Welcome Phathisile

OPTIONS | LOG OUT

DLOOP™

| Intelligence | Toolbox | Loops | File Cabinet | Timeline |

Skills Development

Launch Tool

Capability Gap Analysis

Launch Tool

CV Management

Launch Tool

Strategic Framework

Launch Tool

Leave Management

Launch Tool

Performance Management

Launch Tool

Grievance Management

Launch Tool

Grievance Management

Launch Tool

Tuesday, June 11, 2019

Welcome Phathisile

OPTIONS | LOG OUT

DLOOP

Intelligence | Toolbox | Loops | File Cabinet | Timeline

Logged in as

TEBOGO MOLUSI

Training | Bursaries | Internships | Learnerships | MDP | RPL

Intake Description	Training Items	Opened on	Closes on	No of Applications	Moderation

⊕ Register New

Intake Management

Budget Tool

My Interventions

Intervention Publisher

After successful booking or application, the user will access their set intervention here.

Used to create interventions that are published to the learn Loop annually. The intake has to be created first before applications can be submitted

Used by HRD to publish specific courses outside the annual intake process.

Intake Description

Opens on

📅

Closes on

📅

Special Conditions

Start typing to set contact person

View Applications

Publish Now

Save Draft

Welcome Phathisile

OPTIONS   LOG OUT

DLOOP   Intelligence   Toolbox   Loops   File Cabinet   Timeline

Logged in as

TEBOGO MOLUSI

Interventions

Budget Tool

My Interventions

Intervention Publisher

Training   Bursaries   Internships   **Learnerships**   MDP   RPL

Intake Description	Training Items	Opened on	Closes on	No of Applications	Moderation
📝 2019 -2020 intake 1		20 – 05 – 2019	20 – 06 – 2019		🛠

Used to access the moderation tool

⊕ Register New

Tuesday, June 11, 2019

Welcome Phathisile

OPTIONS   LOG OUT

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Logged in as

TEBOGO MOLUSI

The Learn Loop

Training   Bursaries   Internships   **Learnerships**   MDP   RPL

Training

Closing date: 20 – 06 – 2019
Status: Open
Contact Person: Mr J Apon

Apply Now

First Aid

Date: 20 – 06 – 2018
Status: In Progress
Contact Person: Mrs A Knox

Apply Now

Training

Closing date: 20 – 06 – 2017
Status: Complete
Contact Person: Mr J Apon

Closed Now

Training

Closing date: 20 – 06 – 2016
Status: Complete
Contact Person: Mr I Indi

Closed Now

Training Application

Intake Description

Pre-populated with the relevant intake description

Application Type (Self or Proxy)

▼

First Name (Prepopulated)

Last Name (Prepopulated)

Training Courses

Training Courses ⊕	Link PDP Item ⊕	Link Objective ⊕	Priority	Quarter
▼			1 ▼	1 ▼

⬆ Submit

Moderation

Icon is used to access the moderation tool in the alpha screen

Bookings
Moderator
Merge
Schedular

| Training Items	No of Applications	Cost Per Head	Line Total Cost	Action
Project Management 1	30	R4320.00	R129 600.00	
Advanced Excel	125	R1680.00	R210 000.00	
Customer Service Standards	12	R380.00	R4 560.00	
PM 1	41	R980.00	R40 180.00	
Total Annual Training Budget			R348 178.00	
Total Annual Training Budget			R400 800.00	
Difference			R52 622.00	

If difference is a negative number, the colour code should change from green to Red.

To Merge we will use the merge button – (in this example we will merge Project Management 1 item in the PM 1 item) user will click the merge icon next to the merge item and the following form should pop up:

Merge Item (this is prepopulated by default)

Merge Target

| Project Management 1 | ⟷ | Advance Excel ▼ |

View after a successful merge, notice that the items in Project management 1 have been added to PM 1 and the cost per head that prevails is that of Merge target

Training Items	No of Applications	Cost Per Head	Line Total Cost	Action
Advanced Excel	125	R1680.00	R210 000.00	←➍ 📝 📅 ☰
Customer Service Standards	12	R380.00	R4 560.00	←➍ 📝 📅 ☰
PM 1	71	R980.00	R40 180.00	←➍ 📝 📅 ☰
Total Annual Training Budget			R348 178.00	
Total Annual Training Budget			R400 800.00	
Difference			R52 622.00	

Moderator – when the moderator icon is clicked, this is the view you see......always have back buttons to revert back to previous screens

Priority	Cost Per Head	No of Applications	Approved Spots		Difference	Action
Priority 1	R380.00	7	7	▲▼	0	👁
Priority 2	R380.00	2	0	▲▼	2	👁
Priority 3	R380.00	3	0	▲▼	3	👁

Pop up view when this is clicked

⊗

To close this view

Objectives ▲▼	Quarter Targeted	PDP Item
100% Customer Satisfaction	Quarter 2	Ability to provide customer services on the floor
100% Customer Satisfaction	Quarter 1	Ability to provide customer services on the floor
100% Customer Satisfaction	Quarter 2	Ability to provide customer services on the floor

Final View

Training Items	No of Applications	Cost Per Head	Line Total Cost	Action
Advanced Excel	125	R1680.00	R210 000.00	
Customer Service Standards	7	R380.00	R4 560.00	
PM 1	71	R980.00	R40 180.00	
Total Annual Training Budget			R348 178.00	
Total Annual Training Budget			R400 800.00	
Difference			R52 622.00	

Click Here to Publish Final List

Schedular

Training Item

Project Management 1 ▼

Maximum Capacity

30 ⬍

Venue

Set Dates

Start Date								End Date						
«	November					»		«	November					»
Mon	Tue	Wed	Thu	Fri	Sat	Sun		Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	01	02		27	28	29	30	31	01	02
03	04	05	06	07	08	09		03	04	05	06	07	08	09
10	11	12	13	14	15	16		10	11	12	13	14	15	16
17	18	19	20	21	22	23		17	18	19	20	21	22	23
24	25	26	27	28	29	30		24	25	26	27	28	29	30

⊕

Bookings

Training Item	Date	No of Bookings	Status	Action
PM 1	01 - 07 - 2019	30	Booked	👁 ➡
PM 1	10 - 08 - 2019	30	Booked	👁 ➡
PM 1	22 - 08 - 2019	11	Booked	👁 ➡

Training Item	Date	No of Bookings	Status	Action
PM 1	01 - 07 - 2019	30	enrolled	👁
PM 1	10 - 08 - 2019	30	enrolled	👁
PM 1	22 - 08 - 2019	11	enrolled	👁

NB! On the day of the training the status will change to in progress and then on the day of the training it will change to completed. Please note we already have the enrolment screen, once the training is completed it becomes a record in the skills development file.

The record in the file cabinet

Training Item	Date of attendance	Cost	Status	Outcome
PM 1	22 – 08 - 2019	R980.00	Completed	Certification

Intervention Publisher – This is used to publish exact courses independent of the intake process.

Select Intervention

Training ▼

Link Intake

2019-2020 Intake 1 ▼

Select Course

First Aid Level 1 ▼   ADD

Maximum Capacity

15 ▲▼

Venue

Bookings Start Date

📅

Bookings Closing Date

📅

Set Attendance Dates

Start Date

		November				»
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

End Date

		November				»
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

⊕