

ETQA

PROVIDER UPDATE INFORMATION TRAINING MANUAL

Creating a Transaction

Version 1.0

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1. How to Login

- a. Navigate to: "https://portal.hwseta.org.za/web/login"
- b. Enter Email and Password and click "Log in".



- 2. Creating an Updating Info Transaction
 - a. Click on Update provider Info

Portal Website	Providers				(Q,	a lest prov 🗸
Houth and Vertice Anthropy Proceeding Anthropy HWSETA						No of Records 1-1 of 1
takeholders	Accreditation No.	Name	Phone	Email	Active	Provider Status
Providers	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXX	2	XXXXXXXXX
Learners						
Transactions						
Accreditation						
Assessor Links						
Moderator Links						
Link Stakeholder						
Update Provider Info						
Batch Master						
Learner Registration						
Assessment						

b. Accept the terms and condition

Portal Website				
	Providers	SETA update.provider	- X.	0 *
HWSETA		Terms & Conditions Contact General Address	Personal Address Postal Address Business Info Business Documents	No of Records 1-1 of 1
Stakeholders	C Accreditation	Disclaimer		Provider Status
Providers	D HW	Terms and Conditions		Accredited
Learners		Provider id	test_prov •	
Accreditation Assessor Linky Moderator Links Lunk Stakeholder Update Provider Into Batch Master Lamore Registration Assessment		placeholder for t and c document download	But I must explain to you how all this mistaken idea of denouncing pleasuru and praking pain was bern and I will give you a complete explorer of the toth, the metabe-builder of human happiness. No non rejects, diskes, or avoids pleasure itself because it is pleasure, but because those who do not know how to pursus pleasure rationally encounter consequences that are externely painful. Nor again is there anyone who lowes or pursues or desires to obtain pain of theft, because it is pain, but because occasionally circumstances occur in which total and pain can procure advantage from TP but who has any ratio tand example, which of us ever undertakes laborious physical exercise, except to obtain some who avoids a pain that produces nor resultant conserption who how do avoid a pain that produces no resultant example.	
		Terms & conditions		
		Cancel		
Powered by HWSETA				

c. Click on contact and enter new contact details.

	Providers	SETA update.pr	ovider ×	0 *
HWSETA		Terms & Conditions	Contact General Address Personal Address Postal Address Business Info Business Documents	No of Records 1-1 of 1
Stakeholders	Accreditation	Disclaimer		Provider Status
Providers	E HW			Accredited
Learners		General Det	alls	
Transactions		Phone	0116076900	
Accreditation		Mobile	000000000	
Assessor Links		Fax	0116076900	
Moderator Links		Website	http://www.tesbcococxprovider.co.za	
Link Stakeholder				
Update Provider into		Cancel		
Batch Master		Galicei		
Learner Registration				
Assessment				

d. Click on General address and enter the address.

Portal Website					
	Providers	SETA update.provider		8	
HWSETA		Terms & Conditions > Co	ntact General Address Personal Address Postal Address Business Info Business Docume	ents 👌 🔺	No of Records 1-1 of 1
Stakeholders	Accreditation 1	Disclaimer			Provider Status
Providers	- HA			- 11	Accredited
Learners		Work Address		- 10	
Transactions		Street	32	- II	
Accreditation		Street2	Street num	- 11	
Assessor Links		Street3	Street num		
Moderator Links		Suburb	Suburb	•	
Link Stakeholder		City		•	
Update Provider Info		State id	Gauteng		
Batch Master		Zip	[00000]		
Learner Registration		Country id	South Africa		
Assessment				-	
		Cancel			
		Gentoer			

e. Click on Personal address and enter the address.

Portal Website					
	Providers	SETA update.provider		×	0.*)
HWSETA		Terms & Conditions Cor	ntact General Address Personal Address Postal Address Business Info Business Documer	its) *	No of Records 1-1 of 1
Stakeholders	Accreditation I	Disclaimer		- 18	Provider Status
Providers Learners	D HW	Home/Physical Ad	ddress		Accredited
Transactions		Physical address 1	Enter Physical address	2 H.	
Accreditation		Physical address 2	Enter Physical address	2 H.	
Assessor Links		Physical address 3	Enter Physical address		
Moderator Links		Provider physical suburb	Enter Physical suburb	•	
Link Stakeholder		City physical	Enter city		
Update Provider Info		Province code physical	Enter code	•	
Batch Master		Zip physical	Enter zip		
Learner Registration		Country code physical	South Africa	•	
Assessment				-	
		Cancel			

f. Click on Postal address and enter the address.

Territorial deletion from the territory from the territory from the territory from territory from territory from territory from territory for	Terms & Conditions Cont	act General Address Personal Address Postal Address Business Info Business Documents		
Stakeholders CAccred	Planter and		NO GERECI	ords 1.1 of 1 1 m
	itation I Disclaimer		Provider Status	
Providers HW	Postal Address		Accredited	
Transactions	Postal address 1	Enter Postal Address		
Accreditation	Postal address 2	Enter Postal Address		
Assessor Links	Postal address 3	Enter Postal Address		
Moderator Links	Provider postal suburb	Enter Postal Suburb		
Link Stakeholder	City postal	Enter City .		
Update Provider Info	Province code postal	Gauteng		
Batch Master	Zip postal	00000		
Learner Registration	Country code postal	South Africa		
Assessment	27 - 68 - A		•	

g. Click on Business Info and enter information

6	Providers	SETA update.provider		× .	
HWSETA		Terms & Conditions Contact	General Address Personal Address Postal Address Business Inio Business Docum	ents 🔪 🔺	No of Records 1-1 of 1
takeholders	Accreditation	Disclaimer			Provider Status
Providers Learners	HW	Business Info		- 8	Accredited
ransactions		Company Registration Number	000000000000000000000000000000000000000	- 18	
Accreditation		VAT Number	000000000000000000000000000000000000000	- H.	
Assessor Links		Provider Focus	Select Focus		
Moderator Links		Years in Business	1	~	
Link Stakeholder		Number of full time staff members	2000000		
Update Provider Info				-	
Batch Master		Cancel			
Learner Registration		Cancer			
Assessment					

h. Click on Business Documents, click the dropdown to attach a file.

NB: Please note that already existing files will not reflect here, however, if a new file is attached it will be replaced.

Portal Website				
Built and Wilder Serier Education and Research Andrews	Providers	SETA update.provider	senated Address Duringer Infe	0.
Stakeholders	C Accreditation	Disclaimer	risonai Aduress / Posiai Aduress / Dusiness inio / Dusi Ass Documents	No of Records 1-1 of 1
Providers Learners	B HW	Business Documents		Accredited
Transactions Accreditation		PLease note:	These fields do not populate for you, if you add a file here, it will be replaced!	
Assessor Links		Cipro Documents	Test doc.pdf	
Moderator Links		Tax Clearance	Test doc.pdf	
Link Stakeholder		Director C.V		
Batch Mactor		Certified copies of Qualifications	· · ·	
Learner Denistration		Professional Body Registration	•	
Assessment		Workplace Agreement	•	
		Business Visa/Passport/Permanent residence	•	
		Learning Programme Approval Report	•	
		Skills Programme Registration Letter	•	
		Company Profile and organogram	•	
		Quality Management System (QMS)		
		Lease Document		
			•	
		Cancel		
Powered by HWSETA				

i. Click on Disclaimer and click the "Update" button to send the transaction or "cancel" to discard.

Portal Website		_		1
G	Providers	SETA update.provider	×	0~)
HWSETA		Terms & Conditions Contact General Address	s Personal Address Postal Address Business Info Business Documents	No of Records 1-1 of 1
Stakeholders	Accreditation I	Disclaimer		Provider Status
Providers	D HW			Accredited
Learners		Disclaimer		
Transactions		Please note:	The details you are trying to change will reflect on your profile and will	
Accreditation		\frown	require another update and approval to reverse any mistakes.	
Assessor Links		Update		
Moderator Links			•	
Link Stakeholder		Cancel		
Update Provider Info				
Batch Master				
Assessment				

**Updating Provider Info completed.

- 3. Reviewing the Update Info Transaction
 - a. Click on Providers then click the Provider line

	Providers				(QI	
HWSETA	<u>k</u>					No of Records 1-1 of 1
Stakeholders	 Accreditation No. 	Name	Phone	Email	Active	Provider Status
Providers		XXXXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXX	2	XXXXXX
Learners						
Transactions						
Accreditation						
Assessor Links						
Moderator Links						
Link Stakeholder						
Update Provider Info						
Batch Master						
Learner Registration						
Accoccmont						

 b. Click on updates, you will see the reference number of the transaction made and the status (status will change to Approved or Rejected as and when the transaction gets processed).

Portal Website											(o) It	est prov +
Math and Mather Schere Readon and Postering Andrewsy HWSETA	Providers / XXXXXX	59X		Print	2 Attachment	(s) • More •						im
Stakeholders	Address	32				Phone	00000000	0				^
Providers		sdfc b				Mobile	00000000	0				
Learners						Fax						
Transactions			Gauteng			Email	XXXXXXX	XXXXXXXX	х			
Accreditation		South Africa										
Assessor Links	Website											
Moderator Links	0.001											
Link Stakeholder	Undates Addres	s Business Info	Contacts / Branch	Provider Contact	Qualification	Skills Programme	Learning Programme	Assessor	Moderator	Batches	Internal Notes	
Update Provider Info	Internal Mate Track	Exteninfo				county is a granter of	treating tradition					
Batch Master		LANG										
Learner Registration	Update ids	Reference	Provider id		Created on		Action date	Act	tion partner		Status	
Assessment		UPI-006	XXXXXX		08/10/2020 15:50:1	3					Submitted	
		-										

c. Click on the reference number line to review and compare changes



**Changes will only reflect to the profile after approval.