

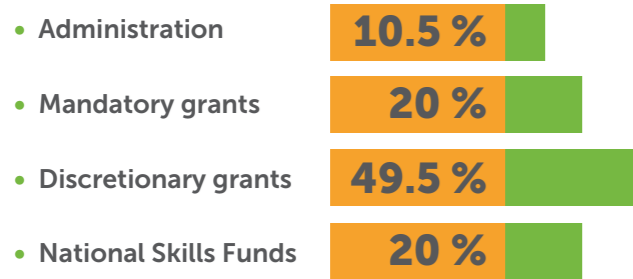
WORKPLACE SKILLS PLAN (WSP) / ANNUAL TRAINING REPORT (ATR) SUBMISSION



PHASE 1 Skills Development Levies (SDL)

The companies are registered for the SDL and are allocated to a SETA according to their core business by SARS. Refer SIC codes on page 20 of this publication.

Once the SDL is paid to SARS, the levy is allocated (as per legislated guidelines) as follows:



PHASE 3 SDF WSP Submission Process



1. Log in and navigate to 'Supporting Documents' Download the following documents:
 - The WSP / ATR Application Guideline
 - The EWSETA WSP / ART Submission Template
 - Mandatory Grant Policy
2. The SDF must prepare and submit the submission template 2019 (source data).
3. Download the converted version of the WSP, authorise it and upload signature pages to the system.



NB: The user manual will guide you on a step-by-step process for submission as well as contact details for technical support.



PHASE 4 Submission of Documents

The following original documents must be submitted to the SETA offices:

- The verification document
- Proof of banking details
- The WSP document
- Proof of training interventions



PHASE 5 Payments

Payments are made once the submission has been approved by the Authority. Please note that where applicable, mandatory grants will be paid to an employer's approved banking account on or before the following dates each year:

1. 30 September
2. 15 December
3. 30 March
4. 30 June



PHASE 2 Skills Development Facilitator (SDF) Registration and Verification Process



1. Register via www.ewseta.org.za OR www.itaware.co.za
Log in to the access EWSETA WSP / ATR systems module. Complete the form and save.
2. Proceed to login. Once logged in select company details, complete and save.
3. Download the 'verification document' that is generated, authorise and submit to the EWSETA with proof of banking details.



The closing date for the submission of WSPs and ATRs is 30 April annually