

**MEMO TO PSETA STAKEHOLDERS**

<b>TO</b>	<b>SKILLS DEVELOPMENT PROVIDERS AND EMPLOYERS</b>
<b>CC</b>	<b>SKILLS PLANNING &amp; RESEARCH DEPARTMENT PROJECTS DEPARTMENT OFFICES OF THE COO AND ACEO</b>
<b>FROM</b>	<b>ETQA MANAGER AND LEARNING PROGRAMMES MANAGER</b>
<b>DIVISION/ DEPARTMENT</b>	<b>CORE BUSINESS</b>
<b>FILE NO.</b>	<b>CBEM/02001/2018</b>
<b>SUBJECT</b>	<b>CHANGES TO THE LEARNER REGISTRATION PROCESS</b>
<b>ANNEXURE</b>	<b>A – LEARNING PROGRAMMES REGISTRATION PROCESS FLOW B – LEARNERSHIP LEARNER AGREEMENT C – SKILLS PROGRAMMES LEARNER AGREEMENT D – UNIT STANDARD LEARNER AGREEMENT E – DEPARTMENT OF HIGHER EDUCATION AND TRAINING VALIDATION FRAMEWORK</b>

## 1. BACKGROUND

Previously the PSETA Skills Development Providers and public sector employers had access on indicium to register learners by linking them to programmes, providers and employers. This practice created massive challenges for the PSETA both operationally and during the audits. Some of the challenges referred to are:

- Learners registered long after they have finished the programme.
- Verification requested while learners are not registered on the system nor assessments uploaded.
- Learners linked to incorrect programmes leading to de-registrations and delays in certification.

The purpose of this memo is therefore to inform all PSETA stakeholders that this functionality has now being reserved for PSETA internal staff only. This is in line with the learnership regulations that stipulates that “a SETA must, within 21 working days of receiving the learnership agreements (*by extension even skills programme agreements*) decide on whether to register the agreements or not”.

It is therefore a SETA’s responsibility and prerogative to register or not register agreements depending on compliance with all relevant regulations, policies and processes, especially the validation framework by the Department of Higher Education and Training.

## 2. NEW INDICIUM CHANGES

### a. LEARNER STATUSES

The new learner registration process flow has the following statuses:

- **Application** - SDPs capture persons on the Management Information System (MIS) and activate the application status
- **Registered / Enrolled** – PSETA LP Officials change the application status to registration once the learner agreements have been submitted to the PSETA and captured on the MIS.

- **Achieved** – This status will be effected once the learner assessment results have been uploaded, verified and approved by the ETQA department for certification.
- **Completed** – This status will be effected once learners are ready to be reported on the SETMIS.

We therefore strongly urge all PSETA stakeholders, especially Skills Development Providers to ensure that they submit learner agreements to the PSETA before commencing with training.

All queries related to this memo can be sent to the following PSETA officials:

Ms Minah Kgadile – [minahk@pseta.org.za](mailto:minahk@pseta.org.za) / 012 423 5749

Mr. Phaniel Nkabinde – [phanueln@pseta.org.za](mailto:phanueln@pseta.org.za) / 012 423 5724

Kind regards

Mr. Benjamin Motlhabane

ETQA Manager