SERVICES SETA

WORKPLACE SKILLS PLAN (WSP)

01 APRIL 2013 to 31 MARCH 2014

ANNUAL TRAINING REPORT (ATR)

01 APRIL 2012 to 31 MARCH 2013

PIVOTAL PLAN

01 APRIL 2013 to 31 MARCH 2014

PIVOTAL TRAINING REPORT

01 APRIL 2012 to 31 MARCH 2013

Name of Organisation:	
Trading As:	
Main Skills Development Levy Number (SDL number):	
Other Skills Development Levy Numbers linked to Main Skills Development Levy Number:	
Date of report:	

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SECTION A: ADMINISTRATIVE DETAILS	
ENTITY DETAILS	
A1: Entity Name	
A2: Skills Development Levy Number(SDL)	
A3: Postal Address of the Main Office	
	City
	Province
	Postal Code
A4: Standard Industrial Code(SIC Code) for the main business activity	
DETAILS OF THE PERSON WHO COMPLETED THE FORM	
A5: Title	
A6: Surname	
A7: First Name	
A8: ID Number	
A9: Telephone Number	
A10: E-mail	
BANKING DETAILS	
A11: Name of Bank	
A12: Account Number	
A13: Name of Account Holder	
A14: Type of Account	
A15: Branch Name	
A16: Branch Code	

SECTION B: EMPLOYMENT SUMMARY																					
B1: Total number of employees per occupational category, by gender,population group,disability status and age group																					
Occupations		Male					Female					Total	People with Disabilities					Age Groups			Geography
OFO Code	Occupational Category	A	C	I	U	W	A	C	I	U	W		A	C	I	U	W	<35	35-55	>55	Local Municipality
1	Managers																				
2	Professionals																				
3	Technicians and Associate Professionals																				
4	Clerical Support Workers																				
5	Service And Sales Workers																				
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers																				
7	Plant And Machine Operators And Assemblers																				
8	Elementary Occupations																				
9	Unknown																				
Total																					

A- African
C- Coloured
I- Indian
W- White
Disability definition: The Employment Equity Act of 1998 defines people with disabilities as ‘people who have a long term or recurring physical or mental impairment that substantially limits their prospects of entry into or advancement in employment’. Physical impairments include hearing and visual impairments, paralysis, amputations and problems with internal organs. Mental impairment includes clinically defined mental and emotional illnesses and learning disabilities.

B2: PROVINCIAL PROFILE

National Province	*Total Number of permanent and Non Permanent Staff*	**Number of Branches/Offices*	**Name of Branch*	**Contact number of Branch*
TOTAL				

B3: TRAINING COMMITTEE (Skills Development Committee)

Title	**Surname**	**First Name**	**Initials**	**Constituency (Management OR Employees)**

SECTION C: SKILLS DEVELOPMENT																					
C1: Planned beneficiaries of training per occupational category, by gender, population group and disability status																					
Occupations		Male					Female					Total	People with Disabilities					Age Groups			Geography
OFO Code	Occupational Category	A	C	I	U	W	A	C	I	U	W		A	C	I	U	W	<35	35-55	>55	Local Municipality
1	Managers																				
2	Professionals																				
3	Technicians and Associate Professionals																				
4	Clerical Support Workers																				
5	Service And Sales Workers																				
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers																				
7	Plant And Machine Operators And Assemblers																				
8	Elementary Occupations																				
9	Unknown																				
Total																					

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C2: PLANNED TRAINING (01 APRIL 2013 to 31 MARCH 2014) – Employed					
Occupational Code	Occupational Category	Type of learning programme	Number to be trained at		
			Entry Level	Intermediate Level	Advanced Level
1	Managers				
2	Professionals				
3	Technicians and Associate Professionals				
4	Clerical Support Workers				
5	Service And Sales Workers				
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers				
7	Plant And Machine Operators And Assemblers				
8	Elementary Occupations				
9	Unknown				
	TOTAL				

C3: PLANNED TRAINING (01 APRIL 2013 to 31 MARCH 2014) – Unemployed					
Occupational Code	Occupational Category	Type of learning programme	Number to be trained at		
			Entry Level	Intermediate Level	Advanced Level
1	Managers				
2	Professionals				
3	Technicians and Associate Professionals				
4	Clerical Support Workers				
5	Service And Sales Workers				
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers				
7	Plant And Machine Operators And Assemblers				
8	Elementary Occupations				
9	Unknown				
	TOTAL				

C4: PLANNED ABET TRAINING (01 APRIL 2013 to 31 MARCH 2014)	
ABET Level	**Total number of employees**
ABET Band 1	
ABET Band 2	
ABET Band 3	
ABET Band 4	
Total	

SECTION D: ANNUAL TRAINING REPORT
(Report on training interventions)

D1: Number of actual beneficiaries of training per occupational category, by gender, population group and disability status

Occupations		Male					Female					Total	People with Disabilities					Age Groups			Geography
OFO Code	Occupational Category	A	C	I	U	W	A	C	I	U	W		A	C	I	U	W	<35	35-55	>55	Local Municipality
1	Managers																				
2	Professionals																				
3	Technicians and Associate Professionals																				
4	Clerical Support Workers																				
5	Service And Sales Workers																				
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers																				
7	Plant And Machine Operators And Assemblers																				
8	Elementary Occupations																				
9	Unknown																				
	Total																				

A- African , **C-** Coloured , **I-** Indian , **W-** White
Disability definition: The Employment Equity Act of 1998 defines people with disabilities as ‘people who have a long term or recurring physical or mental impairment that substantially limits their prospects of entry into or advancement in employment’. Physical impairments include hearing and visual impairments, paralysis, amputations and problems with internal organs. Mental impairment includes clinically defined mental and emotional illnesses and learning disabilities.

D2: Number of beneficiaries who completed the training interventions (01 APRIL 2012 to 31 MARCH 2013)

Occupational Code	Occupational Category	Type of learning programme	Number to be trained at		
			Entry Level	Intermediate Level	Advanced Level
1	Managers				
2	Professionals				
3	Technicians and Associate Professionals				
4	Clerical Support Workers				
5	Service And Sales Workers				
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers				
7	Plant And Machine Operators And Assemblers				
8	Elementary Occupations				
9	Unknown				
	TOTAL				

D3: Number of beneficiaries who completed ABET training interventions (01 APRIL 2012 to 31 MARCH 2013)	
ABET Level	**Total number of employees**
ABET Band 1	
ABET Band 2	
ABET Band 3	
ABET Band 4	
Total	

D4: Impact assessment interventions	
Indicate how training as reported in the ATR and PTR has affected the company	
Percentage of payroll spent on training	

SECTION E: PLANNED PIVOTAL TRAINING

E1: Number of planned beneficiaries of training per occupational category, by gender, population group and disability status

Occupations				Male					Female					Total	People with Disabilities					Age Groups			Geography	Start Date	End Date
OFO Code	Occupational Category	NQF Level	PIVOTAL Programme	A	C	I	U	W	A	C	I	U	W		A	C	I	U	W	<35	35-55	>55	Local Municipality		
1	Managers																								
2	Professionals																								
3	Technicians and Associate Professionals																								
4	Clerical Support Workers																								
5	Service And Sales Workers																								
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers																								
7	Plant And Machine Operators And Assemblers																								
8	Elementary Occupations																								
9	Unknown																								
			Total																						

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C- Coloured
I- Indian
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E2: Number of verified beneficiaries of training per occupational category, by gender, population group and disability status

Occupations				Male					Female					Total	People with Disabilities					Age Groups			Geography	Start Date	End Date
OFO Code	Occupational Category	NQF Level	PIVOTAL Programme	A	C	I	U	W	A	C	I	U	W		A	C	I	U	W	<35	35-55	>55	Local Municipality		
1	Managers																								
2	Professionals																								
3	Technicians and Associate Professionals																								
4	Clerical Support Workers																								
5	Service And Sales Workers																								
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers																								
7	Plant And Machine Operators And Assemblers																								
8	Elementary Occupations																								
9	Unknown																								
			Total																						

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E3: PLANNED TRAINING (01 APRIL 2013 to 31 MARCH 2014) – Employed

Occupational Code	Occupational Category	NQF Level	PIVOTAL programme	Number to be trained at			Start Date	End Date
				Entry Level	Intermediate Level	Advanced Level		
1	Managers							
2	Professionals							
3	Technicians and Associate Professionals							
4	Clerical Support Workers							
5	Service And Sales Workers							
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers							
7	Plant And Machine Operators And Assemblers							
8	Elementary Occupations							
9	Unknown							
			TOTAL					

E4: PLANNED TRAINING (01 APRIL 2013 to 31 MARCH 2014) – UnEmployed

Occupational Code	Occupational Category	NQF Level	PIVOTAL programme	Number to be trained at			Start Date	End Date
				Entry Level	Intermediate Level	Advanced Level		
1	Managers							
2	Professionals							
3	Technicians and Associate Professionals							
4	Clerical Support Workers							
5	Service And Sales Workers							
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers							
7	Plant And Machine Operators And Assemblers							
8	Elementary Occupations							
9	Unknown							
			TOTAL					

SECTION F: PIVOTAL TRAINING REPORT

F1: Number of Trained beneficiaries per occupational category, by gender, population group and disability status

Occupations				Male					Female					Total	People with Disabilities					Age Groups			Geography	Start Date	End Date
OFO Code	Occupational Category	NQF Level	PIVOTAL Programme	A	C	I	U	W	A	C	I	U	W		A	C	I	U	W	<35	35-55	>55	Local Municipality		
1	Managers																								
2	Professionals																								
3	Technicians and Associate Professionals																								
4	Clerical Support Workers																								
5	Service And Sales Workers																								
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers																								
7	Plant And Machine Operators And Assemblers																								
8	Elementary Occupations																								
9	Unknown																								
			Total																						

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F2: Number of verified beneficiaries per occupational category, by gender, population group and disability status

Occupations				Male					Female					Total	People with Disabilities					Age Groups			Geography	Start Date	End Date
OFO Code	Occupational Category	NQF Level	PIVOTAL Programme	A	C	I	U	W	A	C	I	U	W		A	C	I	U	W	<35	35-55	>55	Local Municipality		
1	Managers																								
2	Professionals																								
3	Technicians and Associate Professionals																								
4	Clerical Support Workers																								
5	Service And Sales Workers																								
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers																								
7	Plant And Machine Operators And Assemblers																								
8	Elementary Occupations																								
9	Unknown																								
Total									>																

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Disability definition: The Employment Equity Act of 1998 defines people with disabilities as ‘people who have a long term or recurring physical or mental impairment that substantially limits their prospects of entry into or advancement in employment’. Physical impairments include hearing and visual impairments, paralysis, amputations and problems with internal organs. Mental impairment includes clinically defined mental and emotional illnesses and learning disabilities.

F3: Number Trained(01 APRIL 2013 to 31 MARCH 2014) – Employed

Occupational Code	Occupational Category	NQF Level	PIVOTAL programme	Number to be trained at			Start Date	End Date
				Entry Level	Intermediate Level	Advanced Level		
1	Managers							
2	Professionals							
3	Technicians and Associate Professionals							
4	Clerical Support Workers							
5	Service And Sales Workers							
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers							
7	Plant And Machine Operators And Assemblers							
8	Elementary Occupations							
9	Unknown							
			TOTAL					

F4: PLANNED TRAINING (01 APRIL 2013 to 31 MARCH 2014) – UnEmployed

Occupational Code	Occupational Category	NQF Level	PIVOTAL programme	Number to be trained at			Start Date	End Date
				Entry Level	Intermediate Level	Advanced Level		
1	Managers							
2	Professionals							
3	Technicians and Associate Professionals							
4	Clerical Support Workers							
5	Service And Sales Workers							
6	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers							
7	Plant And Machine Operators And Assemblers							
8	Elementary Occupations							
9	Unknown							
			TOTAL					

F5: Impact assessment interventions	
Indicate how training as reported in the ATR and PTR has affected the company	
Percentage of payroll spent on training	

SECTION G: GENERAL COMMENTS
(Insert any clarification or comment that you wish to make on any aspect of the WSP,ATR and PIVOTAL Report. Provide the number of the item that your comment refers to).

SECTION H: AUTHORISATION AND STAKEHOLDERS SUPPORT (WSP,ATR and PIVOTAL Report).				
Section G of the template, with the original signatures, must be submitted to the skills development division of the relevant SETA by hand, post or fax by 30 June.				
DECLARATION				
We, the undersigned, submit this information in fulfillment of this entity's legal obligation in terms of the skills development legislation and regulations. We declare that, to the best of our knowledge, the information contained in this WSP/ATR/PIVOTAL Report is accurate and up to date. We recognise that any inaccurate statement in this document may constitute fraud and subject to full penalty of the law.				
Signatories				
H1:Designated Signatory	**Name and Surname**	**Telephone Number**	**Original Signature**	**Date**
The person who complated WSP/ATR/PIVOTAL Report				
Designated employee representative				
AUTHORISATION				
H2: CEO / Managing Director				