

Presidential Youth Employment Intervention

School Mentor - User Guide



PRESIDENTIAL
EMPLOYMENT
STIMULUS

Building 3
4 Karen Street
Bryanston
2191
South Africa

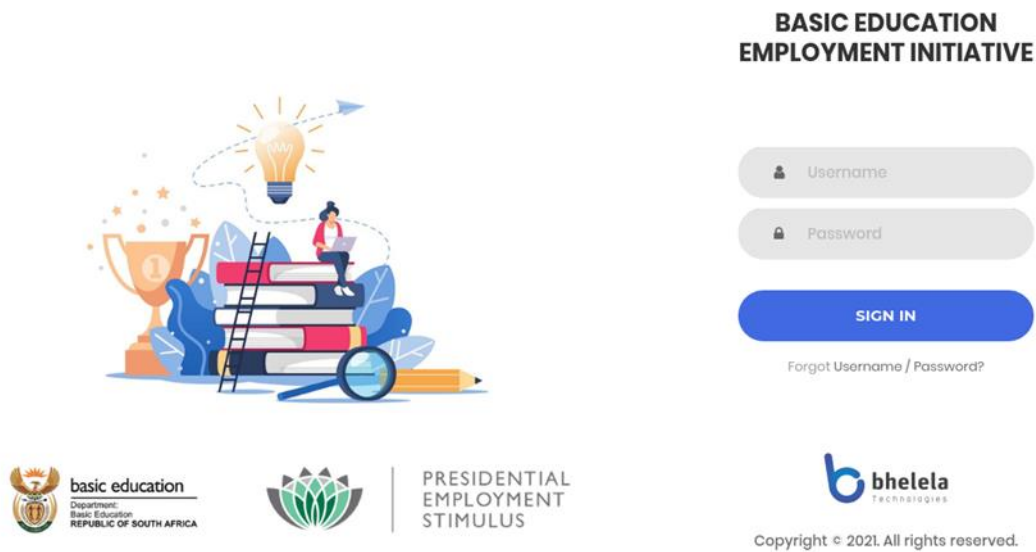
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Mentor User Guide

The PYEI DMS system will send you the link with your log in username and password. You will receive the email from Basic Education Employment Initiative. The link to the system will take you to the following home screen.



Enter your username and password, then click the sign in button.

Mentor Landing page

Profile and log out

Menu Tabs

Search bar

Change background colour

Employment Initiative

Search for schools by name, province, district, etc...

School Dashboard
A.F Kreil VGK Primere Skool

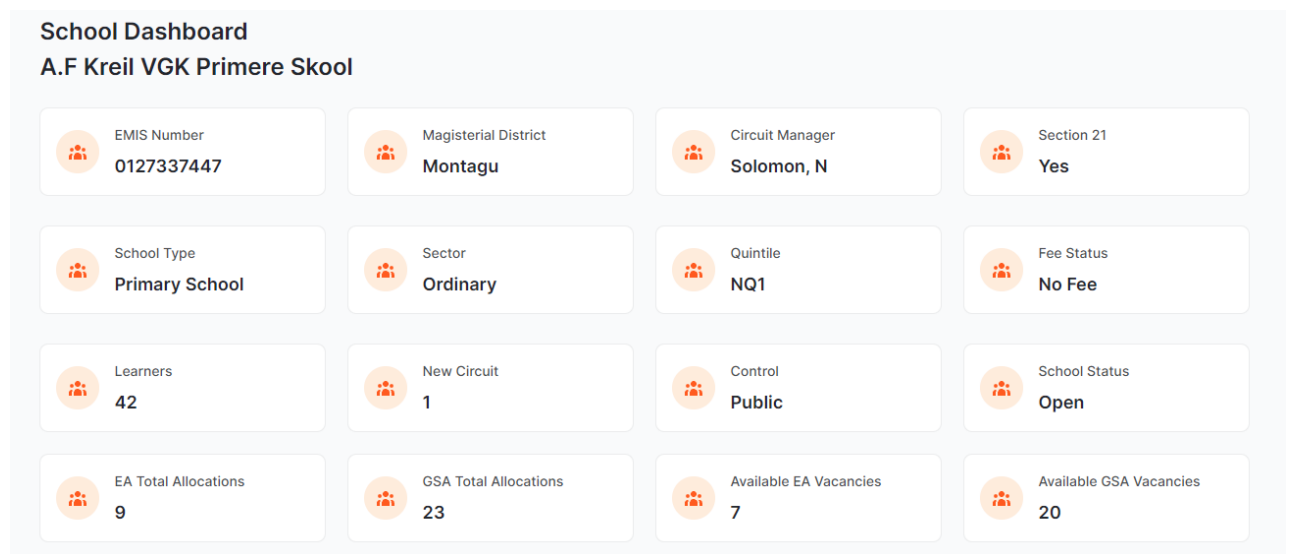
EMIS Number 0127337447	Magisterial District Montagu	Circuit Manager Solomon, N	Section 21 Yes
School Type Primary School	Sector Ordinary	Quintile NQ1	Fee Status No Fee
Learners 42	New Circuit 1	Control Public	School Status Open
EA Total Allocations 9	GSA Total Allocations 23	Available EA Vacancies 7	Available GSA Vacancies 20

Appointed Assistants Statistics Overview

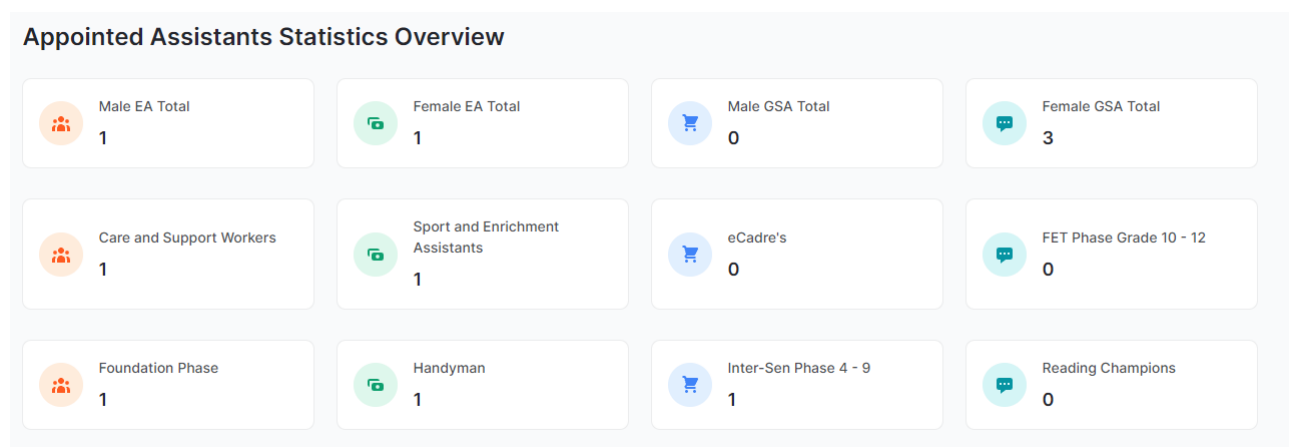
Male EA Total 1	Female EA Total 1	Male GSA Total 0	Female GSA Total 3
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Dashboard Tab

On logging in, the School Admin dashboard will open. This will give you a summary of the EMIS Number Magisterial district, Circuit Manager, Section 21 status, School Type, Sector, Quintile, Fee Status, Learners, New Circuit, Control, School Status, EA Total Allocation, GSA Total allocation, Available EA Vacancies, Available GSA Vacancies.



Appointed Assistants Statistics Overview



Assistant Tab

View/mark assistant
Attendance register

Appointed Assistants							
ASSISTANT NAMES	DATE OF BIRTH	GENDER	CITIZENSHIP	JOB CLASS	APOINTMENT CATEGORY	VIEW ASSISTANT	ATTENDANCE
Naphtaly Sebetseba	1989-09-19	Male	South African	EA	Inter-Sen Phase Gr 4-9	View Profile	View / Add
Tsepo Mooi	17-12-1985	Female	Permanent Resident	GSA	CSW	View Profile	View / Add

View the profile of the appointed assistance

This is the profile of the appointed assistant.

View Performance rating.

Naphtaly Sebetseba's Details

Naphtaly Sebetseba has 8 performance rating so far.

[View Performance Ratings -->](#)

Naphtaly Sebetseba has 2 Training Sessions Scheduled.

[View Training Schedules. -->](#)

<div>Employed At</div> <div>A.F Kreil V GK Primere Skool</div>	<div>ID Number</div> <div>8909195424086</div>	<div>Date of Birth</div> <div>1989-09-19</div>	<div>Age</div> <div>32</div>
<div>Citizenship</div> <div>South African</div>	<div>Gender</div> <div>Male</div>	<div>Matric</div> <div>Yes</div>	<div>Highest Qualification</div> <div>BACHELOR OF EDUCATION</div>
<div>Disability</div> <div>No</div>	<div>Job Class</div> <div>EA</div>	<div>Cellphone Number</div> <div>0729480638</div>	<div>E-mail Address</div> <div>naphtaly@studiumza.com</div>
<div>Contract Start Date</div> <div>2021-06-01</div>	<div>Contract End Date</div> <div>2021-11-30</div>	<div>Contract Period</div> <div>5 Months</div>	<div>Focus Area</div> <div>Inter-Sen Phase Gr 4-9</div>

View Training Schedule.

View and mark assistant attendance register.

Naphtaly Sebetseba's Attendance Register

Week 43 (2021-10-25 - 2021-10-29) This Week < [Calendar Icon]

Mon 2021-10-25	Select Attendance Type
Tue 2021-10-26	Select Attendance Type
Wed 2021-10-27	Select Attendance Type
Thu 2021-10-28	Select Attendance Type
Fri 2021-10-29	Select Attendance Type

Performance Tab

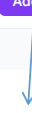
View mentor level assistant dashboard, view assistant's performance rating and add assistants' performance ratings

Assistant Performance

ASSISTANT NAMES	MENTORED BY	JOB CLASS	APPOINTMENT CATEGORY	VIEW PAST PERFORMANCES	ADD NEW PERFORMANCE
Naphtaly Sebetseba	William Bobo	EA	Inter-Sen Phase Gr 4-9	View Ratings	Add Rating
Tsepo Mooi	William Bobo	GSA	CSW	View Ratings	Add Rating



View Performance ratings



Add new performance rating

Training Tab

View available training courses and view training courses registered assistants

View available courses.

View registered assistants.

Assistants Training Schedule

Available Courses on Academy

SCHOOL	COURSE	TRAINING FROM	VIEW REGISTERED ASSISTANTS
All	Orientation (Compulsory)	2021-06-07 16:31:06	View
All	SoP for COVID-19	2021-06-23 15:12:36	View
All	NSSF (Compulsory)	2021-06-23 15:13:11	View
All	ICT Skills (Compulsory)	2021-06-23 15:13:51	View
All	Curriculum	2021-06-23 15:14:08	View
All	eCadre (ICT)	2021-06-23 15:14:48	View
All	Handymen	2021-06-23 15:15:05	View
All	Reading Champions	2021-06-23 15:15:27	View
All	Learner Support Agents (LSA)	2021-06-23 15:16:10	View
All	Child and Youth Care Worker (CYCW)	2021-06-23 15:17:02	View
All	Financial Literacy	2021-07-02 10:52:17	View

Surveys Tab

View available surveys and take a survey

Mentor Surveys

#	DATE CREATED	SURVEY CODE	SURVEY TITLE	TAKE SURVEY URL
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Certificates Tab

View certificate dashboard, view appointed assistants document list and download supporting documents

Appointed Assistant Certificates & Qualifications

ASSISTANT NAMES	DATE OF BIRTH	GENDER	CITIZENSHIP	JOB CLASS	APOINTMENT CATEGORY	VIEW ASSISTANT
Naphtaly Sebetseba	1989-09-19	Male	South African	EA	Inter-Sen Phase Gr 4-9	View Certificates
Tsepo Mooi	17-12-1985	Female	Permanent Resident	GSA	CSW	View Certificates

View Certificates.

Complaints Tab

View mentor level complaints, view complaints detail and update complaint status.

Assistant Complaints					
ASSISTANT NAMES	COMPLAINT TITLE	JOB CLASS	MENTOR	STATUS	VIEW COMPLAINT / TAKE ACTION
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Resolved	View Details
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Referred to Finance	View Details
Naphtaly Sebetseba	training	EA	Mentor Motshwaedi	Resolved	View Details
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Pending Action	View Details
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Referred to Finance	View Details

View details of the complaint and take action



Support and Helpdesk Tab

Notes: