



**LGSETA USER MANUAL**  
**INDIVIDUAL UNEMPLOYED BURSARIES**

## **Bursary Advert:**

### **Criteria & Conditions for Bursary Applications**

As advertised on the Local Government Sector Education and Training Authority (LGSETA) website, the LGSETA invites stakeholders to apply for the Discretionary Grants 2<sup>nd</sup> funding window in support of the LGSETA Strategic Plan and Annual Performance Plan.

The LGSETA Discretionary Grant is aimed at addressing the national priorities as set out in the National Skills Development Plan (NSDP 2030) and the scarce and critical skills needs identified through the LGSETA Sector Skills Plan. All discretionary grant applications must be for training purposes that aim at addressing the LGSETA strategic priorities, scarce and critical skills, District Development Model and ERRP.

Extracted from the advert, the Discretionary Grants 2<sup>nd</sup> window highlights funding for Individual bursary applicants. Thus said, unemployed individuals are invited to apply for the LGSETA bursary funding, who meet the following criteria:

- ✓ South African students and those with permanent residence status only;
- ✓ Those studying or intend to study at a South African Public University, University of Technology or TVET/ FET College (please note this excludes Private Institutions);
- ✓ The course of study should be in line with Local Government Sector (Refer to Annexure “A” as per descriptions and linkage to Municipal Service Delivery Areas);
- ✓ Only students that are studying full-time.
- ✓ Unemployed Individuals.

**Opening Date of Funding Window:** **28 November 2021**

**Closing Date of Funding Window:** **17 December 2021**

#### **Important Notice for Applicants:**

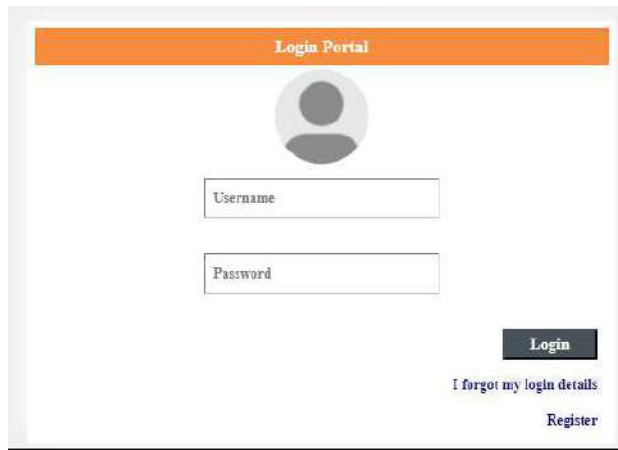
- It is the applicants' responsibility to ensure that the information reflects correctly on the application along with the supporting documents submitted.
- The applicant should also regularly check the system to see if the status of their application has changed.
- The LGSETA will not consider incomplete applications and submissions made after the closing date.
- If no response has been received by the applicant from the LGSETA, 12 weeks after the closing date, please consider the application unsuccessful

#### **Individual Bursary Enquiries only:**

- Email address : [bursaryapp@lgseta.org.za](mailto:bursaryapp@lgseta.org.za)
- Contact No : 011 456 8579

The **Bursaries Module** is one of six LGSETA online system Modules designed to manage individual bursary applications, from commencement to completion.

The User is to use the following link to log into the LGSETA Portal:  
<https://www.lgsetaonline.org.za/>



Above the User can view the main Login screen.

The User will have to fill in the following to be able to continue (if already registered):

- **Username**
- **Password**

If the User has not registered yet, they should proceed by clicking on the **REGISTER** tab, and complete the registration process to proceed further.

A forgotten password function has also been included, for the Users convenience, in the event that the User has lost/forgotten their login credentials.

If the User has their credentials, then to proceed further, type in your Username and Password, and click on **LOGIN**.

## STEP 1: Registration

### PROJECTS – USER ACCOUNT REGISTRATION:

To commence with the registration process the User will have to complete the User Registration Form. The User should take careful note of the mandatory fields marked with a

The screenshot displays a registration form with two main sections: **Personal Details** and **Account Details**. The **Personal Details** section includes fields for Identity Type, Identity Number, Date of Birth, Title, First Name, Middle Name, Last Name, Population Group, Gender, Home language, Nationality, Citizenship, Immigrant Status, Socio Economic Status, Disability, e-mail Address, Cell Number, Phone Number, Fax Number, Postal Address (Line 1, Line 2, Suburb/Town, Postal Code), Physical Address (Copy Postal Address) (Line 1, Line 2, Suburb/Town, Postal Code), Province, Municipality, Residential Area, Last Primary/Secondary School Attended, Last School Year, and a Search School section with radio buttons for school selection and a consent checkbox for POPI Act (Act. No 4 of 2013). The **Account Details** section includes Username, Password, Confirm Password, Security Question, and Security Answer. A **Register** button and a **Cancel** link are located at the bottom right. Red asterisks (\*) are placed next to the Identity Type, Identity Number, Date of Birth, Title, First Name, Middle Name, Last Name, Population Group, Gender, Home language, Nationality, Citizenship, Immigrant Status, Socio Economic Status, Disability, e-mail Address, Cell Number, Phone Number, Fax Number, Province, Municipality, Residential Area, Last School Year, Username, Password, Confirm Password, Security Question, and Security Answer fields. A red arrow points from the Register button to the asterisk on the Last Name field.

red \*

On the above page, once the User has completed all their information they should proceed by clicking on **REGISTER**.

The above page includes the following information:

- Identity Type
- Identity Number
- Date of Birth
- Title
- First Name
- Middle Name
- Last Name
- Population Group

- Gender
- Home Language
- Nationality
- Citizenship
- Immigrant Status
- Socio Economic Status
- Disability
- E-mail Address
- Cell Number
- Phone Number
- Fax Number
- Postal Address
- Physical Address
- Province
- Municipality
- Residential Area
- Last School Details and
- Account Details

**User Registration Form**

**Mandatory Fields \***

**Personal Details**

Identity Type South African Identity *	Identity Number 8002210180087 *	Date of Birth 21 February 1990 *	
Title Mrs *	First Name Anusha *	Middle Name 	Last Name Bainath *
Population Group Indian *	Gender Female *	Home language English *	
Nationality South African *	Citizenship South Africa *	Immigrant Status SA Citizen *	Socio Economic Status Employed *
Disability None *			
e-mail Address anusha@remotenet.net *	Cell Number 0729281832 *		
Phone Number 0879804701	Fax Number 		
Postal Address P O Box 2888 The Reeds Centurion 0158	Physical Address (Copy Postal Address) P O Box 2888 The Reeds Centurion 0158	Province Gauteng *	
		Municipality OR Tambo District *	
		Residential Area Urban *	
Last Primary/Secondary School Attended Umkomaas S *		Last School Year 1998 *	

Search School

I have selected my last school attended.

Unable to find the last school attended, last school attended was in South Africa.

Unable to find the last school attended, last school attended was not in South Africa.

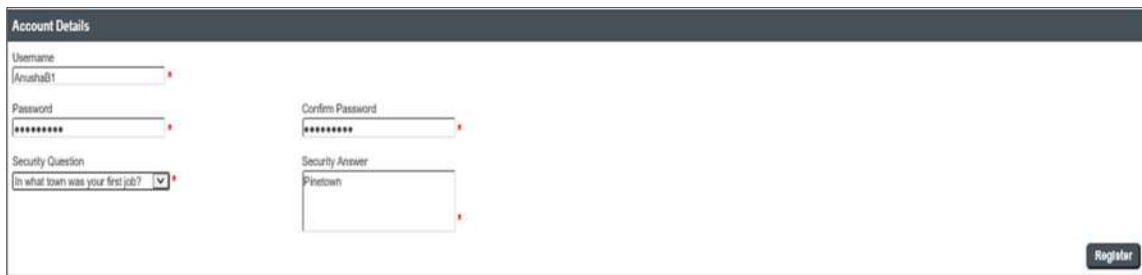
Do you allow us to use your details in request with the POPI Act (Act. No 4 of 2013). \*

Yes

No

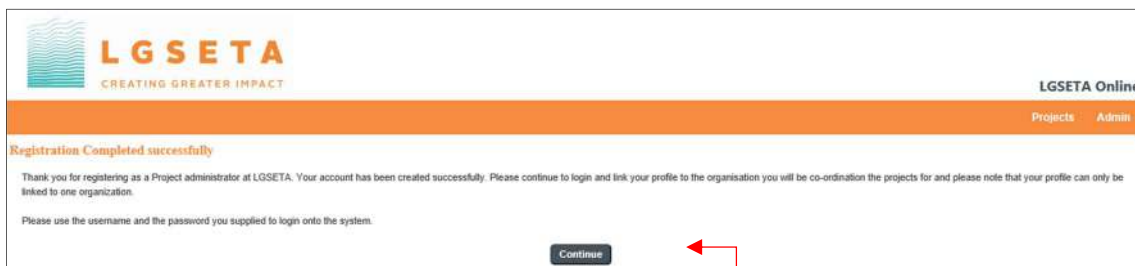
## STEP 2: User Account Details

Once all the above details are complete, the User should move on to the **ACCOUNT DETAILS** section below.



Once the User has completed the above information, they may proceed by clicking on **REGISTER**. On the completion of the registration process, the User will receive a notification via email confirming their registration with LGSETA.

Once the Registration process is completed and successful, the system notification will appear as below notifying the User that their registration process has been completed successfully.

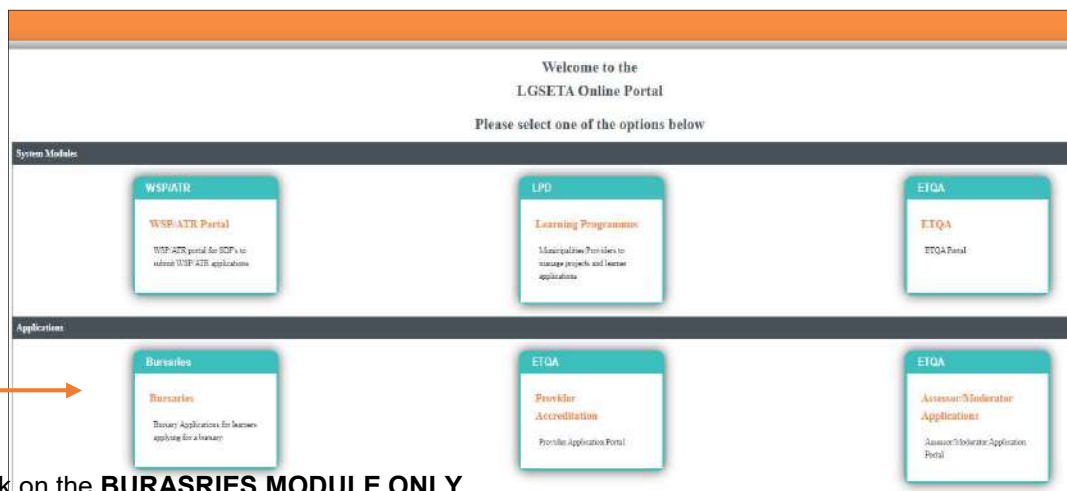


Proceed from here by clicking on **CONTINUE**.

## STEP 3: Logging In

The user will receive a confirmation email whereby, they are requested to log into the LGSETA online portal (refer to page 1) using their **username & password** that have been registered.

Once successfully logged on, the user will be presented with the dashboard consisting of six LGSETA modules. **HOWEVER ONLY THE BURSARIES MODULE IS APPLICABLE IN THIS CASE.**



Click on the **BURASRIES MODULE ONLY**

## STEP 4: Bursary Module New Application

Once the Bursary Module is open, click on the **NEW APPLICATION** button (situated on the right hand side above the table)



## STEP 5: Learner Information & Supporting documents

Under the application form, there are **four compulsory sections**. Please note that the LGSETA will not process incomplete applications.

### Section 1:

The first section comprises of the applicant's **PERSONAL DETAILS**. Please complete all the information required, and then click on **UPDATE PROFILE** at the bottom of this section

The screenshot shows the 'New Application' form. The 'Application Properties' section includes 'Application Status: New Application', 'Application Status Date: 02 December 2021 09:16', and 'Application Status Reason'. The 'Personal Details' section has fields for 'Identity Type' (South African Identity), 'ID Number', and 'Date of Birth'. An 'Update Profile' button is at the bottom right. An orange arrow points from the text above to this button. In the top right corner, there are links for 'Close Form', 'Print Learner Registration Form', and 'Submit Application'.

### Section 2:

The second section requires the details of the **PARENT/GUARDIAN**.

Please complete all the information required and then click on **SAVE**.

The screenshot shows the 'Parent/Guardian Details' form. It is divided into 'Subsidiary Details' and 'Contact Details'. 'Subsidiary Details' includes fields for Relationship, Title, First Name, Last Name, and ID Number. 'Contact Details' includes fields for Email Address, Phone Number, Home Number, Physical Address (Line 1, Line 2, Suburb/Town, Postal Code), and Province. A 'Save' button is at the bottom right. An orange arrow points from the text above to this button.

### Section 3:

The third section requires the particulars of study. Please complete all the information required and then click on **SAVE**.

The screenshot shows an 'Application Form' window with the following fields and annotations:

- Reference ID:** LGSETA-202135702000
- Name of Qualification:** Text input field with an orange arrow pointing to it.
- Qualification ID:** Text input field with an orange arrow pointing to it.
- DQP Level:** Dropdown menu with an orange arrow pointing to it.
- Name of Institution:** Text input field with an orange arrow pointing to it.
- Course:** Text input field with an orange arrow pointing to it.
- Provider Type:** Dropdown menu with an orange arrow pointing to it.
- Student Number:** Text input field with a blue arrow pointing to it.
- Study Year:** Dropdown menu with a blue arrow pointing to it.
- Enroll Year:** Dropdown menu with a blue arrow pointing to it.
- Start Date:** Text input field.
- End Date:** Text input field.
- Bursary Amount:** Text input field with a blue arrow pointing to it.
- Highest Qualification level:** Dropdown menu with a blue arrow pointing to it.
- Save:** Button in the bottom right corner with an orange arrow pointing to it.

1. Refer to the list of approved LGSETA **QUALIFICATIONS** located on “Annexure A” (Page 10-11 of this document). Any other qualifications not appearing on “Annexure A” will not be considered.
2. To insert the correct **NAME OF THE INSTITUTION**, refer to the list of Public Universities, University of Technologies and TVET/FET Colleges located on “Annexure B” (Page 12 of this document). Please note that the LGSETA will only fund applicants from the listed institutions. Any other institutions will not be considered.
3. The **ENROLMENT YEAR** should be selected based on the year the learner is studying/ intended to study for example:
  - For learners already studying (currently in 1<sup>st</sup> to final year of study), the current enrolment year would apply.
  - For learners yet to study (e.g. Grade 12 learners), the following year should be selected.
4. In line with the LGSETA Discretionary Grants policy (Approved September 2020), the **BURSARY AMOUNT** should be capped at a maximum of **R70 000.00** per year. Please note only to insert the amount for 1 year.
  - *The LGSETA approves the bursary application for one year whereby the contract will then be renewable yearly on condition that the learner progresses to next year and upon approval of the LGSETA.*



## Section 4:

The final section requires the applicant to load and submit the compulsory documentation listed below.



Application Documents			
Document Name	Document Description	Document Link	Upload File
<i>Please upload the previous results of the current qualification, if not enrolling for first year.</i>			
ID Document	Original certified copy of learner's Identity document	File not uploaded	Choose file No file chosen Submit File
Coastlink Enrolment form	Learner Registration form signed by the learner	File not uploaded	Choose file No file chosen Submit File
Proof of Unemployment	An affidavit stating that you are unemployed	File not uploaded	Choose file No file chosen Submit File
Highest Qualification	Highest Qualification learner has completed	File not uploaded	Choose file No file chosen Submit File
Academic history (grades)	Previous Results of last tertiary year completed	File not uploaded	Choose file No file chosen Submit File
Registration letter	Proof of Registration Or Acceptance letter	File not uploaded	Choose file No file chosen Submit File
Fee Structure	Quotation or invoice for registration and tuition	File not uploaded	Choose file No file chosen Submit File
Books Invoice	Quotation or invoice for books	File not uploaded	Choose file No file chosen Submit File
Accommodation Invoice	Invoice and lease agreement for accommodation (where applicable)	File not uploaded	Choose file No file chosen Submit File

- **ID document (compulsory)**
  - The document must be certified and date stamped not older than 6 months from the date of submission to the LGSETA.
  - In the instance of a smart ID card, the card must be scanned on both sides.
  - The ID copy should be clear and visible (all information should be readable).
- **Enrolment form (compulsory)**
  - The applicant should download and print the learner registration form (located at the top right corner of the application page). This can only be printed after all sections (sections 1 to 3) has been completed.
  - Ensure that the form is fully completed; initialled; on all pages as well as signed and dated on page 2 by the applicant.
- **Proof of Unemployment (compulsory)**
  - Proof of family income or Affidavit where there is no income.
- **Highest Qualification (compulsory)**
  - For learners currently in Grade 12: Term 1 to 3 of Grade 12 report (School Stamp/certified)
  - For learners already completed Grade 12 as well as 1<sup>st</sup> year students: Matric certificate (certified, not older than 6 months)
  - For 2<sup>nd</sup> year students and above: the previous academic year results (stamped by the institution)
- **Registration letter (compulsory)**
  - For new learners entering, signed proof of acceptance from the institution is required **NOT** proof of application.
  - For learners already registered at the institution, proof of registration is required.
- Documents such as Academic history, Fee Structure, Books Invoice and Accommodation Invoice are not mandatory for first time LGSETA applicants, as this will only be requested from the applicant once their bursary has been approved.



- Once all the four sections are completed successfully and the compulsory documents uploaded, the applicant may then proceed in clicking on the “submit application” button.
- However, if the information is still incomplete, the applicant may save and click on close form, before logging out. The applicant can return at any time to finalise their application and once completed, submit.

## Annexure “A”

### List of Approved Qualifications for Bursary Funding

*\*Select the correct SAQA ID in line with the qualification from the institution.*

Qualification Title	SAQA ID	NQF Level	LGSETA Strategic Focus Area	Related Municipal Service Delivery and Cross Cutting Areas
Diploma in Accounting	24414	NQF Level 6	Promote Sound Financial Management & Financial Viability	Finance, SCM and Audit
	84346			
	96846			
	97079			
	101209			
	101909			
	104503			
Diploma in Local Government Finance	97045	NQF Level 6	Promote Sound Financial Management & Financial Viability	Finance, SCM and Audit
	99281			
	101557			
Bachelor of Accounting	2549	NQF Level 7	Enhancing Good Governance, Leadership and Management Capabilities	Finance, SCM and Audit
	7387			
	16946			
	72824			
	78283			
	90622			
	99284			
	103057			
112101				
Bachelor of Accounting Hons	109822	NQF Level 8	Enhancing Good Governance, Leadership and Management Capabilities	Finance, SCM and Audit
	111613			
	112099			
	2559			
	17470			
	72825			
Bachelor of Science: Urban/Town and Regional Planning	101225	NQF Level 7	Enhancing Infrastructure and Service Delivery	Spatial and Urban Planning
	49918			
	9913			
Bachelor of Science : Urban/Town and Regional Planning Hons	49917	NQF Level 8	Enhancing Infrastructure and Service Delivery	Spatial and Urban Planning
National Diploma in Internal Auditing	97001	NQF Level 6	Enhancing Good Governance, Leadership and Management Capabilities	Finance, SCM and Audit
	101167			
	101212			
	101431			
Bachelor of Accounting	80190	NQF Level 7	Enhancing Good Governance, Leadership and	Finance, SCM and Audit
	101111			
	100893			

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Science/Commerce: Internal Auditing	99555		Management Capabilities	
National Diploma: Engineering: Civil specialising in Urban Engineering; Environmental Engineering, Water, Transport, Construction Engineering	21156	NQF Level 6	Enhancing Infrastructure and Service Delivery	Energy and Electrical; Spatial and Urban Planning; Water and Sanitation; Transport Roads and Storm Water.
	101195			
	101148			
	97087			
	96855			
	100773			
Bachelor of Engineering - Civil Engineering specialising in: <ul style="list-style-type: none"> <li>• Environmental Engineering</li> <li>• Construction Management</li> <li>• Water</li> <li>• Transport</li> <li>• Urban Engineering</li> </ul>	99053	NQF Level 7	Enhancing Infrastructure and Service Delivery	Energy and Electrical;
	3997			Spatial and Urban Planning;
	5141			Water and Sanitation;
	73784			Transport Roads; and Storm Water;
	102619			Settlements and Housing.
Bachelor of Engineering Technology in Electrical Engineering	99051	NQF Level 7	Enhancing Infrastructure and Service Delivery	Energy and Electrical; Spatial and Urban Planning; Water and Sanitation; Transport Roads and Storm Water.
	101903			
	94627			
Bachelor of Science in Environmental Sciences	6379	NQF Level 7	Promoting Spatial Transformation and Inclusion	Spatial and Urban Planning
	111114			
Bachelor of Science in Environmental Sciences Hons	81108	NQF Level 8	Promoting Spatial Transformation and Inclusion	Spatial and Urban Planning
Bachelor/Science: Data Science	96105	NQF Level 7/8	Enhancing Good Governance, Leadership and Management Capabilities	ICT

**Annexure “B”**

**List of Public Universities, University of Technologies and TVET/FET Colleges**

NO	Public TVET/FET Colleges	NO	Public Universities
1	Boland TVET College	1	Cape Peninsula University of Technology
2	Buffalo City TVET College	2	Central University of Technology
3	Capricorn TVET College	3	Durban University of Technology
4	Central Johannesburg College	4	Mangosuthu University of Technology
5	College of Cape Town	5	Monash South Africa
6	EastCape Midlands TVET College	6	Nelson Mandela Metropolitan University
7	Ekurhuleni East TVET	7	North-West University
8	Ekurhuleni West TVET College	8	North-West University - Vaal Triangle
9	Elangeni TVET College	9	Sol Plaatjie University
10	Esayidi TVET College	10	Tshwane University of Technology
11	False Bay TVET College	11	University of Cape Town
12	Flavius Mareka TVET College	12	University of Johannesburg
13	Gert Sibande TVET College	13	University of Kwa-Zulu Natal
14	Goldfield TVET College	14	University of Pretoria
15	Ikhala TVET	15	University of South Africa
16	Ingwe TVET	16	University of Stellenbosch
17	King Hintsa TVET	17	University of the Free State
18	King Sabata Dalindyebo TVET	18	University of Venda
19	Letaba TVET	19	University of Western Cape
20	Lovedale TVET	20	University of Witwatersrand
21	Maluti TVET College	21	University of Zululand
22	Motheo TVET Colleges	22	Vaal University of Technology
23	Northern Cape Rural TVET College	23	Walter Sisulu University
24	Northlink TVET		
25	Orbit TVET		
26	Sedibeng TVET		
27	South Cape TVET College		
28	Tshwane North College		
29	Umfolozi TVET		
30	Umgugundlovu TVET		
31	Vuselela TVET		
32	Waterberg TVET College		
33	West Coast TVET		