

SDF USER MANUAL

SoluGrowth Information Management System



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INTRODUCTION

SoluGrowth embarked on a journey to create the SoluGrowth Information Management System (SIMS).



WHAT CAN YOU EXPECT?

User Experience (UX)

Users will experience improved system processes, wizards guiding the capturing of information, descriptive messages, system recognising information from uploaded documents. Enhanced security, different authentication methods.

User Interface (UI)

The user interface displays modern page layouts and information is grouped and compact for ease of reading.

Where required the user interface displays the corporate identity of a client.

WHAT DO YOU NEED?

The system is web-based, you will therefore need to have internet connection. The system is compatible with the following internet browsers:



Google Chrome



Microsoft Edge



Mozilla Firefox



Opera

User credentials are needed to access the system.

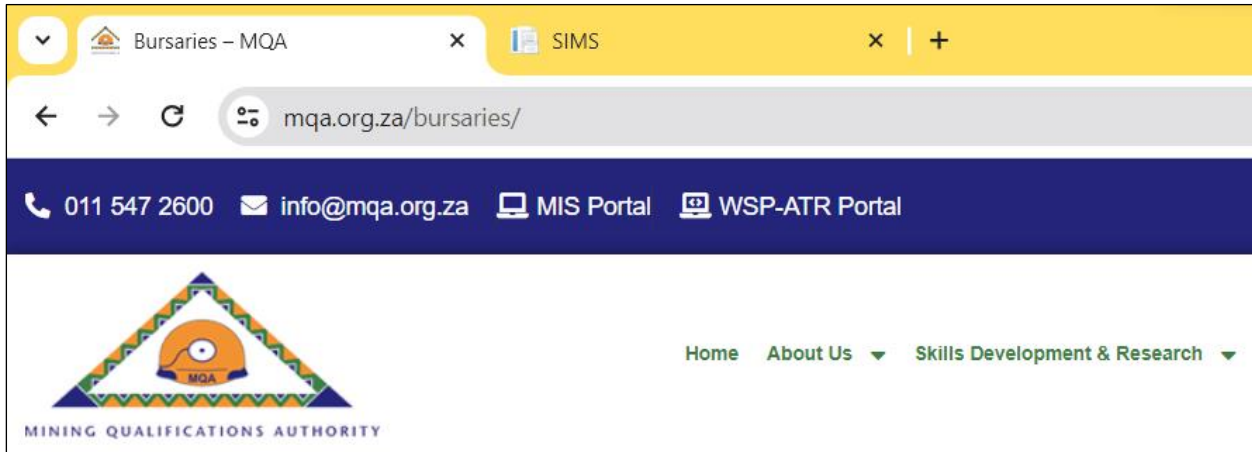
How to access the system will be discussed in detail later in the document.

ACCESSING SIMS

Logon to SIMS

Follow the next steps to access **SIMS**.

- 1 The system is accessible through a link that are placed on the MQA site. Users will click on the WSP-ATR Portal link:



- 2 The hyperlink will navigate to the **SIMS** landing page.





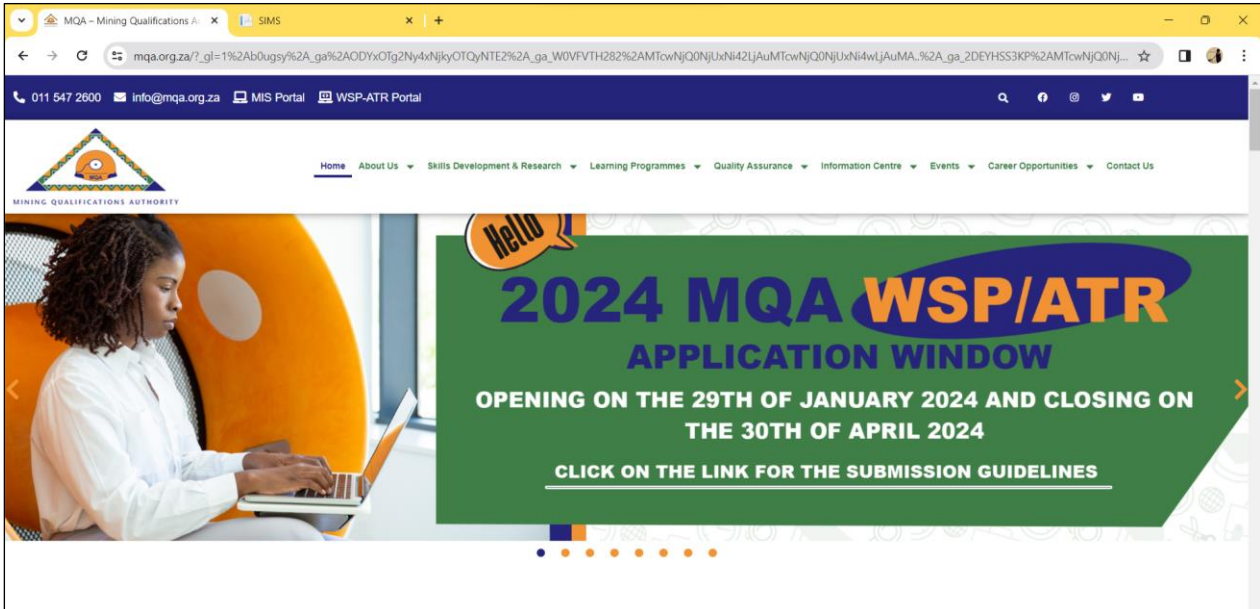
SDF REGISTRATION

The following Steps is required for you to access SIMS.

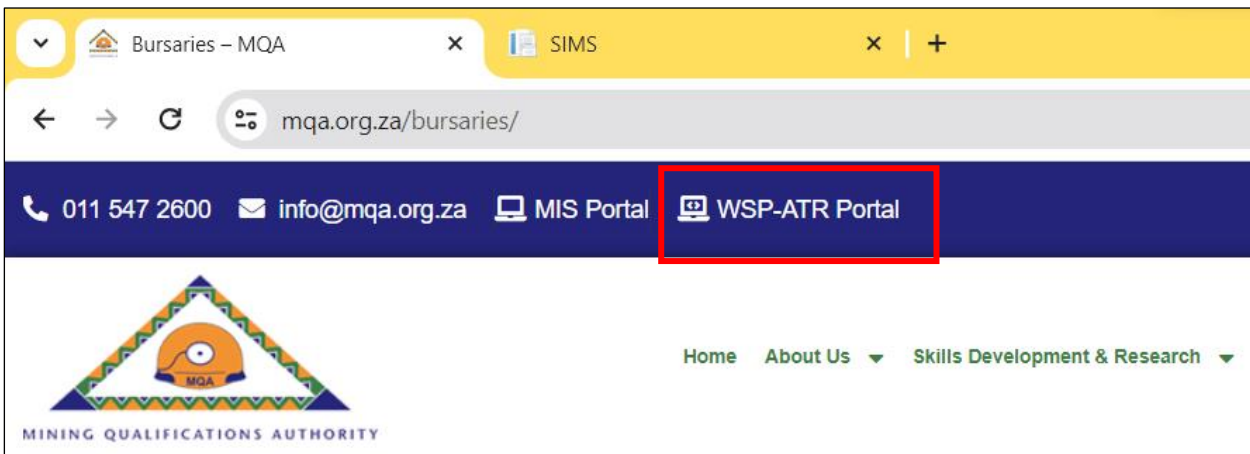
Step 1 - ACCESS SIMS

Follow the next steps to access **SIMS**.

- 1 The system is accessible through a link that is placed on the MQA site.



Click on "WSP-ATR Portal" as shown below:

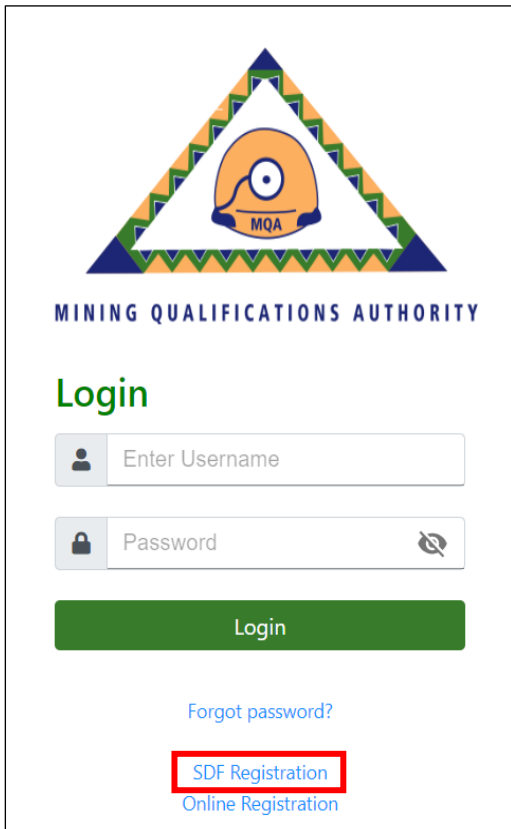


- 2 The hyperlink will navigate to the **SIMS** landing page.



Step 2

On the Landing Page Click on SDF Registration



The following Steps is required for you to register as an SDF on SIMS

Step 3 – Complete Person Details

SDF Details

ORGANISATION DETAILS

First Name* Middle Name Surname*

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

ID Document Upload

UPLOAD FILE

Title*	ID No*	Initials*
Date of Birth*	Gender*	Equity*
Disability*	Home Language*	Citizen Residential Status*
Alternate ID Type*	Nationality*	Socio Economic Status*

If you are in a new South African ID card, you can use the following steps:

Note: If you do not have a new South African ID card the information should be captured manually

Click on Upload File to upload the New South African ID card.

SDF Details

ORGANISATION DETAILS

First Name* Middle Name Surname*

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

ID Document Upload

UPLOAD FILE

Title*	ID No*	Initials*
Date of Birth*	Gender*	Equity*
Disability*	Home Language*	Citizen Residential Status*
Alternate ID Type*	Nationality*	Socio Economic Status*

Navigate to where the ID document is stored on your laptop/device.


Once the file is uploaded, Click on Extract File.

First Name*

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

ID Document Upload


UPLOAD FILE EXTRACT FILE



Once the Extract File is selected the system will display the following three blue dots indicating that the process on reading information from the ID card is in progress.

ID Document Upload

UPLOAD FILE EXTRACT FILE



Title * ID No * Initials *

Date of Birth * Gender * Equity *

Disability * Home Language * Citizen Residential Status *

Alternate ID Type * Nationality * Socio Economic Status *


The following information will auto populate from the ID card uploaded:

First Name * CHARLIZE Middle Name Surname * THERON

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

ID Document Upload

UPLOAD FILE EXTRACT FILE



Title * ID No * 8303100111087 Initials *

Date of Birth * 10/03/1983 Gender * Female Equity *

Disability * Home Language * Citizen Residential Status * South Africa

Alternate ID Type * Nationality * South Africa Socio Economic Status *

- First Name
- Middle Name – as per this example the person did not have a Middle Name
- Surname
- ID No
- Date of Birth
- Gender
- Citizen Residential Status
- Nationality

Please complete the remainder of the fields:

Title * ID No * 8303100111087 Initials *

Date of Birth * 10/03/1983 Gender * Female Equity *

Disability * Home Language * Citizen Residential Status * South Africa

Alternate ID Type * Nationality * South Africa Socio Economic Status *

Then click on the Save Button

SDF Details

ORGANISATION DETAILS

First Name * CHARLIZE

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

ID Document Upload

UPLOAD FILE EXTRACT FILE

All Fields marked with an * Asterisks are compulsory to complete and if not captured and save is selected the fields will display in red, indicating that the fields are compulsory.

Title *	ID No *	Initials *
10/03/1983	8303100111087	
Date of Birth *	Gender *	Equity *
	Female	
Disability *	Home Language *	Citizen Residential Status *
		South Africa
Alternate ID Type *	Nationality *	Socio Economic Status *
	South Africa	

Step 4 – Complete Contact Details

SDF Details

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

First Name * Middle Name Surname *

ID Document Upload

UPLOAD FILE

Title * ID No * Initials *

Date of Birth * Gender * Equity *

Disability * Home Language * Citizen Residential Status *

Alternate ID Type * Nationality * Socio Economic Status *

The following fields are compulsory to complete:

- Cell Phone Number
- E Mail

First Name * CHARLIZE Middle Name Surname * THERON

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

Telephone Number Cell Phone Number *

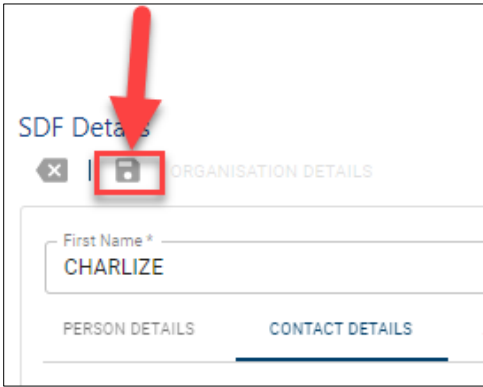
Fax Number E Mail *

Note: Please ensure that when you are capturing your email address:

1. The E-mail address is valid (spelling)
2. The E-mail address is most recent.

All system related correspondence will be sent to the email address captured therefore it is important to use the most recent and valid email address.

Click on the Save Button.



Step 5 – Complete Address Details

SDF Details

ORGANISATION DETAILS

First Name * CHARLIZE Middle Name Surname *

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

ID Document Upload

UPLOAD FILE

Title * ID No * Initials *

Date of Birth * Gender * Equity *

Disability * Home Language * Citizen Residential Status *

Alternate ID Type * Nationality * Socio Economic Status *

In the Address field, please type in your full Physical address.

First Name CHARLIZE Middle Name Surname * THERON

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

Use Physical Address for Postal Address?

Address GPS Coordinates

Physical Address 1 * Postal Address Line 1 *

Physical Address 2 * Postal Address Line 2 *

Physical Address 3 * Postal Address Line 3

Physical Code * Postal Code *

Province Province

Municipality Municipality

Urban Rural * Urban Rural *

If the address is valid Google will read the address and auto populate the following fields:

Use Physical Address for Postal Address?

7 Anerley Road, Parktown, Johannesburg, South Africa GPS Coordinates -26,10,02.532 28,02,53.700

Physical Address 1 * Postal Address Line 1 *

Physical Address 2 * Postal Address Line 2 *

Physical Address 3 * Postal Address Line 3

Physical Code * Postal Code *

Province Gauteng

Municipality Johannesburg Metro

Urban Rural * Urban

- Physical address 1
- Physical Address 2

- Physical Address 3
- Physical Code
- Province
- Municipality
- Urban/Rural
- GPS Coordinates

Note: If the address is not recognized the fields should be captured manually.

Both Physical Address and Postal Address is compulsory to complete.

If the Physical Address and Postal Address are the same, please use the below tick box.

Use Physical Address for Postal Address?

Once selected the Postal address will auto populate the postal address details fields.

<input checked="" type="checkbox"/> Use Physical Address for Postal Address?	
Address 7 Anerley Road, Parktown, Johannesburg, South Africa	GPS Coordinates -26,10,02.532 28,02,53.700
Physical Address 1 * 7 Anerley Road	Postal Address Line 1 * 7 Anerley Road
* Required Physical Address 2 * Parktown	* Required Postal Address Line 2 * Parktown
* Required Physical Address 3 * Johannesburg	* Required Postal Address Line 3 Johannesburg
* Required Physical Code * 2193	* Required Postal Code * 2193
Province Gauteng	Province Gauteng
Municipality Johannesburg Metro	Municipality Johannesburg Metro
Urban Rural * Urban	Urban Rural * Urban

Click on the Save Button if all required fields are captured.

SDF Details

ORGANISATION DETAILS

First Name *
CHARLIZE

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS

Step 6 – Complete Education and Experience

SDF Details

ORGANIZATION DETAILS

First Name * Middle Name Surname *

PERSON DETAILS CONTACT DETAILS ADDRESS DETAILS EDUCATION & EXPERIENCE

ID Document Upload

UPLOAD FILE

Title *	ID No *	Initials *
Date of Birth *	Gender *	Equity *
Disability *	Home Language *	Citizen Residential Status *
Alternate ID Type *	Nationality *	Socio Economic Status *

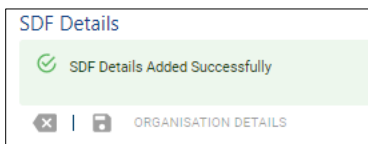
The following fields on this section are compulsory to complete and marked as an asterisk.

PERSON DETAILS	CONTACT DETAILS	ADDRESS DETAILS	EDUCATION & EXPERIENCE
Highest Education *		Highest Education Description	
* Required			
Name Of Accredited Training Provider		Experience *	
		* Required	
Current Occupation *		Year In Occupation *	
* Required		* Required	
General Comments *			
* Required			

Once all the compulsory fields are captured, Click on Save

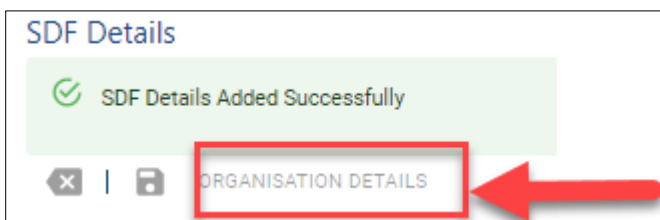


If all 6 Steps have been completed and all required fields captured the following will display:



Step 7 – Link Organisation

Click on the Organisation details.



The following screen will display:


SDF Details > Organisations Details > CHARLIZE THERON - 8303100111087				
Organisation Name	SDL Number	Status	Document	Banking Detail Document

Please click on the + sign to Link the SDF to an Organisation.

The following screen will display.

Link Organisation

Organisation Details

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?

Banking Details

Banking details uploaded must be signed off by the Organisation CFO as true and correct.

Bank Name *

Branch Name *

Branch Code *

Account Holder *

Account Type *

Account Number *

The Administrative Details Given Above Are Correct *

The Banking Details Given Above Are Correct *

The Banking Details Given Above Have Changed *

On the first field – Organisation Details – click on the magnifying glass.

Organisation Details

Organisation * 

Then Type in the SDL number, followed by the Search button.

Skills Organisations

SDL Number

Legal Name Trade Name SDL Number

If the L number is found, click anywhere on the field to select the SDL number.

Skills Organisations

SDL Number

Legal Name Trade Name SDL Number

Test Organisation Test Organisation L00080000

Once selected the background colour will change, proceed and click on the OK button.

Skills Organisations

SDL Number

Legal Name Trade Name SDL Number

Test Organisation Test Organisation L00080000

Rows per page: 10 1-1 of 1

CANCEL OK

If the SDL number is not found, the following message will display and MQA Skills Development Unit should be contacted.

Skills Organisations

The SDL you are trying to submit for cannot be found. Please contact the Skills Development unit.

SDL Number

Legal Name Trade Name SDL Number

Proceed to complete the remainder of the fields on the form, once completed click on the Save button.

Link Organisation

Organisation Details

Organisation *
Test Organisation Q

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

Banking Details

UPLOAD BANK DETAILS

Banking details uploaded must be signed off by the Organisation CFO as true and correct.

Bank Name * ▼

Branch Name *

Branch Code *

Account Holder *

Account Type * ▼

Account Number *

The Administrative Details Given Above Are Correct * ▼

The Banking Details Given Above Are Correct * ▼

The Banking Details Given Above Have Changed * ▼

 **SAVE** CANCEL

Note: The Letter of Appointment and Bank Details are not Compulsory to upload on this section and can be uploaded at a later stage.

UPLOAD LETTER OF APPOINTMENT

Banking Details

UPLOAD BANK DETAILS

Banking details uploaded must be signed off by the Organisation CFO as true and correct.

If another Primary SDF is already linked to this Company, the following message will display and MQA Skills Development Unit should be contacted.

Link Organisation

  Another Primary SDF already registered with this SDL number, please contact MQA for further assistance.

Consultant acting for Employer?

Will you perform your SDF functions in respect of *
Single establishment ▼

Please indicate method of appointment to SDF position *
Appointed by employer ▼

Other method of appointment

The same will apply if the application is for a Secondary SDF.

Note: MQA rule is that only One Primary SDF and only One Secondary SDF can be linked to an Organisation.

If all compulsory fields are captured and the Save button is selected the following screen will display indicating that the system is processing and saving the information.

Link Organisation

Another Primary SDF already registered with this SDL number, please contact MQA for further assistance.

Single establishment

Please indicate method of appointment to SDF position *
Appointed by employer

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

Banking Details

UPLOAD BANK DETAILS

Banking details uploaded must be signed off by the Organisation CFO as true and correct.

Bank Name *
ABSA

Branch Name *
Test3642

Branch Code *
5683e

Account Holder *
Test

Account Type *
Current

Account Number *
4575368

The Administrative Details Given Above Are Correct *
Yes

The Banking Details Given Above Are Correct *
Yes

The Banking Details Given Above Have Changed *
Yes

Newly Registered Company? *
No

Registration Date

SAVE CANCEL

The following field will display once the Organisation has been linked successfully.

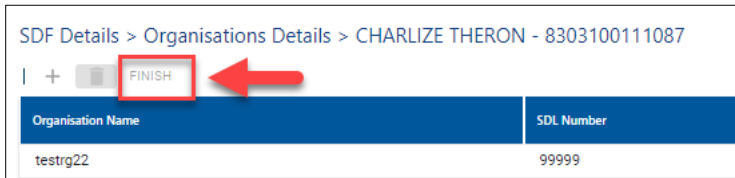
SDF Details > Organisations Details > CHARLIZE THERON - 8303100111087

Organisation Name	SDL Number	Status	Document	Banking Detail Document
testorg22	99999	Pending		

The Status of the application will default to Pending.

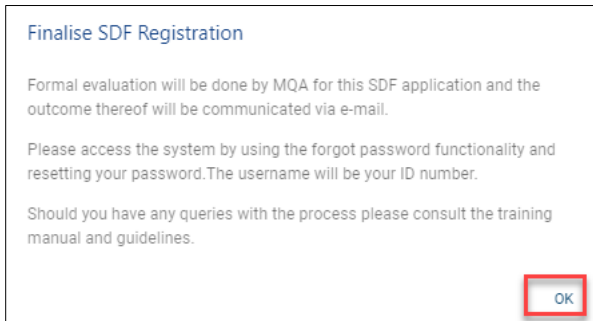
Step 8 – Finalise Application

Important to Finalise the Application by clicking on the Finish Button.



Organisation Name	SDL Number
testrg22	99999

Once Finalised the below message will display:



Finalise SDF Registration

Formal evaluation will be done by MQA for this SDF application and the outcome thereof will be communicated via e-mail.

Please access the system by using the forgot password functionality and resetting your password. The username will be your ID number.

Should you have any queries with the process please consult the training manual and guidelines.

OK

Please read the message and click on OK.

The screen will refresh and take you back to the landing page.



Please navigate to your Email account as the following email will be received:

Dear CHARLIZE THERON

A formal evaluation will be done by MQA for this SDF application and the outcome thereof will be communicated via e-mail. I

Please access the system by using the forgot password functionality and resetting your password. The username will be your ID number.

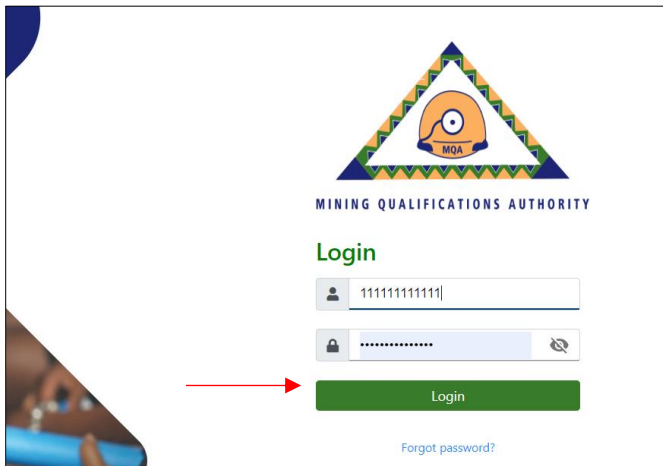
Should you have any queries with the process please consult the training manual and guidelines

**Yours Sincerely
MQA Skills Division**

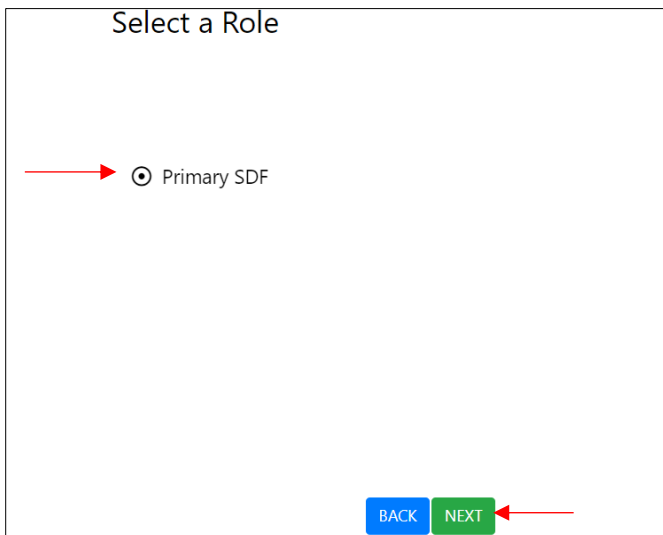
The next section will demonstrate how to use the Forgot Password Functionality.

EXISTING SDF PROCESS

Step 1: Login to SIMS with your existing credentials.

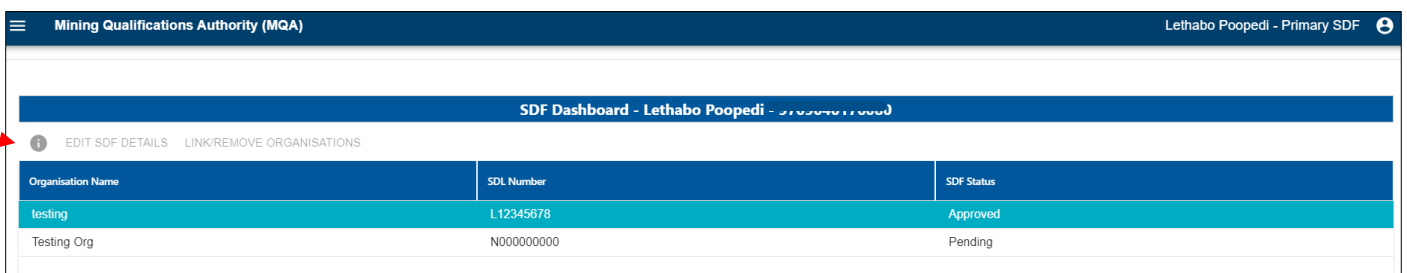


Step 2: Select your primary SDF role and click next.



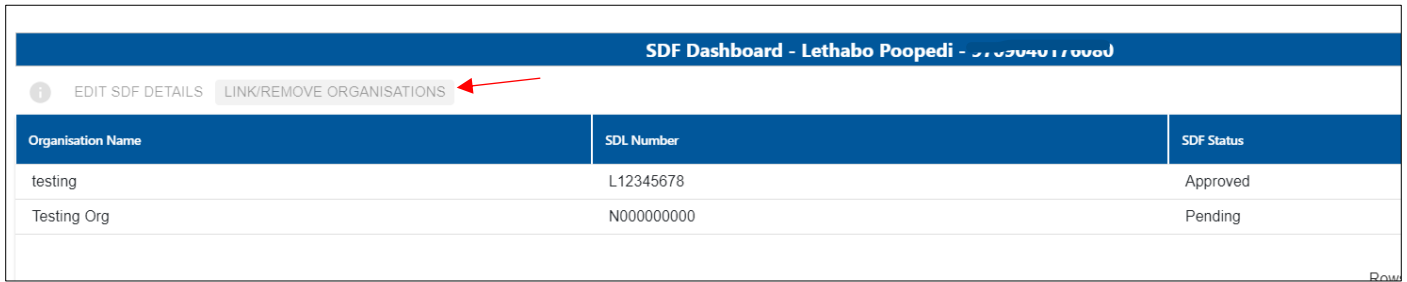
The below dashboard will display with the organisation(s) linked to your SDF profile.

Step 3: Select the organisation you want to submit for and click on view organisation to start the submission process.



Link/Delink Organisations

Step 1: Select the LINK/REMOVE ORGANISATION button.

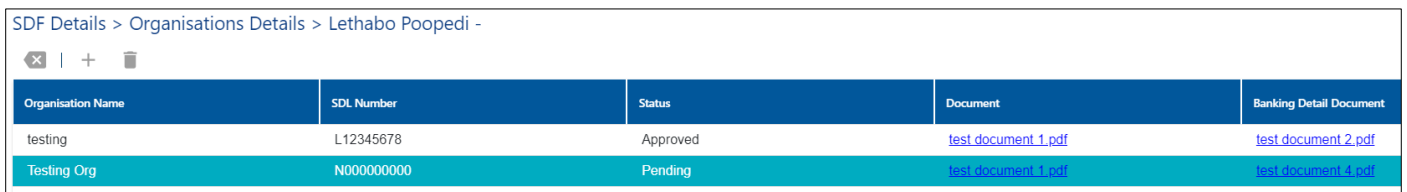


SDF Dashboard - Lethabo Poopedi - 9709040176080

EDIT SDF DETAILS LINK/REMOVE ORGANISATIONS

Organisation Name	SDL Number	SDF Status
testing	L12345678	Approved
Testing Org	N000000000	Pending

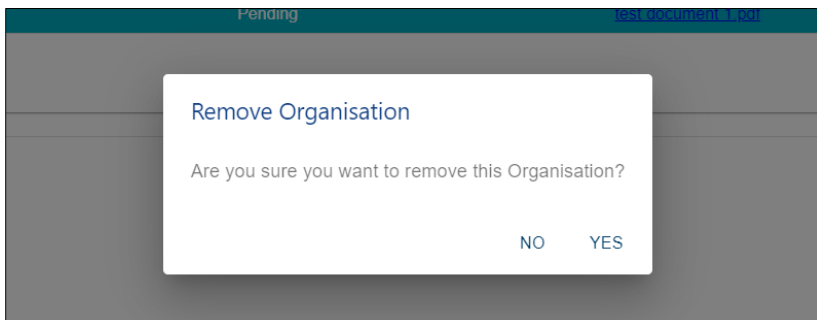
Step 2: To remove organisation: Select the organisation records and click on the remove button.



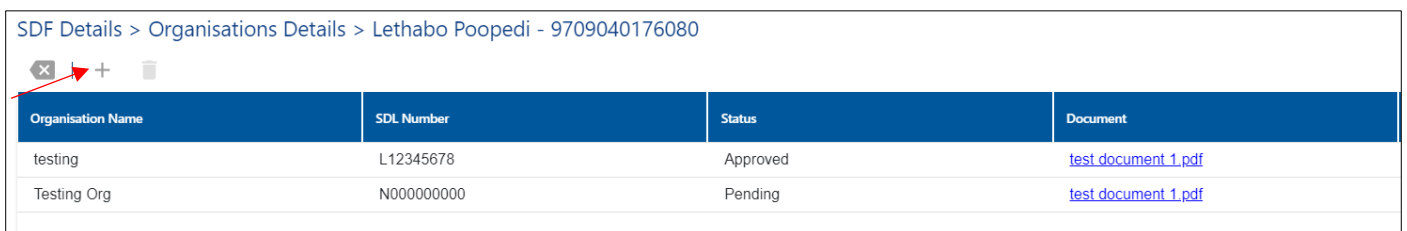
SDF Details > Organisations Details > Lethabo Poopedi -

Organisation Name	SDL Number	Status	Document	Banking Detail Document
testing	L12345678	Approved	test document 1.pdf	test document 2.pdf
Testing Org	N000000000	Pending	test document 1.pdf	test document 4.pdf

Step 2.1: Confirm if you want to remove organisation by clicking Yes. Then the organisation will be removed from your profile.



Step 3: To link new organisation: click on the add request button to your profile.



SDF Details > Organisations Details > Lethabo Poopedi - 9709040176080

Organisation Name	SDL Number	Status	Document
testing	L12345678	Approved	test document 1.pdf
Testing Org	N000000000	Pending	test document 1.pdf

Step 3.1: The below page will display. Complete the organisation details.

Link Organisation

Organisation Details

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

Banking Details

UPLOAD BANK DETAILS

Banking details uploaded must be signed off by the Organisation CFO as true and correct.

SAVE CANCEL

Step 4: Once you have completed the organisation details click save.

Link Organisation

Banking details uploaded must be signed off by the Organisation CFO as true and correct.

Bank Name *
Bank of Athens

Branch Name *
abc

Branch Code *
231234

Account Holder *
Test organization

Account Type *
Transmission

Account Number *
98765432

The Administrative Details Given Above Are Correct *
Yes

The Banking Details Given Above Are Correct *
Yes

The Banking Details Given Above Have Changed *
No

Newly Registered Company? *
No

Registration Date
19/01/2024

SAVE CANCEL

If another Primary SDF is already linked to this Company, the following message will display and MQA Skills Development Unit should be contacted.

Link Organisation

Another Primary SDF already registered with this SDL number, please contact MQA for further assistance.

Consultant acting for Employer?

Will you perform your SDF functions in respect of *
Single establishment

Please indicate method of appointment to SDF position *
Appointed by employer

Other method of appointment

The same will apply if the application is for a Secondary SDF.

Note: MQA rule is that only One Primary SDF and only One Secondary SDF can be linked to an Organisation.

The following fields will display once the Organisation has been linked successfully.

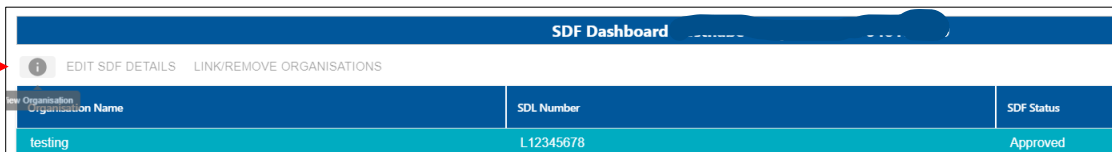
Organisation Name	SDL Number	Status	Document	Banking Detail Document
testing	L12345678	Approved	test document 1.pdf	test document 2.pdf
Testing Org	N000000000	Pending	test document 1.pdf	test document 4.pdf

Rows per page: 10 1-2 of 2

The Status of the application will default to Pending. Awaiting approval from MQA.

UPLOAD REQUIRED DOCUMENTS

Step 1: Select the organisation you are linked to on your SDF dashboard and click on the view organisation button.



SDF Dashboard		
Organisation Name	SDL Number	SDF Status
testing	L12345678	Approved

Step 2: Navigate to CRM tab.

Organisation > testing - L12345678

CONTACT BANK DETAILS LINK ORGANISATIONS TRAINING COMMITTEE / UNION CFO DETAILS WSP & ATR FORMS WSP/ATR DOCUMENT UPLOADS GRANTS & LEVIES CRM

Trade Name * Test organisation Legal Name * testing SDL Number * L12345678

GENERAL DETAILS CONTACT DETAILS ADDRESS DETAILS

Step 3: Click on the communication type dropdown.

Organisation > CRM > testing - L12345678

Communication Type

Comments

Step 4: Select documents option.

Organisation > CRM > testing - L12345678



- Comments
- Documents
- Email

Step 5: Click on Upload Document.

Organisation > CRM > testing - L12345678

Communication Type
Documents

Documents

 |  ←

Upload Document	Upload Date
Uploaded by	

Step 6: Click on the Document Relates to dropdown and select the Signed SDF Appointment Letter to upload the current financial year signed SDF Appointment Letter.

New Document

Document Relates to *
Signed SDF Appointment Letter

Comment

UPLOAD DOCUMENT

SAVE CANCEL

Step 7: Select the UPLOAD DOCUMENT button and upload the document applicable to the signed SDF appointment letter and click save.

New Document

Document Relates to *
Signed SDF Appointment Letter

Comment

UPLOAD DOCUMENT test document 3.pdf

→ SAVE CANCEL

Step 8: The document will be saved under the documents section of the CRM tab.

Uploaded By	Upload Date	Document Relates	Comment	Document Name
Lethabo Poopedi	2024/01/22 08:35:27	Signed SDF Appointment Letter		test document 7.pdf

Step 9: To upload the second required document, click on the Document Relates to dropdown and select the Signed Bank Letter to upload the current financial year signed Bank Letter.

New Document

Document Relates to *
Signed Bank Letter

Comment

UPLOAD DOCUMENT

SAVE CANCEL

Step 10: Select the UPLOAD DOCUMENT button and upload the document applicable to the signed bank letter and click save.

New Document

Document Relates to *
Signed Bank Letter

Comment

UPLOAD DOCUMENT batch 13648.pdf

SAVE CANCEL

Step 11: The document will be saved under the documents section of the CRM tab.

Uploaded By	Upload Date	Document Relates	Comment	Document Name
Test FAT Test FAT Surname	2023/03/13 13:02:01	Signed Bank Letter		Bank Letter.pdf

The next section will demonstrate how to use the Forgot Password Functionality.

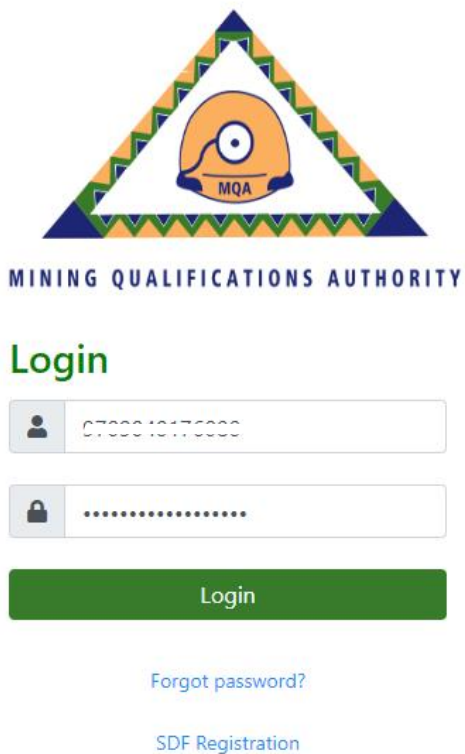


FORGOT PASSWORD

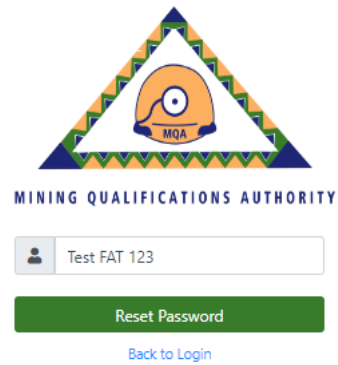
Forgot Password?

Follow the below steps.

Step 1: Click on the Forgot password link.

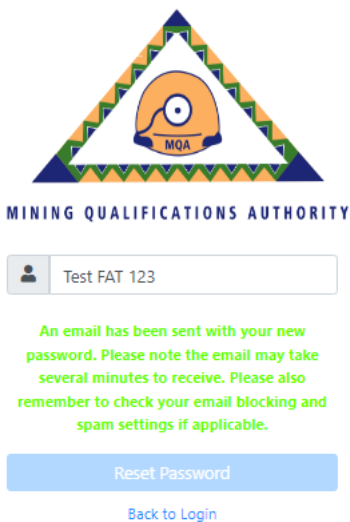


Step 2: Enter your Username the click Reset Password



Step 3: After clicking Reset Password button, you will receive a system generated email with a new Temporary Password. Copy the temporary password from your email to a notepad.

Test FAT 123



Step 4: After the message is displaying click on " Back to Login."



MINING QUALIFICATIONS AUTHORITY

An email has been sent with your new password. Please note the email may take several minutes to receive. Please also remember to check your email blocking and spam settings if applicable.

Step 5: Open your Email and copy the Temporary Password as per sample below:

SIMS Password Recovery



No Reply System Account
To Adèle Van Brakel

You currently requested for a password

New Temporary Password: 2P1Z8G7C5T5Y5D5M



MINING QUALIFICATIONS AUTHORITY

Login

[Forgot password?](#)

[SDF Registration](#)

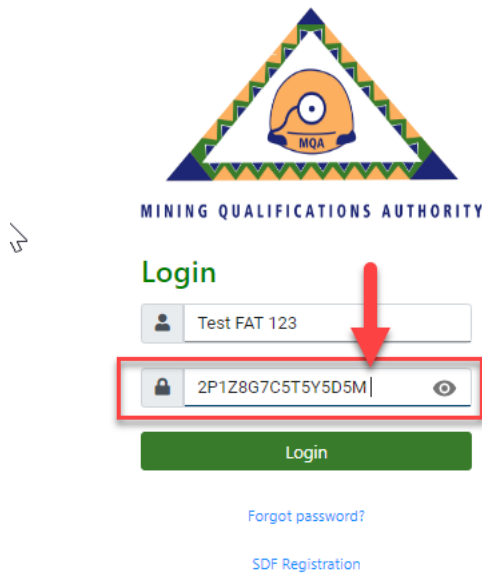
Step 6: Enter your username and paste the temporary password then click Login.

Make sure there is no space behind the last letter of the password.

You can do this by selecting the View Button.

If there is a space, please remove the space by using the Backspace on your keyboard.

Then Click on Login.



MINING QUALIFICATIONS AUTHORITY

Login

Test FAT 123

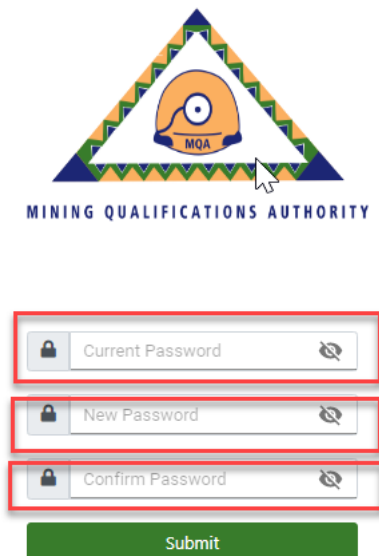
2P1Z8G7C5T5Y5D5M

Login

[Forgot password?](#)

[SDF Registration](#)

The next screen will display.



MINING QUALIFICATIONS AUTHORITY

Current Password

New Password

Confirm Password

Submit

Step 7: Enter your temporary password as 'Current Password and then type in a new password.

Make sure your new created password meets the following criteria.

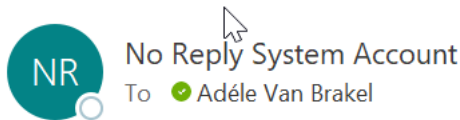
PLEASE NOTE THAT NEW PASSWORD DOES NOT MATCH THE FOLLOWING CRITERIA:
THE LENGTH OF THE PASSWORD MUST BE AT LEAST 7 CHARACTERS LONG
THE PASSWORD MUST CONTAIN ONE CAPITAL/UPPER CASE LETTER
THE PASSWORD MUST AT LEAST CONTAIN A SPECIAL CHARACTER

In your New Password please also ensure that the password does not contain and part of your username.

PLEASE NOTE THAT NEW PASSWORD DOES NOT MATCH THE FOLLOWING CRITERIA:
THE PASSWORD MUST AT LEAST CONTAIN A SPECIAL CHARACTER
PASSWORD CANNOT CONTAIN THE USER'S ACCOUNT NAME OR PART OF THE USER'S FULL NAME THAT EXCEED TWO CONSECUTIVE CHARACTERS.

Step 8: Select Submit then your password will be reset successfully!! A system generated email will be sent to you with your new created password.

SIMS Password Changed



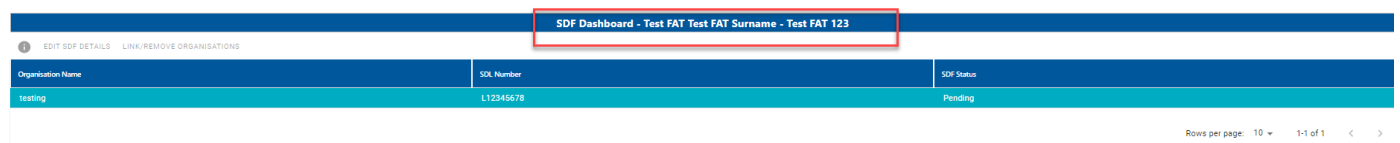
Your password has been changed
New Password: 2P1Z8G7C5T5Y5D5M@

Step 7: Go back to login and use your new password to login. You will be required to change your password at the end of every month for audit purpose.

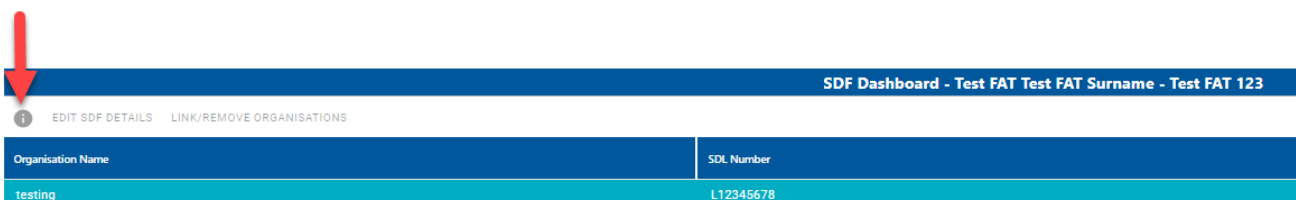
Once the Password has been updated the SDF Dashboard will display.



Once you are logged in The SDF Dashboard will display with all the Organisations linked to your profile.



Select the company and click on the View Organisation.





GENERAL INFORMATION ON THE TABS

1. Organisation Details

General Details- These are compulsory, and all fields should be completed Please remember to select the Tick box at the bottom of the screen to Confirm Details.

Organisation > testing - L12345678

Trade Name * Orga Legal Name * testing SDL Number * L12345678

GENERAL DETAILS CONTACT DETAILS ADDRESS DETAILS

Registration Number * 20175678 SDL Number Type * L Number

Organisation Registration Number Type * Company Registration Number SARS Number * 123455

Number of Employees * 4 Number of Employees as Per the Employment Profile * 4

Terminated Employees * 0 SIC Code * 23000 - Mining of gold and uranium ore

Organisation Size * Small(0 - 49) Sub Sector *

Organisation Type * Parent Chamber Code * Unknown

Confirm Details

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Contact Details - These are compulsory, and all Compulsory Fields should be completed – Ensure the email address captured is valid and spelled correctly as all correspondence will be sent to the email address captured.

Organisation > testing - L12345678

Trade Name * Orga Legal Name * testing SDL Number * L12345678

GENERAL DETAILS CONTACT DETAILS ADDRESS DETAILS

Organisation Email Address * badoro@solugrowth.com

Organisation Fax Number Organisation Phone Number * 0115551234

Address Details These are compulsory, and all Compulsory Fields should be completed.

Organisation > testing - L12345678

LINK ORGANISATIONS WSP & ATR FORMS SDF

Trade Name * Orga Legal Name * testing SDL Number * L12345678

GENERAL DETAILS CONTACT DETAILS ADDRESS DETAILS

Use Physical Address for Postal Address?

Address	GPS Coordinates
Physical Address 1 * 1 Klarinet Road	-25,46,26.977 28,16,07.389
Physical Address 2 * Menlo Park	Postal Address Line 1 * 7 Anerley Road
Physical Address 3 * Pretoria	Postal Address Line 2 * Parktown
Physical Code * 0102	Postal Address Line 3 Johannesburg
Province Gauteng	Postal Code * 2193
Municipality Tshwane Metro	Province Gauteng
Urban Rural * Urban	Municipality Tshwane Metro
Suburb Menlo Park	Urban Rural * Urban
City Menlo Park	Suburb Menlo Park
	City Menlo Park

Note: Please ensure to Confirm the Details by clicking inside the tick box and click on the Save Button.

Organisation > testing - L12345678

LINK ORGANISATIONS WSP & ATR FORMS SDF

Trade Name * Orga Legal Name * testing SDL Number * L12345678

GENERAL DETAILS CONTACT DETAILS ADDRESS DETAILS

Registration Number * 20175678	SDL Number Type * L Number
Organisation Registration Number Type * Company Registration Number	SARS Number * 123455
Number of Employees * 4	Number of Employees as Per the Employment Profile 4
Terminated Employees * 0	SIC Code * 23000 - Mining of gold and uranium ore
Organisation Size * Small(0 - 49)	Sub Sector * Unknown
Organisation Type * Parent	Chamber Code * Unknown
<input checked="" type="checkbox"/> Confirm Details	

Once saved successfully the below message will display.

Organisation > testing - L12345678

Organisation Details Updated Successfully

LINK ORGANISATIONS WSP & ATR FORMS SDF

Trade Name * Orga

GENERAL DETAILS CONTACT DETAILS ADDRESS DETAILS

Registration Number * 20175678
Organisation Registration Number Type * Company Registration Number
Number of Employees * 4
Terminated Employees * 0
Organisation Size * Small(0 - 49)
Organisation Type * Parent
<input checked="" type="checkbox"/> Confirm Details

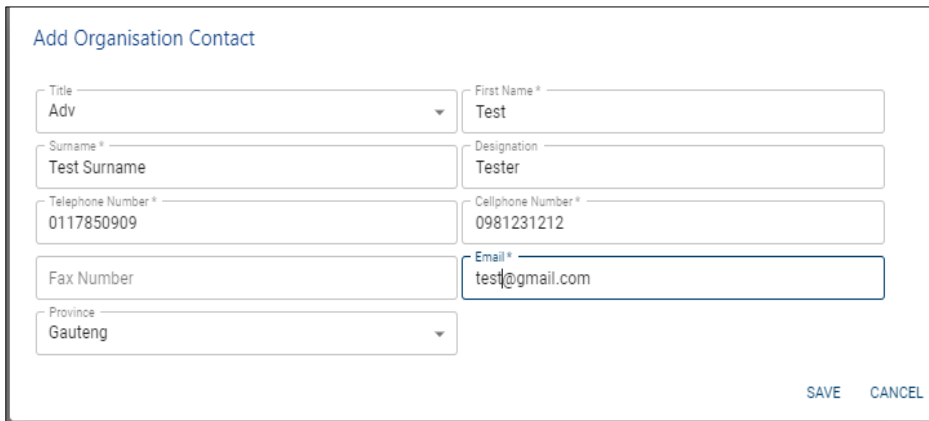
2. Contact - This section is Compulsory.

Contact Details can be captured.



Title	First Name	Surname	Designation	Telephone Number	Cell Phone Number	Fax Number	Email	Province
-------	------------	---------	-------------	------------------	-------------------	------------	-------	----------

Add Organisation Contact.




Add Organisation Contact

Title: Adv | First Name: Test | Surname: Test Surname | Designation: Tester | Telephone Number: 0117850909 | Cellphone Number: 0981231212 | Fax Number: | Email: test@gmail.com | Province: Gauteng

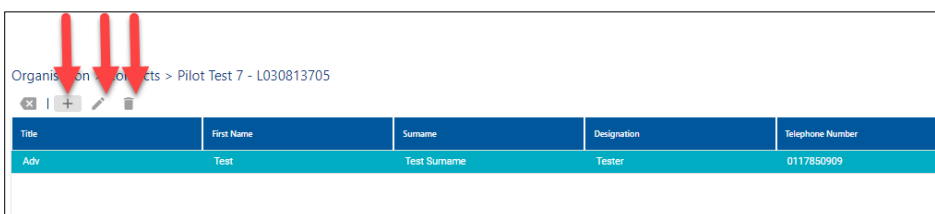
SAVE CANCEL

Once The Save button is clicked the details will save and display as follows:



Title	First Name	Surname	Designation	Telephone Number	Cell Phone Number	Fax Number	Email	Province
Adv	Test	Test Surname	Tester	0117850909	0981231212		test@gmail.com	Gauteng

There is an option to Add, Edit or Delete the Contact Details.



Title	First Name	Surname	Designation	Telephone Number
Adv	Test	Test Surname	Tester	0117850909

3. Bank Details - This section is Compulsory

Bank Details captured during the SDF Registration process will automatically populate onto this section.

Organisation > Banking Details > Pilot Test 7 - L030813705

BANKING DETAILS

Account Holder*	divdgdgky	Bank Name*	ABSA
Account Type*	Credit	Account Number*	65884768
Branch Name*	5475w7	Branch Code*	rwurely
The Administrative Details Given Above Are Correct*	Yes	The Banking Details Given Above Are Correct*	Yes
The Banking Details Given Above Have Changed*	Yes	Newly Registered Company**	Yes
Captured By	Adelle Van Brakel	Captured On	03/03/2023
Registration Date			

Confirm Details

Once the Banking details are verified, please ensure to select the Tick Box to Confirm the banking Details and then click on save.

Organisation > Banking Details > Pilot Test 7 - L030813705

BANKING DETAILS

Account Holder*	divdgdgky	Bank Name*	ABSA
Account Type*	Credit	Account Number*	65884768
Branch Name*	5475w7	Branch Code*	rwurely
The Administrative Details Given Above Are Correct*	Yes	The Banking Details Given Above Are Correct*	Yes
The Banking Details Given Above Have Changed*	Yes	Newly Registered Company**	Yes
Captured By	Adelle Van Brakel	Captured On	03/03/2023
Registration Date			

Confirm Details

Once Save the following will display:

Organisation > Banking Details > Pilot Test 7 - L030813705

Organisation Bank Details Saved Successfully

4. Link Organisations - This section is Optional.

To add a Child Company, select the Icon below labelled Link Organisation.

Organisation > Link Organisations > Pilot Test 12 - L030816393

Legal Name Trade Name

SDL Number

The following window will display.

Link Organisation

Link Start (Financial Year) * ▼ Link End (Financial Year) if applicable ▼

Child Organisation *

Complete the sections Link start (Financial Year).

Select from the dropdown menu the current financial year.

Link Start (Financial Year) * ▼
 01 April 2024 - 31 March 2025

Complete the sections Link End (Financial Year) if applicable.

Select from the dropdown menu the financial year as example:

Link End (Financial Year) if applicable ▼
 01 April 2024 - 31 March 2025

Link the Child Organisation next by clicking on the Magnifying Glass.

Child Organisation *

The following window will display:

Skills Organisations

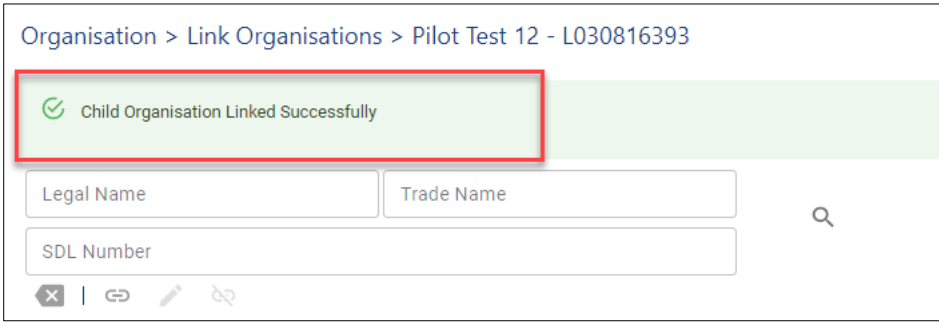
Legal Name Trade Name

SDL Number

Legal Name	Trade Name	SDL Number
testedBy Mpho	L1aanbb	E0003
AA SUPERMARKET	AA SUPERMARKET	L140724446
Test Organisation	Test Organisation	L00080000
MQA Test Organisation 712	MQA Test Organisation 712	N000000006
MQA Test Organisation 8	MQA Test Organisation 8	L893720000
MQA Test L700734298	MQA Test L700734298	L700734298
MQA Test L200717298	MQA Test L200717298	L200717298
MQA Test L123333789	MQA Test L123333789	L123333789
MQA Test L120750270	MQA Test L120750270	L120750270
MQA Test L124444789	MQA Test L124444789	L124444789

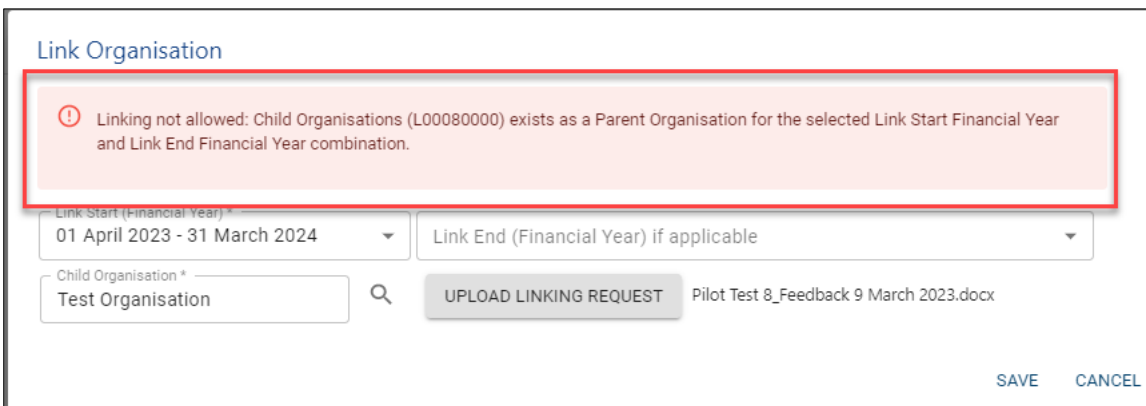
Type in the SDL number of the Child Company and click on Save.

Once the Child Company is then linked to the Parent the following screen will display"



Rules:

- Only a Parent Company can link a Child Company
- More than Child can be linked to one Parent.
- If a Child Company is already linked to another Parent the linking will be unsuccessful, refer to screenshot below:

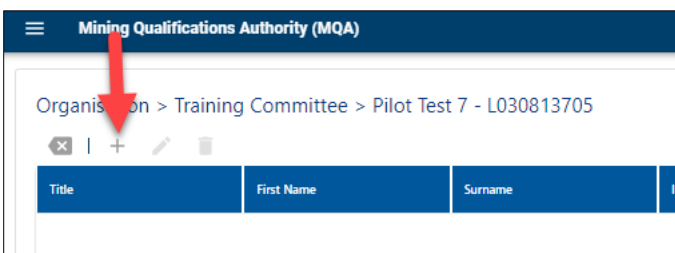


Once the Linking is successful, the Child Company will be displaying in the window below:



5. Training Committee/Union – This section is Optional.


To add a Training Committee member, click on the add Sign.



Once all the information is captured click on Save.


Add Organisation Training Committee Member

Title Dr	First Name * Test
Surname Surname Test	ID Number 700430000082
Initials T	Designation * Training Manager
Telephone Number * 0119084567	Cellphone Number * 0839091010
Fax Number	Email * Test@gmail.com
NameOfUnion Test	PositionInUnion Secretary

 **SAVE** CANCEL

There is an option to Add, Edit or Delete the Contact Details.

Organisation > Training Committee > Pilot Test 7 - L030813705




Title	First Name	Surname	ID Number
Dr	Test	Surname Test	700430000082

6. CFO Details – This section is Compulsory.

CFO Details required to be captured.

Organisation > CFO Details > Pilot Test 7 - L030813705




ORGANISATION CFO DETAILS

First Name *	Surname *
Cellphone Number *	Fax Number
Email *	

Once the details are captured click on Save.

Mining Qualifications Authority (MQA)

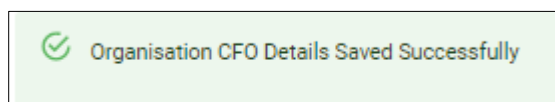
Organisation > CFO Details > Pilot Test 7 - L030813705

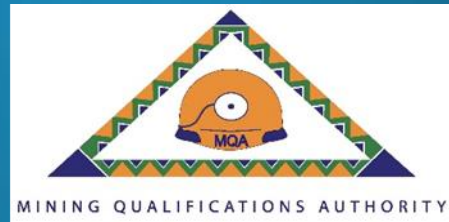


ORGANISATION CFO DETAILS

First Name * CFO TEST	Surname * CFO Surname
Cellphone Number * 0902126060	Fax Number
Email * Test@gmail.com	

Once Saved the following will display.



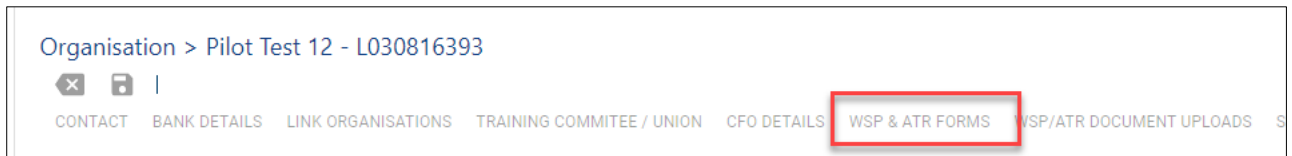


WSP & ATR FORMS

7. WSP & ATR FORMS

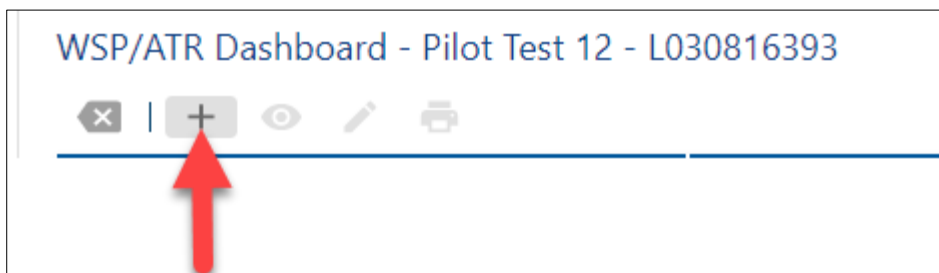
Step 1

Click on the Tab named WSP & ATR FORMS.



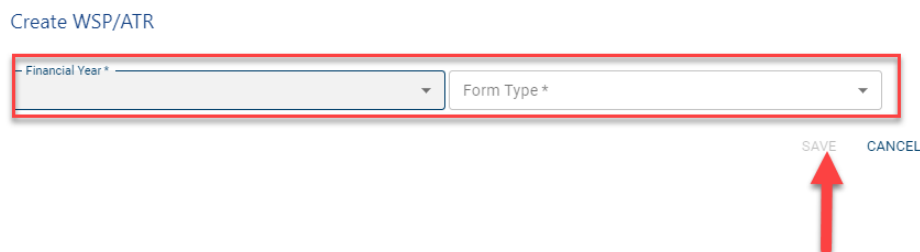
Step 2

Click on the Icon to Create/add WSP & ATR.



Step 3

Select the current Financial Year and the Form Type from the dropdown menu.



Rule: The Form type is validating the number of Employees captured on the Organisation, General Tab details. Please ensure the correct number of employees is reflecting as per selection on the form type.

Organisation > Pilot Test 12 - L030816393

CONTACT BANK DETAILS LINK ORGANISATIONS TRAINING COMMITTEE / UNION CFO DETAILS WSP & ATR FORMS WSP/ATR DOCUMENT UPLOADS SDF

Trade Name * Pilot Test 12 Legal Name * Pilot Test 12

GENERAL DETAILS CONTACT DETAILS ADDRESS DETAILS

Registration Number * Pilot Test 12 SDL Number Type * L Number

Organisation Registration Number Type * Company Registration Number SARS Number * 100008765

Number of Employees * 350 Number of Employees as Per the Employment Profile 0

Terminated Employees * 0 SIC Code * 24000 - Mining of metal ores, except gold and uranium

Organisation Size * Large(150+) Sub Sector * Diamond Processing

Organisation Type * Parent Chamber Code * Other Mining

Confirm Details

Step 4

Select the row of the form that has been created by clicking anywhere in the row as per below. Once selected the colour will change.

WSP/ATR Dashboard - Pilot Test 2 - L030807152

✕ | + | 👁 | ✎ | 🖨

Financial Year	Form Type	WSP Status	Due Date
01 April 2024 - 31 March 2025	Large (150 and more permanent)	Capturing	30/04/2024

The icons will also be active.

WSP/ATR Dashboard - Pilot Test 2 - L030807152

✕ | + | 👁 | ✎ | 🖨

Financial Year	Form Type	WSP Status	Due Date
01 April 2024 - 31 March 2025	Large (150 and more permanent)	Capturing	30/04/2024

Step 5

Select the View WSP/ATR Icon.

WSP/ATR Dashboard - Pilot Test 2 - L030807152

✕ | + | 👁 | ✎ | 🖨

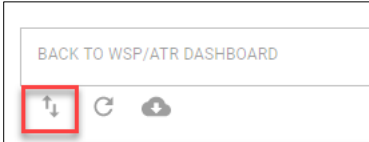
Financial Year	Form Type	WSP Status	Due Date
01 April 2024 - 31 March 2025	Large (150 and more permanent)	Capturing	30/04/2024

The following window will display:

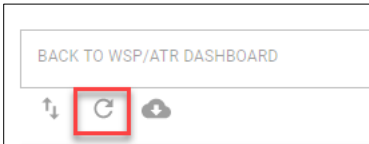
BACK TO WSP/ATR DASHBOARD		WSP & ATR Forms 01 April 2024 - 31 March 2025		Pilot Test 2 - L030807152	
Import Date	Import Filename	Import Progress	Import Status Code	Import Status	Report
24/10/2023 17:28	2024WSPATRTemplateV1test.xlsm	Completed	100	WSP ATR Import Successful Please refer to report for more information	WSPATRImportRecord_L030807152_197_638337953516895578.xlsx

The icons are explained below:

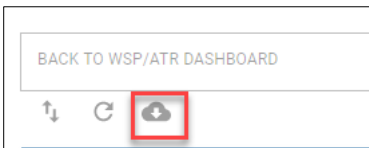
Import WSPATR Form.



Check Import Progress.

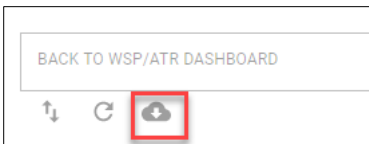


Download WSPATR Import Template.

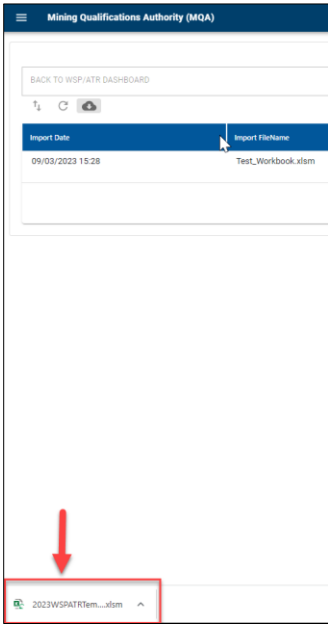


Step 6

Select the Download WSP/ATR Import Template.



Once selected the Excel Workbook will download on the bottom left of your screen:



Step 7

Double Click to Open the Excel Workbook:

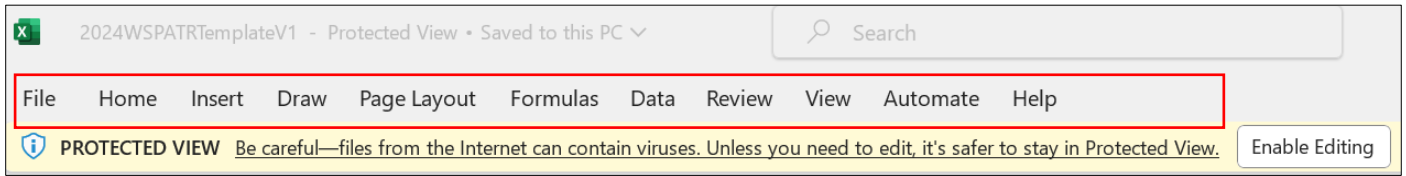


Step 8

Save the Workbook

Once the Workbook has been downloaded, please follow the steps below before capturing any data on the sheet.

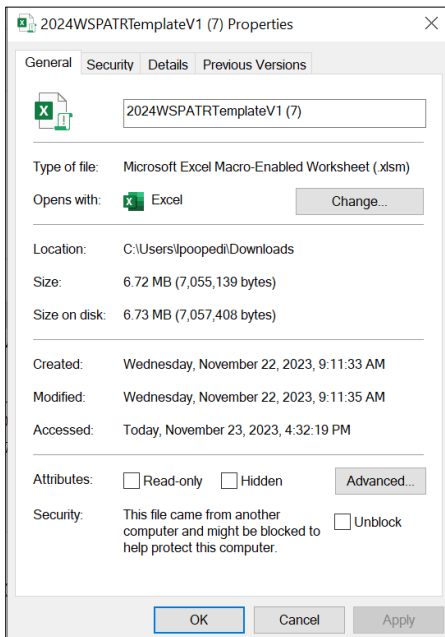
The section in yellow indicates that the workbook is not secured.



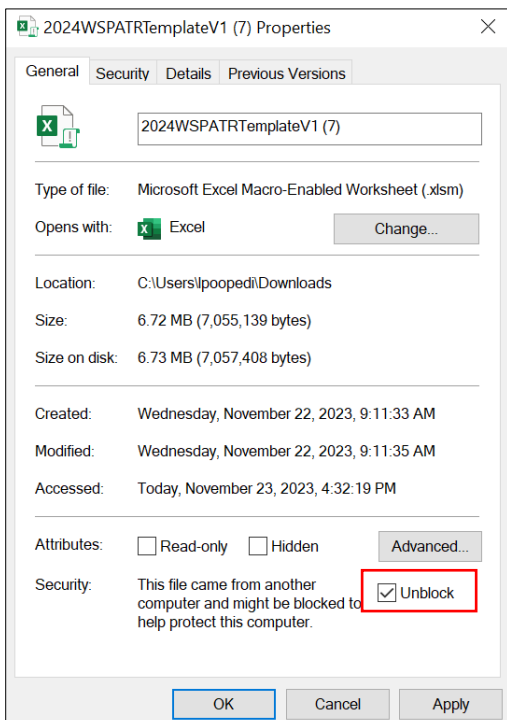
Step 1 – Save the workbook.

Step 2 - Right click on the Excel workbook in the Directory the workbook has been saved.

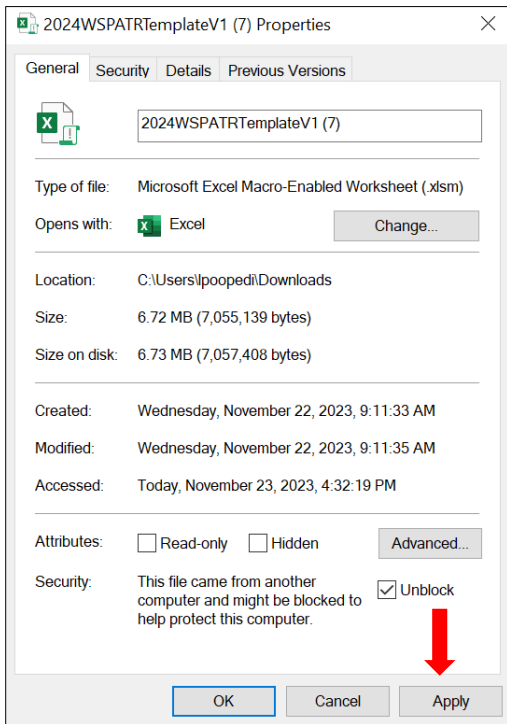
Step 3 – Select properties, the below screen will display.



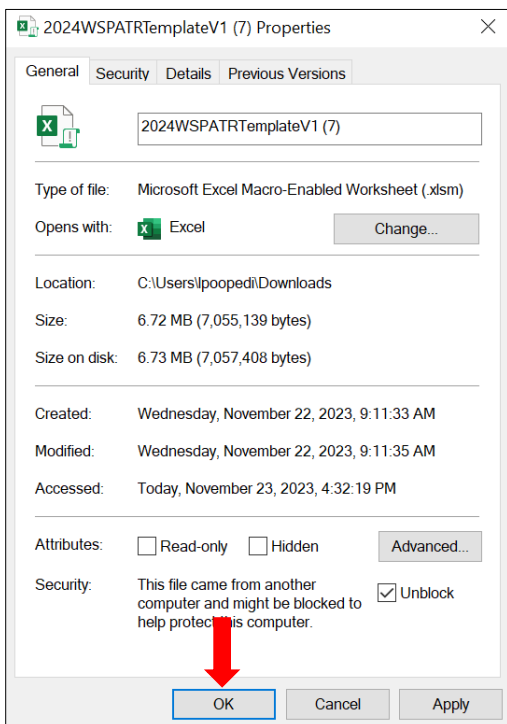
Step 4 – Please select the Security tick box, refer to screenshot below.



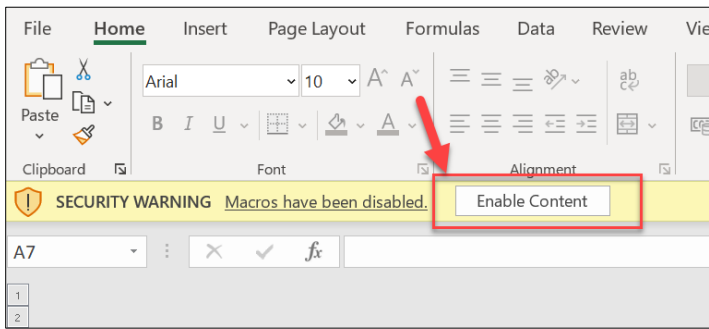
Step 5 – Click on Apply.



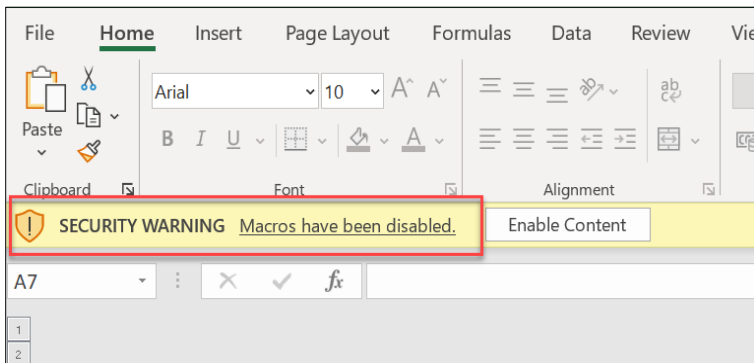
Step 6 – Click on OK.



Step 7 - Open the workbook and select Enable Content.



The Security Warning in Yellow indicates that the macros have been disabled and makes the workbook trusted.



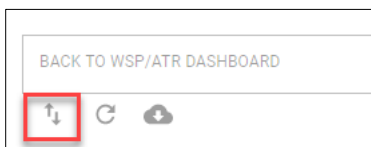
You can now continue capturing the content of the workbook.

Please make sure that you Save your workbook regularly to avoid any data being lost.

Uploading of Source Data Template.

Once the workbook is completed select the following Icon

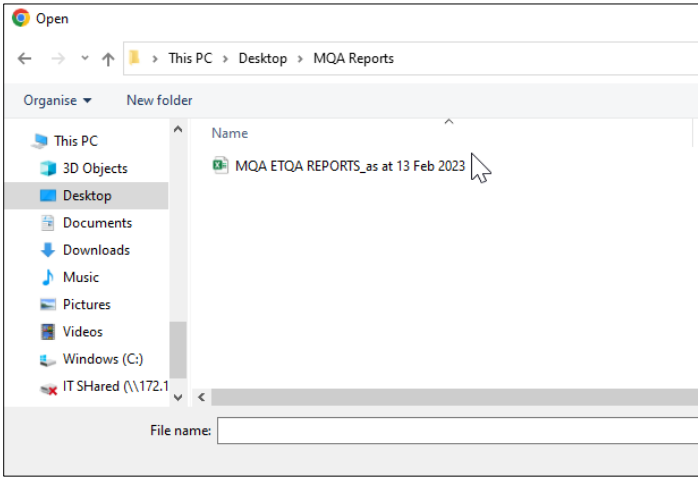
Import WSPATR Form.



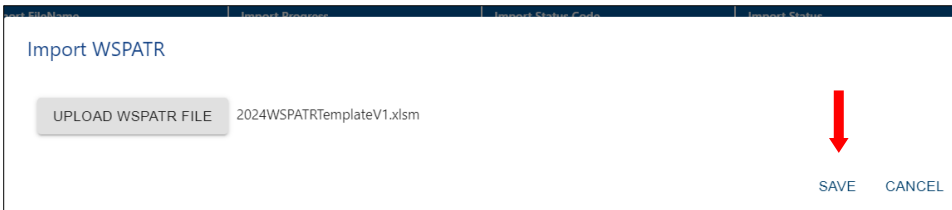
Click on the Button "'Upload WSPATR File'".



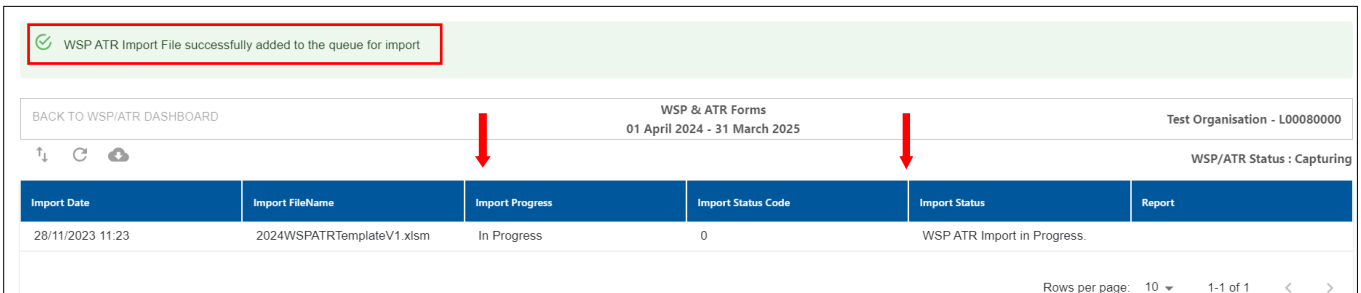
Navigate to the directory where the completed template is saved on your device.



Then Click on the Save Button.

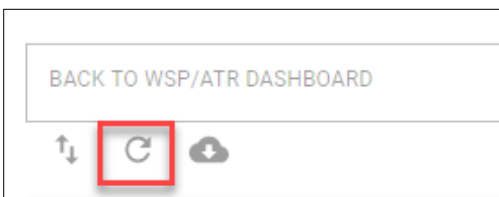


Once the workbook is uploaded it will be added to queue for import, refer to screenshot below:

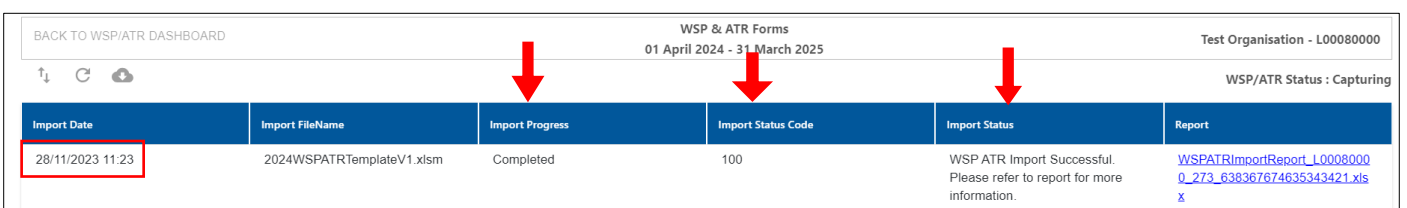


Note the status of the Import Progress is "In Progress" and the Import Status is "WSP ATR Import in Progress".

Please navigate to the Icon named : Check Import Progress.



Note the status of the Import Progress is "Completed" and the Import Status is "WSP ATR Import Successful. Please refer to report for more information." Please refer to report for more information."



The Import Status Codes

Code = 0 WSP ATR Import in Progress.

Code 100 = WSP ATR Import Successful – This implies that the workbook uploaded does not contain any error and the workbook is successfully uploaded and the SDF can proceed with the WSP ATR Submission.

Code 101 = Incorrect Template Used – This implies that you need to download the most recent version of the workbook.

Code 102 = A system error has occurred. Please contact your system administrator System – This is implying that there is a major error on the data. Please inform MQA and provide the workbook that was used for the upload.

Code 103 = "WSP ATR Import File could not be uploaded", This is implying that there is a major error on the data. Please inform MQA and provide the workbook that was used for the upload.

Code 104 = WSP ATR Import Completed with errors. Data was not imported into system. Please refer to report for more information. – This implies that the workbook uploaded has errors and the entire upload is rejected. The SDF will not be able to submit a WSP ATR if this code persists.

Example below indicates an upload with Import status code 104.

WSP & ATR Forms 01 April 2024 - 31 March 2025					
Import Date	Import FileName	Import Progress	Import Status Code	Import Status	Report
08/03/2023 07:23	2023WSPATRTemplateV1(2).xlsx	Completed	104	WSP ATR Import Completed with errors. Data was not imported into system. Please refer to report for more information.	WSPATRImportReport_L030814869_246_63813_8570745812932.xlsx

The workbook reflecting the errors can be downloaded on this section as per screenshot below.

WSP & ATR Forms 01 April 2024 - 31 March 2025					
Import Date	Import FileName	Import Progress	Import Status Code	Import Status	Report
08/03/2023 07:23	2023WSPATRTemplateV1(2).xlsx	Completed	104	WSP ATR Import Completed with errors. Data was not imported into system. Please refer to report for more information.	WSPATRImportReport_L030814869_246_63813_8570745812932.xlsx

Once the report is opened navigate to each sheet of the workbook. In the last two columns the Import status will display as well as the Error Description.

Birth Year	Gender	Race	Disabled	SACitizen	Province	Municipal Highest Q	Specify if Employed	Employment	Occupatio	Organisat	Post Refe	Job Title	OFO Occu	OFO Spec	OFO Occu	ImportStatus	ErrorDescription			
106	1965	Male	African	No	Yes	North_We	Bojanala F	Other	Engineeri	Terminat	2010	Skilled tei	Kroondal	C1	Artisan Fii	2021-6523	Fitter and Fitter and	No Error on Row 1084 - Successful		
107	1988	Male	African	No	Yes	North_We	Bojanala F	Other	Engineeri	Terminat	2016	Skilled tei	Kroondal	C1	Artisan Fii	2021-6523	Fitter and Fitter and	No Error on Row 1085 - Successful		
108	1976	Male	African	No	Yes	North_We	Bojanala F	Other	Engineeri	Terminat	2015	Skilled tei	Kroondal	C1	Artisan Fii	2021-6523	Fitter and Fitter and	No Error on Row 1086 - Successful		
109	1986	Male	African	No	Yes	North_We	Bojanala F	Diploma/	Employed	2020	Skilled tei	Kroondal	C1	Artisan Fii	2021-6523	Fitter and Fitter and	Error on Row 1087			
110	1978	Male	White	No	Yes	North_We	Bojanala F	Other	Engineeri	Terminat	2005	Skilled tei	Kroondal	C1	Artisan Fii	2021-6523	Fitter and Fitter and	No Error on Row 1088 - Successful		
111	1978	Male	African	No	Yes	North_We	Bojanala F	Other	Engineeri	Terminat	2013	Skilled tei	Kroondal	C1	Artisan Fii	2021-6523	Fitter and Fitter and	No Error on Row 1089 - Successful		
112	1967	Male	White	No	Yes	North_We	Bojanala F	Other	Engineeri	Terminat	2011	Skilled tei	Kroondal	C1	Artisan Fii	2021-6523	Fitter and Fitter and	No Error on Row 1090 - Successful		
113	1968	Male	White	No	Yes	North_We	Bojanala F	Grade 9/5	Engineeri	Terminat	2014	Skilled tei	Kroondal	C1	Artisan Fii	2021-6523	Fitter and Fitter and	No Error on Row 1091 - Successful		
114	1980	Female	African	No	Yes	North_We	Bojanala F	Grade 10/	Engineeri	Employed	2007	Unskilled	RPM	A4	Artisans A	2021-8311	Shaft Assi	Mining W	No Error on Row 1178 - Successful	
115	1993	Female	African	No	Yes	North_We	Bojanala F	Grade 11/	Engineeri	Employed	2019	Unskilled	RPM	A4	Artisans A	2021-8311	Shaft Assi	Mining W	No Error on Row 1179 - Successful	
116	1988	Male	African	No	Yes	North_We	Bojanala F	Other	Engineeri	Employed	2008	Unskilled	RPM	A4	Artisans A	2021-8311	Shaft Assi	Mining W	No Error on Row 1180 - Successful	

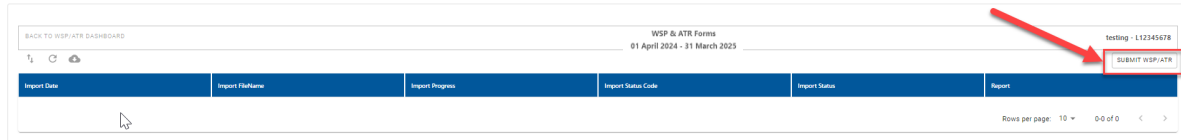
How to correct the Errors

On the sheet the Import status will indicate the row number on which the error appears. You should open your template and go to that specific sheet and row number and correct the data.

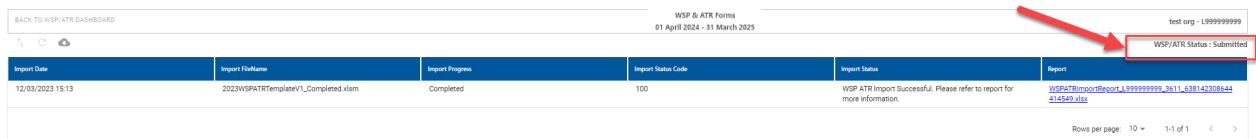
Each error will have a unique error description and needs to be corrected on the template.

SUBMIT BUTTON

The Submit Button is located on the View WSP ATR section.



Once the WSP ATR is successfully submitted the status will update to WSP/ATR Status: Submitted



An automated email will be sent to the SDF email address as well as Receipt Letter.

Well Done if you have received the above you have successfully submitted your WSP/ATR for 2024.



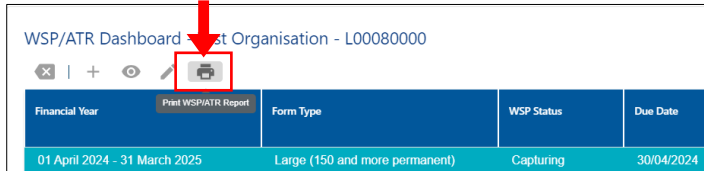
PRINT REPORT

8. PRINT REPORT

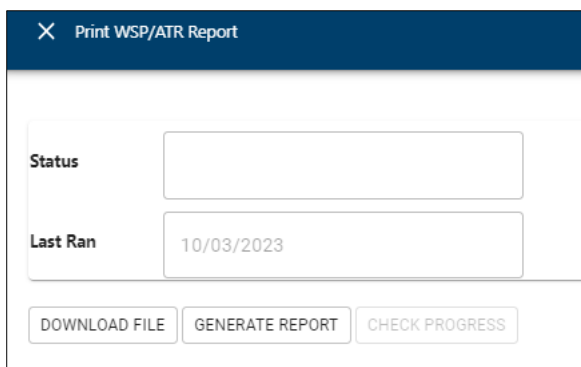
The following steps need to be followed when the Print Report is Generated.

Step 1:

Click on Print WSP/ATR Report.

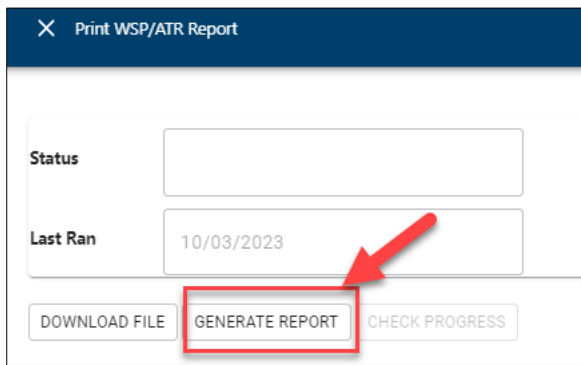


The following screen will display:

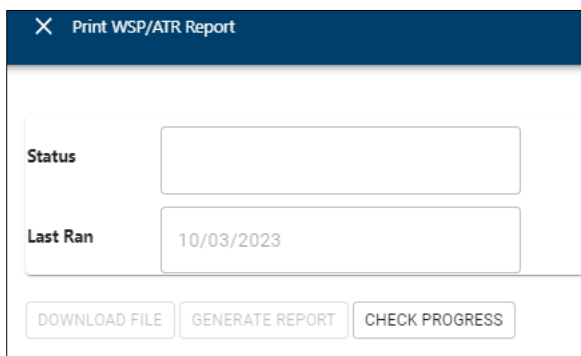


Step 2:

Click on Generate Report.

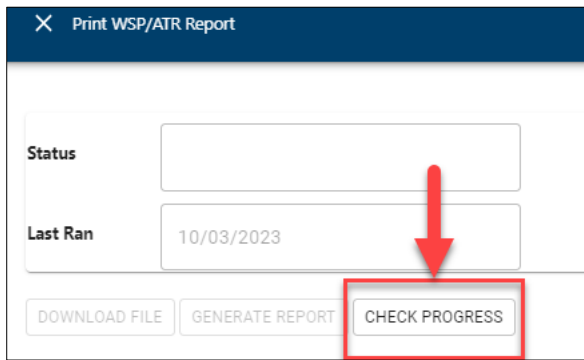


The following screen will display:



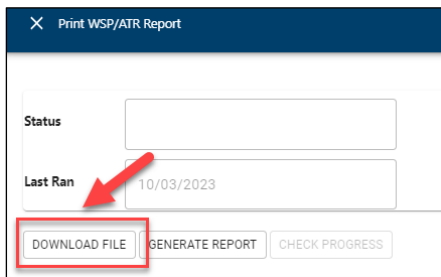
Step 3:

Click on Check Progress.

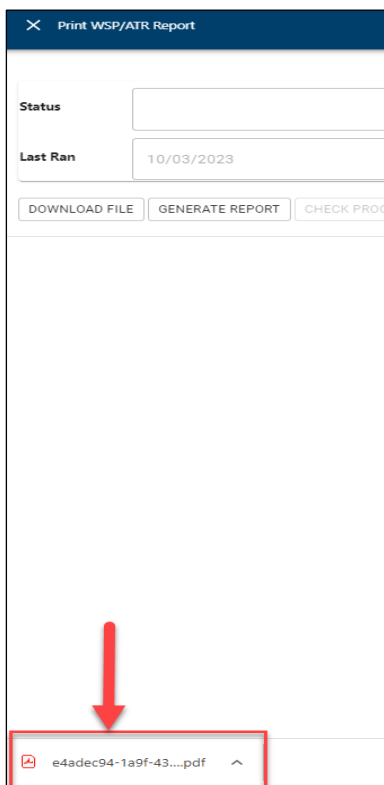


Step 4:

Click on Download File.



The PDF report will download on the bottom left of the screen.

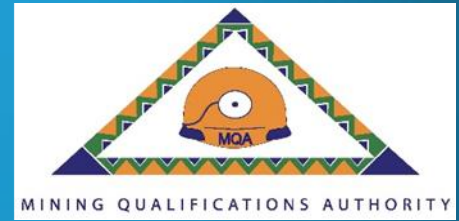


Step 5:

Double Click to Download the Generated Report.

NOTE:

Please ensure you generate a new report then download after it has been generated as the system will download the previous report if a new one has not been generated.



SUBMIT REPORT

9. SUBMIT REPORT

The following steps need to be followed

The **WSP/ATR DOCUMENT UPLOADS** Section can be found under the tab as per screenshot below.

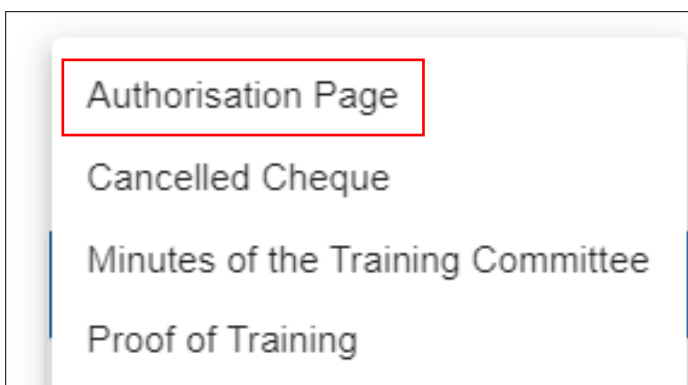
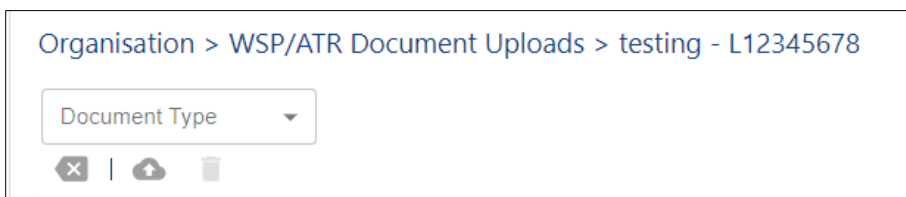


Signed WSP/ATR Report should be uploaded under the WSP/ATR document uploads tab.

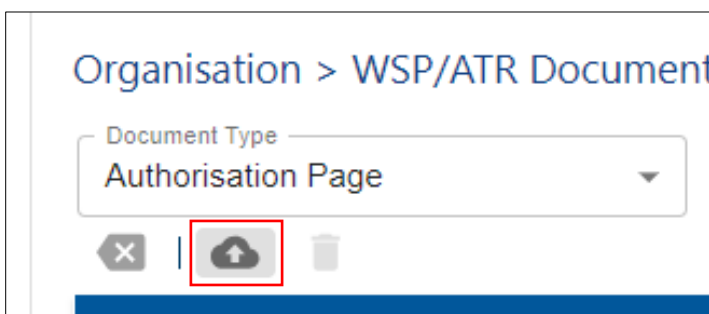
Step 1: To Upload a signed WSP/ATR report, navigate to WSP/ATR document uploads tab.



Step 2: Select Authorisation Page option from the document type field.



Step 3: Click the upload document button.



Step 4: Ensure the financial year selected is 2024/2025, upload the document and click save.

Upload Authorisation Page

Financial Year *
01 April 2024 - 31 March 2025

Comment

UPLOAD FILE claim 56218.pdf

→ SAVE CANCEL

The uploaded document will display and can be viewed by using the hyperlink to the Document.

Financial Year	Comment	Document Type	Document	Uploaded By	Upload Date
01 April 2024 - 31 March 2025		Authorisation Page	batch 13648.pdf	Charlotte Matsha	2024/01/22 11:52:14

Step 5: To upload more documents, repeat step 1 and select a different option from the document type field.

Organisation > WSP/ATR Document Uploads > testing - L12345678

Document Type

✕ | 📁 | 🗑️

Authorisation Page

Cancelled Cheque

Minutes of the Training Committee

Proof of Training

SUBMIT BUTTON

Step 1: To submit WSP&ATR form, select the WSP&ATR FORMS tab.

Organisation > testing - L12345678

CONTACT BANK DETAILS LINK ORGANISATIONS TRAINING COMMITTEE / UNION CFO DETAILS **WSP & ATR FORMS** WSP/ATR DOCUMENT UPLOADS SDF

Trade Name * Test organisation Legal Name * testing

GENERAL DETAILS CONTACT DETAILS ADDRESS DETAILS

Step 2: Select the 2024/2025 WSP&ATR form and click on the view WSP/ATR button.

WSP/ATR Dashboard - test org - L999999999

Financial Year	Form Type	WSP Status	Due Date	Submitted Date
01 April 2024 - 31 March 2025	Large (150 and more permanent)	Capturing	30/04/2024	

Step 3: Click on the submit WSP/ATR button on the top right to submit your WSP.

BACK TO WSP/ATR DASHBOARD

WSP & ATR Forms
01 April 2024 - 31 March 2025
01 April 2023 - 31 March 2024

testing - L12345678

SUBMIT WSP/ATR

Import Date	Import FileName	Import Progress	Import Status Code	Import Status	Report
-------------	-----------------	-----------------	--------------------	---------------	--------

Rows per page: 10 0-0 of 0

SUBMIT WSP/ATR

Step 4: Once the WSP/ATR is successfully submitted, the status will update to WSP/ATR Status: Submitted.

BACK TO WSP/ATR DASHBOARD

WSP & ATR Forms
01 April 2024 - 31 March 2025
01 April 2023 - 31 March 2024

test org - L999999999

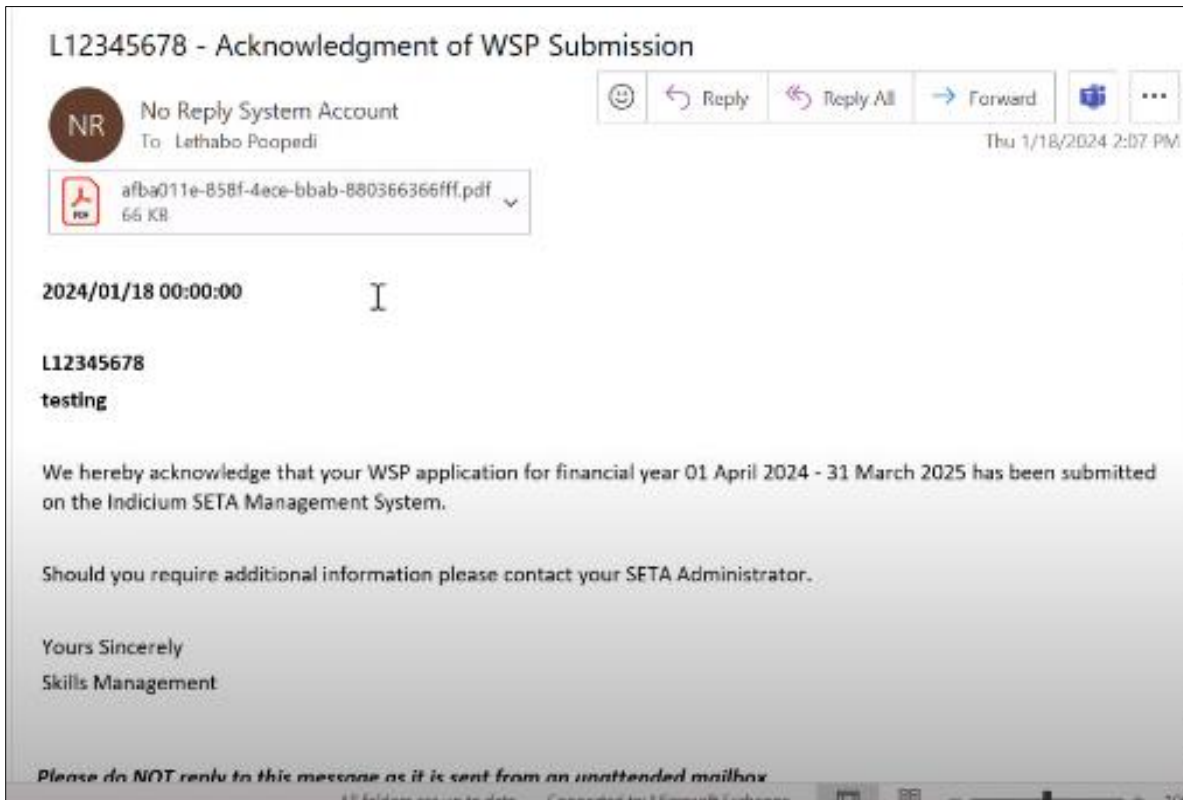
WSP/ATR Status: Submitted

Import Date	Import FileName	Import Progress	Import Status Code	Import Status	Report
12/03/2023 15:13	2023WSPATRTemplateV1_Completed.xlam	Completed	100	WSP ATR Import Successful. Please refer to report for more information.	WSP/ATR Import Report L99999999_3611_438147328644414543.xlsx

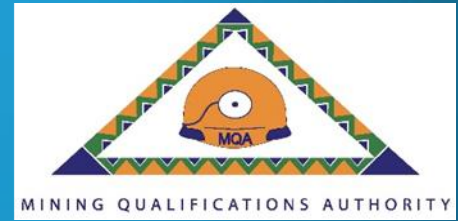
Rows per page: 10 1-1 of 1

WSP/ATR Status : Submitted

Step 5: An automated email will be sent to the SDF email address as well as Receipt Letter.



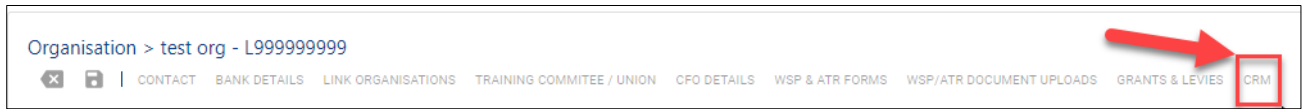
Well Done if you have received the above you have successfully submitted your WSP/ATR for 2024.



CLIENT RELATIONSHIP MANAGEMENT

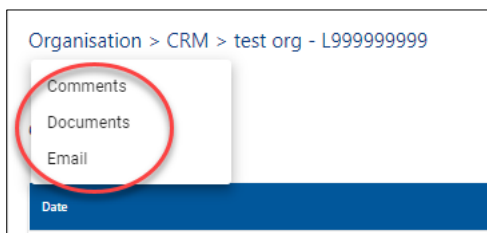
10. CLIENT RELATIONSHIP MANAGEMENT

The Client Relationship Management Section as referred to CRM can be found under the tab as per screenshot below.



There are 3 different Communication Types on the CRM

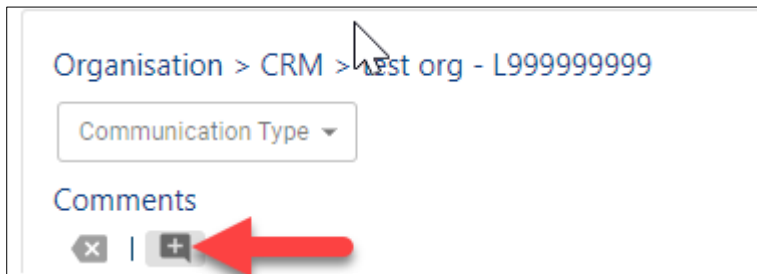
1. Comments
2. Documents
3. Email



1. Comments

This section is Optional and can be used to make a comment.

To add a Comment, select the +



Once the Comment is placed click on Save and the Comment will be recorded and display as per below.

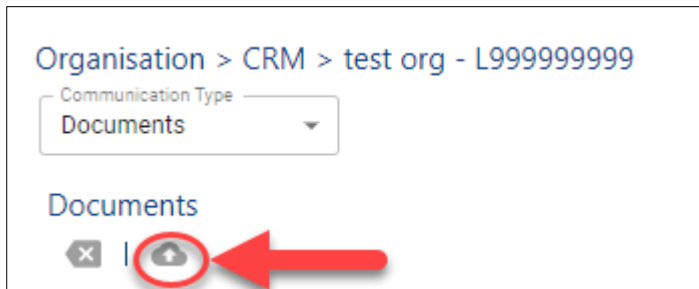
- Display the date.
- Content of the Comment
- Comment By – this is the SDF making the comment and the name will display as such.



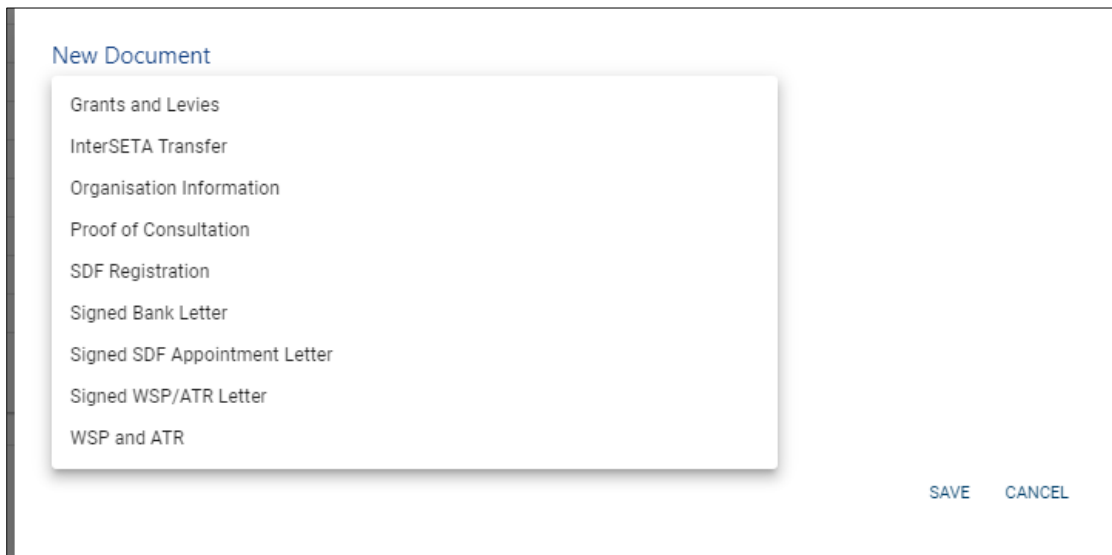
2. Documents

This section of the CRM will enable you to upload supporting Documents and view the uploaded documents generated by the system.

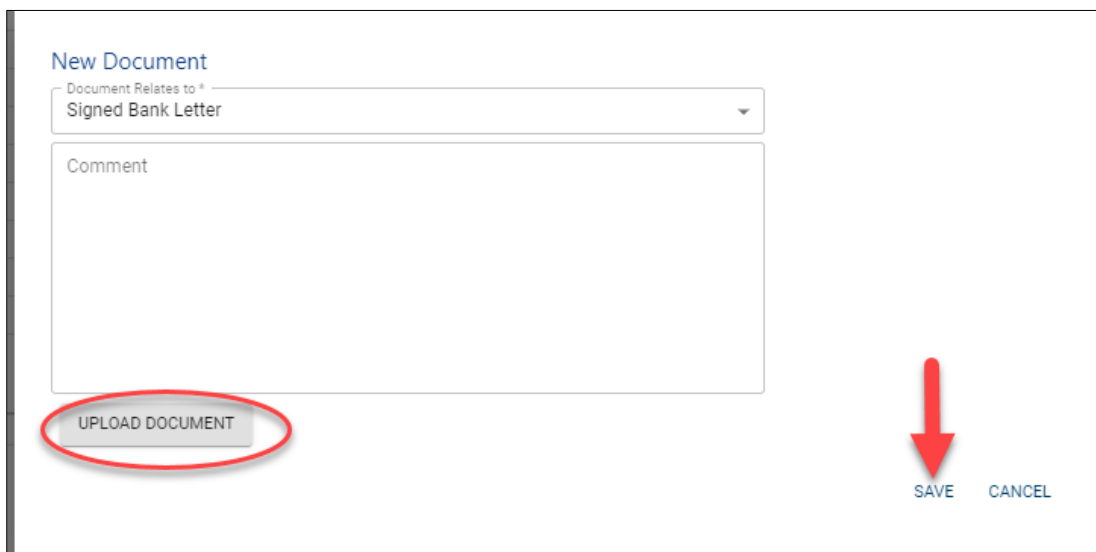
To Upload a New Document, select the "Upload Document" Icon



Select from the Dropdown options for the options the Document relates to:



Then select Upload Document and then Save.



The uploaded document will display and can be viewed by using the hyperlink to the Document.

Brad Bitt	2023/03/13 02:47:57	SDF Registration	SDF Appointment Letter_Feb_2023.pdf
-----------	---------------------	------------------	---

System generated documents will also display on this section and can be viewed by using the hyperlink.

Organisation > CRM > test org - L999999999

Communication Type

Documents

Uploaded By	Upload Date	Document Relates	Comment	Document Name
Unathi Ndumoyi	2023/03/12 18:45:32			L99999999_SDF_Approval_Letter
	2023/03/12 18:48:24			L99999999_SDF_Approval_Letter
	2023/03/12 18:50:13			L99999999_SDF_Approval_Letter
Adèle Van Brakel	2023/03/12 19:05:37			L99999999_SDF_Approval_Letter
Brad Bitt	2023/03/13 02:47:57	SDF Registration		SDF Appointment Letter_Feb_2023.pdf
Brad Bitt	2023/03/13 02:48:11	Proof of Consultation		Bank Letter.pdf
Brad Bitt	2023/03/13 02:48:42	Signed WSP/ATR Letter		Bank Letter.pdf
Brad Bitt	2023/03/13 02:49:11	WSP and ATR		Print Report_UAT.pdf
Brad Bitt	2023/03/13 02:56:04	WSP and ATR		Bank Letter.docx
Brad Bitt	2023/03/13 02:56:36	SDF Registration		Print Report_LIVE.pdf

Rows per page: 10 1-10 of 18

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3. Emails

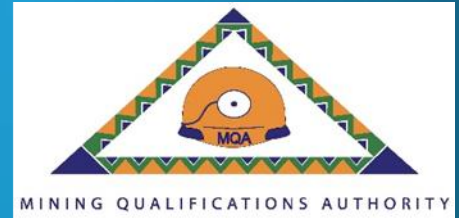
All system generated emails that are sent to the SDF will display in this section.

Organisation > CRM > test org - L999999999

Communication Type Email Subject

Emails

Email Sent By	To Address	From Address	Subject	Body	Message Status	Date Sent
Adèle Van Brakel	avanbrakel@solugrowth.com	noreply@solugrowth.com	SDF Application Pending	<p>Dear Brad Bitt,</p> <p>A formal evaluation will be done by MQA for this SDF application and the outcome thereof will be communicated via e-mail.</p> <p>Please access the system by using the forgot password functionality and resetting your password. The username will be your ID number.</p> <p>Should you have any queries with the process please consult the training manual and guidelines.</p> <p>Yours Sincerely,</p> <p>MQA Skills Division</p>	Sent	2023/03/12 14:24:30



GRANTS AND LEVIES

11. GRANT AND LEVIES

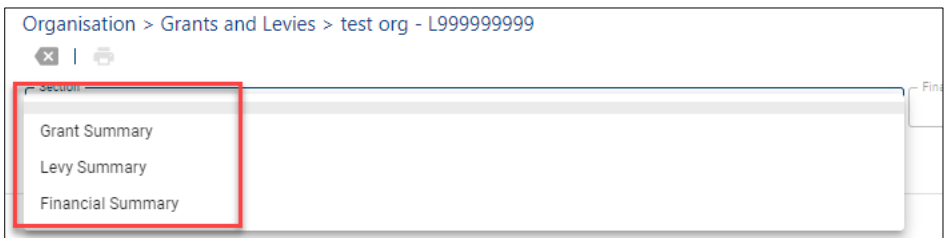
The following section will be explained on how to view The Grants Na levies contributions made by the Organisation.

Step 1: Navigate to the Tab named Grants and levies.

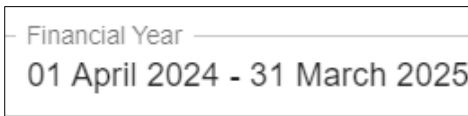


Step 2: From the Dropdown list under section make the selection on either:

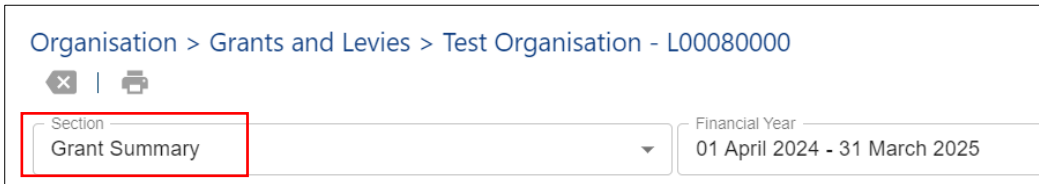
- Grant Summary
- Levy Summary
- Financial Summary



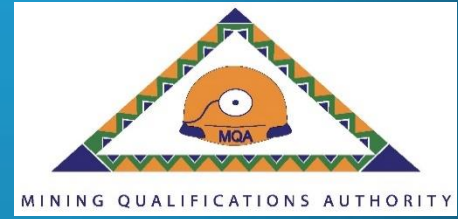
Step 3: Select the Financial Year



Step 4: Click on Print Report



The detail will display on the Print Report



REQUEST FOR EXTENSION APPLICATION



Applying for an Extension of WSP-ATR/Mandatory Grant Application 2024 in Exceptional Cases

“In terms of Sub regulations 6(5) of the Grant Regulations, the MQA may grant extension of a maximum of one month to allow for the late submission of an application for a mandatory grant, subject to a written request by an employer”. The sub regulation is not aiming to allow employers to be granted automatic extension to submit their WSP-ATR a month later than the cut-off date.

The cut-off date remains **30th April** every year. However isolated examples in the past indicated that in extreme cases there are employers who could not submit their documents by 30th April. This sub regulation allows an employer, who can prove to the MQA Board that due to circumstances beyond his or her control cannot or could not submit on or before 30th April, to be given an additional period of time to submit their WSP-ATR.

Criteria

In view of the above, the MQA will only consider an application that complies with the following:

- The request for Extension of WSP-ATR Mandatory Grant Application Form is completed and signed by the SDF and Senior Management.
- The reasons for the extension request are clearly stated, explaining the circumstances beyond his/her control that results in the employer being unable to submit on or before 30th April.
- The application must reach the MQA no later than **31 March 2024**.

Process

The MQA will assess the application. If the application is approved by the MQA, the applicant will have an extension not exceeding **31 May 2024** to submit a WSP-ATR. All applicants will be notified of the outcome by email within a reasonable period. In case the application is declined, the official deadline of 30th April will apply and failure to submit on time will mean the employer would forfeit their 20% mandatory grant.

Request for Extension of WSP-ATR/Mandatory Grant Application: Instructions

The Regulations state “(5) A SETA Board or Council may grant an extension up to a maximum period of one month from the date contemplated in sub-regulation (2)(b) for late submission of an application for a mandatory grant subject to a written request by an employer.” Employers who wish to request an extension can do so by completing this form.

*The request for extension must reach the MQA no later than **31 March 2024**. No late application will be accepted.*

Where the MQA grants an extension to an employer, the complete submission of the Mandatory Grant Application (the Workplace Skills Plan and Annual Training Report) must be made by **31 May 2024**. The Approval or rejection of the application is at the MQA's discretion.

The Request for Extension of Mandatory Grant Application form must be correctly completed and submitted to the Skills Development and Research Manager by one of the following means:

Delivery method	For Attention	Address
Email	Skills Development and Research	MQAextensions@mqa.org.za

Please retain a copy of the extension application form as well as proof of submission to the MQA.

Request for Extension of WSP-ATR/Mandatory Grant Application: Application Form

Company Name	
Province	
Main SDL number	
Sub-SDL numbers	
Number of employees	
Reasons for requesting this extension for the 2023 WSP-ATR submission.	
Skills Development Facilitator	
First name	
Surname	
Email address	
Tel number	
Fax number	
Signature	
Date	

Senior Organisation Representative	
First name	
Surname	
Designation	
Email address	
Tel number	
Fax number	
Signature	
Date	

MQA/SDR/04/003

Revision: 03

Approved

Date: 18/12/2018

www.mqa.org.za



SUBMISSION DEADLINE
30 APRIL 2024 AT MIDNIGHT

ALL THE BEST WITH THE
SUBMISSION

THE END