

CIRCULAR SPR01-2022

TO : PSETA STAKEHOLDERS

FROM : CHIEF EXECUTIVE OFFICER (PSETA)

SUBJECT : EXTENSION OF WSP/ATR TO 31 MAY 2022 AND PSETA SYSTEM MIGRATION

DEAR VALUED PSETA STAKEHOLDER

1. The PSETA has implemented a new Management Information System (MIS), Microsoft Dynamics 365.
2. This new innovative and fully functional integrated MIS will see all PSETA stakeholders engaging with the SETA far more efficiently.
3. This change in systems will impact the submission of the Annexure 2 (Workplace Skills Plan (WSP) and Annual Training Report (ATR) for the 2022 period.
4. PSETA stakeholders will be impacted in the following way:
 - i. Stakeholders will no longer be able to capture any data on the Indicium System. The PSETA is currently undertaking a data migration and cleansing exercise of ALL Stakeholders' Data. As a result of this significant task, some information may not yet reflect on the new system.
 - ii. It is envisaged that the new system will be fully functional and deployed live by the **15th of February 2022**. A PSETA Portal User Manual will be made available to stakeholders via the PSETA to facilitate the transition process and the capturing of WSP data.



- iii. The PSETA plans to hold its annual WSP capacity building and training sessions on the new PSETA Portal system. The planned virtual training dates on the system will be communicated in a subsequent circular.
5. As per the requirements of the Skills Development Act No. 97 of 1998, and the SETA Grant Regulations (R990 of 3 December 2012), stakeholders are required to submit their Annexure 2 (Workplace Skills Plan (WSP) and Annual Training Report (ATR) to their relevant SETA by 30 April of each year.
6. It is further stated in sub-regulation 4 (8) that a SETA Accounting Authority may grant an extension for late submission for a period of one month from 30 April to 31 May to employers, subject to a written request by the employer.
7. Given the changeover of system at this critical time, the PSETA has granted **an extension** to all PSETA registered stakeholders to submit the Annexure 2 to the PSETA, by **31 May 2022**, in order to comply with the relevant skills development legislation.
8. Enquiries may be directed to Mr. Mcebisi Mazwi: mcebisim@pseta.org.za, or Ms Siviwe Tywabi siviwet@pseta.org.za or Ms Andrica Letsoalo-Fuze andrical@pseta.org.za
9. PSETA thanks you for your patience and understanding in this regard.

Kind regards



Ms. Bontle Lerumo

Chief Executive Officer

Date: 26.01. 2022