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Dear Stakeholder

Notice: SMS System Modification

In response to changes in DHET reporting requirements TETA has effected changes on the portal used to capture persons by users of the TETA system. The following compulsory fields have been added:

ORGANISATION	
Provider Website Address	Is required but can be left blank if provider does not have website address.
Provider and Employer GPS Coordinates	Compulsory, DMS(degrees, minutes, seconds) format is utilised but should user have DD(decimal, degrees) format GPS the following link can be used to convert from DD format to required DMS format: https://www.gps-coordinates.net/gps-coordinates-converter.
Employer Contact Name and Number	Ensure all fields under Contacts Tab is duly completed.
PERSON	
Last School Year	Compulsory.
Last School EMIS ID	If school is not found on lookup list, kindly send email containing details of school (full school name, town and province) to Cledwyn@teta.org.za.
	In a scenario where learner did not attend school, user to search using the word "unknown" and select EMIS number 500000409.
	In a scenario where learner did not attend a school in South Africa, user to search using the word "unknown" and select EMIS number 972200150.
STATSA Area Code	This relates to the area that the student is currently residing (search using town/city/municipality)
POPI Act Status	POPI act does not allow sharing of personal information without consent of the owner of that information. Providers are requested to ensure that the learner has consented—verifiable by the learner/assessor/moderator having indicated their consent by ticking and signing the relevant registration form. Provider is required to capture this consent or non-consent on the system.
Special Characters	Use of the following special characters will not be allowed in the field that needs to be populated: , @ - _ ! # % & * () #

Person Address	The field formats for Address 1 and Address 2 to be alphanumeric. The system will display a message and not save the details if any of these two fields contains only numeric values.
Documents	The following minimum documents will be required: **For Discretionary Grant/Training Process** -Certified ID copy -Highest qualification -Learnership agreement/apprenticeship agreement/learner information form -Employment contract (employed persons)/fixed-term contract (unemployed Learners) **Assessors/Moderators** - Completed and signed TETA registration form - Certified ID copy -Certified ETDP SETA statement of result -Certified copies of applicable qualification - Certified copy of current lifting machine operator license (where applicable) -Detailed CV -Certified copy of licence
Capturing of Contract Number Against Funded Learners—Learnership.	When capturing a learner and funded option is chosen, system will require learner to be linked to contract. Under the agreement tab user is required to go to SDL number field and click on "Contract Search". System will direct user to new window where user must populate SDL/X number, search and select the generated SDL/X number. User will go to project field and select the relevant contract number from the dropdown list.
Capturing of Contract Number Against Funded Learners – Skills Programmes	When capturing a learner and funded option is chosen, system will require learner to be linked to contract. Under pre-assessment tab, user is required to go to SDL number field and click on "Contract Search". System will direct user to new window where user must populate SDL/X number, search and select the generated SDL/X number. User will go to project field and select the relevant contract number from the dropdown list.
Capturing of Contract Number Against Non-funded Learners.	If non-funded option is selected, system will not require contract number.
Notification of Learners Captured	Once learners are captured on system, all users are required to inform relevant contact (Chambers for TETA

	funded learners, ETQA for non-funded learners) of the persons(Learner/Assessor/Moderator) captured providing the following minimum fields (Name; Surname; ID number—whether learner/assessor/moderator). For all learners there must be a field where a status (funded/non-funded) is indicated. If learner is TETA funded, user to provide contract number.

For any enquiries concerning this functionality, please send your email to Cledwyn@teta.org.za.

Yours Sincerely

Sibongile Sibiya

Manager : Skills Development & Learning Programmes