

**TO : PSETA STAKEHOLDERS**  
**FROM : CHIEF OPERATIONS OFFICER**  
**SUBJECT : PSETA SYSTEM OPEN FOR 2025/26 WSP/ATR SUBMISSIONS**

**DEAR PSETA STAKEHOLDER**

We hereby notify you that the PSETA online system for capturing the Workplace Skills Plan (WSP) and Annual Training Report (ATR) for the 2025/26 financial year will be open from **30 January 2025**. The system may be accessed through the following PSETA web address: [www.pseta.org.za](http://www.pseta.org.za)

Please note that all 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 2025/25 information is **30 April 2025**.

- (a) All PSETA registered SDFs are required to update their information and renew their passwords to access the 2025/26 WSP templates online.
- (b) New SDFs will be required to link themselves to 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, at least by 31 March 2025, through a formal request which must be signed off by your organisation's DG/HOD/CEO.

For further clarity or assistance regarding completing forms please contact:

- Berned Molemane: [BernedM@Pseta.org.za](mailto:BernedM@Pseta.org.za) or 012 423 5709
- Mcebisi Mazwi: [McebisiM@pseta.org.za](mailto:McebisiM@pseta.org.za) or 012 423 5716

PSETA continuously appreciates your organisation's unwavering support and commitment towards promoting skills development in the public service sector.

Kind regards

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**Ms Shivanthini Nagalingam-Potter**  
**Chief Operations Officer**

**Board Members:** Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande  
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo  
Ms T Molefe-Sefanyatso | Mr PB Moopelwa | Ms L Dlodla | Ms N Nzimande  
Mr N Mahala | Mr OJ Dingake | Mr N Bodiba | Ms O Sidumane

**CEO:** Ms B Lerumo