



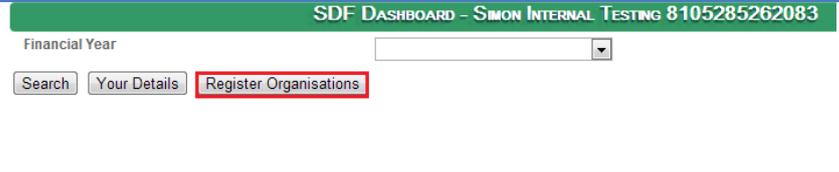
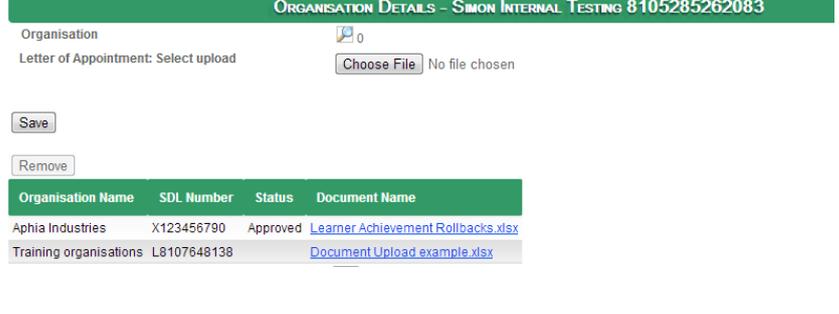
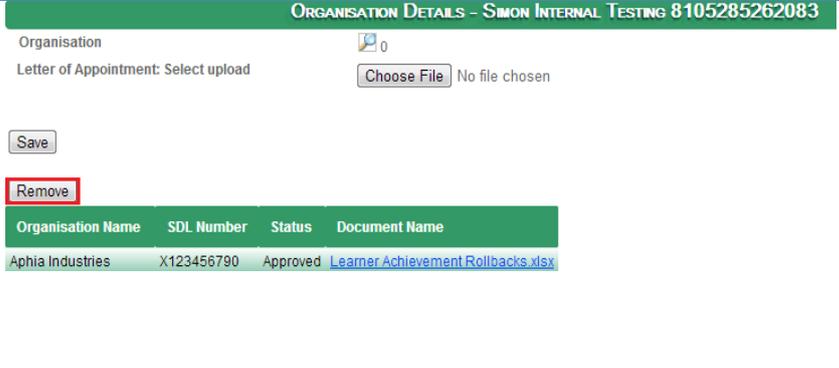
# **Guidelines on how to complete Annexure A forms**

## Table of Contents

<b>1.</b>	<b>ACCESSING ORGANISATION INFORMATION .....</b>	<b>3</b>
1.1	REGISTER OR REMOVE AN ORGANISATION .....	3
1.2	EDIT SDF DETAILS .....	3
1.3	ACCESSING THE ORGANISATION DETAILS .....	4
<b>2.</b>	<b>ORGANISATIONAL CONTACT DETAILS .....</b>	<b>5</b>
<b>3.</b>	<b>ORGANISATIONAL BANKING DETAILS .....</b>	<b>6</b>
<b>4.</b>	<b>ORGANISATION CFO DETAILS .....</b>	<b>7</b>
<b>5.</b>	<b>TRAINING COMMITTEE.....</b>	<b>7</b>
<b>6.</b>	<b>ACCESSING THE FORMS.....</b>	<b>8</b>
<b>7.</b>	<b>CREATING NEW WSP FORMS 2015/2016.....</b>	<b>9</b>
<b>8.</b>	<b>HOW TO COMPLETE ANNEXURE A .....</b>	<b>10</b>
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
<b>9.</b>	<b>PRINT REPORT.....</b>	<b>24</b>
<b>10.</b>	<b>DOCUMENT UPLOAD.....</b>	<b>26</b>

# 1. ACCESSING ORGANISATION INFORMATION

## 1.1 REGISTER OR REMOVE AN ORGANISATION

Steps	Action	Screenshot
1	Login into the system	
2	The Skills Development Facilitators Dashboard will open	
3	Click on <b>Register Organisations</b> button	
4	Click on the magnifying glass to select an <b>Organisation</b> , upload a <b>Letter of Appointment</b> then click <b>Save</b> to link it to your profile.	
5	To remove an Organisation Select the <b>record</b> . The row will be highlighted when selected then click on the <b>Remove</b> button.	

## 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 on <b>Your Details</b> button.	

Steps	Action	Screenshot
2	Click on the <b>Edit</b> button. Once done, scroll to the bottom and click <b>Save</b> .	

### 1.3 ACCESSING THE ORGANISATION DETAILS

Steps	Action	Screenshot
1	From the Dashboard, select the <b>Organisation</b> . The row will be highlighted when selected.  Click on the <b>Action</b> button to open the <b>Organisation's</b> profile.	
2	If the organisation does not appear on the Dashboard, click on the Search button.	
3	Search for the <b>Organisation</b> by completing the one of the search criteria fields.	

Steps	Action	Screenshot
4	<p>Confirm the SETA data is correct</p> <p>If there is any information to be updated, click on the <b>Edit button</b>, then click <b>Save</b> to effect the changes.</p>	

**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	<p>Click on <b>Organisation Contact</b> from the <b>Organisation Menu</b></p>	
2	<p>Click on the <b>Create button</b></p>	

Steps	Action	Screenshot
3	Capture the Contact's details and click the <b>Save</b> button.	

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.**

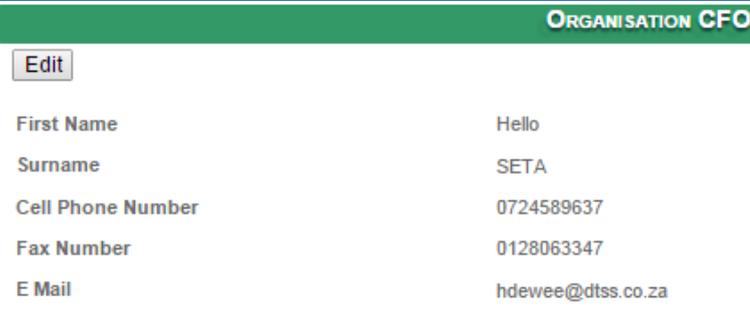
### 3. ORGANISATIONAL BANKING DETAILS

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

Steps	Action	Screenshot
1	Click on <b>Organisation Banking Details</b> from the <b>Organisation Menu</b>	
2	Click on the <b>Edit</b> button	
3	Capture\Update the banking details then click the <b>Save</b> button.	

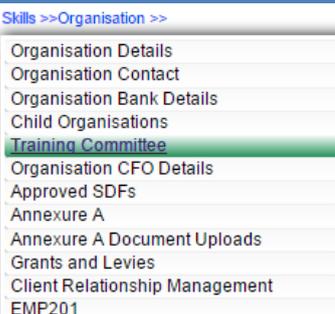
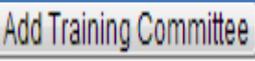
## 4. ORGANISATION CFO DETAILS

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

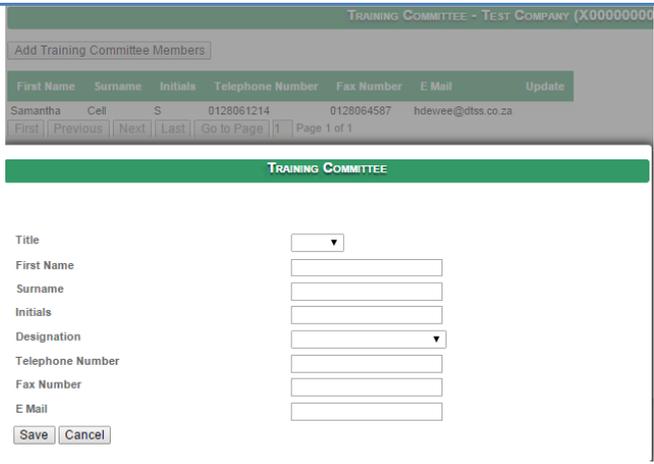
Steps	Action	Screenshot
1	Click on <b>Organisation CFO Details</b> from the <b>Organisation Menu</b>	 <p>Skills &gt;&gt;Organisation &gt;&gt;</p> <ul style="list-style-type: none"> <li>Organisation Details</li> <li>Organisation Contact</li> <li>Organisation Bank Details</li> <li>Child Organisations</li> <li>Training Committee</li> <li><b>Organisation CFO Details</b></li> <li>Approved SDFs</li> <li>Annexure A</li> <li>Annexure A Document Uploads</li> <li>Grants and Levies</li> <li>Client Relationship Management</li> <li>EMP201</li> </ul>
2	Click on the <b>Edit button</b>	
3	Capture the CFO's contact details, then click the <b>Save button</b> .	 <p><b>ORGANISATION CFO</b></p> <p>Edit</p> <p>First Name Hello</p> <p>Surname SETA</p> <p>Cell Phone Number 0724589637</p> <p>Fax Number 0128063347</p> <p>E Mail hdewee@dtss.co.za</p>

## 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.*

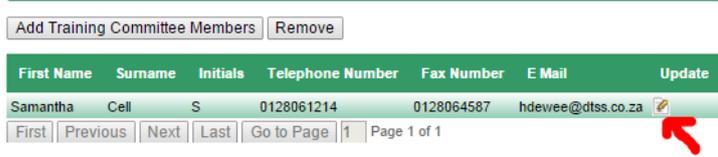
Step	Action	Screenshot
1	Click on <b>Training Committee</b> from the <b>Organisation Menu</b>	 <p>Skills &gt;&gt;Organisation &gt;&gt;</p> <ul style="list-style-type: none"> <li>Organisation Details</li> <li>Organisation Contact</li> <li>Organisation Bank Details</li> <li>Child Organisations</li> <li><b>Training Committee</b></li> <li>Organisation CFO Details</li> <li>Approved SDFs</li> <li>Annexure A</li> <li>Annexure A Document Uploads</li> <li>Grants and Levies</li> <li>Client Relationship Management</li> <li>EMP201</li> </ul>
2	Click on the <b>Add Training Committee button</b>	

**3** Capture the committee member's details then click on the **Save button**.



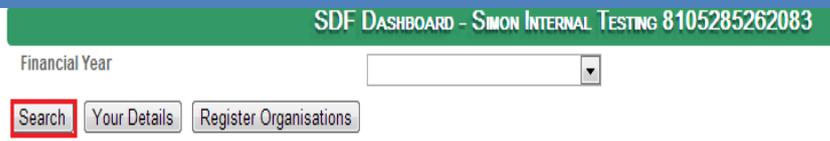
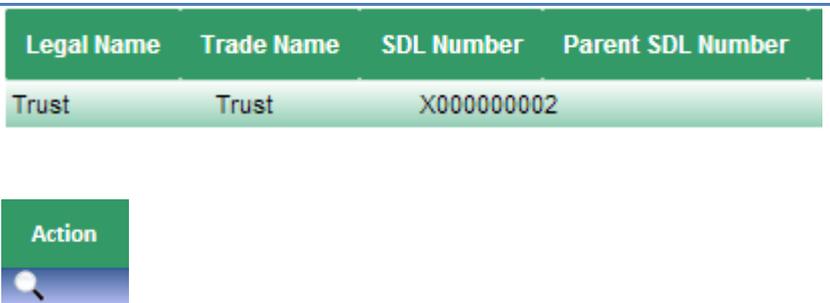
**4** To update the details, click on the record and it will be highlighted.

Click on the **Update** icon to open the record.



## 6. ACCESSING THE FORMS

The following steps need to be followed to access the Annexure A on PSETA Indicum:

Steps	Action	Screenshot
1	Click on the <b>Search button</b> from the Dashboard.	
2	Search for the <b>Organisation</b> by completing the one of the search criteria fields.	
3	<p>The record will come up.</p> <p>Select the record then click on the <b>Action</b> button to open the <b>Organisation's</b> profile</p>	

Steps	Action	Screenshot
7	Click on <b>Annexure A</b> from the <b>Organisation Menu</b>	

## 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 <b>financial year</b> from the combo box.  The page will refresh and the create button will become active.	
2	Click on the <b>Create button</b>	
3	Once the number of employees has been confirmed, the window on the right will appear.  Click on <b>View</b> 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:

WSP & ATR Forms 01 April 2015 – 31 March 2017				
Main Page				
<input type="button" value="Change Due Date"/> <input type="button" value="Change Form Type"/>				
#	Form	Description	Due Date	Select
1.	ATR Form F1	Expenditure of Training	30/04/2016	<input type="button" value="Select"/>
2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2016	<input type="button" value="Select"/>
3.	ATR Form F0	Variance Report	30/04/2016	<input type="button" value="Select"/>
4.	ATR Form F11	Pivotal Training Report	30/04/2016	<input type="button" value="Select"/>
5.	WSP Form A	Administrative Details	30/04/2016	<input type="button" value="Select"/>
6.	WSP Form D	Training Budget	30/04/2016	<input type="button" value="Select"/>
7.	WSP Form C	Employment Summary	30/04/2016	<input type="button" value="Select"/>
8.	WSP Form D	Priority Skills (Scarce & Critical)	30/04/2016	<input type="button" value="Select"/>
9.	WSP Form E3	Planned Beneficiaries of Training (Employed)	30/04/2016	<input type="button" value="Select"/>
10.	WSP Form G1	Pivotal Planned Beneficiaries of Training (Employed)	30/04/2016	<input type="button" value="Select"/>
11.	WSP Form G2	Pivotal Planned Beneficiaries of Training (Unemployed)	30/04/2016	<input type="button" value="Select"/>
12.	WSP Form H	Strategic Objectives	30/04/2016	<input type="button" value="Select"/>
13.	WSP Form I	Strategic Training Priorities derived from the Strategic Objectives	30/04/2016	<input type="button" value="Select"/>

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

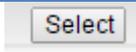
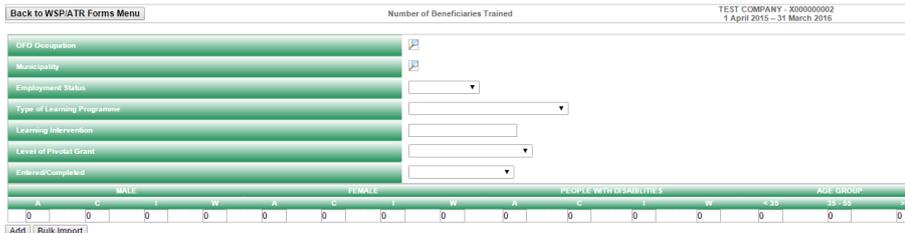
### 8.1 Form F1: Expenditure of training

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

Steps	Action	Screenshot																																																		
1	Click on <b>Form F1: (Select)</b>																																																			
2	Complete the values and press save once completed	<table border="1"> <thead> <tr> <th></th> <th>Actual Training Cost</th> <th>Incidental Training Cost</th> <th>Unemployed Training Cost</th> <th>Employed Training Cost</th> </tr> </thead> <tbody> <tr> <td>F1.1: Amount Spent on AET</td> <td>R 89000.00</td> <td>R 789000.00</td> <td>R 786786.71</td> <td>R 786876.71</td> </tr> <tr> <td>F1.2: Amount Spent on Bursaries</td> <td>R 87877.86</td> <td>R 897897.00</td> <td>R 97878.00</td> <td>R 67565.00</td> </tr> <tr> <td>F1.3: Amount Spent on USBSP</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 76565.00</td> <td>R 765765.00</td> </tr> <tr> <td>F1.4: Amount Spent on ordinary Short Courses (Non MQF Aligned)</td> <td>R 76765.00</td> <td>R 765765.00</td> <td>R 765765.00</td> <td>R 76576.00</td> </tr> <tr> <td>F1.5: Amount Spent on Internships</td> <td>R 0.00</td> <td>R 765796.50</td> <td>R 67576.00</td> <td>R 7967.00</td> </tr> <tr> <td>F1.6: Amount Spent on Learnerships</td> <td>R 765765.00</td> <td>R 765765.00</td> <td>R 765765.00</td> <td>R 765765.00</td> </tr> <tr> <td>F1.7: Amount Spent on Artisan Development Programmes</td> <td>R 765765.00</td> <td>R 76585.00</td> <td>R 765765.00</td> <td>R 945334.00</td> </tr> <tr> <td>F1.8: Additional Budget</td> <td>R 334234.00</td> <td>R 2243.00</td> <td>R 42343.00</td> <td>R 4376.00</td> </tr> <tr> <td>Total</td> <td>R 1081931.00</td> <td>R 7991662.00</td> <td>R 7962603.00</td> <td>R 8132102.00</td> </tr> </tbody> </table>		Actual Training Cost	Incidental Training Cost	Unemployed Training Cost	Employed Training Cost	F1.1: Amount Spent on AET	R 89000.00	R 789000.00	R 786786.71	R 786876.71	F1.2: Amount Spent on Bursaries	R 87877.86	R 897897.00	R 97878.00	R 67565.00	F1.3: Amount Spent on USBSP	R 0.00	R 0.00	R 76565.00	R 765765.00	F1.4: Amount Spent on ordinary Short Courses (Non MQF Aligned)	R 76765.00	R 765765.00	R 765765.00	R 76576.00	F1.5: Amount Spent on Internships	R 0.00	R 765796.50	R 67576.00	R 7967.00	F1.6: Amount Spent on Learnerships	R 765765.00	R 765765.00	R 765765.00	R 765765.00	F1.7: Amount Spent on Artisan Development Programmes	R 765765.00	R 76585.00	R 765765.00	R 945334.00	F1.8: Additional Budget	R 334234.00	R 2243.00	R 42343.00	R 4376.00	Total	R 1081931.00	R 7991662.00	R 7962603.00	R 8132102.00
	Actual Training Cost	Incidental Training Cost	Unemployed Training Cost	Employed Training Cost																																																
F1.1: Amount Spent on AET	R 89000.00	R 789000.00	R 786786.71	R 786876.71																																																
F1.2: Amount Spent on Bursaries	R 87877.86	R 897897.00	R 97878.00	R 67565.00																																																
F1.3: Amount Spent on USBSP	R 0.00	R 0.00	R 76565.00	R 765765.00																																																
F1.4: Amount Spent on ordinary Short Courses (Non MQF Aligned)	R 76765.00	R 765765.00	R 765765.00	R 76576.00																																																
F1.5: Amount Spent on Internships	R 0.00	R 765796.50	R 67576.00	R 7967.00																																																
F1.6: Amount Spent on Learnerships	R 765765.00	R 765765.00	R 765765.00	R 765765.00																																																
F1.7: Amount Spent on Artisan Development Programmes	R 765765.00	R 76585.00	R 765765.00	R 945334.00																																																
F1.8: Additional Budget	R 334234.00	R 2243.00	R 42343.00	R 4376.00																																																
Total	R 1081931.00	R 7991662.00	R 7962603.00	R 8132102.00																																																
3	Complete the details required and click <b>Save</b> .																																																			
4	Once the record is saved, click on the back to WSP /ATR forms																																																			

## 8.2 Form F3: Number of beneficiaries trained

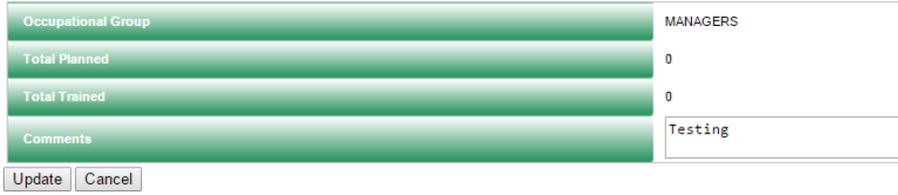
The section below outlines the process for capturing number of beneficiaries trained

Steps	Action	Screenshot
1	Click on <b>Form F3: Number of beneficiaries trained</b> from the <b>Annexure A Forms Menu</b>	
2	Click on the <b>SELECT</b> button	
3	Complete the details required and click <b>Add</b> .	
4	Once the record is saved, one has the option to <b>Edit</b> or <b>Remove</b> it.	
5	Once the record is saved, click on the back to WSP /ATR forms	

## 8.3 Form F8: Variance Report

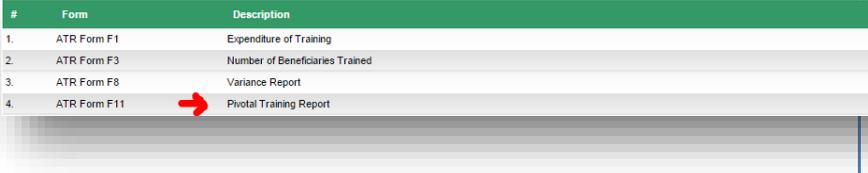
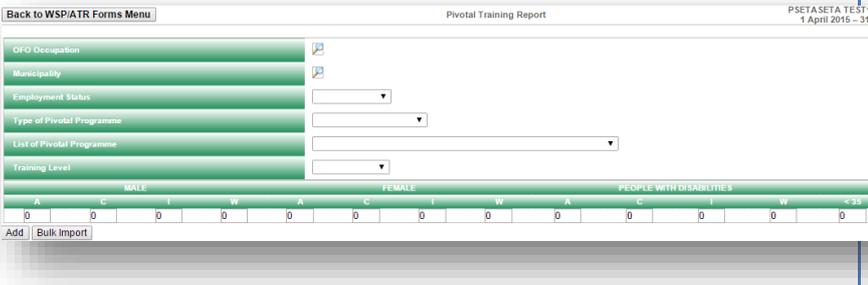
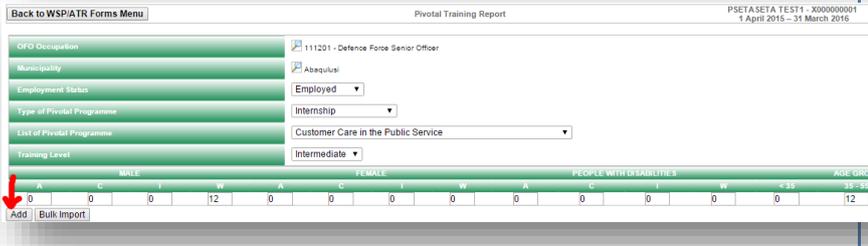
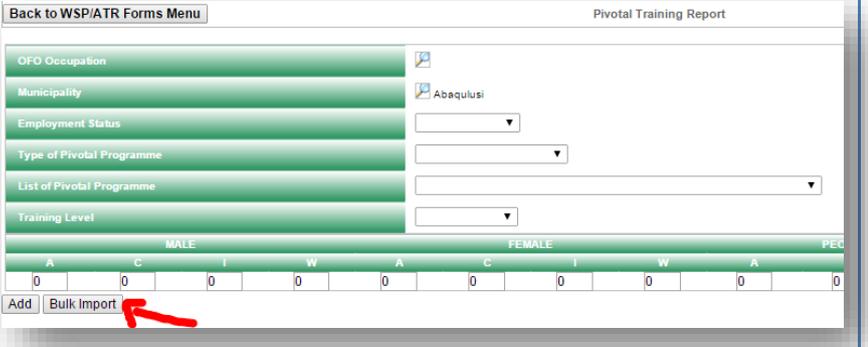
The section below shows the variance report

Steps	Action	Screenshot
1	Click on <b>Form F8: Variance Form</b> from the <b>Annexure A Menu</b>	
2	The variances are viewable here. Should there be a variance you are required to complete the reason. Click on the line to highlight it and	

Steps	Action	Screenshot
	then click the edit button	
2.1	This is the Edit button	
2.2	Once the Edit button has been clicked. It will take you to this screen where you have to capture the reason on the comments section	
3	Complete the details required and click <b>Update</b> .	
4	Once the record is saved, the information will be displayed as per screenshot.	
5	Once the record is saved, click on 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 <b>Form F11: Pivotal Training Report</b> from the <b>Annexure A Forms Menu</b>	 <table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>ATR Form F1</td> <td>Expenditure of Training</td> </tr> <tr> <td>2.</td> <td>ATR Form F3</td> <td>Number of Beneficiaries Trained</td> </tr> <tr> <td>3.</td> <td>ATR Form F8</td> <td>Variance Report</td> </tr> <tr> <td>4.</td> <td>ATR Form F11</td> <td>Pivotal Training Report</td> </tr> </tbody> </table>	#	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																																					
#	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 <b>select button</b> to open the form.	 <p>Back to WSP/ATR Forms Menu <span style="float: right;">Pivotal Training Report</span> <span style="float: right; font-size: small;">PSETASETA TEST1 1 April 2015 - 31</span></p> <p>OFO Occupation: [Select] Municipality: [Select] Employment Status: [Dropdown] Type of Pivotal Programme: [Dropdown] List of Pivotal Programme: [Dropdown] Training Level: [Dropdown]</p> <table border="1"> <thead> <tr> <th colspan="4">MALE</th> <th colspan="4">FEMALE</th> <th colspan="4">PEOPLE WITH DISABILITIES</th> </tr> <tr> <th>A</th><th>C</th><th>I</th><th>W</th> <th>A</th><th>C</th><th>I</th><th>W</th> <th>A</th><th>C</th><th>I</th><th>W</th> </tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>0</td><td>0</td> <td>0</td><td>0</td><td>0</td><td>0</td> <td>0</td><td>0</td><td>0</td><td>0</td> </tr> </tbody> </table> <p>Add   Bulk Import</p>	MALE				FEMALE				PEOPLE WITH DISABILITIES				A	C	I	W	A	C	I	W	A	C	I	W	0	0	0	0	0	0	0	0	0	0	0	0																
MALE				FEMALE				PEOPLE WITH DISABILITIES																																														
A	C	I	W	A	C	I	W	A	C	I	W																																											
0	0	0	0	0	0	0	0	0	0	0	0																																											
3	Complete the details required and click <b>Add</b> .	 <p>Back to WSP/ATR Forms Menu <span style="float: right;">Pivotal Training Report</span> <span style="float: right; font-size: small;">PSETASETA TEST1 - X00000001 1 April 2015 - 31 March 2016</span></p> <p>OFO Occupation: 111201 - Defence Force Senior Officer Municipality: Abaqulusi Employment Status: Employed Type of Pivotal Programme: Internship List of Pivotal Programme: Customer Care in the Public Service Training Level: Intermediate</p> <table border="1"> <thead> <tr> <th colspan="4">MALE</th> <th colspan="4">FEMALE</th> <th colspan="4">PEOPLE WITH DISABILITIES</th> </tr> <tr> <th>A</th><th>C</th><th>I</th><th>W</th> <th>A</th><th>C</th><th>I</th><th>W</th> <th>A</th><th>C</th><th>I</th><th>W</th> </tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>0</td><td>12</td> <td>0</td><td>0</td><td>0</td><td>0</td> <td>0</td><td>0</td><td>0</td><td>12</td> </tr> </tbody> </table> <p>Add   Bulk Import</p>	MALE				FEMALE				PEOPLE WITH DISABILITIES				A	C	I	W	A	C	I	W	A	C	I	W	0	0	0	12	0	0	0	0	0	0	0	12																
MALE				FEMALE				PEOPLE WITH DISABILITIES																																														
A	C	I	W	A	C	I	W	A	C	I	W																																											
0	0	0	12	0	0	0	0	0	0	0	12																																											
4	Once the record is saved, one has the option to <b>Edit or Remove it</b> by highlighting the row	 <p>Edit   Remove   Remove All</p> <table border="1"> <thead> <tr> <th>Major Group</th> <th>Sub Major Group</th> <th>Occupation</th> <th>Municipality</th> <th>Province</th> <th>Employment Status</th> <th>Pivotal Programme Type</th> <th>Other Pivotal Programme Type</th> <th>Pivotal Programme</th> <th>Training Level</th> <th>African Male</th> <th>African Female</th> <th>African Disabled</th> </tr> </thead> <tbody> <tr> <td>MANAGERS</td> <td>Chief Executives, Senior Officials and Legislators</td> <td>111101 - Local or Provincial Government Legislator</td> <td>Abaqulusi</td> <td>KwaZulu-Natal</td> <td>Employed</td> <td>Skills Programme</td> <td></td> <td>Management Development Programmes</td> <td>Advanced</td> <td>4</td> <td>0</td> <td>0</td> </tr> <tr> <td>MANAGERS</td> <td>Administrative and Commercial Managers</td> <td>121104 - Internal Audit Manager</td> <td>Tshwane Metro</td> <td>Gauteng</td> <td>Employed</td> <td>Other</td> <td>OtherPivotalProgrammeType</td> <td>Other</td> <td>Entry</td> <td>1</td> <td>0</td> <td>0</td> </tr> <tr> <td>PROFESSIONALS</td> <td>Teaching Professionals</td> <td>234201 - Early Childhood Development Practitioner</td> <td>Ekurhuleni Metro</td> <td>Gauteng</td> <td>Unemployed</td> <td>Internship</td> <td></td> <td>Other</td> <td>Intermediate</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	Major Group	Sub Major Group	Occupation	Municipality	Province	Employment Status	Pivotal Programme Type	Other Pivotal Programme Type	Pivotal Programme	Training Level	African Male	African Female	African Disabled	MANAGERS	Chief Executives, Senior Officials and Legislators	111101 - Local or Provincial Government Legislator	Abaqulusi	KwaZulu-Natal	Employed	Skills Programme		Management Development Programmes	Advanced	4	0	0	MANAGERS	Administrative and Commercial Managers	121104 - Internal Audit Manager	Tshwane Metro	Gauteng	Employed	Other	OtherPivotalProgrammeType	Other	Entry	1	0	0	PROFESSIONALS	Teaching Professionals	234201 - Early Childhood Development Practitioner	Ekurhuleni Metro	Gauteng	Unemployed	Internship		Other	Intermediate	0	1	0
Major Group	Sub Major Group	Occupation	Municipality	Province	Employment Status	Pivotal Programme Type	Other Pivotal Programme Type	Pivotal Programme	Training Level	African Male	African Female	African Disabled																																										
MANAGERS	Chief Executives, Senior Officials and Legislators	111101 - Local or Provincial Government Legislator	Abaqulusi	KwaZulu-Natal	Employed	Skills Programme		Management Development Programmes	Advanced	4	0	0																																										
MANAGERS	Administrative and Commercial Managers	121104 - Internal Audit Manager	Tshwane Metro	Gauteng	Employed	Other	OtherPivotalProgrammeType	Other	Entry	1	0	0																																										
PROFESSIONALS	Teaching Professionals	234201 - Early Childhood Development Practitioner	Ekurhuleni Metro	Gauteng	Unemployed	Internship		Other	Intermediate	0	1	0																																										
5	Bulk Upload. Please refer to the steps as explained below	 <p>Back to WSP/ATR Forms Menu <span style="float: right;">Pivotal Training Report</span></p> <p>OFO Occupation: [Select] Municipality: Abaqulusi Employment Status: [Dropdown] Type of Pivotal Programme: [Dropdown] List of Pivotal Programme: [Dropdown] Training Level: [Dropdown]</p> <table border="1"> <thead> <tr> <th colspan="4">MALE</th> <th colspan="4">FEMALE</th> <th colspan="4">PEOPLE WITH DISABILITIES</th> </tr> <tr> <th>A</th><th>C</th><th>I</th><th>W</th> <th>A</th><th>C</th><th>I</th><th>W</th> <th>A</th><th>C</th><th>I</th><th>W</th> </tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>0</td><td>0</td> <td>0</td><td>0</td><td>0</td><td>0</td> <td>0</td><td>0</td><td>0</td><td>0</td> </tr> </tbody> </table> <p>Add   Bulk Import</p>	MALE				FEMALE				PEOPLE WITH DISABILITIES				A	C	I	W	A	C	I	W	A	C	I	W	0	0	0	0	0	0	0	0	0	0	0	0																
MALE				FEMALE				PEOPLE WITH DISABILITIES																																														
A	C	I	W	A	C	I	W	A	C	I	W																																											
0	0	0	0	0	0	0	0	0	0	0	0																																											

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

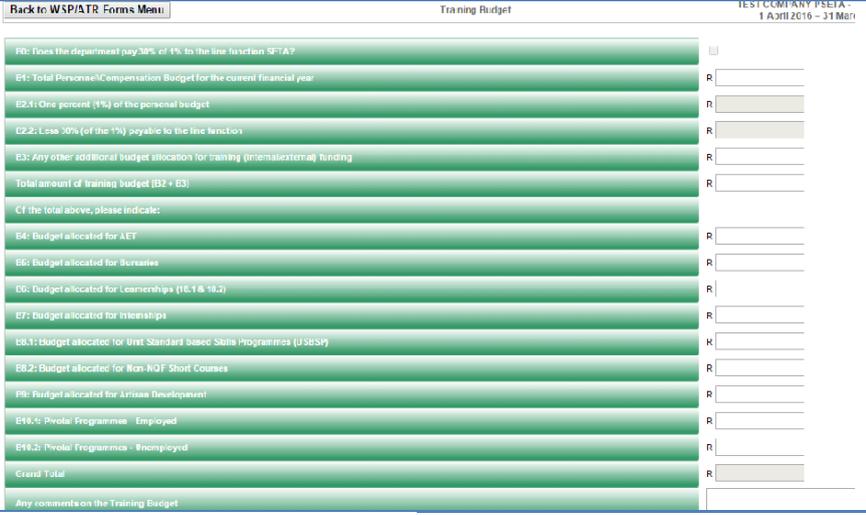
## 8.5 WSP FORM A: Administrative details

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

Steps	Action	Screenshot
1	Click on <b>WSP Form A</b> from the <b>Annexure A Forms Menu</b>	
2	Click on the <b>Select</b> button	
3	Complete the details required and click <b>Save</b> after ticking the declaration at the bottom	
4	Once the record is saved, click on the back to WSP /ATR forms	

## 8.6 WSP Form B: Training Budget

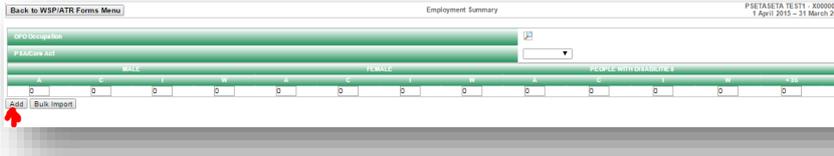
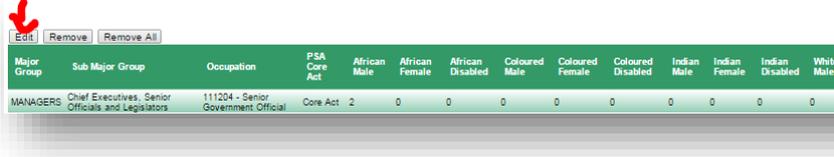
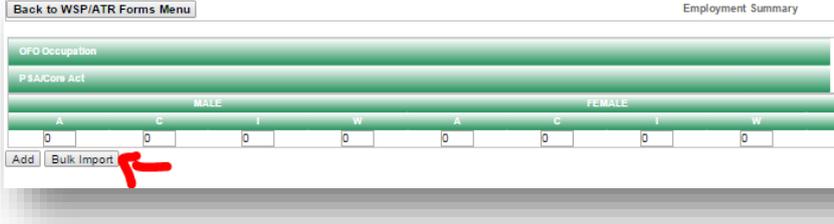
The section below outlines the process for capturing the training budget

Steps	Action	Screenshot
1	Click on <b>WSP Form B: Training Budget</b> from the <b>Annexure A Forms Men.</b>	
2	Click on the <b>Select</b> button	
3	Complete the details required and click <b>Save.</b>	
4	Once the record is saved, click on the back to WSP /ATR forms	

## 8.7 WSP Form C: Employment Summary

The section below outlines the process for capturing the employment summary

Steps	Action	Screenshot
1	Click on <b>WSP Form C: Employment Summary</b> from the <b>Annexure A Forms Menu</b>	
2	Click on the <b>Select</b> button	

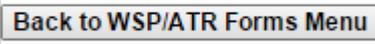
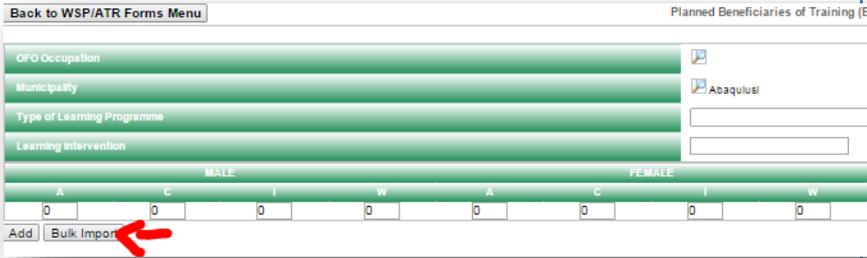
Steps	Action	Screenshot
3	Complete the details required and click <b>Update</b> .	
4	Once the record is saved, one has the option to <b>Edit</b> or <b>Remove it</b> after highlighting the row	
5	Once the record is saved, click on the back to WSP /ATR forms	
6	Bulk Upload. Please refer to the steps as explained below	

## 8.8 WSP Form D: Priority Skills

The section below outlines the process for capturing priority skills.

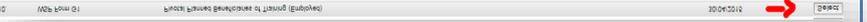
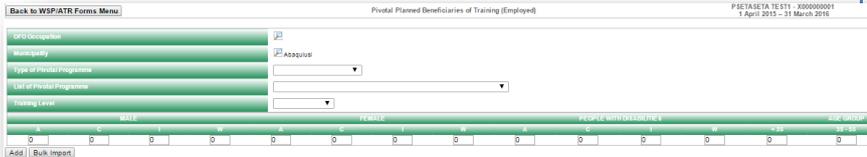
Steps	Action	Screenshot
1	Click on <b>WSP Form D: Priority Skills</b> from the <b>Annexure A Forms Menu</b>	
2	Click on a <b>Select</b>	



Steps	Action	Screenshot
4	Once the record is saved, one has the option to <b>Edit or Remove it.</b>	
5	Once the record is saved, click on the back to WSP /ATR forms	
6	Bulk Upload. Please refer to the steps as explained below	

## 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 <b>WSP Form G1: Pivotal Planned beneficiaries of training (employed)</b> from the <b>Annexure A Forms Menu</b>	
2	Click on the <b>Select</b> button	
3	Complete the details required and click <b>Add.</b>	

Steps	Action	Screenshot
4	Once the record is saved, one has the option to <b>Edit or Remove it.</b>	
5	Once the record is saved, click on the back to WSP /ATR forms	
6	Bulk Upload. Please refer to the steps as explained below	

## 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 <b>WSP Form G2: Pivotal Planned beneficiaries of training (unemployed)</b> from the <b>Annexure A Forms Menu</b>	<table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>1.</td><td>ATR Form F1</td><td>Expenditure of Training</td></tr> <tr><td>2.</td><td>ATR Form F3</td><td>Number of Beneficiaries Trained</td></tr> <tr><td>3.</td><td>ATR Form F8</td><td>Variance Report</td></tr> <tr><td>4.</td><td>ATR Form F11</td><td>Pivotal Training Report</td></tr> <tr><td>5.</td><td>WSP Form A</td><td>Administrative Details</td></tr> <tr><td>6.</td><td>WSP Form B</td><td>Training Budget</td></tr> <tr><td>7.</td><td>WSP Form C</td><td>Employment Summary</td></tr> <tr><td>8.</td><td>WSP Form D</td><td>Priority Skills</td></tr> <tr><td>9.</td><td>WSP Form E3</td><td>Planned Beneficiaries of Training (Employed)</td></tr> <tr><td>10.</td><td>WSP Form G1</td><td>Pivotal Planned Beneficiaries of Training (Employed)</td></tr> <tr><td>11.</td><td>WSP Form G2</td><td>Pivotal Planned Beneficiaries of Training (Unemployed)</td></tr> </tbody> </table>	#	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	5.	WSP Form A	Administrative Details	6.	WSP Form B	Training Budget	7.	WSP Form C	Employment Summary	8.	WSP Form D	Priority Skills	9.	WSP Form E3	Planned Beneficiaries of Training (Employed)	10.	WSP Form G1	Pivotal Planned Beneficiaries of Training (Employed)	11.	WSP Form G2	Pivotal Planned Beneficiaries of Training (Unemployed)								
#	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																																												
5.	WSP Form A	Administrative Details																																												
6.	WSP Form B	Training Budget																																												
7.	WSP Form C	Employment Summary																																												
8.	WSP Form D	Priority Skills																																												
9.	WSP Form E3	Planned Beneficiaries of Training (Employed)																																												
10.	WSP Form G1	Pivotal Planned Beneficiaries of Training (Employed)																																												
11.	WSP Form G2	Pivotal Planned Beneficiaries of Training (Unemployed)																																												
2	Click on the <b>Select</b> button																																													
3	Complete the details required and click <b>Add</b> .																																													
4	Once the record is saved, one has the option to <b>Edit</b> or <b>Remove</b> it.	<table border="1"> <thead> <tr> <th>Major Group</th> <th>Sub Major Group</th> <th>Occupation</th> <th>Municipality</th> <th>Province</th> <th>Pivotal Programme Type</th> <th>Pivotal Programme</th> <th>Training Level</th> <th>African Male</th> <th>African Female</th> <th>African Disabled</th> </tr> </thead> <tbody> <tr> <td>MANAGERS</td> <td>Chief Executives, Senior Officials and Legislators</td> <td>111203 - Local Authority Manager</td> <td>Abaqulusi</td> <td>KwaZulu-Natal</td> <td>Leadership</td> <td>Gender Mainstreaming</td> <td>Intermediate</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td colspan="8">Subtotal</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td colspan="8">Grand Total</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Major Group	Sub Major Group	Occupation	Municipality	Province	Pivotal Programme Type	Pivotal Programme	Training Level	African Male	African Female	African Disabled	MANAGERS	Chief Executives, Senior Officials and Legislators	111203 - Local Authority Manager	Abaqulusi	KwaZulu-Natal	Leadership	Gender Mainstreaming	Intermediate	0	0	0	Subtotal								0	0	0	Grand Total								0	0	0
Major Group	Sub Major Group	Occupation	Municipality	Province	Pivotal Programme Type	Pivotal Programme	Training Level	African Male	African Female	African Disabled																																				
MANAGERS	Chief Executives, Senior Officials and Legislators	111203 - Local Authority Manager	Abaqulusi	KwaZulu-Natal	Leadership	Gender Mainstreaming	Intermediate	0	0	0																																				
Subtotal								0	0	0																																				
Grand Total								0	0	0																																				
5	Once the record is saved, click on the back to WSP /ATR forms																																													
6	Bulk Upload. Please refer to the steps as explained below																																													

## 8.12 WSP Form H: Strategic Objectives

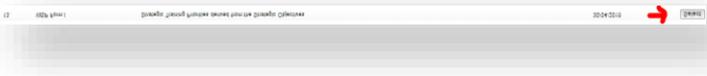
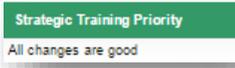
The section below outlines the process capturing the strategic objectives

Steps	Action	Screenshot																																																																	
1	Click on <b>Form H: Strategic Objectives</b> from the <b>Annexure A Forms Menu</b>	<table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr><td>1.</td><td>ATR Form F1</td><td>Expenditure of Training</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>2.</td><td>ATR Form F3</td><td>Number of Beneficiaries Trained</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>3.</td><td>ATR Form F8</td><td>Variance Report</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>4.</td><td>ATR Form F11</td><td>Pivotal Training Report</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>5.</td><td>WSP Form A</td><td>Administrative Details</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>6.</td><td>WSP Form B</td><td>Training Budget</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>7.</td><td>WSP Form C</td><td>Employment Summary</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>8.</td><td>WSP Form D</td><td>Priority Skills</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>9.</td><td>WSP Form E3</td><td>Planned Beneficiaries of Training (Employed)</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>10.</td><td>WSP Form G1</td><td>Pivotal Planned Beneficiaries of Training (Employed)</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>11.</td><td>WSP Form G2</td><td>Pivotal Planned Beneficiaries of Training (Unemployed)</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>12.</td><td>WSP Form H</td><td>Strategic Objectives</td><td>30/04/2015</td><td>Select</td></tr> </tbody> </table>	#	Form	Description	Due Date	Select	1.	ATR Form F1	Expenditure of Training	30/04/2015	Select	2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2015	Select	3.	ATR Form F8	Variance Report	30/04/2015	Select	4.	ATR Form F11	Pivotal Training Report	30/04/2015	Select	5.	WSP Form A	Administrative Details	30/04/2015	Select	6.	WSP Form B	Training Budget	30/04/2015	Select	7.	WSP Form C	Employment Summary	30/04/2015	Select	8.	WSP Form D	Priority Skills	30/04/2015	Select	9.	WSP Form E3	Planned Beneficiaries of Training (Employed)	30/04/2015	Select	10.	WSP Form G1	Pivotal Planned Beneficiaries of Training (Employed)	30/04/2015	Select	11.	WSP Form G2	Pivotal Planned Beneficiaries of Training (Unemployed)	30/04/2015	Select	12.	WSP Form H	Strategic Objectives	30/04/2015	Select
#	Form	Description	Due Date	Select																																																															
1.	ATR Form F1	Expenditure of Training	30/04/2015	Select																																																															
2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2015	Select																																																															
3.	ATR Form F8	Variance Report	30/04/2015	Select																																																															
4.	ATR Form F11	Pivotal Training Report	30/04/2015	Select																																																															
5.	WSP Form A	Administrative Details	30/04/2015	Select																																																															
6.	WSP Form B	Training Budget	30/04/2015	Select																																																															
7.	WSP Form C	Employment Summary	30/04/2015	Select																																																															
8.	WSP Form D	Priority Skills	30/04/2015	Select																																																															
9.	WSP Form E3	Planned Beneficiaries of Training (Employed)	30/04/2015	Select																																																															
10.	WSP Form G1	Pivotal Planned Beneficiaries of Training (Employed)	30/04/2015	Select																																																															
11.	WSP Form G2	Pivotal Planned Beneficiaries of Training (Unemployed)	30/04/2015	Select																																																															
12.	WSP Form H	Strategic Objectives	30/04/2015	Select																																																															
2	Click on the <b>Select</b> button																																																																		
3	Complete the details required and click <b>Add</b> .	<p>Strategic Objectives</p> <p>Note: • List the Strategic Objectives described in the entity's strategic business plan</p> <p>Strategic Objective <input type="text"/></p> <p>Add</p>																																																																	
4	Once the record is saved will appear as such.	<p>Strategic Objective</p> <p>Hello PSETA</p> <p>You are most Welcome</p>																																																																	
5	Once the record is saved, click on the back to WSP /ATR forms	<p>Back to WSP/ATR Forms Menu</p>																																																																	

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

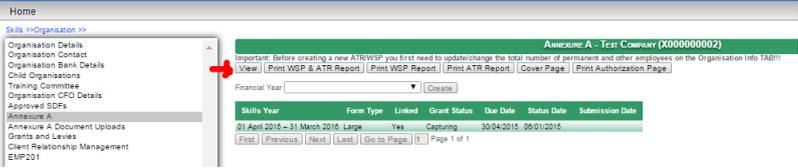
The section below outlines the process capturing the strategic training priorities derived from the strategic objectives

Steps	Action	Screenshot																																																																						
1	Click on <b>Form I: Strategic training priorities derived from the strategic objectives</b> from the <b>Annexure A Forms Menu</b>	<table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr><td>1.</td><td>ATR Form F1</td><td>Expenditure of Training</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>2.</td><td>ATR Form F3</td><td>Number of Beneficiaries Trained</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>3.</td><td>ATR Form F8</td><td>Variance Report</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>4.</td><td>ATR Form F11</td><td>Pivotal Training Report</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>5.</td><td>WSP Form A</td><td>Administrative Details</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>6.</td><td>WSP Form B</td><td>Training Budget</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>7.</td><td>WSP Form C</td><td>Employment Summary</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>8.</td><td>WSP Form D</td><td>Priority Skills</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>9.</td><td>WSP Form E3</td><td>Planned Beneficiaries of Training (Employed)</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>10.</td><td>WSP Form G1</td><td>Pivotal Planned Beneficiaries of Training (Employed)</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>11.</td><td>WSP Form G2</td><td>Pivotal Planned Beneficiaries of Training (Unemployed)</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>12.</td><td>WSP Form H</td><td>Strategic Objectives</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>13.</td><td>WSP Form I</td><td>Strategic Training Priorities derived from the Strategic Objectives</td><td>30/04/2015</td><td>Select</td></tr> </tbody> </table>	#	Form	Description	Due Date	Select	1.	ATR Form F1	Expenditure of Training	30/04/2015	Select	2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2015	Select	3.	ATR Form F8	Variance Report	30/04/2015	Select	4.	ATR Form F11	Pivotal Training Report	30/04/2015	Select	5.	WSP Form A	Administrative Details	30/04/2015	Select	6.	WSP Form B	Training Budget	30/04/2015	Select	7.	WSP Form C	Employment Summary	30/04/2015	Select	8.	WSP Form D	Priority Skills	30/04/2015	Select	9.	WSP Form E3	Planned Beneficiaries of Training (Employed)	30/04/2015	Select	10.	WSP Form G1	Pivotal Planned Beneficiaries of Training (Employed)	30/04/2015	Select	11.	WSP Form G2	Pivotal Planned Beneficiaries of Training (Unemployed)	30/04/2015	Select	12.	WSP Form H	Strategic Objectives	30/04/2015	Select	13.	WSP Form I	Strategic Training Priorities derived from the Strategic Objectives	30/04/2015	Select
#	Form	Description	Due Date	Select																																																																				
1.	ATR Form F1	Expenditure of Training	30/04/2015	Select																																																																				
2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2015	Select																																																																				
3.	ATR Form F8	Variance Report	30/04/2015	Select																																																																				
4.	ATR Form F11	Pivotal Training Report	30/04/2015	Select																																																																				
5.	WSP Form A	Administrative Details	30/04/2015	Select																																																																				
6.	WSP Form B	Training Budget	30/04/2015	Select																																																																				
7.	WSP Form C	Employment Summary	30/04/2015	Select																																																																				
8.	WSP Form D	Priority Skills	30/04/2015	Select																																																																				
9.	WSP Form E3	Planned Beneficiaries of Training (Employed)	30/04/2015	Select																																																																				
10.	WSP Form G1	Pivotal Planned Beneficiaries of Training (Employed)	30/04/2015	Select																																																																				
11.	WSP Form G2	Pivotal Planned Beneficiaries of Training (Unemployed)	30/04/2015	Select																																																																				
12.	WSP Form H	Strategic Objectives	30/04/2015	Select																																																																				
13.	WSP Form I	Strategic Training Priorities derived from the Strategic Objectives	30/04/2015	Select																																																																				

Steps	Action	Screenshot
2	Click on the <b>Select button</b>	
3	Complete the details required and click <b>Add</b> .	
4	Once the record is saved will appear as such.	
5	Once the record is saved, click on the back to WSP /ATR forms	

## 8.14 Submitting the Annexure A Forms

This is process is for submitting WSP/ATR to PSETA

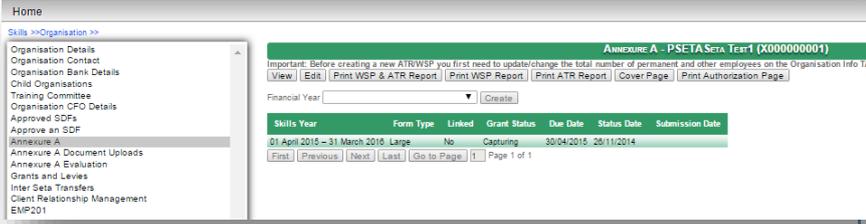
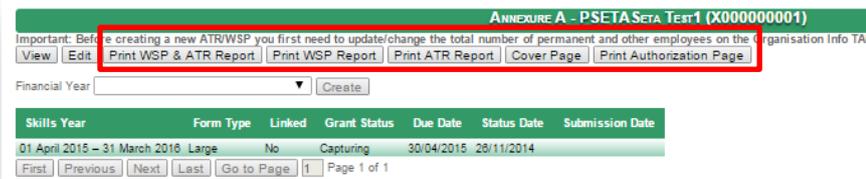
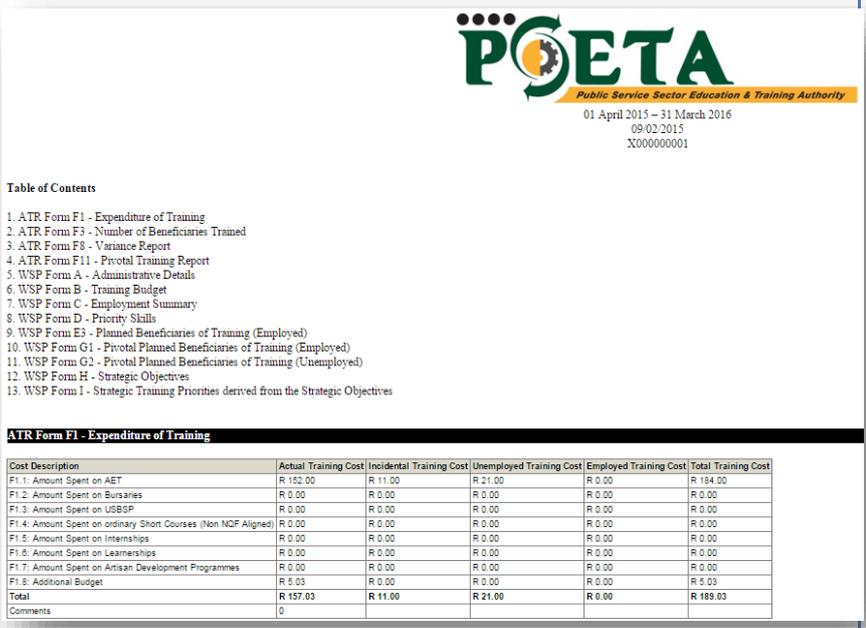
Steps	Action	Screenshot																																																								
1	Select the year and click on view																																																									
2	Click on the <b>Submit</b>	 <table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>ATR Form F1</td> <td>Expenditure of Training</td> <td>30/04/2015</td> </tr> <tr> <td>2.</td> <td>ATR Form F3</td> <td>Number of Beneficiaries Trained</td> <td>30/04/2015</td> </tr> <tr> <td>3.</td> <td>ATR Form F6</td> <td>Variance Report</td> <td>30/04/2015</td> </tr> <tr> <td>4.</td> <td>ATR Form F11</td> <td>Pivotal Training Report</td> <td>30/04/2015</td> </tr> <tr> <td>5.</td> <td>WSP Form A</td> <td>Administrative Details</td> <td>30/04/2015</td> </tr> <tr> <td>6.</td> <td>WSP Form B</td> <td>Training Budget</td> <td>30/04/2015</td> </tr> <tr> <td>7.</td> <td>WSP Form C</td> <td>Employment Summary</td> <td>30/04/2015</td> </tr> <tr> <td>8.</td> <td>WSP Form D</td> <td>Priority Skills</td> <td>30/04/2015</td> </tr> <tr> <td>9.</td> <td>WSP Form E3</td> <td>Planned Beneficiaries of Training (Employed)</td> <td>30/04/2015</td> </tr> <tr> <td>10.</td> <td>WSP Form G1</td> <td>Pivotal Planned Beneficiaries of Training (Employed)</td> <td>30/04/2015</td> </tr> <tr> <td>11.</td> <td>WSP Form G2</td> <td>Pivotal Planned Beneficiaries of Training (Unemployed)</td> <td>30/04/2015</td> </tr> <tr> <td>12.</td> <td>WSP Form H</td> <td>Strategic Objectives</td> <td>30/04/2015</td> </tr> <tr> <td>13.</td> <td>WSP Form I</td> <td>Strategic Training Priorities derived from the Strategic Objectives</td> <td>30/04/2015</td> </tr> </tbody> </table>	#	Form	Description	Due Date	1.	ATR Form F1	Expenditure of Training	30/04/2015	2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2015	3.	ATR Form F6	Variance Report	30/04/2015	4.	ATR Form F11	Pivotal Training Report	30/04/2015	5.	WSP Form A	Administrative Details	30/04/2015	6.	WSP Form B	Training Budget	30/04/2015	7.	WSP Form C	Employment Summary	30/04/2015	8.	WSP Form D	Priority Skills	30/04/2015	9.	WSP Form E3	Planned Beneficiaries of Training (Employed)	30/04/2015	10.	WSP Form G1	Pivotal Planned Beneficiaries of Training (Employed)	30/04/2015	11.	WSP Form G2	Pivotal Planned Beneficiaries of Training (Unemployed)	30/04/2015	12.	WSP Form H	Strategic Objectives	30/04/2015	13.	WSP Form I	Strategic Training Priorities derived from the Strategic Objectives	30/04/2015
#	Form	Description	Due Date																																																							
1.	ATR Form F1	Expenditure of Training	30/04/2015																																																							
2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2015																																																							
3.	ATR Form F6	Variance Report	30/04/2015																																																							
4.	ATR Form F11	Pivotal Training Report	30/04/2015																																																							
5.	WSP Form A	Administrative Details	30/04/2015																																																							
6.	WSP Form B	Training Budget	30/04/2015																																																							
7.	WSP Form C	Employment Summary	30/04/2015																																																							
8.	WSP Form D	Priority Skills	30/04/2015																																																							
9.	WSP Form E3	Planned Beneficiaries of Training (Employed)	30/04/2015																																																							
10.	WSP Form G1	Pivotal Planned Beneficiaries of Training (Employed)	30/04/2015																																																							
11.	WSP Form G2	Pivotal Planned Beneficiaries of Training (Unemployed)	30/04/2015																																																							
12.	WSP Form H	Strategic Objectives	30/04/2015																																																							
13.	WSP Form I	Strategic Training Priorities derived from the Strategic Objectives	30/04/2015																																																							
3	After Clicking <b>SUBMIT</b> . Note the Grant Status will change from created to <b>Submitted</b> .																																																									
4	Rules	Rules will ensure that the submit button will not be enabled if all forms are not completed																																																								

**\*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 <b>Annexure A forms</b> from the <b>Organisation Menu</b>	 <p>The screenshot shows the 'Home' page of the PSETA system. On the left, there is a navigation menu under 'Skills &gt;&gt; Organisation &gt;&gt;'. The 'Annexure A' option is highlighted in blue. The main content area shows the title 'ANNEXURE A - PSETA SETA TEST1 (X000000001)' and a table of skills years.</p>																																																																		
2	Select the current <b>financial year</b> from the combo box. And select what to print. The page will refresh then click on the print button.	 <p>The screenshot shows the same page as step 1, but with a red box highlighting the 'Print WSP &amp; ATR Report' button in the top navigation bar. The table below shows the 'Financial Year' dropdown set to '01 April 2015 - 31 March 2016'.</p>																																																																		
3	Once clicked the following will display	 <p>The screenshot shows the 'Table of Contents' and the 'ATR Form F1 - Expenditure of Training' report. The report includes a table with columns for 'Cost Description', 'Actual Training Cost', 'Incidental Training Cost', 'Unemployed Training Cost', 'Employed Training Cost', and 'Total Training Cost'.</p> <table border="1"> <thead> <tr> <th>Cost Description</th> <th>Actual Training Cost</th> <th>Incidental Training Cost</th> <th>Unemployed Training Cost</th> <th>Employed Training Cost</th> <th>Total Training Cost</th> </tr> </thead> <tbody> <tr> <td>F1.1: Amount Spent on AET</td> <td>R 152.00</td> <td>R 11.00</td> <td>R 21.00</td> <td>R 0.00</td> <td>R 184.00</td> </tr> <tr> <td>F1.2: Amount Spent on Bursaries</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.3: Amount Spent on USBSP</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.4: Amount Spent on ordinary Short Courses (Non NCF Aligned)</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.5: Amount Spent on Internships</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.6: Amount Spent on Learnerships</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.7: Amount Spent on Artisan Development Programmes</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.8: Additional Budget</td> <td>R 5.03</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 5.03</td> </tr> <tr> <td><b>Total</b></td> <td><b>R 157.03</b></td> <td><b>R 11.00</b></td> <td><b>R 21.00</b></td> <td><b>R 0.00</b></td> <td><b>R 189.03</b></td> </tr> <tr> <td>Comments</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Cost Description	Actual Training Cost	Incidental Training Cost	Unemployed Training Cost	Employed Training Cost	Total Training Cost	F1.1: Amount Spent on AET	R 152.00	R 11.00	R 21.00	R 0.00	R 184.00	F1.2: Amount Spent on Bursaries	R 0.00	F1.3: Amount Spent on USBSP	R 0.00	F1.4: Amount Spent on ordinary Short Courses (Non NCF Aligned)	R 0.00	F1.5: Amount Spent on Internships	R 0.00	F1.6: Amount Spent on Learnerships	R 0.00	F1.7: Amount Spent on Artisan Development Programmes	R 0.00	F1.8: Additional Budget	R 5.03	R 0.00	R 0.00	R 0.00	R 5.03	<b>Total</b>	<b>R 157.03</b>	<b>R 11.00</b>	<b>R 21.00</b>	<b>R 0.00</b>	<b>R 189.03</b>	Comments	0																												
Cost Description	Actual Training Cost	Incidental Training Cost	Unemployed Training Cost	Employed Training Cost	Total Training Cost																																																															
F1.1: Amount Spent on AET	R 152.00	R 11.00	R 21.00	R 0.00	R 184.00																																																															
F1.2: Amount Spent on Bursaries	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00																																																															
F1.3: Amount Spent on USBSP	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00																																																															
F1.4: Amount Spent on ordinary Short Courses (Non NCF Aligned)	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00																																																															
F1.5: Amount Spent on Internships	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00																																																															
F1.6: Amount Spent on Learnerships	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00																																																															
F1.7: Amount Spent on Artisan Development Programmes	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00																																																															
F1.8: Additional Budget	R 5.03	R 0.00	R 0.00	R 0.00	R 5.03																																																															
<b>Total</b>	<b>R 157.03</b>	<b>R 11.00</b>	<b>R 21.00</b>	<b>R 0.00</b>	<b>R 189.03</b>																																																															
Comments	0																																																																			

**Steps Action Screenshot**

- 4** Scroll to the bottom of the page and click on the **Download to PDF** button.

The screenshot displays a series of data tables and forms. At the bottom, a red arrow points to a button labeled "Download PDF".

Major Group	Sub Major Group	Occupation	Municipality	Province	Learning Programme	Learning Intermediate	African Male	African Female	African Disabled Male	African Disabled Female	Coloured Male	Coloured Female	Coloured Disabled Male	Coloured Disabled Female	Indian Male	Indian Female	Indian Disabled Male	Indian Disabled Female	White Male	White Female	White Disabled Male	White Disabled Female	Total Male	Total Female	Total Disabled	Total	Age Group - 15 to 24	Age Group - 25 to 34	Age Group - 35 to 44	Age Group - 45 to 54	Age Group - 55 to 64	Age Group - 65 to 74	Age Group - 75 to 84	Age Group - 85 to 94
MANAGERS	Chief Executives, Senior Officials and Legislators	11102 - General Manager Public Service	AbuSobhu	Free State	Business	allo	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	0	0	10	0	0	0	0	0	0	0	
<b>TOTAL</b>							10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	0	0	10	0	0	0	0	0	0	0	

Major Group	Sub Major Group	Occupation	Municipality	Province	Other Formal Programme Type	Formal Programme Type	Training Level	African Male	African Female	African Disabled Male	African Disabled Female	Coloured Male	Coloured Female	Coloured Disabled Male	Coloured Disabled Female	Indian Male	Indian Female	Indian Disabled Male	Indian Disabled Female	White Male	White Female	White Disabled Male	White Disabled Female	Total Male	Total Female	Total Disabled	Total	Age Group - 15 to 24	Age Group - 25 to 34	Age Group - 35 to 44	Age Group - 45 to 54	Age Group - 55 to 64	Age Group - 65 to 74	Age Group - 75 to 84	Age Group - 85 to 94
MANAGERS	Chief Executives, Senior Officials and Legislators	11102 - Local Authority Manager	AbuSobhu	Free State	Leadership	Leadership	Intermediate	0	0	0	0	0	0	0	0	12	0	0	0	0	0	0	12	0	0	12	0	0	0	0	0	0	0	0	
<b>TOTAL</b>								0	0	0	0	0	0	0	0	12	0	0	0	0	0	0	12	0	0	12	0	0	0	0	0	0	0	0	

Major Group	Sub Major Group	Occupation	Municipality	Province	Formal Programme Type	Other Formal Programme Type	Formal Programme Type	Training Level	African Male	African Female	African Disabled Male	African Disabled Female	Coloured Male	Coloured Female	Coloured Disabled Male	Coloured Disabled Female	Indian Male	Indian Female	Indian Disabled Male	Indian Disabled Female	White Male	White Female	White Disabled Male	White Disabled Female	Total Male	Total Female	Total Disabled	Total	Age Group - 15 to 24	Age Group - 25 to 34	Age Group - 35 to 44	Age Group - 45 to 54	Age Group - 55 to 64	Age Group - 65 to 74	Age Group - 75 to 84	Age Group - 85 to 94
MANAGERS	Chief Executives, Senior Officials and Legislators	11102 - Local Authority Manager	AbuSobhu	Free State	Leadership	Leadership	Supervisory Courses	Entry	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	0	0	12	0	0	0	0	0	0	0	0	
<b>TOTAL</b>									12	0	0	0	0	0	0	0	0	0	0	0	0	0	12	0	0	12	0	0	0	0	0	0	0	0	0	

WSP Form H - Strategic Objectives

Strategic Objective  
Hello PSETA  
You are most Welcome

WSP Form I - Strategic Training Priorities

Strategic Training Priority  
All changes are good

Download PDF

- 5** Once clicked the following will appear

The screenshot shows a PDF viewer interface. A red arrow points to the file name "NewPrinting (6).pdf".

TOTAL

WSP Form H - Strategic Objectives

Strategic Objective  
Hello PSETA  
You are most Welcome

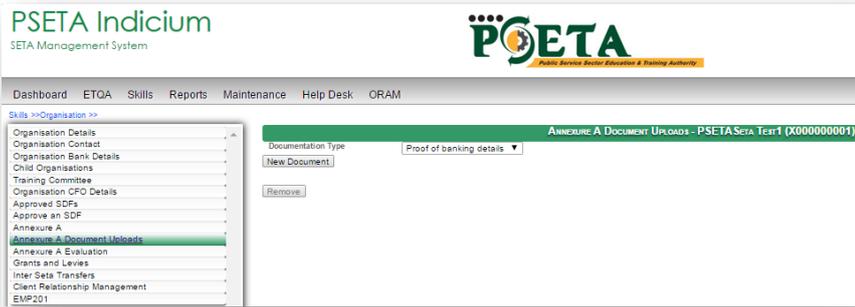
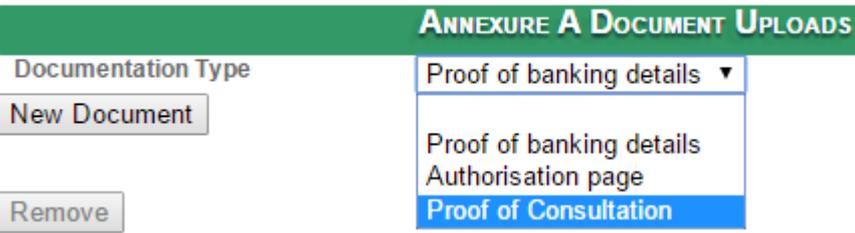
WSP Form I - Strategic Training Priorities

Strategic Training Priority  
All changes are good

NewPrinting (6).pdf

## 10. DOCUMENT UPLOAD

The section below outlines the process of uploading supporting documents

Steps	Action	Screenshot
1	Click on <b>Annexure A Document Uploads</b> from the <b>Organisation Menu</b>	
1.1	These are the types of documents that can be uploaded	
2	Select the current <b>Document Type</b> from the combo box then click on <b>New Document</b> Button.	
3	Select the <b>Financial Year</b> from the combo box, type a small description in the comments section and click on choose file.  Click on the <b>Upload button</b> to save.	