REMINDER!

Workplace Skills Plans/ Pivotal Plans /Annual Training Reports and Pivotal Training Reports submissions 2014!!!

All levy paying **and non-levy paying** employers registered with the Services SETA are requested to complete the relevant **skills development** documents on-line by accessing the link below to the SDMS system or manually:

Electronic link
http://sseta-live.serviceseta.org.za

Manual Document
http://www.serviceseta.org.za/Levies/Pages/SubmissionDocumentation-.aspx

Did you know: - That the **submission and approval** of these documents enables levy paying employers to **claim back 20%** of their levy paid in the form of a mandatory grant and that is **the key to applying for discretionary grants and to participate in Services SETA Projects**.

Late Submissions

Companies requesting extensions for submission will be subject to a written request and approval by the Services SETA Accounting Authority.

All requests for submission extensions must be sent to WSPextensions@serviceseta.org.za and must be received by no later than **30th of April 2014.**

Please note the following:

- Requests received after the 30th April 2014 will not be considered for approval.
- Request sent to any other email address either than the WSPextensions@serviceseta.org.za will not be considered for approval.

The Services SETA (Sector Education & Training Authority)
P O Box 3322, Houghton, 2041
Tel: 011 – 276 9600, Fax: 011 – 276 9648
Customer Service Hotline: 0861 10 11 48
Email: customercare@serviceseta.org.za
Website: www.serviceseta.org.za

SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY

CONSTITUENT ASSESSOR / MODERATOR
APPLICATION FORM

I hereby request that the Services SETA consider my application for status as a Constituent Assessor / Moderator.

SECTION 1: PERSONAL DETAILS

Date of Submission:	
Applying for Assessor Registration: (*Yes / No)*	
Applying for Moderator Registration: (*Yes / No)*	
Type of Application: (New / EOS-Extension of scope)	
Name:	
Surname:	
Title:	
ID Number:	
Physical Address	
Province:	
Telephone no.: (work)	
Telephone no.: (home)	
Cell phone no:	
E-mail address:	

List of Current Qualifications	Year obtained

Professional Experience	Relevant Time Period

SECTION 2: <u>SSETA QUALIFICATIONS SOUGHT</u>

QUALIFICATION ID	QUALIFICATION TITLE	NQF LEVEL

Please indicate U/S that are not linked to qualifications above only *(Individuals seeking registration against single unit standards must meet the requirements of the qualification that the unit standard is contained in)*

UNIT STANDARD ID AND TITLE	QUALIFICATION LINKED TO	NQF LEVEL

Submission Process:

1. Please save this document in Word format

2. Submit your application (Including supporting documentation stated below) through to your regional office (Please see regional staff details below).

3. Please note that this is the only attended channel for applications in order to eliminate confusion and duplication as well as to maintain a tracking system.

4. The regional staff will process and quality check the application where as you might be contacted for more supporting documentation or information or to remediate your application.

5. Once quality checked at the regional office the application will be submitted through to Head office for evaluation and quality assurance.

6. Once the evaluation and quality assurance has taken place the report will be email or sent through to the relevant contact details supplied in the application.

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Please ensure that the following supporting documentation is attached to your application:

Document type	**Yes/No**
1. Fully completed application form	
2. Certified copy of your ETDP statement of result	
3. Comprehensive CV detailing relevant industry experience	
4. Certified copies of all relevant qualifications	
5. Certified copy of your ID document	

Regional Contact Details :

Name of Regional Staff	**Province**	**Email**	**Contact**
Abram Tseka	**Polokwane**	abramt@serviceseta.org.za	078 593 4614
Jacob Mgwenya	**Mpumalanga**	jacobm@serviceseta.org.za	013 752 2207
Caryl Thala	**Northern Cape**	carylt@serviceseta.org.za	053 883 7447
Barbara Brookes	**Free State**	barbarab@serviceseta.org.za	051 430 6223
Monica Msomi	**KwaZulu Natal**	monicam@serviceseta.org.za	031 207 1761
Gretchen Humphreys	**Western Cape**	gretchenh@serviceseta.org.za	021 003 0904 / 0906
Renee Slabbert	**Eastern Cape Port Elizabeth**	renees@serviceseta.org.za	041 010 1265
Zingisa Mehlomane	**Eastern Cape East London**	zingisan@serviceseta.org.za	043 726 8156
Audrey Thwala	**Gauteng**	Audreyt@serviceseta.org.za	012 003 1038