



LINK LEARNER TO PROGRAMME



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



Close Button – Cancel and closes the process

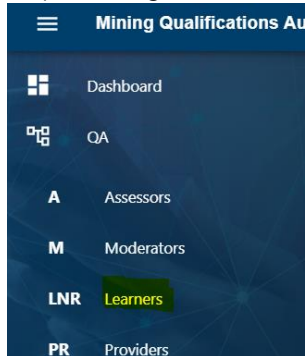


Asterisk – Marks the compulsory fields, All the compulsory fields must be filled in before saving



Edit/Update Button

Step 1: Navigate to Learners under the QA menu



Step 2: Search for the learner using one of the following criteria: ID Number, Surname, First Name or Middle Name then click the search button

Learner

ID Number	Surname	First Name Aaron	Middle Name	
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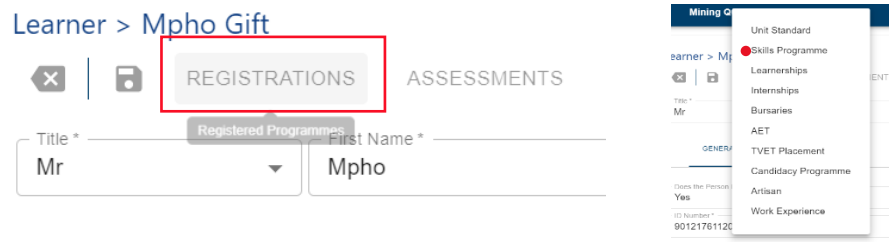
First Name	Middle Name	Surname
Mpho	Aaron	Tshidzivhe
Mpho	Aaron	Tshidzivhe
Mpho	Nemukula	Mashudu
Mpho	Aaron	Gift

Step 3: Select the learner and click Update Current Learner

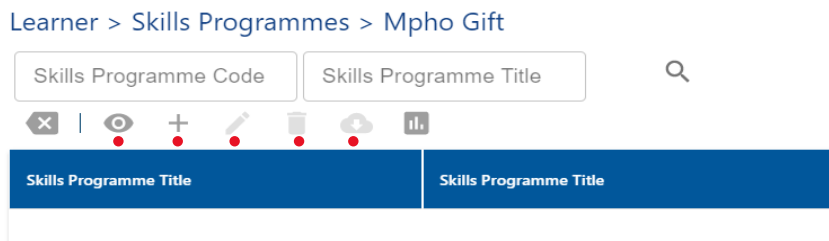
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Update Current Learner	Middle Name
Mpho	Aaron
Mpho	Aaron
Mpho	Nemukula
Mpho	Aaron

Step 4: Click on Registrations and select the programme you want to link the learner to on the list

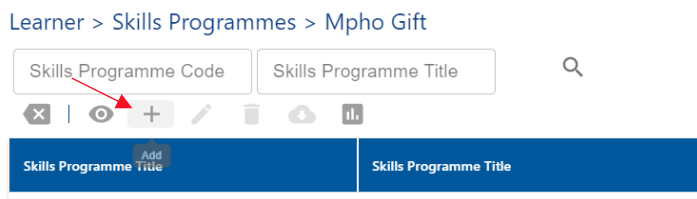


Step 5: After selecting any of the programmes you will see the below dashboard where you can Add, Edit, View, Remove and generate agreement



Step 6: Add

a. Click on the Add button to link learner to the selected programme



b. Complete all the required fields under programme details, make sure all the compulsory fields (*) are completed before saving

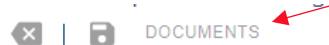
The screenshot shows the 'Learner > Link New Skills Programme > Mpho Gift' form. The form is titled 'SKILLS PROGRAMME DETAILS' and contains several input fields for programme information. The fields are arranged in two columns. The left column includes 'Provider *', 'Employer', 'Commencement Date *', 'Contract Number', 'Socio Economic Status *', 'Most Recent Registration *', and 'Financial Year *'. The right column includes 'Skills Programme *', 'Student Number', 'Completion Date', 'Status Effective Date', 'Sponsorship *', and 'Estimate Completion Date'. Each field has a search icon (magnifying glass) next to it. The form is currently empty.

c. After completing the Programme details click the Save button to save the information. The learner will be linked to the programme



Step 7: Upload Documents

a. Upload the required documents if applicable by clicking on the Documents tab



SKILLS PROGRAMME DETAILS

b. The system will open the below screen, click on upload document

Learner Skills Programme > Documents



c. Select the Document type and click the upload file button to attach document from your machine and click save

d. Select the uploaded document and click the remove document button if you want to delete the document. Click Yes to confirm the deletion or No to cancel

Learner Skills Programme > Documents



Document Type	Document
Certified copy of ID Document	User access on SMS ETOA Module (LP: Strategic Projects).pdf

Delete Document

Are you sure you want to delete this Learner Skills Programme document?

NO YES

Step 8: Update/Edit

a. To update the programme details, select the programme and click on the Edit button

Learner > Skills Programmes > Abdullah Sujee

Skills Programme Code Skills Programme Title



Skills Programme Title	Skills Programme Title
09SP000093	Safety practice
MQA/SP/2022/09	MQA Safety

SKILLS PROGRAMME DETAILS

Provider *	testedBy Mpho - E0003	Skills Programme *	09SP000093 - Safety practice
Employer	testedBy Mpho - E0003	Student Number	
Commenced Date *	01/06/2022	Completion Date	
Contract Number		Status Effective Date	30/09/2022
Role Economic Status *	Unemployed	Employment *	SETA Funded
Last Source Registration *	30/06/2022	Estimate Completion Date	
Financial Year *	01 April 2023 - 31 March 2024	Grant Type	

b. After updating the details click the save button to save the changes

✓ Learner Skills Programme updated successfully



SKILLS PROGRAMME DETAILS

Step 9: To view the Programme details, select the programme and click on the view button

Skills Programme Code
Skills Programme Title

Skills Programme Code	Skills Programme Title
09SP000093	Safety practice

Learner > Update Skills Programme > Abdullah Sujee
DOCUMENTS
SKILLS PROGRAMME DETAIL A

Programme Name
09SP000093 - Safety practice

Student Number

Contract Number

Status Effective Date
30/09/2022

Grant Type

Step 10: To Remove the programme record, select the programme and click on the remove button

Skills Programme Code
Skills Programme Title

Skills Programme Code	Skills Programme Title
09SP000093	Safety practice

Remove Learner Skills Programme

Are you sure you want to remove the learner Skills Programme record?

NO YES

Step 11: Generate Learner Agreement

a. Select the programme and click on the generate agreement button; the agreement will be downloaded in PDF format for viewing and printing

Learner > Skills Programmes > Abdullah Sujee

Skills Programme Code
Skills Programme Title

Skills Programme Code	Skills Programme Title
09SP000093	Safety practice
MQA/SP/2022/09	MQA Safety

b. The agreement will be generated on to your machine, click on the downloaded file to view the agreement

08Dec2022_638061....zip

The same process can be followed to link other interventions.