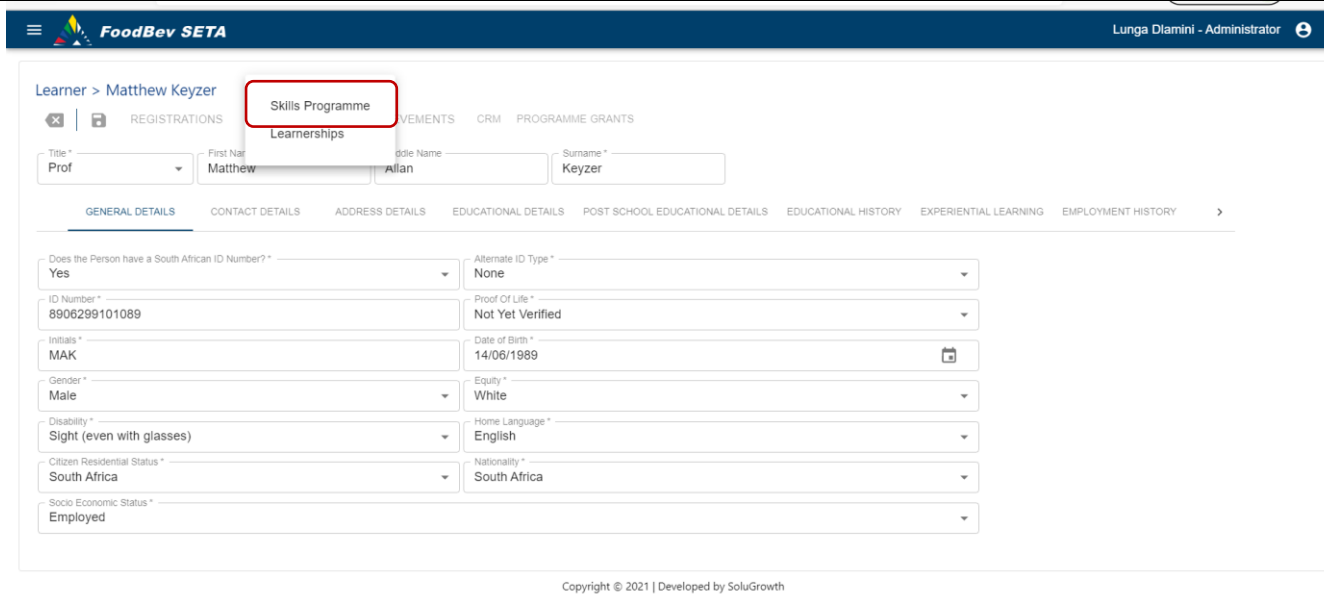
Step	Action	Result and Screenshots																														
14	Moderation Date Click on the Calendar button next to Moderation Date Select the Date and click on "Ok" System Rule Future Dates cannot be selected.	 The screenshot shows the 'Update Learnership Assessment' page for Matthew Keyzer. The 'Moderation Date' field is highlighted with a red box, and a calendar icon is visible next to it. The page includes fields for Learner Name, Learner ID Number, Programme Title, Required Credits, and Achieved Credits. The 'Update Assessment Below' section shows the Assessor (Abdullah Sujee) and the Moderation Date (26/11/2021). The 'Competent' checkbox is checked, and the 'RPL' checkbox is unchecked. The table below shows the assessment details for the unit standard. <table><thead><tr><th>SAQA Unit Standard Code</th><th>SAQA Unit Standard Title</th><th>Credits</th><th>Unit Standard Type</th><th>RPL</th><th>Assessor</th><th>Assessment Date</th><th>Moderator</th><th>Moderation Date</th><th>Status</th></tr></thead><tbody><tr><td>1991</td><td>beverage packaging</td><td>95</td><td>Core</td><td>No</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1992</td><td>Cold food preparation</td><td>25</td><td>Elective</td><td>No</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	SAQA Unit Standard Code	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Assessor	Assessment Date	Moderator	Moderation Date	Status	1991	beverage packaging	95	Core	No						1992	Cold food preparation	25	Elective	No					
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12	Tick on Competent, and then select the unit standards you want assess.	 The screenshot shows the 'Update Learnership Assessment' page for Matthew Keyzer. The 'Competent' checkbox is highlighted with a red box, and the 'Moderation Date' field is also highlighted with a red box. The page includes fields for Learner Name, Learner ID Number, Programme Title, Required Credits, and Achieved Credits. The 'Update Assessment Below' section shows the Assessor (Abdullah Sujee) and the Moderation Date (26/11/2021). The 'Competent' checkbox is checked, and the 'RPL' checkbox is unchecked. The table below shows the assessment details for the unit standard. <table><thead><tr><th>SAQA Unit Standard Code</th><th>SAQA Unit Standard Title</th><th>Credits</th><th>Unit Standard Type</th><th>RPL</th><th>Assessor</th><th>Assessment Date</th><th>Moderator</th><th>Moderation Date</th><th>Status</th></tr></thead><tbody><tr><td>1991</td><td>beverage packaging</td><td>95</td><td>Core</td><td>No</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1992</td><td>Cold food preparation</td><td>25</td><td>Elective</td><td>No</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	SAQA Unit Standard Code	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Assessor	Assessment Date	Moderator	Moderation Date	Status	1991	beverage packaging	95	Core	No						1992	Cold food preparation	25	Elective	No					
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Step	Action	Result and Screenshots																																	
13	Once done, click on the update button and this will update the unit standards selected,	FoodBev SETA Lunga Dlamini - Administrator Learner > Update Learnership Assessment > Matthew Keyzer ASSESSMENT DETAILS Learner Name * Matthew Keyzer Learner ID Number * 8906299101089 Programme Title * Assessment on beverages and mea Required Credits * 120 Achieved Credits * Update Assessment Below: Assessor * Assessment Date * Moderator Moderation Date ☒ Competent ☐ RPL CLOSE OFF QA APPROVAL <table><thead><tr><th></th><th>Standard Code</th><th>SAQA Unit Standard Title</th><th>Credits</th><th>Unit Standard Type</th><th>RPL</th><th>Assessor</th><th>Assessment Date</th><th>Moderator</th><th>Moderation Date</th><th>Status</th></tr></thead><tbody><tr><td>☒</td><td>1991</td><td>beverage packaging</td><td>95</td><td>Comp</td><td>No</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>☒</td><td>1992</td><td>Cold food preparation</td><td>25</td><td>Elective</td><td>No</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>		Standard Code	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Assessor	Assessment Date	Moderator	Moderation Date	Status	☒	1991	beverage packaging	95	Comp	No						☒	1992	Cold food preparation	25	Elective	No					
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14	When the update button is clicked, the unit standards and updated will be updated with Assessor, Assessment Date, Moderator and Moderation Date and the Status of the unit standards will also be updated. The Achieved Credits will also be updated.	FoodBev SETA Lunga Dlamini - Administrator Learner > Update Learnership Assessment > Matthew Keyzer ASSESSMENT DETAILS Learner Name * Matthew Keyzer Learner ID Number * 8906299101089 Programme Title * Assessment on beverages and mea Required Credits * 120 Achieved Credits * 120 Update Assessment Below: Assessor * Assessment Date * Moderator Moderation Date ☐ Competent ☐ RPL CLOSE OFF QA APPROVAL <table><thead><tr><th></th><th>SAQA Unit Standard Code</th><th>SAQA Unit Standard Title</th><th>Credits</th><th>Unit Standard Type</th><th>RPL</th><th>Assessor</th><th>Assessment Date</th><th>Moderator</th><th>Moderation Date</th><th>Status</th></tr></thead><tbody><tr><td>☐</td><td>1991</td><td>beverage packaging</td><td>95</td><td>Core</td><td>No</td><td>Abdullah Sujee</td><td>25/11/2021</td><td>Thabang Motsatsi</td><td>25/11/2021</td><td>Competent</td></tr><tr><td>☐</td><td>1992</td><td>Cold food preparation</td><td>25</td><td>Elective</td><td>No</td><td>Abdullah Sujee</td><td>25/11/2021</td><td>Thabang Motsatsi</td><td>25/11/2021</td><td>Competent</td></tr></tbody></table>		SAQA Unit Standard Code	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Assessor	Assessment Date	Moderator	Moderation Date	Status	☐	1991	beverage packaging	95	Core	No	Abdullah Sujee	25/11/2021	Thabang Motsatsi	25/11/2021	Competent	☐	1992	Cold food preparation	25	Elective	No	Abdullah Sujee	25/11/2021	Thabang Motsatsi	25/11/2021	Competent
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3.10 Learner Skills Programme Assessments

Step	Action	Result and Screenshots																																												
1.	Click on ETQA>>Learner Module	 The screenshot shows the FoodBev SETA Learner Module interface. The ETQA menu is highlighted in the top navigation bar, and the Learners sub-menu is highlighted in the left sidebar. The main content area shows a search form with fields for ID Number, Surname, First Name, and Middle Name, and a search icon. Below the search form is a table of learners. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Abdullah</td><td>Fry</td><td>Sujee</td><td>8806257101081</td></tr><tr><td>Matthew</td><td>Allan</td><td>Keyzer</td><td>8906299101089</td></tr><tr><td>Thomas</td><td>Hendrik</td><td>Francis</td><td>8607080078086</td></tr><tr><td>Verona</td><td>Nolizwi</td><td>Mathumbu</td><td>8111220644089</td></tr><tr><td>Ricardo</td><td>Patrick</td><td>Wilson</td><td>7909185207086</td></tr><tr><td>Thabang</td><td>Sanah</td><td>Motsatsi</td><td>5804035226083</td></tr><tr><td>Sarah</td><td>Elizabeth</td><td>Sansom</td><td>8605180069088</td></tr><tr><td>Tebogo</td><td>Constacia</td><td>Diane</td><td>8408180864081</td></tr><tr><td>Siphelele</td><td>Jessica</td><td>Zondo</td><td>8707040333082</td></tr><tr><td>Motshabi</td><td>Dinahselina</td><td>Hlahane</td><td>6812270392089</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Abdullah	Fry	Sujee	8806257101081	Matthew	Allan	Keyzer	8906299101089	Thomas	Hendrik	Francis	8607080078086	Verona	Nolizwi	Mathumbu	8111220644089	Ricardo	Patrick	Wilson	7909185207086	Thabang	Sanah	Motsatsi	5804035226083	Sarah	Elizabeth	Sansom	8605180069088	Tebogo	Constacia	Diane	8408180864081	Siphelele	Jessica	Zondo	8707040333082	Motshabi	Dinahselina	Hlahane	6812270392089
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Matthew	Allan	Keyzer	8906299101089																																											
Thomas	Hendrik	Francis	8607080078086																																											
Verona	Nolizwi	Mathumbu	8111220644089																																											
Ricardo	Patrick	Wilson	7909185207086																																											
Thabang	Sanah	Motsatsi	5804035226083																																											
Sarah	Elizabeth	Sansom	8605180069088																																											
Tebogo	Constacia	Diane	8408180864081																																											
Siphelele	Jessica	Zondo	8707040333082																																											
Motshabi	Dinahselina	Hlahane	6812270392089																																											
2.	Enter Learner Details and then click on Search Icon The learner info will populate.	 The screenshot shows the FoodBev SETA Learner Module interface. The ID Number field is populated with 5405250055080. The search icon is highlighted with a red box. The table below shows the learner information for Pamela Wretthman. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wretthman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wretthman	5405250055080																																				
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3	Click on the Learner info to select the learner, the learner information will highlight.	 The screenshot shows the FoodBev SETA Learner Module interface. The learner information for Pamela Wretthman is highlighted in the table. The search icon is highlighted with a red box. <table><thead><tr><th>First Name</th><th>Middle Name</th><th>Surname</th><th>ID Number</th></tr></thead><tbody><tr><td>Pamela</td><td></td><td>Wretthman</td><td>5405250055080</td></tr></tbody></table>	First Name	Middle Name	Surname	ID Number	Pamela		Wretthman	5405250055080																																				
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Step	Action	Result and Screenshots
4	Click Edit	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'Edit' button, represented by a pencil icon, is highlighted with a red box. The page displays the learner's ID number (5405250055080) and a table with their details: First Name (Pamela), Middle Name (Wrethman), and ID Number (5405250055080).
5	Click Assessments tab	 The screenshot shows the 'Learner' profile page for Pamela Wrethman. The 'ASSESSMENTS' tab is highlighted with a red box. The page displays various details about the learner, including their ID number (5405250055080), gender (Female), and date of birth (24/05/1999).
6	Select Skills Programme on the Assessment Tab	 The screenshot shows the 'Learner' profile page for Matthew Keyzer. The 'Skills Programme' dropdown menu is highlighted with a red box. The page displays various details about the learner, including their ID number (8906299101089), gender (Male), and date of birth (14/06/1989).

Step	Action	Result and Screenshots																																																							
7	You will and on the Assessments Tab	FoodBev SETA Lunga Dlamini - Administrator Learner > Update Skills Programme Assessment > Matthew Keyzer ASSESSMENT DETAILS Learner Name * Matthew Keyzer Learner ID Number * 8906299101089 Programme Title * Mpho Required Credits * 123 Achieved Credits * Update Assessment Below: Assessor * Assessment Date * Moderator Moderation Date ☐ Competent ☐ RPL CLOSE OFF QA APPROVAL <table><thead><tr><th>☐</th><th>SAQA Unit Standard Code</th><th>SAQA Unit Standard Title</th><th>Credits</th><th>Unit Standard Type</th><th>RPL</th><th>Assessor</th><th>Assessment Date</th><th>Moderator</th><th>Moderation Date</th><th>Status</th></tr></thead><tbody><tr><td>☐</td><td>00001</td><td>TestMpho</td><td>150</td><td>Core</td><td>No</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>☐</td><td>00001</td><td>Test US 8</td><td>5</td><td>Core</td><td>No</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>☐</td><td>00009</td><td>Test US 8</td><td>5</td><td>Core</td><td>No</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>☐</td><td>00010</td><td>Test US 10</td><td>3</td><td>Core</td><td>No</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	☐	SAQA Unit Standard Code	SAQA Unit Standard Title	Credits	Unit Standard Type	RPL	Assessor	Assessment Date	Moderator	Moderation Date	Status	☐	00001	TestMpho	150	Core	No						☐	00001	Test US 8	5	Core	No						☐	00009	Test US 8	5	Core	No						☐	00010	Test US 10	3	Core	No					
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