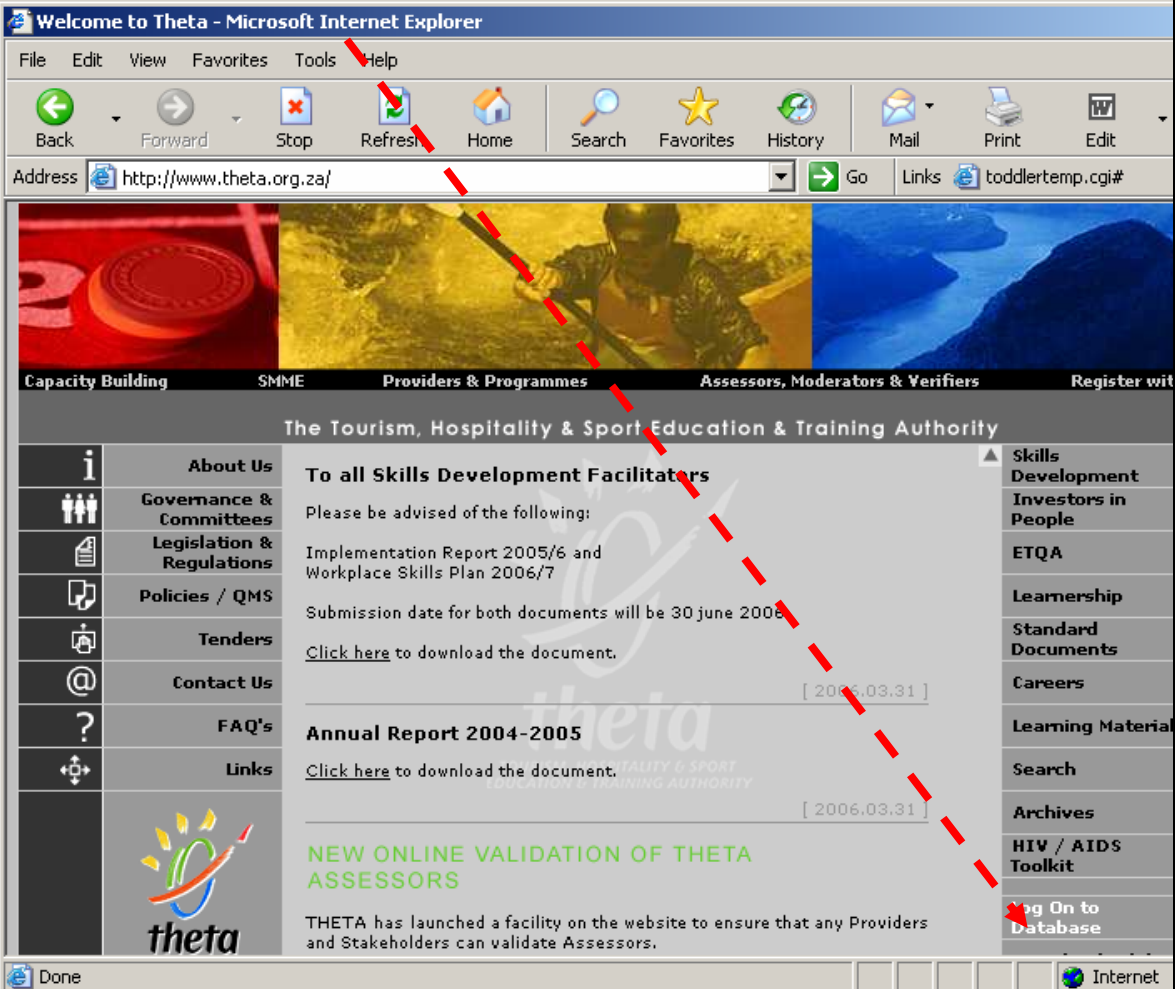




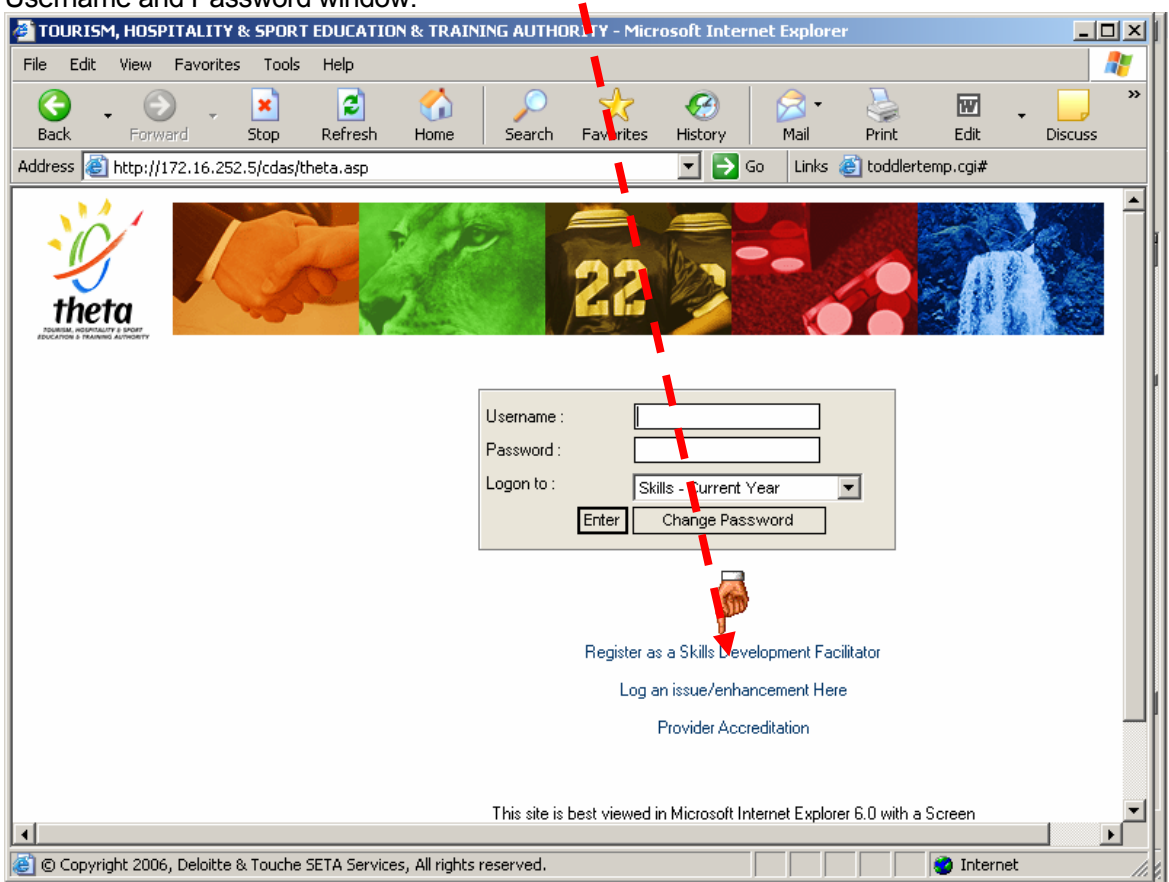
Process for registration as a Skills Development Facilitator

If you have not yet registered a Skills Development Facilitator and have now been identified a Skills Development Facilitator for your organization, please apply for registration on the THETA SMS system.

The table below is a Quick-Guide or Job Aid, to show you how to and explain THETA's process for registration as SDF:

STEP	ACTION
1.	Access the THETA website through the following address: www.theta.org.za The THETA Homepage will appear.
2.	Select the “Log on to Database” link on the right hand side of the menu bar.  <p>The THETA Stakeholder Logon Application appears.</p>

3. Select the “**Register as a Skills Development Facilitator**” icon just below the pointing hand and Username and Password window.



4. This will open a template with fields for completion and submission, titled 'Registration of A Skills Development Facilitator'

Complete all required information and press the 'Submit' window provided on the bottom left hand side of the form.

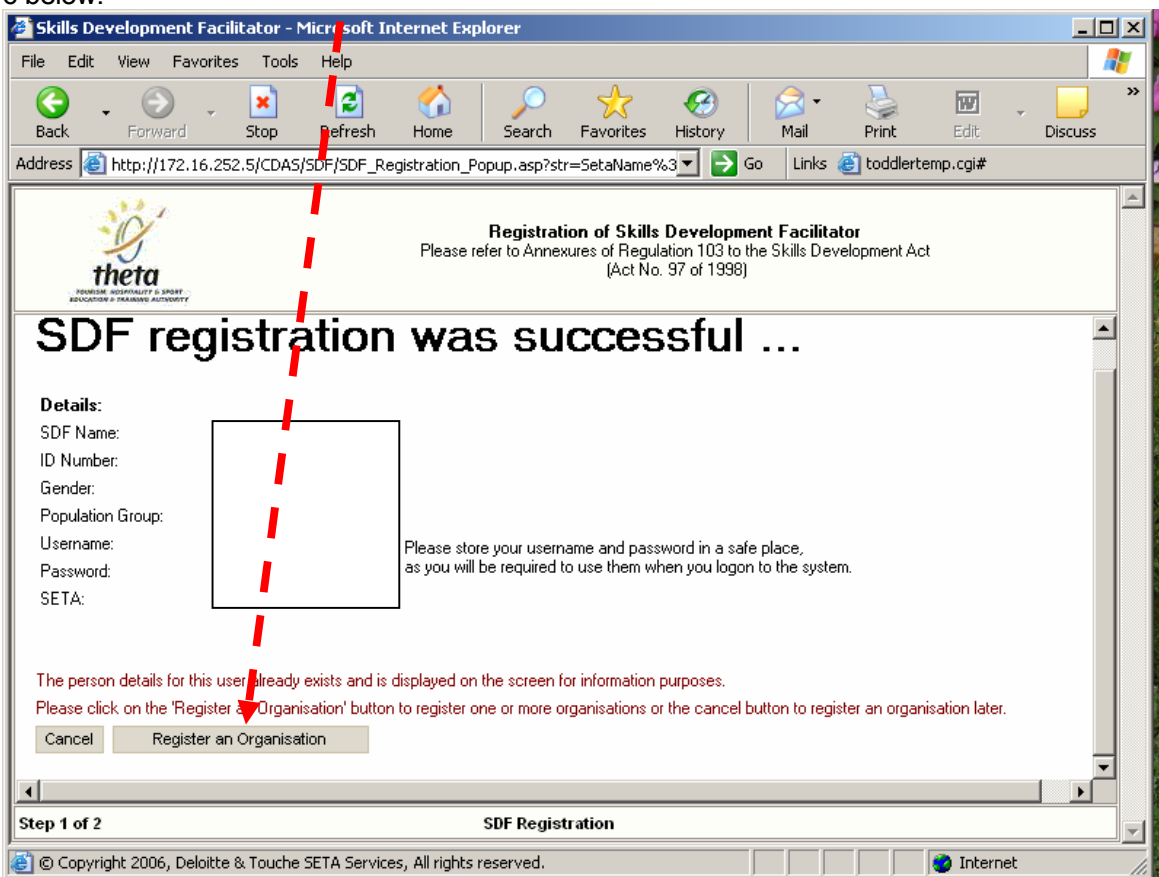
Registration of Skills Development Facilitator
Please refer to Annexures of Regulation 103 to the Skills Development Act
(Act No. 97 of 1998)

Personal Details:

Surname	First Name	Initials	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID Number	(For statistical purposes only)		
<input type="text"/>	Gender	Population Group	Disabled
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Highest Level of Education	<input type="text"/>		
Current Occupation	<input type="text"/>		
Experience relevant to Skills Development Facilitator			
Experience	<input type="text"/>		
	Duration of total experience in years <input type="text"/>		

Step 1 of 2 **SDF Registration**

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<p>5.</p>	<p>Step 2: After submitting your details for registration, and pressing 'submit' the following page will open re-confirming your</p> <ul style="list-style-type: none"> ▪ SDF Name ▪ ID Number ▪ Gender, etc. <p>Please click on the 'Register an Organisation' button to register one or more organisations. Please do not press 'cancel' – this will result in your registration being unsuccessful. An SDF must be registered to a particular organisation / organisations.</p> <p>These organisation(s) must correspond to those who submit letters of appointment, as per Step 6 below.</p> 
<p>6.</p>	<p>Ensure the relevant person (HR Manager, Financial Officer, General Manager, Owner, etc) within the employer organisation faxes a letter confirming appointment of the SDF for the attention of the THETA Levies & Grants Department to: 011 803 6702</p> <p>Mandatory requirements for the Letter of SDF Appointment are:</p> <ul style="list-style-type: none"> ▪ Must be on the company letterhead ▪ Must specify the organisations SDL numbers(s) ▪ Must specify any subsidiary organisations or SDL numbers within THETA's scope that the SDF may act on behalf of. ▪ Must specify the nominated SDF's full name and surname. ▪ Must specify the SDF's ID number.
<p>7.</p>	<p>Only upon receipt of the above letter and submission of the completed form (4 above) will THETA accept registration of the SDF.</p>
<p>8.</p>	<p>Acceptance of the SDF is done via the SMS system which activates the requested Username and password and will allow the SDF to access information pertinent to the organisation they represent.</p>