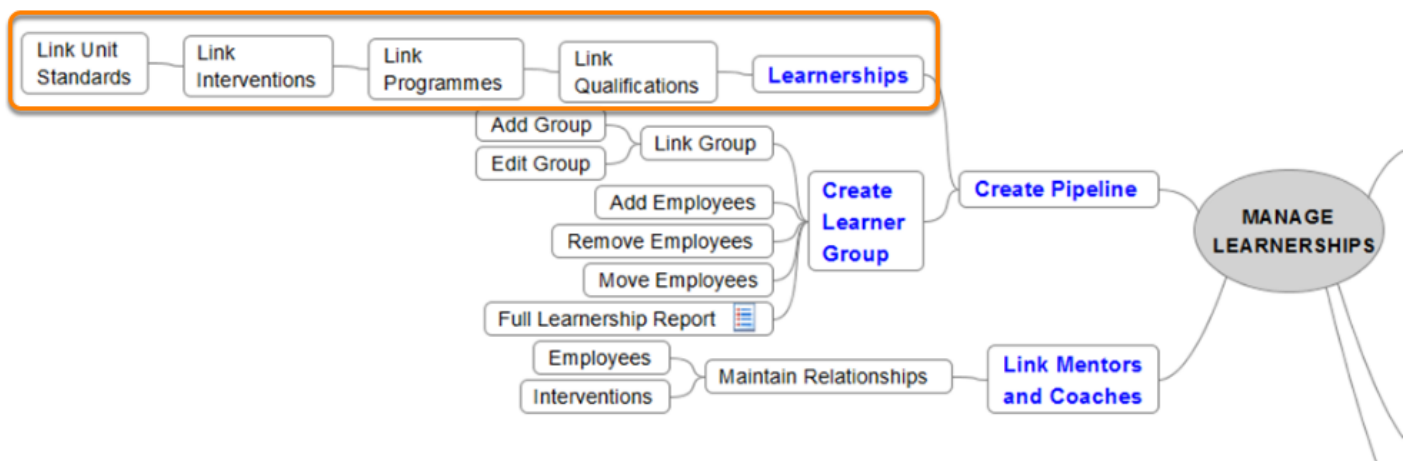


# How to Create a Learnership using Master Data

In this section you will learn how to create a Learnership by using the following steps:

- Create Unit standards
- Create Training Interventions and link Unit Standards
- Create Programmes and link Training Interventions
- Create Qualification and link Programmes
- Create a Learnership and link Qualification

## Learnership Master Data Mind Map



## How to Work with Unit Standards

How to Work with Unit Standards

**HOW DID I GET HERE?**

System Administration | System Administration | Database | Standards

## Unit Standard List Screen



## Unit Standards List

List of unit standards as well as site-specific standards which can be linked to a programme (skills or other) or to jobs and positions

Search

Short Code	<input type="text"/>	Title	<input type="text"/>
Standard / Site Specific	<input type="text" value="All"/>	Schema	<input type="text" value="All"/>

Action	Short Code	Title	Registration Number	DoL Approved	Unit / Site Standard	NQF Level	Schema	Delete
<a href="#">View/Edit</a>	U113965	113965 Demonstrate and apply knowledge of role and responsibility of national government in South Africa	113965	Yes	Legislative	NQF level 04	All	<a href="#">Used By</a>
<a href="#">View/Edit</a>	U115593	115593 Apply facilitation processes to deal with an environmental risk in a local community	115593	No	Legislative	NQF level 02	All	<a href="#">Used By</a>

The **Unit Standard List Screen** shows a list of Unit Standards.

- Add, Edit and Delete functionality exists in order to maintain Unit Standards.
- The System Administrator is responsible to maintain the Unit Standards catalogue.

# Unit Standard Details Screen

Unit Standard Details Screen

Note on the following when adding or editing the Unit Standards:

- The accuracy of the **credits** field is important, because this field will be used to calculate the total credits (to be earned/completed) for programmes and learnerships.
- Training Intervention Sync Mode should be "Do not create/update learner record"

# How to Work with Training Interventions

How to Work with Training Interventions

## HOW DID I GET HERE?

System Administration | System Administration | Database | Training Interventions

# Training Intervention List Screen



Search

Description  Type

Show Disabled Training Intervention

Previous 20 || Next 20

Code	Description	Type	Learning Type	Nature of Learning	Category	Status
58206 LITERACY	58206 LITERACY TRAINING	Classroom	Classroom	Internal	A	
58206 NUMERACY	58206 NUMERACY TRAINING	Classroom	Classroom	Internal	A	
L58206P1	L58206/WRO/L2 - LEARNING PROGRAMME 1 POE	Portfolio of Evidence	Practical	Internal	A	
L58206P2	L58206/WRO/L2 - LEARNING PROGRAMME 2 POE	Portfolio of Evidence	Practical	Internal	A	

Training interventions will represent any activities for which events or learner records should be created e.g. formal theoretical training session and POE submission. A descriptive naming convention should be followed for example “WRMO/L2/58206 - LEARNING 1 Theoretical Training” or “WRMO/L2/58206 - LEARNING 1 POE”.

The **Training Intervention List Screen** shows a list of Training Interventions.

- Add and Edit functionality exists in order to maintain the Training Interventions.
- The System Administrator is responsible to manage and maintain the Training Intervention catalogue.

# Training Intervention Detail Screen

Training Intervention Detail Screen

Note on the following when adding or editing the Training Interventions:

- All the mandatory fields are marked with an asterisk(\*).
- It is important to note that the Pathway Step Type field on the intervention have to be defined as “Classroom” for all the Theoretical Training Interventions. The classroom interventions will be used in the "Create Events" procedure, later in the learnership management process.
- The intervention credits field will only be used in reporting by the Learnership Module, only the unit standard credits will be used in credits calculations.

- Tick the Mentor Manual Update check box for training interventions that should not be included in the automated procedure to assign the Line Manager as a Mentor on the Training Interventions. (A classroom intervention will be marked, because it will not be mentored by the Line Manager)
- Check the "Add to Learner Record" check box.

# Link Unit Standards to Training Interventions



Link the predefined unit standards to the training interventions using the "Link Unit Standards" tab.

# How to Work with Programmes

How to Work with Programmes

## HOW DID I GET HERE?

System Administration | System Administration | Database | Programmes

# Programmes List Screen



Programmes List

**i** Combine or group a number of training interventions or unit standards into a training programme. Depending on a company's requirements a programme could be loaded as a learner record for an employee. When and how a programme is loaded requires an ad hoc configuration done by Signify.

Search

Code  Title

|

Action	Code	Title	DoL Approved	FAIS Relevant	NQF Band	Delete
<a href="#">View / Edit</a>	58206LIT	58206 LITERACY	No	No		<a href="#">Used By</a>
<a href="#">View / Edit</a>	58206NUM	58206 NUMERACY	No	No		<a href="#">Used By</a>
<a href="#">View / Edit</a>	L58206/WRO/L2/L1	L58206/WRO/L2/Learning Programme 1	No	No		<a href="#">Used By</a>
<a href="#">View / Edit</a>	L58206/WRO/L2/L2	L58206/WRO/L2/Learning Programme 2	No	No		<a href="#">Used By</a>
<a href="#">View / Edit</a>	L58206/WRO/L2/L3	L58206/WRO/L2/Learning Programme 3	No	No		<a href="#">Used By</a>

The **Programmes List Screen** shows a list of Programmes which consists of a number of Training Interventions.

- Add, Edit and Delete functionality exists in order to maintain the Programmes.
- The System Administrator is responsible to manage and maintain the Training Programmes catalogue.

## Programme Detail Screen



## Link Training Interventions to Programmes

Training linked to L58206/WRO/L2/Learning Programme 1

From the training intervention library, select the training interventions that should form part of the L58206/WRO/L2/Learning Programme 1 programme.

[Programmes List](#) > [\[Ref: 25\] L58206/WRO/L2/L1 L58206/WRO/L2/Learning Programme 1](#)

Detail **Link Training** Link Unit Standards

Search  Search Clear

Add Delete Back To List

Training Intervention	Delete
L58206/WRO/L2 - LEARNING PROGRAMME 1 POE	<input type="checkbox"/>
L58206/WRO/L2 - LEARNING PROGRAMME 1 TRAINING	<input type="checkbox"/>

Link the predefined Training Interventions to the Programmes using the “Link Training” tab.

## How to Work with Qualifications

How to Work with Qualifications

### HOW DID I GET HERE?

System Administration | System Administration | Database | Qualifications

## Qualifications List Screen



## Qualifications List

Combine or group a number of training interventions or unit standards into a qualification. Depending on a company's requirements a qualification could be loaded as a learner record for an employee. When and how a qualification is loaded requires an ad hoc configuration done by Signify.

Search

Qualification Type  Title

Search

Clear

Add

Delete

Action	Code	Qualification Title	SAQA Approved	NQF Level	Provider	Notes	Delete
<a href="#">View / Edit</a>	58206	National Certificate: Wholesale and Retail Operations [SGB R&W] [58206]	No	NQF level 02	SGB R&W		<input type="checkbox"/>

The **Qualifications List Screen** shows a list of Qualifications.

- Add, Edit and Delete functionality exists in order to maintain the Qualifications.
- The System Administrator is responsible to manage and maintain the Qualifications catalogue.

## Qualifications Detail Screen

Qualifications Detail Screen

The important fields to be entered on the Qualification screen are shown above.

Note: Skills Programme Synchronisation Mode should be set to "Automatically update the status of an existing learner record if all conditions are met".

## Link Programmes to Qualifications

Link Programmes to Qualifications

Link the predefined Programmes to the Qualification by using the "Link Programmes" tab.

## How to Link a Qualification to a Learnership

How to Link a Qualification to a Learnership

**HOW DID I GET HERE?**

# Learnerships List Screen

## Learnerships List Screen

The Learnerships **List Screen** shows a list of Learnerships.

- Add, Edit and Delete functionality exists in order to maintain the Learnerships catalogue.
- The System Administrator is responsible to manage and maintain the Learnerships catalogue.

# Learnerships Detail Screen

## Learnerships Detail Screen

Enter the related fields and link an existing Qualification.

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