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User Training Manual

FOODBEV SETA

SIMS: LEARNER ENROLMENTS

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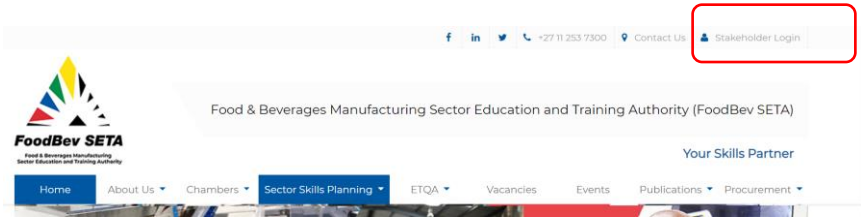
1. Access SIMS

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

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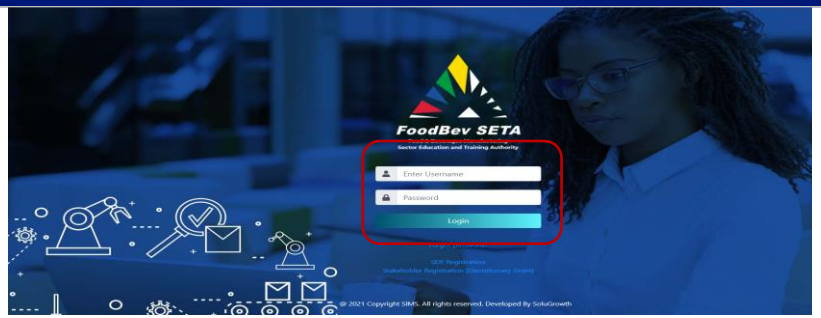
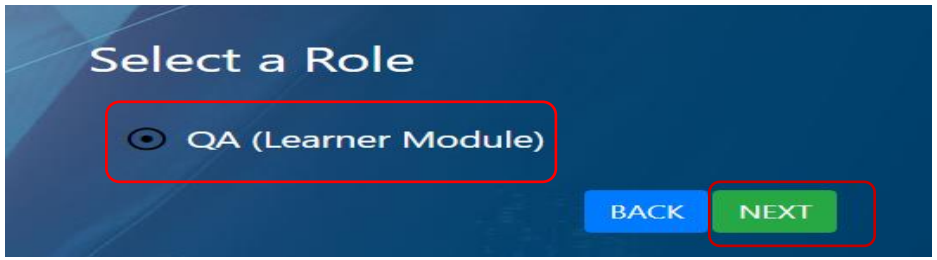
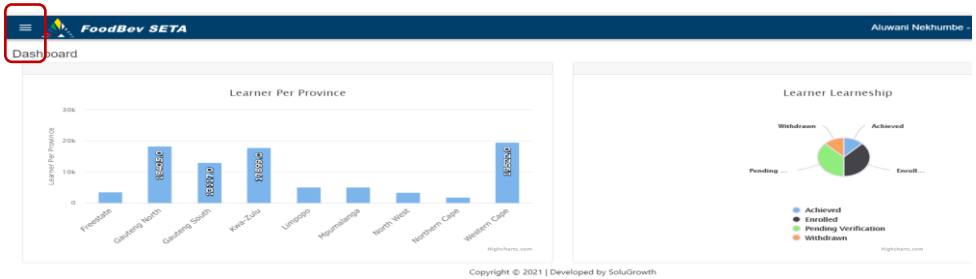
Step	Action	Result and Screenshots
		
4	Once you have clicked on LOGIN, you will be prompted to Select a Role, Select Role and click on "Next"	Upon Login you will be prompted to select a Role, Select Role and click on Next. 
5	The system will land on the FoodBev Dashboard, Click on the Sub Menu and Select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

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Step	Action	Result and Screenshots
6	Click on the Sub Menu and Select ETQA >>Leamers	

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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
2	Click Add (Indicated by a + sign)	Click Add (Indicated by a + sign)

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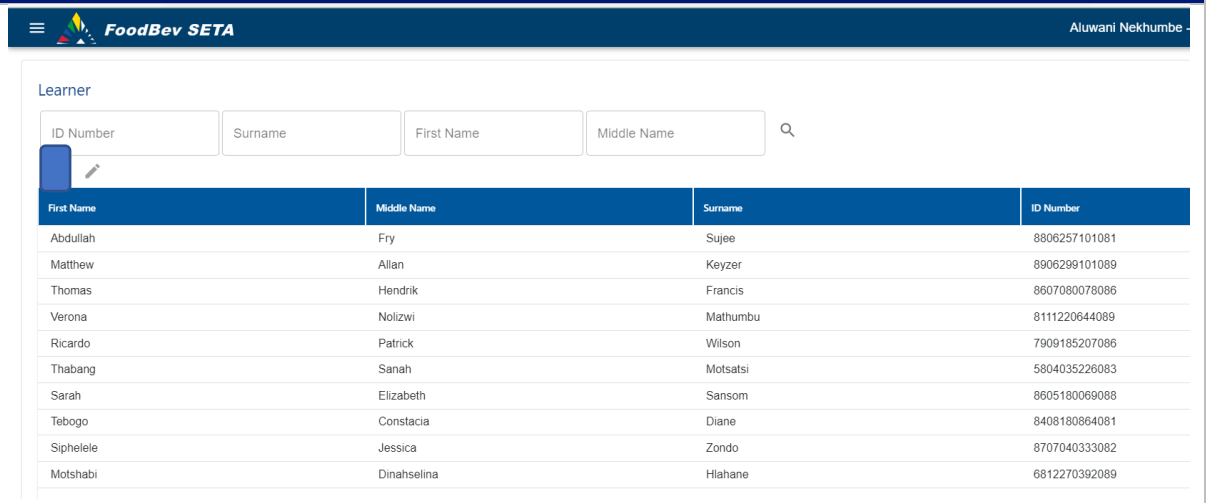
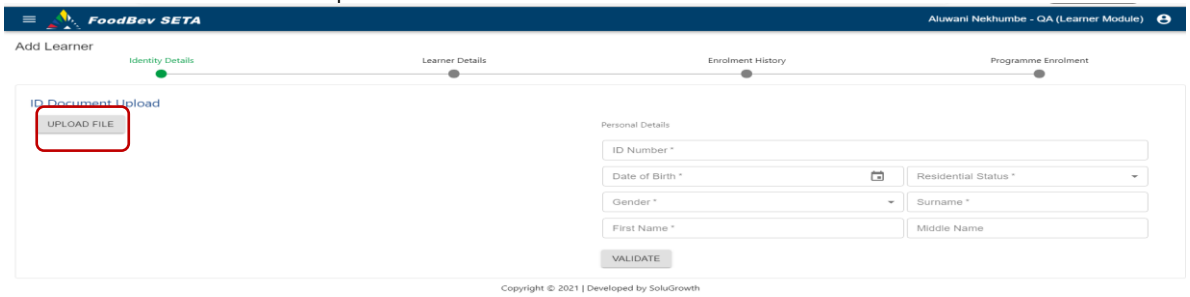
Step	Action	Actual Result and Screenshots
		 First Name | Middle Name | Surname | ID Number Abdullah | Fry | Sujee | 8806257101081 Matthew | Allan | Keyzer | 8906299101089 Thomas | Hendrik | Francis | 8607080078086 Verona | Nolizwi | Mathumbu | 8111220644089 Ricardo | Patrick | Wilson | 7909185207086 Thabang | Sanah | Motsatsi | 5804035226083 Sarah | Elizabeth | Sansom | 8605180069088 Tebogo | Constacia | Diane | 8408180864081 Siphelele | Jessica | Zondo | 8707040333082 Motshabi | Dinahselina | Hlahane | 6812270392089
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.  Click on Upload File And select ID card to upload and Click on Open

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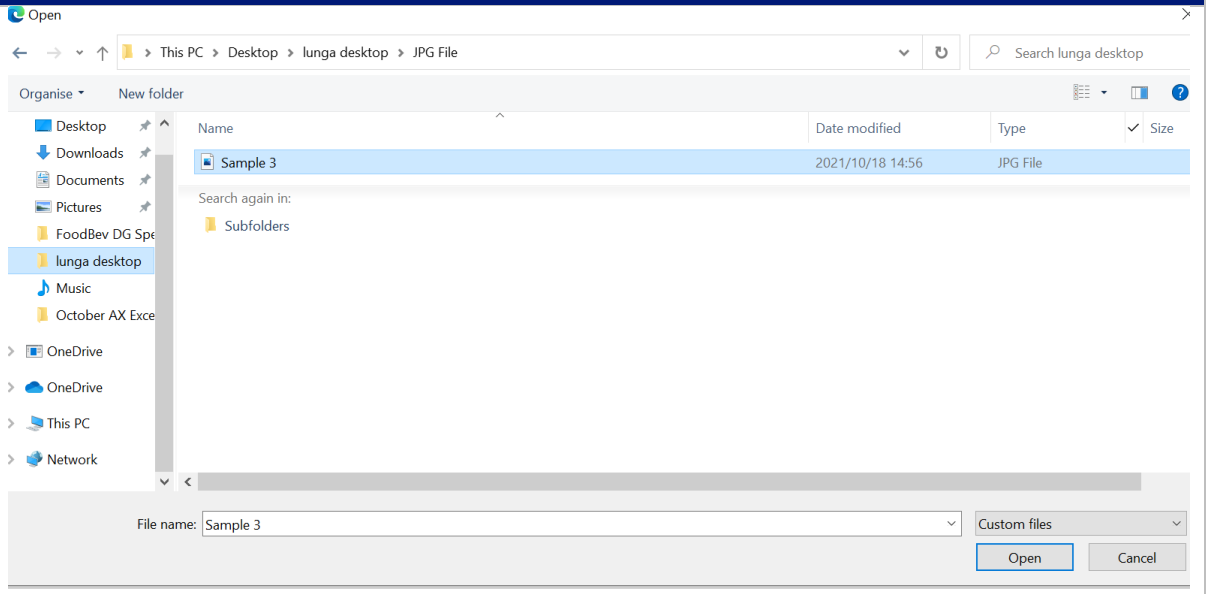
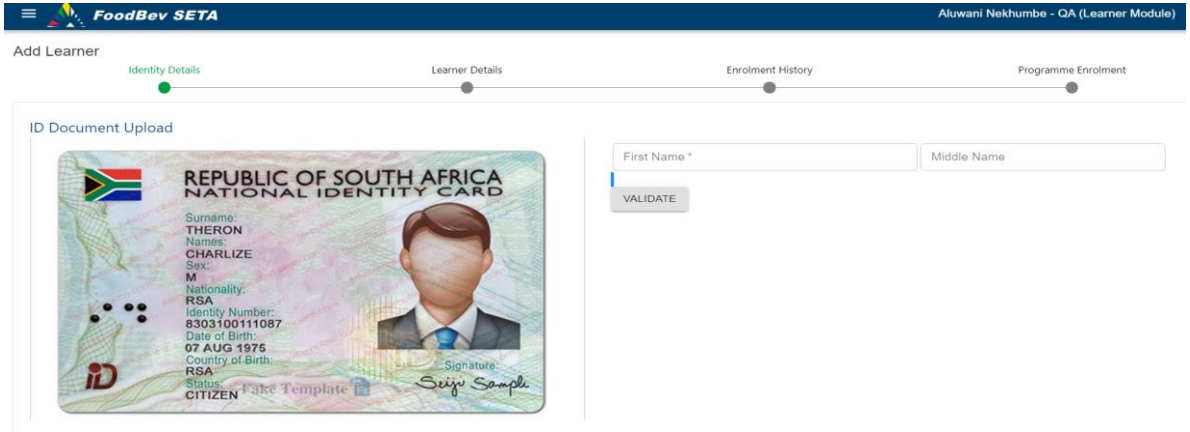
Step	Action	Actual Result and Screenshots
		 The Selected ID card will be uploaded on the system 

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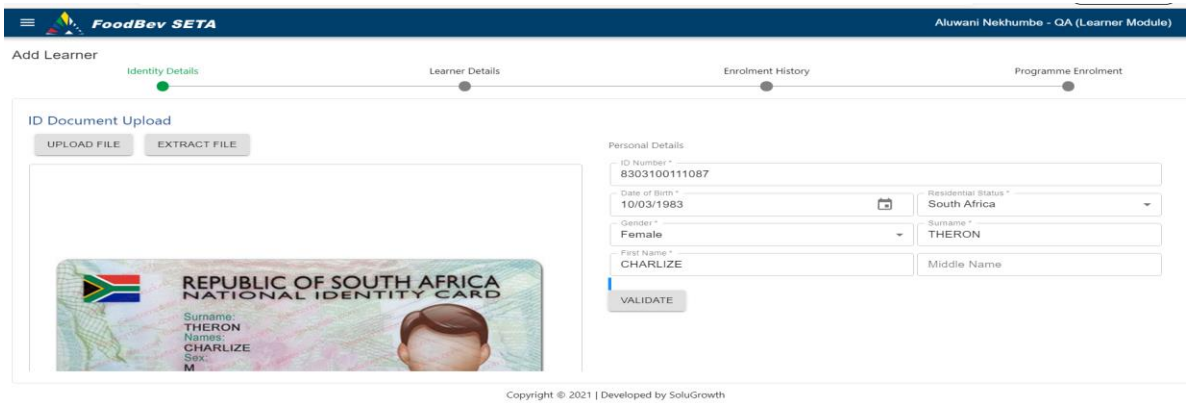
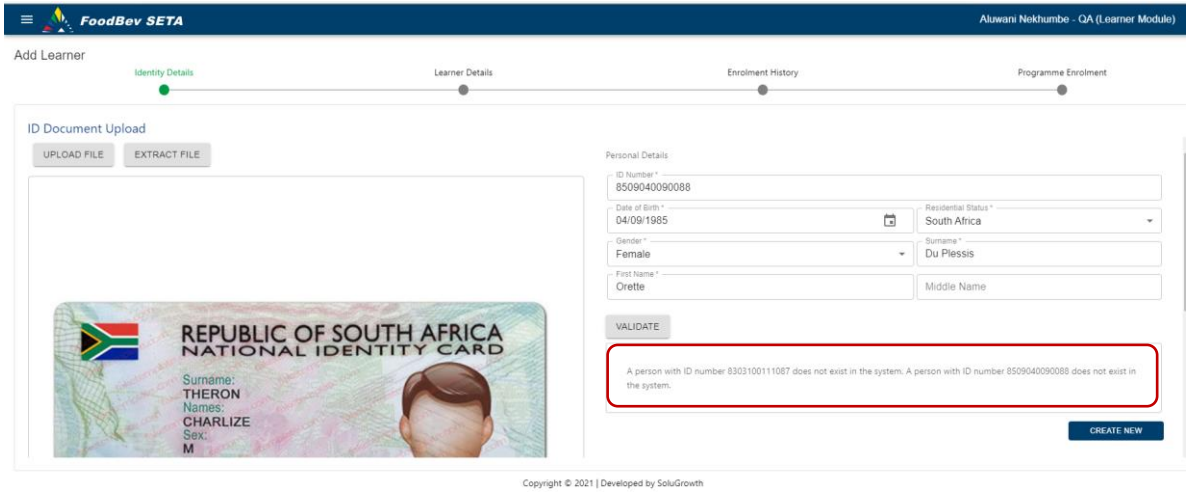
Step	Action	Actual Result and Screenshots
4	Click Extract file button to extract the ID details on the system	When Excract is clicked, the ID card details will be auto-populated on the Personal Detail Tab 
5	Click Validate button and then Click Create new button	Validate the ID details and check if learner does not already exist on the FoodBev database and return a message based on the Validation results. 

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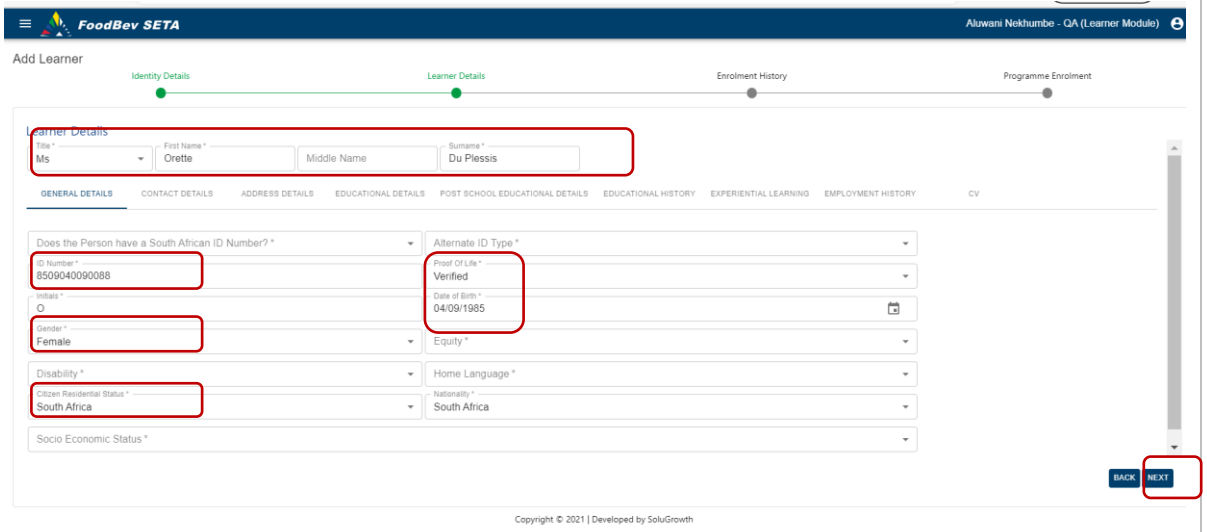
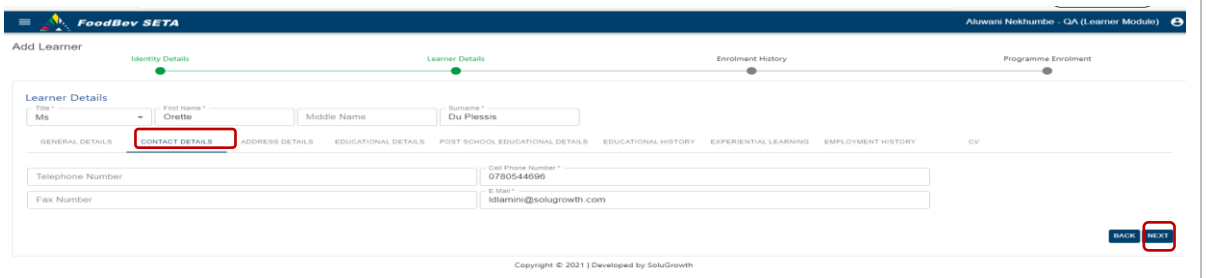
Step	Action	Actual Result and Screenshots
6	When the Create new button is clicked, the system allows the user to capture the Learner's personal details. 6.1 Capture learner general details	Capture learner general details Most fields are already auto populated and extracted from the ID uploaded. Capture 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 

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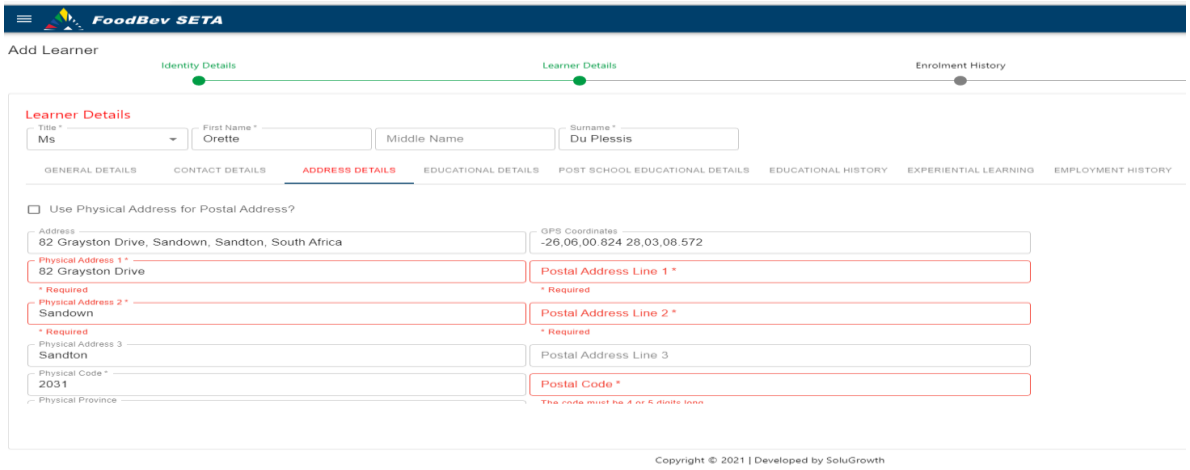
Step	Action	Actual Result and Screenshots
6.3	Capture learner Address details	Capture learners Address details Click on Next and the system will navigate to the Address Details Tab When the address is captured, there is google interaction and the GPS coordinates and address details are populated from the address details 

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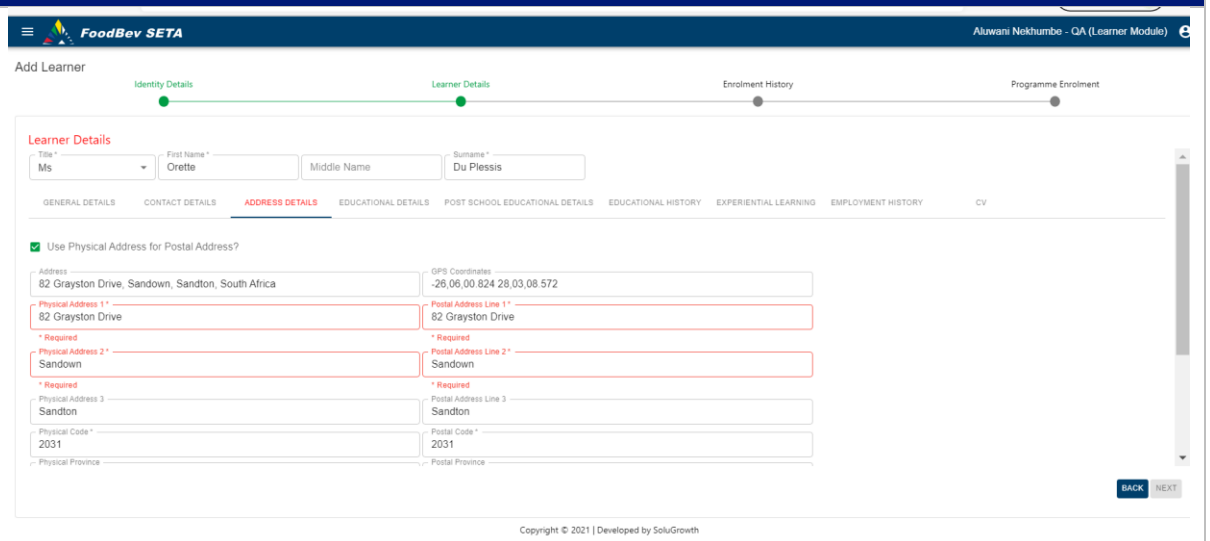
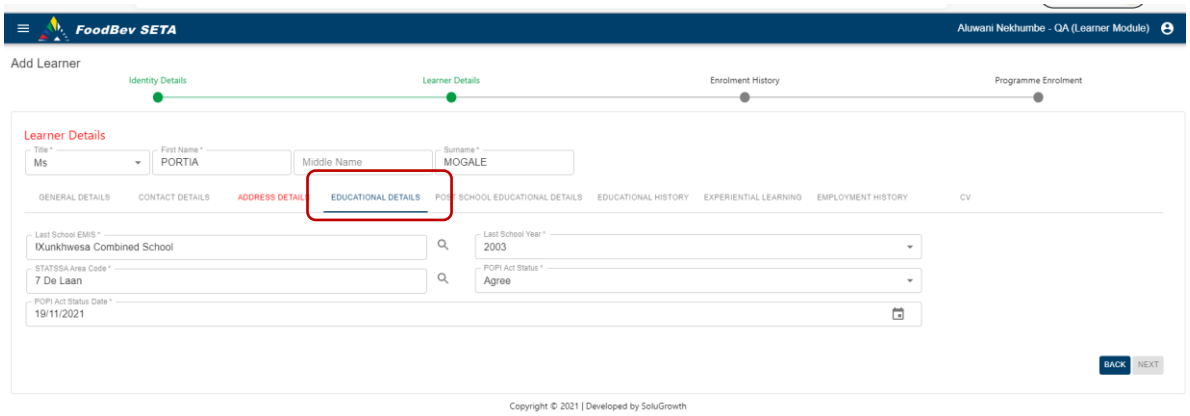
Step	Action	Actual Result and Screenshots
		
6.4	Capture educational details	Capture educational details Capture the educational details and click on the next Tab 

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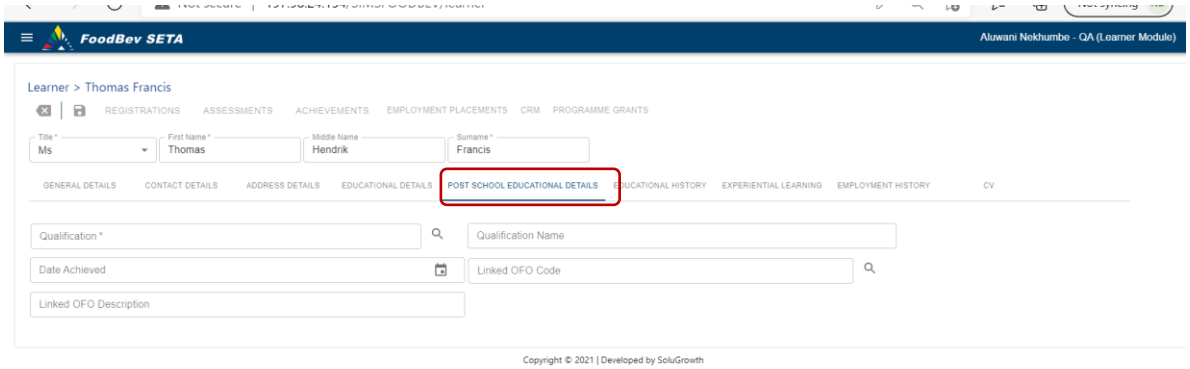
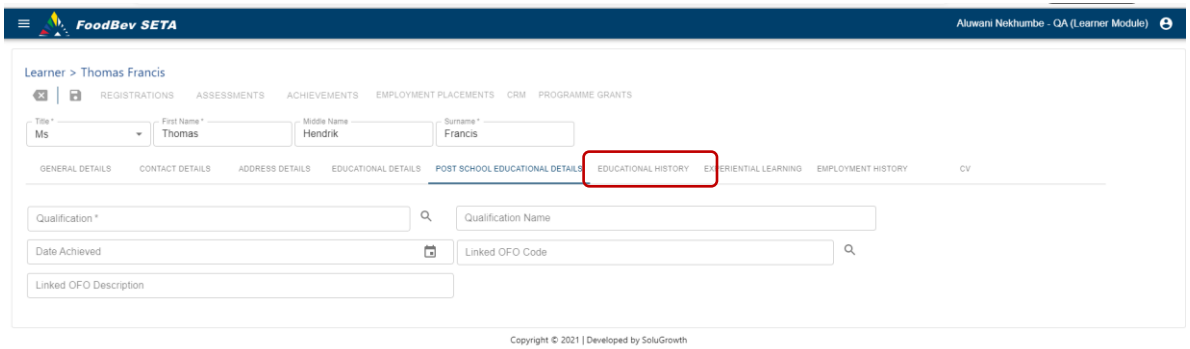
Step	Action	Actual Result and Screenshots
6.5	Capture Post School Educational Details.	Capture learners' Post School Educational Details and move to the next Tab 
6.6	Capture learners' educational history,	Capture learners' educational history 
6.7	Capture Experiential Learning	Capture Experiential Learning

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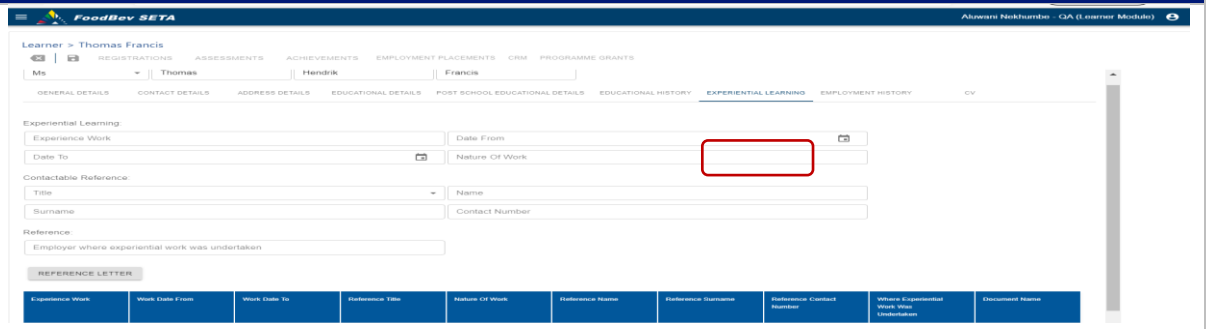
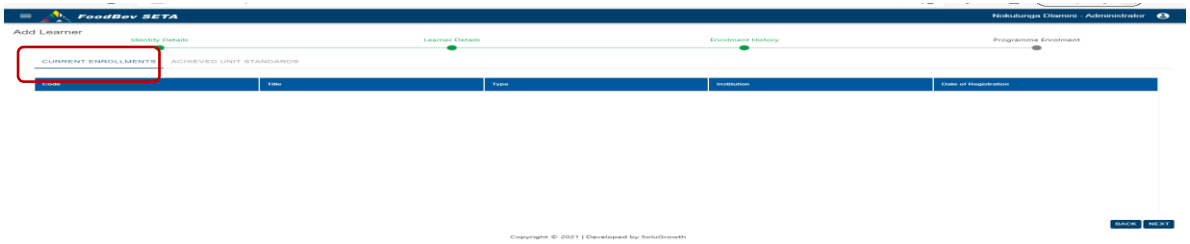
Step	Action	Actual Result and Screenshots
		
6.8	Click next to go to Enrolment history	This section will display all the learner's existing enrolment history if any 
6.9	Click on Next to enrol learner on a learning Programme, navigate to Programme Enrolments.	 Select the learning Programme that you want to enrol the learner from the Programme Type drop-down.

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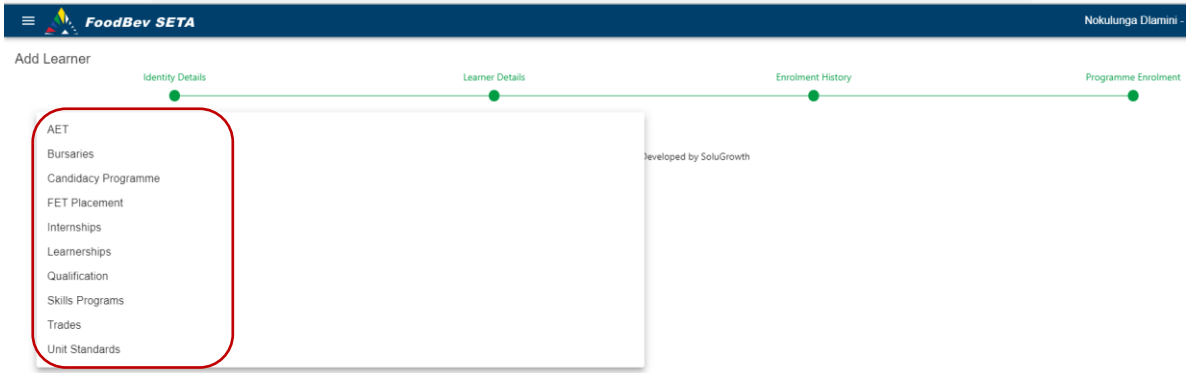
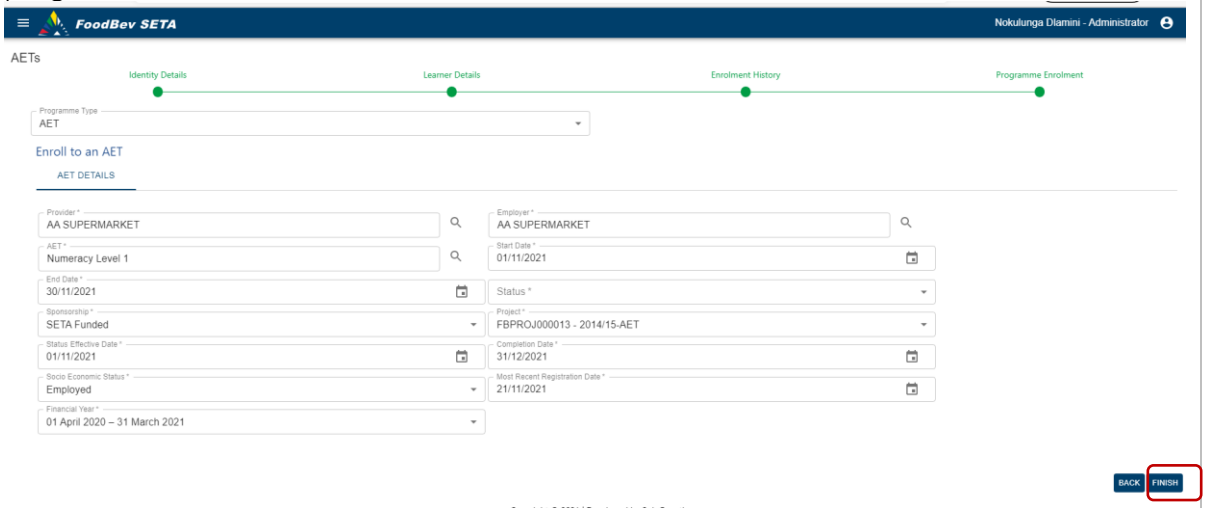
Step	Action	Actual Result and Screenshots
		
6.10	Enrolling Learner to a learning Programme	Once the Programme Type is selected, The system will allow you to capture the learning programme details and click on "Finish" once done to finalise the learner enrollment. 

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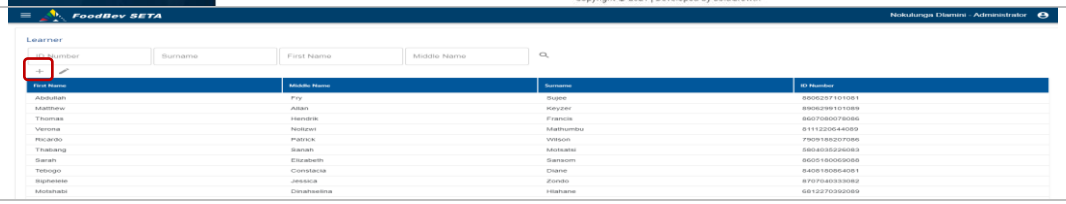
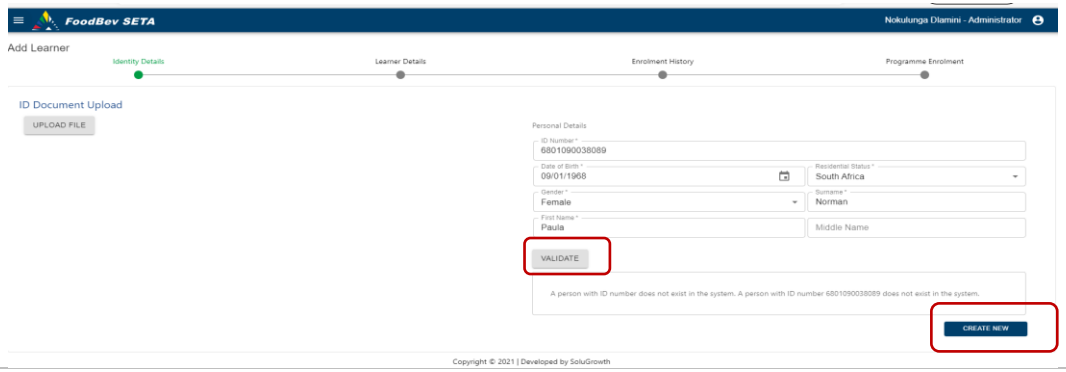
2.1 Learner: Capture – No ID upload

Step	Action	Actual Result and Screenshots
1.	Once Logged on, click on the ETQA menu then Learners	
2.	On the Learner Tab Click Add (Indicated by a + sign) to add new Learner.	
3.	Capture Learners Details and then click on "Validate"	
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	

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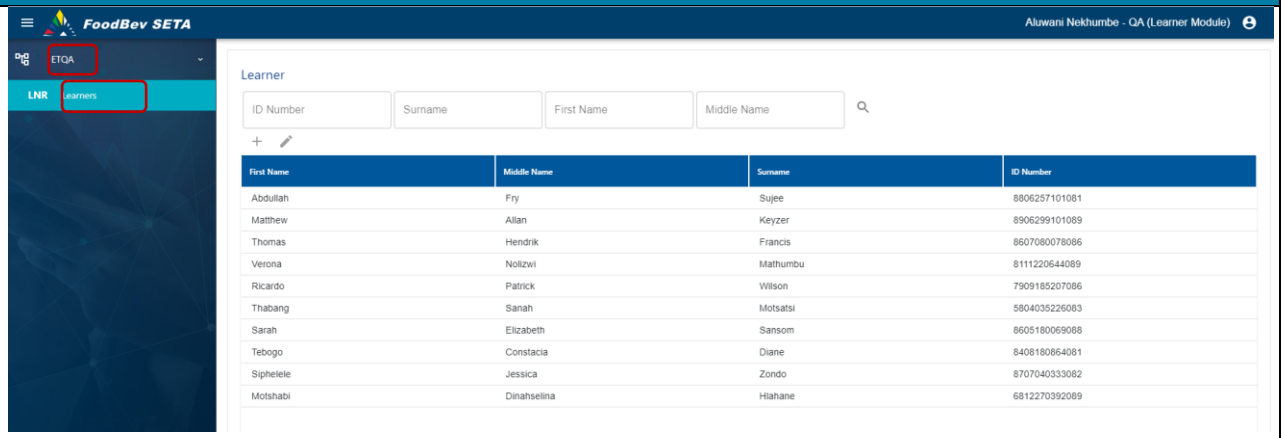
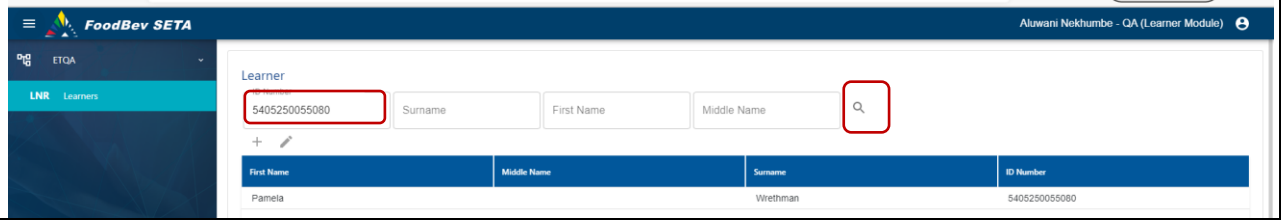
3. Learner Programme Enrolments

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	
2.	Enter Learner Details and then click on Search Icon The learner info will populate.	

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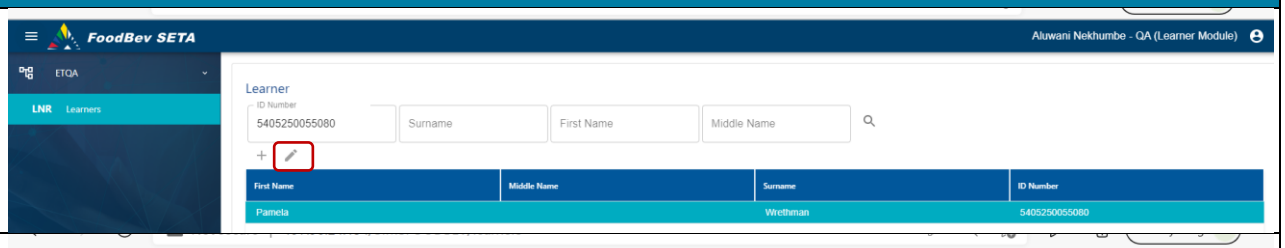
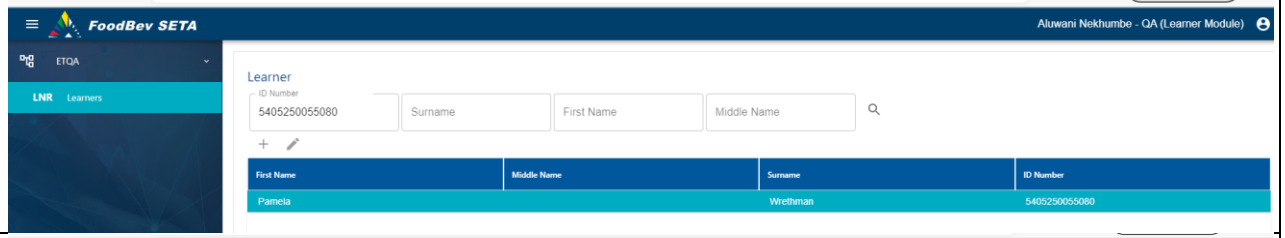
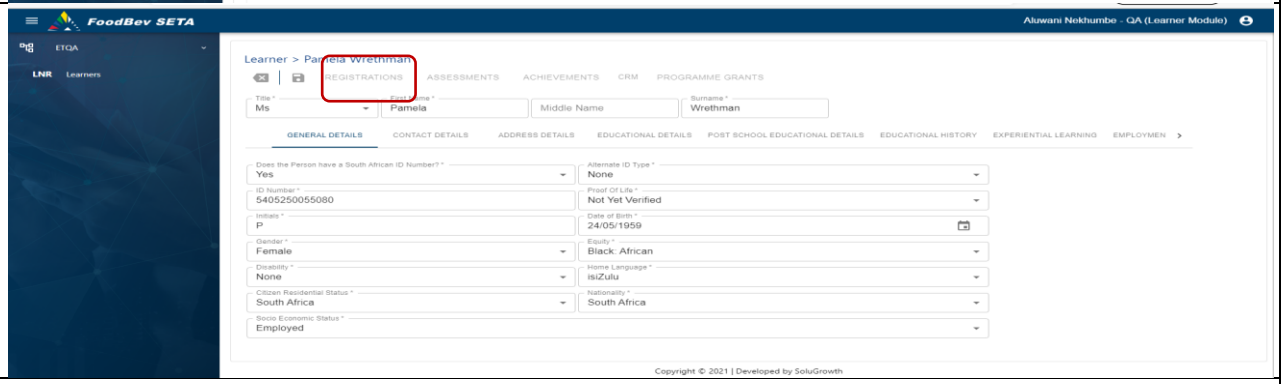
Step	Action	Result and Screenshots
3	Click on the Learner info to select the learner, the learner information will highlight.	
4	Click Edit	
5	Click Registrations tab	
6	Select Internship on the Registration Tab	

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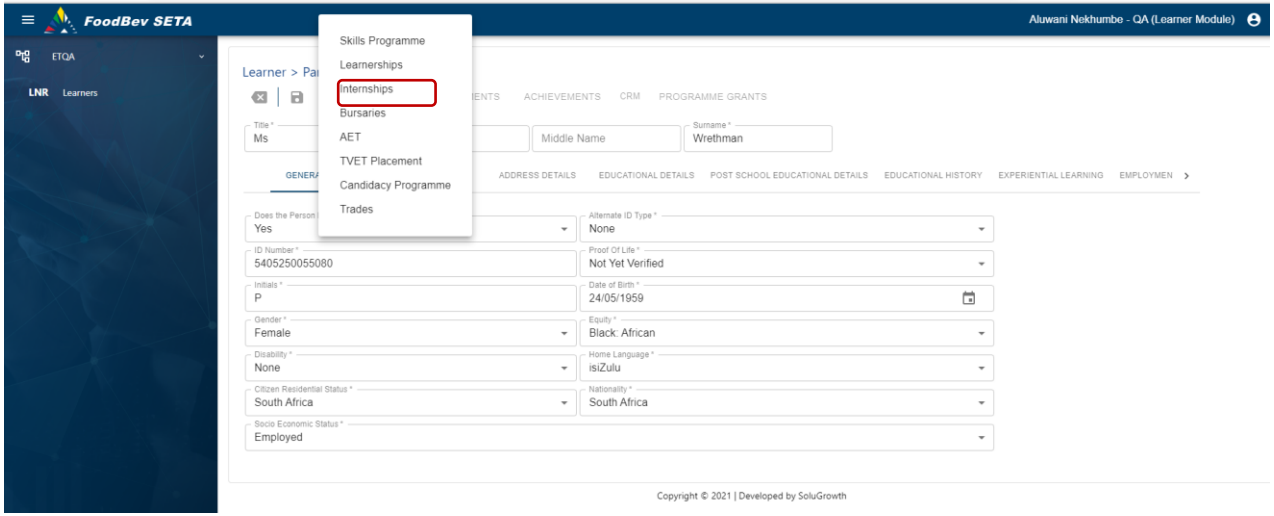
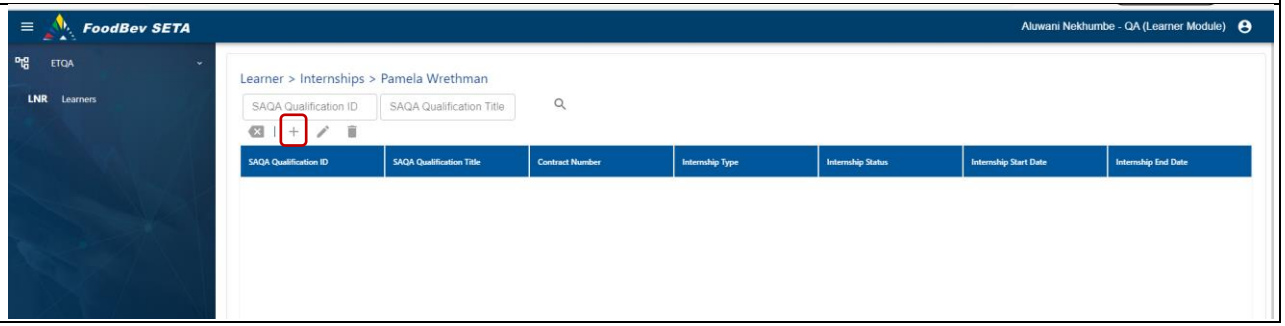
Step	Action	Result and Screenshots
		
7	Click Add	

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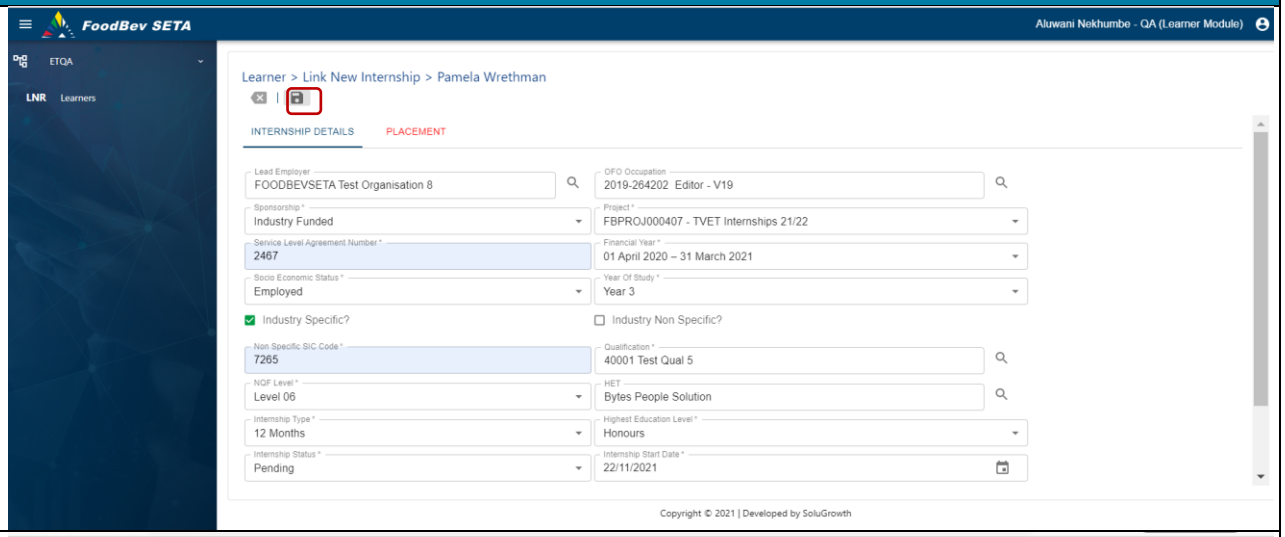
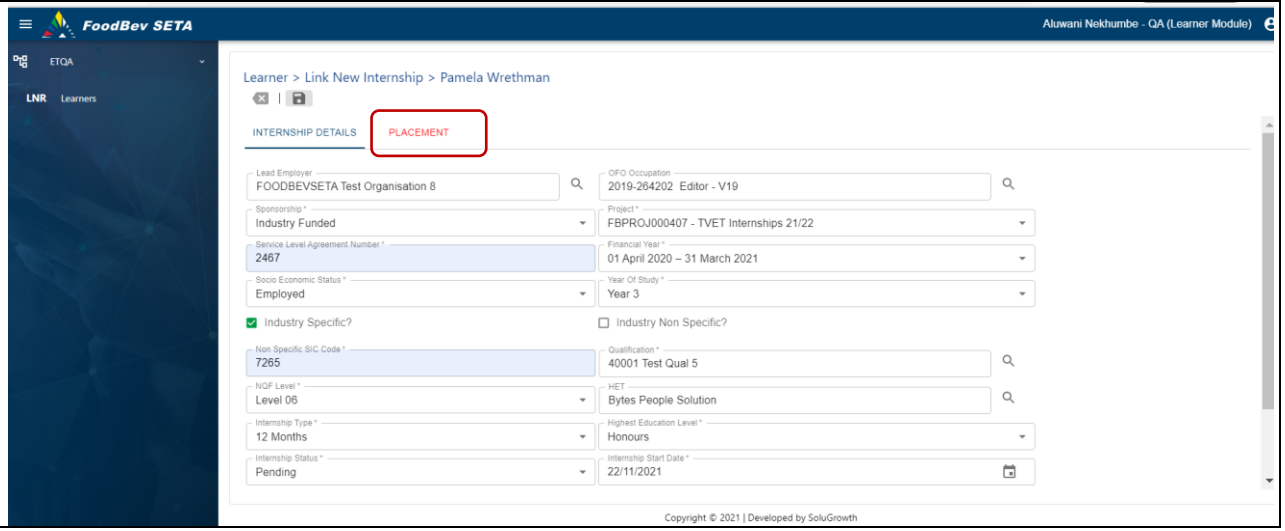
Step	Action	Result and Screenshots
8	Complete all fields and click save Click on the Save button to complete the registration page.	
9	Click on the Tab Placement.	

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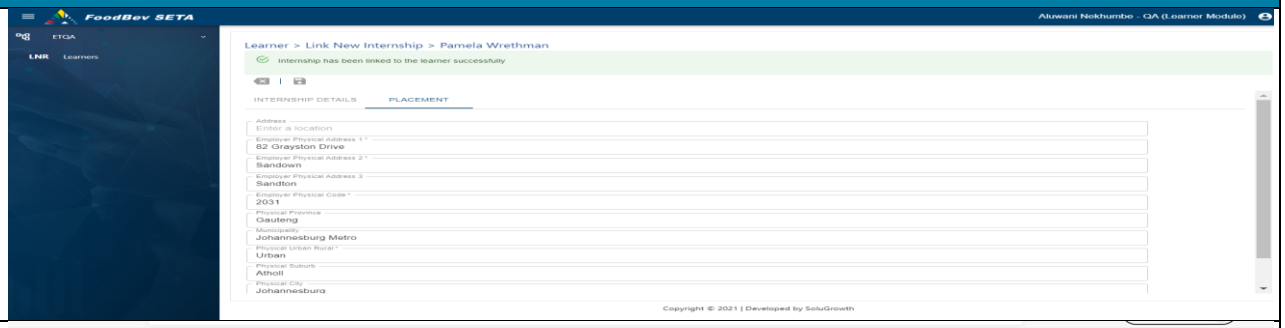
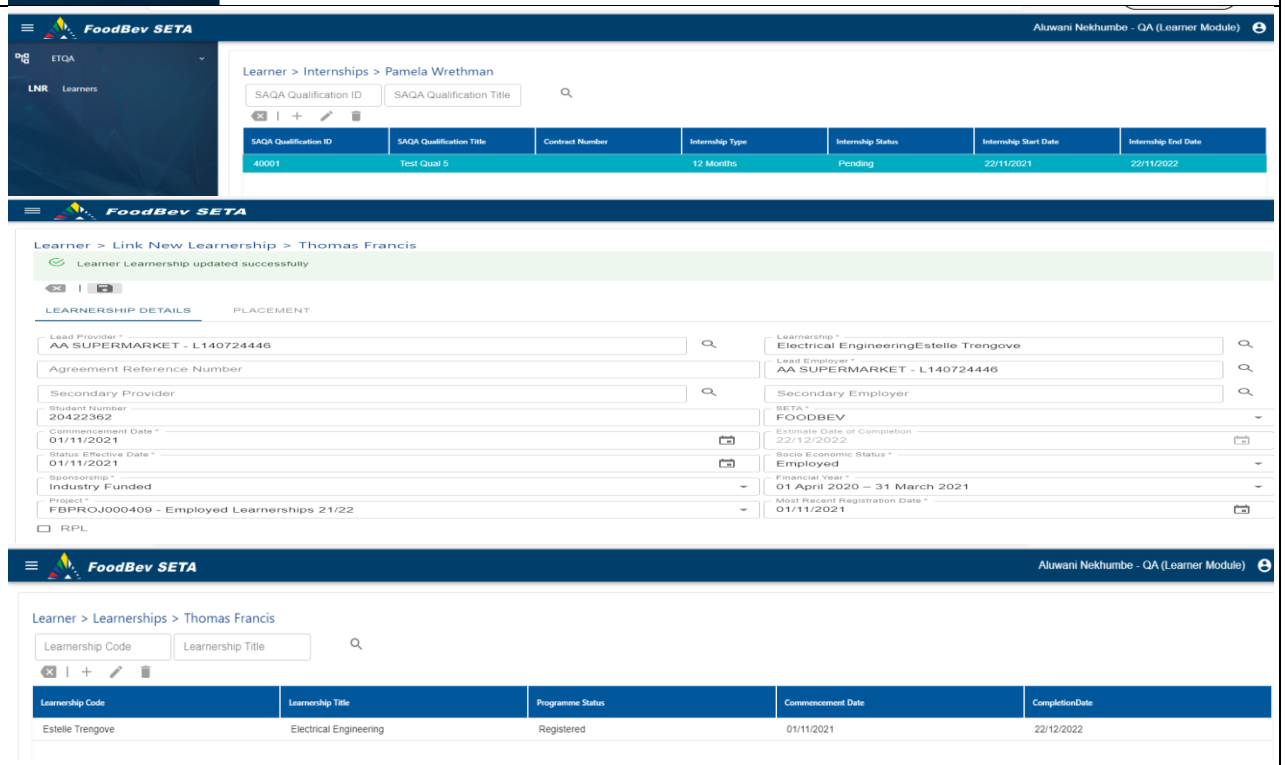
Step	Action	Result and Screenshots
10	Capture the Address on the Address Tab. The address will populate onto the Rest of the fields, Capture the Employment Start Date and click on Save	
11	The enrolled Internship will Save and display on the Learner's Registration Tab.	

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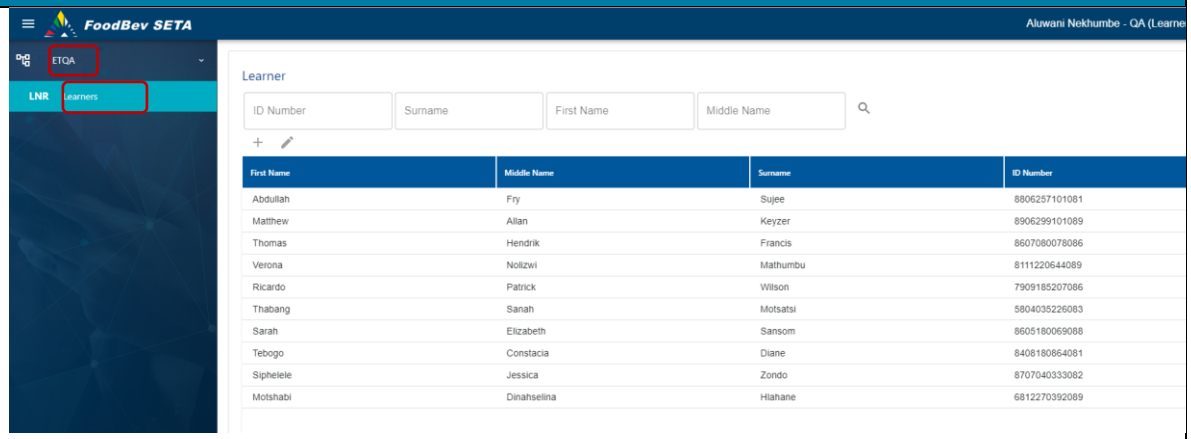
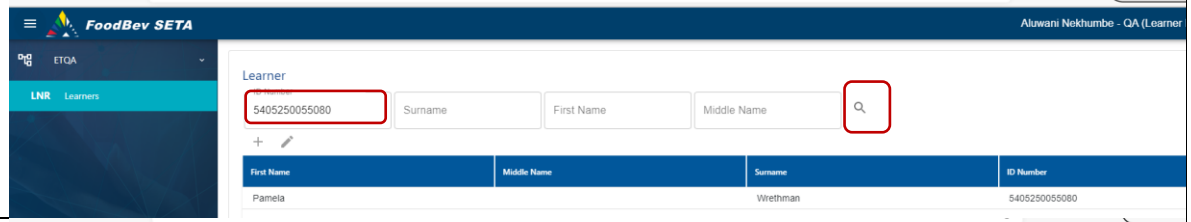
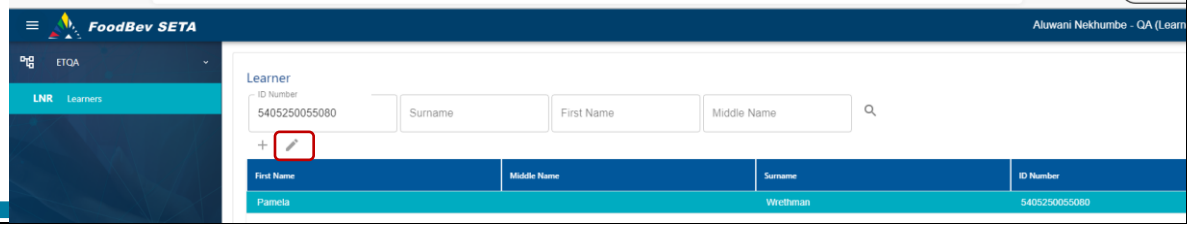
3.2 Learner: Enrol: Skills Programmes

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	
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.	

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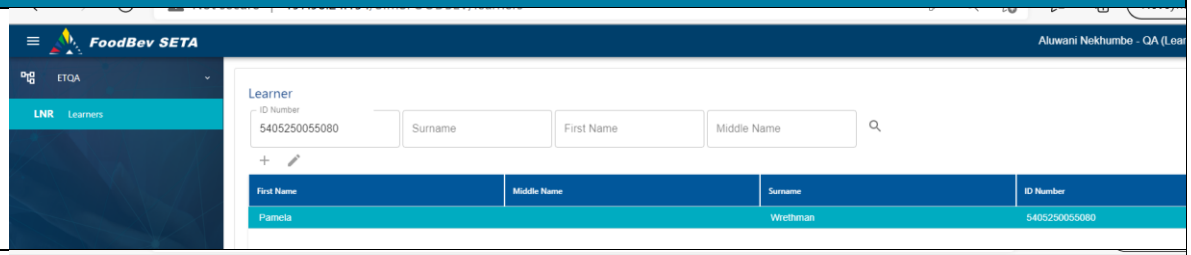
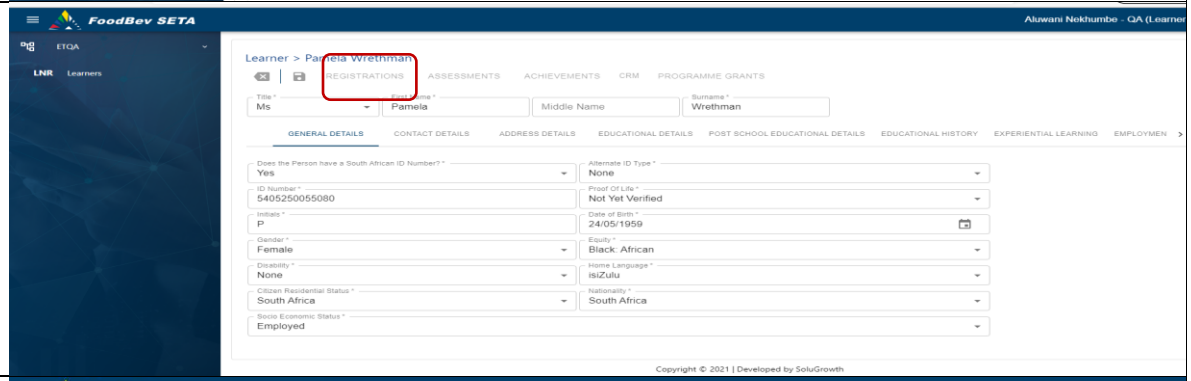
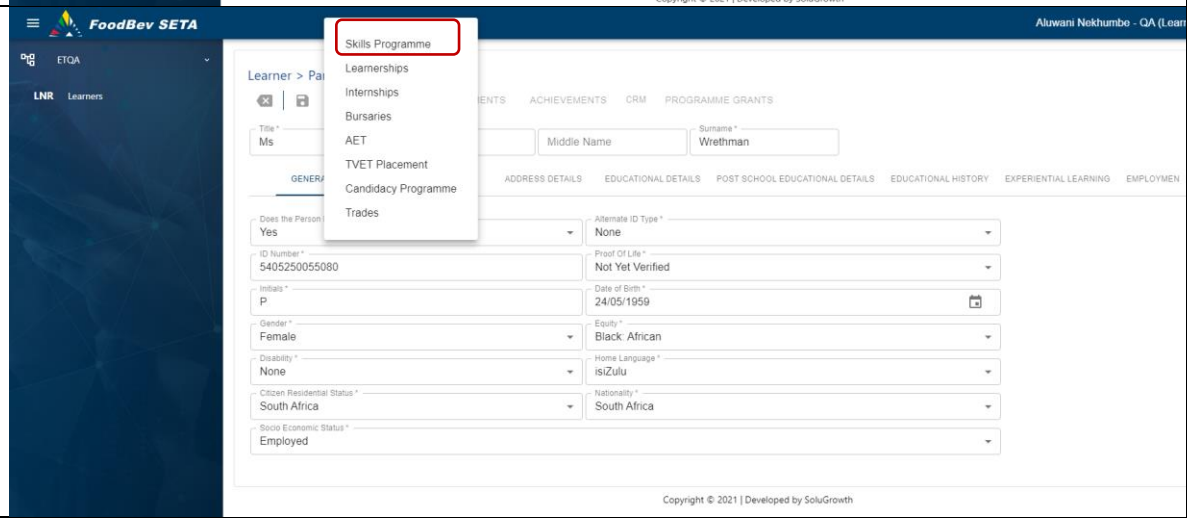
Step	Action	Result and Screenshots
4	Click Edit	
5	Click Registrations tab	
6	Select Skills Programme	

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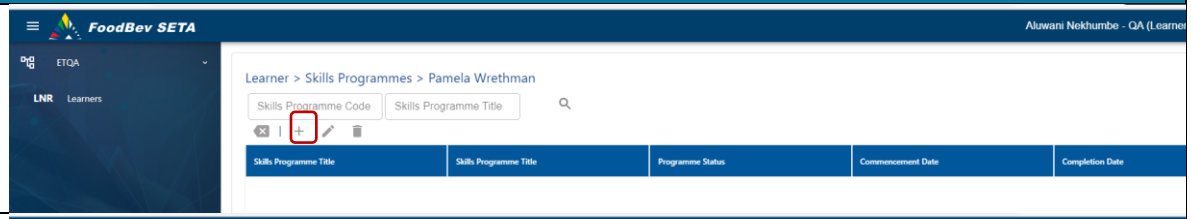
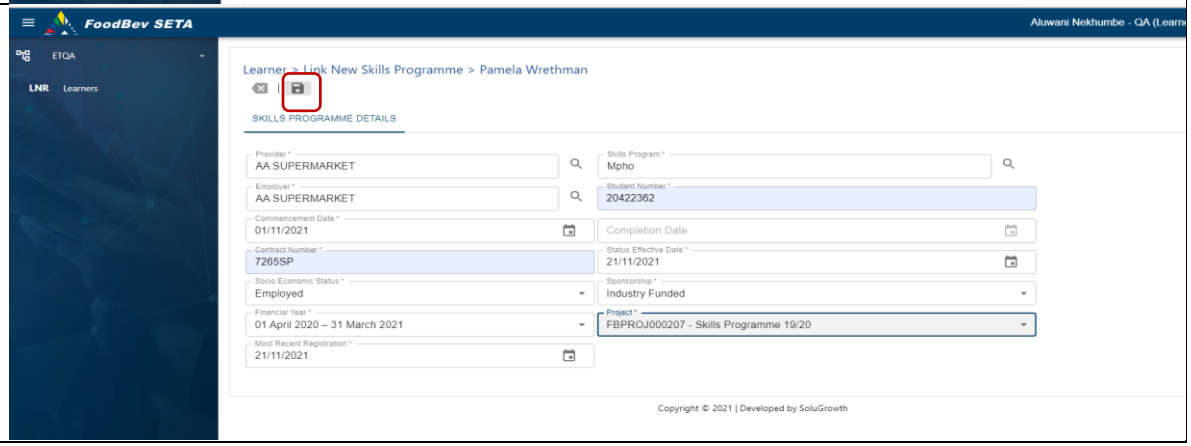
Step	Action	Result and Screenshots
7	Click Add	
8	Complete all fields and click save *System Rules* The system will check if the provider linked has scope for the Skills Programme you want to register to the learner. Click on the Save button to complete the registration page.	

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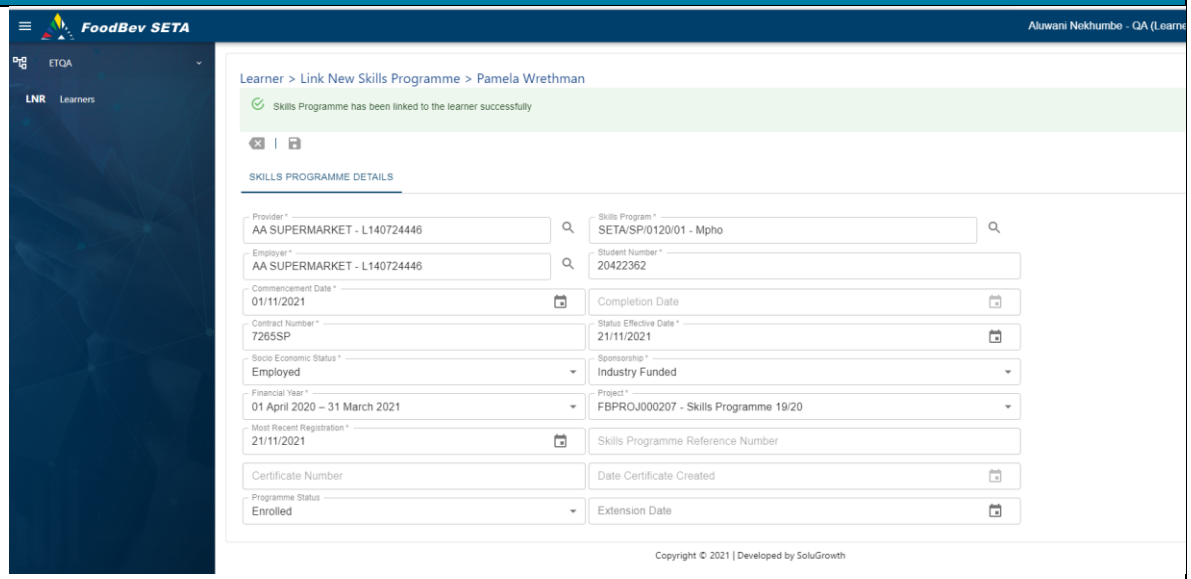
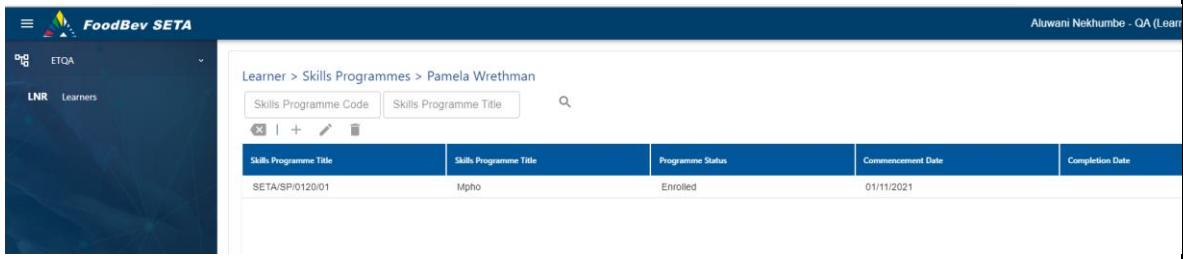
Step	Action	Result and Screenshots
9	The enrolled Skills Programme Save and display on the Learner's Registration Tab.	 

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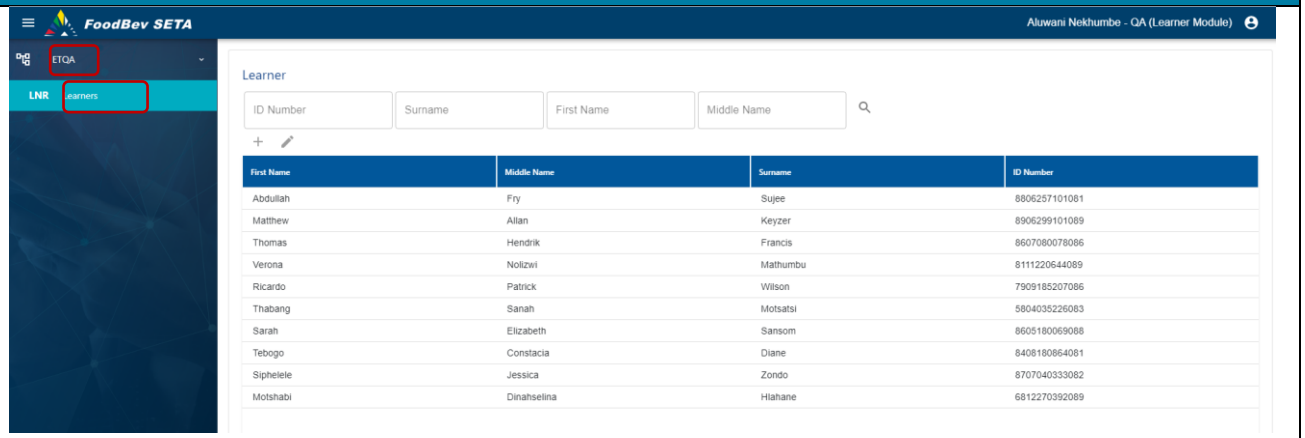
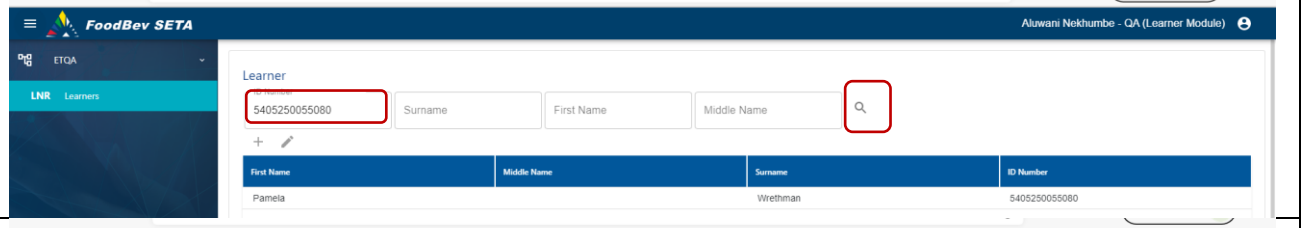
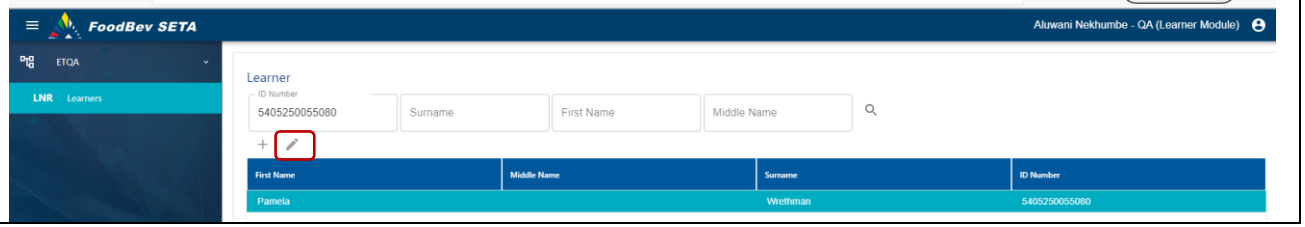
3.3 Learner: Enrol: Learnership

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.	

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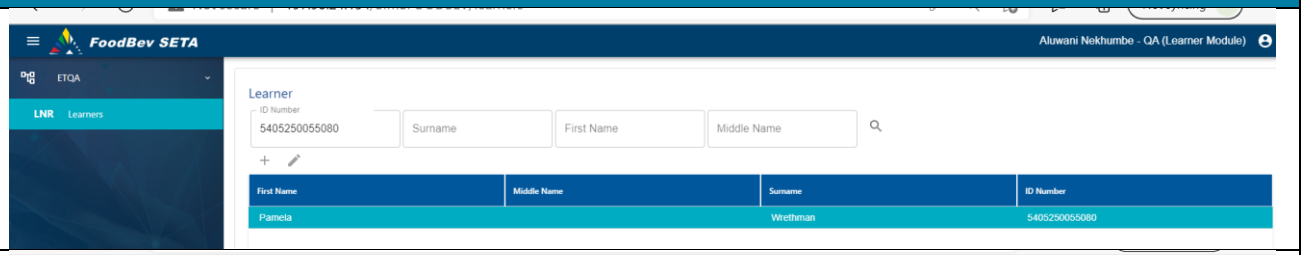
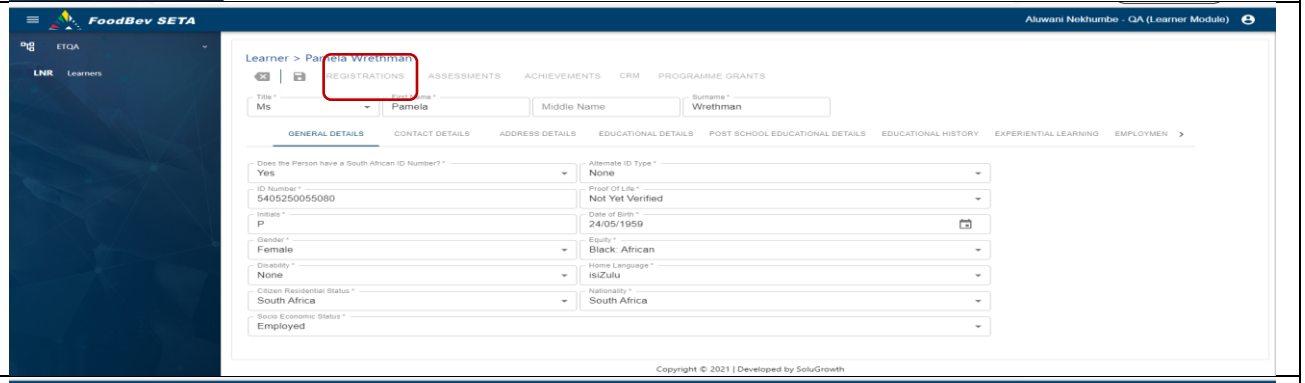
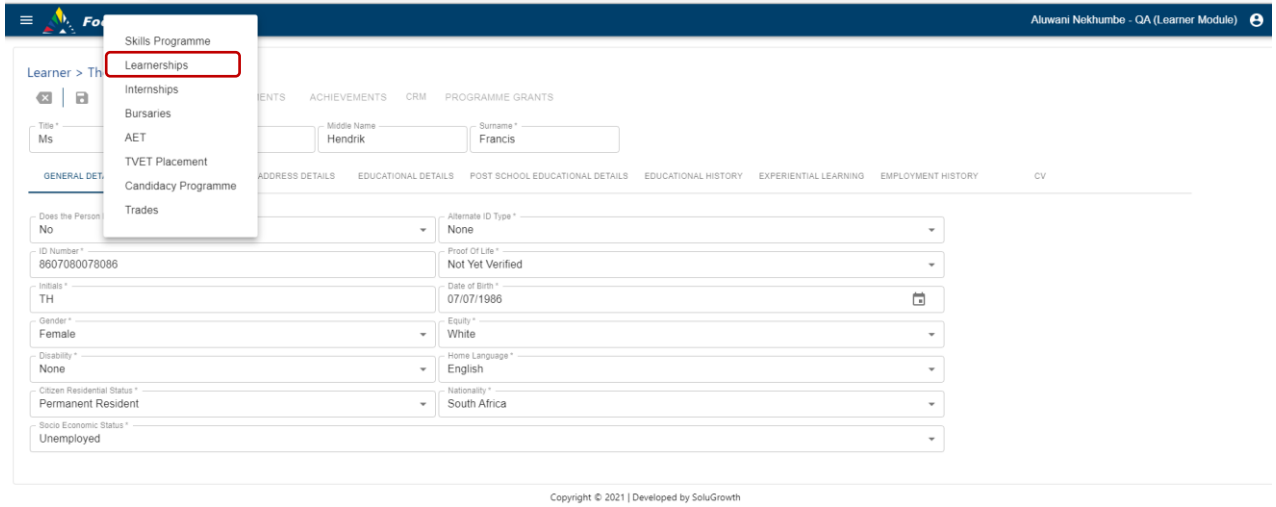
Step	Action	Result and Screenshots
4	Click Edit	
5	Click Registrations tab	
6	Select Learnership on the Registration Tab	

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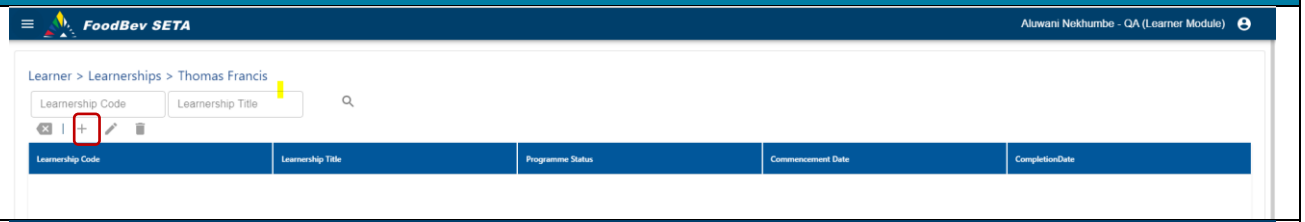
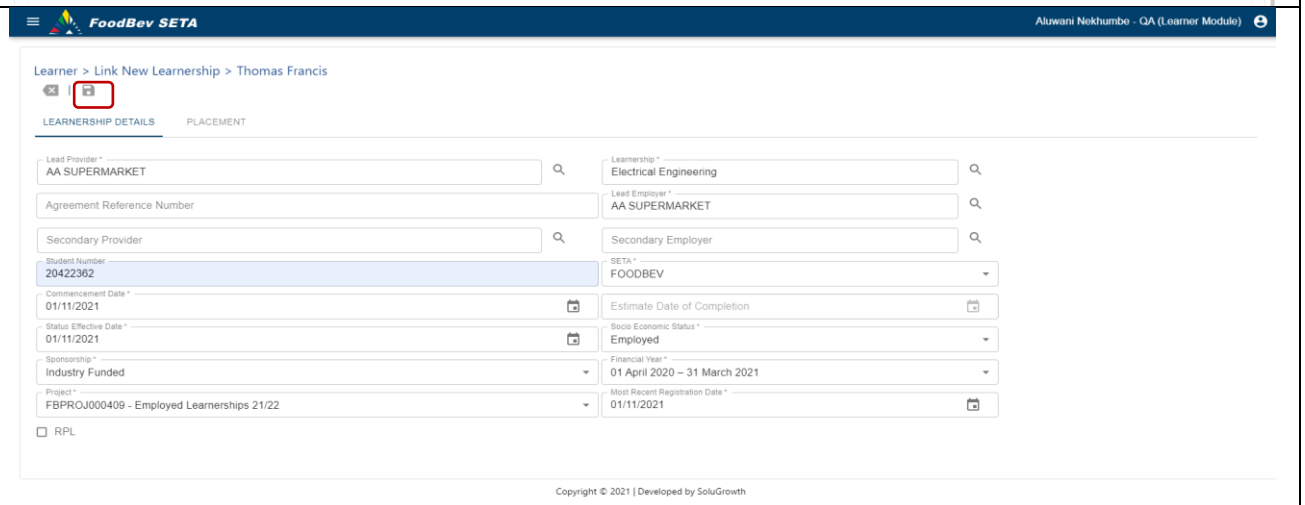
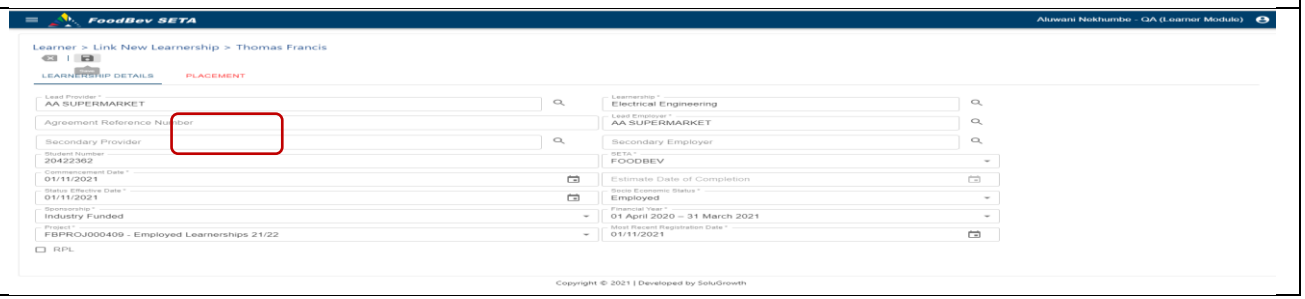
Step	Action	Result and Screenshots
7	Click Add	
8	Complete all fields and click save *System Rules* The system will check if the provider linked has scope for the Learnership you want to register to the learner. Click on the Save button to complete the registration page.	
9	Click on the Tab Placement.	

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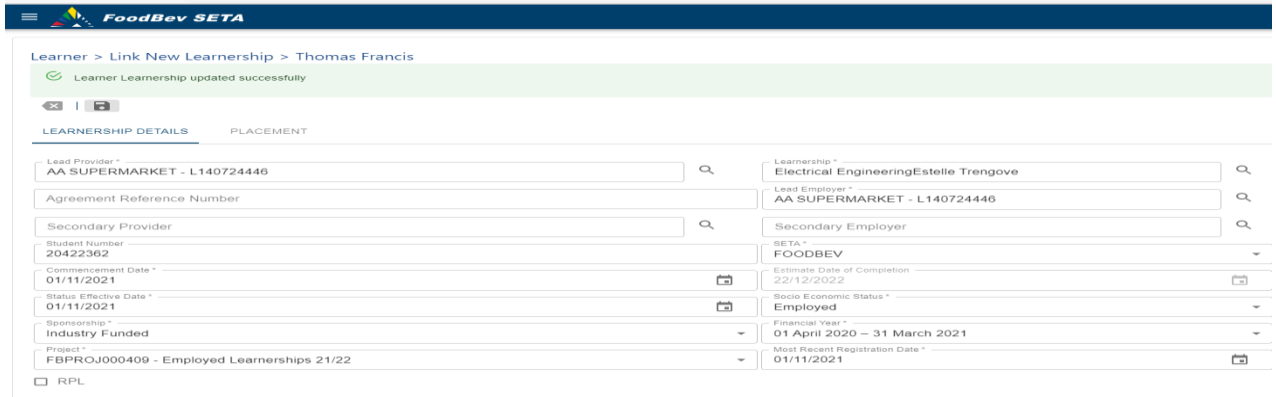
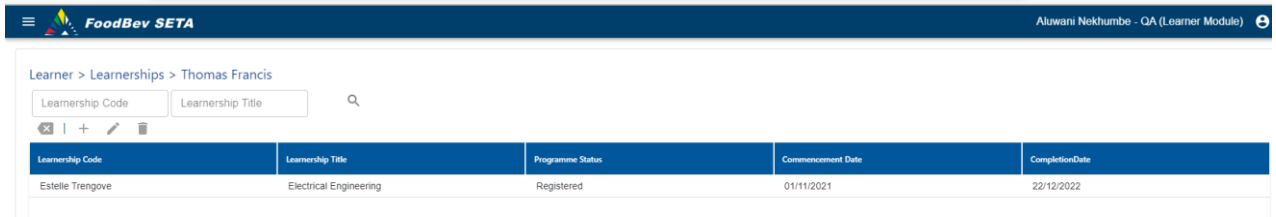
Step	Action	Result and Screenshots
10	Capture the Address on the Address Tab. The address will populate onto the Rest of the fields, Capture the Employment Start Date and click on Save	
11	The enrolled Learnership will Save and display on the Learner's Registration Tab.	 

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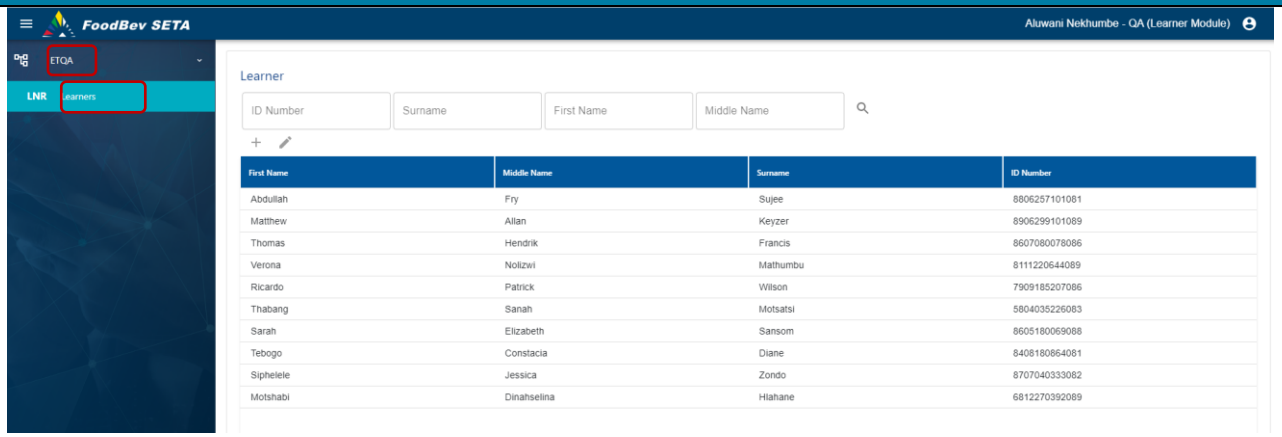
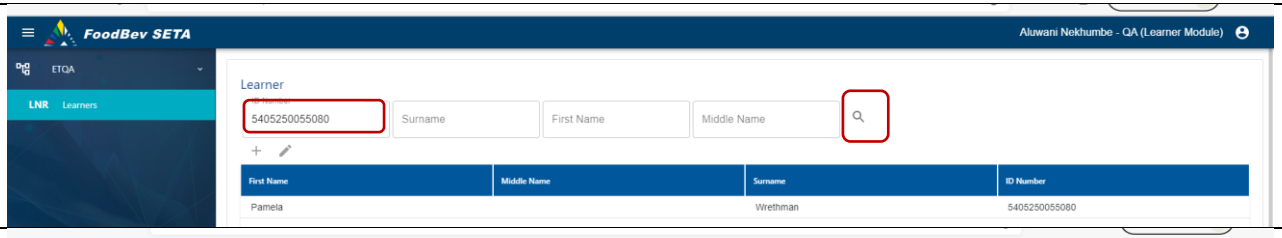
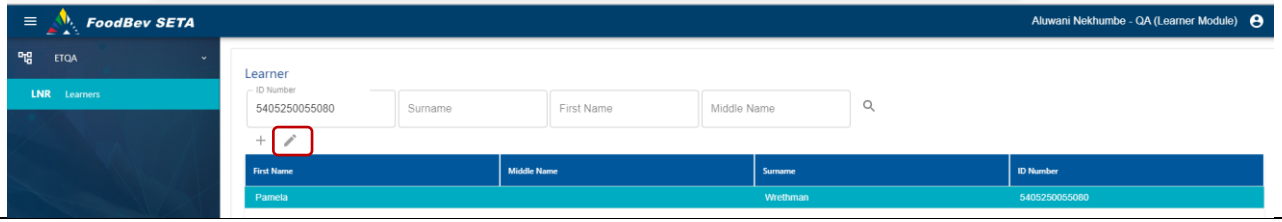
3.4 Learner: Enrol: Bursary

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	
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.	

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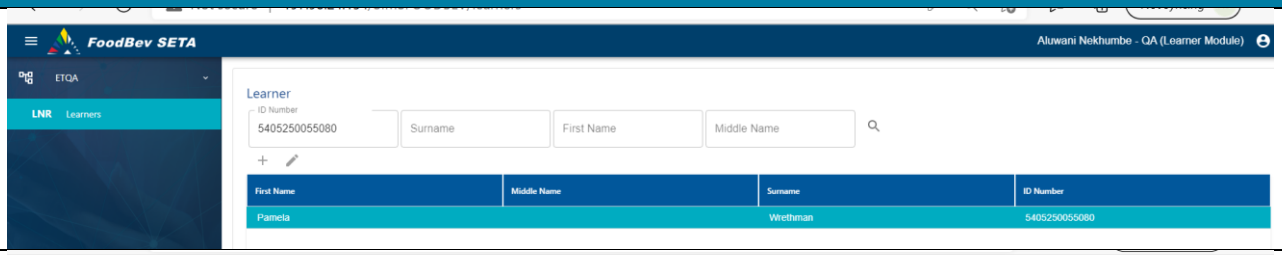
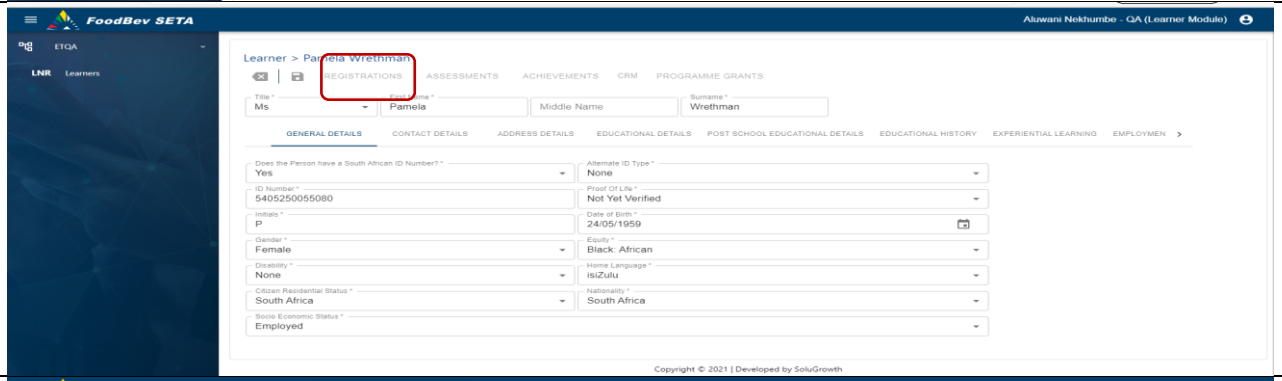
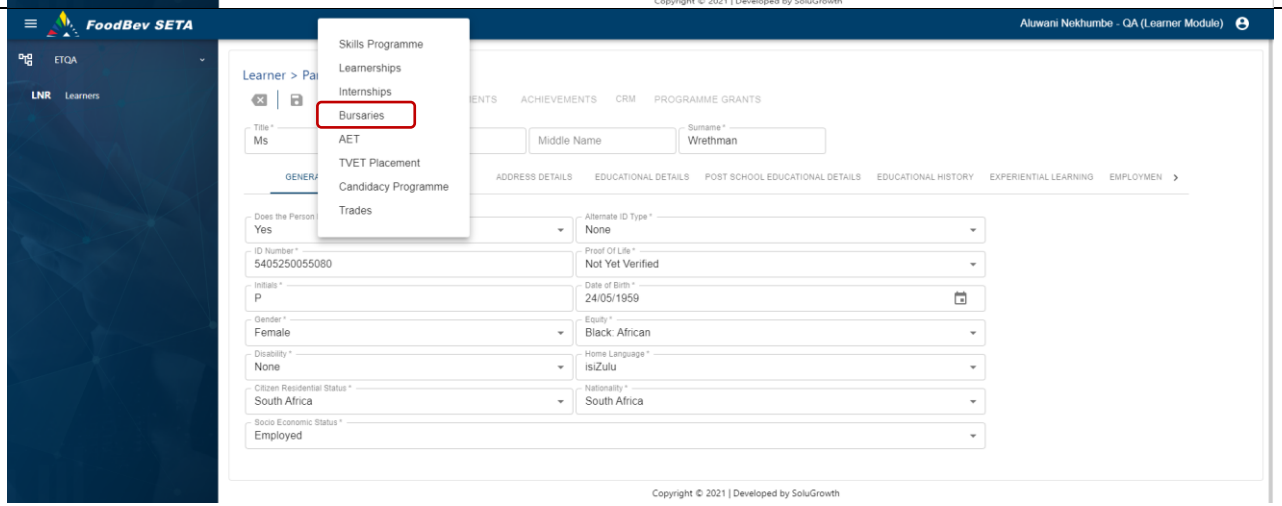
Step	Action	Result and Screenshots
4	Click Edit	
5	Click Registrations tab	
6	Select Bursary on the Registration Tab	

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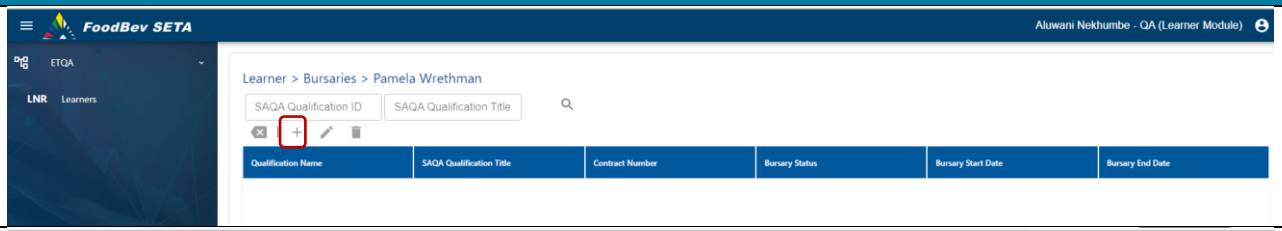
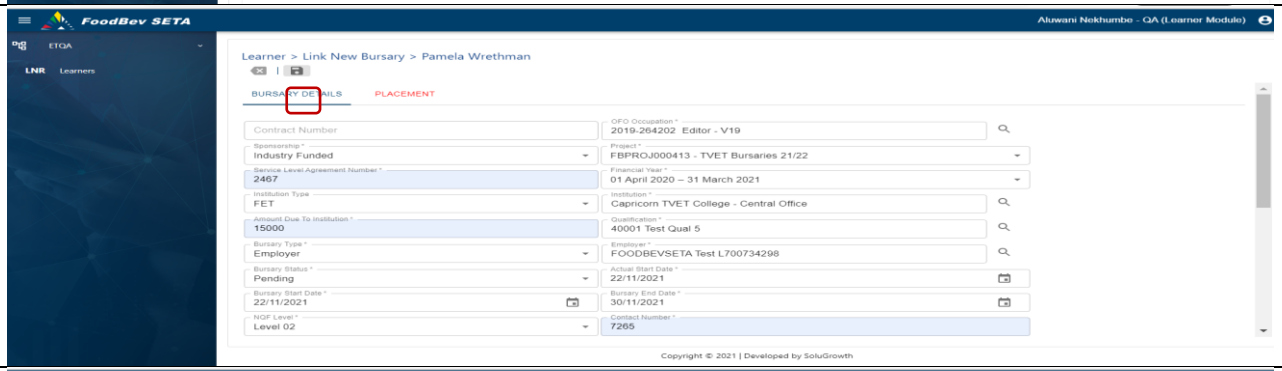
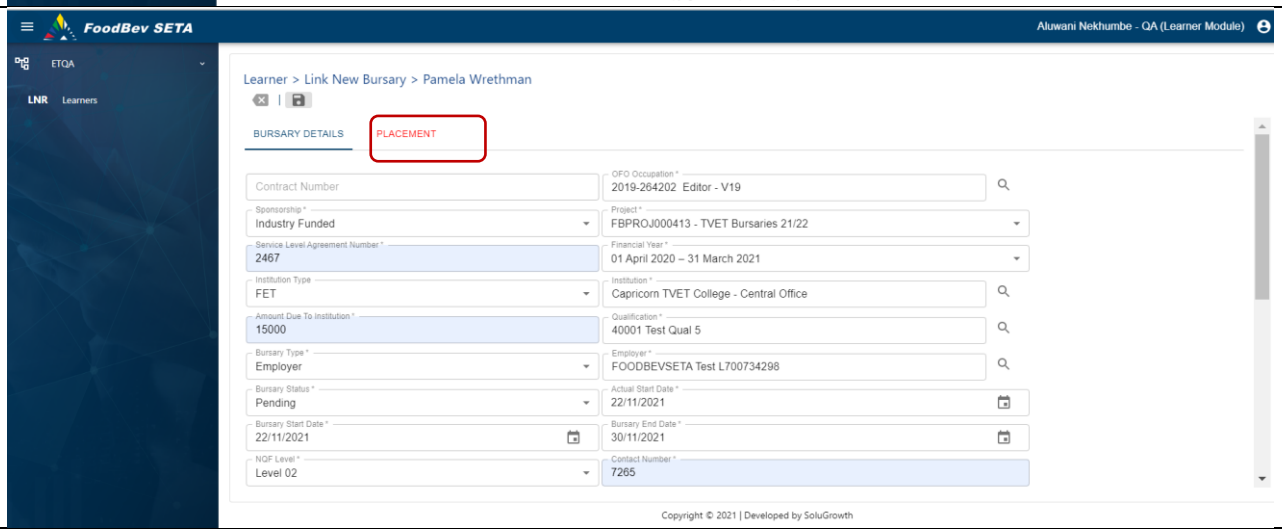
Step	Action	Result and Screenshots
7	Click Add	
8	Complete all fields and click save Click on the Save button to complete the registration page.	
9	Click on the Tab Placement.	

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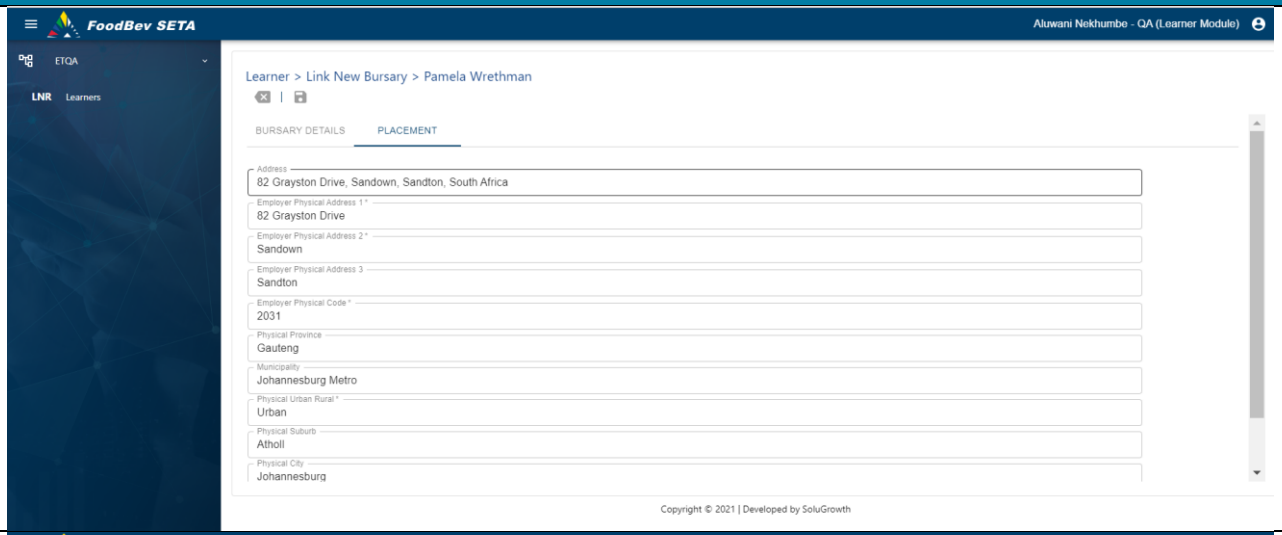
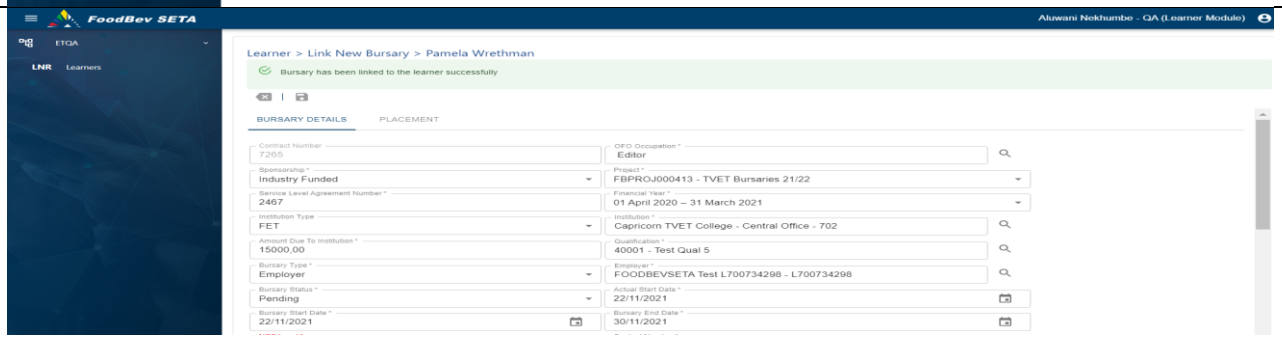
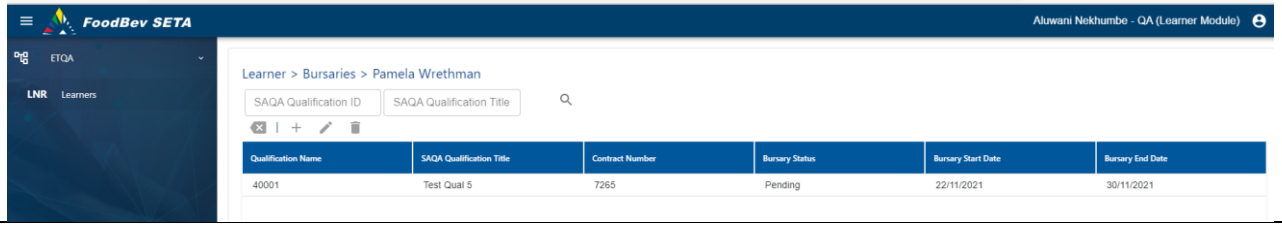
Step	Action	Result and Screenshots
10	Capture the Address on the Address Tab. The address will populate onto the Rest of the fields, Capture the Employment Start Date and click on Save	
11	The enrolled Bursary will Save and display on the Learner's Registration Tab.	 

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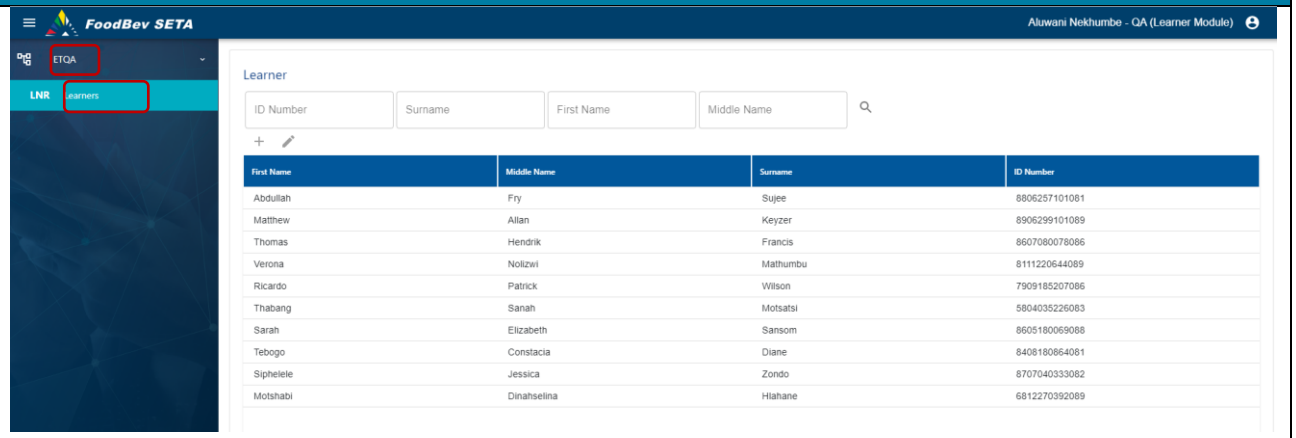
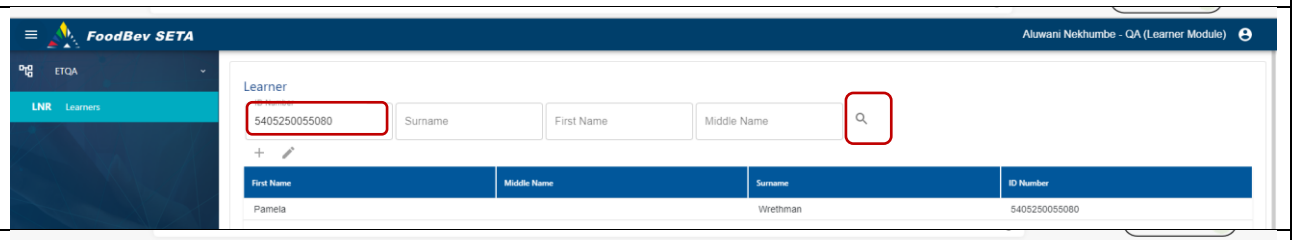
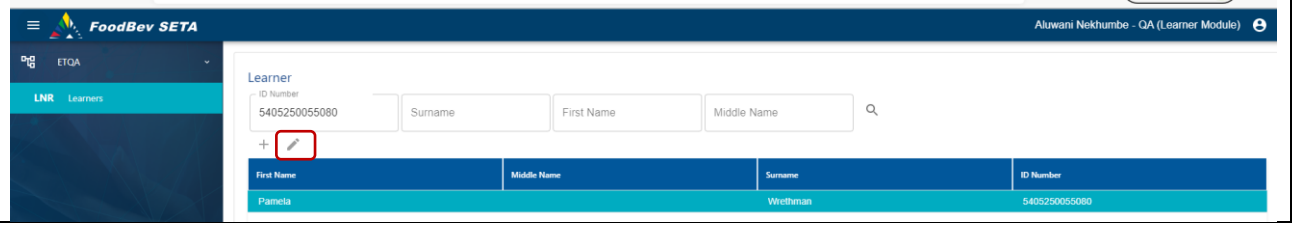
3.5 Learner: Enrol: TVET Placements

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	
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.	

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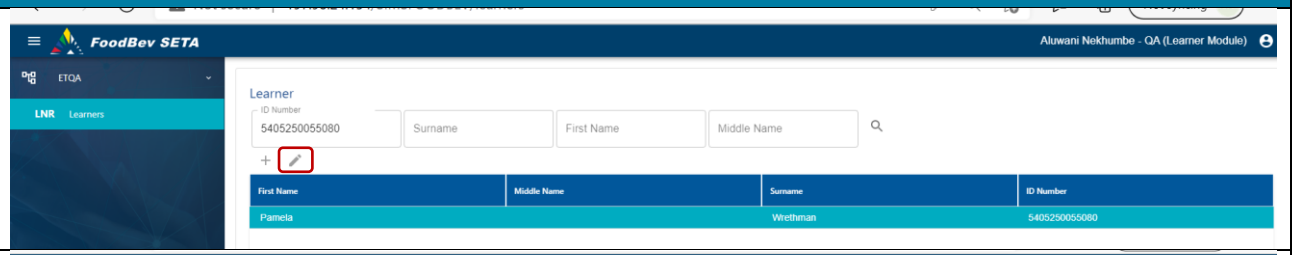
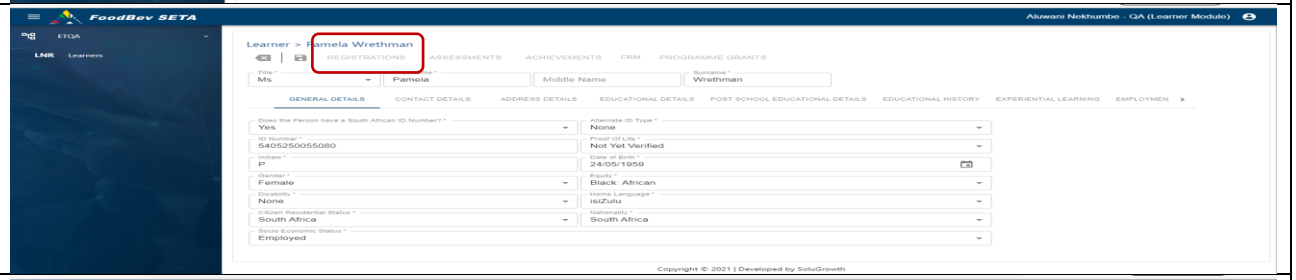
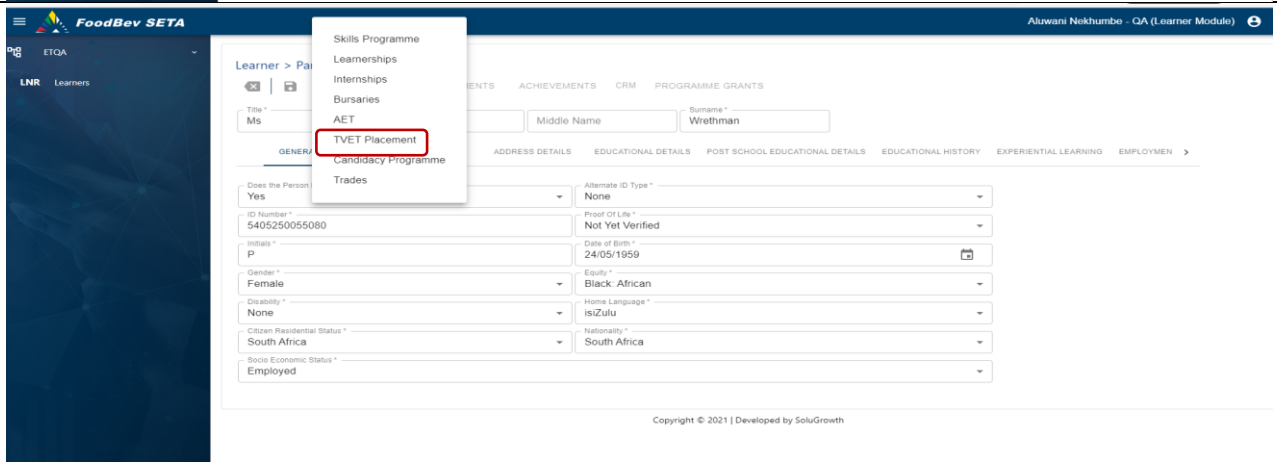
Step	Action	Result and Screenshots
4	Click Edit	
5	Click Registrations tab	
6	Select TVET Placement on the Registration Tab	

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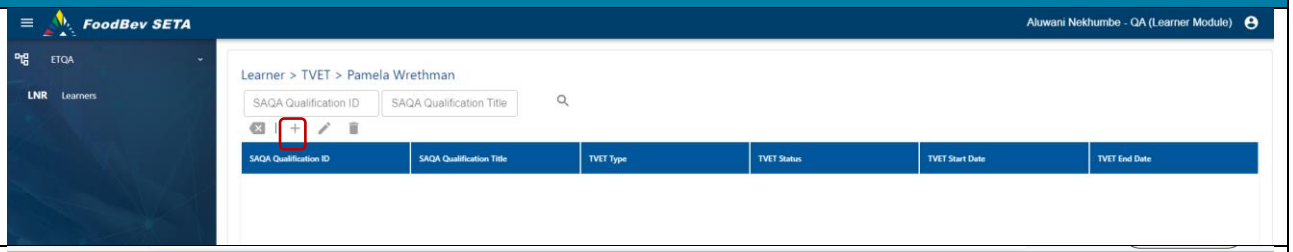
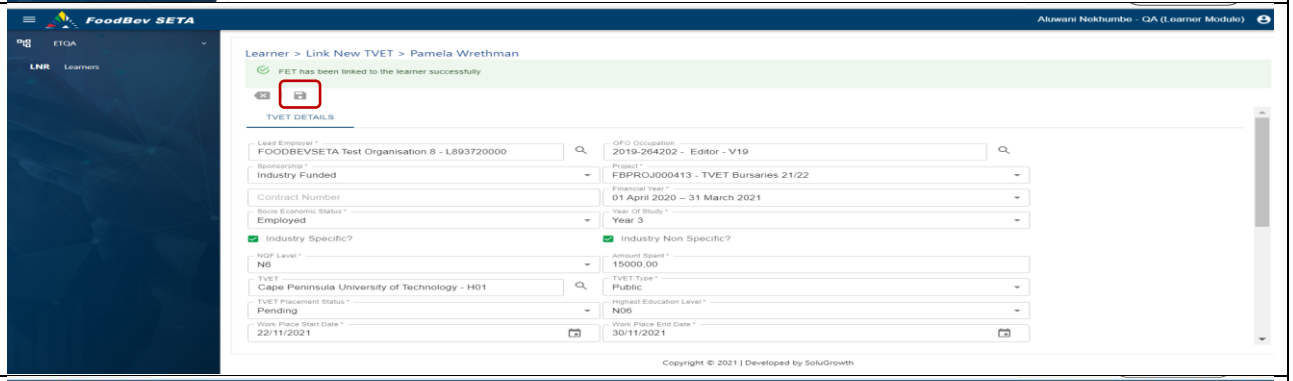
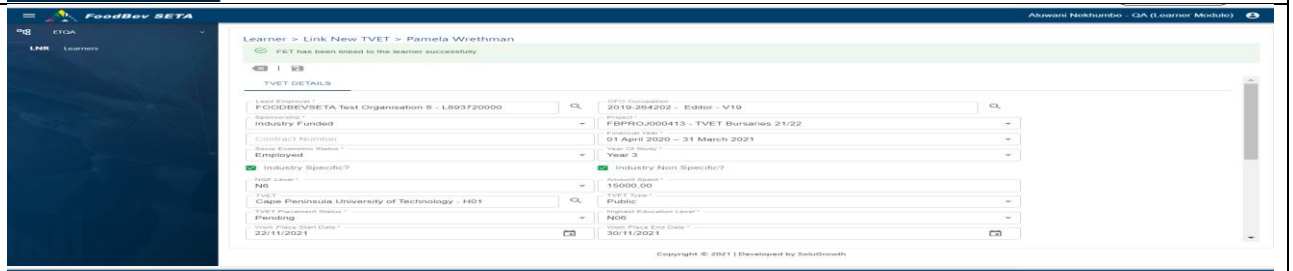
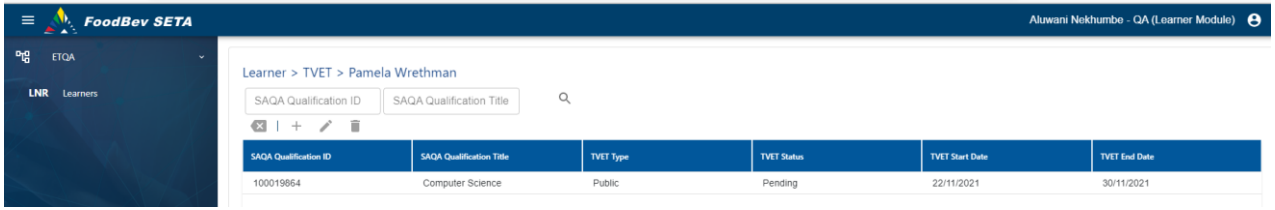
Step	Action	Result and Screenshots
7	Click Add	
8	Complete all fields and click save Click on the Save button to complete the registration page.	
11	The enrolled TVET Placement will Save and display on the Learner's Registration Tab.	 

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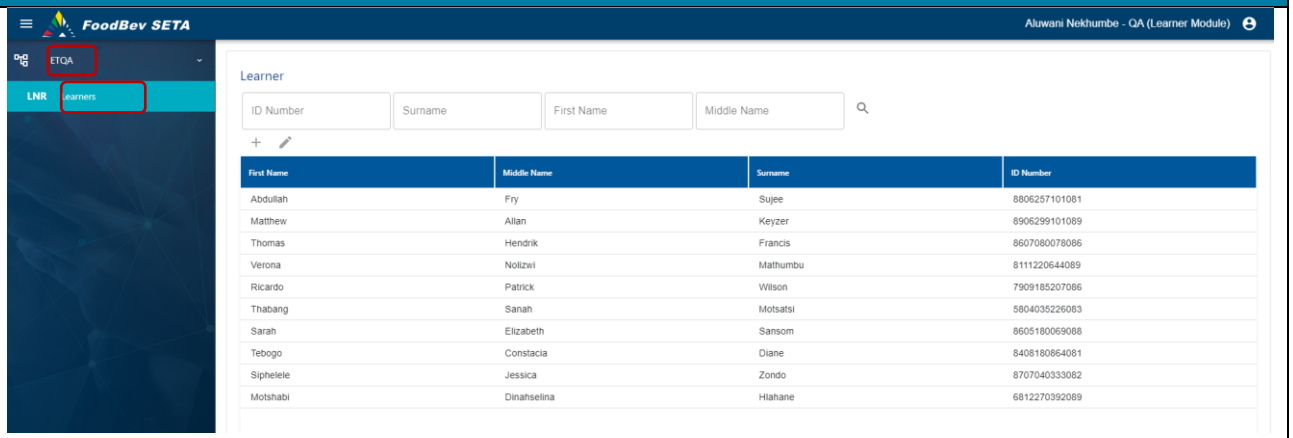
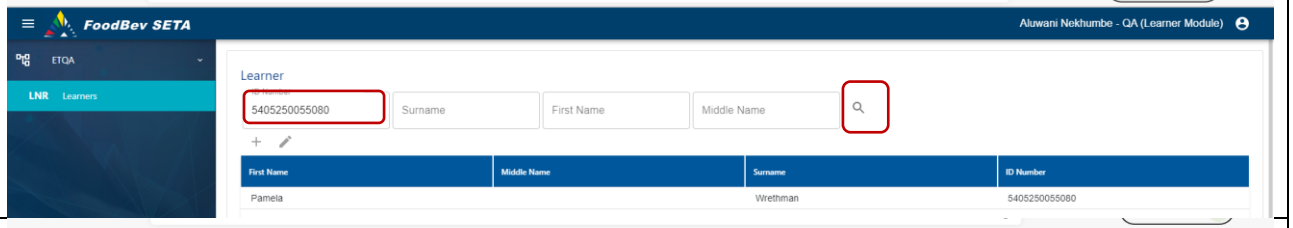
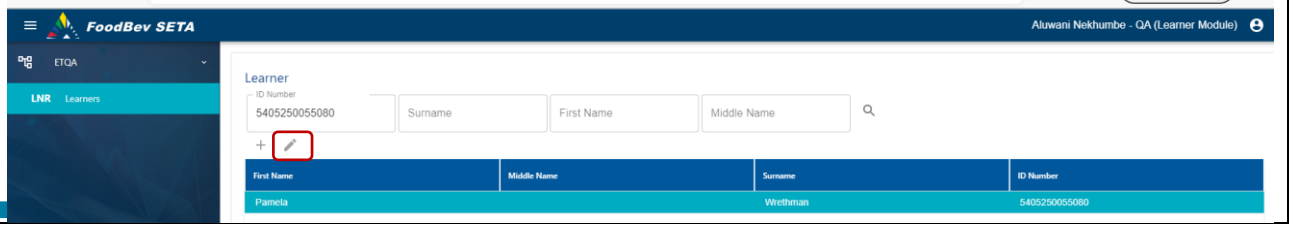
3.6 Learner: Enrol: Candidacy

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	
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.	

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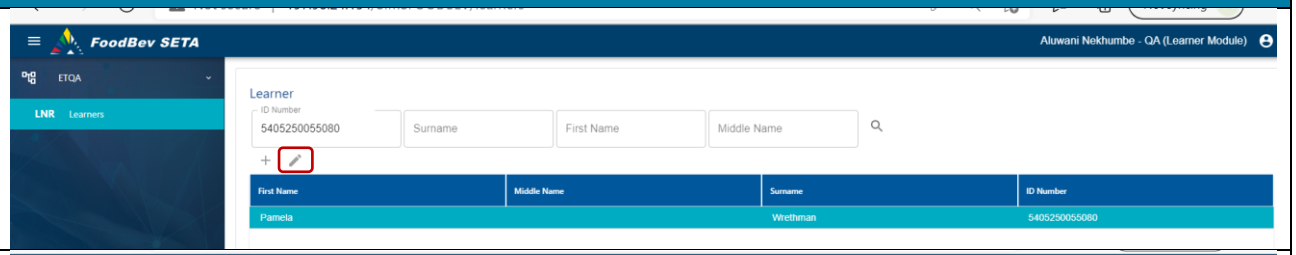
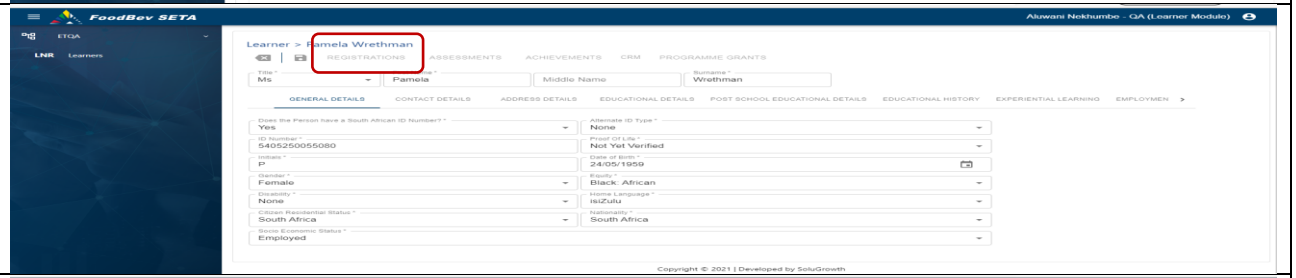
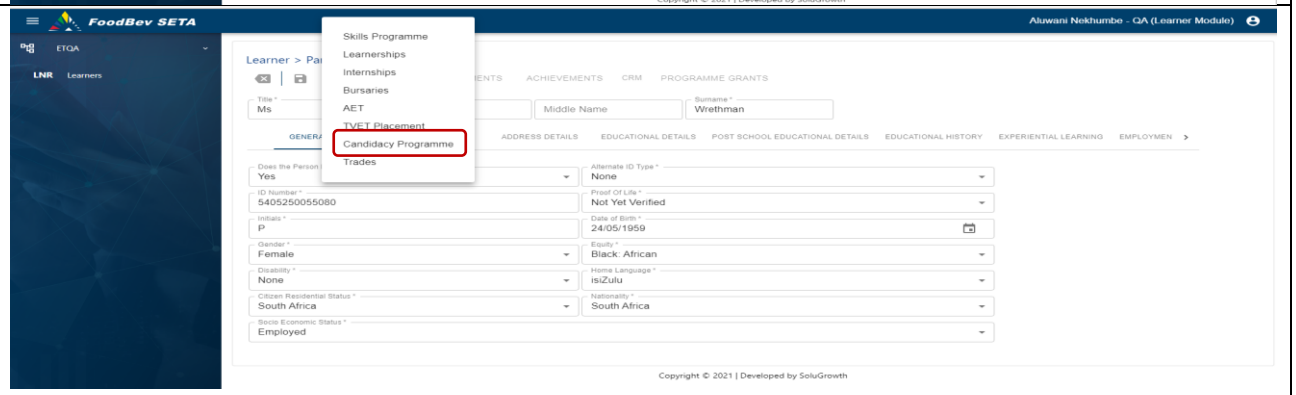
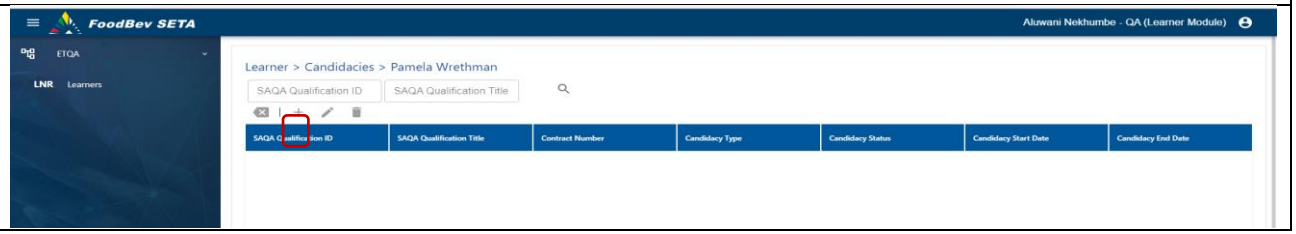
Step	Action	Result and Screenshots
4	Click Edit	
5	Click Registrations tab	
6	Select Candidacy on the Registration Tab	
7	Click Add	

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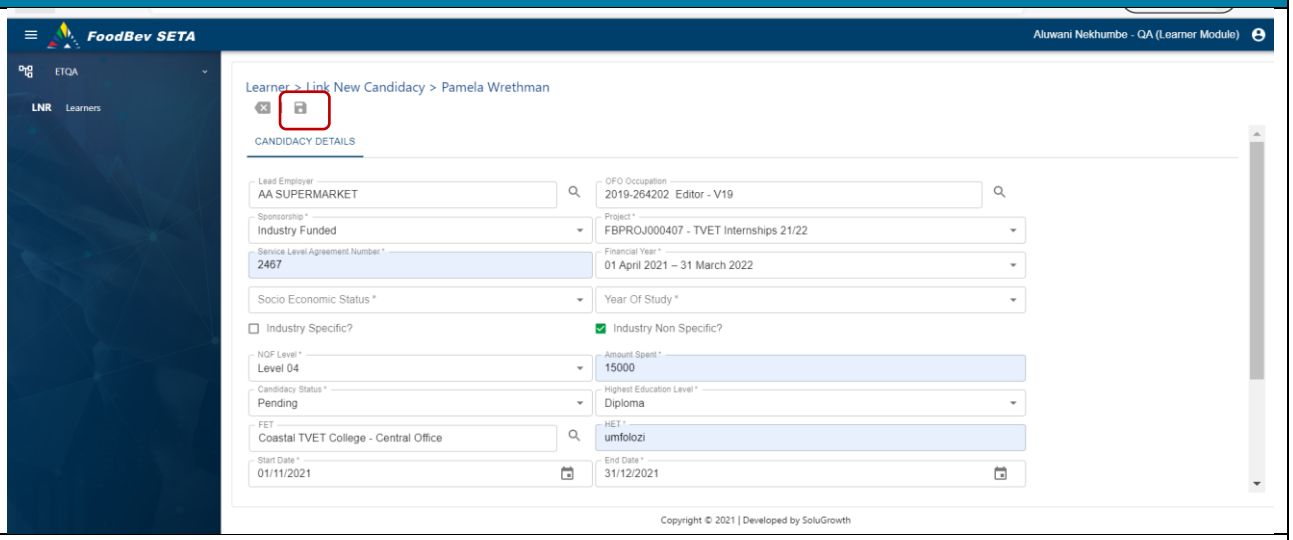
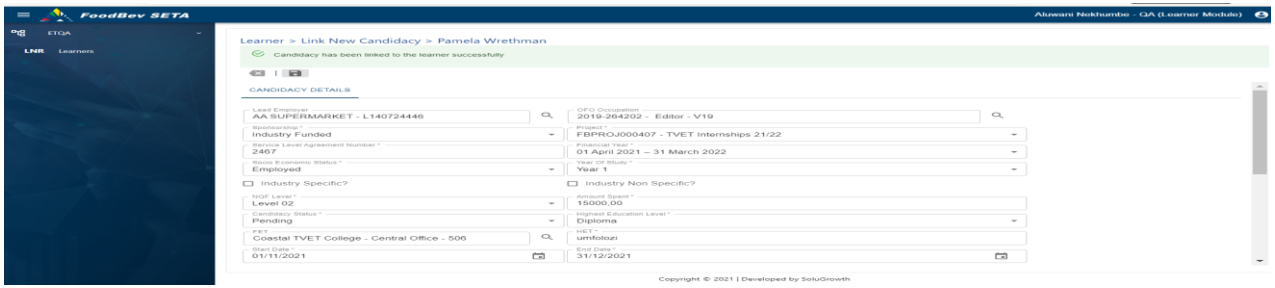
Step	Action	Result and Screenshots
8	Complete all fields and click save Click on the Save button to complete the registration page.	
11	The enrolled Candidacy will Save and display on the Learner's Registration Tab.	

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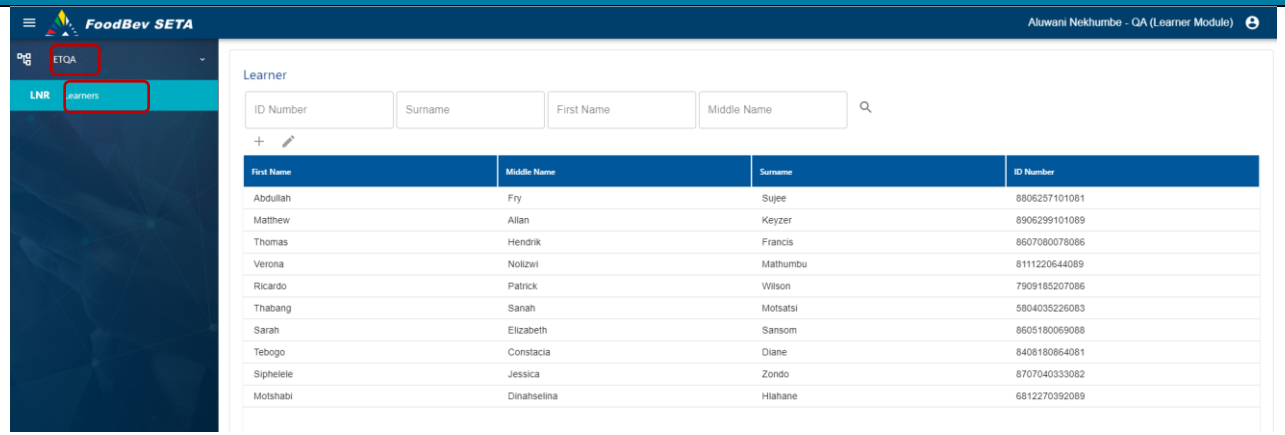
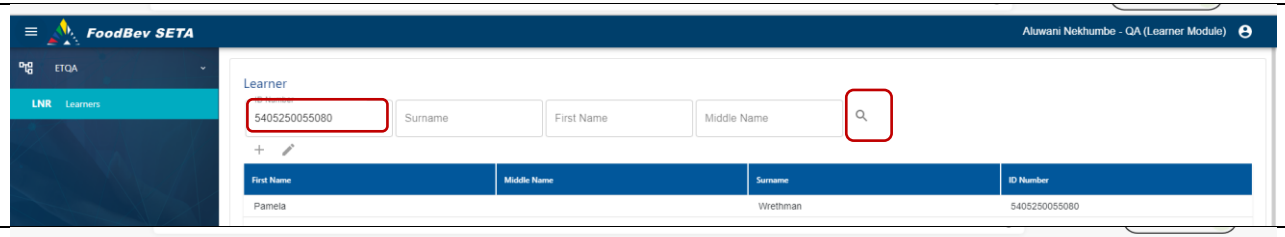
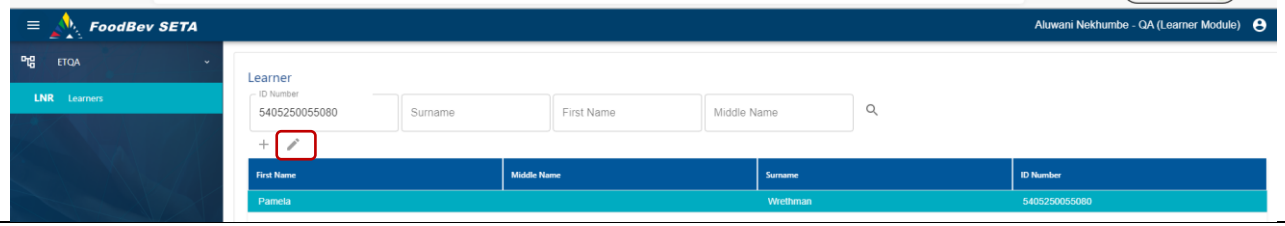
3.7 Learner: Enrol: AET

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	
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.	

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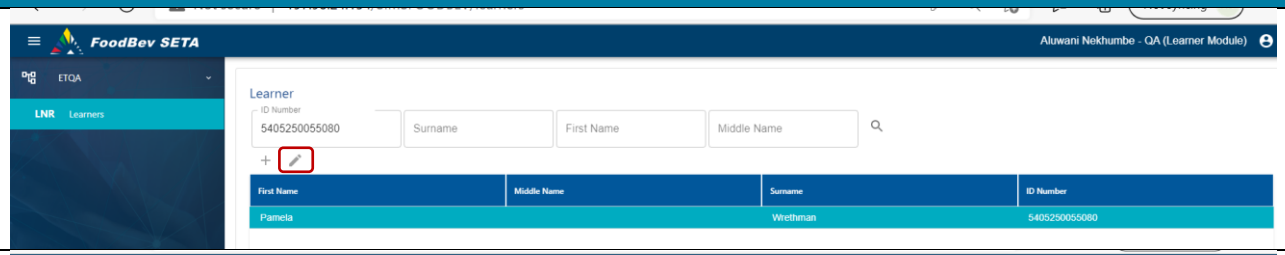
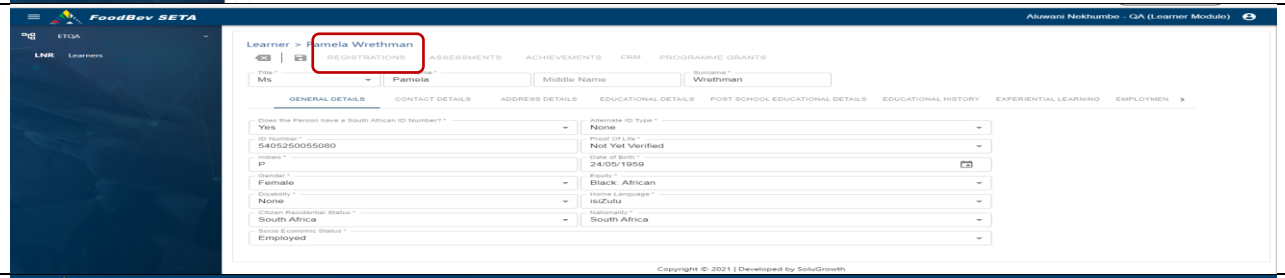
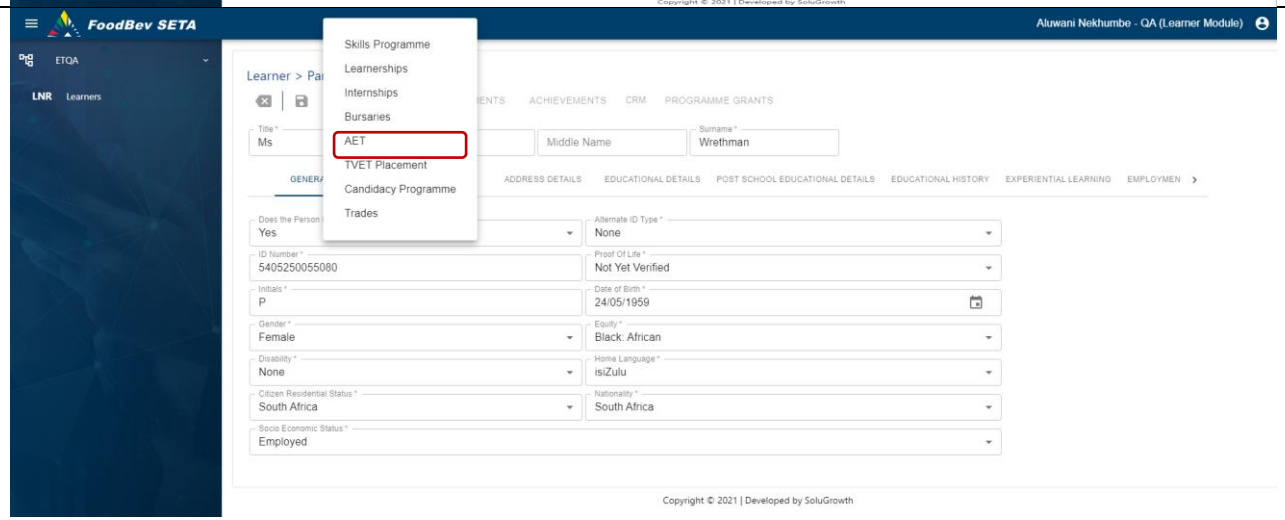
Step	Action	Result and Screenshots
4	Click Edit	
5	Click Registrations tab	
6	Select AET on the Registration Tab	

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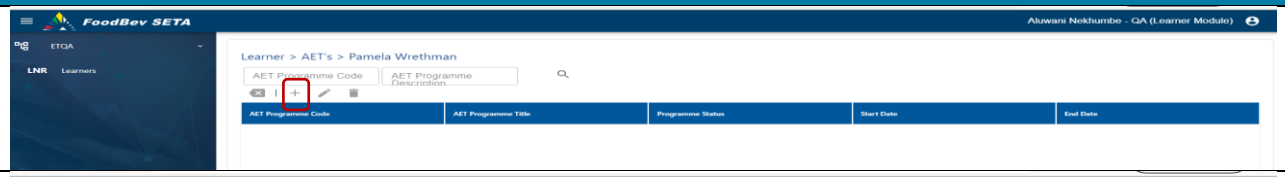
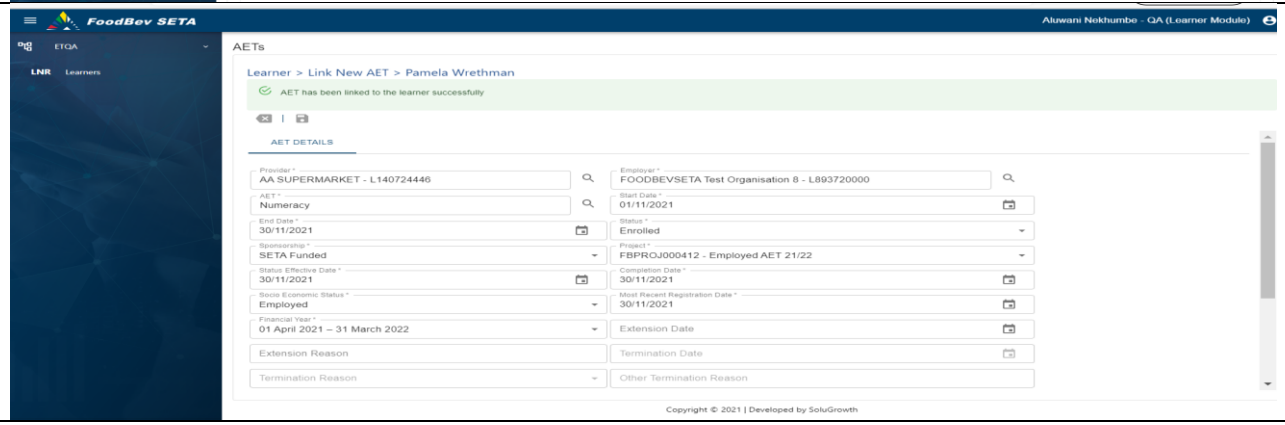
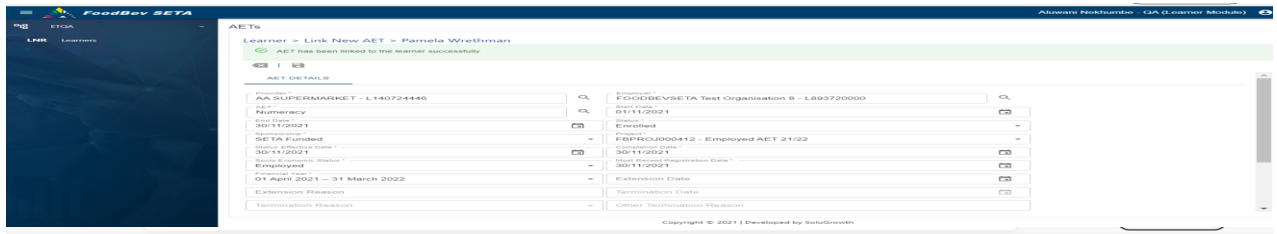
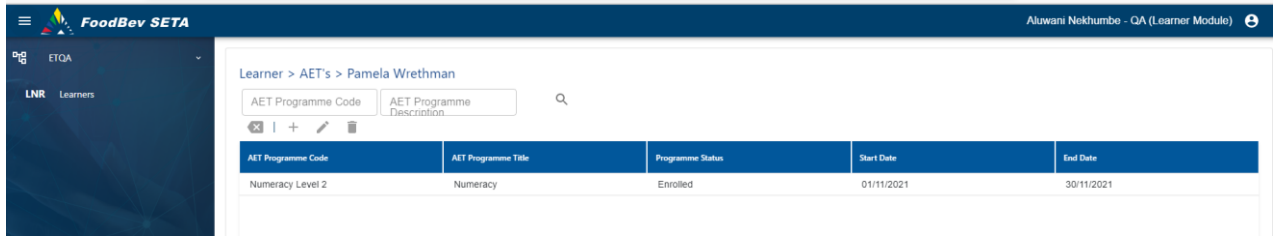
Step	Action	Result and Screenshots
7	Click Add	
8	Complete all fields and click save Click on the Save button to complete the registration page.	
11	The enrolled AET will Save and display on the Learner's Registration Tab.	 

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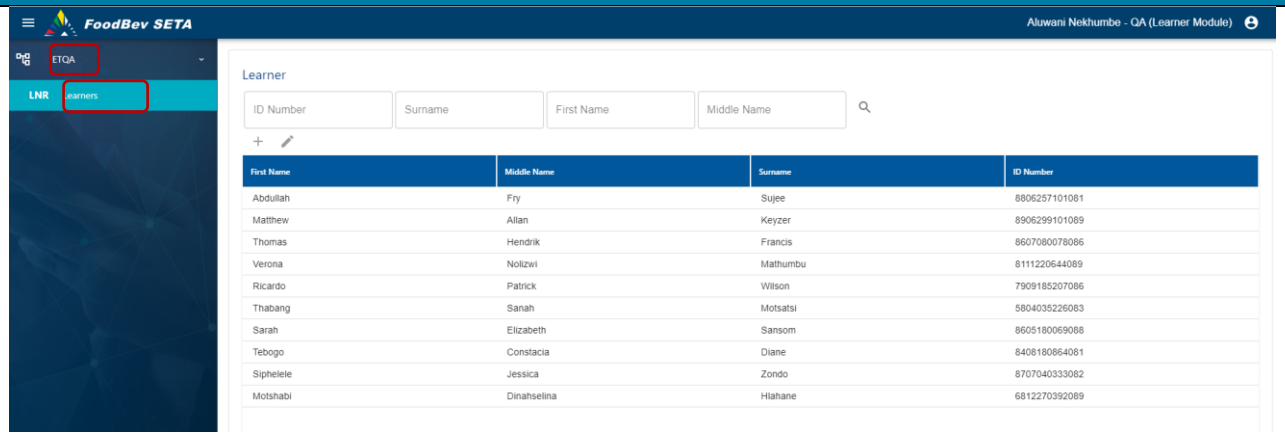
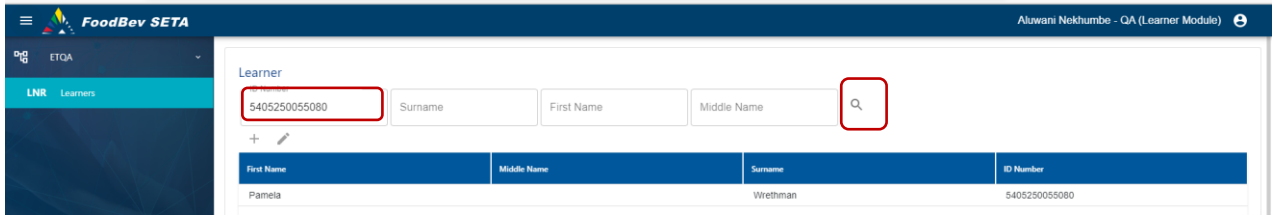
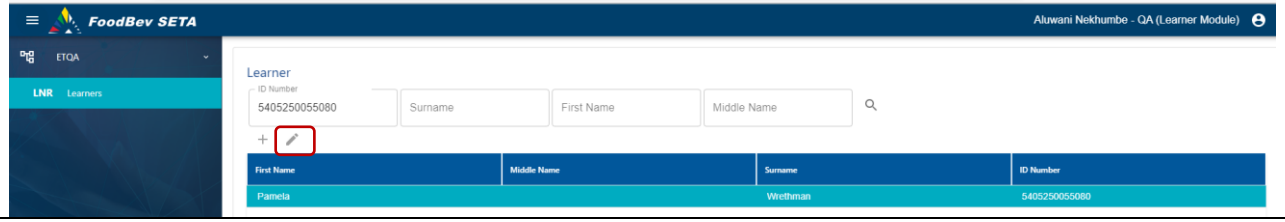
3.8 Learner: Enrol: Trades

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	
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.	

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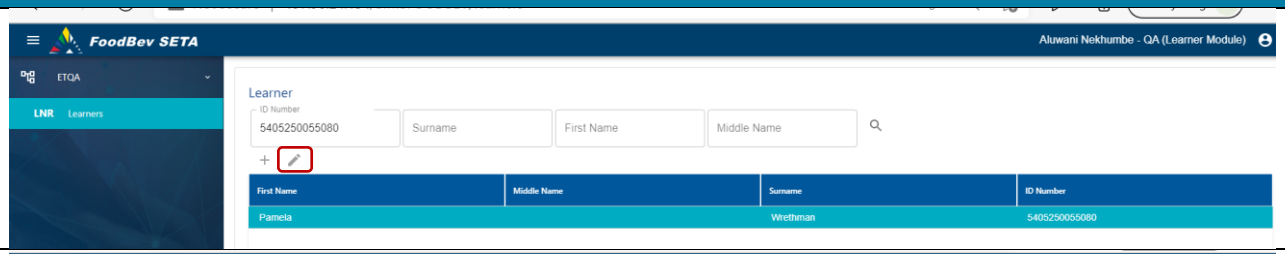
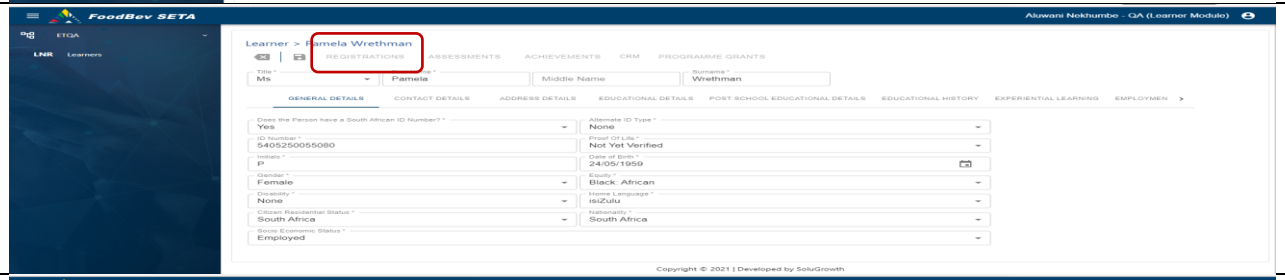
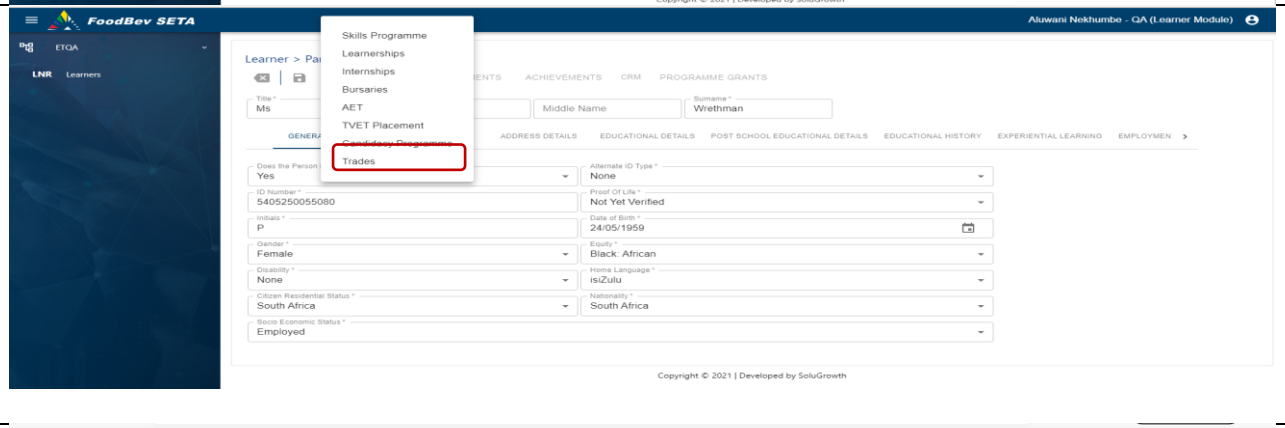
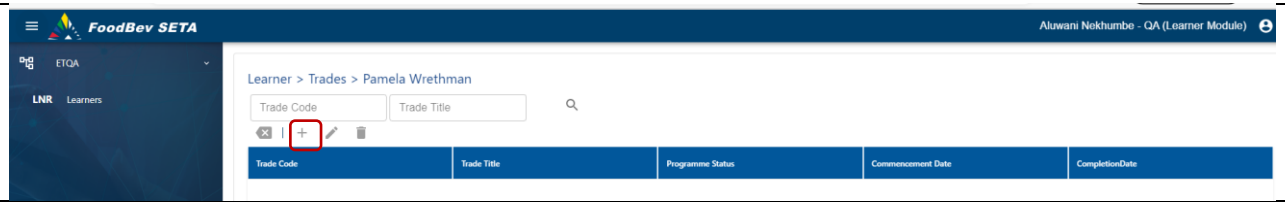
Step	Action	Result and Screenshots
4	Click Edit	
5	Click Registrations tab	
6	Select Candidacy on the Registration Tab	
7	Click Add	

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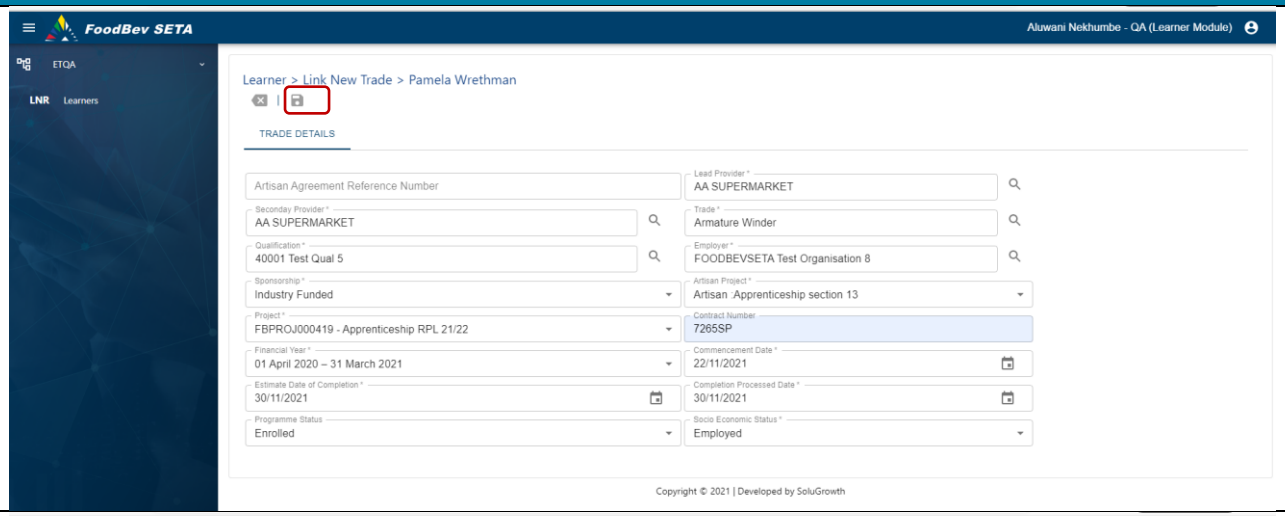
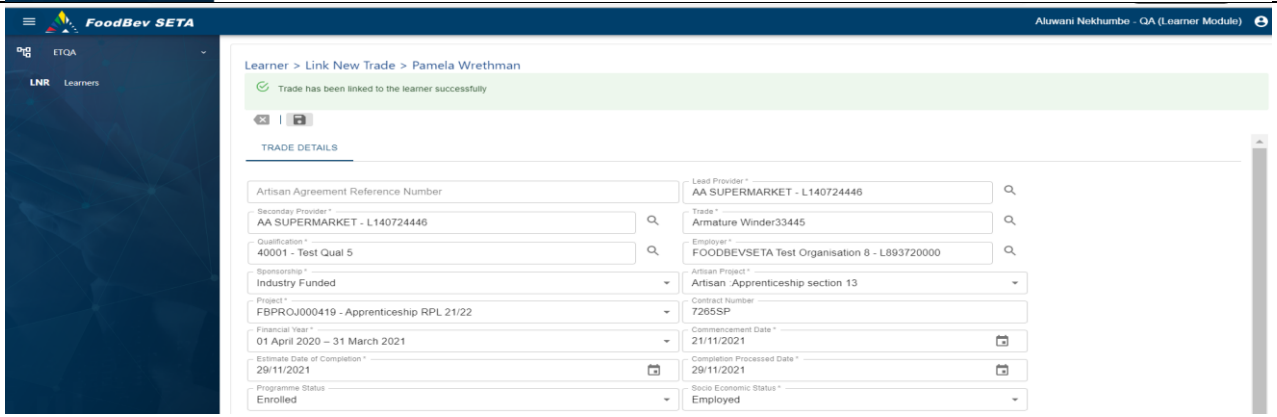
Step	Action	Result and Screenshots
8	Complete all fields and click save Click on the Save button to complete the registration page.	
11	The enrolled Trade will Save and display on the Learner's Registration Tab.	

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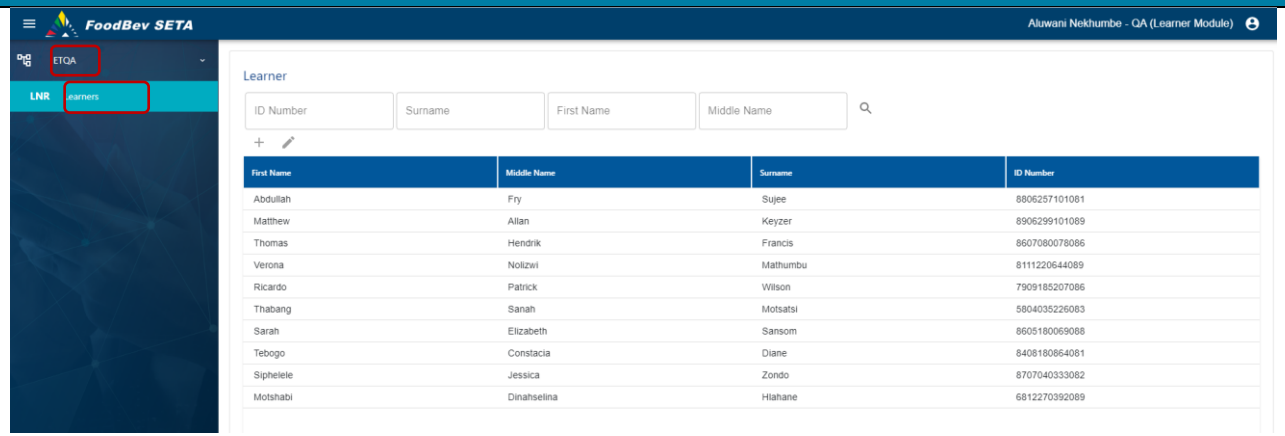
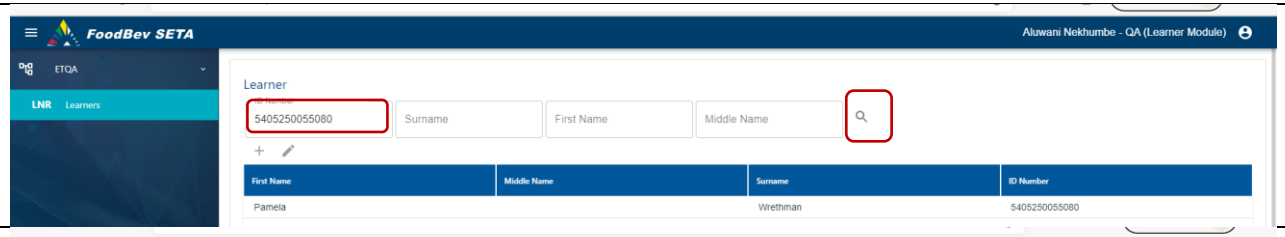
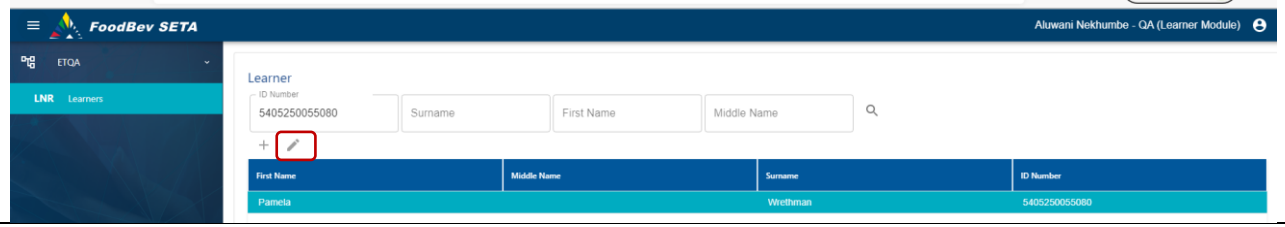
3.9 Learner Learnership Assessments

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.	

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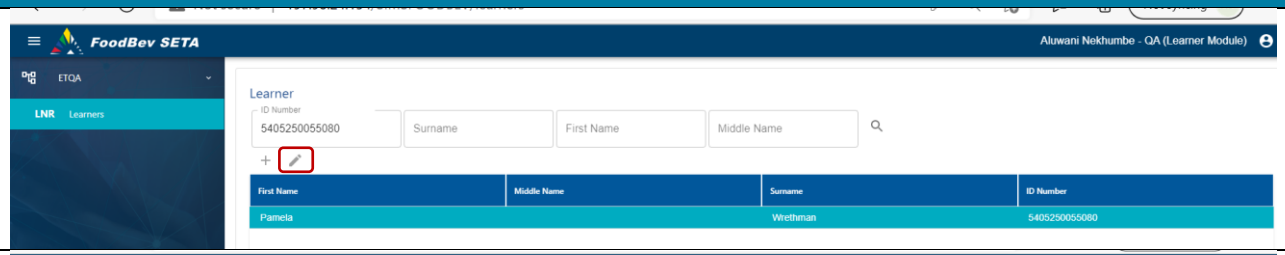
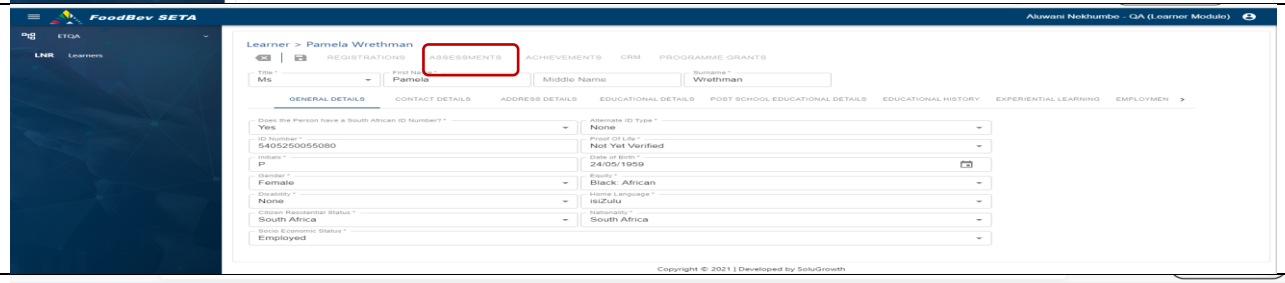
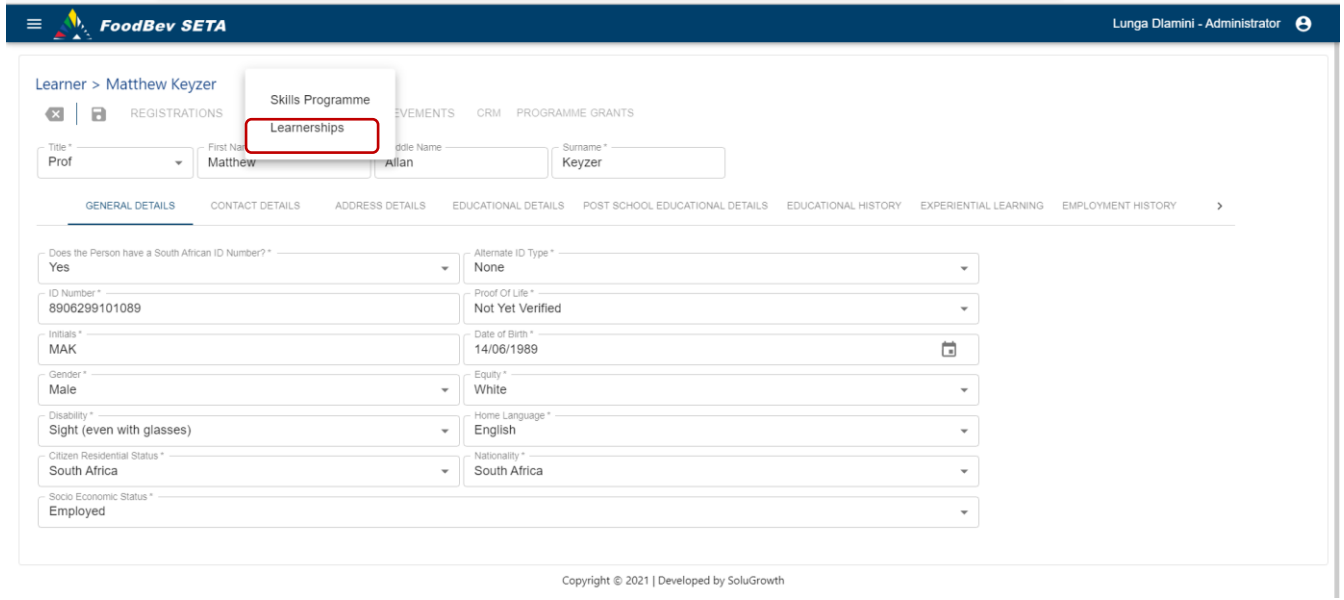
Step	Action	Result and Screenshots
4	Click Edit	
5	Click Assessments tab	
6	Select Learnership on the Assessment Tab	

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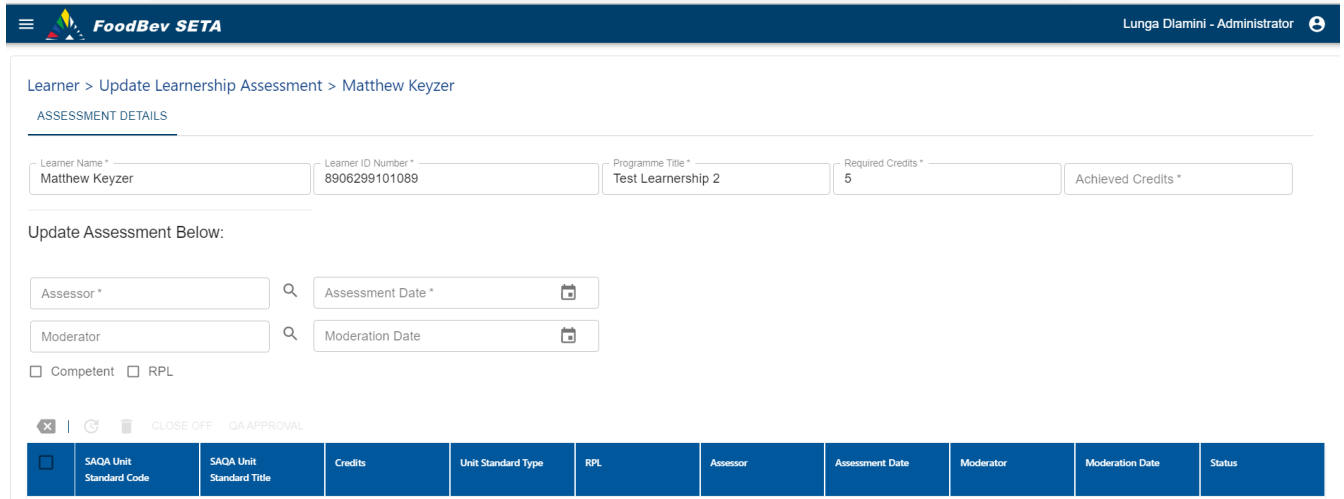
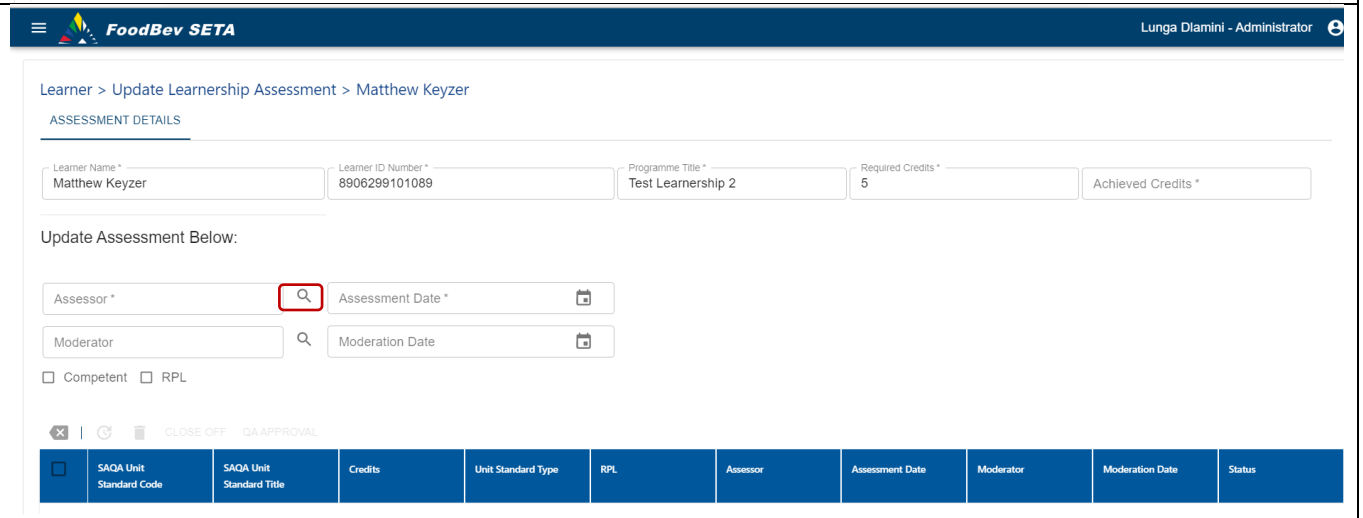
Step	Action	Result and Screenshots
7	You will land on the Assessments page	
8	Assessor Select Assessor by clicking on the Magnifying glass System Rules Only Assessors that are linked to the Learnership will pull on Assessments	

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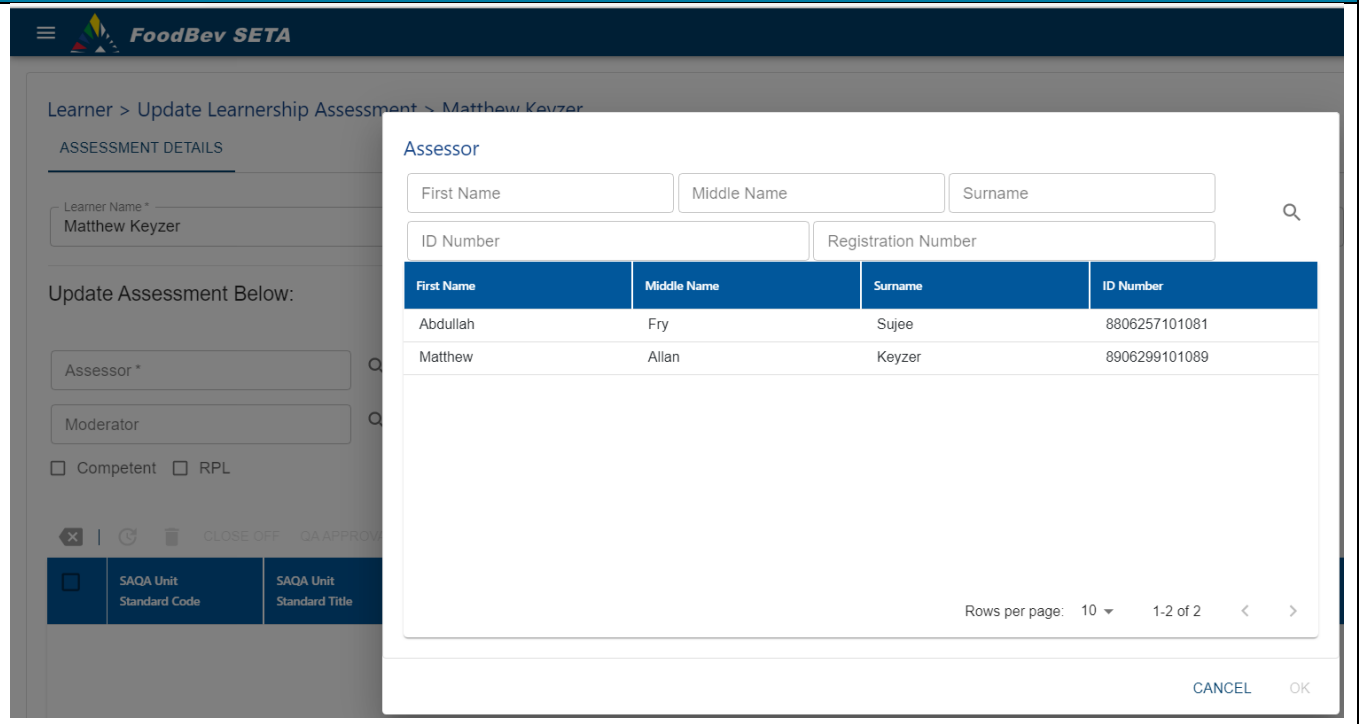
Step	Action	Result and Screenshots
		

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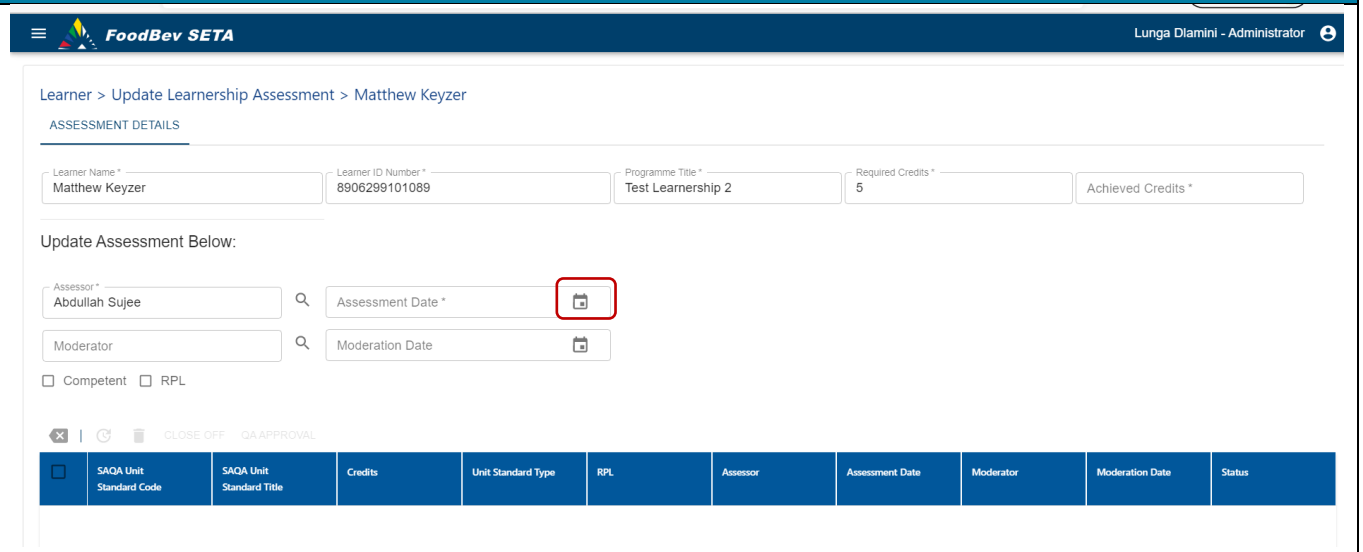
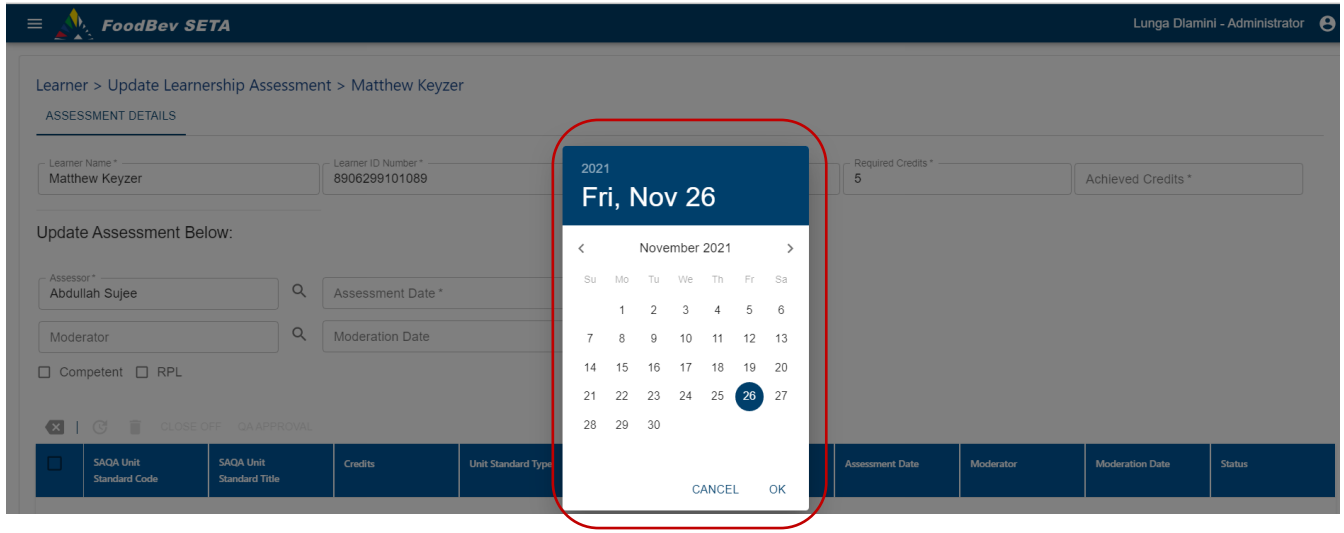
Step	Action	Result and Screenshots
11	Assessment Date Click on the Calendar button next to Assessment Date Select the Data and click on "Ok" System Rule Future Dates cannot be selected	 

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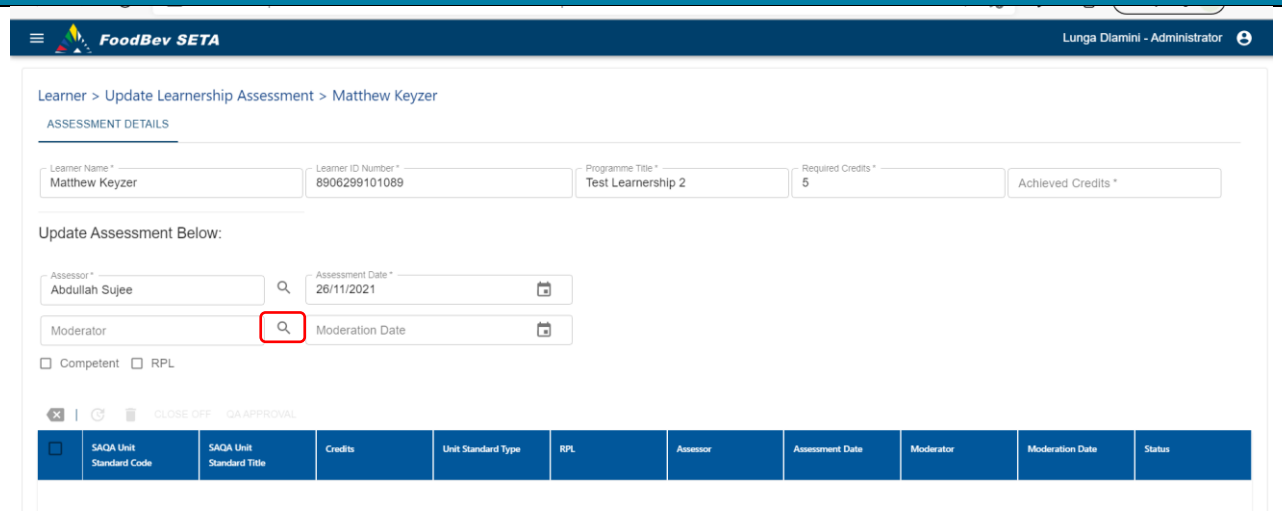
Step	Action	Result and Screenshots
13	Moderator Select Moderator by clicking on the Magnifying glass System Rules Only Moderators that are linked to the Learnership will pull on Assessments	

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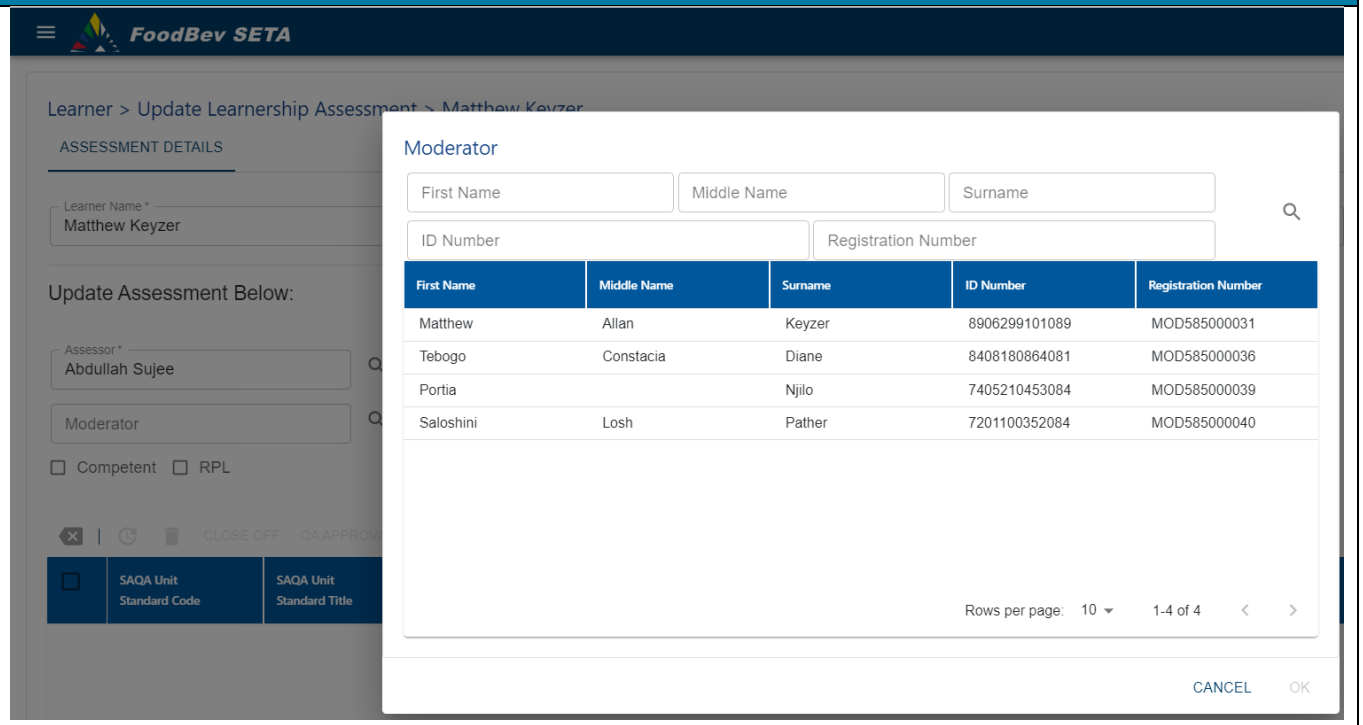
Step	Action	Result and Screenshots
		

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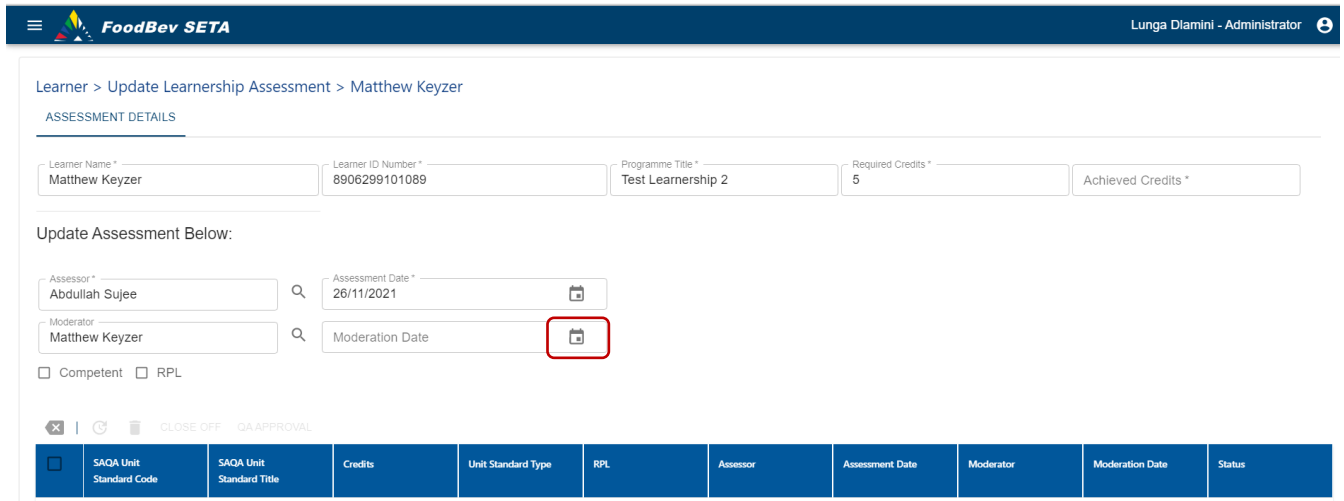
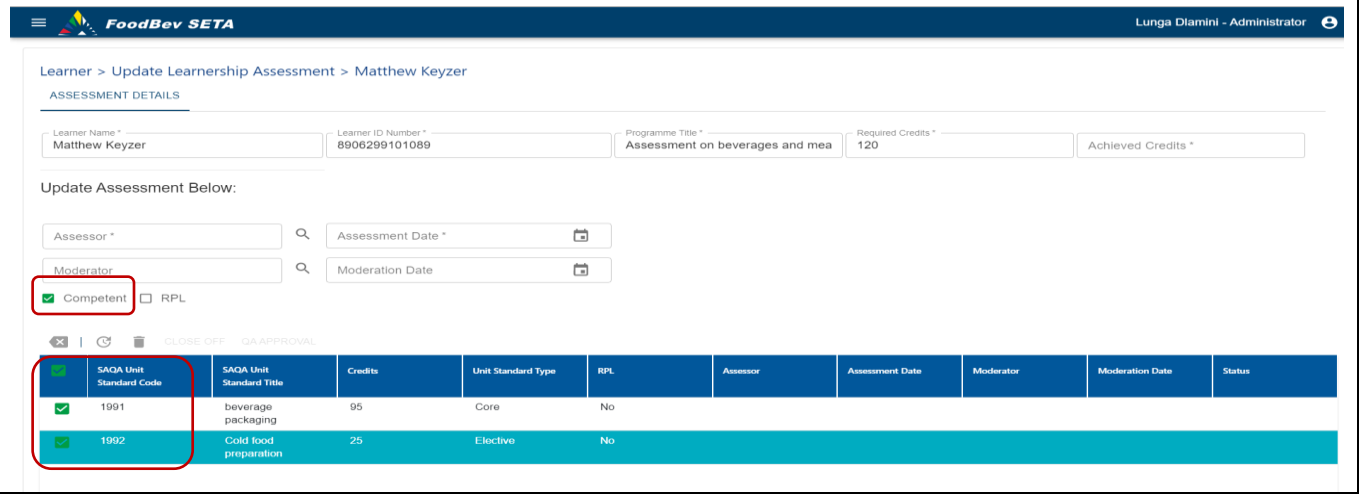
Step	Action	Result and Screenshots
14	Moderation Date Click on the Calendar button next to Moderation Date Select the Data and click on "Ok" System Rule Future Dates cannot be selected.	
12	Tick on Competent, and then select the unit standards you want assess.	

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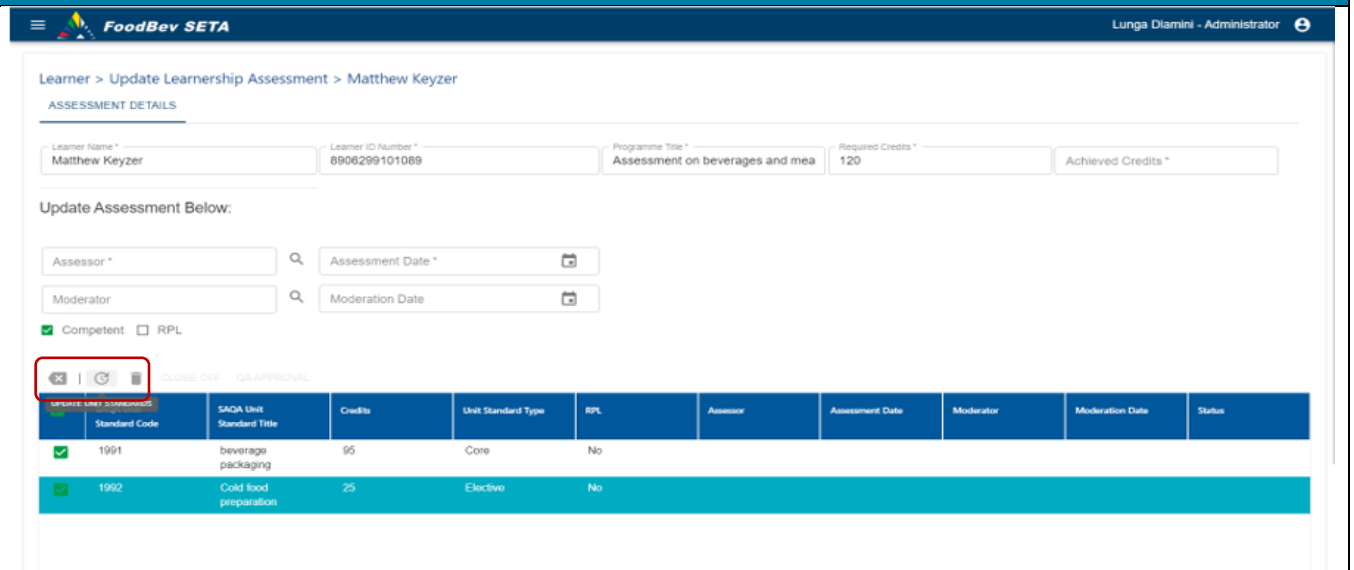
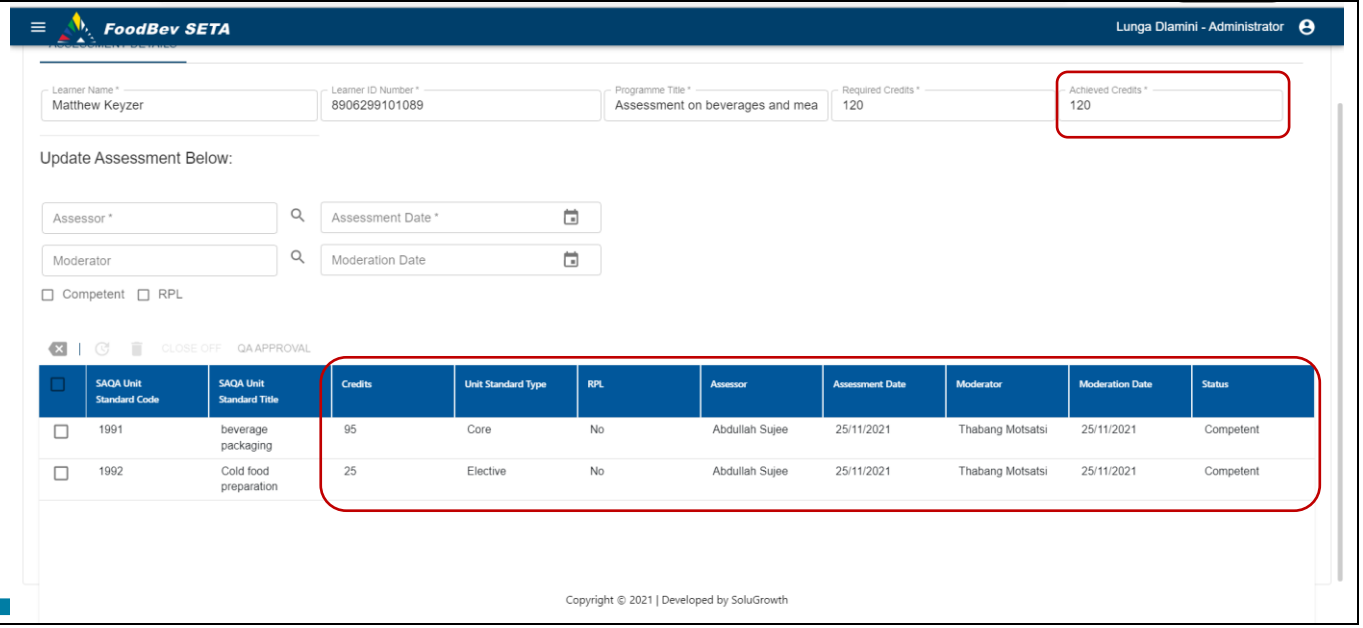
Step	Action	Result and Screenshots
13	Once done, click on the update button and this will update the unit standards selected,	
14	When the update button is clicked, the unit standards and updated will be updated with Assessor, Assessment Date, Moderator and Moderation Date and the Status of the unit standards will also be updated. The Achieved Credits will also be updated.	

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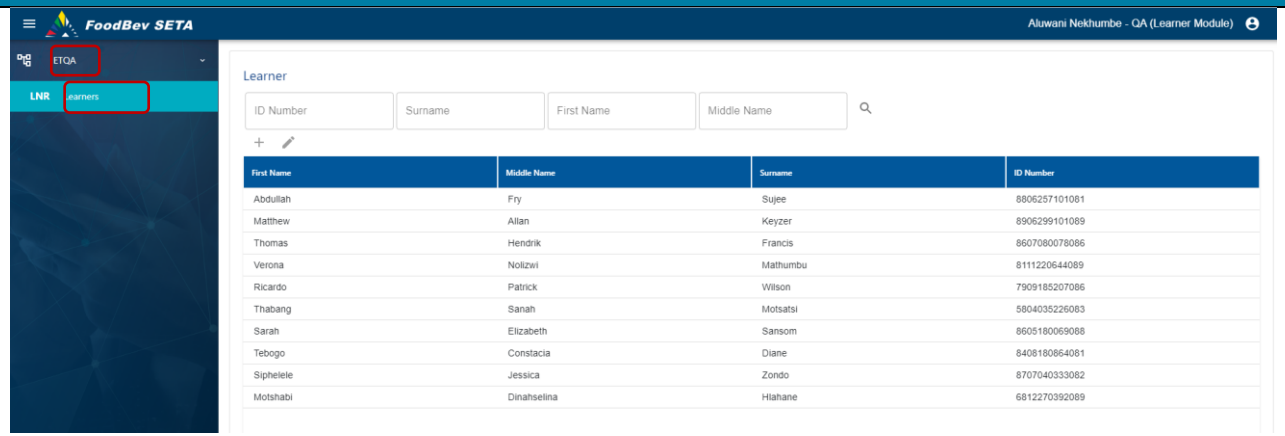
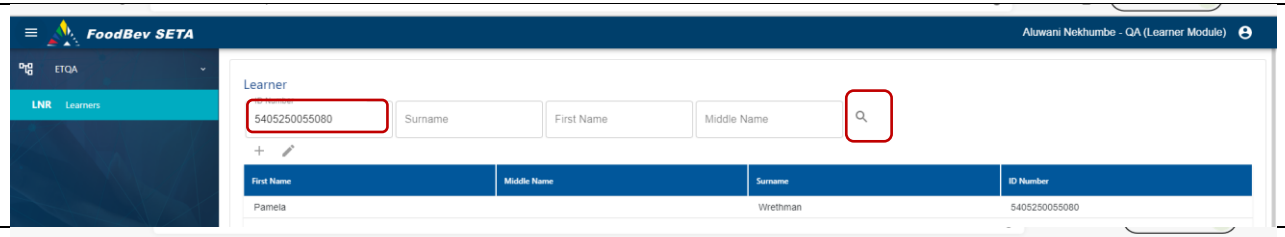
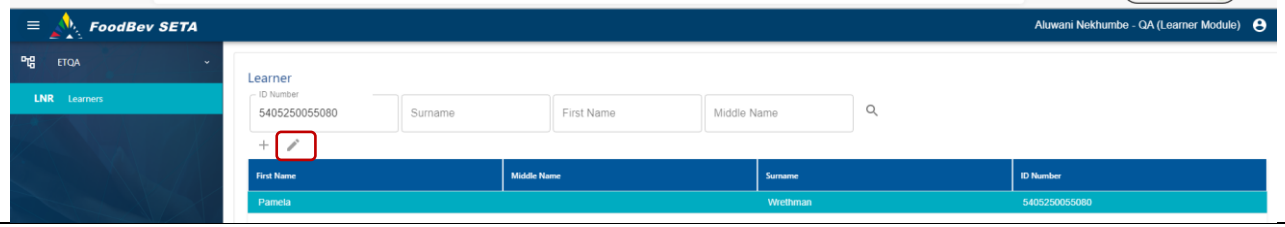
3.10 Learner Skills Programme Assessments

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.	

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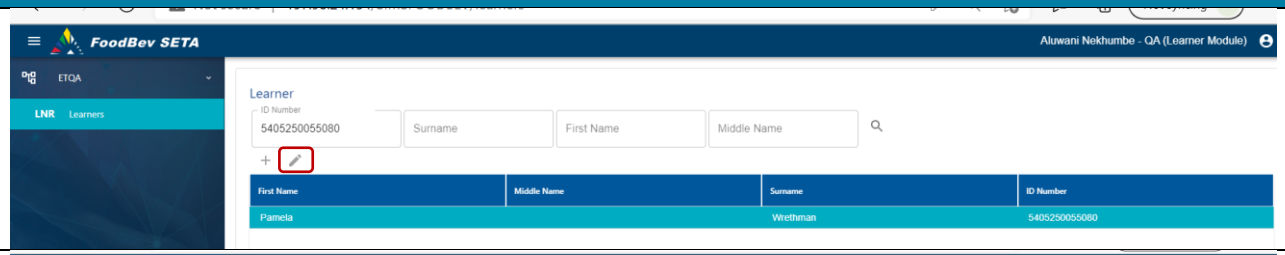
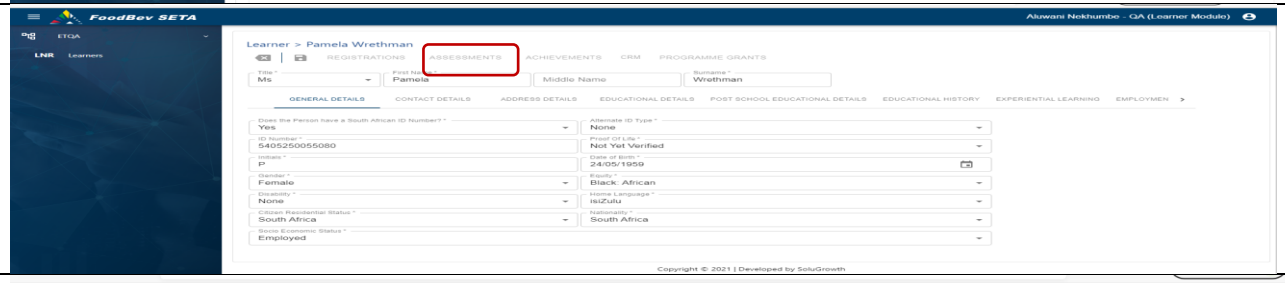
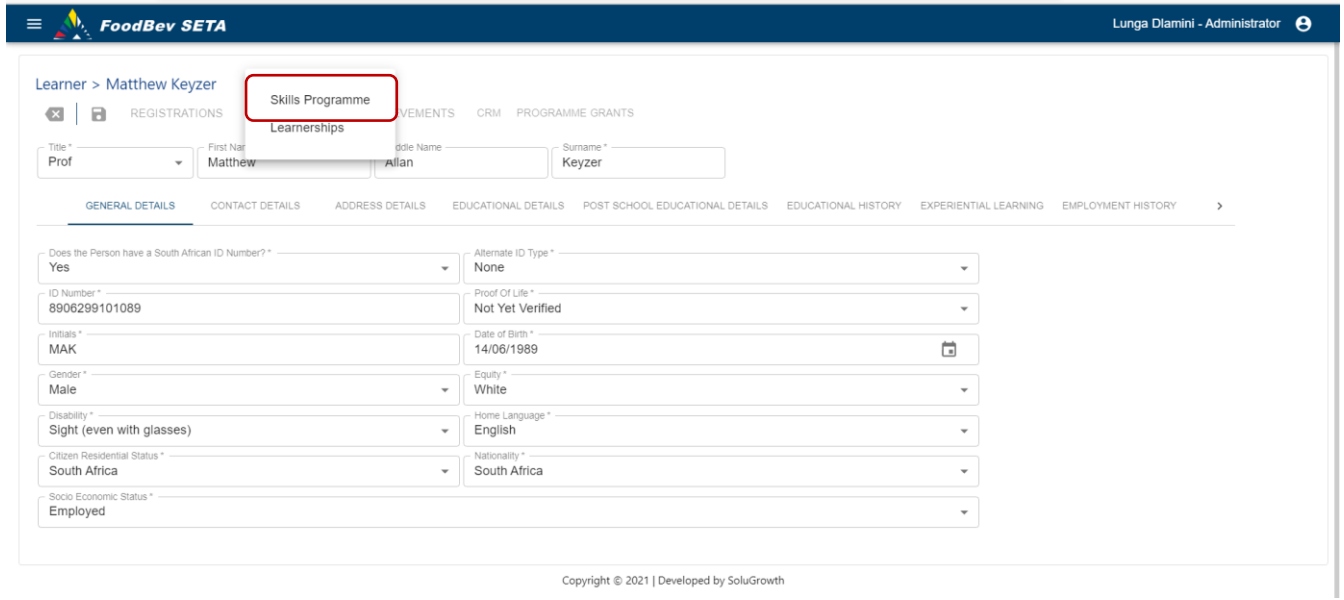
Step	Action	Result and Screenshots
4	Click Edit	
5	Click Assessments tab	
6	Select Skills Programme on the Assessment Tab	

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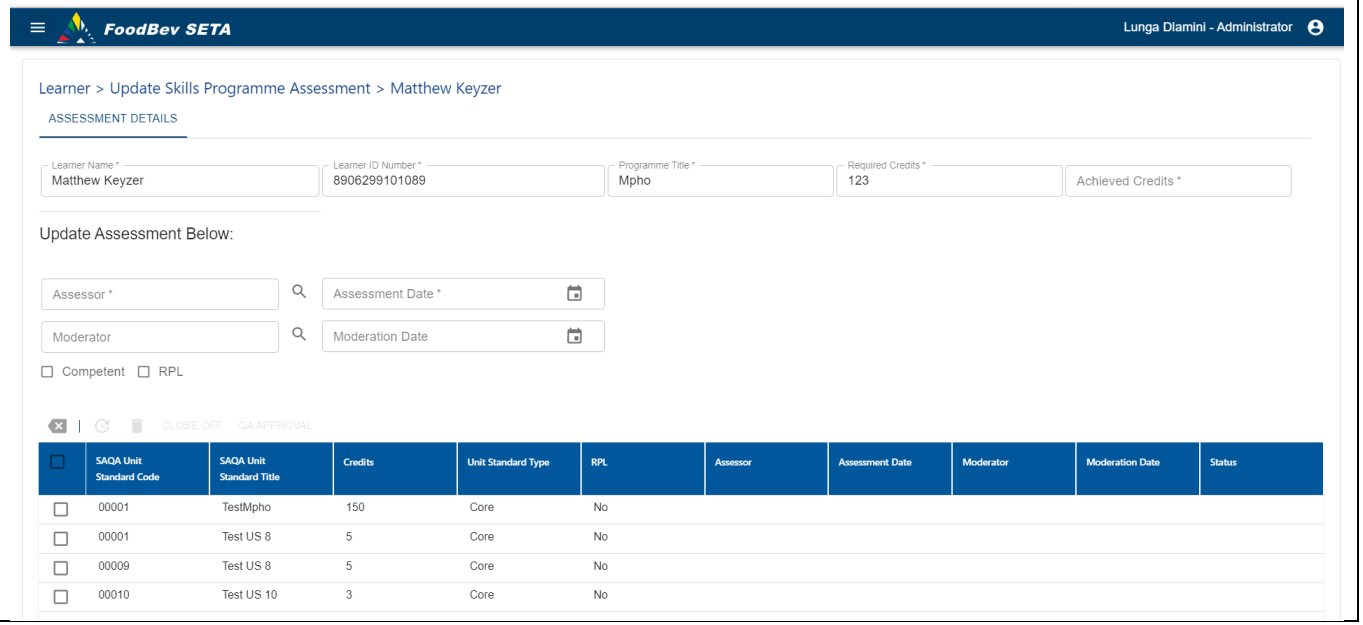
Step	Action	Result and Screenshots
7	You will and on the Assessments Tab	

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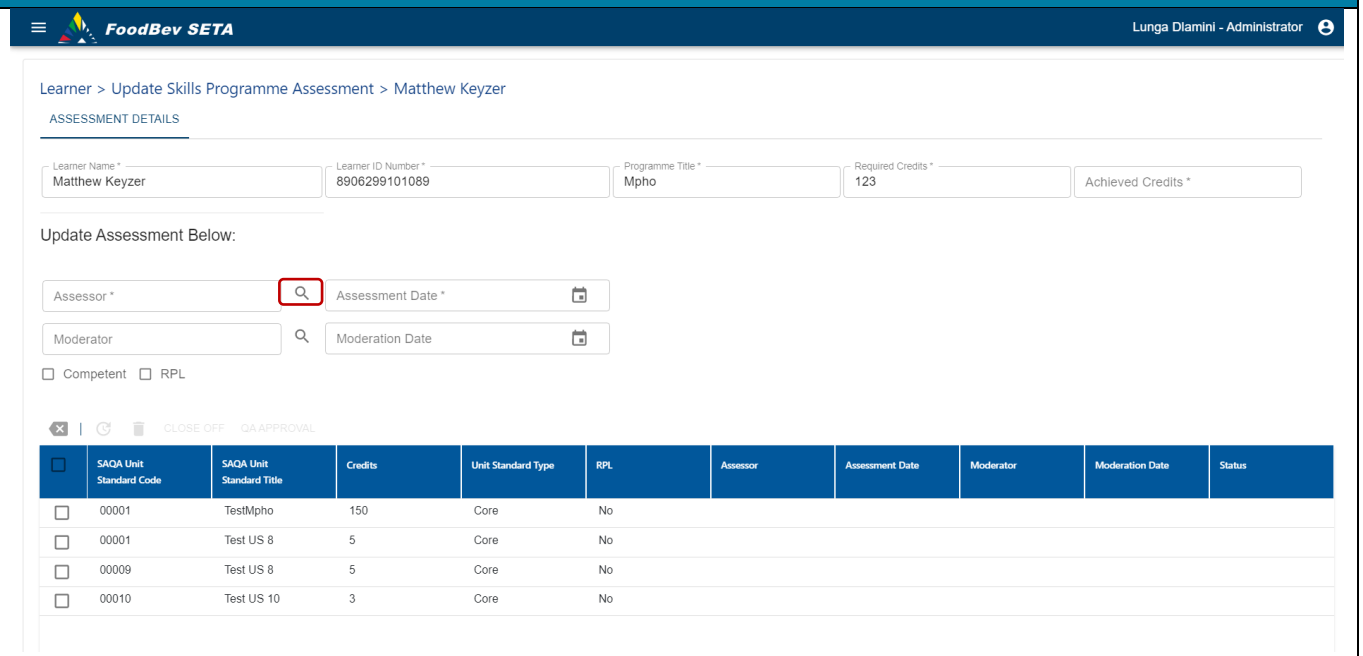
Step	Action	Result and Screenshots
8	Assessor Select Assessor by clicking on the Magnifying glass System Rules Only Assessors that have scope linked to the Skills Programme will pull on Assessments	

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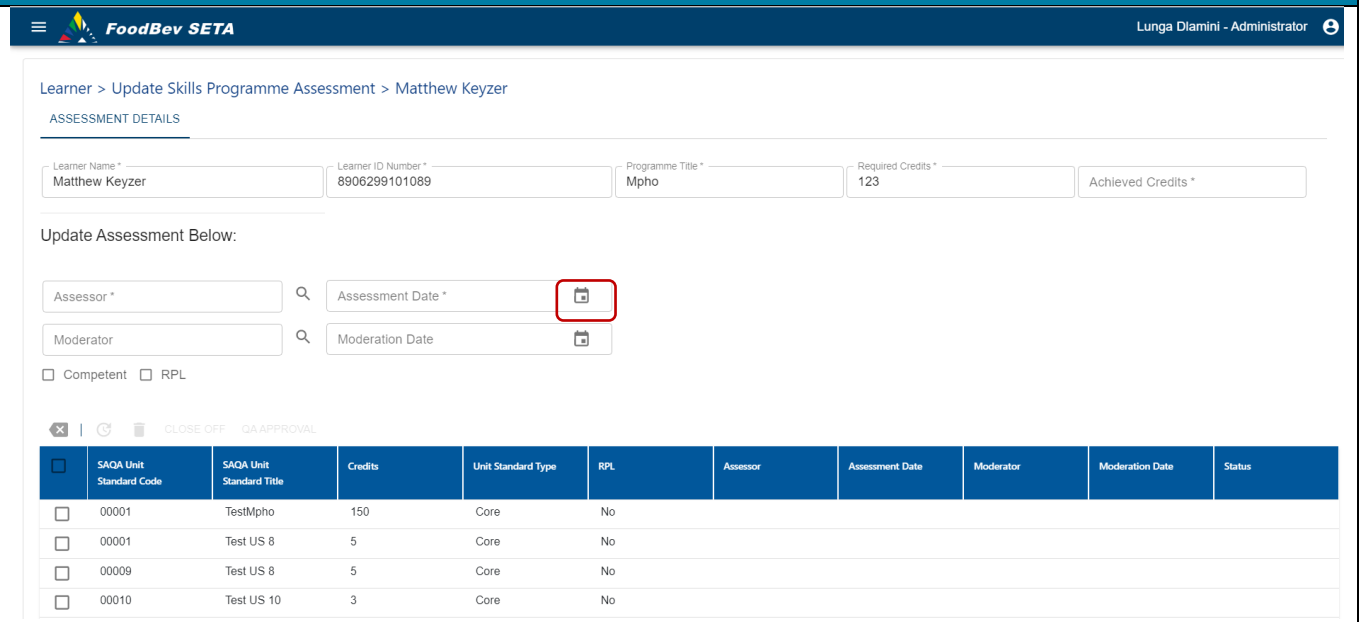
Step	Action	Result and Screenshots
11	Assessment Date Click on the Calendar button next to Assessment Date Select the Data and click on "Ok" System Rule Future Dates cannot be selected	

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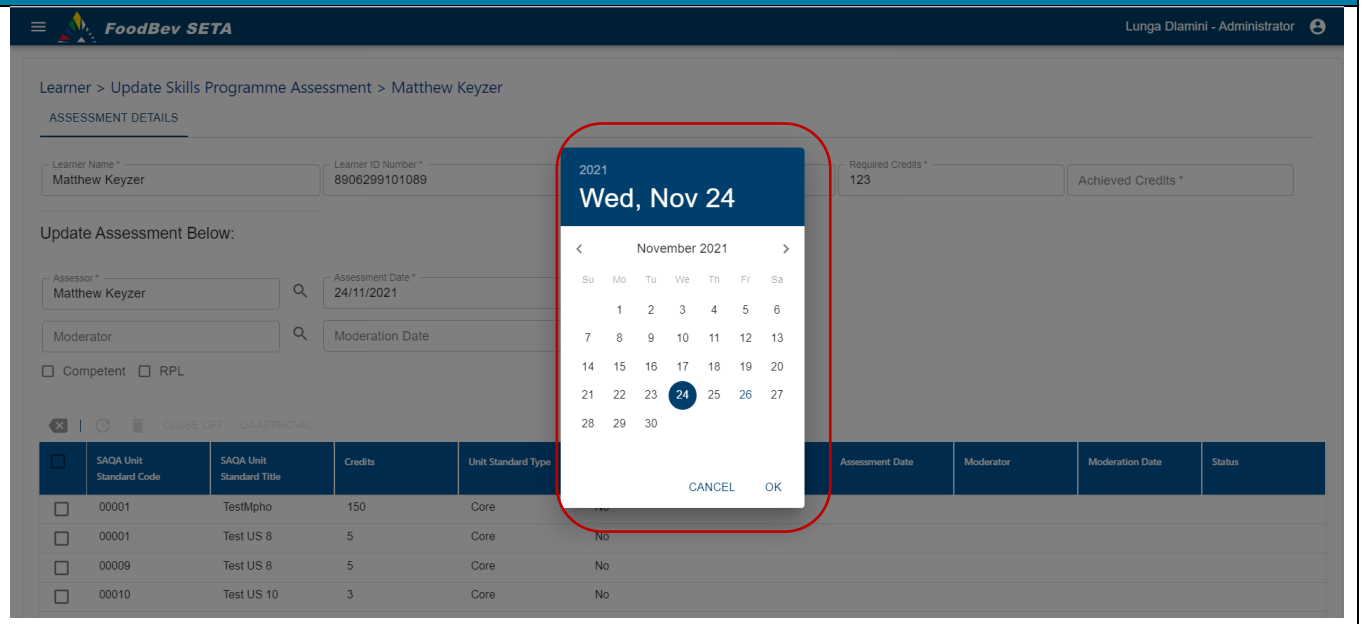
Step	Action	Result and Screenshots
		

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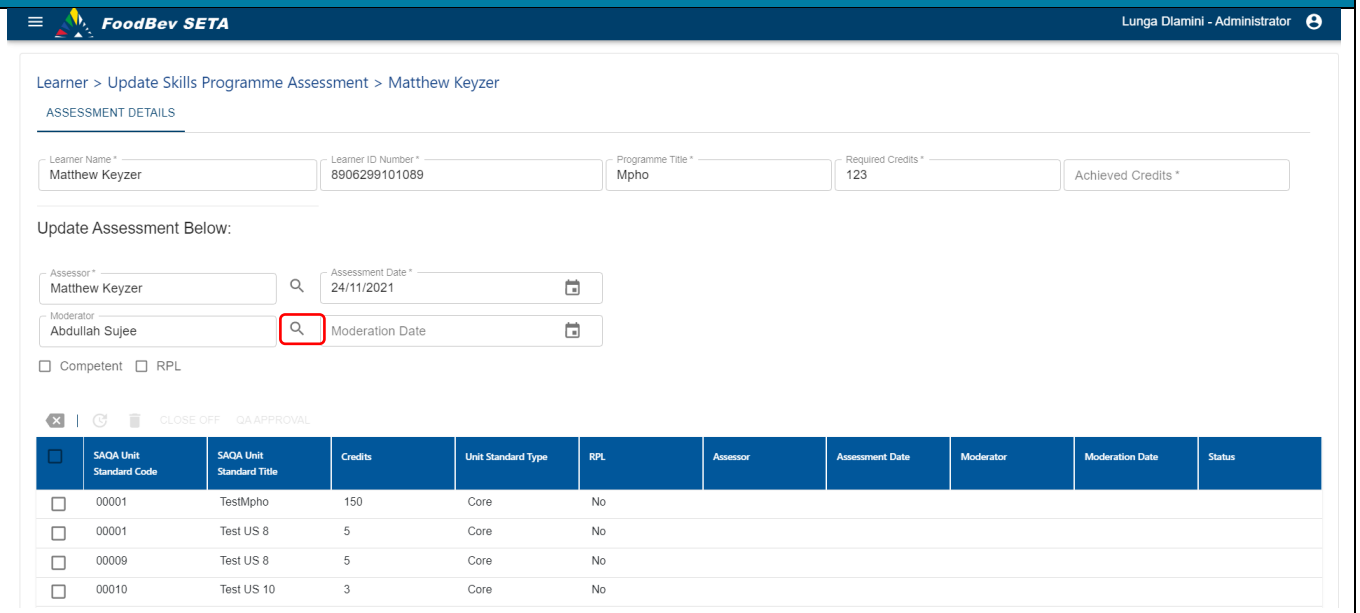
Step	Action	Result and Screenshots
13	Moderator Select Moderator by clicking on the Magnifying glass System Rules Only Moderator that have scope for the Skills Programme will pull on Assessments	

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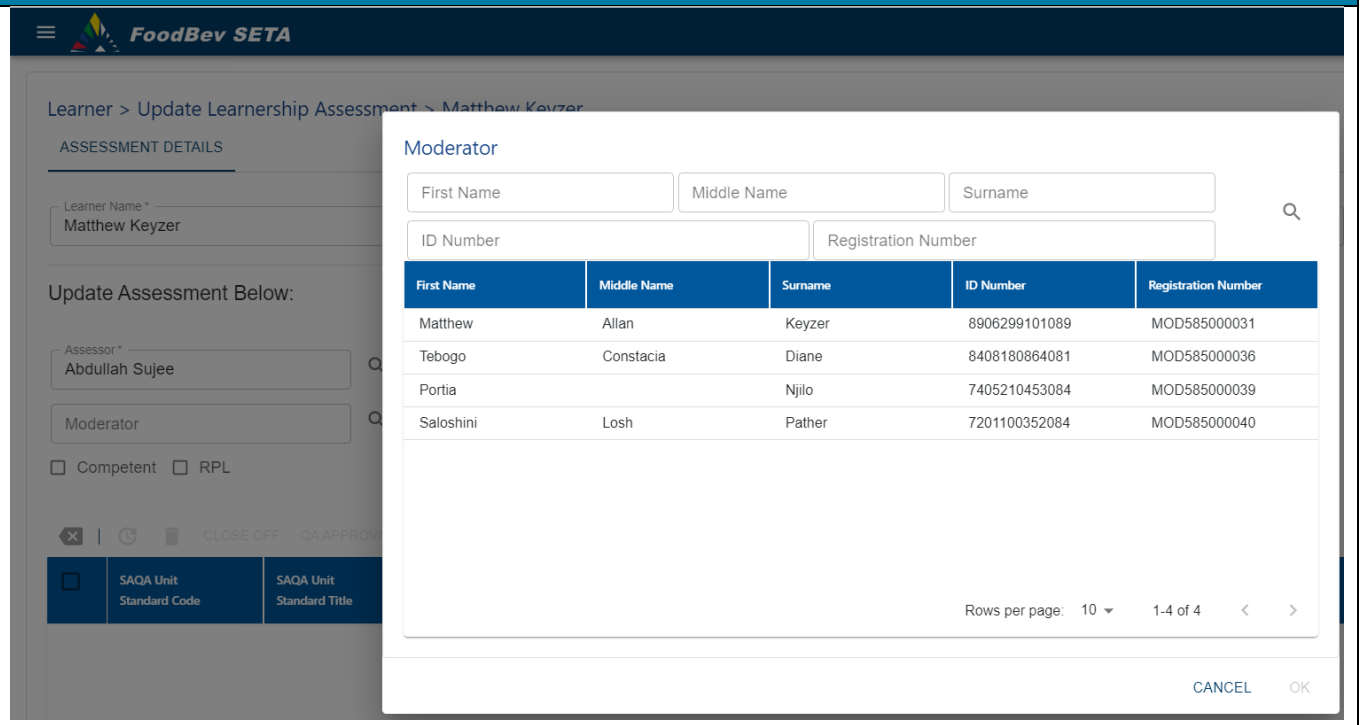
Step	Action	Result and Screenshots
		

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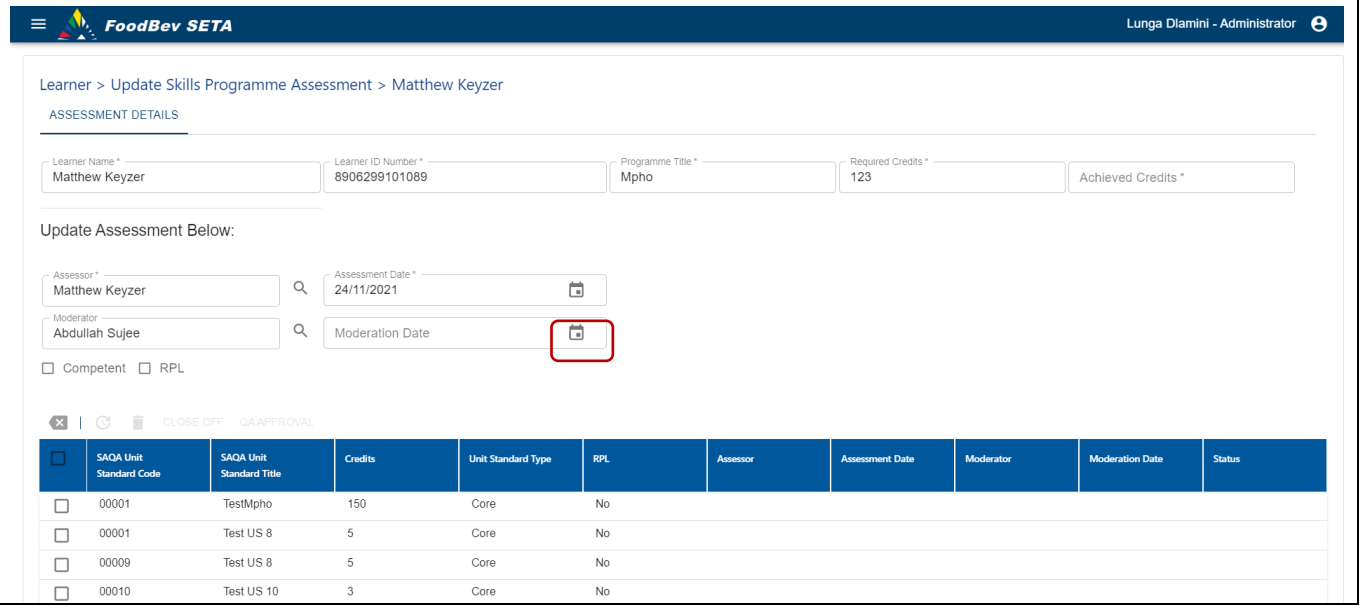
Step	Action	Result and Screenshots
14	Moderation Date Click on the Calendar button next to Moderation Date Select the Data and click on "Ok" System Rule Future Dates cannot be selected.	

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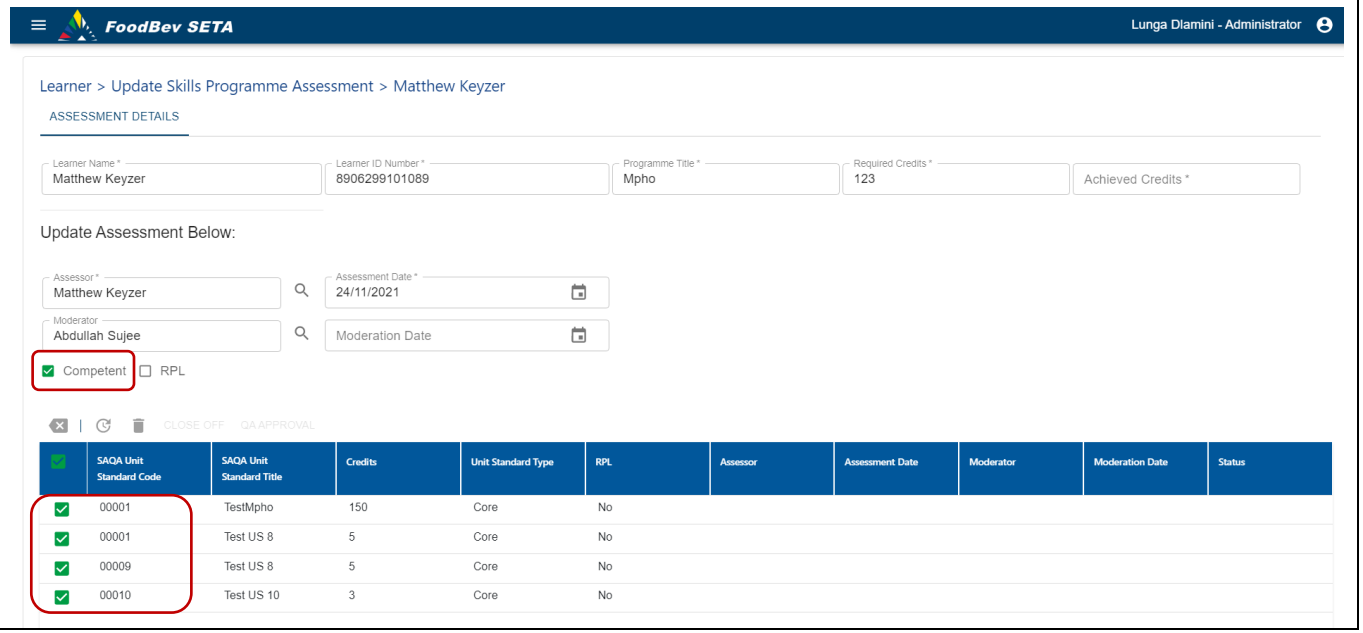
Step	Action	Result and Screenshots
12	Tick on Competent, and then select the unit standards you want assess.	

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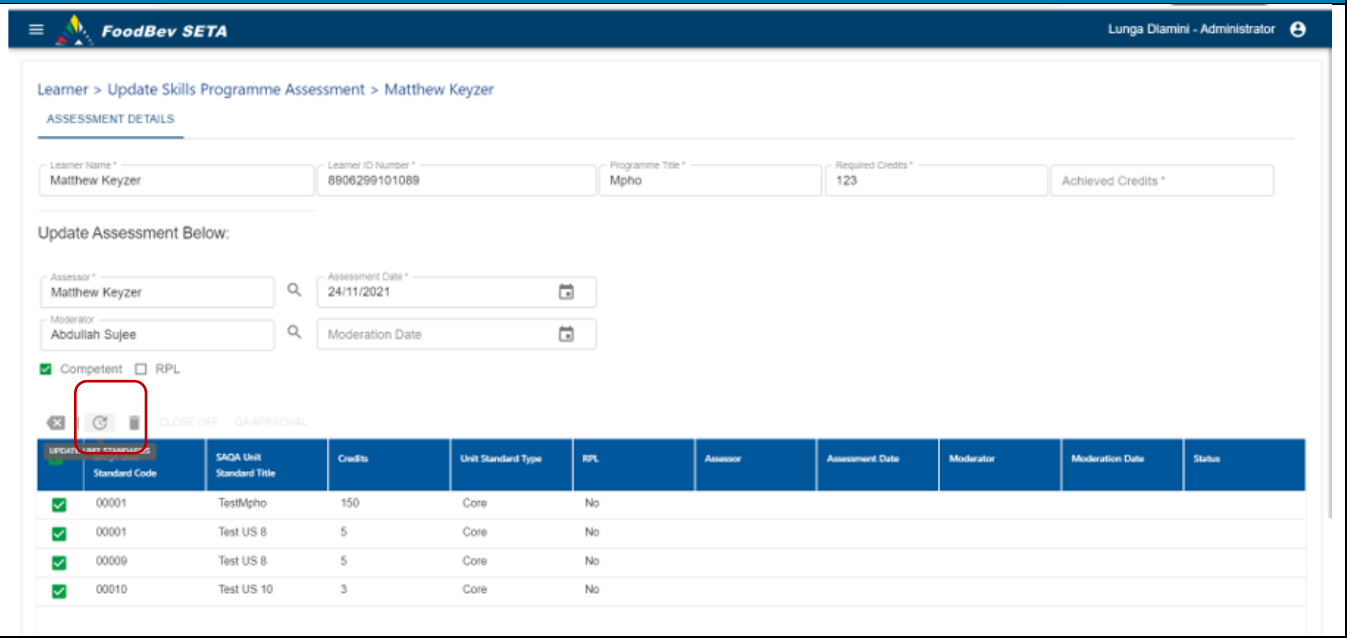
Step	Action	Result and Screenshots
13	Once done click on the update button and this will update the unit standards selected,	

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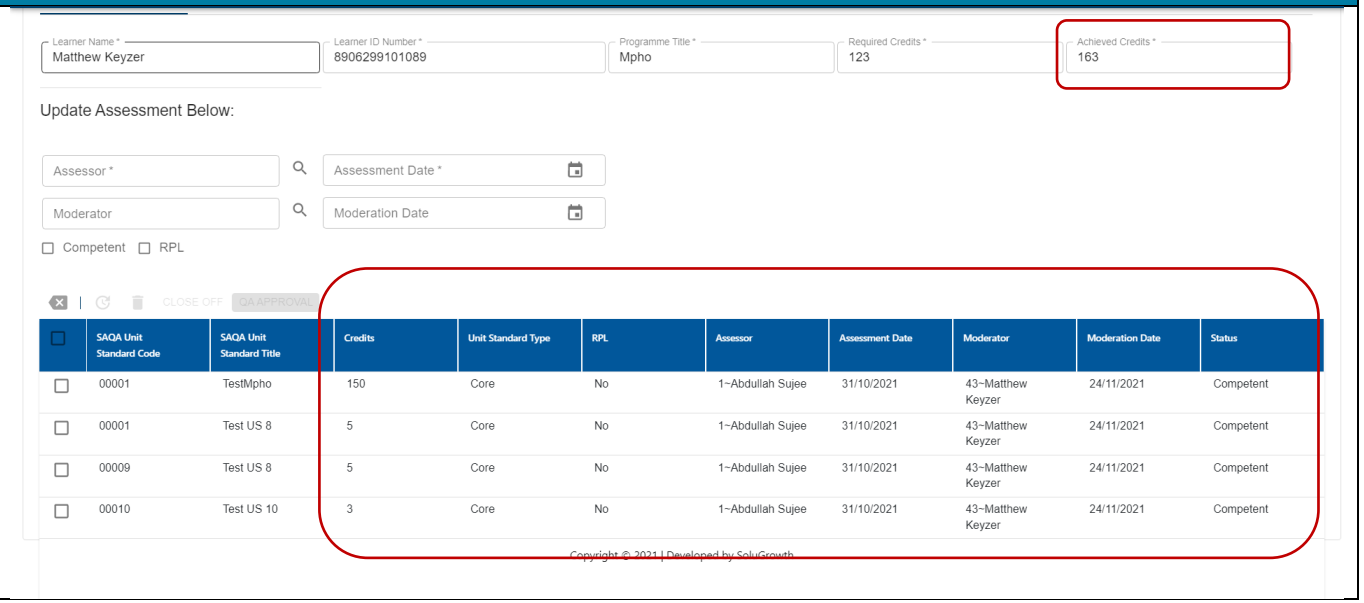
Step	Action	Result and Screenshots
14	When the update button is clicked, the unit standards and updated will be updated with Assessor, Assessment Date, Moderator and Moderation Date and the Status of the unit standards will also be updated. The Achieved Credits will also be updated.	

Learner Name * Matthew Keyzer
Learner ID Number * 8906299101089
Programme Title * Mpho
Required Credits * 123
Achieved Credits * 163

Update Assessment Below:

Assessor *
Assessment Date *
Moderator
Moderation Date
Competent RPL

CLOSE OFF QA APPROVAL

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	1~Abdullah Sujee	31/10/2021	43~Matthew Keyzer	24/11/2021	Competent
00001	Test US 8	5	Core	No	1~Abdullah Sujee	31/10/2021	43~Matthew Keyzer	24/11/2021	Competent
00009	Test US 8	5	Core	No	1~Abdullah Sujee	31/10/2021	43~Matthew Keyzer	24/11/2021	Competent
00010	Test US 10	3	Core	No	1~Abdullah Sujee	31/10/2021	43~Matthew Keyzer	24/11/2021	Competent

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Notes:

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