



MIS IMPLEMENTATION

DISCRETIONARY GRANTS TRAINING GUIDE

Version 1.0 Draft

I 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		
Henry Goliath	PMO Manager		
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

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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 administer Discretionary Grants.

2.1 Objective

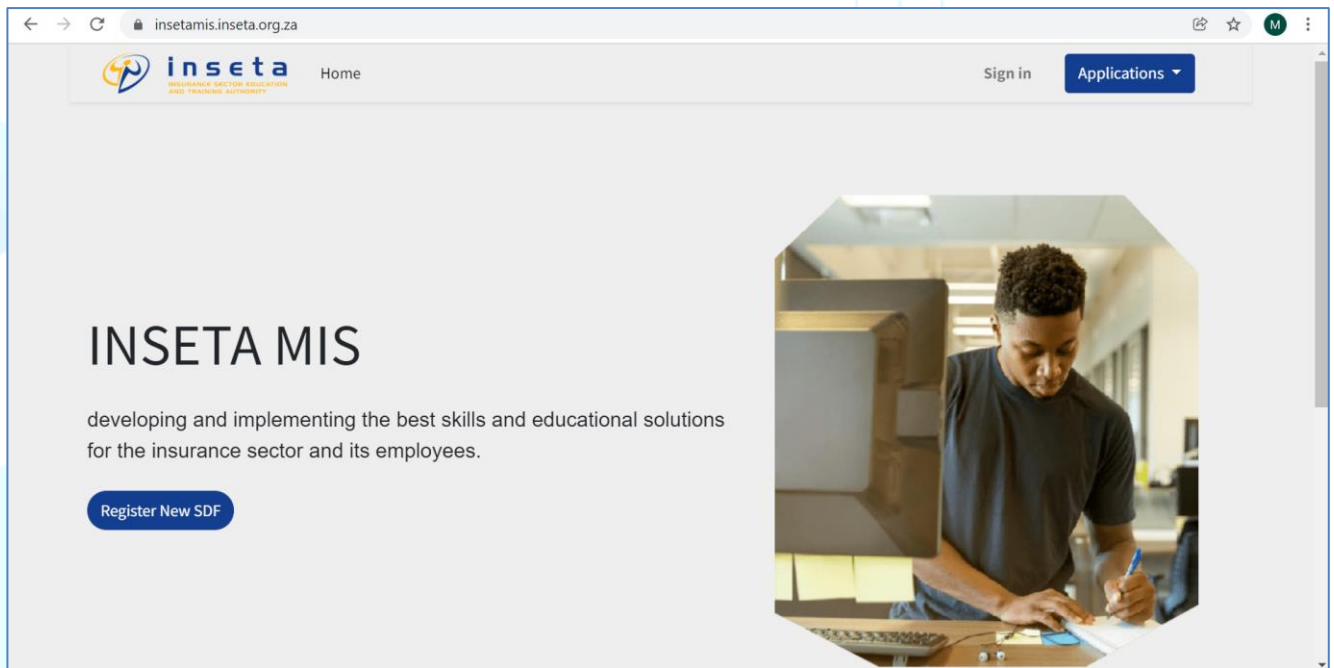
The objective of this training manual is to provide a step-by-step guide on how to execute the following processes on the system:

- Trigger the DG window and a WSP is submitted
- Enable evaluations of submitted applications
- Enable site visit data to be capture
- Enable approvals
- Send notifications and reminders
- Generate Recommendation/ Allocation letters
- Keep an audit trail
- Enable an upload of an advertisement
- Ability to add programmes and allocate budget
- Generate reports and dashboards
- Display application status

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

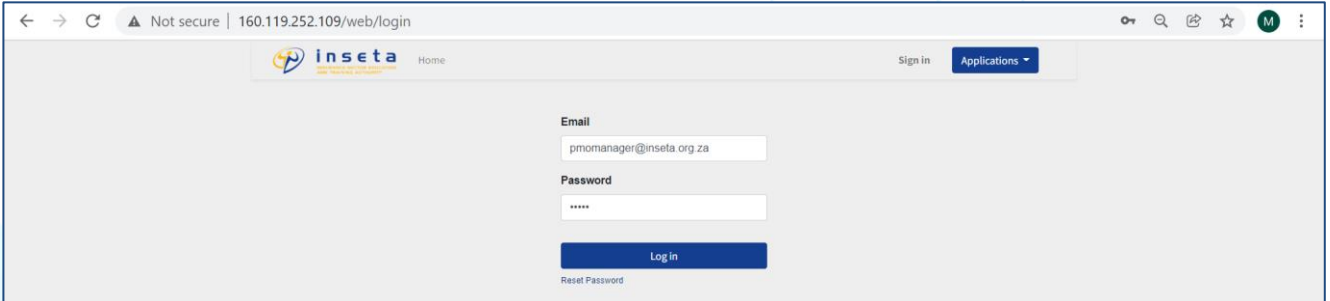
The following table includes abbreviations or notations that are used in the document and on the system.

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

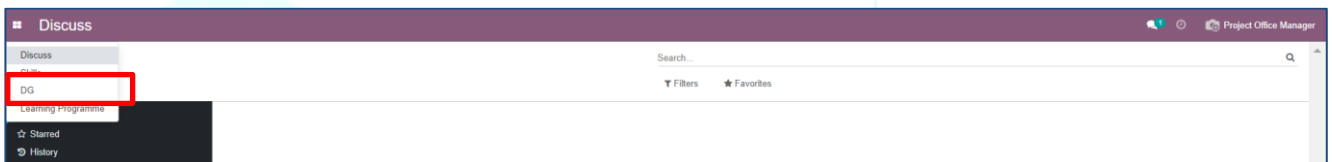
4 DG Funding window

This section provides a guide on how to open DG Funding window on the on the system.

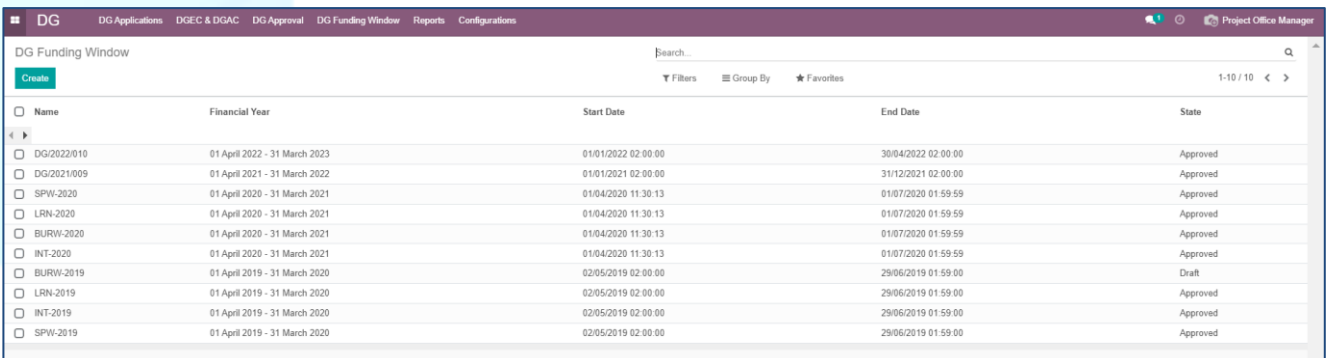
4.1 Open a DG Funding window



🖱️ Login as the PMO manager by entering email and password, and then click **Log In**



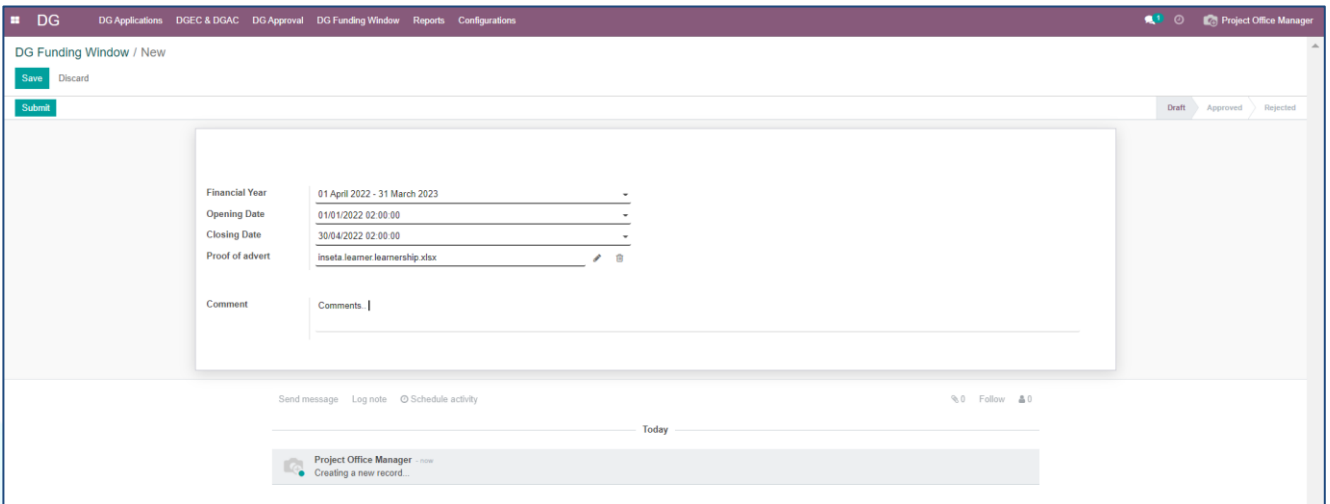
🖱️ Click on the menu icon , then click **DG**






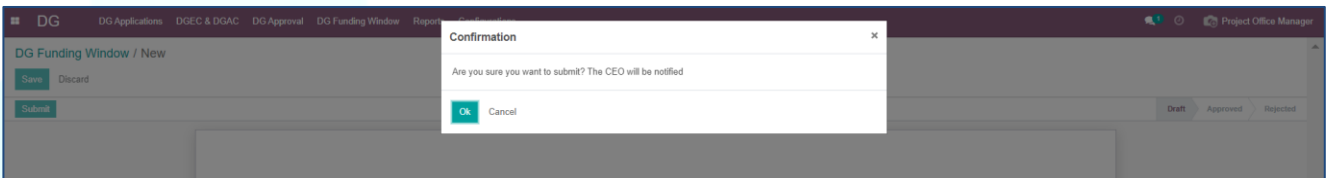
Name	Financial Year	Start Date	End Date	State
<input type="checkbox"/> DG/2022/010	01 April 2022 - 31 March 2023	01/01/2022 02:00:00	30/04/2022 02:00:00	Approved
<input type="checkbox"/> DG/2021/009	01 April 2021 - 31 March 2022	01/01/2021 02:00:00	31/12/2021 02:00:00	Approved
<input type="checkbox"/> SPW-2020	01 April 2020 - 31 March 2021	01/04/2020 11:30:13	01/07/2020 01:59:59	Approved
<input type="checkbox"/> LRN-2020	01 April 2020 - 31 March 2021	01/04/2020 11:30:13	01/07/2020 01:59:59	Approved
<input type="checkbox"/> BURW-2020	01 April 2020 - 31 March 2021	01/04/2020 11:30:13	01/07/2020 01:59:59	Approved
<input type="checkbox"/> INT-2020	01 April 2020 - 31 March 2021	01/04/2020 11:30:13	01/07/2020 01:59:59	Approved
<input type="checkbox"/> BURW-2019	01 April 2019 - 31 March 2020	02/05/2019 02:00:00	29/06/2019 01:59:00	Draft
<input type="checkbox"/> LRN-2019	01 April 2019 - 31 March 2020	02/05/2019 02:00:00	29/06/2019 01:59:00	Approved
<input type="checkbox"/> INT-2019	01 April 2019 - 31 March 2020	02/05/2019 02:00:00	29/06/2019 01:59:00	Approved
<input type="checkbox"/> SPW-2019	01 April 2019 - 31 March 2020	02/05/2019 02:00:00	29/06/2019 01:59:00	Approved

🖱️ Click on DG Funding Window

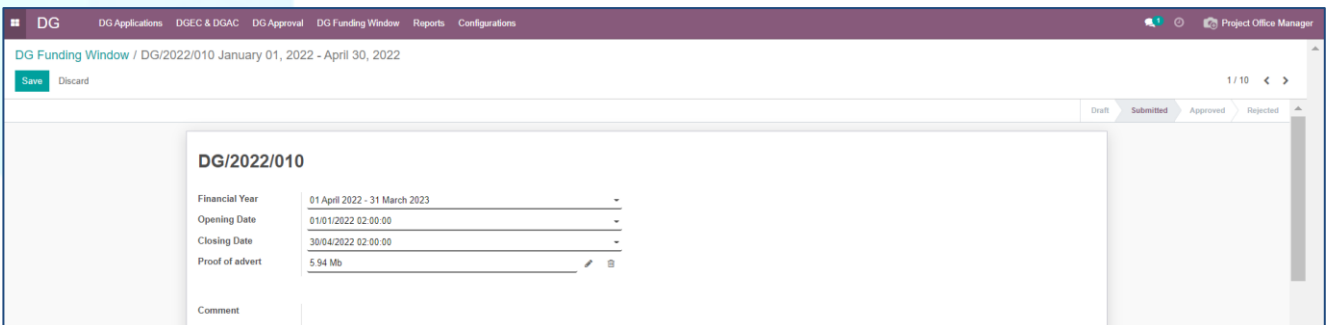
🖱️ Click **Create**



-  Select **Financial Year** (The Opening and closing date are auto populated)
-  Click on **Upload your file** to upload proof of advert
-  Click **Submit**



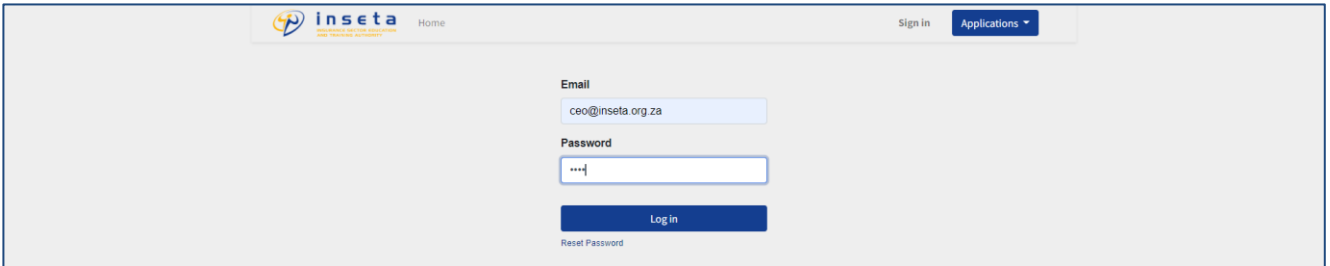
-  Click on **OK** to confirm




A notification to approve the funding window is sent to the CEO. The status displays as submitted.

4.2 Approve DG Funding window

Log in as the **CEO**



inseta Home Sign in Applications

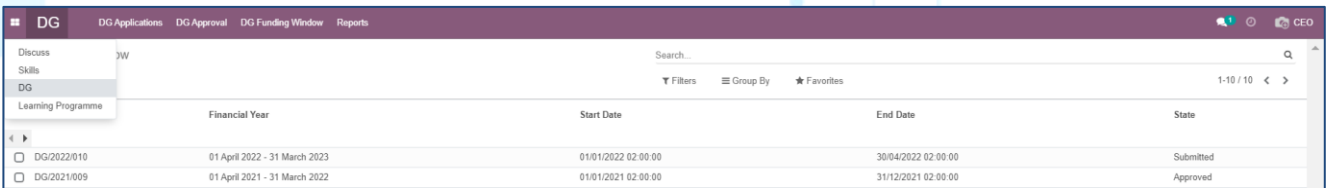
Email
ceo@inseta.org.za

Password


Log in

Reset Password

🖱️ Login as the CEO by entering email and password, and then click **Log In**

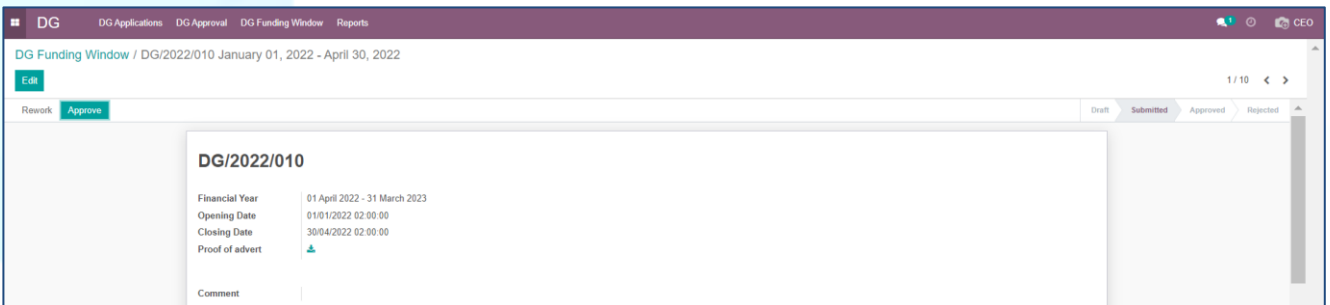


Learning Programme	Financial Year	Start Date	End Date	State
<input type="checkbox"/> DG/2022/010	01 April 2022 - 31 March 2023	01/01/2022 02:00:00	30/04/2022 02:00:00	Submitted
<input type="checkbox"/> DG/2021/009	01 April 2021 - 31 March 2022	01/01/2021 02:00:00	31/12/2021 02:00:00	Approved

🖱️ Click on the menu icon , then click **DG**

🖱️ Click **DG Funding Window**

🖱️ Select the line item that is “submitted” on the status



DG Funding Window / DG/2022/010 January 01, 2022 - April 30, 2022

Edit

Rework Approve

Draft Submitted Approved Rejected

DG/2022/010

Financial Year: 01 April 2022 - 31 March 2023

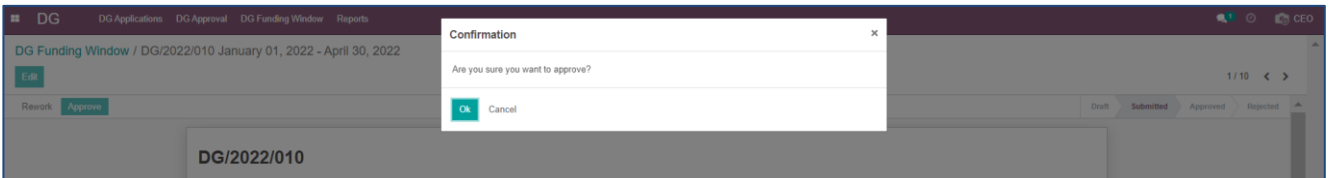
Opening Date: 01/01/2022 02:00:00

Closing Date: 30/04/2022 02:00:00

Proof of advert: 

Comment

🖱️ Review and then click **Approve**



DG Funding Window / DG/2022/010 January 01, 2022 - April 30, 2022

Edit

Rework Approve

Draft Submitted Approved Rejected

DG/2022/010

Confirmation

Are you sure you want to approve?

OK Cancel

🖱️ Click **OK** to confirm

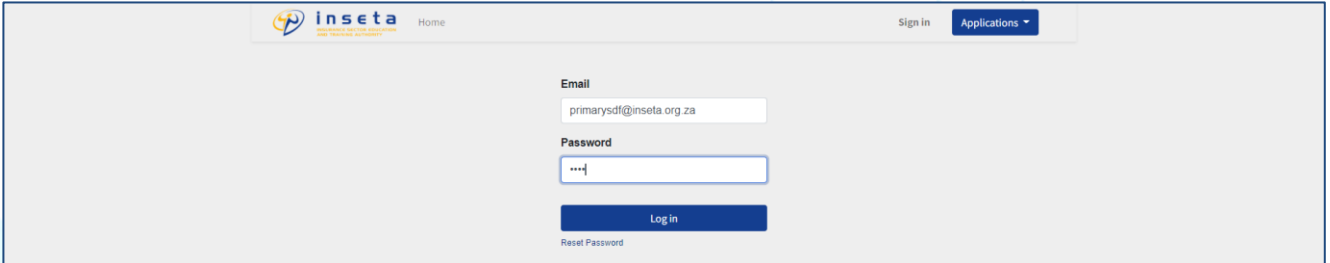


The DG window is successfully opened

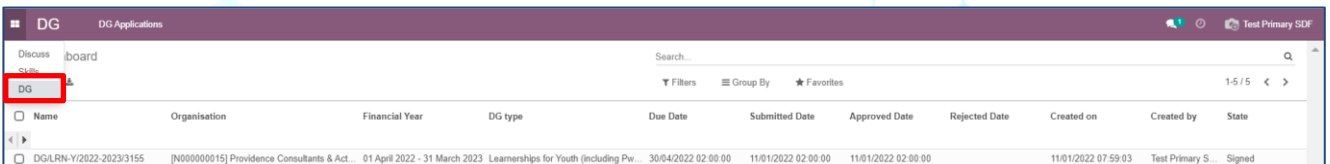
5 DG Application

Log in as the approved **primary SDF**


5.1 Apply for a DG

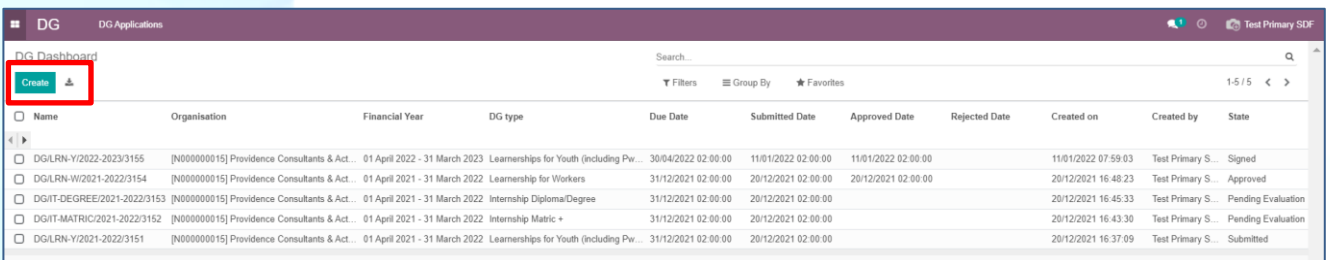


🖱️ Login as the primary SDF by entering email and password, and then click **Log In**



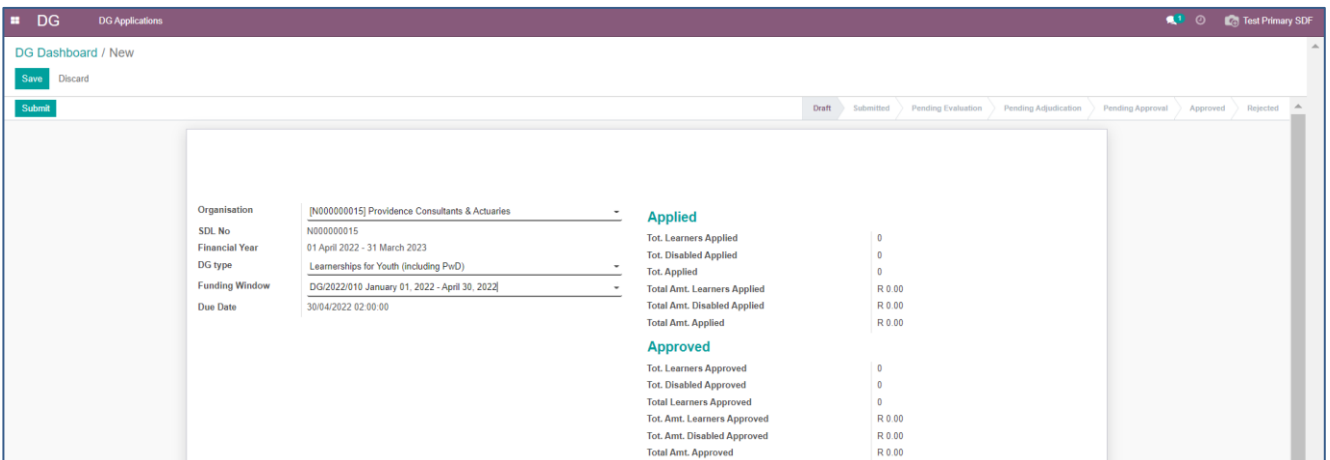
Name	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	Created on	Created by	State
DG/LRN-Y/2022-2023/3155	[N000000015] Providence Consultants & Act...	01 April 2022 - 31 March 2023	Leaverships for Youth (including Pw...	30/04/2022 02:00:00	11/01/2022 02:00:00	11/01/2022 02:00:00		11/01/2022 07:59:03	Test Primary S...	Signed

🖱️ Click on the menu icon , then click **DG**



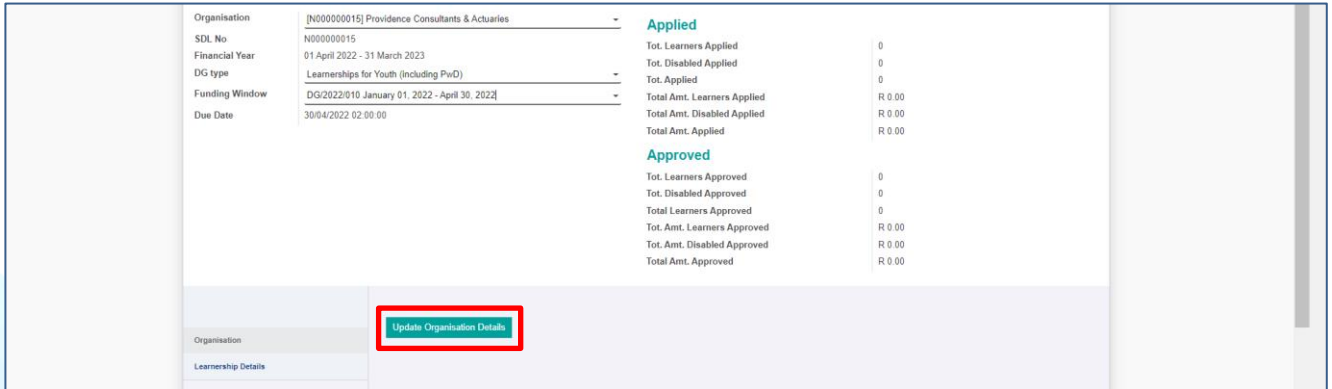
Name	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	Created on	Created by	State
DG/LRN-Y/2022-2023/3155	[N000000015] Providence Consultants & Act...	01 April 2022 - 31 March 2023	Leaverships for Youth (including Pw...	30/04/2022 02:00:00	11/01/2022 02:00:00	11/01/2022 02:00:00		11/01/2022 07:59:03	Test Primary S...	Signed
DG/LRN-W/2021-2022/3154	[N000000015] Providence Consultants & Act...	01 April 2021 - 31 March 2022	Leaverships for Workers	31/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 02:00:00		20/12/2021 16:48:23	Test Primary S...	Approved
DG/IT-DEGREE/2021-2022/3153	[N000000015] Providence Consultants & Act...	01 April 2021 - 31 March 2022	Internship Diploma/Degree	31/12/2021 02:00:00	20/12/2021 02:00:00			20/12/2021 16:45:33	Test Primary S...	Pending Evaluation
DG/IT-MATRIC/2021-2022/3152	[N000000015] Providence Consultants & Act...	01 April 2021 - 31 March 2022	Internship Matric +	31/12/2021 02:00:00	20/12/2021 02:00:00			20/12/2021 16:43:30	Test Primary S...	Pending Evaluation
DG/LRN-Y/2021-2022/3151	[N000000015] Providence Consultants & Act...	01 April 2021 - 31 March 2022	Leaverships for Youth (including Pw...	31/12/2021 02:00:00	20/12/2021 02:00:00			20/12/2021 16:37:09	Test Primary S...	Submitted

🖱️ Click **Create**



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	Leaverships 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
DG/LRN-W/2021-2022/3154	[N000000015] Providence Consultants & Act...	01 April 2021 - 31 March 2022	Leaverships for Workers	31/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 02:00:00		20/12/2021 16:48:23	Test Primary S...	Approved
DG/IT-DEGREE/2021-2022/3153	[N000000015] Providence Consultants & Act...	01 April 2021 - 31 March 2022	Internship Diploma/Degree	31/12/2021 02:00:00	20/12/2021 02:00:00			20/12/2021 16:45:33	Test Primary S...	Pending Evaluation
DG/IT-MATRIC/2021-2022/3152	[N000000015] Providence Consultants & Act...	01 April 2021 - 31 March 2022	Internship Matric +	31/12/2021 02:00:00	20/12/2021 02:00:00			20/12/2021 16:43:30	Test Primary S...	Pending Evaluation
DG/LRN-Y/2021-2022/3151	[N000000015] Providence Consultants & Act...	01 April 2021 - 31 March 2022	Leaverships for Youth (including Pw...	31/12/2021 02:00:00	20/12/2021 02:00:00			20/12/2021 16:37:09	Test Primary S...	Submitted

- 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

SDL No: N000000015

Financial Year: 01 April 2022 - 31 March 2023

DG type: Learnerships for Youth (including PuD)

Funding Window: DG/2022/010 January 01, 2022 - April 30, 2023

Due Date: 30/04/2022 02:00:00

Applied

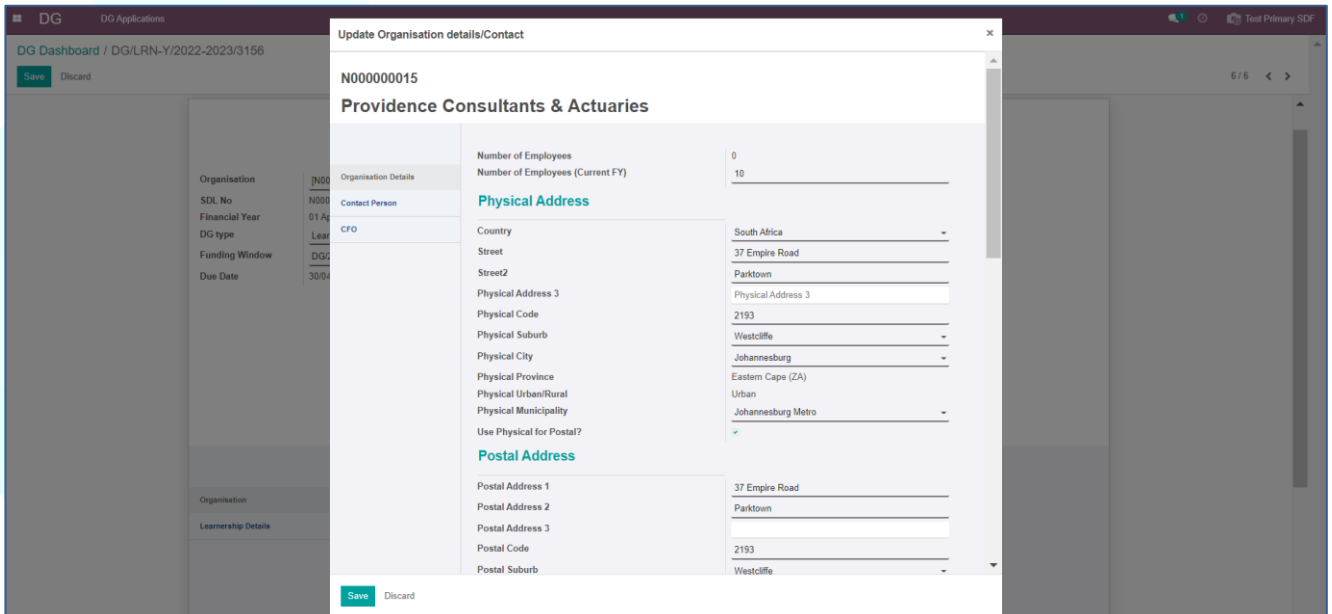
Tot. Learners Applied	0
Tot. Disabled Applied	0
Tot. Applied	0
Total Amt. Learners Applied	R 0.00
Total Amt. Disabled Applied	R 0.00
Total Amt. Applied	R 0.00

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

Update Organisation Details

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



Update Organisation details/Contact

N000000015

Providence Consultants & Actuaries

Organisation Details

Contact Person

CFO

Physical Address

Country: South Africa

Street: 37 Empire Road

Street2: Parktown

Physical Address 3: Physical Address 3

Physical Code: 2193

Physical Suburb: Westcliff

Physical City: Johannesburg

Physical Province: Eastern Cape (ZA)

Physical Urban/Rural: Urban

Physical Municipality: Johannesburg Metro

Use Physical for Postal? ☒

Postal Address

Postal Address 1: 37 Empire Road

Postal Address 2: Parktown

Postal Address 3: Physical Address 3

Postal Code: 2193

Postal Suburb: Westcliff

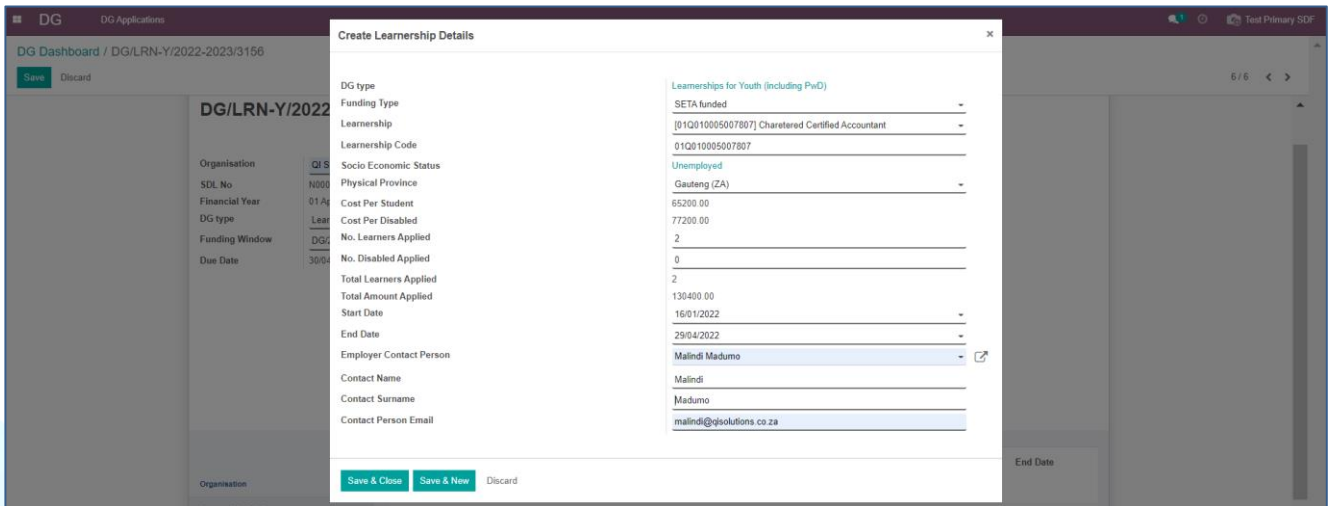
Save **Discard**

- Edit relevant fields and click **Save**

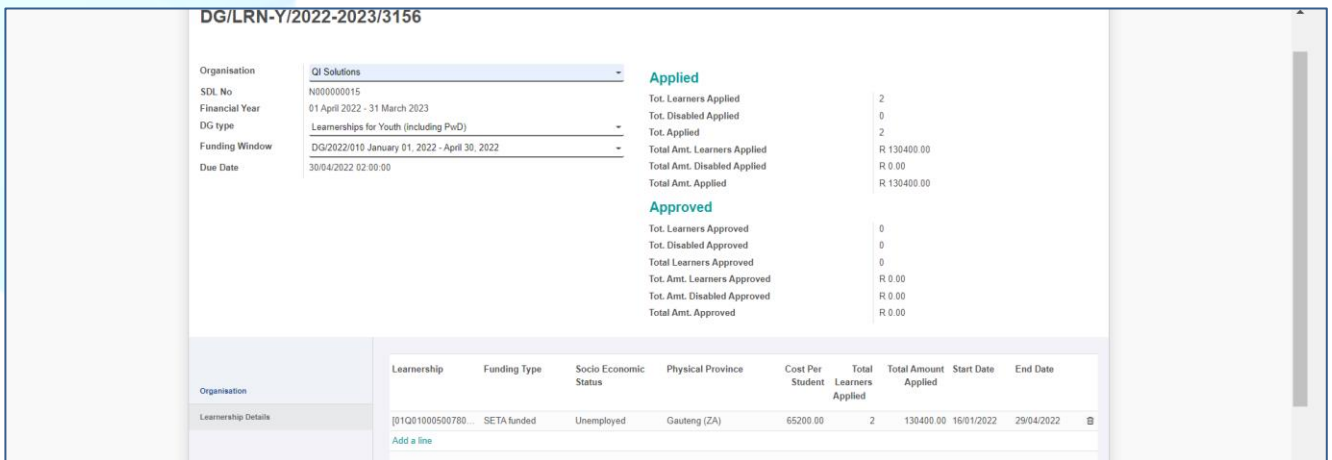


Organisation	Funding Type	Socio Economic Status	Physical Province	Cost Per Student	Total Learners Applied	Total Amount Applied	Start Date	End Date
Add a line								

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

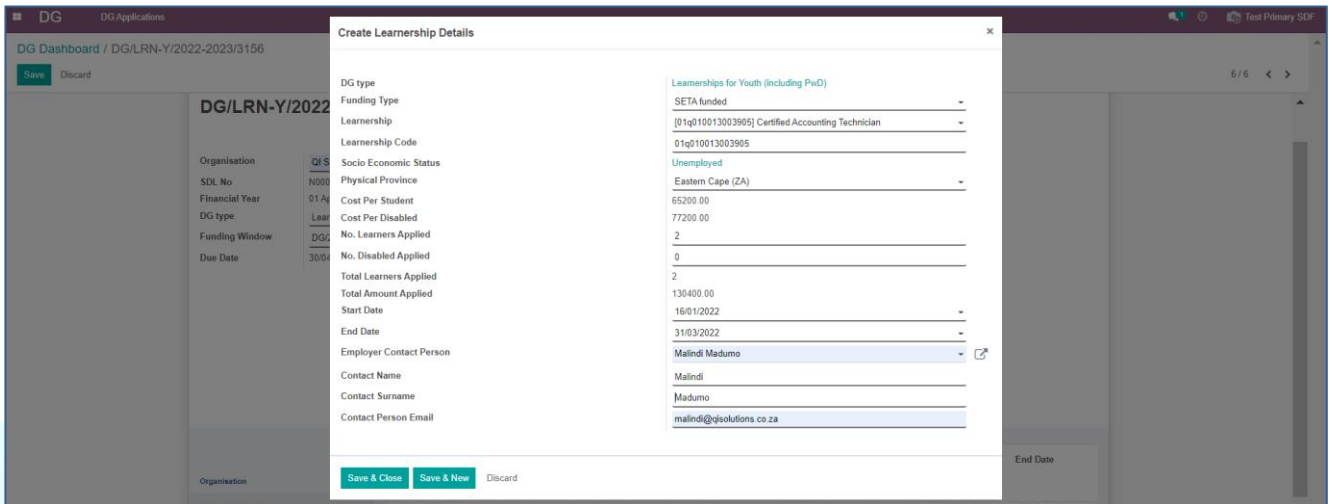




- ☞ Select Funding type
- ☞ Select Learnership (the Learnership Code is then auto populated)
- ☞ Select Physical Province
- ☞ Select no. of learners (the total amount is auto calculated)
- ☞ Select Start and end date
- ☞ Select employer contact person
- ☞ Click **Save & Close**

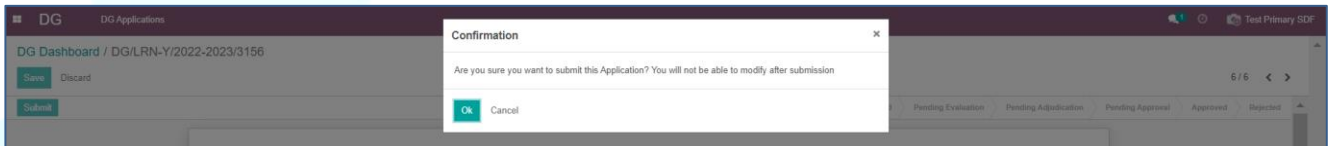


Organisation	Learnership	Funding Type	Socio Economic Status	Physical Province	Cost Per Student	Total Learners Applied	Total Amount Applied	Start Date	End Date
QI Solutions	01Q010005007807	SETA funded	Unemployed	Gauteng (ZA)	65200.00	2	130400.00	16/01/2022	29/04/2022

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



-  Capture Learnership details
-  Click **Save & Close**



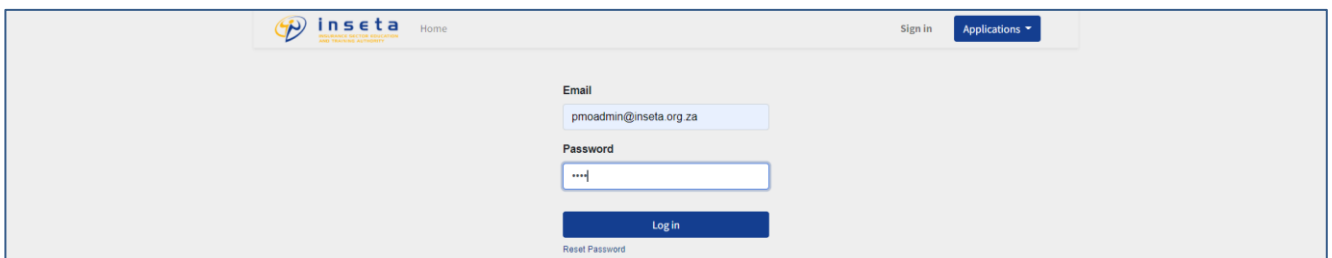
-  Click **Submit**, and **OK** to confirm



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


5.2 DG Evaluation

Log in as the **Project Administrator**



-  Login as the Project administrator by entering email and password, and then click **Log In**

Discuss	Skills	ETOA	Learning Programme	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	Created on	Created by	State
				DG/LRN-Y/2022-2023/3156	[N000000015] Providence Consultants	01 April 2022 - 31 March 2023	Leaverships for Youth (including PwD)	30/04/2022 02:00:00	12/01/2022 02:00:00		12/01/2022 17:13:56	Test Primary S...	Submitted
				DG/LRN-Y/2022-2023/3155	[N000000015] Providence Consultants	01 April 2022 - 31 March 2023	Leaverships for Youth (including PwD)	30/04/2022 02:00:00	11/01/2022 02:00:00		11/01/2022 07:59:03	Test Primary S...	Signed
				DG/LRN-W/2021-2022/3154	[N000000015] Providence Consultants	01 April 2021 - 31 March 2022	Leavership for Workers	31/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 16:48:23	Test Primary S...	Approved

- Click on the menu icon , then click **DG**
- Select by clicking on the submitted line item

DG Dashboard / DG/LRN-Y/2022-2023/3156

SaveDiscard

1 / 80<>

DG/LRN-Y/2022-2023/3156

Organisation

SDL No

Financial Year

DG type

Funding Window

Due Date

[N000000015] Providence Consultants & Actuaries

N000000015

01 April 2022 - 31 March 2023

Learnerships for Youth (including PwD)

DG/2022/010 January 01, 2022 - April 30, 2022

30/04/2022 02:00:00

Applied

Tot. Learners Applied

Tot. Disabled Applied

Tot. Applied

Total Amt. Learners Applied

Total Amt. Disabled Applied

Total Amt. Applied

4

0

4

R 260800.00

R 0.00

R 260800.00

Approved

Tot. Learners Approved

Tot. Disabled Approved

Total Learners Approved

Tot. Amt. Learners Approved

Tot. Amt. Disabled Approved

Total Amt. Approved

0

0

0

R 0.00

R 0.00

R 0.00

Organisation

Learnership Details

DG Evaluation

Complete Evaluation

Learnership	No Learners	Disabled	Total Learners	Amount Applied	No Learners Recommended	Disabled Recommended	Total Recommended	Amount Total Recommended	State
[01Q010005007...	2	0	2	R 130400...	0	0	0	R 0.00	Submitted
[01q0100130039...	2	0	2	R 130400...	0	0	0	R 0.00	Submitted

- Click **DG Evaluation**
- Select line item to conduct a desktop evaluation

DG Dashboard / DG/LRN-Y/2022-2023/3156		Submitted
Save	Discard	
Organisation SDL No Financial Year DG type Funding Window Due Date	[N000000015] Providence Consultants & Actuaries N000000015 01 April 2022 - 31 March 2023 Leaverships for Youth (including PwD) DG/2022/010 January 01, 2022 - April 30, 2022 30/04/2022 02:00:00	Open: DG Evaluation Learnership: [01Q010005007807] Chartered Certified Accountant No Learners: 2 Disabled: 0 Total Learners: 2 Cost Per Student: R 65200.00 Cost Per Disabled: R 77200.00 Amount Applied: R 130400.00 Desktop Evaluation No Learners Recommended: 2 Disabled Recommended: 0 Total Recommended: 2 Amount Total Recommended: R 130400.00 Comment Option: Comment: Send message Log note Schedule activity %0 Follow 1 Today Test Primary SDF - 22 minutes ago DG Evaluation created

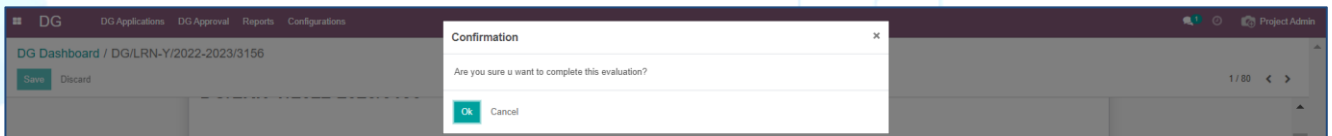
- Capture the no. of learners recommended

- Under the comment section, change the option to **verified**
- Click **Save**

Repeat the step for all programmes submitted

Complete Evaluation											
Learnership	No Learners	Disabled	Total Learners	Amount Applied	No Learners Recommended	Disabled Recommended	Total Recommended	Amount Total	State		
[01Q010005007...	2	0	2	R 130400...	2	0	2	R 130400.00	Submitted		
[01q0100130039...	2	0	2	R 130400...	2	0	2	R 130400.00	Submitted		

- Click **Complete Evaluation**



- Click **OK** to confirm

DG

DG Applications

DGEC & DGAC

DGEC & DGAC Recommendations / DGAPR/2022/005

Save

Discard

DGAPR/2022/005

Financial Year

01 April 2022 - 31 March 2023

€

Programme type

£

Search Records

DG Applications

Is DGAC Recommended?	Organisation	Financial Year	DG type	Due Date	Submitted
<input checked="" type="checkbox"/>	[N000000015] Pr...	01 April 2022 - 3...	Learnerships for ...	30/04/2022 02:0...	12/01/2022

DG

DG Applications

DGEC & DGAC

DGEC & DGAC Recommendations / DGAPR/2022/005

Save

Discard

DGAPR/2022/005

Financial Year

01 April 2022 - 31 March 2023

€

Programme type

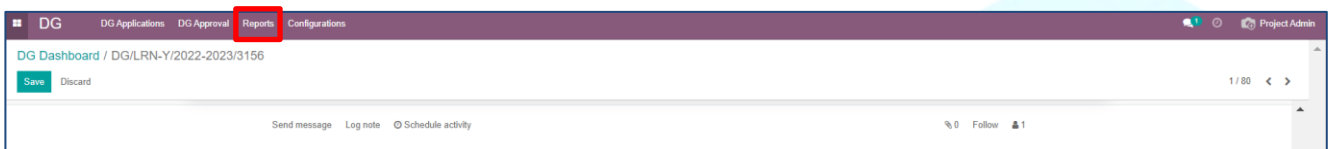
£

Search Records

DG Applications

Is DGAC Recommended?	Organisation	Financial Year	DG type	Due Date	Submitted
<input checked="" type="checkbox"/>	[N000000015] Pr...	01 April 2022 - 3...	Learnerships for ...	30/04/2022 02:0...	12/01/2022

5.3 Generate DGEC Report



- Click **Reports**

- DG Dashboard / DG/LRN-Y/2022-2023/3156 / DGED Recommendation**

Search _____

Filters Group By Favorites 1-1 / 1 < >

Sr	Employer Name	SDL Number	Company Size	Province	No of Employees in the company	Rural Learnerships	Rural Learnerships Recomm.No	Rural Learnerships Recomm.Amount	Rural Learnerships Recomm.No	Rural Learnerships Recomm.Amount	Learnerships Youth	Learnerships Youth Recomm.No.	Learnerships Youth Recomm.Amount	Learnerships Youth (PwD)	Learnerships Youth (PwD) Recomm.No.	Learnerships Youth (PwD) Recomm.Amount	Learnerships Workers	Learnerships Workers Recomm.No.	Learnerships Workers Recomm.Amount
1	Providence ...	N000000015	Small Non-...		10	0	0	0.00	0	0.00	4	4	250000.00	0	0	0.00	0	0	0.00

- [DG Dashboard](#) / [DG/LRN-Y/2022-2023/3156](#) / [DGED Recommendation](#)

[Filters](#)
[Group By](#)
[Favorites](#)

Sn	Employer Name	SDL Number	Company Size	Province	No of Employees in the company	Rural Learnerships	Rural Learnership Recomm. No	Rural Learnership Recomm. Amount	Rural Learnership Recomm.No.	Rural Learnership Recomm. Amount	Rural Learnership Recomm.No.	Rural Learnership Recomm. Amount	Rural Learnership Recomm.No.	Rural Learnership Recomm. Amount	Learnership Youth	Learnership Youth Recomm. No.	Learnership Youth Recomm. Amount	Learnership Youth (PwD)	Learnership Youth (PwD) Recomm.No.	Learnership Youth (PwD) Recomm. Amount	Learnership Workers	Learnership Workers Recomm. No.	Learnership Workers Recomm. Amount
1	Providence ...	N000000015	Small Non-...		10	0	0	0.00	0	0	0.00	4	4	260800.00	0	0	0.00	0	0	0.00	0	0	0.00

[wizard.dg.report.line.xlsx](#)

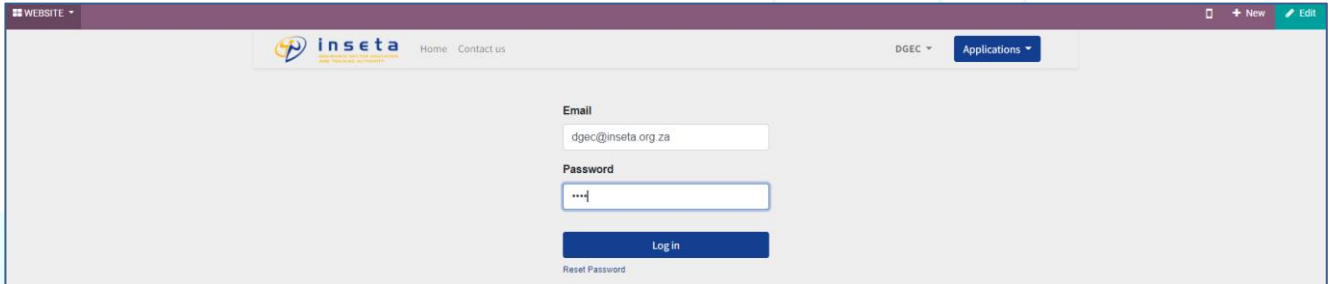
[Show all](#)

- 

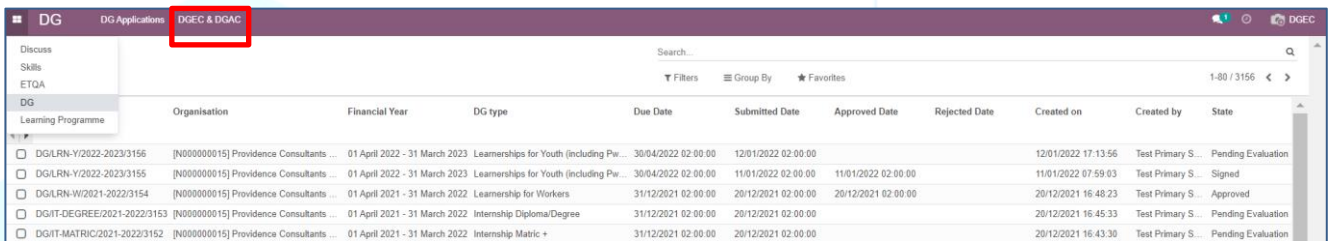
16

5.4 DGEC Recommendation


Log in as the **DGEC Chairperson**



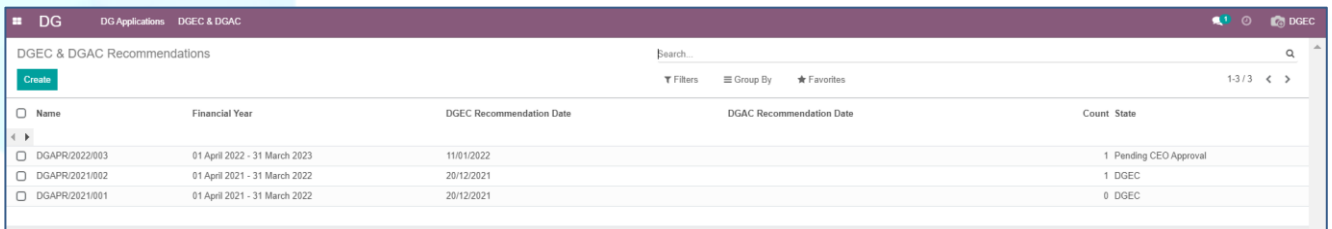
🖱️ Login as the DGEC Chairperson by entering email and password, and then click **Log In**



	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	Created on	Created by	State
<input type="checkbox"/>	DG/LRN-Y/2022-2023/3156	[N000000015] Providence Consultants ...	01 April 2022 - 31 March 2023	Leaverships for Youth (including Pe...	30/04/2022 02:00:00	12/01/2022 02:00:00		12/01/2022 17:13:56	Test Primary S...	Pending Evaluation
<input type="checkbox"/>	DG/LRN-Y/2022-2023/3155	[N000000015] Providence Consultants ...	01 April 2022 - 31 March 2023	Leaverships for Youth (including Pe...	30/04/2022 02:00:00	11/01/2022 02:00:00	11/01/2022 07:59:03	11/01/2022 07:59:03	Test Primary S...	Signed
<input type="checkbox"/>	DG/LRN-W/2021-2022/3154	[N000000015] Providence Consultants ...	01 April 2021 - 31 March 2022	Leaverships for Workers	31/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 16:48:23	Test Primary S...	Approved
<input type="checkbox"/>	DG/IT-DEGREE/2021-2022/3153	[N000000015] Providence Consultants ...	01 April 2021 - 31 March 2022	Internship Diploma/Degree	31/12/2021 02:00:00	20/12/2021 02:00:00		20/12/2021 16:45:33	Test Primary S...	Pending Evaluation
<input type="checkbox"/>	DG/IT-MATRIC/2021-2022/3152	[N000000015] Providence Consultants ...	01 April 2021 - 31 March 2022	Internship Matric +	31/12/2021 02:00:00	20/12/2021 02:00:00		20/12/2021 16:43:30	Test Primary S...	Pending Evaluation

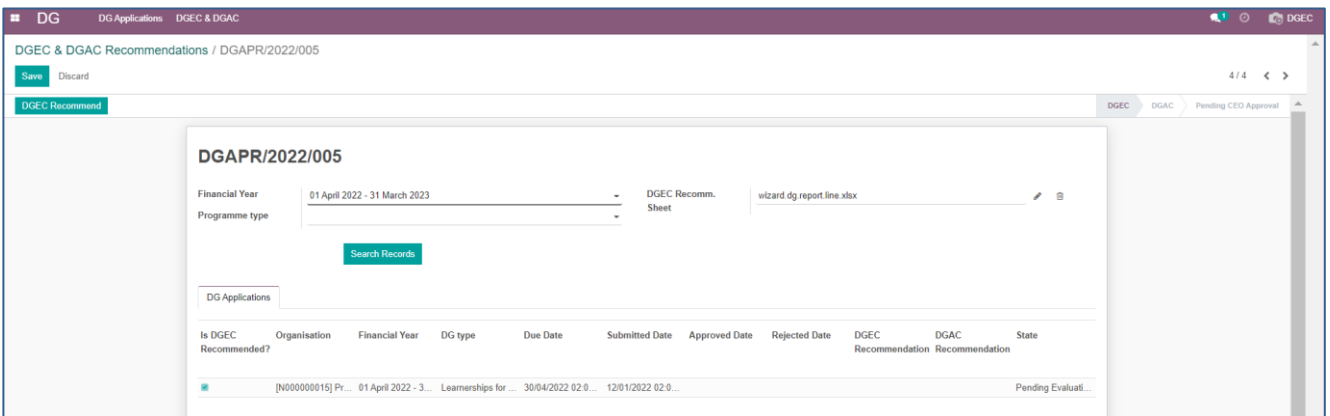
🖱️ Click on the menu icon , then click **DG**

🖱️ Click **DGEC & DGAC**



	Name	Financial Year	DGEC Recommendation Date	DGAC Recommendation Date	Count	State
<input type="checkbox"/>	DGAPR/2022/003	01 April 2022 - 31 March 2023	11/01/2022		1	Pending CEO Approval
<input type="checkbox"/>	DGAPR/2021/002	01 April 2021 - 31 March 2022	20/12/2021		1	DGEC
<input type="checkbox"/>	DGAPR/2021/001	01 April 2021 - 31 March 2022	20/12/2021		0	DGEC

🖱️ Click **Create**



DGAPR/2022/005

Financial Year: 01 April 2022 - 31 March 2023

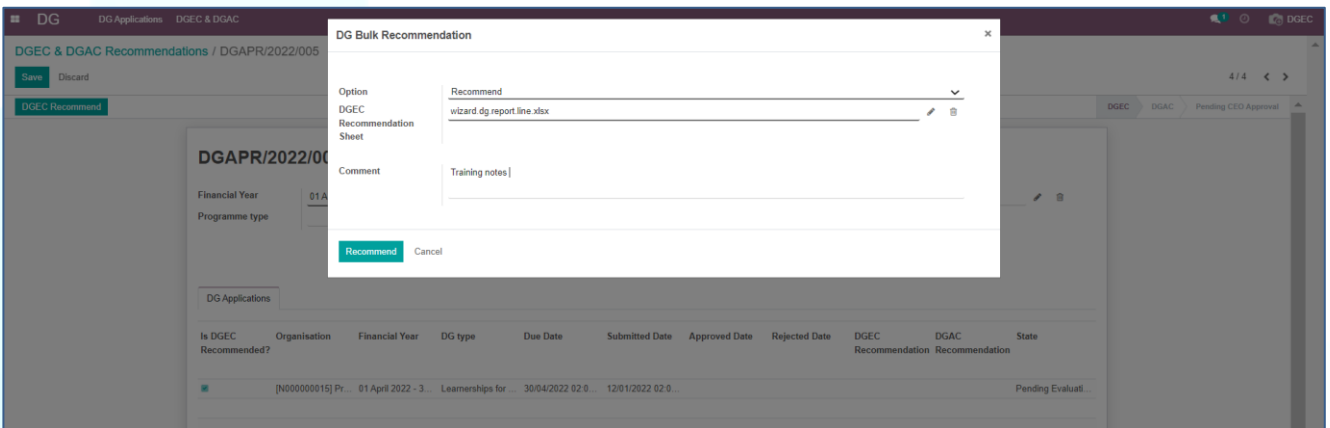
Programme type: [Dropdown]

DGEAC Recommendation Sheet: wizard dg report line.xlsx

Search Records

Is DGEAC Recommended?	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	DGEAC Recommendation	DGAC Recommendation	State
<input checked="" type="checkbox"/>	[N000000015] Pr...	01 April 2022 - 3...	Leaverships for ...	30/04/2022 02:0...	12/01/2022 02:0...					Pending Evaluat...

-  Select **Financial year**
-  Click **Search Records** for programmes
-  Click **DGEAC Recommend**







DG Bulk Recommendation

Option: Recommend

DGEAC Recommendation Sheet: wizard dg report line.xlsx

Comment: Training notes

Recommend **Cancel**

-  Select **Recommend** on Option
-  Upload **DGEAC Recommendation sheet**
-  Capture **Comment**
-  Click **Recommend**

DG Applications | DGEC & DGAC
 DGEC & DGAC Recommendations / DGAPR/2022/005

Save Discard

4 / 4

DGEC DGAC Pending CEO Approval

DGAPR/2022/005

Financial Year: 01 April 2022 - 31 March 2023
 Programme type:

DGAC Recomm. Sheet Upload your file

Search Records

DG Applications

Is DGAC Recommended?	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	DGEC Recommendation	DGAC Recommendation	State
<input checked="" type="checkbox"/>	[N000000015] Pr...	01 April 2022 - 3...	Leaverships for ...	30/04/2022 02:0...	12/01/2022 02:0...			Recommended		Pending Adjudic...



A notification email is sent to the **DGAC** to recommend the application.

5.5 DGAC Recommendation

Log in as the **DGAC Chairperson**

inseta Home Sign in Applications

Email: dgac@inseta.org.za

Password:

Log in

Reset Password



Login as the DGAC Chairperson by entering email and password, and then click **Log In**

DG Applications | **DGEC & DGAC**

Search...

Filters Group By Favorites

1-80 / 3156

DG Learning Programme	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	Created on	Created by	State
<input type="checkbox"/> DGLRN-Y/2022-2023/3156	[N000000015] Providence Consultants ...	01 April 2022 - 31 March 2023	Leaverships for Youth (including Pw...	30/04/2022 02:00:00	12/01/2022 02:00:00			12/01/2022 17:13:56	Test Primary S...	Pending Evaluation
<input type="checkbox"/> DGLRN-Y/2022-2023/3155	[N000000015] Providence Consultants ...	01 April 2022 - 31 March 2023	Leaverships 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
<input type="checkbox"/> DGLRN-W/2021-2022/3154	[N000000015] Providence Consultants ...	01 April 2021 - 31 March 2022	Leaverships for Workers	31/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 02:00:00		20/12/2021 16:48:23	Test Primary S...	Approved
<input type="checkbox"/> DGIIT-DEGREE/2021-2022/3153	[N000000015] Providence Consultants ...	01 April 2021 - 31 March 2022	Internship Diploma/Degree	31/12/2021 02:00:00	20/12/2021 02:00:00			20/12/2021 16:45:33	Test Primary S...	Pending Evaluation
<input type="checkbox"/> DGIIT-MATRIC/2021-2022/3152	[N000000015] Providence Consultants ...	01 April 2021 - 31 March 2022	Internship Matric +	31/12/2021 02:00:00	20/12/2021 02:00:00			20/12/2021 16:43:30	Test Primary S...	Pending Evaluation



Click on the menu icon , then click **DG**



Click **DGEC & DGAC**

DG DG Applications DGEC & DGAC

DGEC & DGAC Recommendations

Create

Search...

Filters Group By Favorites

1-4 / 4

Name	Financial Year	DGEC Recommendation Date	DGAC Recommendation Date	Count	State
<input type="checkbox"/> DGAPR/2022/005	01 April 2022 - 31 March 2023	01/12/2022		1	DGAC
<input type="checkbox"/> DGAPR/2022/003	01 April 2022 - 31 March 2023	01/11/2022		1	Pending CEO Approval
<input type="checkbox"/> DGAPR/2021/002	01 April 2021 - 31 March 2022	12/20/2021		1	DGEC
<input type="checkbox"/> DGAPR/2021/001	01 April 2021 - 31 March 2022	12/20/2021		0	DGEC

Select the line item to recommend

DG DG Applications DGEC & DGAC

DGEC & DGAC Recommendations / DGAPR/2022/005

Edit Create

Action

1 / 4

DGEC DGAC Pending CEO Approval

DGAPR/2022/005

Financial Year: 01 April 2022 - 31 March 2023

Programme type

DGAC Recomm. Sheet

Search Records

DG Applications

Is DGAC Recommended?	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	DGEC Recommendation	DGAC Recommendation	State
<input checked="" type="checkbox"/>	[N000000015] Pr...	01 April 2022 - 3...	Leaverships for ...	04/30/2022 02:0...	01/12/2022 02:0...			Recommended		Pending Adjudic...

Review and then click **DGAC Recommend**

DG DG Applications DGEC & DGAC

DGEC & DGAC Recommendations / DGAPR/2022/005

Edit Create

DGAC Recommend

DGAPR/2022/005

Financial Year: 01 April 2022 - 31 March 2023

Programme type

DGAC Recomm. Sheet

DG Applications

DG Bulk Recommendation

Option: Recommend

DGAC Recommendation Sheet: wizard dg report line.xlsx

Comment: Insert Comments here

Recommend Cancel

- Select Recommend on the option field
- Upload the DGAC recommendation sheet
- Capture comments
- Click **Recommend**

DG Applications | DGEC & DGAC
 DGEC & DGAC Recommendations / DGAPR/2022/005

Create

1/4

DGEC > DGAC > Pending CEO Approval

DGAPR/2022/005

Financial Year: 01 April 2022 - 31 March 2023

Programme type: [Empty]

DGEC Recomm. Sheet: wizard dg report line.xlsx

DGAC Recomm. Sheet: wizard dg report line.xlsx

DG Applications

Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	DGEC Recommendation	DGAC Recommendation	State
[N000000015] Provi...	01 April 2022 - 31 ...	Leaverships for Yo...	04/30/2022 02:00:00	01/12/2022 02:00:00			Recommended	Recommended	Pending Approval



A notification email is sent to the CEO for approval.

5.6 CEO Bulk Approval

Log in as the **INSETA CEO**

inseta Home Sign in Applications

Email: ceo@inseta.org.za

Password: [Masked]

Log in

Reset Password



Login as the CEO by entering email and password, and then click **Log In**

DG Applications | DG Approval | DG Funding Window | Reports

Search...

Filters Group By Favorites

1-80 / 3156

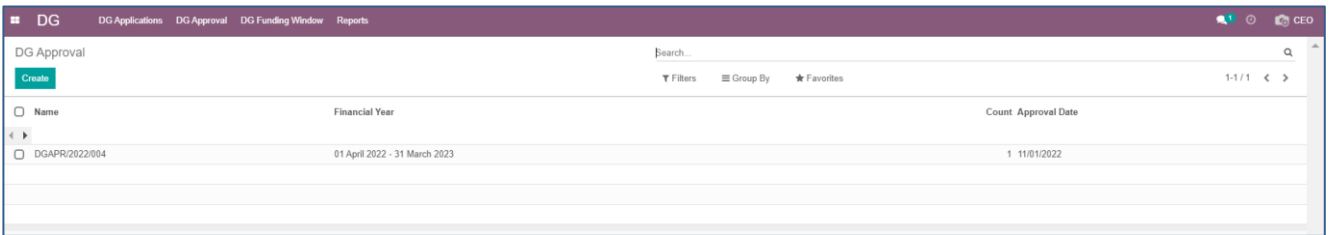
Learning Programme	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	Created on	Created by	State
<input type="checkbox"/> DGI/LRN-Y/2022-2023/3156	[N000000015] Providence Consultants ...	01 April 2022 - 31 March 2023	Leaverships for Youth (including Pw...	30/04/2022 02:00:00	12/01/2022 02:00:00			12/01/2022 17:13:56	Test Primary S...	Pending Approval
<input type="checkbox"/> DGI/LRN-Y/2022-2023/3155	[N000000015] Providence Consultants ...	01 April 2022 - 31 March 2023	Leaverships 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
<input type="checkbox"/> DGI/LRN-W/2021-2022/3154	[N000000015] Providence Consultants ...	01 April 2021 - 31 March 2022	Leaverships for Workers	31/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 02:00:00		20/12/2021 16:48:23	Test Primary S...	Approved
<input type="checkbox"/> DGI/IT-DEGREE/2021-2022/3153	[N000000015] Providence Consultants ...	01 April 2021 - 31 March 2022	Internship Diploma/Degree	31/12/2021 02:00:00	20/12/2021 02:00:00			20/12/2021 16:45:33	Test Primary S...	Pending Evaluation
<input type="checkbox"/> DGI/IT-MATRIC/2021-2022/3152	[N000000015] Providence Consultants ...	01 April 2021 - 31 March 2022	Internship Matric +	31/12/2021 02:00:00	20/12/2021 02:00:00			20/12/2021 16:43:30	Test Primary S...	Pending Evaluation



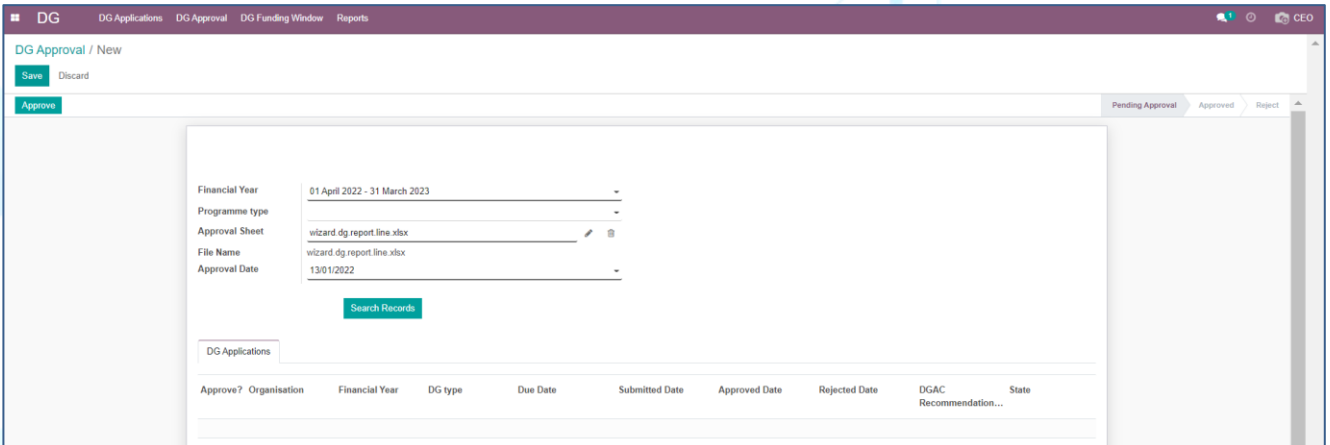
Click on the menu icon , then click **DG**



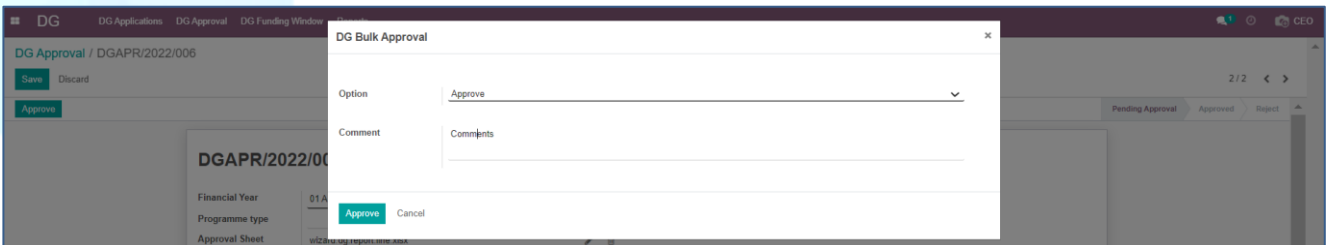
Click **DG Approval**



Click **Create**



- ☞ Select Financial year
- ☞ Upload approval sheet submitted by the DGAC
- ☞ Click **Search Records**
- ☞ Review applications and click **Approve**



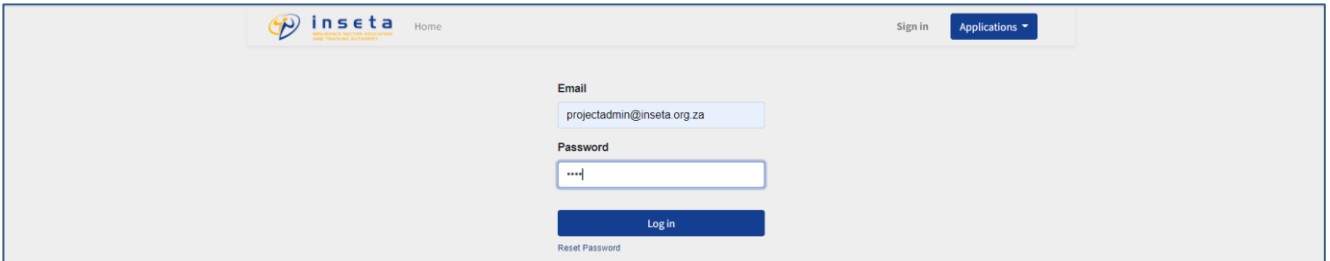
- ☞ Select Approve on the option field
- ☞ Capture comments
- ☞ Click **Approve**



A notification email is sent to Project Administrator for recommendation of the applications.

5.7 Project Administrator Recommendation

Log in as the **Project Administrator**



inseta Home Sign in Applications

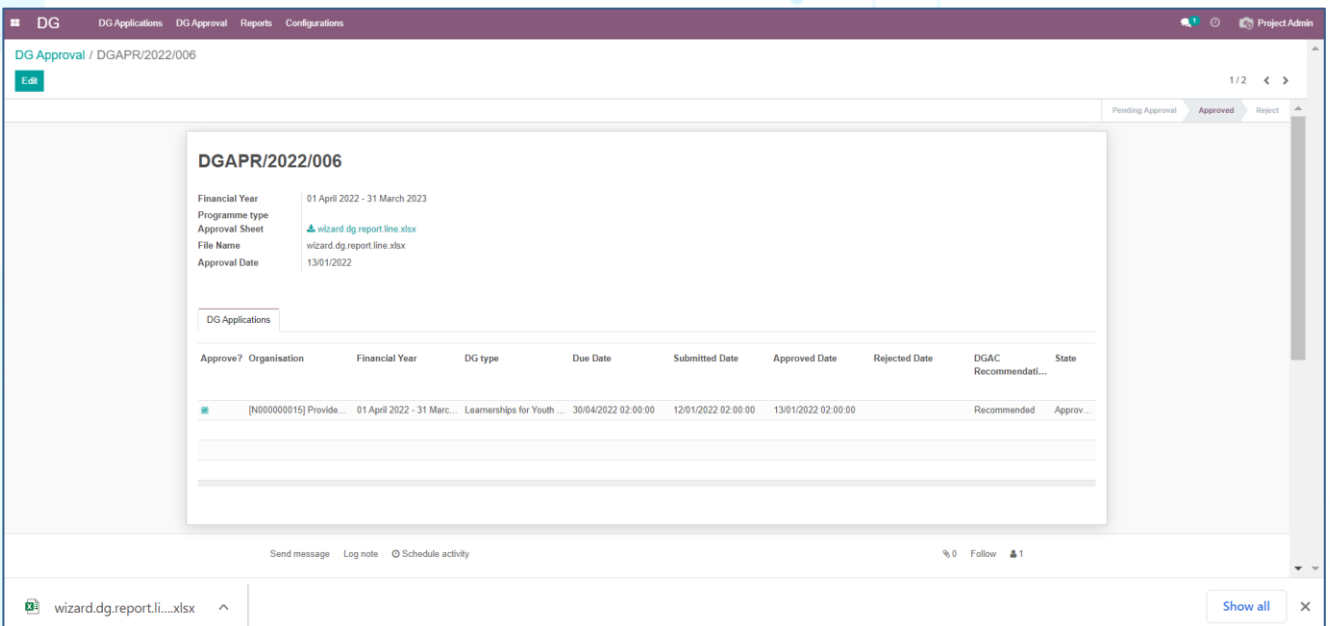
Email
projectadmin@inseta.org.za

Password

Log in

Reset Password

🖱️ Login as the Project Administrator by entering email and password, and then click **Log In**



1 / 2

Pending Approval Approved Rejected

DGAPR/2022/006


Financial Year: 01 April 2022 - 31 March 2023
 Programme type: wizard dg report line.xlsx
 Approval Sheet: wizard dg report line.xlsx
 File Name: wizard dg report line.xlsx
 Approval Date: 13/01/2022

DG Applications

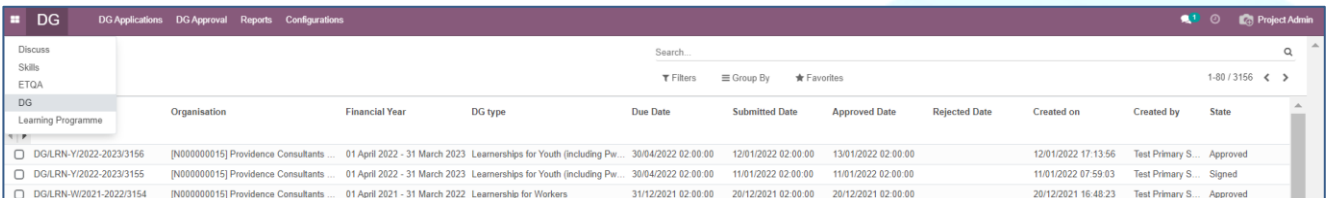
Approve?	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	DGAC Recommendation	State
<input checked="" type="checkbox"/>	[N000000015] Provide...	01 April 2022 - 31 March...	Leaverships for Youth ...	30/04/2022 02:00:00	12/01/2022 02:00:00	13/01/2022 02:00:00		Recommended	Approv...

Send message Log note Schedule activity

wizard.dg.report.li...xlsx Show all

🖱️ Click on the menu icon , then click **DG**

🖱️ Click DG Approval to download to download the approval sheet for reference



Search...

Filters Group By Favorites

1-80 / 3156

	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	Created on	Created by	State
<input type="checkbox"/>	DG/LRN-Y/2022-2023/3156	[N000000015] Providence Consultants ...	01 April 2022 - 31 March 2023	Leaverships for Youth (including Pw...	30/04/2022 02:00:00	12/01/2022 02:00:00	13/01/2022 02:00:00	12/01/2022 17:13:56	Test Primary S...	Approved
<input type="checkbox"/>	DG/LRN-Y/2022-2023/3155	[N000000015] Providence Consultants ...	01 April 2022 - 31 March 2023	Leaverships 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
<input type="checkbox"/>	DG/LRN-W/2021-2022/3154	[N000000015] Providence Consultants ...	01 April 2021 - 31 March 2022	Leavership for Workers	31/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 16:48:23	Test Primary S...	Approved

🖱️ Click **DG Applications**

🖱️ Select by clicking on the approved line items

DG Applications DG Approval Reports Configurations

DG Dashboard / DG/LRN-Y/2022-203/3156

1 / 80

Draft Submitted Pending Evaluation Pending Adjudication Pending Approval **Approved** Rejected

DG/LRN-Y/2022-203/3156

Organisation SDL No Financial Year DG type Funding Window Due Date	[N000000015] Providence Consultants & Actuaries N000000015 01 April 2022 - 31 March 2023 Learnerships for Youth (including Prd) DG/2022/010 January 01, 2022 - April 30, 2022 30/04/2022 02:00:00	Applied Tot. Learners Applied: 4 Tot. Disabled Applied: 0 Tot. Applied: 4 Total Amt. Learners Applied: R 260800.00 Total Amt. Disabled Applied: R 0.00 Total Amt. Applied: R 260800.00 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
---	--	---

Organisation
 Learnership Details
 DG Evaluation

Update Organisation Details

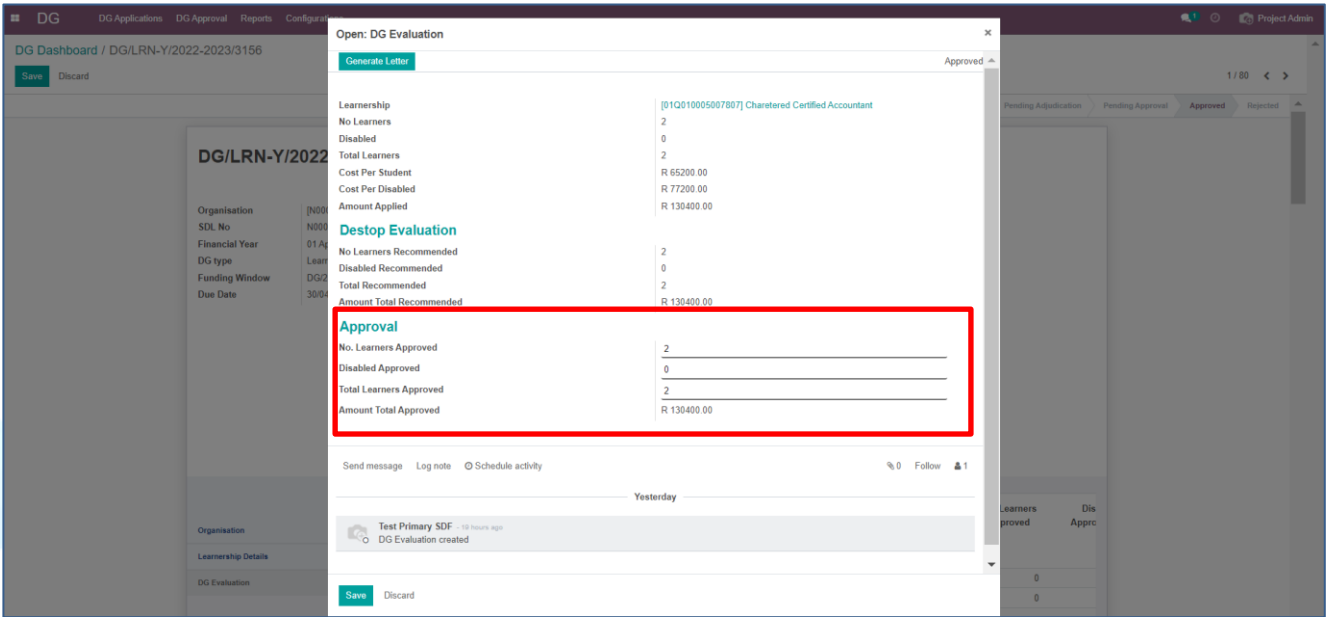
Click **DG Evaluation**, and then **Edit**

DG/LRN-Y/2022-203/3156

Organisation SDL No Financial Year DG type Funding Window Due Date	[N000000015] Providence Consultants & Actuaries N000000015 01 April 2022 - 31 March 2023 Learnerships for Youth (including Prd) DG/2022/010 January 01, 2022 - April 30, 2022 30/04/2022 02:00:00	Applied Tot. Learners Applied: 4 Tot. Disabled Applied: 0 Tot. Applied: 4 Total Amt. Learners Applied: R 260800.00 Total Amt. Disabled Applied: R 0.00 Total Amt. Applied: R 260800.00 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
---	--	---

Learnership	No Learners	Disabled	Total Learners	Amount Applied	No Learners Recommended	Disabled Recommended	Total Recommended	Amount Total Recommended	No. Learners Approved	Dis Appr
[01Q01000...	2	0	2	R 130400.00	2	0	2	R 130400.00	0	
[01Q010013...	2	0	2	R 130400.00	2	0	2	R 130400.00	0	

Select line item (Repeat this step for all line items)



Open: DG Evaluation

Generate Letter

Learnership [01Q010005007807] Chartered Certified Accountant

No Learners 2

Disabled 0

Total Learners 2

Cost Per Student R 65200.00

Cost Per Disabled R 77200.00

Amount Applied R 130400.00

Destop Evaluation

No Learners Recommended 2

Disabled Recommended 0

Total Recommended 2

Amount Total Recommended R 130400.00

Approval

No. Learners Approved 2

Disabled Approved 0

Total Learners Approved 2

Amount Total Approved R 130400.00

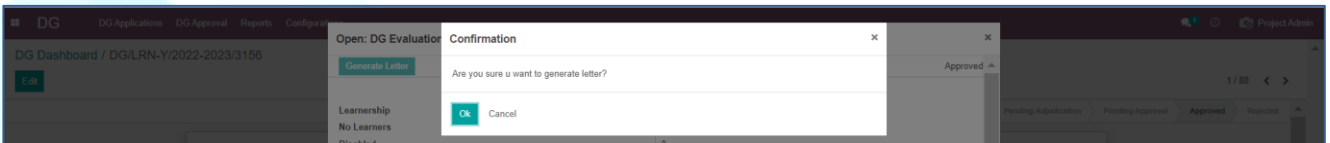
Send message Log note Schedule activity

Yesterday

Test Primary SDF - 10 hours ago
DG Evaluation created

Save **Discard**

- ☞ Capture the approval details as per the approval sheet
- ☞ Click Generate letter

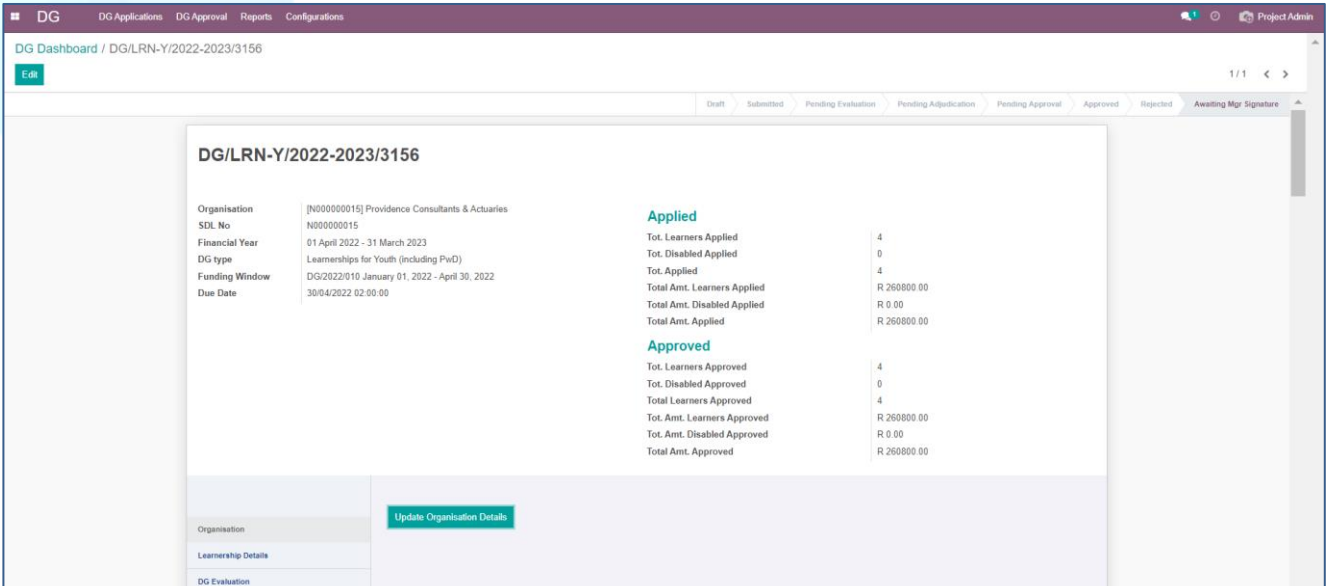


Confirmation

Are you sure u want to generate letter?

Ok **Cancel**

- ☞ Click **Ok** to confirm



DG Dashboard / DG/LRN-Y/2022-2023/3156

Organisation [N000000015] Providence Consultants & Actuaries

SDL No N000000015

Financial Year 01 April 2022 - 31 March 2023

DG type Learnerships for Youth (including PwD)

Funding Window DG/2022/010 January 01, 2022 - April 30, 2022

Due Date 30/04/2022 02:00:00

Applied

Tot. Learners Applied 4

Tot. Disabled Applied 0

Tot. Applied 4

Total Amt. Learners Applied R 260800.00

Total Amt. Disabled Applied R 0.00

Total Amt. Applied R 260800.00

Approved

Tot. Learners Approved 4

Tot. Disabled Approved 0

Total Learners Approved 4

Tot. Amt. Learners Approved R 260800.00

Tot. Amt. Disabled Approved R 0.00

Total Amt. Approved R 260800.00

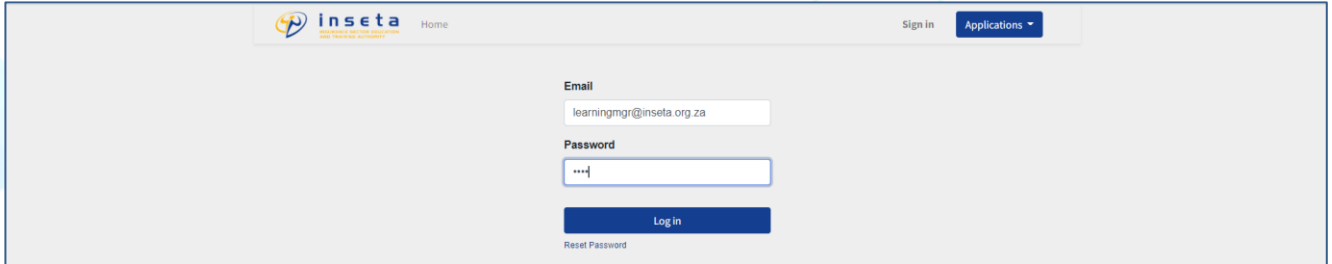
Update Organisation Details



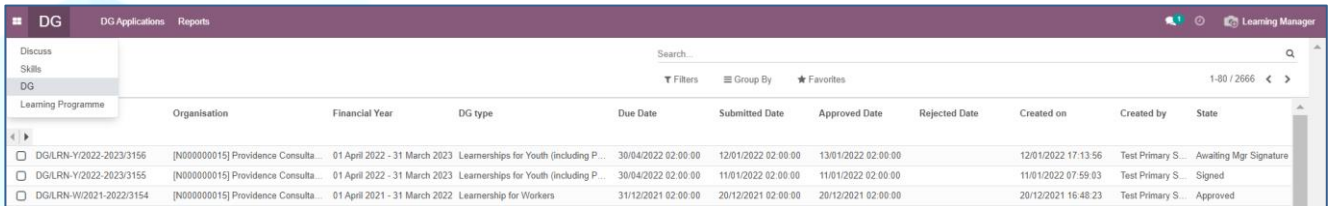
The applications are sent to the Learning Manager for signing.

5.8 Learning Manager Signing


Log in as the **Learning Manager**



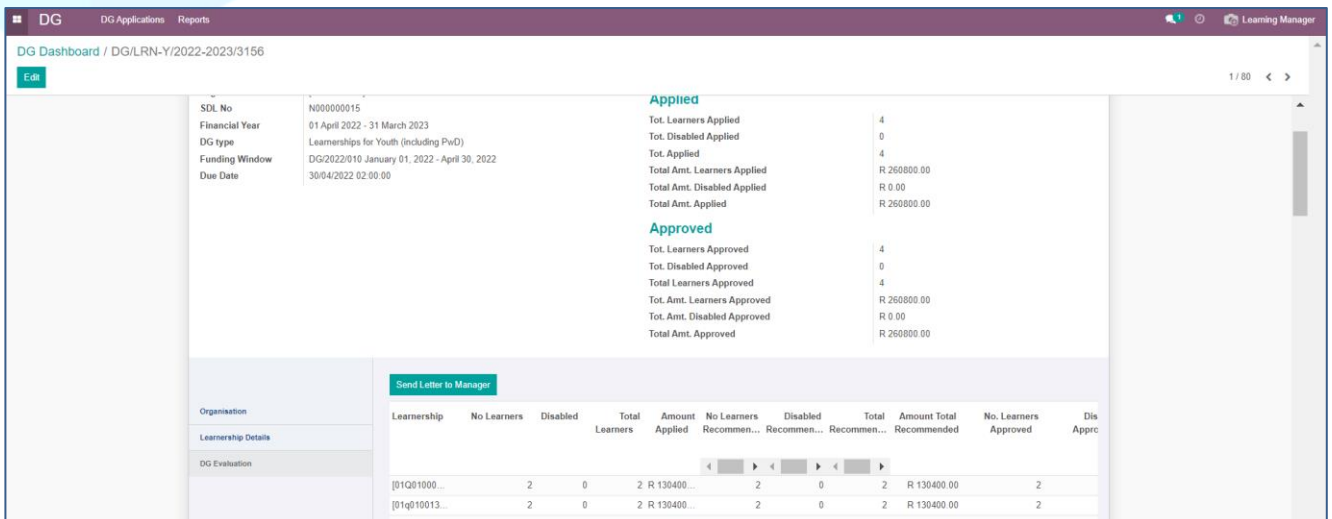
Login as the Learning Manager by entering email and password, and then click **Log In**



Learning Programme	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	Created on	Created by	State
<input type="checkbox"/> DGLRN-Y/2022-2023/3156	[N000000015] Providence Consulta...	01 April 2022 - 31 March 2023	Leaverships for Youth (including P...	30/04/2022 02:00:00	12/01/2022 02:00:00	13/01/2022 02:00:00		12/01/2022 17:13:56	Test Primary S...	Awaiting Mgr Signature
<input type="checkbox"/> DGLRN-Y/2022-2023/3155	[N000000015] Providence Consulta...	01 April 2022 - 31 March 2023	Leaverships for Youth (including P...	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
<input type="checkbox"/> DGLRN-W/2021-2022/3154	[N000000015] Providence Consulta...	01 April 2021 - 31 March 2022	Leavership for Workers	31/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 02:00:00		20/12/2021 16:48:23	Test Primary S...	Approved

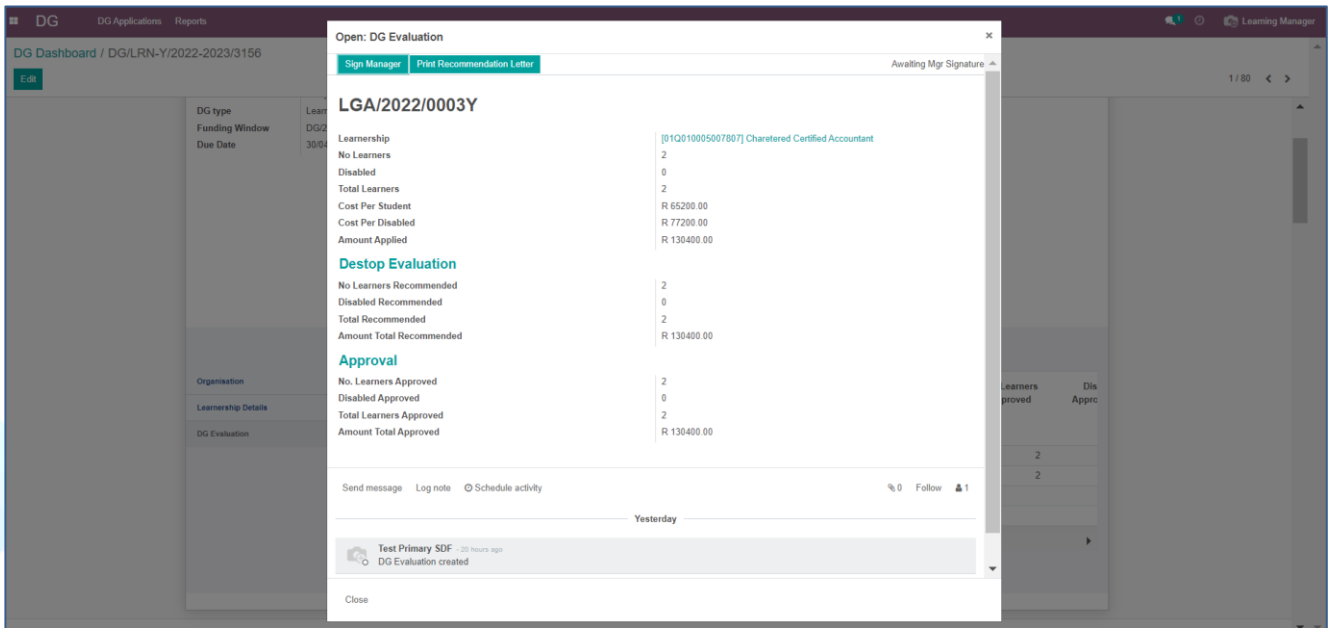
Click on the menu icon , then click **DG**

Select by clicking on the approved line items awaiting signature

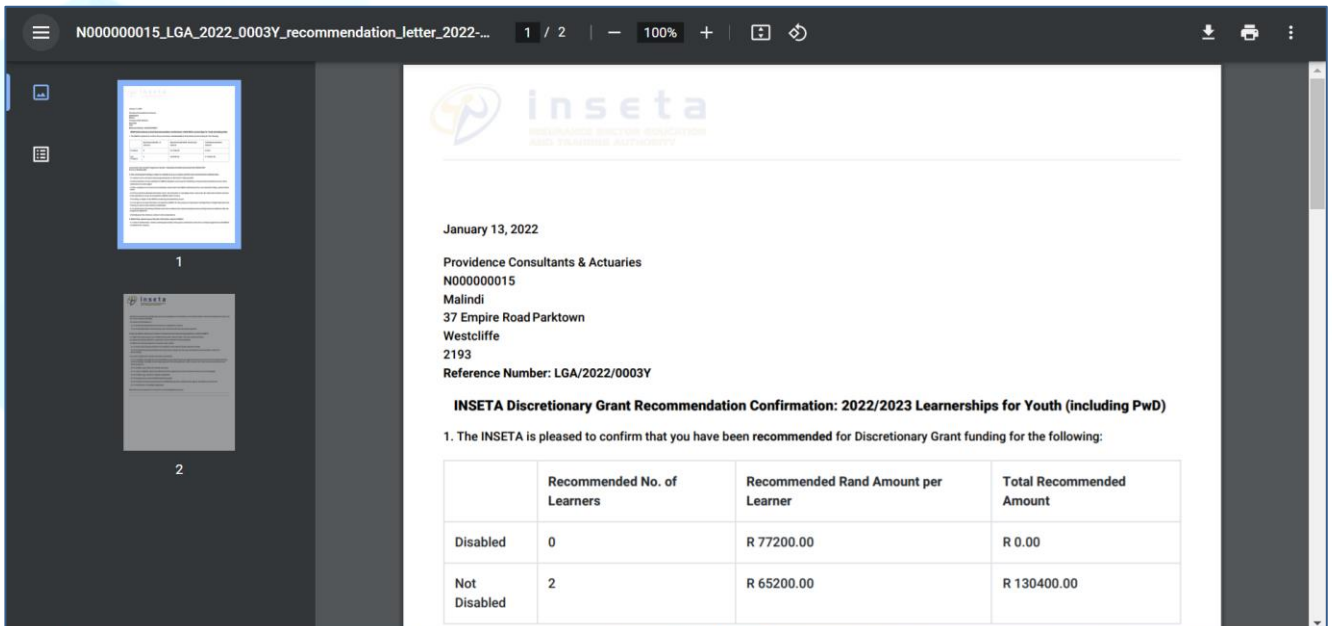


Organisation	Learnership	No Learners	Disabled	Total Learners	Amount Applied	No Learners Recommended	Disabled Recommended	Total Recommended	Amount Total Recommended	No. Learners Approved	Dis Apprc
[01Q01000...		2	0	2	R 130400...	2	0	2	R 130400.00	2	
[01Q010013...		2	0	2	R 130400...	2	0	2	R 130400.00	2	

Select programme line item (Repeat this step for all line items)

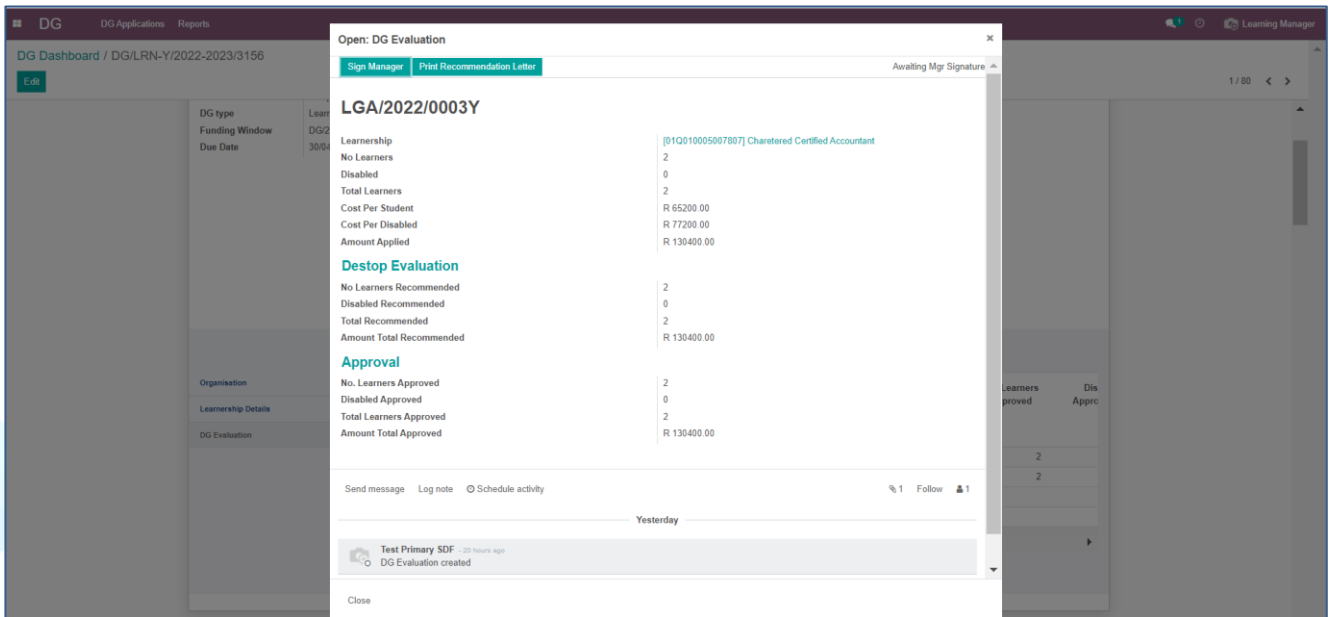


Click **Print Recommendation letter**



	Recommended No. of Learners	Recommended Rand Amount per Learner	Total Recommended Amount
Disabled	0	R 77200.00	R 0.00
Not Disabled	2	R 65200.00	R 130400.00

Review letter



Open: DG Evaluation

Sign Manager | Print Recommendation Letter

LGA/2022/0003Y

Learnership	[01Q010005007807] Chartered Certified Accountant
No Learners	2
Disabled	0
Total Learners	2
Cost Per Student	R 65200.00
Cost Per Disabled	R 77200.00
Amount Applied	R 130400.00

Destop Evaluation

No Learners Recommended	2
Disabled Recommended	0
Total Recommended	2
Amount Total Recommended	R 130400.00

Approval

No. Learners Approved	2
Disabled Approved	0
Total Learners Approved	2
Amount Total Approved	R 130400.00

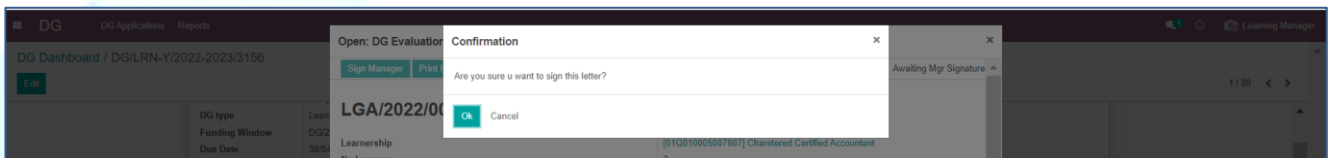
Send message | Log note | Schedule activity

Yesterday

Test Primary SDF - 10 hours ago
DG Evaluation created

Close

Click **Sign Manager**



Open: DG Evaluation

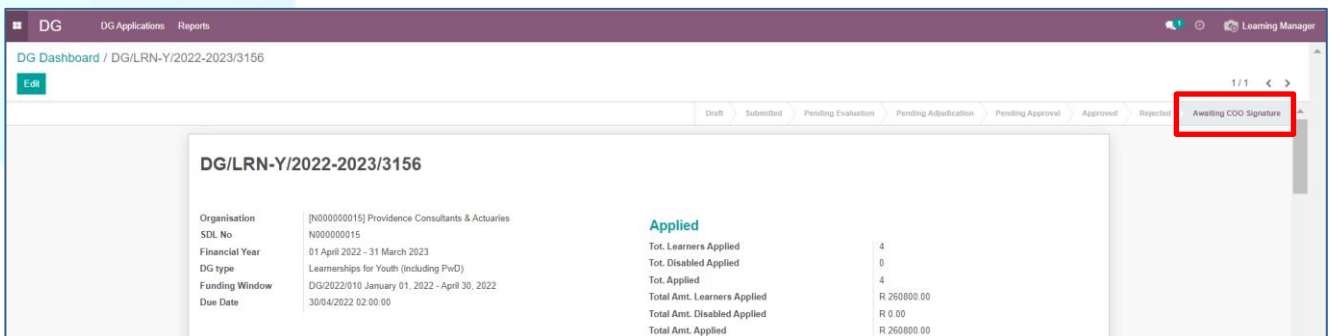
Sign Manager | Print Recommendation Letter

LGA/2022/0003Y

Are you sure u want to sign this letter?

Ok | Cancel

Click **Ok** to confirm



DG Dashboard / DG/LRN-Y/2022-2023/3156

Edit

Draft | Submitted | Pending Evaluation | Pending Adjudication | Pending Approval | Approved | Rejected | **Awaiting COO Signature**

DG/LRN-Y/2022-2023/3156

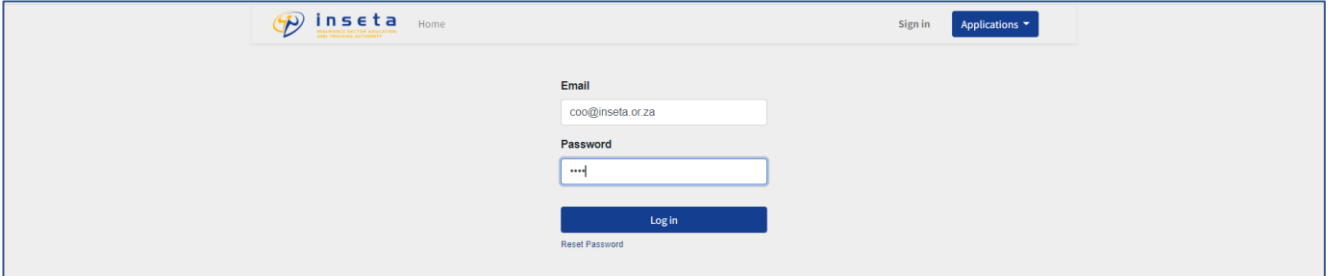
Organisation	[N000000015] Providence Consultants & Actuaries	Applied
SDL No	N000000015	Tot. Learners Applied
Financial Year	01 April 2022 - 31 March 2023	Tot. Disabled Applied
DG type	Learnerships for Youth (including PwD)	Tot. Applied
Funding Window	DG/2022/010 January 01, 2022 - April 30, 2022	Total Amt. Learners Applied
Due Date	30/04/2022 02:00:00	Total Amt. Disabled Applied
		Total Amt. Applied



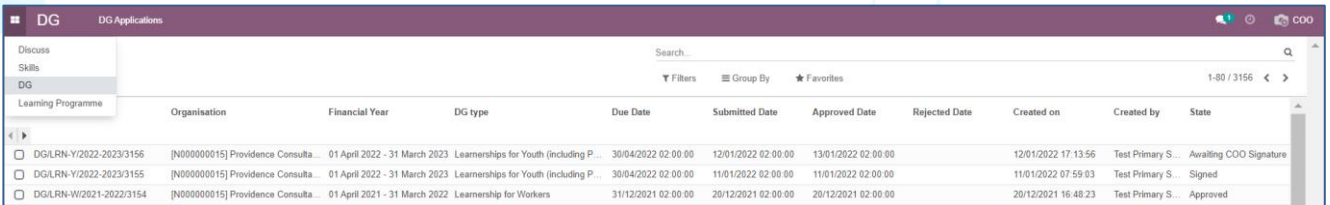
The applications are sent to the **COO** for signing.

5.9 COO Signing


Log in as the **COO**



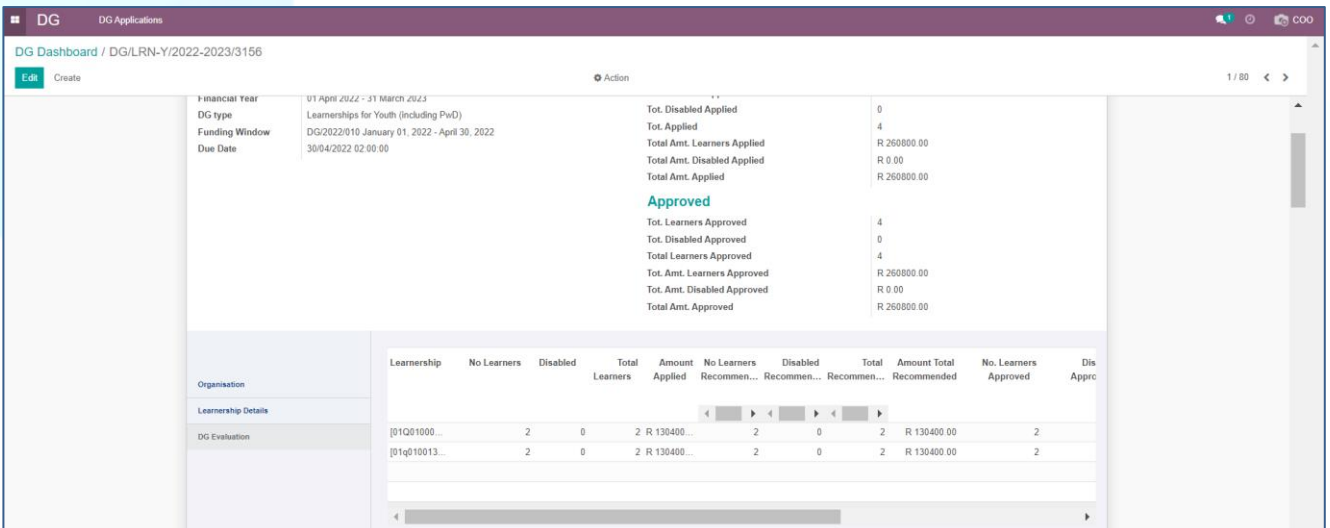
🖱️ Login as the COO by entering email and password, and then click **Log In**



	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	Created on	Created by	State
<input type="checkbox"/>	DG/LRN-Y/2022-2023/3156	[N000000015] Providence Consulta...	01 April 2022 - 31 March 2023	Leaverships for Youth (including P...	30/04/2022 02:00:00	12/01/2022 02:00:00	13/01/2022 02:00:00	12/01/2022 17:13:56	Test Primary S...	Awaiting COO Signature
<input type="checkbox"/>	DG/LRN-Y/2022-2023/3155	[N000000015] Providence Consulta...	01 April 2022 - 31 March 2023	Leaverships for Youth (including P...	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
<input type="checkbox"/>	DG/LRN-W/2021-2022/3154	[N000000015] Providence Consulta...	01 April 2021 - 31 March 2022	Leavership for Workers	31/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 16:48:23	Test Primary S...	Approved

🖱️ Click on the menu icon , then click **DG**

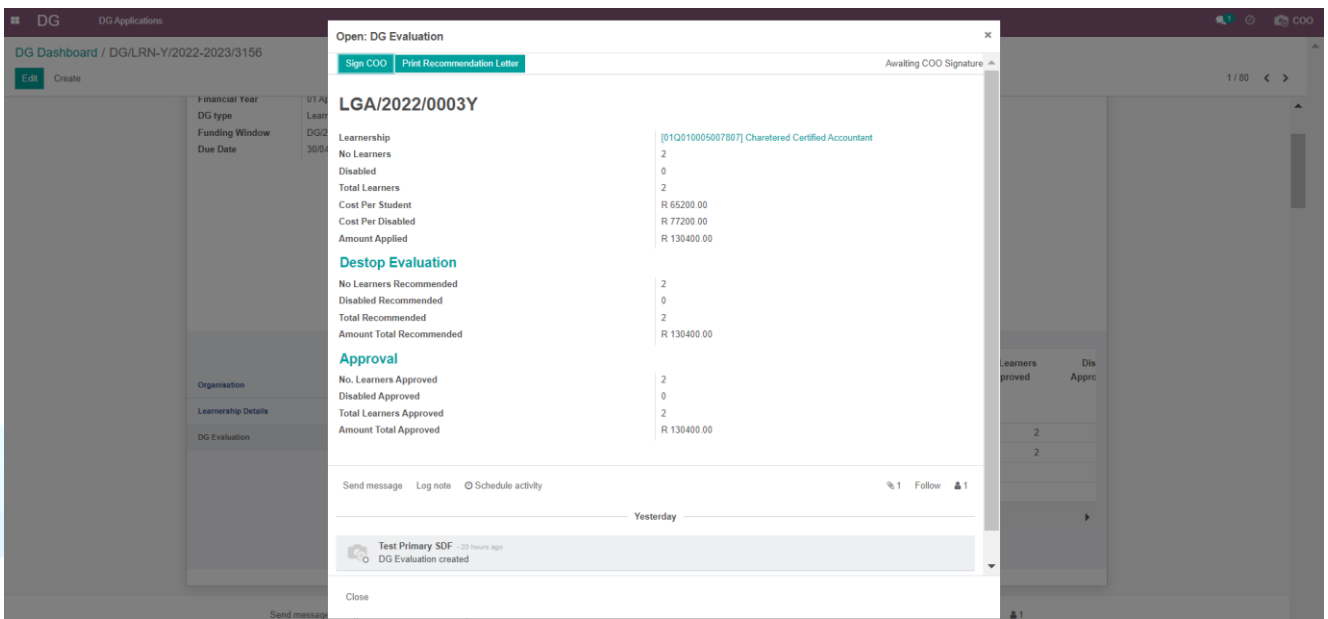
🖱️ Select by clicking on the approved line items awaiting signature



Financial Year	01 April 2022 - 31 March 2023	DG type	Leaverships for Youth (including PwD)	Tot. Disabled Applied	0
Funding Window	DG/2022/010 January 01, 2022 - April 30, 2022	Tot. Applied	4		
Due Date	30/04/2022 02:00:00	Total Amt. Learners Applied	R 260800.00		
		Total Amt. Disabled Applied	R 0.00		
		Total Amt. Applied	R 260800.00		
		Approved			
		Tot. Learners Approved	4		
		Tot. Disabled Approved	0		
		Total Learners Approved	4		
		Tot. Amt. Learners Approved	R 260800.00		
		Tot. Amt. Disabled Approved	R 0.00		
		Total Amt. Approved	R 260800.00		

Organisation	Leavership	No Learners	Disabled	Total Learners	Amount Applied	No Learners Recommended	Disabled Recommended	Total Recommended	Amount Total Recommended	No. Learners Approved	Dis Appr
Leavership Details	[01Q01000...	2	0	2	R 130400.00	2	0	2	R 130400.00	2	
	[01Q010013...	2	0	2	R 130400.00	2	0	2	R 130400.00	2	

🖱️ Select programme line item (Repeat this step for all line items)



Open: DG Evaluation

[Sign COO](#) [Print Recommendation Letter](#)

Availing COO Signature

LGA/2022/0003Y

Category	Value
Learnership	[01Q010005007807] Chartered Certified Accountant
No Learners	2
Disabled	0
Total Learners	2
Cost Per Student	R 65200.00
Cost Per Disabled	R 77200.00
Amount Applied	R 130400.00

Destop Evaluation

Category	Value
No Learners Recommended	2
Disabled Recommended	0
Total Recommended	2
Amount Total Recommended	R 130400.00

Approval

Category	Value
No. Learners Approved	2
Disabled Approved	0
Total Learners Approved	2
Amount Total Approved	R 130400.00

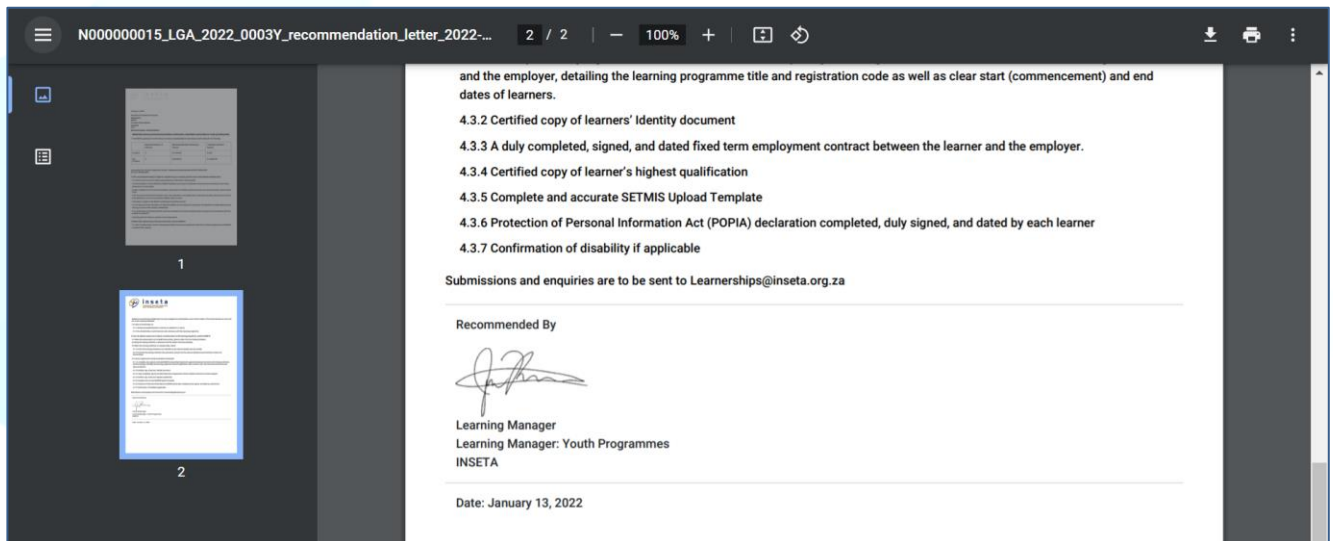
Send message Log note Schedule activity

Yesterday

Test Primary SDF - 30 hours ago
DG Evaluation created

Close

Click **Print Recommendation letter**



N000000015_LGA_2022_0003Y_recommendation_Letter_2022-... 2 / 2 | 100% + -

1

2

and the employer, detailing the learning programme title and registration code as well as clear start (commencement) and end dates of learners.

4.3.2 Certified copy of learners' Identity document

4.3.3 A duly completed, signed, and dated fixed term employment contract between the learner and the employer.

4.3.4 Certified copy of learner's highest qualification


4.3.5 Complete and accurate SETMIS Upload Template

4.3.6 Protection of Personal Information Act (POPIA) declaration completed, duly signed, and dated by each learner

4.3.7 Confirmation of disability if applicable

Submissions and enquiries are to be sent to Learnerships@inseta.org.za

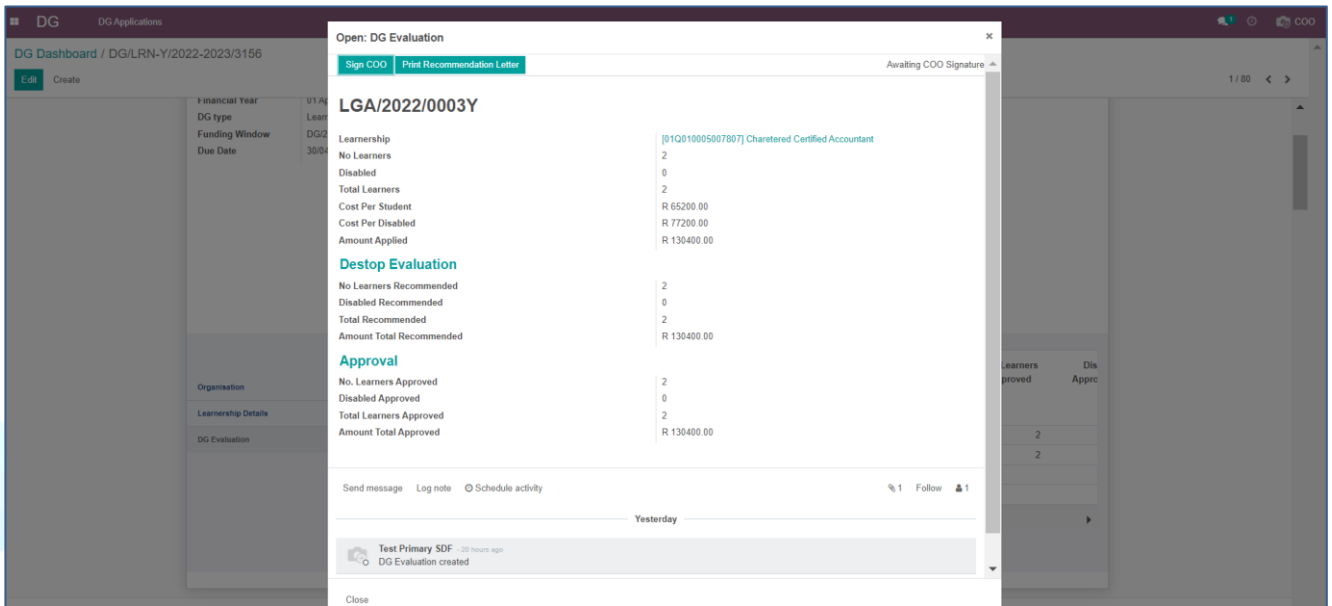
Recommended By



Learning Manager
Learning Manager: Youth Programmes
INSETA

Date: January 13, 2022

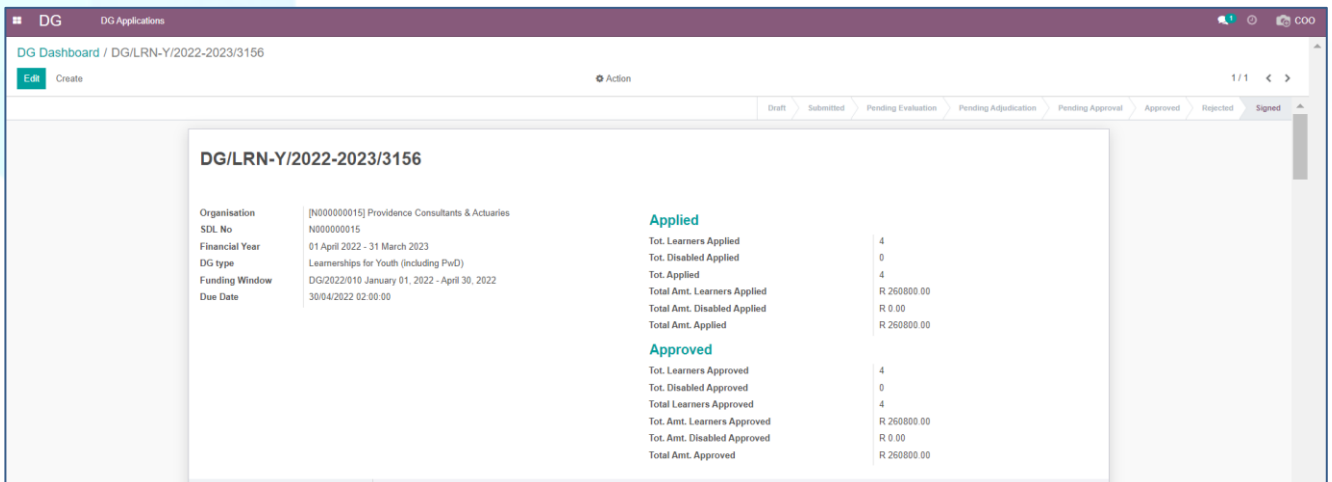
Review letter (the letter should have the Learning manager signature at this stage)



Click **Sign Manager**



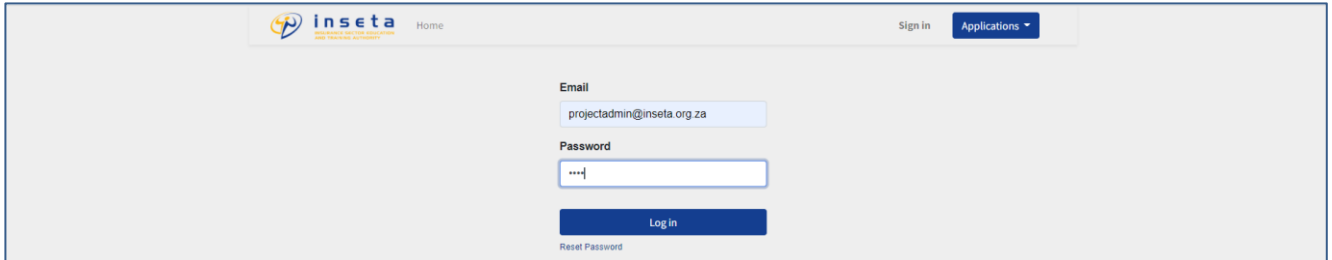
Click **Ok** to confirm




The Signed applications are sent to the Project Administrator for review.

5.10 Project Administrator review

Log in as the **Project Administrator**



inseta Home Sign in Applications

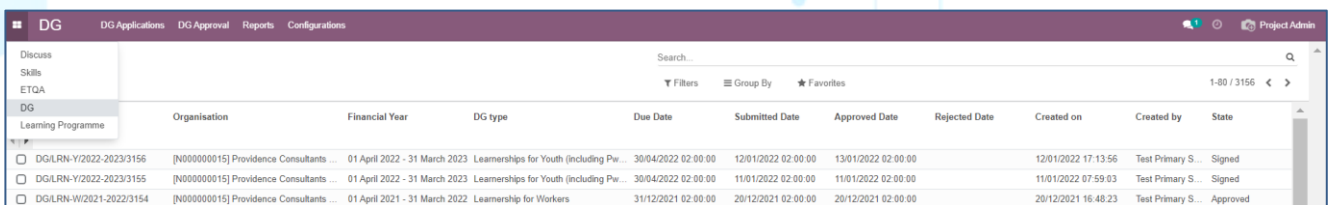
Email
projectadmin@inseta.org.za

Password


Log in

Reset Password

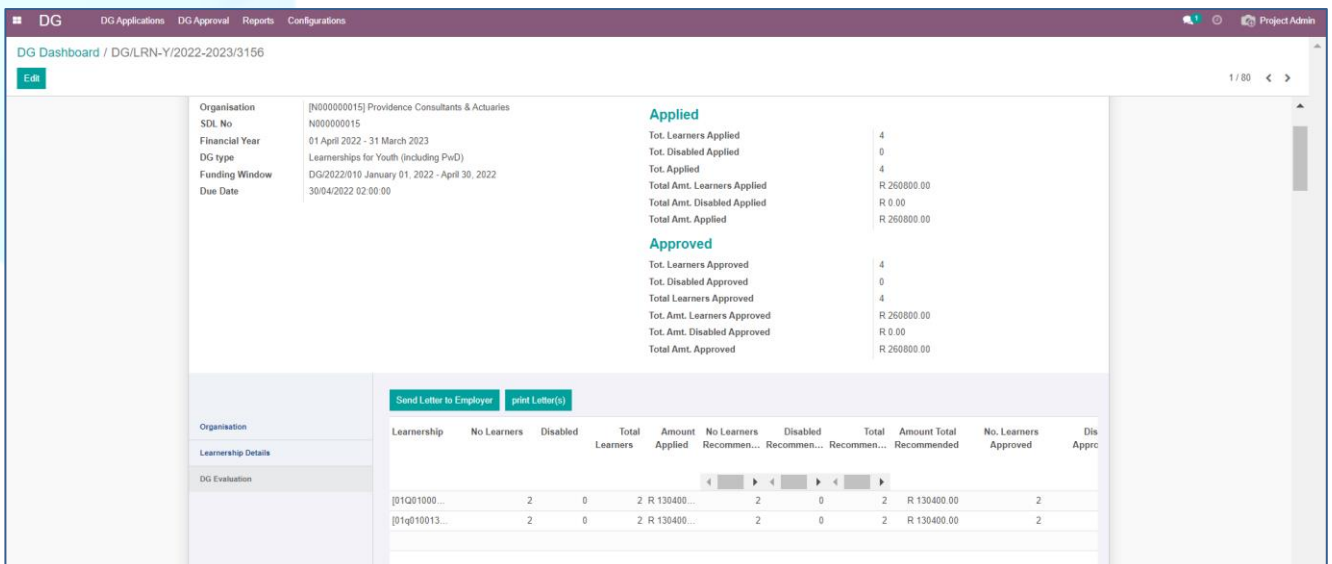
🖱️ Login as the Project Administrator by entering email and password, and then click **Log In**



Learning Programme	Organisation	Financial Year	DG type	Due Date	Submitted Date	Approved Date	Rejected Date	Created on	Created by	State
<input type="checkbox"/> DGLRN-Y/2022-2023/3156	[N000000015] Providence Consultants	01 April 2022 - 31 March 2023	Leaverships for Youth (including Pw...)	30/04/2022 02:00:00	12/01/2022 02:00:00	13/01/2022 02:00:00		12/01/2022 17:13:56	Test Primary S...	Signed
<input type="checkbox"/> DGLRN-Y/2022-2023/3155	[N000000015] Providence Consultants	01 April 2022 - 31 March 2023	Leaverships 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
<input type="checkbox"/> DGLRN-W/2021-2022/3154	[N000000015] Providence Consultants	01 April 2021 - 31 March 2022	Leavership for Workers	31/12/2021 02:00:00	20/12/2021 02:00:00	20/12/2021 02:00:00		20/12/2021 16:48:23	Test Primary S...	Approved

🖱️ Click on the menu icon , then click **DG**

🖱️ Select by clicking on the signed line items

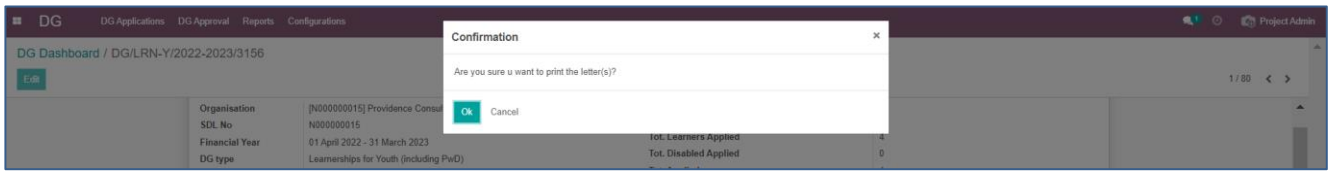


Organisation	Financial Year	DG type	Funding Window	Due Date	Applied	Approved
[N000000015] Providence Consultants & Actuaries	N000000015	01 April 2022 - 31 March 2023	Leaverships for Youth (including PwD)	DG/2022/010 January 01, 2022 - April 30, 2022	Tot. Learners Applied: 4 Tot. Disabled Applied: 0 Tot. Applied: 4 Total Amt. Learners Applied: R 260800.00 Total Amt. Disabled Applied: R 0.00 Total Amt. Applied: R 260800.00	Tot. Learners Approved: 4 Tot. Disabled Approved: 0 Total Learners Approved: 4 Tot. Amt. Learners Approved: R 260800.00 Tot. Amt. Disabled Approved: R 0.00 Total Amt. Approved: R 260800.00

Organisation	Learningship	No Learners	Disabled	Total Learners	Amount Applied	No Learners Recommended	Disabled Recommended	Total Recommended	Amount Total Recommended	No. Learners Approved	Dis Appr
[N000000015] Providence Consultants & Actuaries	[01Q1000...	2	0	2	R 130400.00	2	0	2	R 130400.00	2	
	[01Q10013...	2	0	2	R 130400.00	2	0	2	R 130400.00	2	

🖱️ Click **DG Evaluation**

🖱️ Click **Print letters** to review



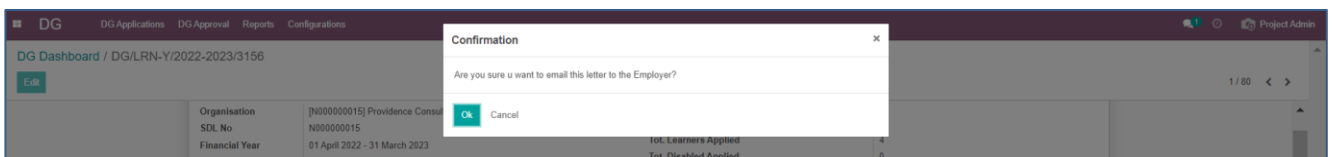
Click **OK** to confirm



Review letter(s) (the letter should have the learning manager and coo signature)

	<div>Send Letter to Employer</div> <div>print Letter(s)</div>											
Organisation	Learnership	No Learners	Disabled	Total Learners	Amount Applied	No Learners Recommen...	Disabled Recommen...	Total Recommen...	Amount Total Recommended	No. Learners Approved	Dis Appr...	
Learnership Details	<div><div>◀▶◀▶◀▶▶</div></div>											
DG Evaluation	[01Q01000...	2	0	2	R 130400...	2	0	2	R 130400.00	2		
	[01g010013...	2	0	2	R 130400...	2	0	2	R 130400.00	2		

Once all letters have been reviewed, Click **Send Letter to Employer**



Click **Ok** to confirm



The letter(s) are to the contact person selected for the DG application.