



NDA

National
Development
Agency



SKILLOGICAL

People Development Simplified

Skills Survey User Guide

Content

Getting Started

Introduction	Contact Details for Support	On-screen Navigation
	Login as User	Reset Password

Complete the Survey

Identify Learning Needs	Your Qualifications	
Your Registrations	Your Licences	Your Languages

Personal Development Plan and Related Follow-up

Personal Development Plan	View Learning Material
---------------------------	------------------------

Supervisor and Manager Unique Functions and Support

Update Survey Input

Introduction

Thank you for participating in the **Skills Survey** for the NDA. This exciting initiative is aimed at assisting the organisation to identify and address the skills development needs of our people.

The **Skills Survey** project is managed via an online platform, supported by Skillogical, which gives us the ability to identify and manage the reported skills needs as people participate in and complete the survey. The platform also gives us the ability to interact with people in the organisation by suggesting learning programmes, related to industry skillsets and manage the allocation of Learning Programmes, which will be made available during the year.

The **Survey** will focus on the following:

- Identification of **learning needs** related to employees.
 - understanding of their NDA roles and functions.
 - relationships and interaction with stakeholders and colloques; and
 - workplace specific skills.
- **Record information** related to
 - Qualifications.
 - Professional Registrations; and
 - Licencesemployees already have, are busy with or need to do.
- Allow people to give an indication of the **languages** they understand and are able to speak.

We request Supervisors and Managers to introduce the project to employees and encourage all employees to complete the survey:

The survey is accessible via any internet enabled device (Smartphone, Tablet, PC) by going to **www.skillogical.com/nda** and entering your employee number as **username** preceded by "NDA" and your ID as **password**. You need to reset your password after the first login, **DO NOT REPEAT YOUR ID NUMBER AS PASSWORD AGAIN.**

It should take approximately 20 minutes to complete and uses very little data. This user guide is available at the same link and can be downloaded as a PDF document to help people complete the survey and clarify possible questions or the guide could be viewed on-screen.

Employees who have completed the survey, are encouraged to go back to the website to view their **Personal Development Plan**. We will also use the system to collaborate on the allocation of the Learning Programmes on offer.

Contact Details for Support

Please direct any questions regarding the project or issues using the online system to complete the survey to george@skillogical.com.

Alternatively, a mail could be sent via the Support link on the Home Page by clicking on the Support link.

You can also send a WhatsApp or sms to **0722593444** for someone from the Support Centre to call/support you and your people.

On-screen Navigation

The survey website is available via any web-enabled device. The pages re-size depending on the type of device used.

This implies that some of the icons will be arranged next to each other (horizontal) on a normal screen and below each other (vertical) on for instance a cell-phone.



The following on-screen navigation information is important to take note of:

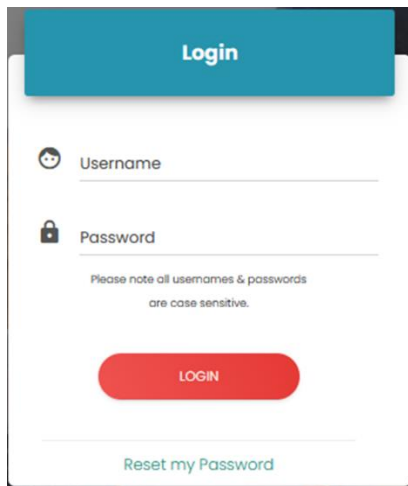
The image is a screenshot of a web dashboard with several callout boxes explaining navigation elements:

- Try not to use these arrows as it may take you off the website, so you will have to login again**: Points to the browser's back and forward navigation arrows.
- Use this arrow to navigate back to the previous screen or Home Page**: Points to the left-pointing arrow icon in the top navigation bar.
- Click on this icon to remove the Left Margin**: Points to the hamburger menu icon in the top navigation bar.
- Logout when you are done**: Points to the power icon in the top navigation bar.
- Return to Home Page**: Points to the 'My Dashboard' option in the left sidebar.
- Edit Personal and Job Details**: Points to the 'My Details' option in the left sidebar.
- This is the on-line notice board. Click on bell to read notices such as possible Learning Programme updates**: Points to the bell icon in the top navigation bar.

The dashboard itself features two main content cards: 'Survey' (Indicate Learning and Development needs) and 'Personal Development Plan' (Summary of learning and development needs and related programmes). Both cards have a 'CHOOSE SECTION' button at the bottom.

Login as User

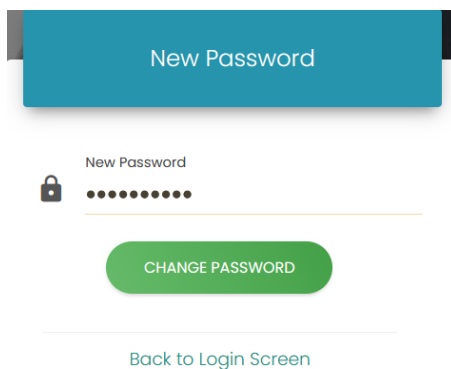
Please go to www.skilllogical.com/nda click on LOGIN.



The screenshot shows a login form with a teal header labeled "Login". Below the header are two input fields: "Username" with a person icon and "Password" with a lock icon. A note below the password field states: "Please note all usernames & passwords are case sensitive." At the bottom of the form is a red "LOGIN" button and a link for "Reset my Password".

Your Username is NDA12345 (NDA+your employee number) and Password is your ID number for the **first login only**.

Click LOGIN when you have completed the Username and Password to proceed.



The screenshot shows a "New Password" page with a teal header. Below the header is a password input field with a lock icon and a masked password ".....". A green "CHANGE PASSWORD" button is centered below the field. At the bottom is a link for "Back to Login Screen".

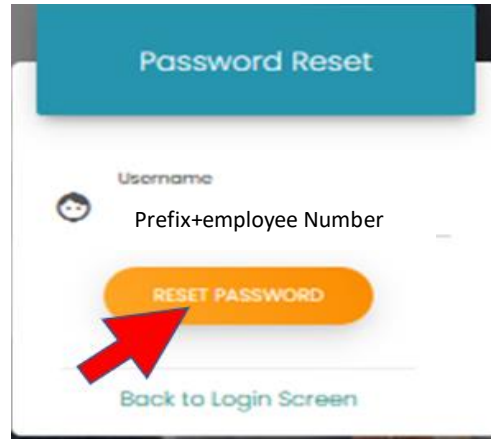
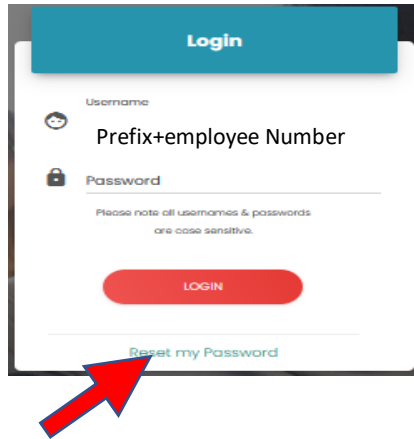
When you login for the **first time** the system will prompt you to change your password from using your ID number to another password. Follow the Change password instructions on the next page to change your password.

DO NOT USE YOUR ID NUMBER AGAIN AS PASSWORD

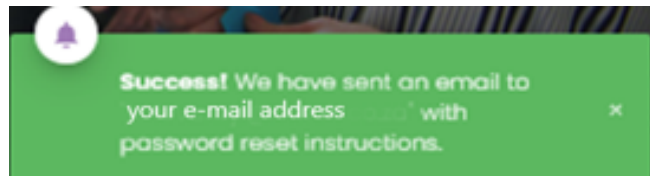
Click on [Reset my Password](#) if you cannot remember your Password.

Reset Password

Your Password can be reset if you forgot it or if you feel you need to change it for security reasons. Click on [Reset my Password](#) on the LOGIN screen.

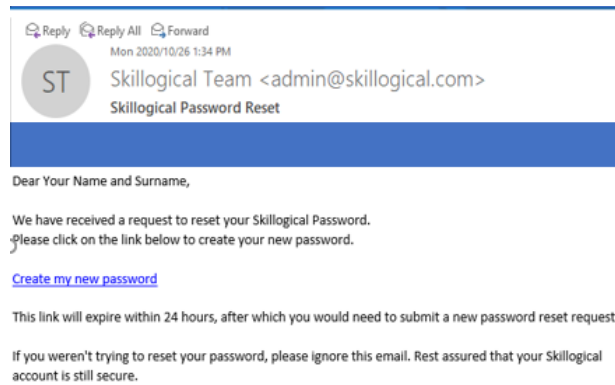


Enter your Username (NDA+employee number) in the Password Reset screen and click on **RESET PASSWORD**. A message will appear at the bottom of the screen indicating that an e-mail with your rest password details was sent to the e-mail you have entered when you registered.



Please check your Inbox for the e-mail. If you do not receive the mail it could have been blocked by your service provider. The e-mail is then usually in your Junk Mail Folder.

Click on the [Create my new password](#) in the mail you have received.

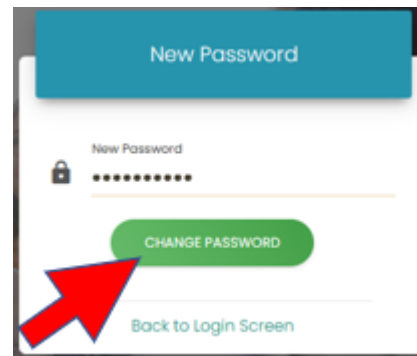


Contact Skillogical if you do not receive a mail by sending a mail to george@skillogical.com or you could click on support on the LOGIN screen and send a mail from there.



A New Password screen will open. Type your New Password. Remember the Password is Case Sensitive, so you have to make sure you remember which letters were typed in UPPERCASE and lowercase,

Click on **CHANGE PASSWORD**



A message will appear at the bottom of the screen confirming your Password was changed.

Success! You have successfully updated your password :)

Proceed to LOGIN by entering NDA+employee number and New Password in the LOGIN screen.

Identify Learning Needs

The identification of learning needs is based on competencies that relate to the various roles people perform. Competency is a term that describes the ability someone has to apply his/her understanding of the work and the ability to perform the specific skills related to the work.

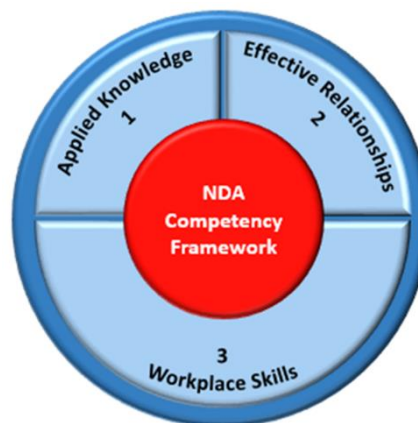
The Competency Framework and identification of Learning Needs is accessible by clicking on the Competency Framework Tab.

The survey helps you identify your learning needs by asking you to consider the following three sets of competencies:

- Your **understanding of the principles and concepts** that drive the activities and responsibilities expected of you at work.
- The aspects which enable the way you **interact and maintain relationships** with customers and colleagues.
- The **specific skills related to your work or roles** you are responsible for.

The detail of the competencies can be viewed by clicking in the + in the framework. The competencies will either show it a Basic or Intermediate level. The level is related to the competencies assigned to your position. Read the complexity statements and then decide whether you need Learning or Mentoring related to the competencies or group of competencies. You will note that a little Button appears to the right when you reach the detail level of the framework. When you click on the Button the Learning Needs Options will show.

Competency Framework



— Applied Knowledge

— Applied Academic Skills

— Business Communication

- > Drafts business documents
 - Compiles complex business documents such as policies, business cases appropriate to the business processes and decision structure.
- > Formulates business information
 - Researches and uses terminology, subject matter and concepts not part of field of expertise in formulating business information.
- > Listens actively
 - Monitors colleagues' understanding of who their own viewpoint.
- > Reads and interprets technical information to inform
 - Reads and interprets information to inform
- > Reads and understands information on disagreement.
 - Reads more than on disagreement.

Business Communication

<input type="checkbox"/>	Need Learning
<input type="checkbox"/>	Need Mentoring
<input type="checkbox"/>	Function on Own
<input type="checkbox"/>	Assist Others
<input type="checkbox"/>	Not Required
<input checked="" type="checkbox"/>	No Selection

PLEASE NOTE: If you need learning for **any one of a group** of competencies select **Need Learning**, even if you feel you can assist others with some of the competencies listed.

For this purpose, the survey presents you with the ability to expand each of the three areas mentioned and then indicate whether you

- Need Learning
- Need Mentoring
- Can function on your own
- Can assist others

for the specific understanding or abilities listed. You have the option to view the detail of the understanding or ability statements by clicking on the + to expand the detail. The detail at a Basic, Intermediate and Advanced Levels to cater for the specific complexity required for a position.

You would for instance see Teamwork is one of the aspects to consider under Interactive and Interpersonal Relationship Skills.

1. Click on the + to view the detail related to *Teamwork*.
2. Decide whether you would benefit from *Learning* related to any of the statement or whether you can *Assist Others* with their ability to perform the function. If you can assist people in some but need learning in other then select need learning.
3. Click on the little icon to see the response options.
4. Select the response that best represent your Learning Status.

The screenshot shows a survey section titled "Teamwork and Working with Others". It lists three sub-areas: "Achievement celebration", "Feedback and criticism", and "Team collaboration". Each sub-area has a brief description. A red arrow points to a three-dot menu icon in the top right corner. A dropdown menu is open, showing response options: "Need Learning", "Need Mentoring", "Function on Own", "Assist Others", "Not Required", and "No Selection" (which is selected with a checkmark).

The principle is: If you read a statement or a few statements and you think you need learning for any of the statements then select *Need Learning*.

Your Supervisor could comment on your Learning Needs by adding his/her opinion. You could for instance have responded to the statement that you are able to "Function on Own" when it comes to Information Technology, but your Supervisor could think you might benefit from some learning in this regard and therefor sets a status to *Need Mentoring Learning*. The two statuses are both recorded.

The screenshot shows a survey section titled "Information Technology (IT) Use". It lists two sub-areas: "Computer Security" and "Desktop Documents". Each sub-area has a "Basic:" level description. A dropdown menu is open, showing response options: "NEED MENTORING" and "FUNCTION ON OWN".

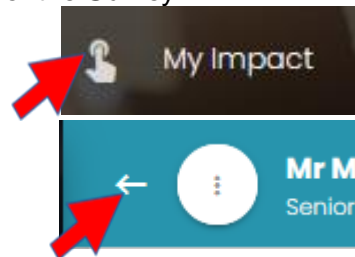
Your Personal Development Plan (PDP) will show both your and your supervisor's response.

Description	M	Employee Response	Manager Response
Information Literacy			
Information Technology (IT) Use		Function on Own	Need Mentoring
Computer Security			
Desktop Documents			
Digital Footprint			
Organisation Specific Software			
Personal computer			

Screen Navigation Reminder

Click on Competency Framework to access this section of the Survey.

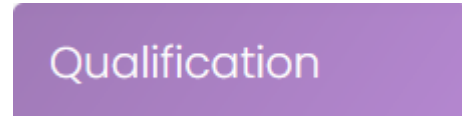
Go back to the Main Screen by clicking on **My Impact** or the **small arrow** next to your name.



Your Qualifications

The survey allows you to list and comment on qualifications. Please follow the following process to record the qualifications you either have done/**completed**, are currently **busy** with; or that you **need** to do.

Start by clicking on the Qualification Tab.



Click in the ADD button to add qualifications.

Add new Qualification

Add your qualification by starting to type the qualification detail.

If it already exists the options will show. Select the matching qualification value and click Save Data.

If your qualification does not exist the list of options will disappear and the **Add** notice will appear. Continue to type the complete name of your qualification and **click on Add** what you have typed.

The Qualification Type and Study Field will appear. Please select the appropriate values **that relates best to the qualification you have added**.

Click Save Data when you have added the Qualification Type and Study Field for the qualification you have typed.

Please note the **search function** for Qualification Type and Study Field is dynamic. The options available change as you type the text you are looking for.

Adding new: ×

Qualification Type

Deg

- Doctoral Degree
- Master's Degree
- Bachelor's Degree
- Post Graduate Degree
- Bachelor Honours Degree
- Master of Technology Degree
- Bachelor of Technology Degree

SAVE DATA
X CLOSE

Example:

Add Degree in Development as follows:

Type *Degree in Development* and click **Add Degree in Development**

Under Qualification Type search and select Bachelor's Degree

Under Study Field select Development Studies

Adding new: ×

Qualification Name

Degree in Development

Qualification Type

Bachelor's Degree

Study Field

Development Studies

SAVE DATA
X CLOSE

Save the qualification you have defined and then proceed to add your Learning Status for the added qualification.

The qualification you have defined by means of populating the three options will appear on the list of qualifications. If you are not happy with what you have added you could delete it and re-enter your qualification by clicking on the red Delete Button.

#	Description	Actions
1	National Diploma: Tourism Management (Wine Tourism)	<div style="display: flex; align-items: center; gap: 10px;"> Respond ⋮ ✖ </div>



Qualifications such as **Grade 7** could be added by only completing the Qualification Type and then clicking SAVE DATA. Leave the Study Field blank.

Adding new: ×

Qualification Name
Grade 7

Qualification Type
Grade 7

Study Field

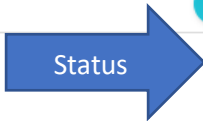
SAVE DATA CLOSE

Reminder: Add the achievement status for the qualification by clicking on the Status Button and selecting the achievement status.

The list of qualifications you have added will show.

Add new Qualification + ADD

#	Description	Actions
1	National Diploma: Human Resource Management	DONE + -
2	Grade 7	... + -

Status 

Grade 7

Have to do

Busy

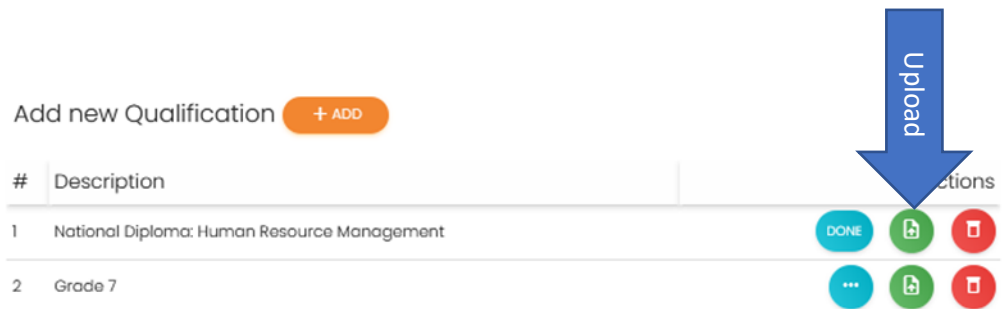
Done

✓ No Selection

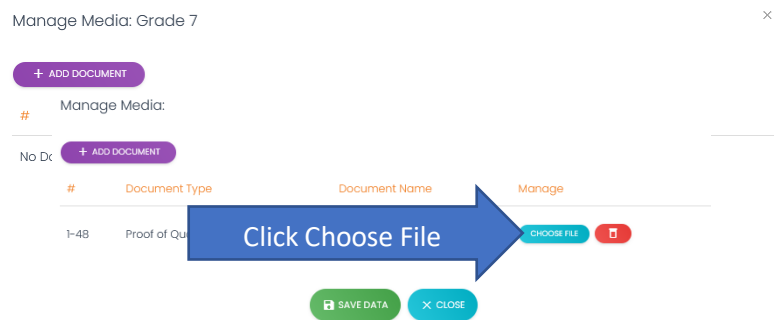
Click on the Status and select your achievement status.

UPLOAD Qualification Certificates

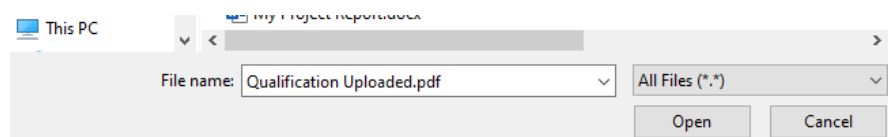
Please remember to upload an electronic copy (pdf) of your qualification certificates by clicking on the Green Upload button next to the qualification you have completed.



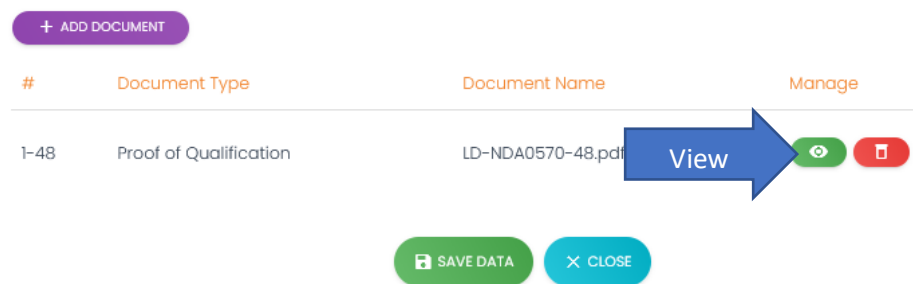
Click the ADD DOCUMENT button.



Click Choose File and then select the file you want to upload using the browse screen that comes up.



The uploaded qualification will show, which can be viewed by clicking on the view icon or the file can be deleted by clicking the red delete button.



CLICK **SAVE DATA** to conclude the process.

Your Professional Registrations

The survey allows you to select and respond to Professional Registrations. Please follow the following process to record the Professional Registrations you either have Registered, Need to Register or Want to Register.

Start by clicking on the Professional Registration Tab

Professional Registration

The system allows you to open and select a few Professional Registrations from the lists provided. Click on the + to expand the category.

- Institute of People Management
 - > Executive Professional Member NEED TO REGISTER
 - > IPMA - IPM Associate ...
 - > IPMF - IPM Fellow ...
 - > IPMP - IPM Professional ...
 - > Senior Associate Member ...
 - > Senior Professional Member ...
- + South African Board for People Practices
- + South African Institute of Chartered Accountants

Select the applicable Registration and then indicate your status.

You may select and report on more than one Registration per category.

- Registered
- Need to Register
- Want to Register
- No Selection

Select **Other** if your specific Registration is not Listed and then select the status of the Other Registration. Support Centre staff may contact you to clarify which Registration you want to report on.

Your Licences

The survey allows you to select and respond to Licences. Please follow the following process to record the Licences you either Obtained, Need to Obtain or are Busy Qualifying for.

Start by clicking on the Operator Licence Tab

Operator Licence

The system allows you to open and select a few Licences from the lists provided. Click on the + to expand the category.

-	Driving Licences	
>	Code A1 Motorcycle <= 125cc	EXPIRED
>	Code A Motorcycle	...
>	Code B Light Motor Vehicle + trailer GVM < 750kg	LICENCED
>	Code EB Light Motor Vehicle + trailer GVM >= 750kg	...
>	Code C1 Heavy Motor Vehicle GVM <= 16000kg	HAVE TO DO
>	Code EC1 Heavy Motor Vehicle GVM <= 16000kg + trailer GVM >= 750kg	...
>	Code C Heavy Motor Vehicle GVM > 16000kg	...
>	Code EC Heavy Motor Vehicle GVM > 16000kg + trailer GVM >= 750kg	...
+	Professional Driving Permit (PrDP)	

Select the applicable Licence status.

You may select and report on more than one Licence per category.

Licensed

Expired

Have to do

No Selection

Select **Other** if your specific Licence is not Listed and then select the status of the Other Licence. Support Centre staff may contact you to clarify which Licence you want to report on.

Your Languages

The survey allows you to select and respond to the Languages you are able to speak and understand. The Wine Tourism industry is reliant on people’s ability to communicate with guests and visitors. This section is especially important to get a sense of the capacity our people have to communicate with tourists. Please follow the following process to record the Languages you are able to speak or understand.

Start by clicking on the Languages Tab.



The system allows you to select and respond to more than one of the Languages listed.

Please consider your Language proficiency and select the appropriate status from the list provided:

- Understand, but can't conduct a conversation

- Limited ability to ask and answer questions

- Conduct a conversation with limited vocabulary

- Able to conduct a conversation, but not fluent

- Completely fluent

Select **Other** if the Language you want to report on is not listed and indicate your proficiency. Support Centre staff may contact you to clarify which Language you want to report on.

> Sign Language	...
> Sepedi	COMPLETELY FLUENT
> Sesotho	UNDERSTAND, BUT CANT CONDUCT A CONVERSATION
> Setswana	...
> siSwati	...
> Tshivenda	...
> Xitsonga	...
> Afrikaans	COMPLETELY FLUENT
> English	COMPLETELY FLUENT
> isiNdebele	...
> isiXhosa	...
> isiZulu	...
> French	...
> German	...
> Mandarin	...
> Spanish	...
> Other	...

Personal Development Plan

The survey records all responses that employees and their supervisors/managers log on the system. This information is used to analyse the skills development needs in the industry and identify related learning programmes that will address indicated learning needs.

You may view and even respond to your identified learning needs by clicking on the Personal Development Plan (PDP) Tab. The information contained in this tab is a summary of all the information you have recorded in the survey.

The qualifications you have for instance listed; and for which you have indicated your achievement status are listed first, followed by Competency Framework.

Please scroll up and down to view the detail.

Personal Development Plan

Summary of learning and development needs and related programmes

Full Name:	
ID No:	
Job Title:	Supervisory / Managerial
Employment Status:	Permanent

Description	M	Employee Response	Manager Response
Qualification			
Grade 12		Done	
National Diploma: Tourism Management (Wine Tourism)		Have to do	
Certificate: Not Specified (Wine Tasting)		Busy	
Framework			

This first section of the PDP will contain the suggested Learning Programmes you could be enrolled for as outcome or result of the Skills Survey. The status for such programmes will be "Suggested" under the Manager Response, and you then would be required to go to the corresponding Tab and update the status to "Accept" to indicate that you have accepted the nomination for the Learning Programme.

The PDP shows your responses and the inputs your supervisor/manager has made (Manager Response column).



Personal Development Plan

Summary of learning and development needs and related programmes

CHOOSE SECTION

Employee Response	Manager Response
Function on Own	Need Learning
Need Mentoring	
Need Mentoring	
Function on Own	
Need Learning	
Need Learning	
Assist Others	

View Learning Material


The Competency framework has reading material and video clips that were identified for some of the competencies to help you improve your understanding and skills.

The suggested reading material and video clips are links and documents that we have either been given access to by the originators or are links found on the internet. Skillogical do not claim ownership on any of the third-party links supplied, the system merely provides the link and access to the link via a popup screen. You are welcome to visit the originators of the links for further information or you could even consider joining some of the websites' entities.



Personal Development Plan
Summary of learning and development needs and related programmes


CHOOSE SECTION

Competencies that have suggested material are marked with a blue icon .




Click on the icon to open a screen that shows what material is available.

M	Employee Response	Manager Response
		
		
		

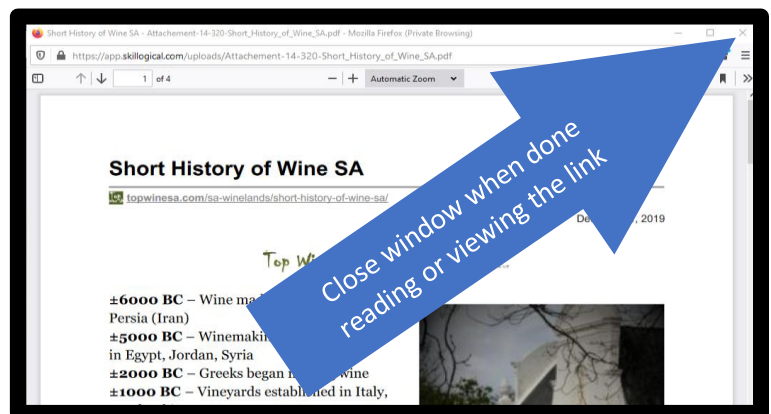
Some of the competencies have a variety of media to view, please click

on the Preview button  link to open and read/view the media.

Wine History

#	File Name	Preview
1	Short History of Wine SA.pdf:	
2	The History of Wine:	
3	WineFolly - History of Wine:	

The document or video clip will open in a new window. Close the window when you are done reading or viewing the link.

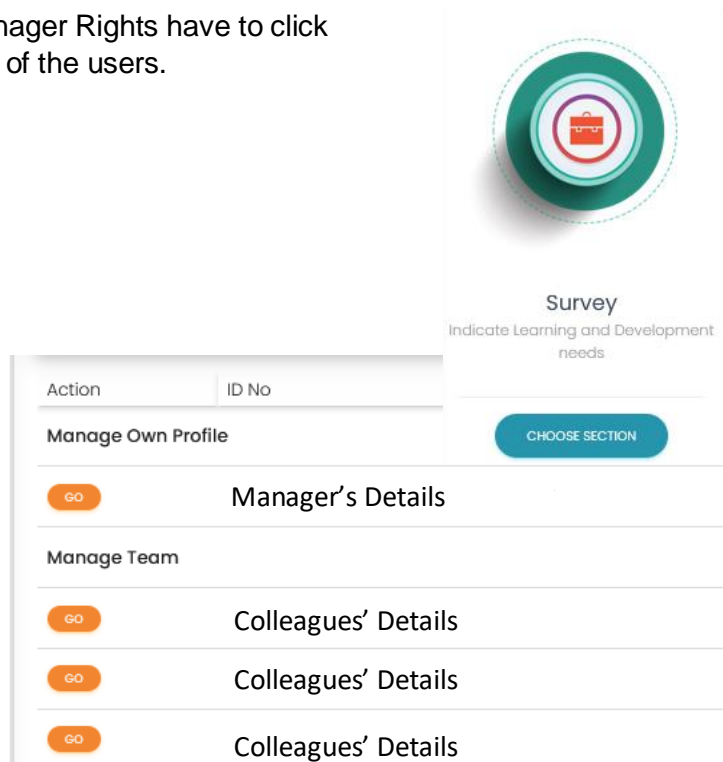


Manager Survey Input

People that have been granted Manager Rights have to click Survey in the same way as the rest of the users.

A selection screen will appear after clicking Survey to allow for a selection between managing his/her own profile or that of one of the colleagues associated with the Manager.

Click on **GO** to select the profile to work with.



Supervisors/Managers are constantly reminded of which person's survey information they deal with. The person's Name appears next to **Currently Managing** Heading at the top of all the screens.

The person selected could be changed by clicking on the **Change?** button next to **Currently Managing**.

Qualification

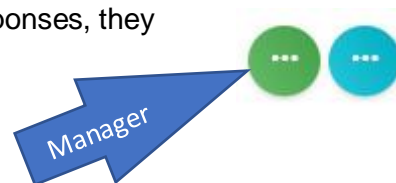
Roles / Functions Selected:

- Senior Manager: HCM

Currently Managing: [Change?](#)

- M

Managers have access to the Manager Button to add responses, they cannot change colleagues' responses.



The responses of Managers and their colleagues are indicated as follows:

