MIS IMPLEMENTATION

DISCRETIONARY GRANTS TRAINING GUIDE
Version 1.0 Draft

1   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		
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Version Control

Date	Version	Summary of changes	Amended by
12 January 2021	1.0	Draft	Malindi Madumo

Table of Contents

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.
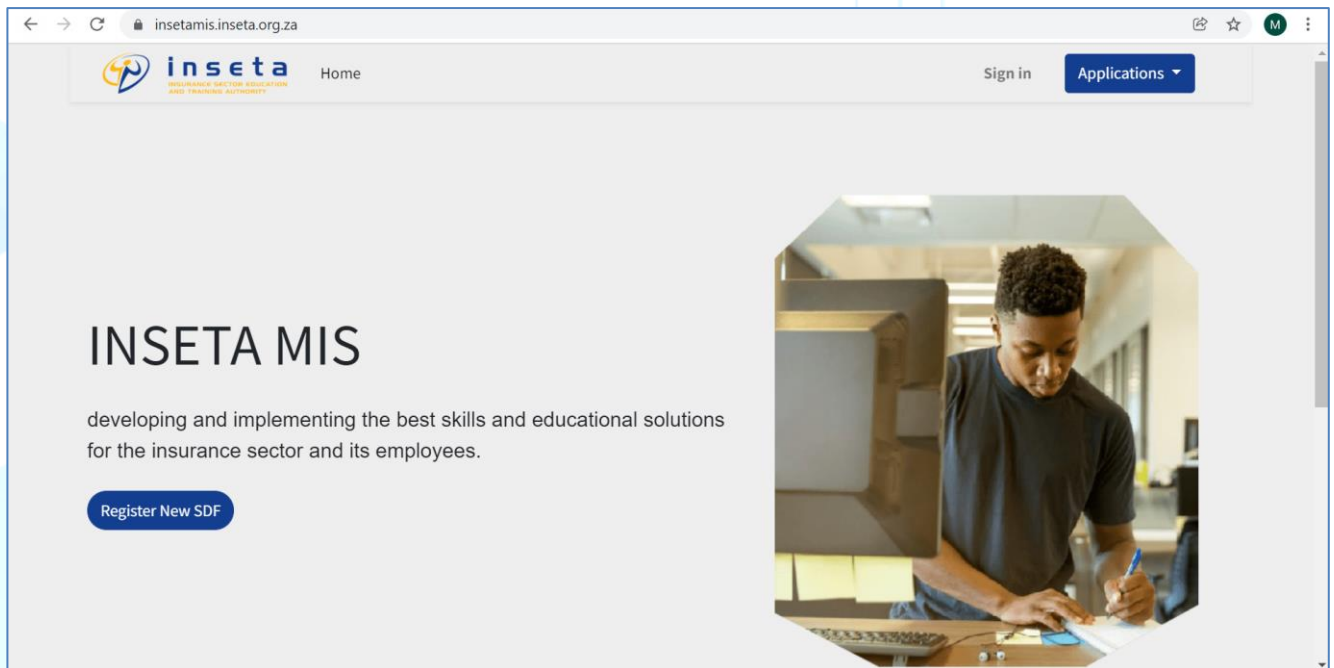
2.1   Objective

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 https://insetamis.inseta.org.za/

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
(i)	This icon displays information the result that come about when a process is completed
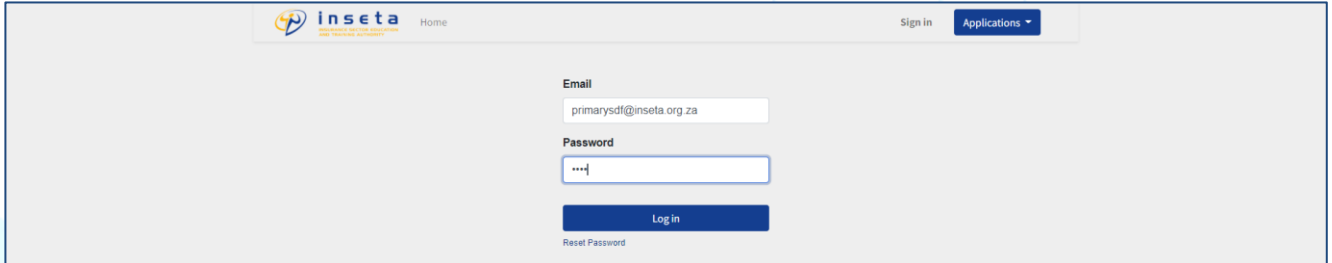
The following table includes abbreviations or notations that are used in the document and on the system.

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
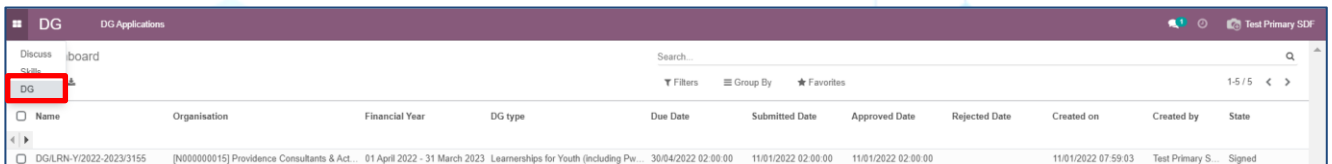
4   DG Application

*Log in as the approved **primary SDF***

4.1   Apply for a DG
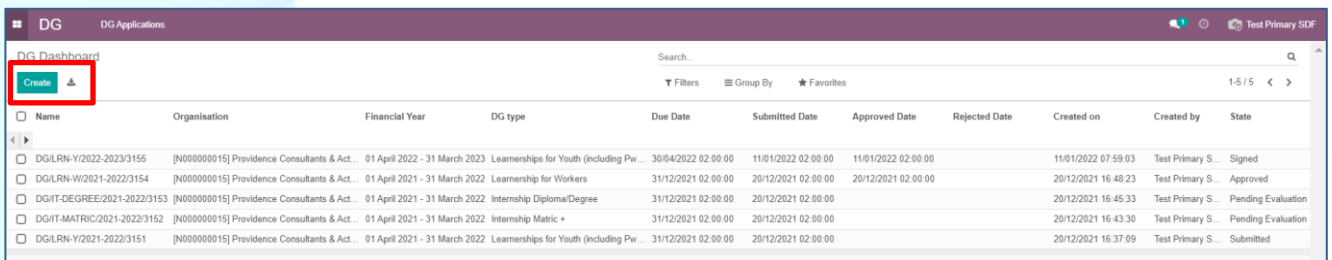
🖱 Login as the primary SDF by entering email and password, and then click **Log In**
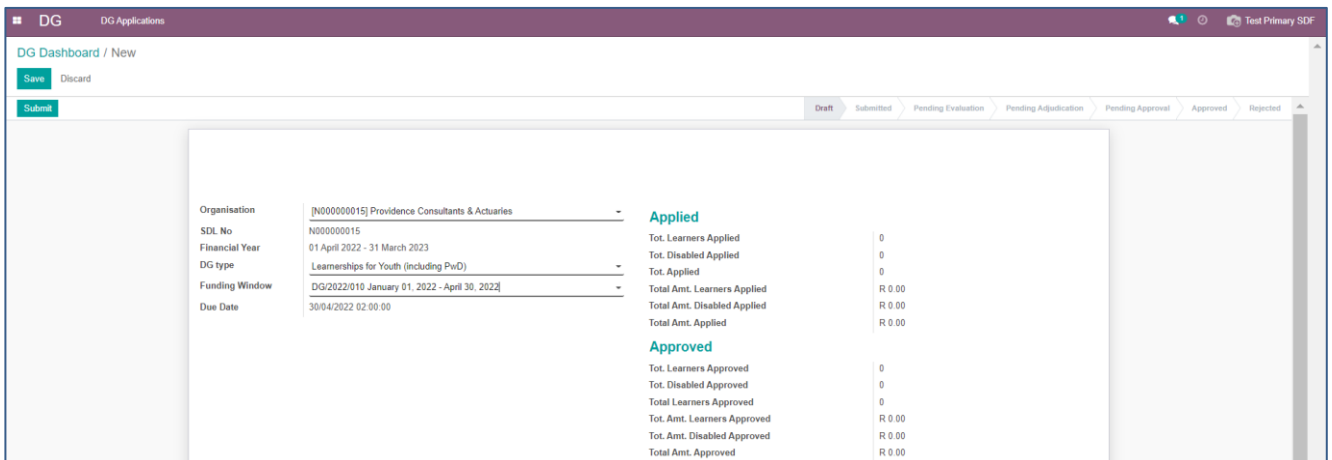
🖱 Click on the menu icon , then click **DG**

🖱 Click **Create**

- 🖰 Select **Organisation** (Only organisations linked to the SDF in the Skills module can be selected in the dropdown)
- 🖰 Select **DG type** and **Funding window**
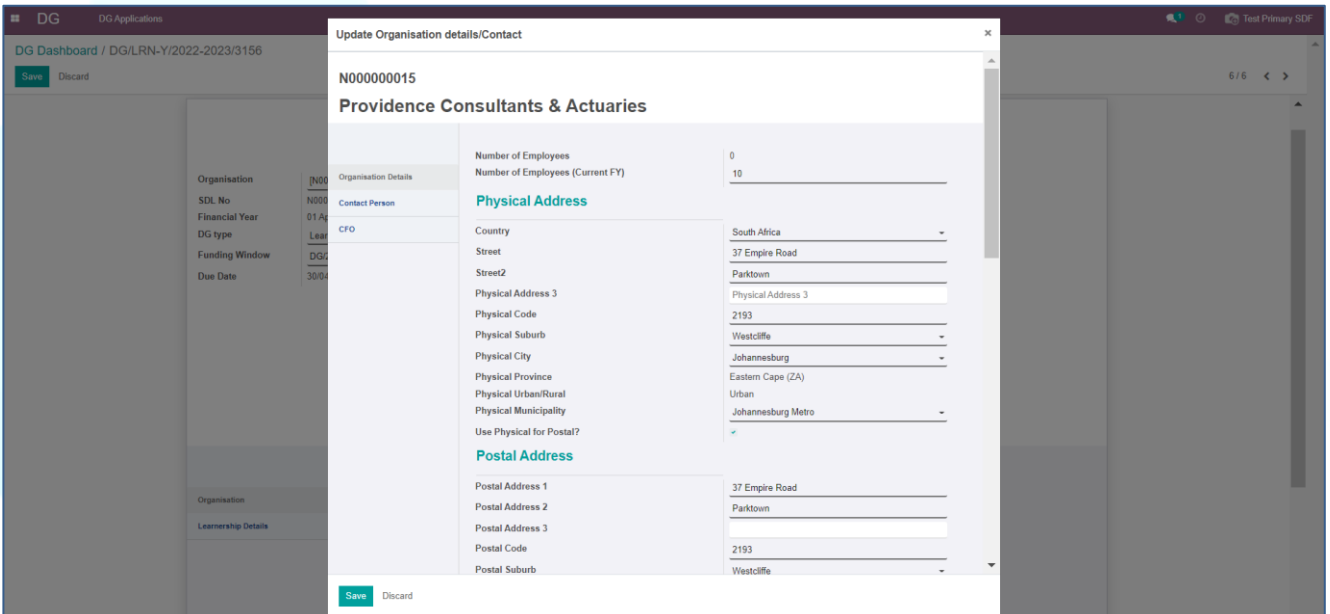
- 🖰 To edit details, click **Update Organisation Details**
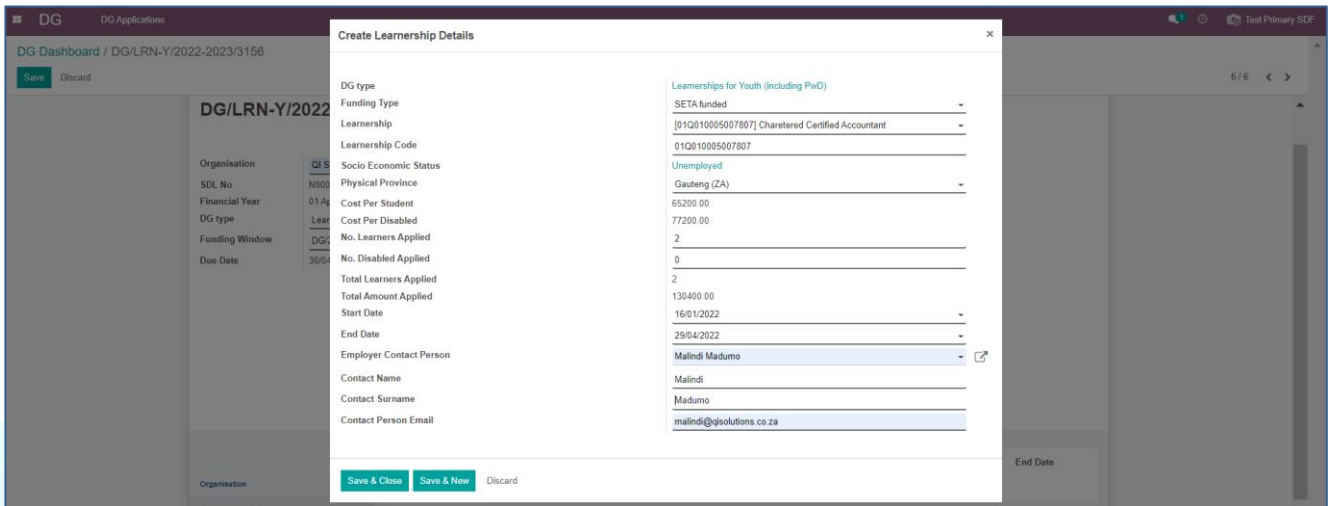
- 🖰 Edit relevant fields and click **Save**
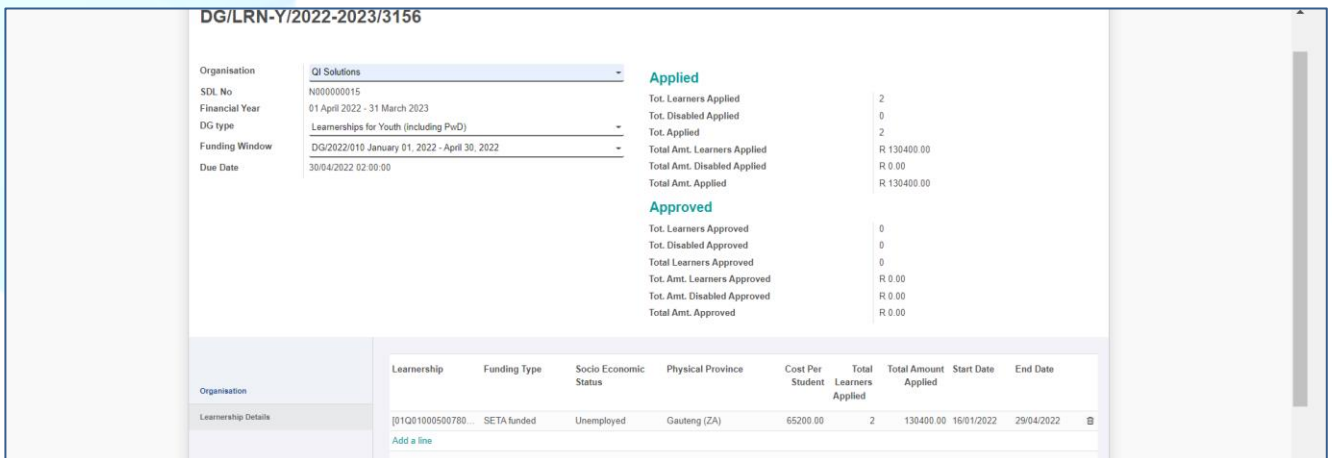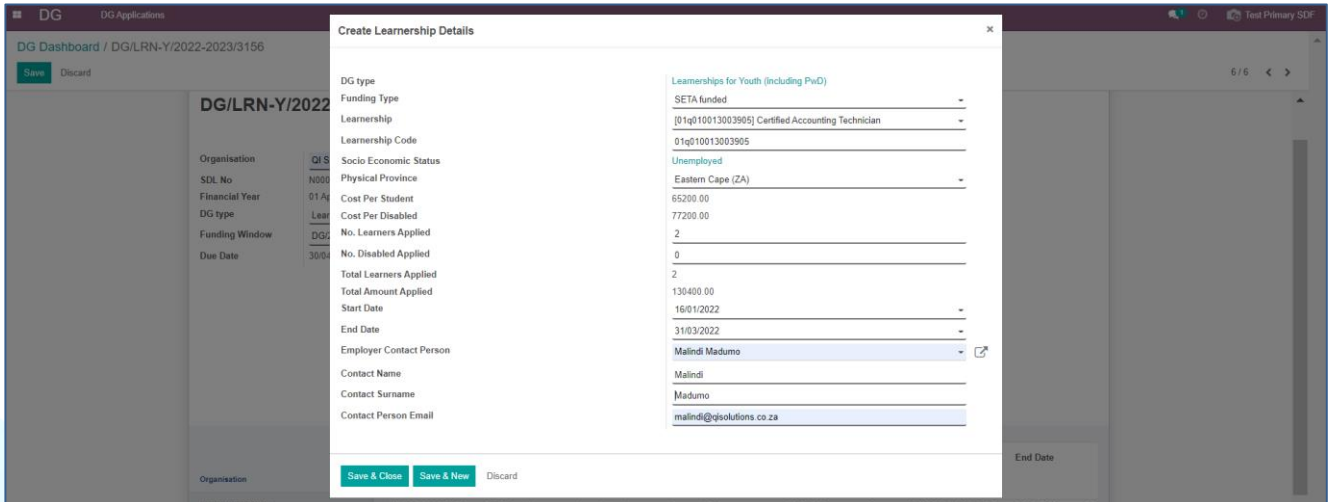

- 🖰 Click **Learnership details** and then **Add a line**

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- Select Funding type
- Select Learnership (the Learnership Code is then auto populated)
- Select Physical Province
- Select no. of leaners (the total amount is auto calculated)
- Select Start and end date
- Select employer contact person
- Click **Save & Close**

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

⌃⊖ Capture Learnership details

⌃⊖ Click **Save & Close**

⌃⊖ Click **Submit**, and **OK** to confirm

ℹ️ **A status notification email is sent to the employer. Another notification is sent to the INSETA for internal processing and approval.**