

8 September 2017

Course Participants

Transversal Capacity Building Programme 2017 – 2020

Dear Participant

INFORMATION ON ONLINE REGISTRATIONS

The academic and support staff of the School of Public Leadership of Stellenbosch University are honoured to have been appointed by Provincial Treasury as accredited service provider for the Transversal Capacity Building Programme 2017 – 2020 and we are looking forward to be working with you as stakeholder.

In our endeavours to reduce cumbersome paperwork during courses and protect the integrity of Stellenbosch University certification, we will be making use of two sets of online registrations. The first is the Stellenbosch University SUNLearn platform used to eventually combine your personal information, your student registration and your assessment information for issuing Stellenbosch University certificates of competence. The second is a purpose-developed system of the School of Public Leadership for administration of the Municipal Minimum Competency Levels training programme. Due to Local Government Seta verification requirements related to issuing of their Statements of Results, it is at this stage unfortunately not possible to integrate the two systems, which means that you unfortunately have to initially complete your personal details on both platforms (approximately seven minutes per platform), where after individual course registrations on both systems are very quick to do online.

For both registration processes you are kindly requested to ensure that your full first names and surname as on your ID document and your correct ID number (do not leave spaces between digits) are recorded. In adherence to LGSeta imperatives, you will also be prompted to upload a certified copy of your ID document on the second system. We are not allowed to upload results on the LGSeta national database without that. Particular details for first time registration on each of the two platforms are herewith explained:

1. Stellenbosch University SUNLearn Platform

When you are nominated for the first course in this programme, you will receive an online registration link. To complete your personal and first course information, click on the link, select and click “General Public”, unless you have an active Stellenbosch University SUNLearn account, in which case you may select the “SU Member” option for completing the quick registration process. If you have selected the “General Public” option, scroll down the page and select the course module on the drop-down list, tick the boxes and click on the “Next” button. Then complete your information on the two pages. Importantly, where you must identify who pays for the course, select “Sponsored” from the drop-down options. Once submitted the screen will show a message, *“Your application has been forwarded to the course coordinator and you will be notified in due course if your application has been accepted”*. After the whole group has registered, the applications are processed and you will receive a student number by email to be used as your login name, while a password will be provided to you in class. You may then reset the password, but please keep in mind that on this platform, passwords expire after two months and you will be requested by email to change your



password on a two-monthly basis. For all subsequent courses you may follow the “SU Member” quick registration process by using your student number and active password to log in.

2. School of Public Leadership Short Course Platform

This platform will only be used for courses that provide unit standard credits for the Municipal Minimum Competence Programme of National Treasury (Municipal Regulations on Minimum Competency Levels, RSA, Government Gazette 29967, 2007). When nominated for such a course, you will be requested to register on this platform as well. The following steps are required for first time registration:

- a. Visit www.splshortcourses.co.za ;
- b. Click “*Create account*” (see button in the top right hand corner) registration form, and complete your personal information. Please take care to ensure that you select and complete every line, also where you have to select “not applicable” and where your date of birth is entered, that you do it in exactly the format as requested. Finish with the tick of the box at the bottom and then click on “register”. This form is completed once only. If you have participated in SPL-presented MMC courses before, please do not try to complete this “create account” again, but just update if your personal information has changed. For all subsequent courses where this platform is used, this Step b is skipped, go directly from Step a to Step c;
- c. *Log in* (see button in the top right hand corner - don’t forget the log in name and password you gave yourself during step b!);
- d. Click on “*Available Courses*”;
- e. Then click on “*Transversal Capacity Building Programme 2017 – 2020*”;
- f. Then click on the particular course you have been nominated for;
- g. Then on “*Register*”;
- h. Then tick the box to confirm that you are aware of the assessment requirements (assessment plan can be opened when you click on the link);
- i. Then on “*Save*”.
- j. Repeat for each of the subsequent MMC-articulated courses you are nominated for. If in doubt about the use of this online platform, please click on “*Guidelines*”.

Thank you for your understanding and patience in adhering to these administrative requirements. Both systems have been designed to protect your personal information and to prevent fraudulent issuing of certificates. Please report any concerns with these registration processes to Tharia Steffen at tel. 021 918 4121 or email tl@sun.ac.za .

Sincerely

Prof AP Johan Burger

Director: SPL