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**My Own Applications**

I am applying for a Bursary

I am applying to be registered as an Assessor/Moderator

I am applying to be a registered SDF of the company

I am a Project Administrator and would like to be linked to a specific training provider

**My Company Applications**

Applications for our organisation's accreditation as a SDP

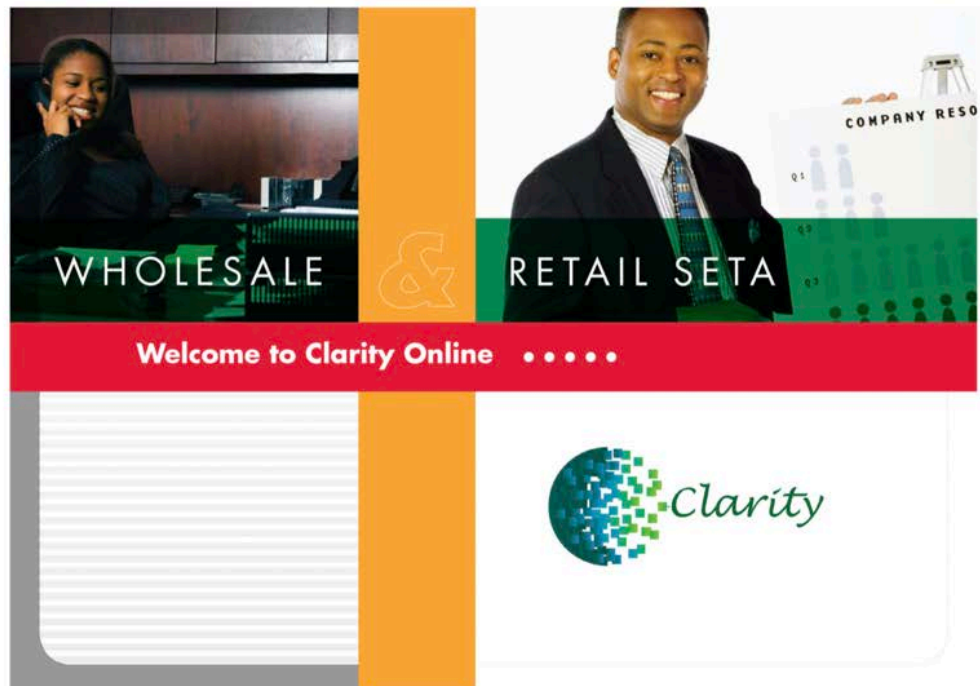
**My Company Approved Profiles**

Access and work as the company SDF

Access and work as the company representative with regards to allocated projects awarded to the company

**My System Account**

Manage my account



## END USER GUIDE

### APPLYING FOR A Discretionary Grant (Employers and Providers)

This end user guide focus on the responsibilities of the following system users

- Employers and Providers applying for a Discretionary Grant

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## INTRODUCTION

The Projects Module is an online Module designed to manage the administration of SETA funded Projects from commencement to end.

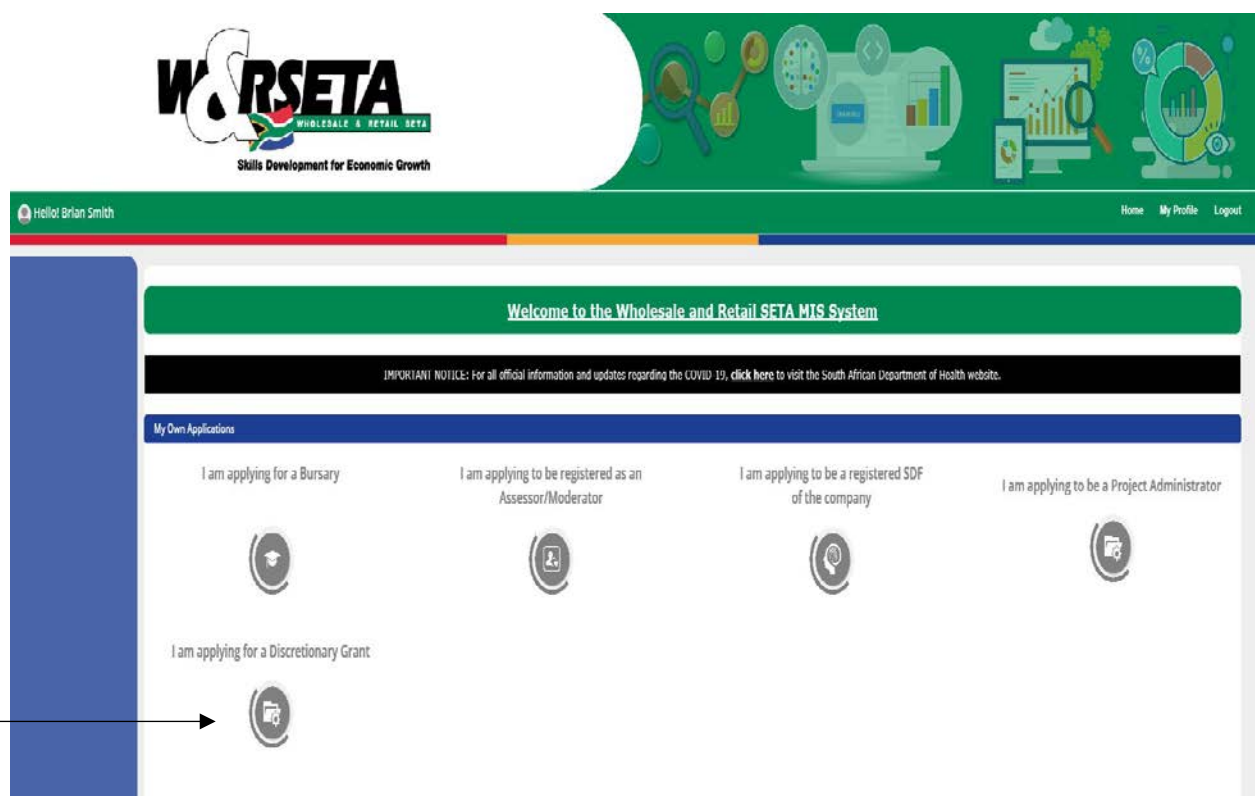
The Projects Module hosts a user portal as well as a SETA Administration portal, where the two parties can interact but still work independently.

A User is a person who will be creating and submitting an application for a Discretionary Grant that the SETA is intending to fund.

This Guideline has been designed in a manner to provide the user with a comprehensive screen-by-screen user manual, which guides you through all the steps to register, login and completing a Discretionary Grant Application

For the user to be able to apply for a discretionary grant they have to register/login using the following address [www.wrsetaonline.org.za](http://www.wrsetaonline.org.za)

Once logged in you will work in the following key areas.



## REGISTERING, LOGING IN AND RETRIVING LOGIN DETAILS

The user wanting to apply for a discretionary grant must first do either of the following:

- If they do not have an account yet, they must first register an account.
- If they already have an account, they only need to login using their login details.

### LOGIN SCREEN

W&RSETA  
WHOLESALE & RETAIL SETA  
Skills Development for Economic Growth

Welcome To Clarity

W&RSETA Login

Login Portal

Username

Password

Login

I forgot my login details

Register

Let Microsoft Edge save and fill your password for this site next time? [More info](#) [Save](#) [Never](#) [X](#)

### REGISTERING

To create a new account, click on **Register** on the Login Screen. Thereafter complete the form below with your personal information.

NB: All the fields with an asterisk are all compulsory. Once all required files are completed click on **Register**

Register a new user Account

Identity Type \*

Title \*

e-mail Address \*

Province \*

Username \*

Password \*

Security Question \*

Identity Number \*

First Name \*

Last Name \*

Confirm e-mail Address \*

Confirm Password \*

Security Answer \*

Register

Cancel Registration

To cancel the registration process, click on **Cancel Registration**

The following mail send by the system affirm your account created.

Dear Marco Blaauw

Thank you for registering an account at W&RSETA. Your account has been created successfully.


Your Login Details are as follows:

Username: Marco@1  
Password: \*\*\*\*\*

Please use your username and the password you supplied to login into the system.

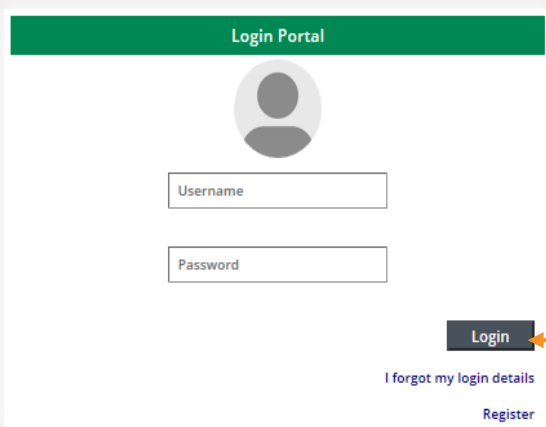
Kind Regards

W&RSETA Management Information System



Kindly do not reply to this message as this is an unattended mailbox.

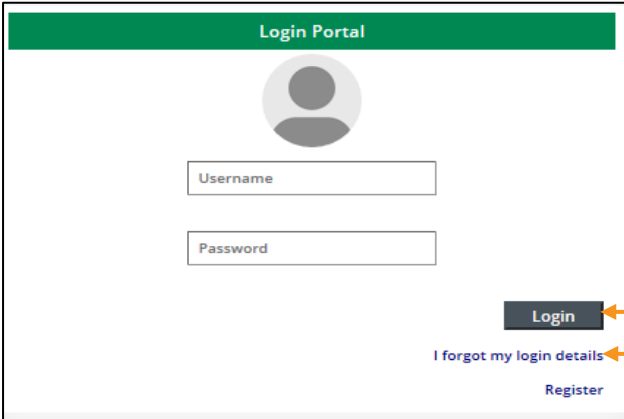
After clicking the Register button on the screen above, the system will send an auto generated email to the user with the user's Login details. The user can then go back to the Login screen and use the login details to Log into the system.



The screenshot shows a 'Login Portal' interface. At the top is a green header with the text 'Login Portal'. Below the header is a grey circular placeholder for a user profile picture. Underneath the picture are two input fields: 'Username' and 'Password'. To the right of these fields is a dark grey 'Login' button. Below the 'Login' button are two links: 'I forgot my login details' and 'Register'.

On the Login screen the user will fill in the Username and Password, the click **Login**.

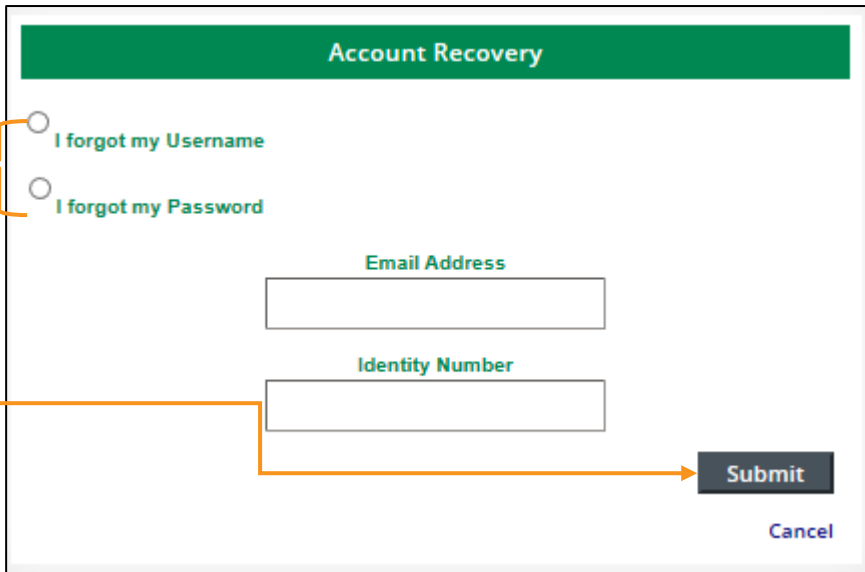
## RETRIVING LOGIN DETAILS



The screenshot shows a 'Login Portal' interface. It features a green header bar with the text 'Login Portal'. Below the header is a grey circular icon representing a user profile. Underneath the icon are two input fields: 'Username' and 'Password'. At the bottom right of the form are three buttons: a dark grey 'Login' button, a blue link 'I forgot my login details', and a blue link 'Register'.

To retrieve forgotten login details the user must click on "**I forgot my login details**" on the Login screen.

The user will then be required to **select** whether they forgot the username or the password. The user is also required to enter their ID number and email address used when the account was created. After clicking on **Submit** the system will send an email to the user with either the Username or the Password depending on what needed to be retrieved.



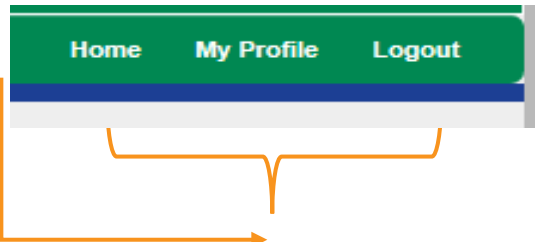
The screenshot shows an 'Account Recovery' interface. It has a green header bar with the text 'Account Recovery'. Below the header are two radio button options: 'I forgot my Username' and 'I forgot my Password'. Underneath these options are two input fields: 'Email Address' and 'Identity Number'. At the bottom right are two buttons: a dark grey 'Submit' button and a blue link 'Cancel'.

## LOGGING IN

The user needs to fill in their Username and Password on the Login screen, then click on **Login**. Thereafter they will be taken to the following **Home Page**.

There are two set of menus on the Home Page:

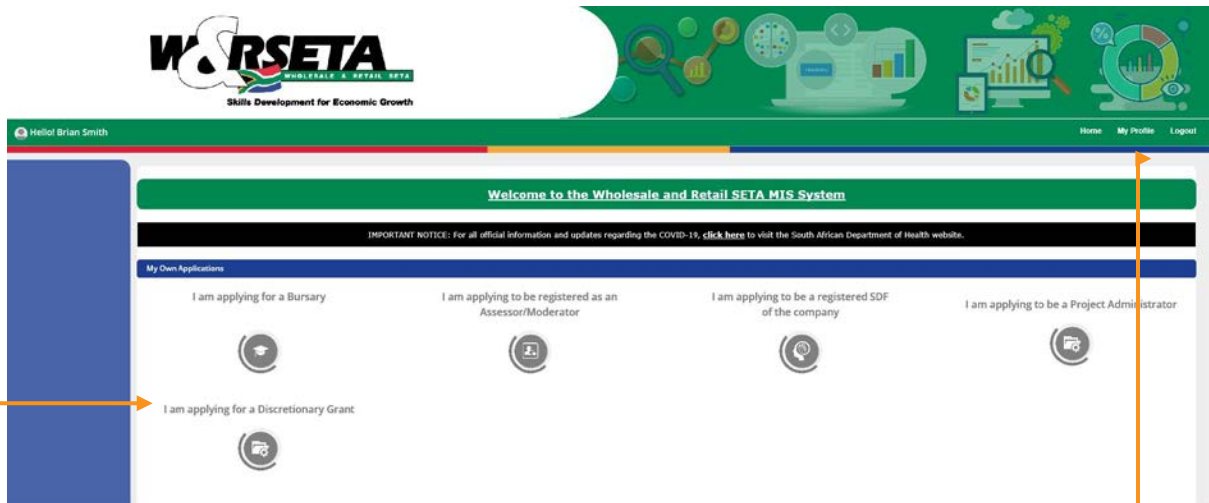
- Top Right: Users have an option to go back to the **Home** screen if they went beyond the home screen. They can also **view/edit their profile** or **Logout** if they want to close the system



The screenshot shows a horizontal menu bar with a green background. It contains three buttons: 'Home', 'My Profile', and 'Logout'. An orange arrow points from the 'Logout' button to the text 'close the system' in the list item above.

- Home Page Menu: A user wanting to apply for a discretionary grant on will go to “**I am applying for a Discretionary Grant**”

## Home Page



## VIEWING OR EDITING YOUR PROFILE

On the Top right menu users can view and edit their profile by clicking **My Profile**. By clicking My Profile, the user will be taken to the screen below where they can perform **three tasks**:

Personal Details			
Identity Type	South African Identity	Identity ID	860913037085
Birth Date	13 September 1985	Age	33
Population Group	African	Gender	Male
Nationality	South African	Citizenship	South Africa
Socio Economic	Employed	Disability	None
Contact Details		Disability Rating	
Email Address	lazarus@bushidat.net	Cell Number	070800027
Phone Number		Fax number	
Physical Address		Postal Address	
375 Kruger Avenue Centurion 0157		375 Kruger Avenue Centurion 0157	
Province	Gauteng	Municipality	City of Tshwane
Education Details		Urban/Rural	
Last Primary/Secondary School Attended		Urban	
Sefako Secondary		Highest Grade	Grade 12
		Title of Highest Qualification	Matric
Account Details			
Username	Lazarus1	Password	
Last Login Date	16 October 2019 15:26	Date Created	13 March 2018 12:53
		Date Stamp	13 August 2019 13:42

- **Edit Profile:** The user will be able to update their detail under this section.
- **Update Username:** The user will be able to change their username under this task
- **Update Password:** The user will be able to change their password under this section

## Discretionary Grant APPLICATION

After clicking on “I am applying for discretionary grant”, the user will be taken to the following screen where they should be able to see all the active funding windows that are currently active and the discretionary grant applications that are linked to the user’s profile (i.e. all the applications the user has ever made on then system). If it is the first time the user is applying for a discretionary grant, the list will be blank. To create a new discretionary grant application, the user must click on **“View Window”** under the active funding Windows List to view the Funding Window and then click on **Create Application** on the applicable Intervention you intend to apply for that are listed under the window:

Intervention	Learning Programme	Beneficiary Employment	Beneficiary Target	Action
Continuing bursaries	Bursaries	Unemployed	2000	Create Application
Employed learners registered on NQF levels 2-5 skills programmes	Skills Programmes	Employed	8000	Create Application
Graduates (Degree) to gain workplace experience for a period of 12 months	-	Employed	600	Create Application
Graduates Diploma to gain workplace experience for a period of 12 months	-	Employed	600	Create Application
Internships from TVET colleges (N6 students) for a period of 18 months	Internships	Unemployed	600	Create Application
Small and Medium Enterprises grant	-	Employed	2400	Create Application
Unemployed bursaries (new entries) Private Institutions	Bursaries	Unemployed	500	Create Application
Unemployed bursaries (new entries) Public Institutions	Bursaries	Unemployed	1000	Create Application
Unemployed learners registered in NQF levels 2-5 learnerships	Learnerships	Unemployed	3000	Create Application
Unemployed learners registered on NQF levels 2-5 skills programmes	Skills Programmes	Unemployed	800	Create Application



Clicking on the create application button will display a form for you to enter the L number/Provider Code of your organisation and the Project Title of your project. Once completed you may proceed to click on **Create Application** which the system will then continue to create new application.

**Funding Window**

Financial Year	2020/21	Reference No	DGWindow-125-9505	Funding Window Category	Employers and Providers
Funding Window Title	Funding Window 2020				
Funding Window Summary	Funding Window for the period 2020/21				
Funding Window Start Date	19 June 2020	Funding Window Closing Date	31 July 2020	Guide Line	File not uploaded

**Intervention**

Continuing bursaries	Create Application
Employed learners registered	Create Application
Graduates (Degree) to gain 6 months	Create Application
Graduates Diploma to gain 6 months	Create Application
Internships from TVET colleges	Create Application
Small and Medium Enterprises	Create Application
Unemployed bursaries (new entries) Private Institutions	Create Application
Unemployed bursaries (new entries) Public Institutions	Create Application
Unemployed learners registered in NQF levels 2-5 learnerships	Create Application
Unemployed learners registered on NQF levels 2-5 skills programmes	Create Application

To open an existing application to continue working on it, the user must click on “Open”

**Discretionary Grants funding Window**

**Active Funding Windows**

Financial Year	Reference N.O	Funding Window Category	Funding Window Title	Funding Window Deadline	
2020/21	DGWindow-125-9505	Employers and Providers	Funding Window 2020	31 July 2020	View

**Applications - Discretionary Grants**

Reference	Company Name	Trade name	Application status	
GrantApp-115318-6873	1 CLASSE AFRICA (PTY) LTD	1 CLASSE AFRICA (PTY) LTD	New Application	Open

Clicking the open Application button will open the following form that must be completed. The compulsory fields are indicated with a red asterisk.

**Discretionary Grants funding Window**

**Application Details**

Application Reference No.	DGWindow-125-9505	Application Status	New Application	Application Status Date	29 June 2020 01:28
Application Status Reason	DGWindow-125-9505	Financial Year	2020/21	Funding Window Closing Date	31 July 2020
Funding Window Reference	Employers and Providers	Funding Window Title	Funding Window 2020		
Learning Programme	Bursaries	Intervention	Continuing bursaries		

**Project Details**

Project Title and Registration number	Learner Bursaries	Registration Number as registered with the Department of Higher Education and Training	
Project Summary			
Project Start Date	-	Project End Date	-
Training Programme Start Date	-	Training Programme End Date	-
Total Learners on Project	0	Cost Per Learner: R (inclusive of VAT)	R0,00
		Total Amount Applied for: R (inclusive of VAT)	R0,00

**The Background to the project**

- A Brief description of the learning schedule that the learner will follow in the workplace for the duration of the programme.
- Description of workplace support that will be available to the learner
- How and why did this project originate
- What skills priorities are addressed through this project
- Explain the links between this project and the priorities indicated in the Sector Skills Plan
- Who will participate in the project

**Legend:**

- Close Application
- Edit Project
- Edit Project Background
- Link Provider
- Add Beneficiary
- Add Budget Item
- Submit Application

## COMPLETING THE APPLICATION FORM OF THE APPLICATION

On the application for there is a list of functions on the top right of form which will enable the user to be able to update certain sections on the form.

The options are as follows:

- **Close Application**
- **Edit Project**
- **Edit Project Background**
- **Link Provider**
- **Add Beneficiary**
- **Add Budget Item**
- **Submit Application**

- - Close Application
- - Edit Project
- - Edit Project Background
- - Link Provider
- - Add Beneficiary
- - Add Budget Item
- - Submit Application

	Application Status Date	29 June 2020 01:28
	Funding Window Closing Date	31 July 2020

### Project Details

The first form to complete will be the Project details which will be the details of the project from your organisation to train the learners on the intervention. To edit the Project details, you will proceed to click on the button **Edit Project**. The form below will appear, and you proceed to complete the fields on the form and then click on **Save** to save the captured data.

## Project Background

The second form to complete will be the Project Background which will be the brief details of the project. To edit the Project Background, you will proceed to click on the button **Edit Project Background**. The form below will appear, and you proceed to complete the field on the form and then click on **Save** to save the captured data.

**Edit Project**

The Background to the Project

Save

Close

Application	Entry Profile
Application Reference No.	DGWindow-125-9505
Application Status	New Application
Application Status Reason	
Funding Window Reference	DGWindow-125-9505
Financial Year	2020/21
Funding Window Closing Date	31 July 2020
Funding Window Category	Employers and Providers
Funding Window Title	Funding Window 2020
Learning Programme	Bursaries
Intervention	Continuing bursaries
Project Details	
Project Title and	Learner Bursaries
Registration Number as	6857458

## Link Provider

The third form to complete will be to link/select a provider that will do the training for the learners that will be in the project. To link/select the Provider you will proceed to click on the button **Link Provider**. The form below will appear with a list of all the providers that are currently on W&RSETA MIS database. You can page through the list as well as search for your provider and then select by clicking on the button **Link**.

**Link Provider to Application**

Search

Search

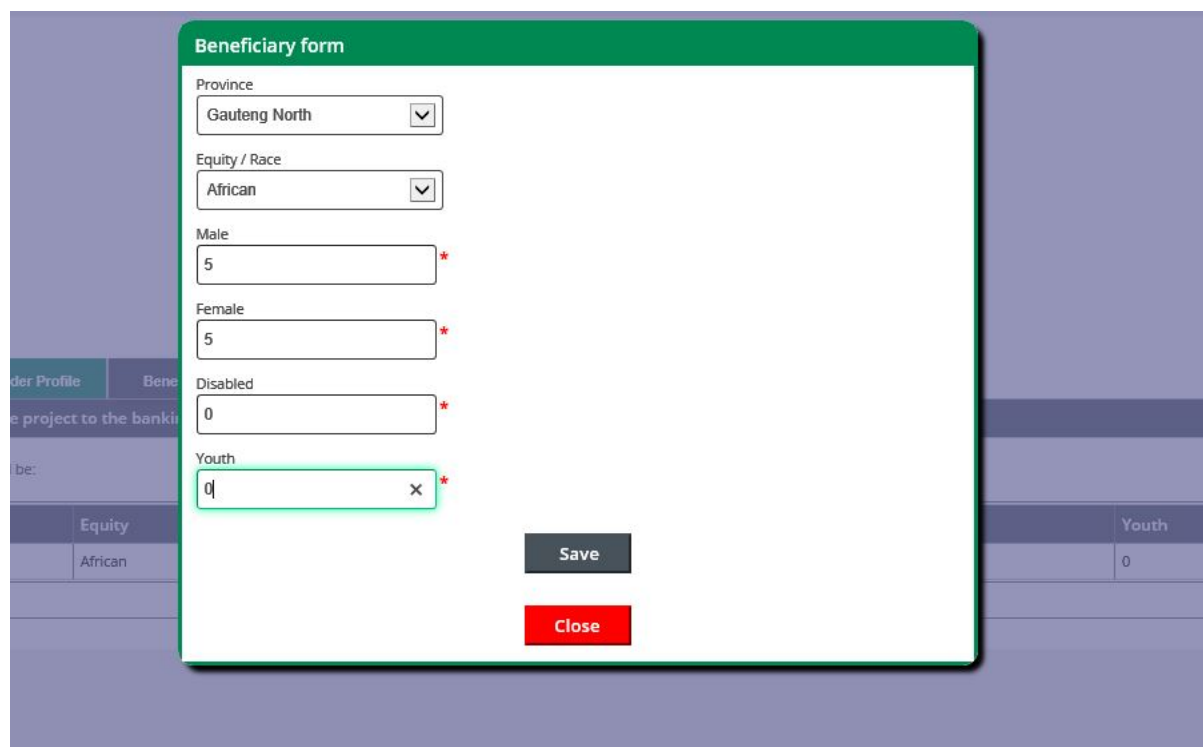
Provider Code	Entity Name	Trade Name	ETQA	Contact Name	Contact Phone	Contact Email	Province	
371	2013/077851/07 South Africa (Pty) Ltd	2013/077851/07 South Africa (Pty) Ltd	617	Barend Jacobus Pieterse	012-346-2368	ben@beamfricacademy.co.za	Gauteng North	Link
652	A and S Training Consultancy	A and S Training Consultancy	617				Gauteng North	Link
408	Aboutlearning Pty Ltd	Aboutlearning Pty Ltd	617	Roda Moyo			Gauteng North	Link
306	Ackermans a division of Pepkor Trading (Pty) Ltd	Ackermans a division of Pepkor Trading (Pty) Ltd	617	Shakeera Booysen		sbooyesen@ackermans.co.za	Western Cape	Link
205	Action Training Academy	Action Training Academy	591	Sheryl Garcia		tim@actiontraining.co.za	Gauteng North	Link
405	Agrinet (Pty) Ltd	Agrinet (Pty) Ltd	617	Stephne Marais		stephnem@agrinet.co.za	Gauteng North	Link
ETDP-555	AHULA CC	AHULA CC	581	Angelique Mangwana	214 259 307	pdesupport@mweb.co.za	Gauteng North	Link
217	Aluwa Training	Aluwa Training	617	Otto Mashobane		ottomashobane@yahoo.com	Gauteng North	Link
676	Amadwala 623 CC	Amadwala 623 CC	617	Sheryl Snyman	079-915-5624	sheryl.snyman@gmail.com	Eastern Cape	Link
78	Amadwala Trading 623	Amadwala Trading 623	617	Willem Fouche	012-347-7576	ilindaf@rmweb.co.za	Gauteng North	Link
660	Amandla Obunye Training Academy (Pty) Ltd	Amandla Obunye Training Academy (Pty) Ltd	617	Johannes Stoltz	041-379-4173	frickies@aota.co.za	Eastern Cape	Link
ID6806145013086	AMATHUBA TRADING CC	AMATHUBA TRADING CC	611	RIAN MAASDORP			Gauteng North	Link
1264	Amecus Corporate Governance Specialists (Pty) Ltd	Amecus Corporate Governance Specialists (Pty) Ltd	585	Anna Craig		anita.craig@kingsley.co.za	Gauteng North	Link
714	Anibux Training Professionals	Anibux Training Professionals	617				KwaZulu-Natal	Link
1231	APSOL cc	APSOL cc	756	Leon Le Roux		leon@apsol.co.za	Gauteng North	Link

1 2 3 4 5 ... >>

Close

## Beneficiaries

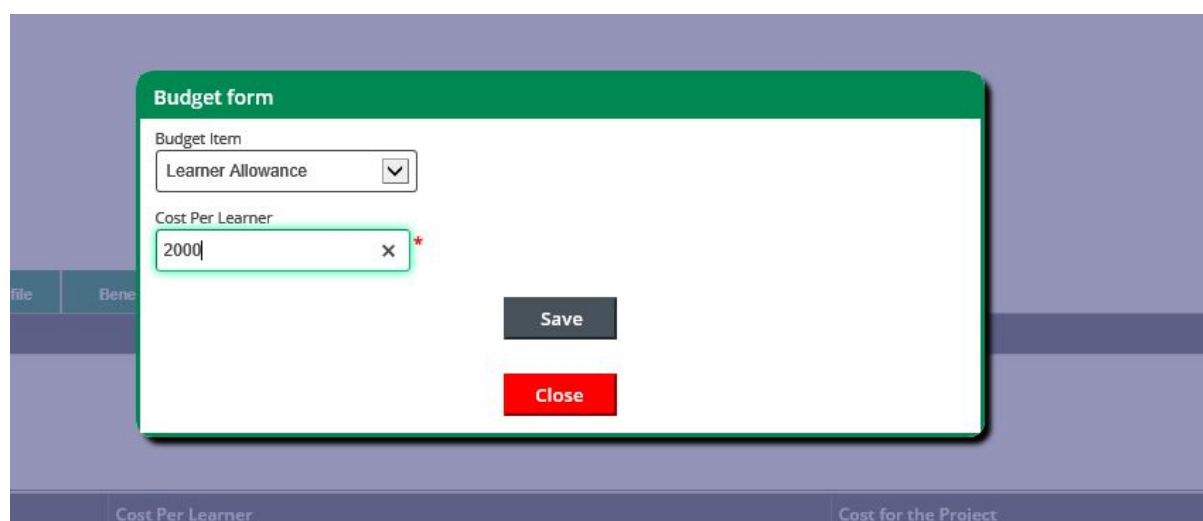
The fourth form to complete will be the beneficiaries form. The beneficiaries will be the learners that will be involved in the project to be trained on the intervention. To add the beneficiaries to the application you will proceed to click on the button **Add Beneficiary** on the list of options and the form below will appear. You will proceed to complete the form below and once the required information is completed; you can click on **'Save'**.



The screenshot shows a 'Beneficiary form' modal window. It contains several dropdown menus and text input fields. The 'Province' dropdown is set to 'Gauteng North'. The 'Equity / Race' dropdown is set to 'African'. The 'Male' text input field contains the number '5'. The 'Female' text input field contains the number '5'. The 'Disabled' text input field contains the number '0'. The 'Youth' text input field contains the number '0'. There are 'Save' and 'Close' buttons at the bottom right of the form. The background shows a blurred view of the application interface with various tabs and data tables.

## Budget Item

The fifth form to complete will be the budget which is the detailed breakdown of the budget. The budget item will be the budget captured for cost per learner that will be involved in the project to be trained on the intervention. To add a budget Item to the application you will proceed to click on the button **Add Budget Item** on the list of options and the form below will appear. You will proceed to complete the form below and once the required information is completed; you can click on **'Save'**.

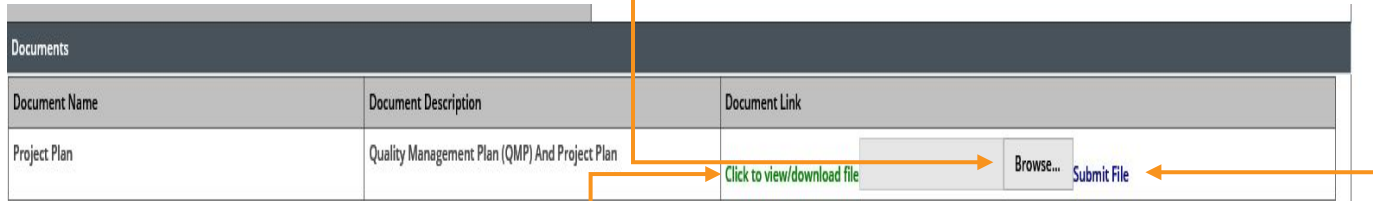


The screenshot shows a 'Budget form' modal window. It contains a dropdown menu for 'Budget Item' set to 'Learner Allowance'. The 'Cost Per Learner' text input field contains the number '2000'. There are 'Save' and 'Close' buttons at the bottom right of the form. The background shows a blurred view of the application interface with various tabs and data tables.

## APPLICATION DOCUMENTS

Under this section the applicant must attach the required documents.

To attach the documents, the user must click **Browse** to go to the location where the file has been saved, upload the file and then click on **Submit File**



Documents		
Document Name	Document Description	Document Link
Project Plan	Quality Management Plan (QMP) And Project Plan	<a href="#">Click to view/download file</a> <input type="button" value="Browse..."/> <input type="button" value="Submit File"/>

To view the files uploaded the user can click on **Click to View/Download file**

Once the user is satisfied that the correct information has been captured and the right supporting documents uploaded, they can go to the top right corner and click on the **Submit Application** Button.

The application will be sent to the SETA for the approval process.