



CAPTURING OF LEARNER MANUAL



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Save Button – Saves your information after capturing all the required fields



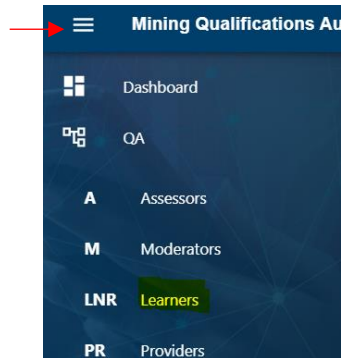
Close Button – Cancel and closes the process



Asterisk – Marks the compulsory fields, All the compulsory fields must be filled in before saving

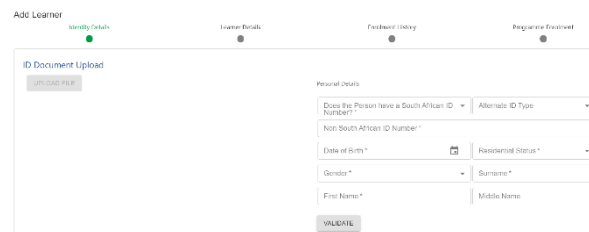
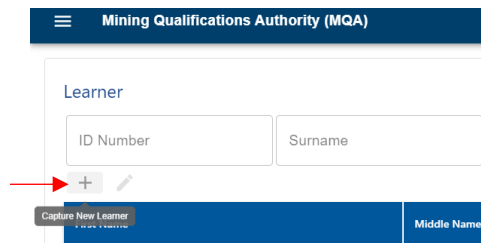
Step 1: Navigate

Click on the Navigation bar and navigate to QA menu and click on Learners



Step 2: Create New Learner

Click on the Create New Learner button to add a new learner on the system

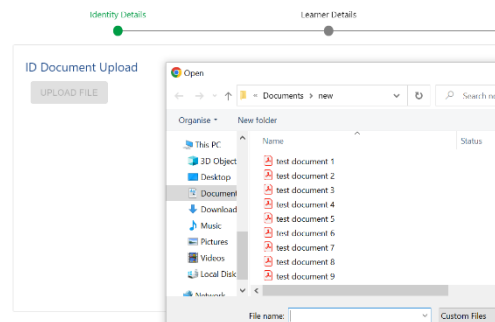
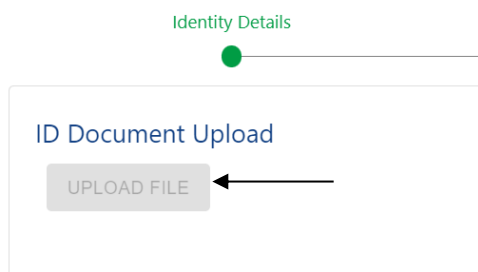


Step 3:

Option 1: Extract Identity Details

a. Upload ID Document by clicking on UPLOAD FILE, which will allow you to browse in your machine for a valid pdf copy of your ID document

Add Learner



b. After you successfully uploading your document, you will have an Extract File option to extract personal information from the uploaded ID document and auto-populate the accurate fields

ID Document Upload

UPLOAD FILE

EXTRACT FILE

Option 2: Manual Fill

Fill in all the compulsory fields under personal details based on the learner Identity information and then click Validate

Add Learner

Identity Details Learner Details Enrolment History Programme Enrolment

ID Document Upload

UPLOAD FILE

Personal Details

Does the Person have a South African ID Number? *
No

Alternate ID Type *
Passport Number

Non South African ID Number *
Z83BY244

Date of Birth *
08/12/2001

Residential Status *
Dual (SA plus other)

Gender *
Female

Surname *
Doe

First Name *
Jane

Middle Name

VALIDATE

Step 4: Validate

After clicking Validate the system returns the validation results and check if the ID already exists or not, Click on Create New to create a new learner

VALIDATE

A person with ID number Z83BY244 does not exist in the system.

CREATE NEW

Step 5: General Details

The information from Personal details will auto-populate, fill in the rest of the incomplete fields and make sure all the compulsory fields (*) are completed

Learner Details

GENERAL DETAILS CONTACT DETAILS FUNCTIONING VALUES ADDRESS DETAILS PARENT/GUARDIAN DETAILS EDUC

Does the Person have a South African ID Number? *
No

Alternate ID Type *
Passport Number

ID Number *
Z83BY244

Proof Of Life *
Not Yet Verified

Initials *
J

Date of Birth *
08/12/2001

Gender *
Female

Equity *

Socio Economic Status *

Home Language *

Citizen Residential Status *
Dual (SA plus other)

Nationality *

Highest Education *

Current Occupation *

Step 6: Contact Details

Navigate to Contact Details and fill in learner contact information, make sure all the compulsory fields are completed

The form shows the 'CONTACT DETAILS' tab selected. Fields include: Title (Me), First Name (Testlee), Middle Name, Surname (Testpoo), Telephone Number, Cell Phone Number (9876543210), Fax Number, and E Mail (lethabopoopedi17@gmail.com).

Step 7: Health and Functioning

Navigate to Health and Functioning Values and complete all the fields

The form shows the 'HEALTH FUNCTIONING VALUES' tab selected. Fields include: Seeing (No difficulty), Hearing (A lot of difficulty), Communicating (No difficulty), Walking (No difficulty), Remembering (No difficulty), and Selfcare (No difficulty).

Step 8: Address Details

Navigate to Address Details and fill in the physical address fields, make sure that all the compulsory fields are filled in.

- i) Starting by filling the Address field will auto-populate the Physical Address 1, Physical Address 2, Physical Address 3, Physical Code, Physical Province, Municipality, Physical Urban Rural, Physical Suburb, Physical City and GPS Coordinates

The form shows the 'ADDRESS DETAILS' tab selected. A checkbox 'Use Physical Address for Postal Address?' is checked. Fields include: Address (Enter a location), GPS Coordinates, Physical Address 1 (701 clara park), Postal Address Line 1 (15 clara street), Physical Address 2 (Pretoria), Postal Address Line 2 (0001), Physical Address 3 (pretoria), Postal Address Line 3, Physical Code (0001), Postal Code, Province (Gauteng), Municipality (Tshwane Metro), Urban Rural (Urban), Urban Rural, Suburb (Tshwane), Suburb, City (Pretoria), and City.

- ii) Check the box if you want to use the same address as a Postal address. It will auto-populate all the fields on the postal address side



Use Physical Address for Postal Address?

GENERAL DETAILS CONTACT DETAILS HEALTH FUNCTIONING VALUES ADDRESS DETAILS PARENT/GUARDIAN DETAILS EDUCATIONAL DETAILS

☐ Use Physical Address for Postal Address?

Address Enter a location	GPS Coordinates
Physical Address 1 * pretoria	Postal Address Line 1 * pretoria
Physical Address 2 * gauteng	Postal Address Line 2 * gauteng
Physical Address 3 Pretoria	Postal Address Line 3 Pretoria
Physical Code * 0066	Postal Code * 0066
Province Gauteng	Province Gauteng
Municipality Tshwane Metro	Municipality Tshwane Metro
Urban Rural * Urban	Urban Rural * Urban

Step 9: Parent/Guardian Details

Navigate to Parent/Guardian details and complete the fields if applicable

GENERAL DETAILS CONTACT DETAILS HEALTH FUNCTIONING VALUES ADDRESS DETAILS PARENT/GUARDIAN DETAILS EDUCATIONAL DETAILS

Parent Person

First Name	Middle Name
Surname	Title

Step 10: Educational Details

Complete the learner Educational details and make sure that all the compulsory fields (*) are filled in

GENERAL DETAILS CONTACT DETAILS HEALTH FUNCTIONING VALUES ADDRESS DETAILS PARENT/GUARDIAN DETAILS EDUCATIONAL DETAILS

Last School EMIS * Unable To Find School In SA	Last School Year * 2015
STATSSA Area Code * 7 De Laan	POPI Act Status * Agree
POPI Act Status Date * 24/10/2022	

Step 11: Post school Education Details

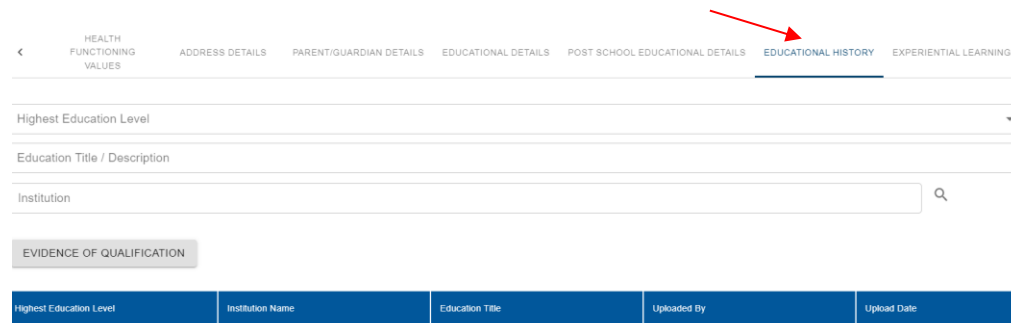
(Not compulsory) Complete if applicable or skip

HEALTH FUNCTIONING VALUES ADDRESS DETAILS PARENT/GUARDIAN DETAILS EDUCATIONAL DETAILS POST SCHOOL EDUCATIONAL DETAILS EDUCATIONAL HISTORY

Qualification	Qualification Name
Date Achieved	Linked OFO Code
Linked OFO Description	

Step 12: Educational History

(Not compulsory) Complete if applicable or skip



Navigation: HEALTH FUNCTIONING VALUES, ADDRESS DETAILS, PARENT/GUARDIAN DETAILS, EDUCATIONAL DETAILS, POST SCHOOL EDUCATIONAL DETAILS, **EDUCATIONAL HISTORY**, EXPERIENTIAL LEARNING

Highest Education Level

Education Title / Description

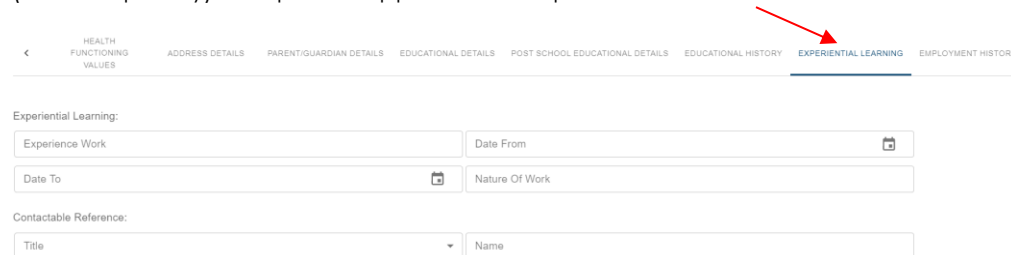
Institution

EVIDENCE OF QUALIFICATION

Highest Education Level	Institution Name	Education Title	Uploaded By	Upload Date
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Step 13: Experiential Learning

(Not compulsory) Complete if applicable or skip



Navigation: HEALTH FUNCTIONING VALUES, ADDRESS DETAILS, PARENT/GUARDIAN DETAILS, EDUCATIONAL DETAILS, POST SCHOOL EDUCATIONAL DETAILS, EDUCATIONAL HISTORY, **EXPERIENTIAL LEARNING**, EMPLOYMENT HISTORY

Experiential Learning:

Experience Work Date From

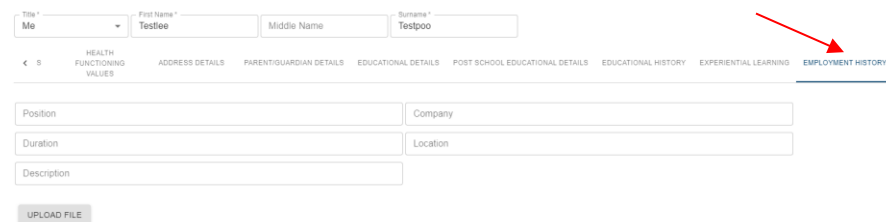
Date To Nature Of Work

Contactable Reference:

Title Name

Step 14: Education History

(Not compulsory) Complete if applicable or skip



Navigation: HEALTH FUNCTIONING VALUES, ADDRESS DETAILS, PARENT/GUARDIAN DETAILS, EDUCATIONAL DETAILS, POST SCHOOL EDUCATIONAL DETAILS, EDUCATIONAL HISTORY, EXPERIENTIAL LEARNING, **EMPLOYMENT HISTORY**

Position Company

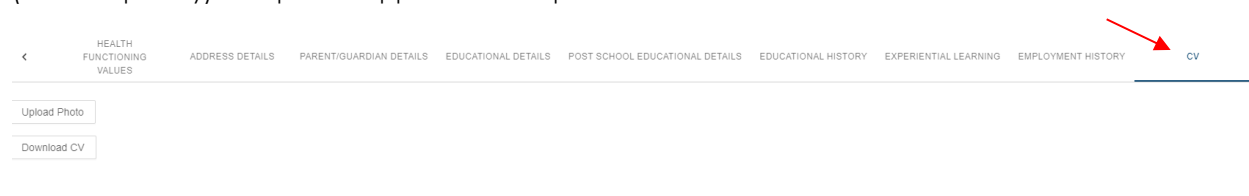
Duration Location

Description

UPLOAD FILE

Step 15: CV

(Not compulsory) Complete if applicable or skip



Navigation: HEALTH FUNCTIONING VALUES, ADDRESS DETAILS, PARENT/GUARDIAN DETAILS, EDUCATIONAL DETAILS, POST SCHOOL EDUCATIONAL DETAILS, EDUCATIONAL HISTORY, EXPERIENTIAL LEARNING, EMPLOYMENT HISTORY, **CV**

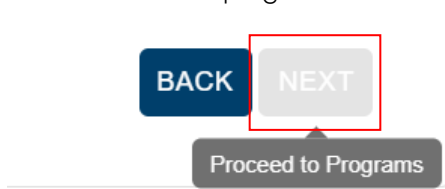
Upload Photo

Download CV

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Step 16:

Once all the required information is filled in, click on the Next button at the bottom of the page to proceed to link learner to a program.



Step 17: Finish

Click finish to save the learner information on the system or click on Programme Type to start the linking to programme process.

