

2021/2022 WSP AND ATR SUBMISSIONS

INTRODUCTION

The Learner Management Information System (LMIS) will open on **1 February 2021** and will close on **30 April 2021** 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)**

SUBMISSIONS

We encourage employers to start with their applications timeously and submit them by 30 April 2021 to avoid disappointment.

EXTENSIONS

Companies may apply for an extension on the LMIS before or on the deadline date of 30 April 2021.

The Skills Development Act (SDA) states that extension may be granted up to a maximum period of **one month** from the deadline date. Therefore the extension deadline date will be **31 May 2021** should the application be approved.

SDA PROVISIONS FOR EXTENSIONS

1. The provisions of the SDA with regards to WSP extensions are as follows:
2. The request for an extension shall be in writing and is subject to approval by the Accounting Authority.

The Services SETA advises employers to comply with the provisions of the SDA to safeguard the interests of both the Stakeholders and the Services SETA.

Kindly submit an extension request letter by the applicant company on the LMIS as per the guideline available on the Services SETA's website.

Each legal company must submit an individual Mandatory Grant application. This includes secondary/ subsidiary companies.

Please use the attached Declaration and Verification Form and not the one on the LMIS



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GENERAL INFORMATION

All queries must be addressed to the Services SETA by the 15th April 2021, timeous responses cannot be guaranteed after this date.

The LMIS will be opened for submissions on 1 February 2021 and close on 30 April 2021 at 24h00.

All Mandatory Grant (WSP & ATR) related matters must be sent to wspdocs@serviceseta.org.za. Any correspondence sent directly to Services SETA Workplace Skills Planning Unit staff members cannot be tracked.

Employees who are enrolled in interventions prior to 31 March 2021 form part of the annual training report. Should a learner enroll after 1 April 2021 they need to be reported as "Planned" within the Workplace Skills Plan.

Further Notice:

Version Organised Framework of Occupations (OFO) codes of 2017 must be used and will be available on the Services SETA Website.

The Mandatory Grant application LMIS portal is accessible via the Services SETA's website:

www.serviceseta.org.za

Technical Assistance

The Service SETA will be arranging technical assistance sessions via electronic media. Please check our website for the dates and RSVP requirements.

All meetings must be arranged in advance for the Services SETA to implement COVID 19 lockdown protocols. To schedule an online technical session, requests can be made at the Provincial Office or Head Office.

For Enquiries, please email

wspdocs@serviceseta.org.za

