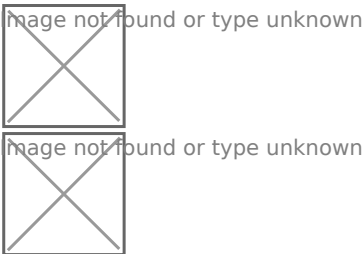


How To Add a Programme To a Job Profile

How to get there?

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



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.

Job Profile List

Job Profile Search

Job Code

Job Title

1 business analyst

Administration Status

Compiler

Lock Status

All

2 Search

Clear

Position Search

Add new Profile

View printable version

Add new Profile (Quick Add)

Total number of Profiles: 2

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

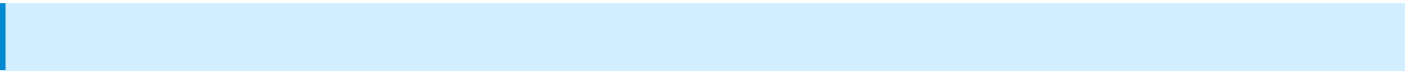
Click here

Go to Job's Positions

Copy

Print Profile

Close



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 displays a web application interface for managing job profiles. On the left is a navigation menu with options: Home, Profile Search, Job Profile, Company Values, Refresh Menu, and Administration. The 'Job Profile' section is expanded, showing sub-options: Unlock Profile (marked with a red circle and '5'), Profile Detail, Notes, Documents, Positions(104), Output Profile, and Requirements Profile. The main content area is titled 'Profile Detail' and includes a user icon and a red box labeled '[Locked - Christiaan Venter]' (marked with a red circle and '6'). Below this, the 'Job Title' is 'Business Analyst', 'Job Code' is '23', and 'Version' is 'Version 1'. A section titled 'Job Profile Details (Version 1)' contains a form with the following fields: 'Allow adding on positions while inheriting' (checkbox), 'Job Title' (text box with 'Business Analyst' and a character count '* (239/255)'), 'Job Code' (text box with '23' and '(253/255)'), 'Secondary Job Title' (text box with '(255/255)'), 'Occupational Domain' (dropdown menu with 'Specialist, technical, junior management, supervisor, foreman, superintendent'), 'Occupational Level' (dropdown menu with 'Professionals'), and 'OFO Code' (text box with a character count '(255/255)' and a refresh icon).

Home

Profile Search

Job Profile

Unlock Profile 5

Profile Detail

Notes

Documents

Positions(104)

Output Profile

Requirements Profile

Qualifications

Training Interventions

PDP Performance Tar

Professional Status

Experience

Skills

Competencies

Knowledge And Skills

Company Values

Refresh Menu

Administration

Profile Detail

Identifies where the generic job fits into the organisation in terms of occupational level and category as well as role/grade level and compensation policy applied.

[Locked - Christiaan Venter] 6

Job Title: Business Analyst

Job Code: 23

Version: Version 1

Job Profile Details (Version 1)

☐ Allow adding on positions while inheriting

Job Title Business Analyst * (239/255)

Job Code 23 (253/255)

Secondary Job Title (255/255)

Occupational Domain Specialist, technical, junior management, supervisor, foreman, superintendent

Occupational Level Professionals

OFO Code (255/255)

- 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 (7)

Qualifications

Training Interventions

PDP Performance Tar

Professional Status

Experience

Skills

Competencies

Knowledge And Skills

Personal Attributes

Driving Licence

Programmes (8)

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 (9)

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** (11)

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"/> (10)	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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