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

👤 Enter Username
🔒 Password 👁

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 with be displayed:

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

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*

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

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

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

6   Organisation details

STEP 1:

Organisation tab is noe enable for capturing

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

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

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.

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

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**

STEP 5:

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

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

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

SDF Application for Registration Received

No Reply System Account
To: Tshepi Ledwaba

☀ ☺ ↩ Reply ↩ Reply all → Forward ▣ ▣ ◈ ▦ ⋯

Thu 23-Oct-25 13:36

Dear Capacitation Test

Your Registration dated 2025/10/23 is hereby acknowledged. The outcome will be communicated to you thereafter.

Company Name: FAT test provider
SDL Number: X000050116
SDF Role: Primary

Herewith your User Details
UserName: HW00123
Password: The password is set as the surname if it is a new registration. Exisitng users will use their current password.

Should you require additional information please contact FOODBEVSETA

Yours Sincerely
FOODBEVSETA Skills Division

Please do NOT reply to this message as it is sent from an unattended mailbox

7   Access Organisation Information

Step 1: Navigate to the SIMS landing page

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

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.
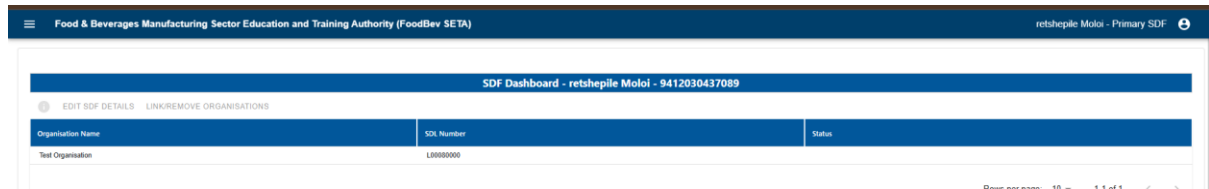
Only Primary SDF Can create and Submit DG Application forms
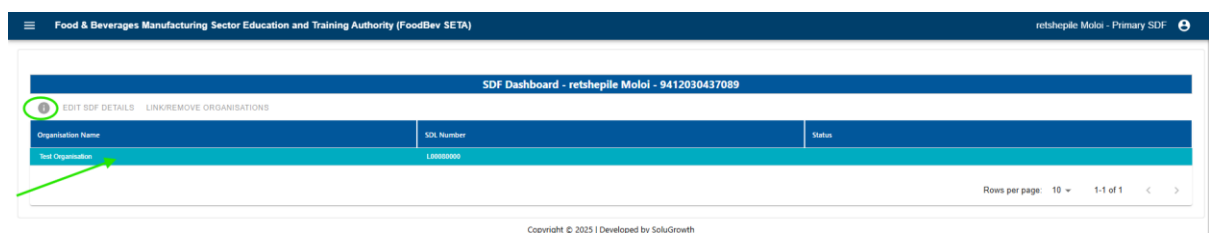
8   Access Organisation details

Step 4: Approved Company will be displayed on the dashboard

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

Step 6: Please confirm organization details

9   Creating Contact

Step 1: Click on the Contact Tab

Step 2: Select the + to add a new contact

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

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

10 Document upload

Step 1: User clicks on Document Uploads button

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

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.

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

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

PIVOTAL PLANNED TEMPLATE   PIVOTAL ACTUAL TEMPLATE   RESEAR

Financial Year	Comment	Int
01 April 2022 – 31 March 2023		

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 - Administrator

⚠ 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

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

PIVOTAL PLANNED TEMPLATE   PIVOTAL ACTUAL TEMPLATE   RESEARCH BURSA

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

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 * 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

#	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.

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

Step 3.4: Use 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.

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

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

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.

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

Step 3.6: Use 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.

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

Step 3.7: Use 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.

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

Step 3.8: Use 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.

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

Step 3.9: Use 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.

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

Step 3.10: Use 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.

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

Step 3.11: Use 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.

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

Step 3.12: Use 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.

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

Step 3.13: Use 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.

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

Step 3.14: Use 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.

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

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.*

2. 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.

11 DG Application

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

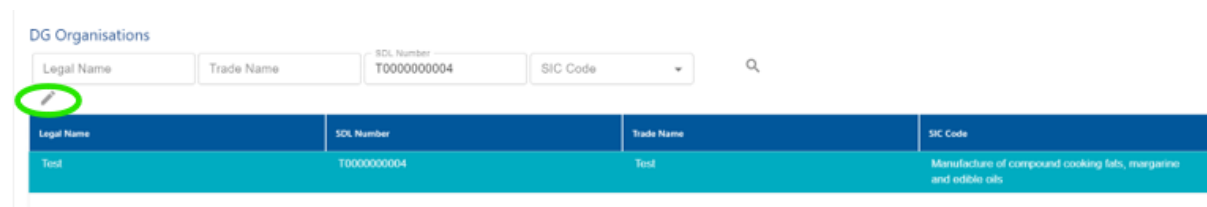**Step 1:** Select the >> DG >> Organisation.
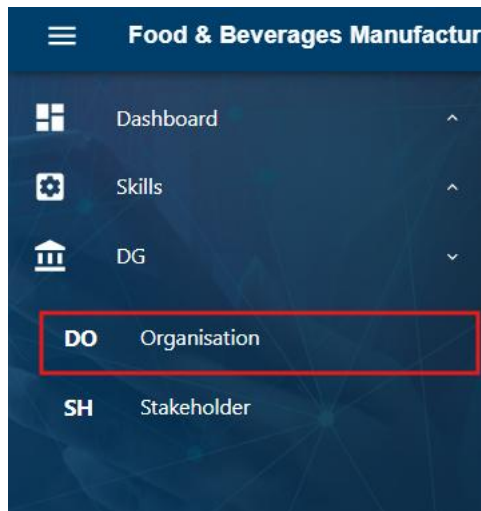
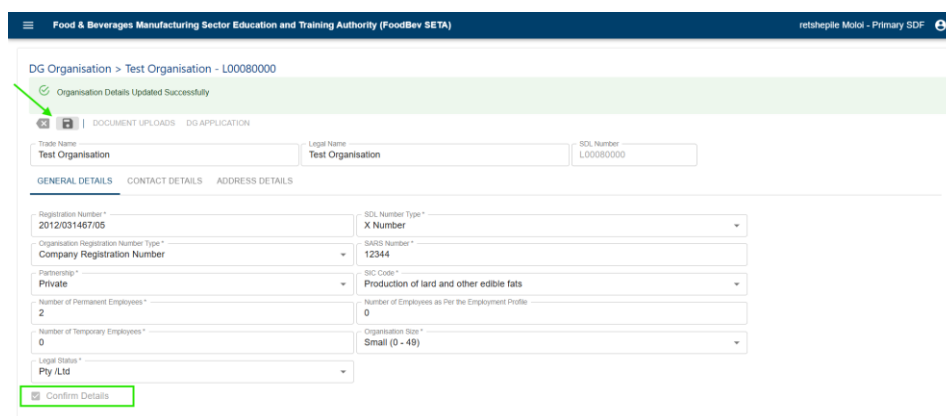**Step 2:** Use the search criteria below to find your DG Application Organisation

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

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

Step 5: Select the Grant Type then select an applicable Programme and click the Save button

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

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

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

Form is successfully captured

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

Step 10: The below message will display.

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**

L00080000 - Acknowledgment of DG Application Submission

No Reply System Account
To: Tshepi Ledwaba
Cc: dgapplicationsreceipt@foodbev.co.za

Thu 23-Oct-25 14:31

Dear

You have successfully submitted your application for Discretionary Grant funding for the 2026/2027 funding window.
Submission Number: LP/INT/2026-2027/00013
Submission Type: Unemployed Internships (University Students)
Submission Date: 2025/10/23 00:00:00

Yours Sincerely
Projects Team

Please do NOT reply to this message as it is sent from an unattended mailbox