

2020/21 WSP/ATR INDICIUM SYSTEM MANUAL



STAKEHOLDER SYSTEM LOGIN

SDF REGISTRATION AND LOGIN PURPOSES ONLY PART 1 OF 2

CONSTRUCTION EDUCATION AND TRAINING AUTHORITY

183 KERK STREET (Cnr Old Pretoria Main Road

1st Floor Midrand Builders Centre

Halfway House (Midrand)

1685

1. HOW TO ACCESS THE NEW SYSTEM (INDICIUM)

Go to Construction SETA Website www.ceta.org.za, on your top right select **"Indicium"** to access the system.

Home About Us Mandate of the CETA Governance Core Business Finance Projects Corporate Services Tenders Resources Media

Contact Us FAQs **Indicium** Learner Portal Q

LPQD ACCREDITATION NOTICE:
All CETA Accredited Providers in the period of 01 April 2019 to 31 March 2020 will receive an automatic accreditation extension, for a one year period from 01 April 2020 to 31 March 2021. For Further enquiries please contact: Mr Batandwa Mchizwa on 011 265 5922 or Email: batandwaM@ceta.co.za

Mandate of the CETA

2. NEW LOG IN SCREEN

The same principle remains as per old SMS system. All historical data has been migrated from SMS and the SDF can still log in with the old details and on login, the system will prompt you to update your password as it has expired. Alternatively, as an existing CETA SDF, you can use the "Forgot Password function on the login screen. Only new SDFs need to register themselves.

Indicium
SETA Management System



COUNTDOWN TO 30 APRIL 2018 MIDNIGHT
01 22 16 26 32
MONTHS DAYS HOURS MINUTES SECONDS

Log In

Login Information

[Stakeholder Manual \(LPQD\)](#)

NOTICE > All Usernames & Passwords are CASE SENSITIVE!

Username:

Password:

Minimum 8 characters (e.g. Password@2017)

Registered Users (SDFs, Provider and Employers): Logging in for the first time, the system will request a password update/reset. Ensure the combination is per example: Minimum 8 characters (e.g. Password@2017)



[Forgot Password](#)

[SDF Registration and Login Manual](#)

[Sample SDF Appointment Letter](#)

[Register as a new User](#)

Please note that you need a Signed Letter of Appointment as an SDF (On Company Letterhead) and a Copy of your ID before you attempt to register as an SDF. If this is not available while registering as an SDF, then the system will not recognize the registration.

COUNTDOWN TO 30 APRIL 2017 MIDNIGHT

02 24 06 19 54
MONTHS DAYS HOURS MINUTES SECONDS

CHANGE PASSWORD

Your Password has expired please enter new password



New Password:

Confirm Password:

[Back to Login](#)

Note: If you are representing multiple stakeholder entities or need to add a new organisation to your profile, then you will do so once logged into the system under your SDF Dashboard.

Password reset

A new functionality exists whereby if you forgot your password, this can be reset as opposed to the previous whereby you would need to contact CETA Offices to get this. This can be retrieved by using your ID number as a reference.

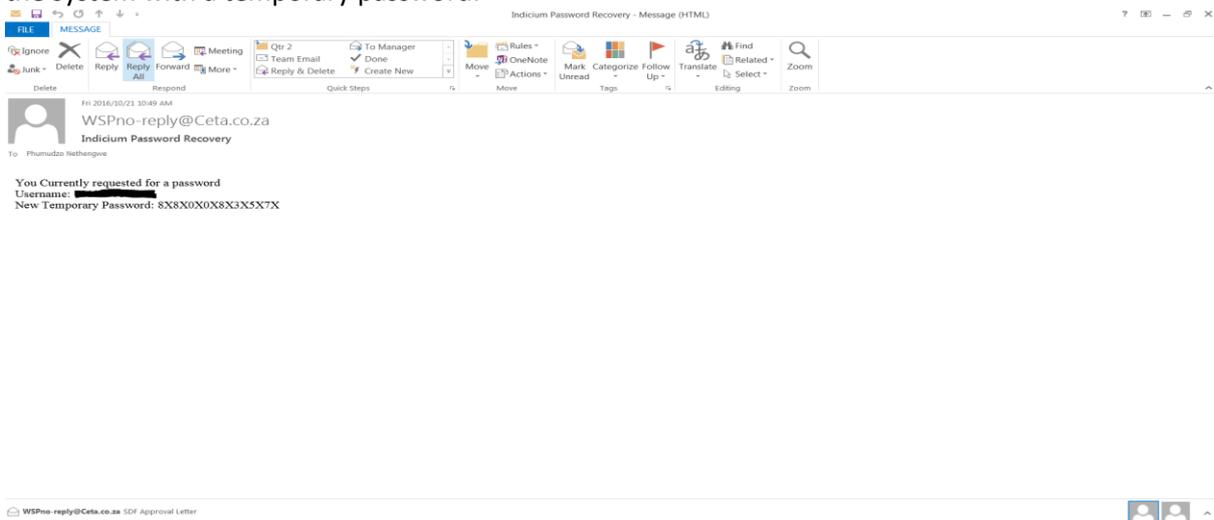
Step 1



Step 2



Once the above has been added and password requested, the below mail is sent automatically from the system with a temporary password:



A system generated e-mail will send through a temporary password which can be changed by adding a new one on log in.

3. NEW SDF REGISTRATION SCREEN PROMPT

This function is only relevant to new SDFs who have never registered on the SETA Management system at all as an SDF.

Click on **Register as a new User** link

Indicium
SETA Management System



COUNTDOWN TO 30 APRIL 2018 MIDNIGHT
01 22 16 26 32
MONTHS DAYS HOURS MINUTES SECONDS

Log In

Login Information

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[Forgot Password](#)

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[Sample SDF Appointment Letter](#)

 [Register as a new User](#)

Please note that you need a Signed Letter of Appointment as an SDF (On Company Letterhead) and a Copy of your ID before you attempt to register as an SDF. If this is not available while registering as an SDF, then the system will not recognize the registration.

Then Click on the **SDF** radio button as per below, and click register to continue.

Indicium
SETA Management System

CETA
Construction Education and Training Authority

COUNTDOWN TO 30 APRIL 2018 MIDNIGHT
01 22 16 14 59
MONTHS DAYS HOURS MINUTES SECONDS

Log In

Login Information

REGISTRATION

Skills Development Facilitator (SDF) registration for WSPATR submission

Employer

Registered Users (SDFs, Provider and Employers). Logging in for the first time, the system will request a password update/reset. Ensure the combination is per example: Minimum 8 characters (e.g. Password@2017)

[Forgot Password](#)

[SDF Registration and Login Manual](#)

[Sample SDF Appointment Letter](#)

[Register as a new User](#)

Please note that you need a Signed Letter of Appointment as an SDF (On Company Letterhead) and a Copy of your ID before you attempt to register as an SDF. If this is not available while registering as an SDF, then the system will not recognize the registration.

Then Click “Yes” radio button as per below, and click on “Save and Proceed” to continue.

DOCUMENTATION CHECKLIST

1. Do you have a signed SDF Letter of Appointment from the employer ready for upload? Yes No

2. Do you have a scanned copy of your ID/Passport ready for upload? Yes No

SDF Registration Page

Please ensure to complete all the tabs correctly and in full. The system rules do not allow for fields left blank.

Please wait for the system to update after capturing each of the following:

- ID Number
- First and
- Second name

When capturing Physical and Postal Addresses always capture the area code first so that the Municipality and Province can be auto-populated. Please allow 2 seconds after pressing tab on your keyboard.

INDICIUM

Applicant Details

SDF: This person can capture and submit the Mandatory Grant Application
Contract SDF: This person can only capture data for the organisation on the Mandatory Grant Application
Secondary SDF: This person can only capture data for the organisation on the Mandatory Grant Application

SDF Type	Secondary
ID No	7111204567083
Alternate ID Type	
Title	Ms
First Name	Joan
Middle Name	
Surname	Doe
Initials	J
Date of Birth	20/11/1971
Gender	Female
Equity	Black: Coloured
Disability Status	None
Home Language	English
Nationality	South Africa
Citizen Residential Status	South Africa
Socio Economic Status	Employed (Permanent)
Telephone Number	0112655900
Cell Phone Number	0860035265
Fax Number	0
E Mail	ceta@ceta.co.za
Physical Code	1685
Physical Address 1	183 Kerk street
Physical Address 2	Halfway House
Physical Address 3	Midrand
Physical Municipality	Johannesburg Metro
Physical Urban Rural	Urban
Physical Province	Gauteng South
Use Physical Address For Postal Address?	<input checked="" type="checkbox"/>
Postal Code	1685
Postal Address Line 1	183 Kerk street
Postal Address Line 2	Halfway House
Postal Address Line 3	Midrand
Postal Municipality	Johannesburg Metro
Postal Urban Rural	Urban
Postal Province	Gauteng South
Highest Education	University
Current Occupation	Skills Development Practiti
Years In Occupation	10
Experience	5
Organisation Registered With	Big Construction Company
Consultant Acting For Employer	No
Will You Perform Your SDF Functions In Respect Of (If Other, Please Specify)	Appointed by employer

Save and Proceed

Once you have added all the required information, please click on “Save and Proceed” to see the next screen.

4. LINKING YOURSELF (SDF) TO AN ORGANISATION

This screen allows you to load your “Letter of Appointment as the company SDF” as well as a copy of the SDF’s ID. Please ensure the following is adhered to for approval purposes:

- Letter is on the stakeholder letterhead
- Letter includes the SDF’s ID number; Full Name and Surname; Company name and Levy number;
- Signed by the company representative – an SDF may not sign a letter appointing themselves with the exception of the Managing director of the company being the self-appointed SDF.

NB! Always wait for the upload bar to turn green before saving selected documents

1. Upload ID



Organisation Details

Note: If the selected organisation does not appear after searching, it may mean that the organisation is not registered with CETA alternatively contact ist@dhet.gov.za to verify SETA allocation/ registration.

Copy of ID Document No file chosen

Upload Copy of ID

Letter of Appointment No file chosen

Organisation SDL Number

A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organizations workplace skills plan.

2. Upload appointment letter and link Organisation

INDICIUM

Organisation Details

Note: If the selected organisation does not appear after searching, it may mean that the organisation is not registered with CETA alternatively contact ist@dhet.gov.za to verify SETA allocation/ registration.

Copy of ID Document No file chosen

ID_COPY.pdf

Letter of Appointment **Appointment Letter.pdf**

Organisation SDL Number

A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organizations workplace skills plan.

INDICIUM

Organisation Details

Note: If the selected organisation does not appear after searching, it may mean that the organisation is not registered with CETA alternatively contact ist@dhet.gov.za to verify SETA allocation/ registration.

Copy of ID Document No file chosen

ID_COPY.pdf

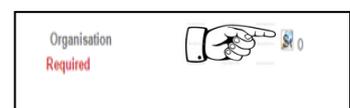
Letter of Appointment **Appointment Letter.pdf**

Organisation SDL Number

Link Organisation

A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organizations workplace skills plan.

Click on the magnifying glass to select the company using the levy number then click on **Search**.





ORGANISATION

SDL Number

Search

When the system returns the results for the searched company click on the name then click on **Select** to continue.

ORGANISATION

SDL Number

Search

SDL Number	Legal Name
X000001382	Testing CETA 1

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Select Cancel

3. Finalise Application

- Once done click on the **“Finalise Application”** to complete the registration process.

NB! If you did not click the “finalise application” button, your application will not reach the CETA, try to upload again until you finalise application.

INDICIUM

Organisation Details

Note: If the selected organisation does not appear after searching, it may mean that the organisation is not registered with CETA alternatively contact ist@dhet.gov.za to verify SETA allocation/ registration.

Copy of ID Document No file chosen

Letter of Appointment No file chosen

Organisation SDL Number TestXnumber -

Organisation Name	SDL Number	Status	Letter Of Appointment
TestXnumber	X999990371		Appointment Letter ID Copy.pdf

First Previous Next Last Go to Page 1 Page 1 of 1

Finalise Application

A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organizations workplace skills plan.

Once complete click on the **“Done”** to go back to the login page.

INDICIUM

Organisation Details

The application has been submitted successfully

Done

A pending login status indicated that the SETA needs to accept your registration before you are granted access to an organizations workplace skills plan.

THE END

For follow up on registrations or trouble logging in, please contact either of the following individuals in the Skills Planning and Reporting Unit to assist:

Ms Thabang Nene
010 595 7326
thabangn@ceta.co.za

Ms Refilwe Moreti
010 595 7371
refilwem@ceta.co.za

Mr Tau Malatji
010 595 7378
taum@ceta.co.za