

## Skills Planning and Research Frequently Asked Questions

Q1. **Employer:** Why must organisation establish Training Committee (TC) or Skills Development Committees (SDC)?

**Response:** Training Committees (also known as Skills Development Committees) were first introduced Government Gazette Number 22398 of 2001, Annexure A: “Employers with more than 50 employees must establish an in-company forum for consultation regarding skills development. Where a workplace is unionised, the trade union and management structures shall fulfil this function.

Q2. **Employer:** Do employers have to include organised labour representative when appointing training committee member?

**Response:** According to sub-regulation (5) of SETA Grant Regulations.

“In the case where an employer has a recognition agreement with a trade union or union in place, there must be evidence provided that the WSP/ ATR (Annexure 2) has been subject to consultation with the recognised trade union and must be signed off by the Labour Representative appointed by the recognised trade union unless an explanation is provided”.

Q3. **Employer:** Why must organisation appoint a Skills Development Facilitator?

**Response:** In South Africa, the appointment of a Skills Development Facilitator (SDF) is part of the framework created by the Skills Development Act No 97 of 1998 and administration through the Department of Higher Education and Training and the relevant Sector Education and Training Authorities.

Q4. **Employer:** Do employers PSETA registered employer automatically qualify to access for SETA grants?

**Response:** Not automatically. The employers that qualify for to access both Mandatory Grant and Discretionary Grant must submit Annual Training Report (ATR) and Workplace Skills Plan each year on or before the 30 April.

**Q5. Employer:** What are PSETA's Sector Industrial Classification Code?

**Response:** **SETA21 PSETA PUBLIC SERVICE SECTOR EDUCATION AND TRAINING AUTHORITY** (PSETA) has been allocated the following sic code by DHET.

- a) 91101- GOVERNMENT DEPARTMENTS
- b) 91102- PROVINCIAL ADMINISTRATIONS
- c) 9110F- PARASTATALS N.E.C.
- d) 91106- DEPARTMENT OF FOREIGN AFFAIRS
- e) 91107 -DEPARTMENT OF TRADE AND INDUSTRY

**Q6. Employer:** Can an employer submit a manual copy of Annual Training Report (ATR) and Workplace Skills Plan (WSP)?

**Response:** No! PSETA does not offer manual submission of ATR/WSP but only allow online submissions.

**Q.7. Employer:** Why WSP data or information important for PSETA?

**Response:** WSP data forms part of the data analysis that informs the PSETA Sector Skills Plan (SSP) as part of evidence-based reporting & research on skills and labour Market Intelligence.

**Q.8. Employer:** How often in the SSP updated?

**Response:** Annually.