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1. RENEWAL PROCESS OF THE SDF

To access the system, enter the URL http://www.teta.org.za/

Hover on the Stakeholder Portal, then click on the “Skills System” button as per below:

The login screen will appear as follows:
For the SDF to access the system for the new financial year, the following steps must be followed:

1.1 Log on to the system with the current username and password.

- The system will prompt you to put in a new password.
- On the dashboard, the system will auto default to the current FY in question.

The status of your application will reflect under the field **SDF Access** as per screenshot below:

1.2 Click the “**Update your personal Information**” button to update your details.

a) **Person Details** >> Allows you to update your personal details:
Click the “Edit” button to open the editing page.

- Update your details and click “Save” button to save the updates.

b) Organisation Details >>

The organisation details tab allows you to update and/or add an organisation and link the letter of appointment against the organisation.

Note:- An SDF is able to link more than one organisation under their name

Click on the “Organisation Details” to update/add an organisation and link the letter of appointment.
To add a new company, follow the following steps. *For companies that already exist, continue from Step 6.*

**Step 1:** To link an organisation against you, select the Magnifier glass next to the Organisation field.

**Step 2:** Once the magnifier glass is selected, enter the Organisation’s SDL number (starting with the “L” letter) in the SDL number text box and click the search button.

**Step 3:** If the company is on the system it will appear under the SDL Number box. Click on the L number and click the “Select” button.
Note:
- The SDL number is used as a security measure as it is assumed that if an individual is employed as an SDF in the organisation, the SDF should know the organisation’s SDL number. If the SDL number is not a TETA registered SDL number or if the number is not in the database or has not been downloaded from the Department of Higher Education and Training, the system will pop-up an error indicating that the requested SDL number does not exist. Should the SDL number be found, the organisation details will be saved under the SDF’s list of companies. This applies for registered and approved.

Step 4: The L number will now reflect against the Organisation field. Click on the “Save” button to link the company against the SDF.

Step 5: Once the Save button has been selected, the organisation will appear as a line item. Select the line item and then select the magnifier glass on the furthest right side of the line item.

Step 6: Click on the company and select magnifier glass and you will be redirected to the Letter of Appointment page. Select the “Financial Year” you want to upload the letter against.
**Step 7:** Once the FY has been selected, click the “**New Document**” button.

Select the **Browse** button to search for the document you want to upload;

Select the relevant document, wait for the Browse bar to reflect **green bar** on the left-hand side of it - once the green bar is visible, click the **Upload** button.

---

ID Document >> Allows you to upload an updated ID document (if there is a need for that).

**Steps:**

- Select the **Browse** button to search for the document you want to upload;

*Please note that if this has not been uploaded yet, the system will prompt you to first upload this document before you are able to upload the appointment letter.*
Select the relevant document, wait for the Browse bar to reflect green bar on the left-hand side of it - once the green bar is visible, click the “Upload ID Document” button.

2. REGISTER AS A NEW SKILLS DEVELOPMENT FACILITATOR (SDF):

Important to note: -

- This process is for the registration of the “New SDFs” who do not have access to the system.
- When linking the organisation, the Registration status will be pending. This means the Chamber Practitioner, will need to approve the registration of the SDF.
- The registration MUST be accompanied by the required documentations, (an appointment letter and a certified copy of the ID (not older than 3 months);
- Registration does not mean that it is for qualified SDF’s only. This is for all SDFs who will be submitting the forms for an organisation or on behalf of an organisation;
- For the user to be able to complete the submissions of the Workplace Skills Plan, Pivotal Training Plan and the Annual Training Report, the user will need to complete the registration process.

2.1 Click on the "Register an SDF" link highlighted below:

2.2 The registration form will appear. This form requires the details of the SDF.
Note:
- Please ensure that the contact details (telephone / cell-phone number and email address) are captured correctly because this information will be used by TETA to communicate with the SDF;
- Please make sure that all the fields marked with “required” are correctly captured.
- There are 3 types of SDF’s:
  - **Primary SDF** – this is the main SDF who is responsible for capturing, updating, verifying and confirming that the organisational details is correct before final submission. Note that only one (1) Primary SDF profile will be registered per organisation;
  - **Secondary SDF** – this role has the “View” only access right. More than one (1) secondary SDFs can be registered per organisation; and
  - **Admin SDF** – this role can capture and update the organisation information but CANNOT submit the WSP/ATR.; More than one (1) admin SDFs can be registered per organisation;

The Appointment letter must clearly indicate which role must be assign to SDFs.
Once all the required fields are captured, click on the "Save and Proceed" button on the bottom of the page.

The **Organisation Details page** will open.

You are required to upload the certified copy of ID and the letter of appointment as indicated on page 11 below.

**2.3** Click on the “**Browse**” button to search for the document you want to upload;

Select the relevant document, wait for the Browse bar to reflect **green bar** on the left-hand side of it – once the green bar is visible, click the **Upload** button.

To link an organisation against you, select the Magnifier glass next to the Organisation field.
Steps on how to upload the ID document:

1. Select the Browse button on the furthest right of the Certified Copy of ID field

   ![Image of Browse button](image1)

2. Select the relevant ID copy you require then select Open

   ![Image of file selection](image2)

3. Wait for the green bar to appear (for Chrome users the whole line will be green)

   ![Image of green bar](image3)

4. Select Upload ID document and the document should display highlighted below

   ![Image of highlighted document](image4)

Steps on how to upload the Appointment Letter:
1. Select the hourglass on the right-hand side of the organisation.

The below should appear:

2. Put in the L number you want to be linked to and select the search button.

3. The L number will appear under the SDL Number field
4. Click once, either on or next to the L number.

The line item will turn green as per below
5. Only once it has turned green, press the **Select** button

It will now display next to the Organisation

6. Next to the letter of appointment field, select the Browse option

7. Search for the relevant document you want to upload
8. Wait for the green bar to appear (for Chrome users the whole line will be green)

9. Select Upload

Your screen will then look like the screenshot below:
Click the “Finalise Application” to submit your registration application.

**Note:**
- Once the Finalise application has been selected, then the SDF will receive an email with their login details. These login details may only be used for editing of the Person Details until the SDF is approved;
- Once the application has been approved by TETA, the SDF will receive an email notification and can then proceed in the capturing of WSP. (to capture the WSP, please follow the manual under section 3)

3. **CAPTURING OF WSP/ATR FORMS:**

On the Login page below, enter in your username and Password (provided to you).
STEP 1:
You will land on the dashboard page where you will see your “SDF Status” being “Approved”.

STEP 2:
Select the line item and then the magnifier glass under the field “Action’ ’ to open up the “Organisation” page like the one below:
The following tabs will be available (active) for the stakeholder:

a) Organisation Details  
b) Organisation Contact  
c) Organisation Bank Details  
d) Training Committee  
e) WSP & ATR Document Uploads  
f) WSP & ATR Forms  
g) Grants and Levies  
h) Client Relationship Management  
i) Monitoring and Evaluation  
j) Request Extension  
k) Stakeholder Feedback

STEP 3  
3.1 Organisation Details:  

The stakeholder is able to edit the organisation details  

Note:  
• No WSP forms will be created unless the Confirm Tick box has been selected.
STEP 4:

3.2 Organisation Contact

The approved Primary SDF against the specific organisation will auto populate as a contact;

Important to note:

- The following are compulsory (must be captured in this page):
  - The Head of Organisation contact option is compulsory;
  - The CFO contact option is compulsory
- Therefore, a minimum of three (3) contacts MUST be captured against this page
- No WSP forms will be created unless the Confirm Details tick box has been selected

Capture all the required information and then click the “Save” button.
STEP 5:

3.3 Organisation Bank Details:

Note:

- The banking details appearing on this page will import from TETA’s financial system and CANNOT be edited.
- The Last Date Updated field will reflect the date the banking details were captured on the TETA Financial System
- Follow the note at the top of the screen to submit the banking details.

- If the banking details appearing on this page are incorrect – select the “Incorrect” from the Banking Details Confirmation options and click Save;
- For first time submission, select the “First Time Submission” from the Banking Details Confirmation options and click Save.

STEP 6:

3.4 Training Committee:
**Note:**

- This tab is compulsory for the **Medium and Large Companies** only;
- An employer and employee representative are compulsory for the training committee;
- The Signed Training Committee Minutes must be uploaded under the document uploads tab. (A guideline for the Training Committee Minutes is available on the login page)

Capture all the relevant information and click the “Save” button.

**STEP 7:**

**3.5 WSP & ATR Document Uploads:**

**Important to Note:**

- The Appointment letter and ID document uploaded during registration/renewal process will auto populate on this tab
- All the other relevant documentation needs to be uploaded in order for the stakeholder to submit WSP/ATR forms.
- The documents must be in **PDF format only**

Once the tabs mentioned above have been captured, the stakeholder will be able to create WSP and ATR forms

**Please note that for all the templates used for Bulk Uploads on WSP and ATR forms, the wording in green is dummy information and cannot be deleted. When uploading the bulk upload, the system will ignore the dummy information.**
STEP 8:

3.6 WSP & ATR FORMS:

To access the WSP and / or ATR Forms, click of the “WSP & ATR Forms” button from the menu list.

Select the current Financial year from the “Financial Year” field.

Click on the “Create” button. The WSP ATR line item will be created.

Click on the financial year that you have just created on the item line to select and click the “Edit” button at the top as per screenshot below.
The following page will open:

Note:
- When the button “ATR only (Please note if this is selected, all WSP forms will no longer be accessible)” is selected, a pop up message as per below will state: “Please note that all WSP forms will no longer be accessible”, with an option for the user to select “OK” or “Cancel”

Note:
- Please make sure that the correct options are selected as selecting “ATR Only” after capturing against WSP forms, will make all your WSP information disappear.

If WSP & ATR is selected, then all forms will display
3.6.1 ATR FORMS:

a) ATR Form 1: Number of Actual Beneficiaries:

You can add per line item or in Bulk:

**Step 1:** Select the Bulk Button.

**Bulk Import**

**Step 2:** Download the template which you will be using to upload the data
Step 3: Fill in all the required fields *PS You can only select the options in the drop down lists.

Step 4: Once you have captured the information, save the template on your PC.

Step 5: Upload the template: Select the Browse button and search for the saved template. Once selected, wait for the Browse bar to turn green on the left-hand side, then select the “Import” button.

Scenario 1: If an incorrect template has been used, the following message will appear:

An error has occurred, and the bulk upload was not run successfully. Please contact your system administrator.

Scenario 2: If the information captured on the template is incorrect, then an exception report will be available with the errors on the template displaying on the right. No data will be uploaded. Click here to download Bulk Import success and exception report.

Scenario 3: If the information captured on the template is correct, the data will reflect below. Click here to download Bulk Import success and exception report.
Rules:
- The total number of employed and unemployed will tie in with the race, sex and age breakdown.
- The system will pull in the prior year WSP information from the form Planned Beneficiaries of Training. You are not allowed to delete these line items but you MUST only edit the information.
- The system will not allow any duplicates of the OFO code, Geography and Specialisation.
- All templates for bulk upload (downloaded) will be locked (all rows before the dummy information captured) as well as the drop-down list sheet. You will not be able to edit or change this information.
- The bulk upload function will not upload records until all records are successful in the bulk upload.
- Once OFO code has been selected you will not be able to edit the following fields below (they need to be greyed out):
  - Major Group
  - Sub-Major group
  - Occupation

b) ATR Form 2: Beneficiaries Completed Training:

You can add per line item or in Bulk:
**Step 1**: Select the Bulk Button.

![Bulk Import](image)

**Step 2**: Download the template which you will be using to upload the data

---

**Step 3**: Fill in all the required fields *PS You can only select the options in the drop down lists.

---

**Step 4**: Once you have captured the information, save the template on your computer.

**Step 5**: Upload the template: Select the Browse button and search for the saved template. Once selected, wait for the Browse bar to turn green on the left-hand side, then select the “Import” button.

---

**Scenario 1**: If an incorrect template has been used, the following message will appear

An error has occurred, and the bulk upload was not run successfully. Please contact your system administrator.

**Scenario 2**: If the information captured on the template is incorrect, then an exception report will be available with the errors on the template. No data will be uploaded.
Scenario 3: If the information captured on the template is correct, the data will reflect below

Rules:
- The total number of employed and unemployed will tie in with the race, sex and age breakdown
- You will not be able to capture the OFO code, Geography and Specialisation if they have not been captured in the Number of Actual Beneficiaries form.
- The system will pull in the prior year WSP information from the form Planned Training Per Intervention. You will not be able to remove these line items but only be able to edit them.
- The bulk upload function will not upload records until all records are successful in the bulk upload
- Once OFO code has been selected you will not be able to edit the following fields below (they need to be greyed out):
  - Major Group
  - Sub-Major group
  - Occupation

c) ATR Form 3: Impact Assessment:

You need to provide information and answer the following two questions as part of the Impact assessment:

[Image of ATR Form 3 showing impact assessment questions]
• For the period under review, did the company permanently place any unemployed individuals as a direct result of the Skills Development?

• Indicate how training as reported in the ATR has affected the company.

**d) ATR Form 4: Training Spent:**

This purpose of the Training Spent for is assist TETA with information for research purposes as well as to also assist the organisation to view their training budget versus the training spent.

**Note:**
- The Training Spent form is mandatory for both Public Entities;
- the form is not mandatory to the Private Entities; however, they are encouraged to provide details where possible.
- The field “1% of the payroll budget” is automatically calculated against Total budget of previous year.

**e) ATR Form 5: Expenditure of Training Budget:**

The user needs to capture the Expenditure of Training Budget for the year 2019/2020.

**f) ATR Form 6 Expenditure of Additional Budget**

• Users need to fill in the Source, Amount and Project fields
• Users are able to add more than one-line item
• Users are able to remove one or all line items added and then start again
3.6.2 WSP FORMS:

a) WSP Form 1 - Employer Profile Administration:
Answer the first question by clicking the Yes or No

**PERSON COMPLETING THE FORM**  Are you the SDF? Yes ☐ No ☐

Note:
- If the “Yes” is selected, the details of the SDF will auto-populate on the form, and the rest of the fields MUST be completed;
- If the “No” is selected, the SDF MUST complete all the field on the form;

Once all the information have been captured, click the “Enter or Save” button to save the form.

b) **WSP Form 2: Employment Summary:**
You can add per line item or in Bulk:

**Step 1:** Select the Bulk Button.

**Step 2:** Download the template which you will be using to upload the data

**Step 3:** Fill in all the required fields

*Note:* You can only select the options in the drop down lists.

**Step 4:** Once you have captured the information, save the template on your PC.

**Step 5:** Upload the template: Select the Browse button and search for the saved template. Once selected, wait for the Browse bar to turn green on the left-hand side, then select the “Import” button

**Scenario 1:** If an incorrect template has been used, the following message will appear

*An error has occurred, and the bulk upload was not run successfully. Please contact your system administrator.*
Scenario 2: If the information captured on the template is incorrect, then an exception report will be available with the errors on the template. No data will be uploaded.

Click here to download Bulk Import success and exception report

Scenario 3: If the information captured on the template is correct, the data will reflect below

Click here to download Bulk Import success and exception report

### Rules:

- Information imported from prior year Employment Summary can be edited as well as deleted
- Please note that if you have captured information and then import data, the imported data will override the data captured
- You may not change the following dropdowns once the OFO code has been selected (The fields will be greyed out):
  - Major Group
  - Sub-Major group
  - Occupation

---

c) **WSP Form 3: Employment Provincial Profile:**

(This form is automatically completed from the Employment Summary)

- This form is automatically completed from the Employment Summary
d) **WSP Form 4 Hard to fill Vacancies:**

You can add per line item or in Bulk:

**Step 1: Select the Bulk Button**

![Bulk Import Button]

**Step 2: Download the template which you will be using to upload the data**

![Import Excel Data]

**Step 3: Fill in all the required fields** *PS You can only select the options in the drop down lists*
Step 4: Once you have captured the information, save the template on your PC.

Step 5: Upload the template: Select the Browse button and search for the saved template. Once selected, wait for the Browse bar to turn green on the left-hand side, then select the “Import” button.

Scenario 1: If an incorrect template has been used, the following message will appear:

An error has occurred, and the bulk upload was not run successfully. Please contact your system administrator.

Scenario 2: If the information captured on the template is incorrect, then an exception report will be available with the errors on the template. No data will be uploaded.

Click here to download Bulk Import success and exception report.

Scenario 3: If the information captured on the template is correct, the data will reflect below.

Click here to download Bulk Import success and exception report.

Rules:
- Compulsory for Large, Medium, Public and Private companies
- If the NQF aligned tick box is selected, then the NQF field must be compulsory. If the tick box is not selected, then the NQF Level field must not be compulsory.
- The bulk upload function will not upload records until all records are successful in the bulk upload.
e) **WSP Form 5 Strategic Objectives:**

- Compulsory for Large, Medium, Public and Private companies

f) **WSP Form 6 Strategic Training Priorities:**

This form is compulsory for Large, Medium, Public and Private companies

g) **WSP Form 7 Planned Beneficiaries of Training:**

You can add per line item or in Bulk:

**Step 1:** Select the Bulk Button

Bulk Import

**Step 2:** Download the template which you will be using to upload the data
Step 3: Fill in all the required fields *PS You can only select the options in the drop down lists

Step 4: Once you have captured the information, save the template on your PC.

Step 5: Upload the template: Select the Browse button and search for the saved template. Once selected, wait for the Browse bar to turn green on the left-hand side, then select the “Import” button

Scenario 1: If an incorrect template has been used, the following message will appear

An error has occurred, and the bulk upload was not run successfully. Please contact your system administrator.

Scenario 2: If the information captured on the template is incorrect, then an exception report will be available with the errors on the template. No data will be uploaded

Click here to download Bulk Import success and exception report

Scenario 3: If the information captured on the template is correct, the data will reflect below

Click here to download Bulk Import success and exception report
Rules:
- This form is compulsory for all organisations
- Once the OFO code has been selected, the following fields will not be edited / changed:
  - Major Group
  - Sub-Major group
  - Occupation
- The total number of employed and unemployed trainees must tie in with the race, sex and age breakdown
- No OFO code, Geography and Specialisation can be added on this form if it has not been added on the Employment Summary form.
- There must not be any duplicates of the OFO code, Geography and Specialisation captured on the form
- If the user captures against the Unemployed Trainees field only, then the OFO code, specialisation and Geography Do NOT have to be captured against the Employment Summary form.
- If the user captures against the Employed Trainees field only, then the OFO code, Specialisation and Geography fields MUST be captured against the Employment Summary form.
- If the user has captured against both Employed and Unemployed trainees field, then the OFO code, Specialisation and Geography MUST be captured on the Employment Summary form.
- Either Entry level, intermediate or Advanced MUST be completed before adding a line item
- Employed and Unemployed MUST be captured before the line item is added
- If Mandatory programme is not selected from the field “Training Linked To,” then the user cannot submit the WSP form
- The Grand total MUST be added on the right-hand side but not at the bottom to prevent double counting

h) WSP Form 8 Planned Training Per Intervention:
You can add per line item or in Bulk using the “Bulk Upload” template provided for in the system.

For Bulk Uploads, follow the following steps:

**Step 1:** Click the “Bulk” button;

**Step 2:** Download the template which you will be using to upload the data.

*Note:*
- Only the template downloaded from the system will be allowed to be used for the bulk downloads.

**Step 3:** Fill in all the required fields;

*Note:*
- You can only select the options in the drop down lists.
Step 4: Once all the required information has been captured, save the template on your computer.

Step 5: Click the “Browse” button and search for the saved template. Once selected, wait for the Browse bar to turn green on the left-hand side, then select the “Import” button;

Scenario 1: If an incorrect template has been used, the following message will appear

An error has occurred, and the bulk upload was not run successfully. Please contact your system administrator.

Scenario 2: If the information captured on the template is incorrect, then an exception report will be available with the errors on the template. No data will be uploaded

Click here to download Bulk Import success and exception report

Scenario 3: If the information captured on the template is correct, the data will reflect below

Click here to download Bulk Import success and exception report
Rules:
- This form is compulsory for all organisations.
- Once the OFO code has been selected, the following fields will not be edited / changed:
  - Major Group
  - Sub-Major Group
  - Occupation
- The total number of employed and unemployed trainees MUST tie in with the race, sex and age breakdown.
- No OFO code, Geography and Specialisation can be added on this form if it has not been added on the Employment Summary form.
- There must not be any duplicates of the OFO code, Geography and Specialisation captured on the form.
- If the user captures against the Unemployed Trainees field only, then the OFO code, specialisation and Geography DO NOT have to be captured against the Employment Summary form.
- If the user captures against the Employed Trainees field only, then the OFO code, Specialisation and Geography fields MUST be captured against the Employment Summary form.
- If the user has captured against both Employed and Unemployed trainees field, then the OFO code, Specialisation and Geography MUST be captured on the Employment Summary form.
- Either Entry level, intermediate or Advanced MUST be completed before adding a line item.
- Employed and Unemployed MUST be captured before the line item is added.
- If Mandatory programme is not selected from the field “Training Linked To,” then the user cannot submit the WSP form.
- The Grand total MUST be added on the right-hand side but not at the bottom to prevent double counting.

i) WSP Form 9 - Training Budget:

- This form is compulsory for Large, Medium, Public and Private companies;
- “Total Payroll budget for the current financial year” will populate onto the Organisation information page against the field “Total annual payroll for the end of the previous financial year (subject to SDL)”
- The field “One percent of the personnel budget” will auto calculate.
j) **WSP Form 10 Planned Expenditure of Training Budget:**

The purpose of this form is to assist TETA with information for research purposes and to also assist the organisation to view their training budget versus the training spent in the next financial year.

- This form is compulsory for Public Entities; however Private Entities are encouraged to please provide details where possible.
- This form has been implemented to assist TETA with information for research purposes and to also assist the organisation to view their training budget versus the training spent in the next financial year.

**3.7 WSP Form 11 Planned Expenditure of Additional Budget:**

The purpose of this form is to assist TETA with information for research purposes and to also assist the organisation to view their training budget versus the training spent in the next financial year.

- This form is compulsory for Large, Medium, Public and Private companies;
- No zero is allowed to be captured in the “Amount” field;
- This form is compulsory for Public Entities; however, Private Entities are encouraged to please provide details where possible.

**RULES FOR SUBMISSION:**
- All forms are compulsory for large and medium companies;
- All forms are compulsory for small public companies
- Not all the forms are compulsory for small private companies-
- Uploading of Signed Training Committee Meeting Minutes-Compulsory for Medium and Large companies before submitting
- Uploading of Signed Authorisation page – **Compulsory for all organisation before submitting**
- First time submitters do not have to submit ATR.
- First time submitters also refer to those companies that did not submit in the previous year, even if they have submitted in the past two (2) or more years before

Once all the relevant forms and documents have been captured/uploaded, you will then select the “**Submit WSP/ATR**” button

Note:
- The SDFs will not be able to edit the forms once the Submit WSP/ATR button has been selected, but can only view them by selecting the line item, then selecting the “**View**” button.

4. **GRANTS AND LEVIES:**

The ‘**Grant and Levies**’ page provides the users with the details of the that the organisation has contributed to TETA as well as the grants that TETA has paid to the organization.
The information on this page can be viewed in two (2) ways:

- The levies paid will reflect under the Levies summary tab and the Grants received will reflect under the Grants summary tab; or,
- In a Financial Statement Format both the Levies paid and the Grants received will reflect.

To access the grants and levies page, click on the “Grants and Levies” button from the menu and the following window will open:

Select the financial year of which you would like to view the information and click the View” button as per below:

4.1 GRANT SUMMARY:

This “Grant Summary” page allows you to view the grants received by the organisation

You are able to print the statement.

- Click on the “Grant Summary” button from the menu to view the summary of the grants paid to the organisation;
- Click the “Print Friendly” button to print the statement.
4.2 LEVIES SUMMARY:

The “Levies Summary” page allows you to view the levies that have been paid by the organisation.

You are able to print the statement.

- Click on the “Levies Summary” button from the menu to view the summary of the levies paid by the organisation;
- Click the “Print Friendly” button to print the statement.

4.3 FINANCIAL SUMMARY:

The “Financial Summary” page allows the user to view the Financial summary of the organisation.

You are able to print the statement.
Click on the “Financial Summary” button from the menu to view the financial summary of the organisation;

Click the “Print Friendly” button to print the statement.

4 CLIENT RELATIONSHIP MANAGEMENT (CRM):

This tab is a view only tab for SDFs where they are able to view communication, emails and documents uploaded by TETA internal staff.

To access the CRM, click on the “Client Relationship Management” button from the menu and the following window will appear.

e.g. Users are able to select the Communication Type, drop-down field and the option they would like to view i.e. Comments. All comments added will be displayed.
5 MONITORING AND EVALUATION:

(This form is editable for TETA staff only and the information on this form can only be viewed by the SDFs).

You are only able to view the forms, reports and comments uploaded by TETA staff.

e.g. Select the Financial year drop down, if any information was captured, it will display for the Financial year stipulated.
6 REQUEST AN EXTENSION:

Note:
- Only the primary SDF can request an extension;
- The signed request for extension must be uploaded in a pdf format;
- An extension can only be considered if WSP / ATR Forms have been created;
- You can only request an extension for the current Financial Year;

To request an extension to submit the WSP or ATR, click on the “Request an Extension” button from the menu and the following window will open:

Select the relevant FY in question.

- Select the financial year an appeal is lodged on;
- Upload the relevant document by selecting the browse button and waiting for it to turn green on the left-hand side of the box;
7 LODGE AN APPEAL:

Note:
- Only the primary SDF can lodge an appeal;
- The signed appeal letter must be uploaded in a pdf format;

To lodge an appeal, click on the “Lodge an Appeal” button from the menu and the following window will open:

- Select the financial year an appeal is lodged on;
- Upload the relevant appeal document by selecting the browse button and waiting for it to turn green on the left-hand side of the box,
- Once the appeal document / letter is uploaded, click the “Submit” button to submit the letter.

8 STAKEHOLDER FEEDBACK:

The Stakeholder tab’s purpose is for the SDFs to provide TETA with the feedback on the overall experience of the system and advises on how best TETA can improve on the services provided to the SDF as well as the system functionalities.

Note:
- This form is compulsory
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you affected by the SDF Factors?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you receive adequate support?</td>
<td></td>
<td></td>
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<tr>
<td>Did you receive appropriate support when needed?</td>
<td></td>
<td></td>
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<tr>
<td>What other issues were faced?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you receive adequate technical support?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you receive adequate management?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you receive adequate financial support?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you being guided to make the necessary arrangements for the relevant programme?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NOTES:

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