

# Skills Development Facilitators (SDF) Registration Manual



Name: \_\_\_\_\_

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# 1. Purpose of this Document

The purpose of this document is to assist the Skills Development Facilitator (SDFs), Secondary Skills Development Facilitators and labour SDFs to register on the MERSETA SMS system in order to complete the WSP/ATR submissions.

## a. User Profiles

**NOTE:** Only one (1) Primary SDF is permitted per Levy Number and the system is designed accordingly. However to cater for a number of users per organisation on the system, the following user groups are available.

**Skills Development Facilitator (SDF):** Main SDF for the organisation even if there are other SDFs in the same organisation.

**Secondary SDF's:** To cater for the users who are not the primary SDF's for the organisation, who wish to have access to merSETA SMS, will need to register as a **Secondary SDF**.

The secondary SDF profile allows users to have view access to the system

**MERSETA Labour SDF:** MERSETA contracted SDFs who provides support to organizations within the Manufacturing, Engineering and Services Related sector particularly for Small Organisations.

## REGISTER AS A NEW SKILLS DEVELOPMENT FACILITATOR

1

Enter the following url address: Enter the seta name that you want to visit

<http://196.4.89.14/cdas/merseta.asp>

You will land on the logon page. Click on "Register as a Skills Development Facilitator"



Register as a Skills Development Facilitator

Enter your personal information

Surname

Note: Select your SDF Type at the top of the screen

SDF Type:

- SDF
- Secondary SDF
- Labour SDF

2

Click on  to save your details

Once you have created your username and password, you will receive an email to confirm that you are now registered as a SDF

You are now registered as a SDF

**Note: SDF Details – “Role of SDF”**

**A Skills Development Facilitator (SDF) is responsible for: -**

- Assisting the Organisation to develop the Workplace Skills Plan (WSP);
- Advising the Organisation on the implementation of the WSP;
- Assisting the Organisation to draft the Annual Training Report (ATR);
- Advising the Organisation of any quality standards set by the Sector Education Training Authority (SETA);
- Acting as a contact person between the Organisation and the SETA;
- Advising and supporting the Skills Development Committee (particularly in medium or large organizations);
- Serving as a resource with regards to all aspects of skills development within the sector.

## **2. Access SDF Registration**

To access the Registration Forms the following steps needs to be followed:

**Step 1:** Via the internet enter the following URL <http://196.4.89.14/cdas/MERSETA.asp>

**Step 2:** This link will take you to the MERSETA SMS Logon page. Follow the steps in section 3 to start with the Registration process

### 3. Register as a new Skills Development Facilitator (SDF)

This is the process that the SDF's follow to register themselves in order to be able to access the system. However before the SDF can access the system they need to be accepted by the merSETA Administrator

\*For every new organisation the SDF registers/ links to their profile, the SDF must send an appointment letter from the employer/ organisation, stating that the organisation has appointed you as the organisations SDF

**Step 1:** Click on the link "Register as a Skills Development Facilitator", below the username/password boxes is the link.



Click on the "Register as a Skills Development Facilitator" icon



**Step 2:** This link will open the first page of the registration form which needs to be completed:

Start by selecting the SDF type from the dropdown list:

SDF Type: <input type="text"/> <input type="button" value="v"/>
---

The SDF type list is in the form of a dropdown list with the following values:

- SDF (Skills Development Facilitator)
- MERSETA Secondary SDF (Skills Development Facilitator)
- Labour SDF (Secondary Skills Development Facilitator)

You can register for only one of the above mentioned types

**Step 3: Complete the “Personal Details” section**


<b>Personal Details:</b>			
Surname	First Name	Initials	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-SA Citizen (For statistical purposes only)			
<input type="checkbox"/>			
ID Number	Gender	Population Group	Disabled
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
(For statistical purposes only)			
Highest Level of Education	<input type="text"/>		
Job Title	<input type="text"/>		
Current Occupation	<input type="text"/>		
Experience relevant to Skills Development Facilitator			
Experience	Description of Experience	Duration of experience in years	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
<b>Contact Details</b>			
Cell Phone Number	<input type="text"/>	e.g. 082 555 5555	
Telephone Number	<input type="text"/>	e.g. (011) 555 5555	
Alternative Telephone Number	<input type="text"/>	e.g. (011) 555 5555	
Fax Number	<input type="text"/>	e.g. (011) 555 5555	
E-Mail Address	<input type="text"/>		
<b>Postal Address</b>			
<input type="text"/>	City	<input type="text"/>	
<input type="text"/>	Postal Code	<input type="text"/>	Province <input type="text"/>
<b>Physical Address</b>			
<input type="text"/>	City	<input type="text"/>	
<input type="text"/>	Postal Code	<input type="text"/>	Province <input type="text"/>
<b>Other:</b>			
<b>SDF Training:</b>			
Have you completed an SDF Training Programme provided by an accredited training provider?			
<input type="checkbox"/>			
If Yes, Name of Accredited Training Provider <input type="text"/>			
Year of Training: <input type="text"/>			
Certificate Number: <input type="text"/>			
<b>Please choose your own Username &amp; Password</b>			
Username	<input type="text"/> (Minimum of 5 Characters)		
Password	<input type="text"/> (Minimum of 5 Characters)		
Confirm Password	<input type="text"/>		
<input type="button" value="Enter"/>			

Please note that **ALL** the fields are compulsory and needs to be completed accurately.

**Step 4:** Complete the SDF training section under “Other”

In this section you need to indicate whether you've completed the SDF Training Programme with an Accredited Training Provider. What year you undertook the training and provide your certificate number.

**All the fields under the SDF training section become compulsory when you select the tick box. You don't need to complete this section if you haven't completed any SDF training.**

		<b>Registration of Skills Development Facilitator</b> Please refer to Annexures of Regulation 103 to the Skills Development Act (Act No. 97 of 1998)	
SDF Type: <input type="text"/>			
<b>Personal Details:</b>			
Surname	First Name	Initials	Title
<input type="text" value="temp"/>	<input type="text" value="teste"/>	<input type="text" value="t"/>	<input type="text" value="Ms."/>
Non-SA Citizen (For statistical purposes only) <input type="checkbox"/>			
ID Number	(For statistical purposes only)		
Invalid South African ID Number <input type="text" value="8006250616083"/>	Gender <input type="text" value="Female"/>	Population Group <input type="text" value="African"/>	Disabled <input type="checkbox"/>
Highest Level of Education	<input type="text" value="test"/>		
Job Title	<input type="text" value="test"/>		
Current Occupation	<input type="text" value="111201 - Managing Editor"/>		
Contact Details	Cell Phone Number	<input type="text" value="0000000000"/> e.g. 082 555 5555	
	Telephone Number	<input type="text" value="0000000000"/> e.g. (011) 555 5555	
	Alternative Telephone Number	<input type="text"/> e.g. (011) 555 5555	
	Fax Number	<input type="text" value="0000000000"/> e.g. (011) 555 5555	
	E-Mail Address	<input type="text" value="tmotsatsi@dtss.co.za"/>	
Postal Address	<input type="text" value="test"/>	City <input type="text" value="test"/>	
	<input type="text"/>	Postal Code <input type="text" value="0000"/>	Province <input type="text" value="Gauteng"/>

Physical Address	<input checked="" type="checkbox"/> (Tick if physical address same as postal address)	<input type="text" value="test"/>	City <input type="text" value="test"/>	
		<input type="text"/>	Postal Code <input type="text" value="0000"/>	Province <input type="text" value="Gauteng"/>
Rank:				


Other:

<b>SDF Training:</b> Have you completed an SDF Training Programme provided by an accredited training provider?	<input type="checkbox"/>
If Yes, Name of Accredited Training Provider	<input type="text"/>
Year of Training:	<input type="text"/>
Certificate Number:	<input type="text"/>

**Please note that your Username is your ID number & your Password is your surname plus the first 6 digits of your id number [eg. Botes890512] as provided above**

Username	<input type="text" value="test@1"/>
Password	<input type="password" value="*****"/>
Confirm Password	<input type="password" value="*****"/>

**Step 5: Entering a Username and Password:**



**Registration of Skills Development Facilitator**  
Please refer to Annexures of Regulation 103 to the Skills Development Act  
(Act No. 97 of 1998)

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SDF Type:

**Personal Details:**


Surname	First Name	Initials	Title
<input type="text" value="temp"/>	<input type="text" value="teste"/>	<input type="text" value="t"/>	<input type="text" value="Ms."/>
Non-SA Citizen (For statistical purposes only)			
<input type="checkbox"/>			
ID Number	(For statistical purposes only)		
Invalid South African ID Number	Gender	Population Group	Disabled
<input type="text" value="8006250616083"/>	<input type="text" value="Female"/>	<input type="text" value="African"/>	<input type="checkbox"/>
Highest Level of Education	<input type="text" value="test"/>		
Job Title	<input type="text" value="test"/>		
Current Occupation	<input type="text" value="111201 - Managing Editor"/>		
Contact Details	Cell Phone Number	<input type="text" value="0000000000"/>	e.g. 082 555 5555
	Telephone Number	<input type="text" value="0000000000"/>	e.g. (011) 555 5555
	Alternative Telephone Number	<input type="text"/>	e.g. (011) 555 5555
	Fax Number	<input type="text" value="0000000000"/>	e.g. (011) 555 5555
	E-Mail Address	<input type="text" value="tmotsatsi@dtss.co.za"/>	
Postal Address	<input type="text" value="test"/>	City	<input type="text" value="test"/>
	<input type="text"/>	Postal Code	<input type="text" value="0000"/>
		Province	<input type="text" value="Gauteng"/>
Physical Address	<input checked="" type="checkbox"/> (Tick if physical address same as postal address)		
Rank:	<input type="text" value="test"/>	City	<input type="text" value="test"/>
	<input type="text"/>	Postal Code	<input type="text" value="0000"/>
Province	<input type="text" value="Gauteng"/>		
<b>Other:</b>			
<b>SDF Training:</b>			
Have you completed an SDF Training Programme provided by an accredited training provider? <input type="checkbox"/>			
If Yes, Name of Accredited Training Provider: <input type="text"/>			
Year of Training: <input type="text"/>			
Certificate Number: <input type="text"/>			
<b>Please note that your Username is your ID number &amp; your Password is your surname plus the first 6 digits of your id number [eg. Botes890512] as provided above</b>			
Username	<input type="text" value="test@1"/>		
Password	<input type="password" value="*****"/>		
Confirm Password	<input type="password" value="*****"/>		
<input type="button" value="Enter"/>			

The username and password which the SDF enters on the personal details page does not give the SDF access to the organisations details. This allows the user to enter unique logon details and not system generated user logon details. The logon details will only be activated when the SDF has been approved by the merSETA Administrators. This username and password will assist you to complete the application for registration only.

**Very Important:** You are responsible for any actions that occur on the system when logged on with your username and password. **Do not** share your logon details, as any changes made will be audited via your details. Only once your SDF registration application form has been approved by merSETA will you be able to access the organisation details for mandatory grant purposes.

**Step 6:** Click on the “Enter” button to save the information supplied and captured to this point and to move on to the next step of Registration

The system will give you notification that the first phase of your SDF registration application was successful in the form of an acknowledgement e-mail. This however doesn't mean that you are able to access the details of the organisation, as the Administrators at merSETA still need to confirm your application for the specific organisation.



**Registration of Skills Development Facilitator**  
Please refer to Annexures of Regulation 103 to the Skills Development Act  
(Act No. 97 of 1998)

## APPLICATION FOR SDF REGISTRATION: PHASE 1

**Details:**

SDF Name:	Ms. Thabang Motsatsi	
ID Number:	8410221606087	
Gender:	Female	
Population Group:	African	
Username:	8410221606087	<p>The first phase of your SDF registration was successful. Please note you have to link yourself to the relevant organization/s.</p> <p>When you have completed the SDF registration form on SMS, print it and obtain the necessary signatures. Please upload the scanned form on SMS. If this process is unsuccessful please send the signed SDF registration form to the MERSETA by fax. Please ensure that you keep the signed original on file.</p>
Password:	Motsatsi841022	
SETA:	MerSETA	

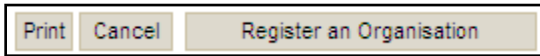
The person details for this user already exists and is displayed on the screen for information purposes.

Please click on the 'Register an Organisation' button to register one or more organisations or the cancel button to register an organisation later.

Print Cancel Register an Organisation

Step 1 of 2SDF Registration

The above details can be printed out to keep on file for future reference. To print these details, you need to click on the “Print” button at the bottom of the page.



## 4. Link organisation to your profile

After successful registration you need to link your profile to the organisation(s), which you will perform the SDF function for. Once merSETA has approved your application you will have access to the organisation’s information as well as the templates to submit mandatory grant applications.

Follow the next steps:


**Step 1:** Click on the “Register an Organisation” button on the same page above (highlighted in red) as the details given when Registration was successful.



**Step 2:** The following page will open:

You need to have the SDL numbers of the companies that you are going to act as an SDF for.

Add the SDL number to the “**SDL Number**” field.



**Registration of Skills Development Facilitator**  
Please refer to Annexures of Regulation 103 to the Skills Development Act  
(Act No. 97 of 1998)

**Instructions:**

1. Add an organisation to the list by entering the organisations SDL Number and select the ADD button.
2. You may remove any organisation from the list by selecting the REMOVE icon.
3. Once you have finished adding all the organisations to your SDF profile, click the FINISHED button.

**Register one or more organisations**

SDL Number:

#	Organisation Name	SDL Number	Registration Status	Options	Registration Form
There are no organisations linked to your profile.					


**Note:** A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organisations work-place skills plan.

**Step 3:** Complete the information requested on Section 2: Organisation Details:

Section 2: Organization Details	
<b>Relationship of SDF to organisation</b>	<input type="radio"/> Owner <input type="radio"/> Employee <input type="radio"/> Consultant <input type="radio"/> Association Contracted SDF
<b>Will you perform your SDF functions in respect of</b> (Please tick the applicable)	<input type="radio"/> Single establishment/entity <input type="radio"/> Single branch of an organisation <input type="radio"/> Multiple branches/divisions/operations of an organisation <input type="radio"/> Multiple organisations
<p>Please describe the process followed when nominating and appointing the SDF. Please note that Medium and Large Organisations employing 50 or more employees are required to consult with the Skills Development Committee</p> <p><b>Nomination and Appointment</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

**Note that this information is only pertaining to the specific company that you added the SDL number for. You need to complete this information for each company that you are going to link to your profile.**

**Step 4:** The user will have to complete the Registration form which is found by clicking the Ellipses block.



**Registration of Skills Development Facilitator**  
Please refer to Annexures of Regulation 103 to the Skills Development Act (Act No. 97 of 1998)

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**Instructions:**

1. Add an organisation to the list by entering the organisations SDL Number and select the ADD button.
2. You may remove any organisation from the list by selecting the REMOVE icon.
3. Once you have finished adding all the organisations to your SDF profile, click the FINISHED button.

**Register one or more organisations**

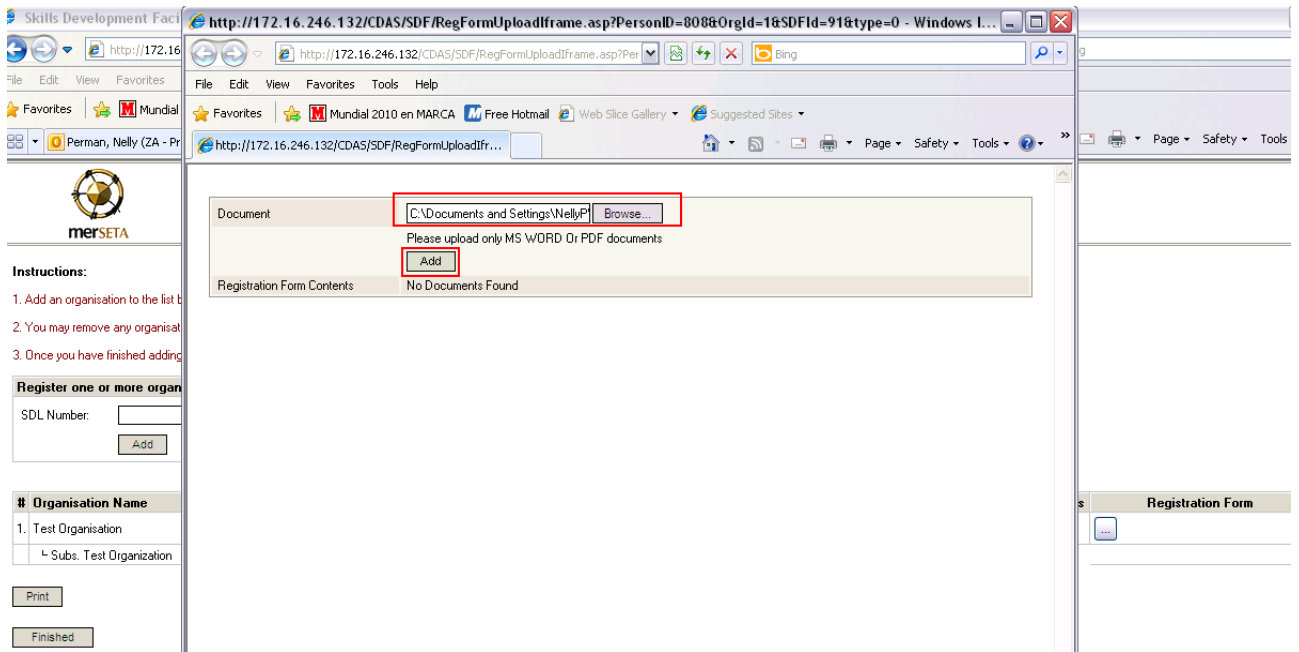
SDL Number:

#	Organisation Name	SDL Number	Registration Status	Options	Registration Form
1.	Test Organisation	T000000001	Pending	✖	
	↳ Subs: Test Organization	T000000002			

**Note:** A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organisations work-place skills plan.

The system now allows the user to upload the SDF registration application form.

Click on the Add button to save the document.



**Step 5:** When done with step 4, the user will click on the Finished button.

This will trigger an e-mail to the Skills Development Administration Unit at MERSETA to inform them that there is a new registration on MERSETA SMS.

Should you need to link more companies to your profile, follow steps 2 to 6 for all companies to be added.

Should you need to remove the company from your profile you can click on the “**Remove**” icon -



**Step 6:** Print the Authorisation Form

Once all companies have been linked to your profile, you can click on the “**Print**” button.

**Register one or more organisations**

SDL Number:

#	Organisation Name	SDL Number	Registration Status	Options
1.	Test Organisation	T000000001	Pending	<input type="button" value="X"/>

This function will download the Authorisation form that needs to be signed by the parties that were captured on Section 3: Authorisation.



To print this form from the website; you need to click on the “**Print**” button

**SKILLS DEVELOPMENT FACILITATOR**

<b>Title</b>	<b>First Name</b>	<b>Initials</b>	<b>Surname</b>
Mr.	Tester	t	Test

<b>ID Number</b>	<b>Gender</b>	<b>Population Group</b>	<b>Disabled</b>
8001011234098	Female	Indian	<input type="checkbox"/>

**SA / Non SA (For statistical use only)**

**Highest Level of Education**

123

**Job Title**

123

**OFO Occupation**

Group Manager

**OFO Code**

111201

**Experience relevant to Skills Development Facilitator**

Description of Experience	Duration of experience in years
1	1

<b>Telephone Number</b>	<b>Cell Phone Number</b>	<b>Alternate Telephone Number</b>
0113451234	08278900988	

<b>Fax Number</b>	<b>E-Mail Address</b>
0112340987	ekleingeld@dtss.co.za

**Note: Organisation details reflected below are from the Organisation main page on I-Share. Should information be incorrect please rectify once approved by MQA as registered SDF for the specific organisation.**

**ORGANISATION DETAILS**

**Postal Address:**

**Organisation Name:**

Unknown

Test Organisation

Unknown

**Organisation Registration No:**

Test Organisation

Unknown

**SDL Number:**

T000000001

**Phone Number:**

**Physical Address:**

Unknown

**Fax Number:**

Unknown

**SIC Code:**

21000

Unknown

**SIC Code Description:**

Mining of Coal and Lignite

**Payroll**

R 0.00

**Number of Employees:**

50

**Financial year:**

The authorisation confirms that a senior representative in the organisation authorises the appointment of the SDF. This is proof that the employer signatories certify the accuracy of the information in the SDF registration form. The MQA reserves the right to independently verify information supplied. In the case of medium and large organisations, the Skills Development Committee must be consulted.

**Authorised Signatory (Senior Organisation Representative)**

**Name of Authorised Signatory (Senior Organisation Representative):** Henriette Nortje  
**Designation / Position in Organisation:** SDF  
**Contact Details:**  
**Cellphone:** 0980987098  
**Fax:** 0980980987  
**E-Mail:** ekleingeld@dtss.co.za  
**Date:** \_\_\_\_\_  
**Signed Authorised Signatory:** \_\_\_\_\_

**Name of SDF:** Henriette Nortje  
**Designation / Position in Organisation:** SDF  
**Contact Details:**  
**Cellphone:** 0980987890  
**Fax:** 0980987098  
**E-Mail:** ekleingeld@dtss.co.za  
**SDF Type:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Signed SDF:** \_\_\_\_\_

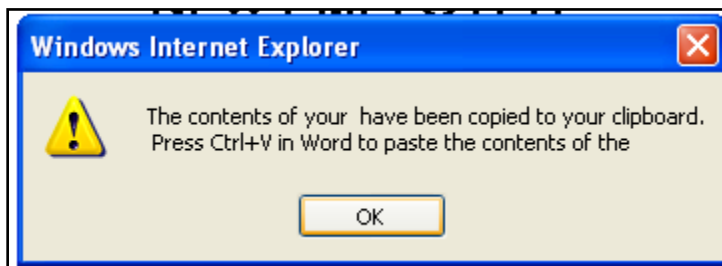
Note: This section is compulsory for Medium and Large Organisations

**On behalf of the Skills Development Committee**

**Name (Employer representative):** \_\_\_\_\_  
**Designation / Position in Organisation:** \_\_\_\_\_

This form can also be copied to Word for a neater format. To do this you need to click on the “Copy to Word document” option.

You will get the following message:



Click on the “OK” button. Open a blank word document and paste the form by one of the following ways:

- Right click and select “Paste”, or
- Select “Paste” from the Edit Menu, or
- Use the “Ctrl + V” keys on your keyboard.

This form then needs to be signed by the relevant parties, scanned in and attach it to your profile, as reflected on the next page of this document. You need to scan the document to attach it to your profile.

You can close this form on SMS when you are done with the printing/copying to word. This will take you back to the screen where you registered the organizations by clicking on the “**Finish**” button. This will close the registration session and take you back to the MERSETA SMS logon screen.

Should you experience difficulties with this process, you can either e-mail the documentation to [tradetest@merSETA.org.za](mailto:tradetest@merSETA.org.za) or fax it to:

Claudi Fraser - 0866704881 for company names between A - F  
Tessa Grobler - 0866704986 for company names between G - O  
Dalene Radyn - 0866704888 for company names between P – Z

## 5. ACCESSING THE SYSTEM

Once the SDF has received notification from the merSETA that they have been accepted as SDF for the companies that they have registered for; only then can the SDF access the system.

To access the system the user must be connected to the internet. The user must enter the following URL into the system: <http://196.4.89.14/cdas/merSETA.asp>

Fill in your username and password and, select Skills – Current Year under the Logon to dropdown.



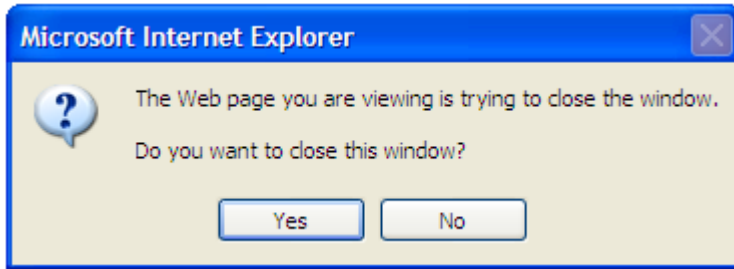
Username :	<input type="text"/>
Password :	<input type="password"/>
Logon to :	Skills - Current Year ▾
<input type="button" value="Enter"/>	<input type="button" value="Change Password"/>
<input type="button" value="Forgot Password"/>	

**Deloitte.**

This site is best viewed in Microsoft Internet Explorer 6.0 with a Screen Resolution of 1024x 768



Click on the “Enter” button.



Click yes and this will take you through to the SDF dashboard

On this dashboard the following can be done/viewed:

- Register or Remove and Employer
  - **OR** to upload Authorisation form as in Step 8 in Section 4 above
- Edit Skills Development Facilitators details
- Access companies listed on Profile
  - **NOTE:** you will only be able to access the company's details when the “**Access**” status is “**Accepted**”. When the status shows “**Pending**” the merSETA has not processed your application as yet.


Should you experience difficulties with this process, you can either e-mail the documentation to [tradetest@merSETA.or.za](mailto:tradetest@merSETA.or.za) or fax it to:

Claudi Fraser - 0866704881 for company names between A – F  
Tessa Grobler - 0866704986 for company names between G – O  
Dalene Radyn - 0866704888 for company names between P – Z

Please ensure that you keep the signed original document on file.

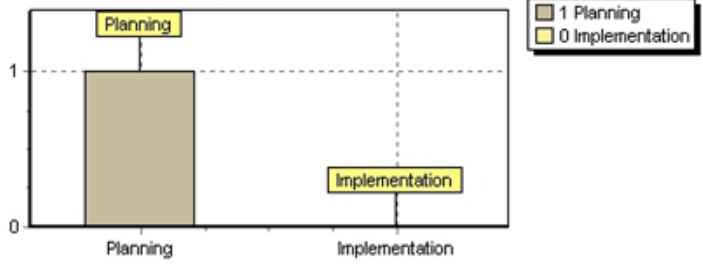
**SKILLS DEVELOPMENT FACILITATOR DASHBOARD**

**ADMIN ADMIN** 1 April 2009 - 31 March 2010



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WSP Year : 1 April 2006 - 31 March 2007



\* Please note that this graph only displays Accepted WSP's and ATR's

**TOOLS** **IMPORTANT INFO: Please Read:**

1. Register or Remove an Employer.
2. Edit Skills Development Facilitator details.

---

Workplace Skills Plans for the Year 2009 **(Please click on an organisation below to access their workplace skills plan)**

Organisation Name	SDL Number	Access	Plan Grant	Due Date	Imp Grant	Due Date
Test Organisation	T000000001	Accepted	Pending	12/30/1899	Pending	12/30/1899
↳ Subs. Test Organization	T000000002					

Page 1 of 1   1

The screen displays the following information:

- The organisations which the SDF has linked themselves too.
- The organisation SDL number
- Whether or not the user has access to the specific organisations details.
- The Plan grant column displays the status of the WSP and ATR status for that specific financial year.
- The Due date- this column displays the WSP and ATR due date for that financial year.


The implementation Grant and the Due date column next to it, where mainly used for the NSDS 1 period where the organisations would submit the WSP and ATR information separately. These two columns are inactive in NSDS 2

# Register or remove an Employer

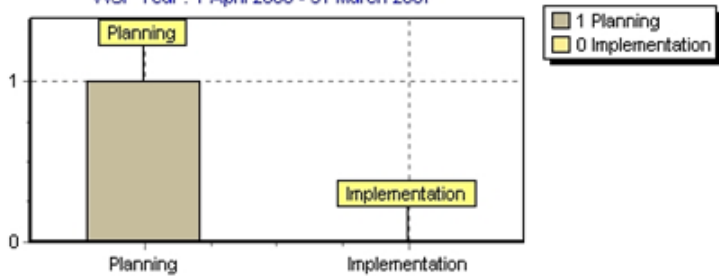
Step 1: Click on the "Register or Remove an Employer".

**SKILLS DEVELOPMENT FACILITATOR DASHBOARD**

**ADMIN ADMIN** 1 April 2009 - 31 March 2010



WSP Year : 1 April 2006 - 31 March 2007



\* Please note that this graph only displays Accepted WSP's and ATR's

**TOOLS** **IMPORTANT INFO: Please Read:**

1. Register or Remove an Employer.
2. Edit Skills Development Facilitator details.

**Workplace Skills Plans for the Year 2009 (Please click on an organisation below to access their workplace skills plan)**

Organisation Name	SDL Number	Access	Plan Grant	Due Date	Imp Grant	Due Date
Test Organisation	T000000001	Accepted	Pending	12/30/1899	Pending	12/30/1899
↳ Subs. Test Organization	T000000002					

Page 1 of 1


< Back Next > 1 GO

**Step 2:** To remove an employer click on the red cross under “Options”



Manufacturing Engineering & Related Services SETA Monday, November

**ADD / REMOVE AN ORGANISATION**

**Instructions:**

1. Add an organisation to the list by entering the organisations SDL Number and select the ADD button.
2. You may remove any organisation from the list by selecting the REMOVE icon.
3. Once you have finished adding all the organisations to your SDF profile, click the  icon.

SDL Number:

#	Organisation Name	SDL Number	Registration Status	Options	Registration Form
1.	Test Organisation	T000000001	Rejected		





Page 1 of 1      Records 1 to 1 of 1      Goto page 1

**Note:** A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organisations workplace skills plan.


**Step 3:** To Add an Employer fill in the L number in the "SDL Number" field and click on the "Add" button.

**Step 4:** Upload Authorisation Form

Next to each company which you have linked yourself to, there is a button in the “Registration Form” column. .

#	Organisation Name	SDL Number	Registration Status	Options	Registration Form
1.	A new Test	T000000011	Pending		
2.	Demo	X000000040	Approved		

Page 1 of 1      Records 1 to 2 of 2      Goto page 1

You need to upload an Authorisation form per company. To do that you need to click on . This will open an upload screen.

Document

Please upload only MS WORD documents

Registration Form Contents      No Documents Found

Click on “Browse” and upload your form.

**Step 5:** Once you have finished adding all the organisations to your profile click on the "Home" icon




## 6. Edit the Skills Development Facilitators details

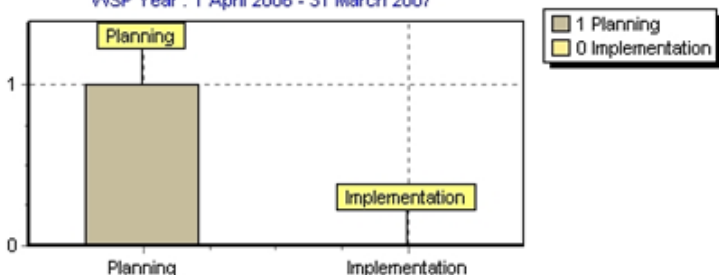
**Step 1:** Click on "Edit Skills Development Facilitators Details"

ADMIN ADMIN

1 April 2009 - 31 March 2010 ▼



WSP Year : 1 April 2006 - 31 March 2007



\* Please note that this graph only displays Accepted WSP's and ATR's

**TOOLS**

1. Register or Remove an Employer.
2. Edit Skills Development Facilitator details.

**IMPORTANT INFO: Please Read:**

Workplace Skills Plans for the Year 2009 (Please click on an organisation below to access their workplace skills plan)

Organisation Name	SDL Number	Access	Plan Grant	Due Date	Imp Grant	Due Date
Test Organisation	T000000001	Accepted	Pending	12/30/1899	Pending	12/30/1899
↳ Subs. Test Organization	T000000002					

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1 ▼

The following screen will appear.

Manufacturing Engineering & Related Services SETA Monday, November

**SKILLS DEVELOPMENT FACILITATOR**

**Personal Details:**

Surname <small>(May only be altered by the SETA)</small>	First Name	Initials	Title
Admin	Admin	t	Mr. <input type="button" value="v"/>
Non-SA Citizen <small>(For statistical purposes only)</small>			
<input type="checkbox"/>			
ID Number	<small>(For statistical purposes only)</small>		
Invalid South African ID Number	Gender	Population Group	Disabled
8804210340088	Male <input type="button" value="v"/>	Indian <input type="button" value="v"/>	<input type="checkbox"/>
Highest Level of Education	test		
Job Title	test		
Current Occupation	111101 - Director (Enterprise / Organisation) (Skill Level 5) <input type="button" value="v"/>		
Contact Details	Cell Phone Number	082 334 2222	e.g. 082 555 5555
	Telephone Number	0115551234	e.g. 011-555 5555
	Alternative Telephone Number		e.g. 011-555 5555
	Fax Number	0115551234	e.g. 011-555 5555
	E-Mail Address	asujee@dtss.co.za	
Postal Address	<input type="text"/>	City	<input type="text"/>
	<input type="text"/>	Postal Code	<input type="text"/> Province <input type="button" value="v"/>

**Step 2:** Change the information.

**Step 3:** Click on the "Enter" button at the bottom of the page.



**Step 4:** Once you have finished adding all the organisations to your profile click on the "Home" icon





