

FEBRUARY 2025

ECARES TRAINING FOR ECD REGISTRATION DRIVE BRONZE REVIEW & APPROVAL

PROVINCIAL AND DISTRICT EDUCATION OFFICIALS

REGISTRATION APPLICATION APPROVER ROLE & REVIEW PROCESS



REGISTRATION APPLICATION APPROVER – ROLE & REVIEW PROCESS

The individuals who will do the final review of applications and approve or reject the application officially.

This manual covers how to access and view applications for review, capture notes, check the uploaded Clearance Certificates for each staff member, view the Social Worker Report and make the final decision per application.

WHAT IS THE ROLE OF AN APPLICATION APPROVER?

- Do a final check of the application details.
- Check ID;Form 30 and NCPR certificates have been approved by reviewers for all staff.
- View the Social Worker report with the recommendation.
- Make a final decision to approve or reject registration for the ECD.

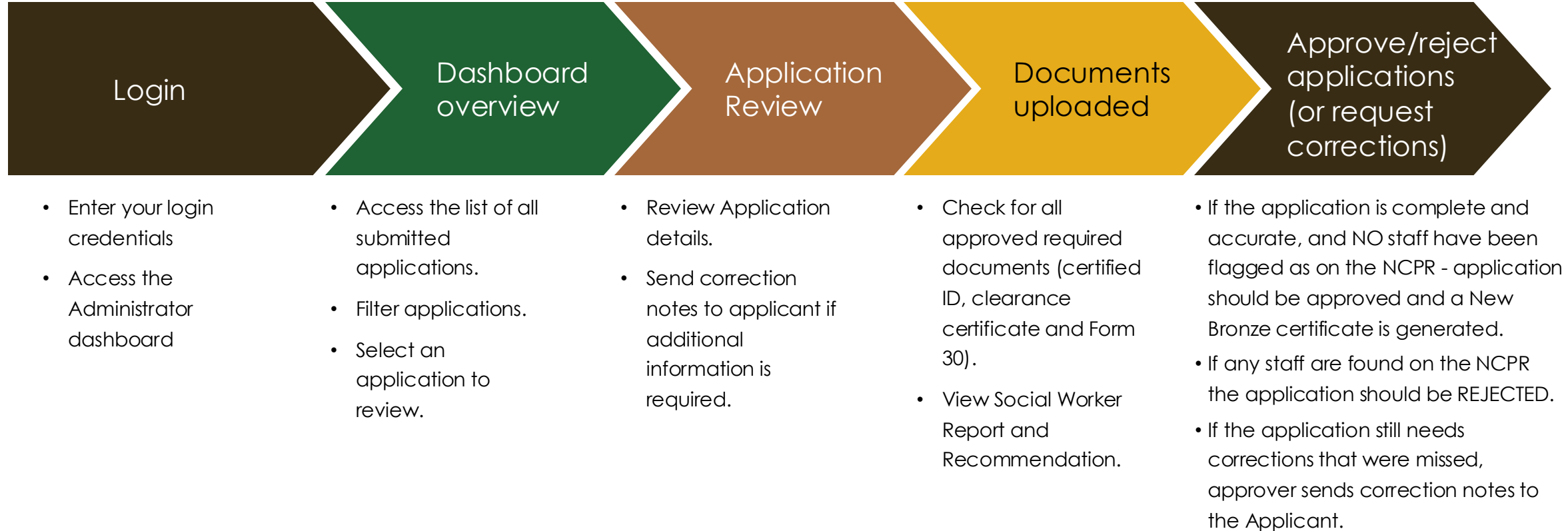


KEY POINT:

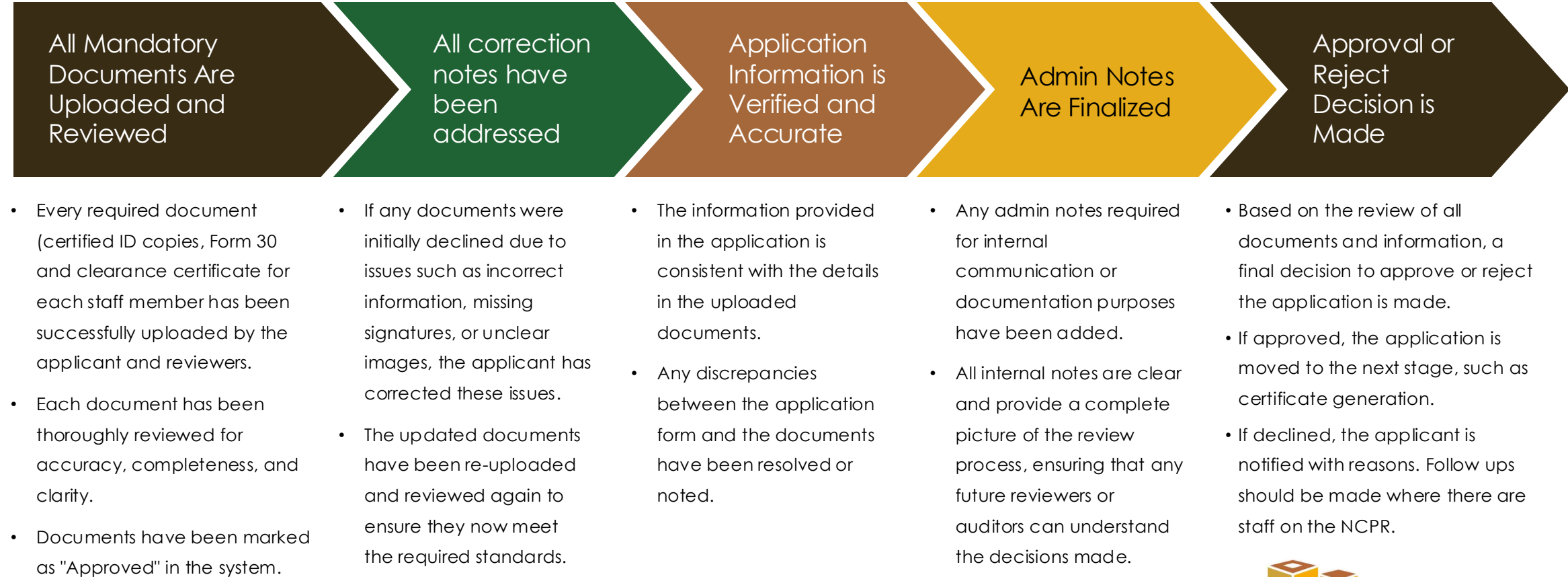
Application Approver

- Approve or reject registration applications.
 - Approve if all staff pass NCPR checks
- OR**
- Reject if any staff fail NCPR check.

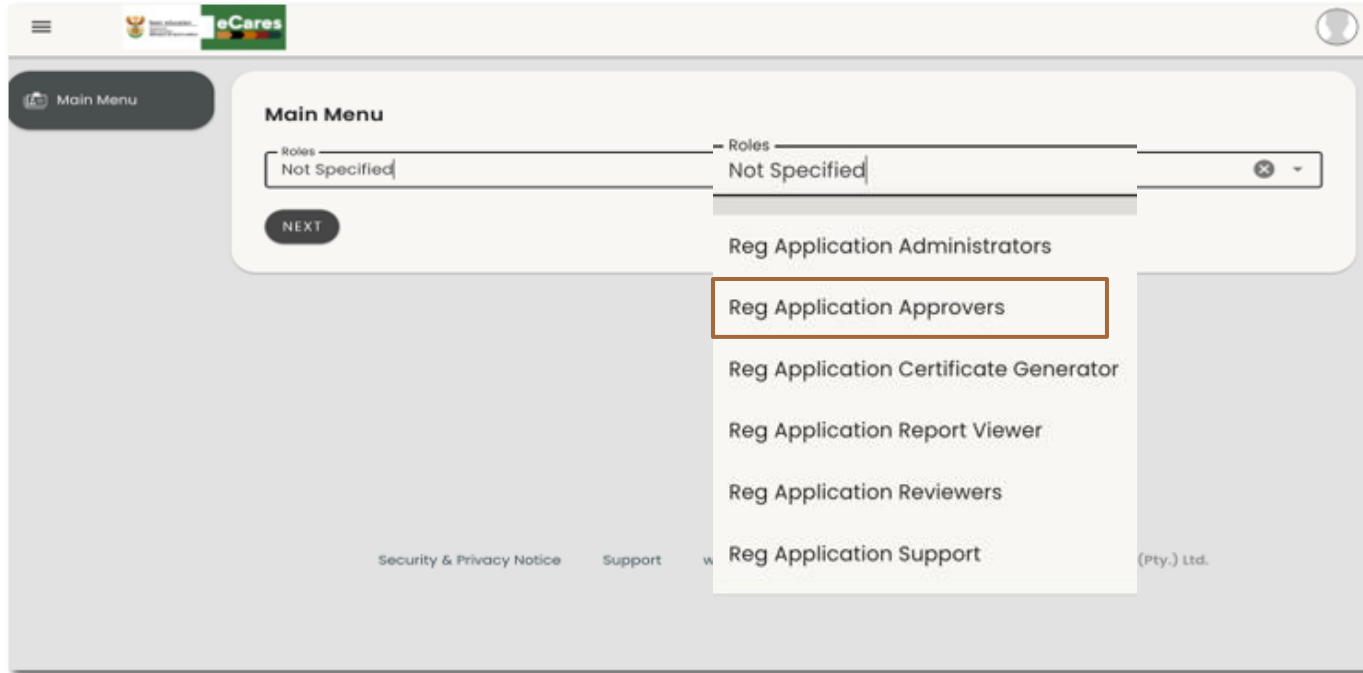
APPLICATION APPROVER: PROCESS FLOW



WHEN IS AN APPLICATION REVIEW COMPLETE?



APPROVER - LANDING PAGE AFTER ECARES LOGIN



The screenshot shows the eCares web application interface. At the top, there is a header with the eCares logo and a user profile icon. Below the header, a 'Main Menu' button is visible on the left. The main content area features a 'Main Menu' section with a 'Roles' dropdown menu set to 'Not Specified'. A 'NEXT' button is located below the dropdown. A dropdown list is open, showing several options: 'Reg Application Administrators', 'Reg Application Approvers' (highlighted with a red border), 'Reg Application Certificate Generator', 'Reg Application Report Viewer', 'Reg Application Reviewers', and 'Reg Application Support'. At the bottom of the page, there are links for 'Security & Privacy Notice', 'Support', and a footer note '(Pty.) Ltd.'.

- On the Home Page Menu, you will find:
 - **Main Menu**: Access various user roles.
- To access your Approvers role:
 1. Navigate to the **Main Menu**.
 2. Click on "**Not specified**" below Roles to reveal a dropdown list.
 3. Select your appropriate role from the dropdown.

APPROVER - LANDING PAGE

Reg Application Approvers

2 GENERATE CERTIFICATE 3 VIEW REPORTS HOME

Applications - View or Edit An Existing Application

Search

1	ECD Name	Name And Surname	Education District	Status	Municipality	Ward	Latest Updated	ID Number	Applicant Contact Number	Reference No	Date Created
REVIEW	Kabouterhasies	Carlen Vorster	Tshwane South	Approval In Progress	City of Tshwane	59	2024-06-21 10:19:30	7802110037084	27832291983	E964271699	2024-05-15 02:00:00
REVIEW	Test May 13	Cate Carrol	Johannesburg South	Approval In Progress	City of Johannesburg		2024-06-21 11:43:58	ABXYN4566321	27729987296	E931820512	2024-05-13 02:00:00
REVIEW	Bethany Day Care	Zukiswa Mabutho	Tshwane South	Approval In Progress	City of Johannesburg	125	2024-05-07 02:00:00	8401162035184	27714921053	E570119289	2024-05-07 02:00:00
REVIEW	Future leader	Iebogang moeng	Johannesburg East	Approval In Progress	City of Johannesburg	75	2024-08-05 09:27:34	8706200960080	27737761442	E53262162	2024-06-04 10:45:56
REVIEW	Patience ECD	Patience Matsaira	Johannesburg East	Approval In Progress	City of Johannesburg	75	2024-08-08 09:25:40	FN567890	27840698572	E39046848	2024-07-09 10:14:42
REVIEW	Count Test	Sharief Patel	Johannesburg North	Approval In Progress	City of Johannesburg	134	2024-07-31 10:31:36	qwedsa	27823781532	E33952798	2024-07-11 13:43:07
REVIEW	Test ECD	Dolly Moutloatsi	Johannesburg South	Approval In Progress	City of Johannesburg	8	2024-06-19 16:23:33	6610230322083	27674120662	E29418549	2024-06-04 10:47:56
REVIEW	Singita Day Care	Phindile Vukeya	Johannesburg East	Approval Pending	City of Johannesburg	75	2024-08-22 00:18:26	6404150938080	27817391140	E12399982	2024-08-21 08:57:40
REVIEW	Test	Kayin Scholtz	Gauteng West	Approval In Progress	Rand West City Local Municipality	17	2024-07-08 14:45:12	8807305161085	27846488547	E10840908	2024-06-04 10:49:47
REVIEW	Bambanani	Sarika Bachoo	Sedibeng East	Approval In Progress	City of Johannesburg	2	2024-06-20 08:00:22	7004040235082	27767374793	E10380744	2024-06-04 10:48:35

- This is the Approver landing page after logging in as a Reg Application Approver.
- As a Reg Application Approver, you are able to:
 - Conduct the final review, reject and approval of applications submitted by Reg Application Reviewers (1).
 - **Review** Social Work report.
 - **Generate** Bronze Conditional Certificates (2).
 - **View reports** of existing applications (3).



APPROVER STEP 1/13 – APPLICATION PARTICULARS

Singita Day Care: Step 1 / 13 – Particulars of Application

3 VIEW SOCIAL WORKER REPORT **4** VIEW CORRECTIONS **5** VIEW ADMIN NOTES **8** CANCEL

Name of ECD Programme
Singita Day Care

Name of Organisation (if different from Name of ECD Programme)
Siyakha Organisation

Name
Phindile

Surname
Vukeya

Position
Owner/Applicant

Contact Number
27817391140

Email
pvukeya@mezzanineaware.com

Identity Type
South Africa ID Number

6 **7** **1** **2**

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

- Review the details of the selected application.
- Ensure all required applicant information is captured.
- You can:
 1. add a correction note to send to the applicant and;
 2. add admin notes at any step of the application for internal use.
- Additionally:
 3. View Social Work Report,
 4. View corrections,
 5. View admin notes are available at every step if they were recorded.
- **In every step of the application review you can:**
 6. Go back to the previous step.
 7. Go to the next step.
 8. Cancel to stop reviewing.

APPROVER STEP 2/13 - VIEW STAFF

Singita Day Care: Step 2 / 13 - Add Staff

3 4 5

6

7 8 1 2

VIEW SOCIAL WORKER REPORT

VIEW CORRECTIONS

VIEW ADMIN NOTES

CANCEL

Staff List

Search

Name And Surname ↑	Latest Added	ID Number	ECD Name	Staff Role	Qualifications
Concern Vukeya	2024-08-21 09:34:14	3424355343	Singita Day Care	Administrator	Accredited ECD skills training courses
Phindile Vukeya	2024-08-21 08:57:40	6404150938080	Singita Day Care	Owner/Applicant	NQF 6-10 in ECD

Page 1 of 1

← BACK

NEXT

ADD CORRECTIONS

ADD ADMIN NOTES

- Review the staff list and ensure all staff details, including roles and qualifications, are captured.
- If an error is noted, capture it by clicking on **"ADD CORRECTIONS."**
 - To capture internal notes related to this step, click on **"ADD ADMIN NOTES."**
 - To view Social Work report, click on **"VIEW SOCIAL WORKER REPORT"**
 - To review previously saved corrections, click on **"VIEW CORRECTIONS."**
 - To review previously saved admin notes, click on **"VIEW ADMIN NOTES."** This option appears only on steps where there are historic saved notes.
 - To return to the main menu, click on **"CANCEL."**
 - To go back to the previous step, click on **"BACK."**
 - After reviewing, if there are no errors or once any corrections or notes have been added, click **"NEXT."**

NOTE ON ADD CORRECTIONS



Please note that “**Add corrections**” are not sent to applicants after every note is saved.

Following the end of the review process and if “**SUBMIT CORRECTIONS**” is selected, applicants will receive an SMS notification to revisit their application. All captured corrections will be shown here.

NOTE ON ADD CORRECTIONS



Please note that Admin notes are **NOT** visible to applicants. Applicant will **NOT** receive a notification for notes submitted

Admin notes for every page are **internal PED notes** that will be **visible** to the **Administrator, Reviewer and Approver.**

APPROVER STEP 3/13 - NATURE OF APPLICATION

Proceed to review every step following instructions explained in the previous steps.

Singita Day Care: Step 3 / 13 - Nature of Application

[VIEW SOCIAL WORKER REPORT](#) [VIEW CORRECTIONS](#) [VIEW ADMIN NOTES](#)

[CANCEL](#)

Name of ECD Programme
Singita Day Care

Name of Organisation (If different from Name of ECD Programme)
Siyakha Organisation

What is the maximum (highest) number of children that you do enroll at one time?
More than 6

What is the maximum number of hours a child attends your programme in one week?
More than 16 hours per week

Program Type
ECD Centre/ Partial Care Facility

Are you receiving support for completing your registration application from an ECD NGO (If not, please select "No Support Provided")
Siyakholwa

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



APPROVER STEP 4/13 - ADDRESS DETAILS

Singita Day Care: Step 4 / 13 - Address Details

[VIEW SOCIAL WORKER REPORT](#) [VIEW CORRECTIONS](#) [VIEW ADMIN NOTES](#) [CANCEL](#)

Province
Gauteng

Municipality
City of Johannesburg

City/Area
Alexandra

Suburb/Village
Alexandra Ext 1

Education District
Johannesburg East

Education District (Other)

District Municipality
City of Johannesburg

Ward ID
75

[← BACK](#) [SAVE CHANGES & PROCEED](#) [ADD CORRECTIONS](#) [ADD ADMIN NOTES](#)

- Follow the review steps as explained in the previous pages to review the application.
- In Step 4/13, as an Approver, you are able to review and override the applicant's **Ward ID** if you have **evidence the wrong ward has been selected**.

APPROVER STEP 5/13 - ADDRESS AND CONTACT DETAILS FOR ECD PROGRAMME

Singita Day Care: Step 5 / 13 - Address and Contact Details for ECD Programme

3 VIEW CORRECTIONS CANCEL

Name of Building
[Text Field]

Street Number
5664

Street Name
Amiston Road

Area
Alexandra

Suburb/Village
Alexandra Ext 1

Type of Nearest well-known building / Point of Interest
Police Station

Name of Nearest well-known building/Point of Interest
Mankana Police Station

Postal Address
PO BOX 201

Postal Code
0065

Email
vu@gmail.com

Mobile Number
2781739140

Alternate Contact
0125675454

4 1 2

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

- Review the information captured for the ECD programmes Physical address and Contact details.
- Applicants are able to capture a street address (if available), alternatively, a point of interest and details of the point of interest can be captured.
- **Note that Street Address and Postal Address are not mandatory if they do not have one.**



APPROVER STEP 6/13 - PROGRAMME DETAILS

Singita Day Care: Step 6 / 13 - Programme Details

3 **VIEW CORRECTIONS** CANCEL

Number of Days per Week the Programme is Offered
5

Opening Time
08:00

Closing Time
18:00

Maximum Fee Per Program Per Child Per Month (R)
700.00

4 **1** **2**

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

- Review the information captured for the ECD programme details;
- Days that the programme is offered in a week
- Opening time
- Closing Time
- Maximum fee per child per month

APPROVER STEP 7/13 -DETAILS OF CHILDREN ENROLLED IN THE ECD PROGRAMME

Singita Day Care: Step 7 / 13 - Details of Children Enrolled in the ECD Programme

3 [VIEW CORRECTIONS](#) [CANCEL](#)

Child Enrollment

Description ↑	Number of Males	Number of Females	Number of Males Receiving Child Support Grant	Number of Females Receiving Child Support Grant	Number of Males with Special Needs	Number of Females with Special Needs	Number of Staff Per Age Group	Total Children	Program Type
0 - 18 Months	2	1	0	0	1	1	1	3	ECD Centre/ Partial Care Facility
18 Months - 3 Years	3	10	3	8	1	0	3	13	ECD Centre/ Partial Care Facility
3 - 4 Years	2	2	0	0	0	0	1	4	ECD Centre/ Partial Care Facility
4 - 5 Years	13	9	5	1	4	1	2	22	ECD Centre/ Partial Care Facility
5 - 6 Years	5	5	0	0	0	0	2	10	ECD Centre/ Partial Care Facility

Page 1 of 1

4 [NEXT](#) 1 [ADD CORRECTIONS](#) 2 [ADD ADMIN NOTES](#)

- Review the information captured for the Children enrolled in the programme.
- **Please note that we are not checking staff to child ratios at Bronze level. This standard will be assessed during the site visit for silver.**
- All that is required at Bronze is that they declare how many children they currently have enrolled.

APPROVER STEP 8/13 - HEALTH AND SAFETY SELF-ASSESSMENT

- Proceed to the Health and safety assessment for ECD Registration.
- No applicant information is captured in Step 8 to 11.
- The applicant is simply confirming that they understand that they have to meet norms and standards and that they will be checked when a site visit happens.

Singita Day Care: Step 8 / 13 – Health and Safety Self-Assessment for ECD Registration [VIEW CORRECTIONS](#) [CANCEL](#)

Please read the notes on this page before completing the self-assessment.

- All ECD programmes that register as partial care facilities, must comply with the Norms and Standards for Partial Care. However, for the purposes of conditional registration the Provincial Education Department may accept simplified standards.
- The Department of Basic Education has now introduced new processes and requirements for partial care registration under its Mass Registration Drive.
- Under the Registration Framework that has been implemented for the past five years (as Vangasali), there are two levels of simplified standards for conditional registration – called Bronze and Silver. The standards and requirements for Bronze and Silver have now changed.
- Bronze level: The ECD programme owner must now note each of the standards and agree that it is their responsibility to comply with them. If the ECD programme does not currently meet the standard, the owner must agree to take immediate steps to do so.
- Silver or Gold level: After the ECD programme has received its Bronze certificate the programme will be visited by the Education District, who will check that the programme meets the longer list of norms and standards in the Children's Act. The ECD programme will also receive a visit by an Environmental Health Practitioner.

To find out more about these standards and how you can get ready, [click here](#)

Completing the self-assessment check

The list of norms and standards that an ECD programme needs to comply with is listed in the next steps.

- For each standard you will be required to confirm that you are aware that you need to comply with the standard and will take immediate steps to ensure compliance if you are not already meeting the standard.
- It is advised that you walk around your facility as you complete the check – in the same way that the District Education Official and Environmental Health Practitioner will when they visit.

You can select "Confirmed" in the box for every requirement to confirm that you either comply with the standard, or will take immediate steps to ensure compliance.

I, Phindile Vukile, confirm that I have read and understood the information above, and the confirmations that I will be providing in the next steps are accurate to the best of my knowledge and belief. I completed the health and safety check on 2024-08-21 13:48:39

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

APPROVER STEP 9-11/13 - HEALTH & SAFETY SELF-ASSESSMENT

Singita Day Care: Step 9 / 13 - Health and Safety Self-Assessment for ECD Registration (Page 1)

Please select 'Confirmed' in the box for every requirement to confirm that you either comply with the standard already, or will take immediate steps to ensure compliance.

- Children experience safety and care whilst at facility / programme and there is no harsh discipline (such as smacking).
Confirmed
- The premises inside and outside are safe, clean and well-maintained (outdoor areas must be free from litter and animal faeces).
Confirmed
- Equipment and furniture are safe and well-maintained and pose no risks to children.
Confirmed
- The structure provides protection from rain, wind, and sun, and is not at risk of collapse.
Confirmed
- Children cannot reach or touch hot surfaces, or electrical wires, plugs or sockets.
Confirmed
- No smoking is allowed at the site.
Confirmed
- Children are protected from heights, stairs and open water that could pose a danger to them.
Confirmed
- There is fire control equipment - at minimum a bucket of sand.
Confirmed
- Safe and clean drinking water is always available, and there is sufficient safe water for all other needs (e.g. handwashing and cooking).
Confirmed
- There is a safe, clean, and hygienic place for children to go to the toilet. (This means if toilets are used, they are age appropriate and there is always adult supervision. If potties are used, they are emptied and cleaned after each use.)
Confirmed

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

Singita Day Care: Step 10 / 13 - Health and Safety Self-Assessment for ECD Registration (Page 2)

- There is a place for children to wash hands before eating and after using the toilet.
Confirmed
- Dangerous objects (e.g. knives, matches), harmful substances (e.g. paraffin, cleaning agents) and medicines, cannot be reached by children.
Confirmed
- Where there is connectivity there is easy access to a telephone for notifying a parent or caregiver when necessary or for calling for assistance in an emergency.
Confirmed
- There is sufficient indoor space for children to play freely (at least 1 square metre of unobstructed floor space per child, not including passageways, bathrooms or storage areas).
Confirmed
- There is an emergency plan displayed, with evacuation procedures and a list of emergency numbers.
Confirmed

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

Singita Day Care: Step 11 / 13 - Self-Assessment Resource Questions

Do you have a gas cage for your gas cylinder?
I don't use a gas cylinder

Do you have an approved fire extinguisher?
No, but I have a bucket of sand

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

- Continue to the Health and safety assessment for ECD Registration.
- No applicant information is captured in Step 8 to 11.
- The applicant is simply confirming that they understand that they have to meet norms and standards and that they will be checked when a site visit happens.
- **Step 11 questions are used to inform what should be delivered in H&S packs.**



APPROVER STEP 12/13 - REVIEW STAFF DOCUMENTS

Singita Day Care: Step 12 / 13 - Upload Staff Documents

VIEW DECLINE NOTES CANCEL

Validate the Staff by visiting [here](#)

Staff List

Search

	Name And Surname ↑	Latest Added	ID Number	ECD Name	Staff Role	Qualifications
VIEW	Concern Vukeya	2024-07-08 15:53:55	56786	Singita Day Care	Administrator	Accredited ECD skills training courses
VIEW	Phindile Vukeya	2024-07-08 15:31:05	6404150087086	Singita Day Care	Owner/Applicant	Accredited ECD skills training courses

Page 1 of 1

← BACK NEXT ADD DECLINE NOTE

- Select **"VIEW"** on Staff Member to select a staff member whose documents you would like to review.

APPROVER STEP 12/13 - REVIEW STAFF DOCUMENTS

Singita Day Care: Step 12 / 13 - Upload Staff Documents

[VIEW SOCIAL WORKER REPORT](#) [VIEW CORRECTIONS](#)
[VIEW ADMIN NOTES](#) [CANCEL](#)

Staff Documents [+](#)

	Date Last Uploaded ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined
VIEW	2024-08-22 00:36:46	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Form 30	Approved
VIEW	2024-08-22 00:36:46	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff ID	Approved
VIEW	2024-08-22 00:36:46	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Clearance Certificate	Approved

[Download](#) [<](#) [1](#) [>](#) Page 1 of 1

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

- In this step, as a Reg Application Approver, you are able to view documents uploaded by Applicants, Administrators, and Reviewers.
- To review the document, click on **“VIEW”** next to a particular document for the staff member to view the documents uploaded and the clearance certificate.

APPROVER STEP 12/13 - REVIEW STAFF DOCUMENTS (CONT)

Singita Day Care: Step 12 / 13 - Upload Staff Documents

VIEW SOCIAL WORKER REPORT VIEW CORRECTIONS VIEW ADMIN NOTES CANCEL

Staff Name
Concern Vukeya

Mobile
27820820820

Staff ID
3424355343

Document Type
Staff Form 30

1 **OPEN**

2 **CANCEL**

Staff Documents

	Date Last Uploaded ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined
VIEW	2024-08-22 00:36:46	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Form 30	Approved
VIEW	2024-08-22 00:36:46	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff ID	Approved
VIEW	2024-08-22 00:36:46	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Clearance Certificate	Approved

3 **ADD ADMIN NOTES**

4 **CLOSE DOCUMENTS**

← BACK NEXT ADD CORRECTIONS

- Please note - applications should include:
 - A certified copy of the staff member ID
 - Form 30 for each staff member and applicant.
 - Clearance Certificate for each staff member.
- Confirm this information is available by clicking on **"OPEN" [1]** next to a document uploaded.
- **"CANCEL" [2]** closes the document you have open.
- If the Staff Clearance Certificate has been Declined this should mean that the staff member was listed on the NCPR and shouldn't be working with children. You can check this on the certificate uploaded.
- In this case the application should be rejected in the final step.
- If there are still issues with documents that the reviewers did not pick up, you are able to **"ADD CORRECTIONS" [3]** and choose to send corrections at the end of the review rather than approve/decline.
- **"CLOSE DOCUMENTS" [4]** takes you back to the staff list.

APPROVER STEP 12/13 - REVIEW STAFF DOCUMENTS (CONT)

Singita Day Care: Step 12 / 13 - Upload Staff Documents

Validate the Staff by visiting [here](#)

Staff Name
Concern Vukeya

Mobile
27820820820

Staff ID
3424355343

Document Type
Staff Clearance Certificate

File name ↑ Size

OPEN Screenshot 2024-08-21 at 09:00:23.png 225633

APPROVE DECLINE CANCEL

Staff List

	Name And Surname ↑	Latest Added	ID Number	ECD Name	Staff Role	Qualifications
VIEW	Concern Vukeya	2024-08-21 09:34:14	3424355343	Singita Day Care	Administrator	Accredited ECD skills training courses
VIEW	Phindile Vukeya	2024-08-21 08:57:40	6404150938080	Singita Day Care	Owner/Applicant	NQF 6-10 in ECD

Page 1 of 1

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

3 VIEW SOCIAL WORKER REPORT VIEW CORRECTIONS CANCEL

- After clicking on "CLOSE DOCUMENTS" the system will take you to the Staff list in order to review documents for other staff members. Click on **"VIEW"** to start the process of reviewing the next Staff member.
- If an error is noted, Capture corrections notes by clicking on **"ADD CORRECTIONS."**
- Click on **"VIEW SOCIAL WORK REPORT"** to view the report.
- When all staff have been checked and no issues detected or once correction notes have been added for issues, click **"NEXT"** to continue to the next step.



APPROVER - SOCIAL WORKER REPORT

Social Workers Report

ECD Partial Care Registration / Programme Registration

Social Workers Report

Name of the ECD Programme / Partial Care Facility: Singita Day Care
Province: Gauteng
District Municipality: City of Johannesburg
Local Municipality: City of Johannesburg
Ward: 75
Date of Application Registration: 2024-08-21 08:57:40

Completeness of Application:

The applicant has completed the required application form and submitted documentation in the form of:

- certified identity copies for all staff and the applicant YES
- Form 30 consent to check against Part B of the National Child Protection Register for the applicant and all staff. YES

Suitability of Applicant and Staff:

All staff and the applicant have been checked against Part B of the National Child Protection Register with the following findings:

Number of Staff Clear: 1
Number of Staff Not Clear: 1

Compliance with Norms and Standards

- The ECD programme confirmed that they are aware of the standards that they need to comply with, they have agreed to take immediate action to comply with each standard, should they not do so currently.
- The ECD programme is aware that they will be assessed against the standards when visited by the Education District.

Recommendation:

Based on your assessment of the application and the information supplied in the application and supporting documents, indicate your recommendation for registration below with reasons.

Recommendation: Bronze Conditional

Reasons for recommendation: All staff members were validated in the Child Protection REGISTER. The application meets the Bronze Certificate

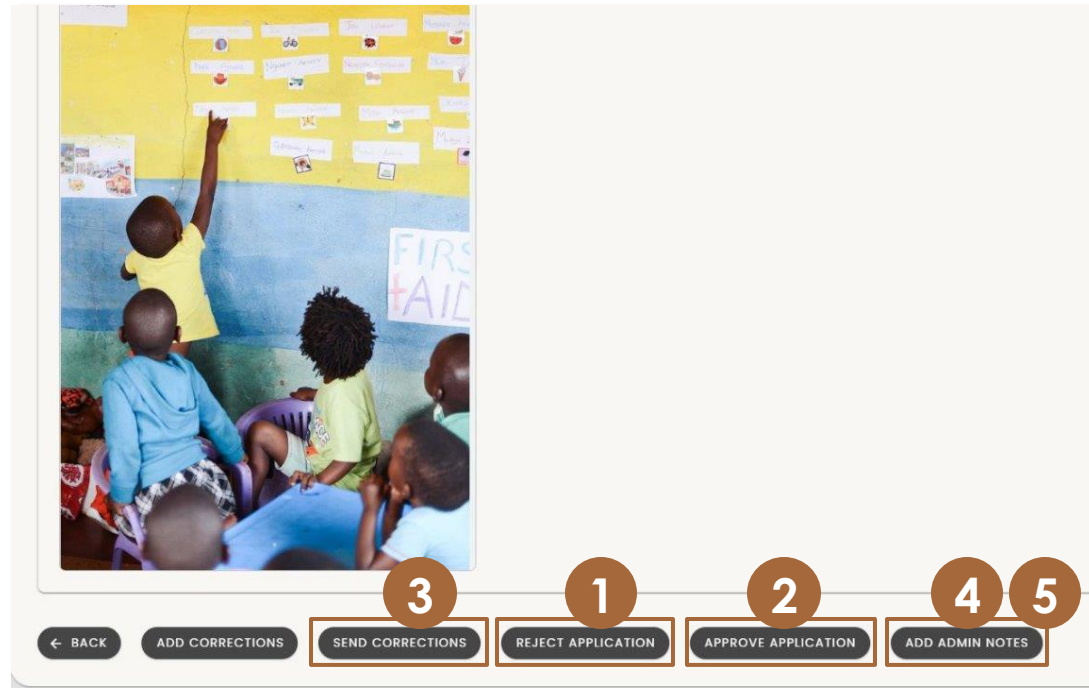
Recommend the number of children that this site is suitable for: 52

Completed by: Phondle Vukeya
Designation: Reviewer
Date: 2024-08-21

- This is an example of a Social report after clicking on Social Work Report on each step of the page on the top right.
- It contains:
- The ECD program details
- **Completeness of the application** - Confirmation by the Reviewer that Staff ID and Form 30 for all Staff members have been checked.
- **Suitability of Application and staff** - showing based on the number of NCPR certificates that were approved, how many staff were cleared NCPR or not.
- **Compliance with norms and Standards** - Confirmation of norms and standards.
- **Recommendation** - Recommendation of the application by the Reviewer with comments for recommendations.



APPROVER STEP 13/13 – FINAL DECISION



- In this final step of the review the Approver is making the final decision to approve or reject the application. If not ready to make this decision, there are options to send corrections to the applicant or return to a reviewer for NCPR certificate issues.
1. **REJECT APPLICATION** – the only reason at Bronze level for rejecting registration is if a staff member has been found on the NCPR (not fit to work with children) or another very big risk that the Approver has been made aware of. The applicant will receive an official rejection notice (see next pages).
 2. **APPROVE APPLICATION** – if the application is complete and all staff are clear on the NCPR then the application should be approved for Bronze. A certificate will be generated.
 3. **SEND CORRECTIONS** – if the approver found issues in the documents that were missed by the reviewers and the applicant needs to correct.
 4. **RETURN TO REVIEWER** – if the reviewer did not upload NCPR certificates and/or approve them, add **ADMIN NOTES [5]** and send back.



APPROVAL NOTIFICATION TO THE APPLICANT



- After the final decision; the applicant will get a notification.
- **Approval message** – tells the applicant they have been registered with a Bronze Conditional Certificate and gives them a reference number. This is the same number you will see in your list of approved applications.
- **APPROVE APPLICATION** – if the application is complete and all staff are clear on the NCPR then the application should be approved for Bronze. A certificate will be generated.
- **SEND CORRECTIONS** – if the approver found issues in the documents that were missed by the reviewers and the applicant needs to correct.
- **RETURN TO REVIEWER** – if the reviewer did not upload NCPR certificates and/or approve them, add **ADMIN NOTES [5]** and send back.

REJECTION NOTIFICATION TO THE APPLICANT

Application Rejection

COMBINED FORM 13 AND 18

REJECTION OF AN APPLICATION FOR THE REGISTRATION OF A PARTIAL CARE FACILITY PROVIDING AN EARLY CHILDHOOD DEVELOPMENT PROGRAMME OR OF ANY OTHER TYPE OF EARLY CHILDHOOD DEVELOPMENT PROGRAMME

(Regulation 15 and Section 82 of the Children's Act 38 of 2005)
(Regulation 25 and Section 97 of the Children's Act 38 of 2005)

Name of Applicant:
Patience Matsaira
Name of the ECD Programme / Partial Care Facility:
Patience ECD
Date of Application:
2024-07-09 10:14:42
Physical Address:
45 Miskobane
Street Address:
Local Municipality:
City of Johannesburg
Province:
Gauteng
The application has been refused because of the following reasons:
Test rejection template

Application Approver:
Phindile Vukoya
Provincial Head:
Province:
Gauteng
Education District:
Johannesburg East
Date of Rejection:
2024-08-28

- This is an example of a Application Rejection report after clicking of **"APPLICATION REJECTION"**. There rejection note will be available on each step if the application was rejected.
- The document have the ECD program details and registration, reason for rejections details of the person who rejected the application and date the application was rejected.

APPROVER GENERATE CERTIFICATE

Reg Application Approvers

1 GENERATE CERTIFICATE 2 VIEW REPORTS HOME

Applications - View or Edit An Existing Application

Search

	ECD Name	Name And Surname	Education District	Status	Municipality	Ward	Latest Updated	ID Number	Applicant Contact Number	Reference No	Date Created
REVIEW	Patience ECD	Patience Matsaira	Johannesburg East	Approval In Progress	City of Johannesburg	75	2024-08-08 09:25:40	FN567890	27840698572	E39046848	2024-07-09 10:14:42
REVIEW	Future leader	Iebogang moeng	Johannesburg East	Approval In Progress	City of Johannesburg	75	2024-08-05 09:27:34	8706200960080	27737761442	E53262162	2024-06-04 10:45:56
REVIEW	Count Test	Sharief Patel	Johannesburg North	Approval In Progress	City of Johannesburg	134	2024-07-31 10:31:36	qwedsa	27823781532	E33952798	2024-07-11 13:43:07
REVIEW	Friday Test 2	Cate Carrol	Johannesburg West	Approval In Progress	City of Johannesburg	50	2024-07-11 13:21:21	8005310152088	0729987296	E000000048	2024-04-26 02:00:00
REVIEW	Test	Kayin Scholtz	Gauteng West	Approval In Progress	Rand West City Local Municipality	17	2024-07-08 14:45:12	8807305161085	27846488547	E10840908	2024-06-04 10:49:47
REVIEW	Test May 13	Cate Carrol	Johannesburg South	Approval In Progress	City of Johannesburg		2024-06-21 11:43:58	ABXYN4566321	27729987296	E931820512	2024-05-13 02:00:00
REVIEW	Kabouterhasies	Carlen Vorster	Tshwane South	Approval In Progress	City of Tshwane	59	2024-06-21 10:19:30	7802110037084	27832291983	E964271699	2024-05-15 02:00:00
REVIEW	Bambanani	Sarika Bachoo	Sedibeng East	Approval In Progress	City of Johannesburg	2	2024-06-20 08:00:22	7004040235082	27767374793	E10380744	2024-06-04 10:48:35
REVIEW	Test ECD	Dolly Moutloatsi	Johannesburg South	Approval In Progress	City of Johannesburg	8	2024-06-19 16:23:33	6610230322083	27674120662	E29418549	2024-06-04 10:47:56
REVIEW	Asimbonge ECD	nelisiwe Cynthia Mlambo	Johannesburg East	Approval In Progress	City of Johannesburg	75	2024-06-11 15:42:55	7803290473081		E000000010	2024-04-05 02:00:00

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- After approving the application, you can generate the certificate for approved applications.
- On the top right of the Approver Landing page, click on **"GENERATE CERTIFICATE" (1)** and follow the steps explained in the Section 6 on how to generate the certificate.
- You also have access to view the reports. The report provides a view-only list of all applications initiated, with snapshot details of each application, such as the status of the application. To access the Applications report, navigate to the top right and click on **"VIEW REPORTS" (2)**.



APPROVER GENERATE CERTIFICATE

Generate Certificates

Applications – View or Edit An Existing Application

Search

1 **GENERATE CERTIFICATE**

2 Certificate will be emailed to pvukeya@mezzanineware.com. Please allow time for delivery.

	ECD Name	Name And Surname	Education District	Municipality	Ward	Latest Updated ↓	ID Number	Applicant Contact Number	Reference No	Date Created	Status	Registration Status
GENERATE CERTIFICATE	Singita Day Care	Phindile Vukeya	Johannesburg East	City of Johannesburg	75	2024-08-22 00:42:37	6404150938080	27817391140	E12399982	2024-08-21 08:57:40	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	Singita Day Care	Phindile Vukeya	Johannesburg South	City of Johannesburg	57	2024-08-21 20:25:05	6404150087086	27817391140	E10573225	2024-06-11 23:09:25	Approved	In process
GENERATE CERTIFICATE	Ratang-Bana Creche	Patience Matsaira	Johannesburg East	City of Johannesburg	111	2024-08-21 10:25:58	8572	27840698572	E94423040	2024-08-21 09:34:13	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	ECD SMS TEST	Sharief Patel	Tshwane North	City of Tshwane	75	2024-08-21 09:55:29	rtyuu	27823781532	E26683333	2024-08-15 13:22:22	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	PM Creche	Patience Matsaira	Johannesburg North	City of Johannesburg	96	2024-08-14 14:22:53	DN5678	27840698572	E53188054	2024-08-14 13:30:03	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	Napoleon ECD	Patience Matsaira	Johannesburg East	City of Johannesburg	75	2024-08-12 12:10:47	DS23	27840698572	E43300571	2024-08-12 11:46:13	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	-es	Patience Matsaira	Johannesburg East	City of Johannesburg	76	2024-08-12 11:36:47	r567890	27840698572	E92252674	2024-08-07 15:19:26	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	ECD RI Test	Sharief Patel	Gauteng North	City of Tshwane	102	2024-07-31 11:36:56	hdbndfre	27823781532	E85964849	2024-07-31 11:29:41	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	Ratananga Heidelberg Creche	Phindile Vukeya	Sedibeng East	Lesedi	7	2024-07-11 12:42:40	6503235267082	27817391140	E91259016	2024-07-11 12:05:59	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	Francois ECD	Sharief Patel	Johannesburg North	City of Johannesburg	115	2024-07-10 13:18:09	sdfkijh	27823781532	E48909272	2024-07-10 13:02:49	Approved	Bronze Conditional Registration

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- Once in the list of approved applications you can sort by the Last Updated Date or search by ECD Name to find the certificate you want to print.
- Click on **GENERATE CERTIFICATE [1]**
- An email will be sent to you with the certificate attached.
- If you are having issues receiving emails
 - Check your email address in the blue box above[2] – if it is not correct contact the WhatsApp support line to correct your user details.
 - Check your Spam or Junk folder.
 - Ask your IT department to make sure that your Provincial server is not blocking emails from Mezzanine.
 - If none of these options work contact the WhatsApp support line to give you Reporting access and see the Reporting section for an alternate option.



THANK YOU.



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