

WSP/ATR User Guide

February 2022 Version

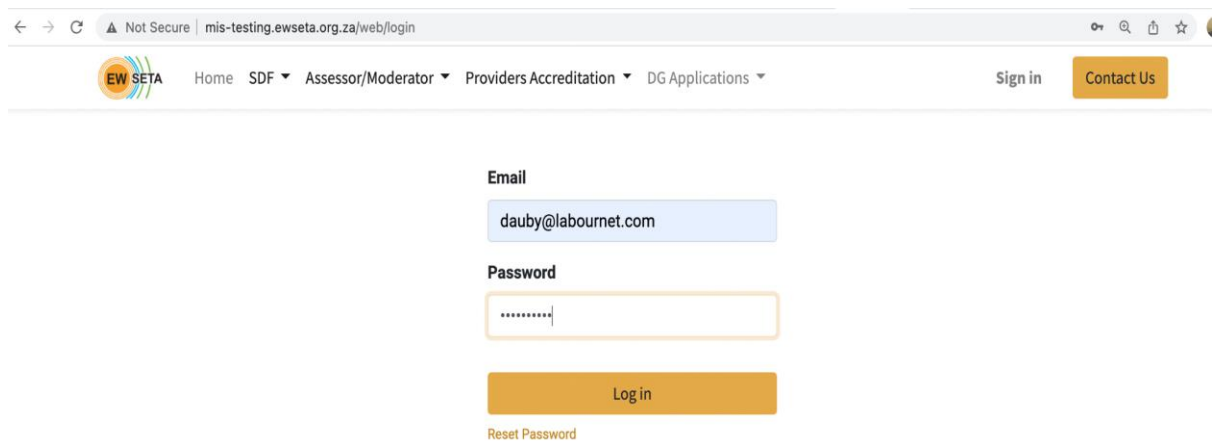


ENERGY AND WATER SECTOR EDUCATION AND TRAINING AUTHORITY

WSP Submission

Login

On the EWSETA website login to the **SDF portal** using your **SDF credentials**.



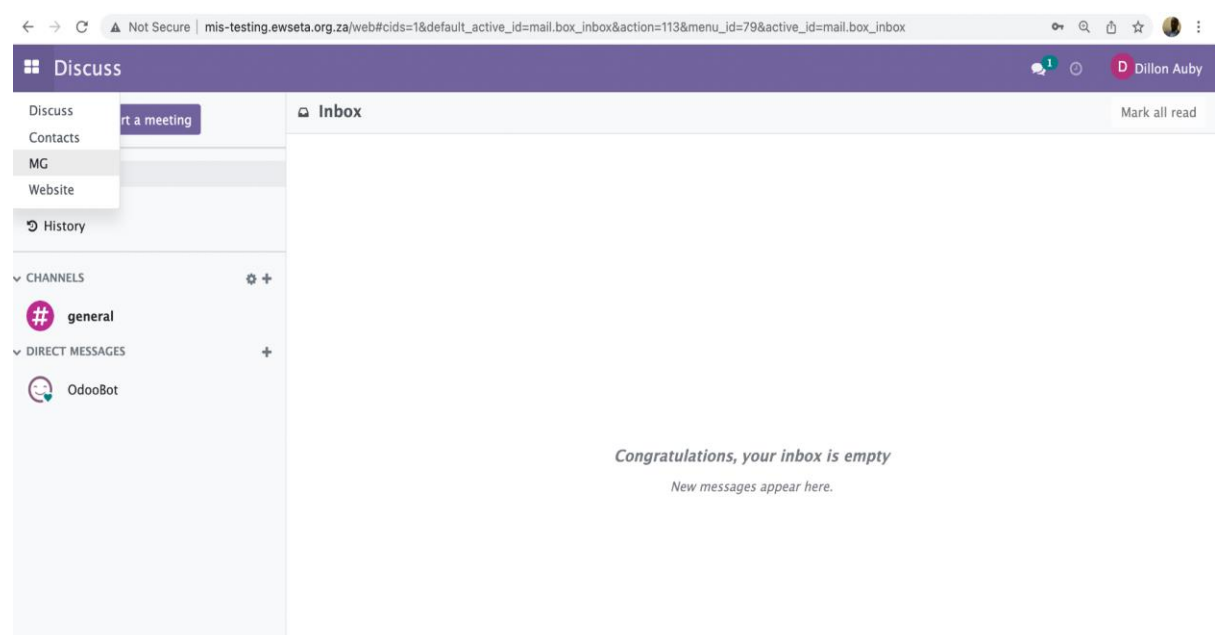
The screenshot shows the login page of the EW SETA website. The browser address bar shows 'mis-testing.ewseta.org.za/web/login'. The page has a navigation bar with links: Home, SDF, Assessor/Moderator, Providers Accreditation, and DG Applications. There are 'Sign in' and 'Contact Us' buttons. The login form includes an 'Email' field with 'dauby@labournet.com', a 'Password' field with masked characters, a 'Log in' button, and a 'Reset Password' link.

This will give the SDF access to the submitting organisation's information and documentation

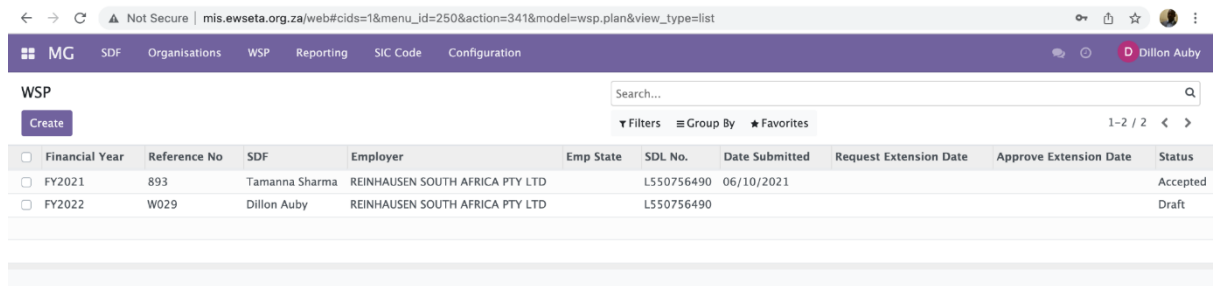


The user has an inbox, where EWSETA communication is available.

The SDF will be presented with the screen below. Select MG >>WSP to go through the submission process



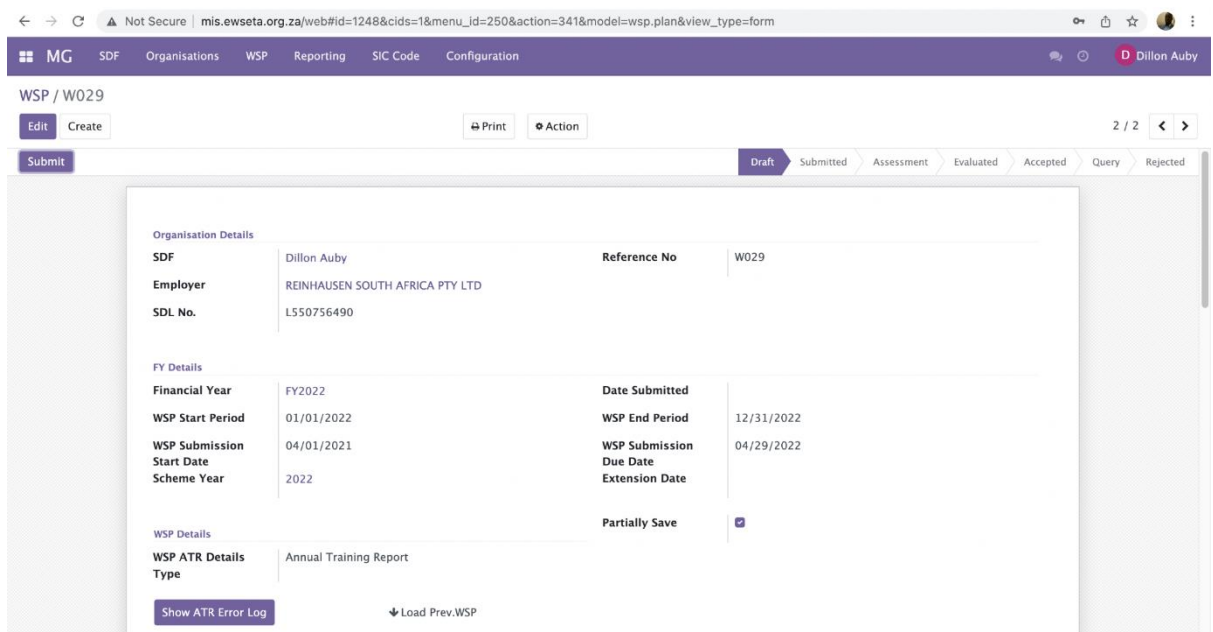
On clicking the MG application option, a menu bar will appear where the organisations linked to specific SDF's profile will be listed



The screenshot shows the EW SETA web application interface. At the top, there is a navigation bar with tabs: MG, SDF, Organisations, WSP, Reporting, SIC Code, and Configuration. The 'WSP' tab is selected. Below the navigation bar, there is a search bar and a 'Create' button. A table lists WSP applications with columns: Financial Year, Reference No, SDF, Employer, Emp State, SDL No., Date Submitted, Request Extension Date, Approve Extension Date, and Status. Two rows are visible: one for FY2021 with Reference No 893, SDF Tamanna Sharma, and Status Accepted; and another for FY2022 with Reference No W029, SDF Dillon Auby, and Status Draft.

Financial Year	Reference No	SDF	Employer	Emp State	SDL No.	Date Submitted	Request Extension Date	Approve Extension Date	Status
FY2021	893	Tamanna Sharma	REINHAUSEN SOUTH AFRICA PTY LTD		L550756490	06/10/2021			Accepted
FY2022	W029	Dillon Auby	REINHAUSEN SOUTH AFRICA PTY LTD		L550756490				Draft

- An SDF who represents more than one organisation will need to select the organisation for which they wish to submit a WSP/ATR.
- SDFs representing only one organisation will only be offered one option
- To submit a WSP, the SDF is required to click on the WSP menu and then click on create as shown below
- The WSP start and end dates will be populated once, and the form will be saved
- The Organisation will then see the WSP details tab.
- Next to the WSP/ATR details, the SDF can access the WSP and ATR submission templates from the document library.



The screenshot shows the 'WSP / W029' form in the EW SETA application. The form is divided into several sections: Organisation Details, FY Details, WSP Details, and WSP ATR Details. The Organisation Details section shows SDF Dillon Auby, Employer REINHAUSEN SOUTH AFRICA PTY LTD, and SDL No. L550756490. The FY Details section shows Financial Year FY2022, WSP Start Period 01/01/2022, WSP Submission Start Date 04/01/2021, and Scheme Year 2022. The WSP Details section shows Date Submitted 12/31/2022, WSP End Period 04/29/2022, WSP Submission Due Date Extension Date, and a 'Partially Save' button. The WSP ATR Details section shows WSP ATR Details Type Annual Training Report. There are also buttons for 'Show ATR Error Log' and 'Load Prev.WSP'.

Additional Feature - Import Function

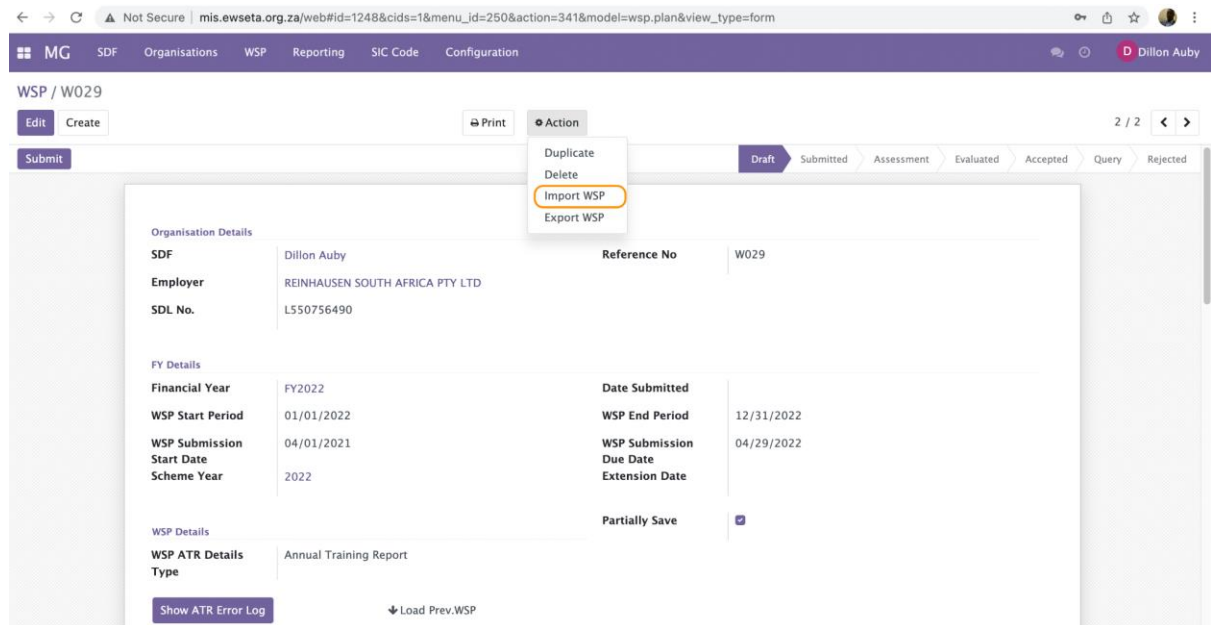


To make the WSP/ATR more accessible, the EWSETA has created an import function, which allows the SDF to capture the WSP/ATR onto an excel template and the information can be uploaded to the EWSETA portal

SDFs on the EWSETA database will be mailed an excel template. Alternatively, the template is available on the EWSETA website www.ewseta.org.za



This template must not be amended in any way. Once the data has been loaded and the document saved, the SDF can access the EWSETA portal, where one is required to follow the instruction until they are in the WSP for the current year.



The screenshot shows the EWSETA portal interface for the WSP / W029 form. The 'Action' dropdown menu is open, showing options: Duplicate, Delete, Import WSP (highlighted), and Export WSP. The form fields are as follows:

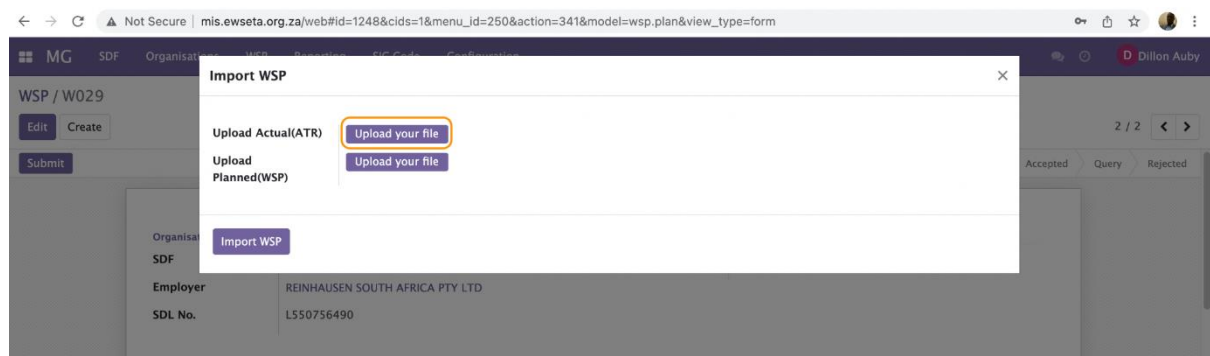
Organisation Details		Reference No	
SDF	Dillon Auby	W029	
Employer	REINHAUSEN SOUTH AFRICA PTY LTD		
SDL No.	L550756490		

FY Details		Date Submitted	
Financial Year	FY2022	12/31/2022	
WSP Start Period	01/01/2022	WSP End Period	12/31/2022
WSP Submission Start Date	04/01/2021	WSP Submission Due Date	04/29/2022
Scheme Year	2022	Extension Date	

WSP Details		Partially Save	
WSP ATR Details Type	Annual Training Report	<input checked="" type="checkbox"/>	

Buttons: Show ATR Error Log, Load Prev.WSP

- Click on the 'action' button (as indicated above)
- This will open a drop-down menu where 'Import WSP' needs to be selected
- The form below will pop up and the SDF has the choice of uploading the WSP and ATR simultaneously or one at a time.
- Go to 'select' and choose the file required in the folders and click 'import WSP'



The screenshot shows the 'Import WSP' modal form. It has two sections for file uploads:

- Upload Actual(ATR)**: Upload your file
- Upload Planned(WSP)**: Upload your file

At the bottom of the modal is a button labeled 'Import WSP'.

The information will then pre-populate on the system. If there are any errors, the SDF will immediately receive a log Pop Up stating what the errors are and how to correct them. Then the SDF should upload again.

Manual Submission of the WSP ATR without the Upload

Actual Training Report

Select the ATR from the WSP/ATR Details and enter the ATR information. The SDF will need to submit the following information:

- Actual Training Record (All organisations)
- Adult Education and Training (If Applicable)
- WSP Impact Assessment (All Organisations)
- Variance Report (All Organisations to check and update)
- Document Uploads (All Organisations)

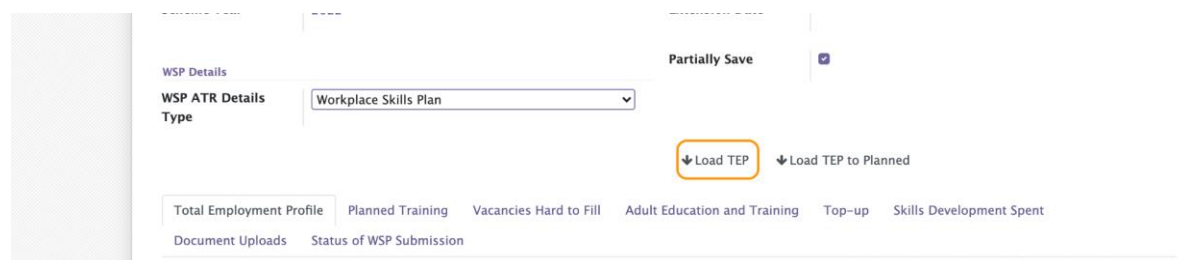
Annual Training Report

- This is based on the WSP planned training submitted in the previous year. To start capturing, click on 'add an item' and then start capturing the information requested.

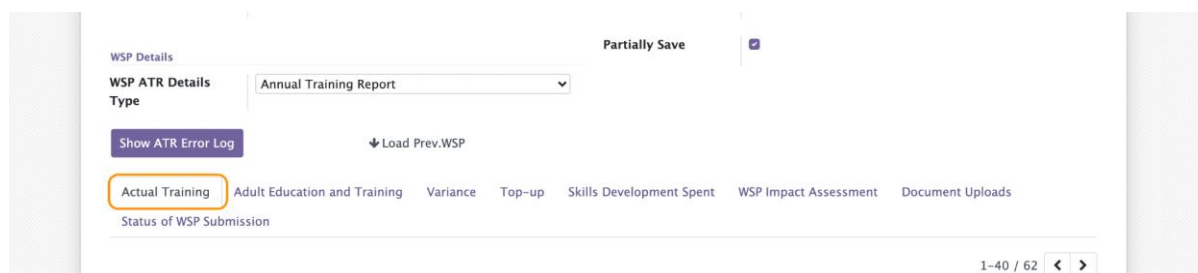


The system will auto sum the amounts and create a total sum at the bottom of the page for verification

- The System will also request the records such as province, city, municipality, urban/rural etc.
- The SDF will select if training is Pivotal or Non-Pivotal and based on the selection, the system will guide you in terms of what to capture and which fields are required
- There is also an option to populate the data from the previous year's submission. This is done by clicking on the 'Load Prev. WSP' button.

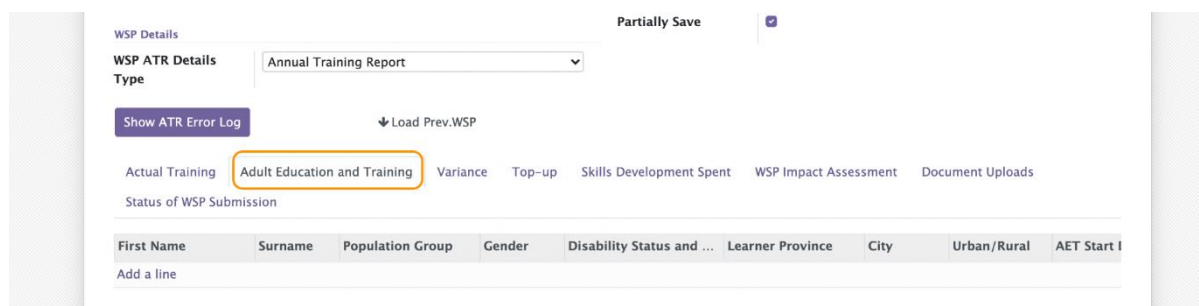


Once this process has been completed, click on the 'SAVE' button



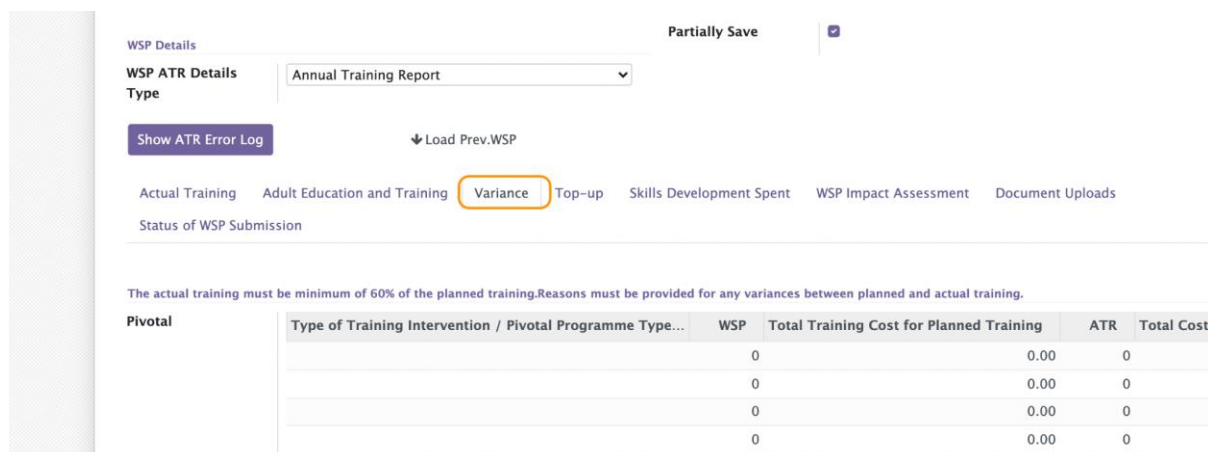
Annual Training Report – Adult Education and Training

The option also exists to populate this from the previous year's submission, or the SDF can capture the data manually for the current year. To start the process, click on 'edit' button that will enable the form in edit mode, capture the data and once the entry is completed click on 'save' button.



Variance Report

The System will calculate the Variances between what was submitted on the WSP Plan in 2020 and the Actual Training Record submitted in 2021. If the variance is below 60%, a reason needs to be provided for the non-achievement of the plan.



The actual training must be minimum of 60% of the planned training.Reasons must be provided for any variances between planned and actual training.

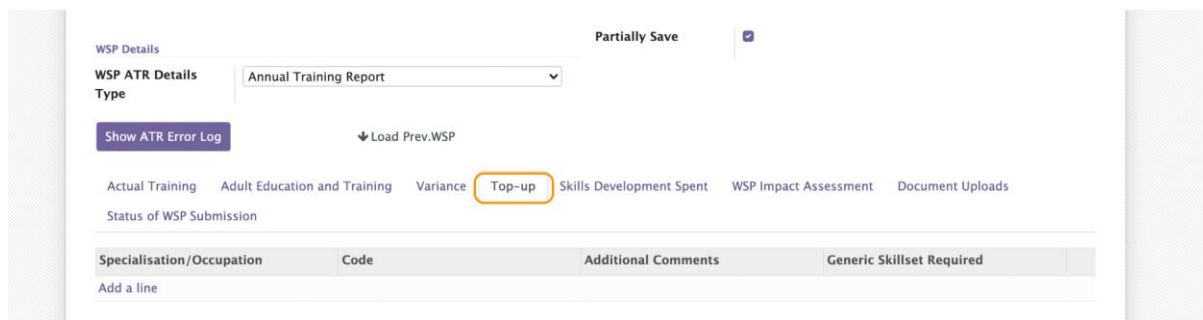
Pivotal	Type of Training Intervention / Pivotal Programme Type...	WSP	Total Training Cost for Planned Training	ATR	Total Cost
		0	0.00	0	
		0	0.00	0	
		0	0.00	0	
		0	0.00	0	

Annual Training Report – WSP Impact Assessment

- The SDF will need to look at the impact training has had on the organisation and answer the questions posed by the system
- Click on 'save' once completed

Top Up Skills

The SDF will need to add top-up skills if any



WSP Details

WSP ATR Details Type: Annual Training Report

Partially Save ☒

Show ATR Error Log Load Prev.WSP

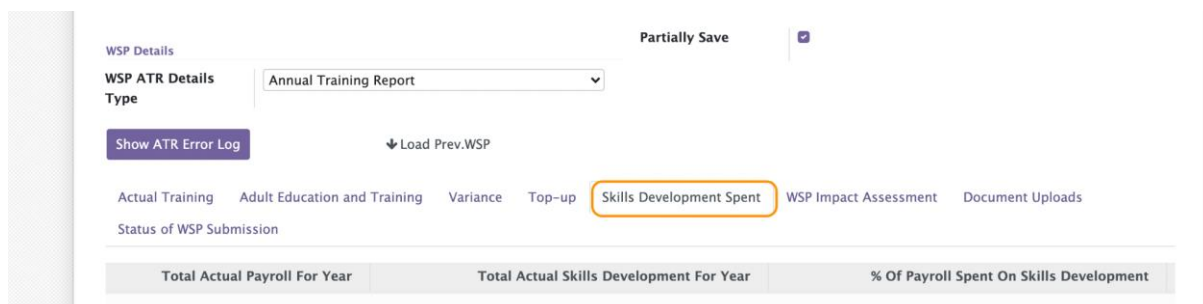
Actual Training Adult Education and Training Variance **Top-up** Skills Development Spent WSP Impact Assessment Document Uploads

Status of WSP Submission

Specialisation/Occupation	Code	Additional Comments	Generic Skillset Required
Add a line			

Skills Development Spent

SDF can submit the actual total **skills development spent** for the calendar year



WSP Details

WSP ATR Details Type: Annual Training Report

Partially Save ☒

Show ATR Error Log Load Prev.WSP

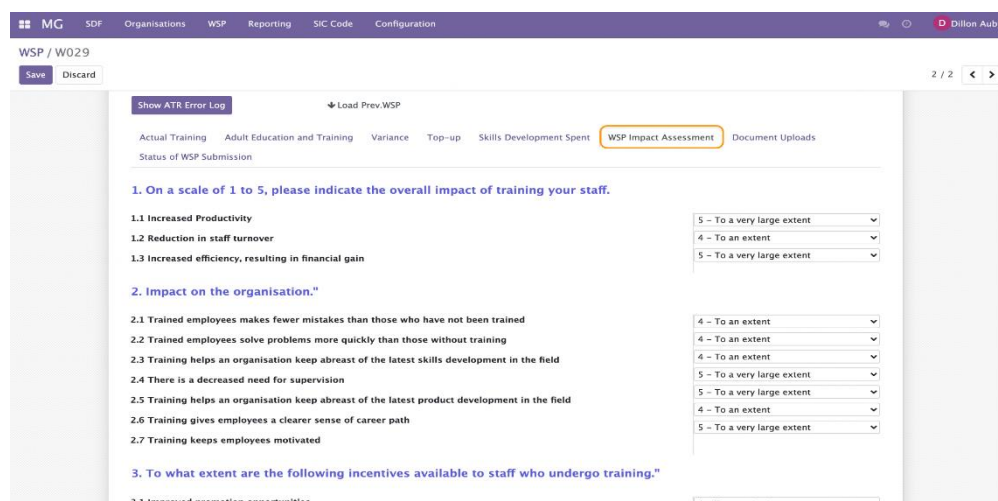
Actual Training Adult Education and Training Variance Top-up **Skills Development Spent** WSP Impact Assessment Document Uploads

Status of WSP Submission

Total Actual Payroll For Year	Total Actual Skills Development For Year	% Of Payroll Spent On Skills Development
-------------------------------	------------------------------------------	------------------------------------------

Annual Training Report – WSP Impact Assessment

- The SDF will need to look at the impact training has had on the organisation and answer the questions posed by the system
- Click on 'save' once completed



The screenshot shows the 'WSP / W029' form with the 'WSP Impact Assessment' tab selected. The form contains several sections with dropdown menus for rating impact on a scale of 1 to 5.

1. On a scale of 1 to 5, please indicate the overall impact of training your staff.

- 1.1 Increased Productivity: 5 - To a very large extent
- 1.2 Reduction in staff turnover: 4 - To an extent
- 1.3 Increased efficiency, resulting in financial gain: 5 - To a very large extent

2. Impact on the organisation."

- 2.1 Trained employees makes fewer mistakes than those who have not been trained: 4 - To an extent
- 2.2 Trained employees solve problems more quickly than those without training: 4 - To an extent
- 2.3 Training helps an organisation keep abreast of the latest skills development in the field: 4 - To an extent
- 2.4 There is a decreased need for supervision: 5 - To a very large extent
- 2.5 Training helps an organisation keep abreast of the latest product development in the field: 5 - To a very large extent
- 2.6 Training gives employees a clearer sense of career path: 4 - To an extent
- 2.7 Training keeps employees motivated: 5 - To a very large extent

3. To what extent are the following incentives available to staff who undergo training."

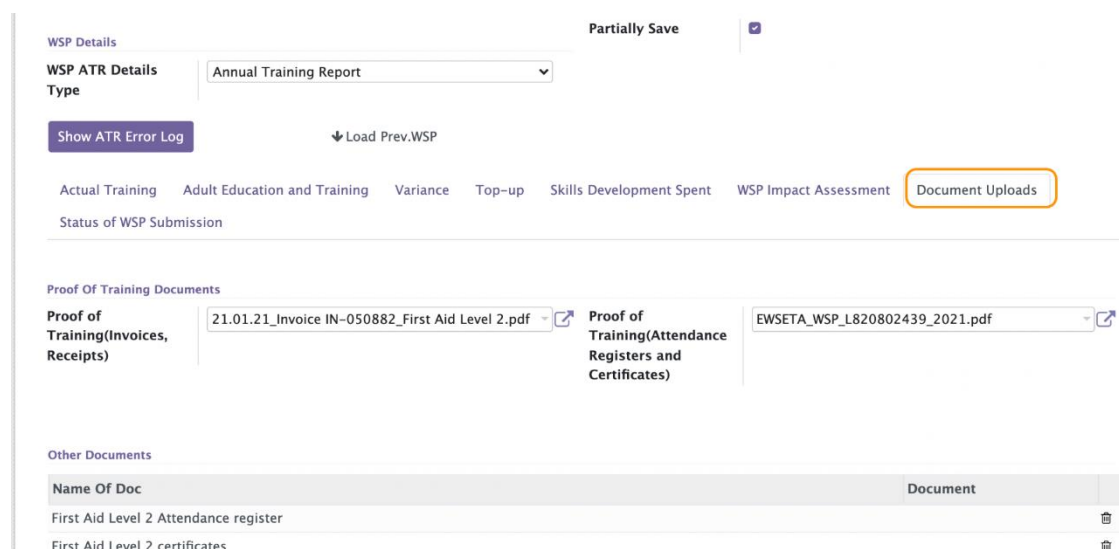
- 3.1 Improved promotion opportunities: 4 - To an extent

Annual Training Report – Document Upload

Click on the 'select' button and browse your folders then select the document you want to upload. If you need to upload more than two documents, go to the 'add an item' below 'other documents' and upload the documentation there.





Upload the required documents to avoid any queries or delays in your submission



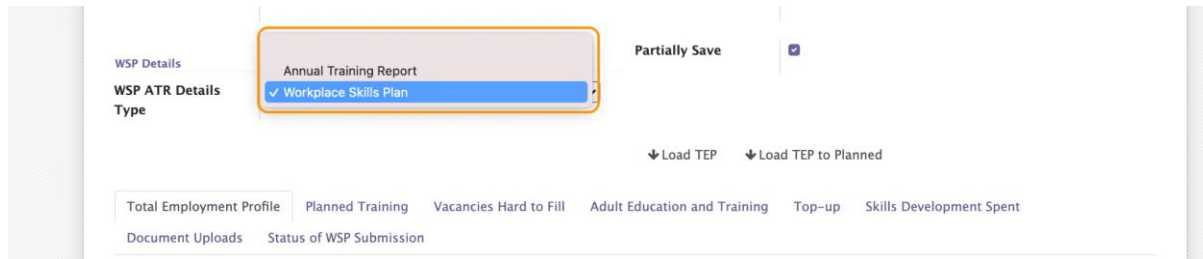
The screenshot shows the 'Document Uploads' tab selected. It includes a 'Partially Save' button and a 'Show ATR Error Log' button. The 'Proof Of Training Documents' section has two upload fields:

- Proof of Training(Invoices, Receipts):** 21.01.21_Invoice IN-050882_First Aid Level 2.pdf
- Proof of Training(Attendance Registers and Certificates):** EWSETA_WSP_L820802439_2021.pdf

The 'Other Documents' section shows a table with two rows:

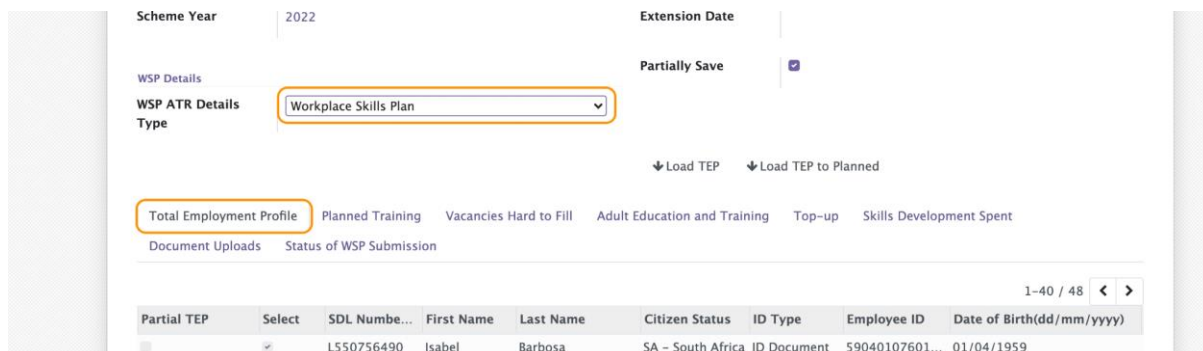
Name Of Doc	Document
First Aid Level 2 Attendance register	
First Aid Level 2 certificates	

To access the WSP, click on the drop down next to 'WSP ATR Details Type' and select 'Planned WSP'



Workplace Skills Plan – Total Employment Profile

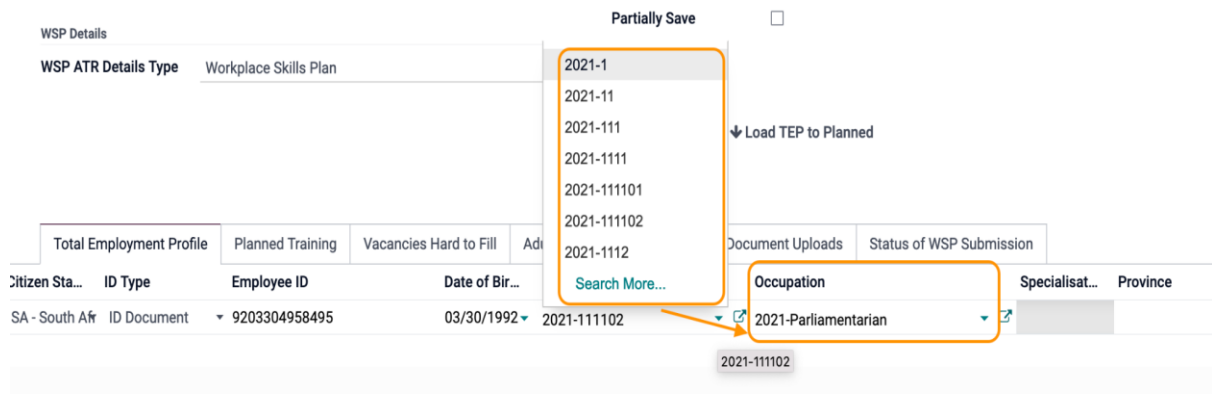
To add an item, click on the Edit Button and Add an Item, the SDL number will need to be selected for those organisations that have “Mother” and “Child” relationships. The employment profile is now done by Name, Surname, ID Number and so forth i.e. on an individual basis not as a group.



Partial TEP	Select	SDL Number	First Name	Last Name	Citizen Status	ID Type	Employee ID	Date of Birth(dd/mm/yyyy)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LS50756490	Isabel	Barbosa	SA – South Africa	ID Document	59040107601...	01/04/1959

- **Citizen Status** - This refers to whether the person is a SA Citizen or not
- **Employee ID** – This captures the SA ID Number or Passport Number of a Non SA Citizen
- **ID Type** – This refers to where it is a SA ID or Passport.

To select the OFO code click on the OFO code and select the required one from the list as shown below, the SDF can search using the name of the occupation or the code.



The screenshot shows the 'WSP Details' form. A dropdown menu for the OFO code is open, displaying a list of codes: 2021-1, 2021-11, 2021-111, 2021-1111, 2021-111101, 2021-111102, and 2021-1112. The code '2021-111102' is selected. Below the dropdown, the 'Occupation' field is set to '2021-Parliamentarian'. The form also includes fields for 'Citizen Sta...', 'ID Type', 'Employee ID', 'Date of Bir...', 'Specialisat...', and 'Province'. A 'Partially Save' button is visible at the top right.

- Once the occupation is selected, the options for specialisation will be available
- Once the user has selected a province, the system will ask cities within the province which user has to select
- User has to fill all the required fields like highest education level, race, gender, disability and click on save



All the required and mandatory fields must be completed before saving

Workplace Skills Plan – Planned training

The WSP planned training is also based on a 'per person' approach. Click on the 'edit' button and then click on 'add an item' option to capture the planned training per person.

- Employed people require a name/surname and ID whereas for unemployed persons that information will not need to be captured.
- The OFO Code will be a search drop-down
- Specialisation will be a drop down
- Province will be a drop down
- Select the province and then select the city
- Employed/Unemployed will be a drop down
- The Type of Training Intervention will be a drop-down with the selection relating to Pivotal or Non-Pivotal Training
- Another type of training is required based on the selection of training type i.e. Pivotal or Non Pivotal
- Name of Training Intervention for non-pivotal training type

- Cost per Learner as the name suggests the user will define cost
- User is required to define the Start Date and End date of the planned training
- User is required to enter the NQF Aligned i.e. Yes, or No
- If NQF aligned is yes, then the user must enter the NQF level
- User should also enter the race, gender, and disability categories

WSP Details Partially Save

WSP ATR Details Type Workplace Skills Plan

↓ Load TEP ↓ Load TEP to Planned

Total Employment Profile **Planned Training** Vacancies Hard to Fill Adult Education and Training Top-up Skills Development Spent

Document Uploads Status of WSP Submission

Type of Training	Name	Surname	Employee ID	OFO Code	Occupation	Specialisation	Province	City	Urban/R
NonPivotal	Dillon	Auby		2021-1111	2021-Legislator		Gauteng	Alberton	Urban

Add a line

Work Skills Plan – Adult Education and Training

The SDF will capture the Adult Education and Training that will take place in the organisations. This is a non-compulsory form and applies only to those organisations doing this particular type of training.

The information is captured by employee, using name, surname and ID number. Selection fields are given in forms where users can select the values from the drop down and Free Text is the Provider information which needs to be captured.

WSP Details Partially Save

WSP ATR Details Type Workplace Skills Plan

↓ Load TEP ↓ Load TEP to Planned

Total Employment Profile Planned Training Vacancies Hard to Fill **Adult Education and Training** Top-up Skills Development Spent

Document Uploads Status of WSP Submission

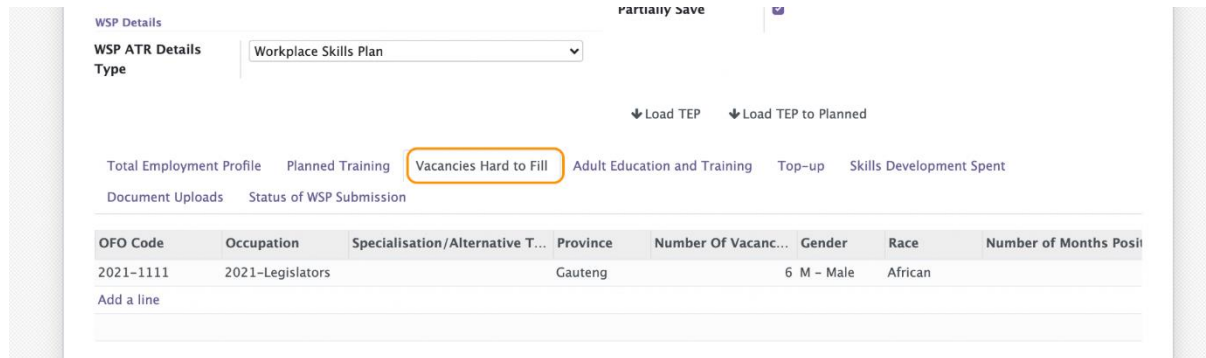
First Name	Surname	ID Number	Population Group	Gender	Disability Status and Type	Province	City	Urban/Rural
Dillon	Auby		African	M – Male	N-None	Gauteng	Alexandria	

Add a line

Hard to Fill Vacancies

This tab requests the organisation to identify positions in the organisations that they have trouble filling and for how long these vacancies have been vacant.

This form is not compulsory.



WSP Details

WSP ATR Details Type: Workplace Skills Plan

partially save

↓ Load TEP ↓ Load TEP to Planned

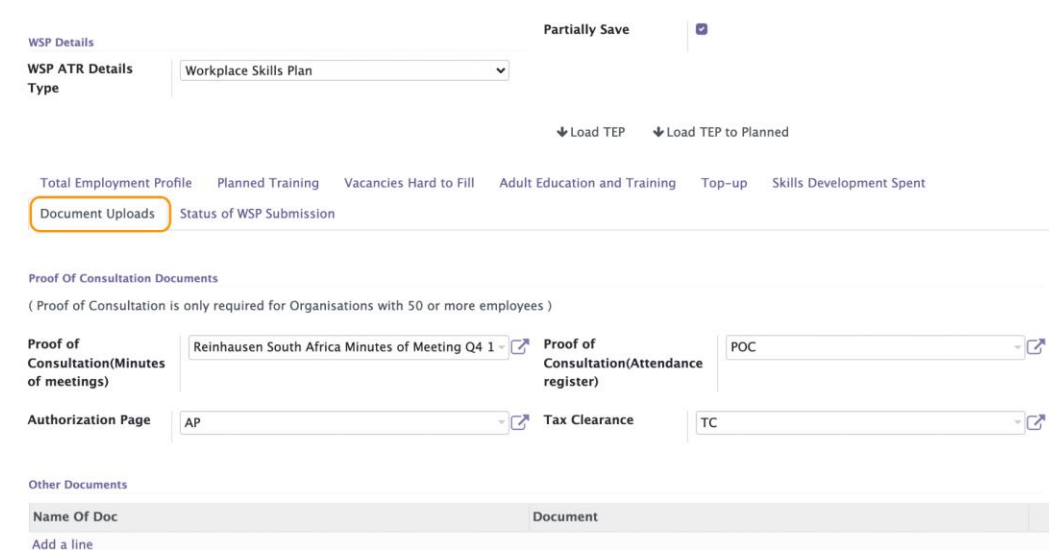
Total Employment Profile Planned Training **Vacancies Hard to Fill** Adult Education and Training Top-up Skills Development Spent

Document Uploads Status of WSP Submission

OFO Code	Occupation	Specialisation/Alternative T...	Province	Number Of Vacanc...	Gender	Race	Number of Months Posi
2021-1111	2021-Legislators		Gauteng	6	M - Male	African	
Add a line							

Workplace Skills Plan - Document Upload

- The WSP Upload Tab related to those employers with more than 50 employees, they will need to upload the following:
- Proof of Consultations – Minutes of the meeting
- Attendance Register of the Meeting
- List of Constituents of the Training Committee (Name Surname, ID, Occupation and who they represent)
- These are uploaded by clicking on the select option and then finding the information on your computer and uploading it.
- Click on 'save' once you have completed this.



WSP Details

WSP ATR Details Type: Workplace Skills Plan

Partially Save

↓ Load TEP ↓ Load TEP to Planned

Total Employment Profile Planned Training Vacancies Hard to Fill **Document Uploads** Adult Education and Training Top-up Skills Development Spent

Status of WSP Submission

Proof Of Consultation Documents

(Proof of Consultation is only required for Organisations with 50 or more employees)

Proof of Consultation(Minutes of meetings): Reinhausen South Africa Minutes of Meeting Q4 1

Proof of Consultation(Attendance register): POC

Authorization Page: AP

Tax Clearance: TC

Other Documents

Name Of Doc	Document
Add a line	

Complete WSP Report (Export)

All the information populated on all tabs can be generated from the system through a WSP report using the Print functionality as shown below.

WSP / W029

Edit Create

Submit

Print Action

Complete WSP Report
EWSETA WSP Report

2 / 2

Draft Submitted Assessment Evaluated Accepted Query Rejected

Organisation Details		Reference No	W029
SDF	Dillon Auby		
Employer	REINHAUSEN SOUTH AFRICA PTY LTD		
SDL No.	L550756490		

FY Details		Date Submitted	12/31/2022
Financial Year	FY2022	WSP End Period	12/31/2022
WSP Start Period	01/01/2022	WSP Submission Due Date	04/29/2022
WSP Submission Start Date	04/01/2021	Extension Date	
Scheme Year	2022		

WSP / W029

Edit Create

Submit

Print Action

Duplicate
Delete
Import WSP
Export WSP

2 / 2

Draft Submitted Assessment Evaluated Accepted Query Rejected

Organisation Details		Reference No	W029
SDF	Dillon Auby		
Employer	REINHAUSEN SOUTH AFRICA PTY LTD		
SDL No.	L550756490		

Submission

- Once the SDF has submitted the WSP, it is subject to an evaluation process
- The evaluation process is required to evaluate the WSP submitted by SDF (external entity) at the various stages
- This External entity is required to first register him/herself before the process of saving data can commence and this has been completed the WSP can be submitted
- Once submitted, a WSP goes through three approval stages:
 1. WSP Administrator
 2. WSP Officer
 3. MG Manager

An Email will trigger the organisation's contact and the SDF confirming submission of the WSP/ATR and change the WSP status from **Draft to Submitted**.