



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

NATIONAL SKILLS DEVELOPMENT MANAGEMENT SYSTEM (NSDMS)

SKILLS DEVELOPMENT PROVIDER: PRIMARY ACCREDITATION

USER MANUAL

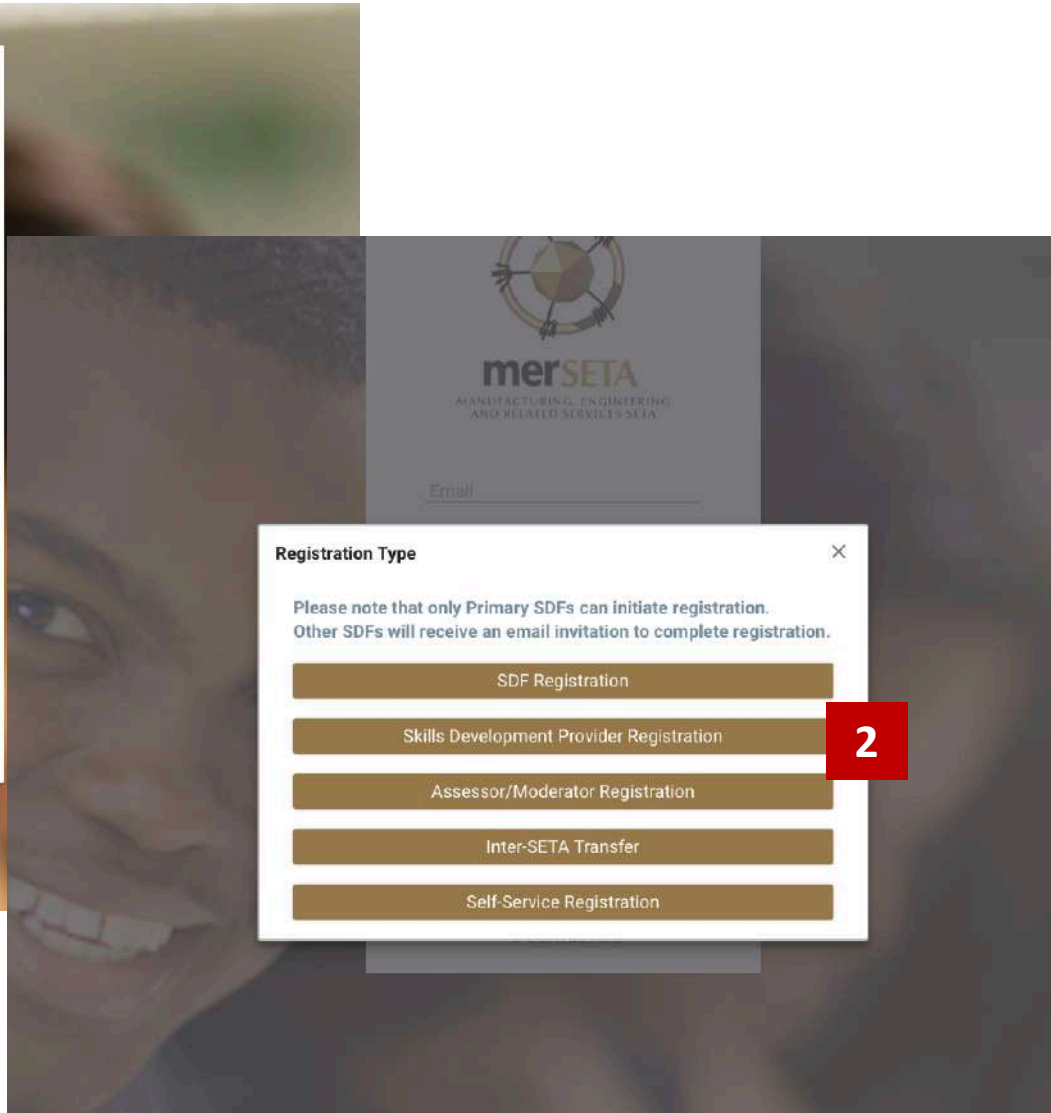
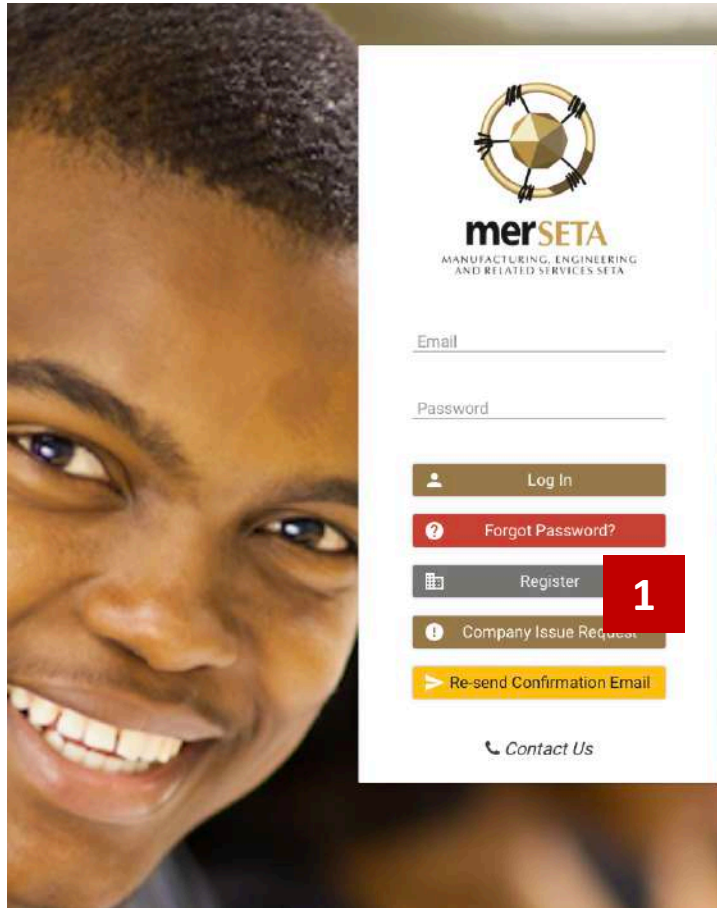
2019

LEADERS IN CLOSING THE SKILLS GAP



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS



1. Click on Register and agree to the POPI Act disclaimer
2. Click on Skills Development Provider Registration



1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

Enter RSA ID Number or Passport Number

RSA ID Number Passport Number

RSA ID Number *

Skills Development Provider Primary Representative

Title *	Miss	First Name *	
Surname *		Email *	sandra@... .com
RSA ID Number	7007120029041	Cell Number *	083 ...
Telephone Number:	083 556 7136	Fax Number	086 5... ..
Nationality *	South Africa	Date of Birth *	12/07/1973
Gender *	Female	Equity *	White
Disability *	None		

3. Search for a user to see if details are already on system

a. If yes, details currently captured will appear

b. If details not on system, complete the required details

c. Upload documents

- i. Certified copy of ID/Passport page
- ii. CV



1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

Applicant Details

Type of Application *
--Select One--

Provider Type *
--Select One--

Training and Assessment

Assessment Only

Provider Class *
--Select One--

Continue >>

Applicant Details

Type of Application *
--Select One--

Provider Type *
--Select One--

Assessment Only

Primary Accreditation (accreditation for merSETA scope qualification/s)

Learning Programme Approval (non-merSETA primary provider)

QCTO Skills Development Provider

QCTO Trade Test Centre

Non-merSETA Scope Provider

4. Go to Applicant Details and provide the required information

a. Type of Application – select type of accreditation

- **Primary Accreditation** – this is where you are **applying for accreditation** as a skills development provider (SDP) to train in qualifications that the merSETA is responsible for from a quality assurance perspective (the focus of this user guide)
- **Learning Programme Approval** – this is where you are **applying for accreditation** to train in a learning programme that is quality assured by the merSETA but as the SDP, your primary accreditation is with another SETA/Quality Assurance entity
- **QCTO Skills Development Provider** – this is where you are **registering** on the NSDMS as an SDP but you are accredited by the QCTO.
- **QCTO Trade Test Centre** – this is where you are **registering** on the NSDMS as an SDP but you are accredited by the QCTO
- **Non-merSETA Scope Provider** – this is where you are **registering** on the NSDMS as an SDP but you are accredited by another SETA/QA, however, you train for Employers who are designated to the merSETA (i.e. those paying their levy to the merSETA)

b. Based on the selection above, the relevant fields will then need to be completed

5. Click on Continue



1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

Applicant Details

Type of Application *	Provider Type *
Primary Accreditation (accreditation for merSETA scope qualific: ▾)	Employer ▾
Training and Assessment <input checked="" type="checkbox"/>	Assessment Only <input type="checkbox"/>
Provider Class *	
Private ▾	

📌 Please upload the following compulsory document(s)



Continue >>

Company Registration Form

Levy Paying Entity

Non-levy Paying Entity

Non-merSETA Scope Company

Company Registration Number *

Submit

6. Upload qualification documents

i. Certified copy of ID/Passport

7. Click on Continue

8. A Company Registration Form will then become visible

9. You are required to select if you are registering a merSETA employer or a non-merSETA employer (e.g. TVET College, University, NGO etc)

10. If you select levy paying entity, you must then fill the number on the field that appears

11. If you select non-levy paying entity, you must then fill the system generated number that starts with an N (this is the number that you have been allocated when you registered on the NSDMS and is only if you are being funded by merSETA)

11a. If you are not funded by merSETA and you don't pay your levy to the merSETA, then you must select Non-merSETA Scope Company and then you would be required to complete the necessary information.



1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

Company Registration Form

Company Name *
[input field]
Email Address *
companyEmail@51713.com

Company Registration Number *
[input field]

Physical Address

Address Line 1 *
[input field]

Address Line 2
[input field]

Address Line 3
[input field]

Town *
[dropdown menu]

Postal Code *
[input field]

Municipality
[dropdown menu]

Province
[dropdown menu]

Longitude: Degrees * [input field] Latitude: Degrees * [input field]
Longitude: Minutes * [input field] Latitude: Minutes * [input field]
Longitude: Seconds * [input field] Latitude: Seconds * [input field]

[Check GPS Coordinate](#)

Postal Address

Address Line 1 *
[input field]

Address Line 2
[input field]

Address Line 3
[input field]

Town *
[dropdown menu]

Postal Code *
[input field]

Municipality *
[dropdown menu]

Province
[dropdown menu]

Same as Physical Address

Continue >>

✕ Clear

12. The company details will then be displayed once you have filled in the SDL number or N number

13. You must complete the longitude and latitude degrees, minutes and seconds. You can click on Check GPS Coordinate where you will be taken to a new page on another website. **These must be accurate as they are required for monitoring and reporting purposes**

To find the latitude and longitude of a point you can do any of the following...

1. Press and Hold the Shift Key then Click on the point on the map.
2. Drag the red marker.
3. Enter the Address [input field]

	Degrees	Minutes	Seconds
Latitude:	[input field]	[input field]	[input field]
Longitude:	[input field]	[input field]	[input field]

14. If you selected wrong entity, click on Clear and you can start process again

15. Click on Continue once you have



1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

Add Contact Person(s)

A minimum of two contact persons are required

Enter RSA ID Number or Passport Number

RSA ID Number Passport Number *

16. You must have at least **two Contact Persons**

17. Search for person using either ID Number or Passport

a. If yes, details currently captured will appear and you must select Designation

b. If details not on system, complete the required details

c. Click **Clear** if you want to start again or **Submit** if happy

d. The details will appear in table below and you can make further changes or delete the entry while you are still completing the application

18. Click on **Continue** once completed

Add Contact Person(s)

A minimum of two contact persons are required

Designation

Primary SDP

Designation *
--Select One--

Title *
Dr

First Name *
CNN

Surname *
Test

Email *
CNN

Passport Number
CNN111111

Cell Number *
071 111 1111

Telephone Number
011 111 1111

Fax Number

Add Contact Person(s)

A minimum of two contact persons are required

Designation	Title	First
Primary SDP	Miss	

Enter RSA ID Number or Passport Number

RSA ID Number
 Passport Number

Designation	Title	First Name	Last Name	Identity Number	Email	Cell Number	Tel Number	Fax Number	
Primary SDP	Miss			7007000000000000	sandra@merSETA				
Secondary SDP Contact 1	Dr	CNN	Test	CNN111111	sandra@merSETA	071 111 1111	011 111 1111		

Page (1 of 1)



1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

Availability of Assessor and Moderator

Enter RSA ID Number or Passport Number

- RSA ID Number
 Passport Number



Type	Title	First Name	Last Name	Identity Number	Email	Cell Number	Tel Number	Fax Number	
No records found.									
Page: (1 of 1) < > 5									

Continue >>

Availability of Assessor and Moderator

Enter RSA ID Number or Passport Number

- RSA ID Number
 Passport Number

Type	Title	First Name	Last Name	Identity Number	Email	Cell Number	Tel Number	Fax Number	
Assessor				CNN111111					 
Page: (1 of 1) < > 1 5									

Continue >>

19. You can select Assessors/Moderators but this is not compulsory during the application process

20. Search for person using either ID Number or Passport

- If yes, details currently captured will appear and you must select **Type**
- If details not on system, complete the required details
- The details will appear in table below and you can make further changes or delete the entry while you are still completing the application
- If details you have captured do not correspond to details on system/or person is not registered as an Assessor/Moderator, a pop message will advise you

21. Click on **Continue** once completed



1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

Qualifications

Qualification Add Qualification +

Code	Qualification	Level
23253	National Certificate (GETC): Manufacturing, Engineering and Related Activities	NQF Level: 01
65449	National Certificate: Air-conditioning, Refrigeration and Ventilation	NQF Level: 02
64709	National Certificate: Automotive Body Repair	NQF Level: 02
71950	National Certificate: Automotive Components: Manufacturing and Assembly	NQF Level: 02
65809	National Certificate: Automotive Manufacturing and Assembly	NQF Level: 02
64410	National Certificate: Automotive Spray Painting	NQF Level: 02
78944	National Certificate: Autotronics	NQF Level: 02
57878	National Certificate: CNC Production Machining	NQF Level: 02
58860	National Certificate: Electro-Mechanical Winding	NQF Level: 02
58268	National Certificate: Lift Installation and Maintenance	NQF Level: 02
...		

Add Skills Set +

22. Select the qualifications that you are seeking accreditation for

- a. To add a qualification, search for a qualification by starting to type the qualification code e.g. 48915 or by using the % as part of the qualification description e.g. %manufa%
- b. Click on Add Qualification. You can add as many qualifications against an mentor as you wish by repeating step a
- c. You can remove an entry by click on the x once it has been added to the list



1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

Skills Programme

Skills Programme Add Skills Programme +

- (SP 0007/06-17) Introduction to Manufacturing Environment ✕
- (SP 0395/09-17) Automotive Body Repairer ✕
- (SP 0932/15-17) Automotive Parts Removing and Assembling Skills ✕
- (SP 0960/15-17) Carbon Steel Pipe Welder (In All Positions) ✕
- (SP 0557/11-17) Cavity Filler ✕
- (SP 0884/14-17) General Worker: Body Repairing Skills ✕
- (SP 0885/14-17) Minor Automotive Body Repairing Skills ✕
- (SP 0959/15-17) Minor Automotive Dents Repairer ✕
- (SP 0325/09-17) Minor Dent Repairer ✕
- (SP 0560/11-17) Minor Dents Repairer (Ferrous Body Shells) ✕
- (SP 0928/15-17) Workshop Assistant (ABR) Part 2 ✕

Unit Standards

Unit Standard Add Unit Standard +

Skills Set

Skills Set Add Skills Set +

- (SS 0029/16-17) Assistant Spray Painter ✕

Continue >>

23. Skills Programmes linked to full qualifications that you have selected with automatically be listed but you can select others that have not been included on the list

- To add a Skills Programme, search for a qualification by starting to type the qualification code e.g. SP 000 etc or by using the % as part of the qualification description e.g. %manufa%
- Click on Skills Programme. You can add as many qualifications against an mentor as you wish by repeating step a
- You can remove an entry by click on the x once it has been added to the list

24. Select Unit standards following steps outlined in 23 a - c

25. Select Skills set following steps outlined in 23 a - c

26. Click on Continue once completed



1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

Declaration For Application With merSETA

I, the undersigned, confirm that I am authorised by this organisation to submit the Skills Development Provider application. I declare that to the best of my knowledge, the information contained herein, is accurate and up to date. I declare that we have not been granted primary accreditation by or applied for primary accreditation to another Education and Training Quality Assurance Body/Quality Assurance Partner. I also declare that the primary focus of training falls within the scope of the merSETA.

Accept Code Of Conduct		
Name: <input type="text"/>	Date: <input type="text"/>	Accept: <input type="checkbox"/>

[← Back to Login](#)

[Submit](#)

27. You are required to complete a declaration by checking the **Accept** box

28. If you decide to withdraw application, click on **Back to Login**

28. If proceeding with application click on **Submit**

29. Once submitted, you will see a pop up message advising you that submission has been made and will now be reviewed



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1. SKILLS DEVELOPMENT PROVIDER PRIMARY ACCREDITATION DETAILS

ACKNOWLEDGEMENT OF SKILLS DEVELOPMENT PROVIDER APPLICATION



Tuesday, 25 June 2019 at 06:47

[Show Details](#)

Accreditation_Appro...
374,7 KB

[Download All](#)

[Preview All](#)



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MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

Dear [REDACTED],

The merSETA acknowledges receipt of a Skills Development Provider application for [REDACTED] ([REDACTED]) for the following qualification(s) / unit standard(s) / skills programme(s) / skills set(s):

- (23253) National Certificate (GETC): Manufacturing, Engineering and Related Activities
- (64709) National Certificate: Automotive Body Repair
- (SP 0007/06-17) Introduction to Manufacturing Environment
- (SP 0395/09-17) Automotive Body Repairer
- (SP 0932/15-17) Automotive Parts Removing and Assembling Skills
- (SP 0960/15-17) Carbon Steel Pipe Welder (In All Positions)
- (SP 0557/11-17) Cavity Filler
- (SP 0884/14-17) General Workers: Body Repairing Skills

30. Once submitted, you will receive an Acknowledgement of submission email and a copy of the accreditation application



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2. SDP PRIMARY ACCREDITATION APPLICATION SUBMISSION OUTCOME

New task created on merSETA NSDMS portal

DT

Tuesday, 26 June 2019 at 07:04

[Show Details](#)

C



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The Skills Development Provider application for **E B AUTO ROOM SERVICES CC (4560711811)** has been reviewed and you are required to complete Self-Evaluation.

31. The merSETA will review the submission and the following outcomes are possible:

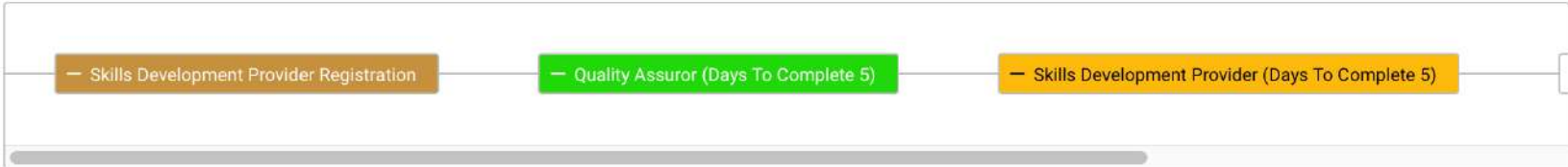
- Reject Task – a reason would be provided explaining what the issue is with the submission and you are given an opportunity to address the issue and re-submit or
- Final Reject – a reason would be provided explaining what the issue is with the submission and the SDP would receive a final rejection letter or
- Approve, this means that the submission has been approved, and the application can proceed

You will receive a notification of the outcome



3. SDP PRIMARY ACCREDITATION: SELF-EVALUATION

Task: The Skills Development Provider application for [redacted] has been reviewed and you are required to complete Self-Evaluation.



Type Of Application: Primary Accreditation (accreditation for merSETA scope qualification/s)

Company Information Skills Development Provider Information SDP Contact Persons Assessor/Moderator Details Qualification Details **Self-Evaluation** Site Visit

Expand row	Accreditation Criteria	Evidence Requirements	Evidence Available	Evaluator Outcome: Evidence Available	Comment	Upload Evidence
	1.1 Legal status and registrations of the applicant provider	1.1.1 Organization or Business Trading Name;	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	
	1.1 Legal status and registrations of the applicant provider	1.1.2 Organization or Business Registered Name: Partnership, Company, Trust, Close Corporation, Section 21 Company, Agency or Other (to be specified);	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	
	1.1 Legal status and registrations of the applicant provider	1.1.3 Organization or Business Registration number;	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	
	1.1 Legal status and registrations of the applicant provider	1.1.4 Organization Postal Address;	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	

32. **Log in** as the designated **SDP**

33. Go to Dashboard and go to outstanding tasks

34. Look for the task

The Skills Development Provider application for

[redacted] has been reviewed and you are required to complete Self-Evaluation.

35. Click on arrow to View/Edit

36. Go to the Self-Evaluation tab and complete the self-evaluation

- Click on Yes if evidence is available or click on No if evidence is not available
- Once completed, click on Complete Task
- If you have missed any, system will advise you



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4. SDP PRIMARY ACCREDITATION APPLICATION SITE VISIT NOTIFICATION

SKILLS DEVELOPMENT PROVIDER SITE VISIT DATE



Tuesday, 20 June 2019 at 07:23

[Show Details](#)



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Dear M

The merSETA hereby advises that a site visit has been scheduled to take place at the following location: n 26/06/2019 as part of the skills development provider accreditation application against the following qualification(s)/unit standard(s)/skills programme(s)/skills set(s):

- (23253) National Certificate (GETC): Manufacturing, Engineering and Related Activities
- (64709) National Certificate: Automotive Body Repair
- (SP 0007/06-17) Introduction to Manufacturing Environment
- (SP 0395/09-17) Automotive Body Repairer
- (SP 0932/15-17) Automotive Parts Removing and Assembling Skills
- (SP 0960/15-17) Carbon Steel Pipe Welder (In All Positions)
- (SP 0557/11-17) Cavity Filler
- (SP 0884/14-17) General Worker: Body Repairing Skills
- (SP 0885/14-17) Minor Automotive Body Repairing Skills

37. A site visit date will be set and you will receive an email notification.

38. If you need to change the date or merSETA needs to change the date, a new date will be set and a new email will be sent out

39. Date changes must be sent to the Regional Office



5. SDP PRIMARY ACCREDITATION APPLICATION SITE VISIT OUTCOME

AccreditationSiteVis...
573,7 KB

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AND RELATED SERVICES SETA

C

Dear I [REDACTED]

The merSETA hereby advises that a site visit was at the following location: [REDACTED]
on 25/06/2019 as part of the skills development provider accreditation application
against the following qualification(s)/unit standard(s)/skills programme(s)/skills set(s):

- (23253) National Certificate (GETC): Manufacturing, Engineering and Related Activities
- (64709) National Certificate: Automotive Body Repair
- (SP 0007/06-17) Introduction to Manufacturing Environment
- (SP 0395/09-17) Automotive Body Repairer
- (SP 0932/15-17) Automotive Parts Removing and Assembling Skills
- (SP 0960/15-17) Carbon Steel Pipe Welder (In All Positions)
- (SP 0557/11-17) Cavity Filler
- (SP 0884/14-17) General Worker: Body Repairing Skills
- (SP 0885/14-17) Minor Automotive Body Repairing Skills
- (SP 0959/15-17) Minor Automotive Dents Repairer
- (SP 0325/09-17) Minor Dent Repairer
- (SP 0560/11-17) Minor Dents Repairer (Ferrous Body Shells)
- (SP 0928/15-17) Workshop Assistant (ABR) Part 2
- (SS 0029/16-17) Assistant Spray Painter

During the site visit the Quality Assuror identified areas where additional evidence is required. A copy of the monitoring site visit report is attached for your information. Please provide the required evidence where indicated.

Please do not hesitate to contact the merSETA Regional Office for any further assistance or clarification.

40. The merSETA will conduct the site visit submission and the following outcomes are possible:

- a. Reject Task – a reason would be provided explaining what the issue is with the submission and you are given an opportunity to address the issue and re-submit or
- b. Final Reject – a reason would be provided explaining what the issue is with the submission and the SDP would receive a final rejection letter or
- c. Upload required supporting documentation and then re-submit

41. Email notification and site visit report will be sent out



6. SDP PRIMARY ACCREDITATION APPLICATION SITE VISIT OUTCOME- REQUIRED DOCUMENTS

Type Of Application: Primary Accreditation (accreditation for merSETA scope qualification/s)

Expand row	Accreditation Criteria	Evidence Requirements	Evidence Available	Evaluator Outcome: Evidence Available	Comment	Upload Evidence
	1.1 Legal status and registrations of the applicant provider	1.1.1 Organization or Business Trading Name;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment is compulsory	
	1.1 Legal status and registrations of the applicant provider	1.1.2 Organization or Business Registered Name: Partnership, Company, Trust, Close Corporation, Section 21 Company, Agency or Other (to be specified);	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	f _____	

42. Login as SDP and go to dashboard and look for a task

The Skills Development Provider application for _____ has been reviewed and you are required to upload Self-Evaluation evidence.

43. Click on arrow to View/Edit

44. Go to Self-evaluation and look for icon where document upload is required

45. Upload document

46. Click on Complete Task

47. The merSETA will then process the application. You can keep track of the application by going to Skills Development and click on SDP Management



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7. SDP PRIMARY ACCREDITATION APPLICATION FINAL OUTCOME NOTIFICATION

[Snow Details](#)

Pro-forma_Letter_F... 172 KB	Statement_Of_Quali... 171,8 KB	Provider_Certificate.... 320,1 KB	Accreditation_Appro... 374,8 KB
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[Download All](#) [Preview All](#)



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48. Email notification and supporting documentation will be sent out depending on outcome

Dear [REDACTED],

It is our pleasure to inform you that the merSETA review committee approved [REDACTED] application for full accreditation as a provider on 25/06/2019 for the qualification/s and/or trade/s and/or unit standards listed on your statement of qualifications and unit standards.

Please note that if your accreditation was for an area of specialisation within a qualification, this accreditation is for that area of specialisation only. The provider is therefore required to deliver strictly according to the registered NQF qualification with specific reference to the 'Qualification rules'.

merSETA will continue to monitor the standard of your training through regular auditing of the implementation of your quality management system. You will be contacted in this regard.

Congratulations on your achievement and thank-you for your high level of commitment and