



HOW TO:

MANAGE THE LMS AS AN ENTITY MANAGER



1. Logging Into the LMS 3 ways and their Benefits

SA Wine LMS link: - <https://sawinelms.co.za/>

The main LMS is the South Africa Wine LMS and can be accessed via this link: <https://sawinelms.co.za/>. If you create a profile via the main LMS, you are able to log in to the provider account LMS and the South African Wine Industry Professional Body LMS. Your information will be synchronised, and you are able to view your content from any of the links.

Kindly take note that this LMS is only for members of the South African Wine Industry. If you are an external member partaking in a training opportunity hosted by a provider, it is advised that you log in directly to the LMS via the provider profile. That way, your information will not be synchronised with the wine industry database.

Benefits of the SA Wine LMS

- Create CV
- Express Training needs on the LMS
- Competency Framework
- Personal Development plans

SAWIPB LMS link: - <https://sawipb.co.za/lms/>

If you wish to affiliate with the professional body, you can simply log in to the LMS with the same details as the SA Wine LMS and input them into the SAWIPB site. Upon logging in, it will ask you to accept the terms and conditions, and once you have, you will be able to gain access to the features that SAWIPB has to offer.

Alternatively, you can also register first on the SAWIPB website and then make use of these credentials to login to the SA Wine LMS. Either way the content is synchronised and you will have access to the same information.

Benefits of the SAWIPB LMS

- Create CV
- Express Training needs on the LMS
- Competency Framework
- Personal Development plans
- Affiliate with SAWIPB
- Access to designations
- Access to RPL
- Affiliate your organisation with SAWIPB

Provider Link - Your Training Provider will give you their link

1. Wine Industry Employee

If you are an employee of the wine industry you can use your login details that you created either on the SAWIPB website link or the LMS website link and login to the provider's LMS. Here you will exclusively view the provider's catalogue. There is no need to create a profile if you have created one in SAWIPB / SAWine LMS.

2 . Registering your company as an affiliated employer

SAWIPB LMS link: - <https://sawipb.co.za/lms/>

If you wish to affiliate your organisation with the professional body as an affiliated employer, you can simply log in to the LMS with the same details as the SA Wine LMS and input them into the SAWIPB site. Upon logging in, it will ask you to accept the terms and conditions, and once you have, you will be able to gain access to the features that SAWIPB has to offer.

Alternatively, you can also register first on the SAWIPB website and then make use of these credentials to login to the SA Wine LMS. Either way the content is synced and you will have access to the same information.

Benefits of the SAWIPB LMS

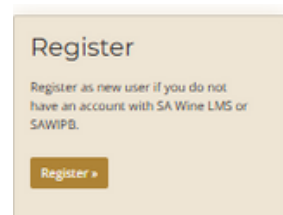
- Create CV
- Express Training needs on the LMS
- Competency Framework
- Personal Development plans
- Affilate with SAWIPB
- Access to designations
- Access to RPL
- Affiliate your organisation with SAWIPB

REGISTRATION

<https://sawipb.co.za/lms/>

To affiliate with the professional body, please log in to the LMS using the same credentials as your SA Wine LMS account, and then navigate to the SAWIPB site. Upon logging in, you will be prompted to accept the terms and conditions, after which you will gain access to the features offered by SAWIPB. Alternatively, you may choose to register directly on the SAWIPB website.

Please note that this registration process is intended for individuals. You must first create a personal profile before you can affiliate your organisation. Once you have registered, your profile will serve as the administrator account for the affiliation process.



ORGANISATION REGISTRATION

Accessing the Affiliation Tab

Once you have created a profile and logged in, click on the Affiliate with SAWIPB button seen in fig 1.

Upon accessing the affiliate section associated with your organisation via the SAWIPB tab, you will encounter a page detailing the PROVIDER affiliation options. Please note that the ENTITY affiliation options have not yet been integrated into the system. Refer to Figure 2 for a visual representation of the page layout.

fig 1.

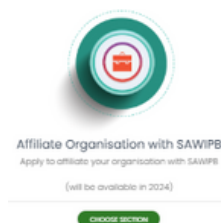


fig 2.

Affiliation with SAWIPB

The South African Wine Industry Professional Body (SAWIPB) offers an opportunity to organisations such as employers, services providers, sponsors and other professional bodies to support the Professional Body in its endeavours of building competence in the industry by formally affiliating with SAWIPB.

Advantages for Organisations that Affiliate with SAWIPB

- Support in obtaining grant funding to develop employees
- Access to an online platform to manage and report on employees' learning and development
- Employee development needs managed on the online platform are visible to SA Wine to assist with identifying and linking employees to available learning
- Supervisor and mentorship development
- Access to competence assessment frameworks and related learning programmes
- Regular updates on industry focussed social sustainability initiatives and best practice

The cost of **organisations** affiliating with SAWIPB and having access to the benefits mentioned is R1000 per year.

Providers that want to affiliate with SAWIPB have the following three options of benefiting from the affiliation:

Benefits	Provider Option 1	Provider Option 2	Provider Option 3
Learning programmes loaded on the SA Wine Learning Management System (LMS) catalogue and available to all users and employers on the system.	Yes	Yes	Yes
Providers have access to their own provider account on the LMS, linked to the SA Wine LMS to manage learners.		Yes	Yes
Providers have a Learner Management System to manage and report on all learners, including the learner data that falls outside the ambit of the Wine industry.		Yes	Yes
Providers have access to an online learning platform to avail and manage online learning programmes, assessments, and certification.			Yes
Cost	Annual Subscription of R1000	Monthly Subscription of R1000	A minimum Monthly Subscription of R1000 or 20% of online learning revenue managed on the system, whichever is more.
Subscription billing duration	Annual commitment paid once off.	Monthly commitment for a year	Monthly commitment for a year

Adding your Organisation as an Affiliate

To proceed, please scroll down the page referenced in the previous section until you locate the "Add Affiliate" button. Once found, click on it.

My Affiliate Applications: [+ ADD AFFILIATE](#)

Completing the Drop Down boxes:

Type of Organisation:

Select an option

Provider

Wine Industry Employer

Non Industry Employer

Select Wine industry Employer

Completing the Drop Down boxes: Adding the Organisation Name

Add your Organisation Details by selecting or entering your Organisation Name:

test organization name

Add test organisation name...

Type in the name of your organisation and then the popup will appear in the dropdown requesting you to add the name. Click on this and the organisation name will save.

Affiliate Details

Please complete the relevant information in the fields below. The fields marked in red are mandatory, while those marked in orange are optional. You may enter a '0' in the fields designated as 'N/A.'

Affiliate Details

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Physical Address

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Postal Address

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Company Contact Details

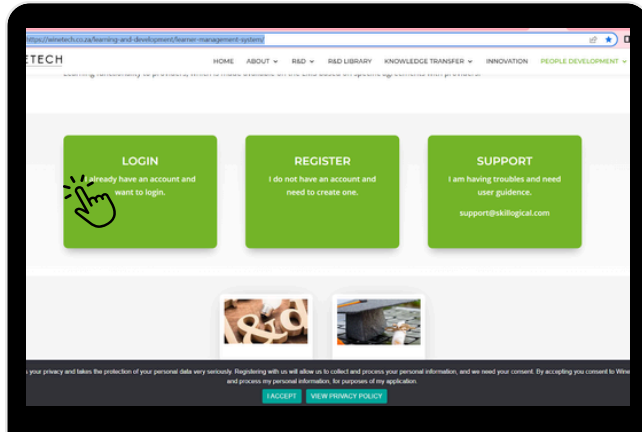
Contact Person Details

Other / Company Details

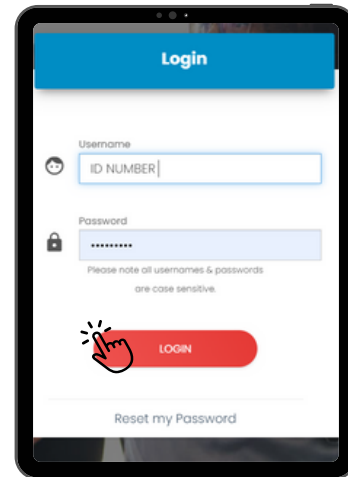
Save and Accept, logout, refresh your page and log back into the LMS.

3. Navigating the Lms

Once you have registered, go back to the landing page and click login.



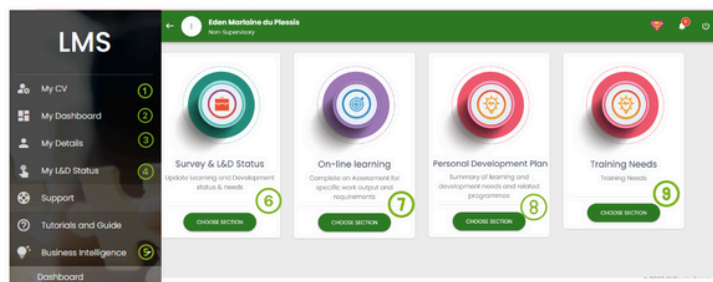
Enter your credentials in the login page.



- 1 MY CV Produces a CV of all your training you have completed on the LMS. You are welcome to add your own additional qualifications. It can also be downloaded as a PDF for personal use.
- 2 My Dashboard will show you what training you have requested, pending or completed.
- 3 You can access the my details page to update your particulars. This will also feed through to your CV
- 4 My L&D status will bring you back to this page.
- 5 Business Intelligence will give you a BI overview of all your employees registered under your profile if you are a manager

3
Getting to
know the LMS

Once you login, You will be taken to this page



- 6 Survey L&D status will take you to the competency assessment, where you can map out your competencies based on your position within the South African wine industry.
- 7 The online learning tab will take you to any online learning event that is scheduled
- 8 The personal development plan will generate as a result of what training needs you have identified on your profile, or the personal development plans of your employees if you are a system manager.
- 9 The training needs tab gives you an overview of all the training opportunities on the system. This is where you can request learning.

4. My CV

All the information you upload on the system will feedback to your Cv. You can also input any existing information and download a PDF of your CV! There are 4 Different divisions on the MY CV page. You can upload documents for tracking purposes.

LMS

- My CV
- My Dashboard
- My Details
- My L&D Status
- Support
- Tutorials and Guide
- Manage Framework
- Business Intelligence

Manage CV ☐ Employed [VIEW CV](#)

Attribute: Choose an option

Attribute: Choose an option

- Choose an option
- Personal Details
- Qualification
- Professional Registration
- Operator Licence
- Languages

#	Description	Action
Please choose an option to get started		

My CV- Personal Details

Under the personal details section, you can input your personal details. All this information filters through to your profile. You can also input a short cover letter about yourself.

Personal Details

Profile Photo: [CHOOSE IMAGE](#)

Address Line 1:

Address Line 2:

City:

Province:

Postal Code:

About Me:

My Details

In the "my details" section, you can upload a picture of yourself and a signature as well as change your personal details. This filters through to the "my CV" section.

Edén Marilaine du Plessis
Non-Supervisory

My Details

Profile Photo: [CHOOSE IMAGE](#)

Signature: [CHOOSE SIGNATURE](#)

Job / Post Title / Level: Non-Supervisory [View Job Profile](#)

ID No / Identification: 960900030095

Employee No:

First Name: Edén Marilaine

Last Name: du Plessis

Email Address: 9m@whitelich.co.za

Cell No: 057493470

Gender: Female

Ethnicity: Coloured

My CV- Other Attributes - Qualifications

Attribute:
 ADD QUALIFICATION

#	Description	Action
1	Degree in Human Resource Management	DONE
2	Grade 12	DONE

Under the qualifications section, you can include qualifications you already have, qualifications you are registered for, and qualifications you wish to complete. You can also upload documents relating to these qualifications as a documentation bank for this information.

My CV- Other Attributes - Professional Registrations

Attribute:
 ADD PROFESSIONAL REGISTRATION

#	Description	Action
1	Junior Sommelier	WANT TO REGISTER

Under the professional registration section, you can include professional registrations you are affiliated with or wish to affiliate with. You can also upload documents relating to these registrations as a documentation bank for this information.

My CV- Other Attributes - Operator Licenses

Attribute:
 ADD OPERATOR LICENCE

#	Description	Action
1	Code B Light Motor Vehicle + trailer GVM < 750kg	LICENCED

Under the operator licences tab, you can include any operator licences you have as well as upload a copy as proof.

5. Competency Surveys

Survey
Current Survey: LMS

Roles / Functions Selected: *Change?*

- Accommodation Supervisor/Manager
- Cellar Door Supervisor/Manager
- Events Co-ordinator
- Restaurant Waiter

Attribute	Comment	Items	Status
Qualification	Must respond to all	3/177	2% Complete
Professional Registration	Optional	1/1	Completed
Operator Licence	Optional	4/4	Completed
Languages	At least one response required	2/2	Completed
Competency Framework	Must respond to all	80/87	92% Complete

Competency Framework Qualification

Professional Registration Operator Licence

Languages

In the Survey L&D status tab, you will find a breakdown of 4 competency surveys we urge you to complete.

Each survey has a breakdown of competencies that you can fill in and feeds back to your personal development plan and training needs tab! Managers can view and edit everyone in their business's competencies.

These surveys give you as an employee your personal development plan and give managers insight into what their staff is capable of.

Competency Surveys - Languages

Survey Languages
Current Survey: LMS

Roles / Functions Selected: *Change?*

- Accommodation Supervisor/Manager
- Cellar Door Supervisor/Manager
- Events Co-ordinator
- Restaurant Waiter

> Sign Language ...

> Sepedi ...

> Sesotho ...

> Setswana ...

> siSwati ...

> Tshivenda ...

> Xitsonga ...

> Afrikaans COMPLETELY FLUENT

> English COMPLETELY FLUENT

> isiNdebele ...

Afrikaans

Understand, but can't conduct a conversation

Limited ability to ask and answer questions

Conduct a conversation with limited vocabulary

Able to conduct a conversation, but not fluent

Completely fluent

Clear Selection

We have mapped out a list of languages that apply to the South African Wine Industry. When you click on the three dots, a popup will appear and you can respond based on your competency.

Competency Surveys - Operator Licenses

Survey Operator Licence

Current Survey: LMS

Roles / Functions Selected: [Change?](#)

- Accommodation Supervisor/Manager
- Cellar Door Supervisor/Manager
- Events Co-ordinator
- Restaurant Waiter

+ Driving Licences

+ Professional Driving Permit (PrDP)

+ Agricultural Equipment Operator

- Agricultural Equipment Operator

- > Tractor Operator HAVE
- > Forklift Operator EXPIRED
- > Agricultural Equipment Licence Not Listed ...

Tractor Operator

Licenced

Expired

Have to do

X Clear Selection

There is a list of operator Licenses mapped on the system that applies to the Wine Industry.

Similarly to the other tabs you can respond based on your competency

Competency Surveys -Professional Registrations

Survey Professional Registration

Current Survey: LMS

Roles / Functions Selected: [Change?](#)

- Accommodation Supervisor/Manager
- Cellar Door Supervisor/Manager
- Events Co-ordinator
- Restaurant Waiter

+ National Registrar of Tourist Guides

+ South African Sommelier Association

+ Public Relations Institute of Southern Africa

+ Marketing Association of South Africa

> Professional Registration Not Listed ...

If you have any professional registration you wish to add, you can include it in the professional registrations tab.

We will be notified of the need in industry.

Competency Framework

We have mapped out each of the competencies within the South African Industry value chain. The Competency Survey Framework gives you as an employee an opportunity to see what are competencies your role entails and respond based on your competency. This information pulls through to your personal development plan and then gives you indications of possible learning opportunities linked to the attributes you have indicated where you need learning.

Profile List for: **Wine Industry**

Workplaces	Roles	Selected
Wine Tourism		
Accommodation and Lodging	Accommodation Assistant/Support Services	☐
Accommodation and Lodging	Accommodation Supervisor/Manager	☒
Events and Functions	Events Assistant	☐
Events and Functions	Events Co-ordinator	☒
Restaurant	Restaurant Supervisor	☐
Restaurant	Restaurant Waiter	☒
Cellar Door	Cellar Door Assistant	☐
Cellar Door	Cellar Door Supervisor/Manager	☒
Winery Tours and experiences	Activities Assistant/Guide	☐
Winery Tours and experiences	Activities Supervisor/Manager	☐
Food preparation	Chef	☐
Food preparation	Kitchen Assistant	☐
Primary Production		
Primary Production	Vineyard Foreman	☐
Primary Production	Vineyard Manager	☐
Primary Production	Vineyard Worker	☐
Secondary Production		
Secondary Production	Assistant Winemaker	☐
Secondary Production	Cellar Master / Production Manager	☐
Secondary Production	Cellar Worker	☐
Secondary Production	Laboratory Technician	☐
Secondary Production	Senior Cellar Worker	☐
Secondary Production	Winemaker (Senior / Head Winemaker)	☐

SAVE & CONTINUE **CLEAR**

You can choose which section of the wine industry value chain best suits your job profile. Note that you can only select from one of the competency surveys at a time. If you made a mistake by clicking on the others press clear at the bottom then start again.

You cannot select two job profiles if they are associated with each other. For example manager and assistant. However, if they are two different profiles, you can select more than one profile.

When you have chosen the applicable roles, you can press save and continue, it will then take you to the competency survey.

When you have chosen a role, the survey generates all the competencies within the specific role/s you have selected.

You can then respond to each attribute based on your competency. Based on the competencies you fill in, each competency is linked to a learning attribute on the learning needs tab.

Verbal Communication – Apply effective communication skills when engaging with people

Need Learning
Need Mentoring
Function on Own
Assist Others
Not Required
X Clear Selection

Roles / Functions Selected: **Wine Tourism** ★

- Accommodation Supervisor/Manager
- Cellar Door Supervisor/Manager
- Events Co-ordinator
- Restaurant Waiter

Wine Tourism Competence Framework

- Applied Understanding of Principles and Concepts – The skills and knowledge referenced in this section provides the base for employees to understand their working environment and perform the specific skills required for the roles they are responsible for
 - Verbal Communication – Apply effective communication skills when engaging with people **Not Completed**
 - Writing – Write text that others can interpret and understand **Not Completed**
 - Reading – Understand and respond to written text **Not Completed**
 - Mathematics – Understanding of importance of accurate measurement and calculations **Not Completed**
 - Life-long Learning – Focus on acquiring/developing skills to increase employability and productivity **Not Completed**
 - Professionalism – Apply customer service principles **Not Completed**
 - Marketing and Sales – Apply principles that promote purchasing behaviour **Not Completed**
 - Information Technology – Understand and operate information technology to search for information, communicate and draft documents **Not Completed**
 - Tourism System – Understand the tourism system and recognise trends **Not Completed**
 - Safety & Hygiene – Understanding the rationale of safe and hygienic practices **Not Completed**
 - Winemaking – Introduce wines of South Africa and explain wine-making/cellar concepts and processes **Not Completed**
 - Vineyard Fundamentals – Understand and explain vineyard concepts and processes **Not Completed**
 - Business Sustainability – Understand the basic principles related to sustaining a business **Not Completed**
- Interactive and Interpersonal Relationship Skills – This section contains competencies and personal qualities that enable individuals to interact effectively with customers, guests, co-workers, and supervisors
- Workplace Specific Skills – The competencies listed in this section are not aimed at defining specific tasks, but

Managers can view all their employee's competencies and personal development plans and use this to plan training.

★ **If you realised you have made a mistake by selecting the wrong role, you can select change and go back to the previous slide and select your role again!**

Managing Employees on the Competency Framework

Once your manager have understood the competency framework as displayed in the guide above, you need to take note that you can do the same for employees who are listed under your profile.

In order to list employees under your profile, when they create a profile, they need to select the company name based on the affiliation you have created. Once you affiliate your entity with SAWIPB, you automatically become the manager then you will have managerial rights.

When you as an entity manager log on the LMS and go to the competency survey tab, you will see a list of your employees that you are able to manage. As seen below.

Employee List for: SA Wine	
Action	Name
Own Profile	
GO	SA Wine Employer
My Team	
GO APPROVE	Eden Marlaine du Plessis
GO APPROVE	Natasha Lodewyk
GO APPROVE	Kachne Ross

If you click on go, you can review that employees entire competency survey and provide your own responses on their competency survey answers. When you are done, you can approve it as the manager. You will see when you choose an employee to manage, you can provide your own responses in the blue tabs as seen below.

Wine Industry Competence Framework	
Applied Understanding of Principles and Concepts - The skills and knowledge referenced in this section provides the base for employees to understand their working environment and perform the specific skills required for the roles they are responsible for	
+ Business Fundamentals - Understand basic principles of keeping the doors open	NEED LEARNING FUNCTION ON OWN
+ Safety & Hygiene - Understanding the rationale of safe and hygienic practices	NEED LEARNING ...
+ Sell or serve alcohol - Promote responsible alcohol usage	NEED LEARNING ...
+ Problem Solving and Decision-Making - Respond to challenges in a responsible and logical manner	NEED MENTORING ...
+ Plan & Organise - Systematically execute objectives and responsibilities	NEED MENTORING ...
+ Business Sustainability - Understand the basic principles related to sustaining a business	NEED LEARNING ...

6. Personal Development Plan

Eden Marlaine du Plessis
Non-Supervisory

Survey Report

Summary of learning and development needs and related programmes

Full Name:	Eden Marlaine du Plessis
ID No:	960100030085
Job Title:	Non-Supervisory
Employment Status:	Temporary
Roles:	- Activities Supervisor/Manager - Cellar Door Supervisor/Manager - Restaurant Waiter

Search: [EXPORT TO PDF](#)

Description (Show Available Learning)	L	M	Employee Response	Manager Response
Marketing and Sales - Apply principles that promote purchasing behaviour				
Customer centredness				
Brand Loyalty				
Establish Relationships				
Convenience				
Authenticity				
Product Knowledge				
Maintain Customer Relations				
Wine History				
Wine Regions				
Old World and new World Wines				
Maximise sales opportunities				
Information Technology - Understand and				

Marketing and Sales - Apply principles that promote purchasing behaviour

File Name

Preview

1. Sommelier's Perspective on Compiling a Beverage Programme:

[CLOSE](#)

Employees can view their personal development plans and their responses. The purple buttons take you to a knowledge bank of information on the specific competency. This can be an ebook, article, website or videos!



Personal Development Plan - Requesting Learning

Search: [EXPORT TO PDF](#)

Description (Show Available Learning)	L	M	Employee Response	Manager Response
Qualification				
Professional Registration				
Operator Licence				
Languages				
Competency Framework				
Customer Focus - Principles of effective customer service				
Wine Service - Art of serving wine				
Wine Tasting - Characteristics of wine being presented				
Restaurants - Prepare and serve food				

Request Learning ×

Customer Focus - Principles of effective customer service Need Learning

#	Description	Status	Status Date	Action
1	Waiting in Wine Tourism Context			
2	Cape Wine Academy Short Course	Requested	20-07-2022	

If you select the show available learning button it shows you all the learning opportunities associated with the competencies you have selected.

If this identifies as a learning need based on your competency survey, you can press the pink button and request learning. Then the following screen will show up and you can request the learning attribute!

Personal Development Plan - Viewing My People

Learning Personal Development Plan

Summary of learning and development needs and related programmes

Full Name:	XXXXXXXXXX
ID No:	XXXXXXXXXX
Job Title:	Supervisory / Managerial
Employment Status:	Permanent



Showing: Current | Search: | [EXPORT LEARNING PDP](#)

[GO TO SURVEY PDP](#) | [MY PEOPLE](#)

Description (Show) | Status Achievement Record | Record | Desc

You are able to view the personal development plans of the employees you have registered on your profile.

My People

Search:

Action	ID No	Name	Profile
Own Profile			
  			Supervisory / Managerial
My Team			
  			Supervisory / Managerial
  			Supervisory / Managerial
  			Supervisory / Managerial
  			Supervisory / Managerial
  			Supervisory / Managerial
  			Supervisory / Managerial
  			Supervisory / Managerial

You are able to view the personal development plan grid, and download them as PDF's

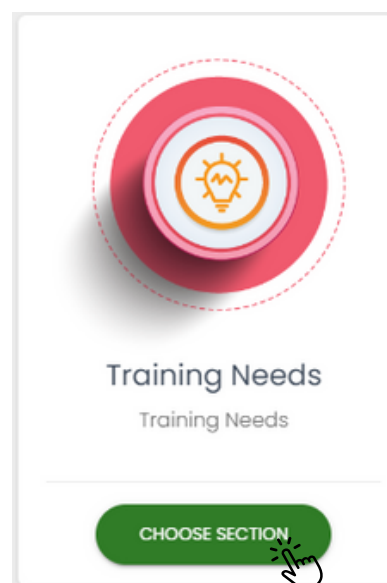
7. Alternative ways of Requesting Learning - Training Needs

Training Needs
Summary of learning and development needs and related programmes

Description:
Wine Marketing and Tourism

Description:
Wine Marketing and Tourism
Wine Marketing and Tourism
Oenology / Winemaking, cellar technology
Viticulture
Compliance and Regulatory
Development Programmes

Description	
Waitering in Wine Tourism Context	Requested
Junior Sommelier Certificate	***
Alcohol Awareness	***
Introduction to Wine Course (SASA Certified)	***
Sommellerie	Requested
Introductory Sommelier Certificate	***
South African Basic Wine Course Level 1	***
Wine Marketing Communication Course	***
Cape Wine Academy Short Course	Requested



If you want to request learning based on a specific program, you or a manager can log in and go to the training needs tab.

You need to select the section which applies to your training and then all the interventions will show up.

You can then select request.

Managers will have access to all employees when they open this page. Managers can see the status and request for everyone on their team.

This is an alternate route to accessing training needs. If you have received an email from us with a training invitation and you wish to attend it or send one of your employees to the training, you can access it here.

We still encourage the competency survey as it has greater benefit to you.

Managing more than one employee on the training needs

Managers are able to select more than one employee to manage their training needs. If you wish to nominate more than one employee on a specific training intervention, follow the steps below.

Training Needs
Summary of learning and development needs and related programmes

Description:
Human Resources
Logistics and Distribution
Human Resources
Wine Marketing and Tourism
Oenology / Winemaking / Cellar Technology
Viticulture
Compliance and Regulatory
Development Programmes

Step one, is to select the category where you wish to find the training intervention from the drop down list.

Description:
Human Resources

+ SELECT EMPLOYEES

Step two is to select and add employees by clicking the select employees button.

Step three, you will see a long list of all the employees who are listed under your organisation. Simply click with the check box on the employees who you wish to manage.

Add Employee

User Assign

Search: Showing: 1 / 1 records Selected: 0 / 20

User ID	Full Name	Job Title	Department	
☐	960800030065	Eden Marlene du Plessis	People and Skills Development Officer	SA Wine Employees

X CLOSE SAVE

Training Needs

Summary of learning and development needs and related programmes

Description:
Human Resources

+ SELECT EMPLOYEES

Search

Description

Human Resources Management - Recruitment, Development, Performance & Coaching Skills offered by iLearn Corporate Services (Pty) Ltd

QCTO: Training and Development Practitioner offered by iLearn Corporate Services (Pty) Ltd

All

Eden Marlene du Plessis

Kachne Ross

Natasha Lodewyk

Enrolled

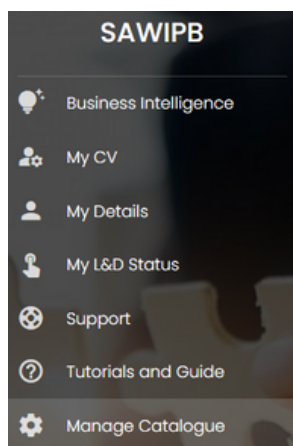
Step four, you will see the list of employees you have selected and you can enroll them as needed. You can also select the all button and it will request training for all the employees on the list according to the intervention you have selected.

8. Manage Catalogue

Introduction

Entity Managers who have formally affiliated with SAWIPB has the option of creating their own internal training catalogue. This means that managers can create internal training interventions such as inductions or health and safety training and make use of the system as an online LMS to manage all in house training on an online platform.

Accessing and Managing the Catalogue



You will find the **manage catalogue** option on the left hand side of the home screen at the bottom. Once you have selected this, you will be brought to a screen that has this options. Click on the dropdown list and select qualifications.

Manage Catalogues

Attribute Name:

Adding your training to your own catalogue

Manage Qualifications

Attribute Name:
Qualification

Filter

Expand All / Collapse All

Description

MS Project 2019 - Beginner offered by E-Learn Corporate Services (Pty) Ltd

MS Project 2019 - Intermediate offered by E-Learn Corporate Services (Pty) Ltd

MS Excel - Intermediate offered by E-Learn Corporate Services (Pty) Ltd

MS PowerPoint 2019 - Beginner offered by E-Learn Corporate Services (Pty) Ltd

MS PowerPoint 2019 - Intermediate offered by E-Learn Corporate Services (Pty) Ltd

MS Outlook 2019 - Beginner offered by E-Learn Corporate Services (Pty) Ltd

MS Outlook 2019 - Intermediate offered by E-Learn Corporate Services (Pty) Ltd

When you click on qualifications, you will be greeted with a screen with qualifications options. You need to select the collapse all button, scroll to the top and find the button that says **Employer internal programmes**. Click on this until it is highlighted in blue

Expand All / Collapse All

Description	Ranking
Wine Marketing and Tourism	
Oenology / Winemaking / Cellar Technology	
Viticulture	
Compliance and Regulatory	
Development Programmes	
SA Wine Events offered by South Africa Wine NPC - Training	
Survey	
Employer Internal Programmes	

Right click on the blue pannel and select add node, then in the node box, type in: **Internal Training:** followed by your company name, as stated below:

Qualification

Filter

Expand All / Collapse All

Description

Wine Marketing and Tourism

Oenology / Winemaking / Cellar Technology

Viticulture

Compliance and Regulatory

Development Programmes

SA Wine Events offered by South Africa Wine NPC - Training

Survey

Employer Internal Programmes

Add Node

Edit

Ranking

Set Survey

Manage Complexities

Manage Learning

Link Online Learning

Upload Reference Material

Manage Qualification Detail

Export to Excel

Share with SA Wine

Create Online Learning Module

Delete

Add node

SA Wine Internal Training

Add Cancel

Once you have added it, go back to the main page, collapse all and open up the **employer internal programmes tab** and your category will be listed there. Now you can click on your name, wait for it to go blue, then right click and add new node. Any new training you add will show up under that node.

Employer Internal Programmes

Spiers Inhouse Training

SA Wine Internal Training

Digital Communications Course

Employer Internal Programmes

Spiers Inhouse Training

SA Wine Internal Training

Digital Communications Course

Expand All / Collapse All

Description	Ranking	Provider Learning Needs	Need Learning	Survey	Online Learning
Employer Internal Programmes		☐	☐		
Spiers Inhouse Training		☒	☐		
SA Wine Internal Training		☒	☐		
SA Wine Induction		☒	☐	☐	☐
Digital Communications Course		☐	☐		

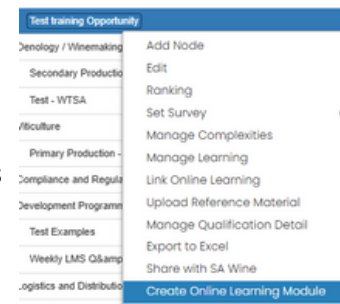
When you are done, click on the checkbox under the learning needs tab to add it to your internal catalogue so your learners/employees can see it.

9. Managing and adding online learning to learning programmes

Linking an online learning programme to the learning programme created.

Entity affiliates will have the opportunity to develop an online learning program that complements the existing learning framework. This enables providers to upload all educational materials in their preferred format, as well as link documents, images, or videos to the online platform. Additionally, providers can create assessments to evaluate learners and assign grades accordingly.

To initiate this process, navigate back to your training catalogue and select the learning program you wish to base the online module on. Click on the program until it is highlighted in blue, then choose the option "Create Online Learning Module." On the right side of the screen, within the online learning column, you will see the option to "View."



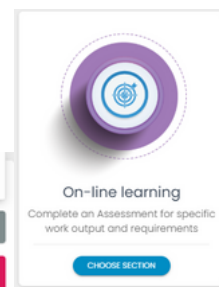
Online Learning L



Accessing Online Learning

Once you have created your online learning program, return to the main page by clicking the Skillogical button located in the left menu.

To begin, navigate to the online learning block. Click on it, and you will see a list of all the online learning programs you have created. Select the program you wish to edit.

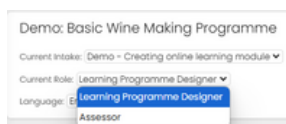
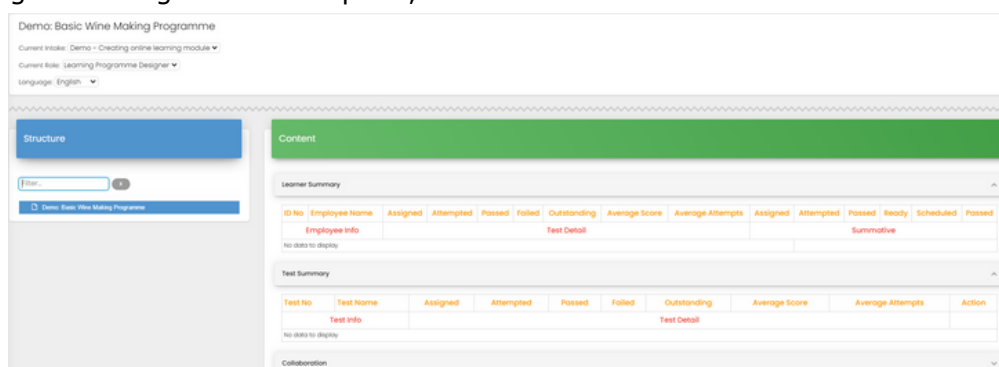


On-line Learning & Assessments
Complete learning for specific work output and requirements

Learning Programmes

Tests for Demo LC 25 NC 22	Content, 2024 PP Knowledge Donation Day LC 28 NC 22	Content - Fault Wines - SP Knowledge donation day LC 36 NC 22
Content - LMS Q&A LC 49 NC 22	Content - Wine Marketing and Tourism Knowledge Donation Day 2024 - Skills For Tasting Room Success LC 63 NC 22	learning programme LC 56 NC 22

After selecting the online learning program you wish to edit, clicking on it will display a new page featuring a blank template, as illustrated below.



Please ensure that your role is updated to "Learning Programme Designer" if it has not yet been set accordingly.

Creating the learning storyboard

When developing a new online learning program, it is essential to create a storyboard that reflects the structure of the curriculum. This approach allows you to divide the content into modules, chapters, sections, and other components. It is advisable to outline this structure on paper before you begin the actual content creation.



The storyboard serves as a planning tool, enabling you to organise the content and assessments effectively. Each level of the storyboard is identified as nodes to differentiate the various tiers of information. Below is an example illustrating the storyboard and the corresponding nodes associated with it.

Rough storyboard example

L 1 **NODE 1** BASIC WINEMAKING PROGRAMME

L 2 **NODE 2** *Module 1: Introduction to Winemaking*

L3 **NODE 3** • *Chapter 1: History of Winemaking*

L4 **NODE 4** ◦ *Heading 1: Ancient Origins*

- Content: Text summary, timeline infographic, video on the history of wine in ancient civilizations.

L4 **NODE 4** ◦ *Heading 2: Modern Practices*

- Content: Comparison chart of traditional vs. modern techniques, images of modern equipment, audio interview with a winemaker.

L4 **NODE 4** ◦ *Test: Short multiple-choice quiz on historical facts and modern practices.*

L3 **NODE 3** • *Chapter 2: Overview of the Winemaking Process*

L4 **NODE 4** ◦ *Heading 1: Grape Cultivation*

- Content: Interactive map showing wine regions, eBook on grape varieties, quiz on grape classifications.

L4 **NODE 4** ◦ *Heading 2: From Harvest to Bottling*

- Content: Step-by-step diagram, video walkthrough of a winery, downloadable PDF with process details.
- *Test: Drag-and-drop activity to match steps of the winemaking process with descriptions.*

L 2 **NODE 2** *Module 2: Grape Cultivation and Harvesting*

L3 **NODE 3** • *Chapter 1: Understanding Grapevines*

L4 **NODE 4** ◦ *Heading 1: Anatomy of a Grapevine*

- Content: Annotated diagrams, flashcards for key terms, animated video explaining vine growth.

L4 **NODE 4** ◦ *Heading 2: Ideal Growing Conditions*

- Content: Infographic on climate and soil requirements, case studies of successful vineyards, assessment quiz.
- *Test: Fill-in-the-blank questions and multiple-choice quiz on vine anatomy and growing conditions.*

L3 **NODE 3** • *Chapter 2: Harvesting Techniques*

L4 **NODE 4** ◦ *Heading 1: Manual vs. Mechanical Harvesting*

- Content: Comparison video, photos of each method, PDF with pros and cons.

L4 **NODE 4** ◦ *Heading 2: Timing and Quality Control*

- Content: Interactive calendar for harvest timing, video interview with an expert, downloadable checklist for quality.

L4 **NODE 4** ◦ *Test: Scenario-based questions (e.g., deciding the best harvest time based on given data).*

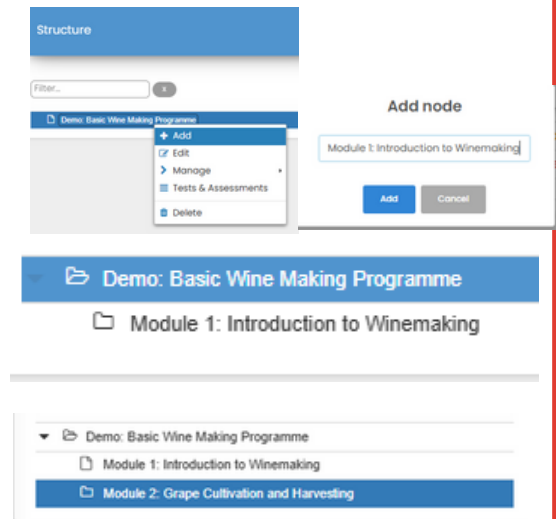
Developing the story board

Adding Nodes - Level 1 and 2

The first step in creating the storyboard involves establishing the top nodes. It is important to note that the parent node is designated by the name of the online learning module. If you inadvertently click on this node, causing it to highlight in blue, and subsequently press delete, it will remove all elements below that parent node.

We will begin by adding the two sub-nodes (Node 2), which represent the module headings. To do this, click on the main parent node and wait for it to turn blue. Then, right-click and select "Add Node" as illustrated. A pop-up will appear, prompting you to enter the heading for the second level. Please refer to the example provided for clarification.

Once you have added the new node, proceed to click on the parent node (Node 1 - "Demo: Basic Winemaking Process") and add Module 2, which will also belong to Node 2.



Adding Nodes - Level 3

Congratulations on successfully adding your initial modules. The next step involves incorporating chapters (Level 3) and content headings (Level 4).

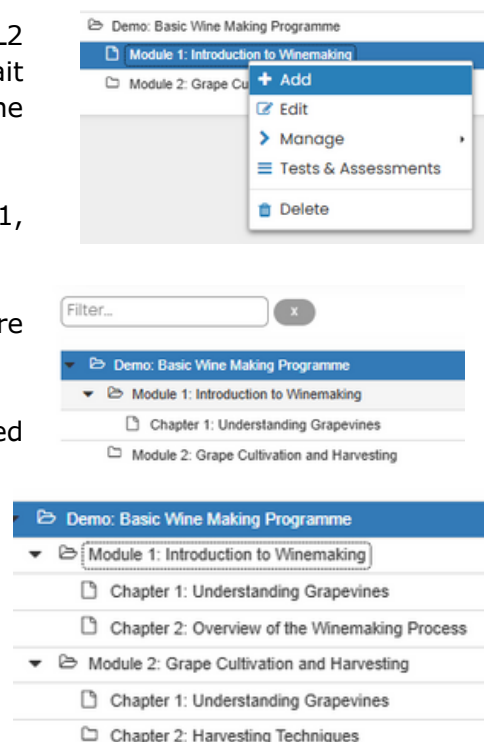
To add chapter headings, begin by selecting the L2 node, which corresponds to the Module 1 heading. Wait for the node to turn blue, then click "Add" to input the name of the first chapter.

By clicking the arrow on the left side of Module 1, Chapter 1 will be displayed.

Continue this process until all necessary chapters are included in your storyboard.

Upon completion, your storyboard should be structured as follows:

- Level 1 (Node 1) Heading
- Level 2 (Node 2) Module Headings
- Level 3 (Node 3) Chapter Headings



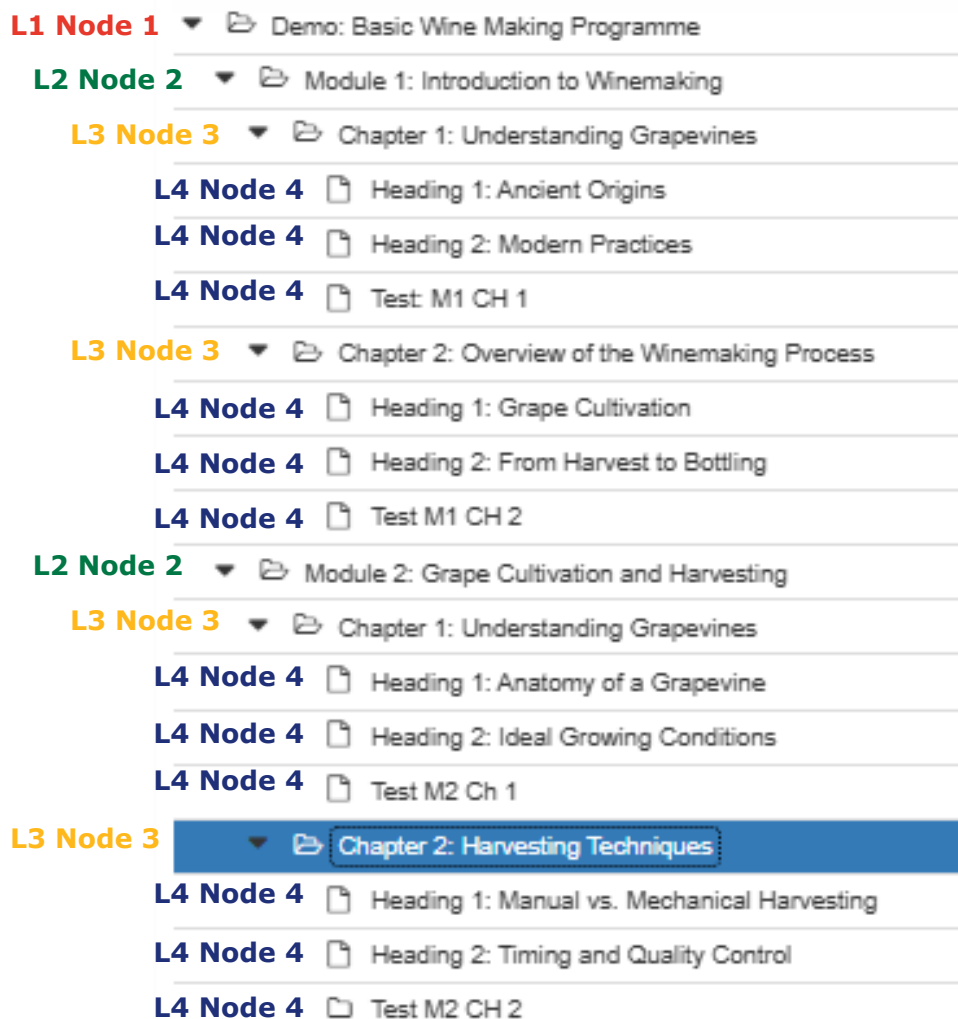
Adding Nodes - Level 4

When adding the fourth nodes, follow the same procedure as before. Ensure that you select the level 3 nodes and wait for them to turn blue before adding the level 4 nodes.

Please note: It is essential to highlight the node directly above the level you wish to add. For instance, select the level 3 node, wait until it turns blue, and then proceed to add the node below it.

Additionally, to verify that all nodes are correctly positioned, expand all nodes by clicking the arrow on the left-hand side.

As illustrated, this is the appearance of the completed storyboard.



Deleting or Moving Nodes

If you have identified a node that has been placed incorrectly and wish to remove it, first select the node in question and ensure it turns blue. It is crucial to verify that the selected node is indeed the correct one, as selecting an incorrect node (e.g., a Level 1 node) may result in the deletion of all subordinate nodes.

Once you have confirmed the accuracy of your selection, right-click and choose the delete option. Afterward, you can follow the previous instructions to add a new node in the appropriate location.

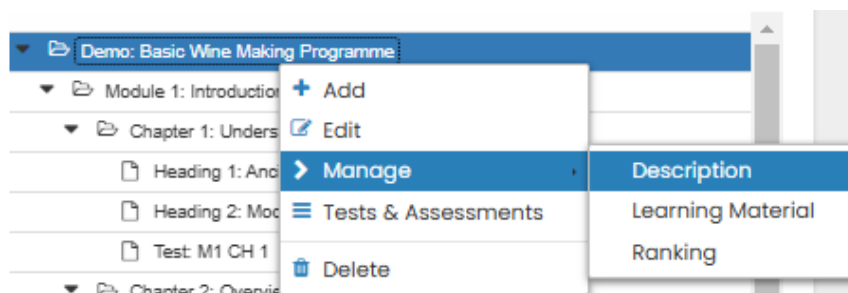
Adding Content to the Online Learning Story Board

Introduction

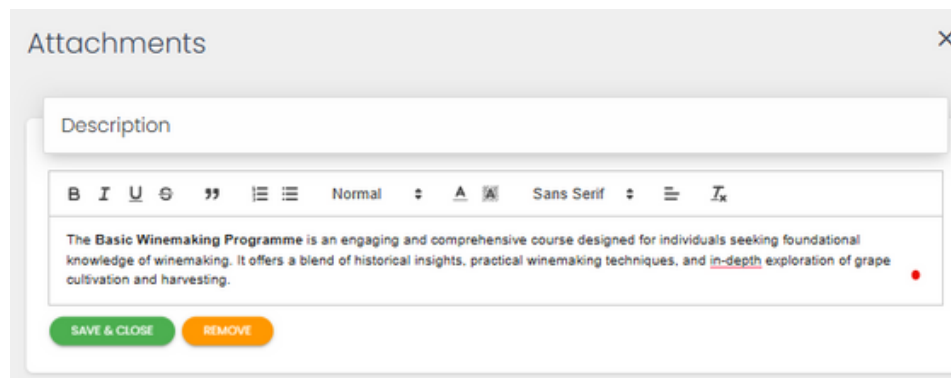
Once you have created and verified the accuracy of your storyboard, you can begin incorporating content into your online learning module.

Adding Content: Header Information

When you click on each heading page, an introduction should appear, outlining the essential elements of the chapter, module, or online learning program. To accomplish this, select the desired node by clicking on it until it is highlighted in blue. Next, choose the "Manage" option and then press "Description" to add your content.



You will then paste the content you wish to display in the designated box and click "Save" to finalize your changes.



Upon clicking the heading, the corresponding information will be displayed. Please repeat this process for each chapter you have outlined.

Demo: Basic Wine Making Programme

The **Basic Winemaking Programme** is an engaging and comprehensive course designed for individuals seeking foundational knowledge of winemaking. It offers a blend of historical insights, practical winemaking techniques, and in-depth exploration of grape cultivation and harvesting.

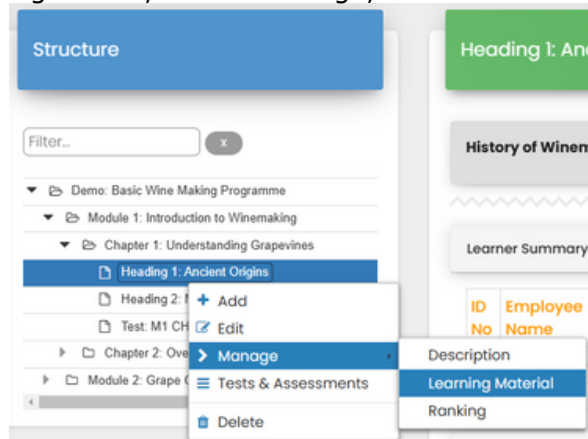
Adding Content: Uploading Files

You also have the option to upload educational materials for learners to access and study while participating in your online course.

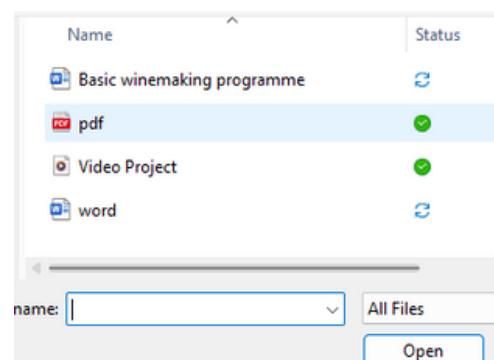
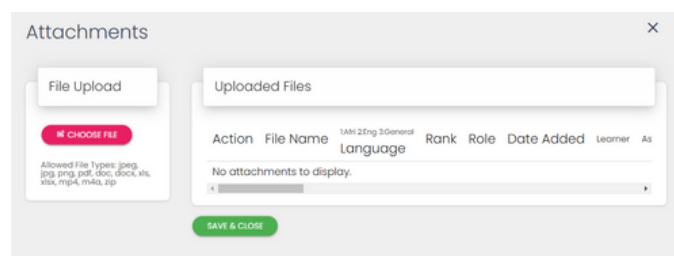
The following formats are supported for upload: PEG, JPG, PNG, PDF, DOC, DOCX, XLS, XLSX, MP4, M4A, ZIP, PPT

To add files, please follow these steps:

First, click on the node to which you wish to attach the learning material, ensuring it turns blue. Once this occurs, right-click, select "Manage," and then click on "Learning Material," as illustrated below.



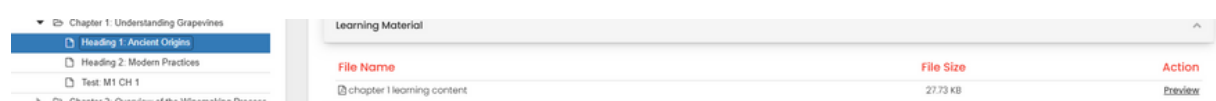
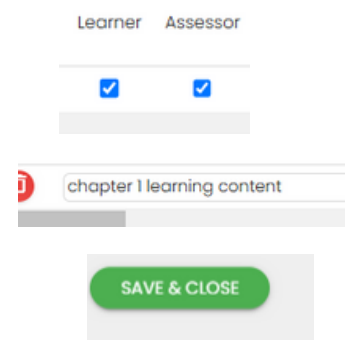
You will be presented with a screen prompting you to upload files, as illustrated below. Upon clicking "Choose File," a dialog box, similar to the one shown below, will appear. Select the desired file for upload and click "Open."



To view the files you have uploaded, scroll to the right and click on "Assessor" and "learning programme designer".

Next, scroll to the left to rename the file to your preferred title, then click "Save" and "Close."

After saving, click on the relevant node where you added the file, and it will be displayed there.



Creating Tests

As Part of the online learning option, you can create tests. There are two ways of uploading tests on the system. Auto mark questions and adding scores manually.

AUTO MARK QUESTION TYPES

Type of Question	Description
True / False	You could also upload images and ask related questions. This is an image of a car. True or False
Math Answer	Math Answer allows for a question that requires a numerical answer. The system will check whether the answer given is equal to the model answer before allocating a mark for the answer. Only the Option A and Answer A fields should be used for this type of question. State the math question here in the text. What is 9×10 ?
Multiple Choice (Part Mark)	Multiple Choice (Part Mark) allows for up to six statements/answers in response to the question being posed. The correct answers should be marked with an UPPERCASE Y for the system to auto mark the responses. A mark will be allocated for each correct response, but wrong responses result in negative marks, which then deducts from the correct marks to the value of 0.
Multiple Choice	Multiple Choice questions allows for up to six statements/answers in response to the question being posed. The correct answers should be marked with an UPPERCASE Y for the system to auto mark the responses. A mark will only be allocated if all the correct options are selected.
Single Choice	Single Choice questions allows for up to six statements/answers to be displayed in response to the question being posed. The correct answer should be marked with an UPPERCASE Y for the system to auto mark the responses
True / False	True/False questions allows the learner to select True or False in response to a statement posed as question. The correct answer needs to be marked with an UPPERCASE Y. The words True and False needs to be entered in the Option A & B fields.

Adding scores manually

You may also include questions that require free-text responses. In such cases, as the assessor, you will need to log into the individual's profile to grade the test automatically.

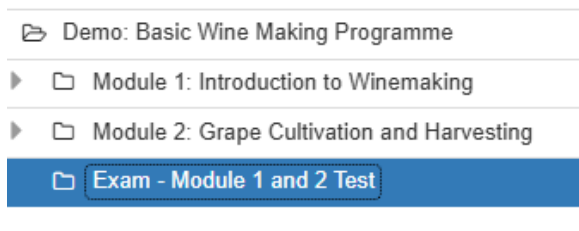
This feature can also be beneficial for providers who prefer to upload marks and scores for tracking compliance.

Marking Tests and Student Interaction

As the assessor, you have the capability to provide comments on test results for both automated questions and manually assigned scores. For instance, if you notice that a student has marked an incorrect response—indicating false when the correct answer is true—you can offer constructive feedback, suggest areas for improvement, or even request a meeting with the student for further discussion.

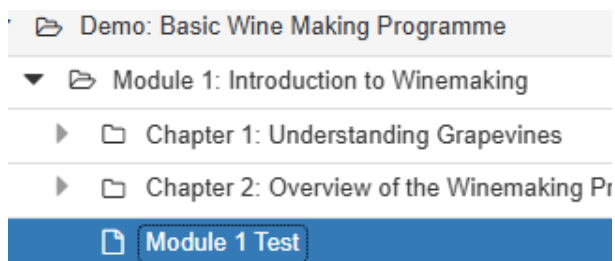
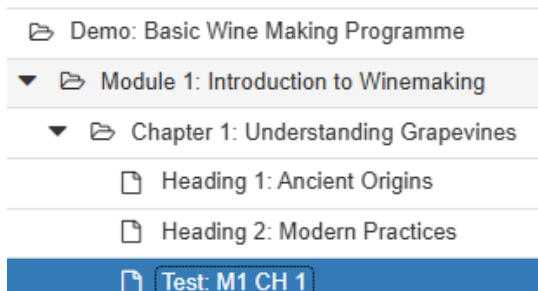
Creating Test Nodes

You can establish a dedicated node specifically for testing purposes. As illustrated below, I have created an additional Level 2 node designated for tests related to the entire module. Alternatively, you may choose to add a test node at the conclusion of each module or chapter by following the standard node creation process.



Adding a test to the entire learning programme, adding from node level 1

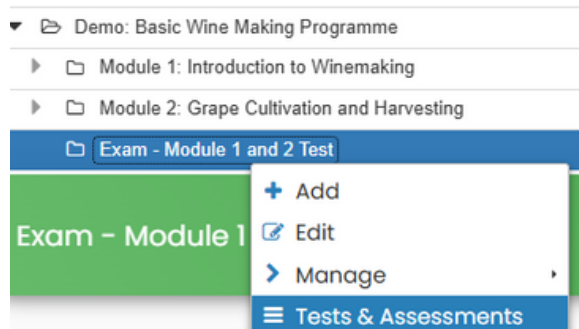
Adding a test to chapter 1, by adding from chapter 1 or 2 (Level 3 Nodes)



Adding a test to Module 1, by adding from Module 1 or 2 (Level 2 Nodes)

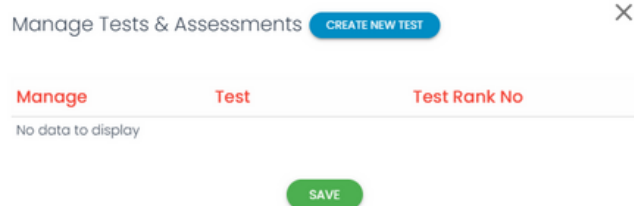
Creating a new test

For the purpose of this exercise, I am going to add test examples to the first example, "Exam - Module 1 and 2 test"



The initial step involves selecting your designated test node. Once you click on it, wait for it to turn blue. After that, right-click and navigate to the "Tests and Assessments" option.

You will encounter a popup on the right side of the screen. At this point, please select the block labeled "Create New Test." Subsequently, another popup will appear, which resembles the image displayed below.



Create New Test

Test Type:

Test Name:

Test Description:

Test Available:

Test Validity:

Completion Criteria:

Date Available From:

Date Available To:

Test Due Date:

Test Available After Due Date:

Use Timer:

Time Limit:

Password Required:

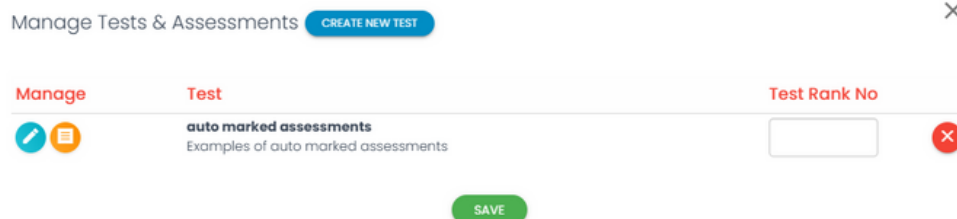
Password:

Attempts Allowed:

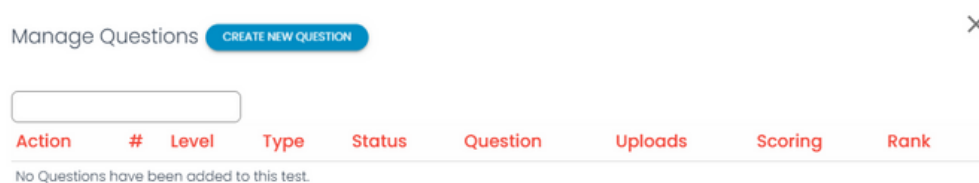
Pass Score:

No Of Questions:

Please complete the details using the relevant information applicable to you. The example provided above serves merely as a reference. Once you have filled in the necessary fields, click 'Save.' You will then be directed back to this page.



To adjust the test parameters, click on the blue button if modifications are necessary. To add questions, simply click on the yellow button, as illustrated in the image below.



Creating A Test Question

Once clicked on the orange button, this will show up. See image below.

Create New Question ×

Question: Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

Option B: Answer B:

Option C: Answer C:

Option D: Answer D:

Option E: Answer E:

Option F: Answer F:

Creating A Test Question - True or False

True/False questions allows the learner to select True or False in response to a statement posed as question. The correct answer needs to be marked with an UPPERCASE Y. The words True and False needs to be entered in the Option A & B fields.

You could also upload images and ask related questions. This is a line art example.

Question:  Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

Option B: Answer B:

Action	#	Level	Type	Status	Question	Uploads	Scoring	Rank
 	1	Basic	True / False	Compulsory	Early winemaking utilized stainless steel tanks.		1	1 

I have inputted the Question, selected True or False from the drop down. To indicate the correct answer I have put a **CAPITAL Y** in the answer column. Note that it only responds to the capital Y

Your First Question is uploaded!

Creating A Test Question - Maths Question

Math Answer allows for a question that requires a numerical answer. The system will check whether the answer given is equal to the model answer before allocating a mark for the answer. Only the Option A and Answer A fields should be used for this type of question. State the math question here in the text.

The screenshot shows the 'Math Answer' question creation interface. The 'Question' field contains the text: 'if wine storage in amphorae began 6,000 years ago and transitioned to wooden barrels 1,000 years later, how long did amphorae dominate?'. The 'Score' field is set to 1. The 'Question Type' dropdown is set to 'Math Answer'. The 'Question Level' dropdown is set to 'Basic'. The 'Question Status' dropdown is set to 'Compulsory'. The 'Rank' field is set to 1. Below the question, the 'Option A' field contains 'Solve the question' and the 'Answer A' field contains '5000'.

Creating A Test Question - Multiple Choice (Part Mark) / Negative Marking

Multiple Choice (Part Mark) allows for up to six statements/answers in response to the question being posed. The correct answers should be marked with an UPPERCASE Y for the system to auto mark the responses. A mark will be allocated for each correct response, but wrong responses result in negative marks, which then deducts from the correct marks to the value of 0.

The screenshot shows the 'Multiple Choice (Part Mark)' question creation interface. The 'Question' field contains the text: 'What materials were commonly used for fermentation in ancient winemaking?'. The 'Score' field is set to 2. The 'Question Type' dropdown is set to 'Multiple Choice (Part Mark)'. The 'Question Level' dropdown is set to 'Basic'. The 'Question Status' dropdown is set to 'Compulsory'. The 'Rank' field is set to 1. Below the question, there are four options: 'Option A: Stainless steel', 'Option B: Oak Barrels', 'Option C: Plastic Tanks', and 'Option D: Stone Pits'. The 'Answer A' field is empty, 'Answer B' contains 'Y', 'Answer C' is empty, and 'Answer D' contains 'Y'.

Take note that here, the score changes to 2, the selection is Multiple choice part mark and there are two Y`s meaning there are 2 correct answers.

A dropdown menu showing the following options: 'Free Text', 'True / False', 'Single Choice', 'Multiple Choice', 'Multiple Choice (Part Mark)' (highlighted), and 'Math Answer'.

Creating A Test Question - Multiple Choice

Multiple Choice questions allows for up to six statements/answers in response to the question being posed. The correct answers should be marked with an UPPERCASE Y for the system to auto mark the responses. A mark will only be allocated if all the correct options are selected.

Question: Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

Option B: Answer B:

Option C: Answer C:

Option D: Answer D:

Option E: Answer E:

Creating A Test Question: Single Choice

Single Choice questions allows for up to six statements/answers to be displayed in response to the question being posed. The correct answer should be marked with an UPPERCASE Y for the system to auto mark the responses.

Question: Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

Option B: Answer B:

Creating A Test Question: True or False

True/False questions allows the learner to select True or False in response to a statement posed as question. The correct answer needs to be marked with an UPPERCASE Y. The words True and False needs to be entered in the Option A & B fields.

Question: Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

Option B: Answer B:

Creating A Test Question: Free Text

Add the final mark for the assessment, maximum is 10, 100%.

Question: Score:

Question Type: Question Level: Question Status: Rank:

Option A: Answer A:

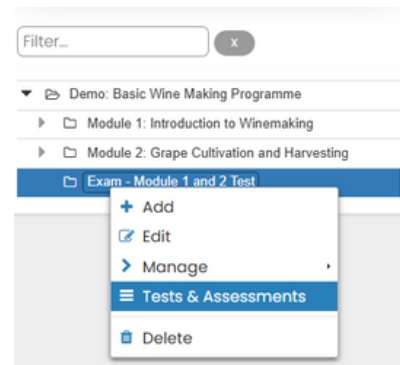
Option B: Answer B:

Option C: Answer C:

Option D: Answer D:

Viewing and Editing Questions

To edit the Test or Questions in the test, you go back to the node in the story board, click until it turns blue, then right click and select tests and assessments. You will be greeted by the icon below.



Clicking the blue button will enable you to edit the test limitations, while selecting the orange button will direct you to the section for editing the test questions, where all your questions will be displayed as outlined below. To modify the test, simply click the blue button.

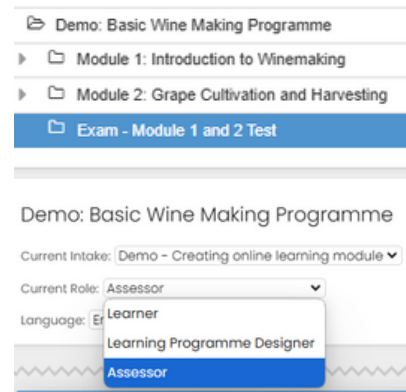
Manage Questions [CREATE NEW QUESTION](#)

Action	#	Level	Type	Status	Question	Uploads	Scoring
	7	Basic	Free Text	Compulsory	Explain how modern technology has improved winemaking efficiency.	10	10
	6	Basic	True / False	Compulsory	The Industrial Revolution had no impact on winemaking techniques	1	1
	5	Basic	Single Choice	Compulsory	Name a tool introduced during the Industrial Revolution.	1	1
	4	Basic	Multiple Choice	Compulsory	What is a key feature of modern winemaking?	2	2
	3	Basic	Multiple Choice (Part Mark)	Compulsory	What materials were commonly used for fermentation in ancient winemaking?	2	2
	2	Basic	Math Answer	Compulsory	Solve the Math Question below	1	1
	1	Basic	True / False	Compulsory	Early winemaking utilized stainless steel tanks.	1	1

Marking Questions

In order to mark the questions based on learners answers, you will go to the online learning tab, then select the online learning module you are dealing with and then navigate to the node where the test lies that you wish to mark. Click on this until it goes blue.

On top of that, you need to check your role and select assessor under the dropdown box.



On the page, it will show all the students enrolled, when you scroll down it will have this screen called Test Summary. Look to the right and there will be a button where you can click on called "mark tests".

Test Summary									
Test No	Test Name	Assigned	Attempted	Passed	Failed	Outstanding	Average Score	Average Attempts	Action
Test Info		Test Detail							
7	Auto marked questions	2	2	0	2	2	43.75	1.5	Mark Test

The learner list for all the students who has marked the test will show up. You then select mark test based on the learner selected.

ID No	Name	Test No	Test Name	Highest Score	Attempts	Action
1234567891011	Test Account	7	Auto marked questions	37.5 - Failed	1	Mark Test
-	-	7	Auto marked questions	50 - Failed	2	Mark Test

The learner's test will show up, with a summary on top and below you will find the questions. You will see what the learner answered and you can respond back by giving the learner feedback.

Examples of auto marked assessments

No of Questions: 6
No of Questions:
No of Media: 0
Pass Percentage: 80%
Max Attempts: 3
Attempt: 1/3

Questions Marked: 6/6
Final Percentage: 37.5%

[← BACK TO TEST SELECTION](#)

✗ 3/8 = 37.5% - Your answers do not meet the minimum requirement

Question (1 marks)

True/False questions allows the learner to select True or False in response to a statement posed as question. The correct answer needs to be marked with an UPPERCASE Y. The words True and False needs to be entered in the Option A & B fields.

☒ True
☐ False

Evaluation:
☒ Correct ☐ Incorrect

Model Answer:

Answer Score:
 / 1 marks

Marker Comments:

9. Business Intelligence

Managers have access to the business intelligence tab and can see employee responses on the competence surveys and learning attributes.

The Business intelligence information can provide you as a manager with a wide array of data that can be used for the following:

- BBBEE reports
- Employment Equity Reports
- Workplace Skills Plans reports
- General Reporting to management
- Annual Training Reports
- Budgeting and financial tracking

Managing learning and learners :

Once all the behind-the-scenes work is complete—such as creating your course catalogue, sharing it with SA Wine, developing online learning content, and creating tests, it is time to put the system into action.

Understanding Expressed Needs

When someone expresses a need for a learning programme, it indicates to the People Development Department that there is demand for that particular training. The department may allocate funding based on expressed needs.

- If a learning programme generates significant interest, SA Wine may fund a few students to participate in your course.

Leveraging Business Intelligence

When needs are expressed, they are visible on your LMS, enabling you to:

- Build a database of expressed needs
- Contact prospective clients directly
- Use the data to shape your offerings and marketing strategies

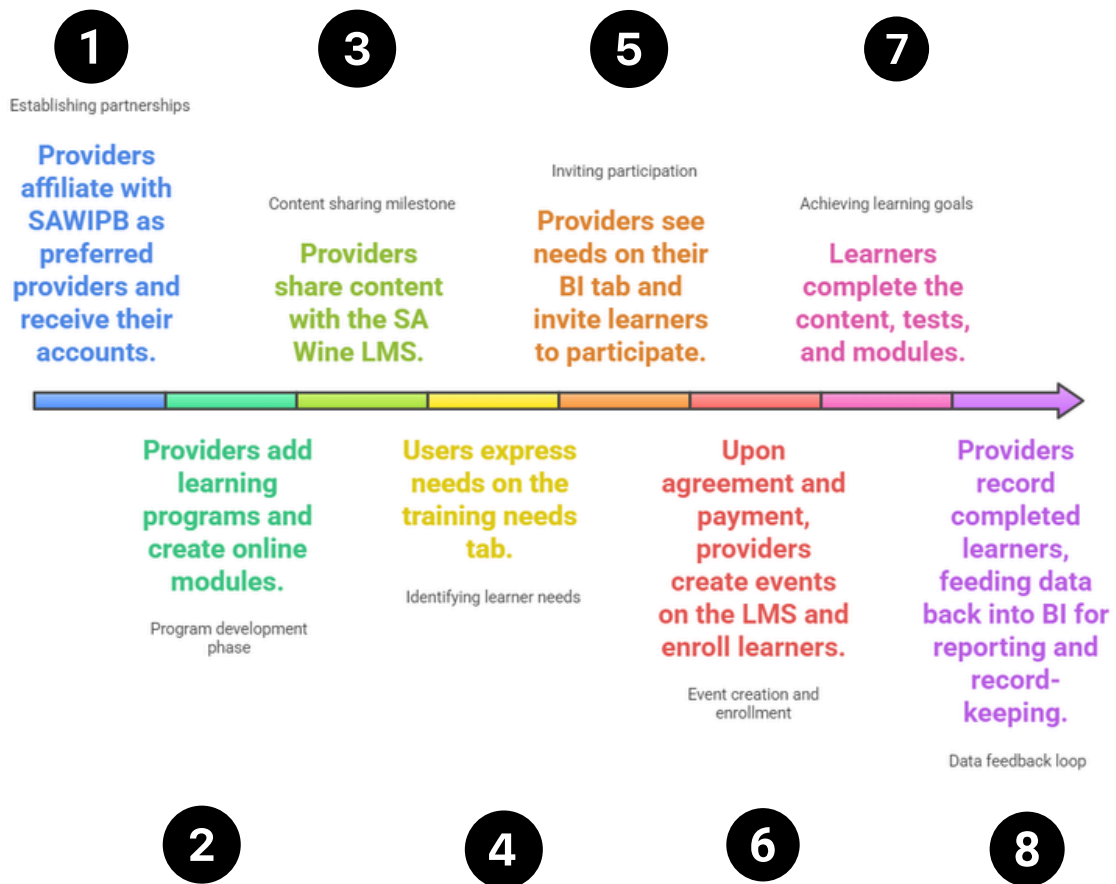
Setting Up Learning Programmes

When your learning programme is ready to launch:

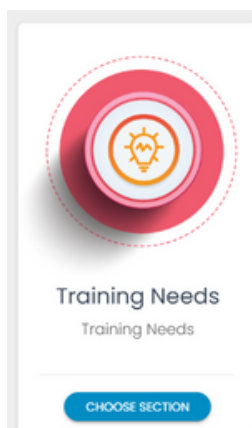
- Use the Business Intelligence tab to create events
- Link employees to the online learning platform
- Facilitate their participation in the programme

By utilising these tools, you can effectively manage learners, maximise opportunities, and make data-driven decisions to enhance your training programmes.

The South Africa Wine Learning Journey



Users Expressing Needs on the LMS



Users will log in to the Learning Management System (LMS) and proceed to the "Training Needs" tab. They will search for their learning program based on the selected category. After reviewing the description, they can choose to express their learning needs, as illustrated below.

Description:

Wine Marketing and Tourism

+ SELECT EMPLOYEES

demo

Description	All	Eden Marlane du Plessis
Demo: Basic Wine Making Programme offered by SAWIPB Events	...	Requested

Business Intelligence - Finding the Need

Navigate to the "Business Intelligence" tab located on the left and click on it.



Business Intelligence Dashboard

Filter...

☒ Both ☐ SAWIPB ☐ SA Wine

Department

LMS

SURVEY LEARNING ATTRIBUTES HEADCOUNT BENEFICIARIES

You will be greeted by the Business Intelligence (BI) dashboard. Please select the "Learning Attributes" option, followed by the "Qualifications" attribute.

Choose an Attribute:

Choose an Option

Qualification

Operator Licence

Professional Registration

Following your selection, you will find the complete dashboard displaying all your learning programs along with the corresponding number of requests. To access a specific learning program, simply select the number next to it and press the associated key if one is available. A displayed number signifies a demand, whereas the absence of a number indicates no current need.

Business Intelligence Dashboard

Filter...

☒ Both ☐ SAWIPB ☐ SA Wine

Department

LMS

SURVEY LEARNING ATTRIBUTES HEADCOUNT BENEFICIARIES

Attribute: Qualification

Filter... [EXPORT EXCEL](#)

Description	No of Learning Records	Assist Others	Attended	Completed	Enrolled	No Show	Presenter	Requested
▼ Wine Marketing and Tourism	31	1	23			5		2
Wine Marketing and Tourism Knowledge Donation Day - Skills For Tasting Room Success	30	1	23			5		1
Demo: Basic Wine Making Programme	1							1
Test training Opportunity								
▶ Oenology / Winemaking / Cellar Technology	46			41	1		2	2
▶ Viticulture	6				5			1
Compliance and Regulatory								
▶ Development Programmes	7				5			2
Logistics and Distribution								
Human Resources								

Once you click on the number the details of the people interested will show up below

Details

Search

[EXPORT EXCEL](#) [MANAGE SELECTED \(0\)](#)

☐ CV	ID No	Name	Race	Gender	Job Title	Manager ID No	Manager Name	Status
☐ View Download	27	Eden Marlaine du Plessis	Coloured	Female	Non-Supervisory			Requested

You can check the tick box of the users you wish to manage and then select manage selected.

Details

Search

[EXPORT EXCEL](#) [MANAGE SELECTED \(1\)](#)

☐ CV	ID No	Name	Race	Gender	Job Title	Manager ID No	Manager Name	Status
☒ View Download	27	Eden Marlaine du Plessis	Coloured	Female	Non-Supervisory			Requested

You are currently on the events screen. Please navigate to the catalogue dropdown menu and select the learning program you have been working with.

Manage

Catalogue: Demo Basic Wine Making Programme

Event: Select on option

MANAGE EVENTS EVENTS SUMMARY

Achievement Status: Select on option

Start Date: yyyy/mm/aa

End Date: yyyy/mm/aa

Provider: Select on option

Cost:

Action: + NEW + UPDATE LEARNERS (0) SEND NOTIFICATION (0)

Intervention Comment:

Provider Comment:

Additional Comment:

EXPORT DATA Search 4 or more characters

ID No	Name	Enrollment Suggestion	Intervention	Status	Start Date	End Date	Provider	Cost Total	Event Name	Event Start Date
960000000005	Ester Marlene du Plessis	Demo Basic Wine Making Programme	Demo Basic Wine Making Programme	Requested	2025/01/19	yyyy/mm/aa	Select on option			

Assuming the employee has agreed to finance the course, you can proceed to create an event by clicking on "Manage Events" and entering the relevant event details. Please note that if this is an online learning program, be sure to indicate "yes" for the online option at the bottom of the form. Refer to the example below for guidance.

Manage Event Demo: Basic Wine Making Programme

+ ADD EVENT + ADD PROVIDERS

Action # Event Start Date End Date

Add - Demo: Basic Wine Making Programme

Event Name: Jan 25 Demo: Basic Wine Making Programme

Provider Name: SAWIPB Events

Cost Per Learner: 500

Start Date: 2025/01/20

End Date: 2025/01/27

Time: 8

Venue Name: online

of Seats: 2

of Days: 7

Online Indicator: Yes

Notes / Comment:

SAVE CLOSE

When you click on manage events, your event will pop up.

MANAGE EVENTS EVENTS SUMMARY

Manage Event Demo: Basic Wine Making Programme

+ ADD EVENT + ADD PROVIDERS

Action	#	Event	Start Date	End Date	Time	Learner Cost	Venue	Provider Name	# of Seats	# of Days
✓	1	Jan 25 Demo: Basic Wine Making Programme	20-JAN-25	27-JAN-25	8	2500	online	SAWIPB Events	1	2

CLOSE

You then need to select your event from the dropdown.

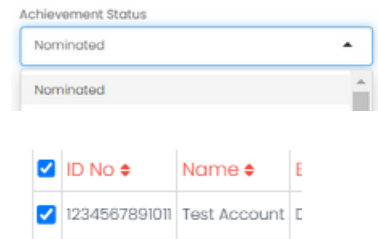
Event

Jan 25 Demo: Basic Wine Making Programme

Jan 25 Demo: Basic Wine Making Programme

Nominating the Learner

To nominate a learner, begin by selecting the "Nominated" status from the Achievement Status dropdown menu. Next, check the box next to the learner you wish to nominate. Finally, click the green button labelled "Bulk Update Learners," accept the terms and conditions, and the learner will be successfully nominated.



Achievement Status

Nominated

	ID No	Name	E
☒	1234567891011	Test Account	

Sending a Nomination Email

After nominating the learner within your system, it is important to ensure that the learner receives confirmation of their nomination. To do this, select the learner again using the checkbox and click the blue "Send Notification" button. This action will trigger an email to the learner, prompting them to either accept or reject the opportunity. The email they receive will resemble the screenshot below:

Hi Test ,

You have been Nominated for a Learning Event. Please see the details of the event below.

Intervention: Demo: Basic Wine Making Programme
Event Name: Jan 25 Demo: Basic Wine Making Programme
Provider: SAWIPB Events
Date: 20-JAN-25
Duration (number of days): 2
Venue: online
Comment: None

Click to confirm the invitation:
- [Jan 25 Demo: Basic Wine Making Programme](#)

Please send a mail to [lms@sawine.co.za]lms@sawine.co.za if you have any queries.

Kind Regards

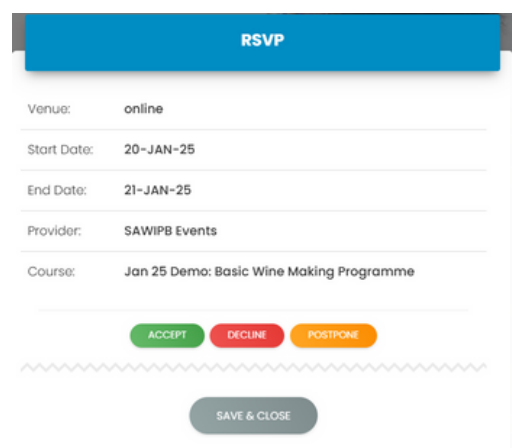
EDEN MARLAINE DU PLESSIS

Accepting the Nomination Email

The learner is presented with the option to accept or decline the invitation by clicking on the provided link. Upon doing so, a popup, similar to the image on the right, will appear.

If the learner selects "Accept," the status will be updated on your end to reflect acceptance.

You may then return to the events screen and follow the same procedure, but this time select "Enrolled" under achievement status. This will update the status accordingly, granting the learner access to the online learning platform.



RSVP

Venue: online

Start Date: 20-JAN-25

End Date: 21-JAN-25

Provider: SAWIPB Events

Course: Jan 25 Demo: Basic Wine Making Programme