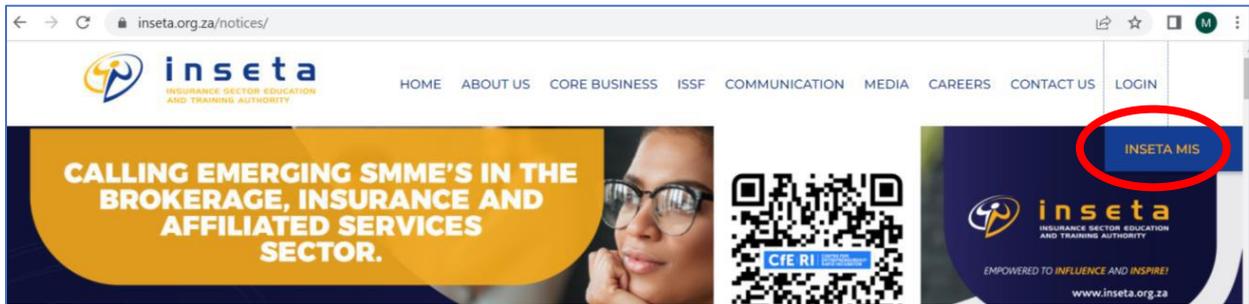


INSETA MIS DG Quick Guide

1. DG Representative Registration- HEI/SDP

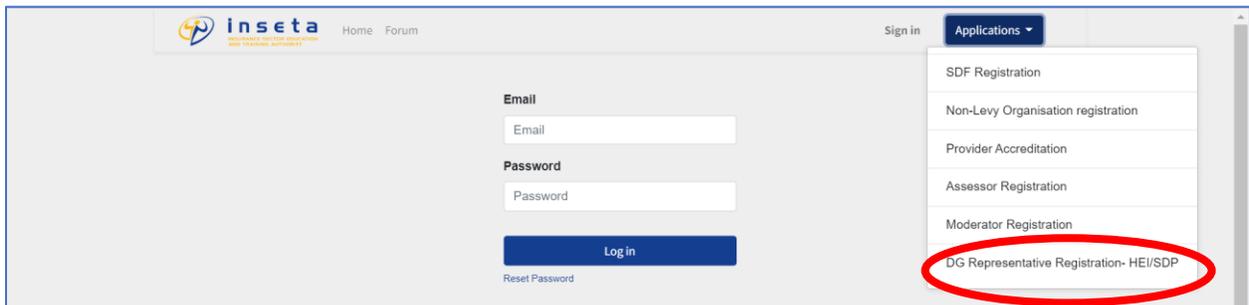
STEP 1: Access the MIS System

To access the Management Information System (MIS), go to the INSETA website <https://www.inseta.org.za>
Click **Login** and then **INSETA MIS**



The MIS landing page will display

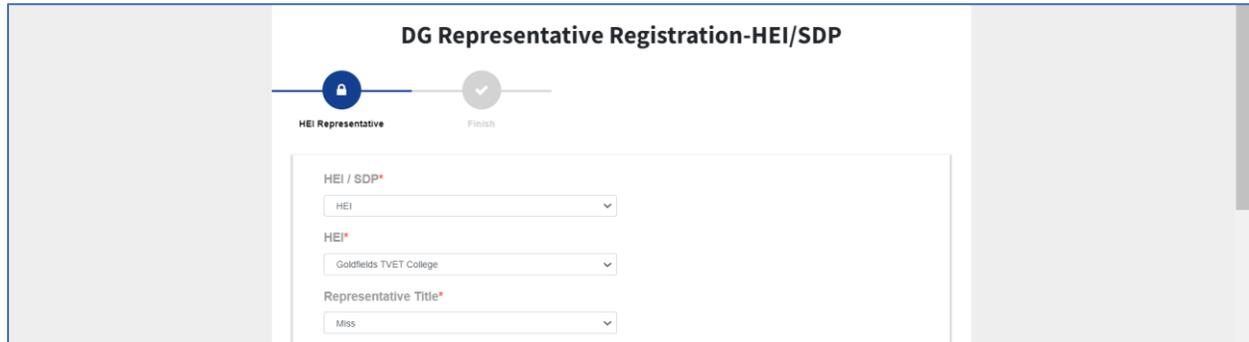
STEP 2: Locate the DG Representative Registration form



Click the **Applications**, then the **DG Representative Registration- HEI/SDP** button

STEP 3: Capture and Submit Registration form

HEI Representative



DG Representative Registration-HEI/SDP

HEI Representative (locked) | Finish (checked)

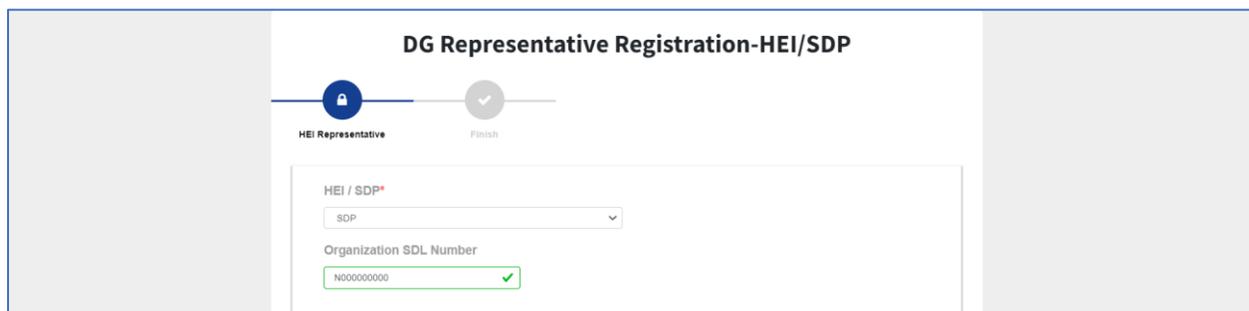
HEI / SDP*
HEI

HEI*
Goldfields TVET College

Representative Title*
Miss

- ☞ Select **HEI or SDP** from the dropdown list
- ☞ If HEI is selected from previous field, select the institution on the **HEI** field

SDP



DG Representative Registration-HEI/SDP

HEI Representative (locked) | Finish (checked)

HEI / SDP*
SDP

Organization SDL Number
N000000000 ✓

- ☞ If SDP is selected from previous field, capture the SDL Number of Provider



Please provide an email address the Provider is registered with on the ETQA module.

Please note that the fields marked with an asterisk (*) are mandatory and should be completed

The image shows a registration form with the following fields:

- Representative Title***: Dropdown menu with "Miss" selected.
- Representative First Name***: Text input with "Training".
- Representative Surname***: Text input with "Example".
- Representative Telephone Number***: Text input with "0113456776" and a South African flag icon.
- Representative Email***: Text input with "phemelo.mothus@gmail.com" and a green checkmark.
- Representative Designation***: Text input with "SDP".
- Signatory Title***: Dropdown menu with "Miss" selected.
- Signatory First Name***: Text input with "Test20".
- Signatory Surname***: Text input with "Twenty".
- Signatory Telephone Number***: Text input with "0113456678" and a South African flag icon.
- Signatory Email***: Text input with "mai@yahoo.com".
- Signatory Designation***: Text input with "SDP".
- Upload Autorization Letter***: "Choose File" button next to the filename "N01447859_LGA_...-13-06_59_22.pdf". Below it, a red note says "Upload Autorization Letter mandatory".

A blue "Confirm" button is located at the bottom center of the form.

- ☞ Capture the required representative and signatory details
- ☞ Upload Authorisation Letter by clicking **Choose File**
- ☞ Click **confirm** to submit the registration

The registration will be submitted to the INSETA Discretionary Grants Team for internal review and approval. Once approved the applicant will receive a notification with login credentials to access the MIS system.

2. DG APPLICATION- Learnership for Youth example

STEP 1: Login to MIS

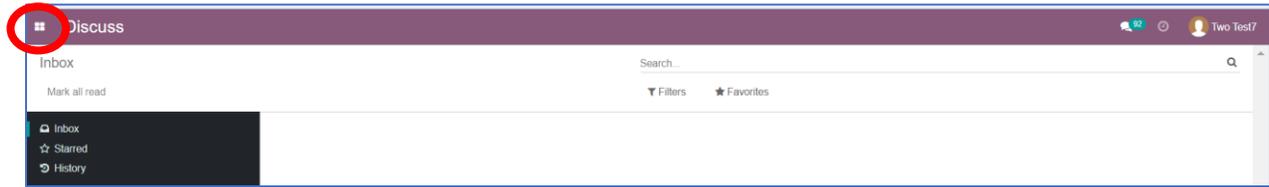
Login into system using credentials received in the approval notification for HEI Representative. For SDP, Use existing credentials to login.

The image shows the login page of the MIS system. At the top left is the INSETA logo and the text "Home Forum". At the top right are "Sign in" and "Applications" buttons. The main content area contains:

- Email**: Text input field with "onet@gmail.com".
- Password**: Password input field with masked characters "*****".
- Log in**: A blue button.
- Reset Password**: A link below the "Log in" button.

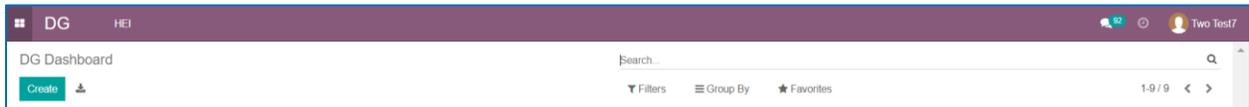
- ☞ To change or reset password click **Reset Password**. An email will be sent on the email provided with the link to change the password.
- ☞ To log In, Capture email and password then click **log in**

STEP 2: Navigate to the DG module

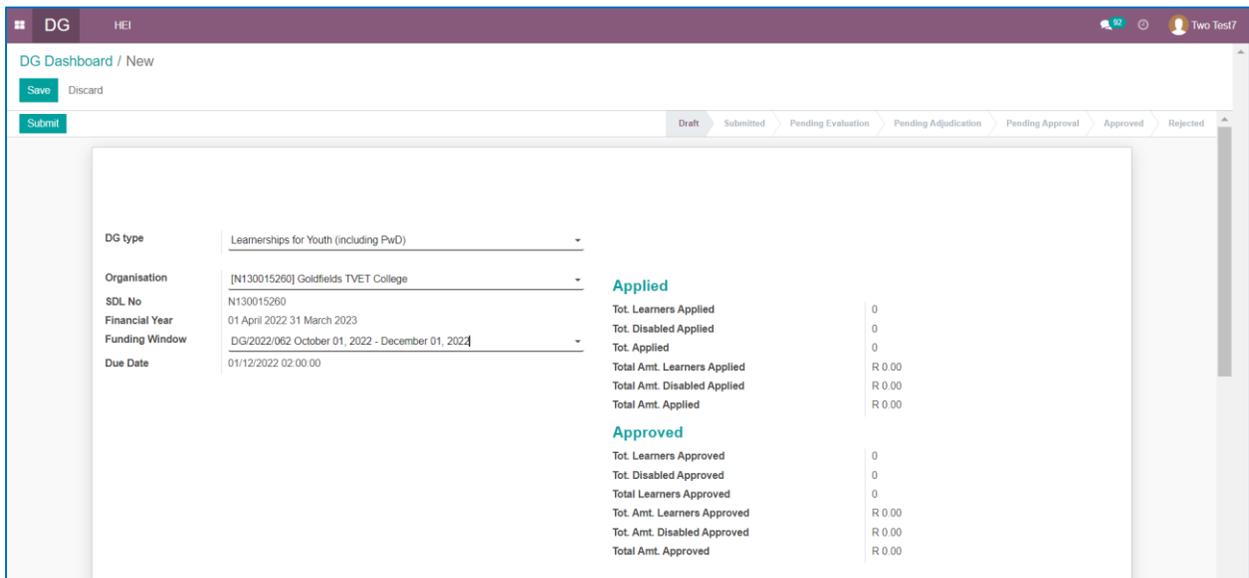


Click the  icon, and then click DG

STEP 3: Create New Application



Click the **Create** to for a new DG application



Select **DG type** from the dropdown list
Select **Organisation**



When selecting the organisation, please note that only the training provider that has been registered and approved in the registration can be selected

- ☞ The **SDL No** and **Financial Year** will be auto populated
- ☞ Select the **Funding Window**, then due date will be auto populated

STEP 4: Capture Programme details

The screenshot shows the 'DG Dashboard / New' interface. At the top, there are 'Save' and 'Discard' buttons. Below that, there are two summary rows: 'Tot. Amt. Disabled Approved' with a value of 'R 0.00' and 'Total Amt. Approved' with a value of 'R 0.00'. The main area contains a table with the following columns: Learningship, Funding Type, Socio Economic Statu..., Physical Province, Total Le..., Total Amount..., Start Date, and End Date. Below the table is an 'Add a line' button.

- ☞ Click on **Add a line**

The screenshot shows the 'Create Learnership Details' form. The fields and their values are as follows:

DG type	Learnerships for Youth (including PwD)
Funding Type	SETA funded
Learnership	[27Q270014551202] National Certificate: Wholesale And Retail Chains
Learnership Code	27Q270014551202
Socio Economic Status	Unemployed
Physical Province	Eastern Cape (ZA)
Cost Per Student	78,240.00
Cost Per Disabled	92,640.00
No. Learners Applied	5
No. Disabled Applied	1
Total Learners Applied	6
Total Amount Applied	483,840.00
Start Date	09/11/2022
End Date	08/11/2023
Employer Contact Person	Goldfields TVET College, FS Mahlangu
Contact Name	FS
Contact Surname	Mahlangu
Contact Person Email	[Redacted]

At the bottom of the form, there are three buttons: 'Save & Close', 'Save & New', and 'Discard'.

- ☞ The **DG type** and **Socio-economic status** will be auto populated based on the information captured in the previous step.
- ☞ Select **Learnership**
- ☞ Select **Physical Province**
- ☞ Capture the **No. of Learners and Disabled Learners Applied** (The system will auto calculate the **Total Applied and Total Amount Applied** based on the standard cost per student)
- ☞ Capture the **Start Date**, the system will auto populate the End date
- ☞ Select the Employer Contact Person
- ☞ Click **Save & New** to add another line (The system will allow adding multiple lines in the same application with different details e.g., The same Dg type but different learnership or physical province)
- ☞ Click **Save & Close** once all programme details have been captured

STEP 4: Submit Application



Click **Submit**

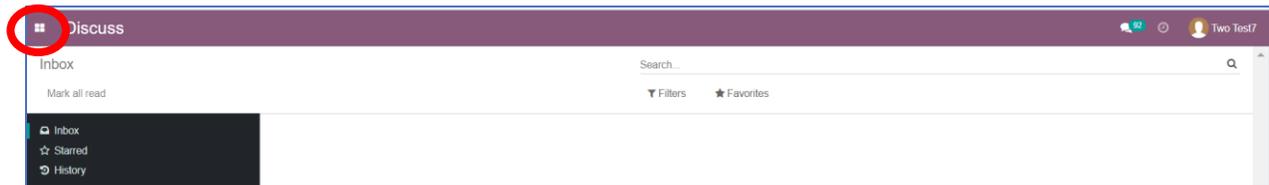
The application will be submitted to the INSETA Discretionary Grants Team for internal review and approval. Once approved the applicant will receive an approval notification and recommendation letter.

3. DG APPLICATION- Skills Program for Youth example

STEP 1: Login to MIS

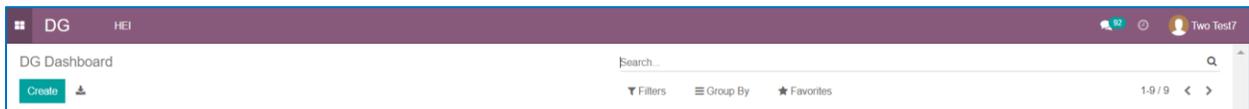
Login into system using credentials received in the approval notification for HEI Representative. For SDP, Use existing credentials to login.

STEP 2: Navigate to the DG module



Click the  icon, and then click DG

STEP 3: Create New Application



Click the **Create** to for a new DG application

DG Dashboard / New

Save Discard

Submit

Draft Submitted Pending Evaluation Pending Adjudication Pending Approval Approved Rejected

*Ensure user has allowed organisations

DG type	Skills programme for Youth		
Organisation	[N000000000] Company3	Applied	
SDL No	N000000000	Tot. Learners Applied	0
Financial Year	01 April 2022 31 March 2023	Total Amt. Applied	R 0.00
Funding Window	DG/2022/069 December 01, 2022 - February 01, 2023	Approved	
Due Date	01/02/2023 02:00:00	Tot. Learners Approved	0
		Total Amt. Approved	R 0.00

- Select **DG type** from the dropdown list
- Select **Organisation**



When selecting the organisation, please note that only the training provider that has been registered and approved in the registration can be selected

- The **SDL No** and **Financial Year** will be auto populated
- Select the **Funding Window**, then due date will be auto populated

STEP 4: Capture Programme details

No. Lear...	Total Amount...	Provider Name	Skills Programme Category	Skills Programme Name	Start Date	End Date
Add a line						

- Click on **Add a line**

- ☞ Capture the **No. of Students Applied For** (The system will auto calculate the Total Amount Applied will be auto calculated based on the standard cost per student)
- ☞ Select **Skills Programme**
- ☞ If Programme 1 is selected, **TVET Accreditation** will auto select Yes
- ☞ If Programme 2 is selected, select **TVET Accreditation**
- ☞ Capture **Number of Learners**
- ☞ Capture the **Start Date** and **Start End**
- ☞ Click **Save & New** to add another line (The system will allow adding multiple lines in the same application with different details e.g., The same Dg type but different learnership or physical province)
- ☞ Click **Save & Close** once all programme details have been captured

STEP 4: Submit Application

- ☞ Click **Submit**

The application will be submitted to the INSETA Discretionary Grants Team for internal review and approval. Once approve the applicant will receive an approval notification and recommendation letter.