NOTICE

WORKPLACE SKILLS PLAN AND ANNUAL TRAINING REPORT

2014 - 2015

The Services SETA hereby notifies all Levy Paying Member Companies that the Services SETA Skills Development Management System (SDMS) is open for the **2014/2015 registration for submission** of the following documents:

- **Workplace Skills Plan (WSP)**
- **Annual Training Report (ATR)**
- **Pivotal Training Plan (PTP)**
- **Pivotal Training Report (PTP)**

Member Companies are advised to take note of the following:

1. The SDMS will be used to register for submissions as well as submit WSP/ATR/PTP/PTR Information.

2. Version **12** of the Organised Framework for Occupations (OFO) codes will be used and can be accessed on the Services SETA Website.

3. The closing date for submission of all documentation is 30 **April 2014**. There will be no extensions given unless a written request is submitted before the 30th April 2014 which will be subject to approval by the Services SETA Accounting Authority.

4. The Services SETA has scheduled working sessions at each Services SETA Provincial Office commencing in **February 2014**. The sessions will be held every week commencing at **9am to 4pm,** until the submission deadline. The schedule of dates is available on the Services SETA website.

5. The one page Authorisation Form (attached) needs to be completed and delivered to the relevant Services SETA Provincial Office for registration before a WSP/ATR/PTP/PTR can be submitted.

6. Below is the link to utilise to access the portal page for submission:

http://sseta-live.serviceseta.org.za/

- Prerequisite for the training sessions:
    - Laptop and 3g card for internet connection
    - Completed (Signed) one page Authorisation Form (attached)

Employee and training information in order to capture the data during the working session



Declaration and Verification Document
for 2014-2015 submission

Requirements for declaration document

Signatures:
CEO
CFO
SDF
Training Committee Chair Person
(Applicable if 50 or more permanent employees)

SDL Number:

Company Name:

We, the undersigned, submit this information in fulfilment of this entity's legal obligation in terms of the skills development legislation and regulations. We declare that, to the best of our knowledge, the information contained in our WSP/ATR is accurate and up to date. We recognise that any inaccurate statement in this document may constitute fraud and be subject to the full penalty of the law.

We assign all responsibility to the SDF and grant permission to the SDF in consultation with management to complete all required information accurately and are a true reflection of the skills training of the business.

Compiled by (SDF)	**SDF Signature**	**Date**
CEO/MD Name	**CEO/MD Signature**	**Date**
Financial Manager Name	**Financial Manager Signature**	**Date**
Chairman of Training Committee Name	**CTC Signature**	**Date**