

How To Add a Programme To a Job Profile

How to get there?

Click on System Administration (1), then with your cursor hover over Modules (2) | Job Management (3) | Job Profiler (4).

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What to do?

- Insert the title of the Job Profile (1).
- Click on the Search (2) button to search.
- Select the Click here to...(3) to access the drop down.
- Click on the View (4) button.

The screenshot shows the 'Job Profile List' interface. At the top, there is a search section with fields for 'Job Code', 'Job Title', 'Compiler', and 'Lock Status'. The 'Job Title' field contains 'business analyst' and is highlighted with a red box and a circled '1'. Below the search fields are buttons for 'Search' (highlighted with a red box and a circled '2'), 'Clear', and 'Position Search'. Below the search section are links for 'Add new Profile', 'View printable version', and 'Add new Profile: (Quick Add)'. The main part of the interface is a table with columns: Action, Code, Title, Number of Positions, Number of Vacant Positions, Administration Status, Version, Compiler, Lock Status, Locked By, and Print. The first row of the table is highlighted, and a dropdown menu is open over the 'Action' column, showing options: 'Click here to...', 'View' (highlighted with a red box and a circled '4'), 'Go to Job's Positions', 'Copy', and 'Print Profile'. A circled '3' points to the 'Click here to...' option in the dropdown.

Action	Code	Title	Number of Positions	Number of Vacant Positions	Administration Status	Version	Compiler	Lock Status	Locked By	Print
Click here to...	23	Business Analyst	26	6	Distributed to all stakeholders	1		Locked	Christiaan Venter	
View		Junior Business Analyst	1	0	Distributed to all stakeholders	1		Locked	Lee-Ann Janse van Rensburg	

Note: Before you will be able to edit the Job Profile you will have to select Unlock Profile (5).

Tip: If you select the Unlock Profile Button you will have locked the Profile for other administrators and your user name(6) will be displayed next to the Locked text.

The screenshot shows a web application interface for managing Job Profiles. On the left is a navigation menu with categories: Home, Profile Search, Job Profile, Company Values, Refresh Menu, and Administration. Under 'Job Profile', the 'Unlock Profile' button is highlighted with a red box and a circled '5'. The main content area is titled 'Profile Detail' and includes a sub-header 'Job Profile' with a red box and a circled '6' around the text '[Locked - Christiaan Venter]'. Below this, the 'Job Profile Details (Version 1)' form is visible, containing fields for Job Title (Business Analyst), Job Code (23), Secondary Job Title, Occupational Domain (Specialist, technical, junior management, supervisor, foreman, superintendent), Occupational Level (Professionals), and OFO Code. A checkbox 'Allow adding on positions while inheriting' is also present.

- Once the Job Profile is unlocked expand the Requirements Profile (7).
- Select Programmes (8).
- Click on the Add a Programme (9) button.

Home

Profile Search

Job Profile

- Positions (104)
- Output Profile
- Requirements Profile**
 - Qualifications
 - Training Interventions
 - PDP Performance Tar
 - Professional Status
 - Experience
 - Skills
 - Competencies
 - Knowledge And Skills
 - Personal Attributes
 - Driving Licence
 - Programmes**
 - Unit Standards
 - Licences

Company Values

Refresh Menu

Administration

Programmes

From the Programmes library, select the programmes that should form part of this job/position's training requirements.

[Locked - Signify Signify]

Job Title: Business Analyst

Job Code: 23

Version: Version 1

Add a Programme **Delete Programmes**

Action	Code	Title
View / Edit	Sch9_Pg1	Schema 9 Programme 1 - Competent Badge Valid Forever

Save

- Select the Programme that you would like to add (10).
- Then click on Save (11).

SELECT FROM EXISTING PROGRAMMES

Search Hide

Code Title

Q Search

Save Close

Select	Code	Title	Type	To Be Used By
<input type="checkbox"/>	101	AM Skills Programme	Skills Programme	All
<input type="checkbox"/>	0001	Moderation Type P	Skills Programme	All
<input checked="" type="checkbox"/>	SCH4_Prog1	SCH 4 Programme 1 - Badge when Competent	Skills Programme	All
<input type="checkbox"/>	SCH4_Prg2	SCH 4 Programme 2 - Badge when Completed	Skills Programme	All

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