

FoodBev SETA DG Application Manual

2025

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1. Introduction

FoodBev developed an online system for the applications of Discretionary Grants. This manual will assist stakeholders with DG submissions.

2 Purpose of this document

This document is to ensure that DG Applicants are equipped with all the information pertaining to the FoodBev SIMS system. This manual will assist stakeholders to:

- Apply for Stakeholder Access
- Update Organisation Details
- Create DG Application Forms
- Upload DG Documents
- Submit DG Application Forms

3 Important Information

The following scanned documents to be on hand when accessing the system to register:

1. Scanned appointment letter from the Organization(s) to be on hand when accessing the system to register.
2. Stakeholders to know the SDL numbers of their organizations as they will be required to link and search using the SDL number on the system.
3. Only T and L numbers can apply for DG

4 SDF Profiles on the system

- All Approved Primary SDFs already have access to the DG Applications Tab.

5 Register as a Stakeholder

It is necessary to register as a DG Stakeholder to gain access to the Discretionary Grant Application process. Below are the steps

Step 1: Navigate to the SIMS landing page

<https://sims.foodbev.co.za/login>

Step 2: Select the SDF Registration hyperlink

<https://sims.foodbev.co.za/sdfRegistrationForm>

FoodBev

Manufacturing SETA

Login

[Forgot password?](#)

SDF Registration

[Online Registration](#)

Step 3: The following steps will assist you with the process of capturing Stakeholder.

- Person Details
- Contact Details
- Address Details
- Education & Experience

3.1 To upload ID Document clicking on the **UPLOAD FILE** icon and select ID from the PC.

SIMS will upload ID and a picture of an ID document will be displayed:

SDF Details

ORGANISATION DETAILS

First Name *	Middle Name	Surname *
TSHEPISO	PATRICIA	SEDIMO

Title *	ID No *	Initials *
	8403090951086	TP
Date of Birth *	Gender *	Equity *
09/03/1984	Female	
Disability *	Home Language *	Citizen Residential Status *
		South Africa
Alternate ID Type *	Nationality *	Socio Economic Status *
	South Africa	

3.2 Fields highlighted in Red are Mandatory to complete before saving the information:

- TL: Title
- EQ: Equity
- DIS: Disability
- HLG: Home Language
- AIDT: Alternate ID Type
- SECS: Socio Economic Status

SDF Details

ORGANISATION DETAILS

First Name *
* Required

Middle Name

Surname *
* Required

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

ID Document Upload

UPLOAD FILE

Title *
* Required

ID No *
* Required

Initials *
* Required

Date of Birth *
* Required

Gender *
* Required

Equity *
* Required

Disability *
* Required

Home Language *
* Required

Citizen Residential Status *
* Required

Alternate ID Type *
* Required

Nationality *
* Required

Socio Economic Status *
* Required

NOTES:

1. The system will populate the Date of Birth, Gender, Nationality and Citizen Resident status when a valid RSA IS number is captured
2. ID document upload is compulsory.
3. Use the tick box below the Physical Address details to copy the physical address to the postal address if needed.

3.3 Contact Details Tab

The following fields are found.

- Telephone
- Fax Number
- Cell Phone Number – **Mandatory**
- Email – **Mandatory**

SDF Details

ORGANISATION DETAILS

First Name *
* Required

Middle Name

Surname *
* Required

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

Telephone Number

Cell Phone Number *
* Required

Fax Number

E Mail *
* Required

3.4 Address Details Tab

The address field is available for users to type in the street address and select from the system list pulling from Google Maps.

When User selects the address from Google Maps list, the system will then be auto populated on the below Fields:

- Physical Address Line 1 to 3
- Physical Code – Must be 4-5 digits long
- Physical Province
- Municipality
- Physical Urban Rural

A tick BOX is available if the Physical address is the same as Postal

☐ Use Physical Address for Postal Address?

Postal Address Line 1 to 3

Postal Code – Must be 4/5 digits long.

Postal Province

Municipality

Postal Urban Rural

3.5 Education & Experience Tab (Mandatory)

User must complete all mandatory fields highlighted in Red

SDF Details

ORGANISATION DETAILS

First Name *
Capacitation

Middle Name

Surname *
Test

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS **EDUCATION & EXPERIENCE**

Highest Education * Highest Education Description

Name Of Accredited Training Provider * Experience *

Current Occupation * Year In Occupation *

General Comments *

3.6 Once all the SDF Details tabs are completed, user clicks on Save button to proceed to the next step

SDF Details

✓ SDF Details Added Successfully

ORGANISATION DETAILS

First Name *
Capacitation

Middle Name

Surname *
Test

PERSON DETAILS **CONTACT DETAILS** ADDRESS DETAILS EDUCATION & EXPERIENCE

Title *
Miss

ID No *
HW00123

Initials *
C

Date of Birth *
24/09/1998

Gender *
Female

Equity *
Black: Coloured

Disability *
None

Home Language *
English

Citizen Residential Status *
Other

Alternate ID Type *
None

Nationality *
Namibia

Socio Economic Status *
Employed

6 Organisation details

STEP 1:

Organisation tab is now enable for capturing

SDF Details

✓ SDF Details Added Successfully

✕ | **ORGANISATION DETAILS**

First Name*
Capacitation

Middle Name

Surname*
Test

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

Title*
Miss

ID No*
HW00123

Initials*
C

Date of Birth*
24/09/1998

Gender*
Female

Equity*
Black: Coloured

Disability*
None

Home Language*
English

Citizen Residential Status*
Other

Alternate ID Type*
None

Nationality*
Namibia

Socio Economic Status*
Employed

User then clicks on the icon + to link an organisation.

SDF Details > Organisations Details > Capacitation Test - HW00123

| + FINISH

Organisation Name	SDL Number	Status
-------------------	------------	--------

STEP 2:

SIMS will open a page with the following fields to complete:

- Organisation – Search for the Company
- Indicate SDF Appointment
- Select SDF Type
- Upload Letter of appointment – Upload
- Save/Cancel Button

← → ↻ sims.foodbev.co.za/sdfRegistrationOrgDetails

SDF Details > Organisations Details > Capacitation Test - HW00123

| + FINISH

Organisation Name	SDL Number	Status	Documents
-------------------	------------	--------	-----------

Link Organisation

Organisation *

☐ Consultant acting for Employer?

Will you perform your SDF functions in respect of *

Please indicate method of appointment to SDF position *

Other method of appointment

☐ Are you replacing the previous primary SDF of this Company?

☐ Are you registering as secondary SDF for this Company?

UPLOAD LETTER OF APPOINTMENT

SAVE CANCEL

STEP 3:

The list of Organisations will appear.

There are four search fields that can be used to search for the organisation user wants to be linked to.

- **Legal Name**
- **Trade name**
- **SDL Number**

SDF Details > Organisations Details > Capacitation Test - HW00123

Organisation Name

Skills Organisations

Legal Name Trade Name SDL Number

Legal Name	Trade Name	SDL Number
ICEMAN	ICEMAN	L000746224
FRANCOR BAKKERY	FRANCOR BAKKERY	L010701474
WYN & SPIRITUSRAAD	WYN & SPIRITUSRAAD	L010702332
ONS HUISJE RESTAURANT	ONS HUISJE RESTAURANT	L010703652

STEP 4:

- User uses the SDL number to search for the organisation, then clicks on the search icon.
- The Organisation with the matching the SDL number will appear.

- User selects the line item then click on OK
- Upload the Signed Appointment Letter and click on **save**

☒ Are you replacing the previous primary SDF of this Company?

☐ Are you registering as secondary SDF for this Company?

UPLOAD LETTER OF APPOINTMENT Testing documents 1.pdf

SAVE CANCEL

STEP 5:

SDF Registration is successfully submitted, and the status is **Pending**, awaiting FoodBev approval.

SDF Details > Organisations Details > Capacitation Test - HW00123

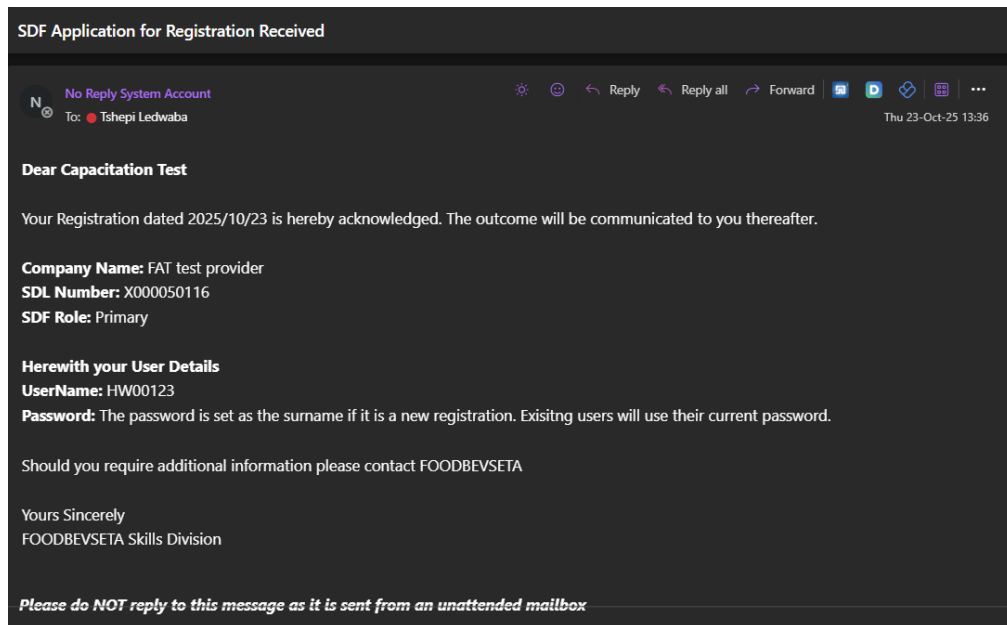
Organisation Name SDL Number Status Document

FAT test provider	X000050116	Pending	Testing documents 1.pdf
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Rows per page: 10 1-1 of 1

Acknowledgement of receipt is sent to the user via email notification.

SDF will have access to the organisation information when FOODBEV approves the application.



7 Access Organisation Information

Step 1: Navigate to the SIMS landing page

<https://sims.foodbev.co.za/login>

A login form with a light blue background. It features a username field with a person icon and the text 'admin', a password field with a lock icon and masked characters, and a dark blue 'Login' button. Below the button are three links: 'Forgot password?', 'SDF Registration', and 'Online Registration'.

Step 2: Enter the username and password received when registration was approved and click on the **Login** button.

Username: ID Number

Password: *The password is set as the surname if it is a new registration. Existing users will use their current password.*

Step 3: User selects **Primary SDF** role.

Select a Role

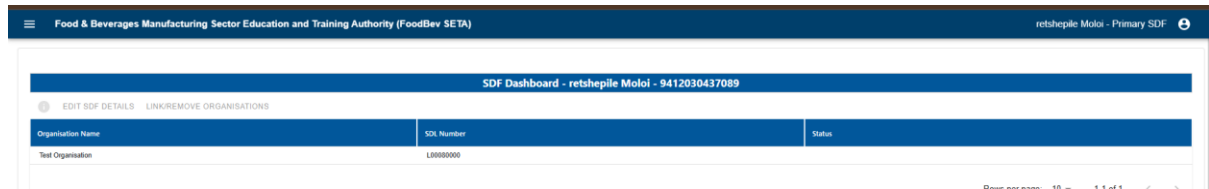
☒ Primary SDF

Two buttons: a blue 'BACK' button and a green 'NEXT' button.

Only Primary SDF Can create and Submit DG Application forms

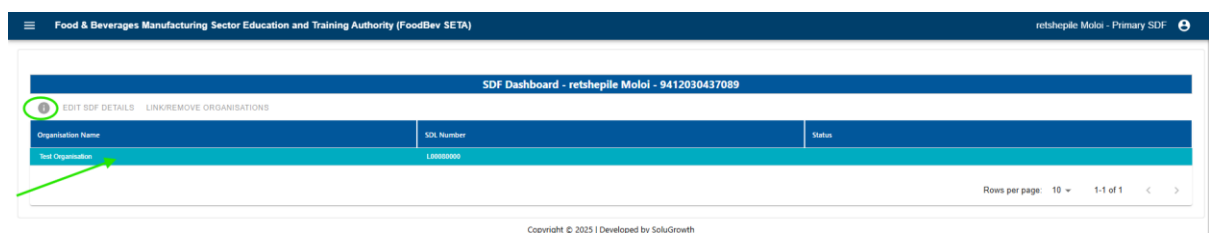
8 Access Organisation details

Step 4: Approved Company will be displayed on the dashboard



SDF Dashboard - retshepile Moloi - 9412030437089		
EDIT SDF DETAILS	LINK/REMOVE ORGANISATIONS	
Organisation Name	SDF Number	Status
Test Organisation	L770707331	

Step 5: To access the record, select the line item and click on the view organization details icon



SDF Dashboard - retshepile Moloi - 9412030437089		
EDIT SDF DETAILS	LINK/REMOVE ORGANISATIONS	
Organisation Name	SDF Number	Status
Test Organisation	L770707331	

Step 6: Please confirm organization details

GENERAL DETAILS	CONTACT DETAILS	ADDRESS DETAILS
<hr/>		
Registration Number *	2012/031467/055555	SI L
Organisation Registration Number Type *	Company Registration Number	SI 1.
Partnership *	Private/Public	SI M
Number of Employees *	20	NI 0
Organisation Size *	Small (0 - 49)	LT P
<input type="checkbox"/> Confirm Details		

9 Creating Contact

Step 1: Click on the Contact Tab



Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > FOODBEVSETA Test L770707331 - L770707331




CONTACT DOCUMENT UPLOADS DG APPLICATION

Trade Name	FOODBEVSETA Test L770707331	Legal Name	FOODBEVSETA Test L770707331
------------	-----------------------------	------------	-----------------------------

Step 2: Select the + to add a new contact

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) Tshepi Ledwaba - Primary SDF

DG Organisation > Contacts > FOODBEVSETA Test L770707331 - L770707331

Title	First Name	Surname	Designation	Telephone Number	CellPhone Number	Fax Number	EMail
-------	------------	---------	-------------	------------------	------------------	------------	-------

Rows per page: 10 0-0 of 0

☐ Confirm Details

Step 3: User completes the organisation contact details and clicks on Save.

Add Organisation Contact

Title: Miss First Name: T

Surname: Designation:

Telephone Number: Cellphone Number:

Fax Number: Email:

Address: GPS Coordinates:

Address 1:

Address 2:

Address 3:

Code:

Province:




Municipality:

SAVE CANCEL

Step 4: Click on edit contact on organisation to update existing contacts.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) Tshepi Ledwaba - Primary SDF

DG Organisation > Contacts > FOODBEVSETA Test L770707331 - L770707331

Title	First Name	Surname	Designation	Telephone Number	CellPhone Number	Fax Number	EMail
Miss	Tshepi	Ledwaba	Training Provider	0735445373	0828534005		tshepi@collegiowest.com

10 Document upload

Step 1: User clicks on Document Uploads button

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) | Tshepiso Sedimo - Stakeholder - Captu

DG Organisation > Test Organisation - L00080000

DOCUMENT UPLOADS

Trade Name: Test Organisation | Legal Name: Test Organisation | SQL Number: L00080000

GENERAL DETAILS | CONTACT DETAILS | ADDRESS DETAILS

Registration Number: 2012/031467/05 | SQL Number Type: X Number

Organisation Registration Number Type: Company Registration Number | SARS Number: 12344

Partnership: Private | Production of land and other edible fats

Number of Employees: 60 | Number of Employees as Per the Employment Profile: 5

Organisation Size: Medium (50 - 149) | Legal Status: Pty /Ltd

☐ Confirm Details

Step:2 User selects current Financial year, the Intervention Type and Document type

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027 | Intervention Type | Document Type

PIVOTAL PLANNED TEMPLATE | PIVOTAL ACTUAL TEMPLATE | RESEARCH BURSARY TOPICS TEMPLATE

NOTES: Please follow the DG guideline for mandatory documents per intervention

Kindly note that **Pivotal Planned** and **Pivotal Actual** uploads are compulsory to upload before creating DG Forms.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027 | Intervention Type | Document Type

PIVOTAL PLANNED TEMPLATE | PIVOTAL ACTUAL TEMPLATE | RESEARCH BURSARY TOPICS TEMPLATE

Step 3.1: User should select the correct financial year as per your application.

Select the Intervention type (**AET**) from the drop-down list.

Then user should click on the dropdown list and select the required documents.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027 | Intervention Type: AET

Required Documents:

- Motivational letter for learners behind schedule
- Accreditation letter
- Letter of consent from training provider indicating consent to utilize accreditation documents (aligned to programme applied for)
- Implementation Plan

System will prompt the user to upload all mandatory documents before submitting the DG Application

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027 | Intervention Type: AET

Required Documents not uploaded: * Motivational letter for learners behind schedule * Accreditation letter * Letter of consent from training provider indicating consent to utilize accreditation documents (aligned to programme applied for) * Implementation Plan

BACK TO DG DASHBOARD | DG Application Forms | 01 April 2026 – 31 March 2027 | Test Organisation - L00080000

SUBMIT

#	Form Description	Due Date	Select
1.	AET	31/12/2025	SELECT

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Step 3.2: User should select the correct financial year as per your application.

Select the Intervention type (**Employed Bursaries**) from the drop-down list.

Then user should click on the dropdown list and select the required documents.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027 | Intervention Type: Employed Bursaries

Required Documents:

- Motivational letter for non-hard to fill vacancies
- Motivational letter for learners behind schedule
- Proof of final year registration/admission/acceptance at an accredited educational institution
- Tuition fees quotation
- Learner List

System will prompt the user to upload all mandatory documents before submitting the DG Application

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027 | Intervention Type: Employed Bursaries

Required Documents not uploaded: * Motivational letter for learners behind schedule * Proof of final year registration/admission/acceptance at an accredited educational institution * Tuition fees quotation * Learner List

BACK TO DG DASHBOARD | DG Application Forms | 01 April 2026 – 31 March 2027

SUBMIT

#	Form Description	Due Date	Select
1.	Bursaries Employed	31/12/2025	SELECT

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Step 3.3: User should select the correct financial year as per your application.

Select the Intervention type (**Bursaries Unemployed**) from the drop-down list.

Then user should click on the dropdown list and select the required documents.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027

Intervention Type: Unemployed Bursaries

PIVOTAL PLANNED TEMPLATE PIVOTAL ACTUAL TEMPLATE RESEARCH BURSARY

Financial Year	Comment	Intervention Type
01 April 2022 – 31 March 2023		
01 April 2022 – 31 March 2023		

- Motivational letter for non-hard to fill vacancies
- Motivational letter for learners behind schedule
- Proof of final year registration/admission/acceptance at an accredited educational institution
- Tuition fees quotation
- List of Learners

System will prompt the user to upload all mandatory documents before submitting the DG Application

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027

Intervention Type: Research Bursaries

PIVOTAL PLANNED TEMPLATE PIVOTAL ACTUAL TEMPLATE RESEARCH BURSARY

Financial Year	Comment	Intervention Type
01 April 2022 – 31 March 2023		
01 April 2022 – 31 March 2023		
01 April 2022 – 31 March 2023		

- Motivational letter for non-hard to fill vacancies
- Motivational letter for learners behind schedule
- Proof of final year registration/admission/acceptance at an accredited educational institution
- Research Bursary Topics
- Tax Clearance Certificate
- Levy Confirmation Letter

Step 3.4: User should select the correct financial year as per your application.

Select the Intervention type (**Research Bursaries**) from the drop-down list.

Then user should click on the dropdown list and select the required documents.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027

Intervention Type: Research Bursaries

PIVOTAL PLANNED TEMPLATE PIVOTAL ACTUAL TEMPLATE RESEARCH BURSARY

Financial Year	Comment	Intervention Type
01 April 2022 – 31 March 2023		
01 April 2022 – 31 March 2023		
01 April 2022 – 31 March 2023		

- Motivational letter for non-hard to fill vacancies
- Motivational letter for learners behind schedule
- Proof of final year registration/admission/acceptance at an accredited educational institution
- Research Bursary Topics
- Tax Clearance Certificate
- Levy Confirmation Letter

Kindly note that the **Research Bursary Topics Template** can be accessed on this tab

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027

Intervention Type: Research Bursaries

Document Type: RESEARCH BURSARY TOPICS TEMPLATE

PIVOTAL PLANNED TEMPLATE PIVOTAL ACTUAL TEMPLATE RESEARCH BURSARY

System will prompt the user to upload all mandatory documents before submitting the DG Application

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) Tshepi Ledwaba - Admin

Required Documents not uploaded: * Motivational letter for learners behind schedule * Proof of final year registration/admission/acceptance at an accredited educational institution * Research Bursary Topics * Tax Clearance Certificate * Levy Confirmation Letter

BACK TO DG DASHBOARD DG Application Forms 01 April 2026 - 31 March 2027 Test Organisation

#	Form Description	Due Date	Select
1.	Bursaries Research and Innovation	31/12/2025	<button>SELECT</button>

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Step 3.5: User should select the correct financial year as per your application.

Select the Intervention type (**Employed Learnerships**) from the drop-down list.

Then user should click on the dropdown list and select the required documents.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) Tshepi Ledwaba

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 - 31 March 2027 Intervention Type: Employed Learnerships

PIVOTAL PLANNED TEMPLATE PIVOTAL ACTUAL TEMPLATE RESEARCH BURSARY TO

Financial Year	Comment	Intervention Type
01 April 2022 - 31 March 2023		
01 April 2022 - 31 March 2023		

Proof of accredited training provider
Motivational letter for non-hard to fill vacancies
Motivational letter for learners behind schedule
Letter of consent from training provider indicating consent to utilize accreditation documents (aligned to programme applied for)
Implementation Plan

BACK TO DG DASHBOARD DG Application Forms 01 April 2026 - 31 March 2027 Test Organisation

#	Form Description	Due Date	Select
1.	Learnerships Grant Employed	07/11/2025	<button>SELECT</button>

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System will prompt the user to upload all mandatory documents before submitting the DG Application

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) Tshepi Ledwaba

Required Documents not uploaded: * Proof of accredited training provider * Motivational letter for learners behind schedule * Letter of consent from training provider indicating consent to utilize accreditation documents (aligned to programme applied for) * Implementation Plan

BACK TO DG DASHBOARD DG Application Forms 01 April 2026 - 31 March 2027 Test Organisation

#	Form Description	Due Date	Select
1.	Learnerships Grant Employed	07/11/2025	<button>SELECT</button>

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Step 3.6: User should select the correct financial year as per your application.

Select the Intervention type (**Unemployed Learnerships**) from the drop-down list.

Then user should click on the dropdown list and select the required documents.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) Tshepi Ledwaba

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 - 31 March 2027 Intervention Type: Unemployed Learnerships

PIVOTAL PLANNED TEMPLATE PIVOTAL ACTUAL TEMPLATE RESEARCH BURSARY TO

Financial Year	Comment	Intervention Type
01 April 2022 - 31 March 2023		
01 April 2022 - 31 March 2023		
01 April 2022 - 31 March 2023		

Proof of accredited training provider
Motivational letter for non-hard to fill vacancies
Motivational letter for learners behind schedule
Letter of consent from training provider indicating consent to utilize accreditation documents (aligned to programme applied for)
Implementation Plan
Letter of intent/Commitment between Host Employer and Applicant

BACK TO DG DASHBOARD DG Application Forms 01 April 2026 - 31 March 2027 Test Organisation

#	Form Description	Due Date	Select
1.	Learnerships Grant Unemployed	07/11/2025	<button>SELECT</button>

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System will prompt the user to upload all mandatory documents before submitting the DG Application

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) rathhepi Mula - Administrator

Required Documents not uploaded: * Proof of accredited training provider * Motivational letter for learners behind schedule * Letter of consent from training provider indicating consent to utilize accreditation documents (aligned to programme applied for) * Implementation Plan * Letter of intent/Commitment between Host Employer and Applicant

BACK TO DG DASHBOARD DG Application Forms 01 April 2026 - 31 March 2027 Test Organisation - L00080000

#	Form Description	Due Date	Select
1.	Learnerships Grant Unemployed	07/11/2025	<button>SELECT</button>

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Step 3.7: User should select the correct financial year as per your application.

Select the Intervention type **(Employed Skills Programme)** from the drop-down list.

Then user should click on the dropdown list and select the required documents.

The screenshot shows the 'Document Uploads' section for 'Test Organisation - L00080000'. The 'Financial Year' is set to '01 April 2026 – 31 March 2027' and the 'Intervention Type' is 'Employed Skills Programmes'. A list of required documents is displayed: 'Implementation Plan', 'Proof of accredited training provider', 'Motivational letter for learners behind schedule', and 'Letter of consent from training provider indicating consent to utilize accreditation document (aligned to programme applied for)'. Below this, there are tabs for 'Financial Year', 'Comment', and 'Intervention Type'.

System will prompt the user to upload all mandatory documents before submitting the DG Application

The screenshot shows a warning message: 'Required Documents not uploaded: * Implementation Plan * Proof of accredited training provider * Motivational letter for learners behind schedule * Letter of consent from training provider indicating consent to utilize accreditation document (aligned to programme applied for)'. Below the warning, there is a 'SUBMIT' button. A table below the warning shows the 'DG Application Forms' for '01 April 2026 – 31 March 2027' for 'Test Organisation - L00080000'. The table has columns for '#', 'Form Description', 'Due Date', and 'Select'. The first row shows 'Skills Programmes Employed' with a due date of '07/11/2025' and a 'SELECT' button.

Step 3.8: User should select the correct financial year as per your application

Select the Intervention type **(Unemployed Skills Programme)** from the drop-down list.

Then user should click on the dropdown list and select the required documents.

The screenshot shows the 'Document Uploads' section for 'Test Organisation - L00080000'. The 'Financial Year' is set to '01 April 2026 – 31 March 2027' and the 'Intervention Type' is 'Unemployed Skills Programmes'. A list of required documents is displayed: 'Implementation Plan', 'Proof of accredited training provider', 'Motivational letter for learners behind schedule', and 'Letter of consent from training provider indicating consent to utilize accreditation document (aligned to programme applied for)'. Below this, there are tabs for 'Financial Year', 'Comment', and 'Intervention Type'.

System will prompt the user to upload all mandatory documents before submitting the DG Application

The screenshot shows a warning message: 'Required Documents not uploaded: * Implementation Plan * Proof of accredited training provider * Motivational letter for learners behind schedule * Letter of consent from training provider indicating consent to utilize accreditation document (aligned to programme applied for)'. Below the warning, there is a 'SUBMIT' button. A table below the warning shows the 'DG Application Forms' for '01 April 2026 – 31 March 2027' for 'Test Organisation - L00080000'. The table has columns for '#', 'Form Description', 'Due Date', and 'Select'. The first row shows 'Skills Programmes Unemployed' with a due date of '07/11/2025' and a 'SELECT' button.

Step 3.9: User should select the correct financial year as per your application.

Select the Intervention type **(Public TVET Placement)** from the drop-down list.

Then user should click on the dropdown list and select the required documents.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year

01 April 2026 – 31 March 2027

Intervention Type

Public TVET Placements

PIVOTAL PLANNED TEMPLATE

PIVOTAL ACTUAL TEMPLATE

RESEARCH BURSARY T

Financial Year

Comment

Intervention Type

01 April 2022 – 31 March 2023

Motivational letter for non-hard to fill vacancies

Motivational letter for learners behind schedule

Letter of intent/Commitment between Host Employer and TVET College

Implementation Plan

System will prompt the user to upload all mandatory documents before submitting the DG Application

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

Required Documents not uploaded: * Motivational letter for non-hard to fill vacancies * Motivational letter for learners behind schedule * Implementation Plan

BACK TO DG DASHBOARD

DG Application Forms

01 April 2026 – 31 March 2027

#	Form Description	Due Date	Select
1.	Public TVET Placement	07/11/2025	<button>SELECT</button>

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Step 3.10: User should select the correct financial year as per your application.

Select the Intervention type (**Candidacy**) from the drop-down list.

Then user should click on the dropdown list and select the required documents.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year

01 April 2026 – 31 March 2027

Intervention Type

Candidacy Programme

PIVOTAL PLANNED TEMPLATE

PIVOTAL ACTUAL TEMPLATE

RESEARCH BURSARY

Financial Year

Comment

Intervention Type

01 April 2022 – 31 March 2023

01 April 2022 – 31 March 2023

01 April 2022 – 31 March 2023

Proof of registration with a Professional Body (employer or mentor)

Motivational letter for learners behind schedule

Motivational letter for non-hard to fill vacancies

Candidacy Application

Letter of intent/Commitment between Host Employer and Applicant

Implementation Plan

System will prompt the user to upload all mandatory documents before submitting the DG Application

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

Required Documents not uploaded: * Proof of registration with a Professional Body (employer or mentor) * Motivational letter for learners behind schedule * Letter of intent/Commitment between Host Employer and Applicant * Implementation Plan

BACK TO DG DASHBOARD

DG Application Forms

01 April 2026 – 31 March 2027

#	Form Description	Due Date	Select
1.	Candidacy Programme	07/11/2025	<button>SELECT</button>

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Step 3.11: User should select the correct financial year as per your application.

Select the Intervention type (**University Placements (Internships)**) from the drop-down list.

Then user should click on the dropdown list and select the required documents.

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Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 - 31 March 2027 Intervention Type: University Placements (Internships)

PIVOTAL PLANNED TEMPLATE PIVOTAL ACTUAL TEMPLATE RESEARCH BURSARY TOPICS TEMPLATE

Financial Year Comment Intervention Type Document

01 April 2022 - 31 March 2023

Motivational letter for non-hard to fill vacancies
Motivational letter for learners behind schedule
Letter of intent/Commitment between Host Employer and Applicant
Implementation Plan

System will prompt the user to upload all mandatory documents before submitting the DG Application

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

Required Documents not uploaded: * Motivational letter for learners behind schedule * Letter of intent/Commitment between Host Employer and Applicant * Implementation Plan

BACK TO DG DASHBOARD

DG Application Forms
01 April 2026 - 31 March 2027

#	Form Description	Due Date	Select
1.	Unemployed Internships (University Students)	31/12/2025	SELECT

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Step 3.12: User should select the correct financial year as per your application.

Select the Intervention type (**Employed Artisans**) from the drop-down list.

Then user should click on the dropdown list and select the required documents.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 - 31 March 2027 Intervention Type: Employed Artisans

PIVOTAL PLANNED TEMPLATE PIVOTAL ACTUAL TEMPLATE RESEARCH BURSARY TOPICS TEMPLATE

Financial Year Comment Intervention Type Document

01 April 2022 - 31 March 2023
01 April 2022 - 31 March 2023
01 April 2022 - 31 March 2023

Implementation Plan
Workplace Approval
Motivational letter for non-hard to fill vacancies
Motivational letter for learners behind schedule
Provider Accreditation Letter
Letter of consent from training provider indicating consent to utilize accreditation documents (aligned to trade applied for)

System will prompt the user to upload all mandatory documents before submitting the DG Application

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

Required Documents not uploaded: * Implementation Plan * Workplace Approval * Motivational letter for learners behind schedule * Provider Accreditation Letter * Letter of consent from training provider indicating consent to utilize accreditation documents (aligned to trade applied for)

BACK TO DG DASHBOARD

DG Application Forms
01 April 2026 - 31 March 2027

Test Organisation - L00080000

#	Form Description	Due Date	Select
1.	Artisan Employed	07/11/2025	SELECT

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Step 3.13: User should select the correct financial year as per your application.

Select the Intervention type (**Unemployed Artisans**) from the drop-down list.

Then user should click on the dropdown list and select the required documents.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

TSHEPISO MOKI - Primary SDF

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027
Intervention Type: Unemployed Artisans

PIVOTAL PLANNED TEMPLATE PIVOTAL ACTUAL TEMPLATE RESEARCH BURSAR

Financial Year	Comment	Intervention Type
01 April 2022 – 31 March 2023		
01 April 2022 – 31 March 2023		
01 April 2022 – 31 March 2023		
01 April 2022 – 31 March 2023		

Implementation Plan
Employer/Host Employer Workplace Approval
Motivational letter for non-hard to fill vacancies
Motivational letter for learners behind schedule
Provider Accreditation Letter
Letter of consent from training provider indicating consent to utilize accreditation documents (aligned to trade applied for)
Letter of intent/Commitment between Host Employer and Applicant

System will prompt the user to upload all mandatory documents before submitting the DG Application

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

retshepile Moki - Primary SDF

Required Documents not uploaded: * Implementation Plan * Employer/Host Employer Workplace Approval * Motivational letter for learners behind schedule * Provider Accreditation Letter * Letter of consent from training provider indicating consent to utilize accreditation documents (aligned to trade applied for) * Letter of intent/Commitment between Host Employer and Applicant

BACK TO DG DASHBOARD

DG Application Forms
01 April 2026 – 31 March 2027

Test Organisation - L00080000

SUBMIT

#	Form Description	Due Date	Select
1.	Artisan Unemployed	07/11/2025	SELECT

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Step 3.14: User should select the correct financial year as per your application.

Select the Intervention type (**Work Experience**) from the drop-down list.

Then user should click on the dropdown list and select the required documents.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

TSHEPISO MOKI - Primary SDF

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year: 01 April 2026 – 31 March 2027
Intervention Type: Work Experience

PIVOTAL PLANNED TEMPLATE PIVOTAL ACTUAL TEMPLATE RESEARCH BURSAR

Financial Year	Comment	Intervention Type
01 April 2022 – 31 March 2023		

Motivational letter for non-hard to fill vacancies
Motivational letter for learners behind schedule
Letter of intent/Commitment between Host Employer and Applicant
Implementation Plan

System will prompt the user to upload all mandatory documents before submitting the DG Application.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

retshepile Moki - Primary SDF

Required Documents not uploaded: * Motivational letter for learners behind schedule * Letter of intent/Commitment between Host Employer and Applicant * Implementation Plan

BACK TO DG DASHBOARD

DG Application Forms
01 April 2026 – 31 March 2027

Test Organisation - L00080000

SUBMIT

#	Form Description	Due Date	Select
1.	Work Experience for University Graduates	07/11/2025	SELECT

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NB: Repeat Steps 3 – 3.14 to upload all the Supporting documents as required per learning intervention.

NOTES:

1. For all learning programmes the “Signed Authorization pages” needs to be uploaded.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Application Dashboard > Test Organisation - L00080000

Financial Year *

01 April 2026 – 31 March 2027

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PRINT AUTHORISATION PAGES

Financial Year	Funding Window	Submission Number	DG Type	DG Intervention	DG Status
01 April 2026 – 31 March 2027	2026 Funding Window 1	LP/AET/2026-2027/00001	Learning Programmes	AET	Pending

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Organisation > Document Uploads > Test Organisation - L00080000

Financial Year

01 April 2026 – 31 March 2027

Intervention Type

Document Type

Authorization Pages

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PIVOTAL PLANNED TEMPLATE

PIVOTAL ACTUAL TEMPLATE

RESEARCH BURSARY TOPICS TEMPLATE

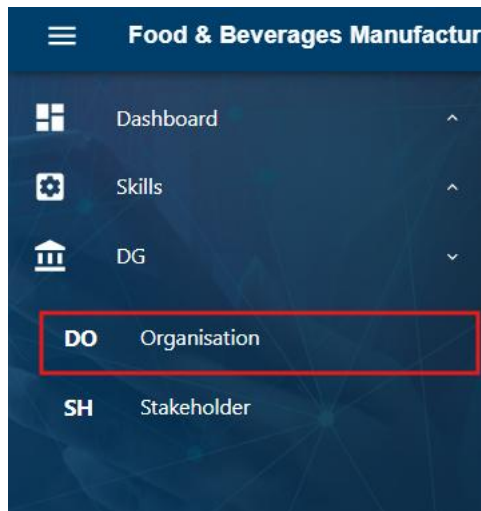
- Motivational Letter Non-Hard to fill vacancies upload is compulsory if No is selected on the field "Does the Qualification address the hard to fill vacancies in the SSP?". If **Yes.** is selected on the field "Does the Qualification address the hard to fill vacancies in the SSP?" then the Motivational Letter Non-Hard to fill vacancies upload is not compulsory.

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11 DG Application

Submission of the application must take place on or before the closing date of the Discretionary Grant Application window.

Step 1: Select the >> DG >> Organisation.

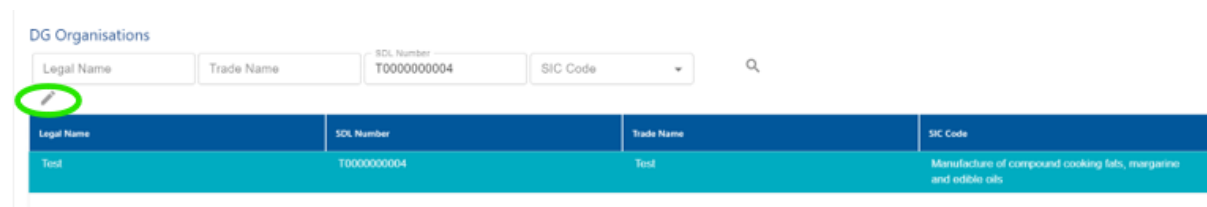


Step 2: Use the search criteria below to find your DG Application Organisation

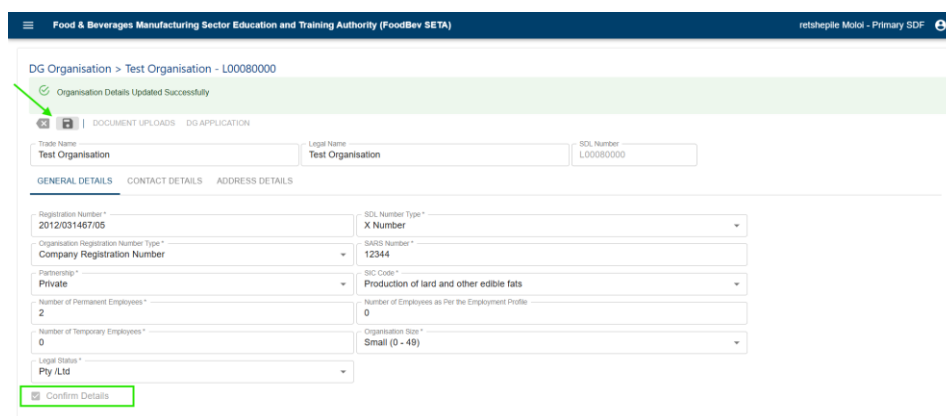
User can search using the below fields:

- Legal Name
- Trade Name
- SDL Number
- SIC Code

Make sure to click on your Organisation so that it is highlighted then click on the edit pencil to edit the DG Organisation



Update your organisation details and confirm the details below and save



Step 3: Select DG Application tab

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) retshepile Moloi - Primary SDF

DG Organisation > Test Organisation - L00080000

Organisation Details Updated Successfully

DOCUMENT UPLOADS **DG APPLICATION**

Trade Name: Test Organisation Legal Name: Test Organisation SDL Number: L00080000

GENERAL DETAILS CONTACT DETAILS ADDRESS DETAILS

Registration Number *: 2012/031467/05 SQL Number Type *: X Number

Organisation Registration Number Type *: Company Registration Number SARS Number *: 12344

Partnership *: Private SIC Code *: Production of lard and other edible fats

Number of Permanent Employees *: 2 Number of Employees as Per the Employment Profile: 0

Number of Temporary Employees *: 0 Organisation Size *: Small (0 - 49)

Legal Status *: Pty (Ltd)

☒ Confirm Details

Step 4: To create new application, click on the + sign

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Application Dashboard > Test Organisation - L00080000

Financial Year *

Financial Year	Funding Window	Submission Number	DG Type	DG Intervention	DG Status	Due Date
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Step 5: Select the Grant Type then select an applicable Programme and click the Save button

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA) retshepile Moloi - Primary SDF

DG Application Dashboard > Test Organisation - L00080000

Financial Year *

Financial Year	Funding Window	Submission Number	DG Type	DG Intervention	DG Status	Due Date	Submitted Date	Submitted By	Verification Date	Verified By	Approved Date	Rejected Date
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Grant Type *: Learning Programmes

SAVE CANCEL

- AET
- Artisan Employed
- Artisan Unemployed
- Bursaries Employed
- Bursaries Research and Innovation
- Bursaries Unemployed
- Candidacy Programme
- Learnerships Grant Employed
- Learnerships Grant Unemployed
- Public TVET Placement
- Skills Programme Employed
- Unemployed Internships (University Students)
- Work Experience for University Graduates

Step 6: Select the current FY and the system will display the DG Applications that have been created for the Selected financial year with a Pending status

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Application Dashboard > Test Organisation - L00080000

Financial Year *

01 April 2026 – 31 March 2027

+

PRINT AUTHORISATION PAGES

Financial Year	Funding Window	Submission Number	DG Type	DG Intervention	DG Status	Due Date
01 April 2026 – 31 March 2027	2026 Funding Window 1	LP/AET/2026-2027/00001	Learning Programmes	AET	Pending	31/12/2025
01 April 2026 – 31 March 2027	2026 Funding Window 1	LP/AET/2026-2027/00002	Learning Programmes	AET	Pending	31/12/2025
01 April 2026 – 31 March 2027	2026 Funding Window 1	LP/TVET/2026-2027/00003	Learning Programmes	Public TVET Placement	Pending	31/12/2025
01 April 2026 – 31 March 2027	2026 Funding Window 1	LP/CP/2026-2027/00004	Learning Programmes	Candidacy Programme	Pending	31/12/2025
01 April 2026 – 31 March 2027	2026 Funding Window 1	LP/WE/2026-2027/00005	Learning Programmes	Work Experience for University	Pending	31/12/2025

Step 7: Click on the intervention you want to “Submit” for then click on the eye to View

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

DG Application Dashboard > Test Organisation - L00080000

Financial Year *

01 April 2026 – 31 March 2027

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PRINT AUTHORISATION PAGES

Financial Year	Funding Window	Submission Number	DG Type	DG Intervention	DG Status
01 April 2026 – 31 March 2027	2026 Funding Window 1	LP/AET/2026-2027/00001	Learning Programmes	AET	Pending
01 April 2026 – 31 March 2027	2026 Funding Window 1	LP/AET/2026-2027/00002	Learning Programmes	AET	Pending
01 April 2026 – 31 March 2027	2026 Funding Window 1	LP/TVET/2026-2027/00003	Learning Programmes	Public TVET Placement	Pending

Step 8: Click on select button to capture the form details

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

retshepile Molo - Primary SDF

BACK TO DG DASHBOARD

DG Application Forms

01 April 2026 – 31 March 2027

Test Organisation - L00080000

SUBMIT

#	Form Description	Due Date	Select
1.	Work Experience for University Graduates	01/11/2025	SELECT

Form is successfully captured

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

retshepile Moloi - Primary SDF

Record saved successfully

BACK TO DG FORMS

Work Experience for University Graduates
01 April 2026 – 31 March 2027

Test Organisation - L00080000

Qualification *

OFO Code *

Scarce Skills *

Duration *

Number Of Learners *
0

Numbers to assist to find employment *

Start Date *

End Date *

Physical Location of site for practical workplace exposure *

Host Employer / Institution *

Name of Mentor *

Mentor Highest Qualification *

Mentor Learner Ratio *

Learner Absorption Rate on Completion *

Does the Qualification address the hard to fill vacancies in the SSP? *

Hard to Fill Vacancy List

Hard to fill vacancy reason

Other (Reason)

Province *

Municipality *

African			Coloured			Indian/Asian			White		
M	F	D	M	F	D	M	F	D	M	F	D
0	0	0	0	0	0	0	0	0	0	0	0

Step 9: Once you are ready to submit, Click the Submit button

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

retshepile Moloi - Primary SDF

BACK TO DG DASHBOARD

DG Application Forms
01 April 2026 – 31 March 2027

Test Organisation - L00080000

SUBMIT

#	Form Description	Due Date	Select
1.	Work Experience for University Graduates	01/11/2025	SELECT

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Step 10: The below message will display.

Food & Beverages Manufacturing Sector Education and Training Authority (FoodBev SETA)

retshepile Moloi - Primary SDF

DG Application submitted successfully

BACK TO DG DASHBOARD

DG Application Forms
01 April 2026 – 31 March 2027

Test Organisation - L00080000

Application Status

12 NOTES:

1. The system will not allow any further changes once the application is submitted.
2. An application with a **Pending** status will be regarded as not submitted and will not be part of the verification, evaluation and approval process going forward.
3. Please ensure that the application was submitted by checking the following:
4. The Submit button is not available anymore. Instead, the system will display the status.
5. The status of the application on the DG Dashboard will be updated from Pending to Submitted and the system populates the Submitted date.
6. System generated email will be sent out to the **Approved Primary SDF**

