



GapSkill – User Guide

Module 2

2010-11-02

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INTRODUCTION

This document assists a user in accessing and navigating through the GapSkill system.

1. QUALIFICATIONS SECTION

Click the **Qualifications** link as indicated in the screenshot on the right. After clicking the link the **Qualifications** (list) window will be displayed as indicated in Figure 1.



You can now view existing **Qualifications** records and/or **Add** your **Qualifications** to the list.

 A screenshot of the 'Qualifications' page in the Signify GapSkill system. The page has a header with the Signify logo, 'Gapskill', a 'Log Out' button, and logos for SALGA, IMATU, and others. On the left is a 'Sections' menu with 'Qualifications' highlighted. The main content area is titled 'Qualifications' and contains a blue question mark icon, a list of instructions (Click ADD NEW, A table of qualifications will appear, Click EDIT, Use DELETE), and buttons for 'Back', 'Add New', and 'Next'. Below this is a table of qualifications.

Name of Qualification	Date Record Last Updated	Edit	Delete
Adult education	2010/06/14		
Advanced Certificate: Environmental Education, Training and Development Practice	2010/06/18		
General Education and Training Certificate: Adult Basic Education and Training: Small, Medium and Micro Enterprises	2010/06/18		
National Diploma: ABET Practice	2009/05/18		

Figure 1

On this page a number of actions are possible.

Next/Back: In order to continue to the next (or previous) section, use these navigation buttons, or you can use the **Quicklinks** on the left hand Menu.

Edit: If you need to amend an existing qualification record, click **Edit** next to the applicable record to open it in the **Qualifications** (edit) screen.

Delete: If you need to remove an existing qualification record, click **Delete** next to the applicable record.

Add New: If you need to add a qualification on this screen, click **Add New** to open a blank qualification screen as shown below. You can now provide your qualification details.

Signify GapSkill Log Out

Sections

- Audit Instructions
- My Progress
- Personal Details
- Demographic Information
- Qualifications
- Training and Development
- Professional Memberships
- Previous Work Experience
- Occupational Details
- Occupational Competencies (KPA's)
- Recognition of Prior Learning
- Local Government Knowledge Areas
- General
- My Progress
- Summary Report
- Log Out

Administration

- Institutions
- Occupations
- Download Manual
- Qualifications
- Users
- Reports

Qualifications(Add/Edit)

Use the ? to search for a Qualification.
 In the table for MAJOR SUBJECTS/COURSES, click ADD SUBJECT/COURSE for every additional subject you want to list.
 The whole table is saved when you save the qualification.
 Click the EDIT icon in the table to change a specific subject.
 Click the DELETE checkbox to remove an incorrect subject.

Cancel Save

Date Record Last Updated: 2010/05/18 - 10:09

Qualification Details

Achievement Type: Unknown

Name of Qualification: Advanced Certificate: Environmental Education, Training and Development Practice

Qualification Category: ☐ Highest Overall Qualification ☒ Other Qualification

Type of Qualification: Bachelors Degree

Surname under which Qualification was obtained:

Major Subjects/Courses

Add Subject / Course

Subject Title	Date Record Last Updated	Delete
Subject1	2010/05/18	

Institution: Academy of Advanced Technology

Local / Foreign Institution: ☒ Local ☐ Foreign

Qualification Status: Achieved

Start Date: 2009/05/18

Date of Completion: 2009/05/18

NQF Level of Qualification: Level 6

2. TRAINING AND DEVELOPMENT SECTION

Click the **Training and Development** link as indicated in the screenshot on the right. After clicking the link the **Training and Development** (list) window will be displayed as indicated in Figure 2.



You can now view your **Training Activity Detail** and/ or **Add** your **Training and Development** to the list.

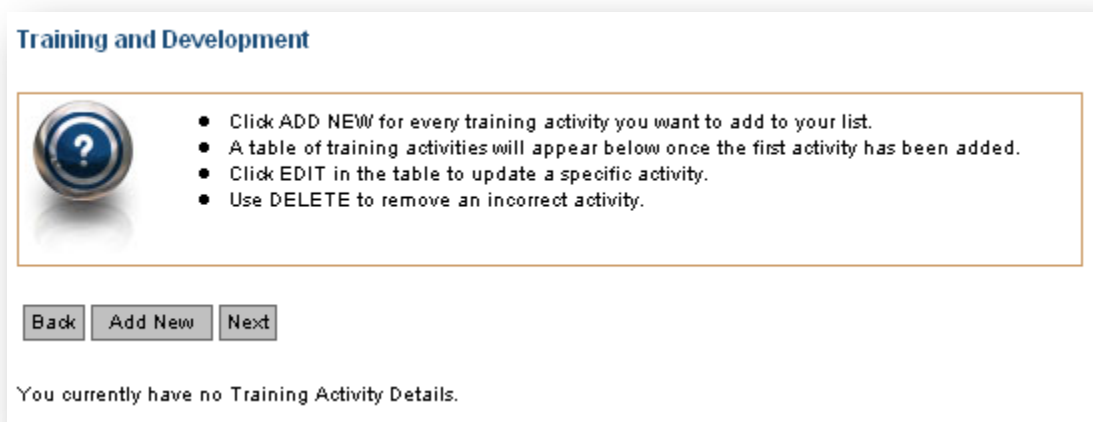
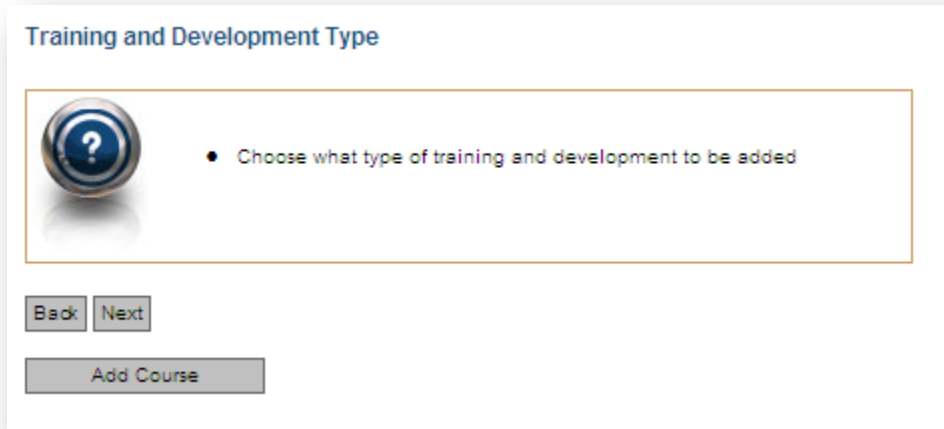



Figure 2

In order to continue to the next (or previous) section, you can either use the **Next** or **Back** navigation buttons, or you can use the **Quicklinks** on the left hand Menu.

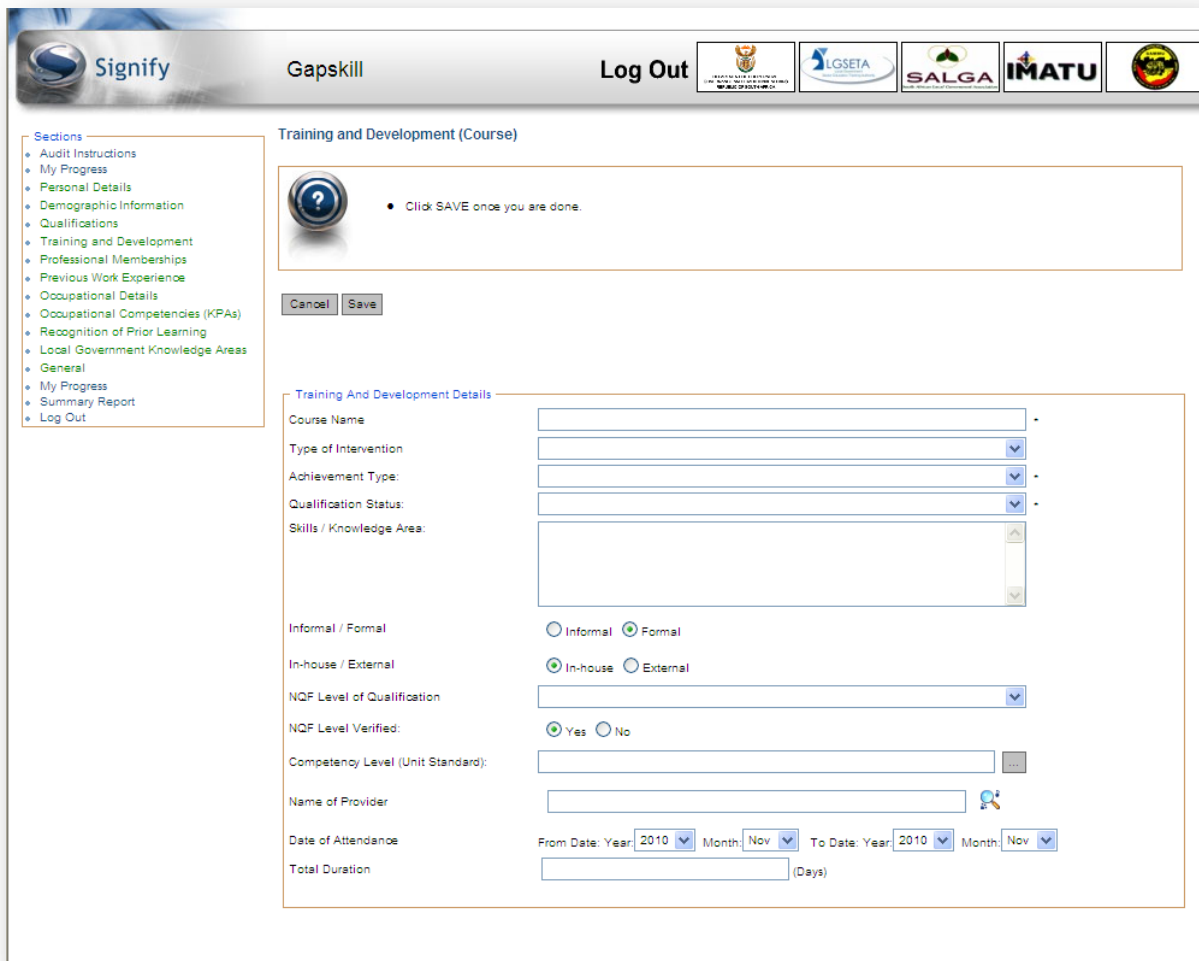
To add a new **Training and Development** record, click **Add New** to open the screen shown below.








Training and Development Type

 • Choose what type of training and development to be added

On this screen, click **Add Course** to open a blank **Training and Development (Course)** page where you can start entering your training details. Click **Save** to save the training record or click **Cancel** to close the page without saving.




Signify **GapSkill** **Log Out**     

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- General
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Training and Development (Course)

 • Click SAVE once you are done.

Training And Development Details

Course Name:

Type of Intervention:

Achievement Type:

Qualification Status:

Skills / Knowledge Area:

Informal / Formal: ☐ Informal ☒ Formal

In-house / External: ☒ In-house ☐ External

NQF Level of Qualification:

NQF Level Verified: ☒ Yes ☐ No

Competency Level (Unit Standard):

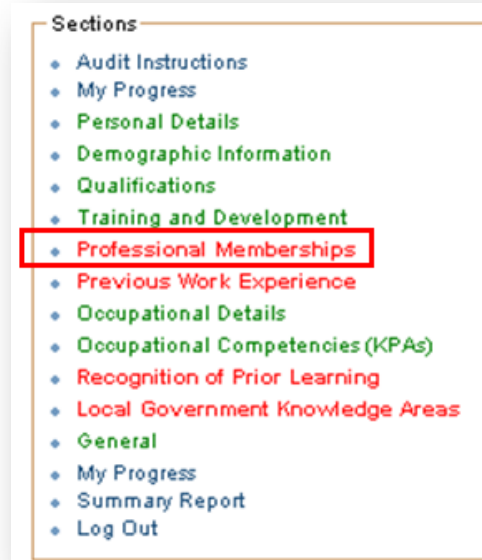
Name of Provider:

Date of Attendance: From Date: Year: Month: To Date: Year: Month:

Total Duration: (Days)

3. PROFESSIONAL MEMBERSHIPS SECTION

Click the **Professional Membership** link as indicated in the screenshot on the right. After clicking the link the **Professional Membership** (list) window will be displayed as indicated in Figure 3.



You can now view your **Professional Memberships** and/ or **Add** your **Memberships** to the list.

A screenshot of the 'Professional Body Membership' page in the Signify software. The page has a header with the Signify logo, 'Gapskill', and a 'Log Out' button. Below the header is a navigation bar with logos for various organizations: South African Association of Consulting Engineers (SAACE), LGSETA, SALGA, IMATU, and a South African flag. On the left is a 'Sections' menu with a list of links, including 'Professional Memberships'. The main content area is titled 'Professional Body Membership' and contains a question mark icon, a list of instructions, and a table of memberships.

Professional Body Membership

- Click NOT APPLICABLE if this section is not applicable to you.
- Click ADD NEW for every membership you want to add to your list.
- A table of memberships will appear below once the first membership has been added.
- Click EDIT in the table to update a specific membership.
- Use DELETE to remove an incorrect membership.

Not Applicable

Back Add New Next

Current Member of Professional Body (s)	Name of Professional Body	Type of current membership	Statutory / Voluntary	Membership/Registration Number	Date Record Last Updated	Edit	Delete
Active	South African Association of Consulting Engineers (SAACE)	President	Statutory	SAACE001	2010/11/02		

Figure 3

On this page a number of actions are possible.

Next/Back: In order to continue to the next (or previous) section, use these navigation buttons, or you can use the **Quicklinks** on the left hand Menu.

Not Applicable: If this section does not apply to you, click **Not Applicable** to indicate that you have completed the section.

Edit: If you need to amend a professional membership record, click **Edit** next to the applicable record to open it in the **Professional Memberships** (edit) screen.

Delete: If you need to remove an existing membership record, click **Delete** next to the applicable record.

Add New: If you need to add a membership, click **Add New** to open a blank membership screen as shown below. You can now provide your details.

The screenshot shows the 'Professional Body Membership' form in the Signify GapSkill application. The interface includes a top navigation bar with the Signify logo, 'GapSkill' text, a 'Log Out' button, and logos for various South African government departments (SASME, LGSETA, SALGA, IMATU, and the Department of Labour). On the left is a sidebar menu with sections like 'Sections' (Audit Instructions, My Progress, Personal Details, etc.) and 'Administration' (Institutions, Occupations, etc.).

The main form area is titled 'Professional Body Membership' and contains a warning box with a question mark icon and the following text:

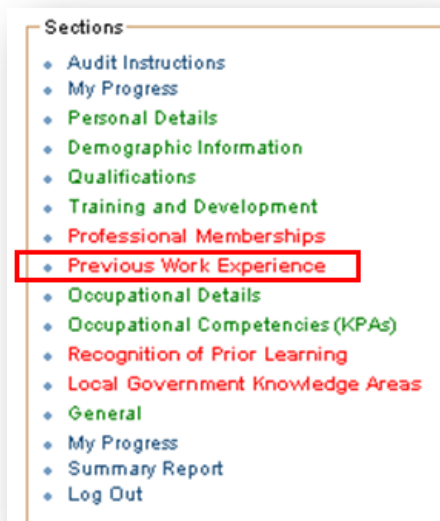
- Remember to SAVE once you are done.
- Cancel will return you to the Professional Body Membership page without saving.

Below the warning box are 'Cancel' and 'Save' buttons. The form fields include:

- Date Record Last Updated:** 2010/11/02 - 09:24
- Current Member of Professional Body:** Radio buttons for 'Yes' (selected) and 'No'.
- Name of Professional Body:** A dropdown menu showing 'South African Association of Consulting Engineers (SAACE)'.
- Type of current membership:** A text box containing 'President'.
- Tick whether your membership is statutory or voluntary:** Radio buttons for 'Statutory' (selected) and 'Voluntary'.
- Membership / Registration Number:** A text box containing 'SAACE001'.
- When did you register with the professional body:** Two dropdown menus for 'Year' (1999) and 'Month' (Jan).

4. PREVIOUS WORK EXPERIENCE SECTION

Click the **Previous Work Experience** link as indicated in the screenshot on the right. After clicking the link the **Previous Work Experience** (list) window will be displayed as indicated in Figure 4.



You can now view your **Previous Work Experience** and/ or **Add** your **Previous Work Experience** to the list.

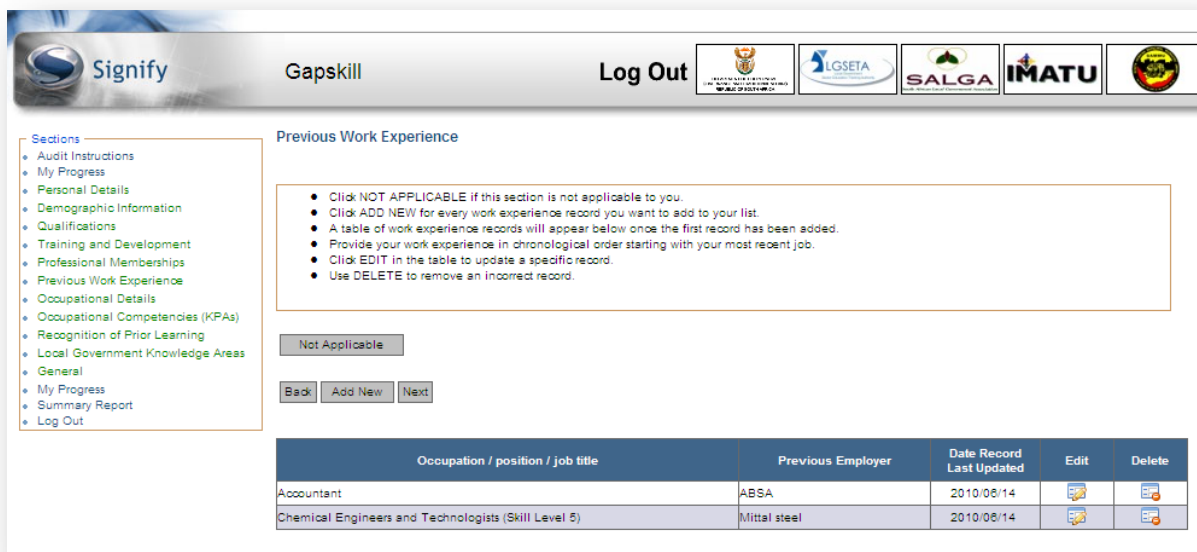


Figure 4

On this page a number of actions are possible.

Next/Back: In order to continue to the next (or previous) section, use these navigation buttons, or you can use the **Quicklinks** on the left hand Menu.

Not Applicable: If this section does not apply to you, click **Not Applicable** to indicate that you have completed the section.

Edit: If you need to amend an existing work experience record, click **Edit** next to the applicable record to open it in the **Previous Work Experience** (edit) screen.

Delete: If you need to remove an existing work experience record, click **Delete** next to the applicable record.

Add New: If you need to add work experience records, click **Add New** to open a blank record as shown below. You can now provide your details.

Signify GapSkill Log Out

Sections

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Previous Work Experience

• An occupation can be typed in the field OR selected from the list.
 • Click SAVE once you are done.
 • In the table for KEY PERFORMANCE AREAS, click ADD KEY PERFORMANCE AREAS for every additional KPA you want to list.
 • The whole table is saved when you save the work experience.
 • Click the EDIT icon in the table to change a specific KPA.
 • Click the DELETE checkbox to remove an incorrect KPA.

Cancel Save

Date Record Last Updated: 2010/06/14 - 14:02

Work Experience Details

Occupation / position / job title: Chemical Engineers and Technologists (Skill Level 5)

Previous Employer: Mittal steel

Sector:
 ☐ Municipality
 ☐ Public Sector Other
 ☒ Private Sector
 ☐ Other

Period Employed:
 From: Year 1998 Month Jan
 To: Year 2007 Month Jan
 Calculated Experience: 9 Year(s)

Key Performance Areas

Add Key Performance Area - Use this button to add a new record to the table.

Key Performance Areas/Job Functions/Responsibilities	Level of Experience	Years Experience	Months Experience	Last Edited Date	Delete
Chemical KPA	Strategic	0	0	2010/06/14	

On the **Previous Work Experience** (edit) page a further action is possible namely adding key performance areas that applied to your previous work experience. To add these KPAs, click the **Add Key Performance Area** button to add a blank record to the KPA table where you can provide the relevant details.