



# **Workplace Skills Plan (WSP) and Annual Training Report (Annexure A) Guidelines on how complete forms**

**2019**

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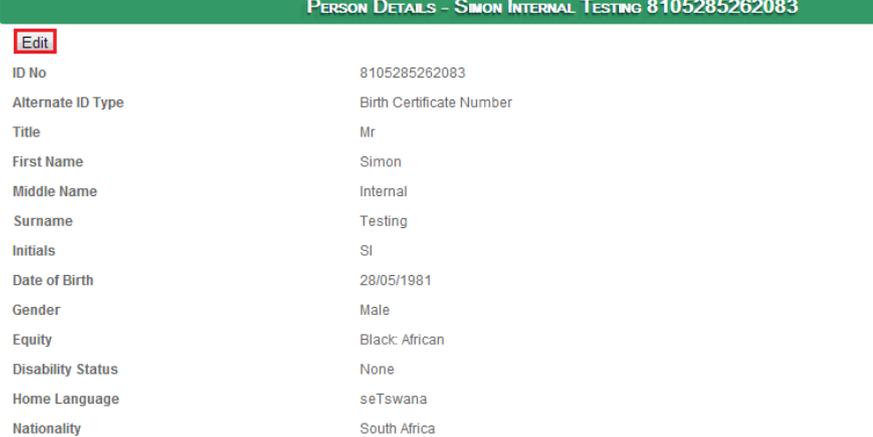
# 1. ACCESSING ORGANISATION INFORMATION

## 1.1 REGISTER OR REMOVE AN ORGANISATION

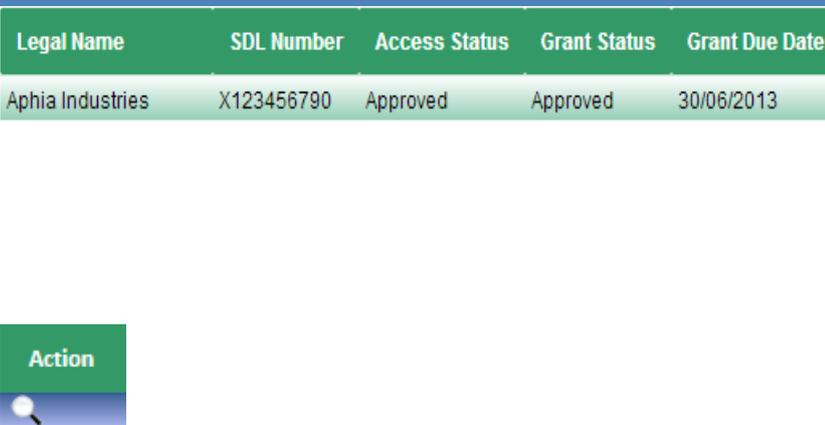
Steps	Action	Screenshot
1	Login into the system	
2	The Skills Development Facilitators Dashboard will open	
3	Click on <b>Register Organisations</b> button	
4	Click on the magnifying glass to select an <b>Organisation</b> , upload a <b>Letter of Appointment</b> then click <b>Save</b> to link it to your profile.	
5	To remove an Organisation, Select the <i>record</i> . The row will be highlighted when selected then click on the <b>Remove</b> button.	

## 1.2 EDIT SDF DETAILS

The section below outlines the process for editing the SDF's details

Steps	Action	Screenshot																										
1	On the Dashboard, click on <b>Your Details</b> button.	 <p>SDF DASHBOARD - SIMON INTERNAL TESTING 8105285262083</p> <p>Financial Year <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Your Details"/> <input type="button" value="Register Organisations"/></p>																										
2	Click on the <b>Edit</b> button. Once done, scroll to the bottom and click <b>Save</b> .	 <p>PERSON DETAILS - SIMON INTERNAL TESTING 8105285262083</p> <p><input type="button" value="Edit"/></p> <table border="1"> <tr> <td>ID No</td> <td>8105285262083</td> </tr> <tr> <td>Alternate ID Type</td> <td>Birth Certificate Number</td> </tr> <tr> <td>Title</td> <td>Mr</td> </tr> <tr> <td>First Name</td> <td>Simon</td> </tr> <tr> <td>Middle Name</td> <td>Internal</td> </tr> <tr> <td>Surname</td> <td>Testing</td> </tr> <tr> <td>Initials</td> <td>SI</td> </tr> <tr> <td>Date of Birth</td> <td>28/05/1981</td> </tr> <tr> <td>Gender</td> <td>Male</td> </tr> <tr> <td>Equity</td> <td>Black: African</td> </tr> <tr> <td>Disability Status</td> <td>None</td> </tr> <tr> <td>Home Language</td> <td>seTswana</td> </tr> <tr> <td>Nationality</td> <td>South Africa</td> </tr> </table>	ID No	8105285262083	Alternate ID Type	Birth Certificate Number	Title	Mr	First Name	Simon	Middle Name	Internal	Surname	Testing	Initials	SI	Date of Birth	28/05/1981	Gender	Male	Equity	Black: African	Disability Status	None	Home Language	seTswana	Nationality	South Africa
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## 1.3 ACCESSING THE ORGANISATION DETAILS

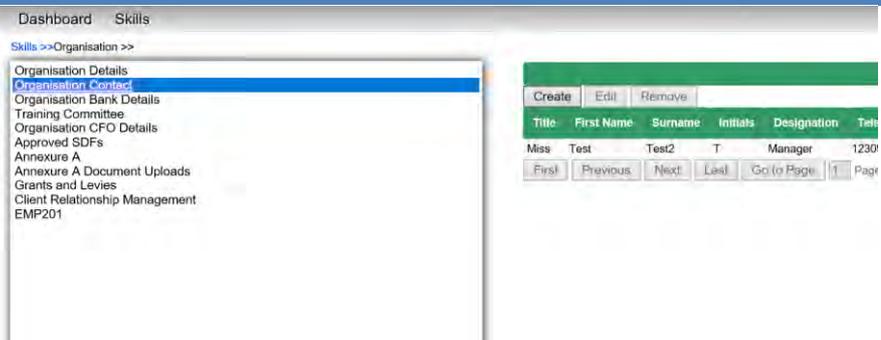
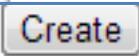
Steps	Action	Screenshot										
1	From the Dashboard, select the <b>Organisation</b> . The row will be highlighted when selected.  Click on the <b>Action</b> button to open the <b>Organisation's</b> profile.	 <table border="1"> <thead> <tr> <th>Legal Name</th> <th>SDL Number</th> <th>Access Status</th> <th>Grant Status</th> <th>Grant Due Date</th> </tr> </thead> <tbody> <tr> <td>Aphia Industries</td> <td>X123456790</td> <td>Approved</td> <td>Approved</td> <td>30/06/2013</td> </tr> </tbody> </table> <p><input type="button" value="Action"/></p>	Legal Name	SDL Number	Access Status	Grant Status	Grant Due Date	Aphia Industries	X123456790	Approved	Approved	30/06/2013
Legal Name	SDL Number	Access Status	Grant Status	Grant Due Date								
Aphia Industries	X123456790	Approved	Approved	30/06/2013								
2	If the organisation does not appear on the Dashboard, click on the Search button.	 <p>SDF DASHBOARD - SIMON INTERNAL TESTING 8105285262083</p> <p>Financial Year <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Your Details"/> <input type="button" value="Register Organisations"/></p>										
3	Search for the <b>Organisation</b> by completing the one of the search criteria fields.	 <p>ORGANISATION</p> <p>Legal Name <input type="text"/></p> <p>Trade Name <input type="text"/></p> <p>SDL Number <input type="text"/></p> <p><input type="button" value="Search"/></p>										

Steps	Action	Screenshot
4	<p>Confirm the SETA data is correct</p> <p>If there is any information to be updated, click on the <b>Edit</b> button, then click <b>Save</b> to effect the changes.</p> <p>Please remember to Confirm details before continuing with WSP capturing</p>	 <p>Postal Urban Rural</p> <p>Postal Province</p> <p>Confirm Organisation Details</p> <p>Urban</p> <p>Gauteng</p>

**NOTE:** Please note that the information on the right is the information that we receive from the Department of Higher Education to upload onto the system. This information cannot be updated. If you need to update the information of the organisation you can do it on the left side of the screen which is the SETA DATA. **Please ensure your organisation details are correct.**

## 2. ORGANISATIONAL CONTACT DETAILS

The section below outlines the process for adding/editing the organisation's contact person's details

Steps	Action	Screenshot
1	<p>Click on <b>Organisation Contact</b> from the <b>Organisation Menu</b></p>	
2	<p>Click on the <b>Create</b> button</p>	

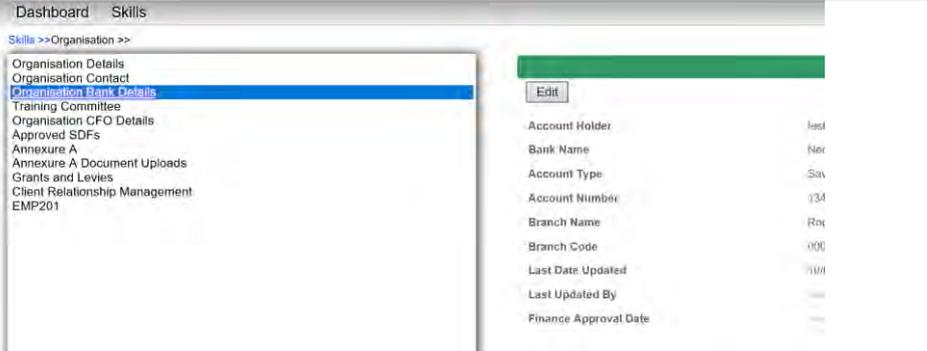
Steps	Action	Screenshot
3	<p>Capture the Contact's details and click the <b>Save</b> button. Contact details should be of anyone involved in WSP capturing besides SDF.</p> <p>Please note the <b>Cell Phone, Telephone</b> and <b>Fax Number</b> may only contain ten (10) digits. <b>Email address</b> should also contain an @ sign for it to save successfully. Should <b>Employee Representative</b> be chosen on the <b>Employer/Employee Representative</b> dropdown option, the <b>Union Name</b> will be a required field to complete</p>	

It is important for the SETA to have the contact details of the persons in the organisation. The reason for this is to be able to communicate with the relevant people of the organisation when the SETA wants to send out invitations to workshops or other functions.

**Please ensure that the contact details are correct and confirm the details before creating the Annexure A forms.**

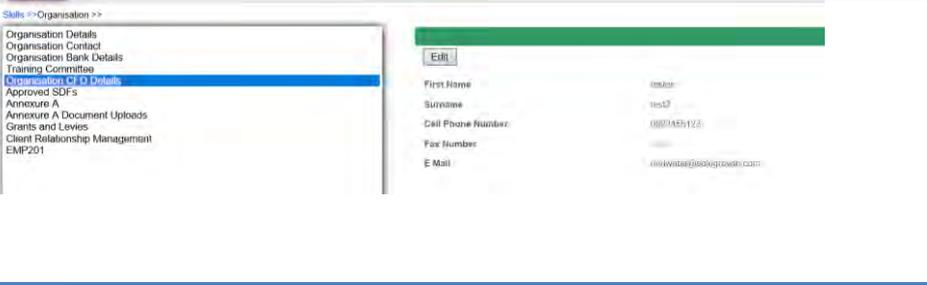
### 3. ORGANISATIONAL BANKING DETAILS

The section below outlines the process for adding/editing Banking Details

Steps	Action	Screenshot
1	Click on <b>Organisation Banking Details</b> from the <b>Organisation Menu</b>	
2	Click on the <b>Edit button</b>	
3	Capture/Update the banking details then click the <b>Save button</b> . Please note that only number values will be saved for <b>Account Number</b> field. Banks options available are <b>Standard Bank, Nedbank, ABSA, FNB</b> and <b>Capitec</b>	

### 4. ORGANISATION CFO DETAILS

The section below outlines the process for adding/editing CFOs Details

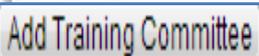
Steps	Action	Screenshot
1	Click on <b>Organisation CFO, Finance Manger (Public Entities Details)</b> from the <b>Organisation Menu</b>	
2	Click on the <b>Edit button</b>	

Steps	Action	Screenshot
3	<p>Capture the CFO's contact details, then click the <b>Save button</b>.</p> <p>Please note the <b>Cell Phone</b> and <b>Fax Number</b> may only contain ten (10) digits. <b>Email address</b> should also contain an @ sign for it to save successfully.</p>	 <p>First Name: testee Surname: test2 Cell Phone Number: 0823456123 Fax Number: None E Mail: rledwaba@solugrowth.com</p>

## 5. TRAINING COMMITTEE

This section below outlines the process for adding/editing the Training Committee member's details.

*This is compulsory applicable for Large entities and optional to Small entities.*

Step	Action	Screenshot
1	Click on <b>Training Committee</b> from the <b>Organisation Menu</b>	 <p>Skills &gt;&gt; Organisation &gt;&gt;  Organisation Details  Organisation Contact  Organisation Bank Details  <b>Training Committee</b>  Organisation CFO Details  Approved SDFs  Annexure A  Annexure A Document Uploads  Grants and Levies  Client Relationship Management  EMP201</p>
2	Click on the <b>Add Training Committee button</b>	 <p>Add Training Committee</p>

3 Capture the committee member's details then click on the **Save button**. Please note the **Cell Phone, Telephone** and **Fax Number** may only contain ten (10) digits. **Email address** should also contain an @ sign for it to save successfully.

Should **Employee Representative** be chosen on the **Employer/Employee Representative** dropdown option, the **Union Name** will be a required field to complete

**TRAINING COMMITTEE**

Title

First Name

Surname

Initials

Designation

Telephone Number

Fax Number

E Mail

Employer Employee Representative

Union Name

4 To update the details, click on the record and it will be highlighted.

Click on the **Update** icon to open the record.

First Name	Surname	Initials	Telephone Number	Fax Number	E Mail	Update
Samantha	Cell	S	0128061214	0128064587	hdevree@dts.co.za	

Page 1 of 1

## 6. CREATING NEW WSP FORMS 2019/2020

The section below outlines the process for creating new forms for the financial year

Steps	Action	Screenshot										
1	<p>Select the current <b>financial year</b> from the combo box.</p> <p>The page will refresh and the create button will become active. Please note the only Primary SDF can create new WSP form.</p>											
2	Click on the <b>Create button</b>											
3	<p>Once the number of employees has been confirmed, the window on the right will appear.</p> <p>Click on <b>View</b> to see the forms.</p>	<table border="1"> <thead> <tr> <th>Skills Year</th> <th>Form Type</th> <th>Linked</th> <th>Grant Status</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>01 April 2019 – 31 March 2020</td> <td>Small</td> <td>No</td> <td>Capturing</td> <td>30/04/2019</td> </tr> </tbody> </table>	Skills Year	Form Type	Linked	Grant Status	Due Date	01 April 2019 – 31 March 2020	Small	No	Capturing	30/04/2019
Skills Year	Form Type	Linked	Grant Status	Due Date								
01 April 2019 – 31 March 2020	Small	No	Capturing	30/04/2019								

- Users can only create the current financial year's forms and not previous years.
- Forms can only be created if all fields on the organisation information and contact details tab have been completed and confirmed to be correct

## 7. HOW TO COMPLETE ANNEXURE A

The Annexure A section comprises of 13 forms for all organisations. These are:

WSP & ATR Forms  
01 April 2019 – 31 March 2020

Form	Description	Due Date	Select
1. ATR Form F1	Expenditure of Training	30/04/2019	Select
2. ATR Form F2	Number of Beneficiaries Trained	30/04/2019	Select
3. ATR Form F3	Variance Report	30/04/2019	Select
4. ATR Form F4	Hard To Fill Vacancies Progress Report	30/04/2019	Select
5. ATR Form F11	Pivotal Training Report	30/04/2019	Select
6. WSP Form A	Administrative Details	30/04/2019	Select
7. WSP Form B	Training Budget	30/04/2019	Select
8. WSP Form C	Employment Summary	30/04/2019	Select
9. WSP Form D	Hard To Fill Vacancies	30/04/2019	Select
10. WSP Form E	Planned Beneficiaries of Training	30/04/2019	Select
11. WSP Form E2	Organisation Skills Gap	30/04/2019	Select
12. WSP Form E1	Pivotal Planned Beneficiaries of Training	30/04/2019	Select
14. WSP Form H	Strategic Objectives	30/04/2019	Select
15. WSP Form I	Strategic Training Priorities derived from the Strategic Objectives	30/04/2019	Select

Please note the OFO code version 2017 is being used for all forms.

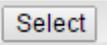
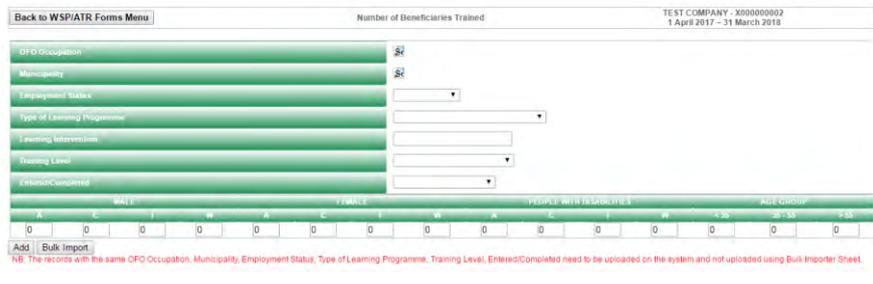
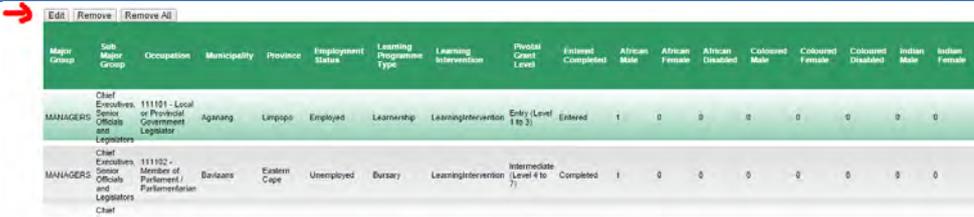
## 7.1 Form F1: Expenditure of training

The section below outlines the process for capturing the expenditure of training

Steps	Action	Screenshot																																																												
1	Click on <b>Form F1: (Select)</b>																																																													
2	Complete the values and press save once completed	<table border="1"> <thead> <tr> <th></th> <th>Actual Training Cost</th> <th>Incidental Training Cost</th> <th>Unemployed Training Cost</th> <th>Employee Training Cost</th> <th>Total Training Cost</th> </tr> </thead> <tbody> <tr> <td>F1.1: Amount Spent on RCT</td> <td>R 89000.00</td> <td>R 789000.00</td> <td>R 786786.71</td> <td>R 786876.71</td> <td>R 1654593.42</td> </tr> <tr> <td>F1.2: Amount Spent on Resources</td> <td>R 878778.00</td> <td>R 887887.00</td> <td>R 87878.00</td> <td>R 67565.00</td> <td>R 9851126.00</td> </tr> <tr> <td>F1.3: Amount Spent on USDRP</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 76565.00</td> <td>R 765765.00</td> <td>R 842330.00</td> </tr> <tr> <td>F1.4: Amount Spent on Ministry Short Courses (Non-Work Aligned)</td> <td>R 76765.00</td> <td>R 765765.00</td> <td>R 765765.00</td> <td>R 76576.00</td> <td>R 1684871.00</td> </tr> <tr> <td>F1.5: Amount Spent on Information</td> <td>R 0.00</td> <td>R 7657865.00</td> <td>R 67576.00</td> <td>R 7907.00</td> <td>R 7733508.00</td> </tr> <tr> <td>F1.6: Amount Spent on Examination</td> <td>R 765765.00</td> <td>R 765765.00</td> <td>R 765765.00</td> <td>R 765765.00</td> <td>R 3063060.00</td> </tr> <tr> <td>F1.7: Amount Spent on Action Development Programmes</td> <td>R 765765.00</td> <td>R 76565.00</td> <td>R 765765.00</td> <td>R 845334.00</td> <td>R 9445323.00</td> </tr> <tr> <td>F1.8: Additional Expense</td> <td>R 334234.00</td> <td>R 2243.00</td> <td>R 42343.00</td> <td>R 4376.00</td> <td>R 383196.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>R 1081931.00</b></td> <td><b>R 7991662.00</b></td> <td><b>R 7962603.00</b></td> <td><b>R 8132102.00</b></td> <td><b>R 16875566.00</b></td> </tr> </tbody> </table>		Actual Training Cost	Incidental Training Cost	Unemployed Training Cost	Employee Training Cost	Total Training Cost	F1.1: Amount Spent on RCT	R 89000.00	R 789000.00	R 786786.71	R 786876.71	R 1654593.42	F1.2: Amount Spent on Resources	R 878778.00	R 887887.00	R 87878.00	R 67565.00	R 9851126.00	F1.3: Amount Spent on USDRP	R 0.00	R 0.00	R 76565.00	R 765765.00	R 842330.00	F1.4: Amount Spent on Ministry Short Courses (Non-Work Aligned)	R 76765.00	R 765765.00	R 765765.00	R 76576.00	R 1684871.00	F1.5: Amount Spent on Information	R 0.00	R 7657865.00	R 67576.00	R 7907.00	R 7733508.00	F1.6: Amount Spent on Examination	R 765765.00	R 765765.00	R 765765.00	R 765765.00	R 3063060.00	F1.7: Amount Spent on Action Development Programmes	R 765765.00	R 76565.00	R 765765.00	R 845334.00	R 9445323.00	F1.8: Additional Expense	R 334234.00	R 2243.00	R 42343.00	R 4376.00	R 383196.00	<b>TOTAL</b>	<b>R 1081931.00</b>	<b>R 7991662.00</b>	<b>R 7962603.00</b>	<b>R 8132102.00</b>	<b>R 16875566.00</b>
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3	Complete the details required and click <b>Save</b> .																																																													
4	Once the record is saved, click on the back to WSP /ATR forms																																																													

## 7.2 Form F3: Number of beneficiaries trained

The section below outlines the process for capturing number of beneficiaries trained

Steps	Action	Screenshot
1	Click on <b>Form F3: Number of beneficiaries trained</b> from the <b>Annexure A Forms Menu</b>	
2	Click on the <b>SELECT</b> button	
3	Complete the details required and click <b>Add</b> .  Please read note in red for key information on form	
4	Once the record is saved, one has the option to <b>Edit</b> or <b>Remove it</b> .	
5	Once the record is saved, click on the back to WSP /ATR forms	

## 7.3 Form F8: Variance Report

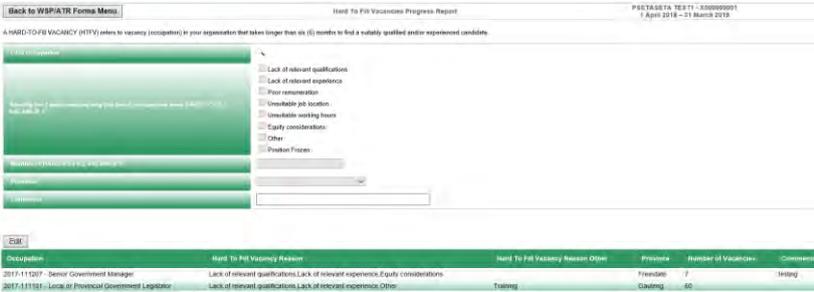
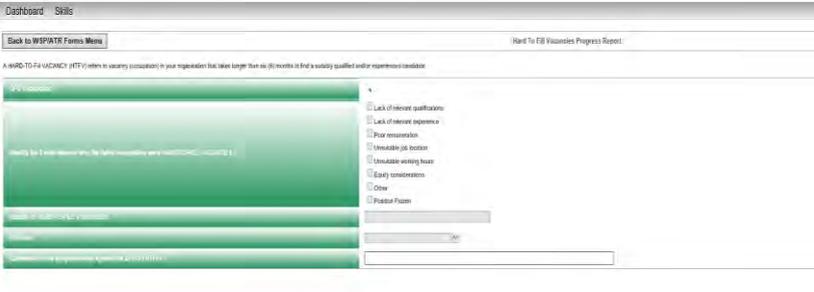
The section below shows the variance report

Steps	Action	Screenshot																																												
1	Click on <b>Form F8: Variance Form</b> from the <b>Annexure A Menu</b>	 <table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Date/Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ATR Form F1</td> <td>Expenditure of Training</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>2</td> <td>ATR Form F3</td> <td>Number of Beneficiaries Trained</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>3</td> <td>ATR Form F8</td> <td>Variance Report</td> <td>30/04/2015</td> <td>Select</td> </tr> </tbody> </table>	#	Form	Description	Date/Date	Select	1	ATR Form F1	Expenditure of Training	30/04/2015	Select	2	ATR Form F3	Number of Beneficiaries Trained	30/04/2015	Select	3	ATR Form F8	Variance Report	30/04/2015	Select																								
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2	The variances are viewable here. Should there be a variance between the Planned and Trained you are required to complete the reason. Click on the line to highlight it and then click the edit button	 <table border="1"> <thead> <tr> <th>Occupational Group</th> <th>Total Planned</th> <th>Total Trained</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>MANAGERS</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>PROFESSIONALS</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>TECHNICIANS AND ASSOCIATE PROFESSIONALS</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>CLERICAL SUPPORT WORKERS</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>SERVICE AND SALES WORKERS</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>SKILLED AGRICULTURAL, FORESTRY, FISHERY, CRAFT AND RELATED TRADES WORKERS</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>PLANT AND MACHINE OPERATORS AND ASSEMBLERS</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>ELEMENTARY OCCUPATIONS</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Subtotal</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Grand Total</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table>	Occupational Group	Total Planned	Total Trained	Comments	MANAGERS	0	0		PROFESSIONALS	0	0		TECHNICIANS AND ASSOCIATE PROFESSIONALS	0	0		CLERICAL SUPPORT WORKERS	0	0		SERVICE AND SALES WORKERS	0	0		SKILLED AGRICULTURAL, FORESTRY, FISHERY, CRAFT AND RELATED TRADES WORKERS	0	0		PLANT AND MACHINE OPERATORS AND ASSEMBLERS	0	0		ELEMENTARY OCCUPATIONS	0	0		Subtotal	0	0		Grand Total	0	0	
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Steps	Action	Screenshot

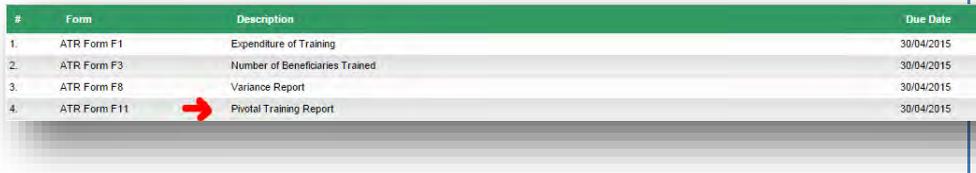
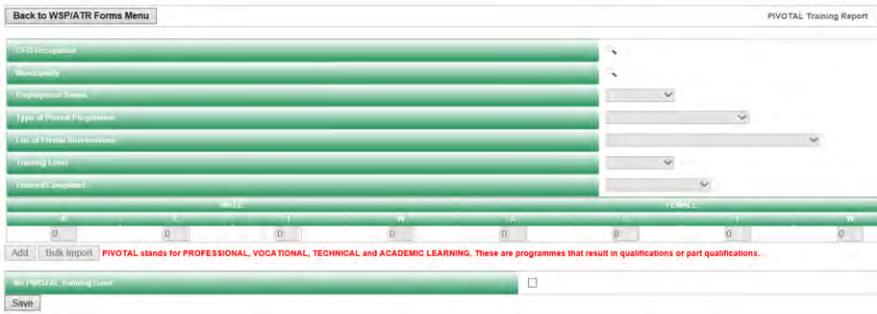
## 7.4 Form F9: Hard to Fill Vacancies Progress Report

The section below outlines the progress of hard to fill vacancies from previous WSP

Steps	Action	Screenshot
1	Click on <b>Form F9:</b> from the <b>Annexure A Menu</b>	
	Form F9 populates data from Previous WSP <b>Form D</b> .  If there are any comments, highlight the line at the bottom and click on <b>Edit</b> .	
	If you did not Plan in the previous WSP applications, screenshot on the right shows the display of Form F9, as it is pulling data from Previous WSP Form D, therefore in this case there is no data.	

## 7.5 Form F11: PIVOTAL Training Report

The section below outlines the process for capturing the PIVOTAL training report.

Steps	Action	Screenshot																																																												
1	Click on <b>Form F11: Pivotal Training Report</b> from the <b>Annexure A Forms Menu</b>	 <table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>ATR Form F1</td> <td>Expenditure of Training</td> <td>30/04/2015</td> </tr> <tr> <td>2.</td> <td>ATR Form F3</td> <td>Number of Beneficiaries Trained</td> <td>30/04/2015</td> </tr> <tr> <td>3.</td> <td>ATR Form F8</td> <td>Variance Report</td> <td>30/04/2015</td> </tr> <tr> <td>4.</td> <td>ATR Form F11</td> <td>Pivotal Training Report</td> <td>30/04/2015</td> </tr> </tbody> </table>	#	Form	Description	Due Date	1.	ATR Form F1	Expenditure of Training	30/04/2015	2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2015	3.	ATR Form F8	Variance Report	30/04/2015	4.	ATR Form F11	Pivotal Training Report	30/04/2015																																								
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2	Click on the <b>select button</b> to open the form.																																																													
3	Complete the details required and click <b>Add</b> .																																																													
4	Once the record is saved, one has the option to <b>Edit or Remove it</b> by highlighting the row	 <table border="1"> <thead> <tr> <th>Major Group</th> <th>Sub Major Group</th> <th>Occupation</th> <th>Municipality</th> <th>Province</th> <th>Employment Status</th> <th>Pivotal Programme Type</th> <th>Other Pivotal Programme Type</th> <th>Pivotal Programme</th> <th>Training Level</th> <th>African Male</th> <th>African Female</th> <th>African Disabled</th> <th>Coloured Male</th> <th>Coloured Female</th> </tr> </thead> <tbody> <tr> <td>MANAGERS</td> <td>Chief Executives, Senior Officials and Legislators</td> <td>111101 - Local or Provincial Government Legislators</td> <td>Abasulusi</td> <td>KwaZulu-Natal</td> <td>Employed</td> <td>Skills Programme</td> <td></td> <td>Management Development Programmes</td> <td>Advanced</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>MANAGERS</td> <td>Administrative and Commercial Managers</td> <td>121104 - Internal Audit Manager</td> <td>Tshwane Metro</td> <td>Gauteng</td> <td>Employed</td> <td>Other</td> <td>OtherPivotalProgrammeType</td> <td>Other</td> <td>Entry</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>PROFESSIONALS</td> <td>Teaching Professionals</td> <td>234201 - Early Childhood Development Practitioner</td> <td>Ekurhuleni Metro</td> <td>Gauteng</td> <td>Unemployed</td> <td>Internship</td> <td></td> <td>Other</td> <td>Intermediate</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Major Group	Sub Major Group	Occupation	Municipality	Province	Employment Status	Pivotal Programme Type	Other Pivotal Programme Type	Pivotal Programme	Training Level	African Male	African Female	African Disabled	Coloured Male	Coloured Female	MANAGERS	Chief Executives, Senior Officials and Legislators	111101 - Local or Provincial Government Legislators	Abasulusi	KwaZulu-Natal	Employed	Skills Programme		Management Development Programmes	Advanced	4	0	0	0	0	MANAGERS	Administrative and Commercial Managers	121104 - Internal Audit Manager	Tshwane Metro	Gauteng	Employed	Other	OtherPivotalProgrammeType	Other	Entry	1	0	0	0	0	PROFESSIONALS	Teaching Professionals	234201 - Early Childhood Development Practitioner	Ekurhuleni Metro	Gauteng	Unemployed	Internship		Other	Intermediate	0	1	0	0	0
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5	Once the record is saved, click on the back to WSP /ATR forms																																																													

## 7.6 WSP FORM A: Administrative details

The section below outlines the process for updating the admin details.

Steps	Action	Screenshot																														
1	Click on <b>WSP Form A</b> from the <b>Annexure A Forms Menu</b>	<table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>ATR Form F1</td> <td>Expenditure of Training</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>2.</td> <td>ATR Form F3</td> <td>Number of Beneficiaries Trained</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>3.</td> <td>ATR Form F6</td> <td>Variance Report</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>4.</td> <td>ATR Form F11</td> <td>Phyotai Training Report</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>5.</td> <td>WSP Form A</td> <td>Administrative Details</td> <td>30/04/2015</td> <td>Select</td> </tr> </tbody> </table>	#	Form	Description	Due Date	Select	1.	ATR Form F1	Expenditure of Training	30/04/2015	Select	2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2015	Select	3.	ATR Form F6	Variance Report	30/04/2015	Select	4.	ATR Form F11	Phyotai Training Report	30/04/2015	Select	5.	WSP Form A	Administrative Details	30/04/2015	Select
#	Form	Description	Due Date	Select																												
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4.	ATR Form F11	Phyotai Training Report	30/04/2015	Select																												
5.	WSP Form A	Administrative Details	30/04/2015	Select																												
2	Click on the <b>Select</b> button																															
3	<p>Please note that the administrative detail is auto populated from various source information from Organisation Details.</p> <p>Only action required is to confirm if all information is correct by clicking the tick box as shown, click Save once done.</p>	<p><b>Note: Please check the checkbox below before proceeding to the next form.</b></p> <p><input checked="" type="checkbox"/> I declare that the information submitted is correct and accurate to the best of my knowledge. Proceed to the next form</p> <p>Save</p>																														
4	Once the record is saved, click on the back to WSP /ATR forms																															

## 7.7 WSP Form B: Training Budget

The section below outlines the process for capturing the training budget

Steps	Action	Screenshot																																			
1	Click on <b>WSP Form B: Training Budget</b> from the <b>Annexure A Forms Menu</b> .	<table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ATR Form P1</td> <td>Expenditure of Training</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>2</td> <td>ATR Form P2</td> <td>Number of Beneficiaries Trained</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>3</td> <td>ATR Form P3</td> <td>Valence Report</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>4</td> <td>ATR Form P11</td> <td>Physical Training Report</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>5</td> <td>WSP Form A</td> <td>Administrative Details</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>6</td> <td>WSP Form B</td> <td>Training Budget</td> <td>30/04/2015</td> <td>Select</td> </tr> </tbody> </table>	#	Form	Description	Due Date	Select	1	ATR Form P1	Expenditure of Training	30/04/2015	Select	2	ATR Form P2	Number of Beneficiaries Trained	30/04/2015	Select	3	ATR Form P3	Valence Report	30/04/2015	Select	4	ATR Form P11	Physical Training Report	30/04/2015	Select	5	WSP Form A	Administrative Details	30/04/2015	Select	6	WSP Form B	Training Budget	30/04/2015	Select
#	Form	Description	Due Date	Select																																	
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2	Click on the <b>Select</b> button																																				
3	Complete the details required and click <b>Save</b> .																																				
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## 7.8 WSP Form C: Employment Summary

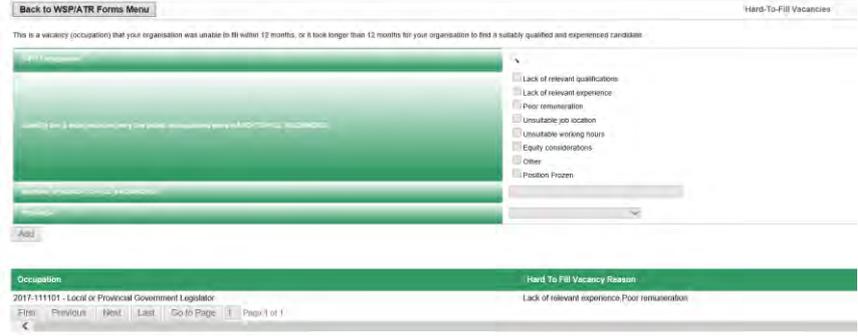
The section below outlines the process for capturing the employment summary

Steps	Action	Screenshot																																												
1	Click on <b>WSP Form C: Employment Summary</b> from the <b>Annexure A Forms Menu</b>	<table border="1"> <thead> <tr> <th>Form</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>ATR Form F1</td><td>Expenditure of Training</td></tr> <tr><td>ATR Form F3</td><td>Number of Beneficiaries Trained</td></tr> <tr><td>ATR Form F8</td><td>Variance Report</td></tr> <tr><td>ATR Form F9</td><td>Hard To Fill Vacancies Progress Report</td></tr> <tr><td>ATR Form F11</td><td>PIVOTAL Training Report</td></tr> <tr><td>WSP Form A</td><td>Administrative Details</td></tr> <tr><td>WSP Form B</td><td>Training Budget</td></tr> <tr><td>WSP Form C</td><td>Employment Summary</td></tr> <tr><td>WSP Form D</td><td>Hard-To-Fill Vacancies</td></tr> <tr><td>WSP Form E</td><td>Planned Beneficiaries of Training</td></tr> <tr><td>WSP Form E2</td><td>Organisation Skills Gap</td></tr> <tr><td>WSP Form G1</td><td>PIVOTAL Planned Beneficiaries of Training</td></tr> <tr><td>WSP Form H</td><td>Strategic Objectives</td></tr> <tr><td>WSP Form I</td><td>Strategic Training Priorities derived from the Strategic Objectives</td></tr> </tbody> </table>	Form	Description	ATR Form F1	Expenditure of Training	ATR Form F3	Number of Beneficiaries Trained	ATR Form F8	Variance Report	ATR Form F9	Hard To Fill Vacancies Progress Report	ATR Form F11	PIVOTAL Training Report	WSP Form A	Administrative Details	WSP Form B	Training Budget	WSP Form C	Employment Summary	WSP Form D	Hard-To-Fill Vacancies	WSP Form E	Planned Beneficiaries of Training	WSP Form E2	Organisation Skills Gap	WSP Form G1	PIVOTAL Planned Beneficiaries of Training	WSP Form H	Strategic Objectives	WSP Form I	Strategic Training Priorities derived from the Strategic Objectives														
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Major Group	Sub Major Group	Occupation	PSA Core Act	African Male	African Female	Coloured Disabled	Coloured Male	Coloured Female	Coloured Disabled	Indian Male	Indian Female	Indian Disabled	White Male	White Female	White Disabled	Total Male	Total Female	Total Disabled	Age Group: Less Than 25	Age Group: 25 to 35	Age 36 or Greater																									
WSP/ATR	Chief Executives, Senior Officials and Legislators	111204 - Senior Government Official	Core Act	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	1	1																									
5	A new feature has been added. This allows SDFs to download previous years Employment Summary in Excel Format. SDFs can edit records were changes have been actioned, and re upload unto the system																																													

Steps	Action	Screenshot
6	Once the record is saved, click on the back to WSP /ATR forms	

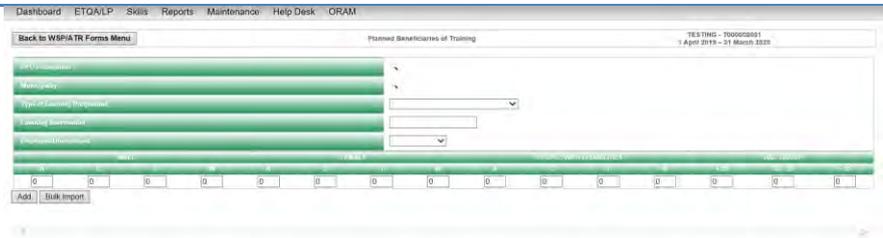
## 7.9 WSP Form D: Hard to Fill Vacancies

The section below outlines the process Hard to fill vacancies

Step	Action	Screenshot																														
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## 7.10 WSP Form E: Planned beneficiaries of training

The section below outlines the process for capturing planned beneficiaries of training.

Steps	Action	Screenshot																																																																											
1	Click on <b>WSP Form E3: Planned beneficiaries of training (employed)</b> from the <b>Annexure A Forms Menu</b>	 <p>WSP &amp; ATR Forms 01 April 2019 - 31 March 2020</p> <table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr><td>1.</td><td>ATR Form F1</td><td>Expenditure of Training</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>2.</td><td>ATR Form F3</td><td>Number of Beneficiaries Trained</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>3.</td><td>ATR Form F8</td><td>Variance Report</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>4.</td><td>ATR Form F9</td><td>Hard To Fill Vacancies Progress Report</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>5.</td><td>ATR Form F11</td><td>PIVOTAL Training Report</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>6.</td><td>WSP Form A</td><td>Administrative Orders</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>7.</td><td>WSP Form B</td><td>Training Budget</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>8.</td><td>WSP Form C</td><td>Employment Summary</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>9.</td><td>WSP Form D</td><td>Hard-To-Fill Vacancies</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>10.</td><td>WSP Form E</td><td>Planned Beneficiaries of Training</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>11.</td><td>WSP Form E2</td><td>Organisation Skills Gap</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>12.</td><td>WSP Form G1</td><td>PIVOTAL Planned Beneficiaries of Training</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>14.</td><td>WSP Form H</td><td>Strategic Objectives -</td><td>30/04/2019</td><td>Select</td></tr> <tr><td>15.</td><td>WSP Form I</td><td>Strategic Training Strategies derived from the Strategic Objectives</td><td>30/04/2019</td><td>Select</td></tr> </tbody> </table>	#	Form	Description	Due Date	Select	1.	ATR Form F1	Expenditure of Training	30/04/2019	Select	2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2019	Select	3.	ATR Form F8	Variance Report	30/04/2019	Select	4.	ATR Form F9	Hard To Fill Vacancies Progress Report	30/04/2019	Select	5.	ATR Form F11	PIVOTAL Training Report	30/04/2019	Select	6.	WSP Form A	Administrative Orders	30/04/2019	Select	7.	WSP Form B	Training Budget	30/04/2019	Select	8.	WSP Form C	Employment Summary	30/04/2019	Select	9.	WSP Form D	Hard-To-Fill Vacancies	30/04/2019	Select	10.	WSP Form E	Planned Beneficiaries of Training	30/04/2019	Select	11.	WSP Form E2	Organisation Skills Gap	30/04/2019	Select	12.	WSP Form G1	PIVOTAL Planned Beneficiaries of Training	30/04/2019	Select	14.	WSP Form H	Strategic Objectives -	30/04/2019	Select	15.	WSP Form I	Strategic Training Strategies derived from the Strategic Objectives	30/04/2019	Select
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## 7.11 WSP Form E2: Organisations Skills Gap

The section below outlines the process of capturing Organisation skills gap

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3	List the top most common Skills Gaps and identify reasons as per major occupation and click <b>Save</b> .	<p>Back to WSP/ATR Forms Menu Organisation Skills Gap TR 3 TRNG - 1700000001 1 April 2019 - 31 March 2019</p> <p>SKILLS Gap refers to skills deficiencies in employees or lack of specific competencies by employees to undertake job tasks successfully to required standards. Skills gaps may arise due to lack or holding, new jobs, new job tasks, technology changes, or new production processes, top list a few. The term 'top list skills' refers only to skills gaps. It usually requires direct training intervention. Please list the most common TRANSVERSAL SKILLS GAPS for major occupation level:</p> <table border="1"> <thead> <tr> <th>Rank</th> <th>Skills Gap</th> <th>Reasons</th> <th>Major Occupation</th> <th>Skills Gap</th> <th>Reasons</th> <th>Major Occupation</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>13</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>14</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>15</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Rank	Skills Gap	Reasons	Major Occupation	Skills Gap	Reasons	Major Occupation	1							2							3							4							5							6							7							8							9							10							11							12							13							14							15						
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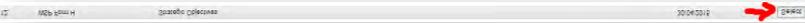
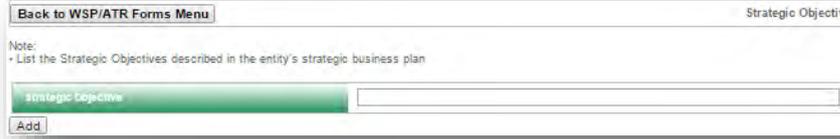
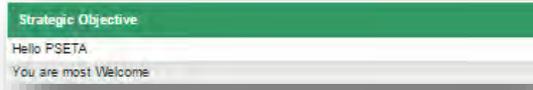
## 7.12 WSP Form G1: Planned PIVOTAL Beneficiaries of Training

The section below outlines the process for capturing PIVOTAL planned beneficiaries of training.

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## 7.13 WSP Form H: Strategic Objectives

The section below outlines the process of capturing the strategic objectives

Steps	Action	Screenshot																																																																	
1	Click on <b>Form H: Strategic Objectives</b> from the <b>Annexure A Forms Menu</b>	 <table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ATR Form F1</td> <td>Expenditure of Training</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>2</td> <td>ATR Form F3</td> <td>Number of Beneficiaries Trained</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>3</td> <td>ATR Form F8</td> <td>Variance Report</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>4</td> <td>ATR Form F11</td> <td>Final Training Report</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>5</td> <td>WSP Form A</td> <td>Administrative Details</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>6</td> <td>WSP Form B</td> <td>Training Budget</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>7</td> <td>WSP Form C</td> <td>Employment Summary</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>8</td> <td>WSP Form D</td> <td>Priority Skills</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>9</td> <td>WSP Form E3</td> <td>Planned Beneficiaries of Training (Employee)</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>10</td> <td>WSP Form D1</td> <td>Final Planned Beneficiaries of Training (Employee)</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>11</td> <td>WSP Form G2</td> <td>Final Planned Beneficiaries of Training (Unemployed)</td> <td>30/04/2015</td> <td>Select</td> </tr> <tr> <td>12</td> <td>WSP Form H</td> <td>Strategic Objectives</td> <td>30/04/2015</td> <td>Select</td> </tr> </tbody> </table>	#	Form	Description	Due Date	Select	1	ATR Form F1	Expenditure of Training	30/04/2015	Select	2	ATR Form F3	Number of Beneficiaries Trained	30/04/2015	Select	3	ATR Form F8	Variance Report	30/04/2015	Select	4	ATR Form F11	Final Training Report	30/04/2015	Select	5	WSP Form A	Administrative Details	30/04/2015	Select	6	WSP Form B	Training Budget	30/04/2015	Select	7	WSP Form C	Employment Summary	30/04/2015	Select	8	WSP Form D	Priority Skills	30/04/2015	Select	9	WSP Form E3	Planned Beneficiaries of Training (Employee)	30/04/2015	Select	10	WSP Form D1	Final Planned Beneficiaries of Training (Employee)	30/04/2015	Select	11	WSP Form G2	Final Planned Beneficiaries of Training (Unemployed)	30/04/2015	Select	12	WSP Form H	Strategic Objectives	30/04/2015	Select
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## 7.14 WSP Form I: Strategic Training Priorities derived from the Strategic Objectives

The section below outlines the process capturing the strategic training priorities derived from the strategic objectives

Steps	Action	Screenshot																																																																						
1	Click on <b>Form I: Strategic training priorities derived from the strategic objectives</b> from the <b>Annexure A Forms Menu</b>	<table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr><td>1.</td><td>ATR Form F1</td><td>Expenditure of Training</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>2.</td><td>ATR Form F3</td><td>Number of Beneficiaries Trained</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>3.</td><td>ATR Form F8</td><td>Variance Report</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>4.</td><td>ATR Form F11</td><td>Final Training Report</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>5.</td><td>WSP Form A</td><td>Administrative Details</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>6.</td><td>WSP Form B</td><td>Training Budget</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>7.</td><td>WSP Form C</td><td>Employment Summary</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>8.</td><td>WSP Form D</td><td>Priority Skills</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>9.</td><td>WSP Form E1</td><td>Planned Beneficiaries of Training (Employed)</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>10.</td><td>WSP Form O1</td><td>Final Planned Beneficiaries of Training (Employed)</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>11.</td><td>WSP Form O2</td><td>Final Planned Beneficiaries of Training (Unemployed)</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>12.</td><td>WSP Form H</td><td>Strategic Objectives</td><td>30/04/2015</td><td>Select</td></tr> <tr><td>13.</td><td>WSP Form I</td><td>Strategic Training Priorities derived from the Strategic Objectives</td><td>30/04/2015</td><td>Select</td></tr> </tbody> </table>	#	Form	Description	Due Date	Select	1.	ATR Form F1	Expenditure of Training	30/04/2015	Select	2.	ATR Form F3	Number of Beneficiaries Trained	30/04/2015	Select	3.	ATR Form F8	Variance Report	30/04/2015	Select	4.	ATR Form F11	Final Training Report	30/04/2015	Select	5.	WSP Form A	Administrative Details	30/04/2015	Select	6.	WSP Form B	Training Budget	30/04/2015	Select	7.	WSP Form C	Employment Summary	30/04/2015	Select	8.	WSP Form D	Priority Skills	30/04/2015	Select	9.	WSP Form E1	Planned Beneficiaries of Training (Employed)	30/04/2015	Select	10.	WSP Form O1	Final Planned Beneficiaries of Training (Employed)	30/04/2015	Select	11.	WSP Form O2	Final Planned Beneficiaries of Training (Unemployed)	30/04/2015	Select	12.	WSP Form H	Strategic Objectives	30/04/2015	Select	13.	WSP Form I	Strategic Training Priorities derived from the Strategic Objectives	30/04/2015	Select
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## 7.15 Downloading Authorisation Page

Steps	Action	Screenshot																																																								
1	Select the WSP year for which the Authorisation Page to be generated for.	<p>ANNEXURE A - TEST COMPANY (X000000002)</p> <p>Important: Before creating a new ATR/WSP you first need to update/change the total number of permanent and other employees</p> <p>View   Print WSP &amp; ATR Report   Print WSP Report   Print ATR Report   Cover Page   Print Authorization Page</p> <p>Financial Year: <input type="text"/> Create</p> <table border="1"> <thead> <tr> <th>Skills Year</th> <th>Form Type</th> <th>Linked</th> <th>Grant Status</th> <th>Due Date</th> <th>Status Date</th> <th>Submission Date</th> </tr> </thead> <tbody> <tr> <td>01 April 2017 - 31 March 2018</td> <td>Large</td> <td>No</td> <td>Capturing</td> <td>30/04/2017</td> <td>17/10/2016</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>01 April 2016 - 31 March 2017</td> <td>Large</td> <td>No</td> <td>Approved Non-Levy Paying</td> <td>07/02/2017</td> <td>16/08/2016</td> <td></td> </tr> <tr> <td>01 April 2015 - 31 March 2016</td> <td>Large</td> <td>No</td> <td>Approved Non-Levy Paying</td> <td>26/08/2015</td> <td>08/08/2016</td> <td>10/02/2015</td> </tr> </tbody> </table> <p>First   Previous   Next   Last   Go to Page: 1   Page 1 of 1</p>	Skills Year	Form Type	Linked	Grant Status	Due Date	Status Date	Submission Date	01 April 2017 - 31 March 2018	Large	No	Capturing	30/04/2017	17/10/2016		01 April 2016 - 31 March 2017	Large	No	Approved Non-Levy Paying	07/02/2017	16/08/2016		01 April 2015 - 31 March 2016	Large	No	Approved Non-Levy Paying	26/08/2015	08/08/2016	10/02/2015																												
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3	The Authorisation Page will open on new window.  Click on Create Word. This will download the Authorisation Page in Word format for detail capturing on page	<p>Section D of the template, with the original signatures must be uploaded on PSETA Indicum by 30 April 2017.</p> <table border="1"> <thead> <tr> <th colspan="4">ENTITY DETAILS</th> </tr> </thead> <tbody> <tr> <td>D1: Entity Name</td> <td colspan="3">Test Company</td> </tr> <tr> <td>D2: SDL number</td> <td colspan="3">X000000002</td> </tr> <tr> <td>D3: Please select</td> <td>Province:</td> <td colspan="2"> <input type="checkbox"/> GP <input type="checkbox"/> L <input type="checkbox"/> MP <input type="checkbox"/> KZN <input type="checkbox"/> EC <input type="checkbox"/> WC <input type="checkbox"/> FS <input type="checkbox"/> NW <input type="checkbox"/> NC                 </td> </tr> </tbody> </table> <p>DECLARATION</p> <p>We, the undersigned, submit this information in fulfilment of this entity's legal obligation in terms of the skills development legislation contained in this Annexure A is accurate and up to date. We recognise that any inaccurate statement in this document may constitute fraud</p> <table border="1"> <thead> <tr> <th colspan="4">SIGNATORIES</th> </tr> <tr> <th>D4: Designated signatory</th> <th>Name and Surname</th> <th>Telephone number</th> <th>Original signature</th> </tr> </thead> <tbody> <tr> <td>HRD Manager</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SDF (or the person who completed the Annexure A)</td> <td>PSETA UAT</td> <td>0828660975</td> <td></td> </tr> <tr> <td>Training Committee Member</td> <td>Elmarie Kleingeld</td> <td>0112234321</td> <td></td> </tr> <tr> <td>Labour Representative</td> <td>Training Stan</td> <td>012fgh1234</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="4">AUTHORISATION</th> </tr> </thead> <tbody> <tr> <td>Head of Dept / Director General / CEO/ Secretary</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Create Word</p>	ENTITY DETAILS				D1: Entity Name	Test Company			D2: SDL number	X000000002			D3: Please select	Province:	<input type="checkbox"/> GP <input type="checkbox"/> L <input type="checkbox"/> MP <input type="checkbox"/> KZN <input type="checkbox"/> EC <input type="checkbox"/> WC <input type="checkbox"/> FS <input type="checkbox"/> NW <input type="checkbox"/> NC		SIGNATORIES				D4: Designated signatory	Name and Surname	Telephone number	Original signature	HRD Manager				SDF (or the person who completed the Annexure A)	PSETA UAT	0828660975		Training Committee Member	Elmarie Kleingeld	0112234321		Labour Representative	Training Stan	012fgh1234										AUTHORISATION				Head of Dept / Director General / CEO/ Secretary			
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## 7.16 Submitting the Annexure A Forms

This is process is for submitting your WSP/ATR to PSETA

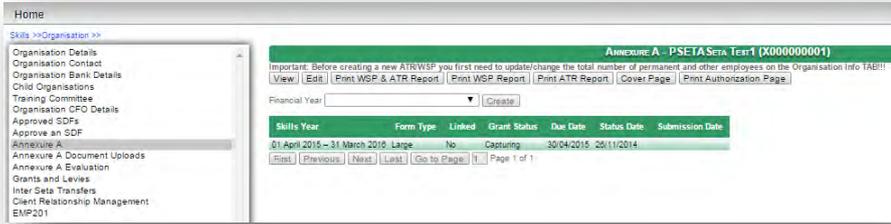
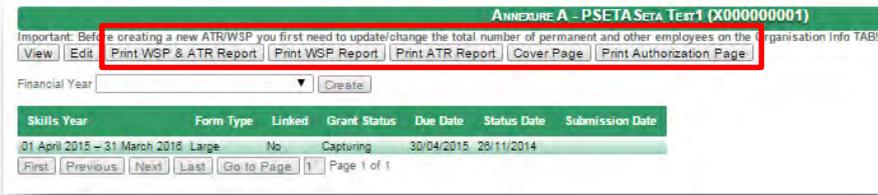
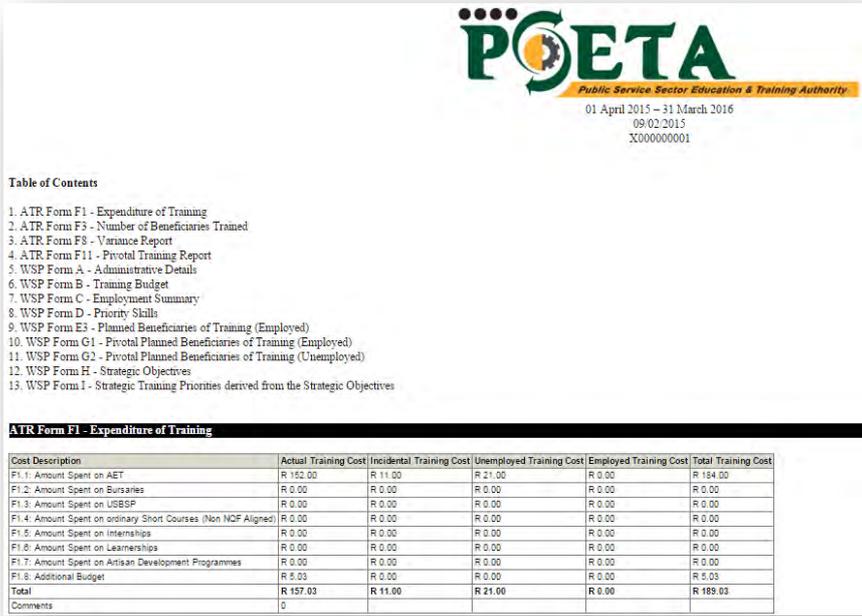
Steps	Action	Screenshot
1	Select the year and click on view	
2	Click on the <b>Submit</b>	
3	After Clicking <b>SUBMIT</b> . Note the Grant Status will change from created to <b>Submitted</b> . Only Primary SDF can submit WSP forms	
4	Rules	Rules will ensure that the submit button will not be enabled if all forms are not completed

**\*make sure the required documents are uploaded these are:**

- **Signed authorisation page**

## 8. PRINT REPORT

The section below outlines the process of printing the Annexure A report.

Steps	Action	Screenshot																																																																		
1	Click on <b>Annexure A forms</b> from the <b>Organisation Menu</b>																																																																			
2	Select the current <b>financial year</b> from the combo box. And select what to print. The page will refresh then click on the print button.																																																																			
3	Once clicked the following will display	 <p><b>Table of Contents</b></p> <ol style="list-style-type: none"> <li>1. ATR Form F1 - Expenditure of Training</li> <li>2. ATR Form F3 - Number of Beneficiaries Trained</li> <li>3. ATR Form F8 - Variance Report</li> <li>4. ATR Form F11 - Pivotal Training Report</li> <li>5. WSP Form A - Administrative Details</li> <li>6. WSP Form B - Training Budget</li> <li>7. WSP Form C - Employment Summary</li> <li>8. WSP Form D - Priority Skills</li> <li>9. WSP Form E3 - Planned Beneficiaries of Training (Employed)</li> <li>10. WSP Form G1 - Pivotal Planned Beneficiaries of Training (Employed)</li> <li>11. WSP Form G2 - Pivotal Planned Beneficiaries of Training (Unemployed)</li> <li>12. WSP Form H - Strategic Objectives</li> <li>13. WSP Form I - Strategic Training Priorities derived from the Strategic Objectives</li> </ol> <p><b>ATR Form F1 - Expenditure of Training</b></p> <table border="1"> <thead> <tr> <th>Cost Description</th> <th>Actual Training Cost</th> <th>Incidental Training Cost</th> <th>Unemployed Training Cost</th> <th>Employed Training Cost</th> <th>Total Training Cost</th> </tr> </thead> <tbody> <tr> <td>F1.1: Amount Spent on AET</td> <td>R 152.00</td> <td>R 11.00</td> <td>R 21.00</td> <td>R 0.00</td> <td>R 184.00</td> </tr> <tr> <td>F1.2: Amount Spent on Bursaries</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.3: Amount Spent on USSSP</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.4: Amount Spent on ordinary Short Courses (Non NQF Aligned)</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.5: Amount Spent on Internships</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.6: Amount Spent on Learnerships</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.7: Amount Spent on Artisan Development Programmes</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> </tr> <tr> <td>F1.8: Additional Budget</td> <td>R 5.03</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 0.00</td> <td>R 5.03</td> </tr> <tr> <td><b>Total</b></td> <td><b>R 157.03</b></td> <td><b>R 11.00</b></td> <td><b>R 21.00</b></td> <td><b>R 0.00</b></td> <td><b>R 189.03</b></td> </tr> <tr> <td>Comments</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Cost Description	Actual Training Cost	Incidental Training Cost	Unemployed Training Cost	Employed Training Cost	Total Training Cost	F1.1: Amount Spent on AET	R 152.00	R 11.00	R 21.00	R 0.00	R 184.00	F1.2: Amount Spent on Bursaries	R 0.00	F1.3: Amount Spent on USSSP	R 0.00	F1.4: Amount Spent on ordinary Short Courses (Non NQF Aligned)	R 0.00	F1.5: Amount Spent on Internships	R 0.00	F1.6: Amount Spent on Learnerships	R 0.00	F1.7: Amount Spent on Artisan Development Programmes	R 0.00	F1.8: Additional Budget	R 5.03	R 0.00	R 0.00	R 0.00	R 5.03	<b>Total</b>	<b>R 157.03</b>	<b>R 11.00</b>	<b>R 21.00</b>	<b>R 0.00</b>	<b>R 189.03</b>	Comments	0																												
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Comments	0																																																																			

**Steps Action Screenshot**

- 4** Scroll to the bottom of the page and click on the **Download to PDF** button.

**WSP Form E3 - Placed Beneficiaries of Training (Employed)**

Major Group	Sub Major Group	Occupation	Municipality/Province	Priority Programme Type	Learning Intervention	Abroad	African	African	Coloured	Coloured	Coloured	Indian	Indian	White	White	Total	Total	Age Group	Age Group	Age Group
							Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	18 to 24	25 to 34	35 to 44	
14042893	Chief Executives, Senior Officials and Legislators	11122 - Banking Manager Public Service	Abbotsville	Healthcare	Job	10	0	0	0	0	0	0	0	0	0	10	0	10	0	0
<b>TOTAL</b>																				

**WSP Form E1 - Placed Beneficiaries of Training (Employed)**

Major Group	Sub Major Group	Occupation	Municipality/Province	Priority Programme Type	Other Priority Programme Type	Priority Programme Type	Training Level	African	African	Coloured	Coloured	Coloured	Indian	Indian	White	White	Total	Total	Age Group	Age Group	Age Group
								Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	18 to 24	25 to 34	35 to 44	
14042893	Chief Executives, Senior Officials and Legislators	11122 - local Authority Manager	Abbotsville	Healthcare	Senior Management	Intermediate	0	0	0	0	0	0	12	0	0	0	12	0	12	0	0
<b>TOTAL</b>																					

**WSP Form E2 - Placed Beneficiaries of Training (Unemployed)**

Major Group	Sub Major Group	Occupation	Municipality/Province	Priority Programme Type	Other Priority Programme Type	Priority Programme Type	Training Level	African	African	Coloured	Coloured	Coloured	Indian	Indian	White	White	Total	Total	Age Group	Age Group	Age Group
								Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	18 to 24	25 to 34	35 to 44	
14042893	Chief Executives, Senior Officials and Legislators	11122 - local Authority Manager	Abbotsville	Healthcare	Senior Management	Intermediate	12	0	0	0	0	0	0	0	0	0	12	0	12	0	0
<b>TOTAL</b>																					

**WSP Form H - Strategic Objectives**

Strategic Objective  
Hello PSETA  
You are most Welcome

**WSP Form I - Strategic Training Priorities**

Strategic Training Priority  
All changes are good



[Download PDF](#)

- 5** Once clicked the following will appear

**TOTAL**

**WSP Form H - Strategic Objectives**

Strategic Objective  
Hello PSETA  
You are most Welcome

**WSP Form I - Strategic Training Priorities**

Strategic Training Priority  
All changes are good



NewPrinting (6).pdf

## 9. DOCUMENT UPLOAD

The section below outlines the process of uploading supporting documents

Steps	Action	Screenshot
1	Click on <b>Annexure A Document Uploads</b> from the <b>Organisation Menu</b>	
2	Select the current <b>Document Type</b> from the combo box then click on <b>New Document</b> button.	
3	Select the <b>Financial Year</b> from the combo box, type a small description in the comments section and click on <b>choose file</b> .  Click on the <b>Upload</b> button to save.	