

INSETA Discretionary Grants Online Application 2019/2020 Training Manual



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1 INTRODUCTION

This training manual outlines the steps to be followed for stakeholders to apply online for Discretionary Grants.

2 Online Application: 2019/2020 Discretionary Grants Applications

Preconditions

- 1. A user needs to be an approved primary SDF
- 2. SDF should be linked to an organization with a WSP that is on submitted status for the financial year
- 3. SDF should have internet access

2.1 Accessing the system

1. The online applications system is accessed from INSETA's website: https://www.inseta.org.za/ on the "Login" tab.



2. Enter your username and password

Username:	
Password:	
Login	1
Forgot Password	

3. Select "Primary SDF" from linked roles

LINKED ROLES						
	Skills Manager Skills Development Administrator Secondary SDF <mark>Primary SDF</mark>					
	Select Role Back to Login					

2.2 Starting the application

1. After selecting the primary SDF role, the system will open up a SDFG dashboard, from the menu, select "DG"

eshboard	SD SD	F DASHBOARD -				
	Financial Year			\sim		
	Search Your Details Register O	rganisations				
	Legal Name	SDL Number	Access Status	Grant Status	Grant Due Date	Action
	Bloemfontein Small Test	X000000021	Approved	Created	30/04/2018	
	Bioemfontein Small Test	X00000021	Approved	Query	30/04/2019	
	Bioemfontein Small Test	X000000021	Approved	Submitted	30/04/2017	
	Cape Town Small test	X000000015	Approved	Created	30/04/2019	
	Cape Town Small test	X000000015	Approved	Submitted	30/04/2017	
	INSETA TEST 2017 - 2018 Medium/Larg	e X000000011	Approved	Created	30/04/2017	
	INSETA TEST 2017 - 2018 Medium/Larg	e X000000011	Approved	Created	30/04/2018	
	INSETA TEST 2017 - 2018 Medium/Larg	x000000011	Approved	Query	30/04/2019	
	INSETA TEST 2017 - 2018 Medium/Larg	e (2) X000000013	Approved	Accepted	30/04/2017	
					000010010	

2. Enter the details for the organization you are applying for, then click on "search" then "action" once the organization details get returned.

Legal Name					
Trade Name					
SDL Number	X00000011				
SIC Code					
				\sim	
Search				~	
Search Legal Name	Trade Name	SDL Number	SIC Code	Parent SDL Number	Action
Search Legal Name NSETA TEST 2017 - 20	Trade Name 18 Medium/Large INSETA TEST 2017 - 2018 Medium/	SDL Number	SIC Code	Parent SDL Number	Action

Once you have clicked the "action" icon, you will be taken to the application screen.

2.2.1 Learnerships DG Application

1. Select financial year, and grant type, then click on create

DG APPLICATION - INSETA TEST 2017 - 2018 MEDIUM/LARGE (X000000011)							
View							
Financial Year: 01 April 2019 – 31 March 2020 💛 Type:	Learnership						
No Records have been found for your search							

2. The application shell for the selected grant type will get displayed after clicking on the create button, you will have the option to view, or delete the shell. The delete option will not be available once the application is on submitted status.

Click on the shell, then click the view button to capture the application details

DG APPLICATION - INSETA TEST 2017 - 2018 MEDIUM/LARGE (X000000011)								
View								
Financial Year: 01 April 2019 – 31 March 2020 V Type: Learnership V Create								
Financial Year	Submission Number	DG Type	DG Status	Due Date	Submitted Date	Approved Date	Rejected Date	
Financial Year 01 April 2019 – 31 March 2020	Submission Number DG/LRN/2019-2020/00002	DG Type Learnership	DG Status Pending	Due Date 30/06/2019	Submitted Date	Approved Date	Rejected Date	
Financial Year 01 April 2019 – 31 March 2020 First Previous Next	Submission Number DG/LRN/2019-2020/00002 Last Go to Page 1 F	DG Type Learnership Page 1 of 1	DG Status Pending	Due Date 30/06/2019	Submitted Date	Approved Date	Rejected Date	

3. The application menu will be returned after clicking on the view button; to complete or view each form, click on the select button

Main Page		DG Application Forms 01 April 2019 – 31 March 2020	INSETA TEST 2017 - 2 X000	2018 MEDIUM/LARGE - 000011
				Submit DG Application
#	Form	Description	Due Date	Select
1.	1	Organisation Details	30/06/2019	Select
2.	2	Contact Person Details	30/06/2019	Select
3.	3	Learnership Details	30/06/2019	Select

a. Organization Details

These details read from the submitted WSP details and are therefore view only, to navigate back to the other forms, click on "Back to DG Forms Menu"

Back to DG Forms Menu	Organisation Details
ADI Number	1000000044
SUL NUMBER	200000011
Company Name	INSETA TEST 2017 - 2018 Medium/Large
Company Siza	Medium (50 - 149)
Company Registration Number	2001/00345678/078
SIC Code	Activities auxiliary to Financial Intermediation
Physical Code	2470
Physical Address Line 1	2223 ext 1
Physical Address Line 2	Vukuzakhe Location
Physical Address Line 3	Volksrust
Physical Suburb	Jubapark
Physical Municipality	Pixley Ka Seme
Physical Urban Rural	Urban
Physical Province	Western Cape
Postal Code	2470
Postal Address Line 1	
Postal Address Line 2	
Postal Address Line 3	
Postal Suburb	Jubapark
Postal Municipality	Pixley Ka Seme
Postal Urban Rural	Urban
Postal Province	Western Cape
Organisation Tel Number	
Organisation Email	
Organisation Website	

b. <u>Company Contact Person</u>

Under this section, capture the coompany contact person details, not those of the SDF. Once the contact details have been captured, click on the "Add" button", the captured contact details will then be saved. User can capture more than one.

To navigate back to the other forms, click on "back to DG Forms Menu"

Back to DG Forms Menu	Contact Person Details		
Title	Ms		
Person Name	Test		
Person Surname	Contact		
Person ID Number	AD12345		
Person Email Address	badoro@webmail.com		
Telephone Number	0113331234		
Cell Number	0723453333		

Add

c. Learnership Details

The learnerships application details are captured on this form.

- All fields that are marked as "required" are compulsory
- A user can create more that one learnership application
- The system will not allow duplications of applications if the learnership, province, and number of learners are the same

Funding Type	▼ *Required	
Learnership	٩,	
Other Learnership		
Other Learnership Code		
Socio Economic Status	▼ *Required	
Province	▼ *Required	
Provider	٩,	
Other Provider		
Provider Scope Expiry Date		
Commencement Date		*Required
Completion Date		*Required
Total Number of Learners	0	
Disabled	0	
First Time Applicant	▼ *Required	
Add		

d. Submit application

To submit the application, click on "Back to DG Form Menu", then click the "Submit DG Application" button, and confirm that the application can be sent.

- You can log out of the application and log back in at a later stage to continue with the application before submitting it.
- Once the application has been submitted, SDF will receive a notification email on the email address that is captured on the SDF profile
- An application on submitted status cannot be deleted or edited, ensure that everything has been captured before clicking the "submit application" button

Main Page		DG Application Forms 01 April 2019 – 31 March 2020	INSETA TEST 2017 - 2018 MEDIUM/LARGE	- X000000011
1.	1	Ore	Select	
	2		Select	
	3	Let Let Let Let Let Let Let Let	n, you will be unable to Select	
		OK Cancel		

2.2.2 Internship DG Application

- 1. Select financial year, and grant type, then click on create.
- 2. The application shell for the selected grant type will get displayed after clicking on the create button, you will have the option to view, or delete the shell. The delete option will not be available once the application is on submitted status.

Click on the shell, then click the view button to capture the application details

DG AP	PLICATION	I - INSETA	TEST 201	7 - 2018 MEDIU	M/LARGE (X00	0000011)	
View							
Financial Year: 01 April 2019 – 31 March 2020 🗸 Type: Internship Create							
Submission Number	DG Type	DG Status	Due Date	Submitted Date	Approved Date	Rejected Date	
DG/LRN/2019-2020/00002	Learnership	Submitted	30/06/2019	03/26/2019			
DG/INT/2019-2020/00003	Internship	Pending	30/06/2019				
ast Go to Page 1	Page 1 of 1						
	DG AF 31 March 2020 ~ Type: Submission Number DG/LRN/2019-2020/00002 DG/INT/2019-2020/00003 ast Go to Page 1	DG APPLICATION 31 March 2020 V Type: II Submission Number DG Type DG/LRN/2019-2020/00002 Learnership DG/INT/2019-2020/00003 Internship ast Go to Page 1 Page 1 of 1 Page 1 of 1	DG APPLICATION - INSETA 31 March 2020 V Type: Internship Submission Number DG Type DG Status DG/LRN/2019-2020/00002 Learnership Submitted DG/INT/2019-2020/00003 Internship Pending ast Go to Page 1 Page 1 of 1	DG APPLICATION - INSETA TEST 201 31 March 2020 ∨ Type: Internship Submission Number DG Type DG Status Due Date DG/LRN/2019-2020/00002 Learnership Submitted 30/06/2019 DG/INT/2019-2020/00003 Internship Pending 30/06/2019 ast Go to Page 1 Page 1 of 1	DG APPLICATION - INSETA TEST 2017 - 2018 MEDIU 31 March 2020 ∨ Type: Internship ✓ Create Submission Number DG Type DG Status Due Date Submitted Date DG/ILRN/2019-2020/00002 Learnership Submitted 30/06/2019 03/26/2019 DG/INT/2019-2020/00003 Internship Pending 30/06/2019 03/26/2019 ast Go to Page 1 Page 1 of 1 Page 1 of 1	DG APPLICATION - INSETA TEST 2017 - 2018 MEDIUM/LARGE (X00 31 March 2020 ∨ Type: Internship ∨ Create Submission Number DG Type DG Status Due Date Submitted Date Approved Date DG/LRN/2019-2020/00002 Learnership Submitted 30/06/2019 03/26/2019 DG/DC/D19 DG/INT/2019-2020/00003 Internship Pending 30/06/2019 03/26/2019 ast Go to Page 1 Page 1 of 1	

3. The application menu will be returned after clicking on the view button; to complete or view each form, click on the select button

Main Page	3		DG Application Forms 01 April 2019 – 31 March 2020	INSETA TEST	2017 - 2018 MEDIUM/LAR	.GE - X000000011
						Submit DG Application
#	Form	Description			Due Date	Select
1.	1	Organisation Details			30/06/2019	Select
2.	2	Contact Person Details			30/06/2019	Select
3.	3	Lead Employer Details			30/06/2019	Select
4.	4	Intended Programme Details			30/06/2019	Select
5.	5	Details of the Intern or Work-based Experience Candidate/s			30/06/2019	Select
6.	6	Declaration of Lead Employer			30/06/2019	Select

a. Organization details

These details read from the submitted WSP details and are therefore view only, to navigate back to the other forms, click on "Back to DG Forms Menu"

Back to DG Forms Menu	Organisation Details
SDL Number	X00000011
Company Name	INSETA TEST 2017 - 2018 Medium/Large
Company Size	Medium (50 - 149)
Company Registration Number	2001/00345678/078
SIC Code	Activities auxiliary to Financial Intermediation
Physical Code	2470
Physical Address Line 1	2223 ext 1
Physical Address Line 2	Vukuzakhe Location
Physical Address Line 3	Volksrust
Physical Suburb	Jubapark
Physical Municipality	Pixley Ka Seme
Physical Urban Rural	Urban
Physical Province	Western Cape
Postal Code	2470
Postal Address Line 1	
Postal Address Line 2	
Postal Address Line 3	
Postal Suburb	Jubapark
Postal Municipality	Pixley Ka Seme
Postal Urban Rural	Urban
Postal Province	Western Cape
Organisation Tel Number	
Organisation Email	
Organisation Website	

b. Company Contact Person

Under this section, capture the coompany contact person details, not those of the SDF. Once the contact details have been captured, click on the "Add" button", the captured contact details will then be saved. User can capture more than one.

To navigate back to the other forms, click on "back to DG Forms Menu"

Back to DG Forms Menu	Contact Person Details
Title	Ms V
Person Name	Test
Person Surname	Contact
Person ID Number	AD12345
Person Email Address	badoro@webmail.com
Telephone Number	0113331234
Cell Number	0723453333

Add

c. Lead Employer Details

This form is view only, the details populate from the organization that the SDF is linked to except for the below fields:

- Are your company details up to date
- Company business enterprise size
- List the training providers involved

Back to DG Forms Menu Lead Em	ployer Details	INSETA TEST 2017 - 2018 MEDIUM/LA	ARGE - X000000011
Legal name of Lead Employer		*Required	
Trading name if different from above			
Physical Address		"Required	
		*Dequired	
Postal Address		Required	
SARS - SDL Number		*Required	
Company/Close Corporation/Partnership/Sole Trader Registration number		"Required	
Are your skills levy payments up to date	✓ *Required		
Company/business enterprise size	✓ *Required		
List the Training Providers involved in this Internship and/or Work-based Experience, if applicable			
Details of Contact Person	Programme Co-ordinator Tel. Number (w)	Mobile Number Fax Number E-mail Ad	dress

Add

d. Intended Programme Details

<u>The</u> intended programme details are captured on this form. All fields marked as "required" are compulsory.

Once the required information has been captured, click the "add" button to save the details, and the "back to DG Forms Menu" to go back to the other forms

Back to DG Forms Menu	Intended Programme Details	INSETA TE
Name of the Programme		*Required
Programme Proposed Commencement Date		*Required
Programme Proposed End Date		*Required
Duration of proposed internship and Work-based Experience	✓ *Required	
Scarce/Critical Skill	۹.	
Add		
·		

e. Details of the Intern or Work-based Experience Candidate/s

Details of the Intern or Work-based Experience Candidate/s: Proposed Equity Targets in terms of race groups of Interns selected for this Internship or Work -based Experience are captured on this form.

Once the required information has been captured, click the "add" button to save the details, and the "back to DG Forms Menu" to go back to the other forms

Back to DG Forms Menu Details of the Intern or Work-based Experience Candidate/s										INS	ETA TEST	2017 - 2018 M	EDIUM/LA	RGE - X000	000011			
What is the highest qualification of the Interns or Work-based Experience Candidates									masters	masters								
How many Interns/WBE candidates do you anticipate employing upon completion of this Internship and Work-based Experience?									0									
	African				Colour	ŧd				Indian/A	sian					White		
м		D		м				м						м				2
0	0	0	0)	0		0	0		0		0		0		0	0	
Race and Gender Breakdown Edit Remove Re What is the highest qualification of the Interns or Work-based Experience Candidates	How many l candidates employing inter based Expe	cords needs to be grea Interns/WBE do you anticipate upon completion nship and Work- rience?	ater than 0, Re African Male	African Female	African Disabled	Coloured Male	Coloured Female	Coloured Disabled	Indian Male	Indian Female	Indian Disabled	White Male	White Female	White Disabled	Total Male	Total Female	Total Disabled	Grand Total
Degree	2		1	4	0	0	0	0	0	0	0	0	1	0	1	0	0	0
Subtotal			1	4	0	0	0	0	0	0	0	0	1	0	1	5	0	6
Grand Total			1	4	0	0	0	0	0	0	0	0	1	0	1	5	0	6
First Previous Nex	t Last Go	to Page 1 Pag	pe 1 of 1															2

f. Declaration of Lead Employer

The declaration details are captured on this form, then a pdf document downloadable.

The downloaded declaration form should be signed, and uploaded under document uploads >> internship declaration form

Back to DG Forms Menu	Declaration of Lead Employer	INSETA TEST 2017 - 2018 SMALL - X000000010						
"It is an offence in terms of the Skills Development Act of 1998 to provide false or misleading information in this Application "Your application will be rejected should false or misleading information be found in this application "INSETA reserves the right to verify the documented responses								
I/We declare that the information provided is correct and according to my /our knowledge, the signatories have the authority to bind the company accordingly. Furthermore I/we have satisfied myself/ourselves to the nature and regulations governing the proposed Internship and/or Work-based Experience Grants from reading the INSETA Internships/WBE Funding Policy								
Should the Intern terminate the program, the Applicant must cease to pay the Intern's stipend and submit a Termination report to the INSETA, signed by the Intern and the Internship/ Work-based Experience Coord								
Should the Applicant want to pay the Intern /Work-based Experience C	Candidate an amount in addition to the stipend paid by INSETA,	they are at liberty to contract with the Intern/Work-based Experience Candidate						
Please download the Intenship Declaration Form, sign it and upload it on the document upload section. Note, you will not be able to submit your application if the Declaration form is not uploaded.								
Name of Representative (Who has the authority to bind the company	/)							
Surname of Representative (Who has the authority to bind the compared by the second se	any)							
Signature of Representative								
Representative Date								
Witness Name								
Witness Surname								
Witness Signature								
Witness Date								



g. Submit application

To submit the application, click on "Back to DG Form Menu", then click the "Submit DG Application" button and confirm that the application can be sent.

- You can log out of the application and log back in at a later stage to continue with the application before submitting it.
- Once the application has been submitted, SDF will receive a notification email on the email address that is captured on the SDF profile
- An application on submitted status cannot be deleted or edited, ensure that everything has been captured before clicking the "submit application" button

		DG Application Forms 01 April 2019 – 31 March 2020	INSETA TEST 2017	- 2018 MEDIUM/LARGE - X000000011
_				Submit DG Application
=				Select
1.	1	pro		
		SUBMIT OF APPLICATION		
3.	3	Les Dear stakeholder, you are about to submit your application for discretionary grant funding make any further changes to your application. Do you want to process?	g. After submission, you will be unable to	
		OK Cancel		

2.2.3 Bursary for Workers DG Application

- 1. Select financial year, and grant type, then click on create.
- The application shell for the selected grant type will get displayed after clicking on the create button, you
 will have the option to view, or delete the shell. The delete option will not be available once the
 application is on submitted status.

Click on the shell, then click the view button to capture the application details

pplication		DG AP	PLICATION - IN	SETA TEST	2017 - 201	8 MEDIUM/LARG	E (X00000001	1)
	View							
	Financial Year: 01 April 201	9 – 31 March 2020 🗸 Type:	Bursary	for Workers	\sim	Create		
	Financial Year	Submission Number	DG Type	DG Status	Due Date	Submitted Date	Approved Date	Rejected Dat
	01 April 2019 – 31 March 202	0 DG/LRN/2019-2020/00002	Learnership	Submitted	30/06/2019	03/26/2019		
	01 April 2019 - 31 March 202	0 DG/INT/2019-2020/00003	Internship	Pending	30/06/2019			
	01 April 2019 - 31 March 202	0 DG/BURW/2019-2020/0000	4 Bursary for Work	ers Pending	30/06/2019			
	First Previous Next	Last Go to Page 1 F	Page 1 of 1					

3. The application menu will be returned after clicking on the view button; to complete or view each form, click on the select button.

Main Page		DG Application Forms 01 April 2019 – 31 March 2020	INSETA TEST 2017 - 2018 M	IEDIUM/LARGE - X000000011 Submit DG Application
#	Form	Description	Due Date	Select
1.	1	Organisation Details	30/06/2019	Select
2.	2	Contact Person Details	30/06/2019	Select
3.	3	Learner Details	30/06/2019	Select

a. Organization details

Ē

These details read from the submitted WSP details and are therefore view only, to navigate back to the other forms, click on "Back to DG Forms Menu"

Back to DG Forms Menu	Organisation Details
SDL Number	X00000011
Company Name	INSETA TEST 2017 - 2018 Medium/Large
Company Size	Medium (50 - 149)
Company Registration Number	2001/00345678/078
SIC Code	Activities auxiliary to Financial Intermediation
Physical Code	2470
Physical Address Line 1	2223 ext 1
Physical Address Line 2	Vukuzakhe Location
Physical Address Line 3	Volksrust
Physical Suburb	Jubapark
Physical Municipality	Pixley Ka Seme
Physical Urban Rural	Urban
Physical Province	Western Cape
Postal Code	2470
Postal Address Line 1	
Postal Address Line 2	
Postal Address Line 3	
Postal Suburb	Jubapark
Postal Municipality	Pixley Ka Seme
Postal Urban Rural	Urban
Postal Province	Western Cape
Organisation Tel Number	
Organisation Email	
Organisation Website	

b. Company Contact Person

Under this section, capture the coompany contact person details, not those of the SDF. Once the contact details have been captured, click on the "Add" button", the captured contact details will then be saved. User can capture more than one.

To navigate back to the other forms, click on "back to DG Forms Menu"

Back to DG Forms Menu	Contact Person Details
Title	Ms V
Person Name	Test
Person Surname	Contact
Person ID Number	AD12345
Person Email Address	badoro@webmail.com
Telephone Number	0113331234
Cell Number	0723453333
Add	

c. Learner details

Learner details that are required for the application should be captured on this form and saved.

Alternatively the bulk import functionality can be used; click on the "bulk import" button, download the template, populate it, and upload back under the same section

	IMPORT EXCEL DATA	
INSEIA SETA Management Syst	Download Excel Template Upload file to Import [C:\Users\BAdoro\Desktop\2019_DG_Bursary Browse	
Dashboard Skills D	G	
Back to DG Forms Menu	Learner Details	INSETA TEST 2017 - 2018 SMA

- Once the import is completed, an import report will be returned at the bottom of the page. If all records were successfully imported, the report will be blank, else it will indicate what the errors are per record.
- Once errors on records have bene rectified, the upload can be done again.



d. Submit application

1

To submit the application, click on "Back to DG Form Menu", then click the "Submit DG Application" button and confirm that the application can be sent.

- You can log out of the application and log back in at a later stage to continue with the application before submitting it.
- Once the application has been submitted, SDF will receive a notification email on the email address that is captured on the SDF profile
- An application on submitted status cannot be deleted or edited, ensure that everything has been captured before clicking the "submit application" button

Main Page		DG Application Forms INS 01 April 2019 – 31 March 2020	ETA TEST 2017 - 2018 MEDIUM/LARGE - X0000	000011 Application
1.	1	On	Select	
2.	2	Col	Select	
3.	3	Let Dear stakeholder, you are about to submit your application for discretionary grant funding. After submission, you wil make any further changes to your application. Do you want to process?	be unable to Select	
		OK Cancel		

2.2.4 Skills programmes for Workers DG Application

- 1. Select financial year, and grant type, then click on create.
- The application shell for the selected grant type will get displayed after clicking on the create button, you
 will have the option to view, or delete the shell. The delete option will not be available once the
 application is on submitted status.

Click on the shell, then click the view button to capture the application details

	DG APP	LICATION - INSETA TES	ST 2017 - 2	018 MEDIL	M/Large (X000	000011)	
View							
Financial Year: 01 April 2019	– 31 March 2020 🖂 Type:	Skills Programme for	or Workers \smallsetminus	Create			
Financial Year	Submission Number	DG Type	DG Status	Due Date	Submitted Date	Approved Date	Rejected Date
01 April 2019 – 31 March 2020	DG/LRN/2019-2020/00002	Learnership	Submitted	30/06/2019	03/26/2019		
01 April 2019 - 31 March 2020	DG/INT/2019-2020/00003	Internship	Pending	30/06/2019			
01 April 2019 – 31 March 2020	DG/BURW/2019-2020/00004	Bursary for Workers	Pending	30/06/2019			
01 April 2019 - 31 March 2020	DG/SPW/2019-2020/00005	Skills Programme for Workers	Pending	30/06/2019			
First Previous Next	Last Go to Page 1 Pa	age 1 of 1					

3. The application menu will be returned after clicking on the view button; to complete or view each form, click on the select button.

Main Page			DG Application Forms 01 April 2019 – 31 March 2020	INSETA TES	T 2017 - 2018 MEDIUM/LARGE - X000000011
					Submit DG Application
#	Form	Description		Due Date	Select
1.	1	Organisation Details		30/06/2019	Select
2.	2	Contact Person Details		30/06/2019	Select
3.	3	Learner Details		30/06/2019	Select

e. Organization details

These details read from the submitted WSP details and are therefore view only, to navigate back to the other forms, click on "Back to DG Forms Menu"

Back to DG Forms Menu	Organisation Details
SDL Number	X000000011
Company Name	INSETA TEST 2017 - 2018 Medium/Large
Company Size	Medium (50 - 149)
Company Registration Number	2001/00345678/078
SIC Code	Activities auxiliary to Financial Intermediation
Physical Code	2470
Physical Address Line 1	2223 ext 1
Physical Address Line 2	Vukuzakhe Location
Physical Address Line 3	Volksrust
Physical Suburb	Jubapark
Physical Municipality	Pixley Ka Seme
Physical Urban Rural	Urban
Physical Province	Western Cape
Postal Code	2470
Postal Address Line 1	
Postal Address Line 2	
Postal Address Line 3	
Postal Suburb	Jubapark
Postal Municipality	Pixley Ka Seme
Postal Urban Rural	Urban
Postal Province	Western Cape
Organisation Tel Number	
Organisation Email	
Organisation Website	

f. Company Contact Person

Under this section, capture the coompany contact person details, not those of the SDF. Once the contact details have been captured, click on the "Add" button", the captured contact details will then be saved. User can capture more than one.

To navigate back to the other forms, click on "back to DG Forms Menu"

Back to DG Forms Menu	Contact Person Details
Title	Ms V
Person Name	Test
Person Surname	Contact
Person ID Number	AD12345
Person Email Address	badoro@webmail.com
Telephone Number	0113331234
Cell Number	0723453333

g. Learner details

Learner details that are required for the application should be captured on this form and saved.

Alternatively the bulk import functionality can be used; click on the "bulk import" button, download the template, populate it, and upload back under the same section

	IMPORT EXCEL DATA
SETA Management Syst	ownload Excel Template pload file to Import :\Users\BAdoro\Desktop\2019_DG_Bursary Browse
Dashboard Skills D	
Back to DG Forms Menu	Learner Details INSETA TEST 2017 - 2018 SN

- Once the import is completed, an import report will be returned at the bottom of the page. If all records were successfully imported, the report will be blank, else it will indicate what the errors are per record.
- Once errors on records have bene rectified, the upload can be done again.

Full Qualification Title	
Skills Programme Title	
Skills Development Provider	
Add Update Cancel Bulk Import Click here to download Bulk Imp	port success and exception report

h. Submit application

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To submit the application, click on "Back to DG Form Menu", then click the "Submit DG Application" button and confirm that the application can be sent.

- You can log out of the application and log back in at a later stage to continue with the application before submitting it.
- Once the application has been submitted, SDF will receive a notification email on the email address that is captured on the SDF profile
- An application on submitted status cannot be deleted or edited, ensure that everything has been captured before clicking the "submit application" button

	DG Application Forms 01 April 2019 – 31 March 2020	INSETA TEST 2017 -	- 2018 MEDIUM/LARGE - X000000011 Submit DG Application
1	50		
2	Co. SUBMIT OF APPLICATION	Co SUBNIT OF APPLICATION Co Constraint of a stakeholder, you are about to submit your application for discretionary grant funding. After submission, you will be unable to make any further changes to your application. Do you want to process?	
3	Lea Dear stakeholder, you are about to submit your application for discretionary grant funding. A make any further changes to your application. Do you want to process?		
	OK Cancel		
	Form 1 2 3	DG Application Forms 01 April 2019 – 31 March 2020 Form Description 1 Or SUBMIT OF APPLICATION Dear stakeholder, you are about to submit your application. Do you want to process? OK Cancel	DG Application Forms 01 April 2019 – 31 March 2020 Form Description Due Date 1 Or 2 Construction 3 Lee Dear stakeholder, you are about to submit your application for discretionary grant funding. After submission, you will be unable to make any further changes to your application. Do you want to process? OK Cancel