

7 October 2017

Course Participants

Transversal Capacity Building Programme 2017 – 2020

Dear Participant

INFORMATION ON ONLINE REGISTRATIONS – REVISION 7 OCTOBER 2017

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. 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 where required. In adherence to LGSeta imperatives, you may also be prompted to upload a certified copy of your ID document on the second system. These requirements serve to protect the integrity of certification amidst high levels of fraud with qualifications, and we apologise for somewhat cumbersome processes!

1. School of Public Leadership Short Course Platform

The first platform is a purpose-developed system of the School of Public Leadership for administration of short courses. It was first developed to support the administrative and compliance requirements of the Municipal Minimum Competency Levels training programme with its dual Local Government Seta verification and Higher Education quality controls. Participants that have already done the initial “create account” registration for the MMC or any other courses of SPL on this platform, are still able to log in as before and can then immediately proceed with Step c below. If you are a first time user, please proceed from Step a:

- 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 from Step c for each of the subsequent courses you are nominated for. If in doubt about the use of this online platform, please click on “*Guidelines*”.

Shortly before commencement of the course you are registered for, you will receive an email sent to your address provided during Step b to confirm particular details about the course and request further details required to support your convenience during the course.

2. Stellenbosch University SUNLearn Platform

The second platform 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. It is at this stage unfortunately not possible to integrate the two systems, but our support staff will complete your personal details on this platform if you are a first-time SUNLearn user. For subsequent courses, or if you already have an active Stellenbosch University SUNLearn account with student number (user name) and password, you may select the “SU Member” option for completing the quick course-specific registration process. 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.

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