

OCTOBER 2025

# eCares TRAINING FOR SILVER/GOLD REGISTRATION

## PROVINCIAL AND DISTRICT EDUCATION OFFICIALS



# INTRODUCTION TO ECARES

The primary goal of the eCares system is to **transition the Department of Basic Education's (DBE) administration of Early Childhood Development (ECD) service delivery from paper-based to digital**, enhancing the effectiveness and efficiency of business processes.

It provides **robust data collection and reporting capabilities**, enabling the DBE to monitor programme progress and make informed decisions based on real-time information.

This system enhances the DBE's ability to deliver **high-quality and responsive administrative, regulatory, and funding services** to Early Learning Programmes (ELPs) and the children they serve, ultimately contributing to improved effectiveness, transparency, and accountability in the administration of ECD services.



**The system is intended to be released in a modular fashion over six releases.**



# eCares VISION: ENHANCING THE MANAGEMENT OF ELPS

eCares aims to **transition the administration and management** of Early Learning Programmes (ELPs) **from a paper-based to a digital platform**, improving the effectiveness and efficiency of ECD service delivery processes. The **long-term plan** for eCares is to facilitate:



ECD **registration** and quality assessment



Managing **funding** processes, including budget calculations and allocations



Managing **child profiles** to ensure accurate grant distribution to ELPs



Managing **staff profiles** to aid in evaluating staffing needs

eCares provides digital tools for **ELP site visits and assessments** to streamline these processes, significantly reducing the time compared to manual methods. Comprehensive **reporting and dashboards** offer detailed insights into ECD activities across provinces.

# APPLICANTS HAVE RECEIVED REGISTRATION FROM WHAT HAPPENS NEXT?



## Progression to Silver/Gold Registration

Bronze-registered ECDs are now eligible to apply for Silver or Gold registration status, which provides additional benefits and funding opportunities.



## Additional Documentation Requirements

Applicants must submit additional documentation, including Environmental Health Reports and detailed programme information to meet higher registration standards.



## Site Assessment Process

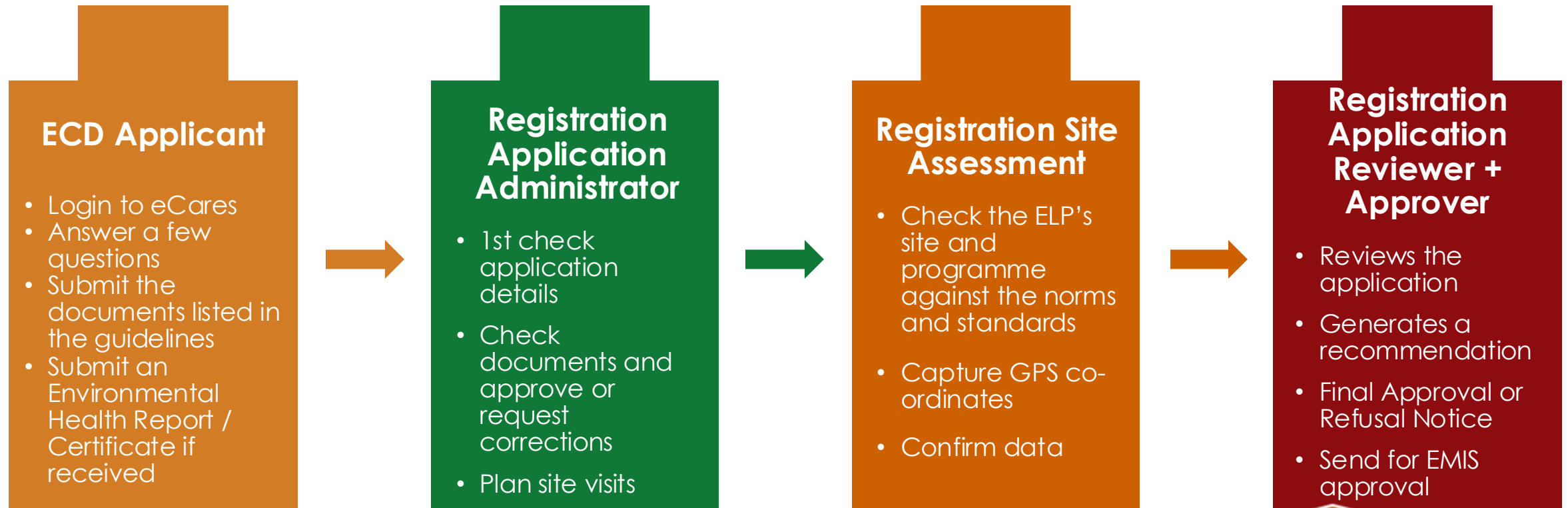
A comprehensive site assessment will be conducted to verify compliance with norms and standards required for Silver/Gold registration levels.



## Multi-Level Review and Approval

Applications undergo a rigorous review process involving multiple stakeholders to ensure all requirements are met before final approval.

# RELEASE 2: SILVER/GOLD REGISTRATIONS



# USER ROLES AND RESPONSIBILITIES FOR S/G REGISTRATION

## ECD APPLICANT (WEB USER)

- Submit Silver/Gold registration application
- Receive/view improvement record per ECD failed standards
- Apply for renewal of registration before expiry date is met

## REGISTRATION APPLICATION SUPPORT

- Assist with supporting applicants to upload documents and complete SG application

## REGISTRATION APPLICATION ADMINISTRATOR

- Assist applicants in uploading documents
- Upload and review EHP document if received
- Review, approve, decline, or comment on submitted documents

## REGISTRATION SITE ASSESSMENT (eCARES JOURNEY APPS)

- View ECD programmes for site visitation
- Conduct site assessment even offline
- Review and update ECD profile details on the mobile app: GPS, address, programme type
- View framework outcome auto assessment – details of failed points for improvements



# USER ROLES AND RESPONSIBILITIES FOR S/G REGISTRATION



## REGISTRATION APPLICATION REVIEWER

- ✓ Review applicant submission and SW Site Assessment report
- ✓ Generate SW Report (final recommendation) and conditions of registration
- ✓ *Future Release:* Renewals and recommend cancellation of an existing ECD registration with reasons



## REGISTRATION APPLICATION APPROVER

- ✓ Review application and Social Worker report
- ✓ Add comments and return for review
- ✓ Approve application at certain level or approve enforcement notice
- ✓ Generate Certificate of Approved Level (add associated expiry dates) after EMIS approval
- ✓ *Future Release:* Approve a cancellation recommendation and notify ECD Programme



## EMIS REVIEWER AND APPROVER

- ✓ EMIS Review and EMIS Number Allocation



## Certificate Generator

- ✓ Generate Certificate of Approved Level (add associated expiry dates) after EMIS approval



# SG REGISTRATION APPLICATION ADMINISTRATORS





# SG Application Administrators

- Accessing the System
- Viewing Applications
- Filtering & Searching
- Document Review
- EHP Documentation
- Finalizing Review

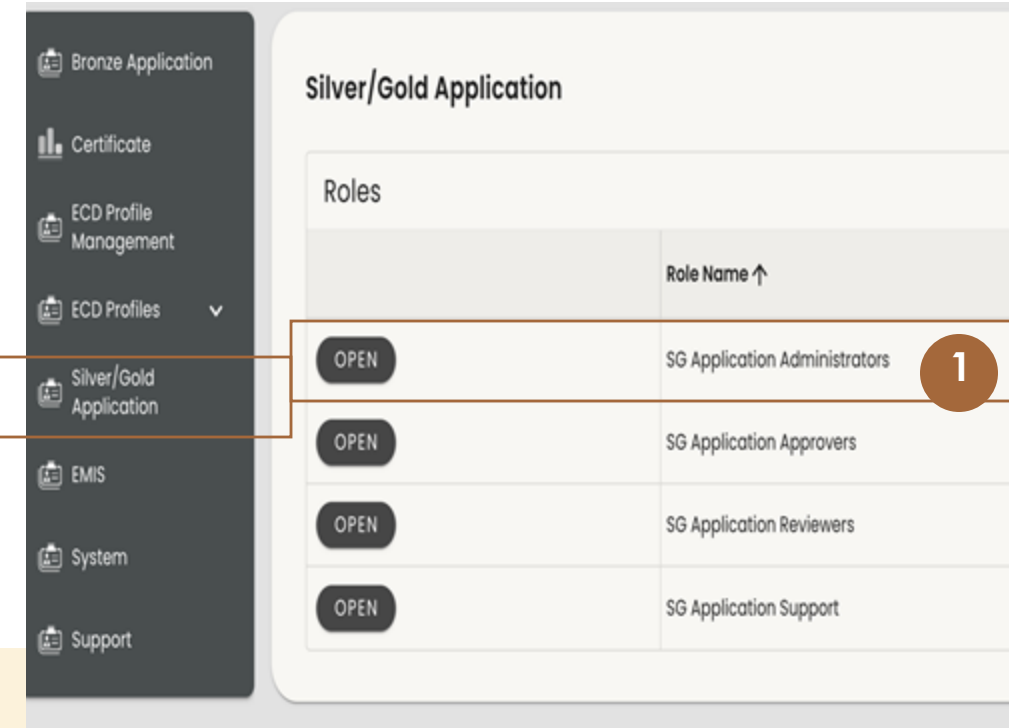
## LOGIN & ACCESSING THE ADMINISTRATOR ROLE

The eCares system provides role-based access to different functionalities. As a Silver/Gold Registration Administrator, you'll need to:

- 1 Log in with your authorized credentials
- 2 Navigate to the Main Menu page
- 3 Locate the **SG Application Administrators** role
- 4 Click **OPEN** to access your administrative dashboard

### Administrator Permissions

This role grants you specific permissions to review applications, verify documents, and manage the Silver/Gold registration process.



# SG Application Administrators

- Accessing the System
- **Viewing Applications**
- Filtering & Searching
- Document Review
- EHP Documentation
- Finalizing Review

## ECD LIST

After accessing the SG Application Administrators role, you'll see all Bronze Applications ready for review in your geographical area.

The dashboard provides a comprehensive overview of each application's status, including:

- Required documentation status
- EHP Report/Certificate availability
- Readiness assessment outcome from the call centre/NGO
- Site visit status

### Administrator Efficiency

This centralized view allows you to efficiently prioritize and manage applications through the Silver/Gold registration process.

SG Application Reviewers

VIEW DETAILS

Applications

Search

|        | ECD Name                            | Category Classification | National ECD Identifier Number | EMIS Number | Date Created        | Status                | Education District   | Suburb            | Document Status | EHP Submitted | EHP Status |
|--------|-------------------------------------|-------------------------|--------------------------------|-------------|---------------------|-----------------------|----------------------|-------------------|-----------------|---------------|------------|
| REVIEW | R2 UAT_GP01                         | Centre-based            | E83385676                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg Central | Lenasia Ext 13    | Incomplete      | Complete      | No Re      |
| REVIEW | Look After Grant                    | Centre-based            | E10010077                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg East    | Alexandra         | Approved        | Incomplete    | Ap         |
| REVIEW | R2 UAT_FS4                          | Centre-based            | E10116492                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg South   | Orange Farm Ext 6 | Approved        | Complete      | Ap         |
| REVIEW | Cote SG Test - Silver - CB          | Centre-based            | E10550356                      |             | 2025-08-07 12:11:48 | SG Review In Progress | Johannesburg South   | Orange Farm Ext 7 | Incomplete      | Complete      | Ap         |
| REVIEW | Cote SG Test - Failed Silver D - CB | Centre-based            | E55910424                      |             | 2025-08-07 12:11:48 | SG Review In Progress | Johannesburg South   | Orange Farm Ext 6 | Approved        | Complete      | Ap         |
| REVIEW | Cote SG Test - Gold - CB            | Centre-based            | E10522416                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg South   | Orange Farm Ext 6 | Approved        | Complete      | Ap         |
| REVIEW | R2 UAT_GP14                         | Centre-based            | E90302173                      |             | 2025-08-07 12:11:48 | SG Review In Progress | Johannesburg South   | Hospital Hill     | Incomplete      | Complete      | Ap         |
| REVIEW | R2 UAT_GPS                          | Non-centre based        | E92277415                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg South   | Violklfontein     | Incomplete      | N/A           | N/A        |
| REVIEW | Test2                               | Non-centre based        | E43287457                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg South   | Lenasia South     | Approved        | N/A           | N/A        |
| REVIEW | R2 UAT_FS30                         | Centre-based            | E54092661                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg South   | Lenasia South     | Incomplete      | Incomplete    | No Re      |

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- Accessing the System
- Viewing Applications
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## ACCESSING ADDITIONAL APPLICATION INFORMATION

The ECD application list contains multiple fields that may require **horizontal scrolling** to view all available information.

### Key additional fields include:

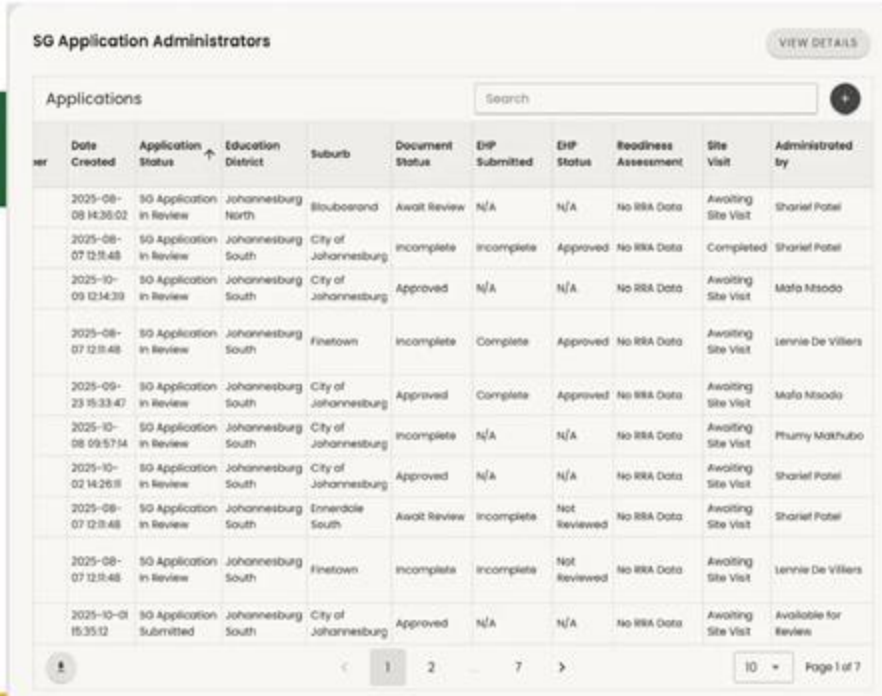
Application submission date

Document verification status

Site assessment scheduling

Provincial location data

Registration level eligibility



| Application ID      | Date Created        | Application Status       | Education District | Suburb               | Document Status | EHP Submitted | EHP Status   | Readiness Assessment | Site Visit          | Administrated by     |
|---------------------|---------------------|--------------------------|--------------------|----------------------|-----------------|---------------|--------------|----------------------|---------------------|----------------------|
| 2025-08-08 14:35:02 | 2025-08-08 14:35:02 | SG Application In Review | Johannesburg North | Bloubaan             | Await Review    | N/A           | N/A          | No RRA Data          | Awaiting Site Visit | Shariel Patel        |
| 2025-08-07 12:5:45  | 2025-08-07 12:5:45  | SG Application In Review | Johannesburg South | City of Johannesburg | Incomplete      | Incomplete    | Approved     | No RRA Data          | Completed           | Shariel Patel        |
| 2025-10-09 12:14:39 | 2025-10-09 12:14:39 | SG Application In Review | Johannesburg South | City of Johannesburg | Approved        | N/A           | N/A          | No RRA Data          | Awaiting Site Visit | Mafa Msoda           |
| 2025-08-07 12:5:48  | 2025-08-07 12:5:48  | SG Application In Review | Johannesburg South | Finetown             | Incomplete      | Complete      | Approved     | No RRA Data          | Awaiting Site Visit | Lennie De Villiers   |
| 2025-09-23 15:33:47 | 2025-09-23 15:33:47 | SG Application In Review | Johannesburg South | City of Johannesburg | Approved        | Complete      | Approved     | No RRA Data          | Awaiting Site Visit | Mafa Msoda           |
| 2025-10-08 09:57:14 | 2025-10-08 09:57:14 | SG Application In Review | Johannesburg South | City of Johannesburg | Incomplete      | N/A           | N/A          | No RRA Data          | Awaiting Site Visit | Phumy Mathubo        |
| 2025-10-02 14:26:55 | 2025-10-02 14:26:55 | SG Application In Review | Johannesburg South | City of Johannesburg | Approved        | N/A           | N/A          | No RRA Data          | Awaiting Site Visit | Shariel Patel        |
| 2025-08-07 12:5:48  | 2025-08-07 12:5:48  | SG Application In Review | Johannesburg South | Emmerdale            | Await Review    | Incomplete    | Not Reviewed | No RRA Data          | Awaiting Site Visit | Shariel Patel        |
| 2025-08-07 12:5:48  | 2025-08-07 12:5:48  | SG Application In Review | Johannesburg South | Finetown             | Incomplete      | Incomplete    | Not Reviewed | No RRA Data          | Awaiting Site Visit | Lennie De Villiers   |
| 2025-10-01 15:35:12 | 2025-10-01 15:35:12 | SG Application Submitted | Johannesburg South | City of Johannesburg | Approved        | N/A           | N/A          | No RRA Data          | Awaiting Site Visit | Available for Review |

### 💡 Administrator Tip

Reviewing all fields provides a complete picture of each application's status and helps identify any areas requiring immediate attention.

Scroll horizontally to view all fields



- Accessing the System
- Viewing Applications
- **Filtering & Searching**
- Document Review
- EHP Documentation
- Finalizing Review

## FILTERING APPLICATIONS FOR SITE VISITS - Search Awaiting

To efficiently plan site visits, you can filter applications based on their current status:

- 1 Click the "+" button next to the Search field
- 2 Select appropriate filter criteria - **Match** and **any**
- 3 Choose **"Site Visit"** and **"begins with"** from the dropdown menus
- 4 Enter your search term, e.g., **"awaiting"**
- 5 Click **UPDATE RESULTS**

### Pro Tip

Additional search criteria can be added by clicking the "+" button again and changing ANY to ALL. This allows for precise filtering when managing multiple applications across different stages.

The screenshot shows the 'SG Application Administrators' interface. At the top right is a 'VIEW DETAILS' button. Below it is a search bar with a '+' button next to it, labeled '1'. Below the search bar are two dropdown menus: 'Match' (labeled '2') and 'any' (labeled '2'), followed by 'of the criteria'. Below these are two more dropdown menus: 'Site Visit' (labeled '3') and 'begins with' (labeled '3'). To the right of these is another search bar. At the bottom right is an 'UPDATE RESULTS' button (labeled '5'). Below the filters is a table with columns: National ECD Identifier Number, EMIS Number, Date Created, Application Status, Education District, Suburb, Document Status, and EHP Submitter. The table contains three rows of data.

| National ECD Identifier Number | EMIS Number | Date Created        | Application Status       | Education District | Suburb            | Document Status | EHP Submitter |
|--------------------------------|-------------|---------------------|--------------------------|--------------------|-------------------|-----------------|---------------|
| E10743153                      |             | 2025-08-07 12:11:48 | SG Application In Review | Johannesburg South | Orange Farm Ext 6 | Approved        | Complete      |
| E35900268                      |             | 2025-08-08 14:36:02 | SG Application In Review | Johannesburg North | Bloubastrand      | Await Review    | N/A           |
| E88909829                      |             | 2025-08-07 12:11:48 | SG Application In Review | Johannesburg South | Ennerdale Ext 6   | Await Review    | N/A           |



- Accessing the System
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## ALTERNATIVE SEARCH METHODS - FILTER

The system offers multiple ways to locate specific applications. In addition to the advanced search function, you can use column sorting to quickly organize your view.

### Column Sorting Method:

- Click on **"Document status"** (1) to identify ECDs requiring follow-up on outstanding documents
- Click on **"Readiness Assessment"** (2) to filter by RRA status

### Efficiency Tip

This sorting functionality allows you to quickly organize applications based on priority criteria, helping you manage your workflow more efficiently.

SG Application Administrators

Applications

Search

Match any of the criteria

Site Visit begins with

Search awaiting

UPDATE RESULTS

| Category         | National ECD Identifier Number | Date Created        | Application Status       | Education District | Suburb            | Document Status | EHP Submitted | EHP Status   | Readiness Assessment           | Site Visit          | Administered by      |
|------------------|--------------------------------|---------------------|--------------------------|--------------------|-------------------|-----------------|---------------|--------------|--------------------------------|---------------------|----------------------|
| Centre-based     | E38362284                      | 2025-05-19 13:52:49 | SG Application In Review | Johannesburg South | Orange Farm Ext 3 | Approved        | Complete      | Approved     | No RRA Data                    | Awaiting Site Visit | Cate Carroll         |
| Non-centre based | 08852492                       | 2025-05-04 08:58:50 | SG Application Submitted | Johannesburg South | Ennerdale Ext 1   | Incomplete      | N/A           | N/A          | H&S and Infrastructure Support | Awaiting Site Visit | Available for Review |
| Centre-based     | 05773383                       | 2025-05-04 18:34:54 | SG Application Submitted | Johannesburg South | Lakeside Ext 5    | Approved        | Complete      | Approved     | H&S and Infrastructure Support | Awaiting Site Visit | Available for Review |
| Non-centre based | E31072062                      | 2025-05-04 11:41:12 | SG Application Submitted | Johannesburg South | Anchorville       | Await Review    | N/A           | N/A          | H&S Support                    | Awaiting Site Visit | Available for Review |
| Centre-based     | 038565603                      | 2025-05-04 11:47:52 | SG Application Submitted | Johannesburg South | Orange Farm Ext 7 | Await Review    | Incomplete    | Not Reviewed | H&S Support                    | Awaiting Site Visit | Available for Review |





- Accessing the System
- Viewing Applications
- Filtering & Searching
- **Application Review**
- EHP Documentation
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# REVIEW AN APPLICATION

Once you've located the desired ECD application, you can begin the review process:

- 1 Find an ECD by typing its name or Identifier Number in the search field (1)
- 2 Click **REVIEW (2)** to access the complete application details

The table also clearly indicates which ECDs are awaiting site visit assessment, allowing you to prioritize applications based on their current stage in the process.

SG Application Administrators

Applications

|        | ECD Name                               | Category Classification | National ECD Identifier Number | Date Created        | Application Status       | Education District | Suburb               | Document Status | EHP Submitted | EHP Status   | Readiness Assessment                      | Site Visit          | Administrated by     |
|--------|----------------------------------------|-------------------------|--------------------------------|---------------------|--------------------------|--------------------|----------------------|-----------------|---------------|--------------|-------------------------------------------|---------------------|----------------------|
| REVIEW | R2 UAT_IP6                             | Centre-based            | E30876038                      | 2025-05-01 16:20:23 | SG Application Submitted | Johannesburg South | Lakeside Ext 1       | Await Review    | Complete      | Not Reviewed | Programme and H&S Support                 | Completed           | Available for Review |
| REVIEW | Louisa Test 2                          | Centre-based            | E33778851                      | 2025-04-18 14:05:22 | SG Application Submitted | Johannesburg South | City of Johannesburg | Incomplete      | Complete      | Approved     | Programme and H&S Support                 | Completed           | Available for Review |
| REVIEW | Failed Silver - Passes M/S - CB        | Centre-based            | E10542725                      | 2025-05-01 15:42:41 | SG Application Submitted | Johannesburg South | Johannesburg         | Incomplete      | Incomplete    | Not Reviewed | Programme and H&S Support                 | Completed           | Available for Review |
| REVIEW | R2 UAT_IP10                            | Non-centre based        | E37728016                      | 2025-05-01 18:30:26 | SG Application Submitted | Johannesburg South | Vlakfontein          | Incomplete      | N/A           | N/A          | H&S Support                               | Completed           | Available for Review |
| REVIEW | R2 UAT_FS21                            | Centre-based            | E69087041                      | 2025-05-05 09:42:33 | SG Application Submitted | Johannesburg South | Hospital Hill        | Incomplete      | Complete      | Not Reviewed | Programme and H&S Support                 | Awaiting Site Visit | Available for Review |
| REVIEW | R2 UAT_FS26                            | Centre-based            | E16242838                      | 2025-05-05 10:29:33 | SG Application Submitted | Johannesburg South | Unaville             | Incomplete      | Incomplete    | Not Reviewed | H&S Support                               | Awaiting Site Visit | Available for Review |
| REVIEW | SG Process Test-Cate Centre Based Gold | Centre-based            | E19436952                      | 2025-04-16 12:22:55 | SG Application Submitted | Johannesburg South | Finetown             | Incomplete      | Complete      | Approved     | Programme, H&S and Infrastructure Support | Completed           | Available for Review |

 **Pro Tip**

Use partial name searches to quickly find applications when you don't have the complete ECD identifier.



- Accessing the System
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# REVIEW AN APPLICATION

Once you've located the desired ECD application, you can begin the review process:

- 1 Find an ECD by typing its name or Identifier Number in the search field (1)
- 2 Click **REVIEW (2)** to access the complete application details

The table also clearly indicates which ECDs are awaiting site visit assessment, allowing you to prioritize applications based on their current stage in the process.

SG Application Administrators

VIEW DETAILS

Applications

Search

1

|        | ECD Name                               | Category Classification | National ECD Identifier Number | Date Created        | Application Status       | Education District | Suburb               | Document Status | EHP Submitted | EHP Status   | Readiness Assessment                      | Site Visit          | Administrated by     |
|--------|----------------------------------------|-------------------------|--------------------------------|---------------------|--------------------------|--------------------|----------------------|-----------------|---------------|--------------|-------------------------------------------|---------------------|----------------------|
| REVIEW | R2 UAT_IP6                             | Centre-based            | E30876038                      | 2025-05-01 16:20:23 | SG Application Submitted | Johannesburg South | Lakeside Ext 1       | Await Review    | Complete      | Not Reviewed | Programme and H&S Support                 | Completed           | Available for Review |
| REVIEW | Louisa Test 2                          | Centre-based            | E33778851                      | 2025-04-18 14:05:22 | SG Application Submitted | Johannesburg South | City of Johannesburg | Incomplete      | Complete      | Approved     | Programme and H&S Support                 | Completed           | Available for Review |
| REVIEW | Failed Silver - Passes M/S - CB        | Centre-based            | E10542725                      | 2025-05-01 15:42:41 | SG Application Submitted | Johannesburg South | Johannesburg         | Incomplete      | Incomplete    | Not Reviewed | Programme and H&S Support                 | Completed           | Available for Review |
| REVIEW | R2 UAT_IP10                            | Non-centre based        | E37728015                      | 2025-05-01 18:30:26 | SG Application Submitted | Johannesburg South | Vlakfontein          | Incomplete      | N/A           | N/A          | H&S Support                               | Completed           | Available for Review |
| REVIEW | R2 UAT_FS21                            | Centre-based            | E69087041                      | 2025-05-05 09:42:33 | SG Application Submitted | Johannesburg South | Hospital Hill        | Incomplete      | Complete      | Not Reviewed | Programme and H&S Support                 | Awaiting Site Visit | Available for Review |
| REVIEW | R2 UAT_FS26                            | Centre-based            | E16242838                      | 2025-05-05 10:29:33 | SG Application Submitted | Johannesburg South | Unaville             | Incomplete      | Incomplete    | Not Reviewed | H&S Support                               | Awaiting Site Visit | Available for Review |
| REVIEW | SG Process Test-Cate Centre Based Gold | Centre-based            | E19436952                      | 2025-04-16 12:22:55 | SG Application Submitted | Johannesburg South | Finetown             | Incomplete      | Complete      | Approved     | Programme, H&S and Infrastructure Support | Completed           | Available for Review |

Pro Tip

Use partial name searches to quickly find applications when you don't have the complete ECD identifier.



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## FIRST REVIEW OF APPLICATION - DECLARATIONS

After selecting an ECD profile, you'll first review the declarations section:

These declarations confirm the ECD meets specific standards that cannot be assessed during a site visit

Review each declaration carefully to ensure compliance with regulatory requirements

Verify that all required declarations have been properly acknowledged

Click **NEXT (1)** to proceed to document verification after reviewing the declarations.

### ! Important

Declarations serve as legal confirmations of compliance and should be thoroughly reviewed before proceeding.

Declarations : Louisa Test 4 : Non-centre based

VIEW CORRECTIONS VIEW ADMIN NOTES CANCEL

Review Admin note  
Your document are not clear

MARK READ

Please confirm whether you agree with these statements about how you operate your ECD programme/s

I believe all children deserve to reach their full potential.

Confirmed

Practitioners at my ECD programme create opportunities for children to explore their world, learn about themselves and develop a sense of identity and self-worth.

Confirmed

Practitioners at my ECD programme support children to develop self-control such as by being patient, to keep trying and to practise an appropriate level of independence (such as through making choices), and to interact positively with other adults and children.

Confirmed

Practitioners at my ECD programme encourage and model respect for different genders, languages, religions and cultures, and create opportunities to learn about diversity

Confirmed

Adults at my ECD programme never discriminate against any children or parents.

Confirmed

Practitioners at my ECD programme support children's emotional needs and create a safe environment for them to express their feelings and needs.

Confirmed

My ECD programme uses community resources to develop the whole child - such as accessing the local library or toy library, and having a relationship with the clinic and social worker to support health, nutrition, and birth registration - where these are available.

Confirmed

< BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

1



- Accessing the System
- Viewing Applications
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- **Application Review**
- EHP Documentation
- Finalizing Review

# FIRST REVIEW OF APPLICATION - DOCUMENT READINESS

The document readiness page confirms which specific documents are required based on the ECD's classification:

Different document requirements apply to formal organizations vs. informal setups

Centre-based and non-centre-based ECDs have distinct documentation needs

Click **NEXT (1)** to proceed to document review.

 Documents may need to be collected during the site visit if not available during submission.

## Confirm Document Readiness : Mafa Day Care 1-23 : Non-centre based

Please confirm whether you have the following documents completed and copies available on site. You can use either the templates we provided or your own documents, as long as they follow the format of the templates

After confirming you have the documents ready - you can either upload them in the next step (which will make processing quicker) or wait for them to be collected on site visit

Please answer the following questions :

### Are you formally set up as a type of organisation?

This means that you are set up as a voluntary association, a non-profit company, a trust, or a for-profit company - with a management committee or board of directors or trustees, and a constitution or other founding document.)

Yes

### I have the following documents ready to upload and with copies available on site :

**Business Plan :** (including programme overview; fees and finances; management structure; daily programme; discipline policy)

I have a Business Plan copy available on site :

Yes

### Emergency Plan

I have an Emergency Plan available on site :

Yes

### Implementation Plan

I have an Implementation Plan available on site :

Yes

1

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NEXT

ADD CORRECTIONS

ADD ADMIN NOTES

- Accessing the System
- Viewing Applications
- Filtering & Searching
- Application Review
- **Documents**
- Finalizing Review

## FIRST REVIEW OF APPLICATION - DOCUMENTS

Upload Required Documents

|               | Please upload the following required documents ↑ | Document Status | Document Verification |
|---------------|--------------------------------------------------|-----------------|-----------------------|
| <b>VIEW</b>   | S1 Business Plan – S1.1 Programme overview       | Uploaded        | Approved              |
| <b>VIEW</b>   | S1 Business Plan – S1.2 Fees and Finances        | Uploaded        | Approved              |
| <b>1 VIEW</b> | S1 Business Plan – S1.3 Management Structure     | Uploaded        | Approved              |
| <b>VIEW</b>   | S1 Business Plan – S1.4 Daily Programme          | Uploaded        | Approved              |
| <b>VIEW</b>   | S1 Business Plan – S1.5 Discipline Policy        | Uploaded        | Approved              |
| <b>VIEW</b>   | S4 Emergency Plan                                | Uploaded        | Approved              |
| <b>VIEW</b>   | S5 Implementation Plan                           | Uploaded        | Approved              |

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< 1 >

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NEXT

**2 ADD CORRECTIONS**

ADD ADMIN NOTES

Remember that an application can be submitted without documents. This means the ECD needs support to have these collected at the site visit and uploaded.

- 1 Click **VIEW (1)** to open the document for examination
- 2 **ADD CORRECTIONS or ADMIN NOTES(2)**



- Accessing the System
- Viewing Applications
- Filtering & Searching
- Application Review
- Documents
- Finalizing Review

# FIRST REVIEW OF APPLICATION - DOCUMENTS

Follow these steps to review each submitted document:

- 1 Click **VIEW (1)** to open the document for examination
- 2 The document will appear at the bottom of the screen - click **OPEN (2)** to view it in full size
- 3 Verify that the document is clear, complete, and contains accurate information
- 4 After reviewing, click **CANCEL (3)** to return to the document list
- 5 Click **NEXT** to proceed to the EHP Report for centre-based applications

Upload Required Documents

1

|      | Please upload the following required documents ↑ | Document Status | Document Verification |         |                                                 |          |              |
|------|--------------------------------------------------|-----------------|-----------------------|---------|-------------------------------------------------|----------|--------------|
| VIEW | UPLOAD                                           | DELETE          | APPROVE               | DECLINE | S1 Business Plan - S1.1 Programme overview      | Uploaded | Await_Review |
| VIEW | UPLOAD                                           | DELETE          | APPROVE               | DECLINE | S1 Business Plan - S1.2 Fees and Finances       | Uploaded | Await_Review |
| VIEW | UPLOAD                                           | DELETE          | APPROVE               | DECLINE | S1 Business Plan - S1.3 Management Structure    | Uploaded | Await_Review |
| VIEW | UPLOAD                                           | DELETE          | APPROVE               | DECLINE | S1 Business Plan - S1.4 Daily Programme         | Uploaded | Await_Review |
| VIEW | UPLOAD                                           | DELETE          | APPROVE               | DECLINE | S1 Business Plan - S1.5 Discipline Policy       | Uploaded | Await_Review |
| VIEW | UPLOAD                                           | DELETE          | APPROVE               | DECLINE | S2 Approved building plans / hand-drawn lay-out | Uploaded | Await_Review |
| VIEW | UPLOAD                                           | DELETE          | APPROVE               | DECLINE | S3 Constitution/Founding Document               | Uploaded | Await_Review |
| VIEW | UPLOAD                                           | DELETE          | APPROVE               | DECLINE | S4 Emergency Plan                               | Uploaded | Await_Review |

Document Type

S1 Business Plan - S1.1 Programme overview

2

File name ↑

Size

3

OPEN

CANCEL

Business Plan - S1.1 Programme overview.docx

0

✓ Best Practice

Examine each document carefully for legibility, completeness, and validity before making your decision.



- Accessing the System
- Viewing Applications
- Filtering & Searching
- Application Review
- Documents
- Finalizing Review

# ADDING CORRECTION NOTES OR ADMIN NOTES

When issues are identified with submitted documents:

- 1 Click **DECLINE (1)** to indicate that the document needs correction
- 2 Add detailed **CORRECTION NOTES (2)** explaining exactly what needs to be fixed or submitted
- 3 Be specific about the issues and provide clear guidance on how to resolve them
- 4 Click **SEND CORRECTIONS** once you've completed your review

## Admin Notes

Use this feature to add internal comments visible only to reviewers and approvers. These notes provide important context without being visible to applicants.

own documents, as long as they follow the format of the templates.

Document has been declined

### Upload Required Documents

|                                                                         | Please upload the following required documents | Document Status | Document Verification |
|-------------------------------------------------------------------------|------------------------------------------------|-----------------|-----------------------|
| <b>VIEW</b> <b>UPLOAD</b> <b>DELETE</b> <b>APPROVE</b> <b>DECLINE</b> 1 | S1 Business Plan - S1.1 Programme overview     | Uploaded        | Declined              |
| <b>VIEW</b> <b>UPLOAD</b> <b>DELETE</b> <b>APPROVE</b> <b>DECLINE</b>   | S1 Business Plan - S1.2 Fees and Finances      | Uploaded        | Declined              |
| <b>VIEW</b> <b>UPLOAD</b> <b>DELETE</b> <b>APPROVE</b> <b>DECLINE</b>   | S1 Business Plan - S1.3 Management Structure   | Uploaded        | Await_Review          |
| <b>VIEW</b> <b>UPLOAD</b> <b>DELETE</b> <b>APPROVE</b> <b>DECLINE</b>   | S1 Business Plan - S1.4 Daily Programme        | Uploaded        | Await_Review          |
| <b>VIEW</b> <b>UPLOAD</b> <b>DELETE</b> <b>APPROVE</b> <b>DECLINE</b>   | S1 Business Plan - S1.5 Discipline Policy      | Uploaded        | Await_Review          |
| <b>VIEW</b> <b>UPLOAD</b> <b>DELETE</b> <b>APPROVE</b> <b>DECLINE</b>   | S4 Emergency Plan                              | Uploaded        | Await_Review          |

Document Type: S1 Business Plan - S1.2 Fees and Finances

|             | File name | Size  |
|-------------|-----------|-------|
| <b>OPEN</b> | Doc1.docx | 13335 |

**CANCEL**

2

Corrections note

**SAVE** **CANCEL**

- Accessing the System
- Viewing Applications
- Filtering & Searching
- Application Review
- **Documents**
- Finalizing Review

## REVIEWING STAFF QUALIFICATION or EXPERIENCE

For all ECDs, there must be a document as evidence that at least **1 staff member** has:

- A NQF 1-6 qualification in ECD
- **OR**
- 3 years' experience

Click the **paperclip icon (1)** to upload a staff document if missing

- 1 Click open to view the document
- 2 Review the download and either approve or decline
- 3 Add Corrections if declined
- 4 Click **NEXT (3)** to proceed

Remember that an application can be submitted without documents. This means the ECD needs support to have these collected at the site visit and uploaded.

Please upload only 1 staff qualification of any staff member. You do not need to upload for all staff members

Staff Qualification Status

Approved

|               | File name ↑                           |
|---------------|---------------------------------------|
| <b>1</b> OPEN | Screenshot 2025-10-13 at 11.33.51.png |

REMOVE SAVE

**2** APPROVE DECLINE

**4** ← BACK **3** NEXT ADD CORRECTIONS ADD ADMIN NOTES



# SG Application Administrators

- Accessing the System
- Viewing Applications
- Filtering & Searching
- Application Review
- **Documents**
- Finalizing Review

## REVIEWING EHP DOCUMENTS – CENTRE-BASED

For centre-based ECDs, EHP documentation is critical to the registration process:

If you need to upload on behalf of the ECD

1 Select Yes

2 Click the **paperclip icon (2)** to upload an EHP document

3 click **SAVE**

To Review an EHP Document

4 click **OPEN and review the download**

5 Select the Document Type provided

6 Enter the recommended capacity (6)

7 Click **APPROVE** to save the capacity and type

**EHP Document Types:**

EHP Certificate - Gold level eligible

EHP Report - Silver level maximum

EHP Compliance Notice - Application refusal

Environmental Health Report/Certificate/Notice from Municipality : Little Roots crèche 5 : Centre-based

ACTIONS ▾

Have you received a Health Certificate; Health Report or Enforcement Notice from a Municipal Environmental Health Practitioner (EHP)?

1 Yes

Document Verification

Await Review

|        | File name ↑   | Size   |
|--------|---------------|--------|
| 4 OPEN | Bana Pele.png | 112029 |

2  Upload Environmental Health Report

3 REMOVE SAVE

Select document type uploaded

5 Not Specified

Recommended capacity from the EHP Certificate/Report

EHP Capacity 0 6

EHP document status

7 APPROVE DECLINE

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

# SG Application Administrators

- Accessing the System
- Viewing Applications
- Filtering & Searching
- Application Review
- Documents
- **Finalizing Review**

## ADDITIONAL QUESTIONS & SUBMIT FOR REVIEW

Before completing the document review process:

- 1 Review the **ADDITIONAL QUESTIONS** section to verify accuracy
- 2 Ensure all provided information will be correctly added to the ECD Profile
- 3 Confirm that all documents have been properly reviewed and approved
- 4 Click **SUBMIT FOR REVIEW (1)** to send the application to the reviewer

### → Next Steps

You will not be able to submit for review until all documents are uploaded and approved and a site visit is complete

**Additional Questions**

VIEW CORRECTIONSVIEW ADMIN NOTESCANCEL

Please help us better understand your ECD programme by answering the following questions

What year did you open your ECD programme?

2014

Do you offer a Grade R class?

No

Is your ECD programme a non-profit organisation? This means your ECD programme is officially set up as a voluntary organisation, a nonprofit trust or a non-profit company.

Yes

Do you have an NPO Number?

Yes

What is your NPO Number?

111-111

Is the land and property where your ECD programme operates owned by you?

No

← BACK

ADD CORRECTIONS

ADD ADMIN NOTES

SEND CORRECTIONS

SUBMIT FOR REVIEW

1



# REGISTRATION FOR S/G APPLICATIONS

## eCARES MYJOURNEY MOBILE APP



# eCARES JOURNEY APP SETUP



## Set Up and Installation

- Android Installation
- iOS Installation
- Huawei Installation
- Home Page
- Login Page
- Change Password

# INSTALLING ON ANDROID DEVICES

## Installation Steps:

- 1 **Scan the QR Code** and choose "Get it on Google Play"
- 2 Tap **Install** and wait for the app to download
- 3 **Alternative:** Open the **Google Play Store**, search for "JourneyApps Container", and tap Install
- 4 Once installed, open the **Android System WebView** link and update if required
- 5 Open the JourneyApp and wait for the prompt to insert a link

 **Default Password:**

Password1234



JourneyApps

For Android Devices



## Set Up and Installation

- Android Installation
- **iOS Installation**
- Huawei Installation
- Home Page
- Login Page
- Change Password

# INSTALLING ON iOS DEVICES

## Installation Steps:

- 1 **Scan the QR Code** and choose "Download on the App Store"
- 2 Tap **Get**, then **Install**. Once installed, tap **Open**
- 3 **Alternative:** Open the **App Store**, search for "JourneyApps Container", and tap Install
- 4 Open the JourneyApp and wait for the prompt to insert a link
- 5 Notify the facilitator when ready to receive the installation link and setup instructions



**Default Password:**

Password1234



JourneyApps

For iOS Devices



## Set Up and Installation

- Android Installation
- iOS Installation
- **Huawei Installation**
- Home Page
- Login Page
- Change Password

# INSTALLING ON HUAWEI DEVICES

## Installation Steps:

- 1 **Scan the QR Code** to access the Huawei App Gallery
- 2 Once installed, tap **Open** to launch the app
- 3 **Alternative:** Open **Huawei App Gallery**, search for "JourneyApps Container", and tap Install
- 4 Wait for the app to download and complete installation
- 5 Open the JourneyApp and you will be prompted to insert a link
- 6 Inform the facilitator when ready to receive the installation link and setup instructions



**Default Password:**

Password1234



JourneyApps

For Huawei Devices



# Set Up and Installation

- Android Installation
- iOS Installation
- Huawei Installation
- Home Page
- Login Page
- Change Password

## HOME PAGE

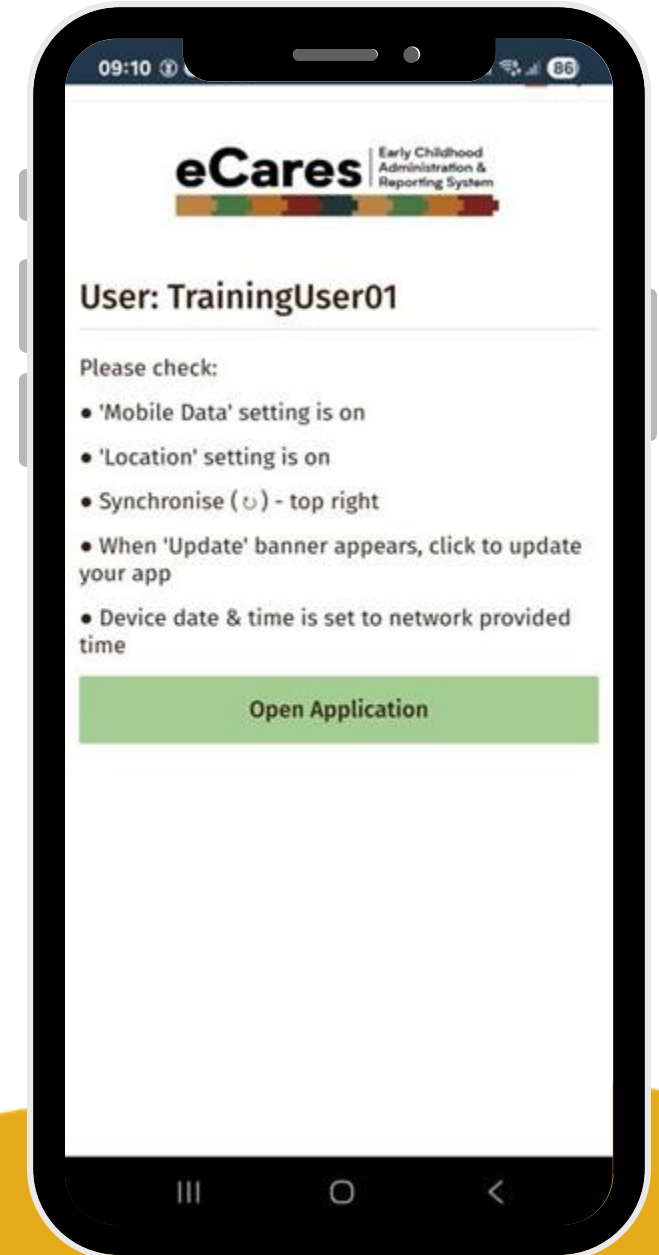
This is the launch screen of the eCares mobile app. It displays important information and provides access to the main application.

### Home Page Features:

- 1 User Information:** Displays the logged-in user's name at the top of the screen
- 2 Setup Reminders:** Shows important reminders about mobile data, location services, and sync status
- 3 Open Application Button:** Tap "**Open Application**" to enter the main app

#### Best Practice:

Before conducting site visits, ensure your mobile data is enabled and location services are turned on for accurate GPS capture.



# Set Up and Installation

- Android Installation
- iOS Installation
- Huawei Installation
- Home Page
- **Login Page**
- Change Password



## LOGIN PAGE

### Login

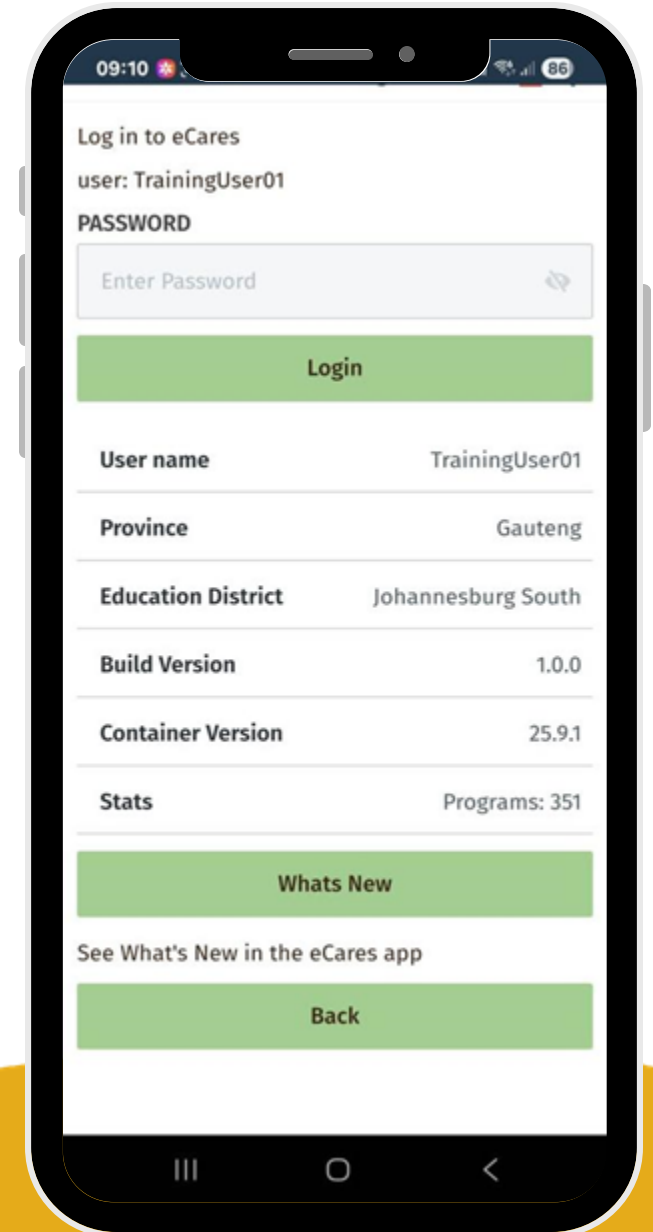
- 1 Enter your **password** in the password field to access the app
- 2 Review your user information, location, app version, and stats displayed below the login button
- 3 Tap **What's New** to view recent updates or **Back** to return to the Home Page

#### ⚠ Important:

This password is **different** from the one you use on the eCares web portal

#### Information Displayed:

- User name and role
- Current location
- App version number
- Sync statistics

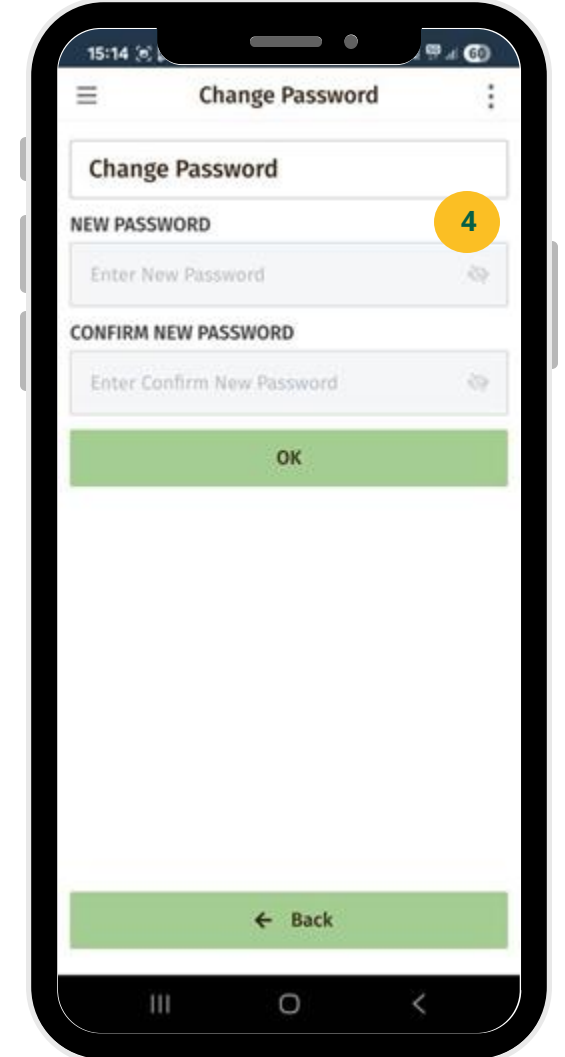
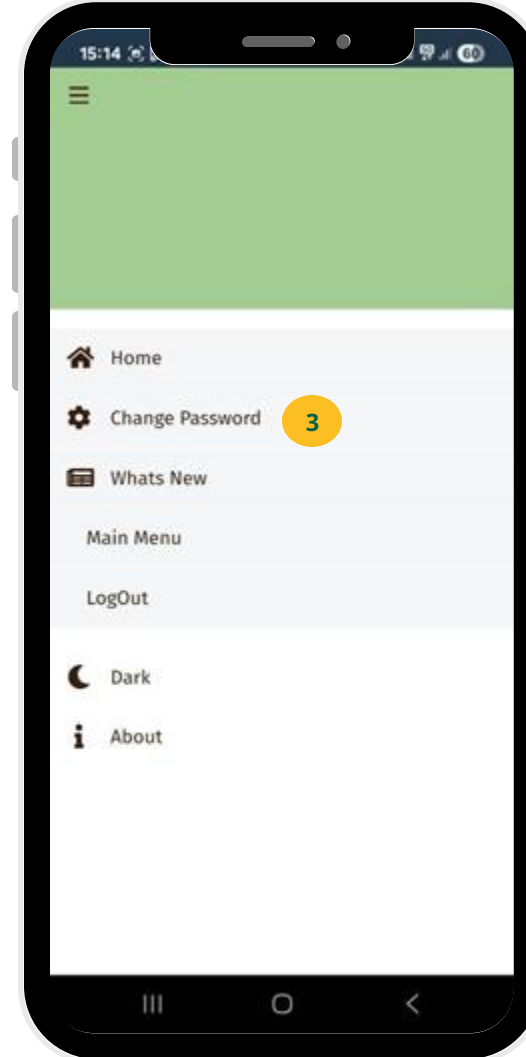




## Set Up and Installation

- Android Installation
- iOS Installation
- Huawei Installation
- Home Page
- Login Page
- **Change Password**

# CHANGING YOUR PASSWORD



### 💡 Password Requirements:

Select a password that includes:

- At least one lowercase letter
- At least one uppercase letter
- A number
- A special character
- Minimum 6 characters long

- 1 First, log in using your **current password**
- 2 Tap the **burger menu** (menu icon) in the top-left corner of the screen

- 3 Select **Change Password** from the menu

- 4 Enter your **new password** and confirm the new password

# eCARES JOURNEY APP



# eCares Journey APP

- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire



## MAIN MENU

After logging in, use this screen to access the main features of the MyJourney app.

### Main Menu Options:

- **ECD Programme List** - View programmes requiring site visits
- **Log Out** - Exit the application securely

### Navigation Hub:

This is the central navigation hub for the app's main features. At the moment, it only lists ECD Programmes that are needing a site visit for Silver/Gold registration.

### Important:

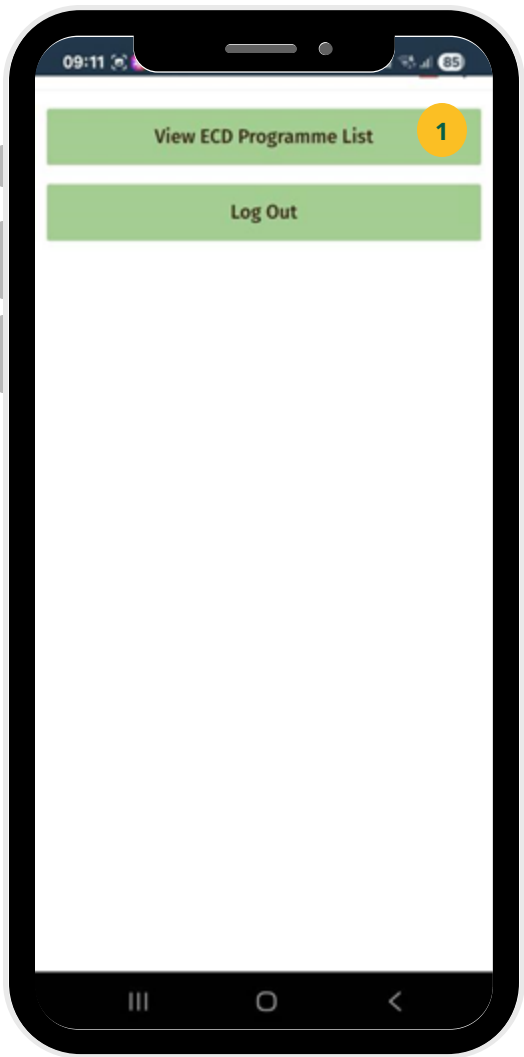
Always log out when you finish your session to maintain security and data integrity.



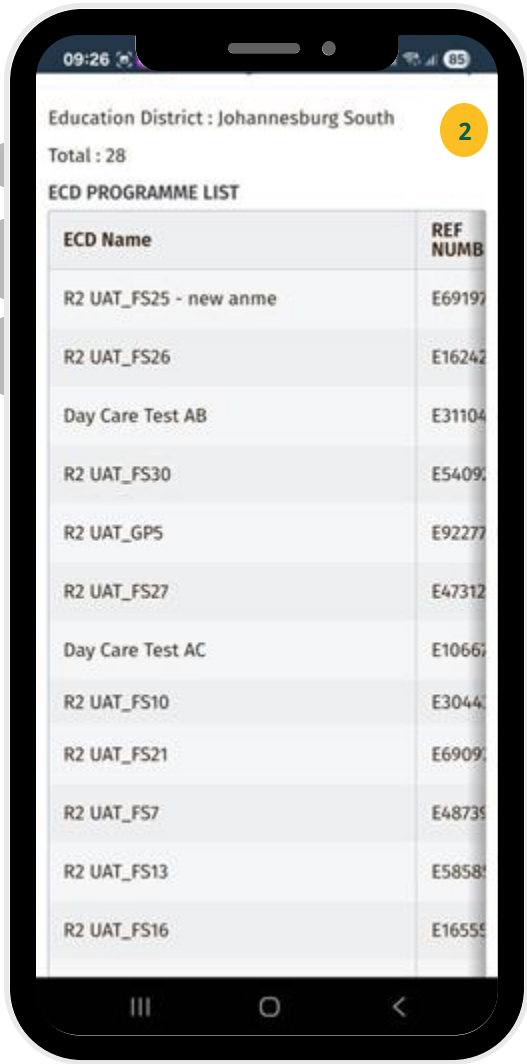
# eCares Journey APP

- Main Menu
- **ECD Programme List**
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

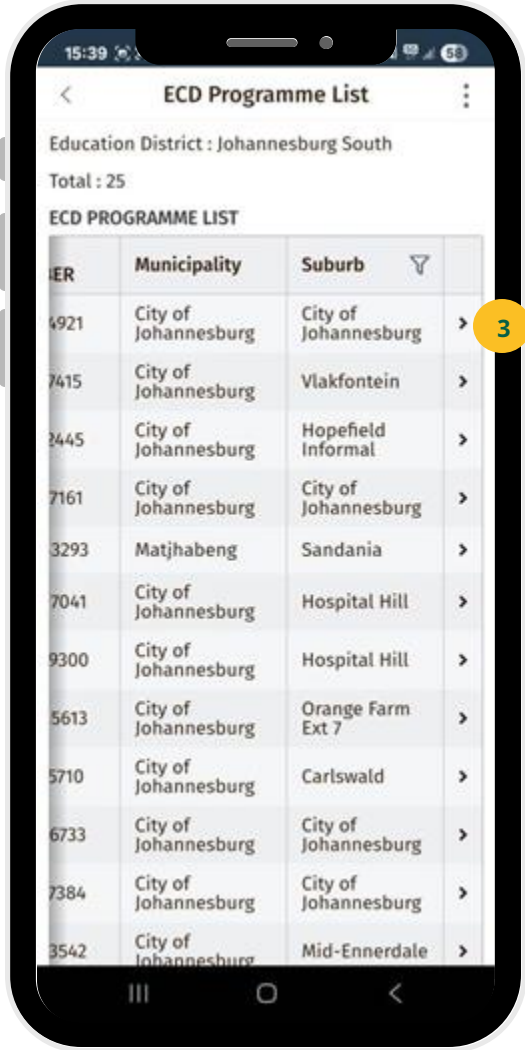
## ECD PROGRAMME LIST



1 Tap **View ECD Programme List** to view programmes



2 **ECD Programme List** from the menu  
**Information Displayed:** ECD name, province, municipality, Suburb, District



3 Tap > To view programme details

- Main Menu
- ECD Programme List
- **Programme Details**
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire



# ECD PROGRAMME DETAILS

This page displays full details of a selected ECD programme.

**Programme Information:**

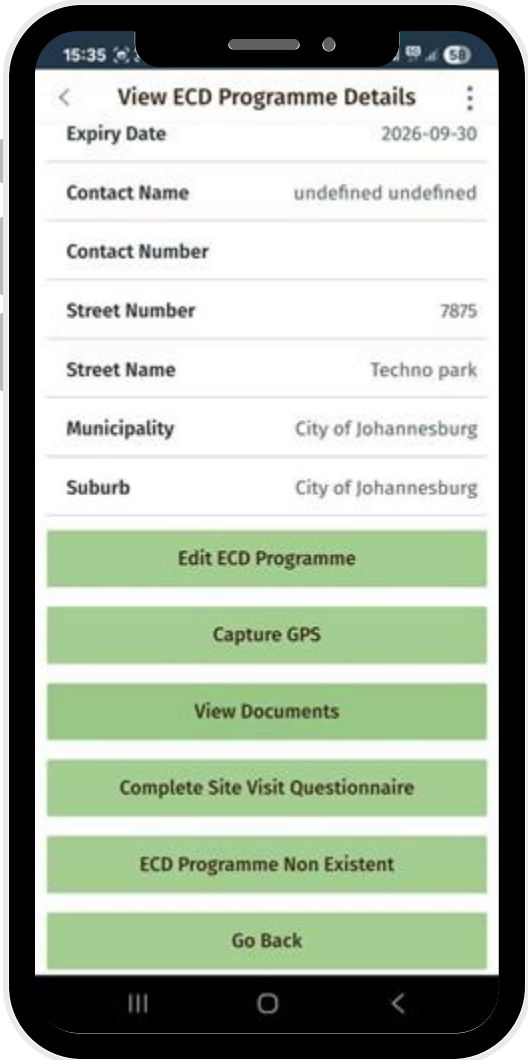
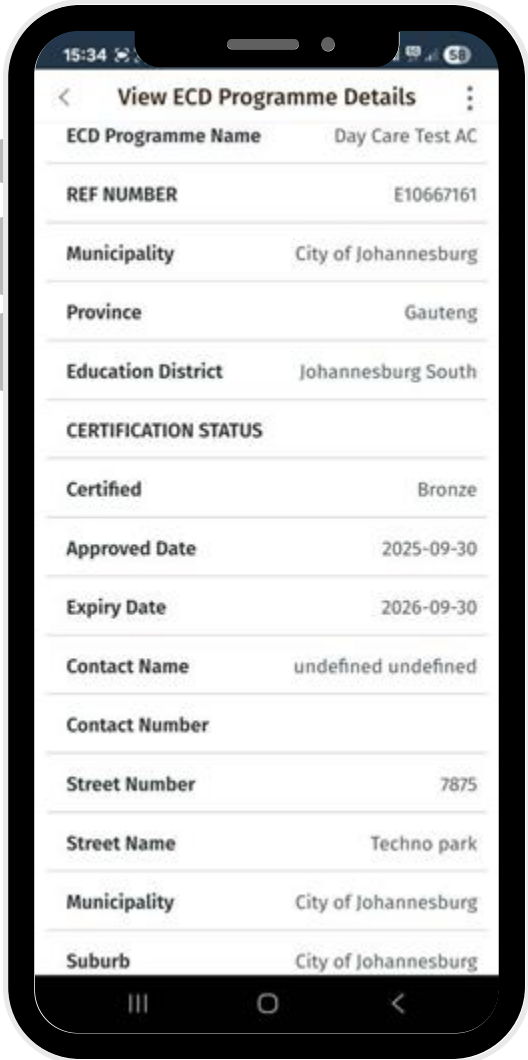
- Programme name and reference number
- Location details (address, suburb, municipality)
- Contact details (phone, email)
- Certification status
- Approval and expiry dates

**Before Site Visit:**

It is suggested that the social worker calls to confirm the address before visiting the site. This ensures you have the correct location and can plan your visit effectively.

**Tip: Verify Information**

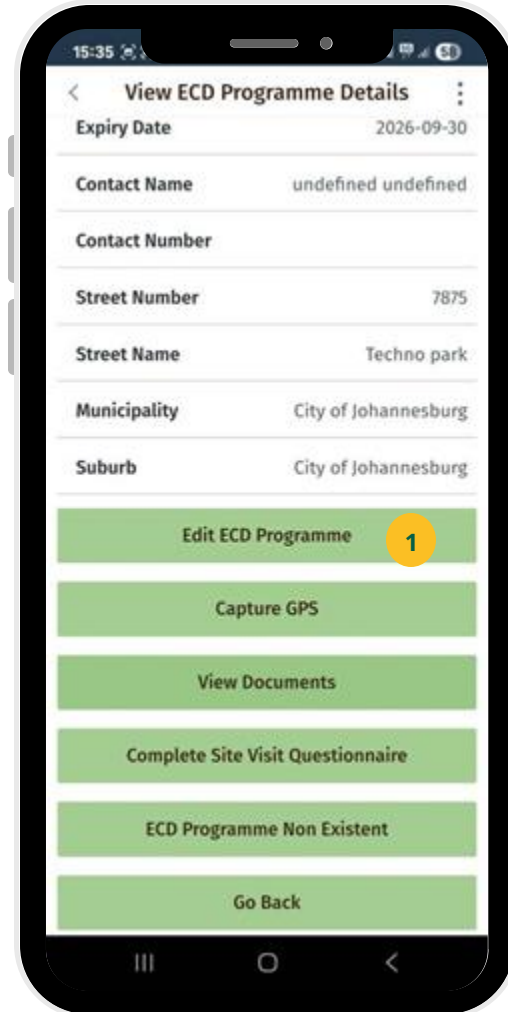
Always verify contact information and address details before traveling to the site.



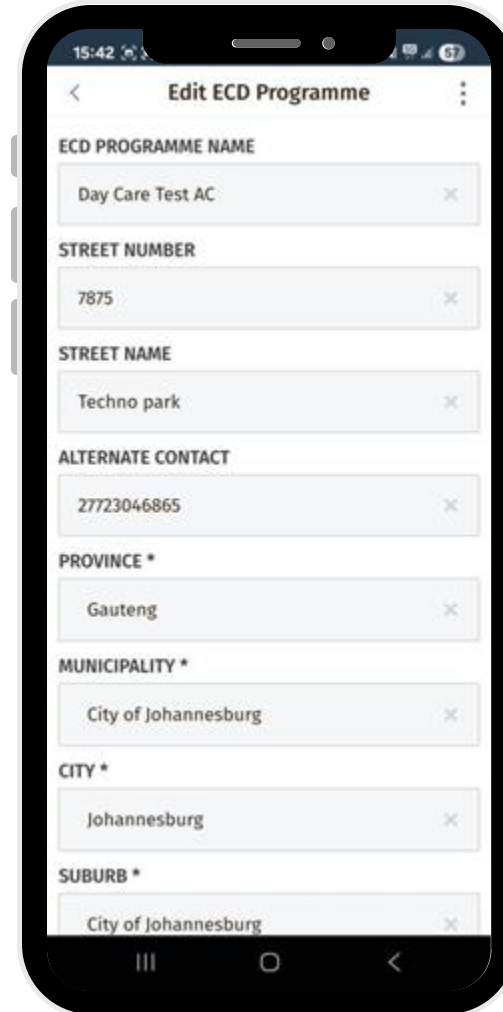
# eCares Journey APP

- Main Menu
- ECD Programme List
- Programme Details
- **Edit ECD Programme**
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

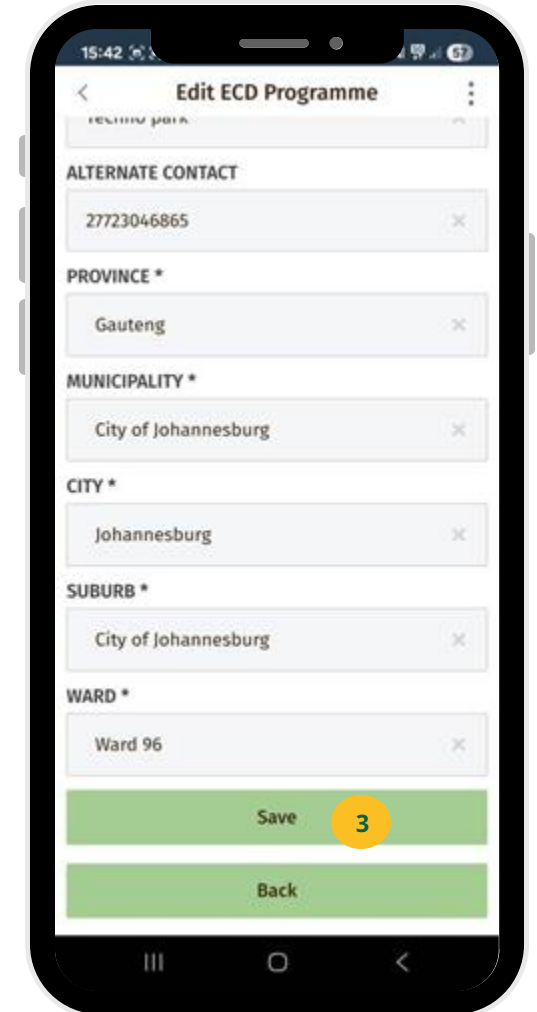
## EDIT ECD PROGRAMME DETAILS



- 1 Tap **View ECD Programme List** to view programmes



- 2 **Editable fields**  
ECD programme name, physical address, alternative contact details and location information



- 3 If any details were changed Tap **Save** to apply changes.

**Accurate information is important for certificates and finding the ECD later**



# eCares Journey APP

- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- **Capture GPS Coordinates**
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

## LOCATION PERMISSIONS

This page allows you to capture the GPS location of the ECD Programme using your mobile device.

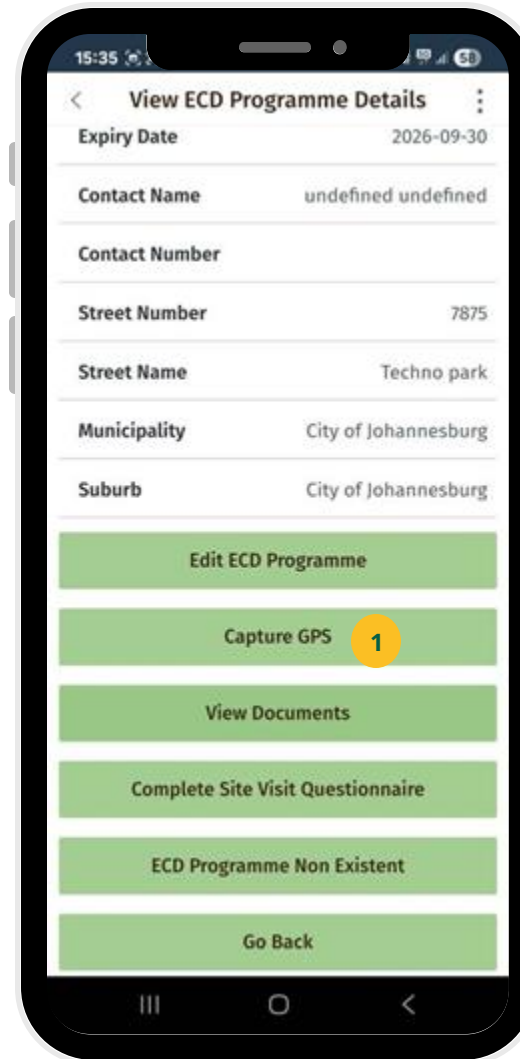
### Purpose:

Capturing GPS coordinates allows us to map the ECD accurately in the ECD profile and ensures the location is precisely recorded for future reference.

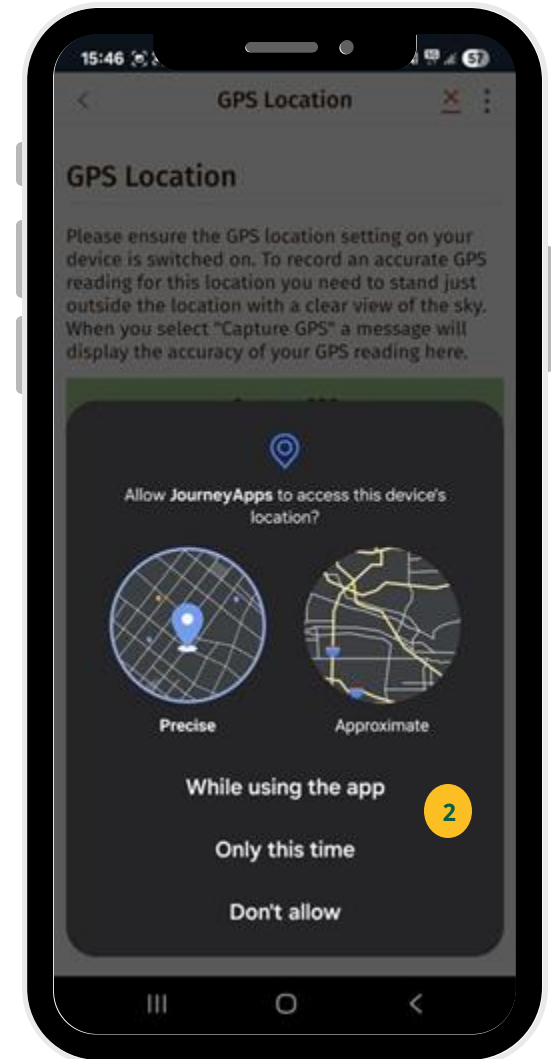
### Before You Start:

- Be sure to allow permissions to access the device's location
- Ensure your device's GPS is enabled
- Stand at the entrance to the property when capturing the location
- Go outdoors and avoid standing inside buildings or under dense tree cover

The GPS capture feature will guide you through the process of recording accurate coordinates.



- 1 Tap **Capture GPS** to start the process of capturing coordinates



- 2 **Allow permissions** to access the device's location

# eCares Journey APP

- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- **Capture GPS Coordinates**
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

## CAPTURE GPS LOCATION

Follow these tips to ensure accurate GPS capture:

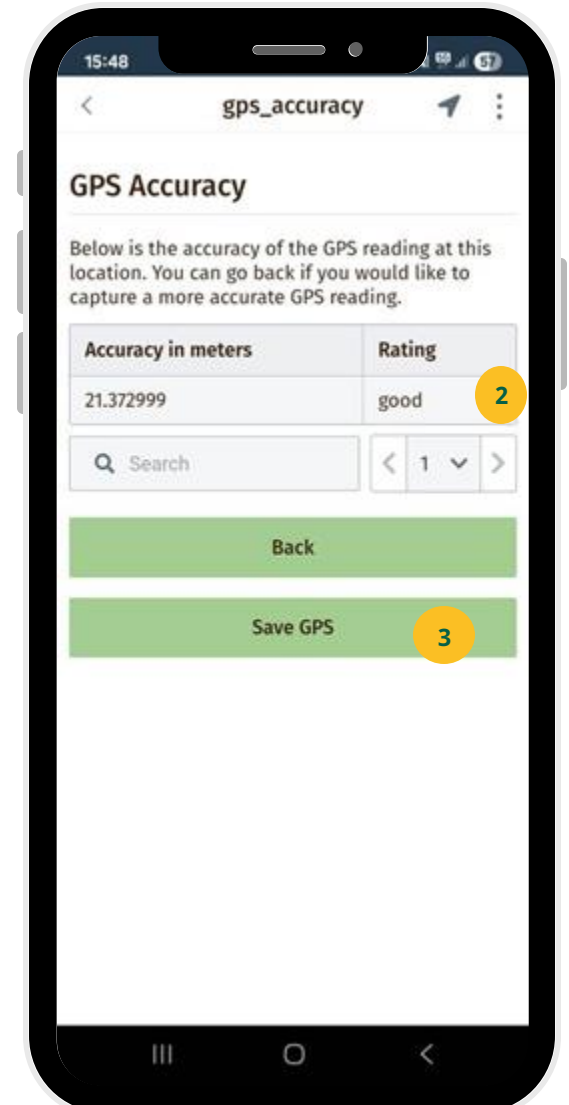
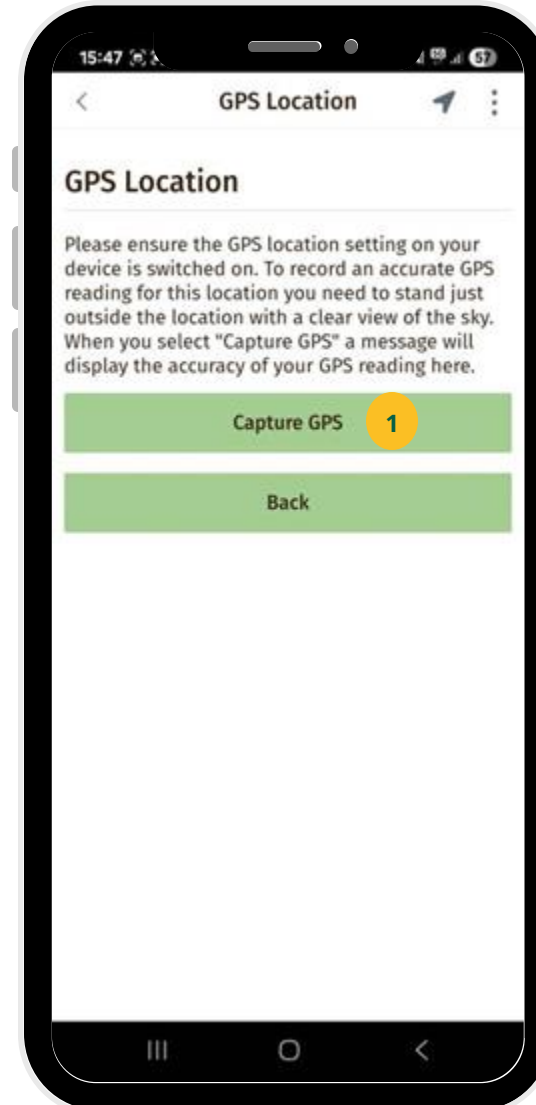
### Best Practices:

- Stand at the entrance to the property when capturing the location
- Go outdoors and avoid standing inside buildings or under dense tree cover
- Check the Rating (2) - it should say "good" or "great"

### If the Rating Says "Poor":

- Try moving around slightly
- Click back and "Capture GPS" again
- You might need to do this a few times
- If the poor rating persists, turn location on and off on your device and reopen the JourneyApp
- Or if available, use another device

**When the Rating says "good" or "great", click "Save GPS" (3) to save and return to the previous menu.**





- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

## CLOSED / NON-EXISTENT ECDs

If you have called ahead to confirm an address and arrive at the site to find that the ECD has permanently closed or does not exist

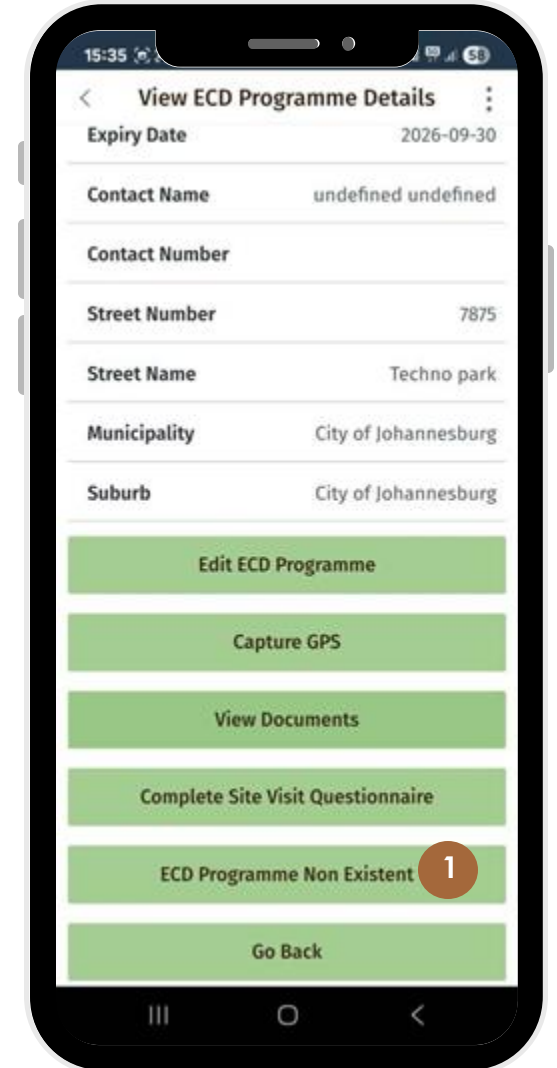
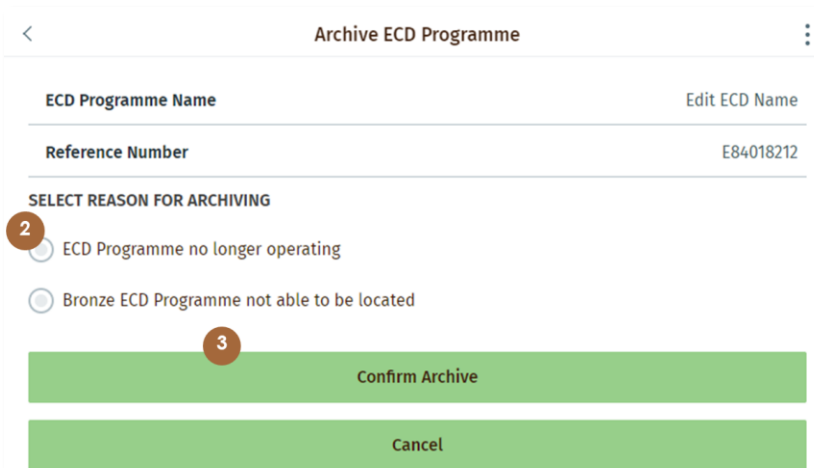
### Select ECD Programme Non Existent from the menu (1)

### Select your reason for archiving (2)

Either that it has stopped operating / shut down OR  
You cannot find an ECD programme even after calling and visiting  
the address and are convinced that this was not a valid application

### Important:

When you select Confirm Archive (3), this ECD will be  
archived in eCares and no longer counted as Bronze  
approved



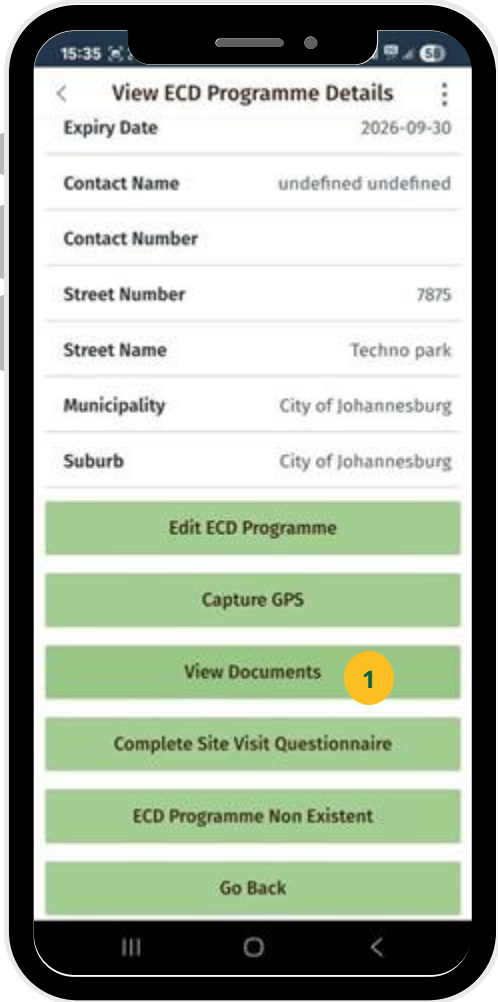
# eCares Journey APP

- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

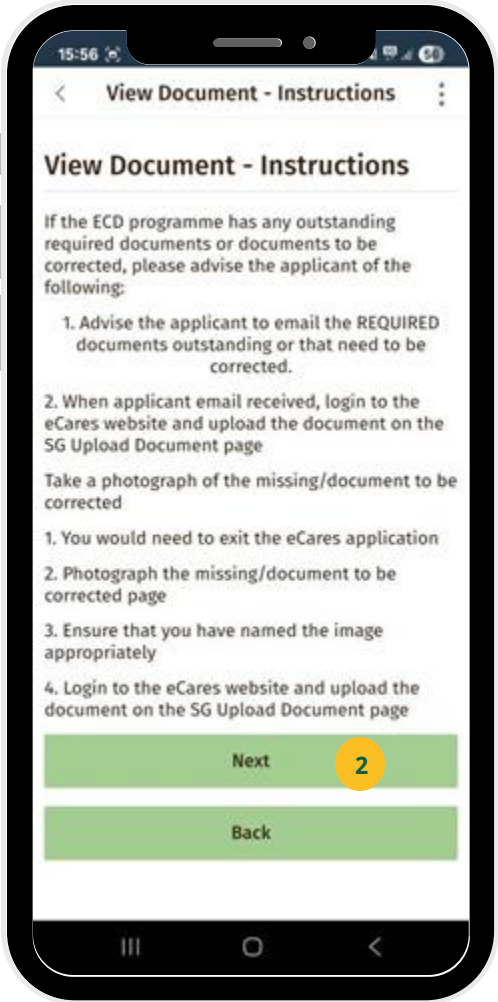
NOTE: Document verification is an important part of the site visit process. Ensure you review the document status before proceeding to complete the site visit questionnaire.

Collect copies of any required documents or take photos that can be uploaded in eCares when you are back in the office

## VIEW DOCUMENTS



- 1 Tap **View Documents** to view required documents and the document status



- 2 Read through the document instructions and tap **Next** to start review documents



- 3 View document status list to identify missing and pending documents.

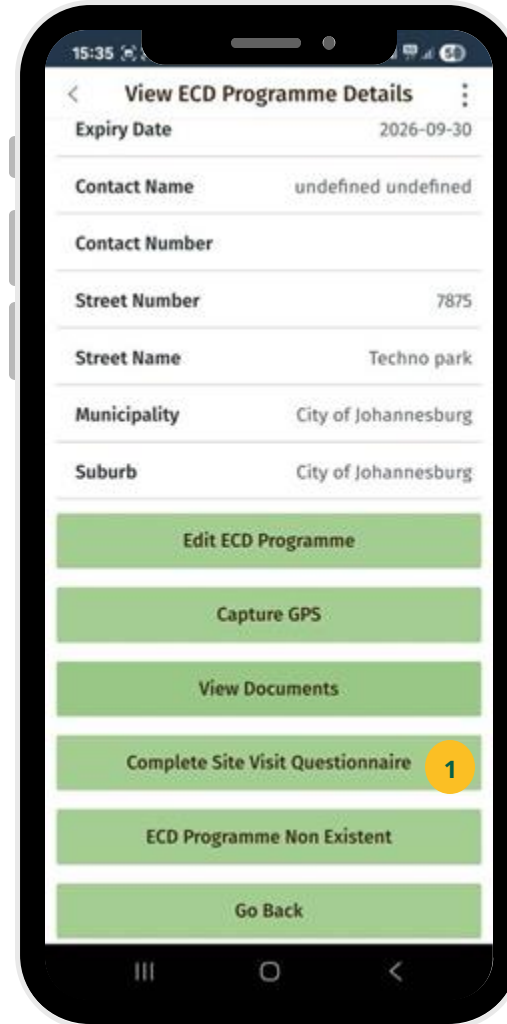
- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- View Documents
- **Change ECD Category**
- Site Visit Questionnaire

## UPDATE ECD CATEGORY

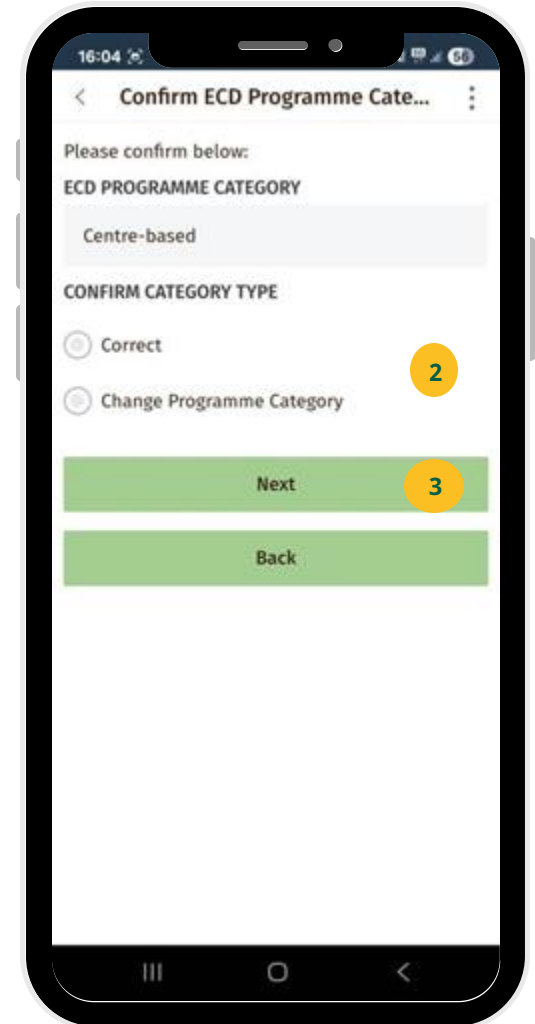
Before starting the site visit questionnaire, users must confirm if the displayed ECD programme category is correct.

The programme category determines what registration framework questions are asked so is very important.

Non-centre based: Day-mothers, Toy Libraries, Play-groups.



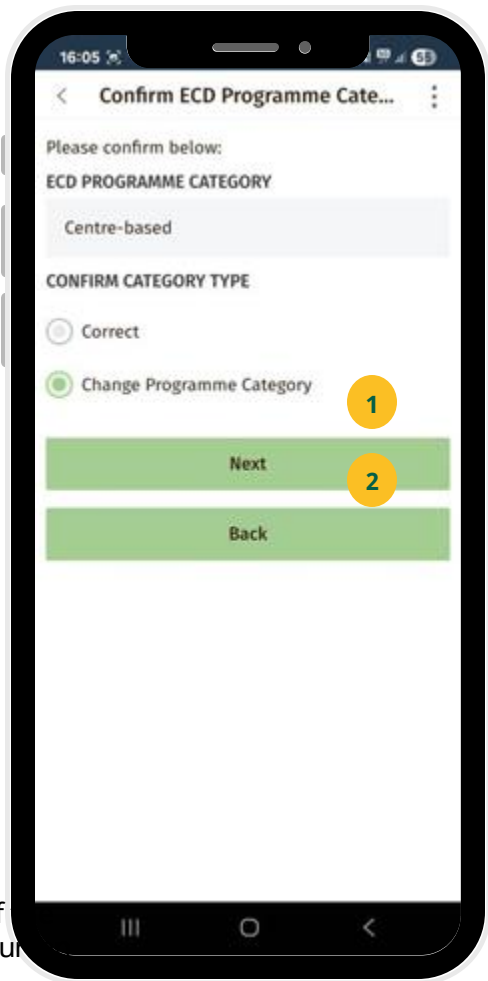
- 1 Tap **Complete Site Visit Questionnaire** to view the current programme category



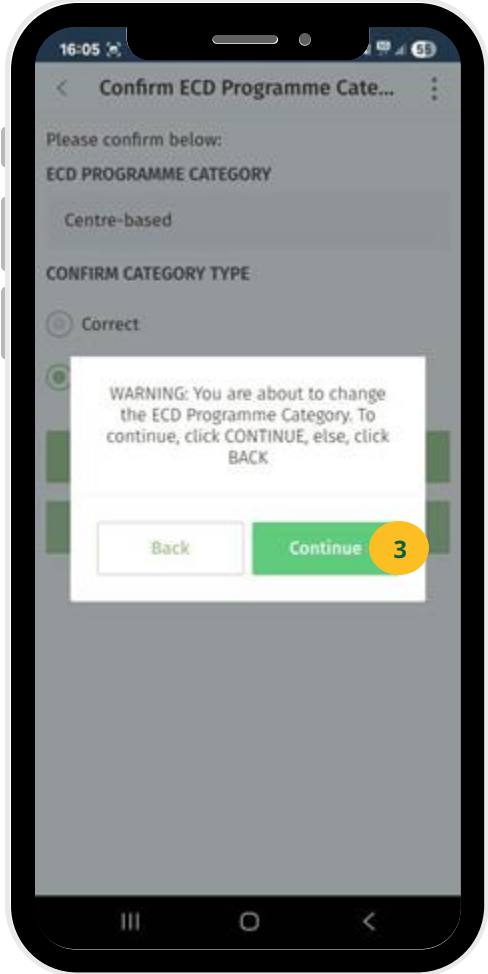
- 2 Select whether it is correct or needs to change
- 3 click Next

- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

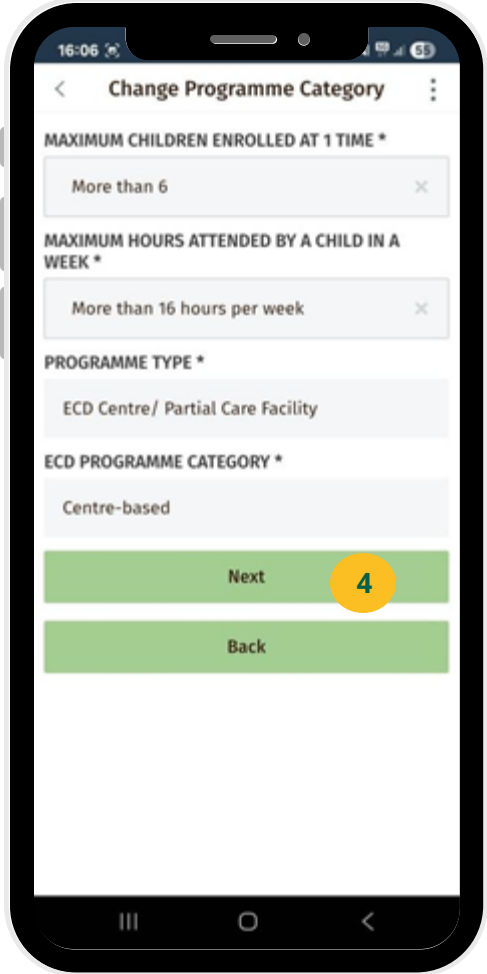
# CHANGE ECD CATEGORY



- If you are certain that the category is wrong
- 1 Select **Change Programme Category**
  - 2 Tap **Next** to continue



- 3 Tap **Continue** on the warning message if you are certain about the change



- 4 Make the required change then Tap **Next** to continue

Tip: Verify Before Proceeding

Double-check your category selection before continuing. The category determines the entire assessment framework and cannot be easily changed once the questionnaire begins.

- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

# SITE VISIT QUESTIONNAIRE INDEX

This screen displays an index of the site assessment questionnaire required for either **Center Based** or **Non-Center Based** evaluations.

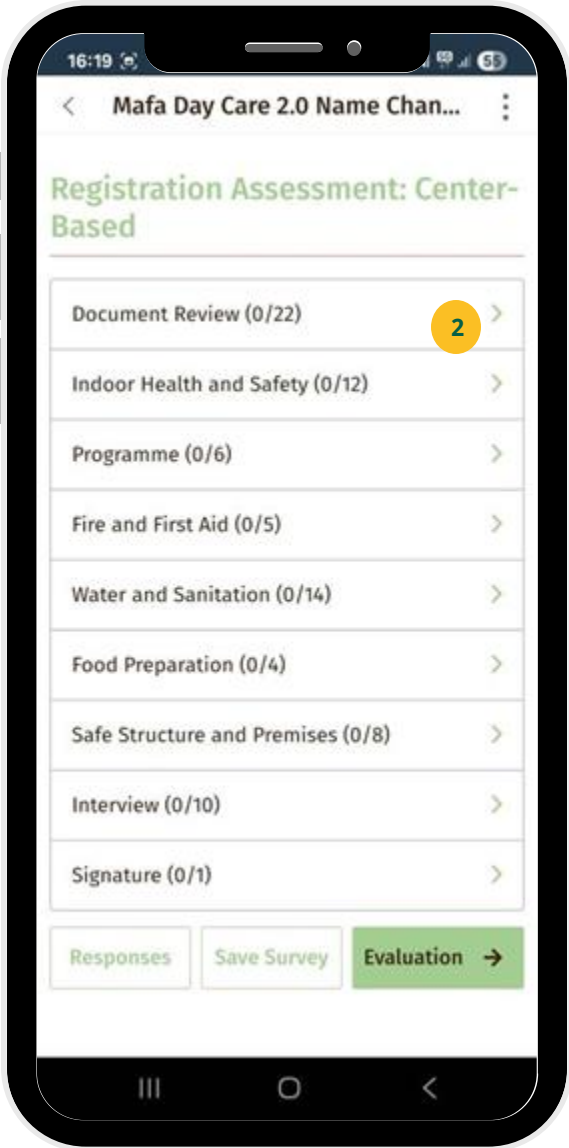
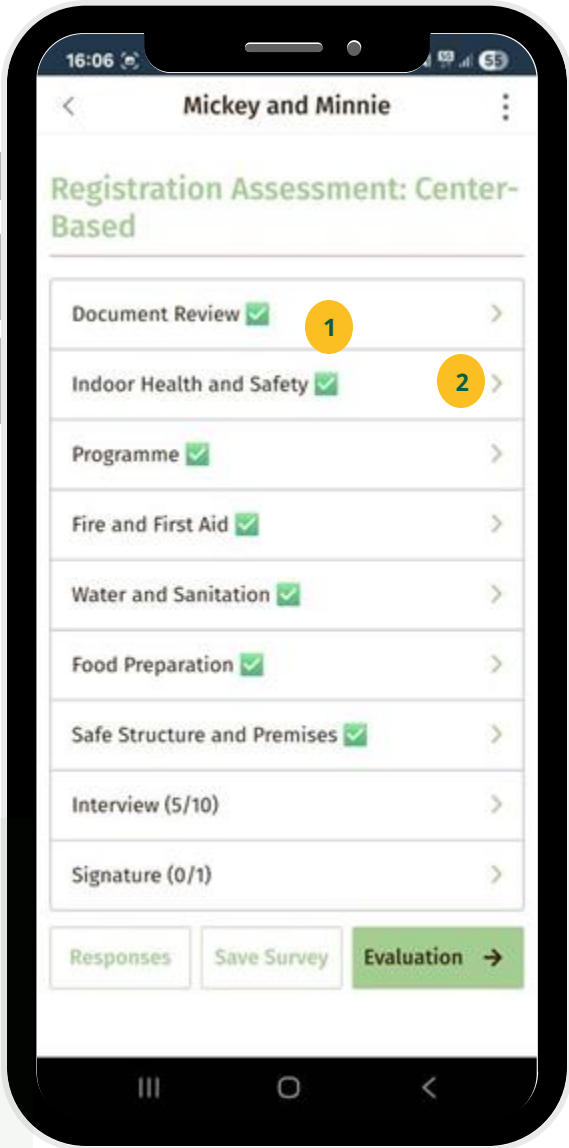
The content of the index varies based on the selected ECD Programme Category.

The questions are grouped by areas of assessment. A **green tick (1)** will appear next to each grouping for those that are fully complete.

Click on the **">" (2)** arrow to view questions in that section.

### Navigation Tip

Use the index to track your progress through the assessment. Complete all sections to ensure a thorough evaluation.





- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

## SITE ASSESSMENT - REGISTRATION FRAMEWORK

16:21

< Mafa Day Care 2.0 Name Chan... :>

Pre-submitted or Onsite document review: Daily Programme (1/22)

CHECK DAILY PROGRAMME INCLUDES FREE PLAY

☐ Yes 1

☐ No

☐ Yes, with conditions

**FREE PLAY**

Free play is when children have the freedom to play in whatever way they want (indoors and out). They can explore and engage freely with materials, interest areas and various activities.

Check that there is at least one session of free play in the daily programme. If you do not see it on the Daily Programme, it may be a good idea to ask the practitioner or principal about each of the elements of the day includes and what the children are doing during that time e.g. if there is small group time, then when the practitioner is working with a few children, the others might have free play.

Tip Notes 2

Next →

1 Select **Yes, No or Yes, with Conditions**

2 Tap **Tip Notes** for additional information

16:21

< Mafa Day Care 2.0 Name Chan... :>

Pre-submitted or Onsite document review: Daily Programme (2/22)

CHECK DAILY PROGRAMME INCLUDES VARIED ACTIVITIES, SUCH AS PLAY, ARTS, SINGING AND STORY-SHARING.

☐ Yes 3

☐ No

☐ Yes, with conditions

**VARIOUS ACTIVITIES**

If these activities are not listed on the Daily Programme, you can ask the principal about the types of activities when you arrive at the ECD programme.

← Previous Tip Notes Next 4

3 Select **Correct Answer**

4 Tap **Continue** to continue

16:22

< Mafa Day Care 2.0 Name Chan... :>

Pre-submitted or Onsite document review: Daily Programme (2/22)

CHECK DAILY PROGRAMME INCLUDES VARIED ACTIVITIES, SUCH AS PLAY, ARTS, SINGING AND STORY-SHARING.

☐ Yes

☒ No 5

☐ Yes, with conditions

**VARIOUS ACTIVITIES**

If these activities are not listed on the Daily Programme, you can ask the principal about the types of activities when you arrive at the ECD programme.

**PLEASE PROVIDE A COMMENT: \***

Reason for your selection 6

← Previous Tip Notes Next →

5 When you select **No**

6 You will be requisition to **Provide a Comment**

- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

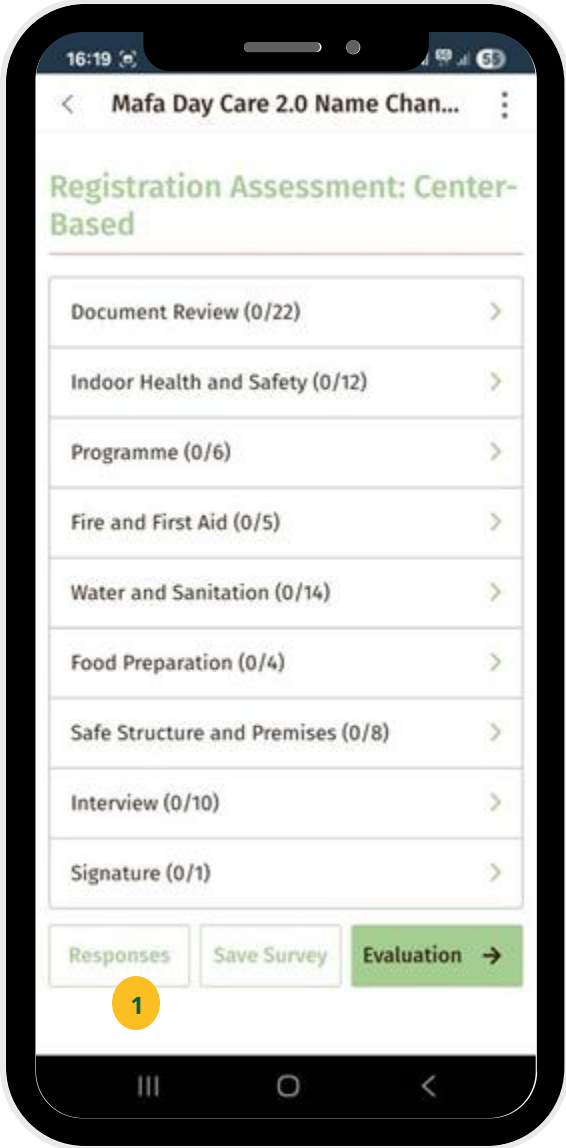
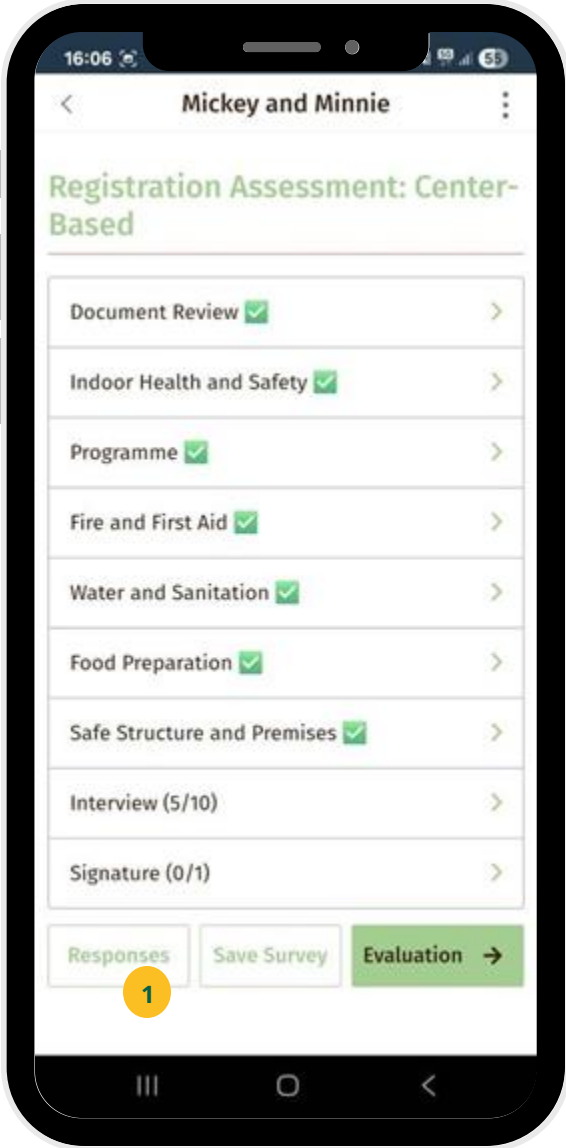
# QUESTIONNAIRE RESPONSES

After completing the site assessment questions, you can view a comprehensive summary of all responses to help advise the ECD programme.

- Step 1:** Navigate to the bottom of the questionnaire index page
- Step 2:** Select **"Responses" (1)** to view the full list
- Step 3:** Review all questions with their corresponding answers
- Step 4:** Use this summary to identify areas requiring improvement

## Purpose of Responses View

The responses view provides a complete overview of all assessment answers. This can be used to advise the ECD programme on which specific areas they need to work on before reapplying or to understand compliance gaps.





- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

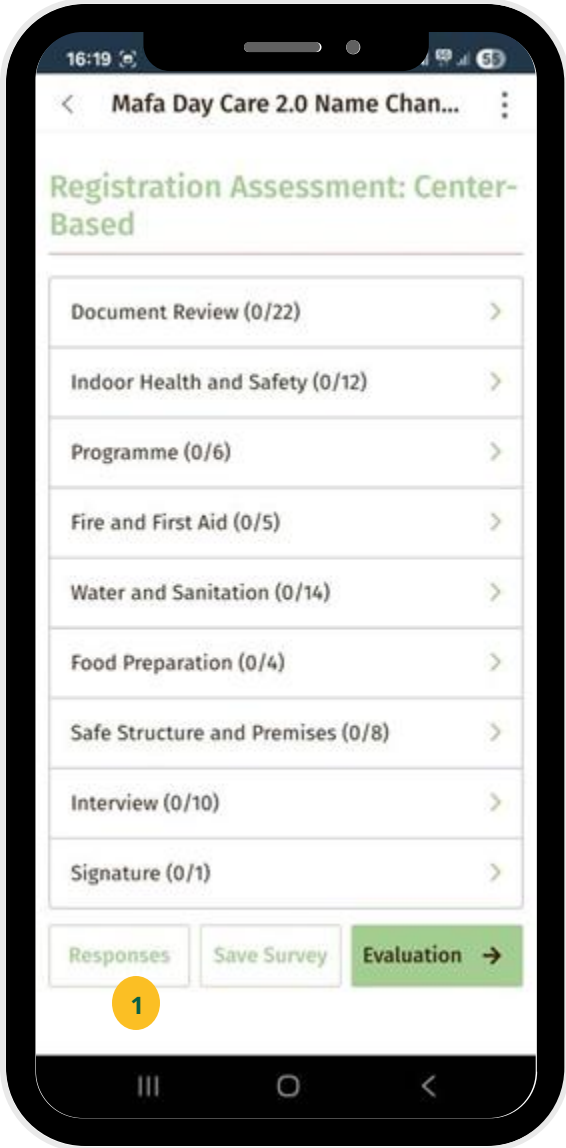
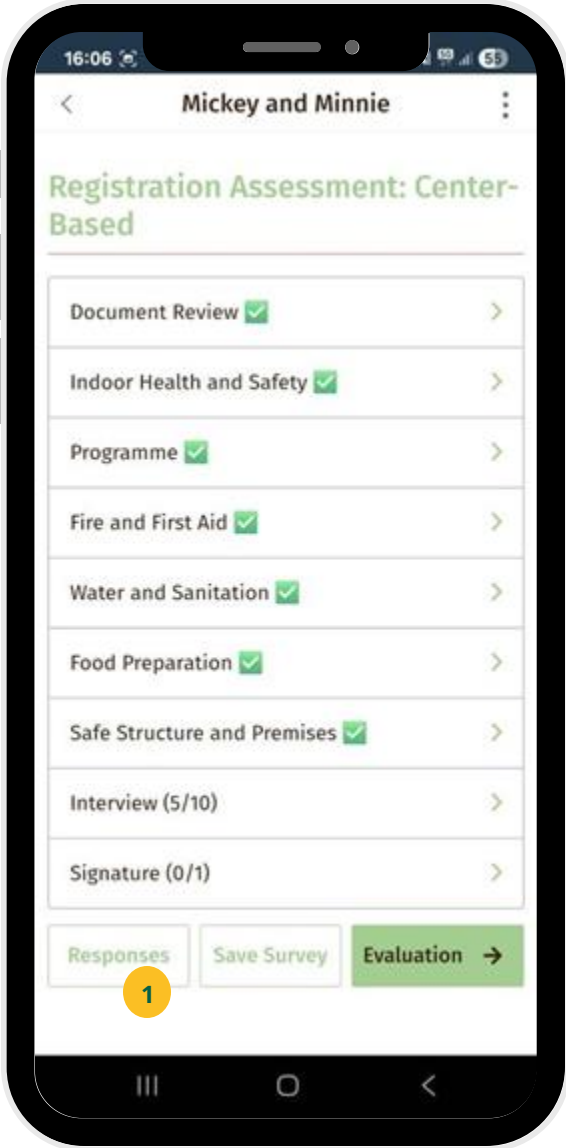
# QUESTIONNAIRE RESPONSES

After completing the site assessment questions, you can view a comprehensive summary of all responses to help advise the ECD programme.

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## Purpose of Responses View

The responses view provides a complete overview of all assessment answers. This can be used to advise the ECD programme on which specific areas they need to work on before reapplying or to understand compliance gaps.



- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

# SITE REGISTRATION RESPONSES

Use the responses view to provide constructive feedback to the ECD programme on areas that need improvement.

**Focus on 'No' Answers:** Identify all questions where you answered "No" during the assessment

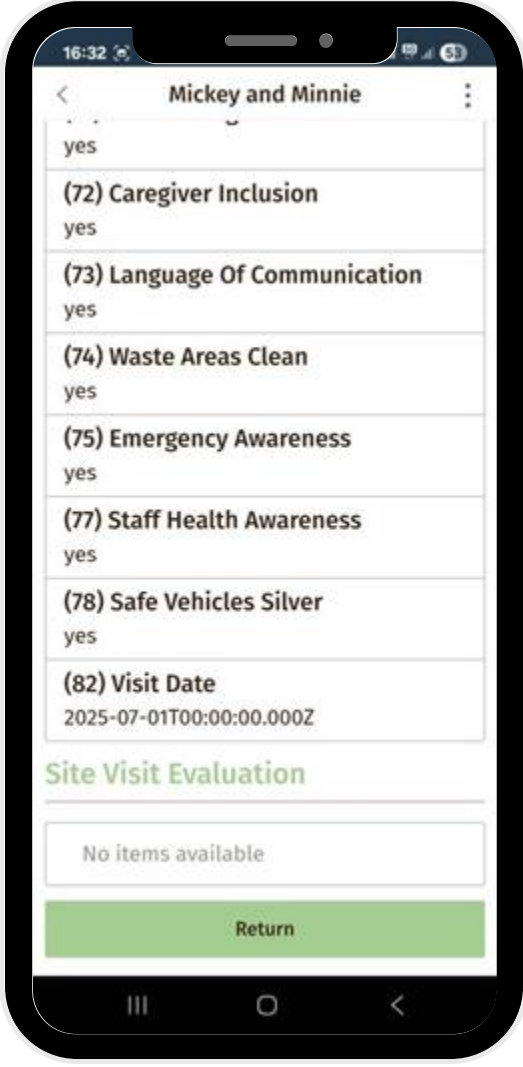
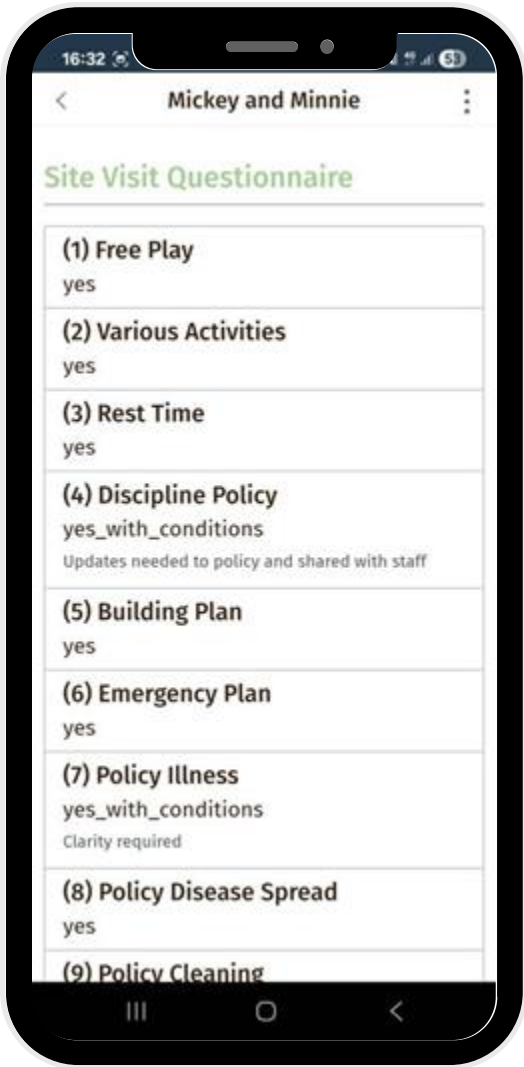
**Review Comments:** Check the mandatory comments you added for each 'No' response

**Provide Guidance:** Use this information to advise the ECD programme on specific areas requiring attention

**Document Issues:** Note any patterns or recurring issues across multiple assessment areas

### Best Practice: Constructive Feedback

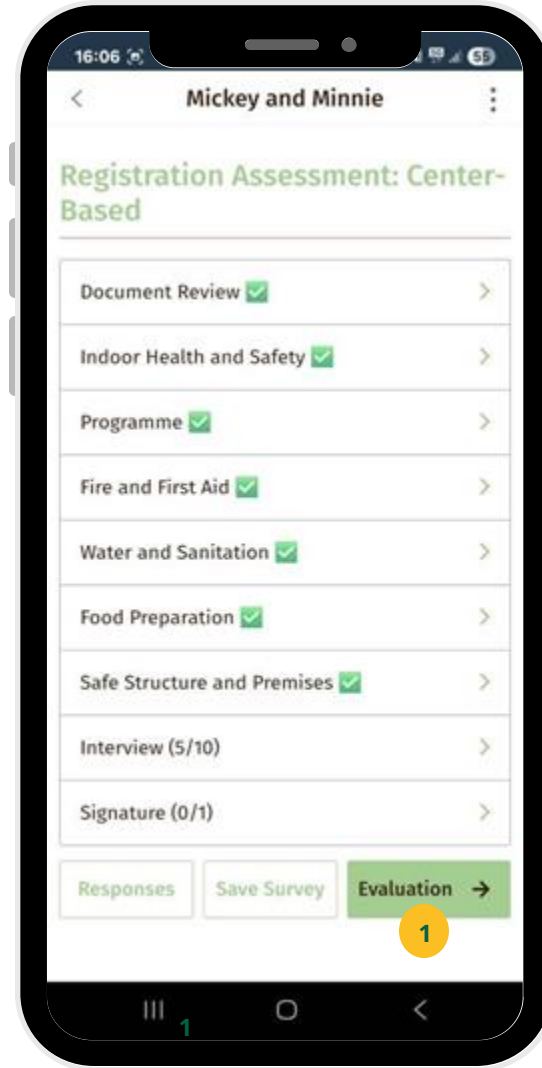
When advising the ECD programme, focus on actionable improvements. Explain not just what needs to change, but provide guidance on how they can address each issue before the next assessment.



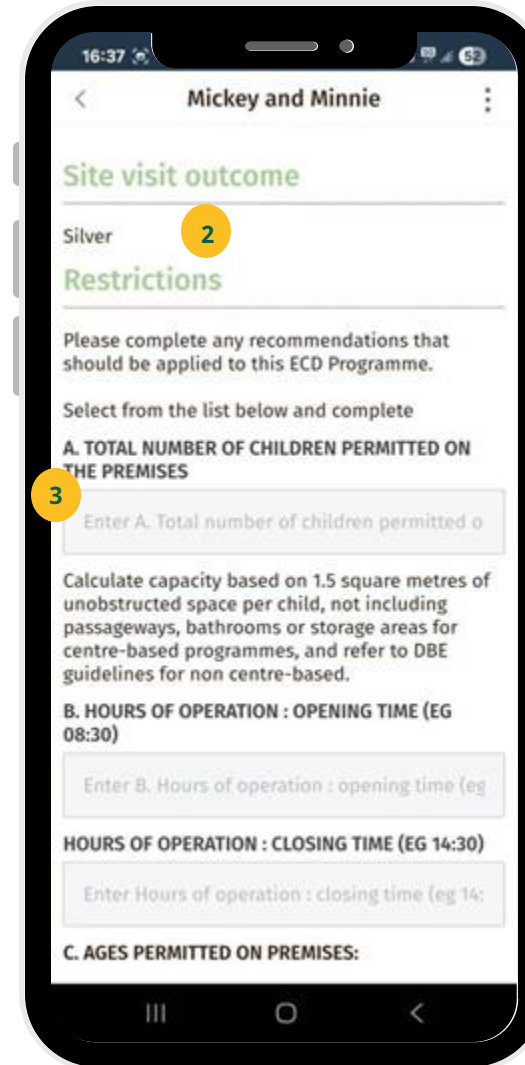
# eCares Journey APP

- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

## SITE EVALUATION

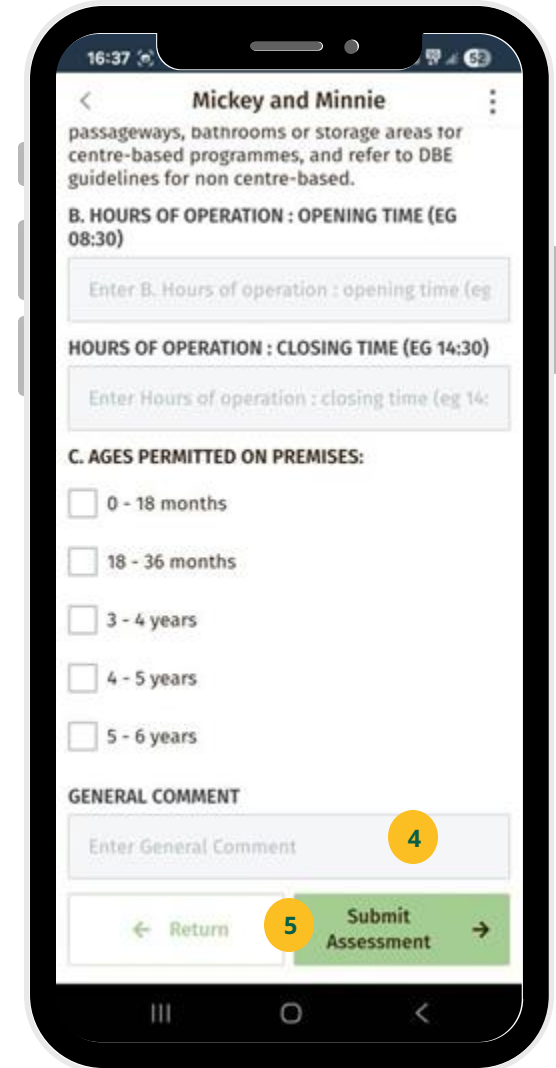


**Step 1:** Select "Evaluation" at the bottom of the index page



**Step 2:** Review the automated site visit outcome displayed

**Step 3:** If the outcome is **Silver or Gold** add any restrictions that should be applied in the text box



**Step 4** Add comments about your assessment

**Step 4** Click "Submit Assessment" to finalize, or "Return" to change answers

### About Restrictions

All restrictions are optional and should only be used in specific circumstances based on your assessment findings.

Restriction A is optional at this stage but must be completed before submitting for final approval. It can be completed in eCares by the reviewer after reviewing the EHP document. For NCB ECDs, it is best to complete this on-site.

- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

## EVALUATION - FAILED SILVER & MINIMUM STANDARD

If the framework outcome is **Failed Silver and minimum standards (1)**, the assessor must select between three compliance options (2) :

### Select One of Three Options:

- No major and significant safety concerns
- Immediate risk of serious harm to children
- Repeated failure to comply with previous compliance notices

**Required Actions:** You must add required actions (3) that specify what the ECD programme needs to address.

### Important: Refusal Notice

For any of the failed silver outcomes, a Refusal Notice will be the ultimate outcome rather than a certificate. This is a formal notification that the application has been refused.

R2 UAT\_FS12

Site visit outcome

Failed Silver and Minimum Standard 1

Recommendations

Please recommend which of the following options apply and add required actions.

AT THE TIME OF THE INSPECTION, THE PREMISES WERE FOUND TO \*

No value selected

REQUIRED ACTIONS \*

Enter Required actions

Return Submit Assessment

2 Choose an option X

B. Not comply with basic minimum standards but present no risk of serious harm

C. Present an immediate risk of serious harm to the occupiers

D. Demonstrate repeated failure to comply with previous compliance notices

R2 UAT\_FS12

Site visit outcome

Failed Silver and Minimum Standard

Recommendations

Please recommend which of the following options apply and add required actions.

AT THE TIME OF THE INSPECTION, THE PREMISES WERE FOUND TO \*

B. Not comply with basic minimum standards but present no risk of serious harm X

REQUIRED ACTIONS \*

Enter Required actions 3

Return Submit Assessment



- Main Menu
- ECD Programme List
- Programme Details
- Edit ECD Programme
- Capture GPS Coordinates
- Closed / Non-existent ECDs
- View Documents
- Change ECD Category
- Site Visit Questionnaire

## EVALUATION - FAILED SILVER OUTCOME

If the framework outcome is **Failed Silver (1)**, the assessor must complete the evaluation by selecting the appropriate compliance status and adding required actions.

### Select One Compliance Option (2):

- Comply with basic minimum standards
- Immediate risk of serious harm to children
- Repeated failure to comply with previous compliance notices

**Step 1:** Review the assessment results showing Failed Silver outcome

**Step 2:** Select the most appropriate compliance option from the three choices

**Step 3:** Add required actions (3) that the programme must take

### Important: Refusal Notice

For any Failed Silver outcome, a Refusal Notice will be issued as the ultimate outcome rather than a certificate. Ensure all required actions are clearly documented.

R2 UAT\_FS2

Site visit outcome

Failed Silver 1

Recommendations

Please recommend which of the following options apply and add required actions.

AT THE TIME OF THE INSPECTION, THE PREMISES WERE FOUND TO \*

No value selected 2

REQUIRED ACTIONS \*

Enter Required actions

Return Submit Assessment

R2 UAT\_FS2

Site visit outcome

Failed Silver

Recommendations

Please recommend which of the following options apply and add required actions.

AT THE TIME OF THE INSPECTION, THE PREMISES WERE FOUND TO \*

A. Comply with basic minimum standards (Bronze) x

REQUIRED ACTIONS \*

Enter Required actions 3

Return Submit Assessment

2 Choose an option x

A. Comply with basic minimum standards (Bronze)

C. Present an immediate risk of serious harm to the occupiers

D. Demonstrate repeated failure to comply with previous compliance notices

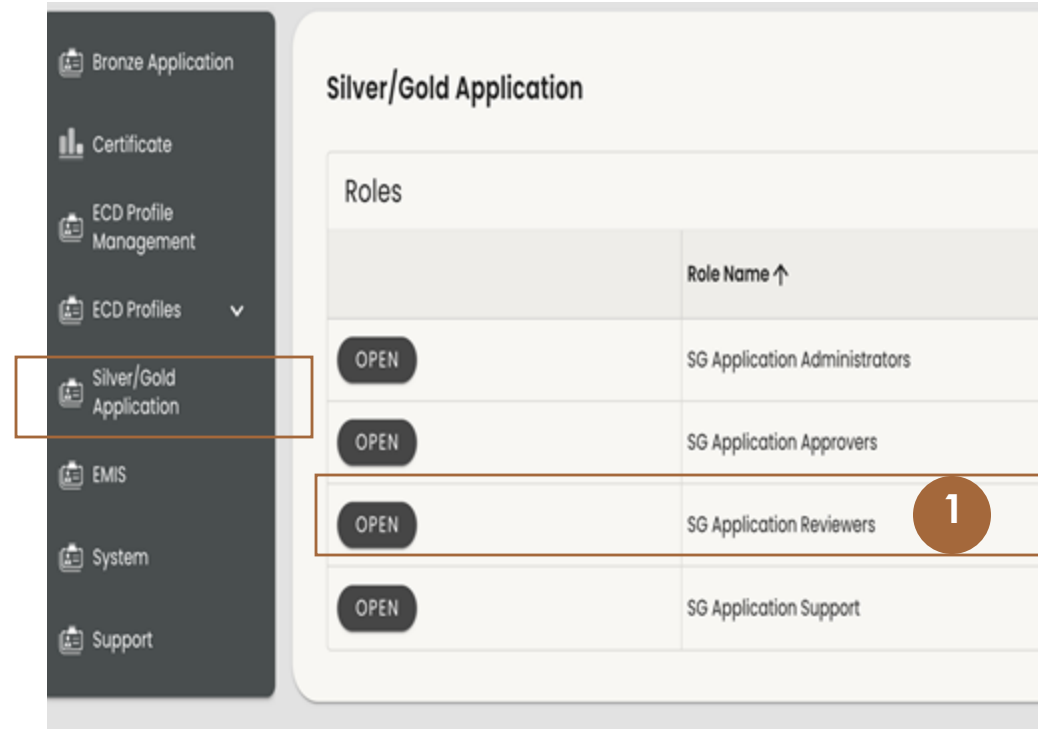
# REGISTRATION APPLICATION REVIEWERS

# Application Reviewers

- Accessing the System
- Viewing Applications
- Document Review
- Site Visit Outcomes
- Final Assessment
- Approval

## ACCESSING THE APPLICATION REVIEWER ROLE

- 1 Log in with your authorized credentials
- 2 Navigate to the Silver/Gold Application on the Main Menu page
- 3 Locate the **SG Application Reviewers** role
- 4 Click **OPEN** to access your administrative dashboard





# Application Reviewers

- Accessing the System
- **Viewing Applications**
- Document Review
- Site Visit Outcomes
- Final Assessment
- Approval

## REVIEWING EXISTING APPLICATIONS

After accessing the SG Application Reviewer role, you'll see all completed submissions ready for review:

- 1 Search for an ECD by typing its name or identifier in the **search field (1)**
- 2 Locate the desired application in the list
- 3 Click **REVIEW (2)** to begin the review process

### Application Review Criteria

Applications are available for review when:

All required documents are submitted and approved  
Site visit is complete

OR if site visit result is "Failed Silver" (can proceed without documents)

**i** You can view all ECD applications within your assigned geographic area.

**SG Application Reviewers** VIEW DETAILS

Applications  1 +

|               | ECD Name                            | Category Classification | National ECD Identifier Number | EMIS Number | Date Created        | Status                | Education District   | Suburb            | Document Status | EHP Submitted | EH Sta |
|---------------|-------------------------------------|-------------------------|--------------------------------|-------------|---------------------|-----------------------|----------------------|-------------------|-----------------|---------------|--------|
| <b>REVIEW</b> | R2 UAT_GP13                         | Centre-based            | E83385676                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg Central | Lenasia Ext 13    | Incomplete      | Complete      | No Re  |
| <b>REVIEW</b> | Look After Grant                    | Centre-based            | E10010077                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg East    | Alexandra         | Approved        | Incomplete    | Ap     |
| <b>REVIEW</b> | R2 UAT_FS4                          | Centre-based            | E10116492                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg South   | Orange Farm Ext 6 | Approved        | Complete      | Ap     |
| <b>REVIEW</b> | Cate SG Test - Silver - CB          | Centre-based            | E10550356                      |             | 2025-08-07 12:11:48 | SG Review In Progress | Johannesburg South   | Orange Farm Ext 7 | Incomplete      | Complete      | Ap     |
| <b>REVIEW</b> | Cate SG Test - Failed Silver D - CB | Centre-based            | E55910424                      |             | 2025-08-07 12:11:48 | SG Review In Progress | Johannesburg South   | Orange Farm Ext 6 | Approved        | Complete      | Ap     |
| <b>REVIEW</b> | Cate SG Test - Gold - CB            | Centre-based            | E10522416                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg South   | Orange Farm Ext 6 | Approved        | Complete      | Ap     |
| <b>REVIEW</b> | R2 UAT_GP14                         | Centre-based            | E90302173                      |             | 2025-08-07 12:11:48 | SG Review In Progress | Johannesburg South   | Hospital Hill     | Incomplete      | Complete      | Ap     |
| <b>REVIEW</b> | R2 UAT_GP5                          | Non-centre based        | E92277415                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg South   | Violakfontein     | Incomplete      | N/A           | N/.    |
| <b>REVIEW</b> | Test2                               | Non-centre based        | E43267457                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg South   | Lenasia South     | Approved        | N/A           | N/.    |
| <b>REVIEW</b> | R2 UAT_FS30                         | Centre-based            | E54092661                      |             | 2025-08-07 12:11:48 | SG Review Pending     | Johannesburg South   | Lenasia South     | Incomplete      | Incomplete    | No Re  |

10 Page 1 of 3

# Application Reviewers

- Accessing the System
- **Viewing Applications**
- Document Review
- Site Visit Outcomes
- Final Assessment
- Approval

## VIEWING APPLICATION DETAILS

To access more detailed information about an application:

- 1
- Click **VIEW DETAILS (1)** on the application listing

### Available Application Details

-  Name and surname
-  Municipality
-  Ward
-  ID Number
-  Contact number
-  Registration status

Reviewing these details helps you understand the context of the application before proceeding with the full review process.

1

VIEW DETAILS

Applications

Search

|        | ECD Name    | Category Classification | National ECD Identifier Number | EMIS Number | Date Created        | Status            | Education District   | Suburb         | Document Status | EHP Submitted | EH    |
|--------|-------------|-------------------------|--------------------------------|-------------|---------------------|-------------------|----------------------|----------------|-----------------|---------------|-------|
| REVIEW | R2 UAT_GPI1 | Centre-based            | E83385676                      |             | 2025-08-07 12:11:48 | SG Review Pending | Johannesburg Central | Lenasia Ext 13 | Incomplete      | Complete      | No Re |

View Details - Reports : SG Application Reviewers

← BACK

Applications - View or Edit An Existing Application

Search

| ECD Name                            | Name And Surname   | Education District | Municipality         | Ward | Latest Updated      | ID Number     | Applicant Contact Number | National ECD Identifier Number | Date Created        | Status                  | Regist Status  |
|-------------------------------------|--------------------|--------------------|----------------------|------|---------------------|---------------|--------------------------|--------------------------------|---------------------|-------------------------|----------------|
| Cate SG Test Silver CB 2            | Cate Carol         | Johannesburg South | City of Johannesburg | 4    | 2025-10-07 15:38:47 | 5544232       | 27729987296              | E90720769                      | 2025-08-07 12:11:48 | SG Review In Progress   | Condit registe |
| R2 UAT_GPI4                         |                    | Johannesburg South | City of Johannesburg | 120  | 2025-10-09 08:45:29 | 8807092019041 | 27616079206              | E90302173                      | 2025-08-07 12:11:48 | SG Review In Progress   | Condit registe |
| Cate SG Test - Failed Silver B - CB | Cate Carol         | Johannesburg South | City of Johannesburg | 6    | 2025-10-07 09:38:15 | 55ggdds       | 27729987296              | E81914034                      | 2025-08-07 12:11:48 | SG Approval Pending     | Condit registe |
| Mafa Day Care 1-9                   | Mafa Ntsodo        | Johannesburg South | City of Johannesburg | 5    | 2025-09-16 11:24:47 | 89377JDI493   | 27817327154              | E81717662                      | 2025-09-08 11:09:11 | SG Approval Pending     | Condit registe |
| July 29 Test                        | Mafa Ntsodo        | Johannesburg South | City of Johannesburg | 122  | 2025-10-07 16:54:17 | 89867JONE73   | 27817327154              | E74965528                      | 2025-08-07 12:11:48 | SG Approval In Progress | Condit registe |
| Synch Test                          | Sharief Patel      | Johannesburg South | City of Johannesburg | 122  | 2025-10-09 06:00:39 | asdaa         | 27823781532              | E73203775                      | 2025-08-07 12:11:48 | SG Approval Pending     | Condit registe |
| Cate SG Test - Gold - Non CB        | Cate Carol         | Johannesburg South | City of Johannesburg | 2    | 2025-10-07 16:09:07 | 66ggff33      | 27729987296              | E66465525                      | 2025-08-07 12:11:48 | SG Review In Progress   | Fully re       |
| Cate SG Test-Silver-NCB             | Cate Carol         | Johannesburg South | City of Johannesburg | 1    | 2025-10-07 15:05:21 | ggg45456      | 27729987296              | E62138104                      | 2025-08-07 12:11:48 | SG Review In Progress   | Condit registe |
| Cate SG Test - Failed Silver D - CB | Cate Carol         | Johannesburg South | City of Johannesburg | 3    | 2025-10-07 16:07:58 | 55ffgg44      | 27729987296              | E55910424                      | 2025-08-07 12:11:48 | SG Review In Progress   | Condit registe |
| CertTest_1                          | Lennie De Villiers | Johannesburg South | City of Johannesburg | 4    | 2025-10-02 06:00:35 | 888           | 27768243560              | E55597288                      | 2025-09-29 09:02:44 | SG Approval Pending     | Condit registe |

< 1 2 3 >

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# Application Reviewers

- Accessing the System
- **Viewing Applications**
- Document Review
- Site Visit Outcomes
- Final Assessment
- Approval

## REVIEWING DECLARATIONS

After selecting an ECD profile, you'll begin the comprehensive review process:

- 1 Review the ECD's declarations, which should all be marked as "Confirmed"
- 2 Check any **Admin Notes (1)** that may provide additional context
- 3 Click **NEXT (2)** to proceed to document readiness review

### Available for Review:

-  Complete application form
-  All uploaded documents
-  Site assessment results
-  EHP report (if applicable)

 The SG Registration Administrator has already reviewed and approved the documents before they reach your review stage.

1

Declarations : Cate SG Test - Silver - CB : Centre-based

VIEW CORRECTIONS

VIEW ADMIN NOTES

CANCEL

Please confirm whether you agree with these statements about how you operate your ECD programme/s

I believe all children deserve to reach their full potential.

Confirmed

Practitioners at my ECD programme create opportunities for children to explore their world, learn about themselves and develop a sense of identity and self-worth.

Confirmed

Practitioners at my ECD programme support children to develop self-control such as by being patient, to keep trying and to practise an appropriate level of independence (such as through making choices), and to interact positively with other adults and children.

Confirmed

Practitioners at my ECD programme encourage and model respect for different genders, languages, religions and cultures, and create opportunities to learn about diversity

Confirmed

Adults at my ECD programme never discriminate against any children or parents.

Confirmed

Practitioners at my ECD programme support children's emotional needs and create a safe environment for them to express their feelings and needs.

Confirmed

My ECD programme uses community resources to develop the whole child - such as accessing the local library or toy library, and having a relationship with the clinic and social worker to support health, nutrition, and birth registration - where these are available.

Confirmed

← BACK

NEXT

ADD CORRECTIONS

ADD ADMIN NOTES

2

# Application Reviewers

- Accessing the System
- Viewing Applications
- **Document Review**
- Site Visit Outcomes
- Final Assessment
- Approval

## DOCUMENT READINESS REVIEW

The document readiness page confirms which specific documents are required based on the ECD's classification:

Different document requirements apply to formal organizations vs. informal setups

Centre-based and non-centre-based ECDs have distinct documentation needs

### Reviewer Note

The SG Registration Administrator would have already reviewed these documents.

**Confirm Document Readiness : Louisa Test 4 : Non-centre based** [VIEW CORRECTIONS](#) [VIEW ADMIN NOTES](#) [CANCEL](#)

Please confirm whether you have the following documents completed and copies available on site. You can use either the templates we provided or your own documents, as long as they follow the format of the templates

After confirming you have the documents ready - you can either upload them in the next step (which will make processing quicker) or wait for them to be collected on site visit

Please answer the following questions :

Are you formally set up as a type of organisation?

This means that you are set up as a voluntary association, a non-profit company, a trust, or a for-profit company - with a management committee or board of directors or trustees, and a constitution or other founding document.)

Yes

I have the following documents ready to upload and with copies available on site :

**Business Plan :** (including programme overview; fees and finances; management structure; daily programme; discipline policy)

I have a Business Plan copy available on site :

Yes

**Emergency Plan**

I have an Emergency Plan available on site :

Yes

[← BACK](#) [NEXT](#) [ADD CORRECTIONS](#) [ADD ADMIN NOTES](#)

# Application Reviewers

- Accessing the System
- Viewing Applications
- **Document Review**
- Site Visit Outcomes
- Final Assessment
- Approval

## FIRST REVIEW OF APPLICATION - DOCUMENTS

After accessing an application, you can review all submitted documents:

- 1 Check the document status **(1)** to confirm the administrator has approved them
- 2 Click **VIEW (2)** next to any document to examine it in detail
- 3 Add corrections or admin notes needed for clarity or follow-up
- 4 Click **NEXT (4)** when satisfied with all documents

### 💡 Reviewer Tip

While administrators have already approved these documents, it's important to verify their accuracy and completeness as part of your final review. You can still request corrections if you identify any issues.

**Document Upload : R2 UAT\_LP13 : Non-centre based** VIEW CORRECTIONS VIEW ADMIN NOTES CANCEL

Upload images or scans of the following completed documents for your ECD program. You can use either the business plan templates we provided or your own documents, as long as they follow the format of the templates.

**Upload Required Documents**

|             | Please upload the following required documents ↑ | Document Status | Document Verification |
|-------------|--------------------------------------------------|-----------------|-----------------------|
| <b>VIEW</b> | S1 Business Plan - S1.1 Programme overview       | Uploaded        | Approved              |
| <b>VIEW</b> | S1 Business Plan - S1.2 Fees and Finances        | Uploaded        | Approved              |
| <b>VIEW</b> | S1 Business Plan - S1.3 Management Structure     | Uploaded        | Approved              |
| <b>VIEW</b> | S1 Business Plan - S1.4 Daily Programme          | Uploaded        | Approved              |
| <b>VIEW</b> | S1 Business Plan - S1.5 Discipline Policy        | Uploaded        | Approved              |
| <b>VIEW</b> | S4 Emergency Plan                                | Uploaded        | Approved              |
| <b>VIEW</b> | S5 Implementation Plan                           | Uploaded        | Approved              |

Page 1 of 1

**3**

**2**

**1**

**← BACK** **NEXT** **ADD CORRECTIONS** **ADD ADMIN NOTES**





# Application Reviewers

- Accessing the System
- Viewing Applications
- **Document Review**
- Site Visit Outcomes
- Final Assessment
- Approval

## REVIEWING REQUIRED DOCUMENTS

Follow these steps to review each required document:

- 1 Click **VIEW (1)** to open the document for examination
- 2 The document will appear at the bottom of the screen - click **OPEN (2)** to view it in full size
- 3 Verify that the document is clear, complete, and contains accurate information
- 4 After reviewing, click **CANCEL (3)** to the document list
- 5 Click **NEXT** to proceed to the next step in the review process

 **Best Practice**

While the SG Registration Administrator has already approved these documents, it's important to conduct your own thorough review to ensure all information is accurate and complete before proceeding.

Document Upload : R2 UAT\_LP13 : Non-centre based

VIEW CORRECTIONS

VIEW ADMIN NOTES

CANCEL

Upload images or scans of the following completed documents for your ECD program. You can use either the business plan templates we provided or your own documents, as long as they follow the format of the templates.

Upload Required Documents

|                                                                                           | Please upload the following required documents ↑ | Document Status | Document Verification |
|-------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------|-----------------------|
| <div>VIEW</div> <div>UPLOAD</div> <div>DELETE</div> <div>APPROVE</div> <div>DECLINE</div> | S1 Business Plan - S1.1 Programme overview       | Uploaded        | Approved              |
| <div>VIEW</div> <div>UPLOAD</div> <div>DELETE</div> <div>APPROVE</div> <div>DECLINE</div> | S1 Business Plan - S1.2 Fees and Finances        | Uploaded        | Approved              |
| <div>VIEW</div> <div>UPLOAD</div> <div>DELETE</div> <div>APPROVE</div> <div>DECLINE</div> | S1 Business Plan - S1.3 Management Structure     | Uploaded        | Approved              |
| <div>VIEW</div> <div>UPLOAD</div> <div>DELETE</div> <div>APPROVE</div> <div>DECLINE</div> | S1 Business Plan - S1.4 Daily Programme          | Uploaded        | Approved              |
| <div>VIEW</div> <div>UPLOAD</div> <div>DELETE</div> <div>APPROVE</div> <div>DECLINE</div> | S1 Business Plan - S1.5 Discipline Policy        | Uploaded        | Approved              |
| <div>VIEW</div> <div>UPLOAD</div> <div>DELETE</div> <div>APPROVE</div> <div>DECLINE</div> | S4 Emergency Plan                                | Uploaded        | Approved              |
| <div>VIEW</div> <div>UPLOAD</div> <div>DELETE</div> <div>APPROVE</div> <div>DECLINE</div> | S5 Implementation Plan                           | Uploaded        | Approved              |

< 1 >

Page 1 of 1

Document Type

S1 Business Plan - S1.1 Programme overview

|                 | File name ↑                                  | Size |
|-----------------|----------------------------------------------|------|
| <div>OPEN</div> | Business Plan - S1.1 Programme overview.docx | 0    |

CANCEL

3

# Application Reviewers

- Accessing the System
- Viewing Applications
- **Document Review**
- Site Visit Outcomes
- Final Assessment
- Approval

## ADDING CORRECTION NOTES OR ADMIN NOTES

If you identify issues with a document during your review:

- 1 Click **DECLINE (1)** to indicate that the document needs correction
- 2 Add detailed **CORRECTION NOTES (2)** explaining exactly what needs to be fixed
- 3 Click **SEND CORRECTIONS** once you've completed your review

**You can also add Admin Notes that are only visible internally:**

- Notes for other administrators and approvers
- Context about special circumstances
- Follow-up requirements or concerns

### Best Practice

Be specific and clear in your correction notes. Explain exactly what's wrong and what needs to be fixed. This helps applicants understand the issues and provide the correct information quickly.

The screenshot displays the 'Upload Required Documents' section of the eCares system. A blue notification banner at the top right states 'Document has been declined'. The main table lists documents with columns for 'Document Status' and 'Document Verification'. The first document, 'S1 Business Plan - S1.1 Programme overview', is marked as 'Required' and 'Declined'. A red circle with the number '1' highlights the 'DECLINE' button for this document. Below the table, a 'No entries found' message is shown. At the bottom, a 'Corrections note' text area is highlighted with a red circle and the number '2'. Navigation buttons include 'VIEW', 'UPLOAD', 'DELETE', 'APPROVE', 'DECLINE', 'CANCEL', 'BACK', 'NEXT', 'SAVE', and 'ADD ADMIN NOTES'.

|          | Please upload the following required documents  | Document Status | Document Verification |
|----------|-------------------------------------------------|-----------------|-----------------------|
| <b>1</b> | S1 Business Plan - S1.1 Programme overview      | Required        | Declined              |
|          | S1 Business Plan - S1.2 Fees and Finances       | Required        | Approved              |
|          | S1 Business Plan - S1.3 Management Structure    | Required        | Approved              |
|          | S1 Business Plan - S1.4 Daily Programme         | Required        | Approved              |
|          | S1 Business Plan - S1.5 Discipline Policy       | Required        | Approved              |
|          | S2 Approved building plans / hand-drawn lay-out | Required        | Approved              |
|          | S4 Emergency Plan                               | Required        | Approved              |

Page 1 of 1

No entries found

CORRECTIONS note **2**



## Application Reviewer

- Accessing the System
- Viewing Applications
- **Document Review**
- Site Visit Outcomes
- Final Assessment
- Approval

# REVIEWING STAFF QUALIFICATION or EXPERIENCE

For all ECDs, there must be a document as evidence that at least **1 staff member** has:

- A NQF 1-6 qualification in ECD
- **OR**
- 3 years' experience

Click the **paperclip icon (1)** to upload a staff document if missing

- 1 Click open to view the document
- 2 Review the download and either approve or decline
- 3 Add Corrections if declined
- 4 Click **NEXT (3)** to proceed

The application administrator will have reviewed this document already and it should be in Approved Status but you can check and correct if necessary

Please upload only 1 staff qualification of any staff member. You do not need to upload for all staff members

Staff Qualification Status

Approved

|                  | File name ↑                           |
|------------------|---------------------------------------|
| <b>1</b><br>OPEN | Screenshot 2025-10-13 at 11.33.51.png |

**2**  
REMOVE SAVE  
APPROVE DECLINE

**4** **3**  
← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES



# Application Reviewers

- Accessing the System
- Viewing Applications
- **Document Review**
- Site Visit Outcomes
- Final Assessment
- Approval

## REVIEWING REQUIRED DOCUMENTS - CENTRE BASED

For centre-based ECDs, review the Environmental Health Practitioner (EHP) documents:

- 1 Click **OPEN (1)** to view the EHP document in full size
- 2 Verify the type of EHP document **(2)** and adjust if necessary
- 3 Confirm the recommended EHP capacity **(3)** as stated in the report
- 4 **APPROVE or DECLINE (4)** the document based on your assessment **(3)**

### EHP Document Types and Implications:

EHP Certificate - Allows Gold level certification

EHP Report - Limits to Silver level maximum

EHP Compliance Notice - Results in application refusal

Environmental Health Report/Certificate/Notice from Municipality : R2 UAT\_GPI5 : VIEW CORRECTIONS

Centre-based CANCEL

Have you received a Health Certificate, Health Report or Enforcement Notice from a Municipal Environmental Health Practitioner (EHP)?

Yes ⌵

Document Verification

Approved

|                      | File name ↑ | Size  |
|----------------------|-------------|-------|
| <b>OPEN</b> <b>1</b> | default.png | 22734 |

**REMOVE** **SAVE**

Select document type uploaded **2**

Not Specified ⌵

Recommended capacity from the EHP Certificate/Report

EHP Capacity

EHP document status

EHP Approved

**APPROVE** **DECLINE**

**← BACK** **NEXT**

# Application Reviewers

- Accessing the System
- Viewing Applications
- **Document Review**
- Site Visit Outcomes
- Final Assessment
- Approval

## ADDITIONAL QUESTIONS & SUBMIT FOR REVIEW

After reviewing all documents, you'll need to review the additional questions section:

Review responses to gain additional context about the ECD Programme

Verify that all information is consistent with submitted documents

Ensure all required fields have been completed appropriately

- 1 If corrections are needed, click **SEND CORRECTIONS (1)**
- 2 If all information is correct, click **NEXT (2)** to proceed to the site visit outcome review

### ! Important

If you've added any correction notes during your review, you must click SEND CORRECTIONS at this stage to return the application for updates before it can proceed further.

Additional Questions

VIEW CORRECTIONS

VIEW ADMIN NOTES

CANCEL

Please help us better understand your ECD programme by answering the following questions

What year did you open your ECD programme?

2012

Do you offer a Grade R class?

No

Is your ECD programme a non-profit organisation? This means your ECD programme is officially set up as a voluntary organisation, a nonprofit trust or a non-profit company.

No

Is your ECD programme part of a government school?

No

Are you registered as a (Pty) Ltd; Ltd or Business Trust?

No

← BACK

ADD CORRECTIONS

ADD ADMIN NOTES

1SEND CORRECTIONS

2NEXT

# Application Reviewers

- Accessing the System
- Viewing Applications
- Document Review
- **Site Visit Outcomes**
- Final Assessment
- Approval

## SUMMARY - COMPLETENESS OF APPLICATION

The summary screen provides an overview of the application's completeness:

- 1 Review the document approval status summary (1) to confirm all documents have been approved
- 2 Click **VIEW SITE VISIT OUTCOME (2)** to access the site assessment details
- 3 Scroll down to review the EHP Report summary, general comments, and compliance with norms and standards

### Key Information to Review:

- ✓ Document completeness and approval status
- ✓ Site visit assessment results and comments
- ✓ Environmental Health Assessment outcomes
- ✓ Compliance with norms and standards

E10116492 : R2 UAT\_FS4 ( Centre-based )

2VIEW SITE VISIT OUTCOME← BACK

Completeness of Application

| The applicant has submitted the following required documentation: ↑ | Document Status | Document Verification1 |
|---------------------------------------------------------------------|-----------------|------------------------|
| S1 Business Plan - S1.1 Programme overview                          | Uploaded        | Approved               |
| S1 Business Plan - S1.2 Fees and Finances                           | Uploaded        | Approved               |
| S1 Business Plan - S1.3 Management Structure                        | Uploaded        | Approved               |
| S1 Business Plan - S1.4 Daily Programme                             | Uploaded        | Approved               |
| S1 Business Plan - S1.5 Discipline Policy                           | Uploaded        | Approved               |
| S2 Approved building plans / hand-drawn lay-out                     | Uploaded        | Approved               |
| S3 Constitution/Founding Document                                   | Uploaded        | Approved               |
| S4 Emergency Plan                                                   | Uploaded        | Approved               |

Download

< 1 >

Page 1 of 1

# Application Reviewers

- Accessing the System
- Viewing Applications
- Document Review
- **Site Visit Outcomes**
- Final Assessment
- Approval

## SITE ASSESSMENT REVIEW

Review the outcome of the Environmental Health Assessment:

- 1 Check the recommended capacity (1) determined by the EHP
- 2 Review required actions (2) noted by the Social Worker during the site visit
- 3 Verify the assessment date and outcome (3) from the norms and standards assessment

You can click **OVERRIDE (4)** to adjust the Social Worker's assessment outcome or capacity recommendation if necessary

Click **SAVE CHANGES & PROCEED (5)** to continue with the review process

### Important Note

For centre-based ECDs, the EHP capacity is always used as the final recommended capacity. For non-centre-based ECDs, if the Social Worker did not capture a capacity, you will need to complete it at this stage.

1

Outcome of Environmental Health Assessment

The facility has been assessed by an Environmental Health practitioner who issued a :

EHP Certificate

With a recommended capacity of:

23

2

General Comments

3

Compliance with Norms and Standards

An assessment was completed on

Assessment Date  
2025-06-22

with an assessment outcome of:

With a Social Worker suggested capacity of:

5

← BACK

OVERRIDE

SAVE CHANGES & PROCEED

# Application Reviewers

- Accessing the System
- Viewing Applications
- Document Review
- **Site Visit Outcomes**
- Final Assessment
- Approval

## ASSESSMENT OVERRIDE

When overriding an assessment, follow these steps:

- 1 Click **OVERRIDE (1)** to access the override form
- 2 Select the appropriate **ASSESSMENT OUTCOME (2)** from the dropdown menu
- 3 Enter the **RECOMMENDED CAPACITY (3)** based on your review
- 4 Provide detailed **COMMENTS (4)** explaining your override decision
- 5 Click **SAVE (5)** to confirm your override

**Valid Reasons for Override:**

- ✓ Discrepancy between EHP report and site visit findings
- ✓ New information received after initial assessment
- ✓ For Non-centre based where the SW didn't capture a capacity recommendation on site – you will need to update one here.

OVERWRITE FOR SILVER or SILVER WITH CONDITIONS : CIPC Test ( Centre-based )

VIEW SITE VISIT OUTCOME

← BACK

Final Recommended Outcome

Gold

1

General Comments

Testing the general comment

Override Reasons

Recommended Capacity

25

2

3

SAVE CHANGES & PROCEED

CANCEL

eCares | Early Childhood Administration & Reporting System

65



# Application Reviewers

- Accessing the System
- Viewing Applications
- Document Review
- **Site Visit Outcomes**
- Final Assessment
- Approval

## SITE VISIT OUTCOME

Click View Site Outcomes (1)

The Site Outcome Report (2) contains an overview of results and comments to the registration framework survey

Required actions and notes can be seen as recorded at the time of inspection

Final Approval : Louisa Test 1 ( Centre-based )

VIEW SOCIAL WORKER REPORT

VIEW SITE VISIT OUTCOME

VIEW ADMIN NOTES

### Assessment Outcome

Failed Silver and Minimum Standard

### Recommendations

Please complete any recommendations that s

### ECD Programme Outcome

An assessment was completed on

Assessment Date  
2025-05-28

### Assessment Outcome

Failed Silver and Minimum Standard

At the time of inspection, the premises were found to be :

6. Not complying with basic minimum standards but present no risk of serious harm

### Assessment Outcome

### Survey Questions

| No. ↑ | Section                          | Question                                                                                                                                          | Answer               | Condition  |
|-------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------|
| 8     | Policy Cleaning                  | Written policies cover cleaning routines and standards.                                                                                           | No                   | comment    |
| 9     | Policy Confidentiality           | Written policies cover confidentiality of health-related information.                                                                             | No                   | comment    |
| 10    | Records Medical                  | There are records of children's medical conditions, allergies, immunisation programme and Vitamin A schedule.                                     | No                   | comment    |
| 11    | Records Incidents                | There are records of health incidents and accidents that occur at the ECD programme.                                                              | No                   | comment    |
| 12    | Emergency Plan                   | There is an emergency plan displayed, with evacuation procedures and a list of emergency numbers.                                                 | No                   | comment    |
| 14    | Records Attendance And Admission | Check for these documents on file:\nAttendance register\nnChild admission form                                                                    | Yes, with conditions | conditions |
| 18    | Menu Good Nutrition              | Meals and snacks provided by the programme reflect good nutritional standards.                                                                    | No                   | no         |
| 19    | Staff Qualification 5            | The Supervisor or lead practitioner has either basic training in ECD or one year of experience of working with children.                          | No                   | no         |
| 20    | Ventilation                      | There are doors and windows that can be opened and closed to provide ventilation (fresh air). Staff and children can see to read and play inside. | No                   | none       |
| 66    | No Smoking                       | No smoking is allowed at the site.                                                                                                                | Yes, with conditions | to         |



Page 1 of 1

### Required Actions

All fixed

# Application Reviewers

- Accessing the System
- Viewing Applications
- Document Review
- **Site Visit Outcomes**
- Final Assessment
- Approval

## SUBMIT FOR APPROVAL

Once reviewer has reviewed the social worker report, site visit outcome, admin notes and submitted documents, they can submit the application for final decision to approver by clicking SUBMIT FOR APPROVAL (1)

E83836377 : CIPC Test ( Centre-based )

VIEW SOCIAL WORKER REPORTVIEW SITE VISIT OUTCOMEVIEW ADMIN NOTES← BACK

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

A. Total number of children permitted on the premises

Maximum number of children  
25

B. Hours of operation

Opening TimeClosing Time

C. Age groups permitted

0 - 18 months  
NO

18 - 36 months  
NO

3 - 4 years  
NO

4 - 5 years  
NO

5 - 6 years  
YES

Conditions

| No. ↑            | Section | Standard | Answer | Condition |
|------------------|---------|----------|--------|-----------|
| No entries found |         |          |        |           |

Expiry Period

Not SpecifiedNot Specified

SEND TO REVIEWER

CANCEL

1SUBMIT FOR APPROVAL

# Application Reviewers

- Accessing the System
- Viewing Applications
- Document Review
- Site Visit Outcomes
- Final Assessment
- Approval

## VIEW SOCIAL WORKER REPORT

E10550356 : Cate SG Test – Silver – CB ( Centre-based )

VIEW SOCIAL WORKER REPORT

1

Final Recommended Outcome

Silver

Restrictions

### 1 VIEW SOCIAL WORKER REPORT (1)

### 2 THE REPORT (2)

#### Report Contains The Necessary Areas

- Completeness of application, EHP Outcome and Compliance from Social Worker Site Visit
- Final Recommended Outcome
- Final Recommended Capacity from EHP Report (or SW where not available)
- Expiry Period Recommended

2

Social Workers Report

Name of ECD Programme:

Cate SG Test – Silver – CB

Province:

Gauteng

Education District:

Johannesburg South

District Municipality:

City of Johannesburg

Local Municipality:

City of Johannesburg

Ward:

3

Completeness of Application:

The applicant has submitted the following required documentation:

☒ Business Plan

☐ Constitution (if applicable)

☒ EHP Report

Outcome of Environmental Health Assessment:

The facility has been assessed by an Environmental Health practitioner who issued a

EHP Certificate

With a recommended capacity of:

50

Compliance with Norms and Standards

An assessment was completed on:

2025-06-04

with an assessment outcome of:

Silver

Social Worker recommended number of children:

150

Recommended Application Outcome

Silver

Recommended Capacity:

50

The Recommended Expiry/Compliance Period is:

Expiry/Compliance Period:

3 Years

Compiled By:

Cate Carrol

Designation:

Reviewer

Date Compiled:

2025-06-06

# Application Reviewers

- Accessing the System
- Viewing Applications
- Document Review
- Site Visit Outcomes
- Final Assessment
- **Submit for Approval**

## SUBMIT FOR APPROVAL

1 Click **SUBMIT FOR APPROVAL (1)**

**SUBMIT FOR APPROVAL ONCE THE FOLLOWING HAVE BEEN REVIEWED**

- Social worker report
- Site visit outcomes
- Admin notes
- Submitted documents

E83836377 : CIPC Test ( Centre-based )

VIEW SOCIAL WORKER REPORTVIEW SITE VISIT OUTCOMEVIEW ADMIN NOTES← BACK

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

A. Total number of children permitted on the premises

Maximum number of children

25

B. Hours of operation

Opening time

Closing time

C. Age groups permitted

0 - 18 months

NO

18 - 36 months

NO

3 - 4 years

NO

4 - 5 years

NO

5 - 6 years

YES

Conditions

| No. ↑            | Section | Standard | Answer | Condition |
|------------------|---------|----------|--------|-----------|
| No entries found |         |          |        |           |

Expiry Period

Not Specified

Not Specified

SEND TO REVIEWERCANCEL

SUBMIT FOR APPROVAL1

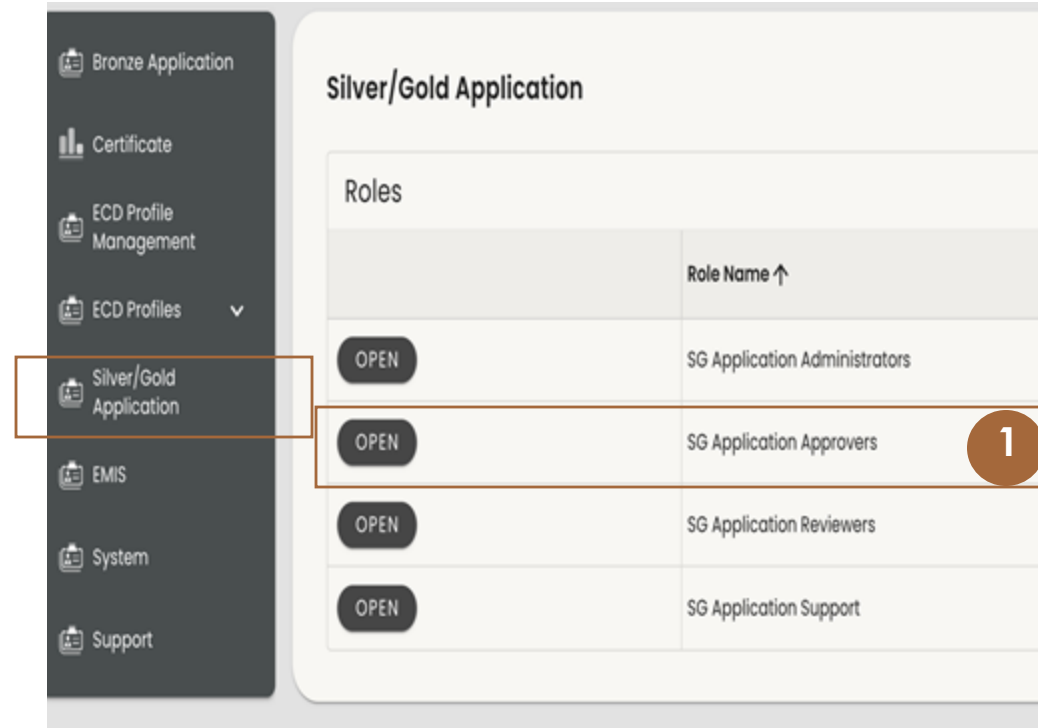
# REGISTRATION APPLICATION APPROVERS

# Application Approvers

- Accessing the System
- Viewing Applications
- Application Review
- Document Verification
- Decision Making
- Final Approval

## ACCESSING THE APPLICATION APPROVERS ROLE

- 1 Log in with your authorized credentials
- 2 Navigate to the Silver/Gold Application on the Main Menu page
- 3 Locate the **SG Application Approvers** role
- 4 Click **OPEN** to access your administrative dashboard



# Application Approvers

- Accessing the System
- **Viewing Applications**
- Application Review
- Document Verification
- Decision Making
- Final Approval

## VIEW OR EDIT EXISTING APPLICATION

After selecting the SG Application Approvers role, you'll see a list of all completed applications ready for your review:

- 1 Use the **search field (1)** to find specific applications by name or ECD Identifier Number
- 2 Click **REVIEW (2)** to begin reviewing the selected application

SG Application Approvers

VIEW DETAILS

Applications

Search1

|        | ECD Name             | Category Classification | National ECD Identifier Number | Date Created        | Status                  | Education District | Suburb            | Document Status | EHP Submitted | EHP Status | Readiness Assessment | Site Visit | Approved by            |
|--------|----------------------|-------------------------|--------------------------------|---------------------|-------------------------|--------------------|-------------------|-----------------|---------------|------------|----------------------|------------|------------------------|
| REVIEW | R2 UAT_LP9           | Centre-based            | E27397836                      | 2025-05-01 18:22:35 | SG Approval In Progress | Johannesburg South | Orange Farm Ext 6 | Approved        | Complete      | Approved   | H&S Support          | Completed  | Cate Carroll           |
| REVIEW | R2 UAT_GP16          | Centre-based            | E30479102                      | 2025-04-21 11:36:11 | Declined                | Johannesburg South | Thembalithi       | Approved        | Complete      | Approved   | H&S Support          | Completed  | Available for Approval |
| REVIEW | SP - Silver W/C - CB | Centre-based            | E80710147                      | 2025-05-01 14:59:25 | SG Approval In Progress | Johannesburg South | Johannesburg      | Incomplete      | Complete      | Approved   | No RRA Data          | Completed  | Sharief Patel          |
| REVIEW | R2 UAT_GP1           | Centre-based            | E20122263                      | 2025-04-17 13:21:35 | SG Approval In Progress | Johannesburg South | Ennerdale Ext 2   | Approved        | Complete      | Approved   | No RRA Data          | Completed  | Taryn Le Roux          |

### Application Access

As an approver, you can view all ECD applications within your geographic area. The list shows only applications that have been fully reviewed and are ready for final approval.



# Application Approvers

- Accessing the System
- **Viewing Applications**
- Application Review
- Document Verification
- Decision Making
- Final Approval

## MORE DETAILS

To view more detailed information about an application:

- 1
- Click **VIEW DETAILS (1)** on the application screen

SG Application Reviewers

1

VIEW DETAILS

Applications

Search

|        | ECD Name    | Category Classification | National ECD Identifier Number | Date Created        | Status            | Education District | Suburb               | Document Status | EHP Submitted | EHP Status | Readiness Assessment | Site Visit          | Reviewed by          |
|--------|-------------|-------------------------|--------------------------------|---------------------|-------------------|--------------------|----------------------|-----------------|---------------|------------|----------------------|---------------------|----------------------|
| REVIEW | Charity 003 | Non-centre based        | E65678990                      | 2025-04-16 19:57:13 | SG Review Pending | Johannesburg South | City of Johannesburg | Approved        | N/A           | N/A        | No RRA Data          | Awaiting Site Visit | Available for Review |
| REVIEW | Charity 012 | Centre-based            | E62927170                      | 2025-05-06 14:29:32 | SG Review Pending | Johannesburg South | City of Johannesburg | Approved        | Complete      | Approved   | No RRA Data          | Awaiting Site Visit | Available for Review |

### Available Application Details:

-  Name and surname of applicant
-  Municipality and ward information
-  ID number for verification
-  Applicant contact number
-  Current registration status

This information helps you verify the applicant's identity and location before proceeding with the approval process.

### Reports : SG Application Approvers

Applications - View or Edit An Existing Application

Search

| ECD Name                        | Name And Surname   | Education District     | Municipality              | Ward | Latest Updated      | ID Number | Applicant Contact Number | National ECD Identifier Number | Date Created        | Status                   | Registration Status      |
|---------------------------------|--------------------|------------------------|---------------------------|------|---------------------|-----------|--------------------------|--------------------------------|---------------------|--------------------------|--------------------------|
| KGOTSO DAY CARE & PRE-SCHOOL    |                    | Ekurhuleni South       | Ekurhuleni                | 108  | 2021-12-01 02:00:00 | None      | 277000000000             | E10004893                      | 2021-12-01 02:00:00 | SG Approved              | Fully registered         |
| VERITAS COLLEGE PRE PREPATORY   |                    | Gauteng East           | Ekurhuleni                | 74   | 2021-12-01 02:00:00 | None      | 277000000000             | E10004726                      | 2021-12-01 02:00:00 | SG Approved              | Fully registered         |
| ENTABENI NURSERY AND PRE SCHOOL |                    | Eden and Central Karoo | Knysna Local Municipality |      | 2021-12-01 02:00:00 |           |                          | E10002755                      | 2021-12-01 02:00:00 | SG Incomplete            | Conditionally registered |
| TESTING 123                     | Omphile Dubo       | King Williams Town     | Amahlati                  | 4    | 2025-04-16 06:00:14 | 120384000 | 27826202761              | E10001967                      | 2025-02-25 10:33:57 | SG Application Submitted | Conditionally registered |
| ITSHOSHENG BAKONE               |                    | Lebowaikgomo           | Lepelo-Nkumpli            | 24   | 2021-12-01 02:00:00 | None      | 277000000000             | E10001796                      | 2021-12-01 02:00:00 | SG Incomplete            | Conditionally registered |
| DIMPHO DAY CARE CENTRE          |                    | Tshwane North          | City of Tshwane           | 49   | 2021-12-01 02:00:00 | None      | 277000000000             | E10001515                      | 2021-12-01 02:00:00 | SG Approved              | Conditionally registered |
| BACBAB MONTESSORI PTY (LTD)     | Lennie De Villiers | Johannesburg East      | City of Johannesburg      | 103  | 2025-06-04 09:18:35 | None      | 277000000000             | E10001485                      | 2021-12-01 02:00:00 | SG Approved              | Fully registered         |
| PROMINENT KIDS DAY CARE         | Sharief Patel      | Tshwane South          | City of Tshwane           | 18   | 2025-04-29 16:06:45 |           |                          | E10000568                      | 2021-12-01 02:00:00 | SG Approved              | Fully registered         |
| TUMELO CRECHE                   |                    | Thabo Mofutsanyana     | Maluti a Phofung          | 22   | 2025-05-20 09:41:50 | None      | 277000000000             | E10000320                      | 2021-12-01 02:00:00 | SG Incomplete            | Conditionally registered |
| KWAMDLEZANA                     |                    | Eden and Central Karoo | Bitou Local Municipality  | 5    | 2021-12-01 02:00:00 | None      | 277000000000             | E10000145                      | 2021-12-01 02:00:00 | SG Incomplete            | Conditionally registered |

1,014 1,015

10

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# Application Approvers

- Accessing the System
- Viewing Applications
- **Application Review**
- Document Verification
- Decision Making
- Final Approval

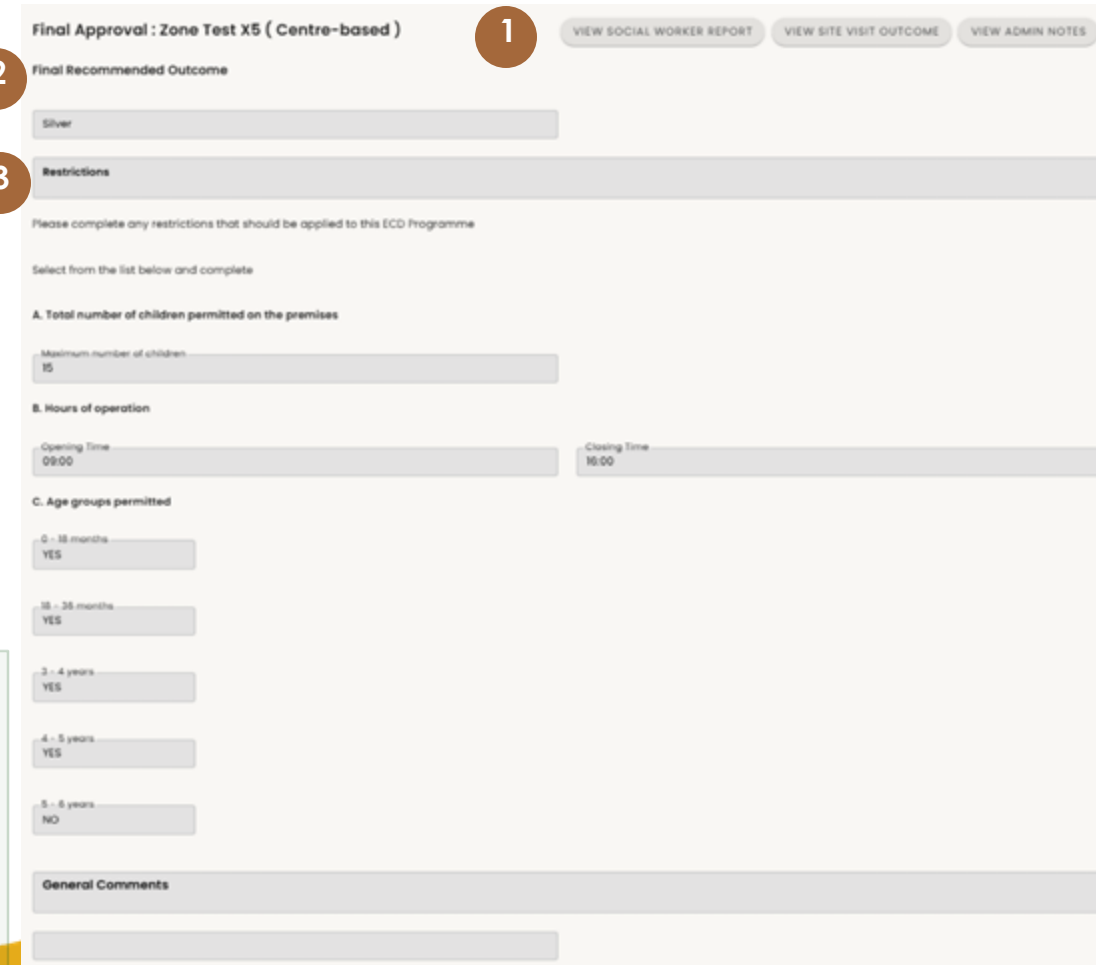
## APPROVER REVIEW

On the approver review screen, you'll have access to all the information needed to make an informed decision:

- 1 Review the **SOCIAL WORKER REPORT, SITE VISIT OUTCOME** , and **ADMIN NOTES (1)**
- 2 Check the **recommended outcome (2)** from the reviewer
- 3 Review the **recommended restrictions (3)** from the site assessor

### Key Review Elements:

-  Social Worker's assessment report
-  Site visit findings and compliance status
-  Administrative notes from previous reviewers
-  Recommended registration level (Gold/Silver)



Final Approval : Zone Test X5 ( Centre-based )

VIEW SOCIAL WORKER REPORT VIEW SITE VISIT OUTCOME VIEW ADMIN NOTES

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

A. Total number of children permitted on the premises

Maximum number of children

15

B. Hours of operation

Opening Time

09:00

Closing Time

16:00

C. Age groups permitted

0 - 18 months

YES

18 - 36 months

YES

3 - 4 years

YES

4 - 5 years

YES

5 - 6 years

NO

General Comments

# Application Approvers

- Accessing the System
- Viewing Applications
- **Application Review**
- Document Verification
- Decision Making
- Final Approval

## REVIEWING CAPACITY RESTRICTIONS

As part of the approval process, you need to review the capacity and operating hours restrictions:

- 1 Verify the **maximum number of children (1)** permitted on the premises as per the EHP report and site assessment
- 2 Review the **operating hours restrictions (2)** recommended for the ECD if any (optional)

### ⚠ Important

The capacity number will be reflected on the certificate. If operating hours are incorrectly recorded as restrictions, the ECD may be found non-compliant if they operate outside these hours.

Final Approval : Zone Test X5 ( Centre-based ) VIEW SOCIAL WORKER REPORT VIEW SITE VISIT OUTCOME VIEW ADMIN NOTES

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

1 A. Total number of children permitted on the premises

Maximum number of children  
15

2 B. Hours of operation

Opening Time  
09:00

Closing Time  
16:00

C. Age groups permitted

0 - 18 months  
YES

18 - 36 months  
YES

3 - 4 years  
YES

4 - 5 years  
YES

5 - 6 years  
NO

General Comments

# Application Approvers

- Accessing the System
- Viewing Applications
- **Application Review**
- Document Verification
- Decision Making
- Final Approval

## REVIEWING AGE GROUP RESTRICTIONS

Review the age group restrictions and general comments:

- 1 Check the **age groups (1)** the ECD programme is allowed to serve
- 2 Review the **general comments (2)** from the site assessment

### Important

If an age group is marked "NO", the programme may not include children in that age group. This restriction must be enforced and will be included in the certificate.

Final Approval : Zone Test X5 ( Centre-based ) VIEW SOCIAL WORKER REPORT VIEW SITE VISIT OUTCOME VIEW ADMIN NOTES

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

A. Total number of children permitted on the premises

Maximum number of children

15

B. Hours of operation

Opening Time

09:00

Closing Time

16:00

C. Age groups permitted

0 - 18 months

YES

18 - 36 months

YES

3 - 4 years

YES

4 - 5 years

YES

5 - 6 years

NO

General Comments

# Application Approvers

- Accessing the System
- Viewing Applications
- **Application Review**
- Document Verification
- Decision Making
- Final Approval

## REVIEWING - SILVER EXAMPLE

For Silver level applications, you'll need to review the specific conditions that prevented a Gold level approval:

- 1 Scroll down to view the **conditions section (1)** of the application
- 2 Review each failed standard, including: Assessment Section, Question Number, Social Workers Response

E83836377 : CIPC Test ( Centre-based )

VIEW SOCIAL WORKER REPORT

VIEW SITE VISIT OUTCOME

VIEW ADMIN NOTES

← BACK

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

Scroll Down to View Conditions

### Common Silver Level Conditions:

- ✖ Missing EHP Certificate (only has EHP Report)
- ✖ Incomplete safety measures
- ✖ Staff qualification requirements not fully met

These conditions explain why the outcome is Silver and not Gold. They must be addressed before the ECD can be upgraded to Gold level in the future.

| Conditions 1 |               |                                                                                                                                         |                      |                                                                  |
|--------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------|
| No. ↑        | Section       | Standard                                                                                                                                | Answer               | Condition                                                        |
| 40           | Fire Safety G | 1(g) There must be an approved fire control equipment which is serviced and up to date.                                                 | No                   | fire extinguisher has expired and they don't have bucket of sand |
| 64           | Refuse Pit    | 7(a) Where possible, refuse must be disposed of according to municipality regulations. (c) Waste must be kept out of reach of children. | Yes, with conditions | The pit is not barricaded                                        |
| 66           | No Smoking    | 1(g) Smoking must not be allowed at the site.                                                                                           | Yes, with conditions | There is no smoking sign                                         |

⬇

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# Application Approvers

- Accessing the System
- Viewing Applications
- Application Review
- Document Verification
- **Decision Making**
- Final Approval

## APPROVER ACTION OPTIONS

After reviewing the application, you have three possible actions:

- 1 Click **ADD ADMIN NOTES (1)** to add administrative comments
- 2 Click **SEND TO REVIEWER (2)** to return the application with comments
- 3 Click **APPROVE RECOMMENDATION (3)** to approve the application

### Action Outcomes:

-  **Admin Notes:** Add internal comments for record-keeping
-  **Send to Reviewer:** Return for additional review or clarification
-  **Approve:** Finalize the application with the recommended level

Final Approval : Cate SG Test – Silver – CB ( Centre-based )

VIEW SOCIAL WORKER REPORTVIEW SITE VISIT OUTCOMEVIEW ADMIN NOTES

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

A. Total number of children permitted on the premises

Maximum number of children

100

B. Hours of operation

Opening Time

Closing Time

General Comments

no restrictions applied-SW capacity 100

Conditions

| No. ↑ | Section     | Standard                                                                               | Answer | Comments                  |
|-------|-------------|----------------------------------------------------------------------------------------|--------|---------------------------|
| 40    | Fire Safety | (g) There must be an approved fire control equipment which is serviced and up to date. | No     | Service fire extinguisher |

<1>

Page 1 of 1

Expiry Period

Compliance/Closure Expiry Period:

4 Years

1

2

3

← BACK

ADD ADMIN NOTES

SEND TO REVIEWER

APPROVE RECOMMENDATION

# Application Approvers

- Accessing the System
- Viewing Applications
- Application Review
- Document Verification
- **Decision Making**
- Final Approval

## VIEW SOCIAL WORKER REPORT

To access the Social Worker's report for the application:

- 1 Click **VIEW SOCIAL WORKERS REPORT (1)** to generate the report

The report contains key information about:

-  Completeness of application
-  EHP outcome and compliance from site visit
-  Final recommended outcome (Gold/Silver)
-  Final recommended capacity from EHP report
-  Recommended expiry period

This report provides a comprehensive overview of the Social Worker's assessment and recommendations, which are crucial for your approval decision.

1

E10550356 : Cate SG Test - Silver - CB ( Centre-based )

**VIEW SOCIAL WORKER REPORT**

Final Recommended Outcome

Silver

Restrictions

2

### Social Workers Report

Name of ECD Programme:

Cate SG Test - Silver - CB

Province:

Gauteng

Education District:

Johannesburg South

District Municipality:

City of Johannesburg

Local Municipality:

City of Johannesburg

Ward:

3

#### Completeness of Application:

The applicant has submitted the following required documentation:

☒ Business Plan

☐ Constitution (if applicable)

☒ Emergency Plan

☒ EHP Report

#### Outcome of Environmental Health Assessment:

The facility has been assessed by an Environmental health practitioner who issued a

EHP Certificate

With a recommended capacity of:

50

#### Compliance with Norms and Standards

An assessment was completed on

2025-06-04

with an assessment outcome of:

Silver

Social Worker recommended number of children:

150

#### Recommended Application Outcome

Silver

Recommended Capacity:

50

#### The Recommended Expiry/Compliance Period is:

Expiry/Compliance Period:

3 Years

Compiled By:

Cate Carroll

Designation:

Reviewer

Date Compiled:

2025-06-06



# Application Approvers

- Accessing the System
- Viewing Applications
- Application Review
- Document Verification
- Decision Making
- Final Approval

## SITE ASSESSMENT OUTCOME

To review the detailed site visit assessment:

- 1 Click **VIEW SITE VISIT OUTCOME (1)** access the report

### Site Visit Report Contents:

-  Overview of results from the registration framework survey
-  Comments recorded during the inspection
-  Required actions identified during the visit
-  Notes on compliance issues and concerns

The site visit outcome report provides critical information about the physical inspection of the ECD facility and helps you understand the basis for the recommended registration level.

Final Approval : Louisa Test 1 ( Centre-based )

VIEW SOCIAL WORKER REPORT

VIEW SITE VISIT OUTCOME

VIEW ADMIN NOTES

Assessment Outcome

Failed Silver and Minimum Standard

Recommendations

Please complete any recommendations that should be applied to this ECD Programme

ECD Programme Outcome

An assessment was completed on:  
Assessment Date: 2025-05-28

Assessment Outcome

Failed Silver and Minimum Standard

At the time of inspection, the premises were found to be:  
It does not comply with basic minimum standards but present no risk of serious harm

Assessment Outcome

Survey Questions

| No. ↑ | Section                          | Question                                                                                                                                          | Answer               | Condition  |
|-------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------|
| 8     | Policy Cleaning                  | Written policies cover cleaning routines and standards.                                                                                           | No                   | comment    |
| 9     | Policy Confidentiality           | Written policies cover confidentiality of health-related information.                                                                             | No                   | comment    |
| 10    | Records Medical                  | There are records of children's medical conditions, allergies, immunisation programme and Vitamin A schedule.                                     | No                   | comment    |
| 11    | Records Incidents                | There are records of health incidents and accidents that occur at the ECD programme.                                                              | No                   | comment    |
| 12    | Emergency Plan                   | There is an emergency plan displayed, with evacuation procedures and a list of emergency numbers.                                                 | No                   | comment    |
| 14    | Records Attendance And Admission | Check for these documents on file:\nAttendance register \nChild admission form                                                                    | Yes, with conditions | conditions |
| 16    | Menu Good Nutrition              | Meals and snacks provided by the programme reflect good nutritional standards.                                                                    | No                   | no         |
| 19    | Staff Qualification 5            | The supervisor or lead practitioner has either basic training in ECD or one year of experience of working with children.                          | No                   | no         |
| 28    | Ventilation                      | There are doors and windows that can be opened and closed to provide ventilation (fresh air). Staff and children can see to read and play inside. | No                   | none       |
| 60    | No Smoking                       | No smoking is allowed at the site.                                                                                                                | Yes, with conditions | 5          |

Page 1 of 1

Required Actions

All fixed

# Application Approvers

- Accessing the System
- Viewing Applications
- Application Review
- Document Verification
- Decision Making
- Final Approval

## REVIEWING ADMIN NOTES

Admin notes provide important context about the application process:

- 1
- Click **VIEW ADMIN NOTES (1)** to access notes captured during the assessment
- 2
- Review notes from both administrators and reviewers

### Types of Admin Notes:

-  Process notes documenting application history
-  Notes on conditions requiring improvement
-  Items to be checked at the next site visit
-  Communication history with the applicant

 Admin notes provide valuable context for your approval decision. Pay special attention to notes about conditions that need improvement, as these may influence your final decision.

1

Final Approval : Louisa Test 1 ( Centre-based )

VIEW SOCIAL WORKER REPORTVIEW SITE VISIT OUTCOMEVIEW ADMIN NOTES

Assessment Outcome

Failed Silver and Minimum Standard

Recommendations

Please complete any recommendations that should be applied to this ECD Programme

2

Review Admin Notes

← BACK

Admin Notes

Search

+

| Description      | Logged By User | Latest Added ↓ |
|------------------|----------------|----------------|
| No entries found |                |                |

# Application Approvers

- Accessing the System
- Viewing Applications
- Application Review
- Document Verification
- **Decision Making**
- Final Approval

## APPROVER DECISION

After reviewing all documents, you have three options:

- 1 Click **ADD ADMIN NOTES (1)** to add comments
- 2 Click **SEND TO REVIEWER (2)** if further review is needed
- 3 Click **APPROVE RECOMMENDATION (3)** to approve the recommendation – either for Registration at Silver or Gold or for Failed Silver

### Decision Guidelines:

-  **Approve:** When the final recommendation is correct
-  **Return:** When clarification or correction is needed

Final Approval : Cate SG Test – Silver – CB ( Centre-based )

VIEW SOCIAL WORKER REPORTVIEW SITE VISIT OUTCOMEVIEW ADMIN NOTES

Final Recommended Outcome

Silver

Restrictions

Please complete any restrictions that should be applied to this ECD Programme

Select from the list below and complete

A. Total number of children permitted on the premises

Maximum number of children

150

B. Hours of operation

Opening Time

Closing Time

General Comments

no restrictions applied-SW capacity 100

Conditions

| No. ↑ | Section          | Standard                                                                               | Answer | Comments                  |
|-------|------------------|----------------------------------------------------------------------------------------|--------|---------------------------|
| 40    | Fire Safety Gold | 1(g)There must be an approved fire control equipment which is serviced and up to date. | No     | Service fire extinguisher |

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Expiry Period

Compliance/Closure Expiry Period:

4 Years

123

← BACKADD ADMIN NOTESSEND TO REVIEWERAPPROVE RECOMMENDATION

# Application Approvers

- Accessing the System
- Viewing Applications
- Application Review
- Document Verification
- Decision Making
- **Final Approval**

## APPROVER DECISION

After approving the application, the final step in the process is:

- 1 The application is submitted to the **EMIS Reviewer (1)** for allocation of an EMIS Number if it is Silver/ Gold. If Failed Silver no EMIS review is needed
- 2 The EMIS number is required before a certificate can be generated
- 3 This step applies to all provinces except Western Cape, which has a different process

### Complete Approval Process:

- ✓ **Application Review:** Verify all documents and assessments
- ✓ **Approval Decision:** Approve at Gold/Silver level or return for review
- ✓ **EMIS Number:** Allocation by EMIS Reviewer
- ✓ **Certificate Generation:** Final certificate issued to ECD

### SG Application Approvers

1

The application has been successfully submitted to the EMIS Reviewer.

Applications

Search R2 UAT\_FS

|        | ECD Name   | Category Classification | National ECD Identifier Number | Date Created        | Status                  | Education District | Suburb            | Document Status | EHP Submitted | EHP Status | Readiness Assessment | Site Visit | Approved by   |
|--------|------------|-------------------------|--------------------------------|---------------------|-------------------------|--------------------|-------------------|-----------------|---------------|------------|----------------------|------------|---------------|
| REVIEW | R2 UAT_FS4 | Centre-based            | E10116492                      | 2025-05-04 09:15:14 | SG Approval In Progress | Johannesburg South | Orange Farm Ext 6 | Approved        | Complete      | Approved   | No RRA Data          | Completed  | Taryn Le Roux |

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# EMIS USERS

# EMIS USERS

- Accessing the Role
- EMIS Reviewer Role
- EMIS Reviewer Tasks
- EMIS Approver Role
- EMIS Approver Tasks
- EMIS Number Allocation

# EMIS ROLE SELECTION

The Main Menu provides access to different user roles in the eCares system:

- 1

Select **EMIS (1)** from the main menu
- 2

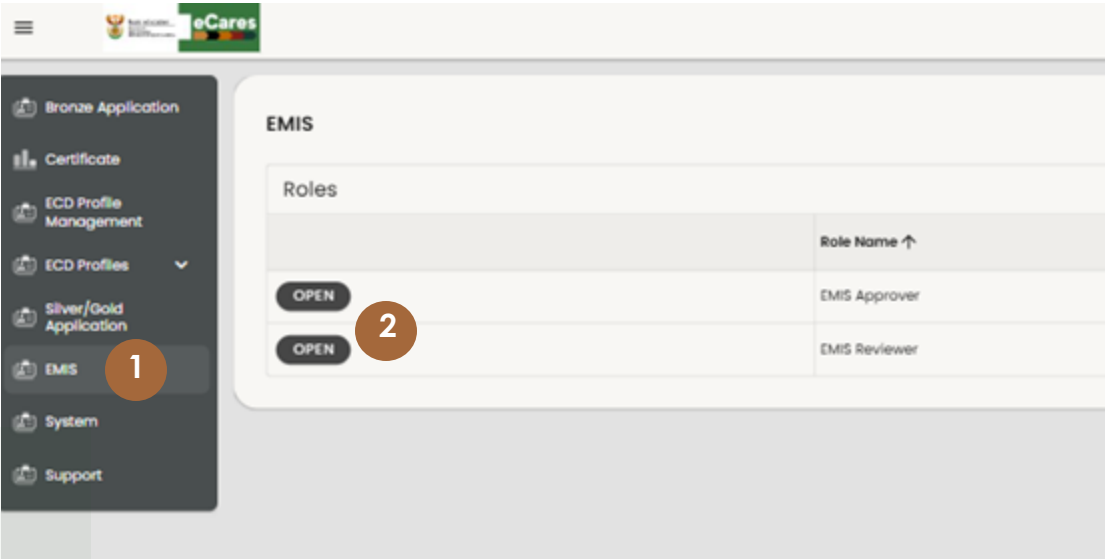
Click **OPEN (2)** next to your assigned role:

EMIS Reviewer

EMIS Approver

### Role Differences:

- EMIS Reviewer:** Reviews applications and submits them to the EMIS Approver
- EMIS Approver:** Reviews applications, allocates EMIS numbers, and approves for certificate generation



Your assigned role determines the actions you can perform in the system.

EMIS USERS

- Accessing the Role
- **EMIS Reviewer Role**
- EMIS Reviewer Tasks
- EMIS Approver Role
- EMIS Approver Tasks
- EMIS Number Allocation

SG EMIS REVIEWER

The EMIS Reviewer is responsible for the initial review of applications that have been approved by the ECD Unit.

To begin the review process, click **REVIEW (1)** next to the ECD you want to work on.



EMIS Reviewer Responsibilities

- View ECDs approved for Gold or Silver registration
- Review ECD details and programme information
- Send back to ECD reviewers if issues are found
- Submit for EMIS approval and number allocation

EMIS Reviewer

Applications

Search

+

|                                | ECD Name ↑  | National ECD Identifier Number | Date Created        | Application Status   | Education District   | Status                  |
|--------------------------------|-------------|--------------------------------|---------------------|----------------------|----------------------|-------------------------|
| <div>1</div> <div>REVIEW</div> | R2 UAT_FS22 | E43514763                      | 2025-05-05 09:53:58 | Awaiting EMIS Number | Johannesburg South   | Awaiting EMIS Review    |
| <div>REVIEW</div>              | R2 UAT_FS3  | E86467464                      | 2025-05-04 09:07:58 | Awaiting EMIS Number | Johannesburg South   | EMIS Review in Progress |
| <div>REVIEW</div>              | R2 UAT_GP2  | E84225075                      | 2025-04-17 13:36:47 | Awaiting EMIS Number | Johannesburg South   | EMIS Review in Progress |
| <div>REVIEW</div>              | R2 UAT_LP3  | E96238406                      | 2025-05-01 15:59:56 | Awaiting EMIS Number | Johannesburg Central | EMIS Review in Progress |

⬇

< 1 >

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## EMIS USERS

- Accessing the Role
- EMIS Reviewer Role
- **EMIS Review Details**
- EMIS Approver Role
- EMIS Approver Tasks
- EMIS Number Allocation

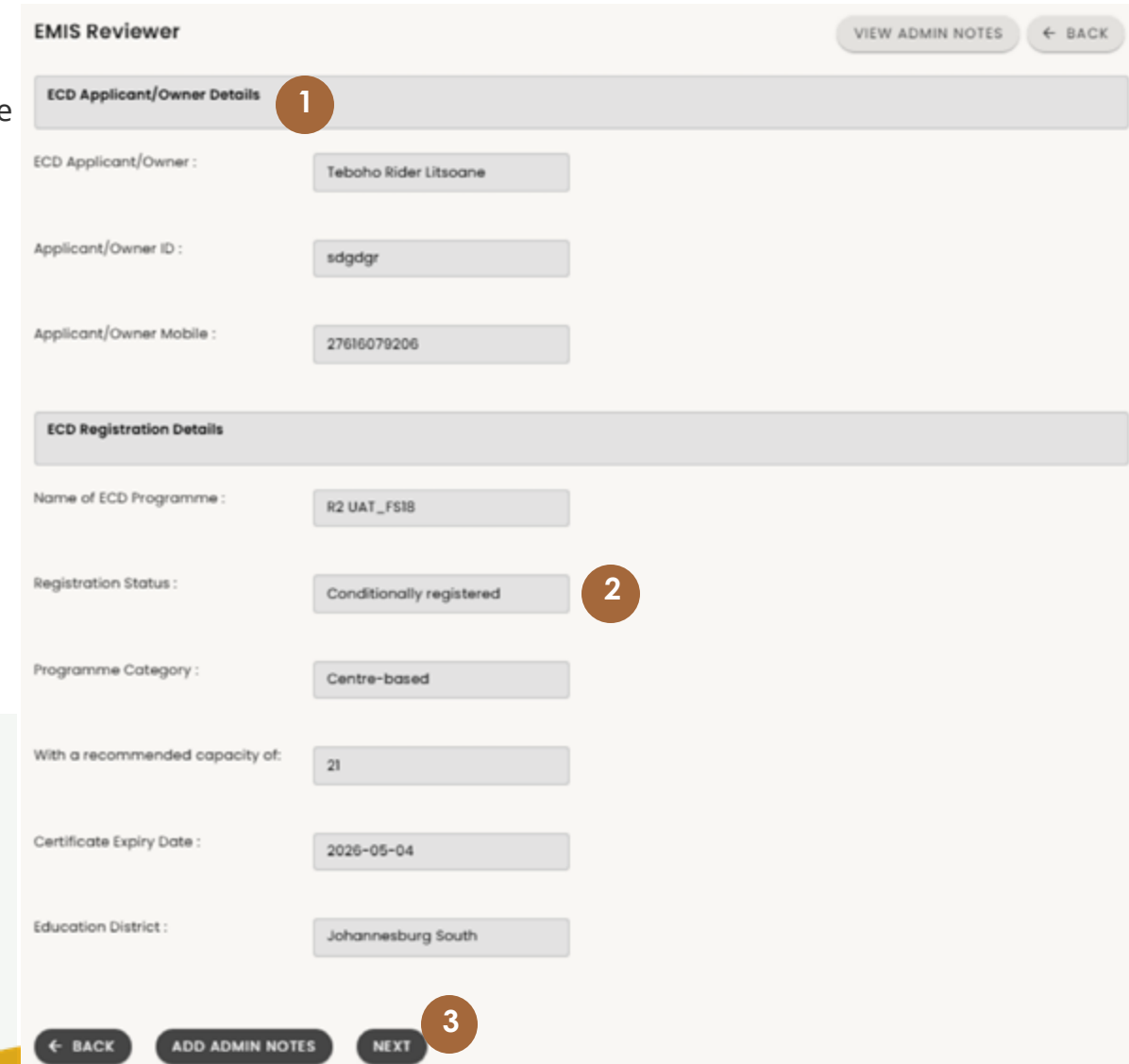
## REVIEW DETAILS

After selecting an application to review, you will see the applicant details and registration status.

- 1 Review the **applicant details** including name, registration status, and other information
- 2 Verify the **approved registration status** (Silver or Gold)
- 3 Click **NEXT** to continue if all information is correct

### Important Note:

-  All fields on this page are non-editable and are for review purposes only.
-  If you notice any incorrect information, you will need to send the application back to the ECD reviewer at a later step.



The screenshot displays the 'EMIS Reviewer' interface. At the top right, there are buttons for 'VIEW ADMIN NOTES' and '← BACK'. The main content is divided into two sections: 'ECD Applicant/Owner Details' and 'ECD Registration Details'. The first section contains fields for 'ECD Applicant/Owner' (Teboho Rider Litsoane), 'Applicant/Owner ID' (sdgdgr), and 'Applicant/Owner Mobile' (27616079206). The second section contains fields for 'Name of ECD Programme' (R2 UAT\_FS18), 'Registration Status' (Conditionally registered), 'Programme Category' (Centre-based), 'With a recommended capacity of' (21), 'Certificate Expiry Date' (2026-05-04), and 'Education District' (Johannesburg South). At the bottom, there are buttons for '← BACK', 'ADD ADMIN NOTES', and 'NEXT'. Numbered callouts 1, 2, and 3 highlight the 'ECD Applicant/Owner Details' section, the 'Registration Status' field, and the 'NEXT' button, respectively.

| ECD Applicant/Owner Details |                       |
|-----------------------------|-----------------------|
| ECD Applicant/Owner :       | Teboho Rider Litsoane |
| Applicant/Owner ID :        | sdgdgr                |
| Applicant/Owner Mobile :    | 27616079206           |

| ECD Registration Details        |                          |
|---------------------------------|--------------------------|
| Name of ECD Programme :         | R2 UAT_FS18              |
| Registration Status :           | Conditionally registered |
| Programme Category :            | Centre-based             |
| With a recommended capacity of: | 21                       |
| Certificate Expiry Date :       | 2026-05-04               |
| Education District :            | Johannesburg South       |

Navigation buttons: ← BACK, ADD ADMIN NOTES, NEXT

- Accessing the Role
- EMIS Reviewer Role
- **EMIS Review Details**
- EMIS Approver Role
- EMIS Approver Tasks
- EMIS Number Allocation

# ECD PROGRAMME DETAILS

After reviewing the applicant details, you'll need to examine the ECD programme information.

- 1 Scroll down to view ECD programme details

Verify that all available information is accurate before proceeding to the next section.

### Important Note:

Some details may not have been collected during the initial registration process. These fields can be completed at a later stage and should not prevent the review from proceeding.

ECD Programme Details

|                                                |                                    |                                                 |                                    |
|------------------------------------------------|------------------------------------|-------------------------------------------------|------------------------------------|
| First Language Of Learning & Teaching (LOLT) : | <input type="text"/>               | Second Language Of Learning & Teaching (LOLT) : | <input type="text"/>               |
| Operation Time Opening :                       | <input type="text" value="07:30"/> | Operation Time Closing :                        | <input type="text" value="16:00"/> |
| Operational Days :                             | <input type="text" value="5"/>     | Grade R Offered :                               | <input type="text" value="No"/>    |
| Is ECD Part of a School :                      | <input type="text"/>               |                                                 |                                    |

EMIS USERS

- Accessing the Role
- EMIS Reviewer Role
- **EMIS Review Details**
- EMIS Approver Role
- EMIS Approver Tasks
- EMIS Number Allocation

ECD PROGRAMME DETAILS - CHILD ENROLMENT

Continue scrolling down to view the breakdown of child enrollment information for the ECD.

**Child Enrollment Information:**

 Total number of children enrolled in the programme

 Breakdown by age groups

 Funding information (CG and ES funded children)

Verify that the enrollment numbers are consistent with the application details:

| Age Group    | Typical Range |
|--------------|---------------|
| 0-18 months  | 5-15          |
| 18-36 months | 10-25         |
| 3-4 years    | 15-30         |
| 5-6 years    | 15-30         |

Note: Some enrollment details may not have been collected during registration and can be completed later.

ECD Children Details

Male children :

8

Female children :

9

Age Groups Enrolled :

0 - 18 months

No

18 - 36 months

No

3 - 4 years

No

4 - 5 years

Yes

5 - 6 years

No

Minimum Age :

4 years

Maximum Age :

5 years

Maximum Capacity of Centre :

21

Number of Children With Disabilities :

1

EMIS USERS

- Accessing the Role
- EMIS Reviewer Role
- **EMIS Review Details**
- EMIS Approver Role
- EMIS Approver Tasks
- EMIS Number Allocation

ECD PROGRAMME DETAILS - CHILD ENROLMENT

After reviewing all ECD programme details, you'll need to make a decision on the application:

- 1

Click **SUBMIT FOR EMIS APPROVAL** if all information is correct

This will send the application to the EMIS Approver for EMIS number allocation
- 2

Click **SEND TO REVIEWER** if corrections are needed

 **Important:**

Once you submit an application for EMIS approval, you cannot make further changes. Ensure all information is accurate before submission.

**Next Steps:**

After submission, the EMIS Approver will review the application and allocate an EMIS number if approved.

ECD Address and Contact

Street Name

LENON STREET

Street Number

2338

Suburb / Village

Hospital Hill

Area / City

Lenasia South

Postal Code

1820

Local Municipality

City of Johannesburg

District Municipality

City of Johannesburg

Ward

120

Email Address ECD Centre :

r2test@ecd.co.za

Mobile Number

27696079206

Alternate Contact

27576524353

Directorate: Early Childhood Development (ECD)  
Reviewed by:

Cate Carroll

Directorate: Early Childhood Development (ECD)  
Second Review by:

Sharief Patel

Directorate: Early Childhood Development (ECD)  
Approved by:

Tebogo Litsame

1

2

← BACK

ADD ADMIN NOTES

SEND TO REVIEWER

SUBMIT FOR EMIS APPROVAL

# EMIS USERS

- Accessing the Role
- EMIS Reviewer Role
- EMIS Review Details
- **EMIS Approver Role**
- EMIS Approver Tasks
- EMIS Number Allocation

# LOGIN AND ROLE SELECTION

The EMIS Approver is responsible for the final review of applications that have been approved by the ECD Unit and reviewed by the EMIS Reviewer.

To begin the approval process, click **REVIEW (1)** next to the ECD you want to work on.

 **EMIS Approver Responsibilities**

 View ECDs that have been reviewed by EMIS Reviewers

 Review ECD details and programme information

 Send back to reviewers if issues are found

 Allocate EMIS number to approved applications

 Approve for certificate generation

Menu items: Bronze Application, Certificate, ECD Profile Management, ECD Profiles, Silver/Gold Application, **EMIS**, System, Support

**1**

EMIS

Roles

|               | Role Name ↑   |
|---------------|---------------|
| <b>2</b> OPEN | EMIS Approver |
| OPEN          | EMIS Reviewer |

# EMIS USERS

- Accessing the Role
- EMIS Reviewer Role
- EMIS Review Details
- **EMIS Approver Role**
- EMIS Approver Tasks
- EMIS Number Allocation

# LOGIN AND ROLE SELECTION

The EMIS Approver is responsible for the final review of applications that have been approved by the ECD Unit and reviewed by the EMIS Reviewer.

To begin the approval process, click **REVIEW (1)** next to the ECD you want to work on.

 **EMIS Approver Responsibilities**

 View ECDs that have been reviewed by EMIS Reviewers

 Review ECD details and programme information

 Send back to reviewers if issues are found

 Allocate EMIS number to approved applications

 Approve for certificate generation

EMIS

Roles

|                 | Role Name ↑   |
|-----------------|---------------|
| <div>OPEN</div> | EMIS Approver |
| <div>OPEN</div> | EMIS Reviewer |

# EMIS USERS

- Accessing the Role
- EMIS Reviewer Role
- EMIS Review Details
- EMIS Approver Role
- **EMIS Approver Tasks**
- EMIS Number Allocation

# SG EMIS APPROVER

After logging in as an EMIS Approver, you will see a list of ECDs that have been reviewed by the EMIS Reviewer and are ready for EMIS number allocation.

- 1 Locate/Search the ECD application you want to approve in the list
- 2 Click the **REVIEW** button next to the application

You will only see applications that have been reviewed by the EMIS Reviewer and are ready for EMIS number allocation.

## Approver Responsibilities:

- Review applications submitted by EMIS Reviewers
- Verify all ECD details are correct
- Allocate EMIS numbers to approved applications
- Send applications back to reviewers if corrections are needed
- Enable certificate generation by approving EMIS numbers

## EMIS Approver

Applications 

Search 1

|          | ECD Name ↑                       | National ECD Identifier Number | Date Created        | Application Status   | Education District | Status                    |
|----------|----------------------------------|--------------------------------|---------------------|----------------------|--------------------|---------------------------|
| 2 REVIEW | CC SG Test 1-Centre-Based Silver | E37091496                      | 2025-04-25 08:51:08 | EMIS Number Added    | Johannesburg South | EMIS Approval in Progress |
| REVIEW   | Charity 009                      | E26634495                      | 2025-04-25 15:54:10 | Awaiting EMIS Number | Johannesburg South | EMIS Approval in Progress |
| REVIEW   | R2 UAT_GPI5                      | E10174741                      | 2025-04-21 11:08:50 | EMIS Number Added    | Gauteng North      | EMIS Approval in Progress |
| REVIEW   | R2 UAT_LPI4                      | E19054396                      | 2025-05-06 20:54:35 | EMIS Number Added    | Johannesburg South | EMIS Approval in Progress |

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## EMIS USERS

- Accessing the Role
- EMIS Reviewer Role
- EMIS Review Details
- EMIS Approver Role
- **EMIS Approver Tasks**
- EMIS Number Allocation

# REVIEW APPLICATION DETAILS

After selecting an application to review, you will see the applicant details and registration status.

- 1 Review the **applicant details** including name, registration status, and other information
- 2 Verify the **approved registration status** (Silver or Gold)
- 3 Click **NEXT** to continue if all information is correct

### Approver Verification:

- ✓ Confirm that the EMIS Reviewer has properly verified all application details
- ⚠ If you notice any issues that were missed by the EMIS Reviewer, you can still send the application back at a later step

The screenshot displays the 'EMIS Approver' interface. At the top right, there are buttons for 'VIEW ADMIN NOTES' and '← BACK'. The main content is divided into two sections: 'ECD Applicant/Owner Details' and 'ECD Registration Details'. The first section contains three input fields: 'ECD Applicant/Owner' (Teboho Rider Litsoane), 'Applicant/Owner ID' (9106033258043), and 'Applicant/Owner Mobile' (27616079206). The second section contains five input fields: 'Name of ECD Programme' (R2 UAT\_FS33), 'Registration Status' (Conditionally registered), 'Programme Category' (Centre-based), 'With a recommended capacity of:' (10), and 'Certificate Expiry Date' (2026-05-05). The 'Education District' is set to 'Johannesburg Central'. At the bottom, there are three buttons: '← BACK', 'ADD ADMIN NOTES', and 'NEXT'. The interface is annotated with three numbered circles: a brown circle with '1' next to the 'ECD Applicant/Owner Details' header, a brown circle with '2' next to the 'Registration Status' field, and a brown circle with '3' next to the 'NEXT' button.

| EMIS Approver                                      |                          |
|----------------------------------------------------|--------------------------|
| <b>ECD Applicant/Owner Details</b>                 |                          |
| ECD Applicant/Owner :                              | Teboho Rider Litsoane    |
| Applicant/Owner ID :                               | 9106033258043            |
| Applicant/Owner Mobile :                           | 27616079206              |
| <b>ECD Registration Details</b>                    |                          |
| Name of ECD Programme :                            | R2 UAT_FS33              |
| Registration Status :                              | Conditionally registered |
| Programme Category :                               | Centre-based             |
| With a recommended capacity of:                    | 10                       |
| Certificate Expiry Date :                          | 2026-05-05               |
| Education District :                               | Johannesburg Central     |
| <b>Navigation:</b> ← BACK   ADD ADMIN NOTES   NEXT |                          |

# EMIS USERS

- Accessing the Role
- EMIS Reviewer Role
- EMIS Review Details
- EMIS Approver Role
- **EMIS Approver Tasks**
- EMIS Number Allocation

# ECD PROGRAMME DETAILS

As an EMIS Approver, you need to verify the ECD programme information that was previously reviewed by the EMIS Reviewer.

- 1
- Scroll down to view all programme details

**Note:**

Some details may not have been collected during registration and can be completed later

ECD Programme Details

|                                                |                                    |                                                 |                                    |
|------------------------------------------------|------------------------------------|-------------------------------------------------|------------------------------------|
| First Language Of Learning & Teaching (LOLT) : | <input type="text"/>               | Second Language Of Learning & Teaching (LOLT) : | <input type="text"/>               |
| Operation Time Opening :                       | <input type="text" value="07:30"/> | Operation Time Closing :                        | <input type="text" value="16:00"/> |
| Operational Days :                             | <input type="text" value="5"/>     | Grade R Offered :                               | <input type="text" value="No"/>    |
| Is ECD Part of a School :                      | <input type="text"/>               |                                                 |                                    |

## EMIS USERS

- Accessing the Role
- EMIS Reviewer Role
- EMIS Review Details
- EMIS Approver Role
- **EMIS Approver Tasks**
- EMIS Number Allocation

# REVIEWING CHILD ENROLMENT

As an EMIS Approver, you need to verify the child enrollment information before allocating an EMIS number.

- 1 Scroll down to view the breakdown of child enrollment
- 2 Verify that enrollment numbers are appropriate for the ECD's registration level

### Verification Points:

- ✓ Total number of children enrolled matches capacity
- ✓ Age group distribution is appropriate
- ✓ Funding information is complete (if available)

This information is critical for proper EMIS number allocation and will be reflected in the final certificate.

| ECD Children Details                   |         |                   |         |
|----------------------------------------|---------|-------------------|---------|
| Male children :                        | 8       | Female children : | 9       |
| Age Groups Enrolled :                  |         |                   |         |
| 0 - 18 months                          | No      |                   |         |
| 18 - 36 months                         | No      |                   |         |
| 3 - 4 years                            | Yes     |                   |         |
| 4 - 5 years                            | No      |                   |         |
| 5 - 6 years                            | No      |                   |         |
| Minimum Age :                          | 3 years | Maximum Age :     | 4 years |
| Maximum Capacity of Centre :           | 10      |                   |         |
| Number of Children With Disabilities : | 0       |                   |         |

EMIS USERS

- Accessing the Role
- EMIS Reviewer Role
- EMIS Review Details
- EMIS Approver Role
- EMIS Approver Tasks
- **EMIS Number Allocation**

EMIS NUMBER ALLOCATION

After reviewing all ECD programme details, you can now allocate an EMIS number and approve the application.

- 1

Type the EMIS number in the input field

Enter the appropriate EMIS number according to your department's numbering system
- 2

Click **ADD** to add the EMIS number
- 3

Click **APPROVE EMIS** to finalize the approval

This will enable certificate generation with the EMIS number

**⚠ Important:**

Once an EMIS number is approved, it cannot be changed. Ensure the number is correct before approval.

**Alternative Action:**

If you find issues with the application, click **SEND TO REVIEWER (3)** to return it to the EMIS Reviewer for corrections.

ECD Address and Contact

Street Name

De Wet Street

Street Number

34

Suburb / Village

Vlakfontein

Area / City

Vlakfontein

Postal Code

1827

Local Municipality

City of Johannesburg

District Municipality

City of Johannesburg

Ward

34

Mobile Number

27686079206

Email Address ECD Centre :

r2uat@gdibe.co.za

Alternate Contact

27573559856

ECD National EMIS Number:

ADD

1

Directorate: Early Childhood Development (ECD) Reviewed by:

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ADD ADMIN NOTES

SEND TO REVIEWER

APPROVE EMIS

# CERTIFICATE GENERATOR



- Accessing the Role
- Certificate Overview
- Accessing Certificates
- Searching for Certificates
- Certificate Details

# LOGIN AND ROLE SELECTION - ??

The Main Menu page provides access to various user roles and system functionalities.

Bronze Application

Certificate

ECD Profile Management

ECD Profiles

Silver/Gold Application

EMIS

System

Support

Silver/Gold Application

Roles

|      | Role Name ↑                   |
|------|-------------------------------|
| OPEN | SG Application Administrators |
| OPEN | SG Application Approvers      |
| OPEN | SG Application Reviewers      |
| OPEN | SG Application Support        |

# CERTIFICATE GENERATOR

- Accessing the Role
- **Certificate Overview**
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# GENERATING REGISTRATION CERTIFICATES

The Certificate Generator ensures that approved ECD applications result in the correct certificate or notice being generated, stored, and made available for download and printing.

- 1 When an Application Approver submits a final decision, the system initiates the certificate generation process
- 2 For Silver/Gold applications requiring an EMIS number, certificate generation is paused until the EMIS Approver completes their task
- 3 For rejected applications, the system automatically generates a refusal notice

 **Certificate Types**

 **Bronze Certificate**  
For conditional Bronze registrations

 **Silver/Gold Certificate**  
For approved Silver or Gold registrations

 **Refusal Notice**  
For applications that failed to meet minimum standards for Silver

- 2 From the Main Menu, click on **Certificate (1)** to access the certificate generation functionality

Bronze Application

**Certificate** 1

ECD Profile Management

ECD Profiles

Silver/Gold Application

EMIS

System

Support

Available Reports

|      | Name                             | Description                                                                                               |
|------|----------------------------------|-----------------------------------------------------------------------------------------------------------|
| SHOW | Conditional Bronze Certification | Certificate of Conditional Registration of a Facility providing an Early Childhood Development Programme. |
| SHOW | Refusal Notice                   | Refusal Notice                                                                                            |
| SHOW | SilverGold Certification         | SilverGold Certification                                                                                  |



- Accessing the Role
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# ACCESS GENERATED CERTIFICATES

After certificates have been generated, you can access them through the Available Reports section. Different types of certificates are available based on the registration level.

- 1 Click **SHOW** to access certificates for conditional Bronze registrations
- 2 Click **SHOW** to access refusal notices for rejected applications
- 3 Click **SHOW** to access certificates for approved Silver/Gold registrations

**Additional Access Point:**

Certificates are also accessible under the Registration tab in Release 1. This provides an alternative way to locate and view certificates that have already been generated.

Available Reports

|               | Name                             | Description                                                                                               |
|---------------|----------------------------------|-----------------------------------------------------------------------------------------------------------|
| 1 <b>SHOW</b> | Conditional Bronze Certification | Certificate of Conditional Registration of a Facility providing an Early Childhood Development Programme. |
| 2 <b>SHOW</b> | Refusal Notice                   | Refusal Notice                                                                                            |
| 3 <b>SHOW</b> | SilverGold Certification         | SilverGold Certification                                                                                  |

After clicking SHOW, you will be prompted to enter the reference number for the specific certificate you want to view.

# CERTIFICATE GENERATOR

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## SEARCH FOR CERTIFICATES

After clicking SHOW on the Available Reports screen, you can search for specific certificates using the application reference number.

- 1 Enter the relevant application reference number in the search field

Use the appropriate reference number based on certificate type:

For Bronze Certification: Bronze ECD Reference

For Refusal Notice: Refusal Notice ECD Reference

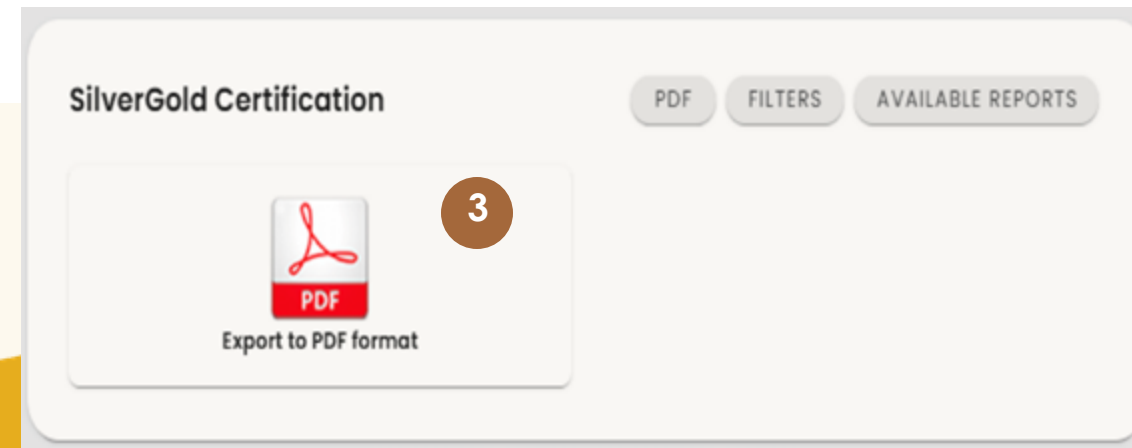
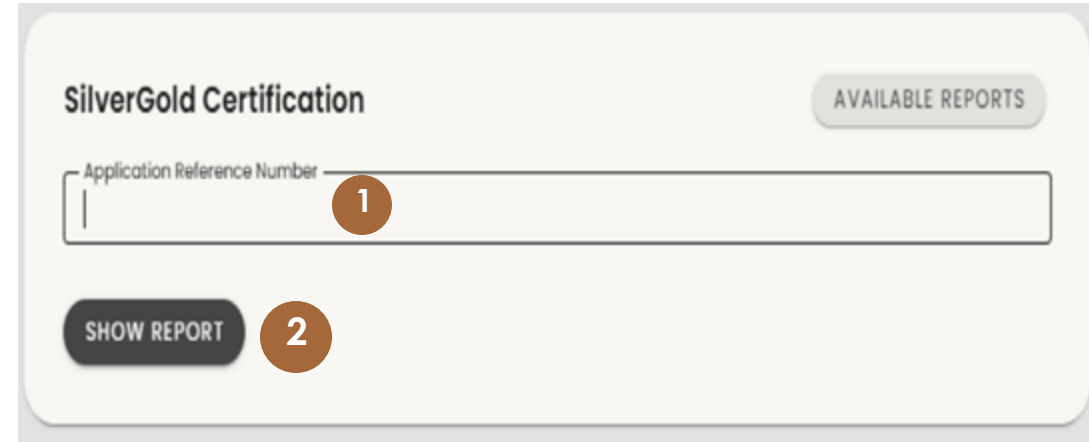
For Silver/Gold Certification: Silver or Gold ECD Reference

- 2 Click **SHOW REPORT** to retrieve the certificate

- 3 Click on the PDF icon to download the report to your device

### Search Tips:

- ✓ Ensure you're using the correct reference number format
- ✓ If you don't know the reference number, return to the ECD profile to find it
- ✓ Downloaded certificates are saved in your default download location



# CERTIFICATE GENERATOR

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# REVIEW CERTIFICATE DETAILS

Each certificate or notice includes specific information about the ECD programme. Review these details carefully to ensure accuracy.

- 1 Verify the allocated **EMIS number** is correctly displayed
- 2 Confirm the **approved registration level** (Bronze, Silver, or Gold)
- 3 Check the **ECD programme details** are accurate
- 4 Verify the **expiry date** based on compliance level
- 5 Review the **approved capacity** and any conditions or restrictions

### Template Variations:

-  **Centre-based:** Includes building plan and EHP certificate details
-  **Non-centre based:** Tailored to programme category (e.g., playgroups, toy libraries)



GAUTENG PROVINCE  
EDUCATION  
REPUBLIC OF SOUTH AFRICA

COMBINED FORM 12 AND 17

CERTIFICATE OF FULL OR CONDITIONAL REGISTRATION OF A PARTIAL CARE FACILITY PROVIDING AN EARLY CHILDHOOD DEVELOPMENT PROGRAMME  
(Regulation 15 and Section 82 & 83 of the Children's Act 38 of 2005 or Regulation 25 and Section 97 & 98 of the Children's Act 38 of 2005)

It is hereby certified that the following facility has been Conditionally Registered as a partial care facility and ECD programme (in terms of Sections 98 of the Children's Act)

|                                                                            |                                                |
|----------------------------------------------------------------------------|------------------------------------------------|
| Approved On:                                                               | 2025-04-25                                     |
| EMIS number:                                                               | 134567890                                      |
| Registration level:                                                        | Bronze                                         |
| Name of facility / ECD programme:                                          | CC SG Test 1-Centre-Based Silver               |
| Physical address of facility / ECD programme:                              | 23 East Street, Orange Farm Ext 2, Orange Farm |
| Education District:                                                        | Johannesburg South                             |
| Metro/District municipality:                                               | City of Johannesburg                           |
| Local municipality:                                                        | City of Johannesburg                           |
| Ward:                                                                      | 4                                              |
| Registration Expiry Date                                                   |                                                |
| The validity of this registration expires on:                              | 2026-04-25                                     |
| The registration is subject to the restrictions and conditions shown below |                                                |
| Restrictions                                                               |                                                |
| A. Total number of children permitted on the premises                      | 30                                             |
| B. Hours of operation                                                      | None                                           |
| C. Age groups permitted                                                    | None                                           |
| Conditions                                                                 |                                                |
| None                                                                       |                                                |
| Province:                                                                  | Gauteng                                        |
| Date of Issue:                                                             |                                                |
| Lennie De Villiers on behalf of Provincial Head Mr Rufus Mmutlana (Acting) |                                                |
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| E37091496                                                                  |                                                |

# THANK YOU.

