TETA BURSARY APPLICATION USER MANUAL

USER MANUAL

JULY 23, 2023



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1.Application link

Click on https://clarity.teta.org.za/

2.Registering a new user

The below login screen will appear

The icon highlighted in yellow below is a link to the online training video – How to create your user account (YouTube video)



Click on register new account



1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
1 A 1	Stakeholder Workplace	
4 1 - C		
	Username	
	Password	
	Login	
	Forgot Login Details? Register a new account	
	Register a new account	
N. N	A State of the sta	

Complete all the required fields. * Indicates that the fields are compulsory and that you will not be able to proceed if the fields are not completed

IMPORTANT – Password should be 7-20 characters long and should have special characters such as! @#\$% as well as numeric numbers

9604110911088	
First Name Last Name Jack Test	
Itessage from the System nce Username validation failed. Username should be 7 to 20 characters in length. umalanga Ok m Password	
* missing Security Answer *	

Once all the required fields have been completed **click on REGISTER**

IMPORTANT! YOUR NAME & SURNAME NEEDS TO BE CAPTURED EXACTLY AS PER YOUR ID DOCUMENT



Clarity 4.8 Instance de Ben Recharder		Transport Education Training Authority Bits (y Witter	Seta Wo	rksplace Login
New Ac	count Registration			- 6
	Identity Type	Identity Number First Name Confirm e-mail Address Password Security Answer	Last Name Province Confirm Passvord *	
	~	 Cancel Registrat		

The below system-generated message will pop up, indicating you have successfully registered

Stak	holder Workplace
Message from the System Thank you for registering an account on TE	TA Clarity 4.0. Your account has been created successfully.
Please use the username and the passwo	rd you supplied on registration to login onto the system.
	Login
A CONTRACTOR OF A CONTRACTOR O	Forgot Login Details? Register a new account
	Some Tips

When you are done with your registration you will receive an email from <u>noreply@teta.org.za</u>



Clarity SETA System Account Registration
$\begin{array}{c c c c c c c c c c c c c c c c c c c $
Thank you for registering an account on TETA Clarity 4.0. Your account has been created successfully and should be able to access the Portal.
Your Login Details are as follows:
Username: Dolly01 Password: **************
Please use your username and the password you supplied to login into the system.
Kind Regards
TETA Clarity 4.0 Management Information System
Transport Education Training Authority Driven by Vision

IMPORTANT to remember your PASSWORD.

3. Forgot login details

Should you forget your username/password **click** on **forgot password** and the system will re-send your username/password for you to reset your old/ forgotten password.



1	
	Stakeholder Workplace
	Username Password Login
	Register a new account
	Some Tips

4. Bursary Application

Once you have entered your login details this is how your login screen will look

- Indicating who the user is
- Option to amend your profile (this is important specifically if any of the applicants' details has changed or need to be updated)
- The icon highlighted in yellow below is a link to the online training video How to create your user account (YouTube video)



	Tangert Escator Training Autorbut Drangert Backator Training Autorbut	e Hellof Q	Home My Profile Logout
My Own Applications	Welcome to C	Jarity 4.0	
I am applying for a Bursary I am applying for a Discretionary Grant I am applying for a Discretionary Grant	I am applying to be registered as an Assessor/Moderator	I am applying to be a registered SDF of the company	I am applying as the Project Administrator on behalf of my company () () () () () () () () () () () () ()

Click on my profile

- To edit user profile
- Update username or password

			Intern by Vision		2 He	Home My
	My Profile		_			
						- Edit Profile - Update Username
Menu My Profile	Administrator Administrat	ator				Update Password
My Provide						
		i.				
	Profile	l.				
	Personal Details	South African Identity	Identiv ID	00100000000	Title	Mr
	Personal Details Identity Type	South African Identity 20 August 1989	Identity ID Are	80100000000	Title	Mr
	Personal Details		Identity ID Age Gender	Contraction to state	Title Home Language	Mr Eaglith
	Personal Details Identity Type Birth Date	20 August 1989	Age	33		
	Personal Details Identity Type Birth Date Population Group	20 August 1989 African	Age Gender	33 Male	Home Language	English
	Personal Details Identity Type Birth Date Population Group Netsonality	20 August 1989 African South African	Age Gender Citizenship	33 Male South Africa	Home Language Immigrant Status	English
	Fersonal Details Identity Type Birth Date Population Group Nationality Socio Economic	20 August 1989 African South African	Age Gender Citizenship	33 Male South Africa	Home Language Immigrant Status	English
	Personal Details Identity Type Birth Date Pepulation Group Nationality Socio Economic Contact Details	20 August 1989 Abfean Sweth Abfean Usamployad	Ags Gender Critzenship Disability	33 Male South Africa Neae	Home Language Immigrant Status Disability Rating	English
	Personal Details Identity Type Birth Date Population Group Nationality Socio Economic Contact Details Email Address	20 August 1989 Abfean Sweth Abfean Usamployad	Age Gender Critzenship Disability Cell Number	33 Male South Africa Neae	Home Language Immigrant Status Disability Rating	English
	Personal Details Identity Type Birth Date Pepulation Group Nationality Socio Economic Costact Details Email Address Physical Address	20 August 1999 Adrian Santh African Damphysed Marror Qremotenat.ant	Age Gender Crinerenhop Dombility Cell Namber Postal Address	23 Xiala South Africa Neas 400 000 0000	Home Language Inneigrant Santa Disability Parting Phone Number	English SA Ciliare
	Personal Details Identity Type Birth Date Population Group Nationality Socio Economic Contact Details Email Address Physical Address Physical Address	20 August 1999 Adrian Santh African Damphysed Marror Qremotenat.ant	Age Gender Crinerenhop Dombility Cell Namber Postal Address	23 Xiala South Africa Neas 400 000 0000	Home Language Inneigrant Santa Disability Parting Phone Number	English SA Ciliare

Click on Edit profile to amend all details. Important to click on save profile else all captured information will be lost



Driven by Vision					
	Origina		here 1	Med	2.0
	Driv	en i	DV I	v 151	on

My Profile		
Personal Details		
Identity Type	ID Number	Date of Birth
South African Identity	*	20 August 1989
Title		
Mr 🗸		
First Name	Middle Name	Last Name
Administrator		Administrator
Population Group	Gender	Home language
African 🗸	Male 🗸	English 🗸
Nationality	Citizenship	Immigrant Status
South African 🗸	South Africa 🗸	SA Citizen
Socio Economic Status	Disability	
Unemployed 🗸	None 🗸	
Contact Details		
e-mail Address	Cell Number	Phone Number
marco@remotenet.net	000 000 0000	
Physical Address	_	Province
Line 1	Postal Address (Copy Physical)	Gauteng V
Line 2	Line 1	Municipality
Suburb/Town	Line 2	Xhariep District ML 💙 *
Postal Code	Suburb/Town	Residential Area
	Postal Code	Rural V
In line with the Protection of Personal Information Act(Popi Act), I hereby give consent to TE	"TA to share my information with any third party for report purposes."	
⊖ _{Yes}		
.N0		
Save Profile	Close	

Once your profile has been updated, **click** on **home** to return to the home page to continue with your application

Clarity 4.0 Creating the Common Section	Transport Education Training Authority Driven by Vision	Hello! Administrator Administrator	Home My Profile Logout
Menu My Profile	My Profile Administrator Administrator Profile Personal Details		 Edit Profile Update Usemane Update Password

The below screen will appear – **click** on "I am applying for a Bursary" as indicated below



	Welcome	to Clarity 4.0	
Ny Own Applications I am applying for a Bursary Tam applying for a Discretionary Grant I am applying for a Discretionary Grant	I am applying to be registered as an Assessor/Moderator	I am applying to be a registered SDF of the company I am applying to be a registered SDF of the company I am applying to be a registered SDF of the company I am applying to be a registered SDF of the company I am applying to be a registered SDF of the company I am applying to be a registered SDF of the company I am applying to be a registered SDF of the company I am applying to be a registered SDF of the company I am applying to be a registered SDF of the company I am applying to be a registered SDF I am applying to be a re	I am applying as the Project Administrator on behalf of my company (Control of the second sec

The open bursaries windows will be displayed under **Active Bursary Funding Window** (Referring to no 1, 2, and 3 in the screenshot)

- Click to view bursary guidelines
- Notification of deadline
- Create an application

	Active Bursary F	unding Windows					
	Financial Year	Reference N.O	Bursary Funding Window Title		Bursary Funding Window D	Deadline	
	2022/2023	MIS-B-Window-4816	Unemployed Burnary application 22/23	Click to viewidownload File	05 August 2022	Create Application	
				1	2	3	
	Bursary Applicat	ions					
	Financial Year	Reference	Bursary Funding Window	Intervention/Qualification	NQF Level	Application Status	
	2022/2023	MISBur-202238422000	Unemployed Bursary application 22/23	Diploma: Information Technology	NQF Level 5	New Application (In Progress)	Open
2022 Clarity 4.0 - All Right	s Reserved.			^{Remote} N <i>E</i> t			

Click on Create Application



Bursary Applica	tions					
Active Bursary F	Active Bursary Funding Windows					
Financial Year	Reference N.O	Bursary Funding Window Title		Bursary Funding Window D	eadline	
2022/2023	MIS-B-Window-4816	Unemployed Bursary application 22/23	Click to view/download File	05 August 2022		Create Application
Financial Year	Reference	Bursary Funding Window	Intervention/Qualification	NQF Level	Application Status	
2022/2023	MISBur-202238422000	Unemployed Bursary application 22/23	Diploma: Information Technology	NQF Level 5	New Application (In Progress)	Open
			motenet			

Once you have **clicked** on creating an application the list of all the bursary qualifications will display which you can only apply for one.

• Choose from the below list and click on create an application

Finacial Year		2022/2023	Reference No	MIS-B-Window-6107		
nding Window	v Title	Testing the Bursary Application				
nding Window	v Summary	Bursary Testing				
Guide Line		Click to view/download File	Bursary Submissions Deadline	31 July 2022		
irsary Gran	t Window (Qualifications				
earch		Search	1			
earch	Qualific	Search cation Title	1	NQF Level		
				NQF Level NQF Level 4	Create Application	
SAQA ID	Access C	cation Title	1		Create Application Create Application	
SAQA ID 15069	Access C Access C	cation Title Certificate: Arts: Social Science	1	NQF Level 4		
SAQA ID 15069 14731	Access C Access C Advance	cation Title Certificate: Arts: Social Science Certificate: Business		NQF Level 4 NQF Level 5	Create Application	

After selecting which qualification you would like to apply for you **close** the page and your selection will display at the bottom of your home screen as indicated below

Click on Open



Driven	her	Mich	0.0
Driven	UV.	¥151	077

Bursary Applic	ations					
Active Bursary	Funding Windows					
Financial Year	Reference N.O	Bursary Funding Window Title		Bursary Funding Window D	leadline	
2022/2023	MIS-B-Window-4816	Unemployed Bursary application 22/23	Click to view/download File	05 August 2022		Create Application
Bursary Applic	tions					
Bursary Applica	ntions Reference	Bursary Funding Window	Intervention/Qualification	NQF Level	ApplicationStatus	

Once you have opened the Application- you will be reminded by the system how much **time** you have left before the **Submission date** and your **Application status** will be automatically in-progress

Bursary Applicati	ion From					
-1						
1						- Close Application
Reference N.O						🧉 - Edit Learner Profile
		-				🧅 - Edit Application
Application Status	New Application (In Progre	ass)			1	🧅 - Add Subject/Modules
Application Status Date	06 June 2022 10:40				4	🧉 - Edit Institution
Name of Intervention/Qua	alification Doctor of Technology: Engi	gineering: Mechanical			1	🧉 - Add Guardian
NQF Level	NOF Level 10				1	🥃 - Upload Document
					1	- Submit Application
Submissions Deadline	05 August 2022					
Time left until Submission	n 19 days 12 hours 44 mins 2	27 secs				
<u> </u>	<u>.</u>					
Application	Documents					
Learner Profile						
Identity Type	South African Identity	Identity ID	000000000000	Title	Mr	
First Name	Administrator	Middle Name		Last Name	Administrator	

Click on **Edit learner profile** to edit any of the learner/applicants' information such as a physical address, contact details, etc.



Del.	ven	here	Mich	0.0
UII	ven	UΥ	¥151	077

Bursary Application	5				
Bursary Application H	From				
-					
1					- Close Application
					- Edit Learner Profile
eference N.O					- Edit Application
pplication Status	New Application (In Progre	aa)			🥥 - Add Subject/Modul
pplication Status Date	06 June 2022 10:40				🖕 - Edit Institution
ame of Intervention/Qualifica	ation Doctor of Technology. Engi	ineering: Mechanical			🧧 - Add Guardian
IQF Level	NOF Level 10				🥥 - Upload Document
					🥥 - Submit Application
ubmissions Deadline	05 August 2022				
ime left until Submission	19 days 12 hours 44 mins 2	7 secs			
Application	Documents				
Learner Profile	Documents				
Identity Type	South African Identity	Identity ID	000000000000	Title	Mr
First Name	Administrator	Middle Name		Last Name	Administrator

- Important to **click** and give consent on **POPI ACT** as indicated below
- Click on SAVE profile

Learner Personal Détails Sentry 199 South Alficien Identity	12 Musher 000000000000	Server2ala 20 August 1988
Title Mr VIII Part Name	Mitch Name	Latives
Administrator *	Geoler	Administrator
Attran	Maine V P Crateenitop South Africa V P	Exploit v stopped text for the v stopped t
Bocia Economic Dama Unemployed	Disability None	
Contact Details e-mail Addees mainco@remotanat.nat	Cell Shabler DDD 000 9200	Abaziri Madae
Physical Address Line 1 Line 2	Perel Addess Line 1 Line 2	hwaa [Gaoreg ✔]
Suburb/Teen Posta/ Code	Subura/Town Pastal Code	Nampari / Anasa Daren N. w " Falianti Au
Education Details Las Frimy Scoular Schol Anneled	Capy Physical Anthews	Son v
	0 Higher Orafe Oracle 12	
ExcEs NO 0 Securit School		
h the with the Resectors - Personal Information Art(Peps Art) haveby give consert The Ne	to TETA to share any information with any third party for repair purposes."	
200	Sans 7 redite	
	Class	

Click on **Edit Application** to edit any of the learner/applicant's information such as a physical address, contact details, etc.



Driv		

Bursary Applications		
Bursary Application From		
1		
		 Close Application
eference N.O	MISBur-202238422000	🥃 - Edit Learner Prof
pplication Status	New Application (In Progress)	- Edit Application
pplication Status Date	06 June 2022 10:40	🥃 - Edit Institution
ame of Intervention/Qualification	Diploma: Information Technology	🥃 - Add Guardian
QF Level	NQF Level 5	🧉 - Upload Documer
		Submit Applicati
ubmissions Deadline	05 August 2022	
ime left until Submission	31 days 8 hours 7 mins 53 secs	

The below screen will appear - complete required/compulsory field *

Once all fields have been captured **click** on **save and close** the screen

Important to indicate whether you have been funded by TETA for any other interventions

	Edit Application		
	Qualification 78781 - Doctor of Te 🗸	Student/Licence Number 2009874884	
	Study Year First Year	Enroll Year 2023 V	
	Are you currently funded by TETA * • Yes		
a	No		
.[Which intervention are you currently funded for?		
c	Which Qualification are you currently funded for? Diploma in Accounting		
5	Save Close		

All captured information will be saved on the application form



Application Form				×	
Student/Licence Number	2009874884	Qualification Title at Institution	test	Qualification Code	test
Study Year (Academic Year)	First Year	Enroll Year	2022		
Start Date	27 January 2022	End Date	02 December 2022		

Click on Add Subject/Modules

Bursary Applicatio	ons					
Bursary Application	n From					
1						
						 Close Application
Reference N.O	MISBur-202238422000					🥃 - Edit Learner Profile
Application Status	New Application (In Progress)					Edit Application
Application Status Date	06 June 2022 10:40					 Add Subject/Modules Edit Institution
Name of Intervention/Qualif	ication Diploma: Information Technology					🥥 - Add Guardian
NQF Level	NQF Level 5					 - Upload Document - Submit Application
Submissions Deadline	05 August 2022					• Soonn Application
Time left until Submission	31 days 8 hours 0 mins 5 secs					
Application	Documents					
Learner Profile						
Identity Type	South African Identity	Identity ID	000000000000	Title	Mr	
First Name	Administrator	Middle Name		Last Name	Administrator	
Employed		Date Of Birth	20 August 1989	Age	33	
Population Group	African	Gender	Male	Home Language	Eng	
Nationality	South African	Citizenship	South Africa	Socio Economic	Unemployed	

Enter **ALL** your subject that you have done together with the final mark you have received as per your transcript/statement of results

	Subjects / Module form	
	Subject/Module Title Accounting *	
3ur-20223842		
Application (I	80	
ne 2022 10:40	Save	
ma: Informati	Close	
Level 5		
igust 2022		

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Once you have captured all your result they will appear on your landing page and the system will automatically calculate the average for you.

Should you have made an error whiles capturing your result onto the system you will be able to edit or delete the record.

Marks / Sco			
55	Edit Subjec	t I	Delete Subject
70	Edit Subjec	e I	Delete Subject
80	Edit Subjec	e I	Delete Subject
	55 70 80	55 Edit Subjec 70 Edit Subjec 80 Edit Subjec	55 Edit Subject 1 70 Edit Subject 1 80 Edit Subject 1

Click on edit institution

Bursary Applications						
Bursary Application From	a					
- Variation						 Close Application
Reference N.O	MISBur-202238422000					 Edit Learner Profile
Application Status	New Application (In Progress)					 Edit Application Add Subject/Modules
Application Status Date	06 June 2022 10:40				<	 Edit Institution
Name of Intervention/Qualification	Diploma: Information Technology					🖕 - Add Guardian
NQF Level	NQF Level 5					 Upload Document Submit Application
Submissions Deadline	05 August 2022					- Obtainer approximation
Time left until Submission	31 days 7 hours 39 mins 37 secs					
Application Doct	uments					
Learner Profile						
Identity Type Sou	uth African Identity	Identity ID	00000000000	Title	Mr	
First Name Ada	ministrator	Middle Name		Last Name	Administrator	
Employed		Date Of Birth	20 August 1989	Age	33	
Population Group Afr	rican	Gender	Male	Home Language	Eng	
Nationality Sou	uth African	Citizenship	South Africa	Socio Economic	Unemployed	

The below screen with the various institutions will appear

Search for Institution / Provider						
Search for Institution Search						
Institution Legal Name	Institution Trade Name	Provider Type	Provider Class	Physical Address	Province	
Mtk Corporate Solutions		Education and Training	Mixed: Public and Private	61 Thomson Street, Colbyn, Pretoria, 0083	Gauteng	Open
Safety Health and Management Association of South Africa		Education and Training	Mixed: Public and Private	Block 9 Bureau du Paul, Corridor Crescent Road, N4 Business Park Witbank, 1034	Mpumalanga	Open
SPILAMART CC	1 SAFETY AND TRAINING	Education and Training	Mixed: Public and Private	House No 9 Hendricksdal, Sabie, Nelspruit, 1260	Mpumalanga	Open
2013/077851/07 South Africa (Pty) Ltd	2013/077851/07 South Africa (Pty) Ltd	Education and Training	Private		Gauteng	Open
2CHealth N Safety Strategic Pty Itd	2CHealth N Safety Strategic Pty Itd	Education and Training	Mixed: Public and Private	stand 10210, Malaeneng section, mails village, sekhukhune, 1124	Limpopo	Open
Braverox 115 cc	2inspire Skills Training	Training	Mixed: Public and Private	13 Wittebomen Road, Constantia, Cape Town, 7806	Western Cape	Open
4 The Future Training and Development Consultancy	4 The Future Training and Development Consultancy	Education and Training	Mixed: Public and Private	277 Tigres Avenue, Eersterust, Pretoria, 0022	Gauteng	Open
4th Dimension Training Consultants	4th Dimension Training Consultants	Education and Training	Mixed: Public and Private	106 Kenilworth Road, Overport, Durban, 4067	KwaZulu-Natal	Open
A and S Training Consultancy	A and S Training Consultancy	Education and Training	Private		Gauteng	Open
A and S Training Consultancy	A and S Training Consultancy	Education and Training	Mixed: Public and Private	Unit 1 Villa Glen, Sacramento road, Eldo village estate, Centurion, 0157	Gauteng	Open
	1 2 3 4 5 6 7 8 9 10	>>				
		Institution	a not found			
		C	lose			

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Type the institution name in the search field and click search for the system to search the institution/provider (PUBLIC AND PRIVATE INSTITUTIONS WILL APPEAR)

Should your institution name not appear when searching for it - click on the institution not found icon at the bottom of the page – it will allow you to capture your institution information

earch for Institution Search					
Institution Legal Name	Institution Trade Name	Provider Type Provider Clas	s Physical Address	Province	
Bridge Port Durban	Bridge Port Durban		151 South Coast Road, Rossburg, Durban, 4904	KwaZulu-Natal	Open
Eco Saver	Eco Saver		unit 12 Norge Industrial Park , 10 Coralgate Crescent , Amanzimtoti , 4126	KwaZulu-Natal	Open
Skill Set Solution Pty Ltd	Skill Set Solution Pty Ltd		3 B Kotzenberg Road, Rosslyn, Pretoria, 0200	Gauteng	Open
THUTO PELE Training Institute PTY . Ltd	THUTO PELE Training Institute PTY . Ltd		555 Tucker Street Ext 2, Thokoza, Alberton, 1426	Gauteng	Open
X-Factor Safety Consultants Pty Ltd	X-Factor Safety Consultants Pty Ltd		Montana Gables, 5 Escallonia Street, Pretoria, 0159	Gauteng	Open
(AAFSA) A DIVISION OF BID AIR SERVICES (PTY) LTD	(AAFSA) A DIVISION OF BID AIR SERVICES (PTY) LTD		Atlas Road, Denel North Gate, DCLD Building, Kempton Park ,	Gauteng	Open
'bayley Worldwide Removals Cc	'bayley Worldwide Removals Cc		Box 39510, Bramley, Bramley, 2195	Gauteng	Open
's Mphatsoe	's Mphatsoe		593 Potgieter Street, Glen Austin, Glen Austin, 1685	Gauteng	Open
017 Straten Transport Cc	017 Straten Transport Cc		Hoogenhoutstraat 3, Secunda, Secunda, 2302	Mpumalanga	Open
1 Construction Regiment	1 Construction Regiment		Military Base Dunnottar , Springs , , 1590	Gauteng	Open
	1 2 3 4 5 6 7 8 9 10 >	estitution not found			



n-	A	h	107-1	
Un	iven	DV	VISI	071
		~		

Institution / Provider Details (Other)	,	
Institution / Provider Name	Provider Campus	
		•
		//
Telephone		
*		
Physical Address		
Line 1		
Line 2		
Suburb/Town		
Postal Code		
Province		
× *		
	Save	
	Search School	
	Close	

 $\ensuremath{\textbf{Click}}$ on open to select the institution

Search for Institution University of Pretoria Search Result for: University of Cancel Search	Search of Pretoria						
Institution Legal Name	Institution Trade Name	Provider Type	Provider Class	Physical Address	Province		
University of Pretoria	University of Pretoria			Lynnwood Road, Brooklyn, Pretoria, 0002	Gauteng	Open	
University of Pretoria	University of Pretoria			Lynnwood Rd, Hatfield, Pretoria, 0002	Gauteng	Open	
Institution not found Close							

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Once an institution has been selected successfully the system will display the below message

Message from the System	h
Institution Selected successfully.	
Ok	
	_

Captured information will display on the landing page (Replace with New)

Institution Details							
Institution Status	Selected from SETA Provider	List					
Institution Name	University of Pretoria			Campus			
Provider Type	Provider Class						
Telephone	012 420 3101 -			Lynnwood Road Brooklyn Pretoria 0002 -	Province	Gauteng	

Click on Add Guardian (This section is to add patents/guardian details) Compulsory for under 18 years

Bursary Applications	1					
Bursary Application F	from					
1						
2						- Close Application
Reference N.O	MISBur-202238422000					- Edit Learner Profile
Application Status	New Application (In Progress)					- Edit Application
Application Status Date	06 June 2022 10:40					- Add Subject Module
						- Edit Institution
Name of Intervention Qualification	tion Diploma: Information Technology					- Upload Document
NQF Level	NQF Level 5					- Submit Application
Submissions Deadline	03 August 2022					
Time left until Submission	31 days 7 hours 25 mins 8 secs					
Application Learner Profile Identity Type	Documents South African Identity	Identity ID	09000000000000	Title	Мг	
First Name	Administrator	Middle Name		Last Name	Administrator	
Employed		Date Of Birth	20 August 1989	Age	33	
	African	Gender	Male	Home Language	Eug	
Population Group	- AN ILEA					

Below screen will appear. Important to note that you will have to complete the below information for both **mother and father**



	Guardian Form		
	Guardian Type		
	× *		
	Guardian Status		
	×		
	Title *	First Name	Last Name
	× *	*	<u>+</u>
	e-mail Address	Cell Number	Phone Number
ur-2		*	
Appli			
	Physical Address	Postal Address	Province *
ne 20	Line 1	Line 1	<u> </u>
ma: 1	Line 2	Line 2	
Leve	Suburb/Town	Suburb/Town	
	Postal Code	Postal Code	
.gust		Copy Physical Address	
ys 71			
		Save	
		Close	
lentit	y	Identity ID	000000000000 Title

Click on the tick box should Physical and Postal addresses are the same – the system will duplicate the information



Guardian Form			
Guardian Type Mother			
Guardian Status Alive and Present			1
Title Miss ✔	First Name Confidence *	Last Name June *	I
e-mail Address jviljoen@breitech.co.za	Cell Number 0679033154 *	Phone Number	I
Physical Address 10 1234	Postal Address	Province Gauteng V	1
f' Test	Test		
Lynwood 0184	Lynwood 0184		
184 st	Copy Physical Address		1
	Save		
ıtity	Close Identity ID	000000000000 Title	

Once both parents/guardians' information has been captured it will display at the bottom of the landing page

Defails of Parents/Guardians										
Guardian Type	First Name	Last Name	Guardian Status							
Mother	Confidence	June	Alive and Present	View		Edit		Delete		
Father			Don't Know	View		Edit		Delete		

Click on the document upload tab to upload all required documentation applicable to your application and as per the TETA Bursary application guidelines

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Bursary Applications						
Bursary Application From	m					
1						
Kannen					 Close Application 	on
Reference N.O	MISBur-202238422000				🧉 - Edit Learner Pro	ofile
Application Status	New Application (In Progress)				🥃 - Edit Application	
					🥃 - Add Subject/Mo	
Application Status Date	06 June 2022 10:40				🧉 - Edit Institution	
Name of Intervention Qualification	Doctor of Technology: Engineering: Mechanical				- Add Guardian	
NQF Level	NQF Level 10				💊 - Upload Docume	-
Submissions Deadline	05 August 2022				Submit Applicat	ion.
Time left until Submission	30 days 15 hours 6 mins 0 secs					
Application	cuments					
Learner Profile						
Identity Type So	outh African Identity	Identity ID	000000000000	Title	Mr	
First Name Ad	dministrator	Middle Name		Last Name	Administrator	1
Employed		Date Of Birth	20 August 1989	Age	33	1
Population Group Af	frican	Gender	Male	Home Language	Eng	
Nationality So	uth African	Citizenship	South Africa	Socio Economic	Unemployed	1

Below indicate which documents are compulsory Only **PDF** version documents "MUST" be uploaded. The date stamp should **not be older than 3 months**

Application Documents		
Application documents		
Document Title	Document Description	Document Conditions
Certified ID copy of applicant	Original certified copy of applicant	Compulsory
Proof of Unemployment	An affidavit stating that you are unemployed	Compulsory:
Certified Grade 11/12 Statement of Results/ Matric Certificate	Certified Grade 11 Statement of Results' Certified Grade 12 Statement of Results' Matric Certificate	Compulsory only if applying for first year
Certified Copy of Highest Certificate Transcripts for 2nd Year and above students	Certified Copy of Highest Certificate/Transcripts for 2nd Year and above students	Compulsory only if applying for 2nd year and above
Acceptance letter or proof of registration from Institution	Admission Letter/Proof of Registration/Proof of application to the institution	Compulsory
Certified ID Copy/Death Certificate/Affidavit of Mother	Certified ID Copy of Mother (If deceased Death certificate or Affidavit if not Present)	Compulsory if you are a Minor. (Below the age of 18)
Certified ID Copy/Death Certificate/Affidavit of Father	Certified ID Copy of Father (If deceased Death certificate or Affidavit if not Present)	Compulsory if you are a Minor. (Below the age of 18)
Mother - Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant' Monthly Pension Payout	Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of \$A\$\$A grant/ Monthly Pension Payout	Compulsory
Father - Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant/ Monthly Pension Payout	Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant' Monthly Pension Payout	Compulsory
Valid proof of accreditation by private institutions	Valid proof of accreditation by the relevant authority/body for study applied for	Compulsory (Only applicable for private institutions)
Certified Copy of a valid Private Pilot Licence	Certified Copy of a valid Private Pilot Licence	Compulsory (Only applicable when applying for Commerical Pilot Training)
Certified Copy of a valid Commercial Pilot Licence	Certified Copy of a valid Commercial Pilot Licence	Compulsory (Only applicable when applying for Instrument or Instructors Rating)
Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement	Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement	Compulsory (Only applicable when applying for Airline Transport Pilot Licence (ATPL))
Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement	Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement	Compulsory (Only applicable when applying for Airline Transport Pilot Licence (ATPL) Hour Building)

Click on upload document and select which document you want to upload

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Important-make sure you know where your PDF documents are saved to ease the upload process and to ensure that it is named correctly as this will eliminate incorrect documents uploaded.

Do	ocument Upload form
Sel	lect the document to Upload
Г	×
	Certified ID copy of applicant
1	Proof of Unemployment
ų.	Certified Grade 11/12 Statement of Results/ Matric Certificate
	Certified Copy of Highest Certificate/Transcripts for 2nd Year and above students
	Acceptance letter or proof of registration from Institution
3	Certified ID Copy/Death Certificate/Affidavit of Mother
	Certified ID Copy/Death Certificate/Affidavit of Father
	Mother - Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant/ Monthly Pension Payout
	Father - Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant/ Monthly Pension Payout
	Valid proof of accreditation by private institutions
	Certified Copy of a valid Private Pilot Licence
	Certified Copy of a valid Commercial Pilot Licence
	Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement
1.8	Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement
	Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement
	Quotations for training costs

Click on choose file – select the file from where it is saved – once uploaded the file name will appear- **click** on submit the file as indicated below

Document Upload form	
Select the document to Upload Certified Grade 11/1 🗸	
² Select file to Upoad I Choose File No file chosen	
40 Submit file	Close

The system will give the below message for each document that has been uploaded successfully

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Driv		

Message from the System
Document uploaded successfully
Ok

The below is proof of successful uploaded documents – **Click** to view/download the file when you **click** on view the system will retrieve your uploaded document which you can use to double-check that the correct document has been uploaded

Bursary Applications				
Bursary Application From				
1				
Lann				 Close Application
Reference N.O	MISBur-202238422000			 Edit Learner Profile
Application Status	New Application (In Progress)			 Edit Application Add Subject/Modules
Application Status Date	06 June 2022 10:40			 Add Subject/Modules Edit Institution
Name of Intervention/Qualification	Doctor of Technology: Engineering: Mechanical			- Add Guardian
NQF Level	NQF Level 10			- Upload Document
Submissions Deadline	05 August 2022			Submit Application
Time left until Submission	30 days 14 hours 42 mins 14 secs			
Application Docum				
Application Documents	ents			
Document Title		Document Description	Document Conditions	
Certified ID copy of applicant		Original certified copy of applicant	Compulsory	Click to View/Download File
Proof of Unemployment		An affidavit stating that you are unemployed	Compulsory	File Missing from system

When all documents have been successfully uploaded click on submit application



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Bursary Applications				
Bursary Application From				
1				
1				- Close Application
ference N.O	MISBur-202238422000			👴 - Edit Learner Profile
plication Status	New Application (In Progress)			🥃 - Edit Application
				🥃 - Add Subject/Modul
plication Status Date	06 June 2022 10:40			🥥 - Edit Institution
me of Intervention/Qualification	Doctor of Technology: Engineering: Mechanical			🥥 - Add Guardian
QF Level	NQF Level 10			🥥 - Upload Document
bmissions Deadline	05 August 2022			- Submit Application
me left until Submission	30 days 14 hours 42 mins 14 secs			
Application Docum	ents			
Application documents				
Document Title		Document Description	Document Conditions	
Certified ID copy of applicant		Original certified copy of applicant	Compulsory	Click to View/Download File
Proof of Unemployment		An affidavit stating that you are unemployed	Compulsory	File Missing from system

After you have clicked on submit application the below declaration message will appear.

Click on the **tick box** to confirm that all information captured is correct. Please ensure to capture your **Names according to your ID**

(Should the system pick up that any of the compulsory documents have not been uploaded or captured it will prompt you to the exact document that has not been actioned).

Daran's Akharanan
Application Submission
Should any of the information provided be a misrepresentation, TETA has the authority to revoke my bursary if approved. I, declare that the information provided is truth and veracity. I acknowledge and accept the responsibilities under this declaration pursuant to the TETA
Bursary Guidelines.
Click here to agree to the terms above
Сюх

Upon successful submission of the application, the system will save your application as indicated below.

Bursary Applicati	ions								
Active Bursary Fu	nding Windows								
Financial Year	Reference N.O	Bursary Funding Window Title			Bursary Funding	Window Deadline			
2022/2023	MIS-B-Window-4816	Unemployed Bursary application 22/23	Click to view/d	lownload File	05 August 2022			Create Application	
Bursary Applicatio						1			
Financial Year	Reference	Bursary Funding Window		ntervention/Qualification		NQF Level	ApplicationStatus		
2022/2023	MISBur-202256750000	Unemployed Bursary application 22/23		Diploma: Accounting		NQF Level 5	Application Submitted		Open

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An automated email will be sent to the applicant indicating the successful submission of your application together with your **reference number**

noreply@teta.org.za to me マ	13:57 (0 minutes age
16 July 2022 13:57	
Dear Miss Claudia Maia	
Your application for the TETA Bursary has been submitted successfully and the reference number Bur/2022/003 has been generated for Kindly use the application reference for enquiries in the future.	or your application.
Kind Regards	
TETA Clarity 4.0 Management Information System	
Transport Education Training Authority Driven by Vision	
Kindly do not reply to this message as this is an unattended mailbox.	

Once your application has been successfully submitted you will not be able to capture any further information or edit any information. You will only be able to open and view your application. **NO AMENDMENTS WILL BE ALLOWED**

NOTE: Not able to apply more than once in the same funding year, using the same ID number.

Active Bursary Fu	inding Windows					
Financial Year	Reference N.O	Bursary Funding Window Title		Bursary Funding Window Deadline		
2022/2023	MIS-B-Window-4816	Unemployed Bursary application 22/23	Click to view/download File	05 August 2022	Create Application	
		Chemployed Dursely appreadon 2223		V		
Bursary Applicati Financial Year		Bursary Funding Window	Intervention/Qualificatio		- · ·	



Reference N.O	Bur/2022/003	
Application Status	Application Submitted	
Application Status Date	16 July 2022 13:57	• - C
Name of Intervention/Qualification	Advanced Certificate in Bus	ess Administration
NQF Level	NQF Level 6	
Submissions Deadline	31 July 2022	
Time left until Submission	14 days 10 hours 0 mins 28	cs
Application Docum	nents	
Learner Profile		

NOTE: TETA WILL BE IN CONTACT WITH THE SUCCESSFUL APPLICANTS ONLY.

TETA

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