



APPLICATION TRACKING SYSTEM

EMPLOYEES HELP GUIDE

Welcome to the Application Tracking System help guide for the DSV Empowerment Trust award for Employees

This guide walks you through every step of applying for the DSV Empowerment Trust Award for Employees, 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

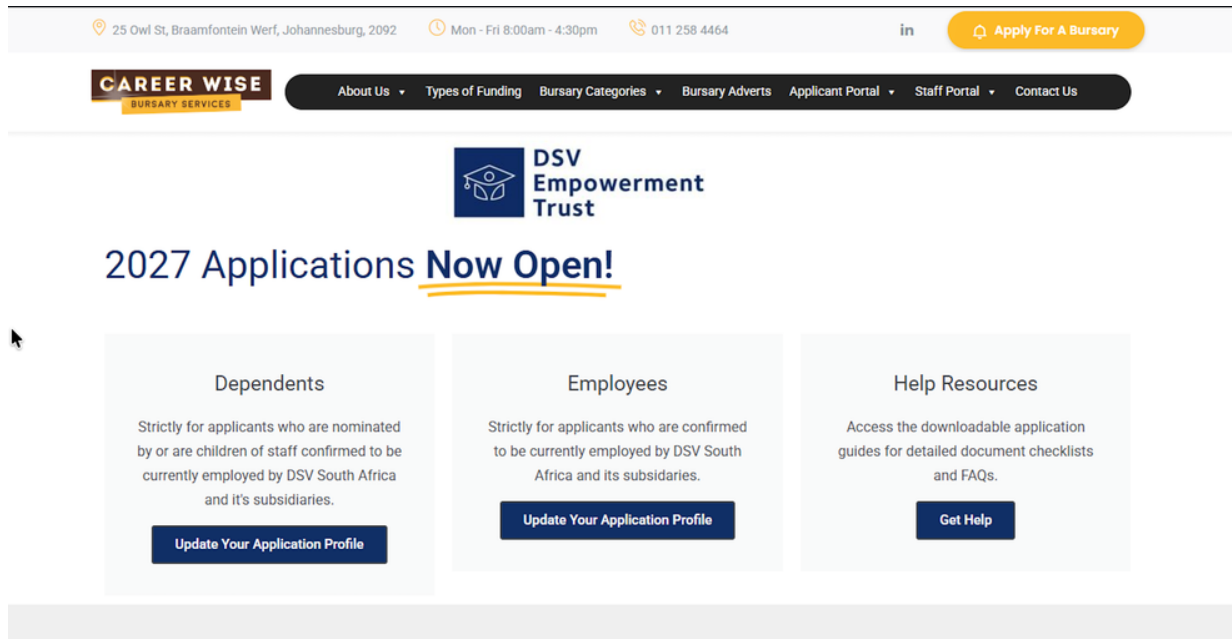
To visit the ATS website, type this address into your browser or click on the hyperlink:

<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 *

Gender *

Date of Birth *

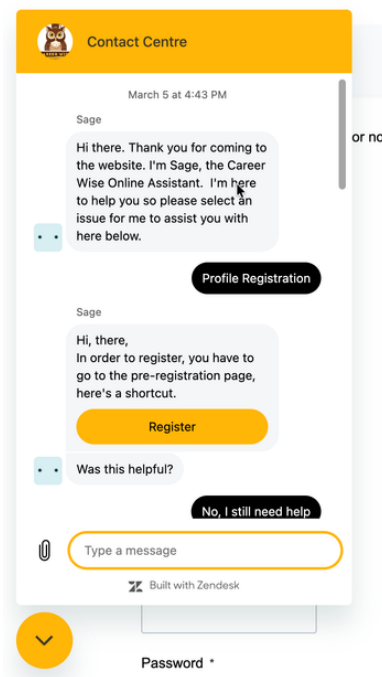
Phone *

Personal Email *

Student Email

Password *

Confirm Password *

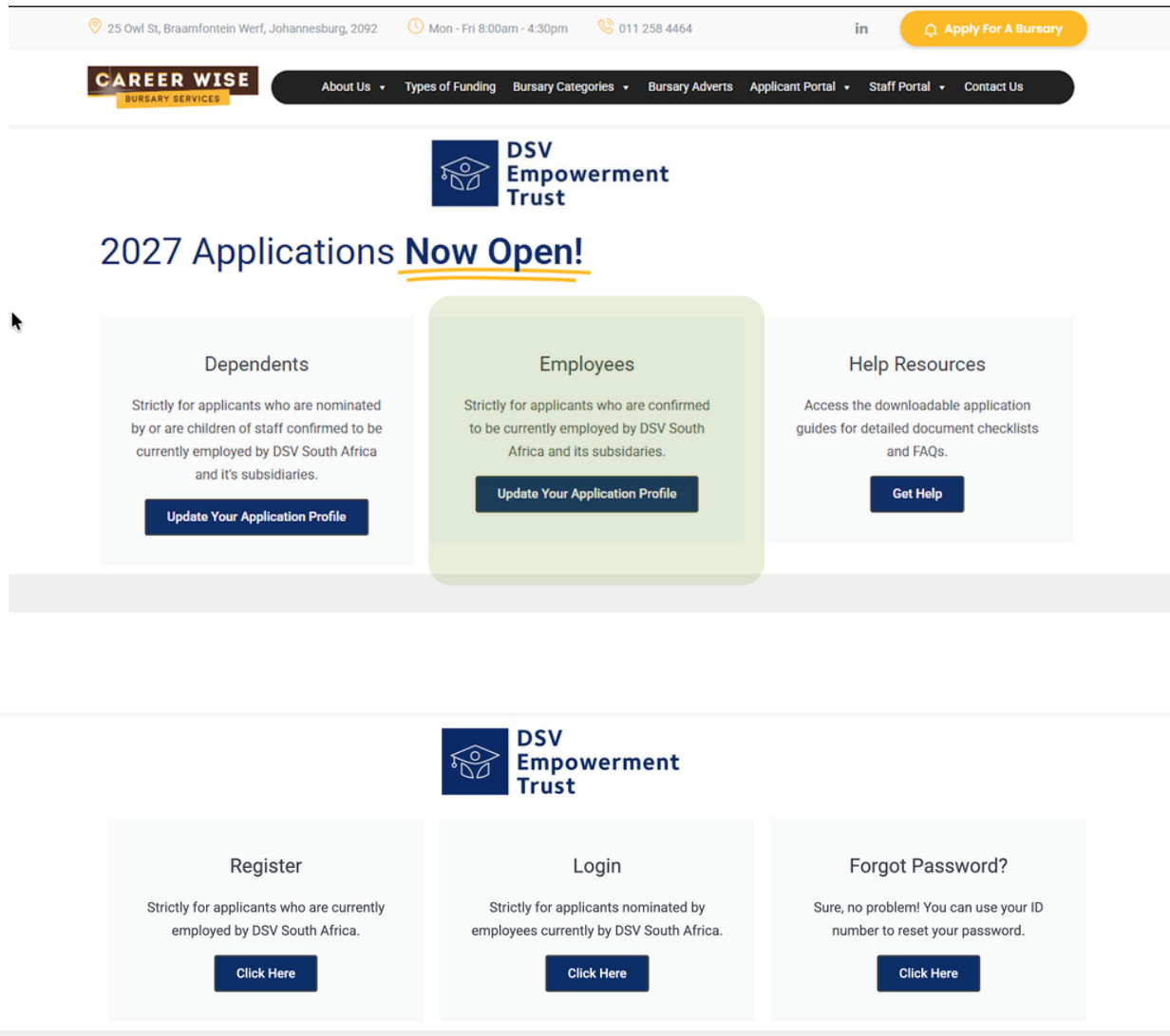


If you need help

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 Employees



1. On the homepage, click on the **Employees** 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.

Registration

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

1. Complete all of your personal details and your contact details, including your Employee ID/code
2. Ensure you provide a **reliable personal email address** that you can access easily. This will be used to create your account.
3. 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.
4. Once you have completed all the required fields (marked with *), read the declaration statement and click the **Submit** button

Applicant Information

First Name *	Last Name *
Nationality *	ID Number Passport Number *
--SELECT--	Enter Passport / Foreign ID N
Gender *	Date of Birth *
--SELECT--	
Phone *	
Personal Email *	Work Email
Employee ID *	
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

ID Number | Passport Number

Password

LOGIN

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

ID Number *

RESET PASSWORD

First Name

John

Last Name

Johnson

Dependent ID Number | Passport Number

Gender

Male

Race *

--SELECT--

Date of Birth

1983/11/15

Nationality

South Africa

Personal Email *

work email

Phone *

Home Address *

Enter a location

Post Address

Enter a location

Province *

--SELECT--

Disabilities

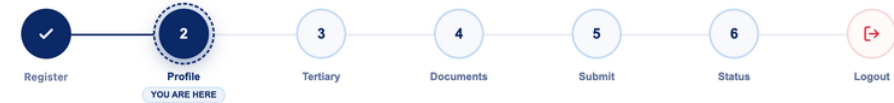
The applicant's information, NOT the associate's information

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.

Profile

Alternative Contact Details

Alternative Contact Details

First Name *	Last Name *
Phone *	Email *
Relationship *	
--SELECT--	

You must 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.

High School Details

Have you matriculated? *

--SELECT--

Last High School Grade *

--SELECT--

Matric Endorsement *

--SELECT--

High School Name *

Total Number of your High School Subjects *

--SELECT--

Which year did you matriculate? *

--SELECT--

Type of Matric Certificate *

--SELECT--

When are the results you are about to report for? *

--SELECT--

High School Province *

--SELECT--

High School Average (%)

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

--SELECT--

High School Subject 1 Grade

High School Subject 2 Name

--SELECT--

High School Subject 2 Grade

High School Subject 3 Name

--SELECT--

High School Subject 3 Grade

High School Subject 4 Name

--SELECT--

High School Subject 4 Grade

High School Subject 5 Name

--SELECT--

High School Subject 5 Grade

High School Subject 6 Name

--SELECT--

High School Subject 6 Grade

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.
2. You must also provide details about the type of matric certificate you hold, including the endorsement.
3. Indicate the **total number of subjects** you completed for Grade 12, and provide the **name and grade for each subject**.

Employment Details

Employee ID (Employee Code)
123456

Funding Details

Have you applied for NSFAS? *

--SELECT--

Are you a current NSFAS recipient? *

--SELECT--

Do you have any other funding? *

--SELECT--

Highest Qualification

Highest Qualification *

--SELECT--

Career and Funding Motivation

Career Motivation *

Funding Motivation *

SAVE

Profile

Employment and funding details

1. Ensure your **employee ID/code** is correct.
2. Confirm if you have applied for **NSFAS** and if are currently receiving **other funding**

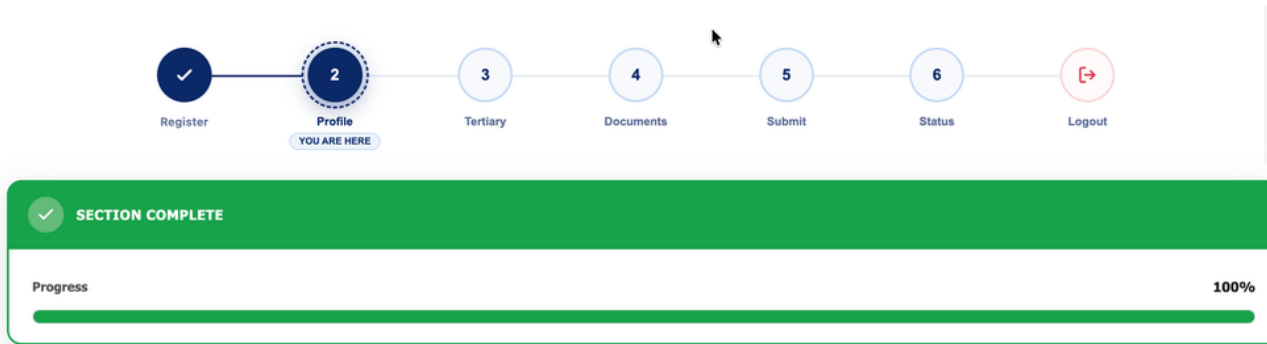
Highest qualification and motivation

1. Indicate your **highest qualification**.
2. **Career Motivation:** Describe how this qualification will help your career
3. **Funding Motivation:** Explain why you need funding for this qualification.

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.



Home Language *

--SELECT--

Required

Other Languages

Post Address

municipality *

No options available

Required

Province *

--SELECT--

Required

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

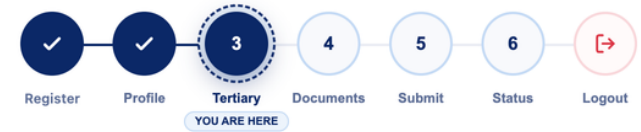
--SELECT--

Tertiary Modules

Module 1 Name

Module 1 Grade

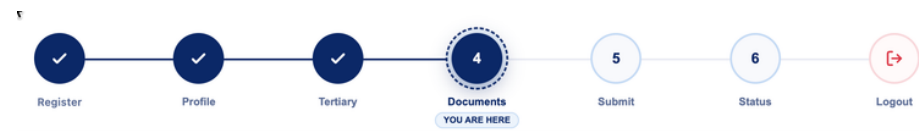
Tertiary



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, Proof of income, High school academic record, Acceptance or registration letter, Fee statement, University academic record.

The following documents are only required if you are currently registered at a tertiary institution:

- Acceptance/registration letter
- Fee statement
- University academic record

Each file must be less than 1MB in size.

Your Picture (Head and Shoulders Photo) *

No file chosen

ID Copy (Certified) | Passport Copy *

No file chosen

Proof of Income *

No file chosen

Academic Record

- if you're currently in university, upload your latest academic transcript
- if you've passed matric but are not in university, upload a copy of your matric certificate.
- if you're currently in matric, upload your latest report (June report).

High School Academic Record (Certified) *

No file chosen

Please note the following files are only for applicants currently registered at a tertiary institution.

Acceptance or Registration Letter *

No file chosen

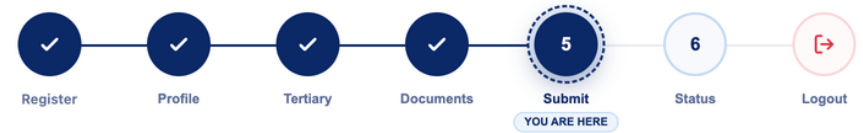
Fee Statement *

No file chosen

University Academic Record

No file chosen

Submit



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.

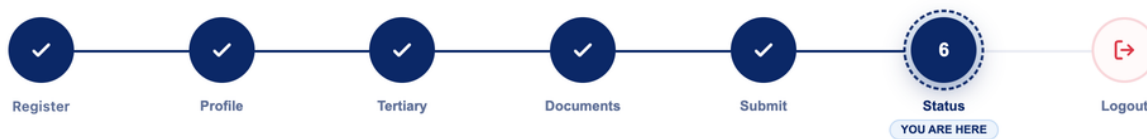
SAVE

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**.



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 Employees!

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.

