**National LMS Training Workshop**

The Quality Assurance Division of the FP&M SETA has scheduled training workshops to share knowledge on how to capture learning programme agreements on the Learner Management System (LMS) for the skills development training providers. This System will assist the skills development training providers to:

* Manage the Learning Programmes Database within their Organisation using the LMS -
	+ Upload Learner agreements and registration enrolment agreements
	+ Upload the moderations/achievements/completions onto the LMS
	+ Upload attachments onto the MIS
* Ensure smooth and accurate filing of learner records,
* Simplify reporting
* Ensure timeous processing of payments to the FP&M SETA Stakeholders

The workshops will address the following**:**

**1. Deloitte LMS (Learner Management System training) for a maximum of three (3) hours**

This has a direct impact on Private and Public Skills Development Training Providers and Workplace based Skills Providers.

**2. Learning programmes agreements required for the following programmes:**

* **Apprenticeships**
* **Learnerships**
* **Skills Programmes**
* **Apprenticeships**
* **AET**
* **Internships**
* **WIL**
* **Bursaries**
* **RPL**
* **The target audience for this workshops is:**

1. Training providers.

2. SDFs.

3. SSFs.

4. TVETs Colleges and/or Universities

5. FP&M SETA Staff.

* **We have secured a facilitator from –**
1. Deloitte (Learner Management System Training for Skills Development Training Providers)

**Dates, times and venues for the workshops are:**

|  |  |  |
| --- | --- | --- |
| **Dates**  | **Region**  | **Time** |
| 27 May 2015 | Kwa-Zulu Natal – ***FP&M SETA Regional Office*** | 09:00 – 12:00 |
| 13:30 – 16:30 |
| 28 May 2015 | Kwa-Zulu Natal – ***FP&M SETA Regional Office*** | 09:00 – 12:00 |
| 13:30 – 16:30 |
| 04 June 2015 | Western Cape – **Cape Town University of Technology (CPUT*.***  | 09:00 – 12:00 |
| 13:30 – 16:30 |
| 17 June 2015 | Gauteng – ***FP&M SETA Head Office*** | 09:00 – 12:00 |
| 13:30 – 16:30 |
| 19 June 2015 | Gauteng – ***FP&M SETA Head Office*** | 09:00 – 12:00 |
| 13:30 – 16:30 |

Please confirm your attendance by completing the response form below and return via e-mail to the QA Regional Specialist by/or before Thursday, 20th May 2015.

|  |  |  |
| --- | --- | --- |
| **Gauteng, Limpopo, Mpumalanga and North West**Zanele SitholeTel number - 011 403 1700Email: Zaneles@fpmseta.org.za | **Kwa-Zulu Natal, Eastern Cape and Free State**Linda ZwaneTel number - 031 702 4482Email: Lindaz@fpmseta.org.za | **Western Cape and Northern Cape**Kehilwe KhwaneTel number – 021-462 0057Email: KehilweK@fpmseta.org.za  |

**RESPONSE FORM**

**(Please complete one response form per delegate)**

|  |
| --- |
| Name of Delegate: |
| Name of Company / Organization |  |
| SDL Number (where applicable) |  | Tel Number |  |
| Fax Number |  |
| Email Address |  | Cell Number |  |
| **Dates**  | **Region**  | **Time** | **Indicate the session you want to attend** |
| 17 June 2015 | Gauteng – ***FP&M SETA Head Office*** | 09:00 – 12:00 |  |
| 13:30 – 16:30 |  |
| 19 June 2015 | Gauteng – ***FP&M SETA Head Office*** | 09:00 – 12:00 |  |
| 13:30 – 16:30 |  |
| 04 June 2015 | Western Cape – **Cape Town University of Technology (CPUT)*.***  | 09:00 – 12:00 |  |
| 13:30 – 16:30 |  |
| 27 May 2015 | Kwa-Zulu Natal – ***FP&M SETA Regional Office*** | 09:00 – 12:00 |  |
| 13:30 – 16:30 |  |
| 28 June 2015 | Kwa-Zulu Natal – ***FP&M SETA Regional Office*** | 09:00 – 12:00 |  |
| 13:30 – 16:30 |  |

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