







GapSkill – User Guide Module 3

2010-11-02

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INTRODUCTION

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

1. OCCUPATIONAL DETAILS SECTION

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



You can now view your Occupational Detail and/ or Add your Occupational Detail to the list.

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ieneral	Date Record Last Updated: 2010/03/08 - 07:34		
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og Out	Alternative Name / Job Title :	ACCOUNTANT	
	Occupational Category :	Professional Community Services	
	Are you a Section 57 Manager? :	Yes	
	Job Grade :	,	
	Critical Occupation :	No	
	Employment Status :	Permanent employee	
	Organisation Municipal Division : Municipal division you are currently placed in :		
	Gross Salary / Salary Range :		
	Post Level:		
	Date absorbed in occupational category / job family	2008/01/01	
	Uste promoted / appointed to current position : Vear Exercise in Current Position :	2008/01/01 2 year (s) and 10 month (s) experience	
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	Individual Development Related Constraints:	2	
	Work Process Related Constraints:	3	
	otakenoider Relations Constraints: Other Constraints:	9 5	

Figure 1

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 amend your occupational details, click **Change** to open the **Occupational Details** (edit) page as shown below.

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	Name of Functional Unit:	Community Services	v •
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	Job Grade :		
	Critical Occupation :	○ Yes ⑧ No	
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	Work Process Related Constraints	Stakeholder Relations Constraints	
	Too few resources to run all processes	Not applicable	
	Other Constraints		
	0		

2. OCCUPATIONAL COMPETENCIES (KPAS) SECTION

Click the **Occupational Competencies (KPAs)** link as indicated in the screenshot on the right to open the **Occupational Competencies** window as indicated in Figure 2.

You can now view your **Occupational Competencies** detail. Please note that the contents of this screen is determined by your job description and has to be pre-loaded into the program.

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.

View/Update Competency Level: If you want to rate your competency in an area, click this button next to the specific competency to open the screen shown here.

Add Additional Competency: If you need to add a competency record, click this button to create a new competency description as shown below.

Add Additional C

Sections-

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

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Add Responsibility Area: If you need to add an additional responsibility area, click this button to create a new responsibility area record as shown below.

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rsonal Details	 If prompted to do so, go back to the Occupation Details page and provide your job title and other occupational details. Use the button "Provide My Job Details" for this. 									
mographic Information	The Ke COMP	ey Performance Areas table is fix	ed for your job and so is the	e competencies per	r KPA. However, by a	dicking the UPDATE				
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			Accounting Principles	×	View / Update	Competency Level				
			Valuation	×	View / Update	Competency Level				
			Technology Expertise	×	View / Update	Competency Level				
			Debtors Accounts	×	View / Update	Competency Level				
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If the Job Title field is empty, it means you still have to complete the detail in the **Occupational Details** section.

Back Save Next	
- Occupation Details	
Job Title :	Provide My Job Details
Job Title Alternative Name :	
Job Purpose:	

Figure 3

Click **Provide My Job Details** as indicated in Figure 3. The **Occupational Details** page will be displayed as indicated in Figure 4.

Signify	Gapskill Log Out 👔 🖾 🖾 🖍 TU 🎯
Sections • Audit Instructions • My Progress	Occupational Details
Personal Details Demographic Information Qualifications Training and Development Professional Memberships Previous Work Experience	 Click CHANGE to enteryour current occupational details. Once done, use NEXT to continue to the next page. BACK will take you to the previous page.
Occupational Details Occupational Competencies (KPAs) Recognition of Prior Learning Local Government Knowledge Areas Second	Back Change Next
 My Progress Summary Report Log Out 	You currently have no Occupational details

Figure 4

Click the **Change** button, the **Occupation Details** (Edit) page will be displayed as indicated in Figure 5. You can now edit your occupation detail on your profile.

Signify	Gapskill		@
Sections Audit Instructions My Progress	Occupational Details(Edit)		
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General Mix Progress	Occupation :		Q.
Summary Report Log Out	Alternative Name / Job Title :		
	Occupational Category:		
	Name of Functional Unit:		v .
	Are you a Section 57 Manager? :	Yes O No	
	Job Grade :		
	Critical Occupation :	Yes ⊛ No	
	Employment Status :		v x
	Organisation Municipal Division :		~
	Municipal division you are currently placed in :		~
	Post Level:		
			~
	Date absorbed in occupational category / job family	: Year : 2010 💙 Month : Sep 🔽	
	Date promoted / appointed to current position :	Year: 2010 V Month : Sep V	
	Years Experience in Current Position :	0 year (s) and 0 month (s) experience	
	Occupational Constraints		
	It applicable to your occupation, state the constrain	nts that make your job difficult to do.	
	Finance Related Constraints	Individual Development Related Constraints	
	Work Process Related Constraints	Stakeholder Relations Constraints	
	Uther Constraints		
		-	

3. **RECOGNITION OF PRIOR LEARNING SECTION**

Click the **Recognition of Prior Learning** link as indicated in the screenshot on the right. After clicking the link the **Recognition of Prior Learning** window will be displayed as indicated in Figure 6.



You can now view your Recognition of Prior Learning and/ or Add your Prior Learning to the list.

Signify	Gapskill	Log Out		ATU	۲
Audit Instructions Audit Instructions My Progress Personal Details Demographic Information Qualifications Training and Development Professional Memberships Previous Work Experience Occupational Details Occupational Competencies (KPAs) Recognition of Prior Learning Local Government Knowledge Areas General	Recognition Of Prior Learning • Click NOT A • Click Not A • A table of as • Click the ED Not Applicable Back Add New Next	9 PPLICABLE if this section is not applicable to you. EW button for every assessment you want to add to your list. sessments will appear once the first assessment record has been added. IT icon with the table to update a specific assessment. Use DELETE to to	remove an incorrect assessment.		
My Progress Summary Report Log Out		Area of Assessment	Date Record Last Updated	Edit	Delete
-	Finance		2010/04/08	1	=
	Techical		2010/04/08	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.

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 RPL record, click **Edit** next to the applicable record to open it in the **Recognition of Prior Learning** (edit) screen.

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

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

Signify	Gapskill Log Out Sales MATU)
Sections - Audit Instructions My Progress Personal Details Demographic Information Qualifications Training and Development Professional Memberships Previous Work Experience Occupational Details Occupational Details Occupational Details Cocupational Details Cocupational Details Superior Construction (KPAs) Recognition of Prior Learning Local Government Knowledge Areas Seneral My Progress Summary Report Log Out	Cancel Save Date Record Last Updated: 2010/04/08 - 16:23 Assessment: Occupieted To be Done Area of Assessment: Finance Date: 2010/04/08 - 16:23 More Lavel: Lavel: To be Done Area of Assessment: Finance Office Use Verified by senior / supervisor / HR (eg. payroll data): Yes One Comments:	

4. LOCAL GOVERNMENT KNOWLEDGE AREAS SECTION

Click the Local Government Knowledge Areas link as indicated in the screenshot on the right. After clicking the link the Local Government Knowledge Areas window will be displayed as shown below.



In the **Local Government Knowledge Areas** section you can rate your level of knowledge of the various areas within your municipality. You will also be able to indicate if this knowledge area is applicable to your occupation or if it is a general knowledge area.

Signify	Gapskill	Log Out				A	IÅ	AT	u 🞯
ons	Local Government Knowledge Areas								
Progress onal Details lographic Information Illifostions Inling and Development essional Nemberships ious Work Experience upational Details	Click NOT APPLICABLE if this section is not applicable to you. Click the CHANGE button to set the changes you made. Click the SAVE button to set the changes you made. B. I-indicates an Batish knowledge of the Area. I- Indicates an Advanced knowledge of the Area. E - Indicates an Advanced knowledge of the Area. E - Indicates an Expert knowledge of the Area.								
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	Knowledge Area		General	Occupation Specific					Date Record Last Updated
	Goals and objectives of the municipality			v	 Image: A start of the start of				2009/03/27
	Powers and functions of the municipality			 Image: A second s	 Image: A start of the start of				2009/03/27
	Municipality structures and systems		v				√		2009/03/27
	Integrated Development Planning			v				√	2009/03/27
	Environmental Management		v				√		2009/03/27
	The Performance Management System			v		√			2009/03/27
	HR policies and procedures		V		 Image: A start of the start of				2009/03/27
	Water and Sanitation			v		√			2009/03/27
	Roads and Storm Water		V				 Image: A start of the start of		2009/03/27
	Housing			v				√	2009/03/27
	Planning (town planning, etc.)		√				√		2009/03/27
	Emergency Services (Disaster Management)			v		V			2009/03/27
	Batho Pele Principles		×		 Image: A start of the start of				2009/03/27
	Municipal Finance Management			v		√			2009/03/27
	Stakeholder participation		×				v		2009/03/27
	Legislation			v				√	2009/03/27
	Municipal Transformation and Organisational Developm	ent	 Image: A start of the start of				 Image: A start of the start of		2009/03/27
	Basic Service Delivery			4		1			2009/03/27
	Local Economic Development		v	· · · · ·	1				2009/03/27
	Municipal Financial Viability and Management			1		1			2009/03/27
	Good Governance and Public Participation		1	· · · ·		-	1		2009/03/27
	Monitoring and Evaluation		•	Л			Ť	1	2009/02/27
	Monitoring and Evaluation Other Knowledge Areas			√					2008/03/27

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.

Change: If you want to rate your knowledge levels, click **Change** to open **Local Government Knowledge Areas**(edit) screen as shown in Figure 7.

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structions	Local Government Knowledge Areas (Change)							
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tional Competencies (KPAs) ition of Prior Learning iovernment Knowledge Areas I gress ry Report t	Not Applicable Back Cancel Save							
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5. GENERAL SECTION

Click the **General** link as indicated in the screenshot on the right. After clicking the link the **National KPI Feedback** (list) window will be displayed as indicated in Figure 8.



In this section you can rate the various sections of your municipality and you will also be able to add a comment to each of the sections.



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.

Change/Edit: If you want to rate the national KPIs, click **Change/Edit** next to the applicable KPI record to open **National KPI Feedback** (edit) screen as shown below.

Signify	Gapskill	Log Out			υ 🎯
ns Instructions rogress unal Details graphic Information fications	National KPI Feedback A number of National KPIs are given. Plea Click the Change/Edit button to open a spe area. Remember to click SAVE once you are dor	ise rate how your m ecific KPI. ONLY di ne with a record.	unicipality is doing in them. Ick the DOING WELL field if your municipa	lity is really doing well in t	hat
ing and Development ssional Memberships ous Work Experience pational Details pational Competencies (KPAs) pational Competencies	Back Next				
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6. MY PROGRESS

Click **My Progress** as indicated in the screenshot on the right. After clicking the link the **My Progress** window will be displayed as shown here.



This screen summarises your progress through the different sections and also highlights if you skipped a section.

Signify	Gapskill Log Out		
zions idit Instructions y Progress sronal Details imographic Information aslifications aining and Development ofessional Memberships evious Work Experience coupational Details coupational Competencies (KPAs)	My Progress The table below shows all the sections you have to complete. Only the G The red X will turn into a green chedmark after you have supplie Remember to SAVE every section before continuing to the next. Please use the NEXT button to navigate from section to section. Back Finish	ENERAL section is optional. ad information for a section.	
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If you are satisfied with how you completed the sections and <u>IF YOU ARE NOT PLANNING TO REVISE</u> <u>ANY DETAILS AGAIN</u>, you can go ahead and click **PERMANENT SAVE** to save and **LOCK** your records. You will <u>NOT</u> be able to access your records again.