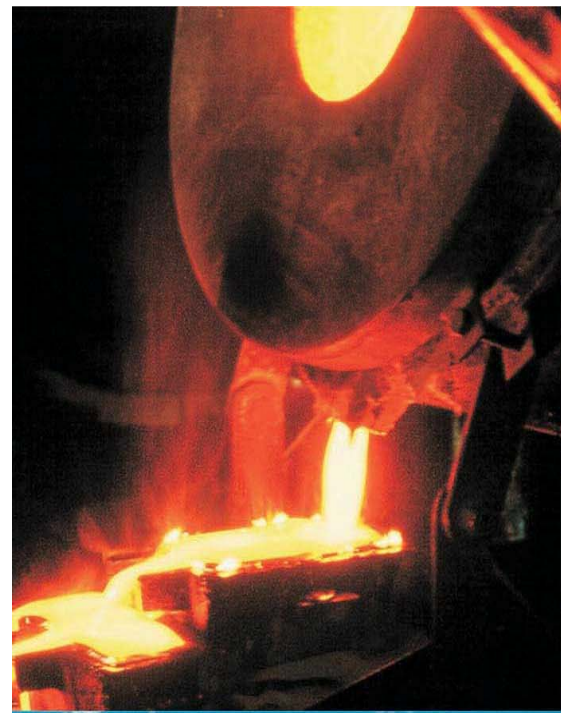




MINING QUALIFICATIONS AUTHORITY

# MQA I-Share Skills Development Facilitators (SDF) Registration Manual

1 April 2009



## 1. Purpose of this Document

The purpose of this document is to assist the Skills Development Facilitator (SDFs), MQA Contracted Skills Development Facilitators (known also as an Independent SDF or ISDF) and Secondary SDFs to register with MQA on the MQA-I-Share system.

Once approved the SDF will be able to access the organisation's data.

This includes:

- Organisation information page (Department of Labour data and current organisation information);
- Levy-grant history;
- Workplace Skills Plan (WSP)- Annual Training Report (ATR) status history; and
- The ability to complete and submit the WSP -ATR on MQA I-Share (due by 30 June 2009)

**NOTE:** Only one (1) Primary SDF is permitted per Skills Development Levy (SDL) number.

**Skills Development Facilitator (SDF):** Main SDF for the SDL number even if there are other SDFs on the same levy number. People other than the Primary SDF, who wish to have access to the MQA-I-Share, will need to register as **Secondary SDFs**.

**Secondary SDFs:** Have only view access to the MQA I-Share system.

**MQA Contracted Skills Development Facilitator (ISDF):** MQA contracts SDFs who provide support to organisations (particularly small organisations) within the Mineral and Mining Sector (MMS). These MQA contracted SDFs are known as Independent Skills Development Facilitators.

## 2. Access Registration

To access the Registration Form the following steps needs to be followed:

**Step 1:** Go to [www.mqa.co.za](http://www.mqa.co.za)

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**ALUMNI CORNER**

The Mining Qualifications Authority (MQA) is a Sector Education Training Authority for the Mining and Minerals Sector. It has since its establishment strategically accelerated the provision and administration of skills development projects and programmes for the Mining and Minerals Sector. Many Historically Disadvantaged Individuals have realized their dreams through these skills development programmes. The Alumni Corner has been created to serve as a port where an impact of what these programmes have done can be reflected on. [Read more](#)

**MQA-I-SHARE**

**DAILY INDUSTRY NEWS**

**Step 2:** Click on the I-Share link



**Step 3:** This link will take you to the MQA-I-Share Logon page. Follow the steps in section 3 to start with the Registration process.

### 3. Registration

**Step 1:** Click on the link “Register as a Skills Development Facilitator”; below the username/password boxes is the link.



**Step 2:** This link will open the first page of the registration form that needs to be completed.

At the top of the screen is a very important note that you need to read before you continue with your registration. The note reads as follows:

**Note: SDF Details – “Role of SDF”**

**Role of SDF: A Skills Development Facilitator (SDF) is responsible for: -**

- Assisting the Organisation to develop the Workplace Skills Plan (WSP);
- Advising the Organisation on the implementation of the WSP;
- Assisting the Organisation to draft the Annual Training Report (ATR);
- Advising the Organisation of any quality standards set by the Sector Education Training Authority (SETA);
- Acting as a contact person between the Organisation and the SETA;
- Advising and supporting the Skills Development Committee (particularly in medium or large organisations); and
- Serving as a resource with regards to all aspects of skills development within the sector.

After reading the note, you need to complete the page by starting to select the SDF type from the dropdown list:



The SDF type list is in the form of a dropdown list with the following values:

- SDF (Skills Development Facilitator)
- MQA Contracted SDF (known as an Independent Skills Development Facilitator)
- Secondary SDF (Secondary Skills Development Facilitator)

You can register for only one of the above mentioned types.

### Step 3: Complete the "Personal Details" section

Personal Details:			
Surname	First Name	Initials	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-SA Citizen (For statistical purposes only)			
<input type="checkbox"/>			
ID Number	Gender	Population Group	Disabled
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Highest Level of Education	<input type="text"/>		
Job Title	<input type="text"/>		
Current Occupation	<input type="text"/>		
Experience relevant to Skills Development Facilitator			
Experience	Description of Experience	Duration of experience in years	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Contact Details	Cell Phone Number	<input type="text"/>	e.g. 082 555 5555
	Telephone Number	<input type="text"/>	e.g. (011) 555 5555
	Alternative Telephone Number	<input type="text"/>	e.g. (011) 555 5555
	Fax Number	<input type="text"/>	e.g. (011) 555 5555
	E-Mail Address	<input type="text"/>	
Postal Address	<input type="text"/>	City	<input type="text"/>
	<input type="text"/>	Postal Code	<input type="text"/>
Physical Address	<input type="text"/>	City	<input type="text"/>
	<input type="text"/>	Postal Code	<input type="text"/>
Other:			
<b>SDF Training:</b>			
Have you completed an SDF Training Programme provided by an accredited training provider? <input type="checkbox"/>			
If Yes, Name of Accredited Training Provider <input type="text"/>			
Year of Training: <input type="text"/>			
Certificate Number: <input type="text"/>			
<b>Please choose your own Username &amp; Password</b>			
Username	<input type="text"/> (Minimum of 5 Characters)		
Password	<input type="text"/> (Minimum of 5 Characters)		
Confirm Password	<input type="text"/>		
<input type="button" value="Enter"/>			

Please note that **ALL** the fields are compulsory and need to be completed accurately.

The following fields are dropdown boxes:

a. Title

- Adv
- Dr
- Miss
- Mr.
- Mrs.
- Ms
- Prof
- Unknown

b. Gender

- Female
- Male

c. Population Group

- African
- Coloured

- Indian
- White

d. Current Occupation

This list consists of all the occupations currently listed in the Organising Framework for Occupations (OFO). This is a searchable dropdown list, meaning that if you know the code, and you type it in, the system will revert to that value in the dropdown list.

Current Occupation	451701 - Air Hostess
--------------------	----------------------

e. Province

- Eastern Cape
- Free State
- Gauteng
- KwaZulu-Natal
- Limpopo
- Mpumalanga
- North West
- Northern Cape
- Western Cape

**Step 4:** Complete the “Other” section below the personal details. First part of this section is the “SDF Training”.

<b>SDF Training:</b> Have you completed an SDF Training Programme provided by an accredited training provider?	<input checked="" type="checkbox"/> If Yes, Name of Accredited Training Provider: <input type="text"/> Year of Training: <input type="text"/> Certificate Number: <input type="text"/>
---	---

In this section you need to indicate whether you have completed an SDF Training Programme with an Accredited Training Provider, the year that the training was completed and your certificate number.

All the fields in this section become compulsory when you mark the tick box. You do not need to complete this section if you did not complete SDF Training with an Accredited Training Provider.

**Step 5:** Choose your own Username and Password

Please choose your own Username & Password	
Username	<input type="text"/> (Minimum of 5 Characters)
Password	<input type="text"/> (Minimum of 5 Characters)
Confirm Password	<input type="text"/>

The last part of the “Other” section is to choose your own username and password. This will allow you in future to access the system and the details of the organisation/s for which you are acting as an SDF.

Your username and password needs to be a minimum of 5 Characters. There are no restrictions for a username and password other than the length of the password.

Keep the following in mind when you select your password:

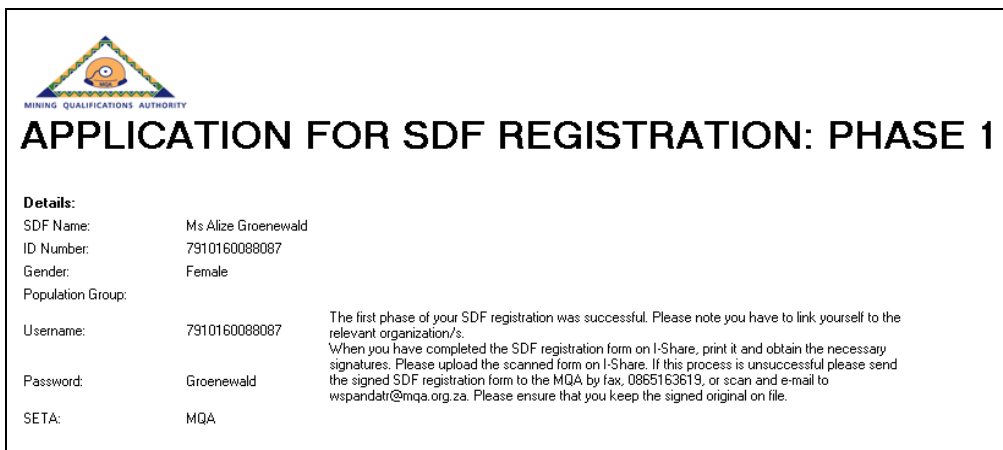
- Do not use loved ones/pets’ names;
- Do not use your organisations’ name;
- Do not use passwords like January, December; and
- A good password is a mixture of alphabetical characters (higher and lower case), numerical characters, special characters (@, %, &, \*, !).

**Note:** If you already have user details on the system through the ETQA/Learnership module, you can enter those details in the username and password fields. The system does allow you to use the same user details on different modules.

**Very Important:** You are responsible for any actions that happen on the system when logged on with your username and password. **Do not** give your username and password to other people to log on to MQA-I-Share. The system does have “View” functionality (Secondary SDF access) available should anyone in the organisation need to view information.

**Step 6:** Click on the “Enter” button to save the information supplied and captured to this point and to move on to the next step of Registration.

The system will give you notification that the first phase of your SDF registration was successful. This means that the information submitted has been successfully saved in the MQA-I-Share database.



Details:	
SDF Name:	Ms Alize Groenewald
ID Number:	7910160088087
Gender:	Female
Population Group:	
Username:	7910160088087
Password:	Groenewald
SETA:	MQA

The first phase of your SDF registration was successful. Please note you have to link yourself to the relevant organization/s. When you have completed the SDF registration form on I-Share, print it and obtain the necessary signatures. Please upload the scanned form on I-Share. If this process is unsuccessful please send the signed SDF registration form to the MQA by fax, 0865163619, or scan and e-mail to wspandatr@mqa.org.za. Please ensure that you keep the signed original on file.

The above details can be printed out to keep on file for future reference. To print these details, you need to click on the “Print” button at the bottom of the page.



#### 4. Link SDF profile to Organisations

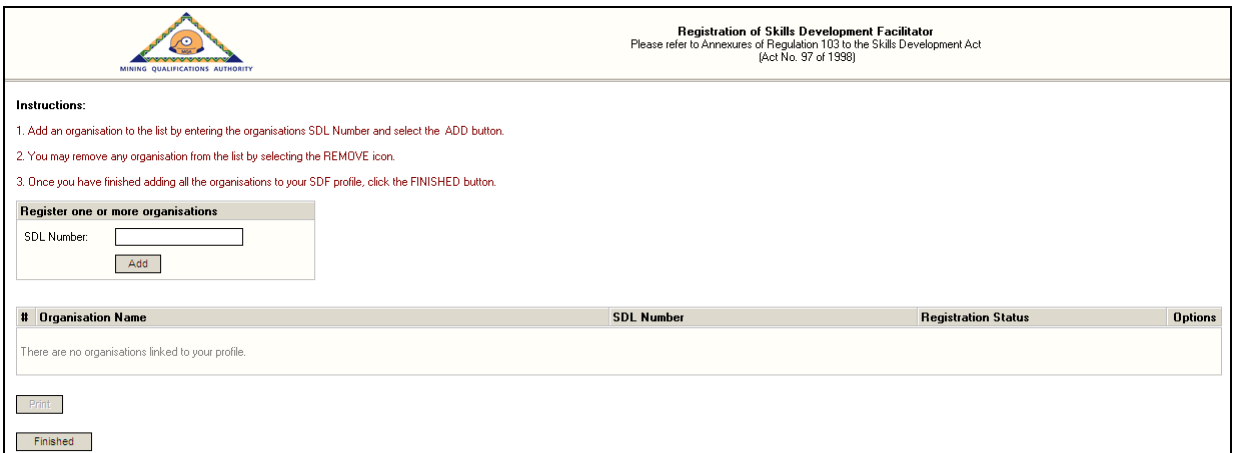
After receiving notification that the first phase of your application was successful, you need to link the organisation(s) for which you will act as an SDF to your profile in order for you to access the organisation(s)' information as well as the templates to complete the WSP-ATR.

Follow the next steps:

**Step 1:** Click on the "Register an Organisation" button on the same page as the details given when Registration was successful.



**Step 2:** The following page will open:



**Registration of Skills Development Facilitator**  
Please refer to Annexures of Regulation 103 to the Skills Development Act  
(Act No. 97 of 1998)

**Instructions:**

1. Add an organisation to the list by entering the organisations SDL Number and select the ADD button.
2. You may remove any organisation from the list by selecting the REMOVE icon.
3. Once you have finished adding all the organisations to your SDF profile, click the FINISHED button.

**Register one or more organisations**

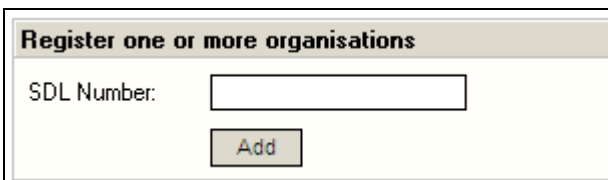
SDL Number:

#	Organisation Name	SDL Number	Registration Status	Options
There are no organisations linked to your profile.				

You need to have the SDL numbers of the organisation(s) for which you are going to act as an SDF.

Add the SDL number to the "SDL Number" field.

**Step 3:** Click on the "Add" button



**Register one or more organisations**

SDL Number:



**Step 4:** Complete the information requested on Section 2: Organisation Details

Section 2: Organization Details	
Relationship of SDF to organisation	<input type="radio"/> Owner <input type="radio"/> Employee <input type="radio"/> Consultant <input type="radio"/> MQA Contracted SDF
Will you perform your SDF functions in respect of (Please tick the applicable)	<input type="radio"/> Single establishment/entity <input type="radio"/> Single branch of an organisation <input type="radio"/> Multiple branches/divisions/operations of an organisation <input type="radio"/> Multiple organisations
Please describe the process followed when nominating and appointing the SDF. Please note that Medium and Large Organisations employing 50 or more employees are required to consult with the Skills Development Committee	
Nomination and Appointment	<input type="text"/>

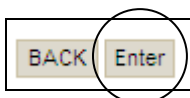
Note that this information is only pertaining to the specific organisation for which you added the SDL number. You need to complete this information for each organisation that you are going to link to your profile.

**Step 5:** Below Section 2, is Section 3: Authorisation, which needs to be completed.

Section 3: Authorisation						
The authorisation confirms that a senior representative in the organisation authorises the appointment of the SDF. This is proof that the employer signatories certify the accuracy of the information in the SDF registration form. The MQA reserves the right to independently verify information supplied. In the case of medium and large organisations, the Skills Development Committee must be consulted.						
		Name	Designation	Cellphone	E-Mail	Fax
Name of Authorised Signatory						
SDF Details						
On behalf of the Skills Development Committee (Not compulsory for Small)	Employer Representative					
	Trade Union / Employee Representative					
When you have completed the SDF registration form on I-Share, print it and obtain the necessary signatures. Please upload the scanned form on I-Share. This can be done by login into I-Share and clicking on the "Register or Remove an Employer" link and upload it under the "Registration Form" button, or refer to the MQA SDF registration manual for more information. If this process is unsuccessful please send the signed SDF registration form to the MQA by fax, 0865163619, or scan and e-mail to <a href="mailto:wspandatr@mqa.org.za">wspandatr@mqa.org.za</a> . Please ensure that you keep the signed original on file.						

Note that the details entered here are going to pull through to the Authorisation Form that you are going to print after registration. In the case of medium and large organisations, the Skills Development Committee must be consulted.

**Step 6:** Save the information captured by clicking on the "Enter" button, left bottom corner.



This will trigger an e-mail to the Skills Development and Research Unit at MQA to inform them that there is a new registration on MQA-I-Share. Note, however, the Unit will not be able to approve your registration until the necessary signatures have been received by the MQA.

The system will now add this organisation to your profile.

#	Organisation Name	SDL Number	Registration Status	Options
1.	A new Test	T000000011	Pending	✗

Print

Finished

Should you need to link more organisations to your profile, follow steps 2 to 6 for all organisations to be added.

Should you need to remove the organisation from your profile you can click on the "Remove" icon- ✗

### Step 7: Print the Authorisation Form

Once all organisation(s) have been linked to your profile, you can click on the "Print" button.

Register one or more organisations

SDL Number:

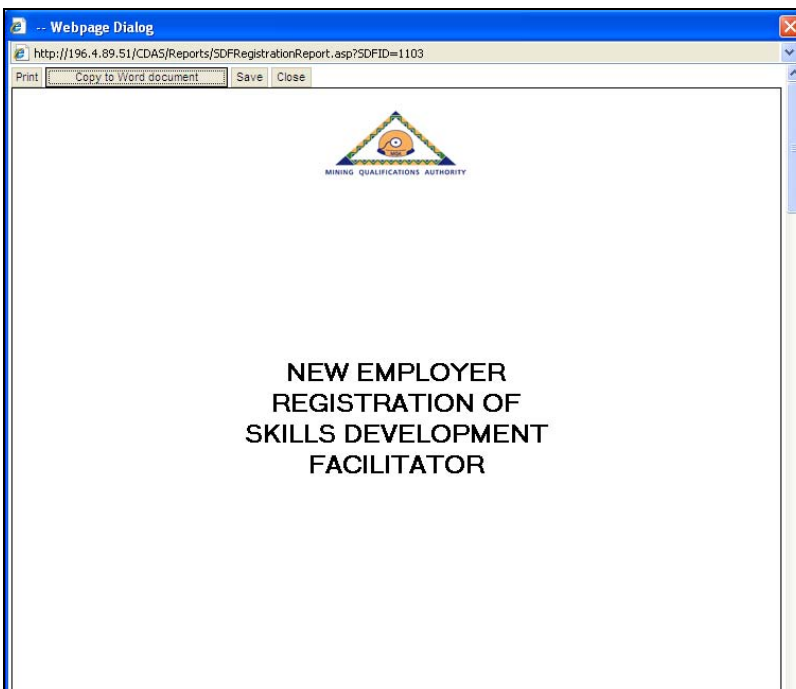
Add

#	Organisation Name	SDL Number	Registration Status	Options
1.	Test Organisation	T000000001	Pending	✗

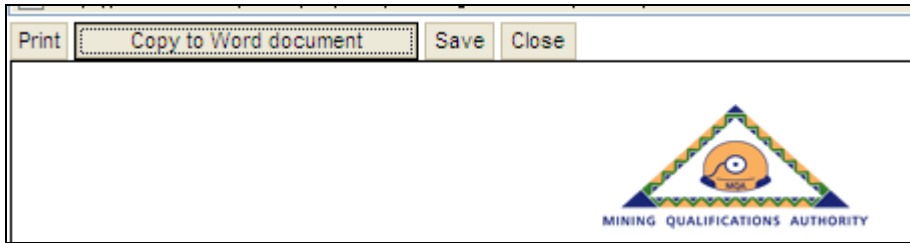
Print

Finished

This function will download the Authorisation Form that needs to be signed by the parties that were captured on Section 3: Authorisation.

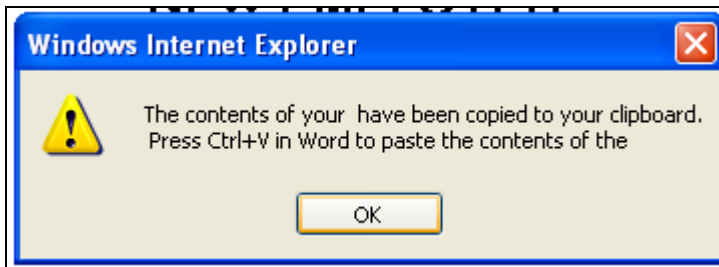


To print this form from the website, you need to click on the **“Print”** button.



This form can also be copied to Word for a neater format. To do this you need to click on the **“Copy to Word document”** option.

You will get the following message:



Click on the **“OK”** button. Open a blank Word document and paste the form in there by one of the following ways:

- Right click and select **“Paste”**;
- Select **“Paste”** from the Edit Menu; or
- Or use the **“Ctrl + V”** keys on your keyboard.

This form then needs to be signed by the relevant parties. You need to scan the document to attach it to your profile.

You can close this form on MQA-I-Share when you are done with the printing/copying to Word format. This will take you back to the screen where you registered the organisation(s). Click on the **“Finish”** button. This will close the registration session and take you back to the MQA-I-Share logon screen.

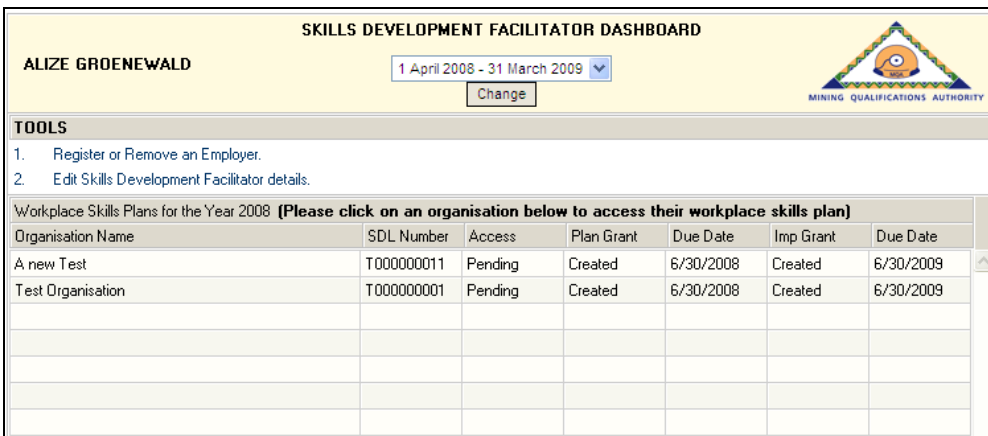


**Step 8: Uploading of Authorisation form.**

- **Step a: Logon**

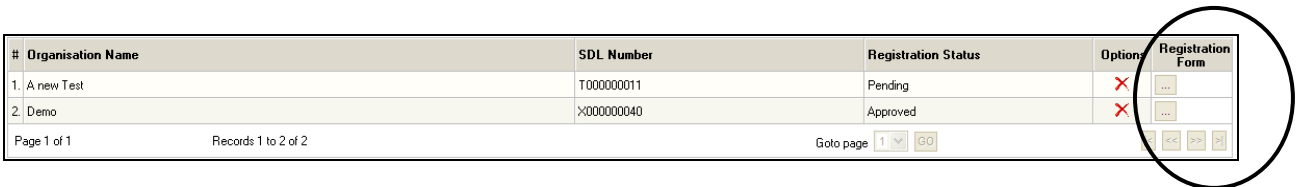
When back at the logon screen, enter you user details that you have created on the Registration Form, make sure that “Skills – Current Year” has been selected in the dropdown list. Click on the Enter Button.


This will take you through to the SDF dashboard.



- **Step b: Click on the “Register or Remove an Employer”.**
- **Step c: Upload Authorisation Form**

Next to each company that you have registered to yourself is a button in the “Registration Form” column.



You need to upload an Authorisation Form per organisation. To do that you need to click on the . This will open an upload screen.

Document

Please upload only MS WORD documents

Registration Form Contents No Documents Found

Click on **"Browse"** and upload your form.

Should you experience difficulties with this process, it can be sent to MQA by fax, 086 516 3619, or e-mail, to [wspandatr@mqa.org.za](mailto:wspandatr@mqa.org.za). Please ensure that you keep the signed original on file.

## 5. Access SDF Profile

MQA-I-Share logon screen, add your user details that you entered on your registration form.



Username :

Password :

Logon to : Skills - Current Year

Select **"Skills – Current Year"** from the **"Logon to:"** dropdown list, and click on the **"Enter"** button.

**NOTE:** the user details on MQA-I-Share is not case sensitive

The system will open the **Skills Development Facilitators Dashboard**

**SKILLS DEVELOPMENT FACILITATOR DASHBOARD**

**ALIZE GROENEWALD**

**TOOLS**

1. Register or Remove an Employer.
2. Edit Skills Development Facilitator details.

Workplace Skills Plans for the Year 2008 **(Please click on an organisation below to access their workplace skills plan)**

Organisation Name	SDL Number	Access	Plan Grant	Due Date	Imp Grant	Due Date
A new Test	T000000011	Pending	Created	6/30/2008	Created	6/30/2009
Test Organisation	T000000001	Pending	Created	6/30/2008	Created	6/30/2009

On this dashboard the following can be done or viewed:

- Register or Remove an Employer
  - As per steps 2 – 5 in section 4 above
  - **OR** to upload Authorisation Form as in Step 8 in Section 4 above
- Edit Skills Development Facilitators details
- Access organisations listed on Profile
  - **NOTE:** you will only be able to access the organisation's details when the "Access" status is "Accepted". When the status shows "Pending" it means that your SDF registration still needs to be approved by MQA Skills Development and Research Unit. Once your registration has been approved by the MQA, you will receive a letter confirming approval of your registration.

**FOR FURTHER INFORMATION OR ASSISTANCE ON SDF REGISTRATION**

Please contact:

[helpdesk@mqa.org.za](mailto:helpdesk@mqa.org.za); or

Mahlatse Mabula on [mahlatsem@mqa.org.za](mailto:mahlatsem@mqa.org.za) or 011 630 3518; or

Motlalepula Matjila on [motlalepulam@mqa.org.za](mailto:motlalepulam@mqa.org.za) or 011 630 3549/ 083 654 0612