

(Annexure A): I – Share Reports

| Report Group | Report Name | Report Description | Tick |
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| Provider | Assessors | Provider with list of assessors | |
| | Certification | List of all providers - including status and provider certificate number | |
| | Learners | Provider with list of linked learners | |
| | Learners / Learnership | Provider with list of learners per learnership | |
| | Learners / SP | Provider with list of learners per programme | |
| | Moderators | Provider with list of moderators | |
| | Qualifications | Provider with all linked Qualifications | |
| | Skills Programmes | Provider with all Skills Programmes that they can train | |
| | Unit Standards | Provider with all linked Unit standards | |
| | Unit Standards Variance | Variance between Provider Unit Standards and Provider Qualification Unit Standards | |
| | Variance Report | Providers who have not submitted assessments in the past quarter | |
| | Training Provider List | A list of all training providers in the system | |
| | Provider Contact Details | A list of providers with their contact details | |
| Assessor | | | |
| | Details | List of all assessor, name surname, provider linked to | |
| | Assessor Scope(Qualification) | List of assessors with scope (Qualifications) | |
| | Assessor Scope(Unit Standards) | List of assessors with scope (Unit Standard) | |
| | Assessor Scope(Programme) | List of assessors with scope (Programmes) | |
| | Assessor Status Summary | Assessor Status Summary Report | |
| Moderator | | | |
| | Details | List of moderators - including status and the moderator certificate number | |
| Learner | | | |
| | Certification | List of all learner certificates issued | |
| | Learnerships | List of all active or completed learners in learnerships | |
| | Learnerships | List of all learners in learnerships | |

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| | Programmes | Learners per programme | |
| | Programmes Active / Completed | List of all active or completed learners in learning programmes | |
| | Race Gender Programme | Race Gender breakdown of all learners per programme | |
| | Learnership ETQA Approval Report | All learners that have been uploaded that are ready for ETQA approval | |
| | Qualification ETQA Approval Report | All learners that are ready for ETQA approval | |
| | Learner Unit Standard Status Report | All learners that have been uploaded that are ready for ETQA approval | |
| | Learner Unit Standard Status Report | A list of learners with their attached unit standards per provider | |
| | Hologram Number Report | A list of learners with their certificate and hologram numbers | |
| | Learnership Grant Associated Report | A list of learners with Learnerships associated to grants | |
| | Learner Practical Training Grant List | Learner Practical Training Grant List | |
| | Learner Graduate Development Programme Grant Report | Learner Graduate Development Programme Grant Reports | |
| | Learner ABET Grant List | List of ABET Learner Grants per Provider | |
| | Provider ABET 1 List | ABET By Provider: ABET 1 | |
| | Provider ABET 2 List | ABET By Provider: ABET 2 | |
| | Provider ABET 3 List | ABET By Provider: ABET 3 | |
| | Provider ABET 4 List | ABET By Provider: ABET 4 | |
| | Learners ready for Certification: Artisan Section 28 /Section 13 | Learners ready for Certification: Artisan Section 28 /Section 13 | |
| | Learners ready for Certification: Artisan Learnership Modular | Learners ready for Certification: Artisan Learnership Modular | |
| | Learners ready for Certification: Artisan | Learners ready for Certification: Artisan Learnership Unit Standard | |

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| | Learnership Unit Standard | | |
| | A list of all learners in Artisan Section 13/28 Programmes | A list of all learners in Artisan Section 13/28 Programmes | |
| | A list of all learners in Artisan Learnership Programmes | A list of all learners in Artisan Learnership Programmes | |
| | A list of all learners in Artisan Learnership Unit Standard | A list of all learners in Artisan Learnership Unit Standard | |
| Employer | | | |
| | Employer Contact Details | A list of all employers with their contact details | |
| Unit Standards | | | |
| | List all Seta Scope Unit Standards | List all Seta Scope Unit Standards | |
| | List all Seta Scope Qualifications | List all Seta Scope Qualifications | |
| | List all Provider / Moderator / Assessor Unit Standards | List all Provider / Moderator / Assessor Unit Standards | |
| | List all Provider / Moderator / Assessor Qualifications | List all Provider / Moderator / Assessor Qualifications | |
| Learnership Qualification Reports | | | |
| | Learnership Qualification Report | List of Learnerships linked to Qualifications | |
| Remittance Advice | | | |
| | Remittance Advice | Remittance Advice. | |
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(Annexure B): Datanet Reports

| Report Group | Report Name | Tick |
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| Apprentices | | |
| | Trade by Name | |
| | Accredited Organisations | |
| | Apprentices Statistics | |
| | Modules To Passed | |
| | Modules To Complete | |
| | Apprentice Absences | |
| | Apprenticeship Contract | |
| | Apprentice List | |
| | Status Statistics per Training Centre | |
| | Race Statistics per Training Centre | |
| | Gender Statistics per Training Centre | |
| | Age Statistics per Training Centre | |

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| | Status Change Status Statistics | |
| | Trade Test Statistics | |
| | Training Provider Management Report | |
| | Pre- Requisite Subjects per Trade | |
| | Modules Associated with a Trade | |
| | Minimum Time Forecast | |
| | DME Certificates captured | |
| | Apprenticeship Tax Incentive | |
| | Apprenticeship Learnership Agreement Details | |
| | Grant Allocations for Apprenticeships | |
| Learners | | |
| | Learner | |
| | Learner Progress | |
| | Learnership Start By Date | |
| | Learnership Agreement | |
| | Learners in an Organisation | |
| | Learners Registered in a Period | |
| | Learnerships in an Organisation | |

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| | Learners Submitted for Approval | |
| | Unsuccessful US Assessments in a Period | |
| | Unit Standards Successfully Completed | |
| | Number of Learners per Organisation | |
| | Number of Learners who have Registered for/or Completed Learnership During the Period | |
| | Number of Employed or Unemployed Learners in Learnerships in a period | |
| | Number of Employed or Unemployed Learners Completed Learnerships in a Period | |
| | Number of Persons per Skills Programme in a Period | |
| | Number of Learners Found Competent on Skills Programme in a Period | |
| | Number of Certificates Issued per Skills Programme in a Period | |
| | Statement of Results for Learners on a Skills Programme | |
| | Statement of Results for Learners Doing Miscellaneous Unit Standards | |
| | Statements of Results for Learners Doing an Apprenticeship | |
| | Alphabetical List of Learners per Training Provider | |
| | Training Provider Management Report for Unit Standard Based Learnerships | |
| | Training Provider Management Report for Skills Programmes | |
| | Training Provider Management Report NQF Module Based | |
| | Training Provider Management Report for ABET Programmes | |
| | Learner Statistics per Training Provider | |

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| | ABET Learner Statistics per Employer | |
| | Placed Learners in a Period | |
| | Terminated Learnerships in a Period | |
| | Learner Learnership/Skills Programme Tax Incentive | |
| | Registered Learners per Qualification in a Period | |
| | Grants Received by Learners | |
| | Learnership Agreements per End Date | |
| | Frozen Learnership Agreements per Training Provider | |
| | Learners Approved/ Submitted for Approval in a Period | |
| | Participating Employers in Learnerships in a Period | |
| | EPP Candidates | |
| | Performance Report | |
| | Numbers of Learnerships Certificates Issued in a Period | |
| | Numbers of Learners in Learnerships per Learnership Type | |
| | GDP Grants | |
| | Practical Training Learners | |
| | Assessors by Gender, Race and Province for Skills Area | |
| | Learners by Gender, Race and Citizenship | |
| | Grant Allocations for Learnerships | |

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| | Report on Learners per Employer and Unit Standard | |
| ETQA | | |
| | Accredited Providers | |
| | Visit Report | |
| | Visits Due Report | |
| | Assessments Overdue | |
| | Assessors Not Registered | |
| | Moderation Report | |
| | Assessments by Assessor | |
| | Assessor Statistics Report | |
| | Assessor/moderator Grant by Status | |
| | Training Provider by Status | |
| | MQA and Non- MQA Providers about to Expire | |
| | Provider List by Qualification | |
| | MOU Report | |
| | Non Primary Focus Training Provider | |
| | Non Primary Focus Training Provider Accredited for MQA Qualifications | |

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| | Primary Focus Training Provider Accredited for Non Primary Focus Qualifications | |
| | MQA Learners Doing Non Primary Focus Qualifications | |
| | Learners from Other ETQA Doing MQA Qualifications | |
| | ETDP and Assessor's PDA Grants | |
| | Assessors per Organisation | |
| | Assessors Application Form Submitted | |
| | Inactive Assessors | |
| Skills Planning | | |
| | Organisation Grant Approval | |
| | Organisation per Levy Status | |
| | Levy Status Change | |
| | Levy Status Statistics | |
| | Organisation that Applied for Grants | |
| | Remittance Advice | |
| | Learnership Remittance Advice | |
| | Apprenticeships by Gender and Race | |
| | Company Statistics per Employer | |
| | Actual Beneficiaries on ABET Training (2003/2004) | |

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| | Companies that Participated in Financial Year 2003 but Not in 2004 | |
| | Companies Complying (Submitting WSP) | |
| | Companies Submitted WSP/ ATR | |
| | Companies Submitted WSP but Not ATR | |
| | Number of SDF'S per Companies Size | |
| | Summary of WSP and ATR Submissions for Years 3 to 5 | |
| | Participating Employers in Learning Programmes | |
| | Participating Employers in Sector Skills Planning | |
| | Participating Employers in ETQA | |
| | Participating Employers in Other Programmes | |
| | Participating Employers in Learning Programmes Grants | |
| | Participating Employers in Sector Skills Grants | |
| | Participating Employers in ETQA Grants | |
| | Participating Employers in Grants | |
| | Number of Learners in ABET Programmes | |
| | ABET Learners in ABET Programmes | |
| | SDF Applied in a Period | |
| | WSP/ ATR Tracking | |

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| | List of WSP/ATR Submissions | |
| | Paid Grants | |

4th floor Union Corporation Building,
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Tel: 011 630 3500 Fax: 011 832 1027



To: **Managers of Training Providers Accredited by the MQA**
ABET Practitioners
Heads of institutions that received Programme Approval from the MQA
CEOs of FET Colleges in a partnership with MQA
Heads of Mining Engineering Departments of HET Institutions

From: **Livhu Nengovhela, CEO**

Date: **26 January 2010**

MANAGEMENT INFORMATION SYSTEM (MIS) CUSTOM REPORTS

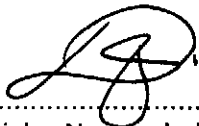
Dear Sir/Madam,

The Mining Qualifications Authority (MQA) is a Sector Education and Training Authority (SETA) in terms of the Skills Development Act of 1998. The MQA must, *inter alia*, ensure that the Mining and Minerals Sector has "*accredited providers that will maintain the quality of standards, qualifications and learning provision*".

The MQA is in a process of improving the Management Information System (MIS) and would appreciate inputs from Stakeholders in terms of custom reports. The MQA would like to establish which custom reports are beneficial and should remain.

Below are lists of reports available on I-Share (**Annexure A**) and Datanet (**Annexure B**). Please indicate by making a cross in the tick column provided, which reports should remain. Inputs should be forwarded to www.infoetqa.org.za by end of business on 19 February 2010

Your inputs will be highly appreciated.



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Livhu Nengovhela
CHIEF EXECUTIVE OFFICER, MQA

Cc: MQA Managers, COO, CFO, MQA Standing Committees

