

eCares Training for ECD Registration Drive Bronze Review & Approval

Provincial and District Education officials



13 November 2024

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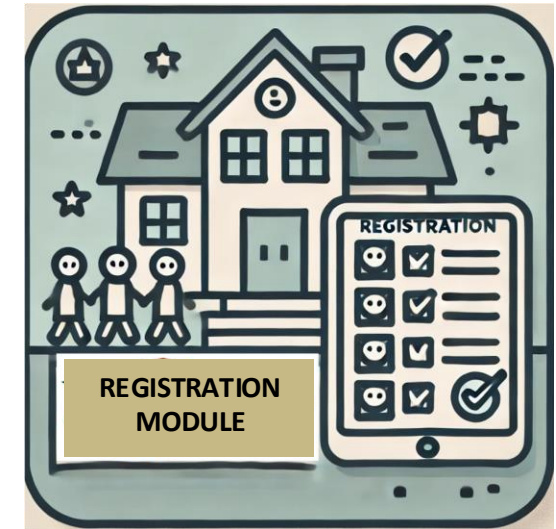
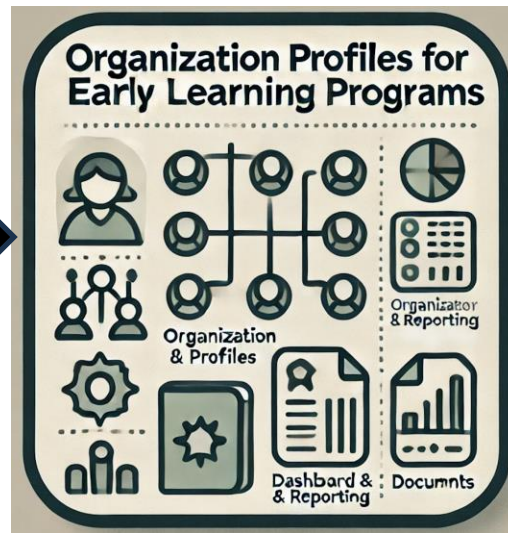
Introduction to eCares

The eCares system is a new digital tool to help the Department of Basic Education (DBE) better manage Early Childhood Development (ECD) services. Instead of using paper, everything will be done online, making things quicker and easier.

Here are the main things the system will do:

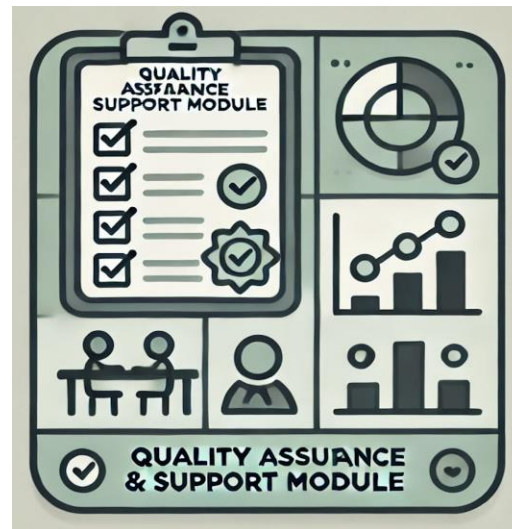
- Collect accurate information about ECD services to share with people who need to make decisions.
- Make it easier and faster for ECD programs to get registered and approved by the DBE.
- Help the DBE give support to the right programs fairly and clearly.
- Help improve the quality of ECD services, not just make sure they follow basic rules.
- Allow the DBE to check how well ECD programs are doing and make smart choices based on up-to-date information.
- Provide clear reports and useful information to help improve programs and use resources wisely.

The system will be launched step by step, with six different parts released over time.



eCares

Early Childhood
Administration &
Reporting System



Overview of the Bronze ECD Registration Process

In this section, we remind you of the new streamlined ECD registration process.

What are the aims of the mass registration drive?

1

To enable government to have oversight of every out-of-home setting where children are cared for.

2

To support ECD programmes to comply with legal requirements.

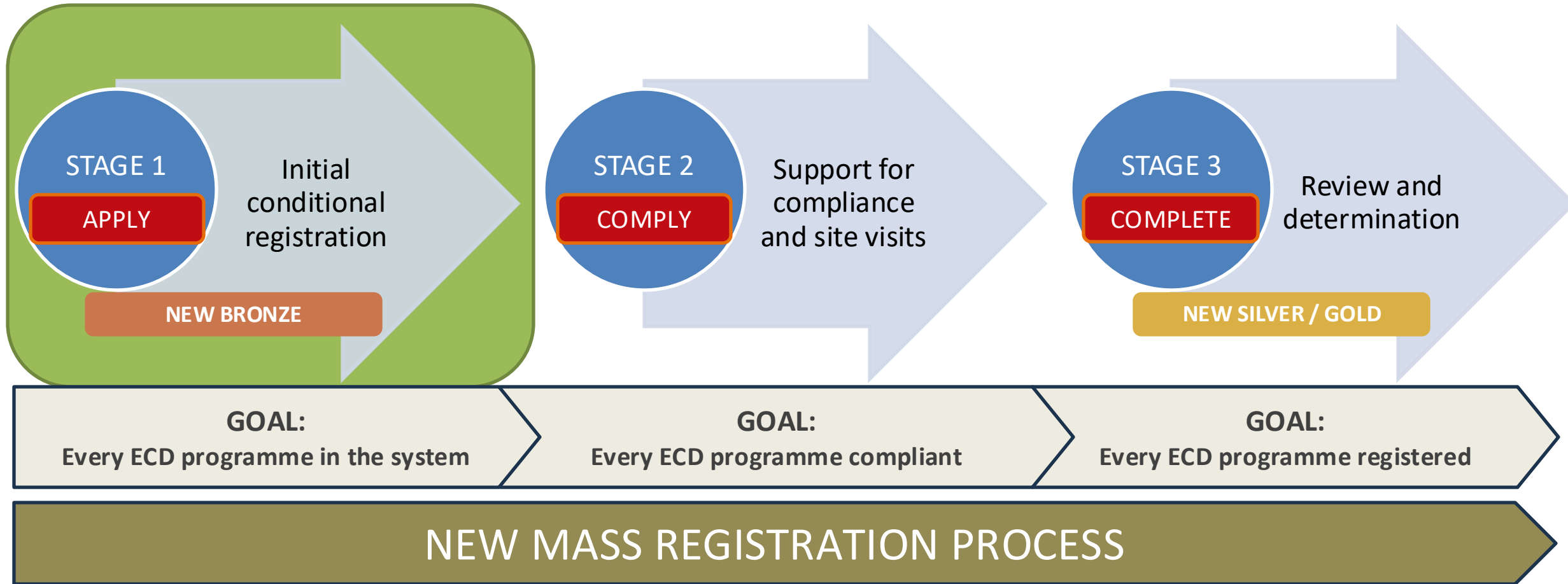
3

Further down the line, to ensure that more ECD programmes are able to apply for the ECD subsidy for children from low-income households.

4

To make the registration administration processes quicker and less resource-intensive for officials and social service professionals

Which part of the registration process does the Bronze eCares Module support?



What is the old way for application submission review and approval?

Site Identification

Sites are found by social workers or visit offices.

Application Submission / Jamboree

ECDs submit all necessary documents for registration in paper.

Site Visits

Visits by health practitioners and social workers to check compliance with standards.

EHP Report /Certificate

A report prepared by health practitioners on how the site meets the standards.

Social Worker Report

Review and compilation of information to recommend registration or closure.

Certification

The final step where the decision is made registration certificate is issued



What is the NEW way for BRONZE application Submission, review and approval?

Identify Sites:

ECD sites receive WhatsApp or call and can apply via WhatsApp or online links.

Submit Application:

Applicant registers on eCares, fill out the digital form, and uploads documents online.

Initial Review:

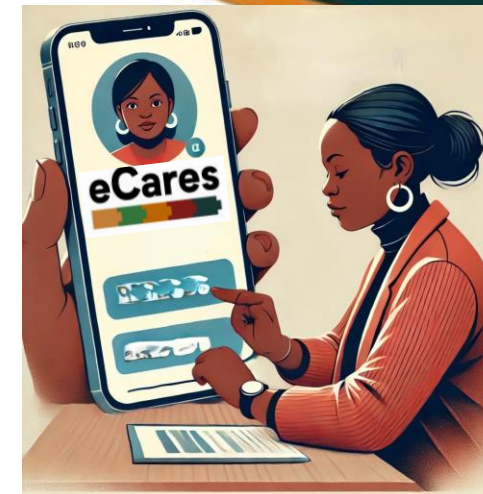
An administrator checks the application, verifies documents, does NCPR check and requests any missing details.

Social Worker Review:

A Social Worker reviews the completed application and NCPR certificates and recommends approval or rejection.

Final Approval:

An approver makes the final decision, and a Bronze certificate is automatically issued if approved.



Requirements to achieve Bronze level registration:

- Complete details about the programme and applicant in an online application form – combined Form 11 and Form 16
- Complete an online health and safety self-assessment confirming minimum standards have been/will be met.
- Provide information and documents so that all staff members can be checked against the National Child Protection Register. (some form of identification and form 30)

Key point:

Bronze Apply requirements ensure safe adults and minimum standards are met.



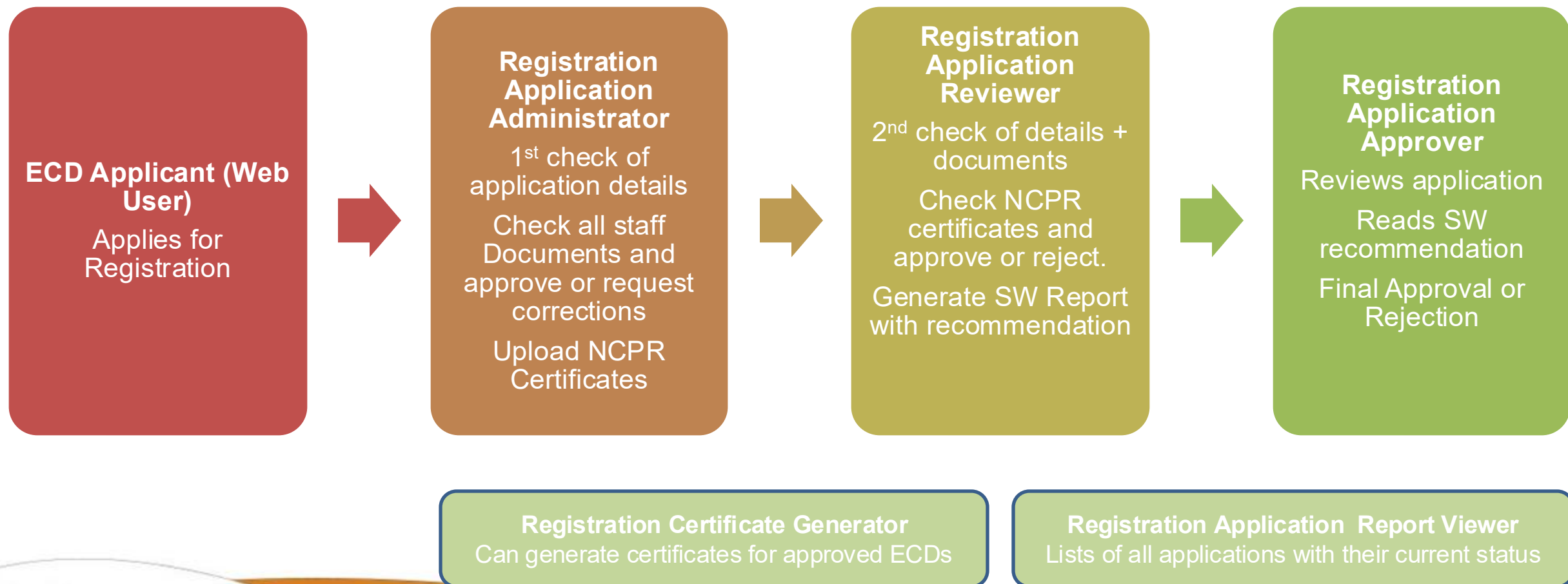
Where is there more information?

Information, guidelines and tools will be added to DBE's web page as they become available. Go to:

[Bana Pele ECD Registration Drive info page](#)

Introduction to the Bronze ECD Registration Module in eCares

User Roles in the eCares Bronze Registration Module



Accessing eCares – User set up; Login and Password Resets

All roles would need to be set up and receive login and password details



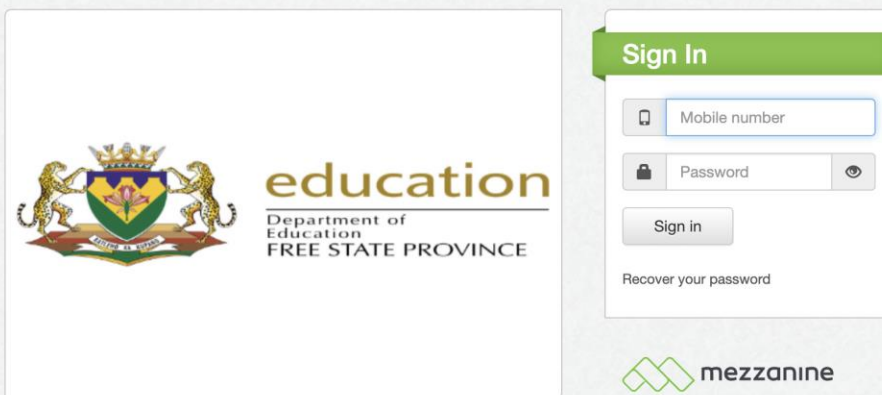
User Access on eCares

← +2782007005822... 📞

Text message
Friday, Today

Dear [27724286783](#) you have been registered on the eCares. To login, please go to <https://ecares.mezzanineware.com>, enter [27724286783](#) as your username and password [970141](#)

5 min ago 📧



The login page features the Department of Education Free State Province logo on the left and a 'Sign In' form on the right. The form includes fields for 'Mobile number' and 'Password', a 'Sign in' button, and a 'Recover your password' link. The Mezzanine logo is at the bottom right.

[security & privacy notice](#) | [support](#) | www.mezzanineware.com | © 2024 Mezzanine Ware (Pty.) Ltd.

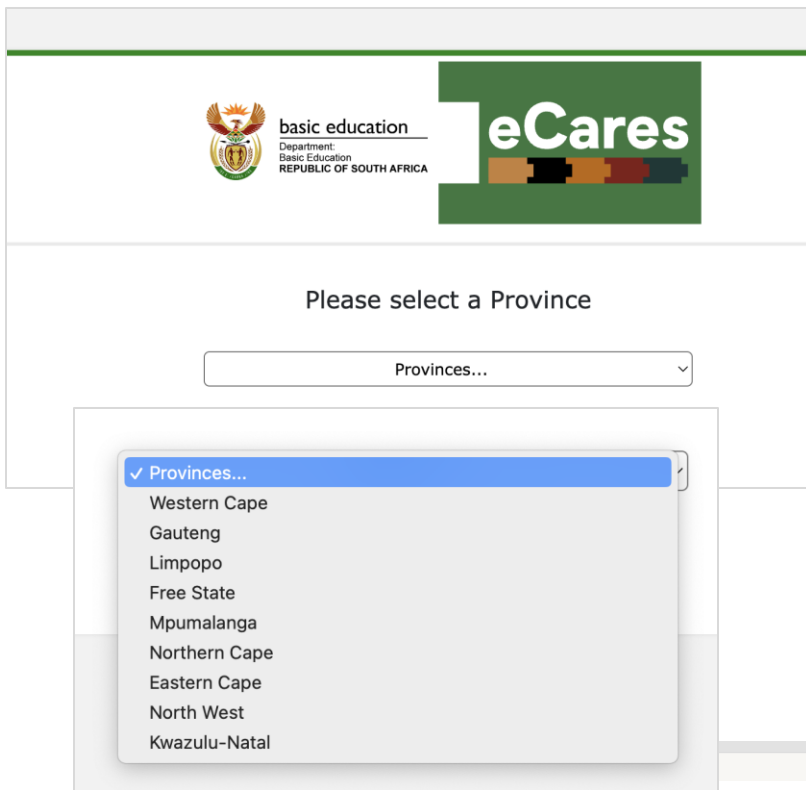
You will receive an SMS when you are set up with the URL link you must follow and a temporary password.

Go to:

<https://pedusers.dbecares.gov.za/>

Click on the Provinces down arrow to select your Province the first time you log in.

User Access on eCares Cont.



basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

eCares

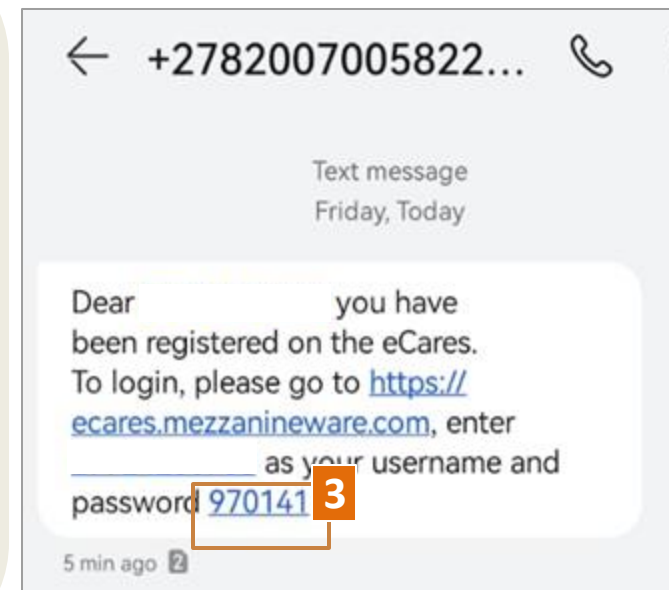
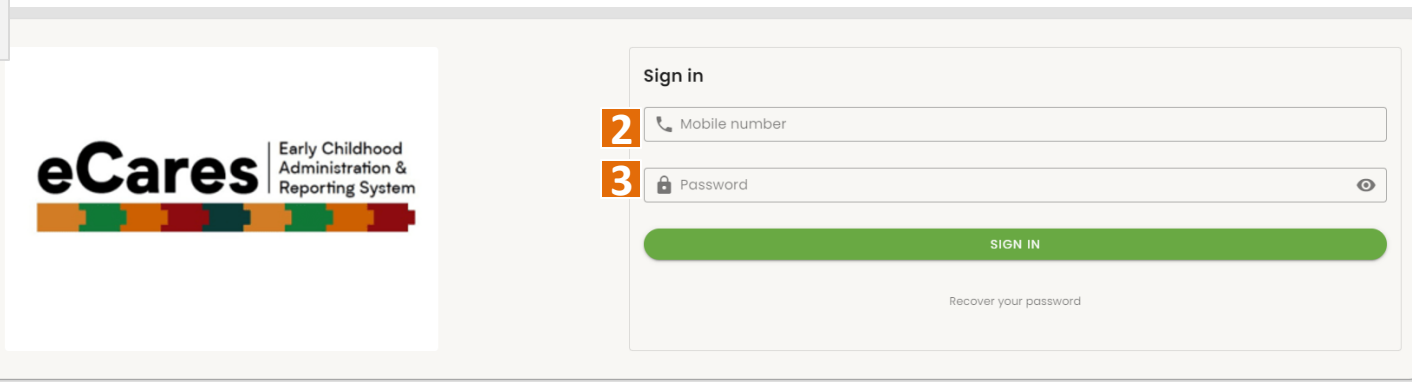
Please select a Province

Provinces...

- ✓ Provinces...
- Western Cape
- Gauteng
- Limpopo
- Free State
- Mpumalanga
- Northern Cape
- Eastern Cape
- North West
- Kwazulu-Natal

1. Select your Province and then click on Login.
2. Sign in using your User Name which is **your mobile number with the first 0 replaced by 27.** e.g. Cellphone number: 083 456 7890 Login: 27834567890

3. Use the temporary password provided in your SMS

eCares | Early Childhood
Administration &
Reporting System

Sign in

2 📞 Mobile number

3 🔒 Password

SIGN IN

[Recover your password](#)

User Access on eCares Cont.

Change Password

i **Your password was reset**
Please select a password that conforms to
password policy level 1:
Minimum of six characters.

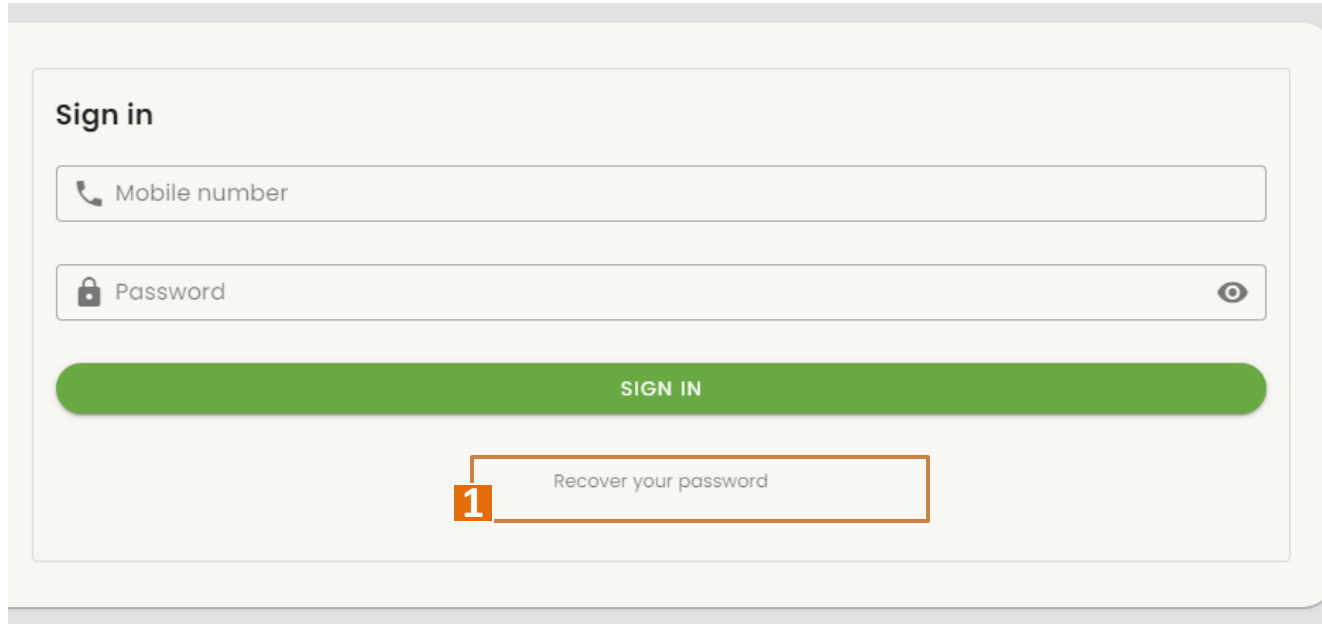
CHANGE PASSWORD

The system will now prompt you to change the password to your desired one. It must be at least 6 characters long.

Enter your new password, confirm it, and click on 'Change Password'.

Use a password that you will find easy to remember

User Access on eCares Cont.



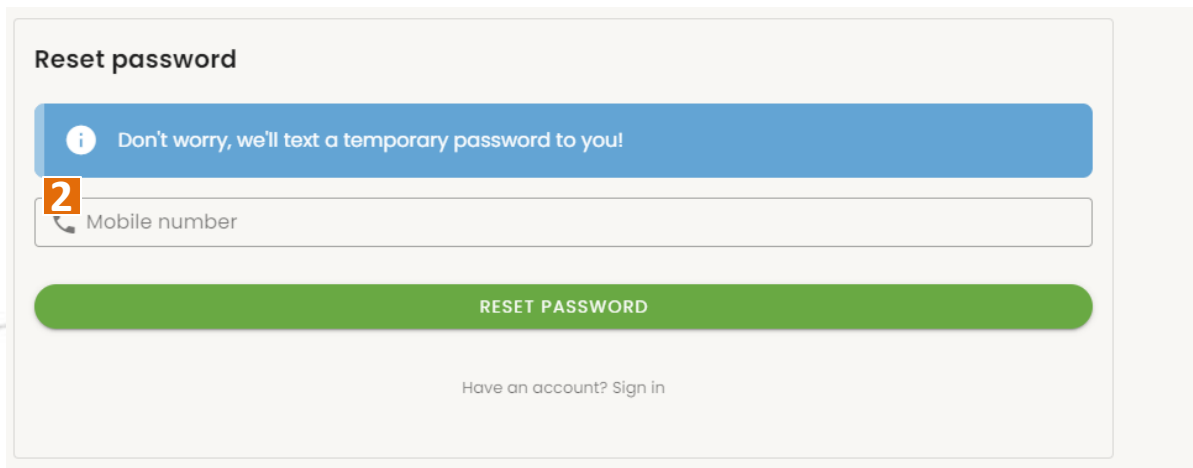
Sign in

Mobile number

Password

SIGN IN

1 Recover your password



Reset password

Don't worry, we'll text a temporary password to you!

2 Mobile number

RESET PASSWORD

Have an account? Sign in

1. If you forget your password in the future, you can click on “Recover your password”
2. You will be asked for your mobile number. **Remember to replace the first 0 with a 27.**
3. **Use the temporary password provided in your SMS**
4. You will receive an SMS with a temporary password. Go back to the login page and use this.

Registration Application Administrator Role & Review Process

The individuals who will do the first review of applications.
This manual covers how to access and view applications for review, capture notes, approve and reject documents, check the NCPR, upload Clearance Certificates for each staff member and make decisions per application.



What is the role of an application administrator?

Check all application form details are completed correctly

Check each staff member has an ID and Form 30 that matches their name and captured ID.

- If No – return for corrections
-
- If Yes – Approve the documents THEN
-

Check each staff member in the DSD NCPR, download the certificate and upload it to each staff member.



Key point: Application Administrators

Check and approve documents.

Upload NCPR certificates

Application Administrator: Process Flow

Login

- Enter your login credentials
- Access the Administrator Dashboard

Dashboard Overview

- Access the list of all submitted applications.
- Filter applications to select ones to review.
- Select an application to review.

Application Review

- Review Application details.
- Send corrections notes to applicant if additional information is required.

Documents uploaded

- Check for all uploaded required documents (certified ID and Form 30) then accept or decline the document. Add correction comments for any document declines.
- Conduct NCPR checks and upload the Clearance certificate.

Submit/decline applications

- If the application is complete and accurate, submit it to the reviewer with Admin notes, if any .
- If the application is incomplete or inaccurate, send correction notes to the Applicant.

After logging in to eCares

The screenshot shows the eCares web application interface. At the top left is the eCares logo. Below it is a 'Main Menu' button. The main content area is titled 'Main Menu' and contains a 'Roles' dropdown menu with 'Not Specified' selected. A 'NEXT' button is located below the dropdown. The dropdown menu is open, showing a list of roles: 'Reg Application Administrators' (highlighted with an orange box), 'Reg Application Approvers', '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 'eCares (Pty.) Ltd.'.

On the Home Page Menu, you will find:

- Main Menu: Access various user roles.

To access Reg Application Administrator role:

1. Navigate to the Main Menu.
2. Click on "Not specified" below Roles to reveal a dropdown list.
3. Select Reg Application Administrator from the dropdown.

Applications-Administrator Landing Page

Reg Application Administrators

2

VIEW REPORTS

HOME

Applications - View or Edit An Existing Application

Search

+

	ECD Name	Name And Surname	Education District	Municipality	Ward	Reference No	ID Number	Applicant Contact Number	Date Created	Latest Updated	↓	Status
1 REVIEW	Singita Day Care	Phindile Vukeya	Johannesburg East	City of Johannesburg	75	E12399982	6404150938080	27817391140	2024-08-21 08:57:40	2024-08-21 14:07:39		Application Submitted
REVIEW	test	Lennie De Villiers	Johannesburg East	City of Johannesburg	75	E000000042	1113	27768243560	2024-04-23 02:00:00	2024-08-20 14:16:13		Application Submitted
REVIEW	SMS Test 2	Sharief Patel	Ekurhuleni North	Ekurhuleni	25	E75003127	asdsa	27823781532	2024-08-19 13:09:06	2024-08-19 13:11:18		Application In Review
REVIEW	Testing GPS	Lennie De Villiers	Johannesburg North	City of Johannesburg	87	E33969351	1111111111111111	27768243560	2024-08-18 13:54:00	2024-08-18 14:06:34		Application In Review
REVIEW	SMS Send	Sharief Patel	Gauteng East	Lesedi	12	E52982624	fgdghege	27823781532	2024-08-16 14:15:13	2024-08-16 14:17:33		Application In Review
REVIEW	Duplicate Test 2	Cate Carrol	Tshwane South	City of Tshwane	106	E10339808	12255887744698	27729987296	2024-07-17 11:30:25	2024-08-14 11:21:46		Application In Review
REVIEW	sw	Phindile Vukeya	Ekurhuleni South	Ekurhuleni	106	E39275234	9708130520082	27817391140	2024-06-20 10:13:21	2024-07-29 15:03:54		Application In Review
REVIEW	Asina	Patience Matsaira	Johannesburg North	City of Johannesburg	96	E67675526	SD456789	27840698572	2024-06-14 10:24:24	2024-07-01 08:27:41		Application In Review
REVIEW	Friday June Test ECD	Cate Carrol	Tshwane North	City of Tshwane	49	E63266382	9988776	27729987296	2024-06-21 10:04:30	2024-06-21 10:10:30		Application In Review
REVIEW	Testing	Lennie De Villiers	Tshwane North	City of Tshwane	75	E12721081	9005040063083	27768243560	2024-06-14 09:28:28	2024-06-14 09:38:12		Application In Review

↓

< 1 >

Page 1 of 1

As an Reg Application Administrator you are the first to review an application after the applicant has submitted.

You are able to:

- Add Corrections notes and view historic correction notes.
- Review the staff uploaded documents
- Do Staff NCPR validation and upload NCPR certificates

Select an application by clicking on the 'REVIEW' button next to the applicant to start reviewing the application (1).

Click on 'HOME' to return to the Main Menu(2).

Searching & Filtering Applications

List of Applications ADD NEW VIEW ARCHIVED

Welcome
Phindile Vukeya - ECD Applicant

Applications - View or Edit An Existing Application

1 2

	ECD Name	Name And Surname	Reference No ↑	ID Number	Date Created	Latest Updated	Status
VIEW EDIT ARCHIVE	Singita Day Care	Phindile Vukeya	E000000029	6404150087086	2024-04-14 02:00:00	2024-05-02 02:00:00	Approved

Search for a specific item in the table by typing the name of the item in the search box. (1)

For an advanced search, click on the "+"(2):
Criteria: Choose how the data should be found. Use the Match drop-down to choose if it must have exact match or "Do not" if it doesn't have to match exactly.

Applications - View or Edit An Existing Application

+

Match of the criteria

Select field... - +

5 UPDATE RESULTS

Select field... ▲

Select field...

ECD Name

Name And Surname

Reference No

ID Number

Date Created

Search Field: Select the column or table heading you want to search against. Choose if your desired search should "begin with" or "contain" specific words, then type what you want to search for.

Click on "+" to add another search field.
Click on "-" to close the advanced search or remove an added search field.

Confirm your search selection and retrieve your desired filter by clicking on "UPDATE RESULTS".

Administrator Step 1/12 - Application Particulars

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

[VIEW CORRECTIONS](#)

[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@mezzanineware.com

Identity Type

South Africa ID Number

South African ID Number

6404150938080

[← BACK](#)

[NEXT](#)

[ADD CORRECTIONS](#)

[ADD ADMIN NOTES](#)

Review the details of the selected application.

Ensure all required applicant information is captured:

- Name
- Surname
- Position
- Contact Number
- Email
- Identification Type
- Identity Number

You can add a correction note at each step of the application if there's missing information.

[Note: Add corrections, View corrections and Add admin notes are available at every step.]

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 Admin Notes

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.

Administrator Step 1 / 13 - Particulars of Application & Add corrections (cont)

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

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
2781739140

Email
pvukeya@mezzanineware.com

Identity Type
South Africa ID Number

South African ID Number
6404150938080

← BACK NEXT

1

Review note

SAVE CANCEL ADD ADMIN NOTES

1. After selecting "ADD CORRECTIONS" as per the previous step, a text box with space for notes to be captured will appear.

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
2781739140

Email
pvukeya@mezzanineware.com

Identity Type
South Africa ID Number

South African ID Number
6404150938080

← BACK NEXT

2

Review note
Please review the name of your organisation. It seems incorrect.

3

SAVE CANCEL ADD ADMIN NOTES

2. Capture the note/reason for corrections. You can also add admin notes on the same page by clicking on 'ADMIN NOTES' and the section for admin notes should appear.
3. When done click on 'SAVE'

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

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
2781739140

Email
pvukeya@mezzanineware.com

Identity Type
South Africa ID Number

South African ID Number
6404150938080

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

5

4. You will receive a notification that the review feedback has been successfully captured

Review feedback saved. X

5. Click on 'NEXT' to proceed to the next step

Administrator Step 1 / 13 - Particulars of Application & Admin notes (cont)

Name
Phindile

Surname
Vukeya

Position
Owner/Applicant

Contact Number
27817391140

Email
pvukeya@mezzanineware.com

Identity Type
South Africa ID Number

South African ID Number
9708130520082

← BACK NEXT ADD DECLINE NOTE

1 Admin note

SAVE CANCEL

1. After selecting "Add admin note" as per the previous step, a text box with space for notes to be captured will appear.

Name
Phindile

Surname
Vukeya

Position
Owner/Applicant

Contact Number
27817391140

Email
pvukeya@mezzanineware.com

Identity Type
South Africa ID Number

South African ID Number
9708130520082

← BACK NEXT ADD DECLINE NOTE

2 Admin note
The applicant completed all the required information.

3 SAVE CANCEL

2. Capture the admin note/reason for
3. Click on 'SAVE'

Administrator Step 1 / 13 - Particulars of Application & Admin Notes (cont)

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

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

Name
Phindile

Surname
Vukoya

Position
Owner/Applicant

Contact Number
27817391140

Email
pvukoya@mezzanineaware.com

Identity Type
South Africa ID Number

South African ID Number
6404150938

4 3

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

You will receive a notification that the note has been successfully captured

Admin notes saved.

1. You can click a button on the top right to review saved admin notes.
2. Click 'OPEN' to review the admin notes.
3. Click 'ADD ADMIN NOTES' to record notes for the page
4. Click on 'NEXT' to proceed to the next step

Review Admin Notes

← BACK

Admin Notes

Search

Description	Status	Latest Added ↓
The applicant has captured all the required information.	Unread	2024-08-21 18:07:58

2 OPEN

Page 1 of 1

Administrator Step 2 / 13 – Review Staff

Singita Day Care: Step 2 / 13 – Add Staff

VIEW CORRECTIONS CANCEL

Staff List

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 **1** NEXT ADD CORRECTIONS ADD ADMIN NOTES

Review the staff list and ensure all staff details, including roles and qualifications, are captured.

You can add corrections at each step of the application if there's missing information or add admin notes relevant to each step.

After completing the review, click 'NEXT'(1) .

Administrator Step 3 / 13 - Nature of Application

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

3

VIEW CORRECTIONS

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

4

1

2

← BACK

NEXT

ADD CORRECTIONS

ADD ADMIN NOTES

Review the information captured for the “Nature of the Application”

Note: The Name of Organisation is for Organisations who own and run multiple ECD programmes. If that is not the case, the name will just be the same as the ECD Programme Name.

Note: The Program Type is automatically calculated by the two questions before.

Administrator Step 4/13 - Address details

Singita Day Care: Step 4 / 13 - Address Details

3

VIEW CORRECTIONS

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

4

1

2

← BACK

NEXT

ADD CORRECTIONS

ADD ADMIN NOTES

Review the information captured for the ECD programme address details.

Note that the Education District and Ward are automatically applied based on the suburb/village selected.

1. If an error is noted, capture it by clicking on 'ADD CORRECTIONS'
2. To review historic saved corrections click on "VIEW CORRECTIONS"
3. To leave a note for this page click on "ADD ADMIN NOTES"
4. If no error or once a corrections notes has been added, click 'NEXT'

Administrator 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

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

Marikana Police Station

Postal Address

PO BOX 201

Postal Code

0065

Email

vu@gmail.com

Mobile Number

27817391140

Alternate Contact

0125675454

3

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.

Administrator 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

← BACK

NEXT

1

ADD CORRECTIONS

2

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

Administrator 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

4
VIEW CORRECTIONS

CANCEL

Child Enrollment

Search

+

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

↓

<

1

>

Page 1 of 1

3

1

2

← BACK
NEXT
ADD CORRECTIONS
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.

Administrator Step 8/13 - Health and Safety Self-Assessment

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 Vukeya 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 have completed the health and safety check on 2024-08-21 13:48:39

[← BACK](#)

[NEXT](#)

[ADD CORRECTIONS](#)

[ADD ADMIN NOTES](#)

1

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

Administrator 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.

1. Children experience safety and care whilst at facility / programme and there is no harsh discipline (such as smacking).

Confirmed

2. The premises inside and outside are safe, clean and well-maintained (outdoor areas must be free from litter and animal faeces).

Confirmed

3. Equipment and furniture are safe and well-maintained and pose no risks to children.

Confirmed

4. The structure provides protection from rain, wind, and sun, and is not at risk of collapse.

Confirmed

5. Children cannot reach or touch hot surfaces, or electrical wires, plugs or sockets.

Confirmed

6. No smoking is allowed at the site.

Confirmed

7. Children are protected from heights, stairs and open water that could pose a danger to them.

Confirmed

8. There is fire control equipment - at minimum a bucket of sand.

Confirmed

9. Safe and clean drinking water is always available, and there is sufficient safe water for all other needs (e.g. handwashing and cooking).

Confirmed

10. 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

VIEW CORRECTIONS

CANCEL

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

11. There is a place for children to wash hands before eating and after using the toilet.

Confirmed

12. Dangerous objects (e.g. knives, matches), harmful substances (e.g. paraffin, cleaning agents) and medicines, cannot be reached by children.

Confirmed

13. 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

14. 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

15. 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.

Document Review Process: Step 12/13

Certified ID copies

- Check the certification stamp to ensure it's visible and recent (within the last three months).
- Verify that the ID number matches the details provided in the application.
- Ensure the ID is clear and legible.
- If so – approve the document – otherwise decline and add correction notes.

Form 30

- Ensure the form is fully completed with no missing sections.
- Confirm that the form is signed and dated.
- Verify the applicant's or staff member's details against the ID provided.
- If so – approve the document – otherwise decline and add correction notes.

Approval

- If the documents are satisfactory:
Mark the document as "**Approved**" and proceed to the next one.
- Continue the review process until all documents have been checked and approved. .

Decline

- If the documents are not satisfactory :
- Mark the document as **Declined**.
Add Correction Notes detailing what is wrong with the document (e.g., "ID copy for XXX is not certified," "Form 30 for XXX is incomplete," etc.).
- Ensure your notes are clear and provide guidance on what the applicant needs to correct and for which staff member.

NCPR Checks and clearance certificate

- When you have approved ID and Form 30 for a staff member.
- Enter each staff member's ID in the NCPR system and download the certificate and upload for the staff member in eCares

Review Results:

- **Cleared:** Not listed; staff member is approved. Download the clearance certificate from NCPR and upload to the staff member's profile
- **Listed:** Listed; staff member cannot work with children, and application will be declined. Add admin notes for reviewer.

Administrator Step 12 / 13 – Review Staff Documents

Singita Day Care: Step 12 / 13 – Upload Staff Documents
VIEW CORRECTIONS
CANCEL

Validate the Staff by visiting [here](#)

Staff List
Search
+

	Name And Surname ↑	Latest Added	ID Number	ECD Name	Staff Role	Qualifications	
1	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

Download
<
1
>
Page 1 of 1

BACK
NEXT
ADD CORRECTIONS
ADD ADMIN NOTES

Select “VIEW” (1) on Staff Member to review staff documents and upload Clearance certificate.

Remember to complete the next steps for EVERY staff member

Administrator Step 12 / 13 – Review Staff Documents (Cont)

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

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

Validate the Staff by visiting [here](#)

Staff Documents

+

	Date Last Uploaded ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined
VIEW	2024-08-21 14:07:40	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Form 30	Await Review
VIEW	2024-08-21 14:07:40	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff ID	Await Review



<

1

>

Page 1 of 1

[CLOSE DOCUMENTS](#)

Upload Clearance Certified For Concern Vukeya


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

The system will show documents uploaded for the selected Staff member.

Each staff member should have an ID and Form 30.

If any of these is missing add corrections

On Staff document table, click on 'VIEW' to see the documents uploaded.

Administrator Step 12 / 13 – Review Staff Documents (Cont)

Please note - applications should include:

- A certified copy of the staff member ID
- Form 30 for each staff member and applicant.

1. Confirm this information is available by clicking on “OPEN”(1) next to a document uploaded. Check that it matches the details they captured – ID Number and Name.
2. Once satisfied with the documentation - select “**APPROVE**” (2)
3. If not happy with the document select “**DECLINE**”(3). Make sure to add correction notes after closing.
4. Select **CANCEL**(4) to stop looking at this document and go to the next one.
5. After viewing all the documents for this staff member select **CLOSE DOCUMENTS**(5) to go to the staff list

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

[VIEW CORRECTIONS](#)

[CANCEL](#)

Validate the Staff by visiting [here](#)

Staff Name

Concern Vukeya

Mobile

27820820820

Staff ID

3424355343

Document Type

Staff Form 30

File name ↑

Size

1 OPEN

Screenshot 2024-08-21 at 09.00.23.png

225633

2 APPROVE

3 DECLINE

4 CANCEL

Staff Documents

Search

	Date Last Uploaded ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined
VIEW	2024-08-21 14:07:40	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Form 30	Await Review
VIEW	2024-08-21 14:07:40	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff ID	Await Review

Page 1 of 1

5 CLOSE DOCUMENTS



Administrator Step 12 / 13 – Review Staff Documents(Cont)

Singita Day Care: Step 12 / 13 – Upload Staff Documents VIEW CORRECTIONS CANCEL

Validate the Staff by visiting [here](#)

Staff Name
Concern Vukeya

Mobile
27820820820

Staff ID
3424355343

Document Type
Staff Form 30

	File name ↑	Size
OPEN	Screenshot 2024-08-21 at 09.00.23.png	225633

APPROVE DECLINE CANCEL

Staff Documents +

	Date Last Uploaded ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined
VIEW	2024-08-21 14:07:40	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Form 30	Await Review
VIEW	2024-08-21 14:07:40	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff ID	Await Review

↓ < 1 > Page 1 of 1

CLOSE DOCUMENTS

After approving the Staff ID and Form 30 document you will receive the notification that the document is approved.

Document has been approved. ×

Navigate to the Validate staff hyperlink in order to access the National Child Protection Register (NCPR) online site if you are an authorised user.

If users are not an authorised user, users will need to request an authorised user to check the staff member for them and provide the clearance certificate

Administrator Step 12 / 13 - Review Staff Documents (Cont)

social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Child Protection Register

Log in

Log In

Please provide your login details to continue

Username

Password

[Forgot Password](#)

LOG IN CANCEL

© 2024 - SDICMS Portal

You will be directed to the DSD Child Protection Register site, and access the site using their login credentials.

From here, you will be able to download the clearance certificate for the selected staff member, using their ID number as has been provided.

Administrator Step 12 / 13 - Review Staff Documents (Cont)

File name ↑

Size

OPEN

Screenshot 2024-08-21 at 09.00.23.png

225633

APPROVE

DECLINE

CANCEL

Staff Documents

Search

+

	Date Last Uploaded ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined
VIEW	2024-08-21 14:29:29	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Form 30	Approved
VIEW	2024-08-21 14:29:40	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff ID	Approved

↓

< 1 >

Page 1 of 1

CLOSE DOCUMENTS

Upload Clearance Certified For Concern Vukeya

1

Screenshot 2024-08-21 at 09.00.23.png

×

2

SAVE CLEARANCE CERTIFICATE

← BACK

NEXT

ADD CORRECTIONS

ADD ADMIN NOTES

Without approval of the Certified ID and Form 30 users do not have consent to check for the clearance certificate.

Only Administrators and Reviewers can upload the Clearance certificate. The Administrator uploads first, and the Reviewer approves it. If the Administrator did not upload the certificate, the Reviewer can upload it and approve it at the same time.

To upload the clearance certificate for the selected staff member:

- Click on the paper clip image (1)
- Selecting a file from your device
- Or try Dragging and dropping a file

Once the document has been uploaded, select 'SAVE CLEARANCE CERTIFICATE'.(2)

Note on Document Review

By the time an Application Administrator has reviewed an application to the point that it is ready to submit for review:

- every** staff member should have
- an ID in Approved Status
 - a Form 30 in Approved Status
 - an NCPR certificate in awaiting review status

If this is not the case you should:

- Submit corrections at the end of the review to request missing documents
- Or complete the outstanding NCPR checks

Singita Day Care: Step 12 / 13 - Upload Staff Documents
VIEW CORRECTIONS
VIEW ADMIN NOTES
CANCEL

Validate the Staff by visiting [here](#)

Staff Documents

Search

+

	Date Last Uploaded ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined
VIEW	2024-08-22 00:03:12	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Form 30	Approved
VIEW	2024-08-22 00:03:12	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff ID	Approved
VIEW	2024-08-22 00:03:12	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Clearance Certificate	Await Review

↓

< 1 >

Page 1 of 1

CLOSE DOCUMENTS
← BACK
NEXT
ADD CORRECTIONS
ADD ADMIN NOTES

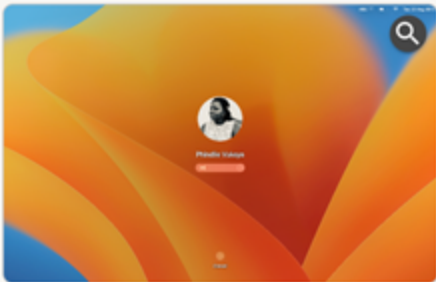
Administrator Step 13/13 – ECD Photo & Final Decision

Singita Day Care: Step 13 / 13 – Self-Assessment Upload Photo

VIEW CORRECTIONS VIEW ADMIN NOTES

CANCEL

Upload Photo



1 SAVE 2 SEND CORRECTIONS 3 SUBMIT FOR REVIEW 5 ADD ADMIN NOTES

View the uploaded photo

1. You are also able to upload the Self Assessment photo on behalf of the Applicant by clicking on on 'Upload Photo' then after uploading click on 'SAVE' (1)

Health And Safety Assessment
Saved

Please note that Photos of the ECD are NOT mandatory – do not request one if not submitted or unclear.

This is the end of your review and you now have two choices:

- 2) Click on "**SEND CORRECTIONS**" to return the Application to the applicant for viewing your saved correction notes and resolving corrections. Applicant will receive an SMS to review the application.

OR

- 3) Click on "**SUBMIT FOR REVIEW**" to say you are happy with the application and it is ready for the APPLICATION REVIEWER to review. After submission, the system will take you to the Main Menu with the application list and this application will be waiting in the landing page of the APPLICATION REVIEWER ROLE

Administrator – Send Corrections

← +2781160282053876 📞 ⋮

19:50 SIM1

Dear Phindile Vukeya. We have added a comment(s) to your ECD application E[12399982](#). Please log into eCares, <https://ecares.mezzanineware.com>, VIEW your application to see the comments.

This is the SMS the applicant receives when you complete reviewing an application and hit SEND CORRECTIONS. When they log in to eCares, the application status will be "Incomplete."

If the application is submitted for review, as an Administrator, you will no longer see that application on your list to review as it will now be sent to the Reg Application Reviewer for a second review.

Registration Application Reviewer Role & Review Process

The individuals who will do the second review of applications and provide the Social Workers Report and Recommendation.

This manual covers how to access and view applications for review, capture notes, approve and reject documents, check and approve or reject the uploaded Clearance Certificates for each staff member and make recommendation decisions per application.



What is the role of application reviewers?

Check all form details completed correctly

Check ID and Form 30 have been approved

Check NCPR certificate has been uploaded –

- Check it – if it says clear – approve the document
 - If it says not clear/listed – reject the document (and recommend rejection of registration)
-

Generate a Social Work report recommending approval – or rejection if staff have been found to be on the NCPR



Key point: Application Reviewers

Approve or reject
NCPR certificates.

Recommend approval
OR
Recommend rejection
if staff fail NCPR
check.

Application Reviewer: Process Flow

Login

- Enter your login credentials
- Access the Reviewer Dashboard

Dashboard Overview

- Access the list of all applications sent for review by the administrators.
- Filter applications to select one to review.
- Select an application to review.

Application Review

- Review Application details.
- Send correction notes to applicant, if additional information is required.

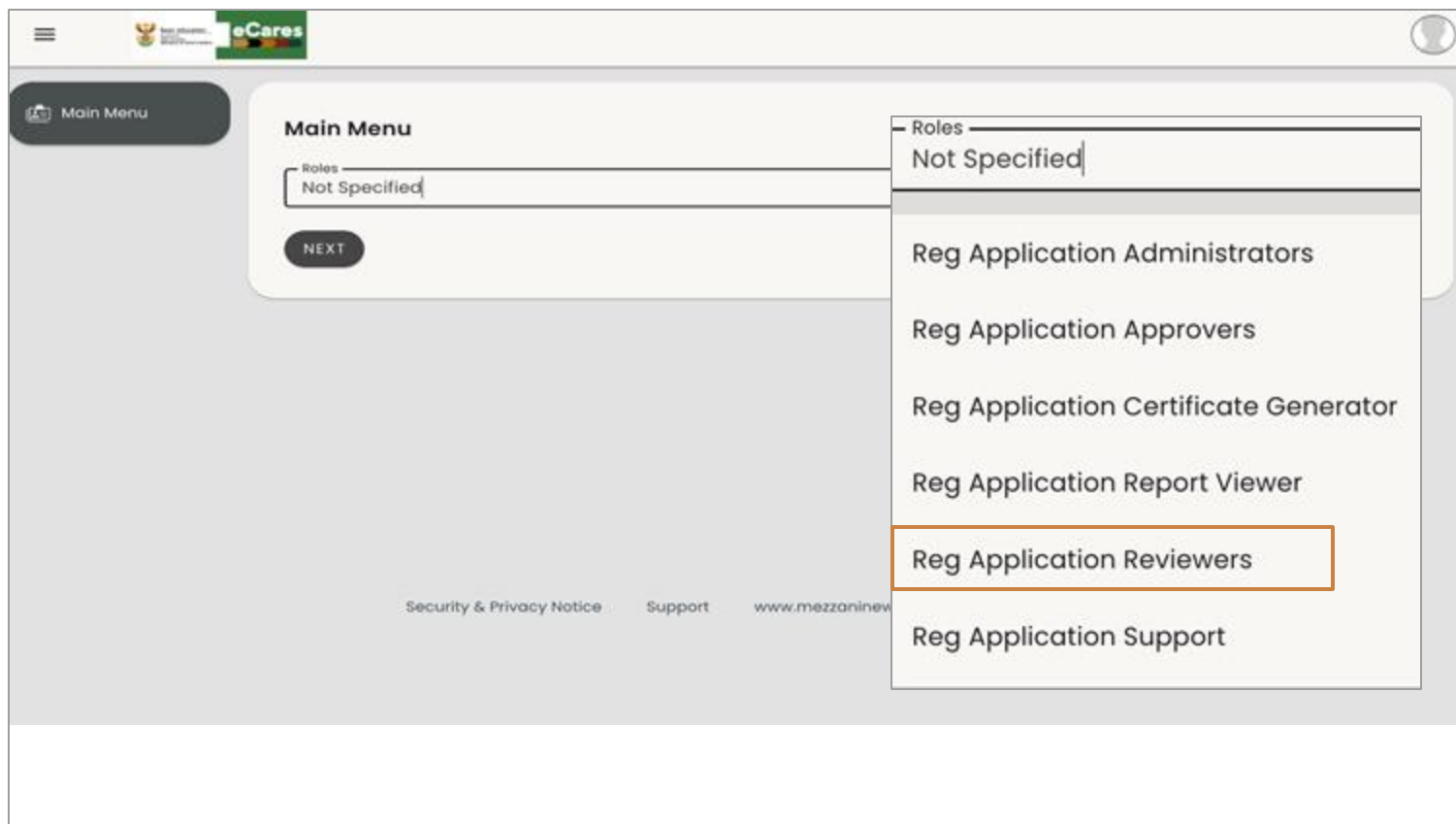
Documents uploaded

- Check that all uploaded required documents (certified ID and Form 30) have been approved for all staff.
- Check that a NCPR certificate has been uploaded for all staff.
- View and approve the Clearance certificate OR
- Reject the certificate and recommend rejection of the application.

Submit/decline applications

- If the application is complete and accurate, forward it to the approver with the Social Worker Report and admin notes, if any.
- If the application is incomplete and inaccurate, send correction notes to the Applicant.

Reviewer – after logging in to eCares



On the Home Page Menu, you will find:

- Main Menu: Access various user roles.

To access your Reviewer 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.

Reg Application Reviewers are responsible for the second-round document approval by a DBE user. If Reviewers approve, the application is forwarded to the Reg Application Approver for final approval and certificate generation.

Reviewer - Landing Page

Reg Application Reviewers

HOME

Applications - View or Edit An Existing Application

Search



	ECD Name	Name And Surname	Education District	Status	Municipality	Ward	Reference No	ID Number	Applicant Contact Number	Date Created	Latest Updated ↓
REVIEW	Singita Day Care	Phindile Vukeya	Johannesburg East	Review Pending	City of Johannesburg	75	E12399982	6404150938080	27817391140	2024-08-21 08:57:40	2024-08-21 23:37:11
REVIEW	Baobab Pretoria Early Child Development	Bongani Mabena	Gauteng North	Review In Progress	City of Tshwane	105	E950684880	8201014800086	27824123518	2024-05-07 02:00:00	2024-07-16 16:31:51
REVIEW	Patience Educare centre	Patience Matsaira	Johannesburg East	Review In Progress	City of Johannesburg	75	E90919169	AD234567	27840698572	2024-07-09 09:33:28	2024-07-09 09:43:17
REVIEW	Prudies Day Care	Phiwokuhe Mafuleka	Johannesburg South	Review In Progress	City of Johannesburg	121	E97299322	8806290688086	27798164791	2024-06-04 10:47:25	2024-06-14 11:03:32
REVIEW	Morning test	Sanna Mokoena	Johannesburg South	Review In Progress	City of Johannesburg	5	E61763480	7604280333081	27782090319	2024-06-04 11:26:40	2024-06-14 10:59:47
REVIEW	Joopy ECD	Joopy Loopy	Johannesburg East	Review In Progress	City of Johannesburg	72	E55025819	2277	27833009377	2024-06-03 20:32:10	2024-06-13 12:15:35
REVIEW	Happy feet early learning centre	Omphile Senyarelo	Johannesburg West	Review In Progress	City of Johannesburg	47	E34923070	9505310505085	27832508968	2024-06-04 10:47:47	2024-06-13 11:26:07
REVIEW	Little Explorers ECD	Malekhotla Khonkhe	Johannesburg South	Review In Progress	City of Johannesburg	121	E56317668	7304260567085	27735687083	2024-06-04 10:50:20	2024-06-13 09:06:42
REVIEW	11/06/2024_Demo	Teboho Rider Litsoane	Ekurhuleni South	Review In Progress	Ekurhuleni	35	E20028155	8807074617085	27616079206	2024-06-11 11:33:06	2024-06-12 12:44:57
REVIEW	Little ECD	Cate Carrol	Johannesburg West	Review In Progress	City of Johannesburg	128	E93972163	89546325	27729987296	2024-05-30 18:59:01	2024-06-07 10:55:54

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Page 1 of 2

As a Reg Application Reviewer you are second to review applications after the applicant has submitted.

You are able to:

- Add correction notes
- Add and view Admin notes
- Review the uploaded staff documents
- Do Staff NCPR validation
- Upload/approve Clearance certificates
- Submit Social work report
- Recommend Application for approval or rejection.

Searching & Filtering Applications

List of Applications ADD NEW VIEW ARCHIVED

Welcome
Phindile Vukeya - ECD Applicant

Applications - View or Edit An Existing Application

1 2

	ECD Name	Name And Surname	Reference No ↑	ID Number	Date Created	Latest Updated	Status
VIEW EDIT ARCHIVE	Singita Day Care	Phindile Vukeya	E000000029	6404150087086	2024-04-14 02:00:00	2024-05-02 02:00:00	Approved

Search for a specific item in the table by typing the name of the item in the search box. (1)

For an advanced search, click on the "+"(2):
Criteria: Choose how the data should be found. Use the Match drop-down to choose if it must have exact match or "Do not" if it doesn't have to match exactly.

Applications - View or Edit An Existing Application

+

Match of the criteria

Select field... - +

5 UPDATE RESULTS

Select field... ▲

Select field...

ECD Name

Name And Surname

Reference No

ID Number

Date Created

Search Field: Select the column or table heading you want to search against. Choose if your desired search should "begin with" or "contain" specific words, then type what you want to search for.

Click on "+" to add another search field.
Click on "-" to close the advanced search or remove an added search field.

Confirm your search selection and retrieve your desired filter by clicking on "UPDATE RESULTS".

Reviewer - Landing Page

Reg Application Reviewers

2 HOME

Applications - View or Edit An Existing Application

Search

+

1

	ECD Name	Name And Surname	Education District	Status	Municipality	Ward	Reference No	ID Number	Applicant Contact Number	Date Created	Latest Updated ↓
REVIEW	Singita Day Care	Phindile Vukeya	Johannesburg East	Review Pending	City of Johannesburg	75	E12399982	6404150938080	27817391140	2024-08-21 08:57:40	2024-08-21 23:37:11
REVIEW	Baobab Pretoria Early Child Development	Bongani Mabena	Gauteng North	Review In Progress	City of Tshwane	105	E950684880	8201014800086	27824123518	2024-05-07 02:00:00	2024-07-16 16:31:51
REVIEW	Patience Educare centre	Patience Matsaira	Johannesburg East	Review In Progress	City of Johannesburg	75	E90919169	AD234567	27840698572	2024-07-09 09:33:28	2024-07-09 09:43:17
REVIEW	Prudies Day Care	Phiwokuhle Mafuleka	Johannesburg South	Review In Progress	City of Johannesburg	121	E97299322	8806290688086	27798164791	2024-06-04 10:47:25	2024-06-14 11:03:32
REVIEW	Morning test	Sanna Mokoena	Johannesburg South	Review In Progress	City of Johannesburg	5	E61763480	7604280333081	27782090319	2024-06-04 11:26:40	2024-06-14 10:59:47
REVIEW	Joopy ECD	Joopy Loopy	Johannesburg East	Review In Progress	City of Johannesburg	72	E55025819	2277	27833009377	2024-06-03 20:32:10	2024-06-13 12:15:35
REVIEW	Happy feet early learning centre	Omphile Senyarelo	Johannesburg West	Review In Progress	City of Johannesburg	47	E34923070	9505310505085	27832508968	2024-06-04 10:47:47	2024-06-13 11:26:07
REVIEW	Little Explorers ECD	Malekhotla Khonkhe	Johannesburg South	Review In Progress	City of Johannesburg	121	E56317668	7304260567085	27735687083	2024-06-04 10:50:20	2024-06-13 09:06:42
REVIEW	11/06/2024_Demo	Teboho Rider Litsoane	Ekurhuleni South	Review In Progress	Ekurhuleni	35	E20028155	8807074617085	27616079206	2024-06-11 11:33:06	2024-06-12 12:44:57
REVIEW	Little ECD	Cate Carrol	Johannesburg West	Review In Progress	City of Johannesburg	128	E93972163	89546325	27729987296	2024-05-30 18:59:01	2024-06-07 10:55:54



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Page 1 of 2

As an Reg Application Administrator you are the second to review application after the Reg application Administrator has submitted.

Select an application by clicking on the 'REVIEW' button next to the applicant to start reviewing the application (1).

Click on 'HOME' to return to the Main Menu (2).

Reviewer Step 1/12 - Application Particulars

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

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

South African ID Number

6404150938080

5

6

1

2

← BACK

NEXT →

ADD CORRECTIONS

ADD ADMIN NOTES

3

VIEW CORRECTIONS

4

CANCEL

Review the information captured for the
“Nature of the Application”

1. If an error is noted, capture it by clicking on "ADD CORRECTIONS."
2. To capture notes related to this step, click on "ADD ADMIN NOTES."
3. To review previously saved corrections, click on "VIEW CORRECTIONS."
4. To return to the main menu, click on "CANCEL."
5. To go back to the previous step, click on "BACK."
6. 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 in the last step, applicants will receive an SMS notification to revisit their application. All captured corrections will be shown here.

Note on Admin Notes

Please note that Admin notes are **NOT** visible to applicants. Applicants 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.

Reviewer Step 1 / 13 - Particulars of Application & Add corrections (cont)

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

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
2781739140

Email
pvukeya@mezzanineware.com

Identity Type
South Africa ID Number

South African ID Number
6404150938080

← BACK NEXT

1

Review note

SAVE CANCEL ADD ADMIN NOTES

1. After selecting "ADD CORRECTIONS" as per the previous step, a text box with space for notes to be captured will appear.

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
2781739140

Email
pvukeya@mezzanineware.com

Identity Type
South Africa ID Number

South African ID Number
6404150938080

← BACK NEXT

2

Review note
Please review the name of your organisation. It seems incorrect.

3

SAVE CANCEL ADD ADMIN NOTES

2. Capture the note/reason for corrections. You can also add admin notes on the same page by clicking on 'ADMIN NOTES' and the section for admin notes should appear.
3. When done click on 'SAVE'

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

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
2781739140

Email
pvukeya@mezzanineware.com

Identity Type
South Africa ID Number

South African ID Number
6404150938080

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

5

4. You will receive a notification that the review feedback has been successfully captured

Review feedback saved. X

5. Click on 'NEXT' to proceed to the next step

Reviewer Step 1 / 13 - Particulars of Application & Admin notes (cont)

Name
Phindile

Surname
Vukeya

Position
Owner/Applicant

Contact Number
27817391140

Email
pvukeya@mezzanineware.com

Identity Type
South Africa ID Number

South African ID Number
9708130520082

← BACK NEXT ADD DECLINE NOTE

1 Admin note

SAVE CANCEL

1. After selecting “Add admin note” as per the previous step, a text box with space for notes to be captured will appear.

Name
Phindile

Surname
Vukeya

Position
Owner/Applicant

Contact Number
27817391140

Email
pvukeya@mezzanineware.com

Identity Type
South Africa ID Number

South African ID Number
9708130520082

← BACK NEXT ADD DECLINE NOTE

2 Admin note
The applicant completed all the required information.

3 SAVE CANCEL

2. Capture the admin note/reason for
3. Click on ‘SAVE’

Reviewer Step 1 / 13 - Particulars of Application & Admin Notes (cont)

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

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

Name
Phindile

Surname
Vukoya

Position
Owner/Applicant

Contact Number
27817391140

Email
pvukoya@mezzanineaware.com

Identity Type
South Africa ID Number

South African ID Number
6404150938

← BACK NEXT ADD CORRECTIONS ADD ADMIN NOTES

You will receive a notification that the note has been successfully captured

Admin notes saved.

1. You can on the top right to review saved admin notes.
2. Click 'OPEN' to review the admin notes.
3. Click 'ADD ADMIN NOTES' Tto record notes for the page
4. Click on 'NEXT' to proceed to the next step

Review Admin Notes ← BACK

Admin Notes Search +

Description	Status	Latest Added ↓
The applicant has captured all the required information.	Unread	2024-08-21 18:07:58

Page 1 of 1

Reviewer Step 2 / 13 – Review Staff Details

Singita Day Care: Step 2 / 13 – Add Staff

VIEW CORRECTIONS CANCEL

Staff List

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 **1** NEXT → ADD CORRECTIONS ADD ADMIN NOTES

Review the staff list and ensure all staff details, including roles and qualifications, are captured.

You can add corrections at each step of the application if there's missing information or add admin notes relevant to each step.

After completing the review, click 'NEXT' (1).

Reviewer Step 3 / 13 - Nature of Application

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

3

VIEW CORRECTIONS

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

4

1

2

← BACK

NEXT

ADD CORRECTIONS

ADD ADMIN NOTES

Review the information captured for the “Nature of the Application”

Note: The Name of Organisation is for Organisations who own and run multiple ECD programmes. If that is not the case, the name will just be the same as the ECD Programme Name.

Note: The Program Type is automatically calculated by the two questions before.

Reviewer Step 4/13 - Address details

Singita Day Care: Step 4 / 13 - Address Details

2

VIEW CORRECTIONS

VIEW ADMIN NOTES

CANCEL

Province

Gauteng

Municipality

City of Johannesburg

City/Area

Alexandra

Suburb/Village

Alexandra Ext 1

Education District

Johannesburg East

District Municipality

City of Johannesburg

Ward ID

75

← BACK

4 SAVE CHANGES & PROCEED

1 ADD CORRECTIONS

3 ADD ADMIN NOTES

Review the information captured for the ECD programme address details.

Note that the Education District and Ward are automatically applied based on the suburb/village selected.

In Step 4/13, as a Reviewer or Approver, you are able to Over-ride and update the applicant's **Education District and Ward ID if you feel they have been incorrectly allocated.**

1. If an error is noted, capture it by clicking on 'ADD CORRECTIONS'
2. To review historic saved corrections click on "VIEW CORRECTIONS"
3. To leave a note for this page click on "ADD ADMIN NOTES"
4. If no error or once a corrections notes has been added, click 'NEXT'

Reviewer 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

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
Marikana Police Station

Postal Address
PO BOX 201

Postal Code
0065

Email
vuug@gmail.com

Mobile Number
27817391140

Alternate Contact
0125675454

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.

Reviewer 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

← BACK

NEXT

1

ADD CORRECTIONS

2

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

Reviewer 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

4
VIEW CORRECTIONS

CANCEL

Child Enrollment

Search

+

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

↓

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1

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Page 1 of 1

3

1

2

← BACK
NEXT
ADD CORRECTIONS
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.

Reviewer Step 8/13 - Health and Safety Self-Assessment

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 Vukeya 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 have completed the health and safety check on 2024-08-21 13:48:39

[← BACK](#)

[NEXT](#)

[ADD CORRECTIONS](#)

[ADD ADMIN NOTES](#)

1

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

Reviewer 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.

1. Children experience safety and care whilst at facility / programme and there is no harsh discipline (such as smacking).

Confirmed

2. The premises inside and outside are safe, clean and well-maintained (outdoor areas must be free from litter and animal faeces).

Confirmed

3. Equipment and furniture are safe and well-maintained and pose no risks to children.

Confirmed

4. The structure provides protection from rain, wind, and sun, and is not at risk of collapse.

Confirmed

5. Children cannot reach or touch hot surfaces, or electrical wires, plugs or sockets.

Confirmed

6. No smoking is allowed at the site.

Confirmed

7. Children are protected from heights, stairs and open water that could pose a danger to them.

Confirmed

8. There is fire control equipment - at minimum a bucket of sand.

Confirmed

9. Safe and clean drinking water is always available, and there is sufficient safe water for all other needs (e.g. handwashing and cooking).

Confirmed

10. 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

VIEW CORRECTIONS

CANCEL

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

11. There is a place for children to wash hands before eating and after using the toilet.

Confirmed

12. Dangerous objects (e.g. knives, matches), harmful substances (e.g. paraffin, cleaning agents) and medicines, cannot be reached by children.

Confirmed

13. 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

14. 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

15. 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

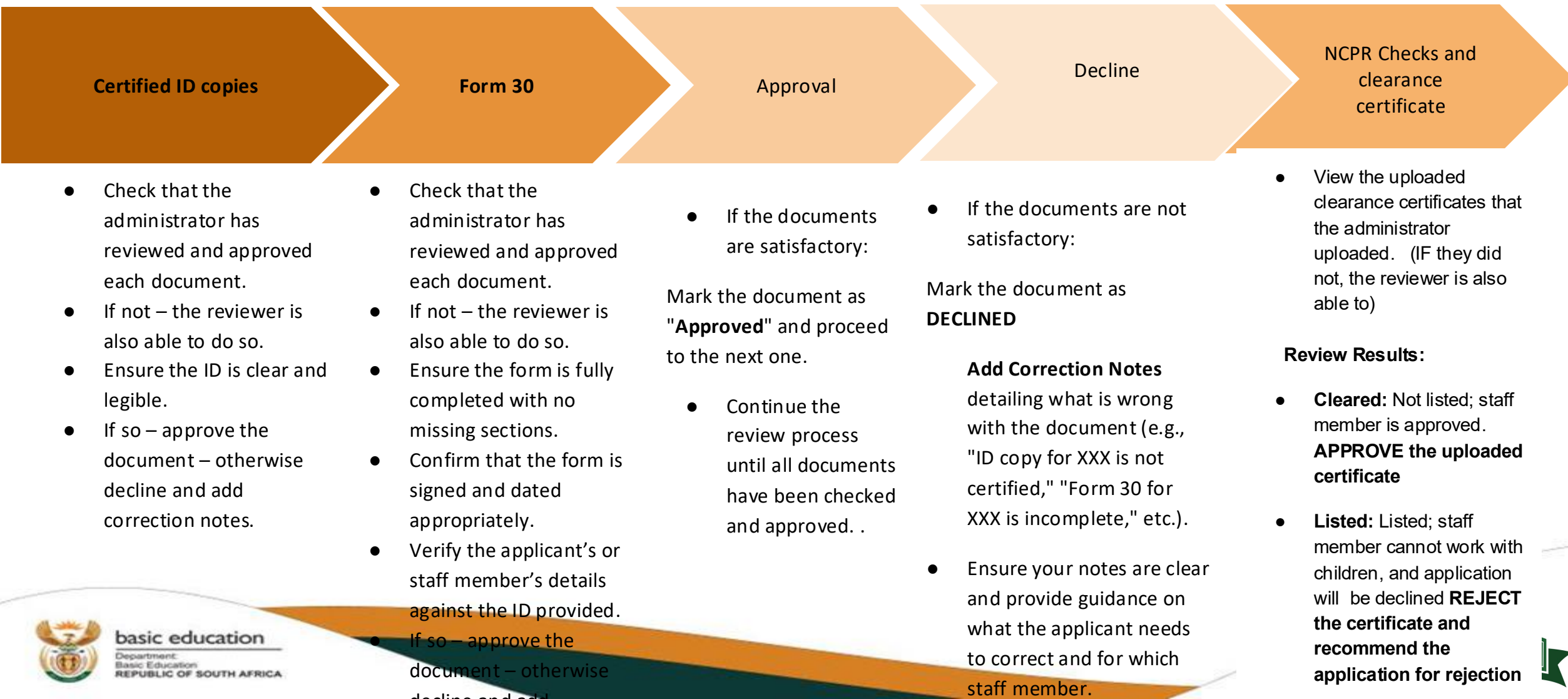
Continue to the Health and safety assessment for ECD Registration.

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.

Document Review Process: Step 12/13



Reviewer Step 12 / 13 – Review Uploaded Staff Documents

Singita Day Care: Step 12 / 13 – Upload Staff Documents
VIEW CORRECTIONS
CANCEL

Validate the Staff by visiting [here](#)

Staff List
Search
+

	Name And Surname ↑	Latest Added	ID Number	ECD Name	Staff Role	Qualifications	
1	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

Download
<
1
>
Page 1 of 1

BACK
NEXT
ADD CORRECTIONS
ADD ADMIN NOTES

Select “VIEW” (1) on Staff Member to review staff documents and uploaded Clearance certificate.

Remember to complete the next steps for EVERY staff member

Reviewer Step 12 / 13 - Review Staff Documents (Cont)

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

[VIEW CORRECTIONS](#)
[VIEW ADMIN NOTES](#)
[CANCEL](#)

Validate the Staff by visiting [here](#)

Staff Documents



	Date Last Uploaded ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined
VIEW	2024-08-22 00:03:12	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Form 30	Approved
VIEW	2024-08-22 00:03:12	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff ID	Approved
VIEW	2024-08-22 00:03:12	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Clearance Certificate	Await Review



1



Page 1 of 1

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

On the Staff document table, click on 'VIEW' to access uploaded documents for the selected Staff member.

If the Reg Application Admin has uploaded the staff clearance; your action will be to review and approve it or to reject it if it shows that the staff member is listed on the Child Protection Register

This is the most critical part of the Bronze Review process. Staff listed on the NCPR should have their clearance certificate upload rejected and a recommendation for rejection as the last step

Reviewer Step 12 / 13 - Review Staff Documents (Cont)

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

[VIEW CORRECTIONS](#)

[VIEW ADMIN NOTES](#)

Validate the Staff by visiting [here](#)

Staff Name

Concern Vukeya

Mobile

27820820820

Staff ID

3424355343

Document Type

Staff Clearance Certificate

File name ↑

Size

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

225633

1 OPEN

2 APPROVE

3 DECLINE

4 CANCEL

Staff Documents

Search

	Date Last Uploaded ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined
VIEW	2024-08-22 00:03:12	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff ID	Approved
VIEW	2024-08-22 00:03:12	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Clearance Certificate	Await Review
VIEW	2024-08-22 00:05:44	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Form 30	Approved



1



5 CLOSE DOCUMENTS

[← BACK](#)

[NEXT](#)

[ADD CORRECTIONS](#)

[ADD ADMIN NOTES](#)

Please note - applications should include:

- A certified copy of the staff member ID
- Form 30 for each staff member and applicant.
- NCPR clearance certificate

1. Confirm this information is available by clicking on **“OPEN”**(1) next to a document uploaded.
2. Once satisfied with the documentation - select the **“APPROVE”** (2)
3. If not happy with the document or it shows NCPR listing select **“DECLINE”**(3). Make sure to add correction notes after closing.
4. Select **CANCEL**(4) to stop looking at this document and go to the next one.
5. After viewing all the documents for this staff member select **CLOSE DOCUMENTS**(5) to go to the staff list

Reviewer Step 12 / 13 – Review Staff Documents(Cont)

Singita Day Care: Step 12 / 13 – Upload Staff Documents VIEW CORRECTIONS CANCEL

Validate the Staff by visiting [here](#)

Staff Name
Concern Vukeya

Mobile
27820820820

Staff ID
3424355343

Document Type
Staff Form 30

	File name ↑	Size
OPEN	Screenshot 2024-08-21 at 09.00.23.png	225633

APPROVE DECLINE CANCEL

Staff Documents +

	Date Last Uploaded ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined
VIEW	2024-08-21 14:07:40	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Form 30	Await Review
VIEW	2024-08-21 14:07:40	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff ID	Await Review

↓ < 1 > Page 1 of 1

CLOSE DOCUMENTS

If the administrator has NOT uploaded an NCPR certificate – the reviewer can still do so.

Navigate to the Validate staff hyperlink in order to access the National Child Protection Register (NCPR) online site if you are an authorised user.

If users are not an authorised user, users will need to request an authorised user to check the staff member for them and provide the clearance certificate

Reviewer Step 12 / 13 - Review Staff Documents (Cont)

social development
Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Child Protection Register

Log in

Log In

Please provide your login details to continue

Username

Password

[Forgot Password](#)

LOG IN CANCEL

© 2024 - SDICMS Portal

You will be directed to the DSD Child Protection Register site, and access the site using their login credentials.

From here, you will be able to download the clearance certificate for the selected staff member, using their ID number as has been provided.

Reviewer Step 12 / 13 - Review Staff Documents (Cont)

File name ↑

Size

OPEN

Screenshot 2024-08-21 at 09.00.23.png

225633

APPROVE

DECLINE

CANCEL

Staff Documents

Search

+

	Date Last Uploaded ↑	ECD Prog Name	Staff Name	Staff ID	Staff Mobile	Document Type	Approved/Declined
VIEW	2024-08-21 14:29:29	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff Form 30	Approved
VIEW	2024-08-21 14:29:40	Singita Day Care	Concern Vukeya	3424355343	27820820820	Staff ID	Approved

↓

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1

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Page 1 of 1

CLOSE DOCUMENTS

Upload Clearance Certified For Concern Vukeya

1

Screenshot 2024-08-21 at 09.00.23.png

×

2

SAVE CLEARANCE CERTIFICATE

← BACK

NEXT

ADD CORRECTIONS

ADD ADMIN NOTES

Without approval of the Certified ID and Form 30 users do not have consent to check for the clearance certificate.

Only Administrators and Reviewers can upload the Clearance certificate. The Administrator uploads first, and the Reviewer approves it. If the Administrator did not upload the certificate, the Reviewer can upload it.

To upload the clearance certificate for the selected staff member:

- Click on the paper clip image (1)
- Selecting a file from your device
- Or try Dragging and dropping a file

Once the document has been uploaded, select 'SAVE CLEARANCE CERTIFICATE'.(2)

Then VIEW the certificate and **APPROVE** it to show the staff member is clear.
If they are not clear **DECLINE** the certificate and recommended rejection in Step 13

Note on Document Review

By the time an Reviewer has reviewed an application to the point that it is ready to submit for approval:

every staff member should have

- an ID in Approved Status
- a Form 30 in Approved Status
- an NCPR certificate in approved or rejected status

If this is not the case you should:

- Submit corrections at the end of the review to request missing documents
- Or complete the outstanding NCPR checks

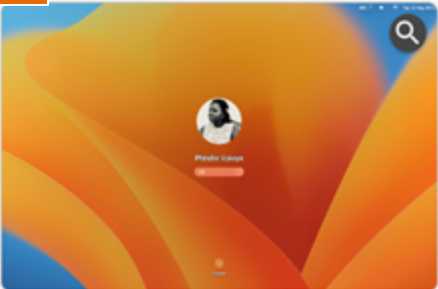
Reviewer Step 13/13 – ECD Photo

Singita Day Care: Step 13 / 13 – Self-Assessment Upload
Photo

VIEW CORRECTIONS
VIEW ADMIN NOTES

CANCEL

Upload Photo

1


2

SAVE
← BACK
ADD CORRECTIONS
SEND CORRECTIONS
NEXT
ADD ADMIN NOTES

1. View the uploaded photo

Please note that Photos of the ECD are NOT mandatory – do not request one if not submitted or not viewable.

2. Click on NEXT to go to the final review step

Reviewer - Social Worker Report

This is the end of your review and you now have two choices:

- 1) Click on "**SEND CORRECTIONS**" to return the Application to the applicant for viewing your saved correction notes and resolving corrections. Applicant will receive an SMS to review the application. **NOTE – this does not reject the registration and should not be used where staff are listed on the NCPR**

OR

- 2) Complete the Social Worker Report and click "**SUBMIT RECOMMENDATION**" to say the application is complete and ready for a final decision.

To Submit the SW report you must:

3. Choose your recommendation
Bronze – if all staff are clear on the NCPR
Rejected – only if staff are found listed on the NCPR.

Check the boxes to confirm you have received all documents required and add a comment before submitting your recommendation

Social Worker Report VIEW CORRECTIONS CANCEL

Social Worker Report Recommendation

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

☐ Form 30 consent to check against Part B of the National Child Protection Register for the applicant and all staff.

Recommendation Reasons

← BACK **1** SEND CORRECTIONS **2** SUBMIT RECOMMENDATION

3 Social Worker Report Recommendation –
Not Specified

Not Specified

Bronze Conditional

Rejected

Social Worker Report VIEW CORRECTIONS CANCEL

Social Worker Report Recommendation
Bronze Conditional

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

☒ Form 30 consent to check against Part B of the National Child Protection Register for the applicant and all staff.

Recommendation Reasons
All staff members were validated in the Child Protection REGOSTER. The application meets the Bronze Certificate

← BACK SEND CORRECTIONS SUBMIT RECOMMENDATION

Reviewer - 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:	57
Date of Application Registration:	2024-06-04 07:23:12

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	2

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:

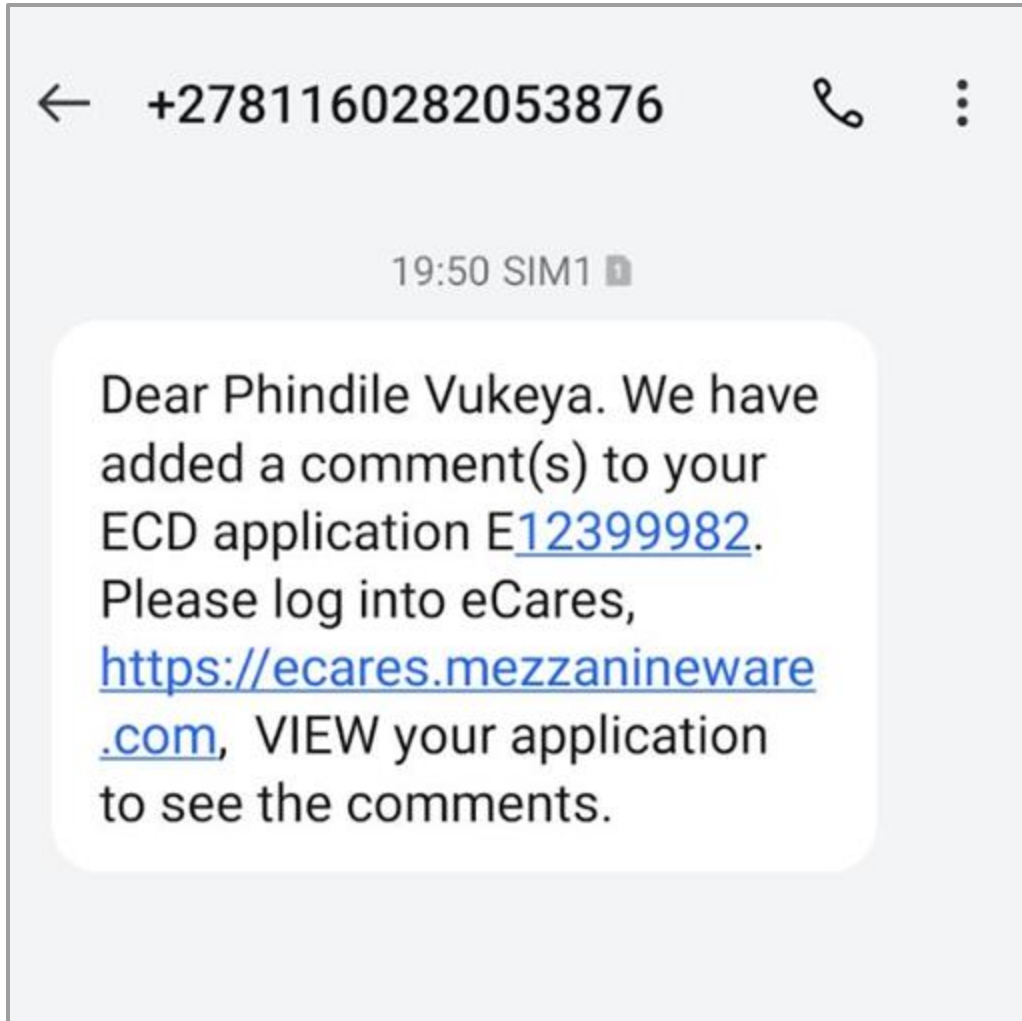
Based on your assessment of the application and the information supplied in the application and supporting documents, indicate your recommendation for registration below with reasons.

Recommendation	Bronze Conditional
Reasons for recommendation:	All staff clear on NCPR
Recommend the number of children that this site is suitable for:	35

After the reviewer has pressed **SUBMIT RECOMMENDATION**, a Social Workers Report will be visible to the approver when they look at the application.

The report will show the recommendation as well as how many staff had NCPR certificates approved vs rejected.

Reviewer – Send Corrections



This is the SMS the applicant receives when you complete reviewing an application and hit SEND CORRECTIONS. When they log in to eCares, the application status will be "Incomplete."

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 application approvers?

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.

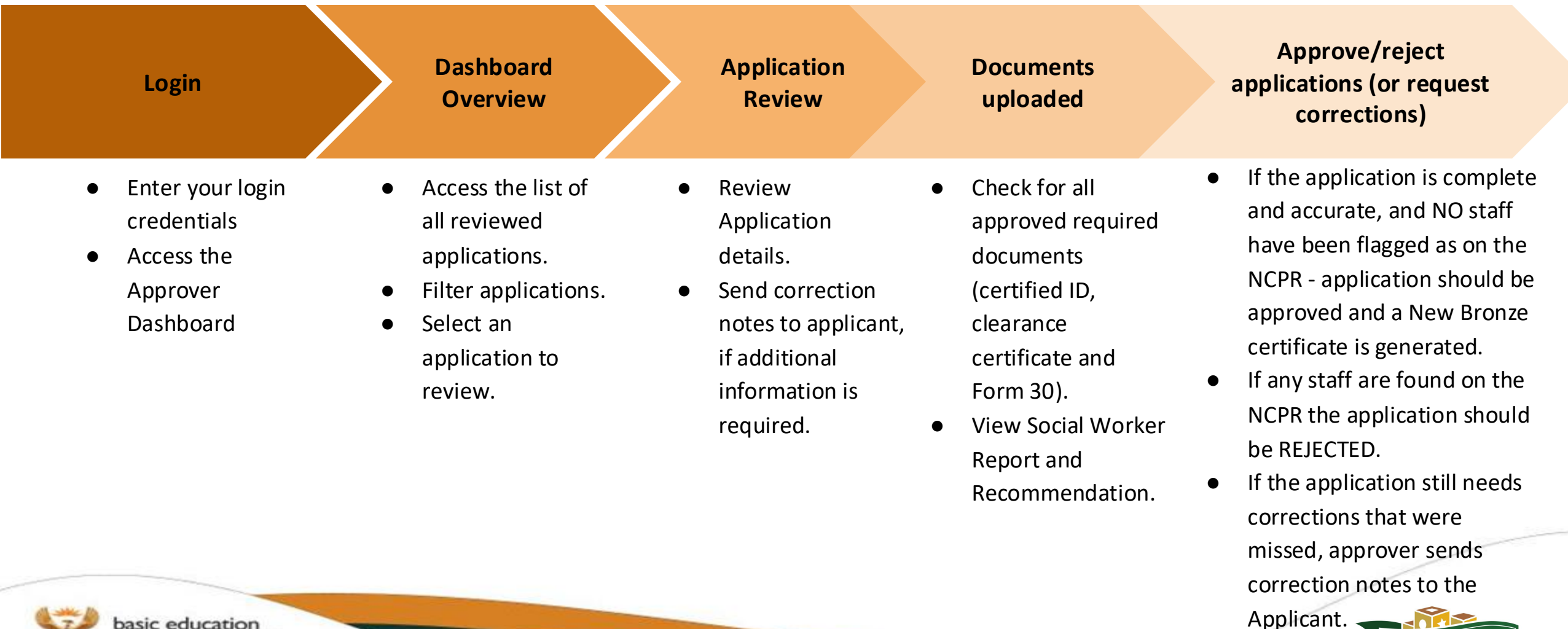


Key point: Application Reviewers

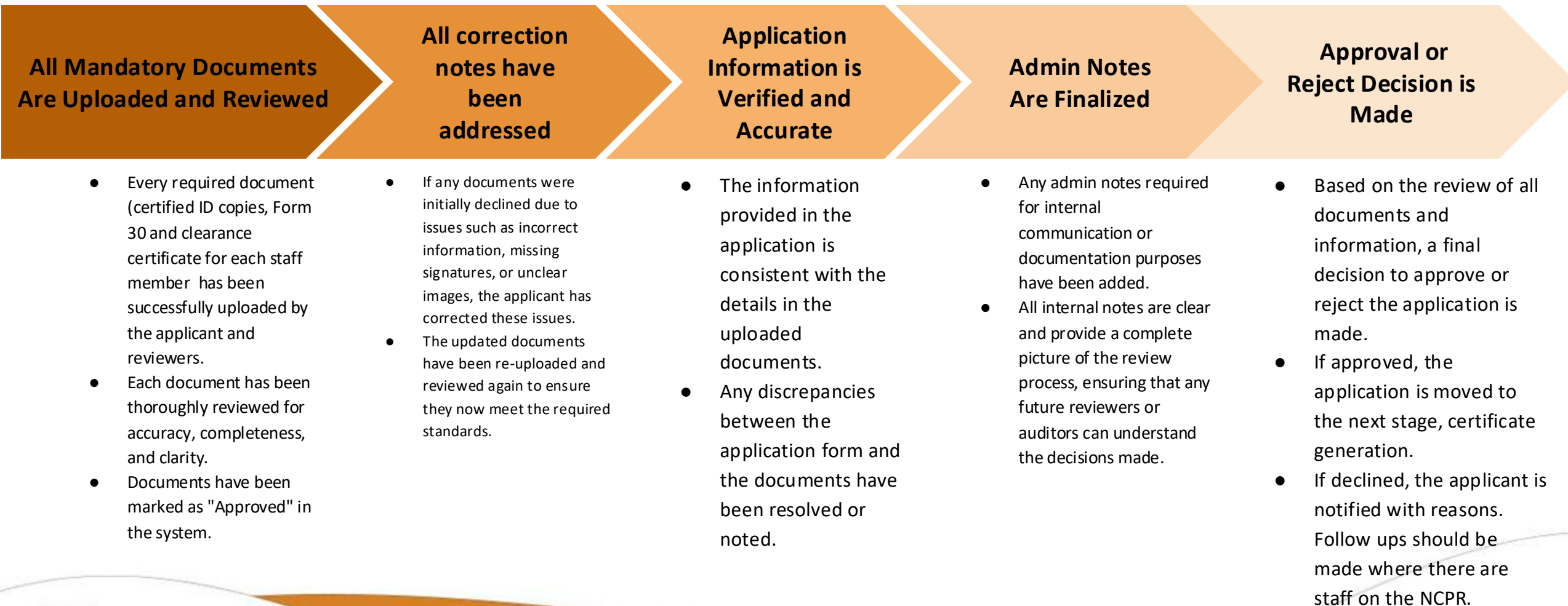
Approve or reject
registration
applications.

Approve if all staff
pass NCPR checks
OR
Reject if any staff fail
NCPR check.

Approver: Process Flow



When is an application review complete?



Approver - Landing Page after eCares login

The screenshot shows the eCares landing page. On the left, there is a 'Main Menu' button. The main content area has a 'Main Menu' section with a 'Roles' dropdown menu. The dropdown menu is open, showing a list of roles: 'Reg Application Administrators', 'Reg Application Approvers' (highlighted with an orange border), 'Reg Application Certificate Generator', 'Reg Application Report Viewer', 'Reg Application Reviewers', and 'Reg Application Support'. Below the dropdown menu is a 'NEXT' button. At the bottom of the page, there are links for 'Security & Privacy Notice', 'Support', and 'www.mezzanine'.

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

2

3

Reg Application Approvers

GENERATE CERTIFICATE

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	Kabouterhasies	Carien 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	lebogang 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).

Searching & Filtering Applications

List of Applications ADD NEW VIEW ARCHIVED

Welcome
Phindile Vukeya - ECD Applicant

Applications - View or Edit An Existing Application

1 2

	ECD Name	Name And Surname	Reference No ↑	ID Number	Date Created	Latest Updated	Status
VIEW EDIT ARCHIVE	Singita Day Care	Phindile Vukeya	E000000029	6404150087086	2024-04-14 02:00:00	2024-05-02 02:00:00	Approved

Applications - View or Edit An Existing Application

+

Match of the criteria

Select field... - +

5 UPDATE RESULTS

Match ▲

Match

Do not match

any ▲

any

all

Select field... ▲

Select field...

ECD Name

Name And Surname

Reference No

ID Number

Date Created

Search for a specific item in the table by typing the name of the item in the search box. (1)

For an advanced search, click on the "+"(2):
Criteria: Choose how the data should be found. Use the Match drop-down to choose if it must have exact match or "Do not" if it doesn't have to match exactly.

Search Field: Select the column or table heading you want to search against. Choose if your desired search should "begin with" or "contain" specific words, then type what you want to search for.

Click on "+" to add another search field.
Click on "-" to close the advanced search or remove an added search field.

Confirm your search selection and retrieve your desired filter by clicking on "UPDATE RESULTS".

Approver Step 1/12 - Application Particulars

3

4

5

8

Singita Day Care: Step 1 / 13 – Particulars 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

Name
Phindile

Surname
Vukeya

Position
Owner/Applicant

Contact Number
27817391140

Email
pvukeya@mezzanineaware.com

Identity Type
South Africa ID Number

South African ID Number
6404150938080

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
2. and 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 VIEW SOCIAL WORKER REPORT 4 VIEW CORRECTIONS 5 VIEW ADMIN NOTES

6 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

7 ← BACK 8 NEXT 1 ADD CORRECTIONS 2 ADD ADMIN NOTES

Review the staff list and ensure all staff details, including roles and qualifications, are captured.

1. If an error is noted, capture it by clicking on "ADD CORRECTIONS."
2. To capture internal notes related to this step, click on "ADD ADMIN NOTES."
3. To view Social Work report click on "VIEW SOCIAL WORKER REPORT"
4. To review previously saved corrections, click on "VIEW CORRECTIONS."
5. To review previously saved admin notes, click on "VIEW ADMIN NOTES." This option appears only on steps where there are historic saved notes.
6. To return to the main menu, click on "CANCEL."
7. To go back to the previous step, click on "BACK."
8. 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 Admin Notes

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

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](#)

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

Note: The Name of Organisation is for Organisations who own and run multiple ECD programmes. If that is not the case, the name will just be the same as the ECD Programme Name.

Note: The Program Type is automatically calculated by the two questions before.

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 a 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

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
Marikana Police Station

Postal Address
PO BOX 201

Postal Code
0065

Email
vuug@gmail.com

Mobile Number
27817391140

Alternate Contact
0125675454

3 **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

← BACK

NEXT

1

ADD CORRECTIONS

2

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

4
VIEW CORRECTIONS

CANCEL

Child Enrollment

Search

+

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

↓

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1

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Page 1 of 1

3

1

2

← BACK
NEXT
ADD CORRECTIONS
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

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 Vukeya 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 have completed the health and safety check on 2024-08-21 13:48:39

[← BACK](#)

[NEXT](#)

[ADD CORRECTIONS](#)

[ADD ADMIN NOTES](#)

1

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

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.

1. Children experience safety and care whilst at facility / programme and there is no harsh discipline (such as smacking).

Confirmed

2. The premises inside and outside are safe, clean and well-maintained (outdoor areas must be free from litter and animal faeces).

Confirmed

3. Equipment and furniture are safe and well-maintained and pose no risks to children.

Confirmed

4. The structure provides protection from rain, wind, and sun, and is not at risk of collapse.

Confirmed

5. Children cannot reach or touch hot surfaces, or electrical wires, plugs or sockets.

Confirmed

6. No smoking is allowed at the site.

Confirmed

7. Children are protected from heights, stairs and open water that could pose a danger to them.

Confirmed

8. There is fire control equipment - at minimum a bucket of sand.

Confirmed

9. Safe and clean drinking water is always available, and there is sufficient safe water for all other needs (e.g. handwashing and cooking).

Confirmed

10. 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

VIEW CORRECTIONS

CANCEL

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

11. There is a place for children to wash hands before eating and after using the toilet.

Confirmed

12. Dangerous objects (e.g. knives, matches), harmful substances (e.g. paraffin, cleaning agents) and medicines, cannot be reached by children.

Confirmed

13. 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

14. 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

15. There is an emergency plan displayed, with evacuation procedures and a list of emergency numbers.

Confirmed

← 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.

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

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

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

Download

< 1 >

Page 1 of 1

BACK
NEXT
ADD CORRECTIONS
ADD ADMIN NOTES

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

Search

	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



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)

- 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.

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

VIEW SOCIAL WORKER REPORT

VIEW CORRECTIONS

VIEW ADMIN NOTES

Staff Name

Concern Vukeya

Mobile

27820820820

Staff ID

3424355343

Document Type

Staff Form 30

1 OPEN

2 CANCEL

	File name ↑	Size
	Screenshot 2024-08-21 at 09.00.23.png	225633

Staff Documents

Search

	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

4 CLOSE DOCUMENTS

← BACK

NEXT →

3 ADD CORRECTIONS

ADD ADMIN NOTES

Approver Step 12 / 13 - Review Staff Documents (Cont)

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

VIEW SOCIAL WORKER REPORTVIEW CORRECTIONSCANCEL

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

APPROVEDECLINECANCEL

Staff List

Search

	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	6404950938080	Singita Day Care	Owner/Applicant	NQF 6-10 in ECD

Page 1 of 1

← BACKNEXTADD CORRECTIONSADD ADMIN NOTES

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

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.

Note on Document Review

By the time an Reviewer has reviewed an application to the point that it is ready to submit for approval:

every staff member should have

- an ID in Approved Status
- a Form 30 in Approved Status
- an NCPR certificate in approved or rejected status

If this is not the case you should:

- Add Admin Notes to tell the Reviewer that they did not complete the document review
- Go to the last step and select **SEND TO REVIEWER** to return the application to the reviewer to complete the document check

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

YES

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

Compiled by:

Phindile 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- based on the number of NCPR certificates that were approved, how many staff were cleared on the 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. **SEND TO REVIEWER** – if the reviewer did not upload NCPR certificates and/or approve them, add **ADMIN NOTES[5]** and send back to reviewer to complete.

3

SEND CORRECTIONS

4

SEND TO REVIEWER

1

REJECT APPLICATION

2

APPROVE APPLICATION

5

ADD ADMIN NOTES

← BACK

ADD CORRECTIONS

Approval Notification to the applicant



After the final decision; the applicant will get a notification.

1. **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.

Rejection Notification to the applicant

Application Rejection

← BACK
CANCEL

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 Makabane
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 Vukeya
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”. The rejection note will be available on each step if the application that was rejected.

The document has the ECD program details and reason for rejection, details of the person who rejected the application and date the application was rejected.

Approver Generate Certificate

Reg Application Approvers

1

2

GENERATE CERTIFICATE

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

< 1 2 >

10

Page 1 of 2

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

	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	Rotang-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	D523	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 R1 Test	Sharief Patel	Gauteng North	City of Tshwane	102	2024-07-31 11:36:56	hdnbdfre	27823781532	E85964849	2024-07-31 11:29:41	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	Rotananga 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	sdffkljh	27823781532	E48909272	2024-07-10 13:02:49	Approved	Bronze Conditional Registration

1 2 4 Page 1 of 4

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

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

1. 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.

2. Check your Spam or Junk folder.

3. Ask your IT department to make sure that your Provincial server is not blocking emails from Mezzanine.

4. 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.

Reg Application Certificate Generator

This section covers how to view approved applications and how to generate Bronze registration certificate.



A Certificate Generator can:

- Generate certificates for all approved ECDs and access reports on application status (approved, rejected, review/approval in progress) and the registration status.
- Add a search criterion on the list of applications to specify the desired field.
- Download reports (csv file).

Certificate Generator: Process Flow

Login

- Enter your login credentials
- Access the Certificate generator Dashboard

Dashboard Overview

- Access the certificates and reports of all submitted applications.
- Open to generate a certificate or view or download a report with the application status.

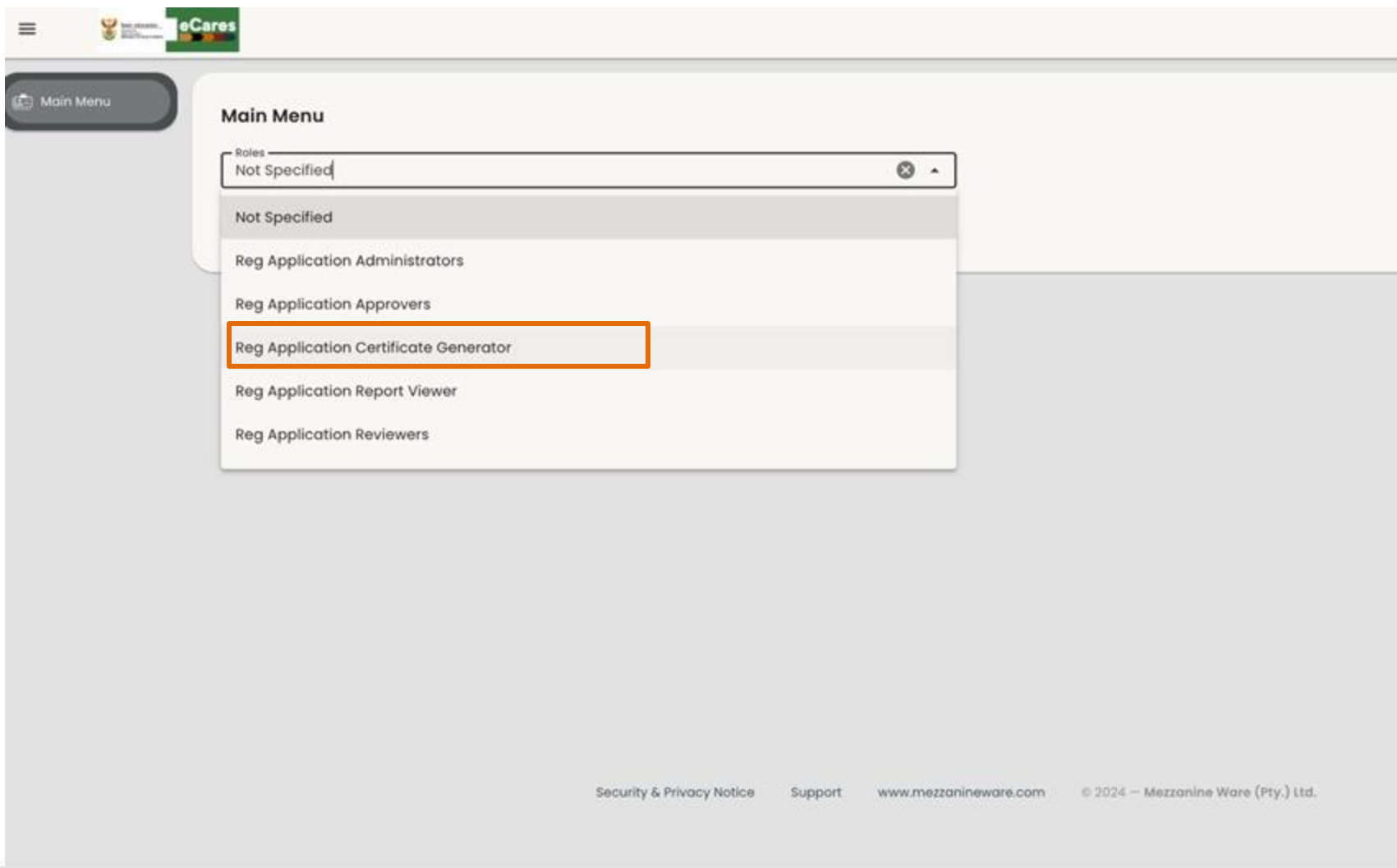
Certificate Generation

- Click on the certificate you wish to generate and it will be downloaded to your PC for printing.

Report viewing

- Open the report to see all applications and their registration status,
- Download the report in Excel (csv) for analysis.

Reg Application Certificate Generator- Landing Page



As a Reg Application Certificate Generator, you can:

- Access a list of all approved bronze certificate applications. These applications have undergone the Reviewer and Approver processes.
- View a report of all initiated applications.

To access the Reg Application Certificate Generator role after logging in:

1. Navigate to the Main Menu.
2. Click on "Not specified" below Roles to reveal a dropdown list.
3. Select "Reg Application Certificate Generator" from the dropdown.

Reg Application Certificate Generator- Generate Certificate

The screenshot shows the eCares web application interface. On the left is a 'Main Menu' sidebar. The main content area is titled 'Main Menu' and features a 'Roles' dropdown menu set to 'Reg Application Certificate Generator'. Below this is an 'Actions' table with a search bar. The table has two rows: 'Generate Certificate' and 'View Reports'. The 'Generate Certificate' row has an 'OPEN' button highlighted with an orange rectangle. At the bottom of the table is a pagination control showing '< 1 >'.

Actions	
	Description ↑
OPEN	Generate Certificate
OPEN	View Reports

To retrieve the certificate, navigate to "Generate Certificate" and click on "OPEN."

Reg Application Certificate Generator- Generate Certificate

Generate Certificates

Applications - View or Edit An Existing Application

Search

1 GENERATE CERTIFICATE

	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	2024-08-11 23:09:25	Approved	In process
GENERATE CERTIFICATE	Rotang-Bana Creche	Patience Matsira	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 Matsira	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 Matsira	Johannesburg East	City of Johannesburg	75	2024-08-12 12:10:47	D523	27840698572	E43300571	2024-08-12 11:46:13	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	-es	Patience Matsira	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	Rotananga 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	sdffkljh	27823781532	E48909272	2024-07-10 13:02:49	Approved	Bronze Conditional Registration

1 2 4 Page 1 of 4

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

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]

You will receive a notification at the top right confirming that the certificate has been sent to your email address.

An email will be sent to you with the certificate attached.

If you are having issues receiving emails

1. 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.

2. Check your Spam or Junk folder.

3. Ask your IT department to make sure that your Provincial server is not blocking emails from Mezzanine.

4. 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.

Reg Application Certificate Generator- Generate Certificate

Certificate of Registration for E12399982 🔍 Inbox x



noreply@mezzanineware.com
to me ▾

📧 00:45 (2 minutes ago)



This message was not sent to spam in accordance with your organisation's settings.

Move to spam



Hereby attached the certificate of registration for E12399982, applicant:
Phindile Vukeya

One attachment • Scanned by Gmail ⓘ



Here is an example of an email received with the certificate attached.

Reg Application Certificate Generator- Generate Certificate

Here is an example of a Bronze Conditional registration certificate which is a combination of the prescribed Form 12 and Form 17.

 **GAUTENG PROVINCE**
EDUCATION
REPUBLIC OF SOUTH AFRICA

COMBINED FORM 12 AND 17
CERTIFICATE OF REGISTRATION FOR A PARTIAL CARE FACILITY PROVIDING AN EARLY CHILDHOOD DEVELOPMENT PROGRAMME OR ANY OTHER TYPE OF EARLY CHILDHOOD DEVELOPMENT PROGRAMME
(Regulation 15 and Section 83 of the Children's Act 38 of 2005)
(Regulation 25 and Section 98 of the Children's Act 38 of 2005)

It is hereby certified that the following facility has been **CONDITIONALLY REGISTERED** in terms of Sections 83 and 98 of the Children's Act 38 of 2005.

Date of Approval:	21-Aug-2024
Reference Number:	E12399982
Name of facility / ECD programme:	Singita Day Care
Physical address of facility / ECD Programme:	5664, Amiston Road, Alexandra Ext 1, Alexandra
District municipality:	City of Johannesburg
Local municipality:	City of Johannesburg
Ward:	75
Education District:	Johannesburg East

The total number of children that are enrolled in this ECD subject to the condition that the facility will ensure that there is at least one square metre of unobstructed floor space for each child. 52

EXPIRY
This conditional registration is subject to all conditions below being met.
Where these conditions are **NOT MET**, this conditional registration expires
Where these conditions **ARE MET**, this conditional registration expires on the date that the Provincial Education Department makes a determination on the full application.

CONDITIONS
This conditional registration is subject to the following conditions:

- That the applicant takes steps towards compliance with the Norms and Standard for Partial Care and the Norms and Standards for ECD Programmes, and can produce evidence of such steps.
- That all remaining documents required for a full registration application in terms of the Children's Act, are submitted within one year of the date shown below, in line with guidance received from local

Phindile Vukeya on behalf of the Provincial Head: Mr Rufus Mmutlana (Acting)

Province: Gauteng



The conditions on the Bronze Certificate relate to three important areas:

- The minimum floor space that must be provided for each child.
- Compliance with the relevant norms and standards.
- Submission of all remaining documents for a full application within one year.

Reg Application Report Viewer

This section covers how people with the Report Viewer role can view the status of all applications in their area.



A Report Viewer can:

- View reports on application status (approved, rejected, review/approval in progress) and the registration status.
- Add a search criterion on the list of applications to specify the desired field.
- Download reports (csv file).

Report Viewer: Process Flow

Login

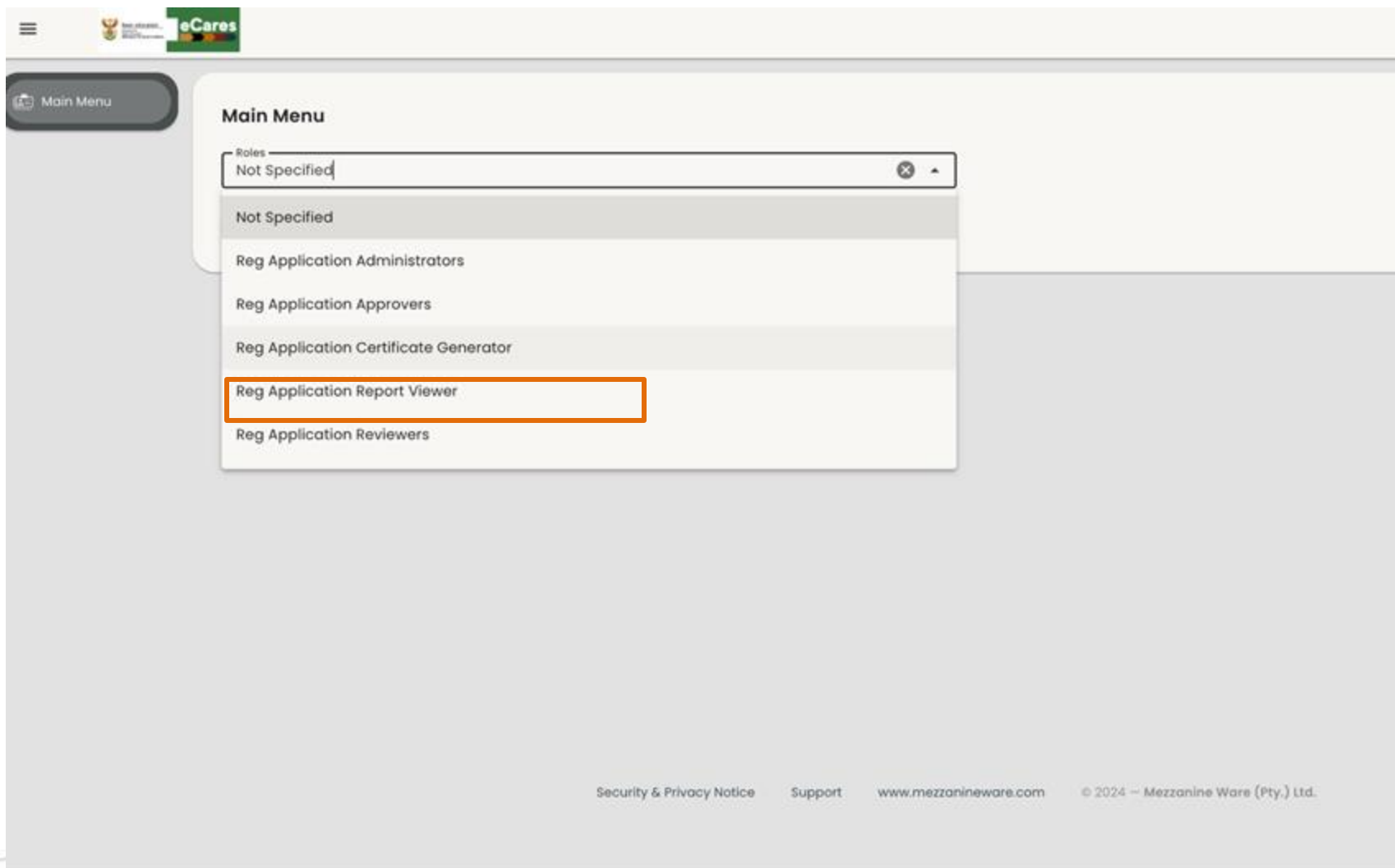
- Enter your login credentials
- Access the Report generator Dashboard

Dashboard Overview

- Access the report of all submitted applications.

Report viewing

- Open the report to see all applications and their registration status,
- Download the report in Excel (csv) for analysis.



As a Reg Application Report Viewer, you can:

- View a report of all the initiated applications in your areas with their current status
- Filter and sort these reports

To access the Reg Application Report Viewer role after logging in:

1. Navigate to the Main Menu.
2. Click on "Not specified" below Roles to reveal a dropdown list.
3. Select "Reg Application Report Viewer" from the dropdown.

res

Reports : Reg Application Report Viewer HOME

Applications - View or Edit An Existing Application 1 Search 2 +

ECD Name	Name And Surname	Education District	Municipality	Ward	Latest Updated	ID Number	Applicant Contact Number	Reference No	Date Created	Status	Registration Status
Smart Movers ECD Centre	Suave Kibulu Mbela	Johannesburg East	City of Johannesburg	64	2024-08-22 06:07:05	9902070061088	27781602109	E98719533	2024-06-04 08:49:30	Review Pending	None
Peshy ECD	Patience Matsaira	Gert Sibande	Albert Luthuli	17	2024-08-12 08:18:44	HD450987	27840698572	E98484616	2024-08-12 08:06:56	Incomplete	None
ECD DOC TEST 3	Sharief Patel	Namakwa	Kamiesberg	2	2024-08-13 06:02:53	fgdghfgh	27823781532	E98327115	2024-06-24 07:27:01	Incomplete	None
Thubelihle day care	Thabisile Moyana	Johannesburg East	City of Johannesburg	118	2024-09-03 11:29:32	7309061129084	27652830260	E98213151	2024-09-03 10:28:32	Application Submitted	None
Impilo ECD	Joan Miller	Johannesburg East	City of Johannesburg	61	2024-09-03 12:27:57	6010260163087	27732556341	E98101921	2024-09-03 10:32:51	Application Submitted	None
ECD DOC TEST 2	Sharief Patel	Umgungundlovu	Richmond	4	2024-06-24 07:08:25	dfhdfh	27823781532	E97709998	2024-06-24 06:08:22	Approval Rejected	None
Prudies Day Care	Phiwokuhle Mafuleka	Johannesburg South	City of Johannesburg	121	2024-08-22 06:07:05	8806290688086	27798164791	E97299322	2024-06-04 08:47:25	Review Pending	None
RI UAT	Selinah Lehari	Johannesburg West	City of Johannesburg	89	2024-05-07 00:00:00	8211250537085	27662920951	E967124620	2024-05-07 00:00:00	Approved	Bronze Conditional Registration
RI UAT	Selinah Lehari	Johannesburg West	City of Johannesburg	89	2024-05-07 00:00:00	8401160435188	27662920951	E967124620	2024-05-07 00:00:00	Approved	Bronze Conditional Registration
Testing Testing ECD	Mxolisi Shabangu	Gert Sibande	Mkhondo	11	2024-06-13 11:59:45	8401163057187	27609953719	E965937068	2024-05-07 00:00:00	Incomplete	None

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2
...
21
>
10
Page 1 of 21

This is the Report Viewer landing page where you will see all applications relating to your area (based on your user setup):

Use this view to check the current status of any submitted application.

You can:

1. Search – by reference number or ECD Name or Name and Surname or Phone Number
2. Filter – (see next slide) for applications in a particular status or in a particular area.

Searching & Filtering Applications

Search for a specific item in the table by typing the name of the item in the search box. (1)

For an advanced search/filtering, click on the "+"(2):

Criteria: Choose how the data should be found. Use the Match drop-down to choose if it must have exact match or "Do not" if it doesn't have to match exactly.

Search Field: Select the column or table heading you want to search against. Choose if your desired search should "begin with" or "contain" specific words, then type what you want to search for.

Click on "+" to add another search field. Click on "-" to close the advanced search or remove an added search field.

Confirm your search selection and retrieve your desired filter by clicking on "**UPDATE RESULTS**". In this example we have filtered for all approved applications.

Reports : Reg Application Report Viewer HOME

Applications - View or Edit An Existing Application

1

2

Match of the criteria

Status

ECD Name	Name And Surname	Education District	Municipality	Ward	Latest Updated	ID Number	Applicant Contact Number	Reference No	Date Created	Status	Registration Status
Rainbow Early Learning Center	Joyce Zwane	Gauteng West	Mogale City	19	2024-08-30 08:57:05	6004270656081		E000000023	2024-04-05 00:00:00	Approved	Bronze Conditional Registration
Singita Day Care	Phindile Vukeya	Johannesburg South	City of Johannesburg	57	2024-08-29 07:01:40	6404150087086	27817391140	E000000057	2024-05-03 00:00:00	Approved	Bronze Conditional Registration
Pay day ECD	Teboho Rider Litsoane	Johannesburg North	City of Johannesburg	134	2024-08-29 06:54:49	9706198928189	27616079206	E29386566	2024-08-29 06:15:43	Approved	Bronze Conditional Registration
R1 UAT	Marilyn McKay	Johannesburg West	City of Johannesburg	70	2024-08-28 09:07:18	11111	27745384738	E10759085	2024-06-04 08:09:42	Approved	Bronze Conditional Registration
R1 UAT	Marilyn McKay	Johannesburg West	City of Johannesburg	70	2024-08-28 09:07:18	7306100087083	27745384738	E10759085	2024-06-04 08:09:42	Approved	Bronze Conditional Registration
Month-End ECD	Teboho Rider Litsoane	Waterberg	Bela-Bela	2	2024-08-27 04:29:23	0301017268089	27616079206	E88656867	2024-08-27 03:59:35	Approved	Bronze Conditional Registration
Month-End ECD	Teboho Rider Litsoane	Waterberg	Bela-Bela	2	2024-08-27 04:29:23	9003198583184	27616079206	E88656867	2024-08-27 03:59:35	Approved	Bronze Conditional Registration
Xhariepe ECD	Patience Matsaira	Johannesburg East	City of Johannesburg	107	2024-08-26 11:00:38	22	27840698572	E90566001	2024-08-26 09:46:17	Approved	Bronze Conditional Registration
Ratana-Bana		Johannesburg	City of		2024-08-23				2024-08-21		Bronze Conditional

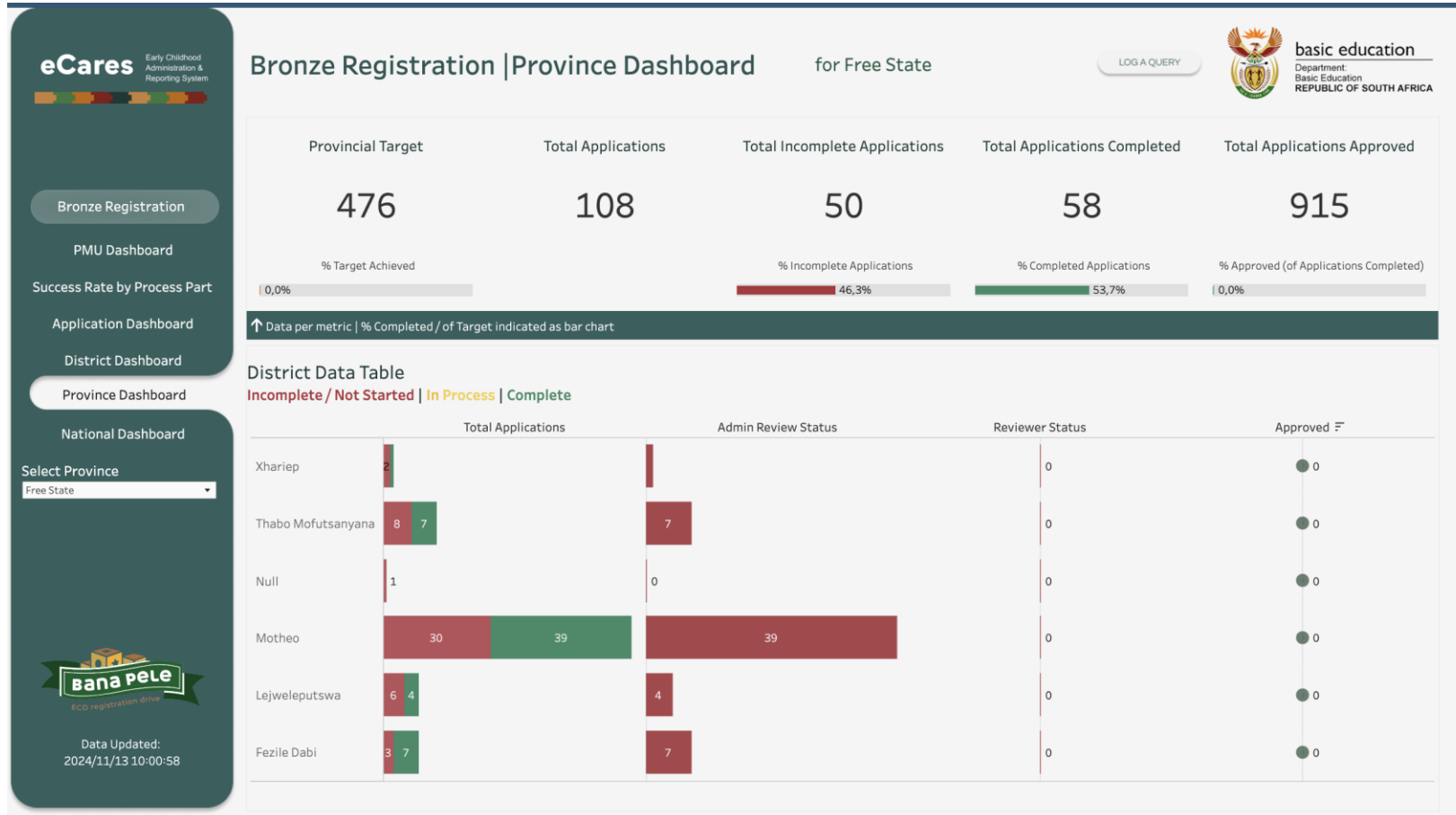
Bronze Registration Dashboards

This section covers the dashboards that are available to Provincial Directors and District Supervisors.

Please contact Malaudzi.A@dbe.gov.za if you would like support in understanding your dashboards.



Province Dashboard



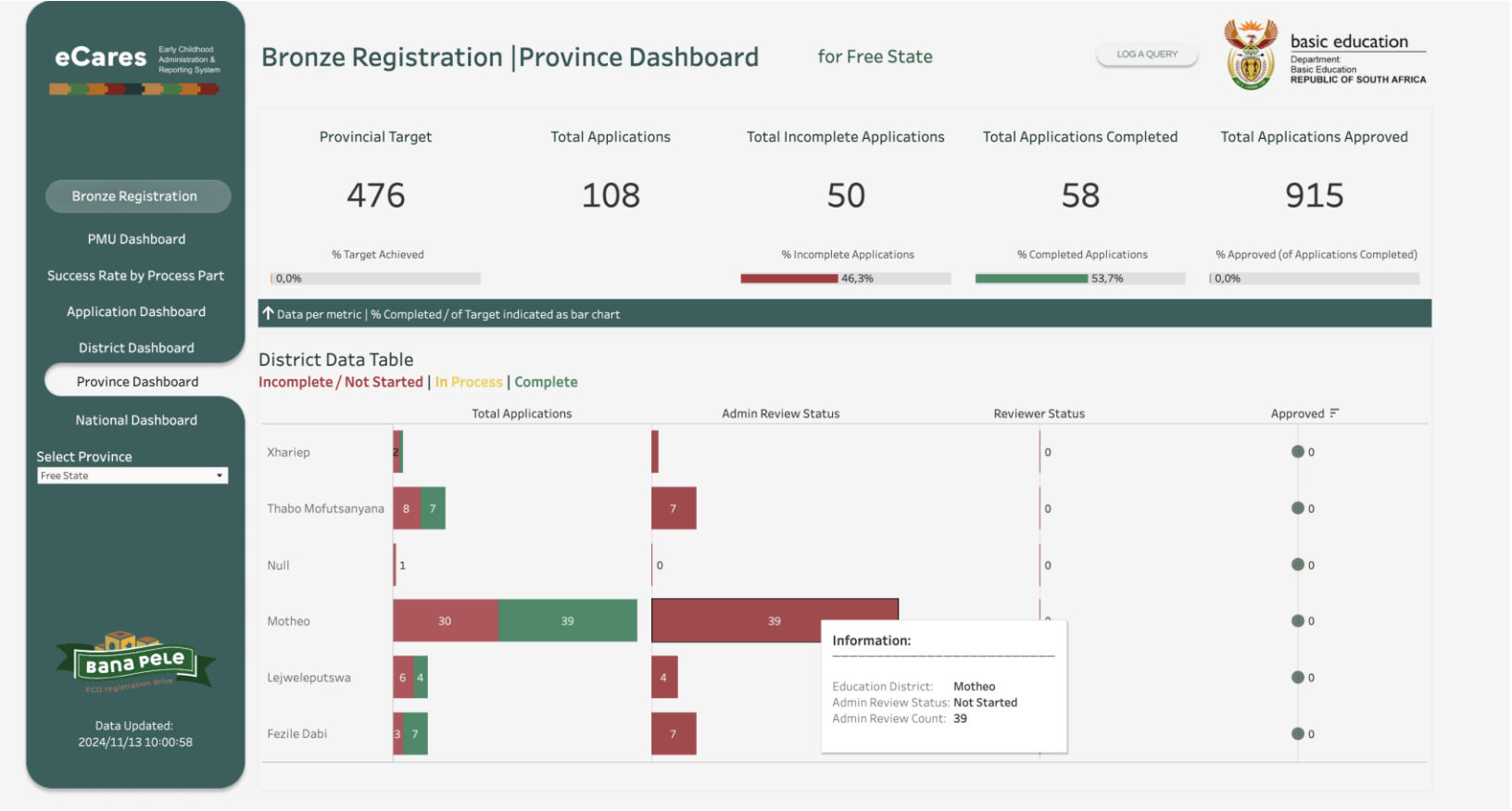
The Provincial Dashboard shows a summary at the top with complete applications and approved applications for the Province.

It also shows a breakdown by Education District.

Where Education District is Null is where incomplete applications don't have address details yet to locate them in a District.

This dashboard helps the Provincial Director to track how each District is progressing towards ECD Registration Drive targets.

District Dashboard



The District Dashboard shows how many applications are in each stage of review – cascading down to the final bar which shows the number of approved in green and the number rejected in red.

In the bottom section it shows which users have completed reviews and which are in progress.

This dashboard helps District Supervisor to track how many applications are waiting in each review step and to plan workload for the week.

Support

User Support Contacts and Support levels



Bana Pele Application Support Post training

1. Query Submission:
District officials submit
questions and concerns
to their respective
District Supervisors.



2. Consolidation and Escalation:
District Supervisors
compile and organise
queries from their
teams, then forward
consolidated inquiries to
SMEs via the dedicated
Support Channel



3. Resolution and Empowerment:
SMEs provide
comprehensive answers
and solutions, equipping
District Supervisors with
the knowledge to address
team concerns effectively.

District Supervisors
Please send your number to Portia
You will be added to a WhatsApp group

Requesting User Access on eCares

To get access to eCares you will have to complete a user access form where you give your details and request specific role/s.

- Make sure your cellphone number provided can receive SMS as this is where your password will be sent.
- Select the right role/s
- Read the terms you are agreeing to around data protection and use.
- Get it approved and submit for setup.

Read the terms and conditions carefully – you are signing to say that you will act responsibly with the personal information that you have access to and will be liable if you sell it or share it where it is not needed for supporting ECDs or reporting.

You are also responsible for system security by never sharing your user details and password with anyone else or writing it down where someone could see it.

Note: This form must be completed in full. All changes to be initialed or signed by the user.

DETAILS ABOUT USER ACCESS REQUIRED

Create New User: ☒ Amend Current User: ☐ Terminate User: ☐

USER DETAILS (Please mark with an x where applicable)

Middle Name:	

LEVEL OF ACCESS REQUIRED

District: ☒	Province: ☐	National: ☐
Area of Responsibility (Name of District/Province): Johannesburg South		
Area of responsibility (Please include the Directorate and Unit): ECD		

USER ROLES REQUIRED

Please note that you can select more than one role, however, the requested role should be limited to the individual's specific role in the registration and approval process.

Registration Application Administrator ☒ I will provide the first check on applications, review and approve or decline the documents and upload the NCPR certificates for the applicant	Registration Application Reviewer ☐ I will review the application when document checks have been done and provide the Social Worker report which includes a recommendation for registration or rejection that goes to the final approver	Registration Application Approver ☐ I will do a final review of the application and make the decision to approve or reject the application.
Registration Certificate Generator ☐ I will see a list of all the approved registration applications and be able to request that a certificate is emailed to me by clicking a button for each one.	Registration Application Report Viewer ☐ I will see a list of all the applications in the system and their status but I will not be able to review or edit them.	Registration Application Support ☐ I will provide ECDs with support to complete their applications through a call centre which records the conversation I have with them
Registration Statistics ☐ I will see summary numbers of the registration applications coming into the eCares system and their status.		

I hereby declare that to the best of my knowledge; the above supplied information is accurate and correct.

Name of user (Please Print): Katleho Motale

Signature of user: K.M Date: 25/06/2024

Live Instance Practice

Review 1 Application



Post Training Survey

<https://forms.gle/YSXkSTmAzyP4ZuCSA>

Every child is a National Asset



Thank you!

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callcentre: 0800 202 933



APPENDICES

The applicant and applicant support processes which are not completed by PEDs but are included for reference.

