



SOUTH AFRICA WINE

discover diversity in a glass

HOW TO:

CREATE A PROVIDER ACCOUNT ON THE LMS



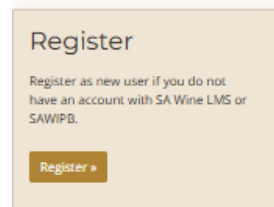
You have expressed interest in formally affiliating your organisation with the South African Wine Industry Professional Body (SAWIPB). Please see the following steps to complete the process.

REGISTRATION - PERSONAL & ADMIN ACCOUNT

<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.

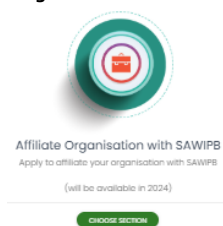


fig 2.

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 Affiliates 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 focused 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 benefitting 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

My Affiliate Applications: [+ ADD 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.

Completing the Drop Down boxes: Type of Organisation

Type of Organisation:

Select an option

Select the type or organisation you wish to affiliate

Provider

Wine Industry Employer

Non Industry Employer

Completing the Drop Down boxes: Affiliation Option

Affiliate Option:

Select an option

If you have chosen Wine Industry Employer then you do not have to select the affiliate option box.

Provider Option 1

Provider Option 2

Provider Option 3

If you have selected the provider box, then select the option you wish.

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			
Affiliate Name	Affiliate Sdi No	Affiliate Accreditation No	Affiliate Job Title
Physical Address			
Address 1	Address 2	Address 3	Post Code
Postal Address			
Address 1	Address 2	Address 3	Post Code
Company Contact Details			
Email Address			
Tel No	Fax No	Cell No	
Contact Person Details			
Email Address			
Name	Tel No	Fax No	Cell No
Other / Company Details			
Vendor No	Internal External	Local Foreign	
Cipc Registered Name	Cipc Registration Number	Vat Number	

Accessing the Provider Account

Please send an email to eden@sawine.co.za to notify the office of your account creation. Your application will be reviewed, and an invoice will be issued based on the selected option.

Once your account has been approved, you will receive an email containing all pertinent details related to your chosen affiliation account. Please note that to access this account, you will receive a link for login. As the administrator, you will need to use the ID number and password associated with the administration account that was utilised to create the profile.