



mictseta

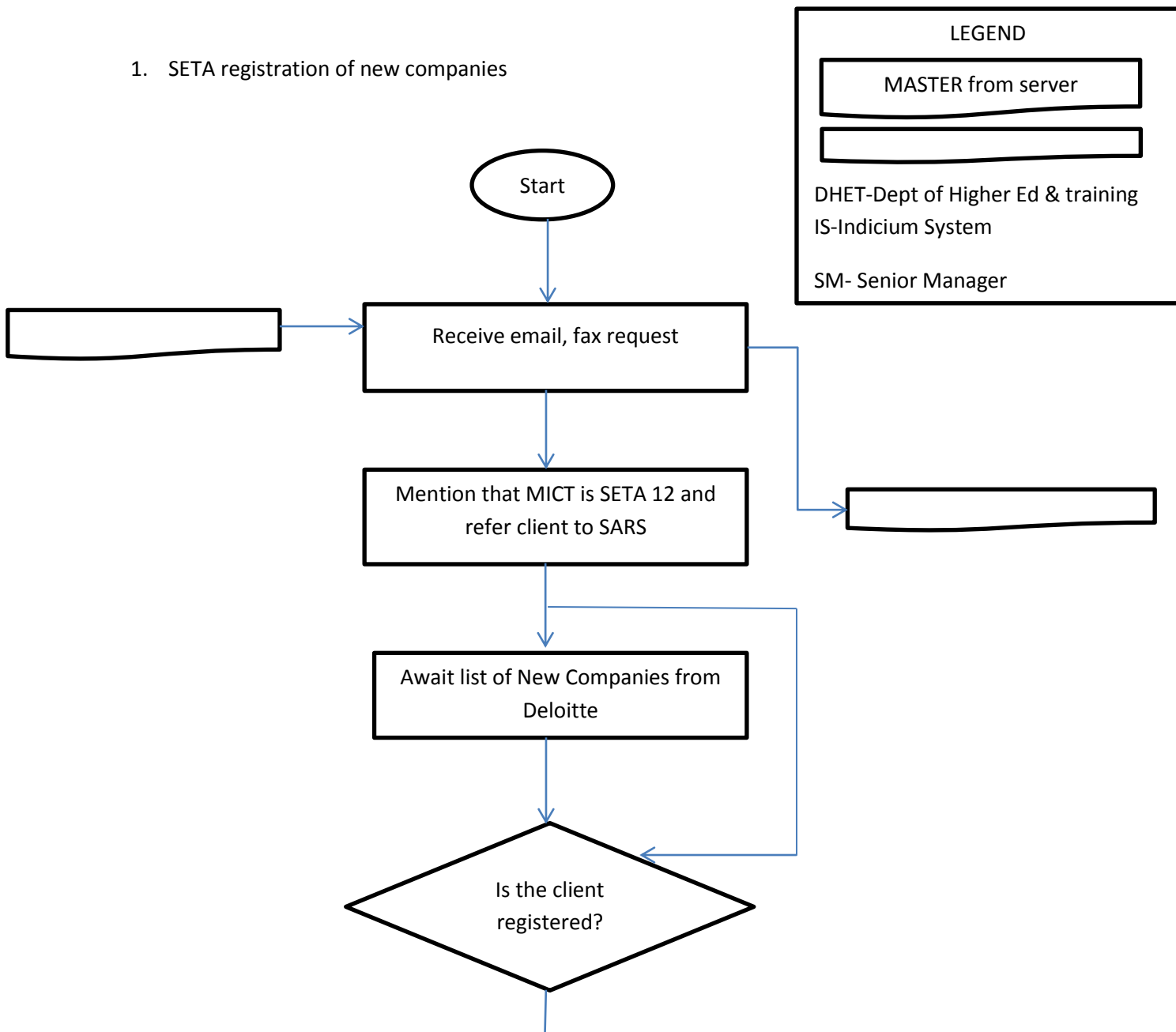
Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

SSP PROCEDURES (FLOWCHARTS)

2015/16

1. SETA registration of new companies

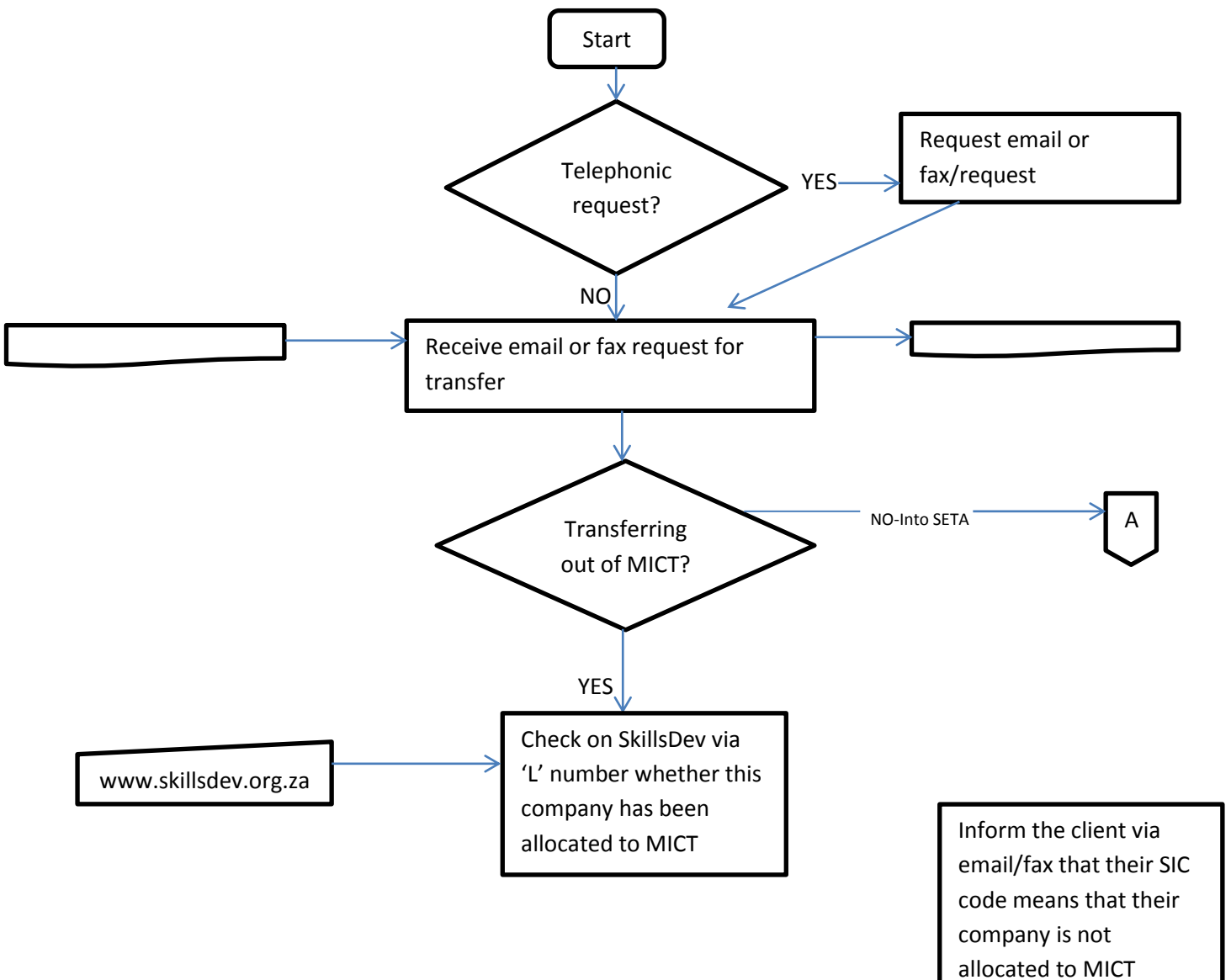


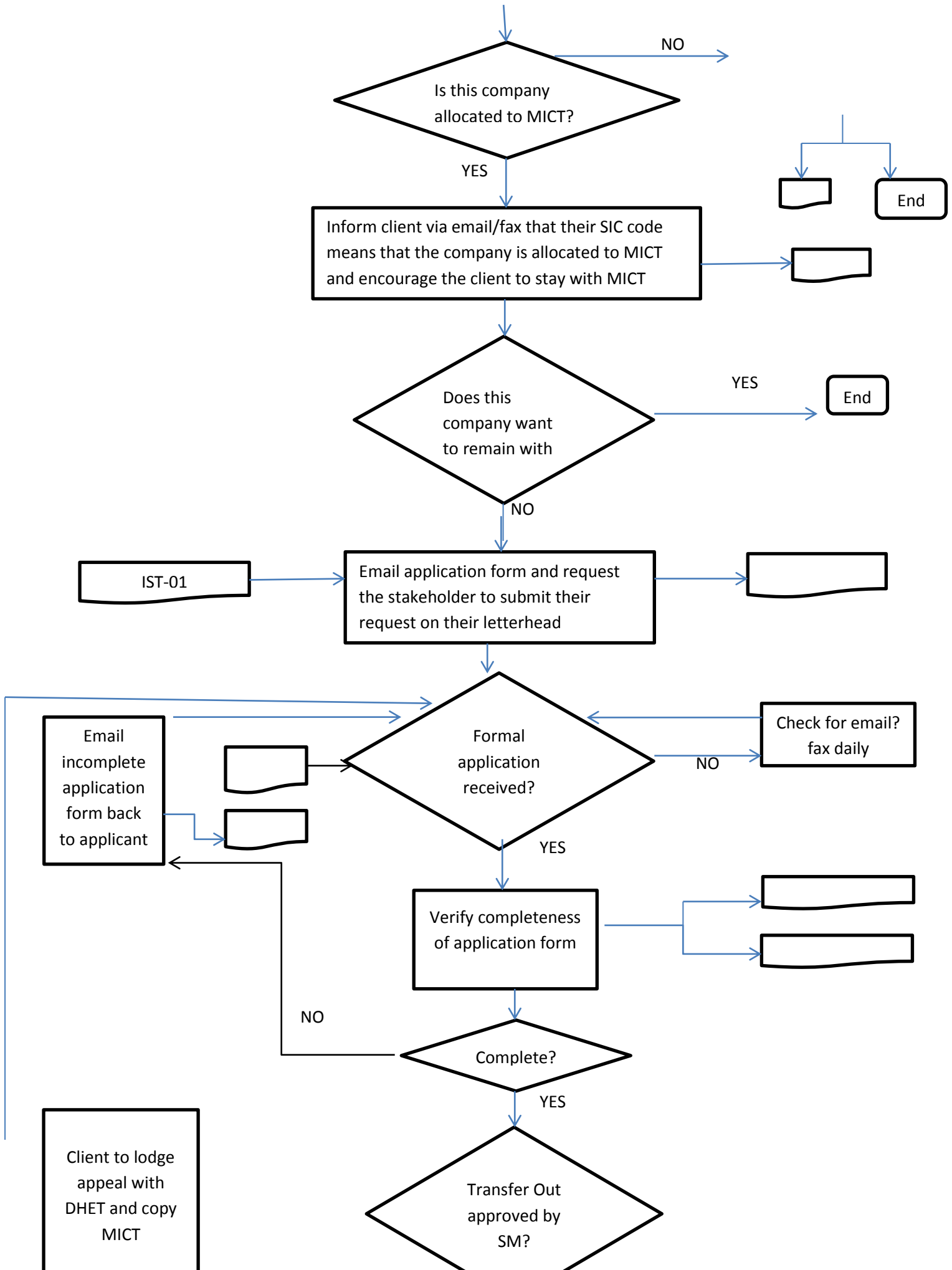
NO

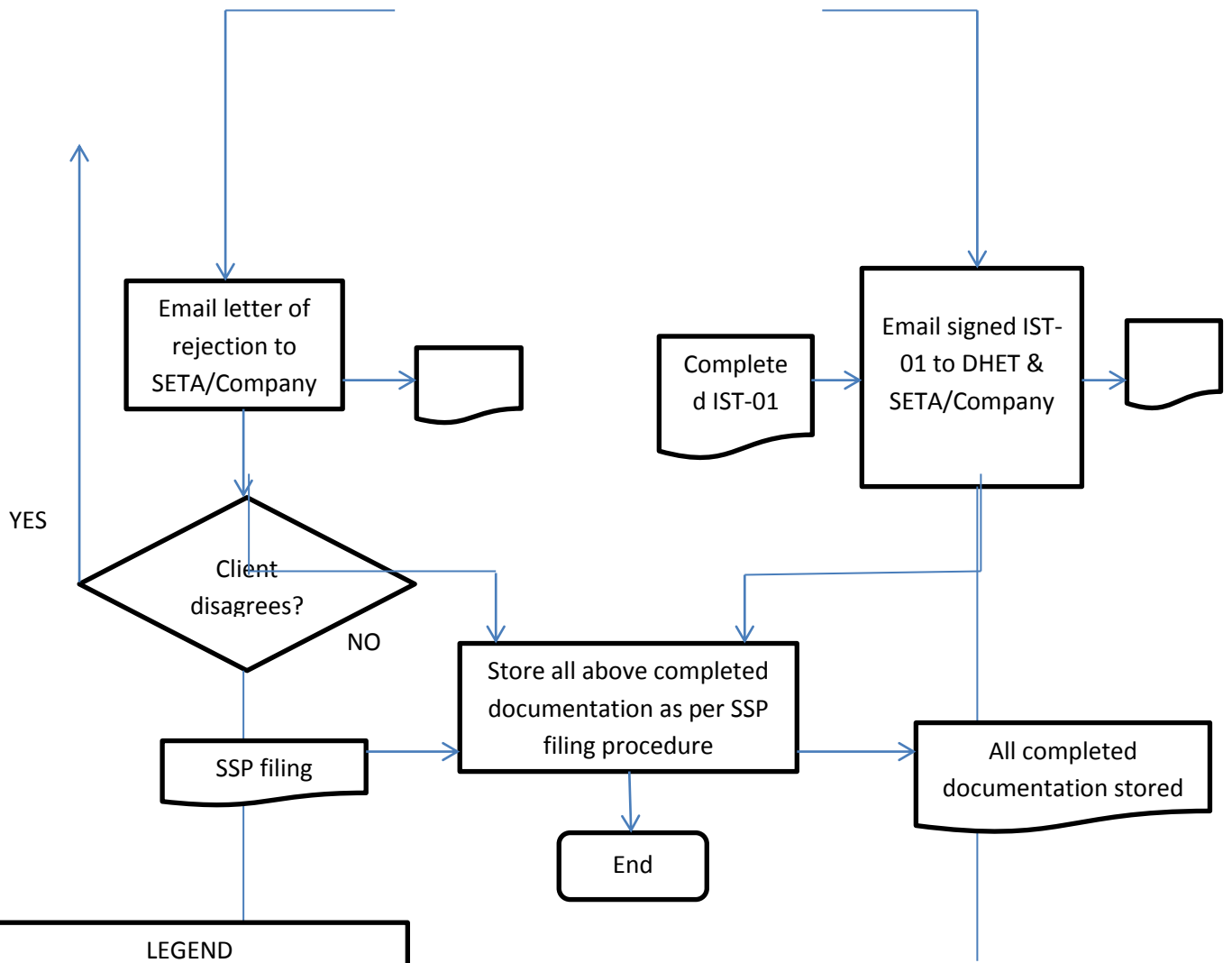
YES



2. Inter-Seta Transfer In and Out (Transfer)





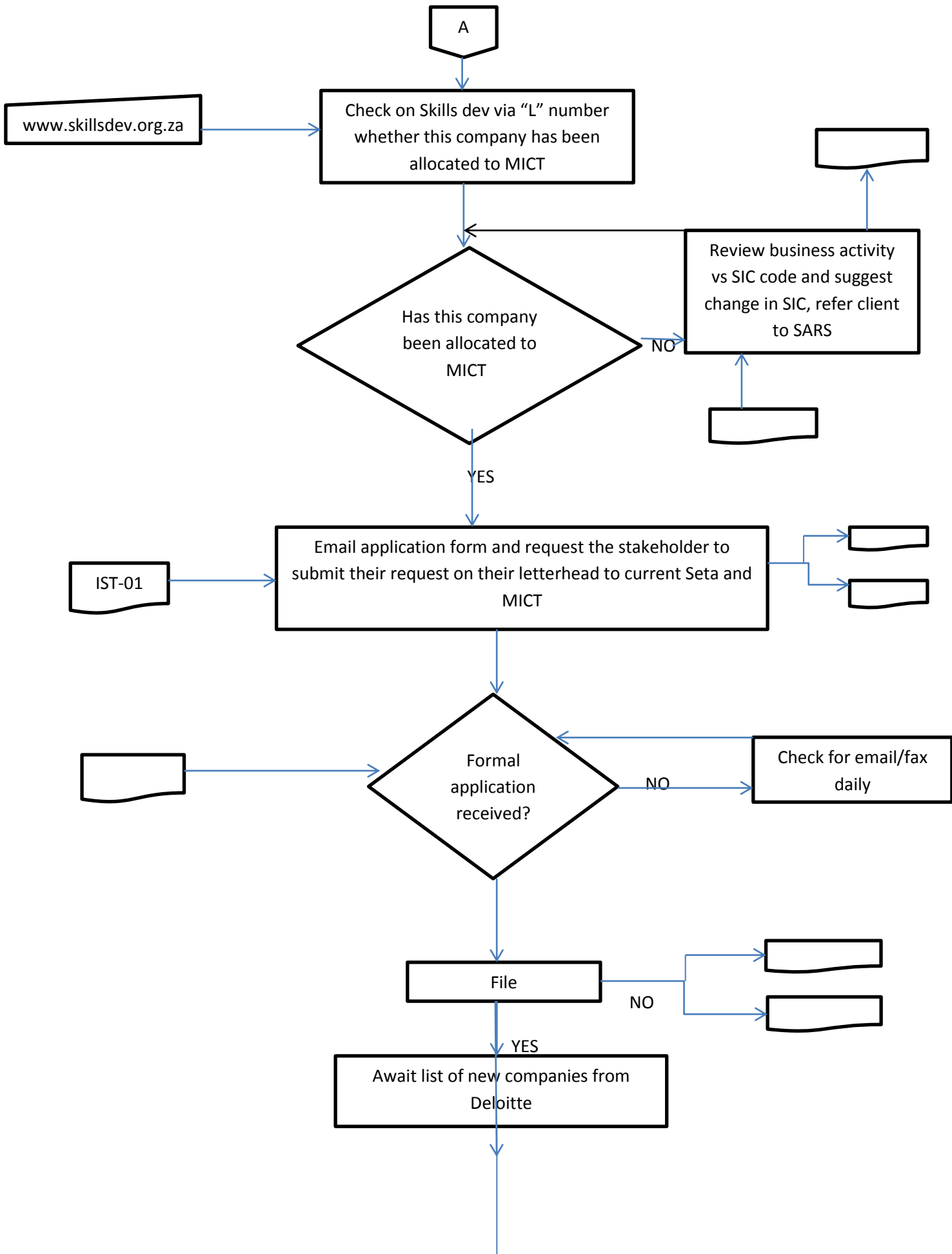


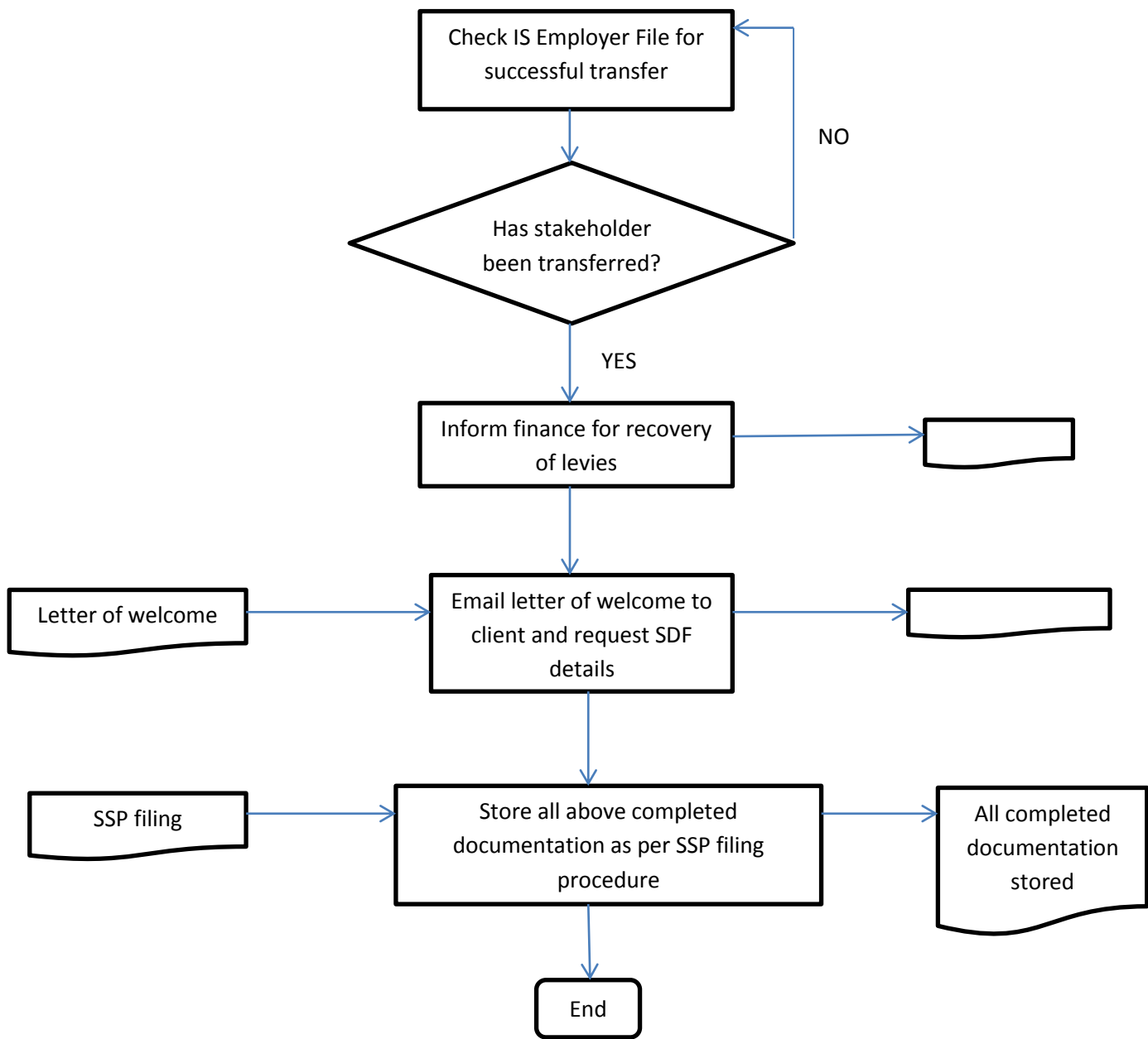
LEGEND

MASTER from server

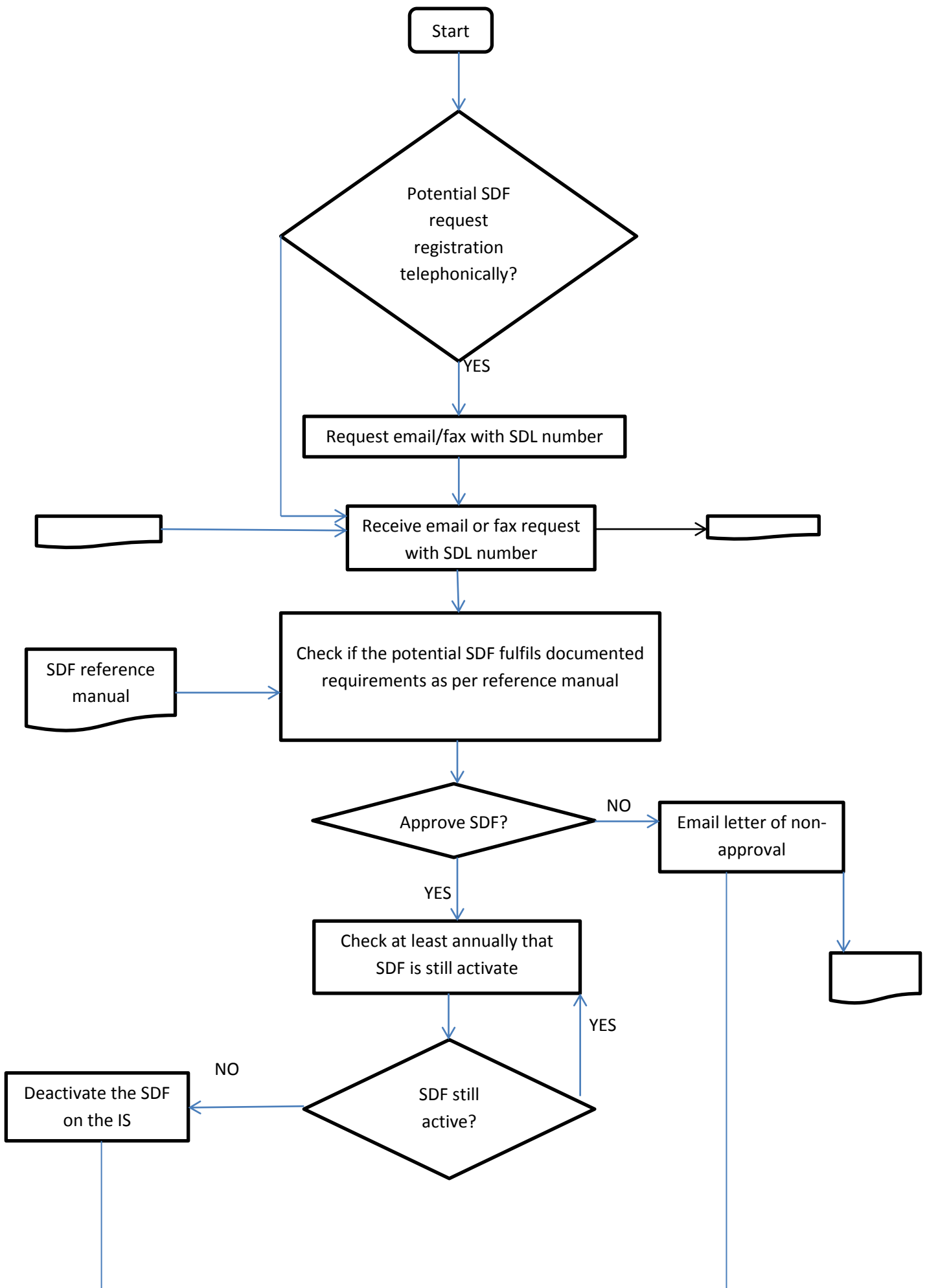
DHET-Dept of Higher Ed & training
IS-Indicium System
SM- Senior Manager

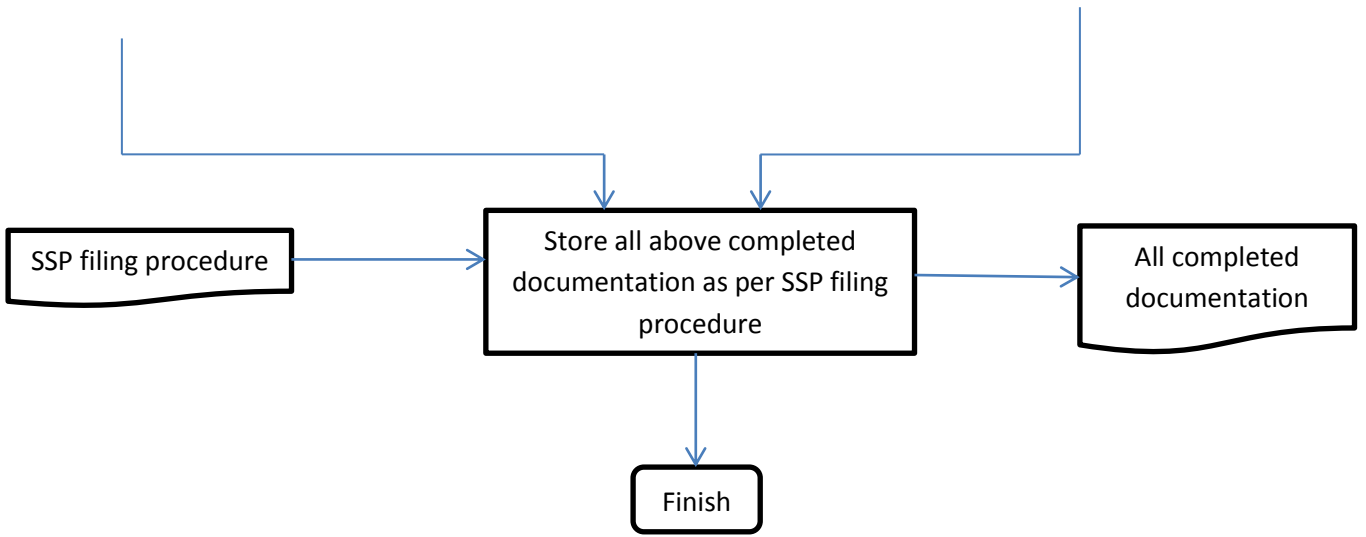
3. Inter-Seta transfer into MICT (Advisor)



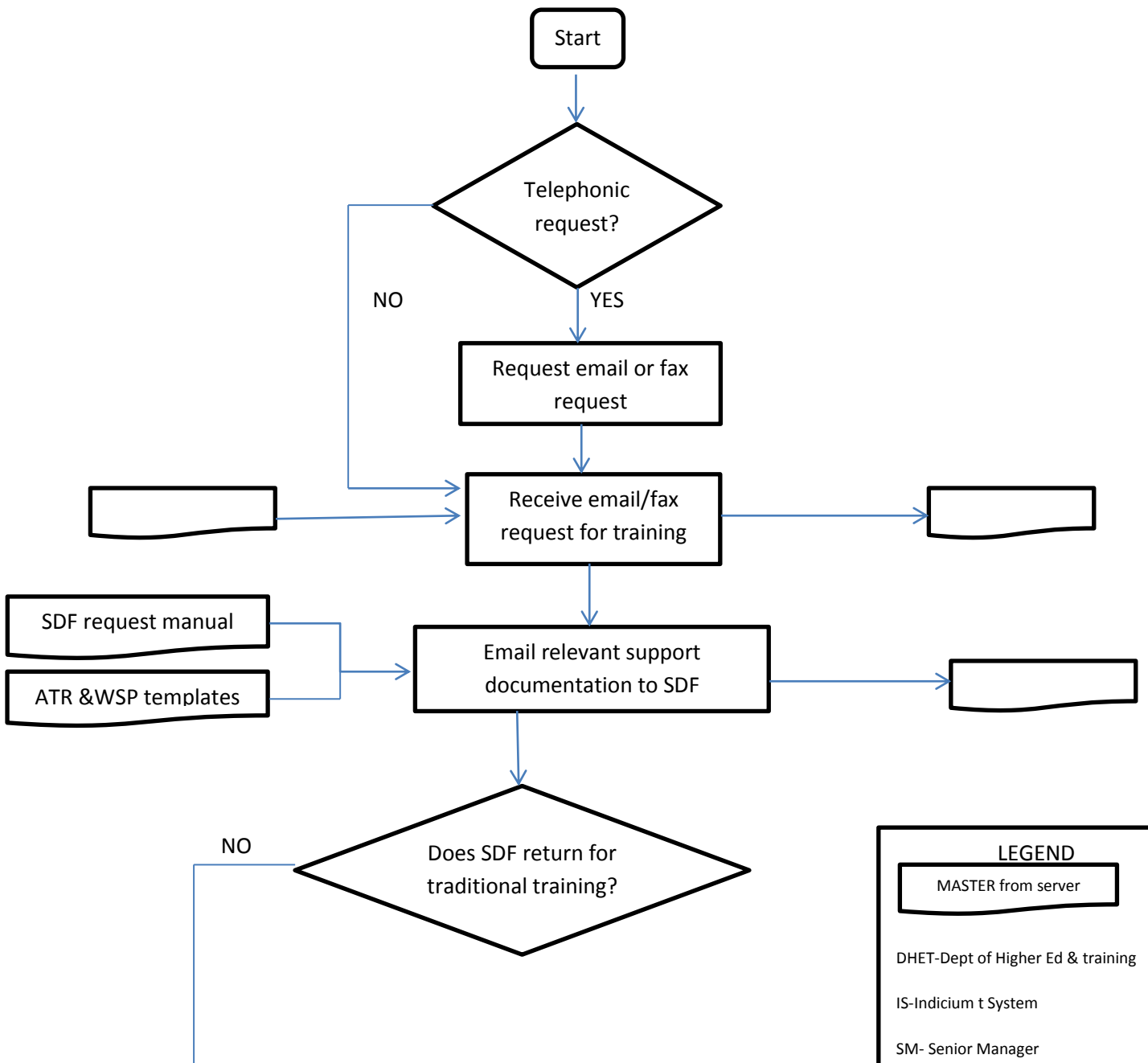


4. Registration, approval and review of SDF (Advisor)



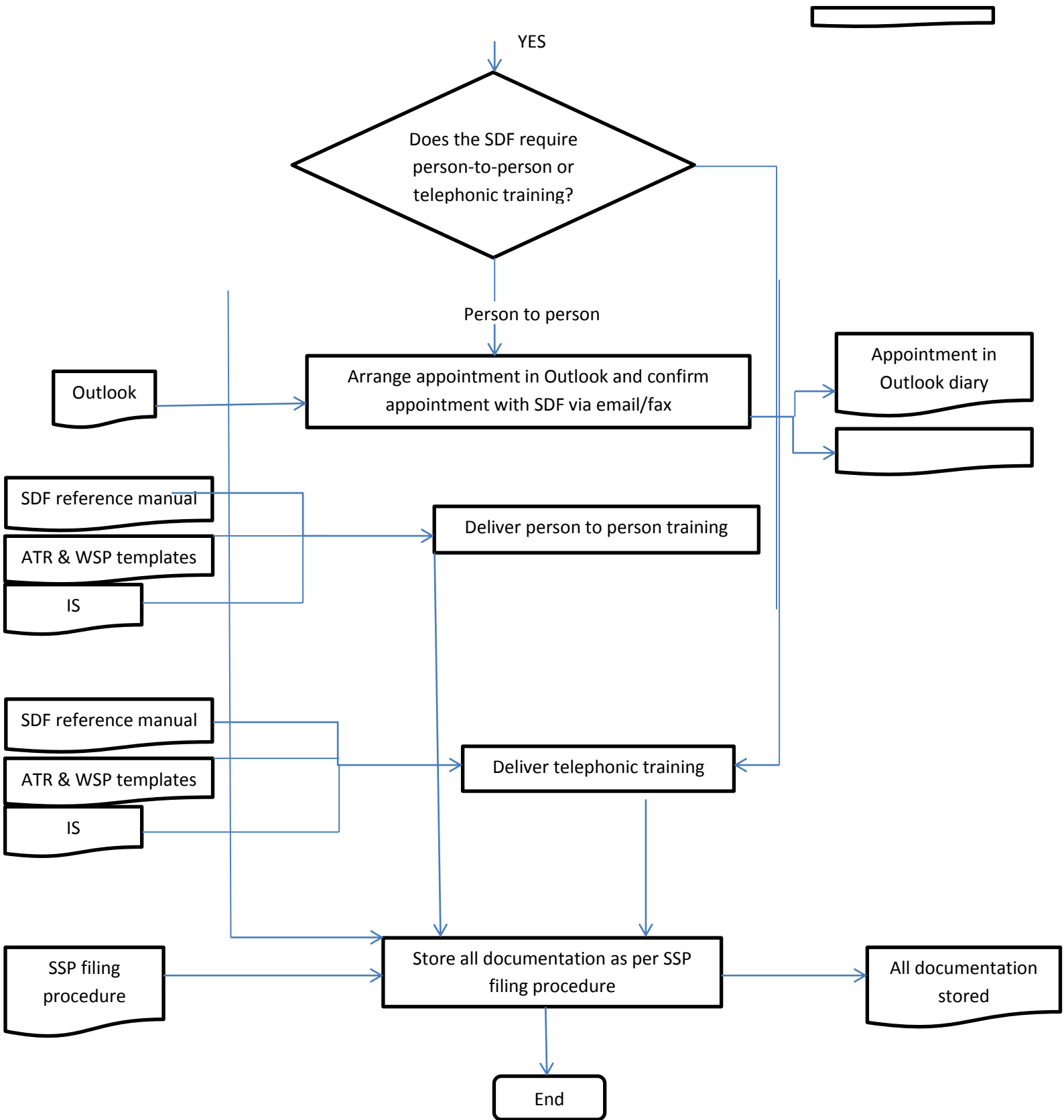


5. Online training for new SDFs by advisors

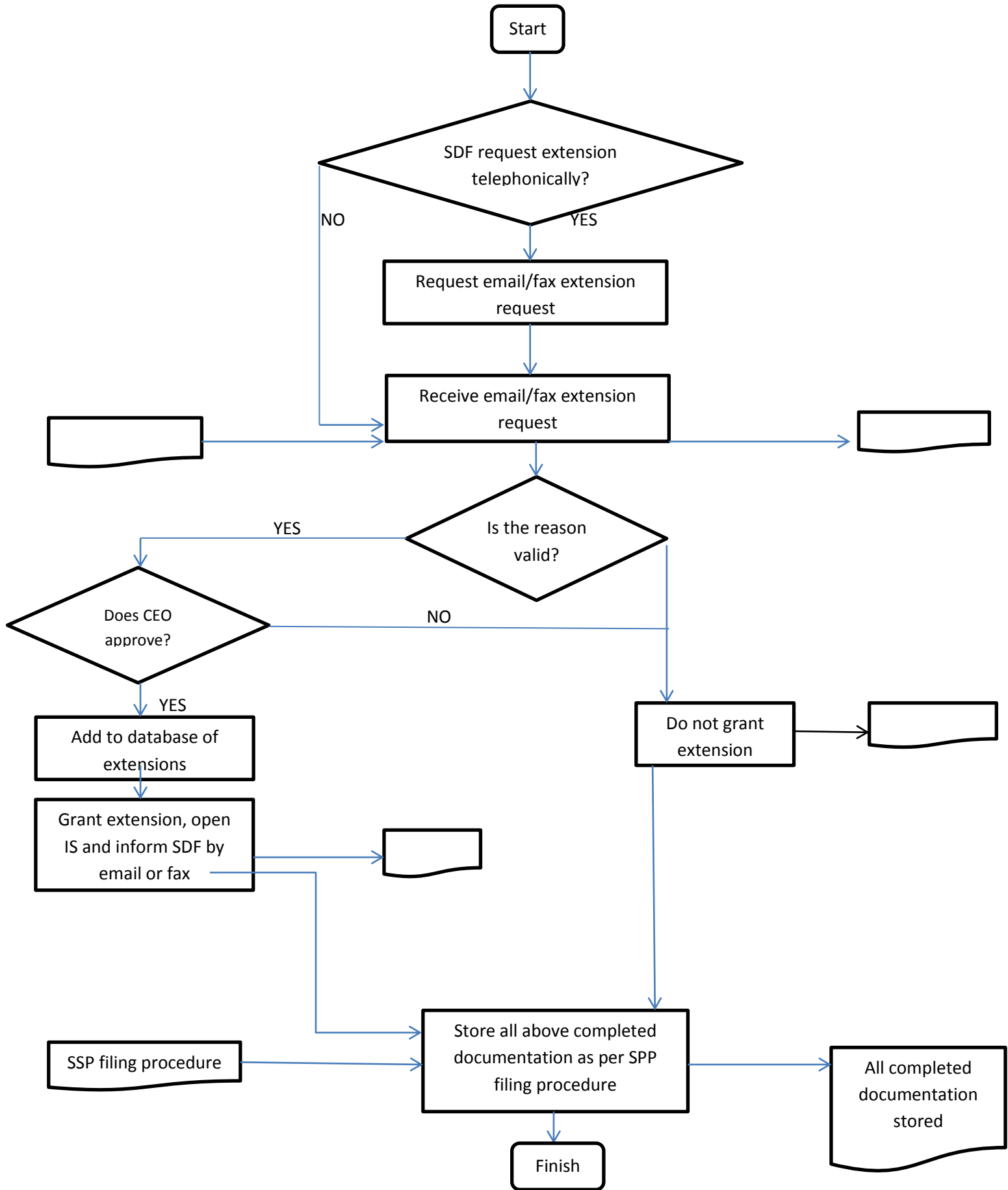


LEGEND

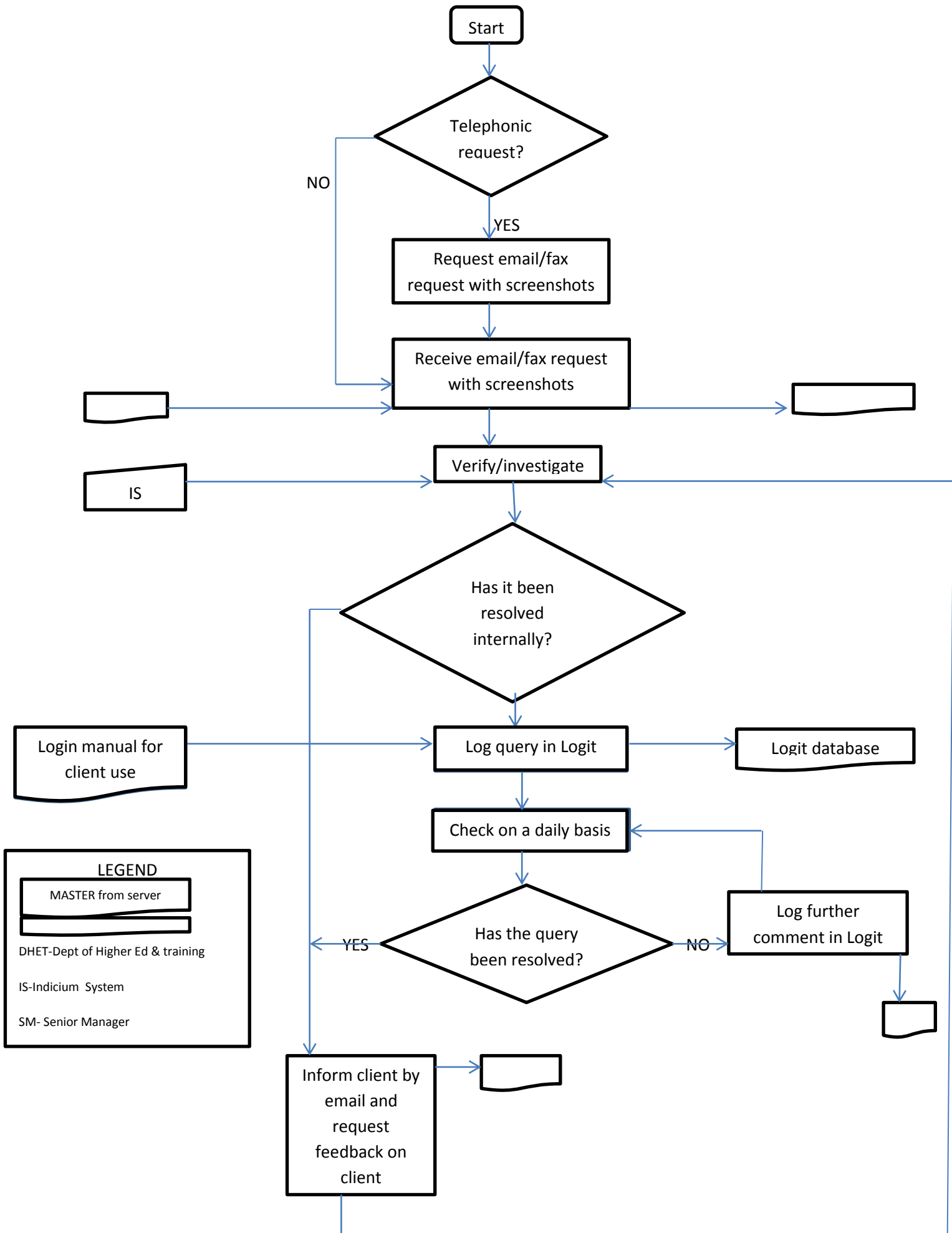
- MASTER from server
- DHET-Dept of Higher Ed & training
- IS-Indicium t System
- SM- Senior Manager

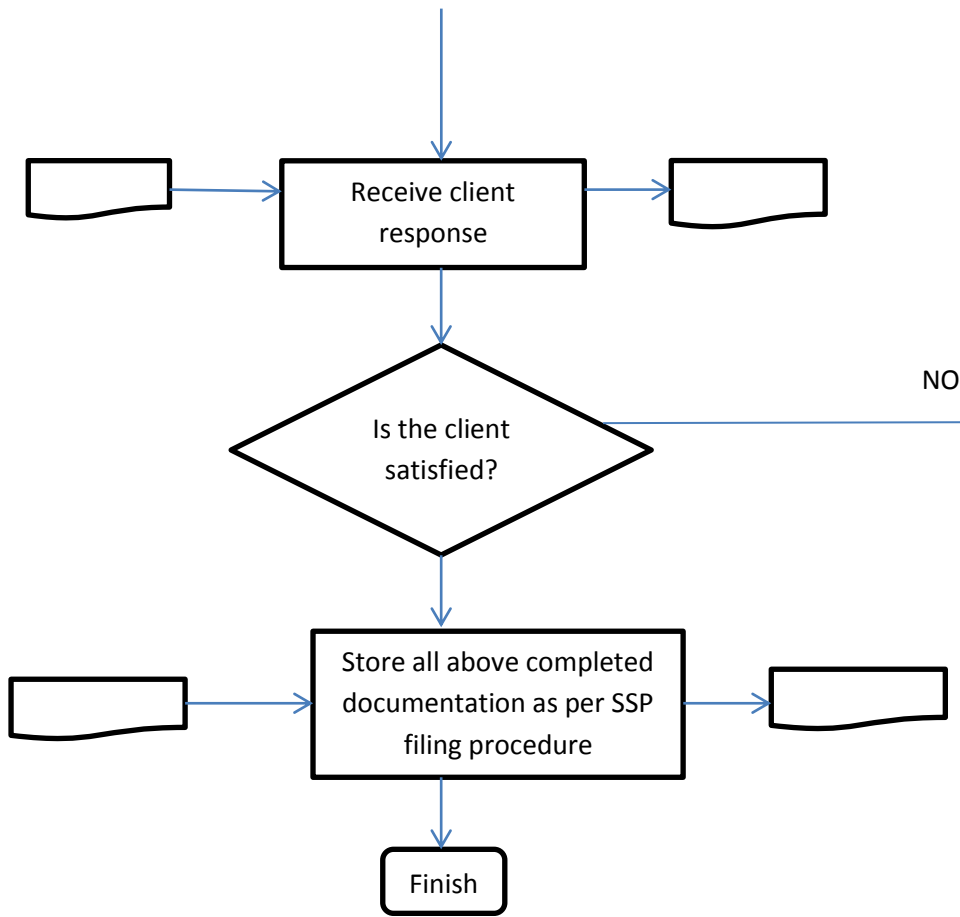


6. Request for extension of ATR/WSP submissions (Senior Manager)

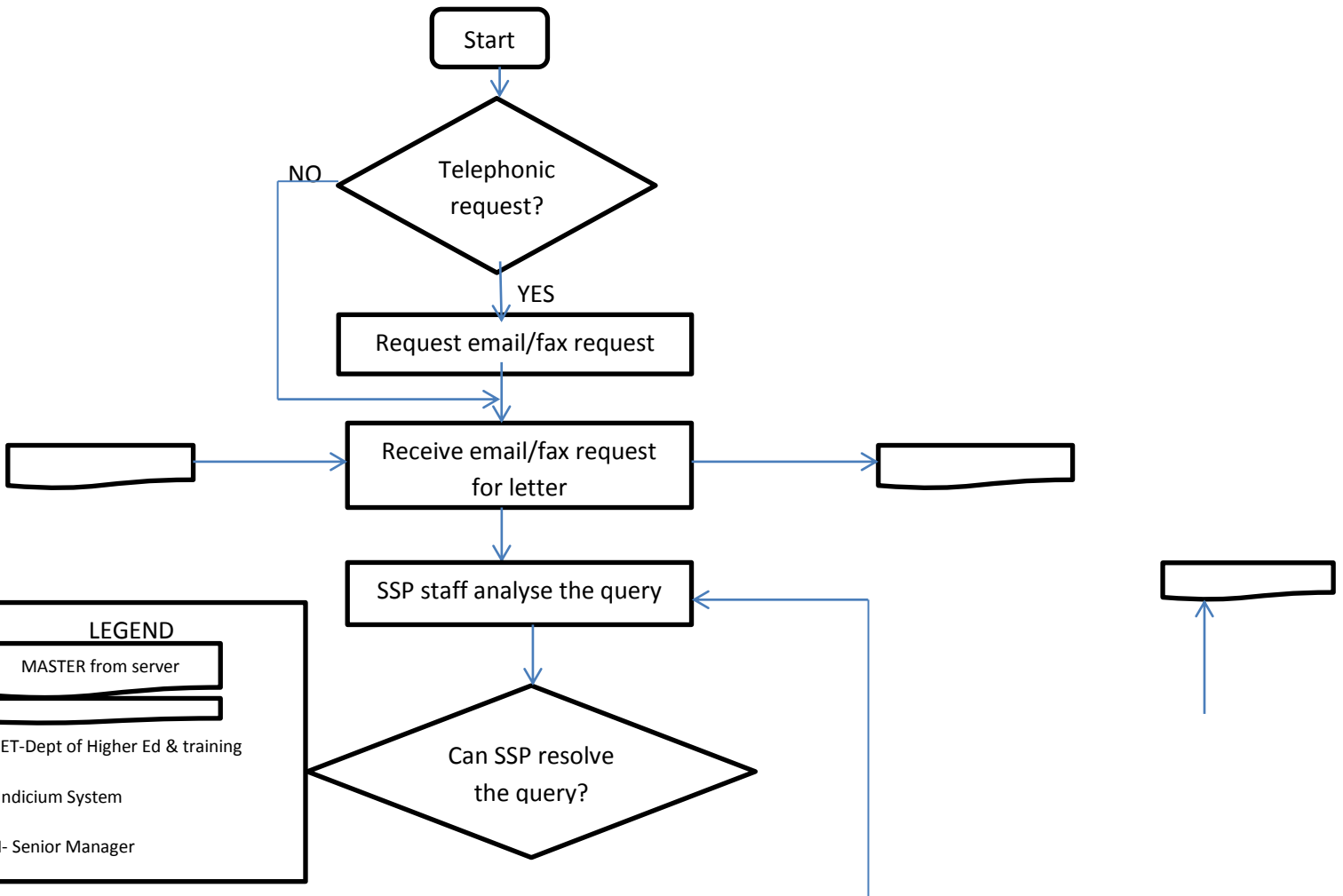


7. Reporting of client technology query regarding the Online Grant System (Advisor)





8. General query handling (Advisor)



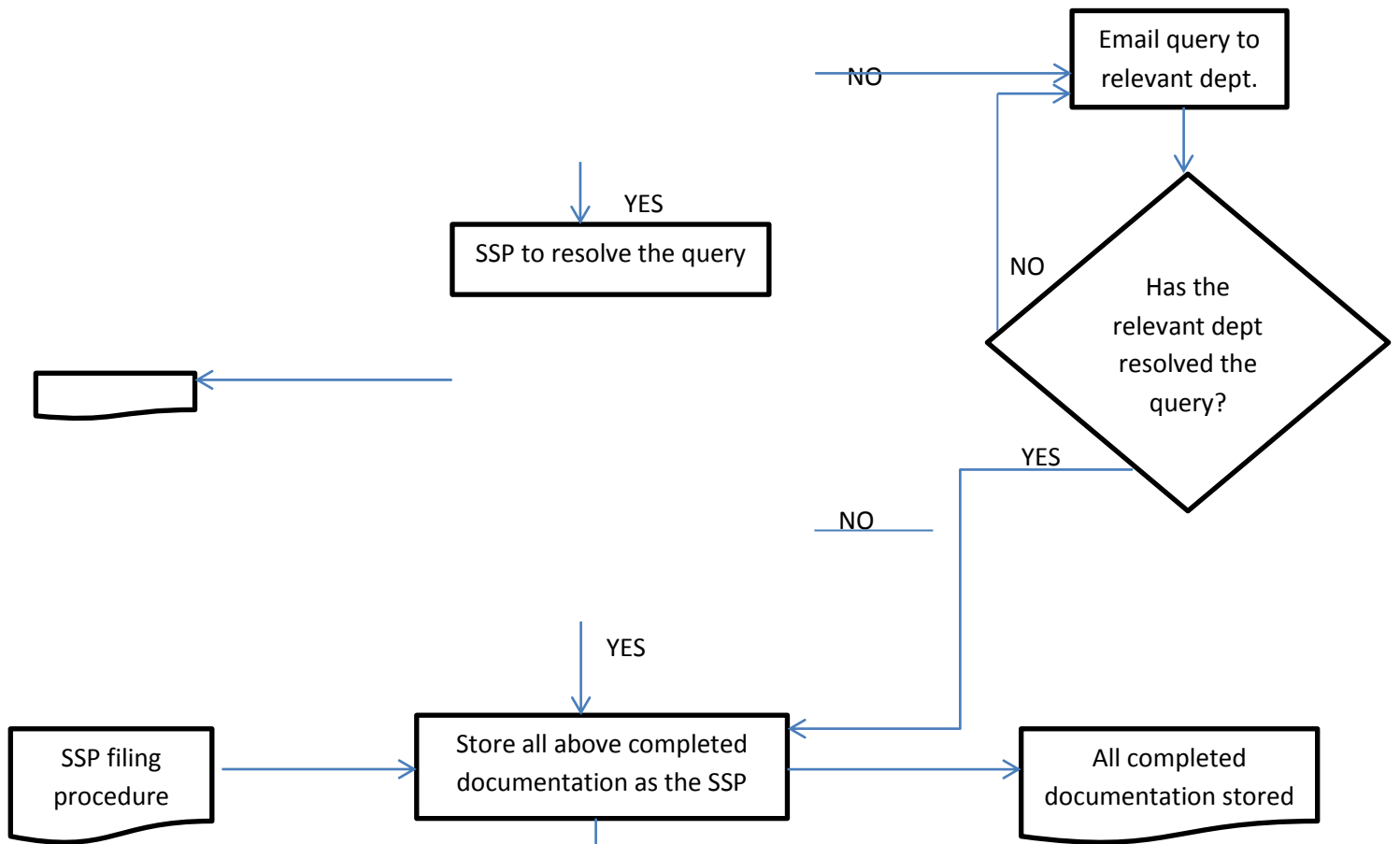
LEGEND

MASTER from server

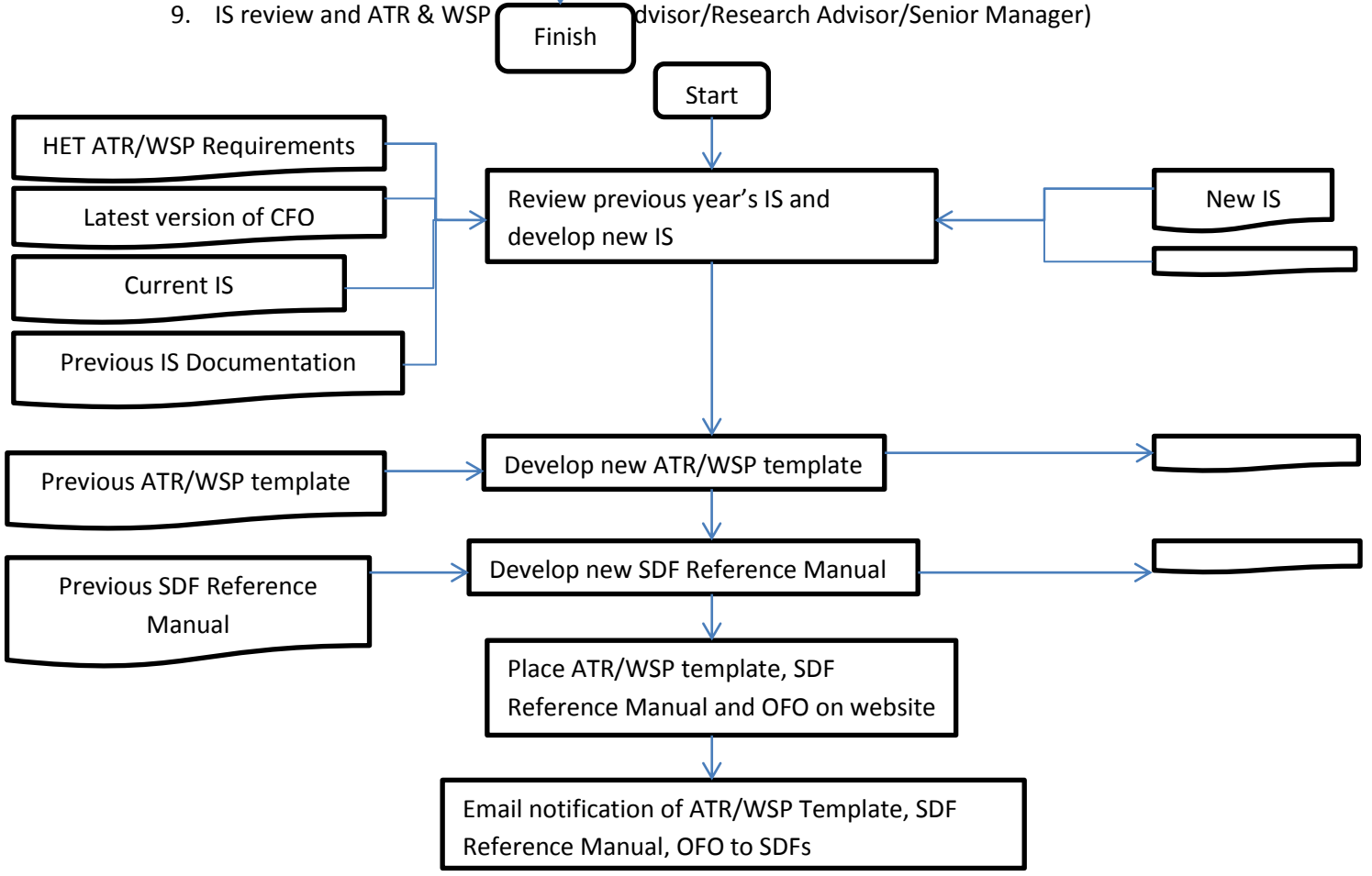
DHET-Dept of Higher Ed & training

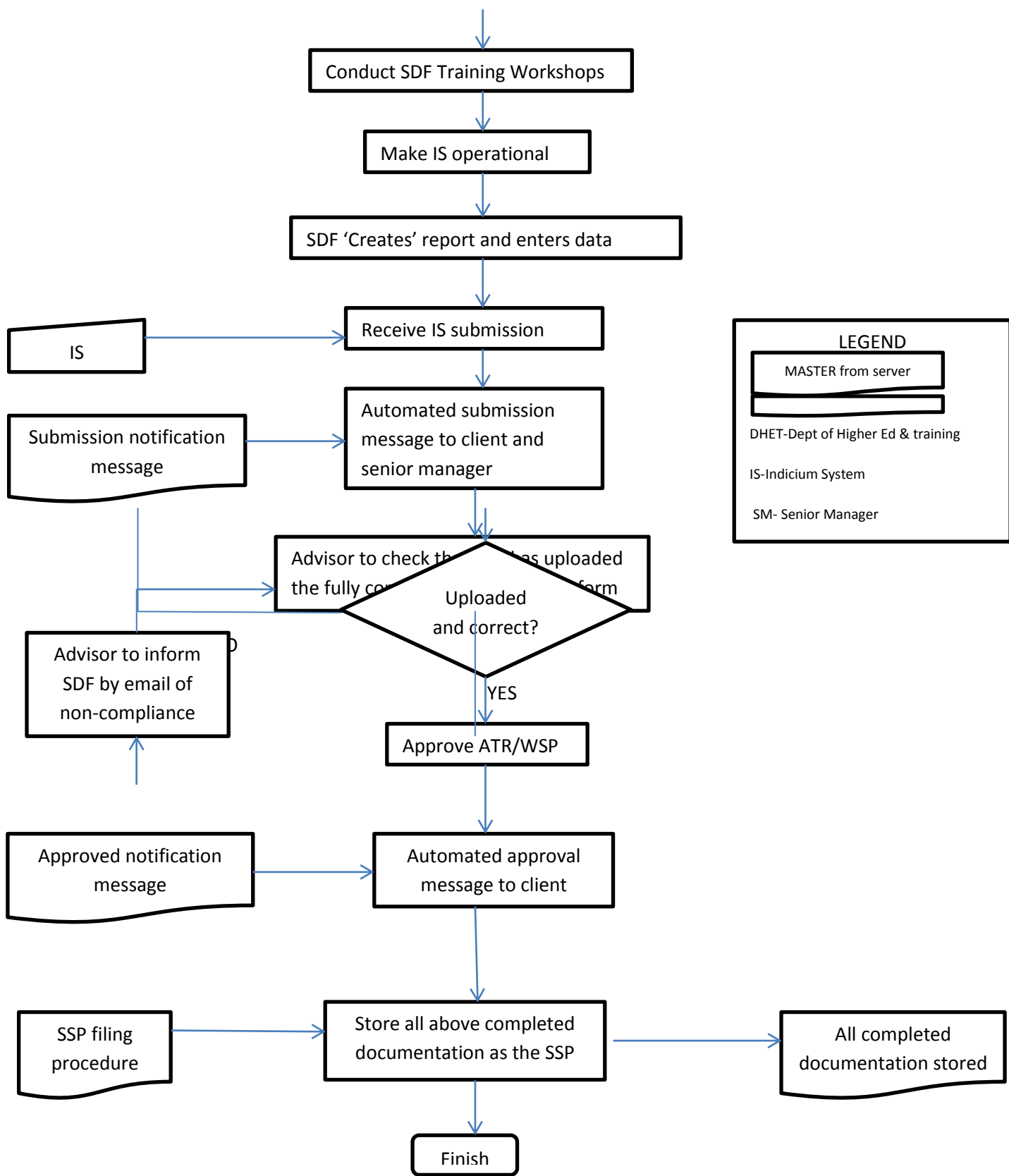
IS-Indicium System

SM- Senior Manager

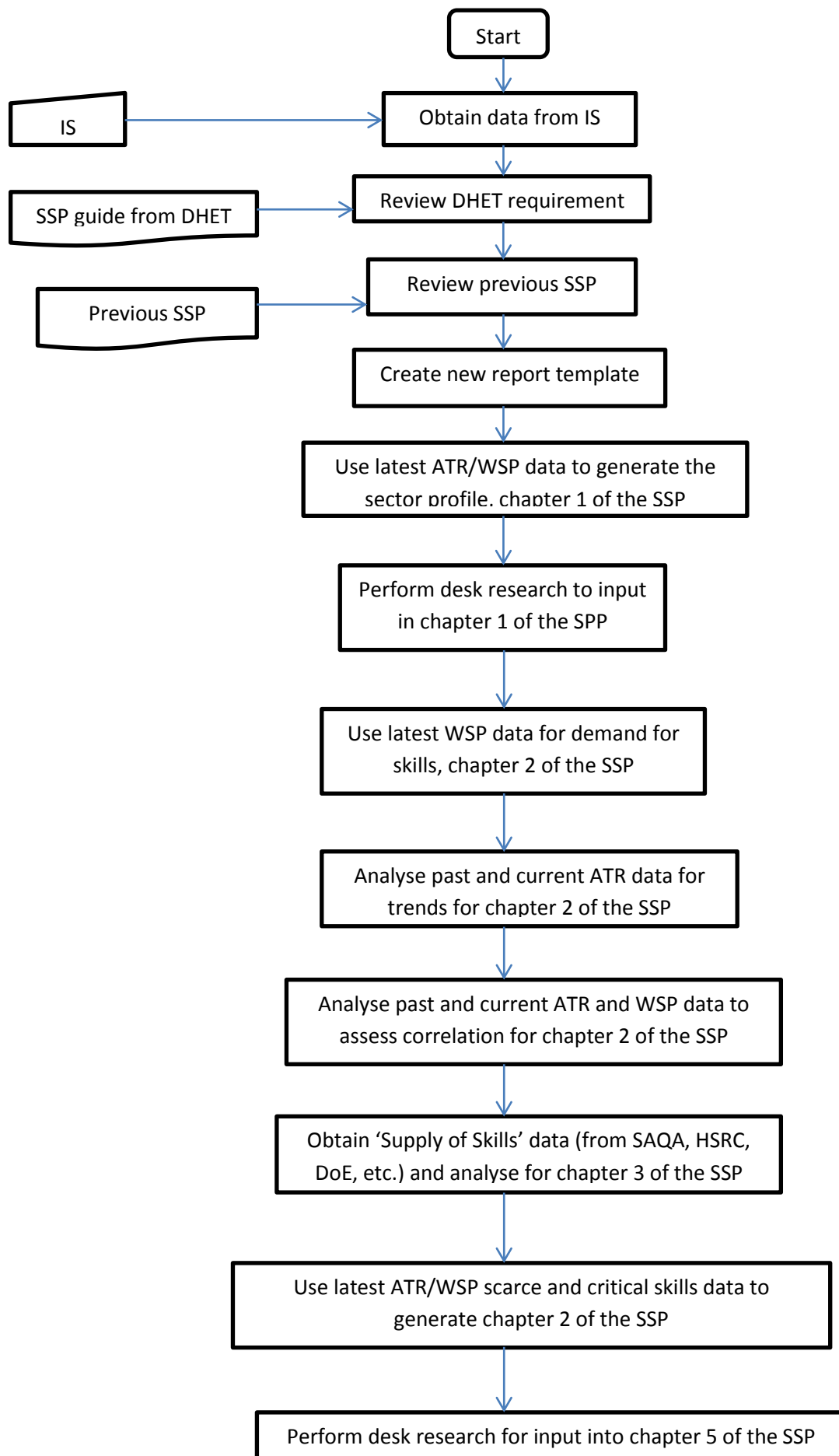


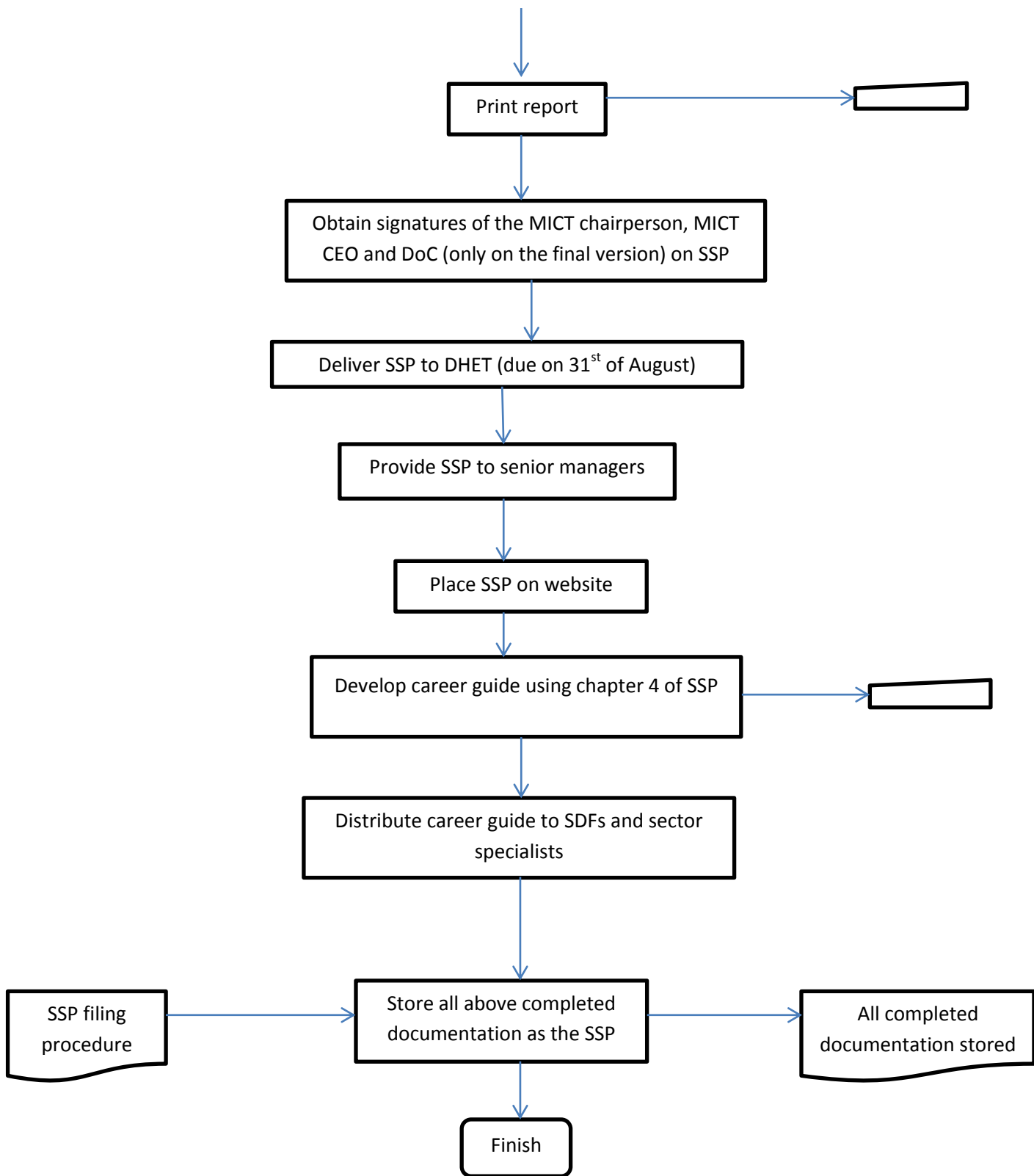
9. IS review and ATR & WSP (Advisor/Research Advisor/Senior Manager)



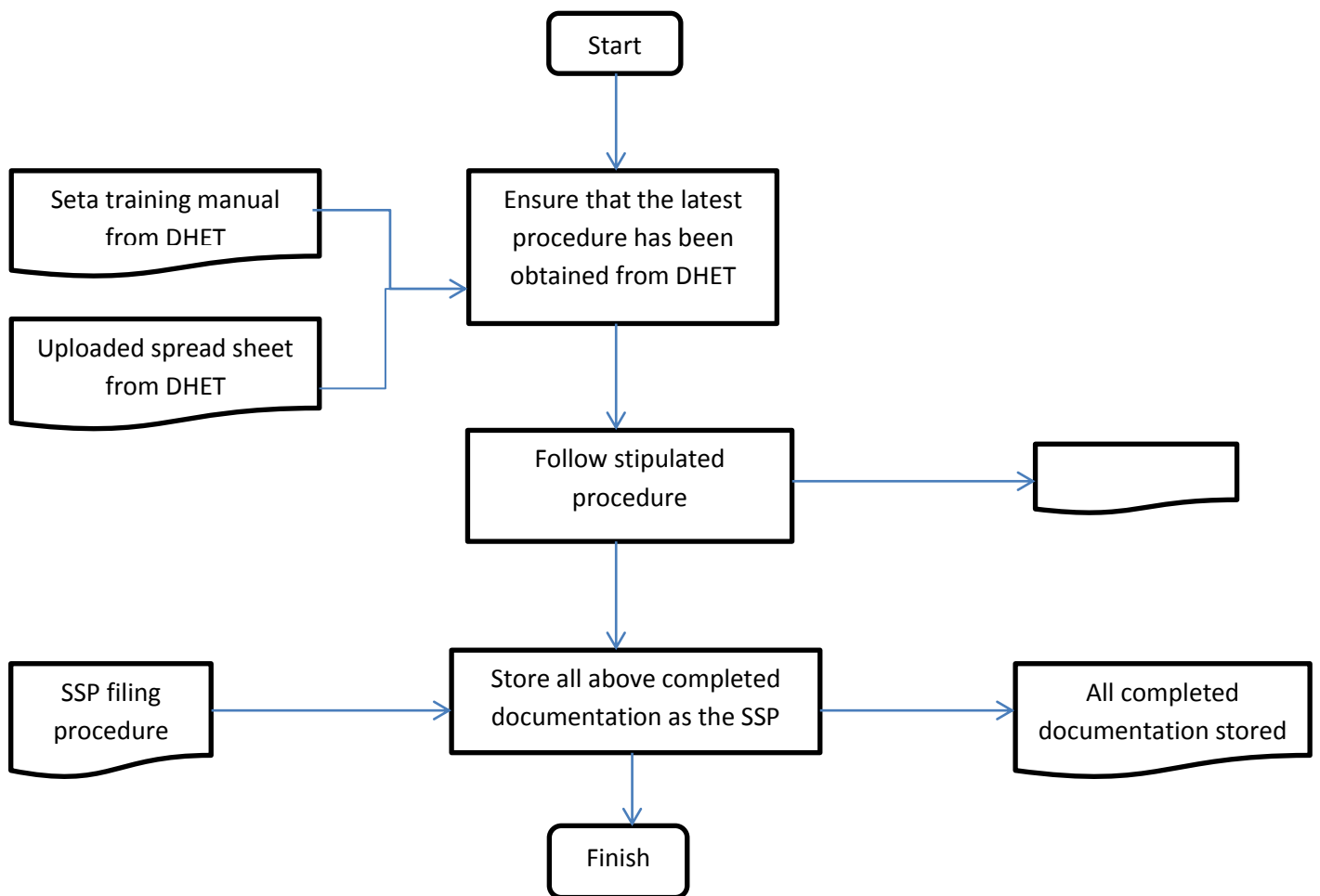


10. Development and delivery of SSP report (Research Advisor/Senior Manager)

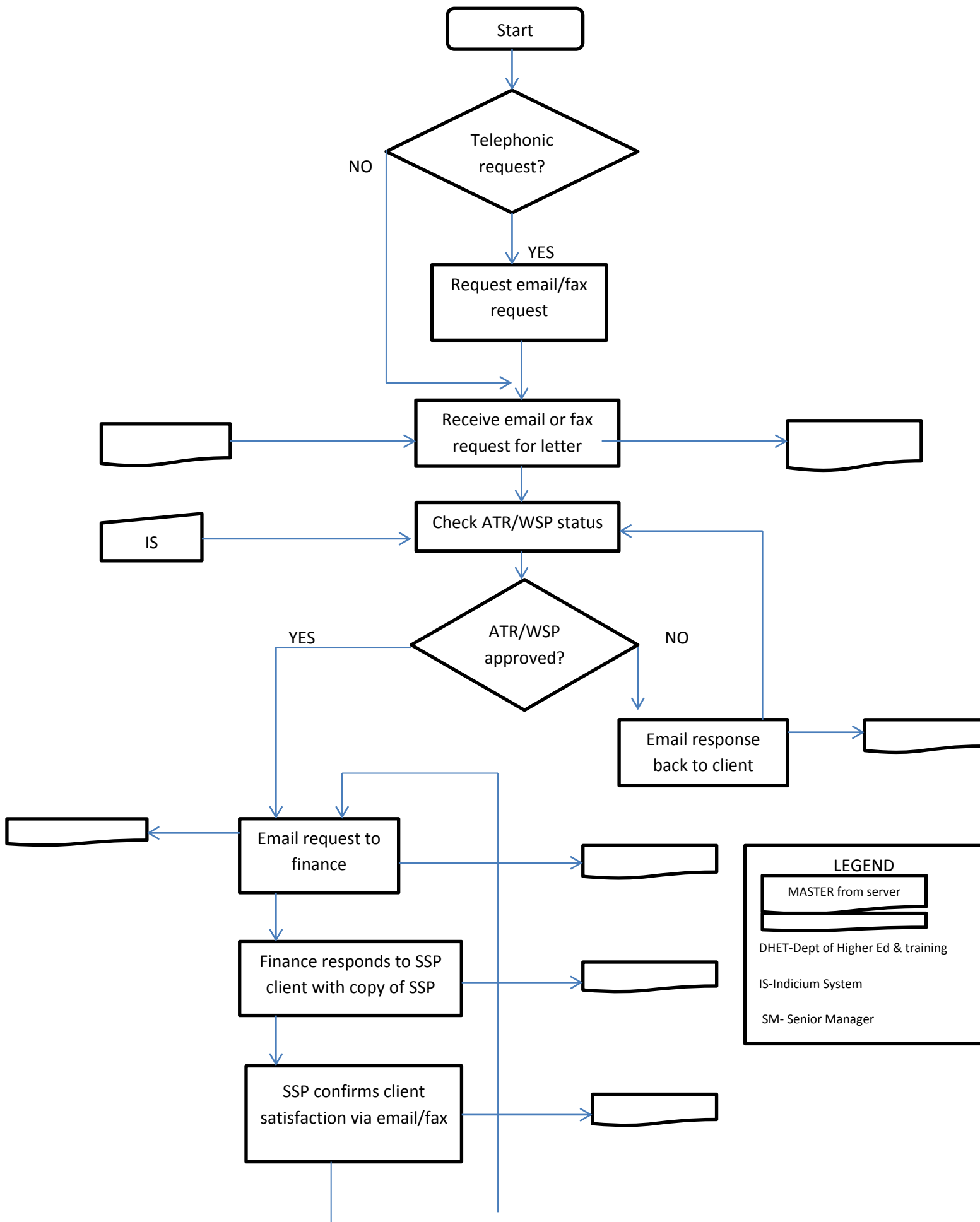


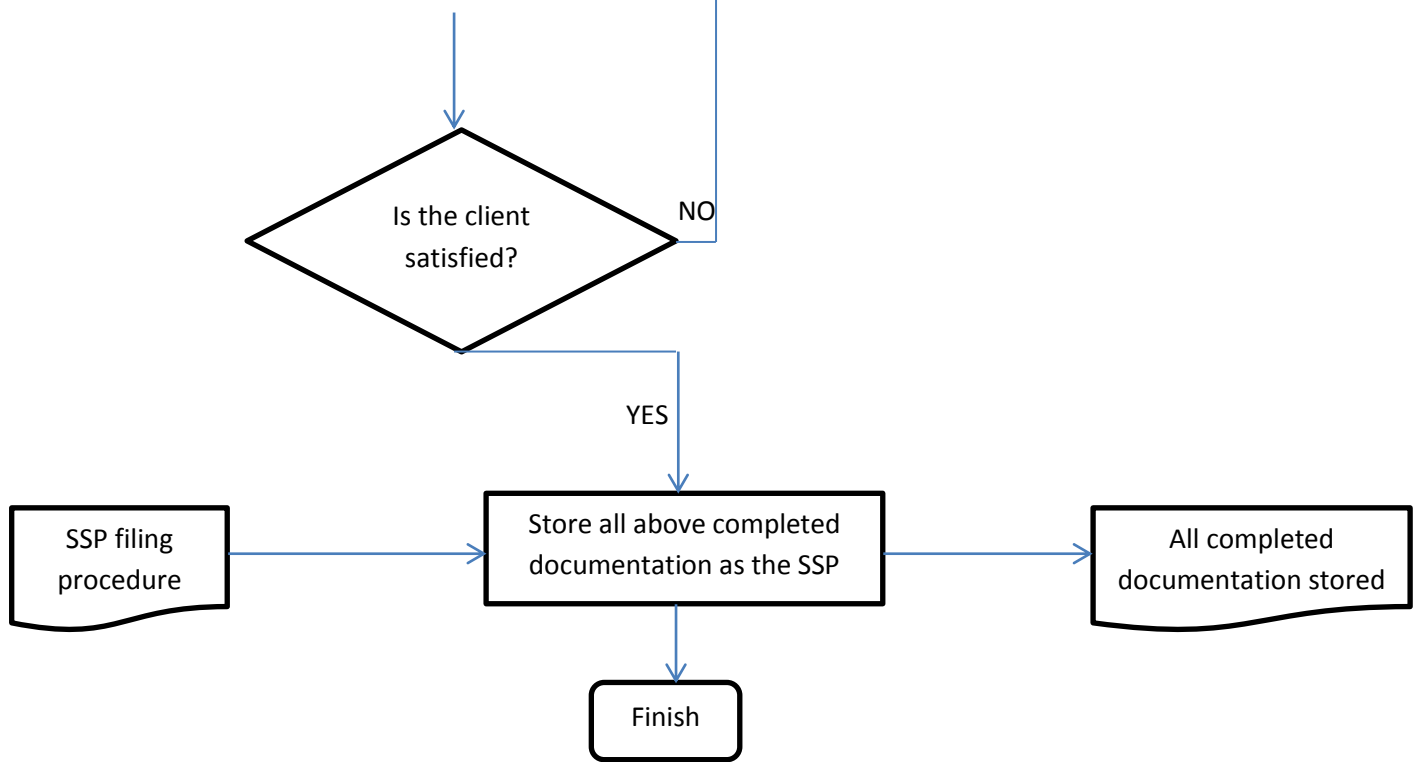


11. ESSA data upload submission process



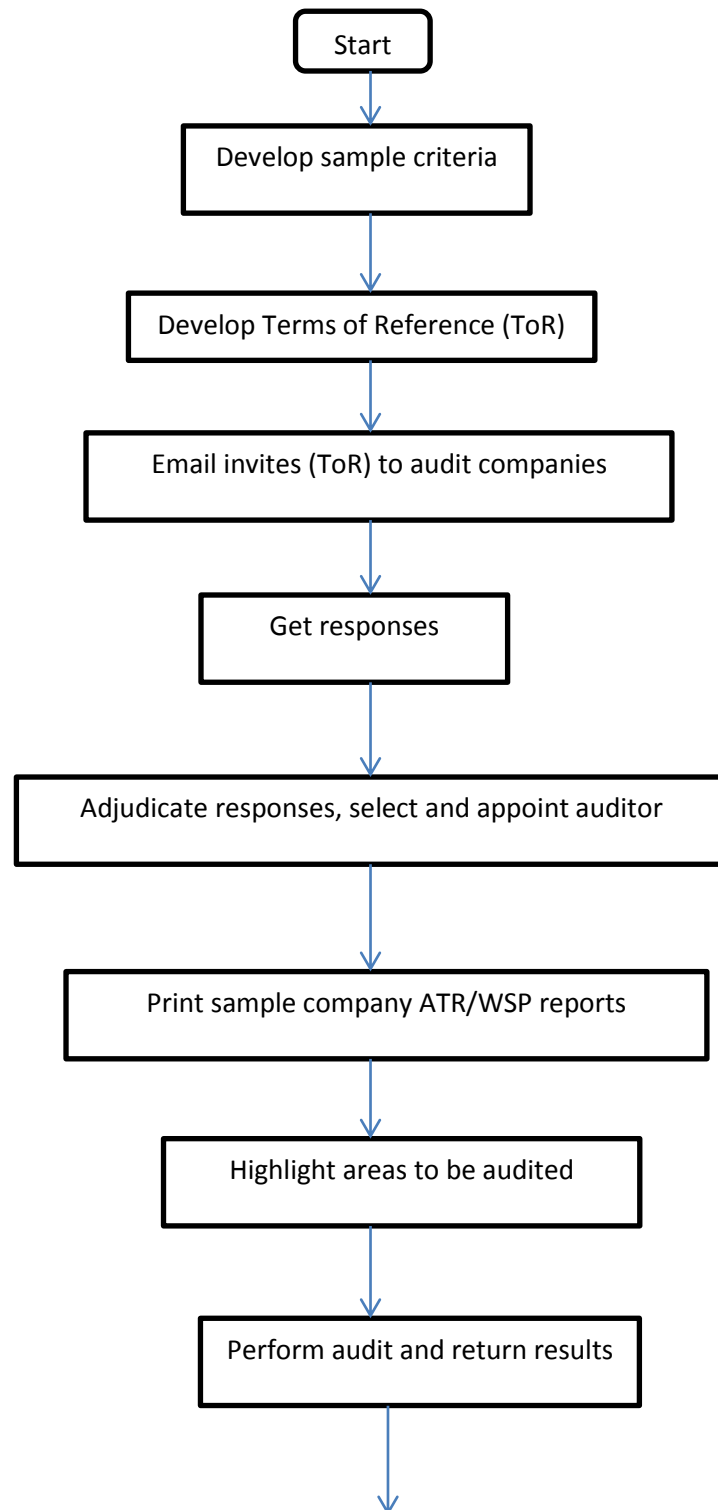
12. Client queries of grant payments (Advisor)

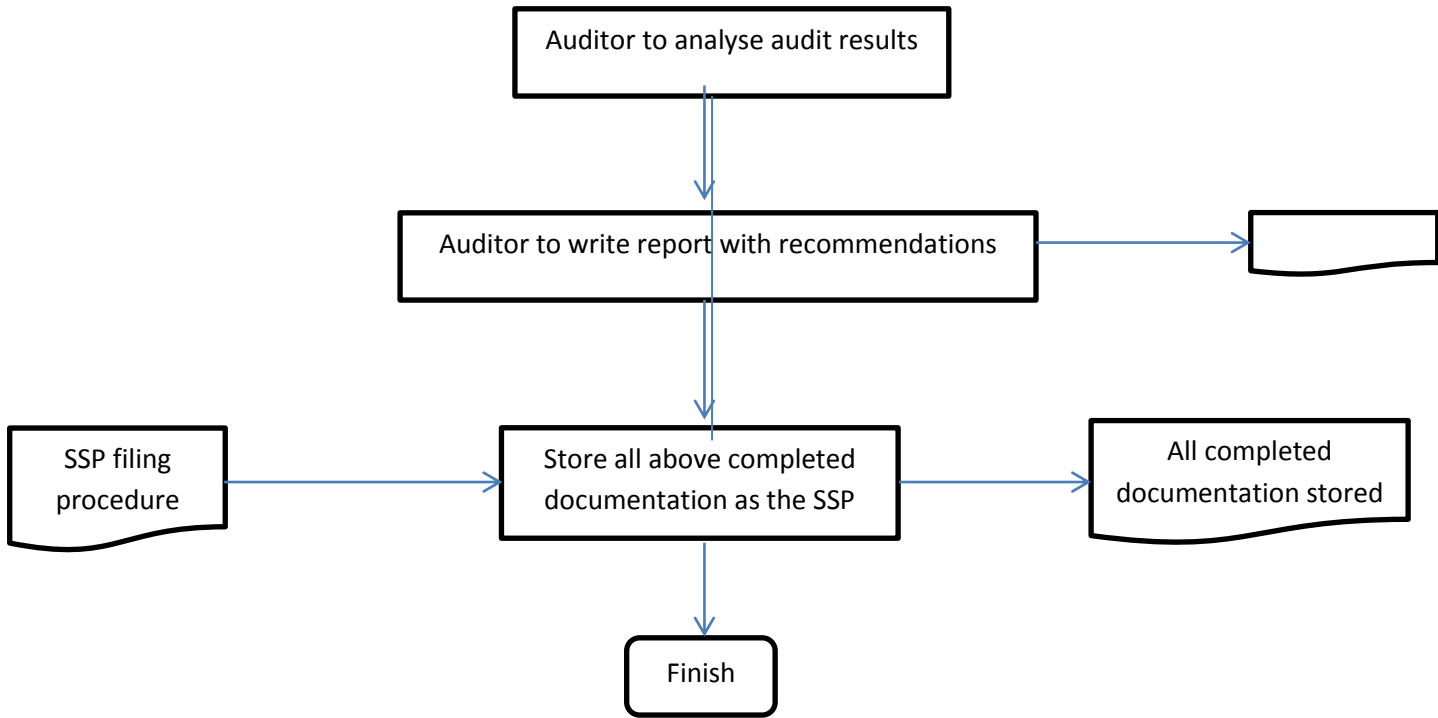




13. Request from client for participation confirmation letter (Advisor)

14. ample audit (Senior Manager)





15. Amendment history

AMENDMENT HISTORY TABLE			
Policy Number	Version Number	Description	Revision Date
POL-BUSDEV-SSP-01	1.0	New Procedure Document	2005-09-01
POL-BUSDEV-SSP-01	2.0	Revised Procedure Document	2008-03-31
POL-SSP-01	2.1	Revised Procedure Document	2010-02-01
POL-SSP-02	2.2	The SSP Process Flows were updated to reflect current practices References that had been made to the Isett Seta were changed to reference the MICT Seta	2011-04-29
POL-SSP-02	2.3	The SSP Process Flows updated.	2013- 02-20
POL-SSP-02	2.4	The SSP Process Flows updated.	2014- 02 09