EW SETA
ENERGY AND WATER SECTOR EDUCATION AND TRAINING AUTHORITY

EWSETA LEARNER MANAGEMENT

Manual

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ETQA Skills Development Provider Learner Registration

Glossary

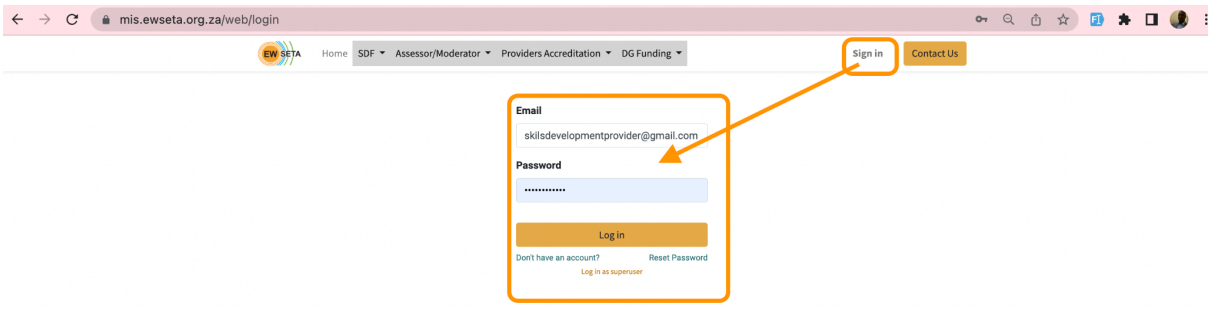
Assessment	**Act of judging or deciding the amount, value, quality, or importance of something, or the judgment or decision that is made**
Batch ID	**Unique Identifier of a batch of Learners**
Batch Master	**Database/cohesive platform for storing learners and linking them to their respective interventions/programmes**
Batch Selection & Fetching Learners	**A field selection with a dropdown of batches that have been created**
Document Upload	**Documents required to register and assess a learner**
Intervention	**Academic Intervention which a learner is registered for**
Learner Management System	**A learning management system is a software application that provides the framework that handles all aspects of the learning process – it's where you house, deliver, and track your training content.**
Learner Registration	**Confirmation of the admission of the student to the academic programme after submission of a completed admission form with necessary supporting documents**
Learner Unique ID	**System generated unique Identification Number given to a learner upon registration**
Learnership	**Learnership Agreement: this is an agreement signed by the learner,**

Agreement Report	**the organisation employing the learner, and the education provider offering the theoretical training component of the Learnership.**
Learning Program	**Learning programme means the sequential learning activities, associated with curriculum implementation, leading to the achievement of a particular. qualification or part qualification. A learning programme can be identified. with a cluster of qualifications, a single qualification or a part qualification.**
Organisation Project	**Project that has been awarded to the Employer to carry out training or appoint an SDP to train.**
Qualification	**an official course in higher education especially one conferring status a learner is registered for.**
QDM	**Qualification Development and Maintenance- The delivery of quality training in South Africa requires a combination of accredited training providers that are able to deliver excellent quality training content and material**
SDP	**Skills Development Provider - An accredited training provider is a provider who has registered with an appropriate Quality Council related to the kind of learning they deliver, and is in the process of, or has completed final accreditation.**
Skills Programme	**A skills programme is a unit standard or combination of unit standards that leads to an employable skill, and earns a credit on the National Qualifications Framework (NQF) National Qualifications Framework (NQF) National Qualifications Framework (NQF) towards a qualification.**

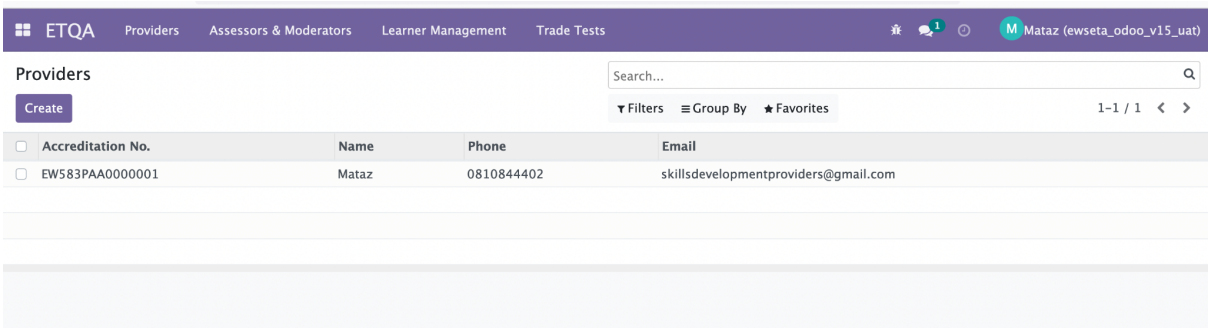
The Provider will login to the system with his/her credentials and go to:

To register/capture Learners on the system click on the link below to access the EWSETA MIS portal https://mis.ewseta.org.za/

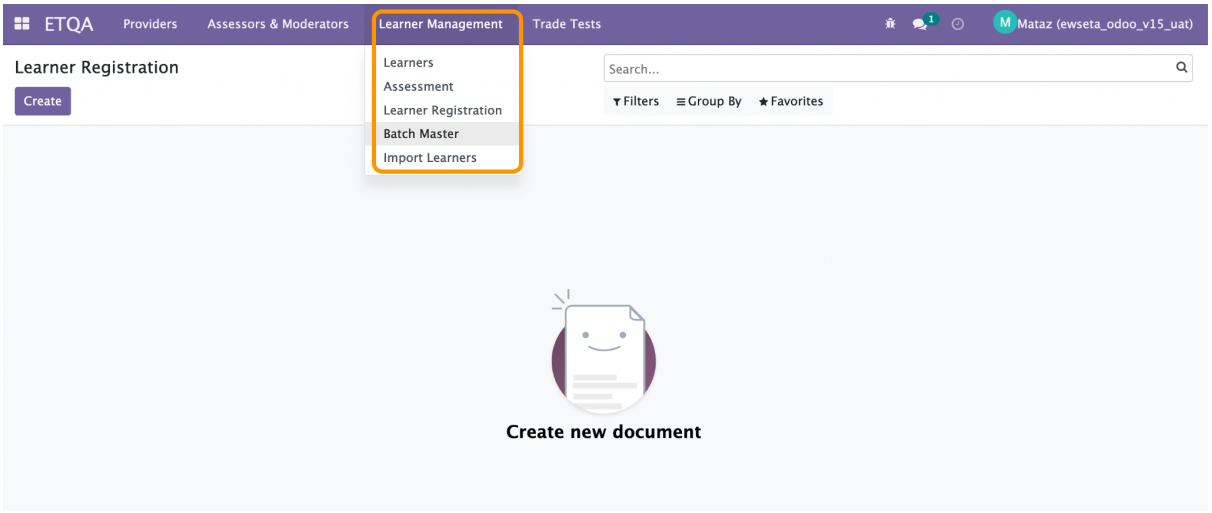
To be able to capture Learners a provider will be required to login into the system using their email address and password, if you have forgotten your password click on https://mis.ewseta.org.za/web/reset_password?



Click on the Learner Management menu to start capturing learners on the system



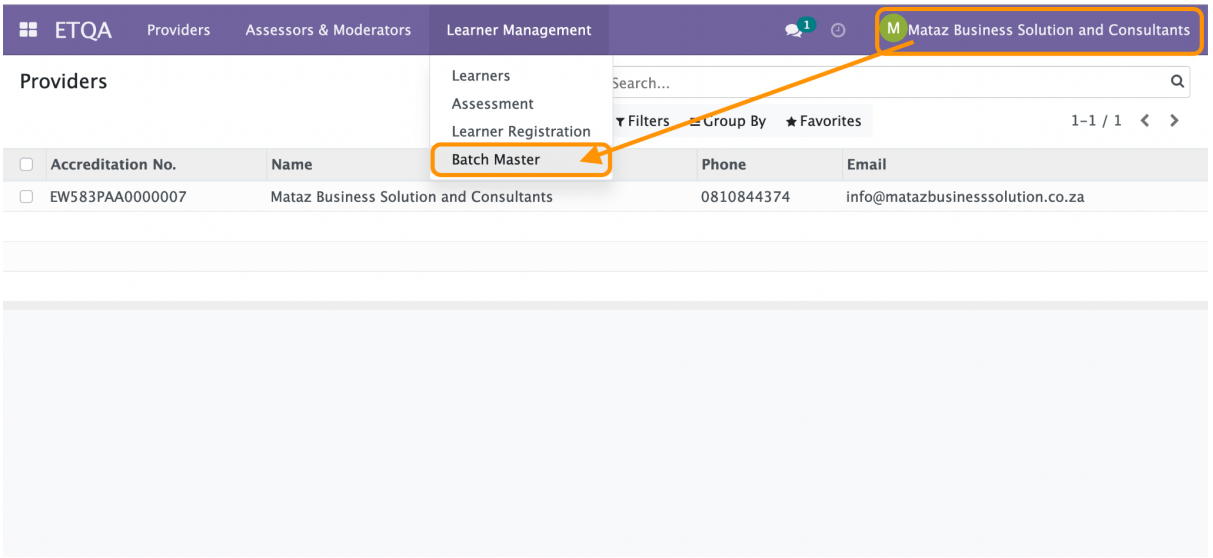
Click on the Learner Management menu>>a drop down menu will appear as shown below.



Batch Master

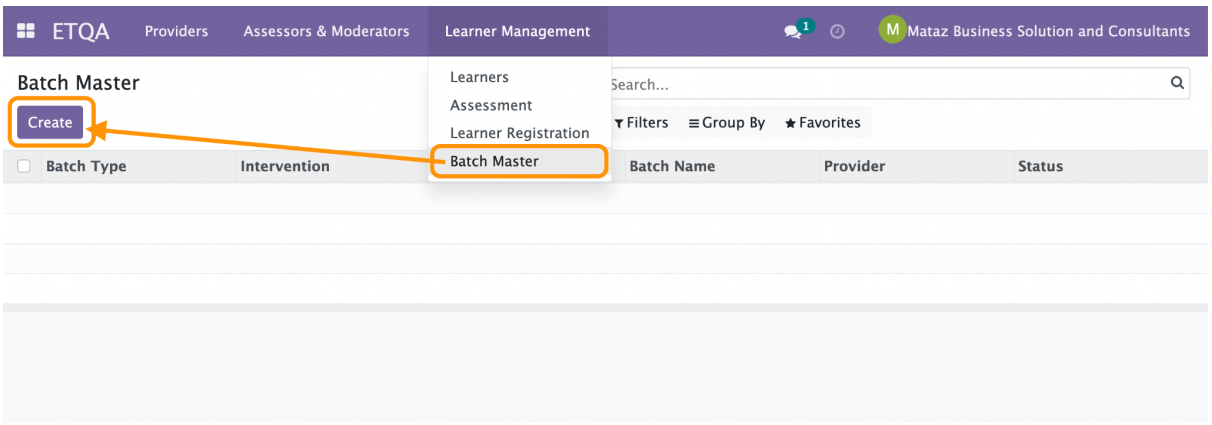
ETQA>>Learner Management>>Batch>>Create

Skills Development Providers will be required to create a batch for the learners that needs to be registered manually or via an import, the Batch can be distinguished by the learning pathway, qualification, skills program, learning programs(artisans,internship,learnerships) which is essentially a batch type/ category.



Learner management>> Batch Master

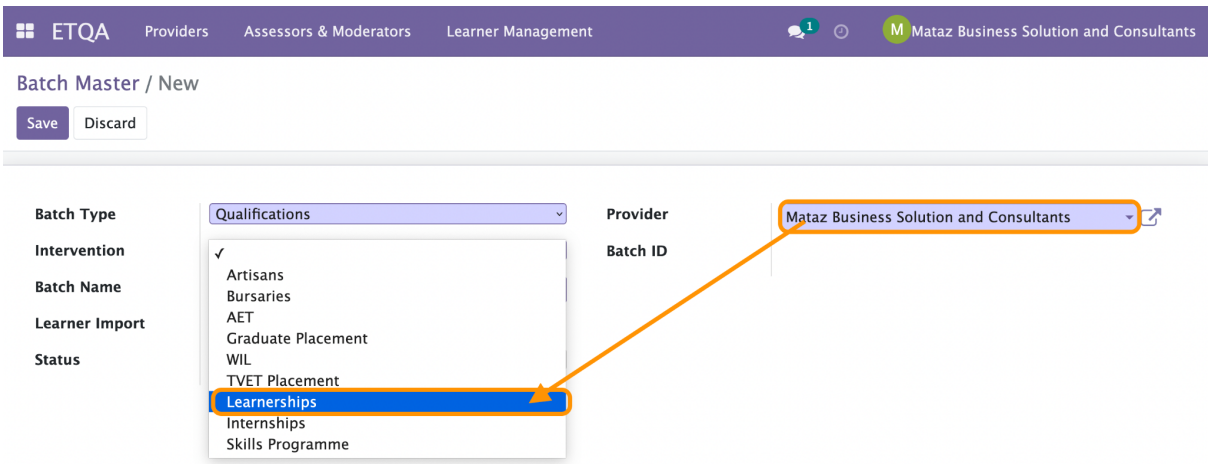
Learner Management to batch master to view and create



ETQA Batch Master

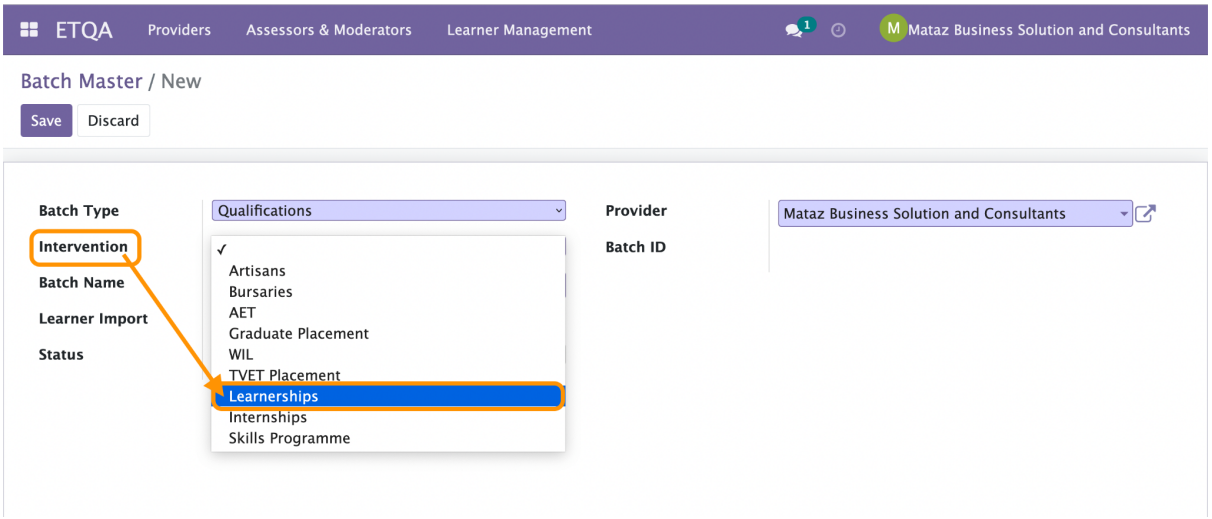
The Provider will login in to the system with his/her credentials and go to the ETQA >> Learner Management >> Batch Master, the

following form will appear.

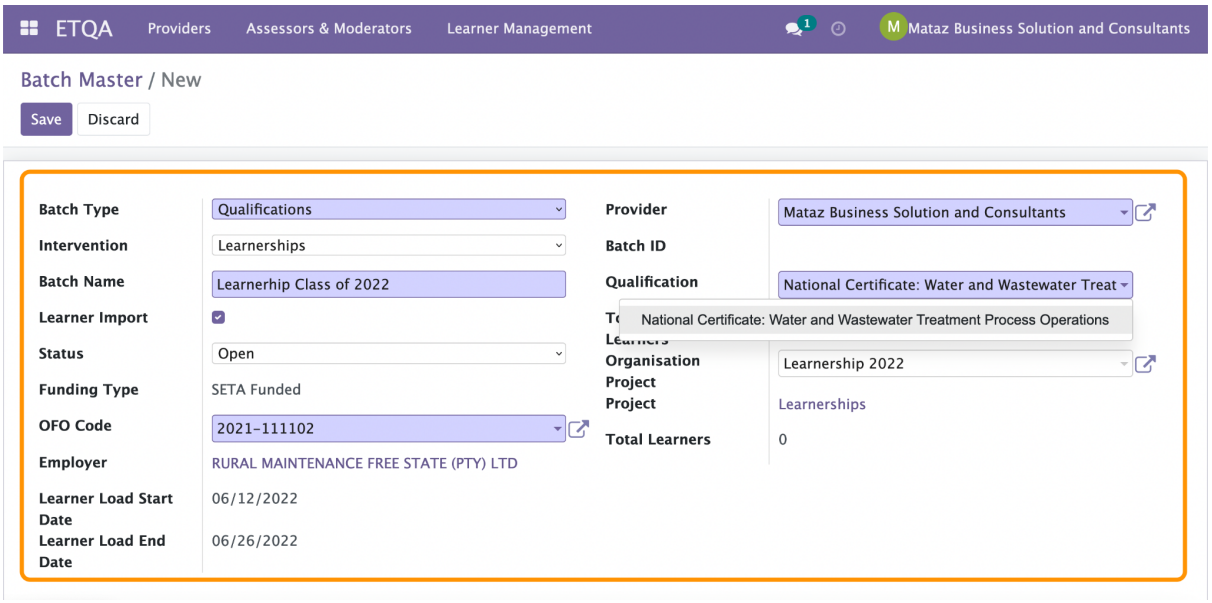


Enter the batch type, Intervention, batch name, and registered qualification for the Skills Development Provider.

Intervention



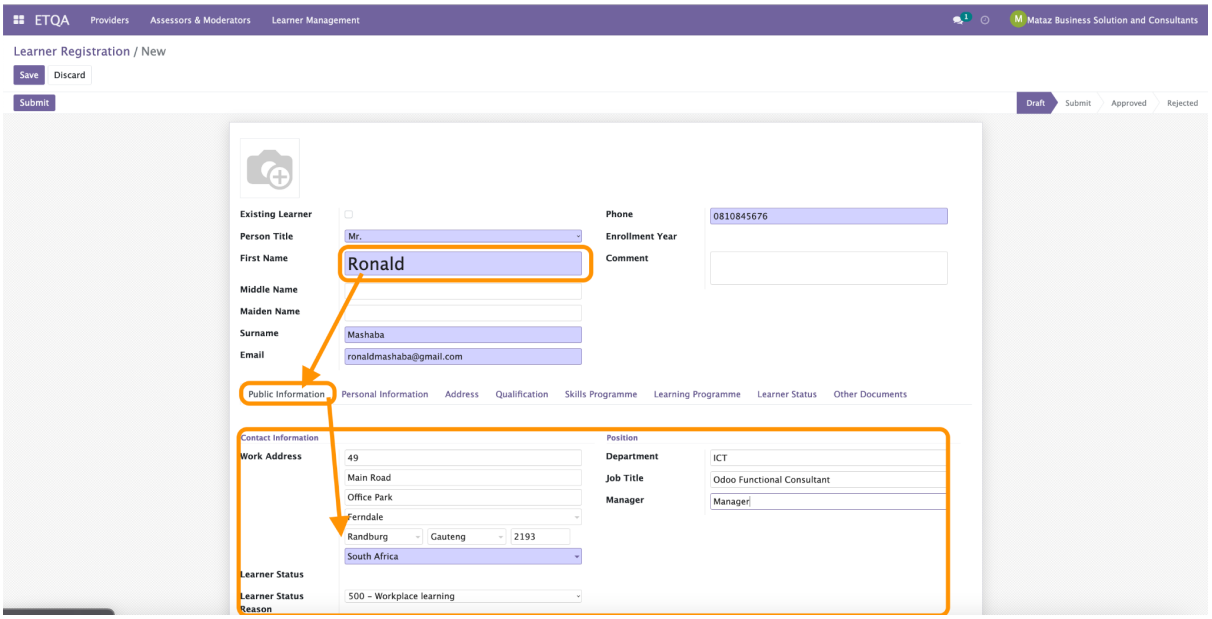
Qualification



Learner registration form

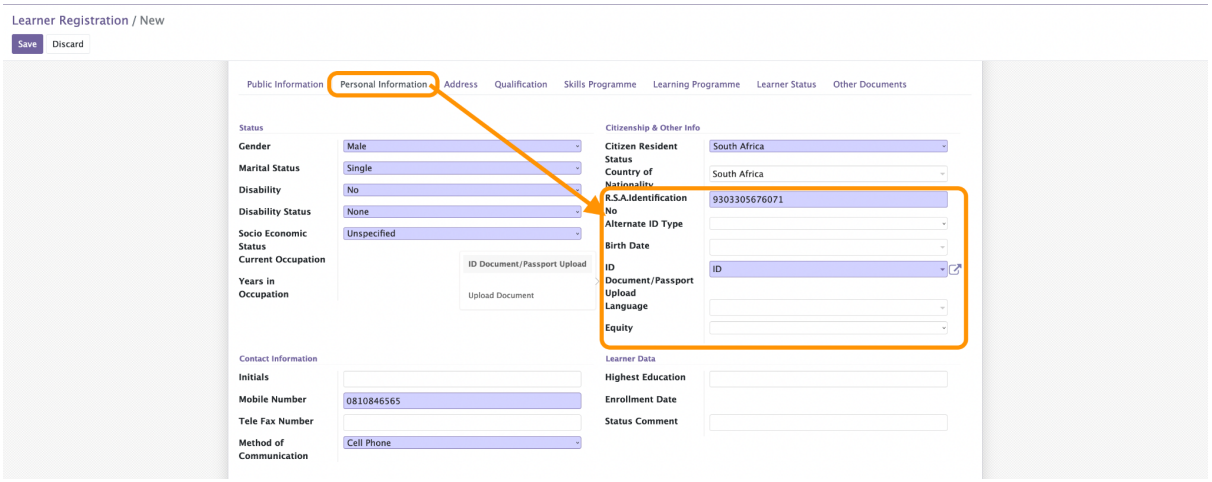
To create a new Learner click on the create button under Learner Registration and the following form will appear.

Learner registration>>Create>>Public Information

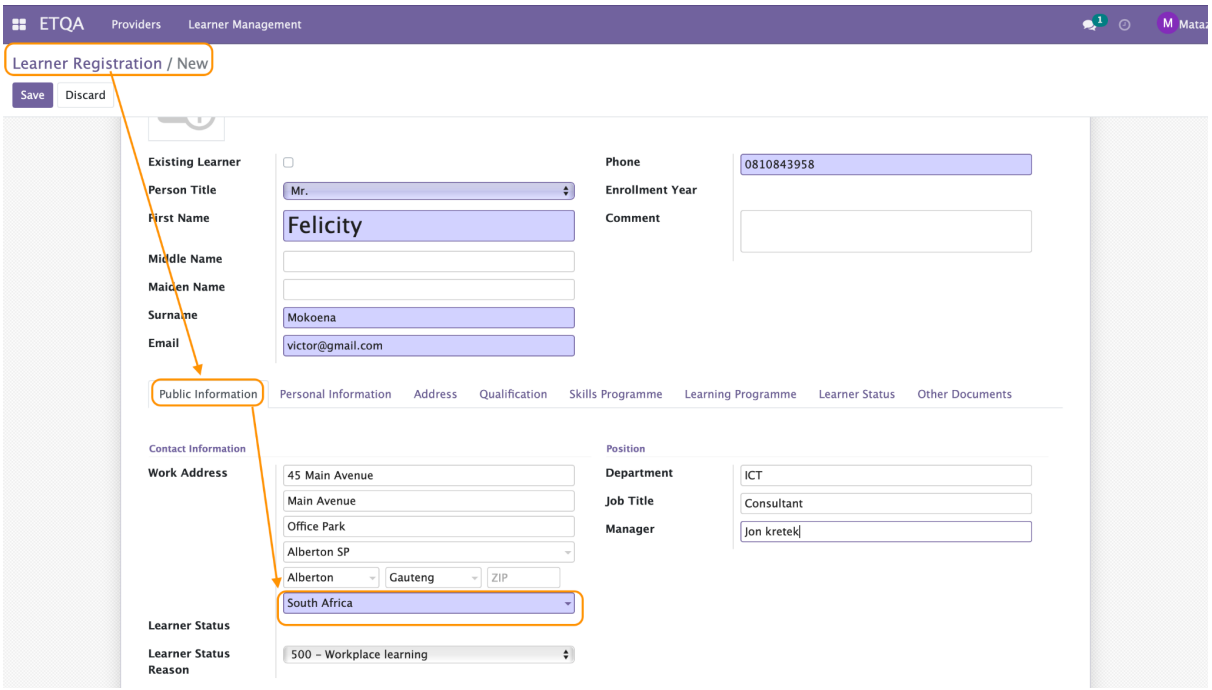


Personal Information

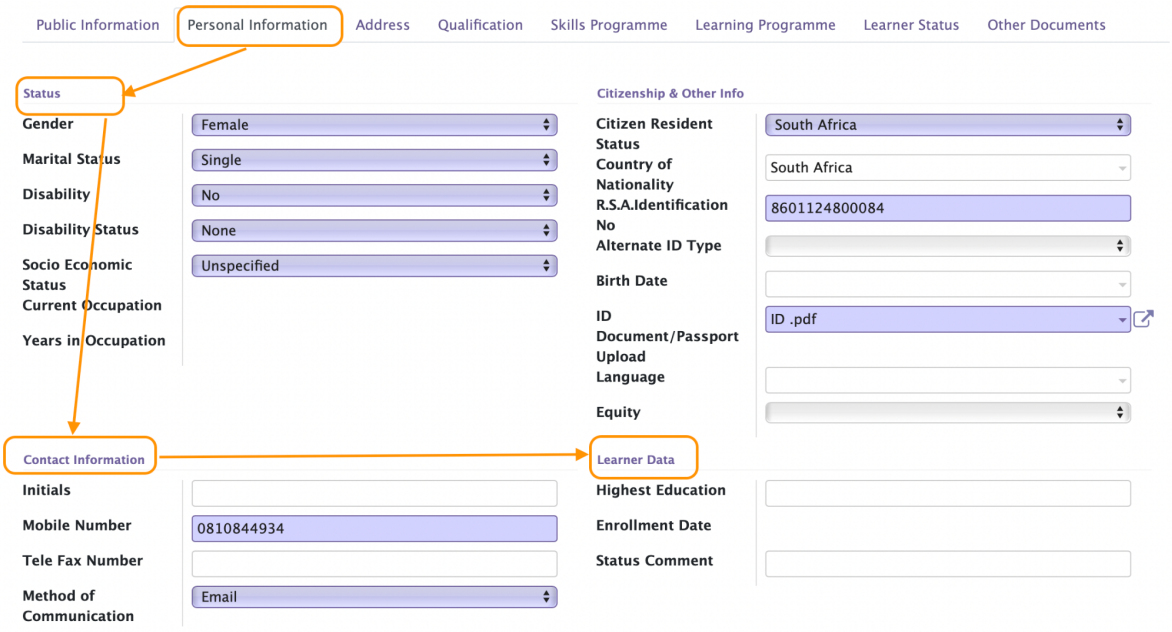
Provider will be required to capture Learner personal details



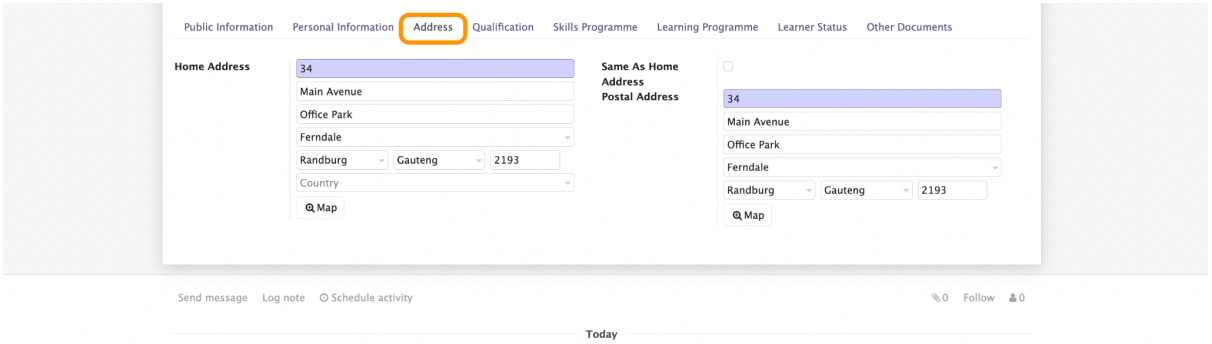
Public Information



Personal Information



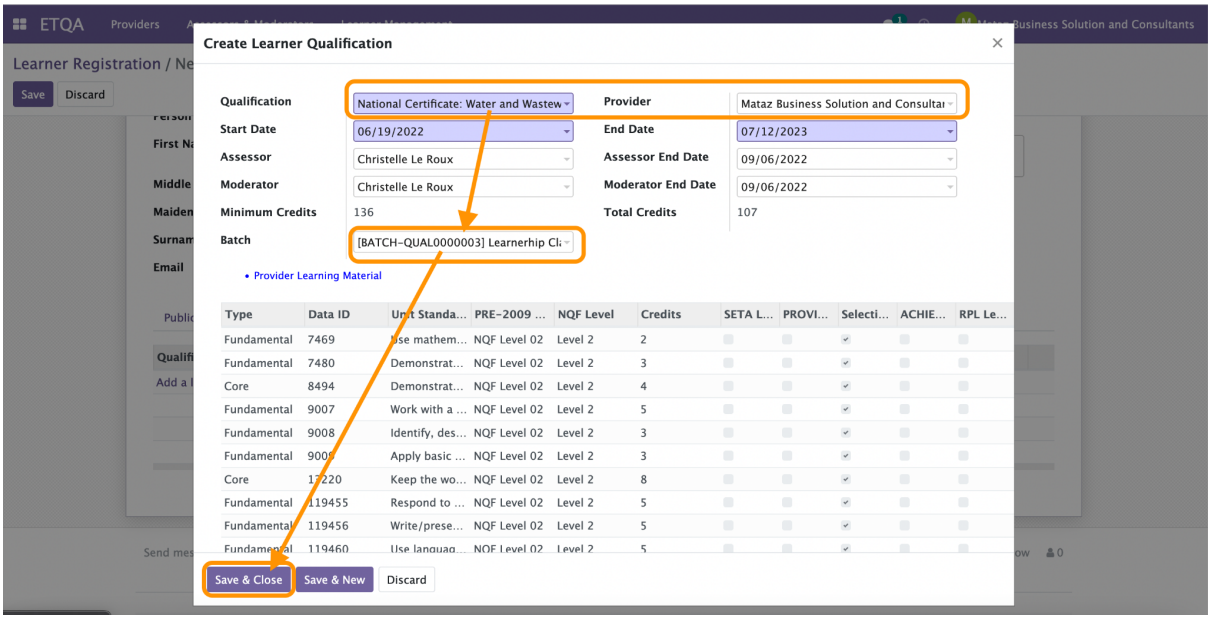
Address Information



Qualification Registration

User (Provider) should add a line to add a qualification that Learner is being registered for.

Users will be required to enter qualification, skills program or learning program being registered for, the assessor, moderator linked and the batch number they belong to as shown below



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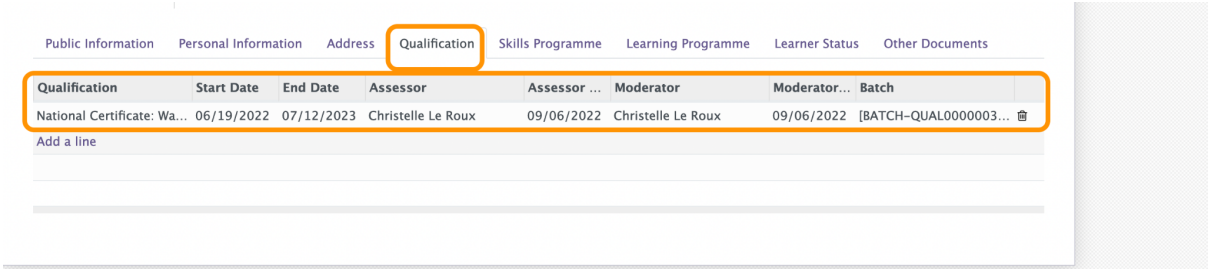
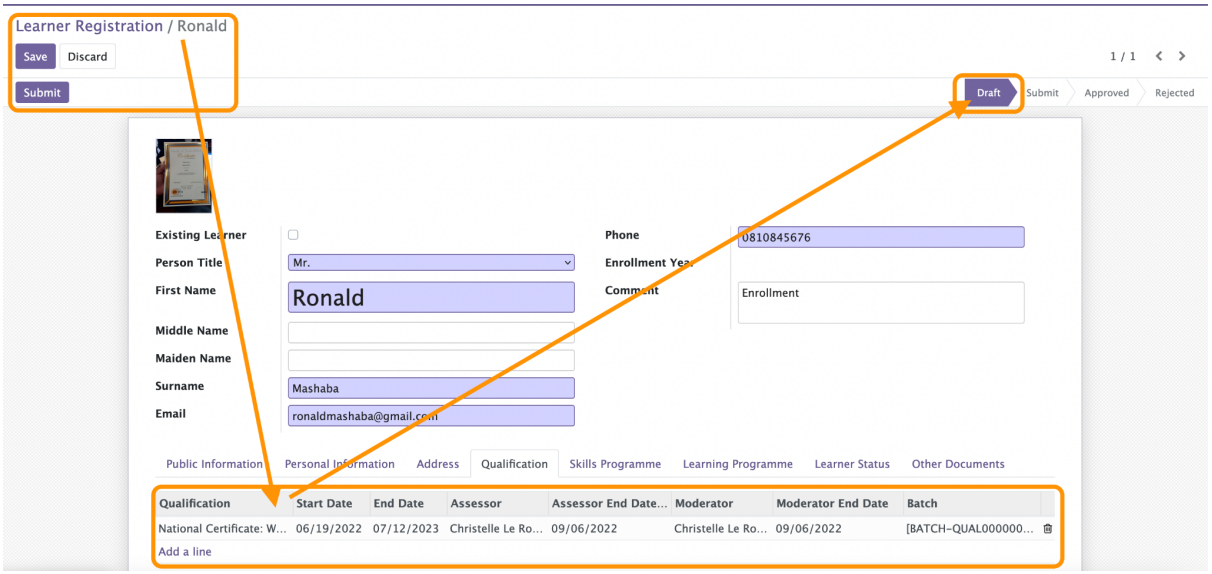
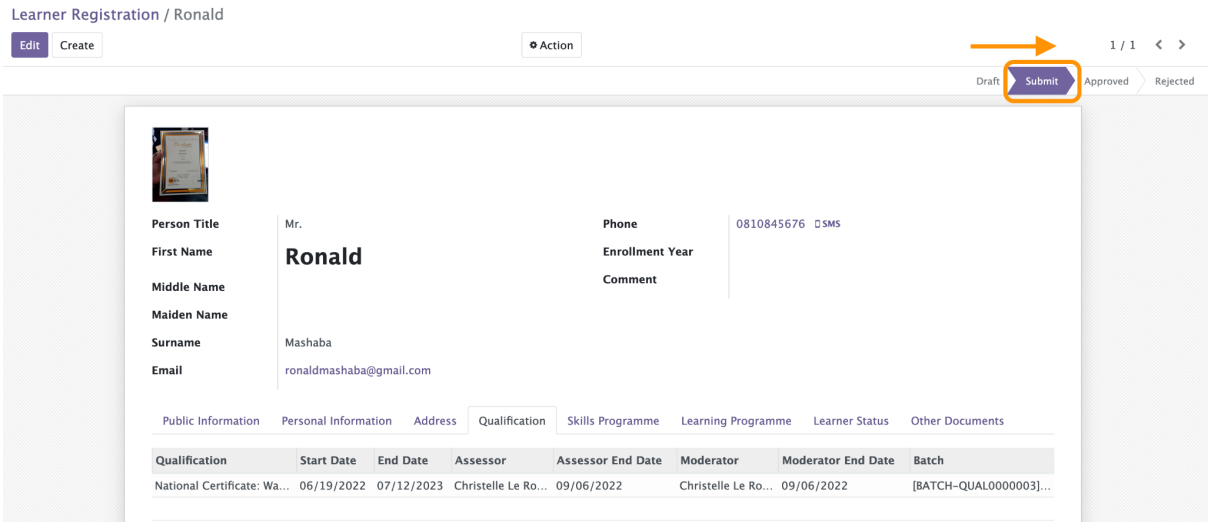


Upon successful completion of all the required fields the provider will save a record and click on the submit button as shown below.

Following fields will be appearing in grid:
Learner : Person who enrol for any Qualification.
Identity Number : Identification is the National Id of selected person.
Qualification : Qualification List for which person wants to enrol.
Unit Standards : Unit Standards are the unit within the selected qualification.
Assessor : Person who assesses the learner for the selected qualification.
Moderator : Person who moderate the assessment process.
Time Table : Time table for the selected qualification.



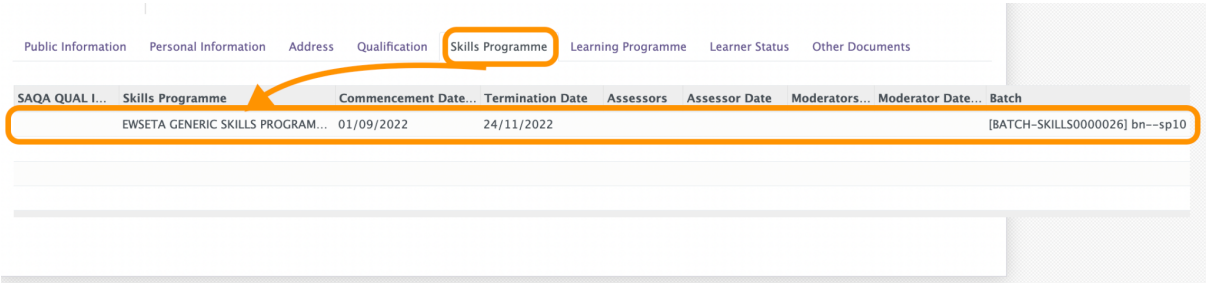
Record will move to the submitted stage upon completion and clicking the submit button

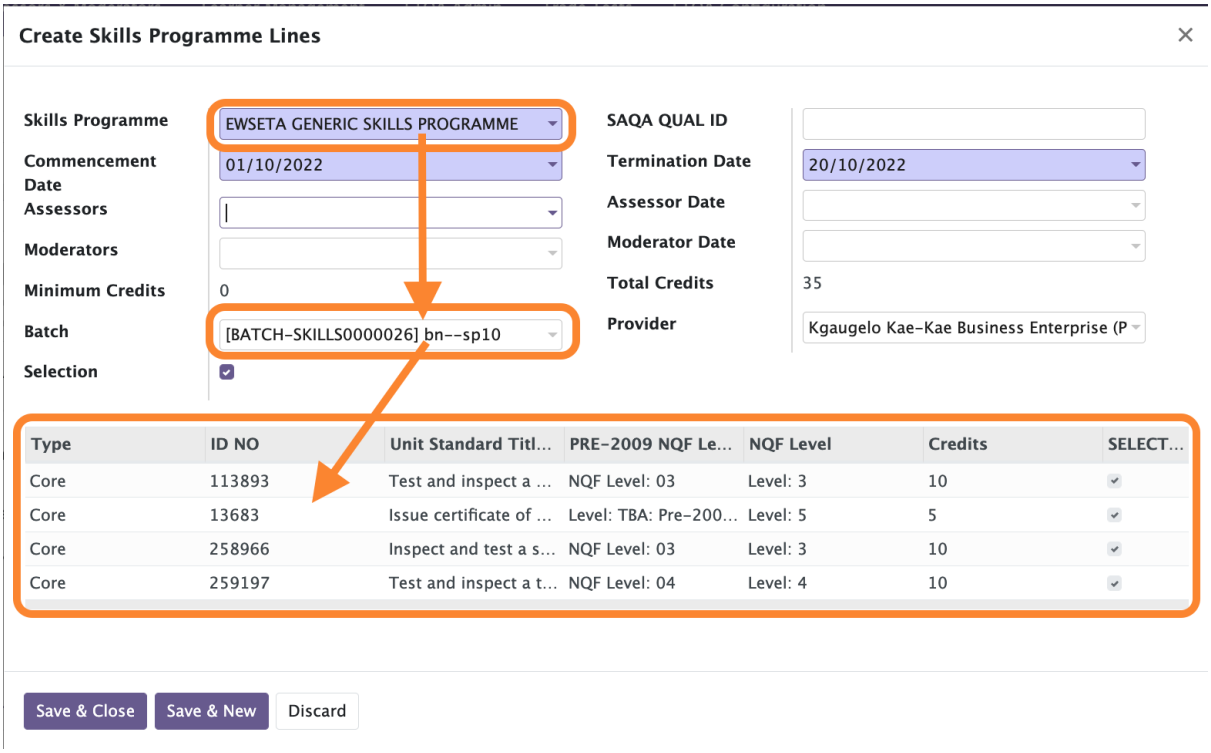


Skills Programme Registration

User (Provider) will have to select the Skills Programme that they are accredited for to be able to capture learners, select the created batch for the skills program and link it to the learner as shown below.

Create Skills Programme Batch>>learner Registration>>Skills Programme>> Batch>>


Public Information
Personal Information
Address
Qualification
Skills Programme
Learning Programme
Learner Status
Other Documents
SAQA QUAL I...
Skills Programme
Commencement Date...
Termination Date
Assessors
Assessor Date
Moderators...
Moderator Date...
Batch
EWSETA GENERIC SKILLS PROGRAM...
01/09/2022
24/11/2022
[BATCH-SKILLS0000026] bn--sp10


Create Skills Programme Lines
Skills Programme
EWSETA GENERIC SKILLS PROGRAMME
Commencement Date
01/10/2022
Assessors
Moderators
Minimum Credits
0
Batch
[BATCH-SKILLS0000026] bn--sp10
Selection
SAQA QUAL ID
Termination Date
20/10/2022
Assessor Date
Moderator Date
Total Credits
35
Provider
Kgaugelo Kae-Kae Business Enterprise (P
Type
ID NO
Unit Standard Titl...
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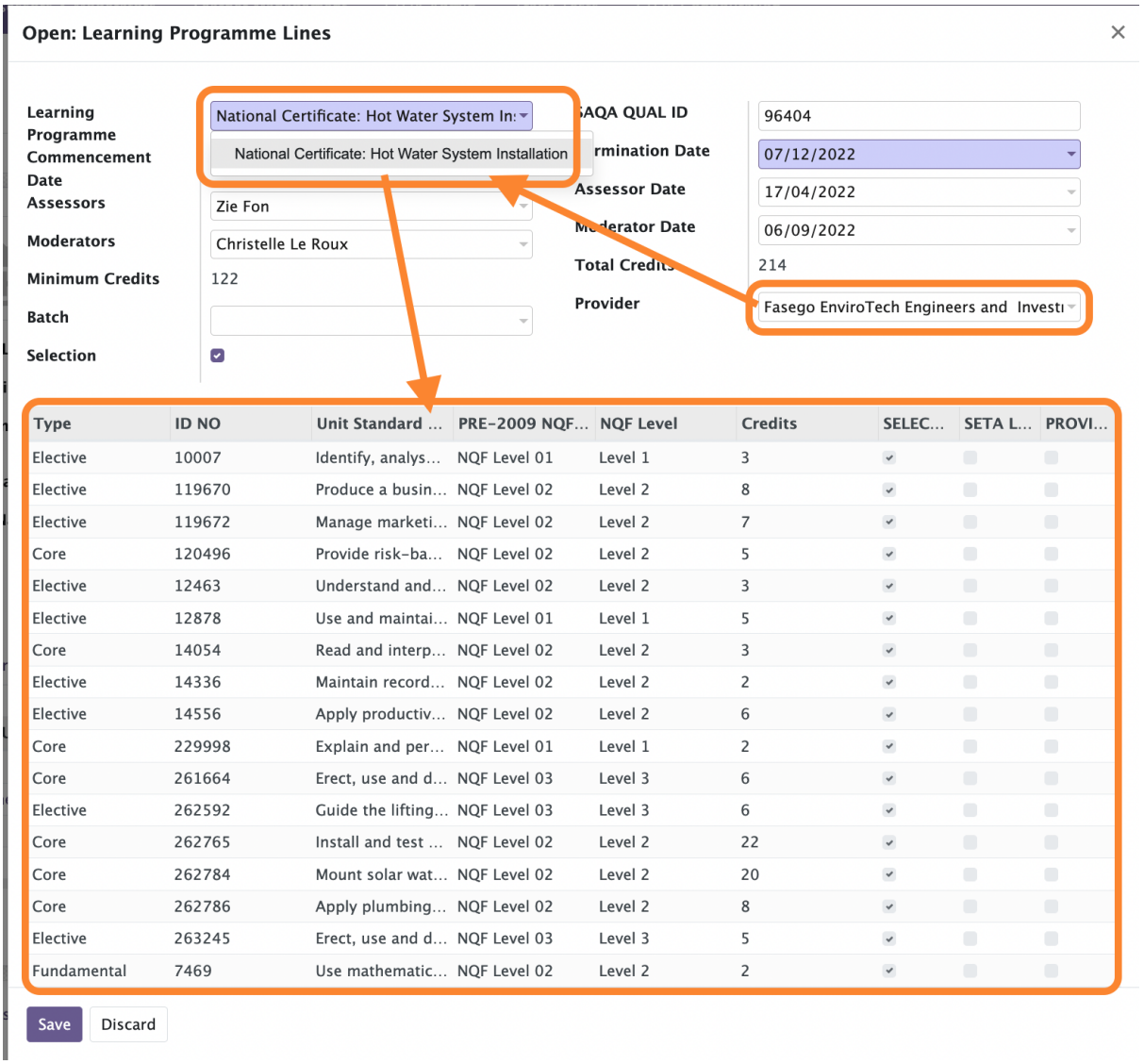
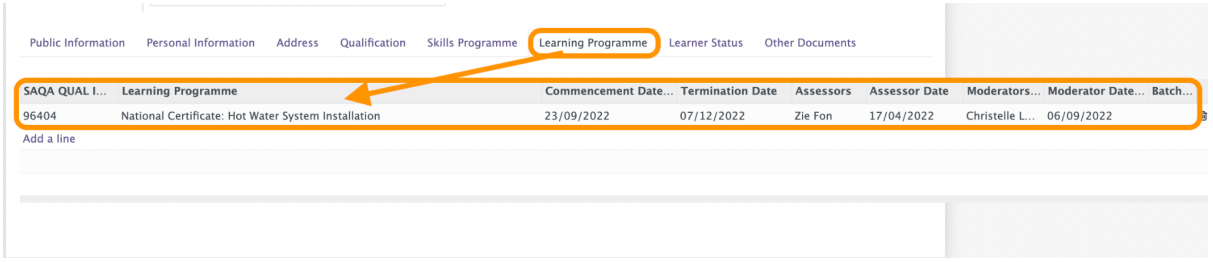
Credits
SELECT...
Core
113893
Test and inspect a ...
NQF Level: 03
Level: 3
10
Core
13683
Issue certificate of ...
Level: TBA: Pre-200...
Level: 5
5
Core
258966
Inspect and test a s...
NQF Level: 03
Level: 3
10
Core
259197
Test and inspect a t...
NQF Level: 04
Level: 4
10
Save & Close
Save & New
Discard

Learning Programme Registration

Users (Providers) can click on the Learning Programme menu and a wizard will pop up. Select the accredited programme as shown below





Following fields will be appearing in grid:
Learner : Person who enrol for a Learning Programme.
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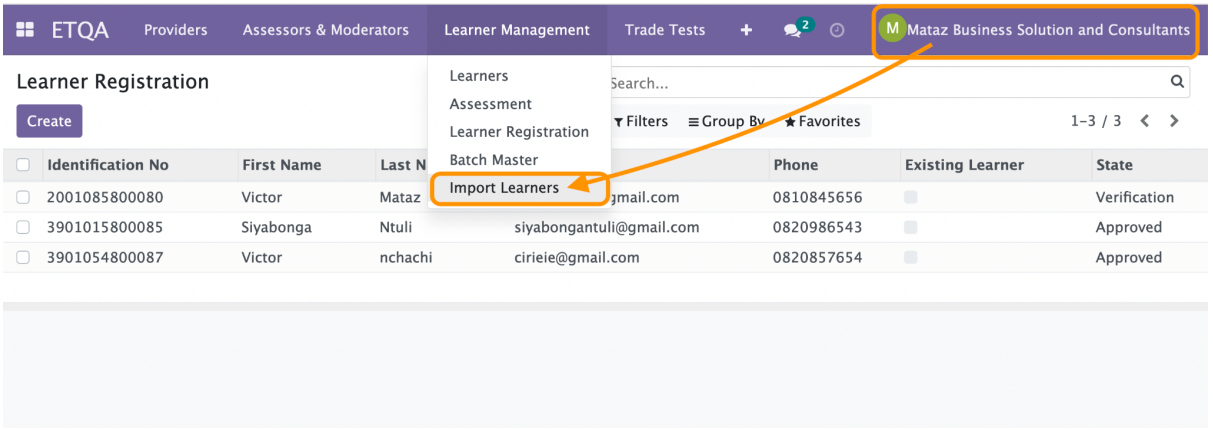
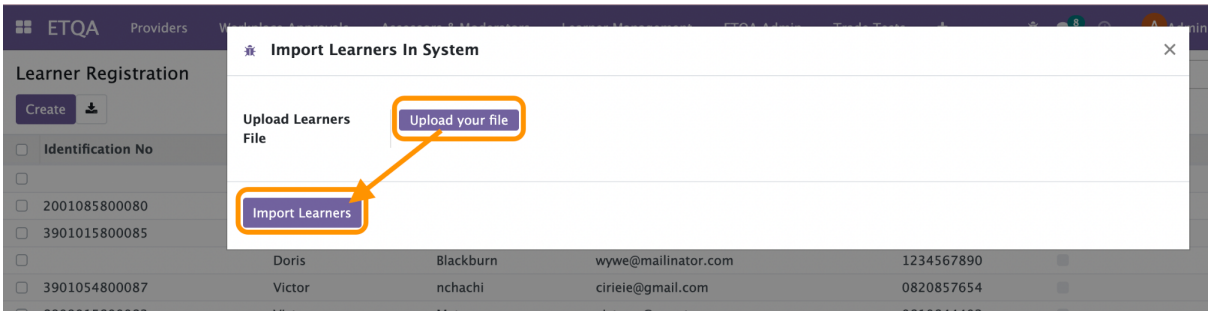
Learning Programme : Learning Programme List for which person wants to enrol.
Unit Standards : Unit Standards are the unit within the selected qualification.
Assessor : Person who assesses the learner for the selected qualification.
Moderator : Person who moderate the assessment process.
Time Table : Time table for the selected qualification.

Bulk Learner Import

Click on the import functionality to import learners onto the mis system

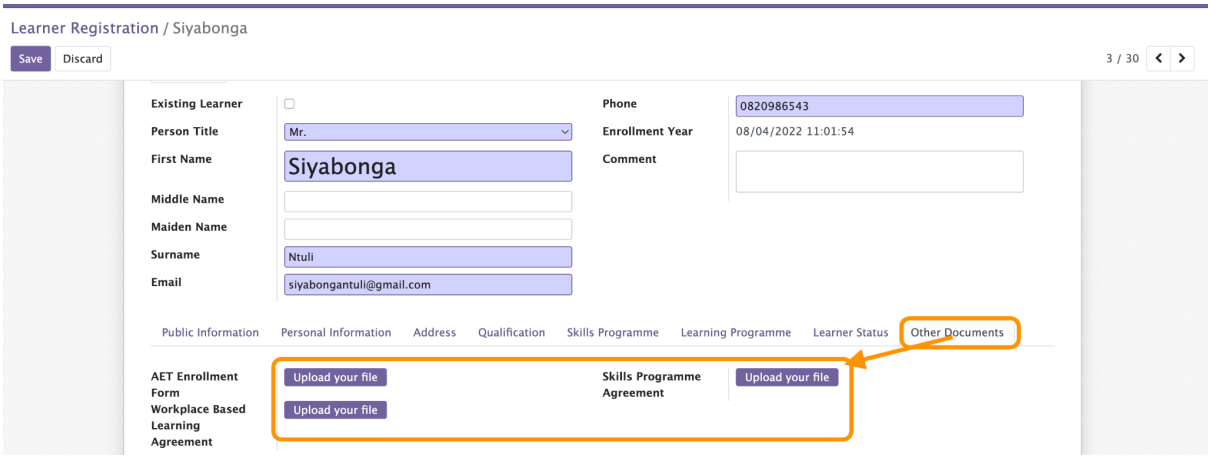


Upload wizard will pop-up where user will select the file with all the learner records to upload



Other Documents

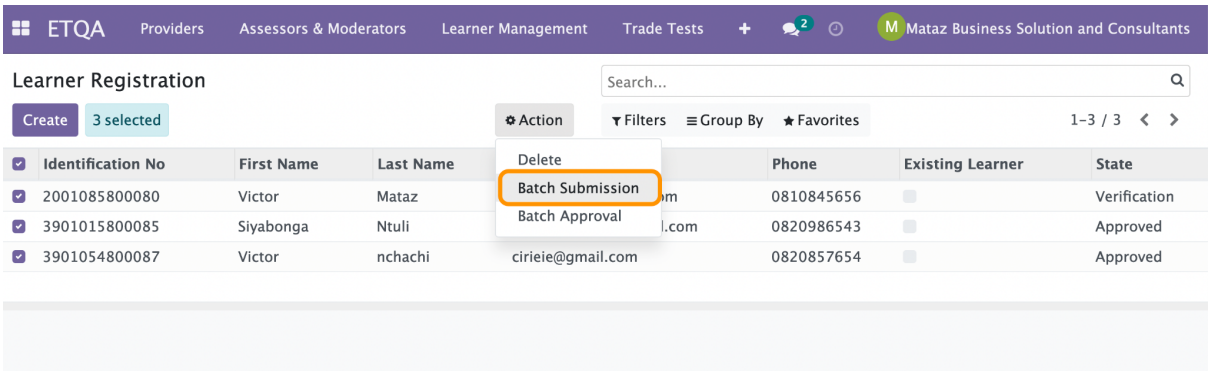
User to upload signed agreement reports back into the system on the relevant field



Once the upload of documents is done, SDP can click on the submit button learner Record for verification.

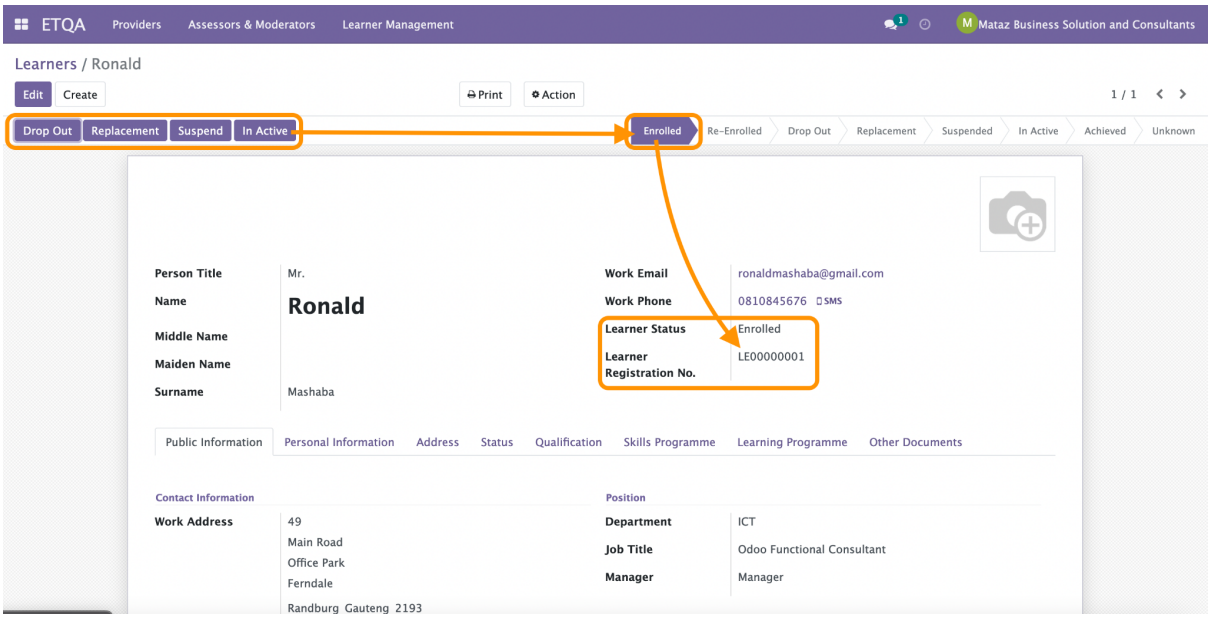
Bulk Submission

The system has a bulk submission functionality to allow submission of multiple learners for registration.

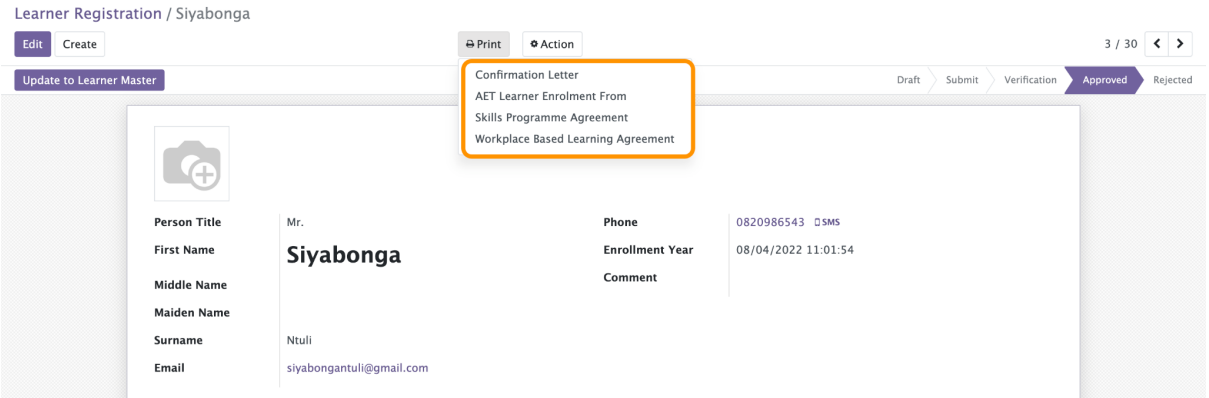


SDP is able to view the status of each and every learner under Learners.

Learner Unique ID & Learnership Agreement Report



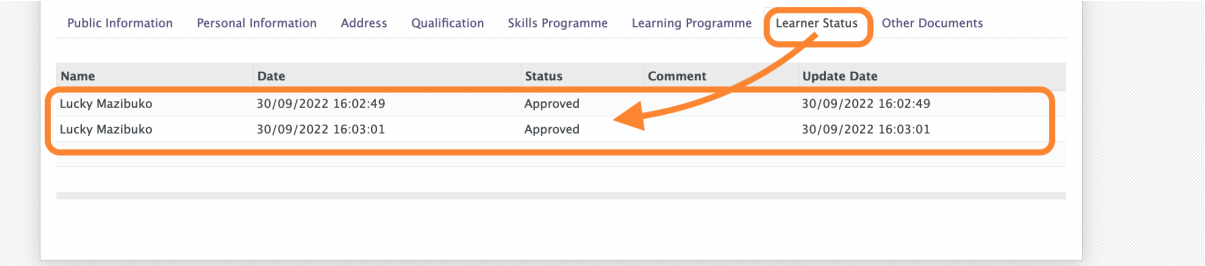
Upon successful enrollment the system will generate a unique ID for each learner and under the print functionality a learnership Agreement can be generated as shown below.
Also download the relevant agreement report based on the intervention that a learner is being registered for. Relevant parties will be required to sign the Agreement Report. Upload the learner



Learner Status Tracking

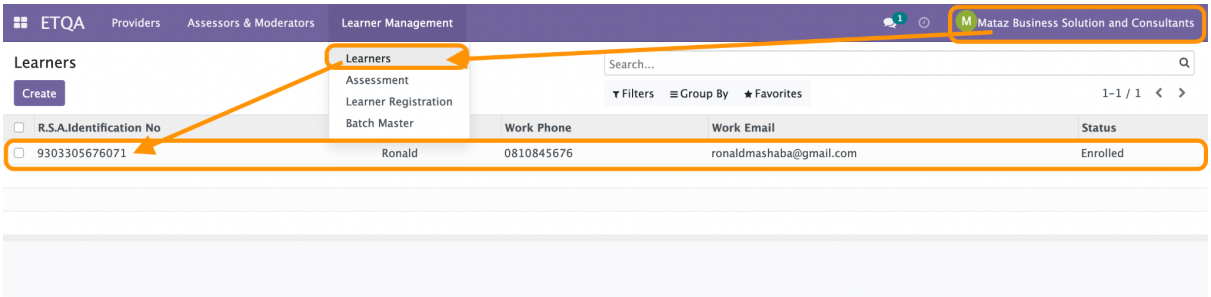
Verification>>Approval / Rejection

After submission SDP can track the status of Learner record from the Learner Status



Learners

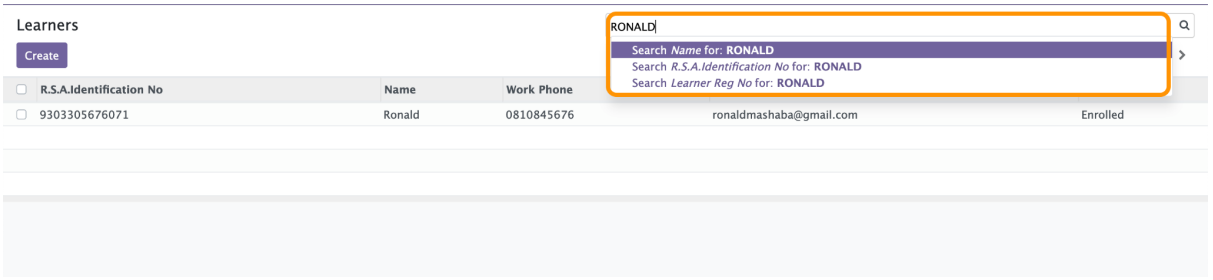
This is a database of all registered learners with their unique Learner Registration number and their status.

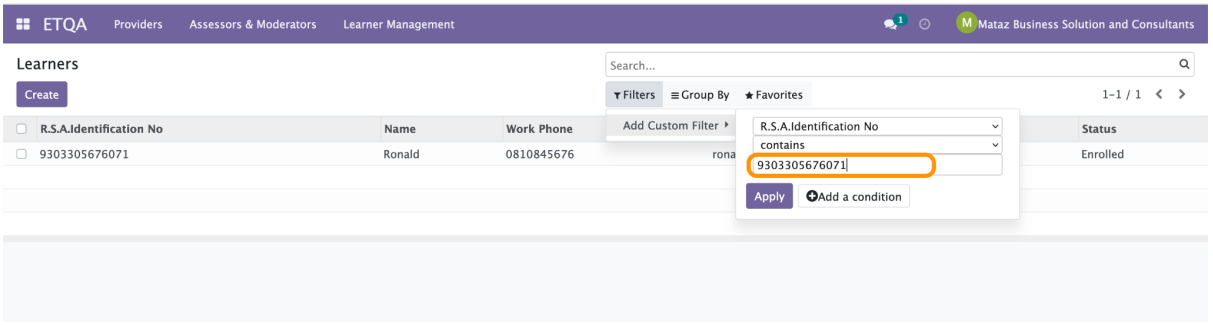


Once the learner is approved by the Quality Assurance & Compliance department, the system will generate a master entry in Learner master with a unique Learner identification number as

Searching for Learner Records

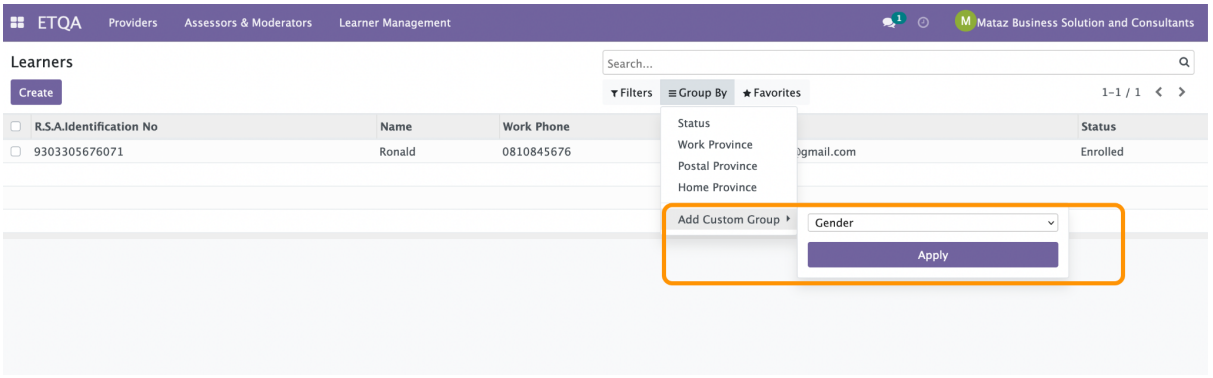
Note that there are many options to search for a learner on the MIS system. Users can type in the name of the learner or do an advanced search. The filter functionality enables users to search for their learner using different options.





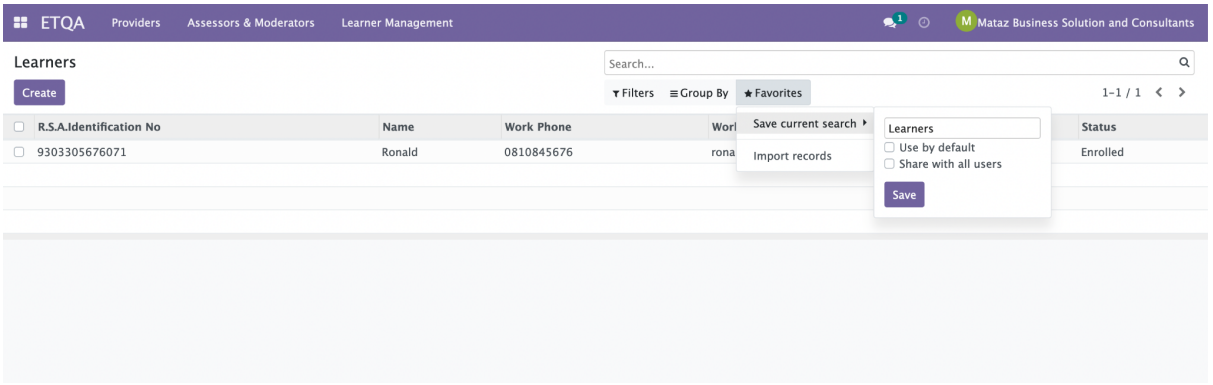
Grouping Learner Records

The group by menu enables the user to group learners by state, province, creation period, gender, qualification types, batch etc. This is also pivotal in report generation.



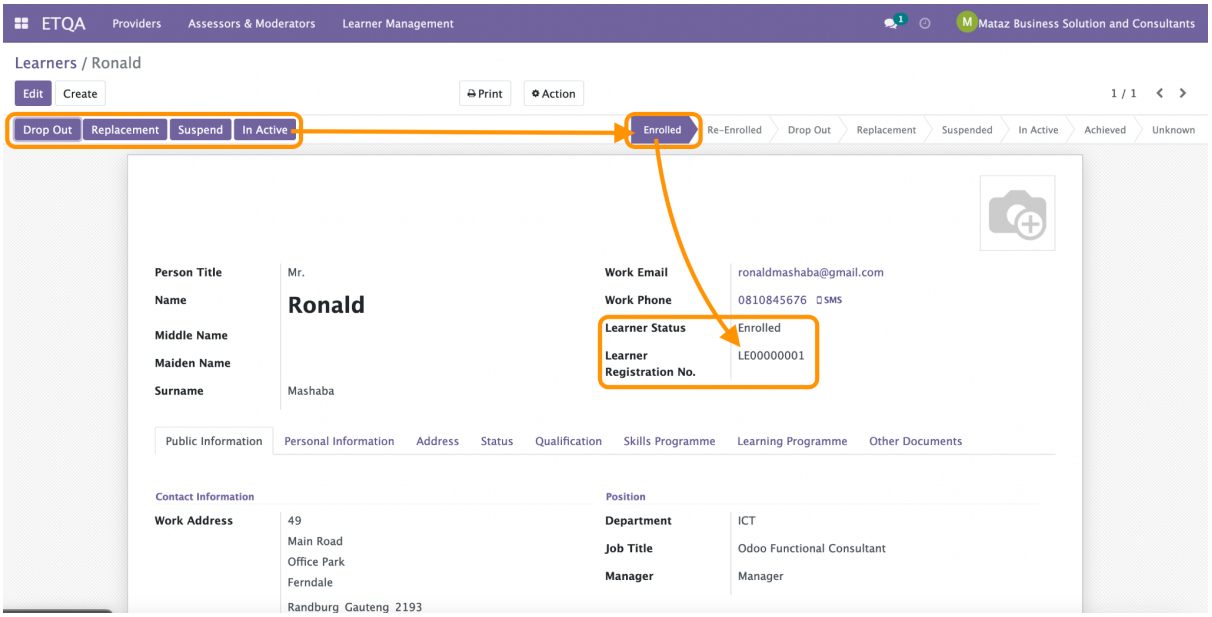
Favorites

Favourites menu is for importing learner records from a template file and also used to save frequently used searches e.g. ID or Learner Registration number are unique identifiers.



Learner Status

During the tenure of training learners can move stages depending on the scenario, the system has smart buttons drop out, replacement, suspend, in active, achieved.



The End