WSP/ATR User Guide

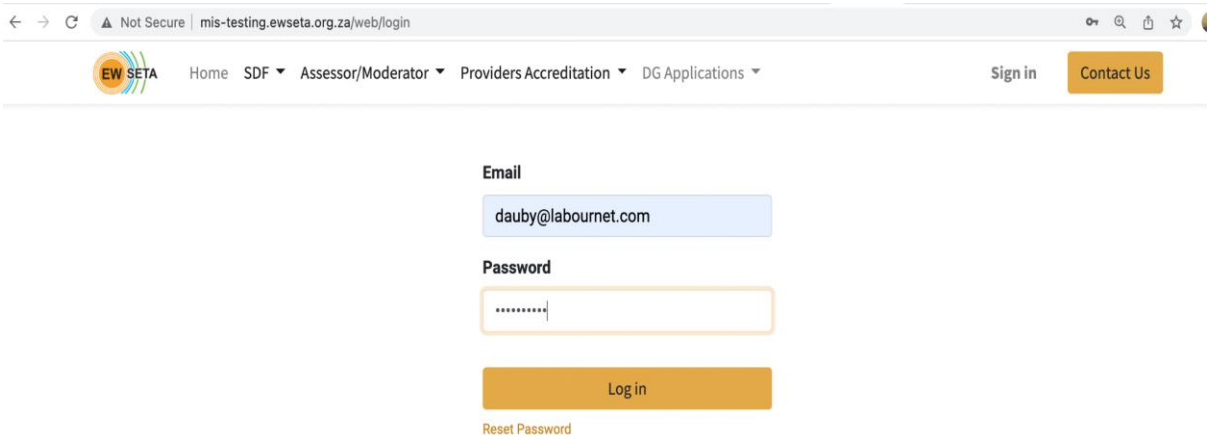
February 2022 Version

ENERGY AND WATER SECTOR EDUCATION AND TRAINING AUTHORITY

WSP Submission

Login

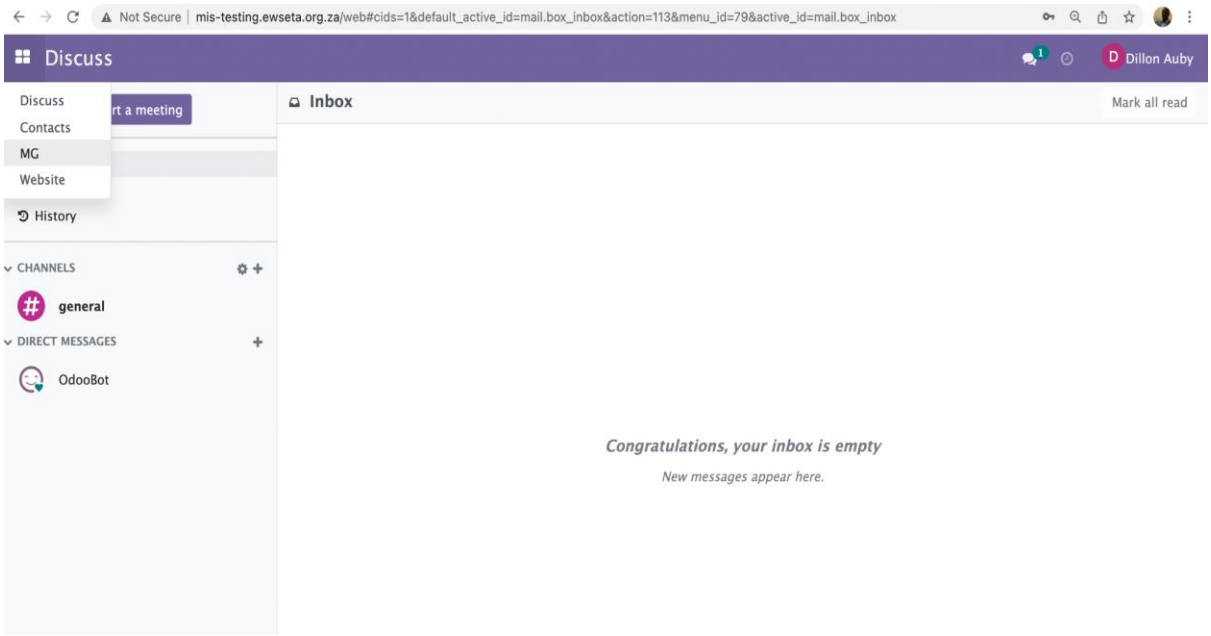
On the EWSETA website login to the **SDF portal** using your **SDF credentials**.



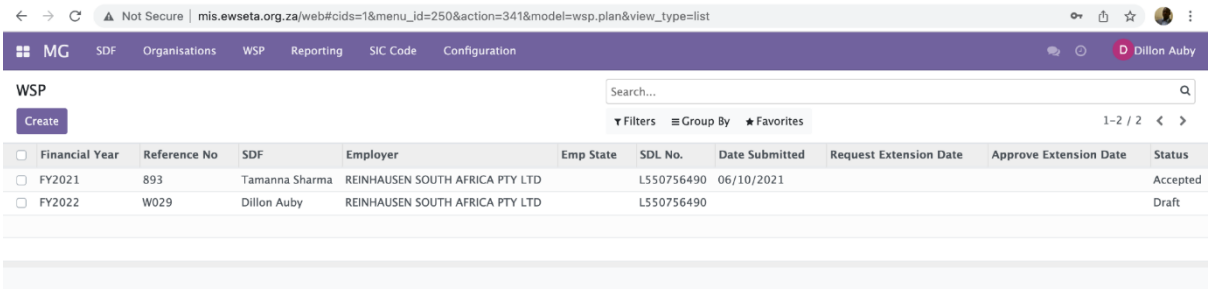
This will give the SDF access to the submitting organisation's information and documentation

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

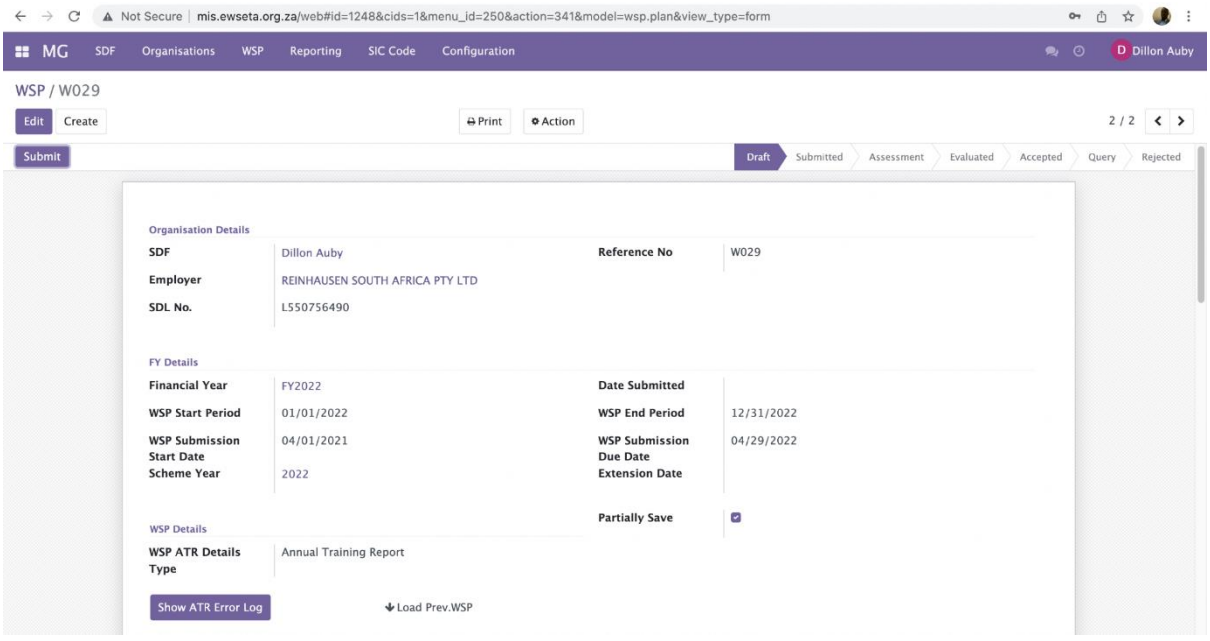
The SDF will be presented with the screen below. Select MG >>WSP to go through the submission process



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



- 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.

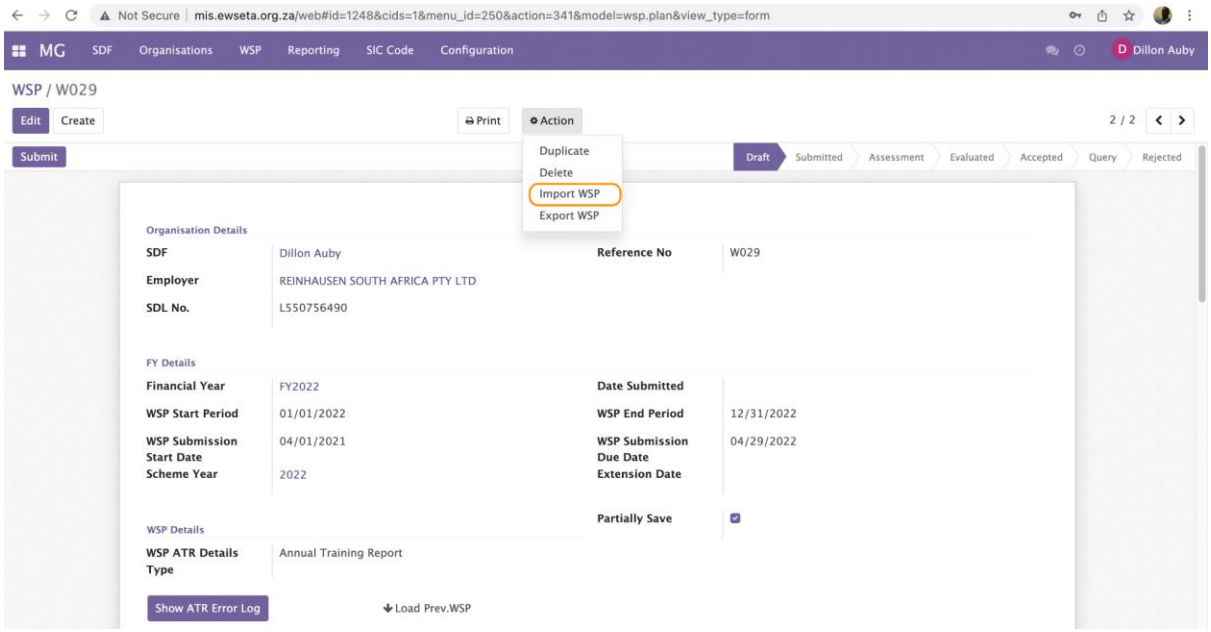


Additional Feature - Import Function

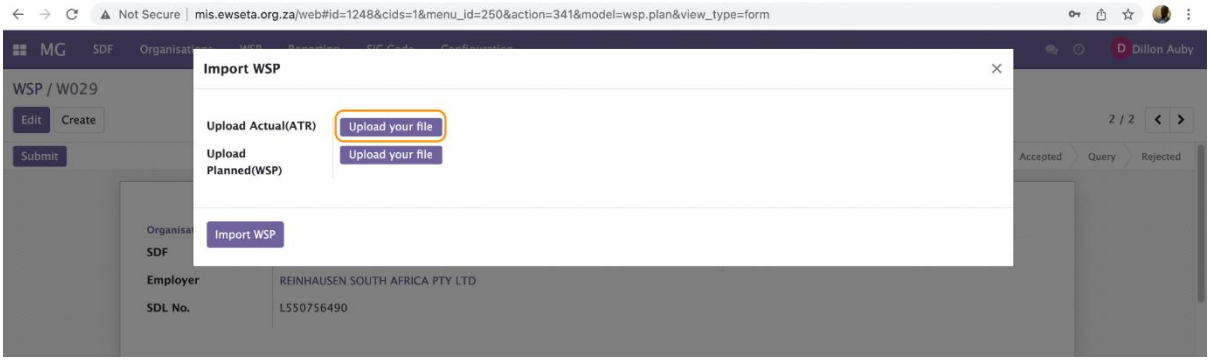
To make the WSP/ATR more accessible, the EWSETA has created an import function, which allows the SDF to capture the WSP/ATR onto an excel template and the information can be uploaded to the EWSETA portal

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.



- 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 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:

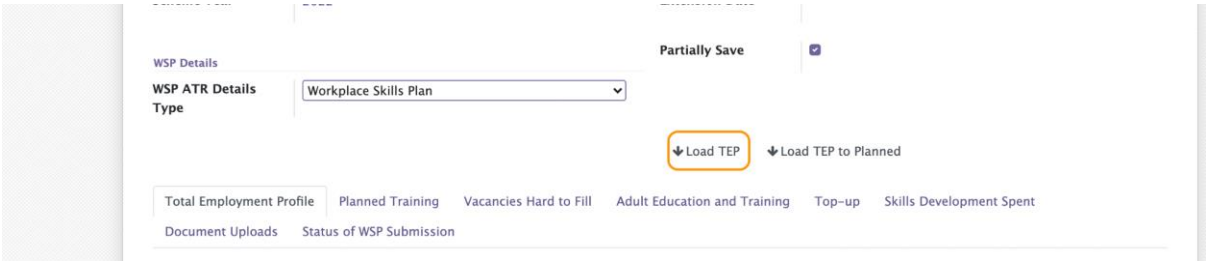
- Actual Training Record (All organisations)
- Adult Education and Training (If Applicable)
- WSP Impact Assessment (All Organisations)
- Variance Report (All Organisations to check and update)
- Document Uploads (All Organisations)

Annual Training Report

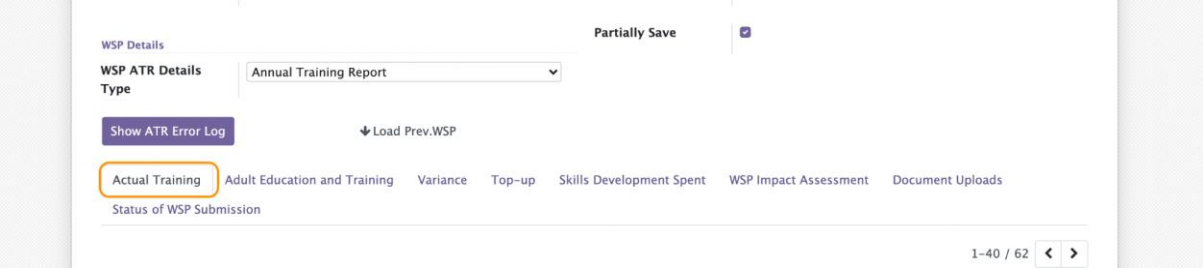
- This is based on the WSP planned training submitted in the previous year. To start capturing, click on 'add an item' and then start capturing the information requested.

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.

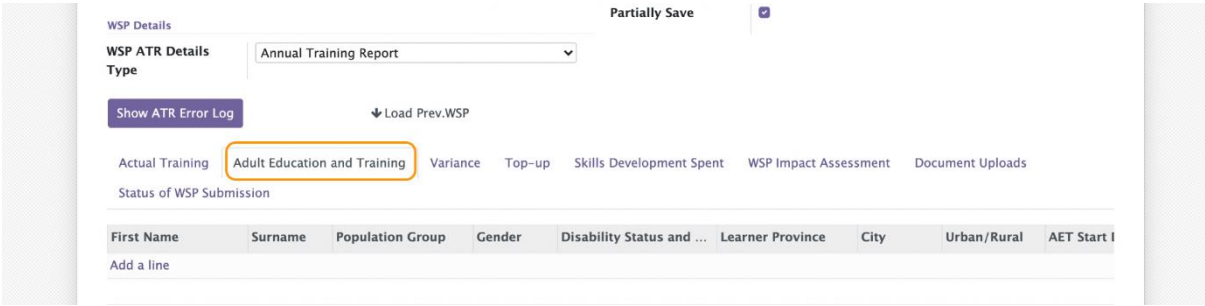


Once this process has been completed, click on the ‘SAVE’ button



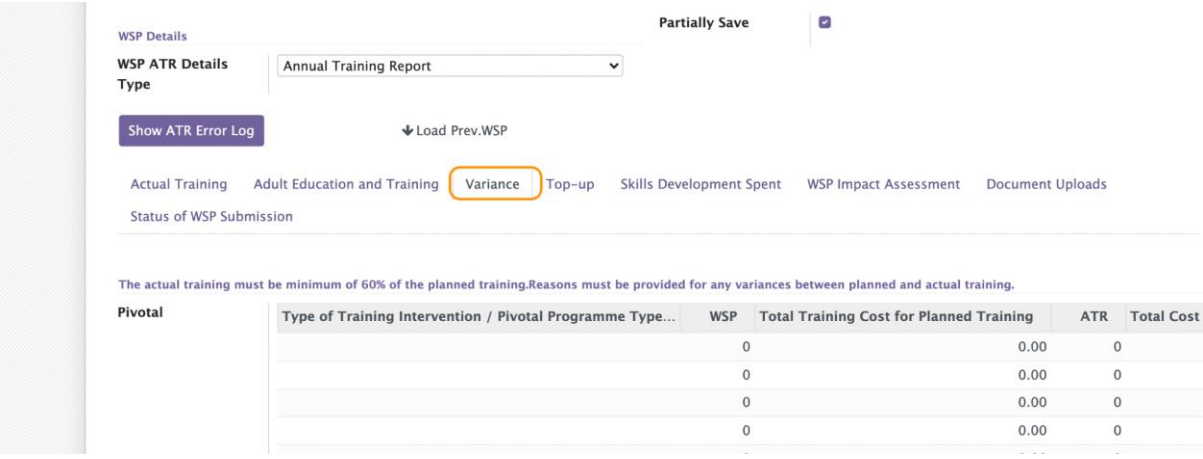
Annual Training Report – Adult Education and Training

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.

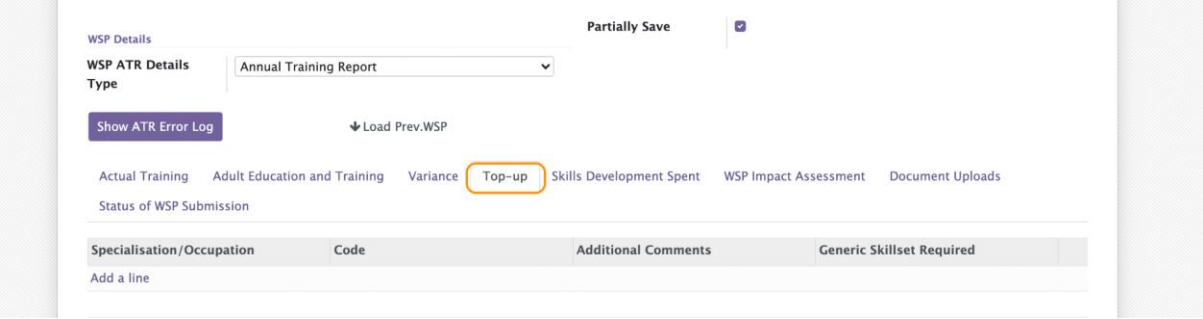


Annual Training Report – WSP Impact Assessment

- 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

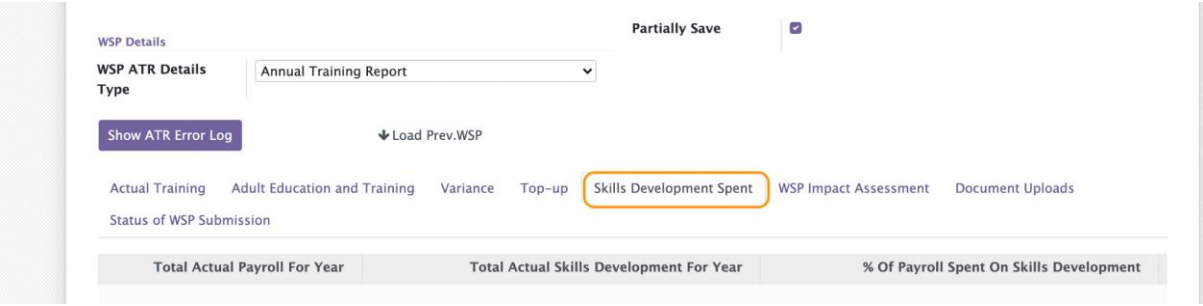
Top Up Skills

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



Skills Development Spent

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



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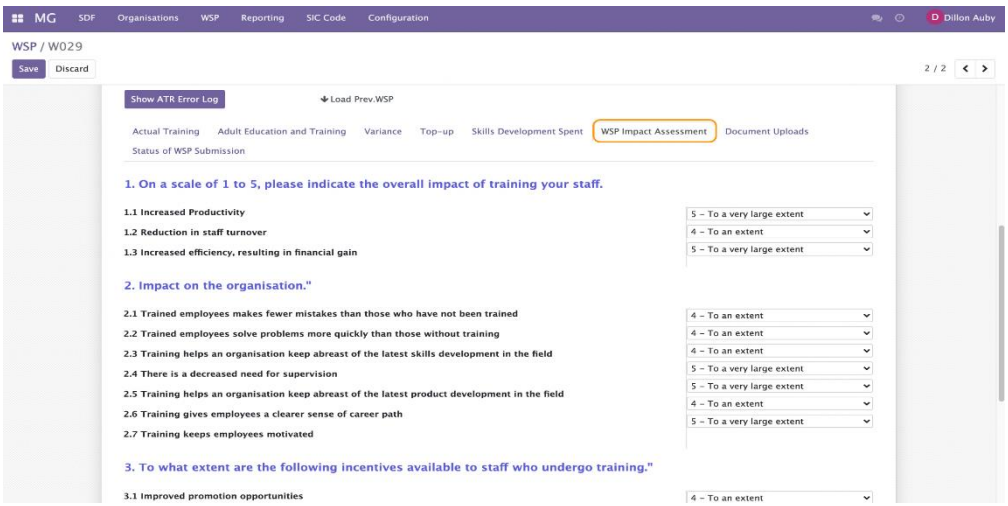
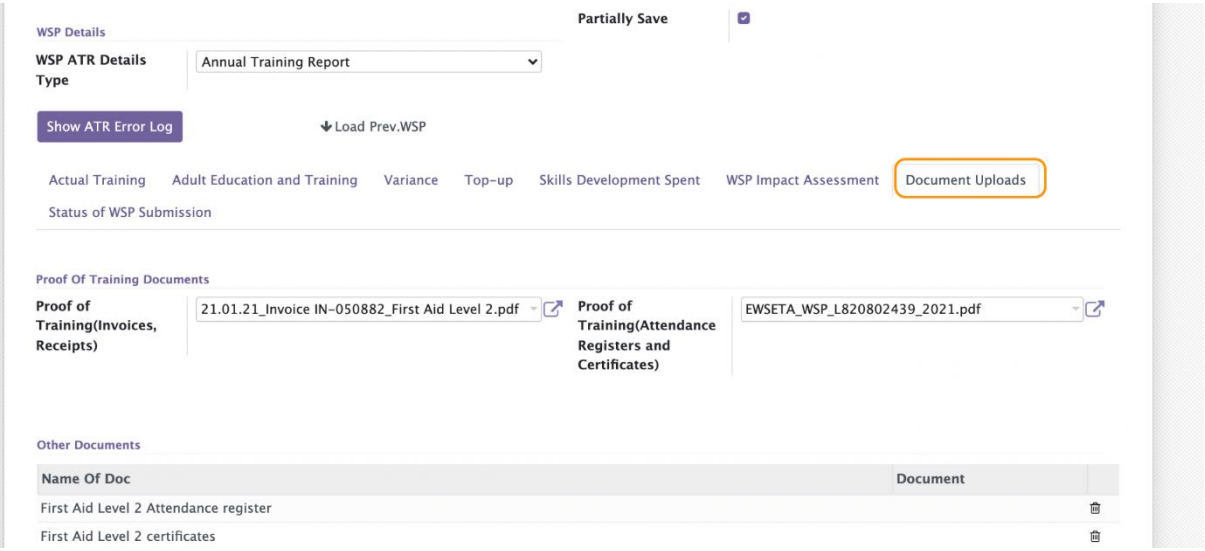


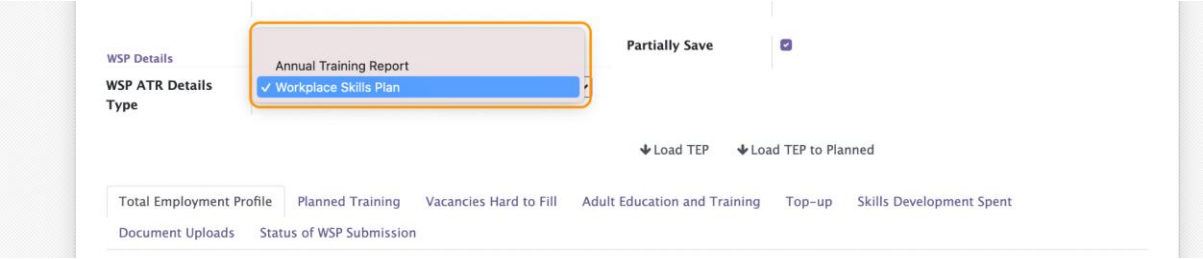
Annual Training Report – Document Upload

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

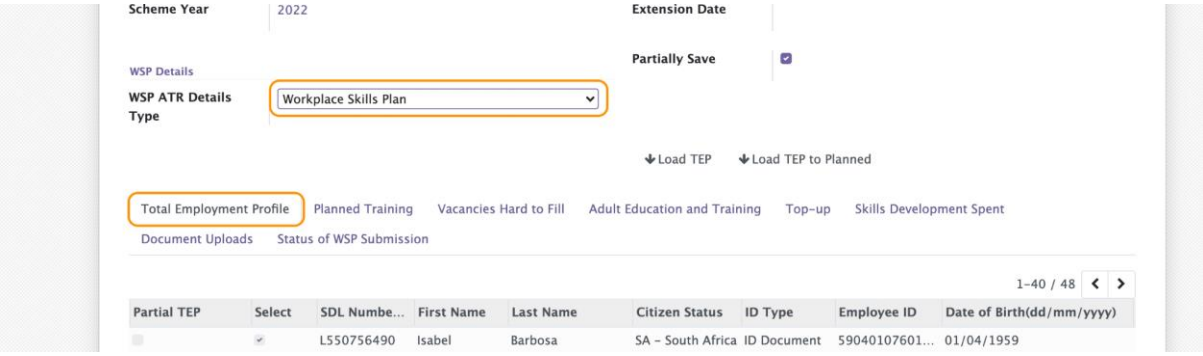


To access the WSP, click on the drop down next to 'WSP ATR Details Type' and select 'Planned WSP'



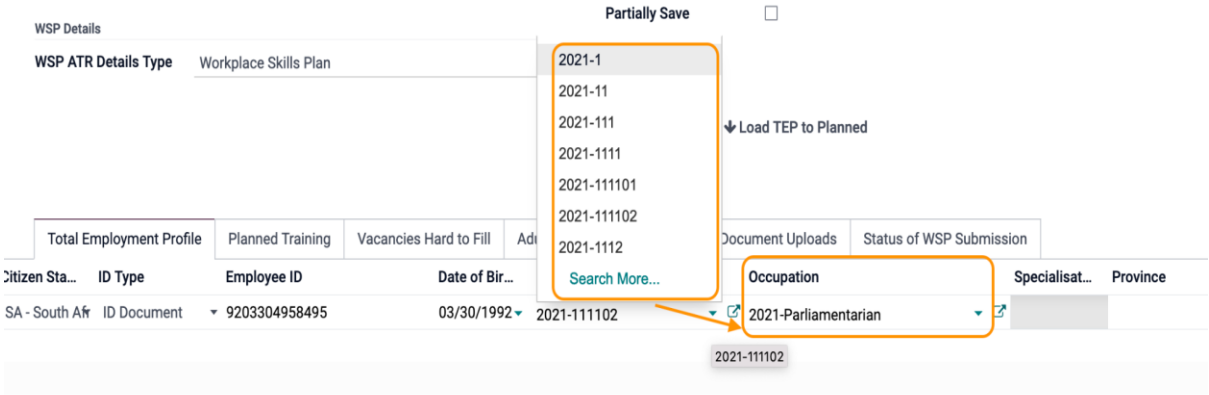
Workplace Skills Plan – Total Employment Profile

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.



- **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.



- 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

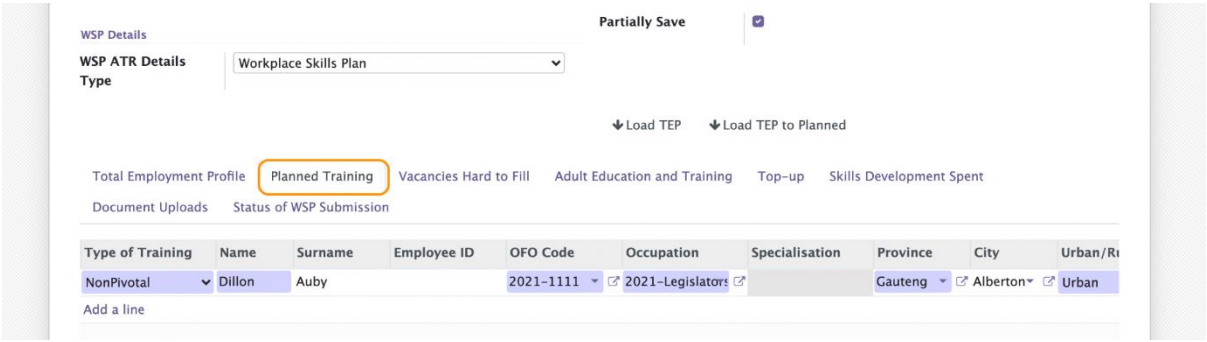
All the required and mandatory fields must be completed before saving

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

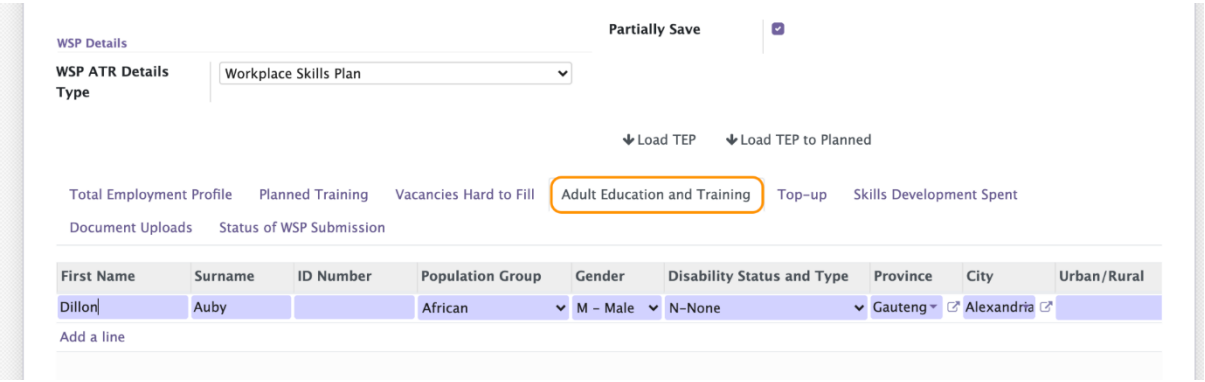
- Cost per Learner as the name suggests the user will define cost
- User is required to define the Start Date and End date of the planned training
- User is required to enter the NQF Aligned i.e. Yes, or No
- If NQF aligned is yes, then the user must enter the NQF level
- User should also enter the race,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



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.

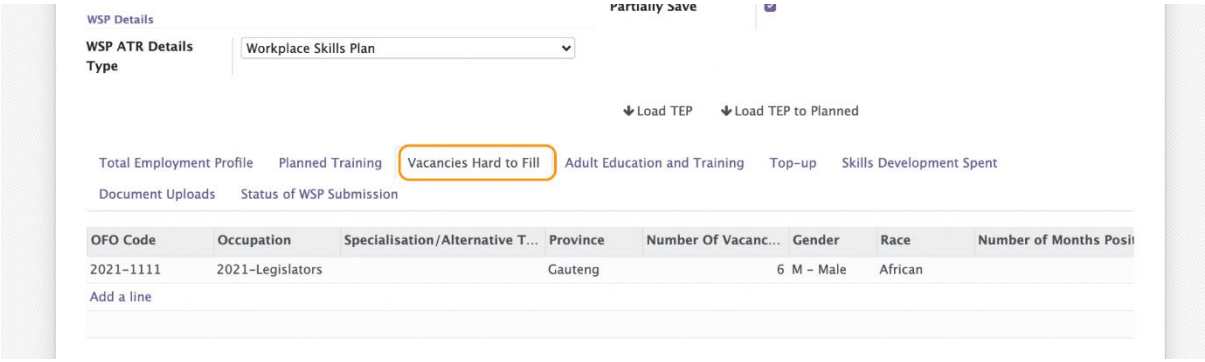
The information is captured by employee, using name, surname and ID number. Selection fields are given in forms where users can select the values from the drop down and Free Text is the Provider information which needs to be captured.



Hard to Fill Vacancies

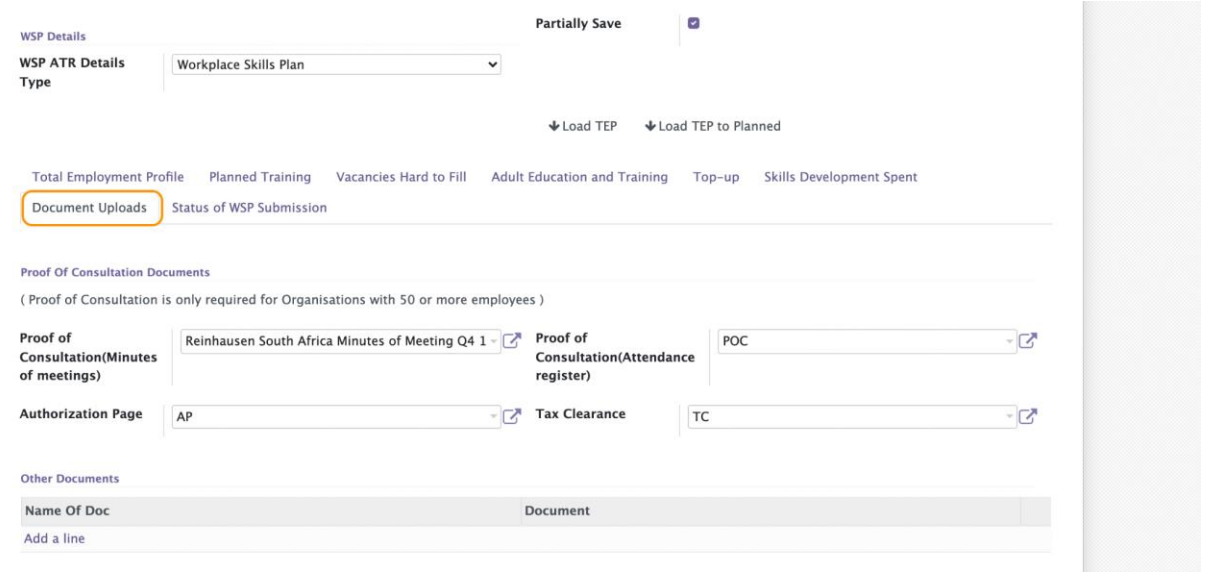
This tab requests the organisation to identify positions in the organisations that they have trouble filling and for how long these vacancies have been vacant.

This form is not compulsory.



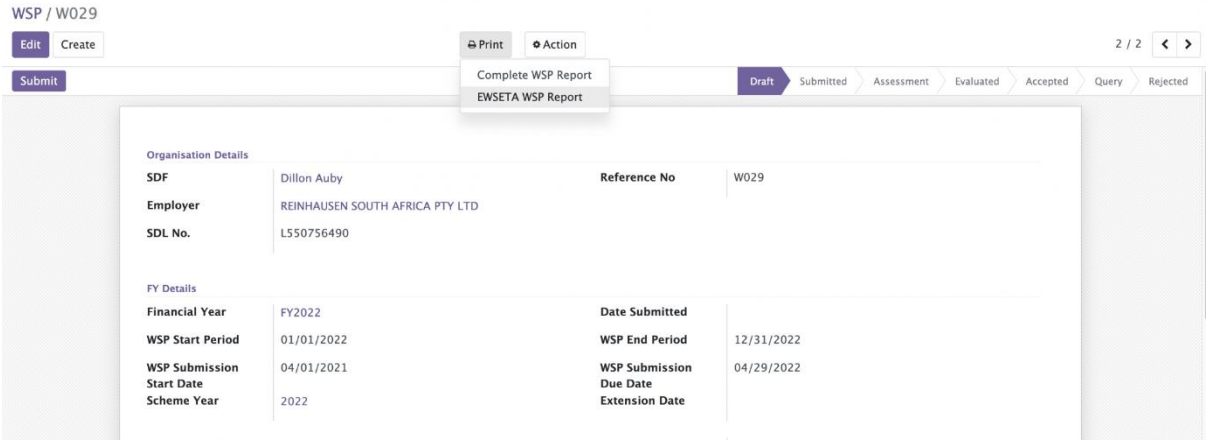
Workplace Skills Plan - Document Upload

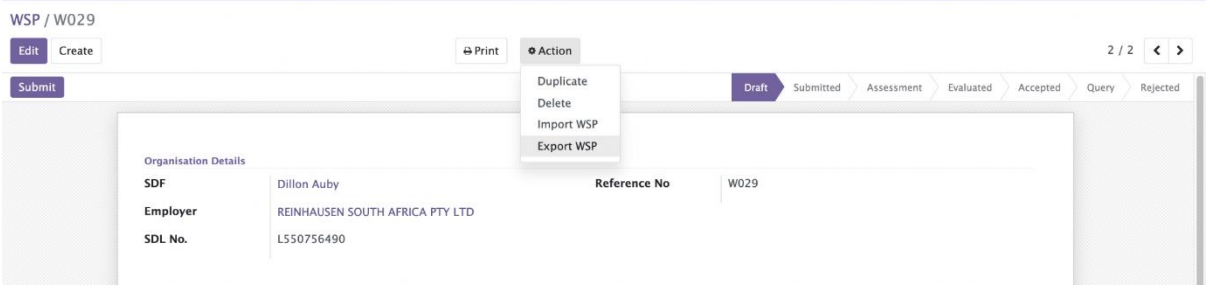
- The WSP Upload Tab related to those employers with more than 50 employees, they will need to upload the following:
- Proof of Consultations – Minutes of the meeting
- Attendance Register of the Meeting
- List of Constituents of the Training Committee (Name Surname, ID, Occupation and who they represent)
- 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.



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.





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.**