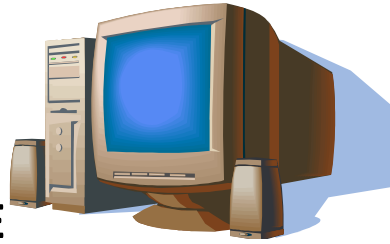


CAM ONLINE USER GUIDE



The CAM User Guide is available in PDF format on the Registration page of the Assessor/Moderator Online Application. The guide gives screen by screen examples of how the application should be completed, as well as advice on computer settings.

1. PURPOSE AND SCOPE

Before you begin filling out your application form, please follow these steps to ensure the data that you capture is saved properly:

1. If you are using **Internet Explorer** as your web browser, click on “Tools” at the top of the screen.
2. Go to “Internet options”
3. On the window that appears you will see a “General” tab
4. In the middle of this window on your right there is a “Settings” button. Click this button
5. On the window that now appears you will see a list of options as follows:
 - a. Every visit to the page
 - b. Every time you start Internet Explorer
 - c. Automatically
 - d. Never
6. Click on the option the “**Every visit to the page**” option.
7. Click on the “OK” button until you are back at your Internet Explorer screen

This procedure is carried out to prevent your web browser from displaying information from a previous internet session. Choosing the “Every time you start Internet Explorer” option ensures that the web page you are looking at really does contain the very latest information.

STEP 1

Registration for FIRST TIME users

1. Go to www.serviceseta.org.za and click on the **Online Applications** icon under Hot Issues on the home page.
2. In the window that opens, click on the **ETQA online applications** icon.
3. Click on **the Assessor / Moderator** application button.
4. Underneath the login screen, click on the “**register**” link.
5. Enter your **South African ID number** as your username. If you do not have a South African ID, please contact Masechaba Zengele on 011 276 9600 or masechabaz@serviceseta.org.za, and she will be able to assist you with a way forward.
6. Enter a **password** which you will find **easy to remember**. The password is case sensitive and can be a combination of letters and digits.
7. In an effort to assist you - should you in future forget your password – please complete **the password reminder** section. It is advisable to enter a question and answer which you will find easy to remember otherwise the purpose of a password reminder will be defeated.
8. Once you are satisfied with your registration details, click on the “**register**” button. Should an error message appear for whatever reason, please contact Masechaba who may be able to assist you. If she is unable to, she will refer the query to the Service SETA’s IT Department.
9. The registration process is once off. You do not have to register separately for assessor and moderator. The differentiation of the applications arises from choosing the application type on the login screen.

STEP 2

How to complete the application form:

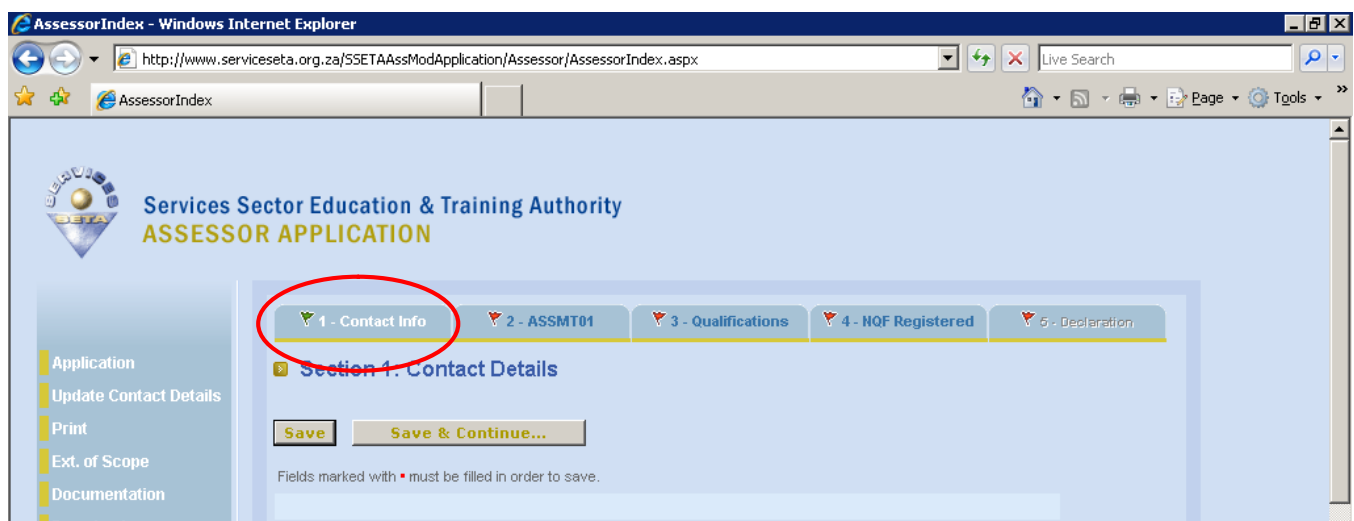
1. Once you have successfully registered, you can now login by entering your **SA ID number** and **password** in the relevant fields.
2. Under the “**Application Type**” drop down list, please choose the option you would like to register for, i.e. **assessor** or **moderator**.
3. Click the “Login” button.
4. The next screen you will see is the “Welcome Note”. If this is the **first time** you have logged in, please read through the Note carefully and mark the respective option at the end of the page.
5. If you mark that you **do not understand** or accept all of the terms in the Note, the system will **automatically log you out**.
6. If you mark the option whereby **you understand** and **accept** all of the terms in the Note, the system will allow you to **continue to the next section**. Please note that you only have to choose that you understand and accept all the terms, once. You will not have to do this step each time you log in.
7. Click on the “Continue” button.

Step3

How to complete the application form: Specific Sections

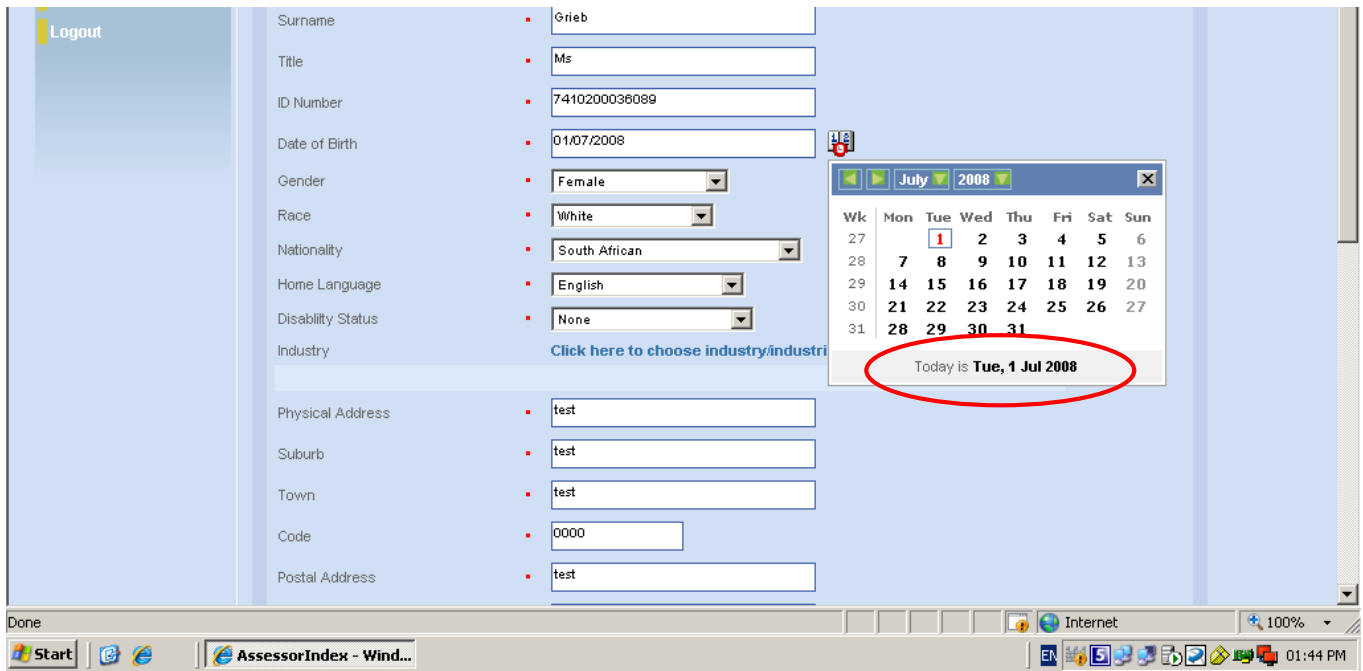
It is important to note at this point that if a particular section title displays a **green flag** (circled in red below), it means that the section in question is **completed in full**.

If any of the sections display a **red flag**, information has either been **completed incorrectly** or has **been left out**. Any red flags that exist will **not allow** the Declaration section to **activate** and as a result the system will not allow you submit your application until all sections have green flags.

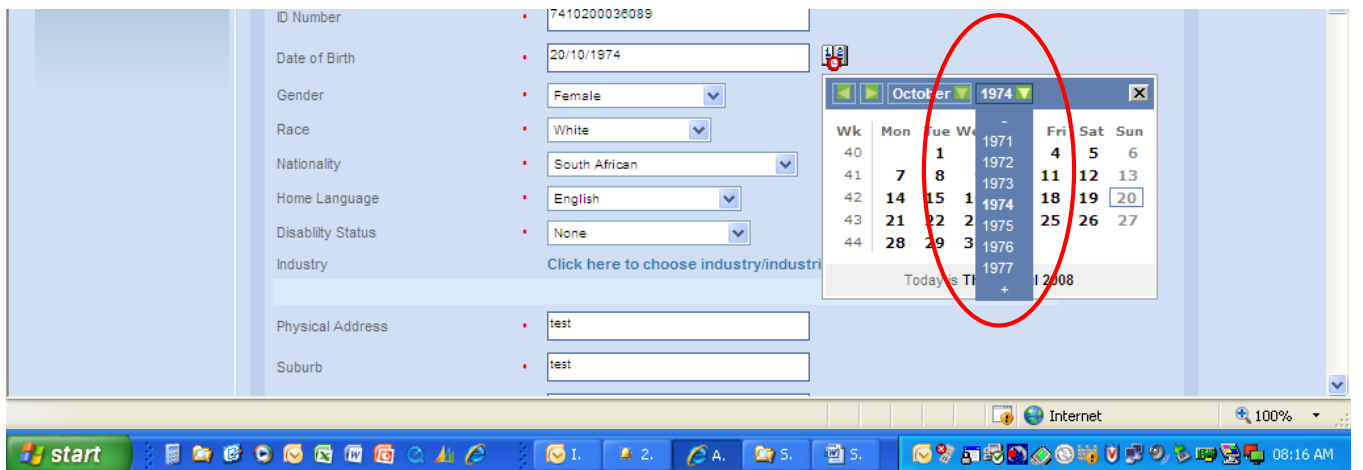


SECTION 1 : CONTACT DETAILS

1. Begin with completing the biographical details for this section by capturing your name, contact details and so on.
2. On the “Date of birth” field, click on the calendar icon. For **first time** users, once the calendar is open, you will need to click on the “**Today is...**” link (circled in red below) in order to activate the years so that you can choose your year of birth. This is a once off action and will not have to be performed again.



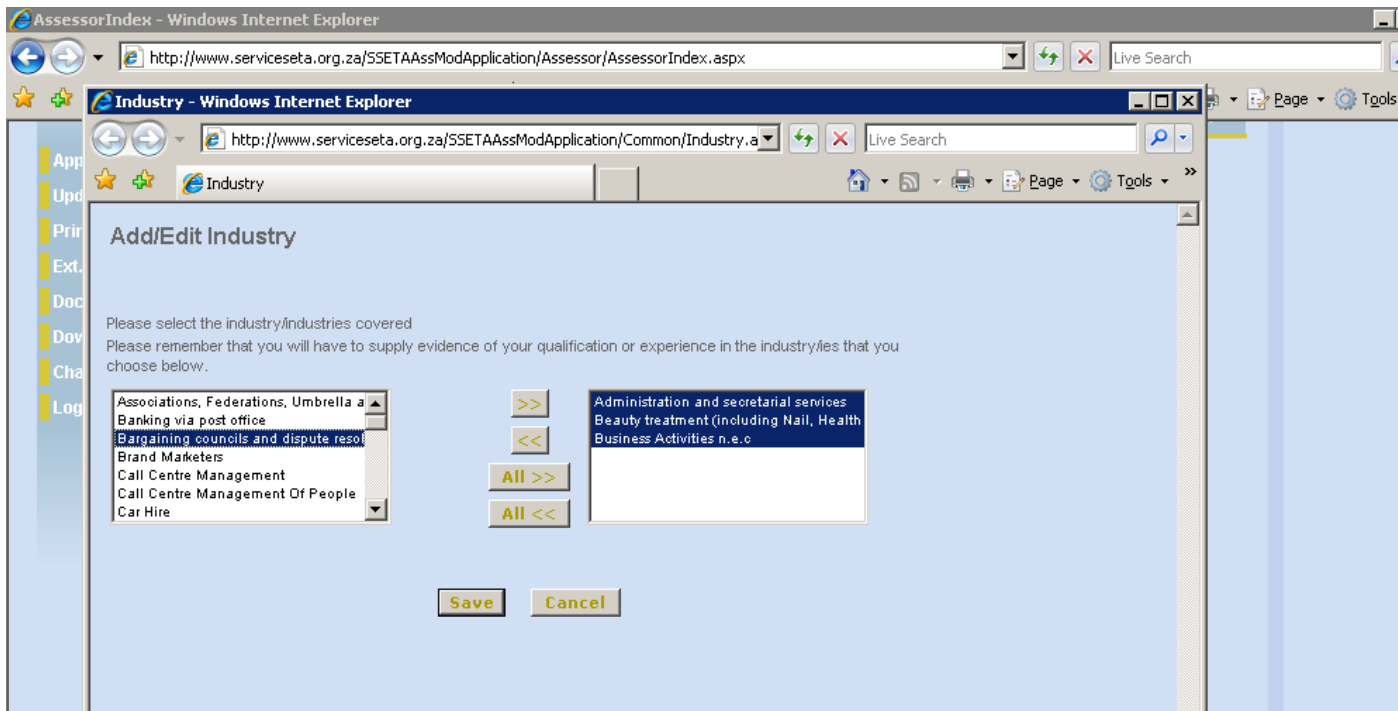
- Once the year column has been activated, use the **minus** sign at the top or the **plus** sign at the bottom of the year column to scroll through the years (circled in red below).



Use the **green drop down arrow** to the right of the month to choose your birth month.

- Once you have chosen your birth month, click on the date of your birth. The calendar will **auto close** once the year, month and day has been chosen.
- Continue capturing the rest of the biographical detail fields (they are all compulsory).
- Please don't forget to click on the **"Choose industry/industries"** link located underneath the "Disability Status" field, in order to choose which industry you work in.
- Once you've clicked the Industry link a new (pop up) window will open. Scroll through the list until you find your industry and then **click on the arrows** that are **facing right** in order to add it to the column on the right.
- If you work with **more than one industry**, press and hold down the "ctrl" key on your keyboard and at the same time, select each industry which you are involved with. Once you are satisfied

with your selection, click on the arrows that are pointing right.



9. Click on the “Save” button. A message will appear that states your information has been successfully saved. Some browsers will display a second window (see below). Click “Yes”. You will then be returned to the Section 1 window.



10. Continue with completing the rest of the Section.
11. Please enter **numbers** in **telephone number** and **postal code** fields. If you try to add text into any of these fields, the system will display an error message. This is done in an effort to **protect the integrity** and **quality of data** that we receive
12. To save your data and continue to Section 2, click the “Save and Continue” button. A message such as the one below will appear. Click “OK”.

13. Please note that you may log out of your application at any time and continue with completion at a later stage.

SECTION 2 : ASSMT01

1. Choose the unit standard/s that you have achieved from the column on the left. If you have achieved more than one unit standard, press and hold down the “ctrl” key on your keyboard whilst at the same time, clicking on the relevant unit standards. **YOU MUST CHOOSE AT LEAST ONE UNIT STANDARD BECAUSE COMPLETION OF THIS FIELD IS COMPULSORY.**
2. Click on the arrows pointing right to move the unit standard/s into the column on the right
3. Next type the name of the relevant training provider in the field circled in red below.

AssessorIndex - Windows Internet Explorer

http://www.serviceseta.org.za/SSETAAssModApplication/Assessor/AssessorIndex.aspx

File Edit View Favorites Tools Help

AssessorIndex

1 - Contact Info 2 - ASSMT01 3 - Qualifications 4 - NQF Registered 5 - Declaration

Section 2 : ASSMT01 Achievements

Save Save & Continue...

All fields marked with * are compulsory, and must be completed in order to submit.
For an applicant to be registered as a constituent Assessor against specific Qualification / or Unit Standard, the applicant must have achieved Assessor unit standard (115753/115755/ASSMT01).
Please select the ASSMT01 unit standards you have achieved from below.

| | | |
|--------|--------|--------|
| 115755 | >> | 115753 |
| | << | 7978 |
| | All >> | |
| | All << | |

Name of Training Provider (who certificated you as competent) Cape College *

Please attach your ETDP statement of results Browse...

Save Save & Continue...

4. Click “Save”. A message stating “Information successfully saved” will appear. Click “OK”

5. The name of the provider that you chose will now appear in the Training Provider field.
6. You then need to attach your ETDP statement of results. You can do this by clicking on the “Browse” button and navigating to where you saved your results either on your PC, network folder or flash disk/memory stick.
7. Once you have successfully attached your statement of results, click on “Save and continue”. A message should appear that you have successfully saved your data. Click “OK”.
8. If for whatever reason you do not yet have your ETDP statement of results, please contact Masechaba Zengele for further assistance

SECTION 3 : QUALIFICATIONS ACHIEVED AND INDUSTRY EXPERIENCE

1. To add the **qualification/s** that you have achieved, click on the “New” button under the qualifications table.
2. A pop up window will appear where you need to complete **ALL** the fields and attach the certificate relevant to the qualification that you achieved. In order to attach the certificate, it would have had to have been scanned onto your PC. If necessary, please speak to **your own IT support person** (or person/company from whom you bought your PC) for assistance in this regard.
3. Once you are satisfied with the data in the qualification pop up window, click on the “Save” button. A message will appear stating that you have successfully saved your data. Click “OK”. You will then be returned to the Section 3 screen.
4. Please repeat steps 1, 2 and 3 above to add data related to your **industry experience**.
5. Should you in future wish to **Edit** or **Delete** any qualifications or industry experience from the list, please use the Edit or Delete **icons** next to the relevant qualification/industry experience.
6. Attaching a copy of your **CV and SA ID/passport** is compulsory and can be done after you have had your ID or passport scanned onto your PC, network folder or flash disk/memory stick.
7. Once you have successfully attached your CV and SA ID/passport, click on the “Save and continue” button. A message will appear stating that you have successfully saved your data.

SECTION 4 : NQF REGISTERED QUALIFICATIONS AND UNIT STANDARDS

IT IS IMPORTANT TO REMEMBER THAT ALL QUALIFICATIONS AND UNIT STANDARDS THAT APPEAR UNDER THIS SECTION, ARE CURRENTLY LOCATED ON THE SERVICES SETA’S DATABASE. SHOULD YOU BE UNABLE TO FIND THE QUALIFICATION OR UNIT STANDARD RELEVANT TO YOU, PLEASE CONTACT MASECHABA ZENGELE ON 011 276 9600 OR masechabaz@serviceseta.org.za FOR ASSISTANCE.

1. To add a **qualification**, click on the “New” button under the qualifications table.
2. A pop up window will appear. Enter either the **SAQA ID** of the qualification or the **first four characters** of the title, i.e. type *mark* for any qualification that contains the word “market” or “marketing” in its title. Click on the “GO” button.
3. Select your qualification from the **drop down list** that appears. Click on “Save”. A message will appear stating that your data has been successfully saved. You will then be returned to the

Section 4 screen.

4. Repeat steps 1, 2 and 3 above for adding the **unit standards** relevant to you.
5. Once you are satisfied with the contents of Section 4, click on “Save and continue”.
6. If all the section flags are green (see page 2 for explanation), the **Declaration** will **no longer be greyed out** but will now be active.

SECTION 5 : DECLARATION

1. Complete the relevant fields under this section
2. It is **not compulsory** to submit/attach your signature or that of a witness.
3. Once you are **100% satisfied** with the contents of your **application** and the **Declaration**, click the “Submit” button.
4. A message will appear **warning** you that once you have submitted your application, you will not be able to make any further changes until you have contacted Masechaba Zengele. You will however, be able to login at any time to view your application but the section fields and their save and continue buttons will be greyed out. This is a measure put in place by the Services SETA in an effort to reduce the frequency of changes during the application process.
5. If the change that you need to make is vital to contributing to the success of your application, please contact Masechaba Zengele on 011 276 9600 or masechabaz@serviceseta.org.za She will be able to unlock the relevant section/s for you.
6. Please note that once a section or sections have been **unlocked**, the flags will **return to red**. If you are not making changes on a particular section, just click on the respective “**Save and continue**” button to change the flag to **green**.

2. REFERENCES OR RECORDS

2.1 Records – This includes reference to other policies, procedures, guidelines, forms or actual records such as external party compiled documents (i.e. evaluation forms)

| Doc No | Name/Title of Document | Responsible for storage | Where kept | How long |
|---------------|-------------------------------|--------------------------------|-------------------|-----------------|
| N/A | | | | |
| | | | | |
| | | | | |
| | | | | |