

Mining Qualifications Authority
7 Anerley Road
Parktown, Johannesburg
Private Bag X118, Marshalltown, 2107
Tel: 010 593 1916
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ABET CAPTURING MANUAL




ABET Learner Capturing

This is for new learners that will be captured from the beginning:



1. Click on the person tab:

<u>PERSON</u>	ORGANISATION	PROVIDER	EMPLOYER	MODERATOR	ASSESSOR	LEARNER	LEARNERSHIP	PROGRAMME	UNIT
STANDARDS	QUALIFICATION	GRANTS	SKILLSPROGRAMMESLA						
AGREEMENT	ABETENROLLMENT	IMPORTS	MAINTENANCE	REPORTS	MQA REPORTS	CUSTOM REPORTS	INTERNALREPORTS		
SAQAREPORTS	GRANT REPORTS	EXPIRY NOTIFICATION	INTERNSHIP	HOME EXIT					

2. Type in the Learner ID Number
 - a. Click on the Search tab to see if the learner is not already on the I-Share system
 - b. If not on I-Share, click on the Add Person Tab

Person			
Surname	<input type="text"/>		
ID Number	<input type="text" value="xxxxxx"/>	 Search	 Add Person
Alternate ID Number	<input type="text"/>		 Reset

3. The details screen will open to capture all the ABET learner information, (**all ABET Learner information is compulsory**)
 - a. When all the learners' details are captured onto I-Share (please make sure all information is captured correctly, do not use initials of the learner at the first name tab, or at the middle names tab)
 - b. When using a passport number please type the passport number at the RSA ID Number tab and the Alternate ID Number tab
 - c. Please indicate the correct Province
 - d. Use only one Communication method
 - e. Person Status "Active Person"
 - f. Status Effective Date "always today's date"
 - g. Status Reason "Met all requirements"
 - h. Click on the Add Person Tab if all the all learner details are correct (if any information is not captured correctly the system will indicate such)

Person			
Surname	<input type="text"/>		
ID Number	<input type="text"/>	 Add Person	 Reset
Alternate ID Number	<input type="text"/>		

Details Address

Title	<input type="text"/>	Socio-Economic Status	<input type="text"/>
First Name	<input type="text"/>	Disability Status	None
Middle Names	<input type="text"/>	Province	<input type="text"/>
Surname	<input type="text"/>	Phone No Business	<input type="text"/> (011) 555-1234
Maiden Name	<input type="text"/>		
Initials	<input type="text"/>	Phone Number Home/Cell	<input type="text"/> (011) 555-1234
RSA ID Number	AB250135 <input type="text"/>	Cell Number	<input type="text"/> 083 555 5555
Alternate ID Type	<input type="text"/>	Fax Number	<input type="text"/> (011) 555-1234
Alternate ID Number	AB250135	Email	<input type="text"/>
Date of Birth	dd/mm/ccyy	Communication Method	<input type="text"/>
Gender	<input type="text"/>	Person Status	<input type="text"/>
Equity	<input type="text"/>	Status Effective Date	22/8/2011
Highest Education	<input type="text"/>	Status Reason	<input type="text"/>
Current Occupation	<input type="text"/>	Status Comments	<input type="text"/>
Experience	<input type="text"/>	OFO	MQA OFO <input type="text"/> Other OFO <input type="text"/>
Years in Occupation	<input type="text"/>		

Nationality	<input type="text"/>
Citizen Residence Status	<input type="text"/>
Home Language	<input type="text"/>
Address Information	

Linking the person to the Learner

4. Click on the Learner tab,

PERSON	ORGANISATION	PROVIDER	EMPLOYER	MODERATOR	ASSESSOR	<u>LEARNER</u>	LEARNERSHIP	PROGRAMME	UNIT
STANDARDS	QUALIFICATION	GRANTS	SKILLSPROGRAMMESLA						
AGREEMENT	ABETENROLLMENT	IMPORTS	MAINTENANCE	REPORTS	MQA REPORTS	CUSTOM REPORTS	INTERNALREPORTS		
SAQAREPORTS	GRANT REPORTS	EXPIRY NOTIFICATION	INTERNSHIP	HOME	EXIT				

- Type in the person id number
- Click on the "Search tab", if the learner does not appear
- Click on the "Add learner tab"

Learner

Surname

Identity Number

Alternate Identity No

Certificate No



5. Click on the Add Learner Tab

Surname, Name	Identity Number	Edit	View	Add Learner
Molwantoa, Gideon	5103175672085			

6. Learner details will appear:

- Type in learner status "Enrolled"
- Status affective date (always today)
- Status reason "Active Learner"

Learner Status	Achieved
Status Effective Date	21/03/2011
Status Reason	Active Learner

Linking the learner to the ABET. Enrolment

7. Click on "Abet Enrollment tab

PERSON ORGANISATION PROVIDER EMPLOYER MODERATOR ASSESSOR LEARNER LEARNERSHIP PROGRAMME UNIT
STANDARDS QUALIFICATION GRANTS SKILLSPROGRAMMESLA
AGREEMENT ABETENROLLMENT IMPORTS MAINTENANCE REPORTS MQA REPORTS CUSTOM REPORTS INTERNALREPORTS
SAQAREPORTS GRANT REPORTS EXPIRY NOTIFICATION INTERNSHIP HOME EXIT

8. Type in learner id number

- Click on the Search tab if the learners on already on the I-Share system, if not
- Click on the Add Form tab
- The learner fields to complete will open

ABET Enrollment Forms

Learner ID Number





Search



Add
Form

9. Click on the blue icon next to the learner

- a separate window will open type in the learner id number
- Click on the Search tab
- Click on the Add tab, and the learners id will now appear next to learner
 - Click on the Employer SDL number tab,
 - A separate window will open and type the employer number
 - Click on the Search tab
 - Click on the Add tab, the employer levy number should appear next to Employer levy number
- Choose the correct Abet Programme on the drop down
- Choose the correct Financial year
- Choose the correct Time Period
- Status affective date (always today)
- Commencement date (when the learner started with the ABET programme)
- When all the relevant information is captured, click on the Add Form tab

Learner 	<input type="text"/>	ABET Enrollment Status	<input type="text" value="Registered"/>
Employer SDL Number 	<input type="text"/>	Status Reason	<input type="text" value="Met Requirements"/>
ABET Programme	<input type="text" value="Please Select a Learner"/>	Status Effective Date	<input type="text" value="dd/mm/ccy"/>
Financial Year	<input type="text" value="01 April 2011 - 31 March 2012"/>	Commencement Date	<input type="text" value="dd/mm/ccy"/>
Time Period	<input type="text" value="Full Time"/>		

10. More information will appear:

- Click on the Enrollment Form Document PDF icon to be able to print the learner enrolment form
- Please complete 1.4, 1.5, 1.6, of the Company Details “page 2”
- The learner and the head of department to endorse the ABET enrolment form “page 3”
- The ABET learner enrolment form with the relevant certified copy of the learner id document has to be scanned and saved on your computer for uploading on the I-Share system
- Click on the Source Document PDF icon, a separate window appears,
- Click on the Browse tab and double click on the scanned and saved learner enrolment form and the learner copy of id
- Double click on the Save Document (**the learner achievement will not be able to be captured if this ABET enrolment form is not uploaded onto I-Share**)

ABET Enrollment Forms

Learner ID Number



Learner	<input type="text" value="Molathlegi Kw"/>	ABET Enrollment Status	<input type="text" value="Registered"/>
Employer SDL Number	<input type="text" value="L010739367"/>	Status Reason	<input type="text" value="Met Requirements"/>
ABET Programme	<input type="text" value="ABET 2"/>	Status Effective Date	<input type="text" value="2011/08/16"/>
Financial Year	<input type="text" value="01 April 2011"/>	Commencement Date	<input type="text" value="2011/04/01"/>
Time Period	<input type="text" value="ABET 2 - Full"/>	Completion Date	<input type="text" value="2011/10/01"/>

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Registration Date

Approval Date

Termination Date

Enrollment Form Document

Source Document

Grant Alignment

Registration By

Approval By

Termination By

Linking to the Training Provider


11. Linking ABET learners to the training provider:


a. Click on the Provider tab


PERSON	ORGANISATION	<u>PROVIDER</u>	EMPLOYER	MODERATOR	ASSESSOR	LEARNER	LEARNERSHIP	PROGRAMME	UNIT
STANDARDS	QUALIFICATION	GRANTS	SKILLSPROGRAMMES	LA					
AGREEMENT	ABETENROLLMENT	IMPORTS	MAINTENANCE	REPORTS	MQA REPORTS	CUSTOM REPORTS	INTERNALREPORTS		
SAQAREPORTS	GRANT REPORTS	EXPIRY NOTIFICATION	INTERNSHIP	HOME	EXIT				

b. Type in the provider SDL No "levy number"
 c. Click on the Search tab



Provider	
Legal Name	<input type="text"/>
Trade Name	<input type="text"/>
SDL No	<input type="text" value="XXXXXXXXXX"/>
Company Registration No	<input type="text"/>
Provider Registration No	<input type="text"/>


 Search


 Add
 Provider


 Reset

d. Click on the Edit icon

Legal Name	Trading As	SDLNo	Co Reg	Provider Reg No	Edit	View
 						

- e. Click on the Learners tab
- f. A separate window will appear
- g. Type the ABET learner id
- h. Click on the Search tab
- i. Click on the Add tab
- j. The learner is now linked to the training provider

Details	Addresses	Contacts	Site Info	Unit Std	Qualification	Programme	Appeals
Learner ships	Agreements	Monitoring and Evaluation	Assessor	Moderator	Learners	Employers	Discretionary Grant

ABET learner achievements

13. Capturing the ABET learner achievements
 - k. Click on the Learner tab
 - l. Type in the learner id number
 - m. Click on the Search tab
 - n. Click on the Edit icon

PERSON	ORGANISATION	PROVIDER	EMPLOYER	MODERATOR	ASSESSOR	<u>LEARNER</u>	LEARNERSHIP	PROGRAMME	UNIT
STANDARDS	QUALIFICATION	GRANTS	SKILLSPROGRAMMESLA						
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- o. Click on the ABET tab

Details	Address	Agreements	Achievements	Employer	Provider	Parent/Guardian	Unit Standards	Skills Programme	Assessments	Documents	Follow Up	Artisan Development	<u>Abet</u>
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- p. Click on the Learning Area tab and capture the assessment date and declare the ABET learner competent.

Programme	Created Date	Duration	From	To	Status	Enrollment	<u>Learning</u>	Edit
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						Status	<u>Area</u>	
ABET 2	2010-08-13	ABET 2 - Full Time	2010-04-15	2011-02-13	Not Yet Competent	None
ABET 2	2010-08-13	ABET 2 - Full Time	2010-04-15	2011-02-13	Not Yet Competent	None

Any question in regards to this manual please contact Michael Paulsen at Michealp@mqa.org.za or 011 547 2656 or Erica Raphotho at Ericar@mqa.org.za or.