

SARS TAX PRACTITIONER READINESS PROGRAMME SYSTEM GUIDE

1. System Guide

1) Purpose

SuccessFactors Learning provides external users with a secure platform to access, complete, and track required training, ensuring compliance, readiness, and consistent learning standards.

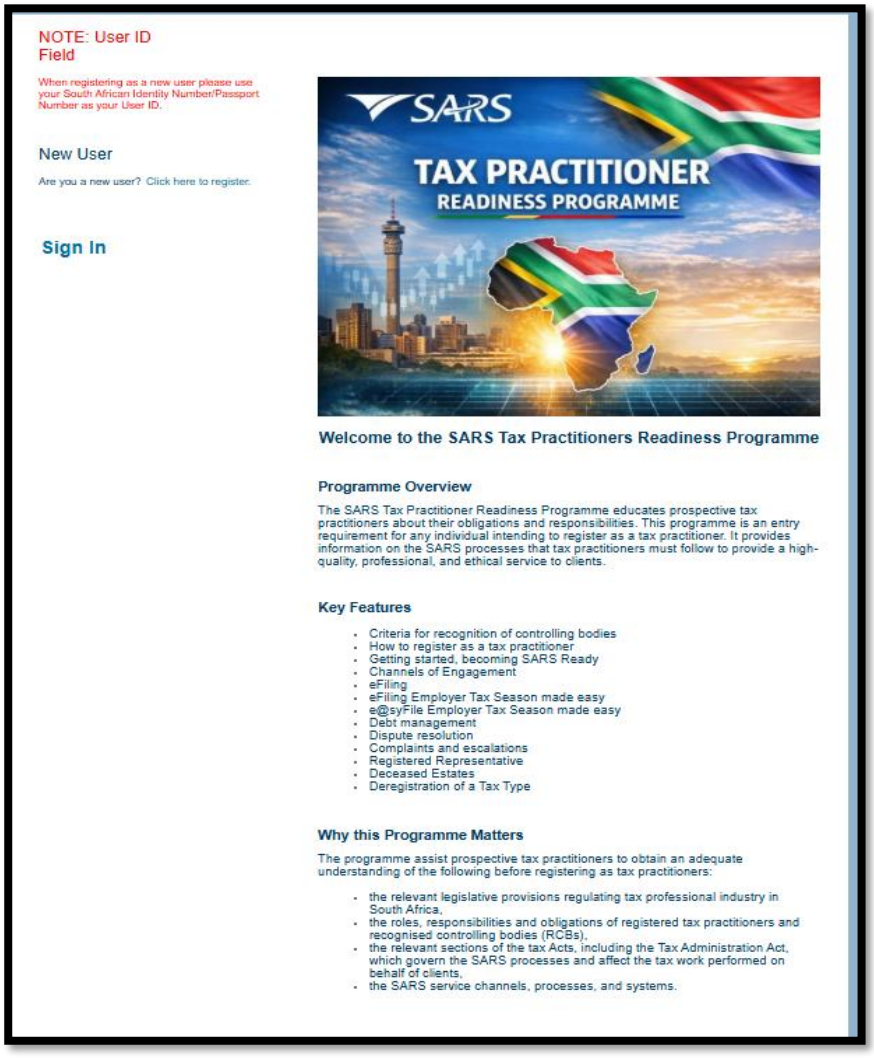
2) SuccessFactors

Process for activating your profile

- Click on this link to register your profile:

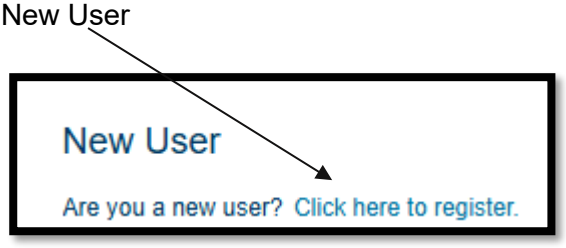
https://southafr01.plateau.com/learning/user/portal.do?siteID=EXT%5fRCB&landingPage=login

When you click the link you will be taken to this screen



Register as a

New User



Registration Form (User Details)

Account Information

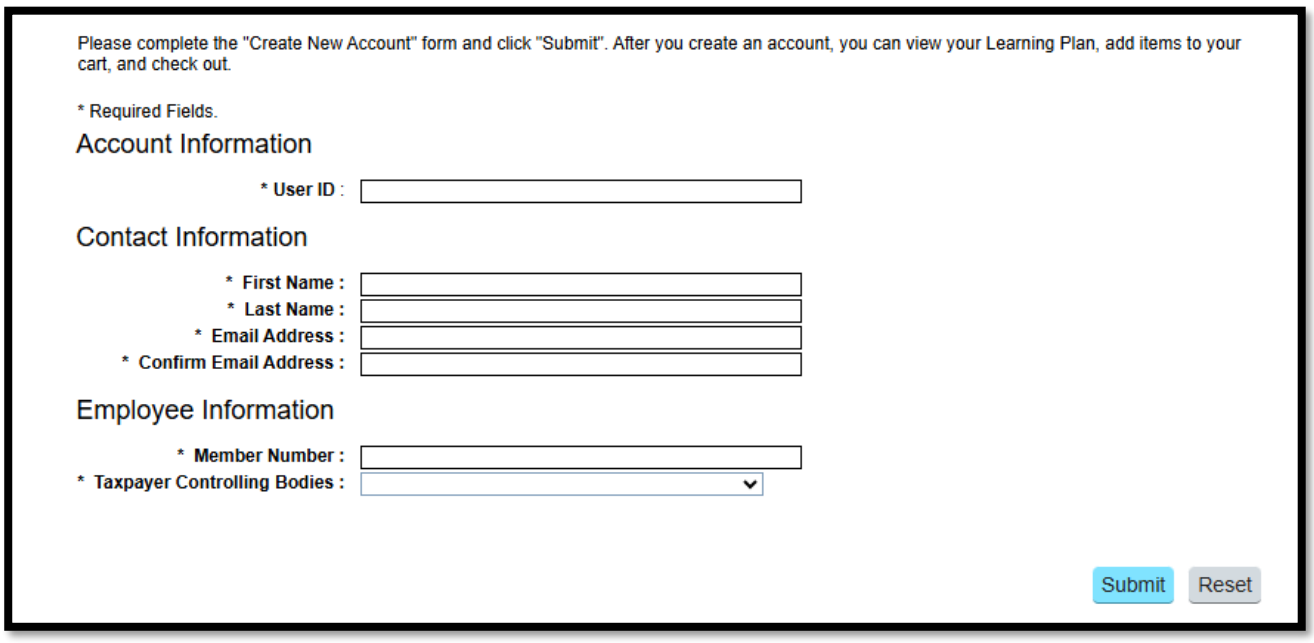
User ID: **Please use your South African Identity Number/Passport Number**

Contact Information

- First Name
- Last Name
- Email Address
- Confirm Email Address

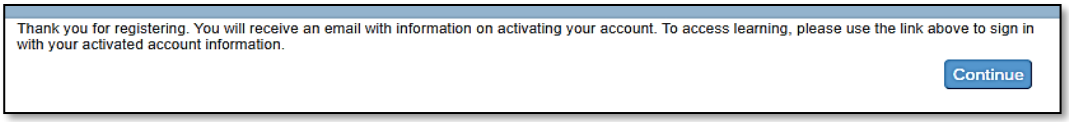
Employee Information

- Member Number
- Taxpayer Controlling Bodies – Select from the dropdown list provided



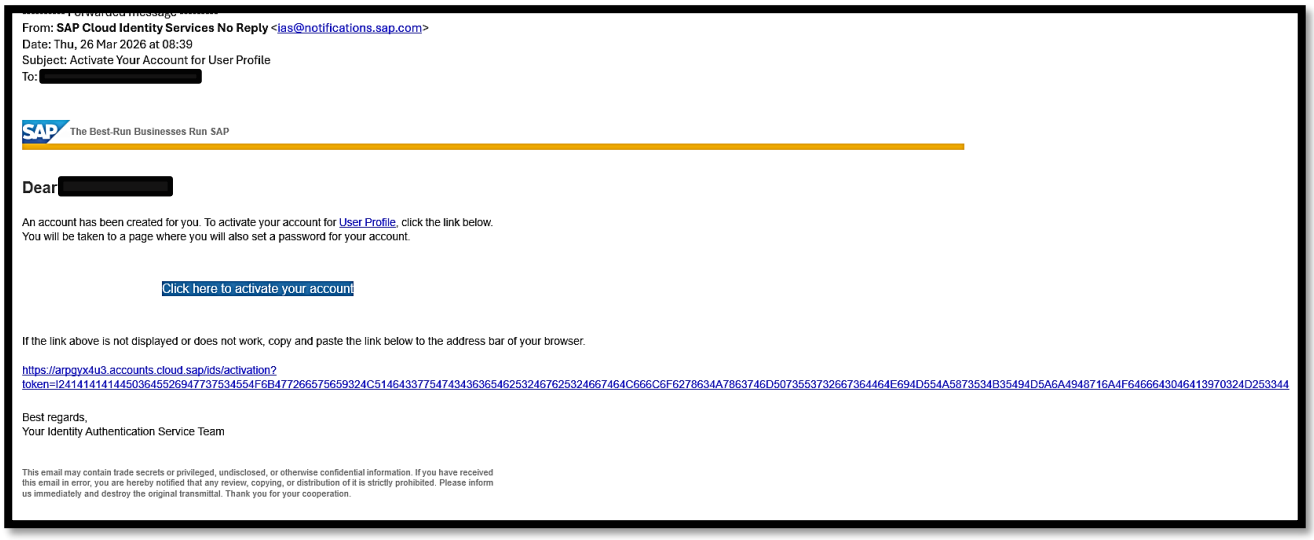
Once all the information has been completed click “Submit”

The following confirmation message will show once you have successfully registered

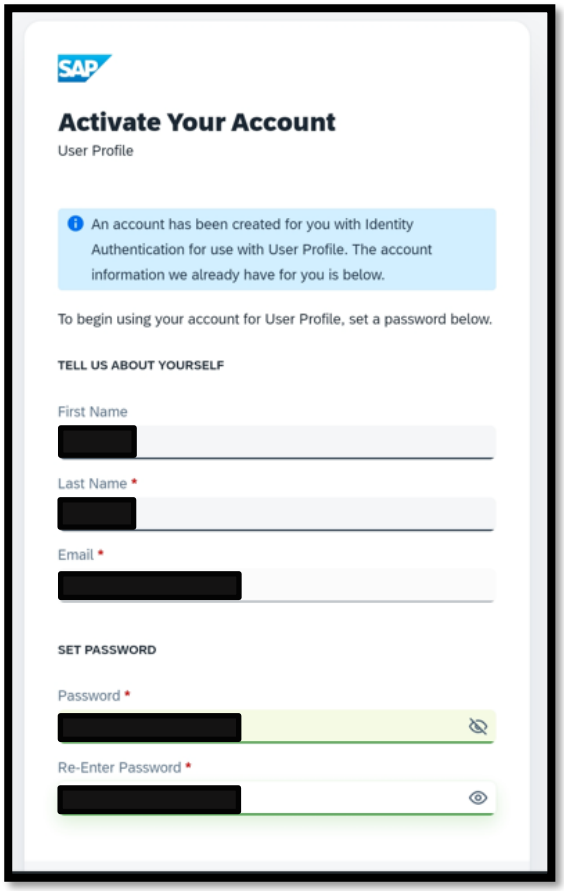


You will receive an email from SAP Cloud Identity Service.

Select “Click here to activate your account”



Set your password and Re-enter the same password



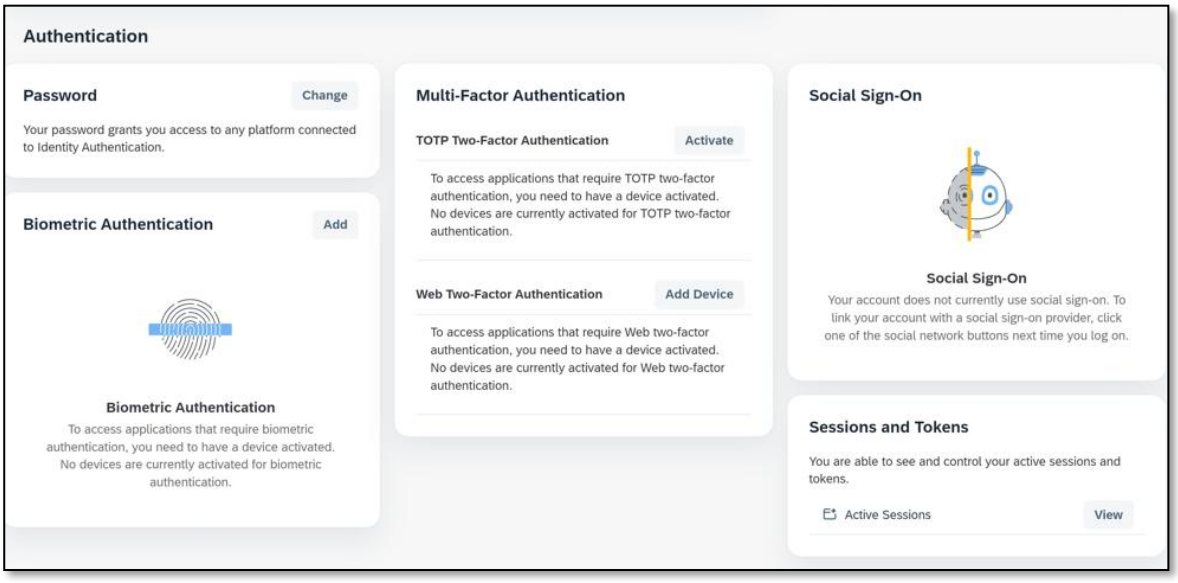
Once your password has been set your account will be active.

You can select “Continue” to verify your details



On Profile Management you are able to verify and reset your password.





Once you have verified your details you can close the page.

Click on the link and select “Sign in”

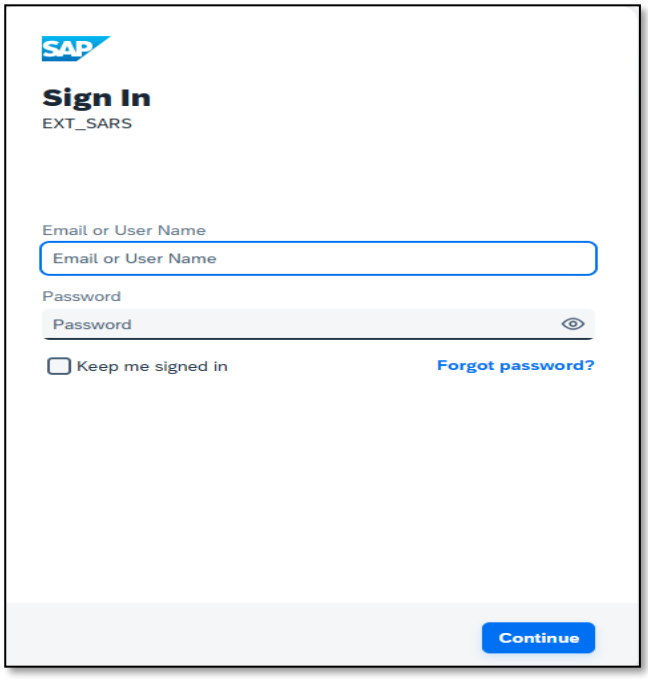
https://southafr01.plateau.com/learning/user/portal.do?siteID=EXT%5fRCB&landingPage=login



Sign in with your email and password, then click on “Continue”

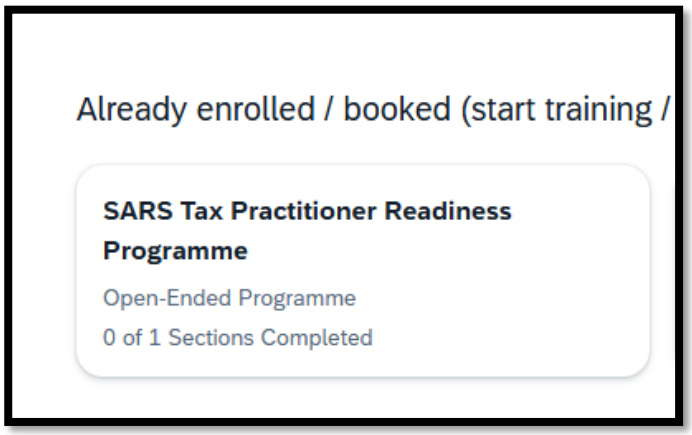
Email or Username: use your email address

Password: the password that you set

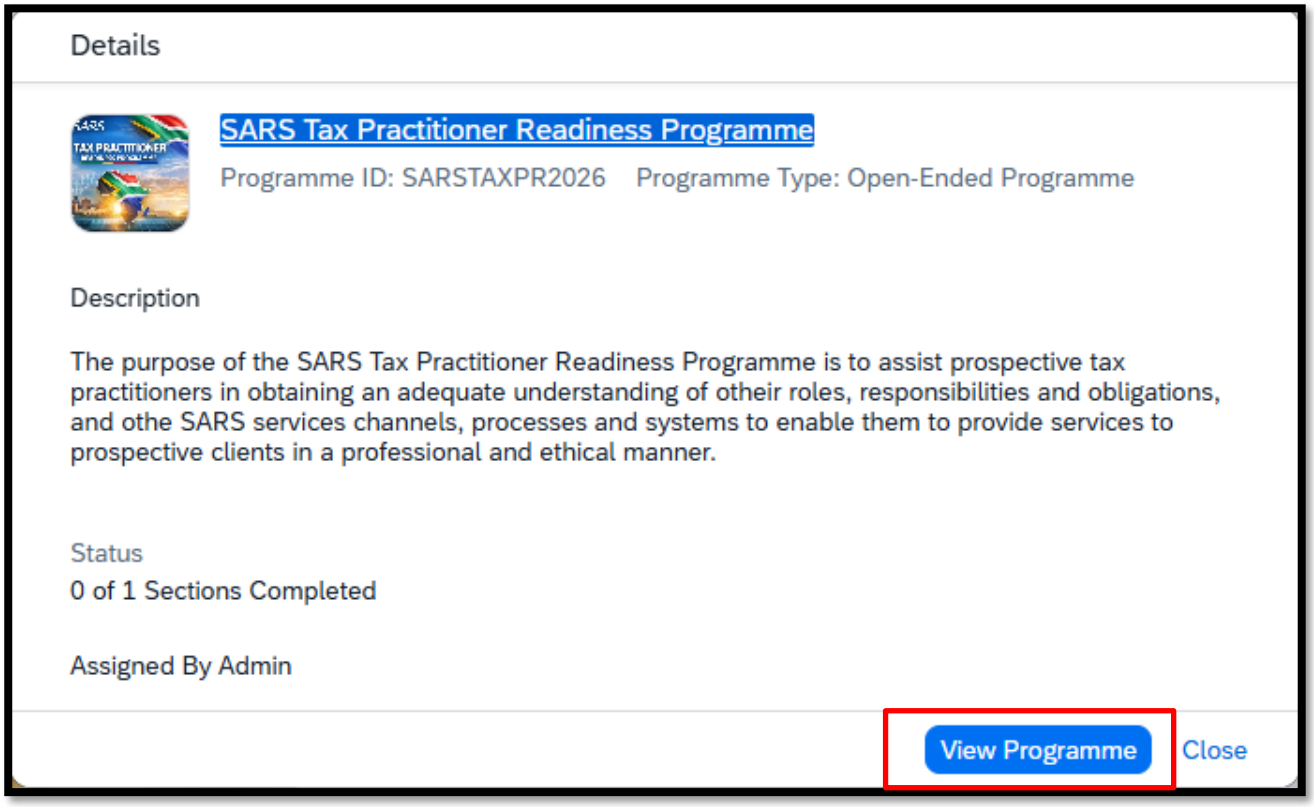


Please allow for ±10 minutes for the Programme and Assessment 1 to be loaded on the Learner Management system.

Click on the SARS Tax Practitioner Readiness Programme.



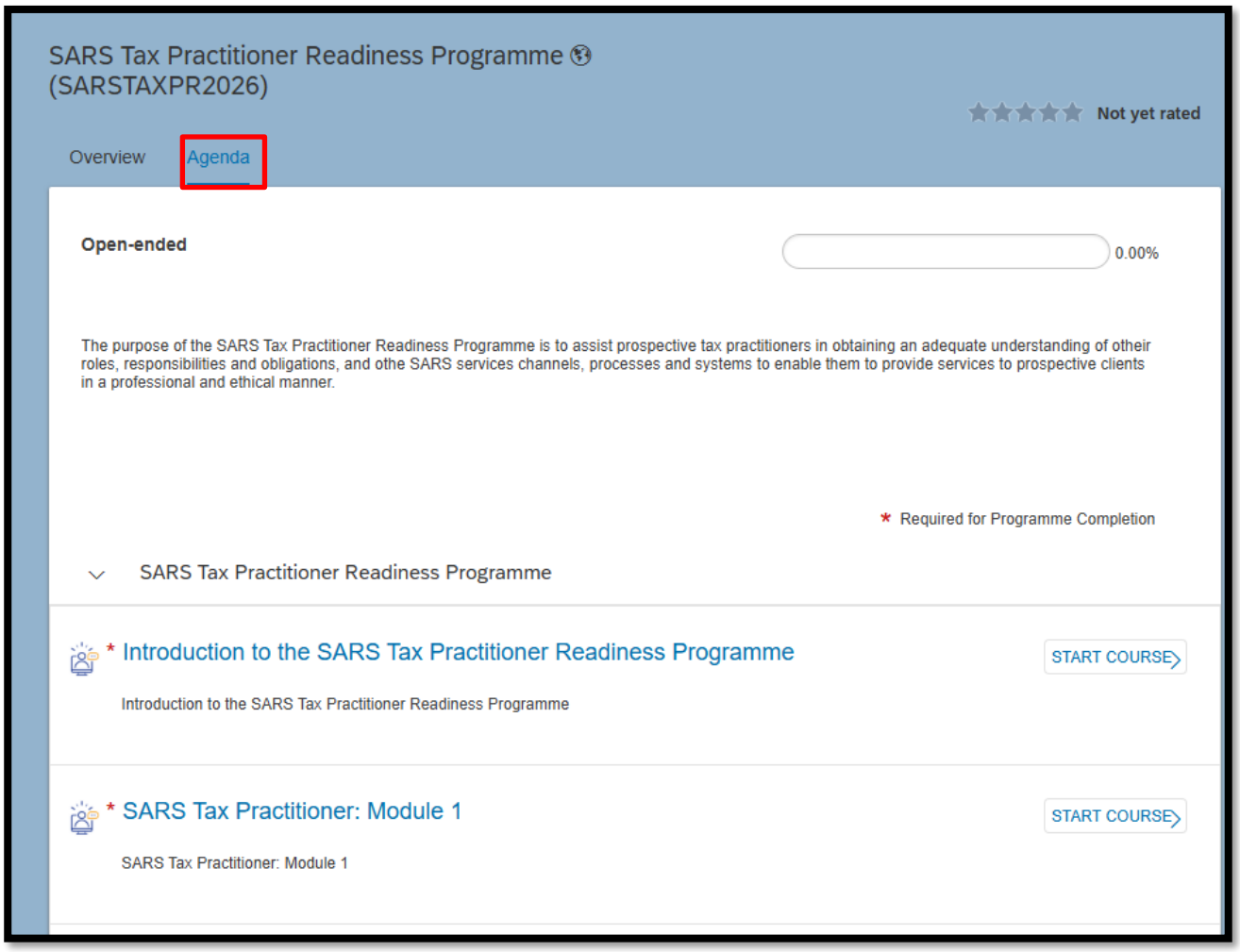
On this screen select “View Programme” to start the course.



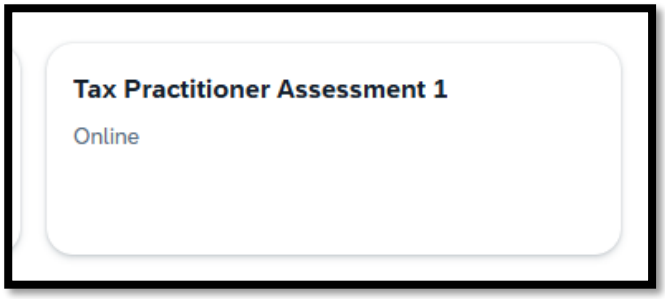
Read the “Overview” content and then click on the Agenda tab to go through all the module content.



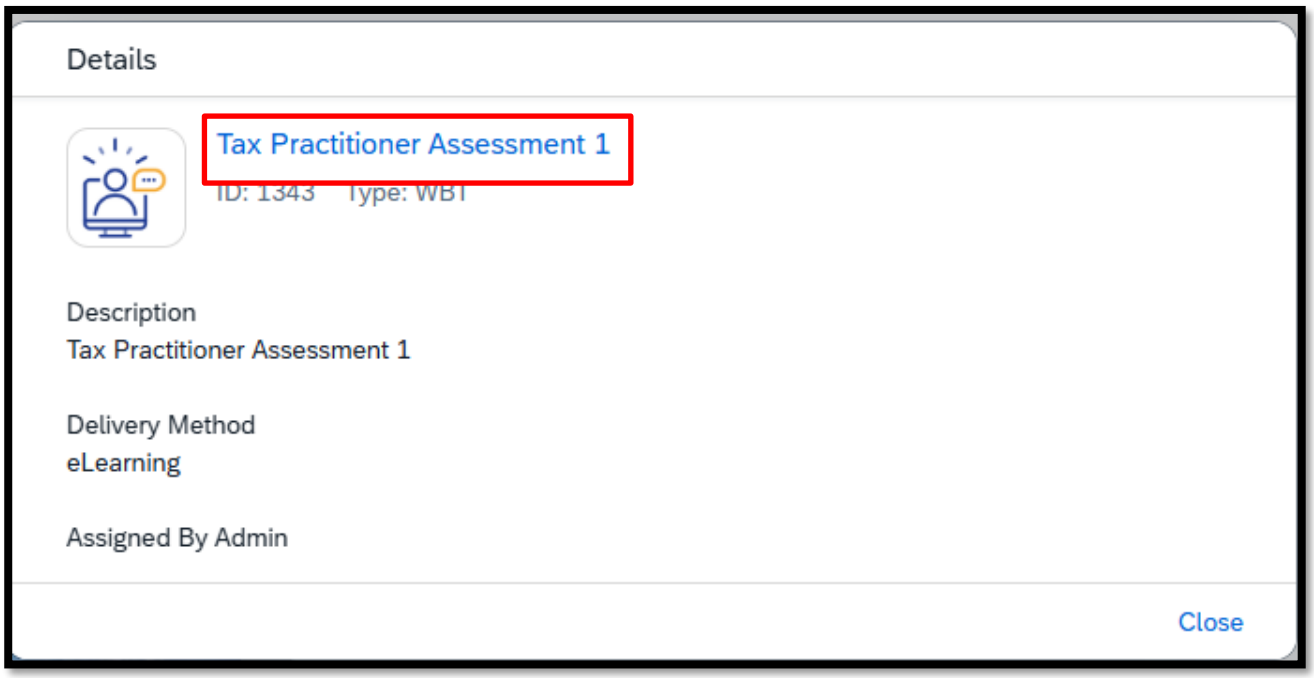
Click on “Start Course” next to the module name to start the course video



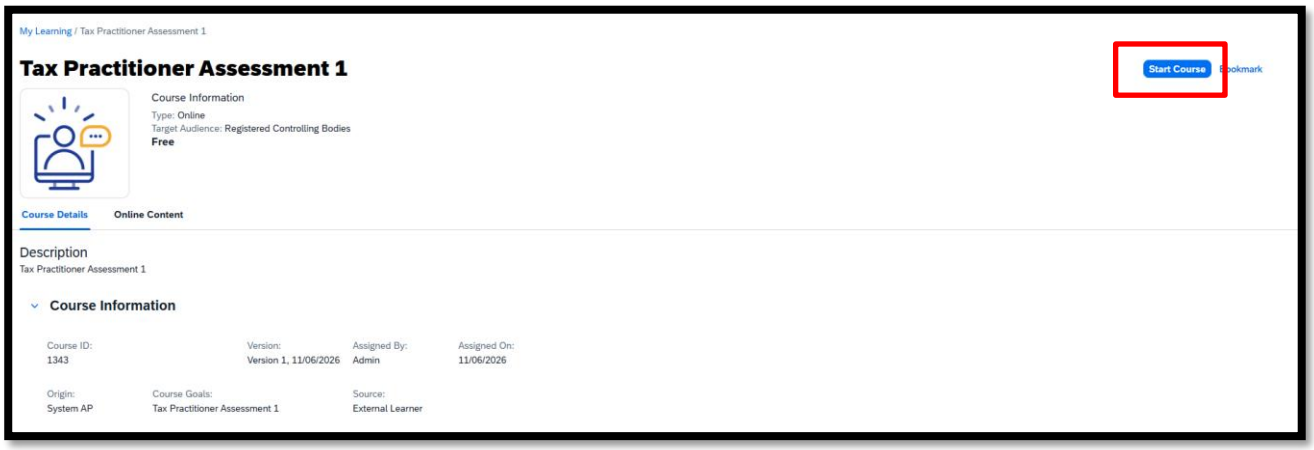
Once you have completed all the modules, and when you are ready to take the Assessment, select the Tax Practitioner Assessment 1 and click on “Continue Course.”



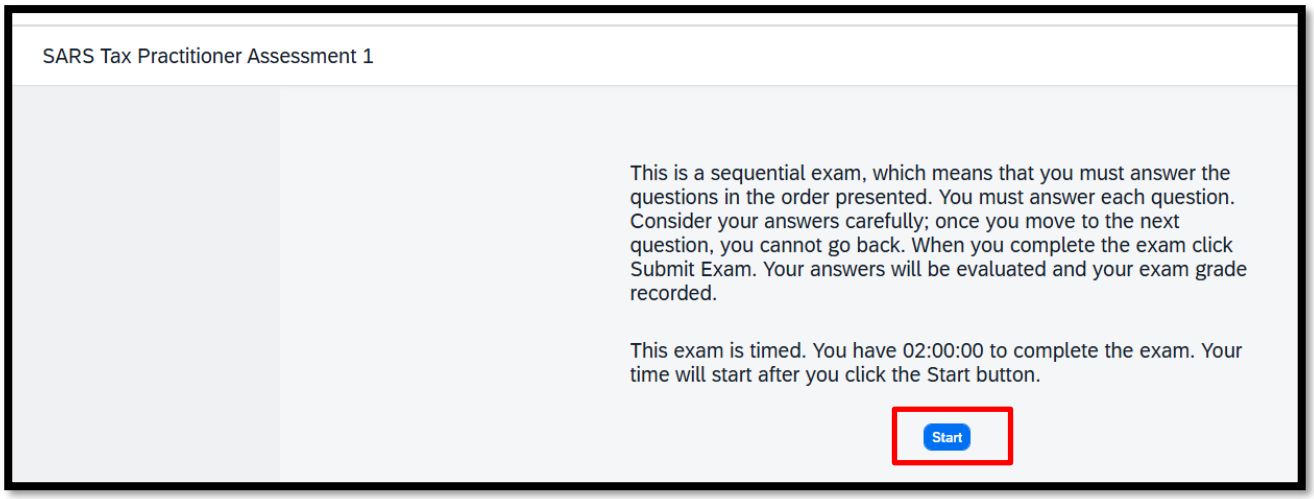
Click on the link on this page to access the assessment



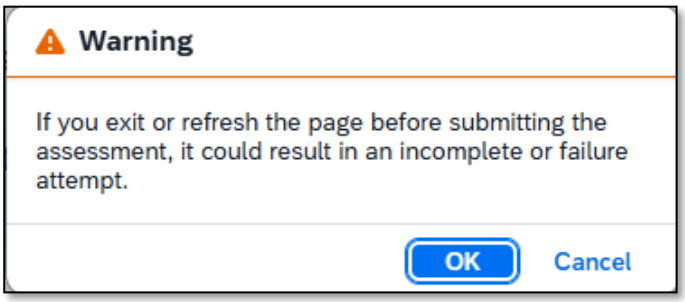
Click on “Start Course” to access the assessment screen



Click on “Start” to start the assessment. The duration for the assessment is 2hrs and the pass mark is 90%.



NOTE:



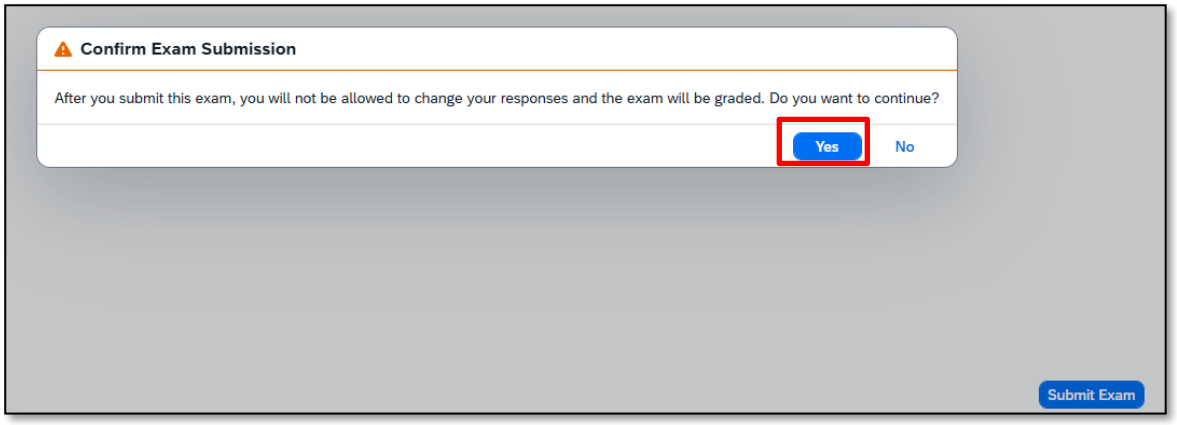
Take note of the timer



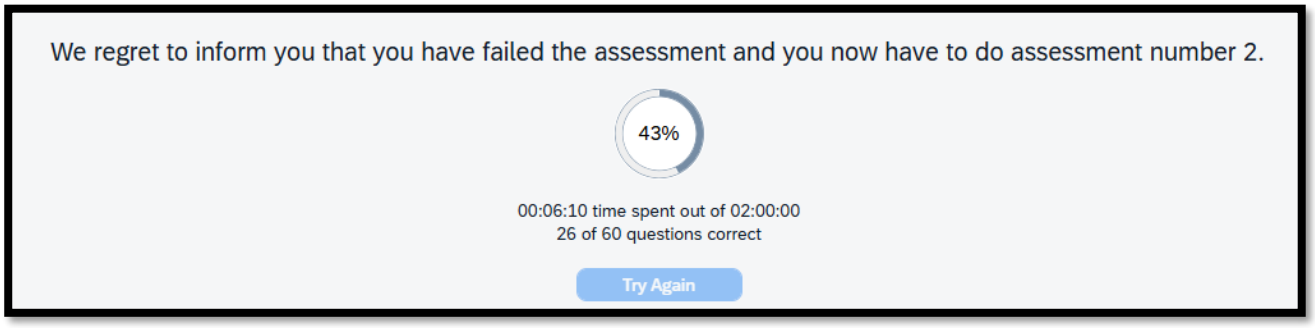
On the last question select “Submit Exam”

The following message will display:

Confirm Exam Submission - Yes



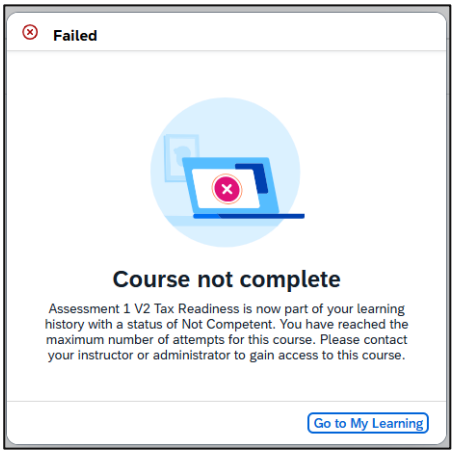
The grade for the assessment will be shown to you as well as the time taken to complete the exam. See the example in the even that you have not secured the required 90%.



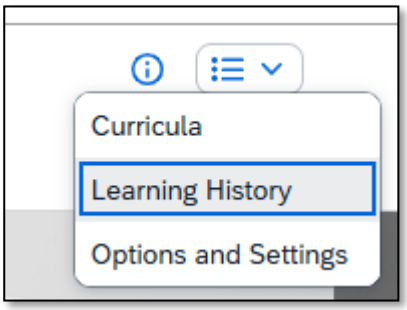
Click on “Verify course completion” to finalise the process

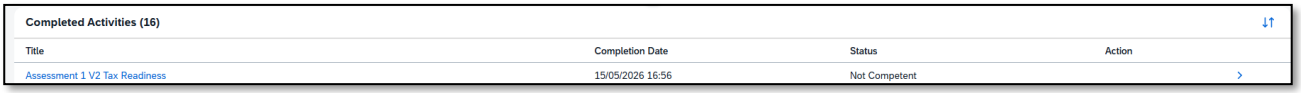


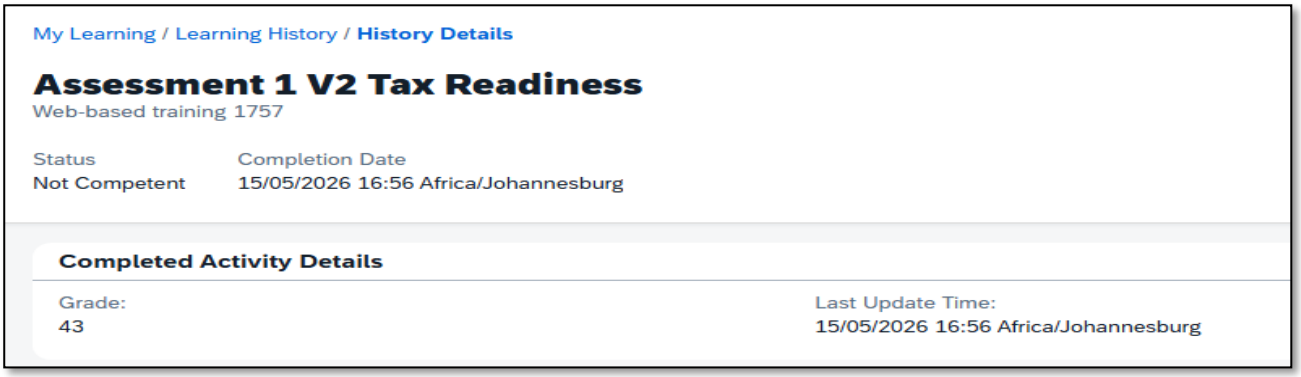
The following message displays. Click on “Go to My Learning.”



You can select “Learning History” to view your results,







When you are done click on “Sign out.”

