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**TO: PSETA CONSTITUENCIES**

**FROM: THE PSETA CEO**

**SUBJECT: INVITATION TO THE QUARTER 4  
2023/24 CAPACITY BUILDING WORKSHOPS**

Dear Valued Stakeholder

The Public Service Sector Education and Training Authority (PSETA) has embarked on a process of enhancing its current SETA System (the PSETA Portal) to assist Skills Development Facilitators (SDFs) in submitting their organisations' Annexure 2: Workplace Skills Plan and Annual Training Report (WSP and ATR) which is due by **30 April 2024**. The PSETA intends to conduct one-day capacity-building workshops in February and March 2024 for SDFs, Training and Skills Development Committee members, and Organised Labour representatives on the PSETA Portal.

The objectives of the workshop are to:

- To re-introduce the PSETA Portal to Stakeholders.
- Support Stakeholders on the compilation of their Annexure 2 for the 2024/25 financial year.
- Capacitate stakeholders on the procedures, rules and mandatory requirements for the submission of Annexure 2; and to;
- Provide a demonstration on the PSETA Portal.

**Board members:** Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande  
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo  
Ms T Molefe-Sefanyetso | Mr PB Moopelwa | Ms L Dlodla | Ms N Nzimande  
Ms N Silinyana | Mr M Ramakgale

**CEO:** Ms B Lerumo

Skills Development Facilitators (SDFs) are required to have adequate internet connectivity to enable access to the PSETA Portal on the day of the workshop.

The Offices of the Premier (OTPs) are humbly requested to coordinate attendance and invite respective departmental officials to these workshops. PSETA will liaise with the OTPs to finalise workshop dates. The workshops will be in-person and take place from February and March 2024.

National departments, public entities, and provincial legislatures are required to confirm their attendance via email to [spr@pseta.org.za](mailto:spr@pseta.org.za) . For further enquiries please contact Mr. Mcebisi Mazwi on 012 423 5716 or email [McebisiM@pseta.org.za](mailto:McebisiM@pseta.org.za) or Ms. Siviwe Tywabi on 012 423 5719 or e-mail [SiviweT@pseta.org.za](mailto:SiviweT@pseta.org.za).

PSETA looks forward to your participation in these workshops and engagement towards the successful compilation and submission of Annexure 2 for the 2024/25 financial year.

Kind regards

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**Ms. Bontle Lerumo**  
**PSETA CEO**