



**GUIDE:
MANDATORY
GRANT
SUBMISSION

WSP (2020) AND
ATR (2019)**



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List of Abbreviations:

ATR	Annual Training Report	PWD	People with Disabilities
DHET	Department of Higher Education and Training	QCTO	Quality Council for Trades and Occupations
LED	Local Economic Development	SAQA	South African Qualifications Authority
MG	Mandatory Grant	SARS	South African Revenue Services
MMS	Mining and Mineral Sector	SDA	Skills Development Act
NAMB	National Artisan Moderating Body	SDC	Skills Development Committee
NGO	Non-governmental Organization	SDF	Skills Development Facilitators
NLPE	Non-Levy Paying Enterprise	SDL	Skills Development Levy
NOPF	National Occupational Pathway Framework	SSP	Sector Skills Plan
NSDS	National Skills Development Strategy	WSP	Workplace Skills Plan
OFO	Organising Framework for Occupations	WSP-ATR	Workplace Skills Plan and Annual Training Report

1. INTRODUCTION

In terms of the amended Skills Development Act, the EWSETA is required to develop a Sector Skills Plan (SSP), facilitate and monitor its implementation, and approve Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs) submitted by organisations within the Mining and Mineral Sector (MMS).

The Skills Development Act No 97 of 1998 aims to amongst other things, develop and improve the levels of skills in South Africa by increasing the level of investment in education and training, and ensuring the quality of such education and training. The SETA's were established to provide a vehicle to achieve the aims of the Skills Development Act. An important function of the SETA's is the management of funds received as a result of the levies imposed through the Skills Development Levies Act No 9 of 1999.

Skills planning are central to the implementation of the National Skills Development Strategy III (NSDS III). The SETAs are required to respond to the NSDS III and White Paper for Post-School Education and Training, as approved by Cabinet on 20 November 2013 by ensuring creditable data related to skills in the sector is generated and maintained. The source data approach to generating WSP-ATR reports is ensuring the EWSETA lives up to this responsibility of obtaining sector information.

Reporting on education and training activities is an equally important element of the NSDS III and hence the need to assist all companies or organisations to provide the EWSETA with the necessary information required to plan for and implement skills development in the Mining and Mineral Sector.

An employer must submit a WSP and ATR to the EWSETA no later than 30 April 2020 – this constitutes the Mandatory Grant (MG) Application. To qualify for both the Pivotal Grant and Mandatory Grant, organisations must use the prescribed format to submit a Grant Application for the reporting period.

Information from the submitted WSP-ATRs is analysed by the EWSETA to identify skills needs, including scarce skills, to update the Sector Skills Plan (SSP) and to plan interventions to support skills development

within the MMS. It is one source of identifying changes to the Organising Framework for Occupations (OFO) that may be required by the MMS.

Furthermore, EWSETA reports to the Department of Higher Education and Training (DHET) in relation to WSP-ATR/ Mandatory Grants.

In terms of section 10 (5) of the Mine Health and Safety Act No 74 of 2008 states that: **“All mines must submit a workplace skills plan and the annual training report to the Mining Qualification Authority”**

2. PURPOSE OF THE GUIDE and MANUAL

This document is intended for use by all organisations within the MMS who fall under the EWSETA (SETA 16) to prepare and submit the WSP-ATR. The Guide provides the context and background information to complete the submission template, generate a WSP-ATR and complete the approval process to submit the WSP-ATR before the due date. A manual to assist Skills Development Facilitators (SDF) and their teams to complete the source data template and use the online system to generate the WSP-ATR documentation is included in this Guide.

Three additional guides should be consulted; “OFO Mapping Guideline”; Skills Development Facilitators and Skills Development Committees Guideline 2018 and “EWSETA Mandatory Grants Policy (2020-2021). They are available on EWSETA's website www.ewseta.org.za under the WSP-ATR Portal link.

3. WSP-ATR MG CRITERIA

Completion and submission of the WSP-ATR, using the prescribed EWSETA format, constitutes an application for the MG to the EWSETA. For the legislative framework on the allocation of Mandatory Grants by a SETA and the recovery of mandatory grants by employers see *SETA Grant Regulations*.

EWSETA's WSP-ATR/MG criteria are outlined in the EWSETA Mandatory Grants Policy (2020 – 2021).

A mandatory grant must be paid once the workplace skills plans and annual training

report have been received, evaluated and approved by the Skills Development and Research Unit based upon the following criteria:

1. The WSP and ATR must conform to the format prescribed by the EWSETA;
2. The WSP- ATR must be fully completed and submitted with all signatures by 30 April.
3. In the case of large and medium sized organisations proof of consultation by an employer with employee representatives / trade unions is required as per the EWSETA Skills Development Facilitator and Skills Development Committee (SDF-SDC) guideline.
4. The employer has submitted a WSP-ATR that includes the most recent national occupational codes as contained in the Organising Framework for Occupations (OFO) in support of the annual sector skills planning process.
5. The employer has submitted a self-evaluation report in the format prescribed by the EWSETA of the relevant WSP against the current ATR. If the alignment is less than 60%, the employer must submit reasons for the misalignment to the EWSETA.
6. The WSP-ATR are received on or before 30th April annually except where an extension was granted in writing for a period of 30 days (refer to section 6).
7. The employer has submitted only one application per SDL number and the employer name that correlates with information received from South African Revenue Services (SARS) and DHET; applications for all SDL numbers for a particular Organisation must be submitted by the required date.
8. The employer must be paying levies to SARS against the EWSETA SETA (Code 16).
9. The employer must not be in arrears with their SDL contributions to the SETA.

It remains the responsibility of employers to ensure that the payment of the mandatory grant is done against the correct levy number. The MG will be paid in accordance with the EWSETA grant approval procedure and grant payment schedule. Grant Payment statuses per L number can be monitored under the Company Details Tab's Submission Section, the Statement is generated as a PDF document.

WSP Approval Status	Mandatory Grant Approved
Approved View Approval L...	Approved View Statement

Employers in the Mining and Minerals Sector, whose personnel costs are below the prescribed threshold of R500 000 per annum and are exempt from the Skills Development Levy, are encouraged to submit a WSP-ATR for the purposes of research and recording of their details on the EWSETA database.

The EWSETA could ask for information to be verified by employers. Organisations must retain the following documented evidence for verification purposes:

- Clear evidence that consultation took place and that such consultation was with individuals or Organisation/s representative of the employees as required in medium and large Organisations; and
- Documented evidence must be retained with respect to training completed for the period during which the WSP-ATR is implemented (this evidence may be in the form of training attendance registers, certificates and invoices).



4. WSP-ATR MG APPLICATION SUBMISSION DATE

Organisations are urged to plan and manage the submission process using the Planning Template available as Annexure 1. The deadline for submission of the WSP-ATR Mandatory Grant Application is **30 April 2020**. The penalty for a late submission is losing the MG in full and not qualifying to apply for Discretionary Grants. The only 2 exceptions are:

- Where the MG application is submitted within 6 months of registration in the case of an employer who has registered for the first time in terms of Section 5(1) of the Skills Development Levies Act; and
- Where, in exceptional circumstances, an organisation has applied before 31 March 2020 for an extension for the WSP-ATR MG application and this has been granted by the EWSETA. If the EWSETA grants such an extension, the WSP-ATR MG application must be submitted in the prescribed format by 31 May 2020. **The**

application for extension should be done using the applicable Application Form available from the submission website.

Click on the *Request Extension* icon for the specific Company for which the extension is required and then download and complete the document the system generates.

Financial Year	Actions		
	Upload Source Data	View Uploaded Data	Request Extension
2018			

5. PROOF of BANKING DETAILS

Organisations must supply their banking details by entering the correct banking details on the system as part of the Company Registration process. Where the details are the same as already registered on the EWSETA database no further action in terms of proof of bank details will be required; and the status of the Banking Details will be set to **Banking Details Confirmed**.

The Verification Document will be evaluated and if the Banking Details differ from the Banking Details on the SETA database for the specific L number the status of Banking Details will be set to **Banking Details Proof Required**. A letter from the Bank and/or cancelled cheque needs to be re-scanned with the signed last page of the Verification and re-uploaded on the Submission System. These original documents (signed Verification Document and Proof of Banking Details) must be submitted to the SETA's regional office. Original proof of banking details must be received by the EWSETA (SDL Officer) before the MG will be paid to the Organisation. The status of the Banking Details will be changed to **Banking Details Proof Received** and once the banking details are updated on the SETA Finance Database the status will be updated to **Banking Details Confirmed**.

Note: Mandatory Grant payments will only be made where the status is Banking Details Confirmed.

The process outlined below should be followed in instances where the details supplied on the Verification Document differs from which is already on the EWSETA database. The status of the Banking Details will be *Banking Details Proof Required*:

- Re-upload a scanned cancelled cheque or a letter from the bank with page four of the Verification Document on the submission system after recording the correct detail under Organisation Details. This will result in the Banking Details status being changed to **Banking Details Proof Received**
- The original banking details documents should be posted/couriered/hand delivered to the EWSETA Regional Office with the original signed Verification Documents.
- The Verification process will only be deemed completed when EWSETA has received and verified the original Banking detail documentation and updated the SETA Financial Database with the supplied Banking Details. The status **Banking Details Confirmed** on the status bar of the submission system is confirmation that the update has been completed.
- The original banking details documents should be posted/couriered/hand delivered to the EWSETA SDL Officer.

Attention: Ryan Matumba

Contact Number / Email Address:

RMatumba@EWSETA.org.za

Physical Address: 7, Anerley Road, Parktown, Johannesburg

6. DECLARATION and SIGNATURES

6.1 Verification Document

Organisations are urged to verify their Organisation and SDF details as correct on the Verification Document submitted to EWSETA with all the signatures of the various Organisation officials.

Please Note: The banking details must be updated on the system under the Company Details Section. No hand-written changes will be accepted.

Banking Details (This will be checked against MQA Finance Database)	
Name of Bank	
Account Number	
Name of Account Holder	
Type of Account	
Branch Name	
Branch code	

Please note that the upload of page four of the Verification Document and ultimate submission of the original document verifies the Organisation information (including banking details) as being correct. **THIS IS HOWEVER NOT A WSP-ATR SUBMISSION.**

The following statuses under Verification Upload will indicate further action or finalisation of the Verification Process:

Verification Queried: The uploaded fourth page is incomplete. Hover over the status on the screen to read the note by the SETA administration staff indicating further action.

Verification Document Status	Banking Details Status	Source Data Status	Signed V Upload
	View		
Verification Queried	Banking Details ... View		
Banking detail checklist not signed, please initial re-upload.			

Hover to see note below

Verification Correct – The uploaded document is correct

Verification Complete – The Verification Document uploaded was correct and the Banking Details are also correct.

6.2 WSP-ATR Sign-Off

The declaration regarding the WSP-ATR final submission, which needs to be signed off by both the Senior Organisation representative and the SDF, reads as follows:

“We, the undersigned, submit this information in compliance with the Mandatory Grant requirements of the Skills Development Legislation and Regulations. We declare that, to the best of our knowledge, the information contained in this Annual Training Report and Workplace Skills Plan is accurate and up to date.”

Note that best practice requires that employees are involved in the process of developing a WSP-ATR, this process should include the Skills Development Committee. Consultation means that parties must engage in a thorough and meaningful joint consensus-seeking process.

In the case of medium and large Organisations organised labour/employee representatives need to sign the following declaration:

“We, the undersigned, confirm that organised labour/employee representatives were consulted by the employer on the WSP and the ATR.”

Note that organised labour/employee representative signature/s are not required for small Organisations, although it is considered good practice to consult organised labour/employee representatives.

If the required signatures are not obtained from

organised labour/employee representatives the required proof of consultations should be submitted, refer to Stakeholder Consultation section.

A senior finance official is required to sign the following declaration confirming the organisation's levy-paying status of ALL SDL numbers for which the submission is made:

“This is to confirm that this Organisation is up-to-date with levy payments to the Commissioner of South African Revenue Services for the following levy numbers.”

PLEASE NOTE: The submission is not complete without ALL the relevant signatures.

The following statuses on the WSP-ATR Submission status will indicate further action to be taken:

Evaluated with Problems: The submission was evaluated by the administration staff. Hover over the WSP-ATR Submission status to see the comment for guidance on further/corrective action.

WSP Evaluation Status	WSP Evaluation ...
Evaluated with Problems	View Query Letter
Please download the Evaluation Report and respond to the problems identified	

Click to download Query Letter

The Query Letter should be downloaded by clicking on the *View Query Letter* words. The Query Letter contains the complete evaluation of the submission with comments on areas to be corrected.

7. STAKEHOLDER CONSULTATION

Consultation means that concerned parties must engage in a thorough and meaningful joint consensus seeking process. It is the responsibility of the employer to establish a Training/Skills Development Committee (SDC) to oversee the training committed and training done. An SDC is a forum established by the employer to consult employees (representative Trade Unions where they exist and/or representatives nominated by employees where they do not) on skills development matters.

It is recommended that the employer should conduct the SDC meetings quarterly and consultation should commence as early as possible in the process of preparing for the WSP-ATR.

An employer with 50 or more employees must submit a WSP-ATR that was signed off by the

labour representative appointed by the Trade Union or an employee representative where labour is absent on or before the submission deadline.

If the required signatures are not obtained from organised labour/employee representatives, the following documents must be kept as proof of the consultation process:

- Signed attendance registers
- Signed Agendas and Minutes of the consultation meetings by the chairperson and union/employee representative/s
- Other supporting documentation of the consultation process

The reasons as to why organised labour/employee representatives have not signed should be stated in the Comments Section of the WSP-ATR.

The EWSETA will evaluate the reasons for non-signing of the WSP-ATR as part of the approval process and could decide not to approve the submission due to non-participation by Organised Labour and Employee Representatives.

8. COMPUTER and SOFTWARE REQUIREMENTS

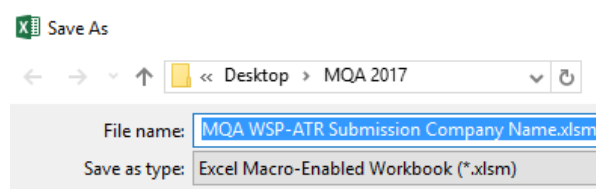
Any computer that has internet connectivity should be able to manage the submission process. Chrome and Internet Explorer should however be avoided as Internet Browser, the Submission System functions optimally on Mozilla Firefox.

Download the latest version of Mozilla Firefox from

<http://www.mozilla.com/en-US/products/download.html>

The computer being used must also have a PDF Reader and Microsoft Excel. The Excel Version being used should not be older than 2010 as the source data is saved as an Excel xlsx (Macro Enabled) file format.

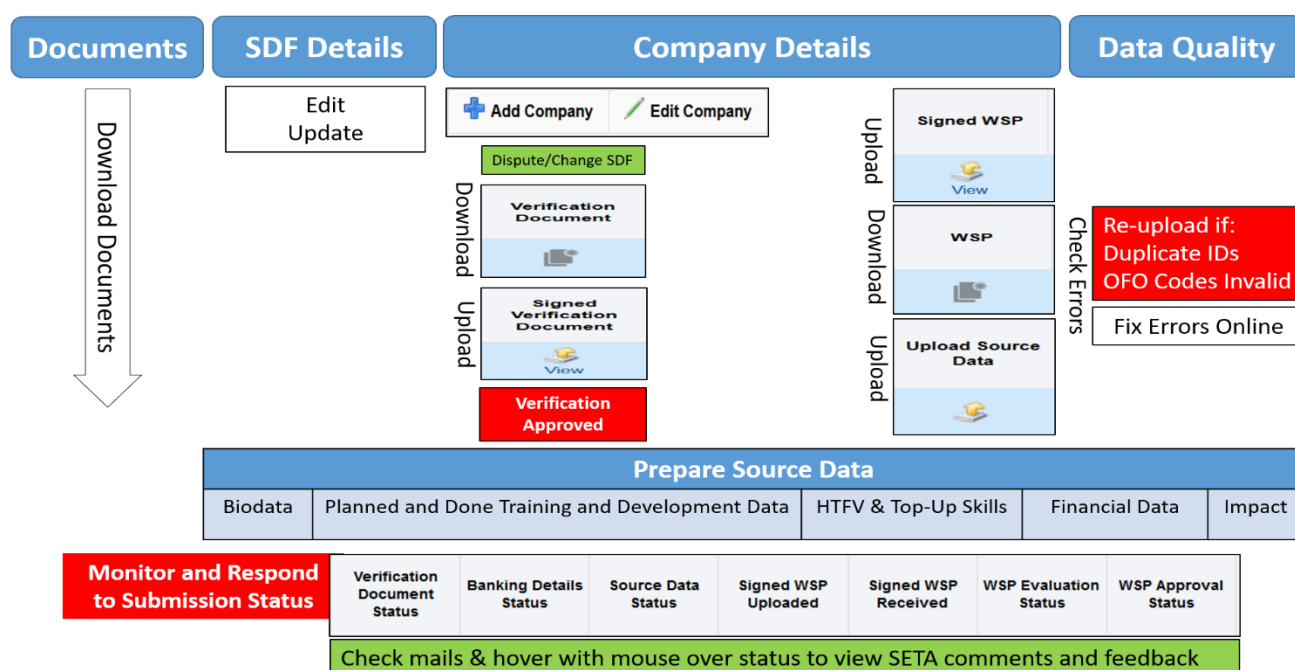
Source Data File Names could be changed, but the format must remain .xlsx.



PLEASE NOTE: Approval of submissions is at the EWSETA's discretion and is based on evaluating adherence to the EWSETA Submission Requirements and the quality of the information provided.

9. 2020 WSP-ATR AND PIVOTAL SUBMISSIONS PROCESS

The EWSETA WSP-ATR submission process for 2020 will be managed by means of steps that must be followed and completed to progress to the next step. An online system with supporting tools and a Submission Manual have been provided to Organisations to help with the submission process and ensure quality data is submitted. The following flow diagram outlines the submission process. Each step is defined in the paragraphs below and discussed in detail in the Submission Manual Section.



Register and Login: All SDFs and users must register on the System before they can use the system.

Previous Year's Company Details: The new System contains some of last years' Companies details. L Numbers that do not show under a Registered SDF's list of related companies must be re-registered. L-numbers that do not exist on the EWSETA list of levy paying companies must be registered first as part of an Inter SETA Transfer process before the company could be registered on the System.

Verification: The Company Details submitted needs to be Verified by uploading a signed verification document on the system. Incorrect details such as Banking Details must be updated before the EWSETA will set the Verification Status on the System to Verification Approved.

Please Note: Completion of the Verification process is not a condition for uploading source data, but **WSP-ATR Submissions will not be Approved if the Verification Process is not completed.**

Prepare and Submit Source Data: The source data is submitted as an Excel Workbook that contains the required data in specific sheets. The submission System extracts the data once it is uploaded, the data is then checked for errors and a WSP-ATR is generated as a PDF

document. Previous submissions and other in-house data sources should be used to inform the source data.

Error Checking and Submission Summary: Data being submitted is checked in the Excel Workbook for consistency and quality and again when uploaded on the System. The indicated errors must be corrected to gain access to the WSP-ATR document that needs to be signed off. The system watermarks the PDF document with "Contains Errors" to prevent usage of the document for submission purposes.

Submission of WSP-ATR: The WSP-ATR PDF document without the error watermark should be signed off as a result of a consultative process. The document then needs to be signed on each page, scanned and uploaded on the Submission System to finalise the submission process.

Evaluation & Approval: Each step in the submission process is monitored by administration staff. All the steps must be completed successfully as condition to the WSP-ATR approval. Companies can view their submission completion status for each of the steps outlined under the Submissions per Company heading.

Submissions per Company





Add Submission

View / Edit Submission

Remove Submission

View ▾

Detach

Financial Year	Actions		Reports		Verification Document Received	WSP/ATR Source Data Spreadsheet	Uploaded - WSP/ATR PDF Available for Download	Sign-off WSP/ATR Received
	Upload Source Data	View Uploaded Data	Verification Document	WSP				
2017								

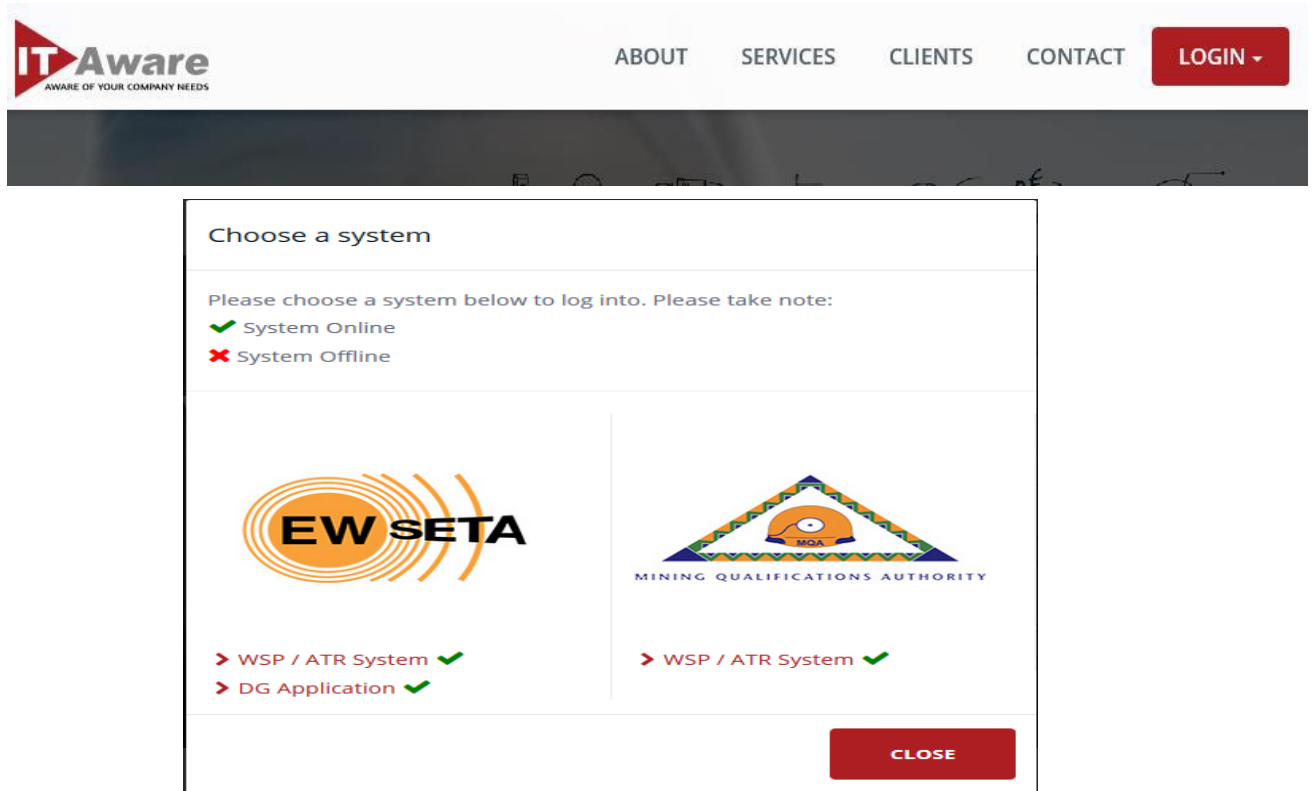
Status indication for each step in the submission

Status indication for each step in the submission process

10. WSP-ATR SUBMISSIONS MANUAL

The WSP-ATR Submission Manual contains the methodology SDFs should implement to register, prepare and submit a WSP-ATR. A Power Point Presentation is also available with screenshots and animations of the process to follow. The presentation can be downloaded from the System Support Tab after logging in.

Start by going to the EWSETA Website; click on the WSP-ATR Portal link or go to <http://www.itaware.co.za>, click on the LOGIN button and then under the SETA logo the WSP / ATR system link.



10.1 User Registration and Login

SDFs and users need to Register the first time they use the system. This process of registering as an SDF on the Submission System and then proceeding to register one or more Organisations is in no way revoking or interfering with the internal processes Organisations follow to appoint SDFs (primary and secondary). Registering on the website and then registering specific Organisations should be the result of being appointed by the Organisation being registered. SDFs that register without registering any Organisations have no status with the EWSETA. The EWSETA also reserves the right to dispute and ultimately not approve specific SDF's relation to the Organisation they have registered. SDF's link to Organisations or L-numbers gets approved by EWSETA administration staff based on the signed Verification Document that must be uploaded and the original submitted.

The following information must be submitted when registering as SDF:

- ID Number or Passport Number
- Title
- First Name
- Last Name
- Designation
- Physical Address 1
- Physical Address 2
- Physical Address 3
- Physical Address Postal Code
- Postal Address 1
- Postal Address 2
- Postal Address 3
- Postal Code
- Telephone No
- Cell No
- Fax No

Start the registration process by clicking on the Register Button



1. Complete the fields on the Register Popup, click Register User and then click Finish.

2. Click in the Login Button and enter the Username (ID or Passport Number only and Password used for the Registration in Step 2.

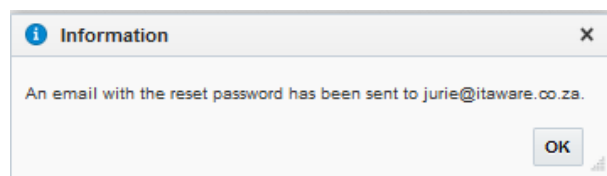
Click on the SDF Details Tab and complete all the fields in the SDF Details Screen. Remember to click on the Save button after entering or editing.

10.1.1 Reset Password

The users can reset their password if they have already registered and have entered the correct e-mail address. A new password will be generated by the system and e-mailed to the e-mail address entered during the initial registration process. If the user did not get the reset e-mail it could be due to a security setting in the Company preventing system generated e-mails. The internal system administrators should then be requested to allow the mail to go through.

Start by clicking the Login Button; then enter the user ID number and click on Forgot Password.

A message will appear indicating a mail was sent to the user e-mail address, click on OK for the Change Password screen to appear.



Wait for the e-mail to arrive and use the password received in the e-mail in the login screen AND in the Change Password screen. The following screen will appear.

Use the system generated password sent via e-mail in the Old Password field and enter a new password in the New Password field, repeat the new password typed in the New Password field in the Confirm New Password field. Click on Login. The system will then store the new password, which should be used for future logins.

10.1.2 System Online Support

The Support Tab should be clicked when any support is required during the submission process. The Support Request Screen will appear. Click on Add Request and then proceed to submit the details of support required in the Description Field.

The support staff should be allowed one business day to respond to the support request before any telephonic support request will be allowed.

Please Note: No telephonic support will be rendered if the support request was not first logged on the system.

10.2 Organisation Registration

The Company information submitted last year will be available on the new system if the data was supplied without errors. The details shown for the specific Company need to be checked and confirmed to complete the activation process for the new cycle. If the L-Numbers used last year do not appear under the Company Details Tab, the SDF must Add the Company and related details.

The following organisation details will be required to complete this step:

- Organisation name as registered with SARS (System will only allow L-numbers that are on the EWSETA database)
- SDL Number of the Organisation (When prompted to enter SDL numbers the following applies: Please ensure you type the 9 digits correctly, preceded by a Capital "L" or "T", i.e. T123456789 or L123456789)
- Trading Name –Name as registered with SARS.
- Core business of the organisation – select from list.
- Sub-sector the organisation falls under – select from list.
- Organisation SIC Code (see Annexure 3 for a list of SIC Codes and Descriptions)
- Type of Entity – select from list, see Glossary for description of the various entities in the lookup list.
- Province – select from list.
- Municipality – select from list
- Unionised (Select "Yes" if Organised Labour is part of the consultation process and therefore need to sign-off on the WSP-ATR submission.
- The SDL number of the Main organisation, if the entity was registered as a Sub-Entity by the Main Entity – see explanation on next page
- The SDL numbers of sub entities or SDL numbers resorting under the organisation you want to register. The distinction and relation "parent-child" is explained in a following paragraph.
- Organisation Details
 - Physical Address
 - Postal Address
 - E-mail
 - Telephone (Must have 10 digits)
 - Fax (Must have 10 digits)

If your organisation does not have central entry point contact details (E-mail, Telephone or Fax), please state the details of the Senior Organisation Representative duly appointed/ CEO.

- Authorising Authority / CEO as duly authorised (Someone other than the SDF)
 - Title
 - First Name
 - Surname
 - Designation (What position does the person holds in the company)
 - E-mail
 - Telephone (Must have 10 digits)
 - Cell phone (Must have 10 digits)
 - Fax (Must have 10 digits)

Usually this is the person responsible to authorise the WSP-ATR process.

- Senior Organisation Representative duly appointed / CEO Details
 - Title
 - First Name
 - Surname
 - Designation (What position does the person holds in the company)
 - E-mail
 - Telephone (Must have 10 digits)
 - Cell phone (Must have 10 digits)
 - Fax (Must have 10 digits)

This person will only be contacted in a case of emergency (i.e. EWSETA cannot get hold of the SDF).

- Organisation Banking Details
 - Name of Bank
 - Account Number
 - Name of Account Holder
 - Type of Account
 - Branch Name
 - Branch Code

The details must be validated by the company as part of the verification process and checked against the banking details the SETA has of the organisation (this will appear on the verification Document and in the submission screen fields under banking Details). If the banking details are different to what is on the SETA database original bank documents must be submitted before the verification process is completed. See Paragraph 5: Banking Details (above) for more information.

The Organisation registration process has three options;

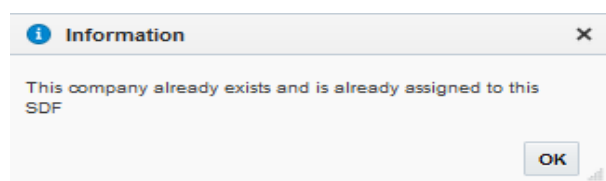
1. Registering new organisations
2. Registering Sub Entities that are automatically linked to an SDF, no registration is then required by the responsible SDF.
3. Editing already registered organisation information – if IT Aware was able to load data submitted last year or if the L-number was registered by the Main Entity SDF and linked to an SDF

The list of companies registered by an SDF can be viewed and managed under the List of Companies section under the Company Details Tab.

SDL No.	Organisation Name	Trading Name	Parent SDL No.	Organisation Type
LKUBEN0004	IT Aware	IT Aware 4		
L840733350	XXX Company	XXX Company	L870783952	parent_exists
L840735239	VBNV Company	VBNV Company		independent

New companies could be added by selecting the *Add Company* Tab.

The system checks the L-number being entered for validity and usage. The same Company cannot be registered twice. The system will show the following note if the SDF tries to re-register a Company he/she has already registered:

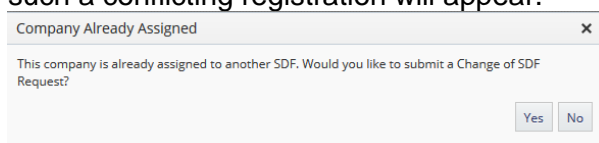


The following popup will notify the SDF that the Company is not registered with the EWSETA. If the Company does not exist on the EWSETA database, the system will block the registration process to allow for an alternative process to be followed to either obtain a temporary number to be used for the submission cycle or to migrate the Company from the SETA they are registered with to the EWSETA.

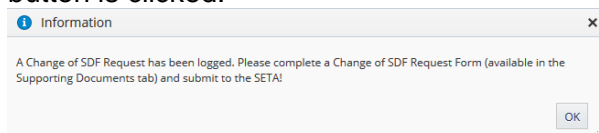


10.2.1 Change of Responsible SDF

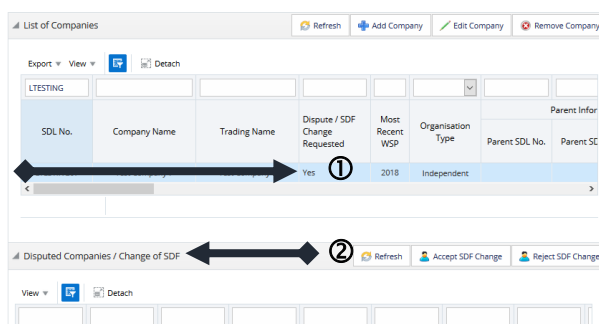
If the Company is already registered by another SDF a popup with the option to resolve such a conflicting registration will appear.



The following notice will pop up if the Yes button is clicked:



A change request (document available under Support Documents) has to be signed by the Company officials and submitted to the EWSETA. The status of the request will be reflected in two places on the Company Details screen. SDFs can't edit the status. The request and the status update are done by the EWSETA Administration Staff.



The registration process will stop until the matter has been resolved by the EWSETA Administration Staff. The SDF that initially registered and managed the Company will also be notified using the same indication as above and blocked from managing the submission until the matter is resolved.

The EWSETA Administration Staff must resolve the matter before the Company's submission can be managed any further.

All disputed companies / SDF change requests will be listed under the Disputed Companies/ Change of SDF Section, which is part of the Company Details Tab.

10.2.2 Main and Sub Entities

The submission process allows for the registration of companies that submit a WSP-

ATR as single entity and for companies that submit reports that need to be related to other entities in a Main and Sub-entity relation.

One of the following options need to be selected the Organisation Type

1. Parent
2. Child
3. Independent

to manage the submission as a single entity submission or related submission process.

The Parent or Independent option will cause - one of the following screens to show:

The image shows two versions of the 'Add Company' form. The top form has 'Organisation Type' set to 'Independent'. The bottom form has 'Organisation Type' set to 'Parent'. Both forms include fields for 'SDL No.', 'Add Company', and 'Close' buttons.

The registration of Main and Sub Entities must commence with the Main Entity's SDF registering the Main or "parent" L-number and then all the Sub Entity or "children".

The Main Entity must be registered by selecting "Parent" for the Main Entity's L-number.

Sub-Entities must then be registered by the Main Entity's SDF selecting "Child" on the screen that appears after clicking Add Company.

The image shows the 'Add Company' form with 'Organisation Type' set to 'Child'. It includes a 'Parent SDL No.' field, checkboxes for 'Does this Company have its own separate WSP?' and 'Does this Company have its own banking details?' (both set to 'Y'), and 'Add Company' and 'Close' buttons.

The list of Main (Parent) and Sub-Entity (Child) registrations will be shown on the Main Entity's SDF list.

List of Companies				
SDL No.	Organisation Name	Trading Name	Parent SDL No.	Organisation Type
Main L	Main Name			Parent
Sub L	Sub Name		Main L	Child

Two scenarios of company identities would utilise this option:

1. L-numbers are associated with the company but no WSP-ATR will be submitted for the L-number. Levies paid against the L-number could be claimed back by recording the sub L-numbers as being part of the "main" WSP-ATR Submission:

Select "N" next to *Does the Company have its own separate WSP?*

The image shows the 'Add Company' form with 'Organisation Type' set to 'Child'. It includes a 'Parent SDL No.' field, checkboxes for 'Does this Company have its own separate WSP?' and 'Does this Company have its own banking details?' (both set to 'Y'), and 'Add Company' and 'Close' buttons. There are also annotations 1 and 2 pointing to the 'Organisation Type' and 'Parent SDL No.' fields respectively.

2. A company has more than one entity that require to consult and manage their skills development processes (the sub-entities do not require a separate L-number, they could be registered using a temporary number). The WSP-ATR of the Sub-Entity would thus aid the consulting process, but ultimately the WSP-ATR submissions need to be consolidated as a consolidated WSP-ATR submission.

Select "Y" next to *Does the Company have its own separate WSP?*

The following registration sequence must be followed to enable the Submission System to manage the Main and Sub-Entity submission process:

1. Make sure all SDFs that will be responsible for the submission of Sub-entities are registered on the Submission System. They should however not register the specific entities or companies until the Main SDF has registered the sub entities as being part of the Main Entity. The Main Entity's SDF must enter their ID Number when the Sub Entity is being registered.
2. The Main Entity SDF must register as an SDF and then Register or update the Main

L-number and add or associate the Sub-entities with the Main Entity number in the respective fields. Part of the registration of the Sub-entities include the ID number of the related SDF for the specific Sub-entities and also indicating whether the Sub-entity will submit a WSP-ATR Report. If the submission status (*Does the Company have its own separate WSP?*) is set to *No* it implies the Levies will be associated with the Main Entity, but no WSP-ATR will be submitted. If the submission status (*Does the Company have its own separate WSP?*) is set to *Yes* it implies a WSP-ATR submission will be done and the data will ultimately be consolidated with the Main Entity's data. In instances where the Sub-entity does not have a L-number a T-number should be requested from the SETA Admin staff prior to the registration process.

If no ID number is added to the registered Sub-entities the SDF registering the Sub-entity will be the responsible SDF.

The above options will determine the output of the final report and affect the mandatory grants payment. Contact the EWSETA staff if you need assistance with the registration scenarios.

Please Note: Banking details of the main entity or sub entities must be specified when the company is registered. This is done by selecting "Y" or "N" at the field marked *Does the Company have its own banking details*. If the value is set to "Y" the system will allow different banking details to be added to the sub-entity detail, which will show on the Verification document and WSP-ATR. If the value is set to "N" the Parent's banking details will be associated with the Child; the system will thus not allow banking details to be added.

Organisation Verification: All entities, regardless of being Main or Sub must submit sign-off Verification Documents. A Verification document will be generated for each organisation, regardless of their status being "main" or "sub". These documents must be signed off and submitted. The Verification document should be signed off by the officials/authorities agreed to by the main and sub entity organisation in instances where sites have been registered.

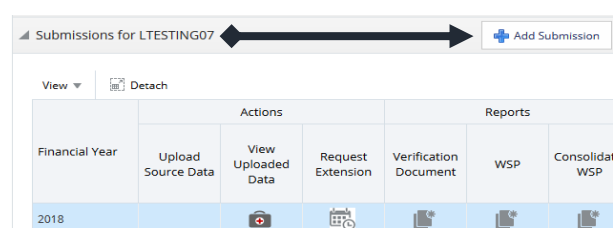
10.3 Activation of New Cycle

Companies listed under the List of Companies tab for a specific SDF in the previous cycle (2020) must be activated for the new cycle. The process to activate the new cycle is as follows:

Select or highlight the Company that needs to be activated:

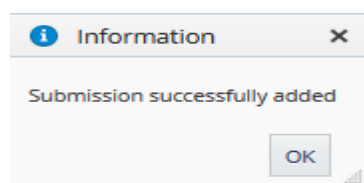
SDL No.	Company Name	Trading Name	Most Recent WSP	Organisation Type
LTESTING08	Test Company 8	Test Company 8	2017	Independent
LTESTING01	Test Company 1	Test Company 1	2017	Independent

Submissions Section at the bottom of the screen, but only the previous years' submission statuses will be listed.



The Add Submission Tab should be selected, after which the following popup screen will appear:

Click Add Submission and wait for the confirmation popup to appear:



Click on OK and then on Close to conclude the new cycle activation process.

Click on the refresh button, the date of the cycle will change to 2020 and the new cycle will appear at the bottom of the screen.

Please Note: The previous cycle's documents will remain available for downloads, but the process is locked for changes to the 2017 cycle.

10.4 Verification Document

Once the Company details have been submitted and the new cycle is activated, the system will generate a Verification Document that must be printed, checked for correctness, signed and the last page scanned and upload on the system. Newly registered Companies or Companies who's Banking Details differ from what was loaded from previous submissions must update the Banking Details on the system and the related proof documentation needs to be prepared and uploaded on the System. The Verification Status will only be updated to *Verification Approved* by the SETA Administration Staff when the Banking Details registered on the system is the same as that reflected in the Company registration information.

A copy of the Verification Document is immediately availed to the SDF for download, on the IT Aware website. The download link for the Verification Document is under the Submissions per Company section on the Company Details Tab.

The status of the submitted Verification Document will be reflected under the Verification Document Received Heading for each of the registered entities.

Please Note:

- Only when the Status is *Verification Approved* will the WSP-ATR Submission be able to be approved. Banking Detail discrepancies or other problems with the verification process should thus be resolved prior to the closing date for submissions.
- Accuracy of the information related to the organisation details, i.e. Organisation name, related SDL number, linked sub SDL number, etc. must be checked as part of the Verification process. The Company name as registered at SARS must be used in the registration process.
- Banking details should already exist on the EWSETA Finance Department database. Where information does not exist for an organisation or is wrong, the SDF must commence a process of submitting all the documentation to register the banking details with the EWSETA Finance Department. Banking details are obtained from the Finance Department Database and used as such in the verification process. The only way a change in the details could thus be made is by following the internal EWSETA process for updating banking details, and not on the Submission System.
- Organisation information must be made on the website by the SDF that has registered the Organisation. The Verification Document must be regenerated from the system, signed and submitted. No changes in writing will be accepted as it implies the System information is wrong.
- The Signoff page of the Verification Document is the fourth page of the Verification Document. Only this page must be uploaded against the applicable L-or T-number after it is completed and signed by the relevant people.

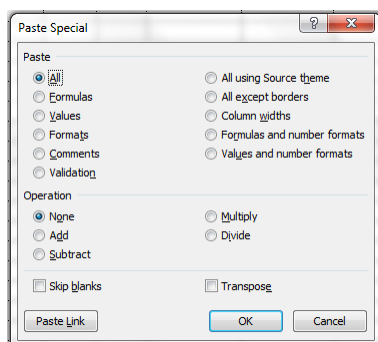
10.5. WSP-ATR Source Data

The source data template can be downloaded from the Resource Documents Tab under the Supporting Document Tab. SDFs are encouraged to start preparing their source data as early as possible using the information provided in this Submission Manual.

Please note that this spreadsheet is the **ONLY** template which must be used. The downloaded file should be saved on a local computer as an 2007-2016 (xlsm). Please note the file extension should be “xlsm” – if saved as .xlsx or any other format Excel uses the uploaded file will not be recognised. It is therefore important to rather use the 2007-2016 Version of Excel as the files saved as .xlsm are much smaller than any other version of Excel.

Active Excel Macros: Please remember to activate the macro function in Excel when prompted to do so after opening the file. The method to activate the macro can also be downloaded from the same Tab where the source data was downloaded from, under Resource Documents.

Copy & Paste: All copy and paste activities should be done by using the *Paste Special* function: Click on the cell where you want to paste the information you have copied, right click and select Paste Special. Then select Values, then OK.



Self-test function in Source Data Sheets
The spreadsheets checks and reports on the values that are pasted into the spreadsheet. Only values prescribed in the respective section of this manual should be used for each column. The Lookup Values Document available under the *Resource Documents Tab* contains the values to be used for each column. Special care should be taken to use prescribed data values when data is prepared for pasting into the spreadsheets.

If the values are added one by one the lookup options should be used as the cells are locked and will not allow values that are different to the defined criteria.

Reporting Period: As per a EWSETA defined process, all training must be reported to reflect a calendar year, 1 Jan 2019 to 31 Dec 2019 for training completed (ATR), and 1 Jan 2020 to 31 Dec 2020 for planned training (WSP).

Error Reports: Wrong values or blank cells will cause an Error Report at the top of the columns of some of the sheets. Example:

Gender	Race
ERROR	
M	Coloured
Female	Coloured

The value “M” instead of “Male will cause an error.

If the error in the column cannot be found SDFs could upload the workbook onto the Submission System and check for the errors in the error report the system generates (see paragraph entitled **Online Error Check and Update** on the next page). The online system will identify the errors, which could then either be fixed online or on the source data, which then has to be re-uploaded.

Please Note: The quality criteria for the values to be used for each of the columns in the spreadsheets are either specified in the tables outlining the data requirements for each sheet discussed in the following sections and a note to remind users is inserted at the top of each column on the source data spreadsheet.

Job Title		
Welder	651202	Special Class Welder

Job Titles spelled the same will be mapped by the system. Differentiate the Job Title if posts have different outputs.

Users are reminded of the data quality attributes with a Comment Flag in the Heading of a Column. The Comment could be viewed by hovering the mouse pointer on the Column Heading Cell.

Source Data Upload: After the SDF has uploaded his/her source data, the system generates the WSP-ATR as soon as the upload is done. The amount of time required to generate the WSP-ATR and error reports is dependent on the size of the file. The bigger the file, the longer it takes. It is thus important to make use of a fast internet connection to prevent the generating of the reports to time out.

Select the company for which the source data is being uploaded from the list of companies:

Overview	SDC Details	Company Details	WSP Data Quality	WSP Evaluation	Support
List of Companies					
SDL No.	Organisation Name	Trading Name			
L890759907	KLIPFONTEIN SANDS (PTY) LTD	KLIPFONTEIN SANDS PTY LTD			

Then click on the *Upload Source Data* button.

The popup screen will appear to guide the upload and WSP-ATR generation process:

Browse to find the source data file to be uploaded, click on the file name; then click on Process Uploaded File; and Generate WSP. Please wait for each process to be completed before proceeding by clicking on the next button.

Please Note: Though the Submission System has an online error identifying utility the number of errors in the spreadsheet influence the upload time. The error indicator on the source data spreadsheets should thus not be ignored.

Correcting incorrect data:

The Submission System checks and reports on the quality of data that is submitted. A watermark shows on the generated PDF document if the data does not conform to the data criteria. **Submissions with errors cannot be signed off and will not be accepted as Mandatory Grant submission.**

The WSP Data Quality Tab summarises the errors found in the source data and should therefore be used as point of departure when data errors occur. It is also advised that the source data be uploaded to identify the errors shown on the Excel template.

ID / Passport No / Employee Number	Name & Surname	Birth Year	Gender
Number of duplicate IDs: 1		ERROR	ERROR

The first sub tab summarise the number of blank values picked up in the submission for each sheet. These errors must be corrected in the source data and re-upload as the system can not make suggestions on data values if the value does not exist in the source data.

Records with Missing Information		
Sheet Name	No. of Records Uploaded	No. of Records with Missing Information
Biodata	17	2
ATR	34	0
WSP	34	0

Example: if a gender cell is empty the system can not suggest the gender. If, however the gender value was *M* instead of *Male* the system can suggest a correction under the last sub tab.

PLEASE NOTE: If there are blank values in the source data the online error facility will not activate the online error fixing utility. The top table will show the number of blank cells, which needs to be amended in the source data. The source data then must be re-uploaded and only when there are no blank values will the online error fixing utility allow for the correction of wrong values. **The system cannot fix blank values.**

The next section summarises the errors the system has identified.

Error Summary					
Sheet Name	No. of Records:			No. of Errors:	
	Uploaded	Correct	Incorrect	Total Errors	Types of Errors
Biodata	17	9	8	10	9
ATR	34	16	18	18	9
WSP	34	33	1	0	0
Contractors	34	34	0	0	0
Non-Employees...	34	30	4	0	0

Some of the errors should be corrected on the source data and re-uploaded, others could be corrected under the last two sections of the WSP Data Quality Tab. It is however important to note that the last two sections should only be used when all other errors were fixed as the online error updates will be replaced when the source data is uploaded. There is thus no sense in updating the data online if it is overridden by a re-upload.

The *Missing Information, Duplicates and OFO Mapping Errors (to be fixed Offline)* section

summarises all the errors that need to be corrected in the Excel source data and then re-upload.

Missing Information, Duplicates and OFO Mapping Errors (to be fixed Offline)

Sheet Name	Column Description	Column Value	Comments	No. of Records
Biodata	ID NO	1239	Duplicate Record	2
Biodata	ID NO		ID cannot be blank;	1
Biodata	OFO OCCUPATION CODE	1973	OFO Occupation code does not exist;	1

The wrong values specified should be found in the source data and corrected.

The next section contains a summary of OFO specialisations per OFO code that are wrong or does not match the list of Alternative Titles and Specialisations for a specific OFO Code. These errors could be corrected online, i.e. the errors need not be corrected on the source data and re-uploaded.

Fix Specialization Errors (can be fixed Online)

Column Value	Comments	No. of Records	Column Value Fixed
Undefined	Occupation Specialization does not exist for occupation code 651302	1	

Simply select the value from the drop-down for each code and then click on the save changes button to update the changes on the system.

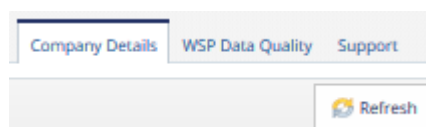
The last section contains details of errors that could be corrected on the system after the final source data upload. Errors are listed per sheet and could be corrected by selecting the appropriate value from the dropdown list for each field on the respective sheets.

Fix Errors from All Sheets in Bulk (can be fixed Online)

Sheet Name	Column Description	Column Value	Comments	No. of Records	Column Value Fixed
Biodata	EMPLOYMENT STATUS	Top management	Employment does not exist;	1	
Biodata	GENDER	African	Gender does not exist;	1	
Biodata	MUNICIPALITY	Musina Local M	Municipality is incorrect for Mpumalanga;	1	
Biodata	YEAR OF BIRTH	1230	Year of Birth is not between 1912 and 2005;	1	
ATR	ID NO	1233	ID Not On Biodata Sheet;	2	
ATR	ID NO	1231	ID Not On Biodata Sheet;	2	

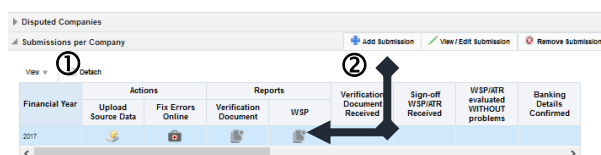
REMEMBER to click the **Save Changes** button when the correct values were selected.

The system will then automatically update all the cells where the wrong value was used in the source data.



Once all changes were made the *Refresh* button on needs to be clicked before the new PDF version of the Submission is generated.

WSP-ATR pdf Download: The WSP-ATR pdf document is generated by uploading the saved source data file on the Submission System and then, once uploaded by clicking the document icon under the WSP heading to generate and download the WSP-ATR for the specific company.



WSP-ATR reports generated from source data with errors will have a watermark on all the pages indicating the WSP-ATR cannot be used for submission purposes as it contains errors. Only when the source data spreadsheet is cleaned of any errors, will the system generate the WSP-ATR pdf document without the error watermark on the front page.

Verification and WSP-ATR Signoff and Upload

The downloaded Verification document needs to be checked for correctness. The last page must then be signed, scanned and uploaded on the submission system.

The same applies for the WSP-ATR. It must be used for consultation, checked for correctness and the last four pages signed, scanned and uploaded.

Though only signature pages are required to be uploaded a copy of the complete original document must be kept for audit purposes.

Uploading Submission Documents:

1. Scan the signed document into one file (do not try to upload the entire WSP-ATR submission).

PLEASE NOTE: The sign-off pages of the Verification Document or WSP-ATR Submission, and the respective supporting documents such as Proof of Banking Details or Proof of Consultation must be saved as ONE PDF document and then uploaded. **DO NOT** upload separate pages saved as documents as the system will only retain the last document uploaded. Consider visiting the following website to consolidate various PDF documents as one document, which then should be uploaded: https://www.ilovepdf.com/merge_pdf. The consolidation is free of charge, and the consolidated document is saved automatically to the computer's Download Folder.

2. Select the company for which an upload is done from the list of companies.

SDL No.	Company Name	Trading Name	Dispute / SDF Change Requested	Most Recent WSP	Organisation Type	Parent SDL No.	Parent SD
LTESTING07	Test Company 7	Test Company 7	Yes	2018	Independent		

3. Click on the upload button related to the document for the company that is being uploaded, ie Verification or WSP-ATR. **Please use the reporting year 2020, previous years are locked, hence no button to upload.** An e-mail with an updated status for the upload done will be sent to your e-mail address. The document uploaded could also be viewed on the system by clicking on the view button under the specific upload button.

Financial Year	Upload Evidence	
	Signed Verification Document	Signed WSP
2019		
2018		

4. Confirm Compliance Submission Checklist. The checklist that appears when the Signed WSP upload button is clicked has to be completed before the upload will be allowed. Questions 1-5 and 8 must be clicked to confirm the specific step was completed. Question 6 & 7 only applies to Unionised Companies.
PLEASE NOTE: By clicking the Proceed to submission Upload you confirm that the status of each of the questions on the compliance check sheet is true.
5. An email that indicates the status of the submission and feedback from the SETA will be sent when the following statuses are updated:
 - Signed Verification Doc Uploaded
 - Verification Document Evaluation Status
 - Banking Proof Required
 - Signed WSP Uploaded
 - WSP-ATR Evaluation Status
 - WSP-ATR Approval Status

The e-mail is system generated. Please do not reply to the mail. Rather contact the SETA offices or submit a support request if there are any queries related to the status e-mail.

10.5.1 Bio Data Sheet

This sheet requires the entire company payroll of employees to be entered. Employees terminated in the calendar year should be included as “Terminated” statuses.

Employee Biodata		Please note that this utility is copyright protected. It may only be used by organisations related to SETAs that have contracted IT Averse for support in 2019. No enterprise may use, change or distribute this tool without the explicit permission from IT Averse.														These columns will be auto populated, once you have selected an occupation from the "Search Utility"			
Biographical Information																	Post Information		
ID / Passport No / Employee Number	Name & Surname	Birth Year	Gender	Race	Disabled?	SA Citizen?	Province	Municipality	Highest Qualification Type	Specify field of Study for Post-School qualifications or reason for Unknown	Employment Status	Employment Start Year (year of engagement)	Occupational Levels For Equity Reporting	Organisation Structure Filter (Optional)	Post Reference (Optional)	Job Title	OFO Occupation Code	OFO Specialisation	OFO Occupation
Number of duplicate IDs: 0																			
<div>COMPULSORY</div>																			

Fields	Data Requirement	Comments
Biographical Information	ID / Passport No / Employee Number	This column must have a UNIQUE value for the automated check and occupation mapping utilities to work. Please Note: The value used in this column must correspond with the employee reference value used in the ATR Sheet
	Name & Surname	Initial & Surname
	Birth Year	Four digits Make sure the year is formatted as a number and not text.
	Gender	Male, Female
	Race	African, Coloured, Indian, White
	Disabled?	Yes, No
	SA Citizen?	Yes, No
	Province	Lookup List: Province Please note the underscore (_) as hyphen in the spelling of the Provinces
	Municipality	Lookup List: Municipality The spelling of the Municipality must be the same as the spelling in the Lookup List
	Highest Qualification Type	Lookup List: Qualification_Type
	Specify field of Study for Post-School qualifications or reason for Unknown	Lookup List: Post-School qualifications
	Institution where Higher Qualification was Obtained	Lookup List: Providers
	Employment Status	Contractor Permanent Temporary Terminated Unemployed (Contracted for period of Learning Program) This field must be populated for the OFO Mapping Tool and the Error Checking to work. The rows with <i>Terminated</i> are not used to calculate the Employee Totals in the WSP-ATR Biodata Tables. They are however included in the ATR calculations
	Occupational Levels for Equity Reporting Purposes	Lookup List: Management_Equity Please ensure the values used match the Lookup List values
Job Information	Organisation Structure Filter (Optional)	This field could be used to indicate the Business Unit the post resides under. Such a category is useful for filter purposes.
	Post Reference (Optional)	If the post codes used in the HR Management System is referenced in this field it should be possible to relate the WSP-ATR data back to the in-house data management system. Such a back reference is vital for data consistency
	Job Title	Job Title used for the post Job Titles that are spelled the same will all be mapped to the OFO reference selected in the mapping tool. Rename Job Titles that should be mapped to different OFO Reference Codes
	OFO Occupation Code	The Mapping Tool auto populate these values, based on the option selected. Please apply the mapping principles discussed in a next paragraph.
	OFO Specialisation	
	OFO Occupation	

OFO Mapping Considerations

“Learners” mapping: “Learner” should be chosen in cases where the person is on the company’s payroll, has no output other than learning and is not linked to a specific job. The “job title” may be “cadet”, “student” or “trainee”. People undertaking learnerships and internships should not be mapped to “Learner” but to the occupation that they are studying towards. The “Learner” value is in the search utility and the code for a learner is 900000.

No Suitable Occupation Found: *No Mapping*, Code 0 should only be used in exceptional cases where no suitable Occupation could be identified.

Suitability of Identified Occupations: The 8 Major Groups of the OFO cluster occupations in terms of their outputs. The Major group descriptors were specifically formulated to indicate their work focus. SDFs should ensure the selected occupation’s Major Group is appropriate. The Occupation and Major Group descriptors should inform the selection, not the Occupation Title. Required qualifications could also help to determine the appropriate Major Group for an Occupation. If the post for example requires a degree the occupation being selected should not be from Major Groups 7 or 8. Similarly, if a Trade is required for the post the Major Group should be 3 or 6. The OFO Guideline document should be consulted to further inform the selection of occupations. The document is available from the *Referenced Documents Tab* under the *Overview Tab*.

The following process must be followed when using the mapping tool to map Job Titles to the OFO.

The screenshot shows the 'Search for an Occupation' window. It includes a search input field (2), a list of occupations (3) with 'Special Forces Operator' selected, and a detailed view of the selected occupation. The detailed view includes 'OFO Major Group' (5), 'OFO Submajor Group' (54), 'OFO Minor Group' (542), 'OFO Unit Group' (5422), and 'OFO Occupation (T: Trade, G: Green Occupation, S: Green Skill Occupation)' (542203). It also includes 'Rules and Considerations' and 'Occupation Tasks'. The background shows a data table with 'Job Title' and 'OFO Occupation Code' columns (1), and a 'Select Occupation' button (4).

1. Click in the cell that needs to be mapped, considering that all the Jobs with the same spelling will inherit the mapping selected in the mapping tool. The Mapping Tool popup screen will appear if the Macro in the workbook was enabled.
2. Type in the occupation you are searching for. Refrain from typing the full word, use key words to obtain a variety of results. E.g. If you are searching for a “Fitter General”, type “Fitt”. That way you are likely to obtain a variety of search results/mapping possibilities to choose from.
3. Click on the options provided by the mapping tool and read the Descriptors and Tasks to ensure the occupation selected best represent the outputs of the job being mapped. Please consider the **Rules and Considerations** that are aimed at informing the mapping process by highlighting problems with using a specific occupation. This section also suggests alternatives to consider in instances where anomalies exist.
4. Click the Select Button to relate the Job Title to the occupation. Allow for the Mapping Tool to run through all the rows to update the same Job Titles with the selected occupation detail.

The Biodata Sheet data informs the following sections of the WSP-ATR:

The Total Employees is calculated by referencing all unique values in the first column of the Biodata Sheet, excluding the employees whose Employment Status is *Terminated*. The same rule applies to all other reports shown below.

1.1 Organisation Details	
Organisation Name	LYT
Organisation Size	12
Total Employees	11

Section 2: Workforce Profile

2.1 Workforce Details / Employment Summary

Occupational Distribution of Workforce by Occupational Category and per Province

This table contains a summary of the number of employees per occupational category, race, gender and age as was submitted on the organisation's source data. It excludes employees that have "Terminated" and "Unemployed (Contracted for period of Learning Programme)" in the Employment Status column of the source data.

OFO Code	OFO Description	African		Coloured		Indian		White		Total				Age Groups			Municipality
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	PWD	Non-SA	< 35	35 -55	> 55	

2.2 Geographical Distribution of Employees

Province	African		Coloured		Indian		White		Total				Age Groups		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	PWD	Non - SA	< 35	35 -55	> 55

2.3 People with Disabilities

OFO Code	OFO Description	African		Coloured		Indian		White		Total				Age Groups			Municipality
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	PWD	Non-SA	< 35	35 -55	> 55	

The employees calculated in the ATR includes the employees that have *Terminated* Status as Employment Status.

2.4 Summary of Education Level of the Workforce 01 Jan 2018 - 31 Dec 2018

This section calculates the number of employees in different higher education levels. It excludes "Terminated" and "Unemployed (Contracted for period of Learning Programme)".

Band	10 Point Scale-NQF Level	Education Classification system Interim	African		Coloured		Indian		White		Total				Age Groups		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	PWD	Non - SA	< 35	35 -55	> 55

ID / Passport No / Employee Number	Name & Surname
MB123	Employee 1

Please note the values used in the ID / Passport No / Employee Number Column of the Biodata Sheet must be the same and same format as that being used in the Enter ID / Passport No / Employee Number Column of the ATR Sheet.

Employee Name will show if in Bio Data Sheet	Enter ID / Passport No / Employee Number
Employee 1	MB123

The format for both these datasets should preferably be *Number*, even if Alpha Numeric Values such as Passport Numbers are used.

Format Cells

Number	Alignment	Font	Border	Fill
Category:				
General				
Number				
Currency				
Accounting				
Date				
Sample				
MB123				
Decimal places:				0

Please Note: The errors on the Biodata Sheet must be fixed first for the ATR sheet to load correctly and show the errors (if any) correctly.

10.5.2 ATR Sheet

TRAINING INTERVENTIONS DONE IN 2018									
Employee Name will show if in Biodata Sheet	Enter ID / Passport No / Employee Number	Qualification / Learning Programme Type	Please select details of Learning Programme from lists supplied	Please specify if study field or specialisation is not in previous column	Total Training Cost (See guide for cost calculation)	Training Status	Specify reasons for drop-out/Not achieved	Year Enrolled	Year Completed / Finished

This sheet allows for multiple interventions captured per individual for training completed in 2017 and still in process (Busy).

Fields	Data Requirement	Comments
Employee Name will show if in Biodata Sheet	The name of the employee is shown automatically as confirmation that the person exists in the Biodata. An error is recorded if the reference number used for learning data cannot be related to the Biodata sheet.	This column is locked and cannot be edited. It contains a reference formula that references the Employee Reference Number from the Biodata Sheet.
Enter ID / Passport No / Employee Number	The number used for an employee in the Biodata must be used in the same format when learning is recorded in this sheet. This implies if ID numbers were used in the Biodata to identify employees Company Employee numbers cannot be used in this sheet, ID numbers must be used again.	See related instruction in the previous section.
Qualification / Learning Programme Type	Lookup List: Learning_Programme	Please note the underscore hyphens (_) in the Lookup values.
Please select details of Learning Programme from lists supplied	This column is dependent on the value selected in the previous column. Please make sure the related values are selected when data for this column is prepared	
	Value Selected in Qualification / Learning Programme Type	Lookup List Reference
	Learnerships_non_EWSETA Not_Listed Occupational_Directed_Training_non_Accredited Operator_Licence_Renewal Professional_Registration RPL_Learnerships Skills_Programmes_Accredited	Please specify in next column where applicable
	Under_Graduate_National_Diploma Under_Graduate_National_Certificate Under_Graduate_National_Higher_Certificate Under_Graduate_National_First_Degree Post_Graduate_National_Higher_Diploma Post_Graduate_National_Further_Diploma Post_Graduate_Honours_Degree Post_Graduate_Diploma Post_Graduate_Masters_Diploma Post_Graduate_Masters_Degree Post_Graduate_Doctoral_Degree Post_Graduate_Post_Doctoral_Degree WIL_Placement_for_Workplace_Experience_UoT WIL_Placement_for_Workplace_Experience_University WIL_Placement_for_Employment_UoT WIL_Placement_for_Employment_University	Lookup Values: HET Disciplines
	Adult_Education_and_Training	Adult_Education_and_Training
	Fundamental_Unit_Standards_Related_Qualifications	Fundamental_Unit_Standards_Related_Qualifications
	Apprenticeship_EWSETA_focus_trades RPL_EWSETA_focus_Trades WIL_Placement_for_Workplace_Experience_FET WIL_Placement_for_Employment_FET	Apprenticeship_EWSETA_focus_trades
	Learnerships_EWSETA_Related	Learnerships_EWSETA_Related
	Apprenticeship_EWSETA_non_focus_trades RPL_EWSETA_non_focus_Trades	Apprenticeship_EWSETA_non-
	Free Text	
Please specify if study field or specialisation is not in previous column		

Fields	Data Requirement	Comments
Total Training Cost (See guide for cost calculation)	This field is optional. Use only numeric Rand values, without a currency (R) indicator or decimals	Refer to Glossary, Appendix 2 for a definition of Training Cost
Training Status	Lookup List: Achievement_Status	The Achievement Status is related to the next two-year columns. If the Year Completed / Finished value is prior 2020 the specific record will not be loaded. If the Achievement Status is In Progress the Year Completed / Finished should be left blank
Year Learning Commenced and was Completed – separate columns	Four digits formatted as a Number	

10.5.3 Hard - To - Fill Vacancy (HTFV)

This sheet helps to select the occupations in your organisation that takes longer than 06 months to

HARD-TO-FILL VACANCY (HTFV)						State number of vacancies per Province									
Please select the Occupations in your organisation that takes longer than 06 months to find a suitably experienced and qualified candidate and state the reasons why the vacancies are hard to fill.															
Specialisation/Occupation Title	Occupation Code	Primary reason why occupation is regarded as Hard to Fill	Further reason why occupation is regarded as Hard to Fill	Further reason why occupation is regarded as Hard to Fill	Comments / other reasons for vacancies not being filled	EC	FS	GP	KZN	LP	MP	NP	NW	WC	Total

find a suitably experienced and qualified candidate and state the reasons why the vacancies are hard to fill. The comment on VACANCIES NOT BEING FILLED, is compulsory and Number of vacancies per province should be filled in with numeric values.

Fields	Data Requirement	Comments
Specialisation or Occupation Title	Select occupations from the lookup list	
Occupation Code	This field is Locked, it references the Occupation selected from the lookup list in the previous column	
Reason for Occupation regarded as Hard to Fill	Lookup List: Scarce_Reason	
State Number of hard to fill vacancies per Province Jan 2020-Dec 2020	Numeric Value	Indicate the number of posts that were not filled due to the scarcity

The WSP-ATR report for this section is the same as the spreadsheet used in the source data.

10.5.4 Top-up Skills Survey

Generic or “Top-up” Skills Survey			
Please use indicate which occupations require Top-up Skills in order to function optimally. Kindly select the skill set you deem to be the most important to develop for each of the identified occupations. Use the Comment cell to the right to elaborate on the specifics of the skills required.			
Specialisation/Occupation Title	Code	Generic Skillset requiring the most attention. Please refer to the guide for a definition of each of skillsets listed or view the definition in the next column once selected.	Additional comments on the detail of the selected skillset.

This sheet affords organisations the opportunity to report on scarcity experienced in terms of employees required for specific outputs in the workplace. The comment on VACANCIES NOT BEING FILLED, is compulsory.

Fields	Data Requirement	Comments
Specialisation or Occupation Title	Select Scarce Occupations from the lookup list	
Occupation Code	This field is Locked, it references the Occupation selected from the lookup list in the previous column	

Generic Skills Set	Lookup List: Top-up_Skills	
Additional comments on the detail of the selected skillset.	Free Text	This is a free text field that is aimed at proving the SETA with some understanding of the context related to the scarcity

10.5.5 Finance and Training Comparison Sheet

Finance and Training Comparison	
PLEASE NOTE THE WSP-ATR SUBMISSION WILL BE CONSIDERED INCOMPLETED IF ALL THE SECTIONS ON THIS SHEET ARE NOT COMPLETED.	
Skills Development Spend	
Total <u>actual</u> payroll for the year 01 Jan 2018 - 31 Dec 2018	
Total <u>actual</u> skills development spend for the year 01 Jan 2018 - 31 Dec 2018	

The information required on this sheet reflects the expenditure and actual training compared to what was planned. Amounts submitted must be Numeric ONLY with no currency symbol, nor decimals.

The summary comparison between Training Planned and Done should exclude Refresher, Induction and Ex-leave training. Please note that a rationale is required if the deviation between training planned and done is less than 60%, reasons for why a WSP was not submitted in the previous year should also be provided.

The regulations also require companies to reflect and comment on the impact training had on the organisation. All the fields must be completed, in areas where the company has not participated the field should be completed with "N/A" or "No Comment".

Example:

Rural Development support rendered	Budget
No Comment	0

Annexure 1: Submission Process Timeframe & Project Plan

Milestones	Target Date	Status	Comments
Register SDF			
Register Organisation / s			
Download Verification Document			
Obtain Verification Sign-off			
Upload Signed-off Verification Page 4			
Respond to EWSETA SDF / Organisation registration queries, if applicable			
Confirm Verification Process is complete and submission status is Verification Approved			
Download Source Data Template from website			
Obtain Bio and Training Data			
Prepare and consolidate source data			
Upload source data and respond to indicated errors			
Download WSP-ATR generated by system from website			
Update data on the system and re-generate WSP-ATR			
Consult with relevant parties to obtain approval for WSP-ATR			
Consolidate all site/sub levy entities' approval processes and generate consolidated WSP-ATR (If Applicable)			
Obtain Main L-number / WSP-ATR signed-off			
Upload signed-off WSP-ATR on Submission System to finalise the process			
File all submission documentation for Audit Purposes			
Confirm the WSP-ATR Submission was approved			
Follow up to confirm MG Payment Process is in hand			
Apply for Discretionary Grants once advertised			

Annexure 2: Glossary of terms and definitions

Bursary means the financial support given to a non-employee, usually a school leaver or youth, to enrol in a further or higher educational institution. The organisation may or may not employ the student on completion of the studies.

Certificate of Competency gives an indication of a candidate's status and ability to assume legal responsibility for the operation of and the safety of occupation-specific equipment and related outputs in a specific occupation.

Contractor refers to persons who are not employees of the Company submitting the WSP-ATR to the EWSETA, but who work at the premises under the control of the Company. They are not on the post structure of the Company and thus excluded in employee reports.

Consultation means that parties engage in a thorough and meaningful joint consensus seeking process.

DHET refers to the Department of Higher Education and Training.

Employee - Any person, excluding independent contractor, who works for another person or for the State and who receives, or is entitled to receive, any remuneration; or any person who in any manner assists in carrying on or in conducting the business of an employer. Please note for purposes of the WSP-ATR this includes apprentices and 18.2 learners as they have a contract of employment (interns, 18.2 apprenticeships, graduate development programmes).

Learnership refers to a learning programme where the learner spends some time learning theory and some time learning practical skills in a workplace. It leads to a qualification registered on the NQF.

Learning Programme means a structured set of learning offerings and related assessment and attainment requirements.

National Artisan Moderating Body (NAMB) means the body to be established as specified in section 26A of the Skills Development Act (Act 97 of 1998) as amended in 2008; this body

is the QCTO's assessment Quality Partner for all listed trades.

National Occupational Pathway Framework (NOPF) means a framework which clusters occupations and groups of related OFO occupations across different levels of the NQF and across different Major groups to inform learners of potential progression pathways and to assist occupational qualification developers to lay the foundation for vertical progression when developing individual qualifications.

Non-Levy Paying Enterprises (NLPEs) are enterprises with an annual turnover below R5 million and are either formally registered or non-registered enterprises that are not required to pay the skills development levy.

Non-SA - Non South Africans are employees who have citizenship of any country other than South Africa. A person with dual citizenship is considered South African.

Occupational qualification means a qualification developed under the auspices of the QCTO;

Occupational Qualifications Framework (OQF) means the sub-framework for trades and occupations contemplated in Section 4 of the NQF Act.

Organising Framework for Occupations (OFO) means the occupational classification system used by the Department of Higher Education and Training as a reference for developing SSPs and to capture scarce and critical skills.

PIVOTAL means professional, vocational, technical and academic learning programmes which are defined by the SETA. Please refer to paragraph 10.4.2 ATR Sheet relevant for a list of EWSETA defined PIVOTAL Programmes.

People With Disabilities PWD - means people who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in, employment, and who require an employer to make changes within reason to accommodate disabled people in the workplace.

Practical Training means a work placement opportunity provided to a non-employee, who is also not a bursary student, to complete a mandatory part of a further or higher education

programme in the workplace. The organisation may or may not employ the student on completion of the practical training. Note that if you are paying for a person's studies, and they do practical training as part of those studies, then they are considered a BURSARY STUDENT. If you only offer students a place for practical work experience, then they are considered a PRACTICAL TRAINING CANDIDATE.

Pre-ABET Learning - is a course that functions as a bridging module, providing learners with the very basic skills of reading and writing in preparation for their move to ABET1.

QCTO means the Quality Council for Trades and Occupations established in terms of section 26G of the Skills Development Act (Act 97 of 1998) as amended in 2008.

Refresher Training - The need for refresher training and the intervals between such training are determined by the Employer after consulting with the Health and Safety Committee. Please include anticipated returns from annual leave. However, refresher training also includes cases where after a specified period of time regulations require a person to be re-licensed as competent, such as the driver of a self-propelled machine.

SAQA means the South African Qualifications Authority established in terms of Section 3 of the SAQA Act.

Scarce Skills refer to those occupations in which there is a scarcity or shortage of qualified and experienced people. This scarcity can be current or anticipated in the future, and is usually due to the fact that either people with these skills are simply not available, or they are available but they do not meet the organisation's employment criteria.

Sector Skills Plan (SSP) means the framework within which the SETA identifies key priority and critical skills development trends, objectives and priority areas. This is based on a labour market analysis approach concerning the supply and demand of skills.

Short Courses refers to a type of short learning programme for which credits are awarded or has a credit value of less than 120 credits. These **courses** generally do not offer

credits which can be accumulated towards a full qualification. For reporting purposes, it also includes one day workshops, conferences and seminars.

Skills Audit means identifying the skills and knowledge (both used and latent) held by existing staff.

Skills Development Act (SDA) means the Skills Development Act (Act 97 of 1998) as amended in 2008.

Skills Development Facilitator (SDF) refers to the person that is responsible to assist organisations with the management and related reporting of their skills development activities.

Skills Development Related Community / Social Programmes means a skills development programme run for the benefit of the broader community, generally as part of the organisation's corporate social investment programme or Social and Labour Plan (SLP) Local Economic Development (LED) commitments.

Skills Programme refers to an occupationally-directed programme comprising of agreed clusters of unit standards and, will have practical (work-place) experience; Constructed to constitute credits towards NQF registered qualifications; Delivered by an accredited Provider, and a skills programme comprises of agreed clusters of unit standards (credits towards a registered qualification.) A skills programme, when completed, will constitute credits towards an NQF registered qualification. This means that some, or all of the unit standards in the skills programme form part of the list of unit standards in a qualification. Credits obtained during the attainment of a skills programme will constitute towards credits of the full qualification. Sector Education and Training Authority's (SETA) register a skills programme

- is occupationally based;
- when completed, will constitute a credit towards a qualification registered in terms of the National Qualifications Framework as defined in section 1 of the South African Qualifications Authority Act; 40
- uses training providers referred to in section 17(1)(c); or

- complies with the prescribed requirements.

Study Assistance is financial support given to an existing employee to enrol in a further or higher educational institution, to enable the employee to further his/her formal education.

Total Training Cost refers to legitimate expenses incurred in any programme offered by a Measured Entity (i.e. a Company) to the Employees substantiated by an invoice or appropriate internal accounting record. Legitimate training expenses include: cost of training material, cost of trainers, course fees, where appropriate, the cost to the Measured Entity of employing a Skills Development facilitator or a training manager.

Workplace Experience: Some occupations require people to work in a specific environment for a specific period or for completion of specific outputs as part of obtaining designations or registration. Typical occupations requiring work experience before designations or professional registrations are awarded are in the medical, legal, journalism, accounting and engineering fields.

Workplace Learning: Occupational qualifications has workplace learning modules

which requires the learner to perform specific outputs in the work environment, which is defined in the learning programme and signed off or recorded in a formal document, usually referred to as a logbook. Work experience is different to practical experience in that practical experience could be simulated, whereas work experience is actual work that needs to be performed under prescribed conditions.

Workplace Skills Plans and Annual Training Report (WSP-ATR) refers to the system generated report discussed in the guide and manual, which must be submitted by organisations on an annual basis that indicates the Workplace Skills Plans for coming year and the Annual Training Report reflecting all training done or managed by the organisation.

Annexure 3: SIC Codes

Sic Code	Industry Name	Chamber
41111	Generation of energy	ENERGY
41112	Distribution of purchased electricity energy only	ENERGY
41114	Generation of renewable energy	ENERGY
41115	Transmission of energy	ENERGY
41116	Project management, maintenance and operation of electrical generation, transmission and distribution plants, networks and systems	ENERGY
41118	Marketing of electricity	ENERGY
50222	Construction of pylons for electric transmission lines	ENERGY
87141	Industrial research for electrical energy	ENERGY
41200	Manufacture of gas; distribution of gaseous fuels through mains	ENERGY
41300	Steam and hot water supply	ENERGY
42000	Collection, purification and distribution of water	WATER
42001	Public water enterprises: collection, purification and distribution of water, including potable water supply, domestic waste and sewage services, refuse and sanitation services	WATER
42002	Private water companies: collection, purification and distribution of water, including potable water supply, domestic waste and sewage services, refuse and sanitation services	WATER
42003	Irrigation boards: collection, purification and distribution of water, including potable water supply, domestic waste and sewage services, refuse and sanitation services	WATER
94003	Water and sanitation services (potable water supply, domestic waste water and sewage systems)	WATER

