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**Sandton 2146**

**ATTENTION TO: ALL THETA SKILLS DEVELOPMENT FACILITATORS**

**01 APRIL 2010**

**ANNUAL TRAINING REPORT 2009/10 and WORKPLACE SKILLS PLAN 2010/11**

This serves to notify all the THETA levy-paying companies that the Mandatory Grant forms are now available online. Registered Skills Development Facilitators are requested to log on and complete the online form. The deadline for submitting the Workplace Skills Plan for 2010/11 and Annual Training Report for 2009/10 is Wednesday **30 June 2010 at 20h00**.

Access the THETA website through the following address: [www.theta.org.za](http://www.theta.org.za) the THETA home page will appear. Select Log onto Database  on the right hand side of the menu bar

3	Type in your <b>Username and Password</b> allocated by THETA, and enter relevant information into required fields. Select the current levy year for <b>LOGON TO</b> details e.g. 1 April 2010 to 31 March 2011 PRESS/CLICK <b>ENTER</b> The <b>Skills Development Facilitator DASHBOARD</b> will appear. Note: Please <b>change</b> your PASSWORD by following the screen prompts, should you feel that your information has been compromised.																	
	Click on the company Name. The <b>Organisation Info Screen</b> will appear ((this application is currently open). Various <b>TAB KEYS</b> will appear on the top margin of the Organisation Info Screen. The function of each TAB KEY is summarised below.																	
4	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">TAB KEY</th> <th style="text-align: left;">DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td><b>Organisational Info</b></td> <td>Update contact details and physical address</td> </tr> <tr> <td><b>Org Contacts</b></td> <td>Add optional contact person</td> </tr> <tr> <td><b>SDF</b></td> <td>Update Qualification and Role/Function/Responsibilities</td> </tr> <tr> <td><b>WSP Plan &amp; Report</b></td> <td>Input data and review for correct/valid statistical representatives</td> </tr> <tr> <td><b>Training Committee</b></td> <td>Update member details</td> </tr> <tr> <td><b>Grants &amp; Levies</b></td> <td>Monitor monthly contributions and ensure payments are updated</td> </tr> <tr> <td><b>Associated SDF</b></td> <td>Any SDF linked to company via other subsidiaries/divisions</td> </tr> </tbody> </table>	TAB KEY	DESCRIPTION	<b>Organisational Info</b>	Update contact details and physical address	<b>Org Contacts</b>	Add optional contact person	<b>SDF</b>	Update Qualification and Role/Function/Responsibilities	<b>WSP Plan &amp; Report</b>	Input data and review for correct/valid statistical representatives	<b>Training Committee</b>	Update member details	<b>Grants &amp; Levies</b>	Monitor monthly contributions and ensure payments are updated	<b>Associated SDF</b>	Any SDF linked to company via other subsidiaries/divisions	
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	<p>For each of the <b>TAB Key's</b> you may</p> <ul style="list-style-type: none"> <li>• Add new information</li> <li>• Change existing information or</li> <li>• Delete irrelevant information</li> <li>• Select Relevant <b>TAB KEY</b></li> </ul> <p>Update the information and Press <b>ENTER</b> to ensure that all changes are updated on the SMS</p>																	

<b>5</b>	<p>Log off or EXIT the SMS when all required actions have been performed on the specific TAB KEY you have chosen.</p> <p>Click on the %LOCK AND KEY icon in the top left corner of the SMS Menu</p> <p>Or</p> <p>Close the screen window by clicking on the %+ in the top right corner.</p>
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Access the Workplace Skills Plan and Annual Training Report by clicking on WSP Plan & Report. Drop down arrow and select Scheme Year **30 April 2010 to 31 March 2010/11** created new year will appear on the bottom page together with the Annual training Report 2009/10.

#### **Accessing the Forms:**

To view the approved Workplace Skills Plan 2009/10 and complete the Annual Training Report 2010/11 grants forms, select the icons displayed under the heading Implementation Grants these are displayed by financial year e.g. select 2009/10.

To complete 2010/11 Workplace Skills Plan select the financial year that you are looking to work on 2010/11. To access different forms you will select the %select icon+per form complete and click **Back to WSP** on top on the page and this will take your page to the home page.

#### **KINDLY BE ADVISED OF THE FOLLOWING:**

**1. ANNUAL TRAINING REPORT CAN ONLY BE COMPLETED BY THE COMPANIES WHO SUBMITTED THE WORKPLACE SKILLS PLAN LAST YEAR 2009/10**

**2. NEW COMPANIES CAN ONLY COMPLETE AND SUBMIT THE WORKPLACE SKILLS PLAN 2010/11**

**Note: Only Annual Training Report 2009/10 with Training evidence will be accepted by THETA.**

- Signed Attendance Registers
  - Copies of invoices from Training Providers and proof of payments.
  - Copies of Attendance and Competence certificates from providers.
- Make sure that all the necessary information is included on the attendance register eg First name, Surname, Identification Number, Course name and delegate's signature.

**CLICK SUBMIT ICON ON THE NEW WORKPLACE SKILLS PLAN FORM 2010/11**

**Also be reminded of the following when submitting the WSP:**

- ❖ Signature Pages (Banking Details . needs to be approved by your Finance DEPT)
- ❖ Signature Page (that has to be signed by SDF, MD/CEO/ Representatives etc).
- ❖ A copy of the cancelled cheque.

**ALL** Completed documents must be duly signed and delivered to THETA office situated on the 3<sup>rd</sup> Floor, Block E, Sandhurst Office Park, Cnr Katherine Street and Rivonia Road, Sandton, Johannesburg.

**PLEASE DO NOT FORGET TO CLICK THE SUBMIT ICON AFTER COMPLETION, YOU WILL FIND THIS ICON ON THE TOP RIGHT HAND SIDE CORNER, IT READ AS FOLLOWS;**

**WSP SUBMIT** (KINDLY CLICK THIS ICON)

By clicking this icon, it will mean that THETA has received your WSP 2010/11 and ATR 2009/10. **Thereafter you can wait for your acknowledgement letter from THETA.**

Do not click submit button before completing the WSP/ATR as this will send a blank WSP form to THETA and you will be unable to retrieve it.

Should you have any queries please contact the following Theta staff, who will gladly assist you.

Nomhle Shabangu	Levies & Grants Coordinator	<a href="mailto:nomhle@theta.org.za">nomhle@theta.org.za</a>	011 217 0600
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Yours sincerely

Muzi Mwandla

Skills Development Manager

Tourism, Hospitality and Sport Education and Training Authority (THETA)