



HOW TO:

NAVIGATE THE LMS AS A LEARNER



1. LOGGING INTO THE LMS 3 WAYS AND ITS 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 synced, 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, and if you are an external member partaking in a training opportunity hosted by the provider, it is advised that you log in directly to the LMS via the provider profile. That way, your information will not be synced 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 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
- Affiliate with SAWIPB
- Access to designations
- Access to RPL
- Affiliate your organisation with SAWIPB

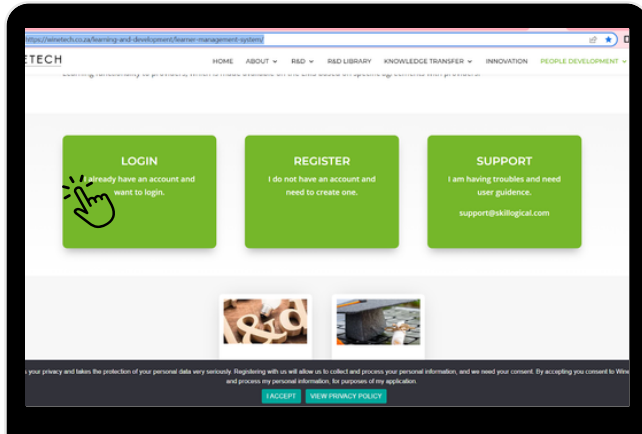
Provider Link - Your Training Provider will give you their link

1. Wine Industry Employee

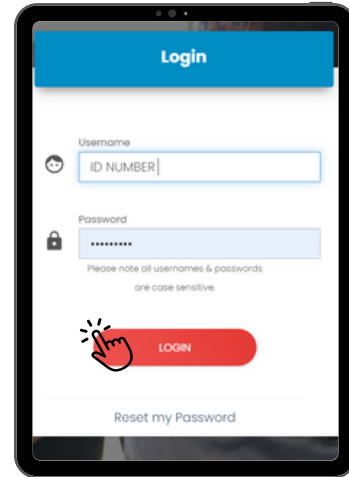
If you are an employee of the wine industry you can just take your login details that you created either on the SAWIPB website link or the LMS website link and login to the provider's LMS. Here you will exclusively view the provider's catalogue. There is no need to create a profile if you have created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

2. Logging into the LMS and screen navigation

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



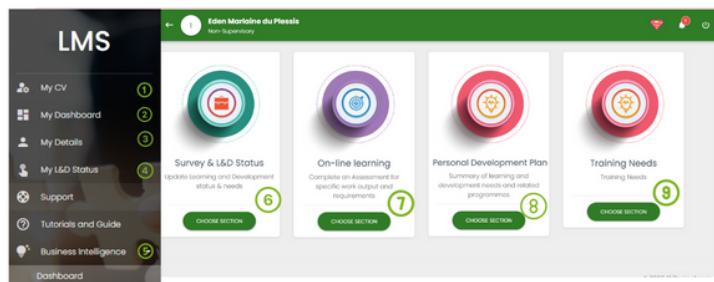
Enter your credentials in the login page.



- 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.
- 8 The training needs tab gives you an overview of all the training opportunities on the system. This is where you can request learning.

3. 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

- 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.

Eden 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: Eden Marilaine

Last Name: du Plessis

Email Address: img@winetech.co.za

Cell No: 057459470

Gender: Female

Marital Status: Coloured

My CV- Other Attributes - Qualifications

Attribute:

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

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:

#	Description	Action
1	Junior Sommelier	WANT TO REGISTER Upload Delete

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:

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

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

4. Competency Surveys

Eden Marlaine du Plessis
Non-Supervisory

Survey
Current Survey: UMS

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	7% 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

Eden Marlaine du Plessis
Non-Supervisory

Survey Languages
Current Survey: UMS

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 fluently

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
- > Forklift Operator
- > Agricultural Equipment Licence Not Listed

Tractor Operator

Licenced

Expired

Have to do

X Clear Selection

HAVE

EXPIRED

...

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

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

★ **If you realized 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!**

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

- Accommodation 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 Complete
Writing – Write text that others can interpret and understand	Not Complete
Reading – Understand and respond to written text	Not Complete
Mathematics – Understanding of importance of accurate measurement and calculations	Not Complete
Lifelong Learning – Focus on acquiring/developing skills to increase employability and productivity	Not Complete
Professionalism – Apply customer service principles	Not Complete
Marketing and Sales – Apply principles that promote purchasing behaviour	Not Complete
Information Technology – Understand and operate information technology to search for information, communicate and draft documents	Not Complete
Tourism System – Understand the tourism system and recognise trends	Not Complete
Safety & Hygiene – Understanding the rationale of safe and hygienic practices	Not Complete
Winemaking – Introduce wines of South Africa and explain wine-making/cellar concepts and processes	Not Complete
Vineyard Fundamentals – Understand and explain vineyard concepts and processes	Not Complete
Business Sustainability – Understand the basic principles related to sustaining a business	Not Complete

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

5. 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, webiste 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 [X](#)

Customer Focus - Principles of effective customer service Need Learning

#	Description	Status	Status Date	Action
1	Waltzing 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!

6. 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

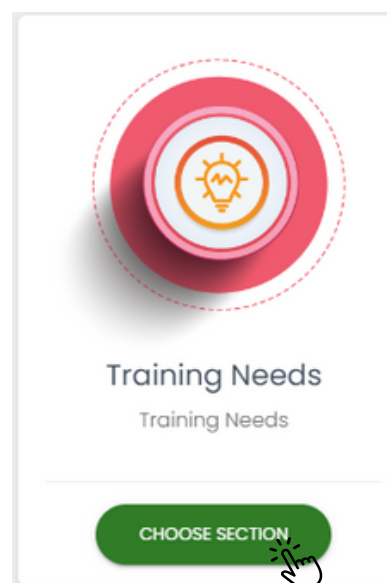
Development Programmes

Description

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

9601100030085

Eden Marlene du Plessis



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

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

You can then select request!

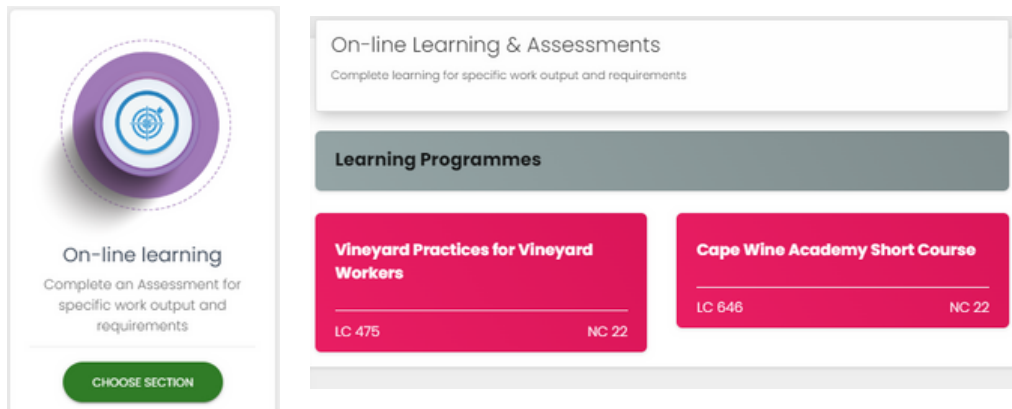
Managers will have access to all employees when they open this page. Managers can see the status and request for everyone on their team.

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.

7. Online Learning

If you have registered for any online learning programs you can access it here!



When you go to the LMS landing page you will click on the online learning page

If you have been enrolled in any online learning, it will show up on this tab. You can do so by requesting the specific training as a need and if you are approved for the learning it will show up here.



In the course, you will find all the online learning material, quizzes and marks!

Training Providers can go into contract with People Development and upload all their online learning content here! Quizzes, learning material and all course content can be managed by the provider on the LMS