

**TO: PSETA STAKEHOLDERS**  
**FROM: PSETA CHIEF EXECUTIVE OFFICER**  
**SUBJECT: NOTIFICATION OF THE OPENING OF THE PSETA PORTAL FOR  
2023/24 WSP & ATR SUBMISSIONS**

## **DEAR VALUED STAKEHOLDER**

This circular serves to notify stakeholders that the PSETA Portal for the capturing of the Workplace Skills Plan (WSP) and Annual Training Report (ATR) for the 2023/24 financial year will be open from **23 January 2023**.

The system may be accessed through the following PSETA web address: [www.pseta.org.za](http://www.pseta.org.za). Please note that Skills Development Facilitators (SDFs) passwords may have expired, and you may need to reset your password in order to access the system.

### **Important information:**

The submission deadline for the WSP/ATR 2023/24 information is **30 April 2023**.

- (a) All PSETA registered SDFs are required to update their information and renew their passwords to access the 2023/24 WSP templates online.
- (b) New SDFs will be required to link themselves on the PSETA online system with their relevant levy numbers. It is mandatory for new SDFs to upload a letter of appointment which is signed by the DG/HOD/CEO on the system.
- (c) Any requests for extensions to the WSP submission deadline must be submitted to PSETA, by at least 31 March 2023, through a formal request which must be signed off by the organisation's DG/HOD/CEO.

For further clarity or assistance regarding completing forms please contact the following PSETA officials:

1. <b>Mr Mcebisi Mazwi</b>	012 423 5716	McebisiM@pseta.org.za
2. <b>Mr Berned Molemane</b>	012 423 5709	BernedM@pseta.org.za
3. <b>Ms Siviwe Tywabi</b>	012 423 5719	SiviweT@pseta.org.za

PSETA appreciates stakeholders' unwavering support, and commitment towards promoting skills development in the public service sector.

Kind regards

**Ms Bontle Lerumo**  
PSETA CEO  
Date: 23 January 2023