

Guidelines on how to complete Annexure A forms

Table of Contents

1.	ACCESSING ORGANISATION INFORMATION	3
1.1	REGISTER OR REMOVE AN ORGANISATION	3
1.2	EDIT SDF DETAILS	3
1.3	ACCESSING THE ORGANISATION DETAILS	4
2.	ORGANISATIONAL CONTACT DETAILS	5
3.	ORGANISATIONAL BANKING DETAILS	6
4.	ORGANISATION CFO DETAILS	7
5.	TRAINING COMMITTEE	7
6.	ACCESSING THE FORMS	8
7.	CREATING NEW WSP FORMS 2015/2016	9
8.	HOW TO COMPLETE ANNEXURE A	. 10
8.1	Form F1: Expenditure of training	. 10
8.2	Form F3: Number of beneficiaries trained	.11
8.3	Form F8: Variance Report	. 11
8.4	Form F11: Pivotal Training Report	. 13
8.5	WSP FORM A: Administrative details	. 14
8.6	WSP Form B: Training Budget	. 15
8.7	WSP Form C: Employment Summary	. 15
8.8	WSP Form D: Priority Skills	.16
8.9	WSP Form E3: Planned beneficiaries of training (Employed)	. 17
8.10	WSP Form G1: Pivotal Planned beneficiaries of training (Employed)	. 18
8.11	WSP Form G2: Pivotal Planned beneficiaries of training (unemployed)	. 20
8.12	WSP Form H: Strategic Objectives	.21
8.13	WSP Form I: Strategic Training Priorities derived from the Strategic Objectives	.21
8.14	Submitting the Annexure A Forms	.23
9.	PRINT REPORT	. 24
10.	DOCUMENT UPLOAD	. 26

1. ACCESSING ORGANISATION INFORMATION

1.1 REGISTER OR REMOVE AN ORGANISATION

Steps	Action	Screenshot
1	Login into the system	Log IN Login Information Username: Password: Login Forgot Password
2	The Skills Development Facilitators Dashboard will open	Destributed Skills SDF Destributed SDF
3	Click on Register Organisations button	SDF DASHBOARD - SIMON INTERNAL TESTING 8105285262083 Financial Year Search Your Details Register Organisations
4	Click on the magnifying glass to select an <i>Organisation,</i> upload a <i>Letter</i> <i>of Appointment</i> then click <i>Save</i> to link it to your profile.	ORGANISATION DETAILS - SIMON INTERNAL TESTING 8105285262083 Organisation P 0 Letter of Appointment: Select upload Choose File Save Remove Organisation Name SDL Number Status Document Name Aphia Industries X123456790 Approved Leamer Achievement Rollbacks.visx Training organisations L8107648138
5	To remove an Organisation Select the <i>record</i> . The row will be highlighted when selected then click on the <i>Remove button</i> .	ORGANISATION DETAILS - SIMON INTERNAL TESTING 8105285262083 Organisation 0 Letter of Appointment: Select upload Choose File No file chosen Save Remove Organisation Name SDL Number Status Document Name Aphia Industries X123456790 Approved Learner Achievement Rollbacks.xlsx;

1.2 EDIT SDF DETAILS

The section below outlines the process for editing the SDF's details

Steps	Action	Screenshot
1	On the Dashboard, click	SDF Dashboard - Smon Internal Testing 8105285262083
	on Your Details button.	Financial Year Search Your Details Register Organisations

Steps	Action	Screenshot	
2	Click on the <i>Edit</i>	Pers	CON DETAILS - SIMON INTERNAL TESTING 8105285262083
	button. Once	Edit	
	done scroll to the	ID No	8105285262083
	hottom and alial	Alternate ID Type	Birth Certificate Number
	bottom and click	Title	Mr
	Save.	First Name	Simon
		Middle Name	Internal
		Surname	Testing
		Initials	SI
		Date of Birth	28/05/1981
		Gender	Male
		Equity	Black: African
		Disability Status	None
		Home Language	seTswana
		Nationality	South Africa

1.3 ACCESSING THE ORGANISATION DETAILS

Steps	Action	Screenshot				
1	From the Dashboard,	Legal Name	SDL Number	Access Status	Grant Status	Grant Due Date
	select the	Aphia Industries	X123456790	Approved	Approved	30/06/2013
	Organisation.					
	The row will be					
	when selected.					
	inter selected.					
	Click on the					
	Action button to	Action				
	open the	Action				
	Organisation's	Q				
2	If the		SDF	DASHBOARD - SIMON	INTERNAL TESTING	8105285262083
2	organisation	Financial Year	004			
	does not appear					
	on the	Search Your Details	Register Organisations			
	Dashboard, click					
	on the Search					
	button.				Oneur	
3	Search for the	Logal Namo			URGAN	ISATION
		Legalivanie				
	Organisation by					
	completing the	Trade Name				
	completing the one of the	Trade Name SDL Number				
	completing the one of the search criteria	Trade Name SDL Number Search				

Steps	Action	Screenshot			
Steps 4	Action Confirm the SETA data is correct If there is any information to be updated, click on the <i>Edit</i> <i>button</i> , then click <i>Save</i> to	Screeenshot	Edit SDL Number Legal Name Trade Name Organisation Registration Number Phone Number Phone Number SC Code Number of Employees-PSA Number of Employees-PSA Number of Employees-Core Act Total(PSA Core Act) Organisation Size Total Annual payroll for then end of previous financial yeargeneighert to SD L) Type Of Entity To which Other SET A's do you submit Physical Code	Oversweissteine Desauls - Test Commer (X000000002) SETA X00000002 Test Company Test Company 2014Absthue 0 0 0 01 - Public and private reshabilistion 59 90 140 Meetum (50.16) 0.00 Public Enthy CATHSETA 0157	DHET X00000002 Test Company Test Company 2014A0dotwe Nome Nome Nome Nome Nome Nome Nome Nom
	effect the changes.		Physical Address 1	123 hhit	None

NOTE: Please note that the information on the right is the information that we receive from the Department of Higher Education to upload onto the system. This information cannot be updated. If you need to update the information of the organisation you can do it on the left side of the screen which is the SETA DATA. **Please ensure your organisation details are correct.**

2. ORGANISATIONAL CONTACT DETAILS

The section below outlines the process for adding/editing the organisation's contact person's details

Steps	Action	Screenshot
1	Click on	Skills >>Organisation >>
	Organisation	Organisation Details
	<i>Contact</i> from the	Organisation Contact
	Organisation	Child Organisations
	Menu	Training Committee
		Organisation CFO Details
		Approved SDFs
		Annexure A
		Annexure A Document Uploads
		Grants and Levies
		Client Relationship Management
		EMP201
2	Click on the	Create
	Create button	

Steps	Action	Screenshot	
3	Capture the	С	Create Organisation Contact
	and click the <i>Save</i>	Title	×
	button.	First Name Surname	
		Initials	
		Designation Telephone Number	
		Cell Phone Number	
		Fax Number E Mail	
		Postal Code	
		Postal Address Line 1 Postal Address Line 2	
		Postal Address City	
		Postal Province Urban Rural	•
		Save Cancel	

It is important for the SETA to have the contact details of the persons in the organisation. The reason for this is to be able to communicate with the relevant people of the organisation when the SETA wants to send out invitations to workshops or other functions.

Please ensure that the contact details are correct and confirm the details before creating the Annexure A forms.

3. ORGANISATIONAL BANKING DETAILS

The section below outlines the process for adding/editing Banking Details

Steps	Action	Screenshot		
1	Click on Organisation Banking Details from the Organisation Menu	Skills >>Organisation >> Organisation Details Organisation Contact Organisation Bank Details Child Organisations Training Committee Organisation CFO Details Approved SDFs Annexure A Annexure A Grants and Levies Client Relationship Management EMP201		
2	Click on the Edit button	Edit		
3	Capture\Update the banking details then click the Save button.	Edit Account Holder Bank Name Account Type Account Number Branch Name Branch Code Last Date Updated Last Updated By Finance Approval Date	jkhijhk Mercantile Bank Current 897 jkjkh 899 18/12/2014 None None	

4. ORGANISATION CFO DETAILS

The section below outlines the process for adding/editing CFOs Details

Steps	Action	Screenshot	
1	Click on Organisation CFO Details from the Organisation Menu	Screensnot Skills >> Organisation >> Organisation Details Organisation Contact Organisation Bank Details Child Organisations Training Committee Organisation CFO Details Approved SDFs Annexure A Annexure A Annexure A Annexure A Child Committee Child Committee Com	
		EMP201	
2	Click on the Edit button	Edit	
3	Capture the CFO's contact details, then	Edit	Organisation CFO
	click the Save	First Name	Hello
	button.	Surname	SETA
		Cell Phone Number	0724589637
		Fax Number	0128063347
		E Mail	hdewee@dtss.co.za

5. TRAINING COMMITTEE

This section below outlines the process for adding/editing the Training Committee member's

details. This is compulsory applicable for Large entities and optional to Small entities.

Step	Action	Screenshot
1	Click on Training Committee from the Organisation Menu	Skills >>Organisation >> Organisation Details Organisation Contact Organisation Bank Details Child Organisations Training Committee Organisation CFO Details Approved SDFs Annexure A Annexure A Document Uploads Grants and Levies Client Relationship Management EMP201
2	Click on the Add Training Committee button	Add Training Committee

-		TRAINING COMMITTEE - TEST COMPANY (X0000000
3	Capture the committee	Add Training Committee Members
	member's details then click	First Name Sumame Initials Telephone Number Fax Number E Mail Update Samantha Cell S 0128061214 0128064587 hdewee@dtss.co.za First Previous I National Content of the second of the seco
	on the Save	TRAINING COMMITTEE
	button.	
		Title First Name
		Surname
		Initials
		Designation v
		Fax Number
		E Mail
		Save
4	To update the	Add Training Committee Members Remove
	the record and it	First Name Surname Initials Telephone Number Fax Number E Mail Update
		Samantha Cell S 0128061214 0128064587 hdewee@dtss.co.za 🙋
	will be	First Previous Next Last Go to Page 1 Page 1 of 1
	highlighted.	•
	Click on the	
	Update icon to	
	open the record.	
	-	

6. ACCESSING THE FORMS

The following steps needs to be followed to access the Annexure A on PSETA Indicium:

Steps	Action	Screenshot			
1	Click on the <i>Search button</i> from the Dashboard.	Financial Year Search Your Details	SDF Register Organisations	Dashboard - Smon In	ternal Testing 8105285262083
2	Search for the Organisation by completing the one of the search criteria fields.	Legal Name Trade Name SDL Number Search			
3	The record will come up.	Legal Name	Trade Name	SDL Number	Parent SDL Number
		Trust	Trust	×00000000	2
	Select the record then click on the <i>Action</i> button to open the <i>Organisation's</i> profile	Action			

Steps	Action	Screenshot
7	Click on	Dashboard Skills
	Annexure A	Skills >>Organisation >>
	from the	Organisation Details
	Oraanisation	Organisation Contact
	Menu	Organisation Bank Details Child Organisations
	Mena	Training Committee
		Organisation CFO Details
		Approved SDFs
		Annexure A Document Unloads
		Grants and Levies
		Client Relationship Management
		EMP201

7. CREATING NEW WSP FORMS 2015/2016

The section below outlines the process for creating new forms for the financial year

Steps	Action	Screenshot
1	Select the current financial year from the combo box. The page will refresh and the create button will become active.	
2	Click on the Create button	Create
3	Once the number of employees has been confirmed, the window on the right will appear.	ANNEXURE À - TEST COMPANY (X00000002) Important Before creating a new ATRWSP you first need to update/change the total number of permanent and other employees on the Organisation Info TAB View FintWSP & ATR Report Print WSP Report Print ATR Report Cover Page Print Authorization Page Financial Year Create Skills Year Form Type Linked Grant Status Due Date Status Date Submission Date 01 Apri 2015 – 31 March 2016 Large Yes Capturing 30/04/2015 08/01/2015 First Previous Next Last Go to Page 1 Page 1 of 1
	Click on View to see the forms.	

- 1. Users can only create the current financial year's forms and not previous years.
- 2. Forms can only be created if all fields on the organisation information and contact details tab have been completed and confirmed to be correct.

8. HOW TO COMPLETE ANNEXURE A

The Annexure A section comprises of 13 forms for all organisations. These are:

Main F	Main Pago USP & ATR Forms 01 April 2016 – 31 March 2017 Charge Due Date Charge Form Type							
#	Form	Description	Due Date	Select				
1.	ATR Form F1	Expenditure of Training	30/04/2016	Select				
2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2016	Select				
З.	ATR Form F8	Variance Report	30/04/2016	Select				
4.	ATR Form F11	Pivotel Training Report	30/04/2016	Select				
5.	WSP Form A	Administrative Details	30/04/2016	Select				
6.	WSP Form E	Training Dudget	30/04/2016	Select				
7.	WSP Form C	Employment Summary	30/04/2016	Select				
8.	WSP Form D	Priority Skills (Scarce & Critical)	30/04/2016	Select				
9.	WSP Form E3	Plarned Beneficiaries of Training (Employed)	30/04/2016	Select				
10.	WSP Form G1	Pivotal Planned Beneficiaries of Training (Employed)	30/04/2016	Select				
11.	WSP Form G2	Pivotal Planned Beneficiaries of Training (Unemployed)	30/04/2016	Select				
12.	WSP Form H	Strategic Objectives	30/04/2016	Select				
13.	WSP Form I	Strategic Training Priorities derived from the Strategic Objectives	30/04/2016	Select				

Please note the OFO code version 2013 is being used for all forms

8.1 Form F1: Expenditure of training

The section below outlines the process for capturing the expenditure of training

Steps	Action	Screenshot				
1	Click on Form F1:	Form Description ATR Form F1 Excenditure of Training			Due Date Select	
	(Select)					-
2	Complete the	Back to WSP/ATR Forms Menu		Expenditure of Training		TEST COMPANY 1 April 2015 – 3
-	values and press		Actual Training Cost	Incidental Training Cost	Unemployed Training Cost	Employed Training Cost
	values and press	F1.1: Amount Spent on AET	R 89000.00	R 7890000(R 7867867	R 78687678
	save once	F1.2: Amount Spent on Bursaries	R 8787786.	R 897897.0	R 97878.00	R 67565.00
	completed	F1.3: Amount Spent on USBSP	R 0.00	R 0.00	R 76565.00	R 765765.0
		F1.4: Amount Spent on ordinary Short Courses (Non NQF Aligned)	R 76765.00	R 765765.0	R 765765.0	R 76576.00
		F1.5: Amount Spent on Internships	R 0.00	R 7657965.	R 67576.00	R 7967.00
		F1.6: Amount Spent on Learnerships	R 765765.0	R 765765.0	R 765765.0	R 765765.0
		F1.7: Amount Spent on Artisan Development Programmes	R 765765.0	R 76565.00	R 7657659.	R 945334.0
		F1.8: Additional Budget	R 334234.0	R 2243.00	R 42343.00	R 4376.00
		Total	R 10819315	R 79916620	R 7962603	R 81321026
		Comments				
		Save				
3	Complete the details required and click Save.	Save				
4	Once the record is saved, click on the back to WSP /ATR forms	Back to WSP/ATR Form	s Menu			

8.2 Form F3: Number of beneficiaries trained

The section below outlines the process for capturing number of beneficiaries trained

Steps	Action	Screenshot
1	Click on Form F3: Number of beneficiaries trained from the Annexure A Forms Menu	# Form Description Select i Form Description Select 1. ATR Form F1 Expenditure of Training 3004/2015 Select 2. ATR Form F3 Number of Beneficiates Trained 3004/2015 Select
2	Click on the <i>SELECT button</i>	Select
3	Complete the details required and click Add.	Back to WSPATR Forms Menta Number of Beneficiaries Trained TEST COMPANY - X00000002 1 April 2015 - 31 March 2016 CHO Occupation P Manage of the second of th
4	Once the record is saved, one has the option to <i>Edit</i> <i>or Remove it.</i>	List Remove All Major Sale Decupation Municipality Province Employment Type Learning Programme Protal Learning Entered African African Coloured Maile Coloured Deabled Coloured Maile Coloured Maile Coloured Coloured Coloured Deabled Coloured Maile Coloured Deabled Coloured Maile Coloured Deabled Coloured Maile Coloured Deabled Coloured Maile Coloured Deabled Coloured Maile Coloured Deabled Coloured Maile Coloured Deabled Coloured Deabled Coloured Maile Coloured Deabled Coloured Deabled Coloured Deabled Coloured Maile Coloured Deabled Coloured
5	Once the record is saved, click on the back to WSP /ATR forms	Back to WSP/ATR Forms Menu

8.3 Form F8: Variance Report

The section below shows the variance report

Steps	Action	Screenshot									
1	Click on Form E8 .	# Form Description							Due D	Date	Select
-		1. ATR Form F1 Expenditure of Training							30/04/2	2015	Select
	Variance Form	ATR Form F3 Number of Beneficiaries Trained ATR Form F8 Variance Deport							30/04/2	1015	Select
	from the	3. ATKTOINTTO Variance report							30/04/2		Select
	Annexure A										
	Menu										
2	The variances are	Eack to WSP/ATR Forms Menu	Variance Report				TE	EST COMP/ 1 April 2	NY PSET. 1016 - 01 M	A - T00000063 Varch 2017	
	viewable here.										
	Should there be a	Edit									
	variance you are	Occupational Group	Total Planned	Male	Female	African	Colcured	Indian	White	Total Treined	Comments
		MANAGERS	0	0	0	0	0	0	0	0	
	required to	PROFESSIONALS	0	0	0	0	0	0	0	0	
		TECHNIC AND ASSOCIATE PROFESSIONALS	0	C	0	0	0	0	0	0	
	complete the	CLERICAL SUPPORT WORKERS	U	U	U	0	0	0	0	0	
	roacon Click on	SHELLER AND AN EARLESS SHEEPY CRAFT AND DELATED TRADES WORKERS	0	0	0	0	0	0	0	0	
	Teason. Click on	PLANT AND MACHINE OFERATORS AND ASSEMBLERS	0	0	0	0	0	0	0	0	
	the line to	ELEMENTARY OCCUPATIONS	0	0	0	0	0	0	0	0	
		Frst Previous Next Last Go to Page 1 Page 1 of 1									
	nignlight it and										

Steps	Action	Screenshot										
	then click the edit											
	button											
2.1	This is the Edit	Edit										
	hutton	Lun										
	button											
2.2	Onco tho Edit											
2.2	button has been	Occupational Group	_	_	_	_	_	_	MAN	IAGER	S	
	button has been	Total Planned							0			
	CIICKED. IT WIII	Total Trained							0			
	take you to this	Comments	_					_	Tes	sting		
	screen where you											
	have to capture	Update Cancel										
	the reason on the											
	comments											
	section											
3	Complete the	Back to WSP/ATR Forms Menu	Variance N	Report				TE	1 April	ANY 1'SE 2016 - 31	A - 100000006 March 2017	·
-	details required	Occupational Group	MANAGER	RS								
	and click Undate	Total Planned Total Twined	0									
		Comments										
		Update Cance										
		Occupational Group	Tota	ol Planned	Male	Fomale	African	Coloured	Indian	White	Total Traine	d Commenta
		MANAGERS PHOFESSIONALS	n U		C C	0 U	n U	0 U	n U	n U	C C	
		TECHNICIANS AND ASSOCIATE PROFESSIONALS CLERICAL SUPPORT WORKERS	0		C C	0	0	0	0	0	c	
		SERVICE AND SALES WORKERS SKILLED AGRICULTURAL, FORESTRY, FISHERY, CRAFT AND RELATED TRADES WORKERS	0		c	0	0	0	0	0	C	
		PLANT AND MACHINE OPERATORS AND ASSEMBLERS ELEVENTARY OCCUPATIONS	0		C	0	0	0	0	0	C	
		First Previous Next Last Go to Page 1 Page 1 of 1										P
4	Once the record	Back to WS ⁵ /ATR Forms Menu	Variance F	Report					1 April	2016 - 31	TA - 100000006 March 2017	
	is saved, the											
	information will	Edit Occupational Group	Tot	tal Planned	Male	Female	African	Coloured	Indian	White	Total Traine	d Comments
	be displayed as	NANAGERS	0		0	0	0	0)	0	0	Testing
	per screenshot.	TROLEGNICIALS TECHNICIAIIS AND ASSUCIATE PROFESSIONALS	U		0	U	0	U	1	U	U	
	p =	CLERICAL SUPPORT WORKERS SERVICE AND SALES WORKERS	0		о О	0	0	0)	0	0	
		SKILLED AGRICULTURAL, FORESTRY, FISHERY, CRAFTIAND RELATED TRADES WORKERS FLANT AND MACHINE OFERATORS AND ASSEMBLERS	0		0 0	0	0	0)	0	0	
		H HM-N IARY OCCURATIONS First Previous Next Last Go to Page 1 Page 1 of 1	П		0	0	0	П	1	П	B	
-	Ones the second	4	_									Þ
5	Unce the record	Back to WSD/ATP Forms Mon										
	is saved, click on	Buck to HISP/ATK FORMS Ment	<u> </u>									
	the back to WSP											
	/ATR forms											

8.4 Form F11: Pivotal Training Report

The section below outlines the process for capturing the pivotal training report.

Steps	Action	Screenshot
1	Click on <i>Form</i> F11: Pivotal Training Report from the Annexure A Forms Menu	# Form Description 1. ATR Form F1 Expenditure of Training 2. ATR Form F3 Number of Beneficiaries Trained 3. ATR Form F8 Variance Report 4. ATR Form F11 Pivotal Training Report
2	Click on the <i>select</i> <i>button</i> to open the form.	Back to WSP/ATR Forms Menu Pivotal Training Report PSETASETA TEST 1 April 2015 - 3 1 April 2015 - 3 OFO Occupation Image: Constraint of the cons
3	Complete the details required and click Add.	Back to WSPATR Forms Menu Pvotal Training Report PSTASETA TEST1 - X0000001 1 April 2015 - 31 March 2016 Of Ocception P11201 - Octance Force Sensor Officer Macaquality A basquidel Employed Total Programme Entraining Level MacL Model FLOURD Forces Model FLOURD Forces <th< th=""></th<>
4	Once the record is saved, one has the option to <i>Edit</i> <i>or Remove it</i> by highlighting the row	Ext Remove
5	Bulk Upload. Please refer to the steps as explained below	Back to WSP/ATR Forms Menu Pivotal Training Report OFO Occupation Municipality Abagulusi Type of Pivotal Programme Ist of Pivotal Programme Training Level MALE FEMALE PEC Add Bulk Import

Steps	Action	Screenshot
6	Once the record is saved, click on the back to WSP /ATR forms	Back to WSP/ATR Forms Menu

8.5 WSP FORM A: Administrative details

The section below outlines the process for updating the admin details.

Steps	Action	Screenshot
1	Click on WSP Form A from the Annexure A Forms Menu	Form Description Due bate 1. ATR Form F1 Expenditure of Training 3004/2015 2. ATR Form F3 Number of Beneficiaries Trained 3004/2015 3. ATR Form F8 Variance Report 3004/2015 4. ATR Form F11 Protal Training Report 3004/2015 5. WSP Form A Administrative Details 3004/2015
2	Click on the <i>Select button</i>	5. VIDP Form A Advantushin Detake 3004/2015
3	Complete the details required and click <i>Save</i> after ticking the declaration at the bottom	Advanced balak unit agrande balak agrande balak unit agrande balak unit
4	Once the record is saved, click on the back to WSP /ATR forms	Back to WSP/ATR Forms Menu

8.6 WSP Form B: Training Budget

The section below outlines the process for capturing the training budget

Steps	Action	Screenshot	
1	Click on <i>WSP Form B:</i> <i>Training Budget</i> from the <i>Annexure A Forms</i> <i>Men.</i>	Form Description 1. ATR Form F1 Expenditure of Training 2. ATR Form F3 Number of BearFicianes Trained 3. ATR Form F4 Variance Report 4. ATR Form F1 Proval Training Report 5. WSP Form A Administrative Details 6. WSP Form B Training Budget	
2	Click on the Select button	8. WGP Fom 8 Training Budget	3004.5016 🔶
3	Complete the details required and click <i>Save.</i>	Back to WSP/ATR Forms Mean Training Rudget RR: Does the department pay30% of 1% to the line function SETA? RF: Didd PersonackCompensation Budget for the current financial year R24.10 Are personal (1%) of the personal budget R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.21 Less 30% (of the 1%) seyable to the line function R25.22 Less 30% (of the 1%) seyable to the line function R25.22 Less 30% (of the 1%) seyable to the line function <	IEST COMPANY PRETA-1 April 2010 - 31 Main R
4	Once the record is saved, click on the back to WSP /ATR forms	Back to WSP/ATR Forms Menu	

8.7 WSP Form C: Employment Summary

The section below outlines the process for capturing the employment summary

Steps	Action	Screenshot	
1	Click on <i>WSP Form C:</i> <i>Employment</i> <i>Summary)</i> from the <i>Annexure A Forms</i> <i>Menu</i>	From Description ATR From F1 Expanding of ATR From F3 Number of Bend ATR From F3 Variance Report ATR From F1 Public Training WoP From A Aministrative D WOP From G Training Surget WOP From C Employment Sur	Design Design Sector sares Tanned 3004-00 3004-00 sent 3004-00 3004-00 sent 3004-00 3004-00 sent 3004-00 3004-00 alb 3004-00 3004-00 ay 3004-00 3004-00
2	Click on the Select button	 NGP Fam C Engloymet Sumay 	2004.2010

Steps	Action	Screenshot
3	Complete the details required and click <i>Update.</i>	Each & MSP/ATR Forms Manue Engloyment farmary PERSONALISA ISSN 10000 TAPID 2010 - 31 March Marca Marca Marca Marca A S 1 M C 1 M A S 1 M C 1 M A S 1 M C 1 M A S 1 M C 1 M A S 1 M C 1 M A S 1 M C 1 M A S 1 M C 1 M
4	Once the record is saved, one has the option to <i>Edit or</i> <i>Remove it</i> after highlighting the row	Edit Remove Remove All Major Group Occupation PSA Core Act African African African Coloured Coloured Indian Indian Meint Maile Major Sub Major Group Occupation PSA Act Maile Female Disabled Maile MAMAGERS Other Legistators Government Official Core Act 2 0 0 0 0 0 0
5	Once the record is saved, click on the back to WSP /ATR forms	Back to WSP/ATR Forms Menu
6	Bulk Upload. Please refer to the steps as explained below	Back to WSP/ATR Forms Menu Employment Summary or O Occupation PSA/Core Act MALE FEMALE A C A C A C A C A C B D D D D D

8.8 WSP Form D: Priority Skills

The section below outlines the process for capturing priority skills.

Steps	Action	Screenshot	
1	Click on WSP Form D:		
	Priority Skills from	# Form Description	Due Date
		ATR Form F1 Expenditure of Training ATR Form F1 Expenditure of Training	30/04/2015
	the Annexure A Forms	ATR Form FS Variance Report Array Variance Report	30/04/2015
		4. ATR Form F11 Pivotal Training Report	30/04/2015
	Menu	5. WSP Form A Administrative Details	30/04/2015
		6. VSP Form B Training Budget	30/04/2015
		7. VSP Form C Employment Summary	30/04/2015
		8. WSP Form D Priority Skills	30/04/2015
2	Click on a Select	k W6P Pum D Proviny Suite 1004/201	10

Steps	Action	Screenshot
3	Complete the details required and click <i>Add.</i>	Back to WSP/ATR Forms Menu Priority Skills Or O Occupation Municipality Resould Tabling Laws Tabling Laws Resonal for Priority List of Priority Projected fumber of start Orgeted fumber of start Cade Add Cade Cade
4	Once the details are added the line can be highlighted and information can be edited or removed.	Edit Remove Remove All Maper Graph Graph Revolution Declatation Manicipality Province Province Engloyment State Provint Crate-all Crate-all Color Final Level Priority Resource Other Proviation Record Resource Provide Proviation Record Resource Other Provide Resource Provide Provide Resource Other Provide Resource Provide Provide Resource Other Provide Resource Provide Provide Resource Other Provide Resource Provide Provide Resource Other Provide Resource Provide Resource Other Resource Provide Resource Other Resource Provide Resource Other Resource Provide Resource Other Resource Provide Resource Other Resource Provide Resource Other Resource Provide Resource Other Resource
5	Once the record is saved, click on the back to WSP /ATR forms	Back to WSP/ATR Forms Menu

8.9 WSP Form E3: Planned beneficiaries of training (Employed)

The section below outlines the process for capturing planned beneficiaries of training for employed.

Steps	Action	Screenshot		
1	Click on WSP			
	Form E2. Dlanned	F Form Description		
	Form LS. Fluimeu	1. ATR Form F1 Expenditure of Training 3		
	beneficiaries of	2. ATR Form F3 Number of Beneficiaries Trained		
		3. ATR Form FB Variance Report 3		
	training	4. AIR Form F11 Protal Training Report 3 5. WIRE Form A Administration Data Mark		
		We form B Taining Budget		
	(<i>employed)</i> from	7. WSP Form C Employment Summary 23		
	the Annexure A	8. WSP Form D Priority Skills 3		
	the America A	WBP Form E3 Planned Beneficiaries of Training (Employed)		
	Forms Menu			
2	Click on the <i>Select button</i>	a VGP Form E3 Parried Bandicanes of Toxing (Enginee) 2004/2018 🌩 (Sealed)		
3	Complete the details required and click <i>Save.</i>	Back to WSP/ATE Forms Menu Planned Breed-Garries of Training (Employed) Platter 111 - x8000000 1 April 2015 - 511 devis 2015 Geo Competition Image: Competition Image: Competition Second second and the competition Image: Competition Image: Competition Type Id Learning Programm Image: Competition Image: Competition		
		transpan="2" transpan="2" result result <th <="" colspan="2" th=""></th>		
		(Add) (Buk Impon)		

Steps	Action	Screenshot
4	Once the record is saved, one has the option to <i>Edit</i> <i>or Remove it.</i>	Edit Remove Remove All Major Group Sub Major Group Occupation Municipality Province Learning Trype African Intervention African Male African Female African Disabled Object 0 0 0 0 0 0 MANAGERS 0 0 0 0 0
5	Once the record is saved, click on the back to WSP /ATR forms	Back to WSP/ATR Forms Menu
6	Bulk Upload. Please refer to the steps as explained below	Back to WSP/ATR Forms Menu Planned Beneficiaries of Training (F OFO Occupation Image: Comparison of the comparison

8.10 WSP Form G1: Pivotal Planned beneficiaries of training (Employed)

The section below outlines the process for capturing pivotal planned beneficiaries of training.

Steps	Action	Screenshot	
1	Click on WSP		
	Form G1 · Pivotal	# Form Description	
		1. ATR Form F1 Expenditure of Training	
	Planned	2. ATR Form F3 Number of Beneficiaries Trained	
		3. ATR Form F8 Variance Report	
	beneficiaries of	4. ATR Form F11 Pivotal Training Report	
	trainina	5. WSP Form A Administrative Details	
	training	WSP Form D Iraning Budget WSP Form C Employment Summary	
	<i>(emploved)</i> from	8. WSP Form D Priority Skills	
		9. WSP Form E3 Planned Beneficiaries of Training (Employed)	
	the Annexure A	10. WSP Form G1 Pivotal Planned Beneficiaries of Training (Employed)	
	Forms Menu		
2	Click on the <i>Select button</i>	(1) WGP Rom 01 Pavos Bevelicanse of Taning (Englose)	5004:5010 - रे ष्ट्रसम्
3	Complete the details required and click <i>Add.</i>	Back to YSPATE Forms Monu Pivodal Planned Bowdistaries of Training (Employed) Of Orceganities 2 Top of Planned Planned 2	Pierkerk Testi Joodoooli 1 April 2015 – 21 March 2015
		Antigenti Antigenti	saines sus ease sere to a sus ass sere to a sus ass b b b b b b b b b b b b b b b b b b b

Steps	Action	Screenshot
4	Once the record is saved, one has	Edit Remove Al Major Sub Group Sub Group Cocupation Municipality Province Programme Pr
	or Remove it.	Cruef Executives, 2015-111203 KinäZulle: Antisan Monthring MANAGERS Senior - Local utiliaiaazi KinäZulle: Antisan and Enny 0 0 0 0 0 C and Manager Logislators
		Sabional 0<
5	Once the record is saved, click on the back to WSP /ATR forms	Back to WSP/ATR Forms Menu
6	Bulk Upload. Please refer to the steps as explained below	Back to WSP/ATR Forms Menu Pivotal Planned Beneficiaries of Training (Employed) OPO Occupation Image: Constraint of Constraint

8.11 WSP Form G2: Pivotal Planned beneficiaries of training (unemployed)

The section below outlines the process for capturing pivotal planned beneficiaries of training of unemployed.

Steps	Action	Screenshot	
1	Click on WSP	# Form	Description
-	Corres C2: Divotal	1. ATR Form F1	Expenditure of Training
	Form G2: Pivolai	2. ATR Form F3 3. ATR Form F8	Number of Beneficianes Trained Variance Report
	Planned	4. ATR Form F11	Pivotal Training Report
	beneficiaries of	5. WSP Form A	Administrative Details
	trainina	7. WSP Form C	Employment Summary
	i unning	8. WSP Form D	Priority Skills
	(unemployed)	9. WSP Form E3 10. WSP Form G1	Planned Beneficiaries of Training (Employed) Pivotal Planned Beneficiaries of Training (Employed)
	from the	11. WSP Form G2 -	Pivotal Planned Beneficiaries of Training (Unemployed)
	Δηπεχιικε Δ		
	Forms Menu		
2	Click on the	11. WSP Form G2 Pivotal	i Panned Beneficiaries of Training (Unerrologied) 30.04/2015 📥 Selected
	Select button		
2	Complete the	Back to WSP/ATR Forms Menu	Pivotal Planned Beneficiaries of Training (Unemployed)
5	detaile re suite d	OFO Occupation	
	details required	Municipality	🔛 Abaqulusi
	and click Add.	Type of Pivotal Programme	T
		Training Level	T T
		MALE	FEMALE PEOPLE WITH DIAGRATE
	0	Hou Dak inport	
4	Once the record		
	is saved, one has		
	the ontion to Edit	Edit Remove Remo	ove All
	or Remove it.	Major Sub Group Major C Group Group	Occupation Municipality Province Programme Programme Level Male Female Disabled
			90°
		Chief Executives, 11	11203 -
		MANAGERS Senior Lo Officials Au and Mi	ocal Abaqulusi NW2LUU- Learnership Genoer Intermediate 0 0 0 Mainstreaming Intermediate 0 0 0
		Legislators	Monogen
		Subtotal	0 0 0
		Grand Total	0 0 0
5	Once the record		
-	is saved click on	Back to WSP/	ATR Forms Menu
	the back to WSP		
	/ATR forms		
E	Pulk Upload		
O		Back to WEDIATO From	nu Diudal Dianna/ Denoficiariae al Terinian I Incometanadi
	Please refer to	Back to WSP/ATK Forms Me	ennal Privotal Pranned Deneticiaries of Franning (Unemployed)
	the steps as	OFO Occupation	
	evolation below	Municipality	Abaqulusi
	explained below	Type of Pivotal Programme	
		Training Level	
			MALE FEMALE PEOPLE
		Add Bulk Import	

8.12 WSP Form H: Strategic Objectives

The section below outlines the process capturing the strategic objectives

Steps	Action	Screenshot	
1	Click on <i>Form H:</i>		
	Strategic Objectives from the Annexure A Forms Menu	Image: Constraint of	Date Sec Do0-40016 CE Do0-40016 CE Do0-40016 CE Do0-40016 CE D00-40016 CE
2	Click on the		
	Select button	12 VDP Family Davage Oxperious 2004-0015	2 9984
3	Complete the		
	details required	Back to WSP/ATR Forms Menu	Strategic Objectives
	and click Add.	Note: • List the Strategic Objectives described in the entity's strategic business plan	
		Strategic Objective	
4	Once the record		
	is saved will	Strategic Objective	
	appear as such.	You are most Welcome	
5	Once the record	Back to WSD/ATR Forms Menu	
	is saved, click on the back to WSP /ATR forms		

8.13 WSP Form I: Strategic Training Priorities derived from the Strategic Objectives

The section below outlines the process capturing the strategic training priorities derived from the strategic objectives

Steps	Action	Screenshot		
Stéps 1	Action Click on Form I: Strategic training priorities derived from the strategic objectives from	Image: Note of the image of the im	Description Expenditors of Training Number of Beneficiares Trained Vicraines Repot Privati Training Repot Administrative Dealls Training Budget Exployment Deamly Private Summary Private Summary Private Summary Private Summary	Due Due 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016 504-6016
	the Annexure A Forms Menu	11. WGP From 62 12. WGP From H 13. WGP From I	Piccal Parned Beneficiaries of Training (Uhemployed) Strategic Objectives Strategic Training Picrities derived from the Strategic Objectives	3014-2016 3054-2015 3054-2015

Steps	Action	Screenshot
2	Click on the <i>Select button</i>	1. 107 Panel Brange Tanny Panets Inn 16 Brange Optimes (Brange Optimes (Brand)
3	Complete the details required and click Add.	Back to WSP/ATR Forms Menu Strategic Training Priorities derived from the Strategic Objectives Note: • List the Strategic Training Priorities derived from the Strategic Objectives Strategic Training Priorities derived from the Strategic Objectives Strategic Training Priorities derived from the Strategic Objectives Add
4	Once the record is saved will appear as such.	Strategic Training Priority All changes are good
5	Once the record is saved, click on the back to WSP /ATR forms	Back to WSP/ATR Forms Menu

8.14 Submitting the Annexure A Forms

This is process is for submitting WSP/ATR to PSETA

Steps	Action	Screenshot	
1	Select the year and click on view	Home Site Section Details Organization Information Organization Details Organization Details Organization Org	
2	Click on the		
	Submit	Moin Page WSP & ATR Forms 01 April 2015 - 31 March 2016 Submit # Form Description 1. ATR Form F1 Expenditure of Training	Due Dute 30/04/2015
		2 ATR Form F3 Number of Beerdinative Tanked 3. ATR Form F3 Variance Report 4. ATR Form F11 Protext Tanking Report 5. VMD F form A Administrative Details 6. VMD F form B Tanking Report 7. VMD F form C Employment Summary	30/04/2015 30/04/2015 30/04/2015 30/04/2015 30/04/2015 30/04/2015
		8. VXP Form D Priority Skills 0. VXD Form E1 Priority Skills 10. VXD Form 61 Priority Skills 11. VXD Form 61 Priority Skills 12. VXD Form 62 Priority Skills 13. VXD Form 1 Strategic Training Priorities derived from the Strategic Objectives	30/04/2015 30/04/2015 30/04/2015 30/04/2015 30/04/2015 30/04/2015
3	After Clicking SUBMIT. Note the Grant Status will change from created to Submitted.		
4	Rules	Rules will ensure that the submit button will not be enabled if all are not completed	forms

*make sure the required documents are uploaded these are:

- Signed authorisation page
- Copy of cancelled cheque

9. PRINT REPORT

The section below outlines the process of printing the Annexure A report.

Steps	Action	Screenshot
1	Click on <i>Annexure</i> <i>A forms</i> from the <i>Organisation</i> <i>Menu</i>	Home Stills X=Organisation Partial Organisation Extension Statile Science A Extension Organisation Extension<
2	Select the current <i>financial year</i> from the combo box. And select what to print. The page will refresh then click on the print button.	AINIDAURE A - PSETA Sera Tesr1 (X00000001) Important: Belt e creating a new ATR/WSP you first need to update/change the total number of permanent and other employees on the Granisation Info TAR View Edit Print WSP & ATR Report Print WSP Report Print ATR Report Cover Page Print Authorization Page Financial Year Image: Create Skills Year Form Type Linked Grant Status Due Date Status Date Submission Date 01 April 2015 - 31 March 2018 Large No Capturing 30/04/2015 28/11/2014 First Previous Next Last Go to Page 1 Page 1 of 1
3	Once clicked the following will display	ATR Form F1 - Expenditure of Training ATR Form F3 - Number of Beneficiaries of Training (Employed) ATR Form F3 - Number of Beneficiaries of Training (Employed) ATR Form F3 - Number of Beneficiaries of Training (Employed) ATR Form F3 - Number of Beneficiaries of Training (Employed) ATR Form F3 - Number of Beneficiaries of Training (Employed) ATR Form F3 - Planed Beneficiaries of Training (Employed) ATR Form F3 - Planed Beneficiaries of Training (Employed) ATR Form F3 - Planed Beneficiaries of Training (Employed) ATR Form F3 - Planed Beneficiaries of Training (Employed) ATR Form F3 - Planed Beneficiaries of Training (Employed) ATR Form F3 - Planed Beneficiaries of Training (Employed) ATR Form F3 - Planed Beneficiaries of Training (Employed) ATR Form F3 - Planed Beneficiaries of Training (Employed) ATR Form F3 - Planed Beneficiaries of Training (Employed) ATR Form F3 - Planed Beneficiaries of Training (Employed) ATR Form F3 - Planed Beneficiaries of Training (Employed) ATR Form F3 - Stategic Objectives ATR Form F3 - Stategic Objectives
		ATR Form F1 - Expenditure of 1 raining Actual Training Cost Incidental Training Cost Unemployed Training Cost Employed Training Cost Total Training Cost P1 : A mount Spent on AET R 150.00 R 10.00 R 21.00 R 0.00 R 0.00 R 0.00 P1 : A mount Spent on AET R 150.00 R 0.00 R



10. DOCUMENT UPLOAD

The section below outlines the process of uploading supporting documents

Steps	Action	Screenshot
1	Click on Annexure A Document Uploads from the Organisation Menu	EXEMPLICATION EXEMPLICATION EXEMPLICATION EXEMPLICATION Destribution Error Service Organisation Exelsis Organisation Exelsis
1.1	These are the types of documents that can be uploaded	ANNEXURE A DOCUMENT UPLOADS - Documentation Type Proof of banking details New Document Proof of banking details Proof of banking details Authorisation page Remove Proof of Consultation
2	Select the current Document Type from the combo box then click on New Document Button.	Performance Performance
3	Select the Financial Year from the combo box, type a small description in the comments section and click on choose file.	SEND DOCUMENT Financial Year Document Relates to Authorisation Page Comment
	Click on the <i>Upload button</i> to save.	Document Choose File No file chosen