



Working together for a skilled tomorrow

MIS IMPLEMENTATION

DISCRETIONARY GRANTS TRAINING GUIDE Version 1.1

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Document Review

The document described herein is agreed to by key team members and by signing this document;

The project members confirm their support of the Training guide content.

Name	Title	Signature	Date
Tshembani Maluleka	IT Manager	•	
Kgothatso Modise	Learning Manager		
Akhona Wotshela	Learning Manager		
Bongi Mthombeni	Learning Manager		5
Ivy Pilane	Project Manager		•
Malindi Madumo	Change Manager		

Version Control

Date	Version	Summary of changes	Amended by
12 January 2021	1.0	Draft	Malindi Madumo
25 January 2022 1.1		Added DG application	Malindi Madumo
		examples per programme	





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2 Introduction

This is a Training manual for the new MIS System for the Insurance Sector Education and Training Authority (INSETA). The system provides the organisation with an easy and timeous process to apply Discretionary Grants.

2.1 Objective

The objective of this training manual is to provide a step-by-step guide on how to execute the following processes on the system:

• Apply for a DG

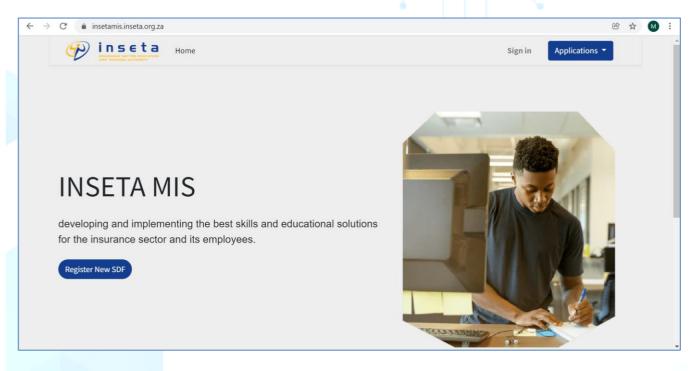




3 Navigation

3.1 System Access

To access the DG Skills Module, follow the link <u>https://insetamis.inseta.org.za/</u>



3.2 Icons and terminology

The following are icons used on the manual and their meaning

Icon	Meaning
ATTENTION	This icon alerts the user to take note of the important message
Î	This icon displays information the result that come about when a process is completed



The following table includes abbreviations or notations that are used in the document and on the system.

Term/Acronym	Definition
DG	Discretionary Grants
DGEC	Discretionary Grants Evaluation Committee
DGAC	Discretionary Grants Adjudication Committee
WSP	Workplace Skills Plan
OFO	Organised Framework for Occupations





4 DG Application

Log in as the approved primary SDF

4.1	Apply for a DG	
	Home	Sign in Applications 👻
		Email
		primarysdf@inseta.org.za
		Password
		Login
		Reset Password
Ą	Login of the primary CDE by entering a	mail and second and then alight Log In
	Login as the primary SDF by entering e	mail and password, and then click Log In
DG	DG Applications	🔍 🕐 😰 Test Primary SDF

Discuss board				Search							Q
DG Ame				▼ Filters ≡ Gr	oup By 🔺 Favorites	5				1-5/5 🔇	>
Name	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	Created on	Created by	State	
•											
DG/LRN-Y/2022-2023/3155	[N000000015] Providence Consultants & Act	01 April 2022 - 31 March 2023	Learnerships for Youth (including Pw	30/04/2022 02:00:00	11/01/2022 02:00:00	11/01/2022 02:00:00		11/01/2022 07:59:03	Test Primary S	Signed	

Click on the menu icon , then click DG

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DG	Dashboard				9	Search								Q
Cre	eate 📩					▼ Filters	≣Gr	oup By 🔺 Fa	avorites			1-36 / 3	36 <	>
	Name	Organisat	Financial Year	DG type	Due Date	Submitted I	Dat	Approved Date	Rejected Date	Created on	Created b	State		
0	DG/LRN-Y/2022-2	[N000000	01 April 2022 - 31	Learnerships for Youth (including PwD)	28/02/2023 02	. 13/04/2022	02:	13/04/2022 02:		13/04/2022 11:16	Test Test2	Signed		
	DG/LRN-W/2022	[N000000	01 April 2022 - 31	Learnership for Workers	28/02/2023 02	. 13/04/2022	02:			13/04/2022 11:13	Test Test2	Pending	Outstar	
	DG/LRN-Y/2022-2	[N000000	01 April 2022 - 31	Learnerships for Youth (including PwD)	30/04/2022 02	13/04/2022	02:	13/04/2022 02:		13/04/2022 11:09	Test Test2	Awaiting	coo s	
0	DG/LRN-Y/2022-2	[N000000	01 April 2022 - 31	Learnerships for Youth (including PwD)	30/04/2022 02	13/04/2022	02:	13/04/2022 02:		13/04/2022 09:44	Test Test2	Signed		

Click Create





Learnership for Youth (including PwD)

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- Select Organisation (Only organisations linked to the SDF in the Skills module can be selected in the dropdown)
- Select **DG type** and **Funding window**

Organisation	[N000000015] Providence Consultants & Actuaries	Applied		
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Organisation -	Update Organisation Details			
Learnership Details				

To edit details, click **Update Organisation Details**



DG DG Applications			Update Organisation de	atails/Contact		×	🔍 🔹 💿 👘 Test Primary SDF
DG Dashboard / DG/LRN-Y/20 Save Discard	022-2023/3156		N000000015	onsultants & Actuaries		î .	6/6 < >
	Organisation SOL No Financial Year DG type Funding Window Due Date	[N00 N000 01 A: Lear DG/I 30/04	Organisation Details Contact Person C/FO	Number of Employees Number of Employees (Current FY) Physical Address Country Street Street2 Physical Address 3 Physical Code Physical Suburb Physical Erovince Physical Urban/Rural Physical Municipality Use Physical for Postar2	0 10 South Africa - 37 Empire Road Paylacial Address 3 2193 Westcliffe - Johannesburg Metro - Johannesburg Metro -		
	Organisation Learnership Details		Save Discard	Postal Address 1 Postal Address 1 Postal Address 2 Postal Address 3 Postal Code Postal Suburb	37 Empire Road Parktown 2193 Westcliffe -		

C Edit relevant fields and click Save

Organisation	Learnership	Funding Type	Socio Economic Status	Physical Province	Cost Per Total Student Learners Applied	Total Amount Start Date Applied	End Date
Learnership Details	Add a line						

Click Learnership details and then Add a line

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DG Dashboard / New	Create Learnership Details		×	A
Save Discard	DG type	Learnerships for Youth (including PwD)		
Due Date 3	//0 Funding Type	SETA funded		^
	Learnership	[13Q130031761202] Nc: Financial Services Nqf 2		
	Learnership Code	13Q130031761202	-	
	Socio Economic Status	Unemployed	-	
	Physical Province	KwaZulu-Natal (ZA)	_	
	Cost Per Student	78240.00		
	Cost Per Disabled	92640.00		
	No. Learners Applied	5	_	
	No. Disabled Applied	1	_	
	Total Learners Applied	6		
	Total Amount Applied	483840.00		End Date
Organisation	Start Date		_	
Organisation	End Date	30/04/2023		
Learnership Details	Employer Contact Person	Test - Providence Consultants & Actuaries, Thabo Manganyi		
	Contact Name	Thabo Manganyi	_	
	Contact Surname	Mangayi		
	Contact Person Email	thabom@inseta.org.za		
			_	
	Save & Close Save & New Discard			

- Image: Select Learnership (the Learnership Code is then auto populated)

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- Construction Select Physical Province
- Select no. of leaners (the total amount is auto calculated)
- Select Start (The start date should be within the selected financial year, the start date will auto calculated and populated)
- ✓ Belect employer contact person
- Click Save & Close

DG/LRN-Y/	2022-2023	/3156									
Organisation	QI Solutions	-			Applied						
SDL No	N000000015				Tot. Learners Applied			2			
Financial Year DG type	01 April 2022 - 3	March 2023 Youth (including PwD)			Tot. Disabled Applied			0			
Funding Window		nuary 01, 2022 - April 30.	2022		Tot. Applied Total Amt. Learners Applied			2 R 130400.00			
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					Tot. Amt. Disabled Approved			R 0.00			
					Total Amt. Approved			R 0.00			
Organisation		Learnership	Funding Type	Socio Economic Status	Physical Province	Cost Per Student	Total Learners Applied	Total Amount Applied	Start Date	End Date	
Learnership Details		[01Q01000500780	SETA funded	Unemployed	Gauteng (ZA)	65200.00	2	130400.00	16/01/2022	29/04/2022	8
		Add a line									

To apply for multiple programmes, click on **Add a line** once again

■ DG	DG Applications	Create Learnership Details		×		442) ③	Test Test2
DG Dashboa	ard / New						A
Save Disca	rel						
Save		DG type	Learnerships for Youth (including PwD)				
	Financial Year 01 A	Funding Type	SETA funded -				*
	DG type	Learnership	[13Q130064001205] Certificate: Financial Planning Nqf L5 -				
	Funding Window DG	Learnership Code	13Q130064001205				
	Due Date 30/0	Socio Economic Status	Unemployed				
		Physical Province	Northern Cape (ZA)				
		Cost Per Student	78240.00				
		Cost Per Disabled	92640.00				
		No. Learners Applied	5				
		No. Disabled Applied	0				
		Total Learners Applied	5				
		Total Amount Applied	391200.00				
		Start Date	01/05/2022 -				
		End Date	30/04/2023				
		Employer Contact Person	Test - Providence Consultants & Actuaries, Thabo Manganyi	2	End Date		
		Contact Name	Thabo				
	Organisation	Contact Surname	Manganyi		30/04/2023 1	ð	
	Learnership Details	Contact Person Email	thabom@inseta.org.za				
		Save & Close Save & New Discard					

- Capture Learnership details
- Click Save & Close



B DG DG Applications				442 O	🙆 Test T	est2
	Confirmation	×	 	~~~~		0012
DG Dashboard / New		_				Î
Save Discard	Are you sure you want to submit this Application? You will not be able to modify after submission					
Submit	Ok Cancel		Pending Approval	Approved		•

Learnership for Workers

DG DG Applications					q⁴⁸⁴ O	👩 Test Tes
Save Discard						
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Organisation SDL No Financial Year DG type Funding Window Due Date	[N00000015] Providence Consultants & Actuaries N000000015 01 April 2022 - 31 March 2023 Learnership for Workers DG/2022/028 January 01, 2022 - April 30, 202 4 30/04/2022 02.00.00	 Applied Tot. Learners Applied Tot. Disabled Applied Tot. Applied Total Amt. Learners Applied Total Amt. Applied Total Amt. Applied Total Amt. Applied Total Amt. Applied Total Learners Approved Total Learners Approved Total Learners Approved Total Learners Approved Total Amt. Learners Approved Total Amt. Learners Approved Tot. Amt. Disabled Approved Tot. Amt. Disabled Approved 	R R 0 0 0 0 0 4 R 4 R	0.00 0.00 0.00 0.00 0.00 0.00 0.00		

- Select Organisation (Only organisations linked to the SDF in the Skills module can be selected in the dropdown)
- Select DG type and Funding window

Organisation		Funding Type	Socio Economic Status	Physical Province	Cost Per Total Student Learners Applied	Total Amount Start Date Applied	End Date	
Learnership Details	Add a line							

Click Learnership details and then Add a line



B DG DG Applications		Create Learnership Details		×	1 484 () 👩 Test Test2
DG Dashboard / New						^
Save Discard		DG type	Learnership for Workers			
DG type		Funding Type	SETA funded -			-
Funding Window	DG	Learnership	[29Q290031331404] Fetc: Human Resources Management And Practic -			
Due Date	30/0	Learnership Code	29Q290031331404			
		Socio Economic Status	Employed			
		Physical Province	Northern Cape (ZA)			
		Cost Per Student	24000.00			
		No. Learners Applied	5			
		Total Learners Applied	5			
		Total Amount Applied	120000.00			
		Start Date	01/05/2022			
		End Date	30/04/2023			
		Employer Contact Person	Test - Providence Consultants & Actuaries, Thabo Manganyi 🗾 👻			
		Contact Name	Thabo	End Date		
		Contact Surname	Manganyi	End Date		
Organisation		Contact Person Email	thabom@inseta.org.za			
Learnership Details						
		Save & Close Save & New Discard				

- → Select Learnership (the Learnership Code is then auto populated)
- Construction Select Physical Province
- Select no. of leaners (the total amount is auto calculated)
- Select Start (The start date should be within the selected financial year, the start date will auto calculated and populated)
- Click Save & Close

		Learnership	Funding Type	Socio Economic	Physical Province	Cost Per Stu	Total Le	Total Amount	Start Date	End Date	
Organisation		[29Q29003133140	SETA funded	Employed	Northern Cape (ZA)	24000.00	5	120000.00	01/05/2022	30/04/2023	÷
Learnership De	tails	Add a line									

- To apply for multiple programmes, click on Add a line once again
- Capture Learnership details
- Click Save & Close

B DG DG Applications	Confirmation	×	🔍 ⁴⁴² Ø 👘 Test	Test2
DG Dashboard / New Suvo Discard	Are you sure you want to submit this Application? You will not be able to modify after submission			^
Submit	Ok Cancel		Pending Adjudication Pending Approval Approved Rejected	-



Learnership for Rural Learners

DO	DG Applications				1 505 O	👩 Test Tes
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	Distard					
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	Due Date	30/04/2022 02:00:00	Total Amt. Disabled Applied Total Amt. Applied	R 0.00 R 0.00		
			Approved			
			Tot. Learners Approved	0		
			Tot. Disabled Approved	0		
			Total Learners Approved	0		
			Tot. Amt. Learners Approved	R 0.00		
			Tot. Amt. Disabled Approved	R 0.00		
			Total Amt. Approved	R 0.00		

- Select Organisation (Only organisations linked to the SDF in the Skills module can be selected in the dropdown)
- A Select DG type and Funding window

Organisation	Learnership	Funding Type	Socio Economic Status	Physical Province	Total Total Amount Start Date rners Applied lied	End Date
Learnership Details	Add a line					

Click Learnership details and then Add a line

DG DG Applications	Create Learnership Details	· · · · · · · · · · · · · · · · · · ·	🔍 ⁵⁰⁵ (?) 👘 Test Test2
DG Dashboard / New			^
Save Discard			
	DG type	Learnership for Rural Learners	
	Funding Type	SETA funded -	^
	Learnership	[29Q290031331404] Fetc: Human Resources Management And Practic -	
	Learnership Code	29Q290031331404	
	Socio Economic Status	Unemployed	
	Physical Province	KwaZulu-Natal (ZA)	
	Cost Per Student	98640.00	
	Cost Per Disabled	92640.00	
	No. Learners Applied	5	
	No. Disabled Applied	2	End Date
	Total Learners Applied	7	End Date
Organisation	Total Amount Applied	678480.00	
Learnership Details	Start Date	01/05/2022 -	
	End Date	30/04/2023	
	Employer Contact Person	Test - Providence Consultants & Actuaries, Thabo Manganyi 🗾 🖉	
	Contact Name	Thabo	
	Contact Surname	Mangany	
	Contact Person Email	thabom@inseta.org.za	
	Save & Close Save & New Discard		

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- [√][⊕] Select Funding type
- Select Learnership (the Learnership Code is then auto populated)
- Construction Select Physical Province
- → Select no. of leaners (the total amount is auto calculated)
- Select Start (The start date should be within the selected financial year, the start date will auto calculated and populated)
- ✓ Belect employer contact person
- Click Save & Close

Organisation [29Q29003133140 SETA funded Employed Northern Cape (ZA) 24000.00 5 120000.00 01/05/2022 30/04/2023 @ Learnership Details Add a line	Organisation	 Funding Type	Socio Economic Employed	Physical Province	Cost Per Stu 24000.00		Total Amount Start Da 120000.00 01/05/20		Ê
	-	SE IA lunded	Employed	Northern Cape (ZA)	24000.00	5	120000.00 01/05/20	22 30/04/2023	۳

- Capture Learnership details
- Click Save & Close

DG DG Applications				442 O	🕼 Test Te	əst2
DG Dashboard / New	Confirmation	×				-
Save Discard	Are you sure you want to submit this Application? You will not be able to modify after submission					
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Internship Matric +

Dashboard / New Discard						
mit						
		Draft Su	ubmitted Pending Evaluation	Pending Adjudication Pending Approval	Approved	Rejected
Organisation SDL No Financial Year DG type Funding Window Due Date	[N000000015] Providence Consultants & Actuaries N000000015 01 April 2022 - 31 March 2023 Internship Matric + DG/2022/028 January 01, 2022 - April 30, 2022 30/04/2022 02:00:00	Applied Tot. Learners Applied Total Amt. Applied Approved Total Amt. Approved Total Amt. Approved	0	0.00		

- Select **Organisation** (Only organisations linked to the SDF in the Skills module can be selected in the dropdown)
- Select **DG type** and **Funding window**

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	Programme Title	Internship Type	Scarce & Critical Skil Cost Per Stu No of Int Total Amount Duratio Start Date	End Date
Organisation	Add a line			
Internship Programme Details				

Click Internship Programme details and then Add a line

II DG	DG Applications	Create Internship De	tails	×
DG Dashbo		Programme Title	Training Manual Test	
Submit		Internship Type	Matric Certificate	Pending Approval Approved Rejected
		Scarce & Critical Skills	Management Consultant •	
		Start Date	01/05/2022 -	
		End Date	31/05/2023 👻	
		Duration	12	
	Organisation [N0	Cost Per Student	64800.00	
	SDL No N00	Cost Per Month	5400.00	
	Financial Year 01 A	No of Interns	10	
	DG type Inte	Total Amount Applied	648000.00	
	Funding Window DG	First Time Applicant?	Yes 🗸	
	Due Date 30/0	Employer Contact Person	Test - Providence Consultants & Actuaries, TI 👻 📝	
		Contact Name	Thabo	
		Contact Surname	Manganyi	
		Contact Person Email	thabom@inseta.org.za	End Date
	Organisation			
	Internship Programme Details			
		Save & Close Save	R New Discard	

- Capture Programme Tittle
- Select Start and End Date (The start date should be within the selected financial year)
- Capture No. of interns
- 1 Indicate if it's a First-time applicant
- C Select employer contact person
- Click Save & Close

	Programme Title	Internship Type	Scarce & Critical Skil C	ost Per Stu N	lo of Int T	otal Amount Dura	tio Start Date	End Date	
Organisation	Training Manual Test	Matric Certificate	Management Consultant	64800.00	10	648000.00	12 01/05/2022	31/05/2023	Û
Internship Programme Details	Add a line								

- $^{\circ}$ To apply for multiple programmes, click on **Add a line** once again
- Capture Learnership details
- Click Save & Close

B DG DG Applications			442 0	🐻 Test	Toet2
	Confirmation	×	 ~ ~	test	10512
DG Dashboard / New Save Discard	Are you sure you want to submit this Application? You will not be able to modify after submission				
Submit	Ok Cancel		oval Approved		

Click Submit, and OK to confirm



Internship Diploma/Degree

D G	DG Applications									Q 547	0	👩 Test T	'est2
DG Dashbo Savo Disca	oard / New				Draft	Submitted	Pending Evaluation	Pending Adjudication	Pending Approval	Appro		Rejected	
	Organisation SDL No Financial Year DG type	N000000015 01 April 2022 - 3 Internship Diple	oma/Degree	Tot. Learn Total Amt.	ers Applied Applied	d		0 R 0.00					
	Funding Window Due Date	DG/2022/028 J 30/04/2022 02:0	anuary 01, 2022 - April 30, 2022	Tot. Learn Total Amt.	ers Approv			0 R 0.00					
	Organisation Internship Programme Det	ails	Update Organisation Details										

- Select Organisation (Only organisations linked to the SDF in the Skills module can be selected in the dropdown)
- Select **DG type** and **Funding window**
- Click Internship Programme details and then Add a line

DG DG Applications				🔍 ⁵⁴⁷ (2) 👘 Test Test2
DG Dashboard / New	Create Internship De	alls	×	
Save Discard				
_	Programme Title	Internship Test 2		
Submit	Internship Type	Degree		Pending Approval Approved Rejected
	Scarce & Critical	Management Consultant -		
	Skills Start Date	01/05/2022 👻		
	End Date	31/05/2023 -		
	Duration	12		
Organisation [N	0 Cost Per Student	93600.00		
SDL No NO	0 Cost Per Month	7800.00		
Financial Year 01	A No of Interns	10		
DG type In	te Total Amount Applied	936000.00		
Funding Window D	G First Time Applicant?	Yes		
Due Date 30	0 Employer Contact Person	Test - Providence Consultants & Actuaries, Br 🗸 🔀		
	Contact Name	Bongi		
	Contact Surname	Malinga		
	Contact Person Email	mandatory@inseta.org.za		End Date
Organisation				
Internship Programme Details				
	Save & Close Save	New Discard		

- Capture Programme Tittle
- Select Start and End Date (The start date should be within the selected financial year)
- Capture No. of interns
- ✓ Indicate if it's a First-time applicant
- ✓ Belect employer contact person
- Click Save & Close

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	Programme Title	Internship Type	Scarce & Critical Skil C	ost Per Stu No	of Int To	otal Amount Du	ratio Start Date	End Date	
Organisation	Training Manual Test	Matric Certificate	Management Consultant	64800.00	10	648000.00	12 01/05/2022	31/05/2023	Ð
Internship Programme Details	Add a line								

- To apply for multiple programmes, click on **Add a line** once again
- Capture Learnership details
- Click Save & Close

DG Dashboard / New Are you sure you want to submit this Application? You will not be able to modify after submission Submit Ok Cancel	
Submit Cancel Pending Adjutication Pending Approval App	
Click Submit, and OK to confirm	

Bursaries for Workers

DG	DG Applications								2 589	0 🕻	Test Test
G Dashbo Save Disca	ard / New										
Submit	Organisation SDL No	[N00000015] Providence Consultants & Actuaries N000000015	Applie		Submitted	Pending Evaluation	Pending Adjudication	Pending Approval	Approve	d Rej	jected
	Financial Year DG type Funding Window Due Date	01 April 2022 - 31 March 2023 Bursaries for Workers DG/2022/028 January 01, 2022 - April 30, 2022 30/04/2022 02:00:00	Tot. Learn Total Amt. Approv Tot. Learn Total Amt.	Applied ved ers Approv	ved		0 R 0.00 0 R 0.00				
	Organisation	Update Organisation Details									

- Select **Organisation** (Only organisations linked to the SDF in the Skills module can be selected in the dropdown)
- Select **DG type** and **Funding window**
- Click Learner details and then Add a line



E DG DGA	pplications	Create Bursary Deta	lls	×	🔍 589 🕐 🎼 Test Test2
DG Dashboard / Ne Seve Discard Submit	ew	Cost Per Student No. Learners Applied For Funding Amount	36000 00 10 36000 00		Nending Approved Approved Bajected
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Organis.	ation	Save & Close Save	& New Discard		. Scarce & Cri

- Capture No. of Learners Applied for
- Select Institution
- Capture Qualification Title
- Capture Year of Study
- Capture Qualification SAQA ID
- Construction Select Scarce and Critical Skills
- Capture NQF level
- Constraint Select Start and End Date (The start date should be within the selected financial year)
- Click Save & Close

	No. Lear Cost Per Stu	Funding Am	Total Amount Institution	Full Name Ot Qualification	Year of Stud	Qualification	Scarce & Cri	
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Learner Details	Add a line							

- To apply for multiple programmes, click on Add a line once again
- Capture Learnership details
- Click Save & Close

BG DG Applications			442 O	👩 Test Te	ist2
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Skills Programmes for Workers

D G	DG Applications							Q <mark>(610</mark>)	0	👩 Test T	est2
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	Organisation Learner Details	Update Organisation Details									

- Select **Organisation** (Only organisations linked to the SDF in the Skills module can be selected in the dropdown)
- Select **DG type** and **Funding window**
- Click Learner details and then Add a line

DG DG Applications			🗨 🕼 🕐 👘 Test Test2
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	For		
	Funding Amount Required	9000.00	
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	Full Name of Provider	[N00007709] Test 3 -	
Organisation [N0	Qualification Title	Wealth Management	
SDL No N00	Year of Study	<u>1 </u>	
Financial Year 01 A	Qualification SAQA	58962	
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Funding Window DG	Skills NQF Level	Level 04 -	
Due Date 30/0	Start Date	01/05/2022 -	
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Organisation	Save & Close Save	New Discard	

- Capture No. of Learners Applied for
- Capture Qualification Title
- Capture Year of Study
- Capture Qualification SAQA ID
- ✓ Belect Scarce and Critical Skills
- Capture NQF level
- $^{\circ}$ Select Start and End Date (The start date should be within the selected financial year)
- Click Save & Close

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Organisation 10 9000.00 9000.00 90000.00 Wealth Mana 1 58962 Management
Learner Details Add a line

- To apply for multiple programmes, click on **Add a line** once again
- Capture Learnership details
- Click Save & Close

DG DG Applications	DG DG Applications		🔍 4 2 📀 👘 Test Test 2
	Confirmation	×	
DG Dashboard / New Save Discard	Are you sure you want to submit this Application? You will not be able to modify after submission		
Submit	Ok Cancel		Pending Adjudication Pending Approval Approved Rejected

 \mathcal{T} Click **Submit**, and **OK** to confirm



A status notification email is sent out to the employer. Another notification is sent to the Project Administrator for evaluation.

