



## **2018– 2019 WORKPLACE SKILLS PLANS AND ANNUAL TRAINING REPORTS**

**The deadline to submit WSP's and ATR's is the 30<sup>th</sup> April 2018**

The Services SETA hereby cordially invites all members and skills development facilitators to attend the Workplace Skills Plans and Annual Training Report Workshop for the annual submission of the following:

1. Workplace Skills Plan ( WSP)
2. Annual Training Reports (ATR)
3. Pivotal Training Plans (PTP) and
4. Pivotal Training Reports (PTR)

### **Please be advised that:**

1. No manual submissions will be accepted.
2. We cannot guarantee acceptance of late submission approvals as this is subject to Accounting Authority approval.
3. The Learner Management Integrated System (LMIS) will be opened for submissions on the **1<sup>st</sup> March 2018** and close on the **30<sup>th</sup> April 2018 at 24h00**.

The workshops will be held from 09h30 to 15h00 in each of the provinces mentioned below. Kindly confirm your attendance to the respective RSVP delegate in your Provincial Office at least 5 days prior to the event. The last workshop scheduled in April will be working sessions in which entities will receive technical assistance.

### **Service Sector Employers are advised to take note of the following:**

1. Version 15 of the Organized Framework of Occupations (OFO) codes will be used and will be available on the Services SETA Website.
2. Employers are encouraged to book a work session via their Provincial Office to book additional technical assistance from a trained Service SETA official.
3. For the work sessions please bring the following:
  - Laptop and 3g card for internet connection
  - Employee data and training completed between 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 and Training planned within the 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 in order to be able to capture the data during the session.
4. Below is the link to access the portal page for submissions:  
<http://www.serviceseta.org.za/index.php/employers/wsp-atr-documents>
5. For enquiries, contact the Services SETA Provincial Offices or the Workplace Skills Planning Department.



6. Please note that the Workplace Skills Planning Department will be conducting workshops during this period. Please send queries to:  
[WSP201819@serviceseta.org.za](mailto:WSP201819@serviceseta.org.za)

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<b>Sibusiso Selepe</b>	<a href="mailto:sibusisos@serviceseta.org.za">sibusisos@serviceseta.org.za</a>	(011) 694 - 8651
<b>Masetshaba Oliphant</b>	<a href="mailto:masetshabam@serviceseta.org.za">masetshabam@serviceseta.org.za</a>	(011) 694 - 8618
<b>Ernest Seopa</b>	<a href="mailto:ernests@serviceseta.org.za">ernests@serviceseta.org.za</a>	(011) 276 – 9683
<b>Florence Moeketsi</b>	<a href="mailto:florencem@serviceseta.org.za">florencem@serviceseta.org.za</a>	(011) 694 – 8653
<b>Tholakele Tshabalala</b>	<a href="mailto:tholakelet@serviceseta.org.za">tholakelet@serviceseta.org.za</a>	(011) 694 – 8617
<b>Lindy Ngcobo</b>	<a href="mailto:lindyn@serviceseta.org.za">lindyn@serviceseta.org.za</a>	(011) 276 – 9686
<b>Ria Jordaan</b>	<a href="mailto:riai@serviceseta.org.za">riai@serviceseta.org.za</a>	(011) 276 - 9679



PROVINCE	DATE	VENUE	TEL. NO.	RSVP TO:
<b>GAUTENG</b>	04 <sup>th</sup> April 2018 05 <sup>th</sup> April 2018 10 <sup>th</sup> April 2018 12 <sup>th</sup> April 2018	20 Eton Road, Park Town, Johannesburg. Leon Grobler Boardroom	Mehlote Hlongoane 012 003 1040	<a href="mailto:MehloteH@serviceseta.org.za">MehloteH@serviceseta.org.za</a>
<b>NORTH WEST</b>	09 <sup>th</sup> April 2018	Services SETA Offices, 74 Boom Street, Klerksdorp	Mamose Moukangwe 072 921 0696	<a href="mailto:MamoseM@serviceseta.org.za">MamoseM@serviceseta.org.za</a>
<b>KWAZULU NATAL</b>	04 <sup>th</sup> April 2018 05 <sup>th</sup> April 2018 06 <sup>th</sup> April 2018	Services Seta Offices, 73 Ramsay Avenue, Musgrave, Durban	Sebenzile Ndimande 031 207 1761	<a href="mailto:sebenzilen@serviceseta.org.za">sebenzilen@serviceseta.org.za</a>
<b>WESTERN CAPE</b>	4 <sup>th</sup> April 2018 05 <sup>th</sup> April 2018 06 <sup>th</sup> April 2018	False Bay College, Westlake Campus (Clubhouse) Cape Town	Janine Ravens 021 426 9001 021 707 1054/ 1087	<a href="mailto:janiner@serviceseta.org.za">janiner@serviceseta.org.za</a>
<b>MPUMALANGA</b>	09 <sup>th</sup> April 2018	Services SETA Offices, 37 brown Street, Midcity Building, 4th floor, Nelspruit	Jacob Mgwenya 013 752 2207	<a href="mailto:JacobM@serviceseta.org.za">JacobM@serviceseta.org.za</a>



PROVINCE	DATE	VENUE	TEL. NO.	RSVP TO:
<b>LIMPOPO</b>	10 <sup>th</sup> April 2018	16 Market Street Capricorn TVET Central Office, Polokwane Central, Polokwane	Thuli Moilwa 015 230 0016 / 072 476 4128	<a href="mailto:thulimu@serviceseta.org.za">thulimu@serviceseta.org.za</a>
<b>NORTHERN CAPE</b>	9 <sup>th</sup> April 2018	45 Schmidtsdrift Road, Kimberley	Edgar Makhonofane 051 101 0892	<a href="mailto:edgarm@serviceseta.org.za">edgarm@serviceseta.org.za</a>
<b>FREE STATE</b>	11 <sup>th</sup> April 2018	Motheo TVET College, Hillside View Campus Lebona Motsoeneng Street Bloemfontein	Charmaine Arends (051) 449 9006	<a href="mailto:charmainet@serviceseta.org.za">charmainet@serviceseta.org.za</a>
<b>EASTERN CAPE - EL</b>	09 <sup>th</sup> April 2018	Buffalo City College, 17 King Street, Southernwood	Viwe Phillips 043 742 7008 /9	<a href="mailto:viwep@serviceseta.org.za">viwep@serviceseta.org.za</a>
<b>EASTERN CAPE - PE</b>	9 <sup>th</sup> April 2018 (Confirmed)	Port Elizabeth TVET College, Iqhayiya Campus, Room J4, Struanway, Struandale, Port Elizabeth	Dianne Hofmeyr 041 991 5004 / 041 964 8002	<a href="mailto:dianneh@serviceseta.org.za">dianneh@serviceseta.org.za</a>