



Transport Education Training Authority

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04 SEPTEMBER 2023

To: TETA Stakeholders

TETA Employers

TETA accredited Skills Development Providers

CC: Quality Council for Trades and Occupations (QCTO)

Sector Education and Training Authorities (SETAs)

RE: INTERIM ARRANGEMENTS: ENROLMENT OF LEARNERS ON THE TETA LEARNER MANAGEMENT SYSTEM (LMS)

1. This correspondence is meant to address the system challenges that the TETA is currently experiencing, with the objective of introducing an interim arrangement to our DG contract holders to minimise any delays that may emerge from the technical glitches with our Learner Management System (LMS).
2. It should be noted that the TETA contract with the former provider for the learner information management system came to an end and a new service provider has since been procured.
3. The TETA is aware that the DG Module is flawed, and stakeholders (contract holders and Skills Development Providers) are unable to enrol learners fully on the system.
4. The full enrollment of learners on the Learner Management System is critical as it is a dependency of subsequent key processes, for example, payment of contract and reporting of learners enrolled on a programme.
5. In addressing the above, the TETA has put in place an interim process that will enable learner enrollment and will ensure that stakeholders are eligible for the payment of Tranche 1(one) claim against a Discretionary Grant agreement.

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6. **DG CONTRACT LEARNER REGISTRATION PROCESS: TETA QUALITY ASSURED PROGRAMMES (to be captured by the SDP)**

6.1. Learners should **not** be captured in the DG module.

6.2. All learners to be captured by the Stakeholders or Skills Development Providers in the QA module.

6.3. Learners will be linked to the contract in the QA module.

6.4. Learner evidence to be uploaded in the QA module.

7. To be eligible for payment under the Tranche 1 deliverables of the Discretionary Grant agreements, our contract holders must provide proof of learner registration only on the TETA ETQA system. Due to the current technical issues, the TETA is aware that contract holders might not be able to submit the deliverable to enable processing payments. As a result, the TETA has adopted to implement the above in **number 6** and below in **number 8** process, limited to the submission of documentation of learner registration, while the technical issues are being resolved. Once our systems are fully functional, contract holders will be notified; at that point, this letter will be declared invalid and of no use.

8. **DG CONTRACT LEARNER REGISTRATION PROCESS: NON-TETA QUALITY ASSURED PROGRAMMES**

8.1. Learners should be captured on DG module by the stakeholder.

8.2. Learners will be linked to the contract in the DG module.

8.3. Learner evidence to be uploaded in the DG module.

9. You are expected to submit all the documents for processing the first tranche claim in relation to a TETA 23 Discretionary Grant contract where required.

10. By acknowledging receipt of this email, you agree that it does not alter the terms of the Discretionary Grant Funding Agreement currently in effect between the TETA and the affected Contract Holder.

TETA will schedule national workshops to conduct further training sessions for stakeholders on how to navigate through the system, the details of the training sessions will be communicated in due course. Stakeholders may contact the TETA team for training sessions in the meantime while the national workshops are being finalised for when the system is fully ready. Below is the list of contact details for support:

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Yours Sincerely,



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