

**TO : PSETA STAKEHOLDERS**  
**FROM : CHIEF EXECUTIVE OFFICER (PSETA)**  
**SUBJECT : PSETA SYSTEM OPEN FOR 2026/27 WSP/ATR SUBMISSIONS**

**DEAR PSETA STAKEHOLDER**

1. We hereby notify you that the PSETA online system for the capturing of the Workplace Skills Plan (WSP) and Annual Training Report (ATR) for the 2026/27 financial year will be open from **30 January 2026**.
2. 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 Facilitator (SDF) passwords may have expired, and you may need to reset your password to access the system.
3. **Important information:**
  - a. The submission deadline for the WSP/ATR 2026/27 information is **30 April 2026**.
    - i. All PSETA-registered SDFs are required to update their information and renew their passwords to access the 2026/27 WSP templates online.
    - ii. New SDFs will be required to link themselves to the PSETA online system with their relevant levy numbers. New SDFs must upload a letter of appointment, signed by the DG/HOD/CEO, to the system.
    - iii. **Any requests for extensions to the WSP submission deadline must be submitted to PSETA, at least by 31 March 2026**, through a formal request which must be signed off by your organisation's DG/HOD/CEO/SECRETARY.
4. 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
5. 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 Bontle Lerumo**  
**Chief Executive Officer**