



APPLICATION TRACKING SYSTEM

DEPENDANTS & NOMINEES HELP GUIDE

Welcome to the Application Tracking System help guide for the DSV Empowerment Trust Award for Dependants and Nominees

This guide walks you through every step of applying for the DSV Empowerment Trust Award for Dependants and Nominees, from logging in for the first time through to submitting your application. If you'd like a quick overview before diving in, there's a short explainer video available on the ATS homepage.

Keep this guide open alongside the ATS as you work through your application, and if you get stuck at any point, use the chatbot in the ATS or reach out to Career Wise.

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Getting started

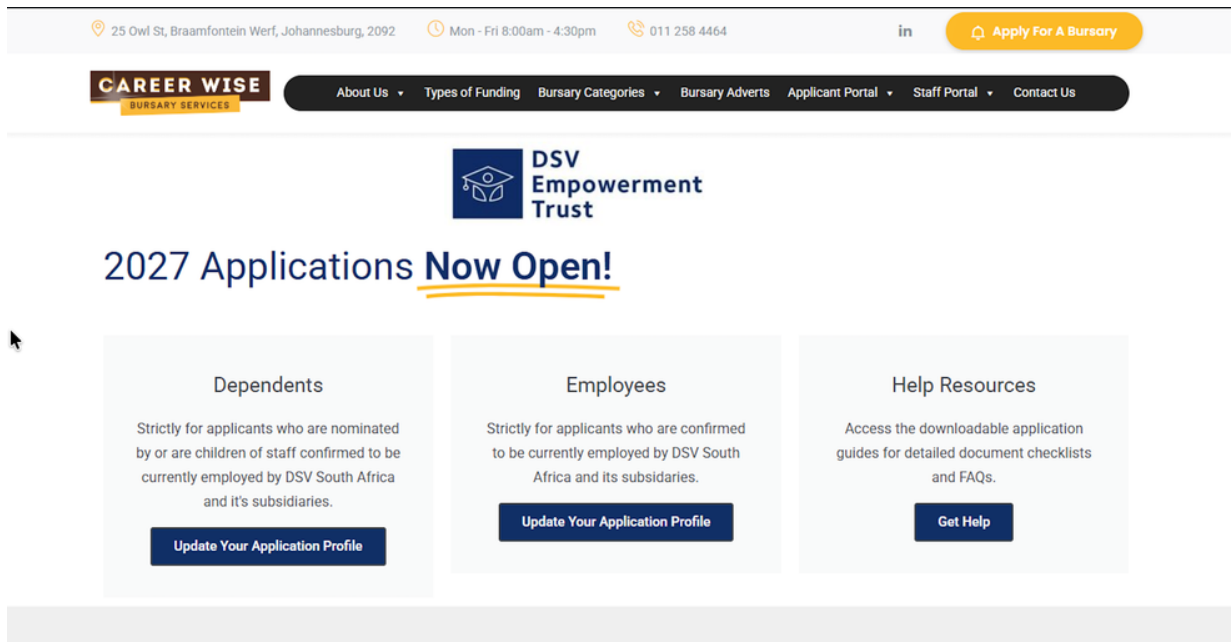
To visit the ATS website, type this address into your browser or click on the hyperlink:

<https://careerwise.co.za/dsv-et-ats/>.

On the homepage, you will see the welcome message and confirmation that **applications** for the current window **are now open**.

When you first visit the homepage for the DSV Empowerment Trust ATS, an **explainer video** will pop up, which gives an overview of the different funding options and the ATS itself. Be sure to watch this when you are first getting started.

This help guide is designed to help you at each stage of the application process, and provides more detail than the video.



Applicant Information

Are you applying as a dependent or nominee? *

--SELECT--

First Name *

Last Name *

Nationality *

ID Number | Passport Number *

--SELECT--

Enter Passport / Foreign ID N

Gender *

Date of Birth *

--SELECT--

Phone *

Personal Email *

Student Email

Password *

Confirm Password *

Contact Centre

March 5 at 4:43 PM

Sage

Hi there. Thank you for coming to the website. I'm Sage, the Career Wise Online Assistant. I'm here to help you so please select an issue for me to assist you with here below.

• •

Profile Registration

Sage

Hi, there, In order to register, you have to go to the pre-registration page, here's a shortcut.

Register

• •

Was this helpful?

No, I still need help

Type a message

Built with Zendesk

Password *

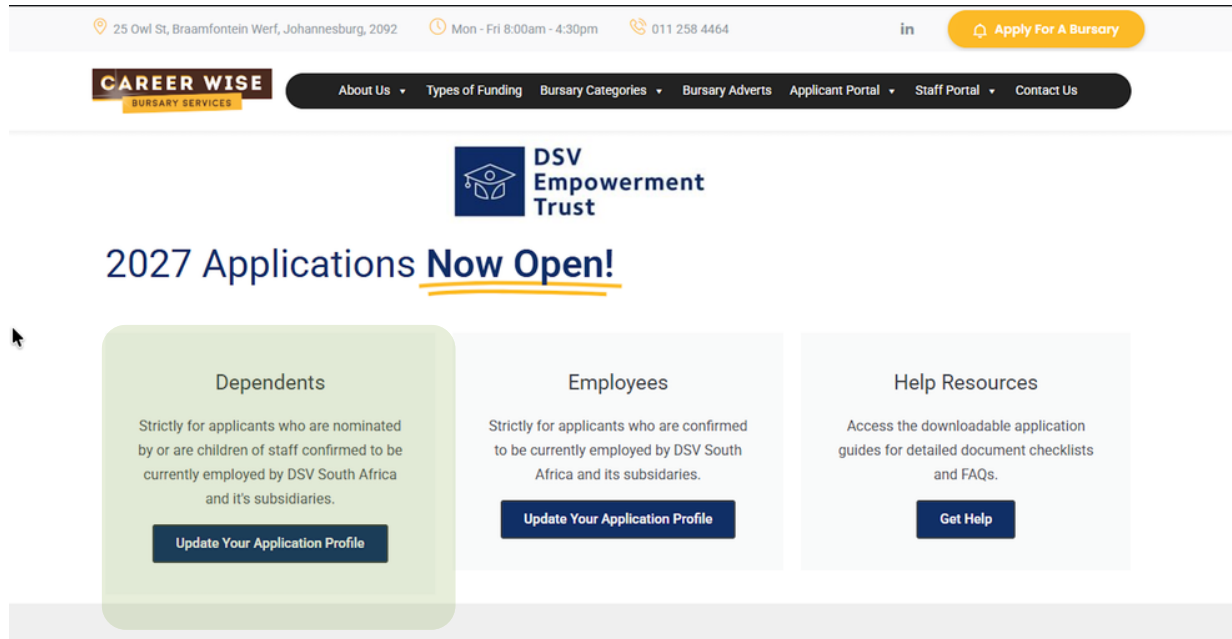
If you need help

At any point during the application process, you can ask for help via the **Chatbot** in the ATS.

1. Look for the yellow and brown speech bubble icon at the bottom left of the screen. This is available on every page of the ATS.
2. When you first click on the Chatbot, it will present you with some options about what you need help with. Select the **option** that is most relevant to your **query**.
3. If you are not able to resolve your query by selecting an option, select the **‘No, I still need help’** option and your query will be logged with the support team. Someone will respond on the chat if you have sent a query during office hours. If it's after hours, a support ticket will be logged and you will be sent an email to confirm the status of your query.



Applying for the DSV ET Award for Dependants and Nominees



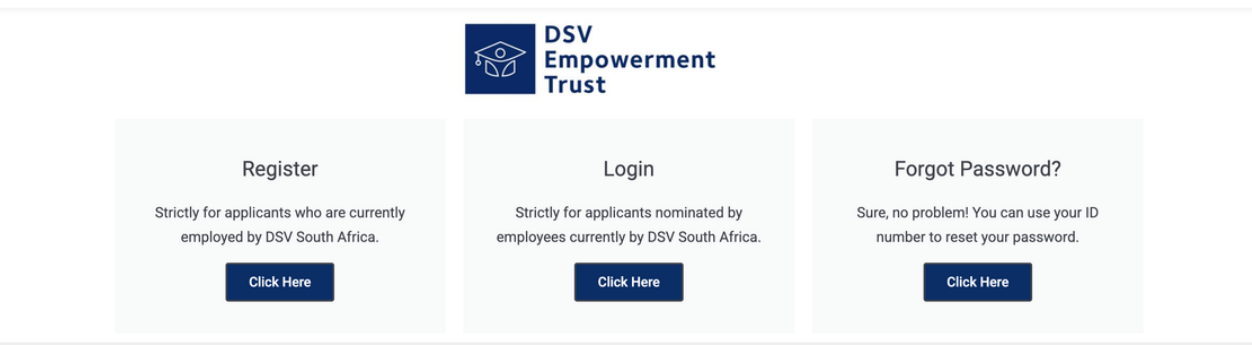
1. On the homepage, click on the **Dependents** tab

2. On the next page, you will see three tabs:

a. **Register**: if this is your first time using the ATS platform, click on this tab to register your profile

b. **Login**: if you have already registered and you are logging in to update your application or check your status, click on this tab

c. **Forgot password?**: click on this tab if you want to log in to your profile but you can't remember your password. You will be able to reset your password.



Are you applying as a dependent or nominee? *

--SELECT--

First Name *

Last Name *

Nationality *

--SELECT--

ID Number | Passport Number *

Enter Passport / Foreign ID N

Gender *

--SELECT--

Date of Birth *

Phone *

Personal Email *

Student Email

Password *

Confirm Password *

Personal Email *

Student Email

Password *

Confirm Password *

Declaration Statement:

- I hereby, declare that **all** the information provided in this application form is complete and correct.
- I hereby, acknowledge that **if any** of the information provided in this application form is found to be incomplete and/or incorrect, my application may not be processed.

We respect your data. By submitting this form, you agree that we may use this information in accordance with our [Privacy Policy](#)

SUBMIT

Registration

If this is your first time using the ATS, you will need to register your profile.

1. Indicate if you are applying as a **dependent** or a **nominee**
2. Complete all of your personal details and your contact details
3. Ensure you provide a **reliable personal email address** that you can access easily. This will be used to create your account.
4. Choose a **password** and fill the same password in the Confirm Password box. Be sure to make a note of this password or save it in your browser.
5. Once you have completed all the required fields (marked with *), read the declaration statement and click the **Submit** button

ID Number | Passport Number

Password

LOGIN

ID Number *

RESET PASSWORD

Login

Once you have completed your registration, you will need to log into the ATS:

1. Use the **email address and password** provided when you registered
2. Click the **Login** button

Forgot password

If you have forgotten your password, you can reset it as follows:

1. Provide your **ID number**
2. Click the **Reset Password** button
3. Check your **email** for a password reset link and follow the instructions

Personal Details

The applicant's information, NOT the associate's information

First Name

Lesego

Last Name

Legoete

Dependent ID Number | Passport Number

Gender

Male

Race *

--SELECT--

Date of Birth

1983/11/15

Nationality

South Africa

Personal Email *

Student Email

Home Address *

Post Address

Province *

--SELECT--

Disabilities

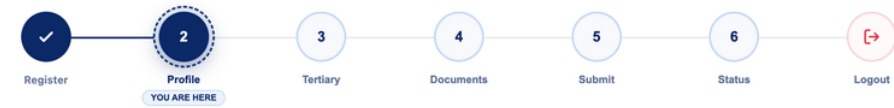
The applicant's information, NOT the associate's information

If you are awarded a bursary please note you will be asked to provide evidence of your permanent disability

Do you have a disability? *

--SELECT--

Profile



Once you have registered and logged in, the first thing you will see is a diagram with **each step of the application process**.

There are various sections to be completed in the Profile section:

Personal details (including Disabilities)

1. Start by **completing all the boxes next to the fields that are blank** (e.g. Race, Home address, Province etc)
2. Indicate if you have a **disability**. If you do, provide further details in the space provided.

DSV Parent or Guardian

First Name *

Last Name *

Phone *

Email *

Relationship *

Employee Code * 

Other Guardian

First Name

Last Name

Phone

Email

Relationship

Alternative Contact (Not already provided details)

First Name *

Last Name *

Phone *

Email *

Relationship *

Profile

Parent, Guardian or Nominator Details

1. Provide the details of your **parent or guardian** who is **employed by DSV**, including their Employee Code and what your relationship is to that person.
2. Provide details for your **other parent or guardian** (not the one provided above)
3. You must also provide the details for an **alternative contact** (e.g. another family member or close friend). This is in case we aren't able to reach you via the details provided above.

Have you matriculated? *

--SELECT--

Which year did you matriculate? *

--SELECT--

High School Name *

High School Province *

--SELECT--

Total Number of your High School Subjects *

High School Average (%)

--SELECT--

Invalid Subject Count

High School Academic Record

If you're currently in grade 12, you may enter your most recent results

High School Subject 1 Name

High School Subject 1 Grade

--SELECT--

High School Subject 2 Name

High School Subject 2 Grade

--SELECT--

Funding Details

Have you applied for NSFAS? *

Are you a current NSFAS recipient? *

Do you have any other funding? *

--SELECT--

--SELECT--

--SELECT--

Interests, Achievements and Aspirations

Extra Mural Activities *

Achievements *

Career Aspirations *

SAVE

Profile

High School details and academic record

1. If you have already finished high school, indicate the **year that you matriculated** and which **high school** you attended. If you are currently in Grade 12, you must still provide your high school details.
2. Indicate the **total number of subjects** you completed (or you are currently completing) for Grade 12, and provide the **name and grade for each subject**.

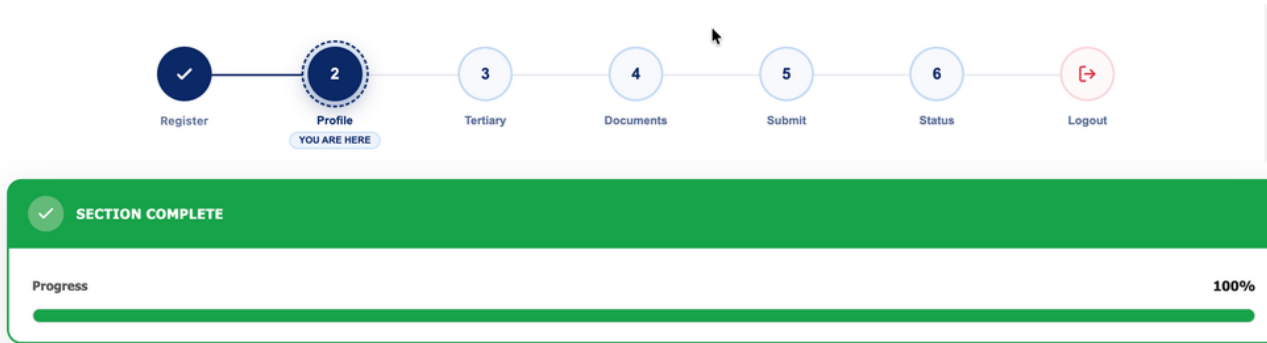
Funding details and additional information

1. Confirm if you have applied for NSFAS and if are currently receiving other funding
2. Provide details on any extra mural activities and achievements, as well as your career aspirations.

Once you have completed ALL the required fields, click the **Save** button at the bottom of the page.

Complete vs Incomplete

The ATS system is specifically designed to make sure that you **complete all the required information for your application**. It will help to show you if each section is fully complete or if there is outstanding information.



1. If the section is **complete** and you have provided all the required information, the **progress bar** at the top of the screen will be **green** and it will show **100%**.
2. If the section is **not complete**, the system will show you which fields still need to be filled in by highlighting them in **red**. The progress bar will not be green and the **missing fields** will also be indicated at the top of the page.

DSV Parent or Guardian

First Name *

Required

Phone *

Required

Relationship *

Required

Last Name *

Required

Email *

Required

Employee Code *

Required

Other Guardian

First Name

Last Name

ACTION REQUIRED: PROFILE INCOMPLETE

Progress 7%

Required fields still empty:

Race Home Language Home Address Province Disability Choice Guardian 1 Name Guardian 1 Surname Guardian 1 Phone Guardian 1 Email

Guardian 1 Relationship Guardian Employee ID Alt Contact Name Alt Contact Surname Alt Contact Phone Alt Contact Email Alt Contact Relationship

Matriculation Status High School Name High School Province Total Number of Subjects NSFAS Status NSFAS Recipient Status Other Funding Choice

Extra Mural Activities Achievements Career Aspirations

Note: Progress updates after you save.

Tertiary Details

Are you currently a registered student? *

--SELECT--

Tertiary Academic Record

- Please provide details below as per the Latest Academic Record that you have.
- If you only have results for 1 semester then enter those.
- Not applicable to current high school learners.

Student Number

Current Year of Study

--SELECT--

Year of Study for Results Provided

--SELECT--

Academic Calendar Year

--SELECT--

Semester or Full Academic Year

--SELECT--

Total Number of Modules

--SELECT--

Institution Details

If you cannot find your qualification name, please click [HERE](#), otherwise please skip to the 'Tertiary Modules' section.

- Provide details for the institution and qualification you would like funding for

Institution Name

Type of Qualification

No options available

Faculty

No options available

Qualification Name

No options available

NQF Level

--SELECT--

Course Duration

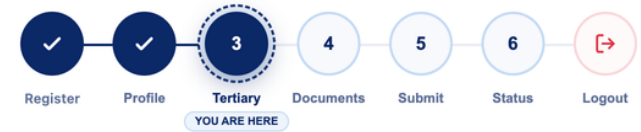
--SELECT--

Tertiary Modules

Module 1 Name

Module 1 Grade

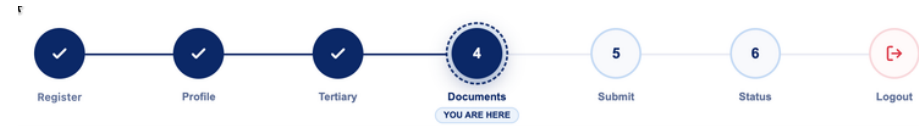
Tertiary



Once you have **completed all the required information on your Profile** you will move on the **Tertiary** section by clicking on the third circle at the top of the page and complete all the required fields.

1. **Tertiary details:** indicate if you are currently a registered student
2. **Tertiary academic record:** provide details of your current year of study and academic details
3. **Institution details:** indicate which institution you are registered with, your faculty and details about your qualification.
4. **Tertiary modules:** for each module that you are currently doing, provide the name and your most recent grade. You will be required to upload proof of these results in the documents section.
5. Click the **Save** button at the bottom of the page once you have completed all your tertiary details.

Documents



You will need to have the following documents uploaded and saved on your device in order to upload them. **Each file cannot be more than 1MB in size.**

Picture, Certified ID or Passport Copy, Unabridged birth certificate or court order for legal guardianship, High school academic record, Acceptance or registration letter, Proof of income (DSV parent, guardian or nominator), Letter of nomination.

- Academic record - upload your high school academic record and your tertiary academic transcript if available.
- Acceptance/registration letter - upload this only if you are currently a registered student.

Submit



Once you have uploaded all your documents, you are at the final stage of your application.

Remember, all **required fields** must be **complete** for you to submit. If any of the previous sections are incomplete, you will not be able to submit.

Next to the field Ready to Submit:

1. If it says **YES**, you have completed all the required information.
2. If it says **NO**, you must go back and check where you have left out any information.
3. If it says YES and you are confident that all the information you have provided is correct then select **YES** in the **Submit Application** field and then click **Save**.

Submit Information

Please note you will only be allowed to submit if all required fields across your entire profile are entered.

Ready to Submit

Yes

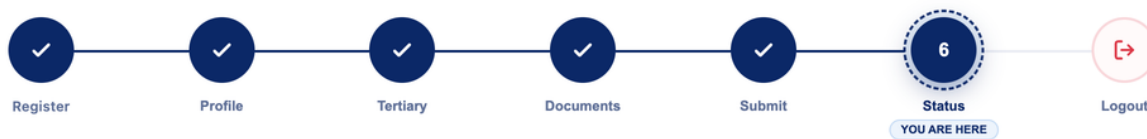
Submit Application?

--SELECT--

Your application is complete and ready for submission

Please note you will not be allowed to make any further changes once submitted.

SAVE



APPLICATION TRACKING

APPLICATION DATE Friday, 07 August 2026	LAST UPDATED Friday, 07 August 2026	APPLICATION STATUS Open
EXPLANATION Your application will be considered for any opportunities which match your profile. Please update your profile regularly.		

Status

Once you have submitted your application, you will be able to track the status of your application by clicking on the sixth circle at the top of the page, **Status**.

The status page will indicate when your application was submitted and whether the application window is still open.

Once the application window closes, the status will say **Closed**. There will be a review period after the window closes, and you will be notified via email if your application is successful.

Note this process can take a number of weeks so please be patient in waiting to hear the outcome.

Thank you!

Congratulations on submitting your application for the DSV Empowerment Trust Award for Dependents and Nominees!

We will review all applications and notify you via email if your application is successful.

If you have any questions reach out to your line manager or the Career Wise team.

