

2019 – 2020 Mandatory Grant Application Workplace Skills Plans and Annual Training Reports

The deadline to submit WSP's and ATR's is the 30th April 2019

The Learner Management Implementation System (LMIS) will open on the 1st February 2019 until the 30th April 2019 for companies to submit their annual Mandatory Grant Applications:

1. Workplace Skills Plan (WSP)
2. Annual Training Reports (ATR)
3. Pivotal Training Plans (PTP) and
4. Pivotal Training Reports (PTR)

Please be advised that:

1. The Services SETA has made amendments to the Learner Management System and has updated the templates. Please ensure that you submit early to avoid disappointment.
2. Companies may apply for extensions on the LMIS. We cannot guarantee the approval of late submission as this is subject to Accounting Authority approval.
3. Each legal company must submit individual Mandatory Grant applications. This includes secondary/ subsidiary companies.
4. All queries must be addressed to the Services SETA by the 15th April 2019, timeous responses cannot be guaranteed after this date.
5. The Learner Management Integrated System (LMIS) will be opened for submissions on the **1st February 2019** and close on the **30th April 2019 at 24h00**.
6. The Services SETA's office hours are:
Mon – Thurs: 08h00 – 16h00
Fri: 08h00 – 15h00
7. All Mandatory Grant (WSP & ATR) related matters must be sent to WSPDocs@serviceseta.org.za as the Workplace Skills Planning Unit is implementing a HEAT System that tracks all matters. Any correspondence sent directly to Services SETA Workplace Skills Planning Unit staff members cannot be tracked.
8. Learners who are enrolled in interventions prior to the 31st March 2019 form part of the annual training report. Should a learner enrol on or after the 1st April 2019 they need to be reported as "Planned" within the Workplace Skills Plan.

Further Notice:

1. Version Organized Framework of Occupations (OFO) codes 2017 is to be used and will be available on the Services SETA Website.

2. The Mandatory Grant applications accessible via the Services SETA's website:
<http://www.serviceseta.org.za>

**For enquiries, please e-mail wspdocs@serviceseta.org.za
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