



2020– 2021 WORKPLACE SKILLS PLANS AND ANNUAL TRAINING REPORTS

The deadline to submit WSP's and ATR's is the 30th April 2020

The Learner Management Information System (LMIS) will open on the 2nd December 2019 and will close on the **30th April 2020** 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 Information System and have updated the employee template. Please ensure that you submit early to avoid disappointment.
2. Companies may apply for extensions on the LMIS before or on the deadline date of **30th April 2020 at 24h00**. We cannot guarantee the approval of extension requests 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 2020, timeous responses cannot be guaranteed after this date.
5. The LMIS will be opened for submissions on the 2nd December 2019 and close on the **30th April 2020 at 24h00**.
6. The Services SETA's office hours are:
Mon – Thurs: 08h00 – 16h00
Fri: 08h00 – 15h00
Public Holidays: Closed
7. 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.



8. Employees who are enrolled in interventions prior to the 31st March 2020 form part of the annual training report. Should a learner enrol after the 1st April 2020 they need to be reported as “Planned” within the Workplace Skills Plan.

Further Notice:

1. Version Organised Framework of Occupations (OFO) codes of 2017 is to be used and will be available on the Services SETA Website.
2. The Mandatory Grant application LMIS portal is accessible via the Services SETA’s website: www.servicesseta.org.za

For Enquiries, please email wspdocs@serviceseta.org.za

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