

THETA



Skills Development Facilitator manual.

Introduction:

The system has been designed to assist SDF's in capturing WSP and ATR forms on the system.

The manual will address capturing required forms on the Seta Management System.

The manual will also be updated on a regular basis as and when the system is enhanced.

The SDF will also have support from the THETA Skills Advisors and/or Theta's IT consultant.

Benefits of the system

The system eliminates SDF's from filling in information manually and sending the forms to THETA. This will also eliminate delays that the Seta has with the SDF in terms of required information on the forms and the receivable date of the WSP and ATR forms.

Forms will also be improved and changed on an early basis, depending on requirements given to the SETA by the Department of Labour.

1. Registration of the SDF on the system:

The SDF will go to THETA Seta's website: www.theta.org.za.
Go to Stakeholder Logon which is situated on the top right hand corner.

The screenshot displays the THETA website homepage. The browser address bar shows the URL <http://www.theta.org.za/>. The page features a navigation menu with categories: Capacity Building, SMME, Providers & Programmes, Assessors, Moderators & Verifiers, and Register with us. The main content area includes a 'Graduate Development Programme' section with links to download guidelines and application forms. A 'Log On to Database' button is highlighted with a red circle in the right-hand sidebar.

The user will then be introduced to the Seta Management System home page.



Username :	<input type="text"/>
Password :	<input type="password"/>
Logon to :	Skills - Current Year <input type="button" value="v"/>
	<input type="button" value="Enter"/> <input type="button" value="Change Password"/>



[Register as a Skills Development Facilitator](#)

[Log an issue/enhancement Here](#)

[Provider Accreditation](#)

This site is best viewed in Microsoft Internet Explorer 6.0 with a Screen Resolution of 1024x 768



If it's your first time on the system and you have never used the system, you will be required to capture your details on the system.



[Register as a Skills Development Facilitator](#)

You will click on the following icon

. This icon directs you to a form that will require your personal details.

The form will require your personal details like your name, surname, ID number, address etc. See figure 1.1 below.

The system will direct you through the forms that you will need to complete. The second page of the form requires the user to specify which organisations will be linked to the SDF.



Registration of Skills Development Facilitator
Please refer to Annexures of Regulation 103 to the Skills Development Act
(Act No. 97 of 1998)

Personal Details:			
Surname	First Name	Initials	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID Number	(For statistical purposes only)		
	Gender	Population Group	Disabled
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Highest Level of Education	<input type="text"/>		
Current Occupation	<input type="text"/>		
Experience relevant to Skills Development Facilitator			
Experience	<input type="text"/>		
	Duration of total experience in years <input type="text"/>		
Contact Details	Cell Phone Number	<input type="text"/>	e.g. 082 555 5555
	Telephone Number	<input type="text"/>	e.g. (011) 555 5555
	Fax Number	<input type="text"/>	e.g. (011) 555 5555
	E-Mail Address	<input type="text"/>	
	<input type="text"/>	City	<input type="text"/>

Figure 1.1

The form also asks the user to add in their usernames and passwords onto the form. Please note that this does not mean that you have access onto the system yet. This is because the Administrator at THETA will have to go through your details and approve registration and or reject. Workflow is later discussed in the document.

Upon completion of the document a confirmation letter is generated for the user. Please note that an employer letter stating that you are the SDF will be requested by the Theta before approving your access on the system.



Registration of Skills Development Facilitator
Please refer to Annexures of Regulation 103 to the Skills Development Act
(Act No. 97 of 1998)

SDF registration was successful ...

Details:

SDF Name: Ms. Nelly Perman
ID Number: 8208190801086
Gender: Female
Population Group: African
Username: Demo1
Password: theta
SETA: THETA

Please store your username and password in a safe place,
as you will be required to use them when you logon to the system.

The user will then have a choice to copy the above document or cancel registration and or Register an organisation.

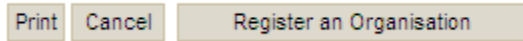


figure 1.3

To link yourself to an organisation you will be required to know the companies SDL number. This acts a security measure with the concept that if an SDF knows his or her companies SDL number, they are really working for that company. This does not mean that you will get access to the system, just by providing the SDL number.

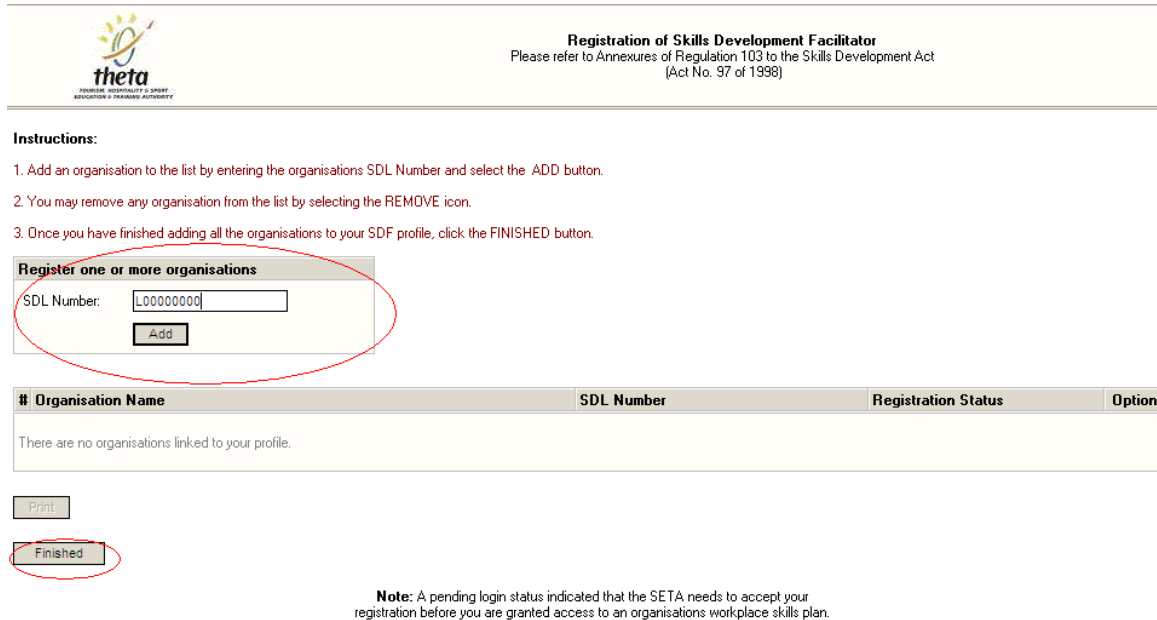


Figure 1.4

To link to a company the user will select the Register an Organisation icon demonstrated on figure 1.3. This will take you to the screen demonstrated in figure 1.4. The user will capture the SDL number of the company they will be submitting WSP and ATR forms for, in the “register one or more organisations block.” Added on this screen are instructions that will assist you in adding an organisation.

Once done you will select the “Finished button.”

Process after registration:

Once the online registration has been completed, the SDF is required to submit a letter of appointment to the SSP Advisor. The letter of appointment should contain the newly appointed SDF contact details and I.D. no and confirmation that they have been appointed by the Organisation as the SDF. This letter should be signed by either/or the M.D, Finance Director & Human Resource Director. Once this letter has been received, the SDF registration will be approved and an automated confirmation email message will be sent to the SDF. The SDF will now be able to access the system.

Accessing the system:

The SDF will go onto the Seta Management system and with the username and password that the SDF has created they will then capture it on the below figure.


Username :
 Password :
 Logon to : 

Figure 1.5

The SDF will select the Skills current year in the "Logon To" dropdown.

Once the SDF accesses the system they will be introduced to the following screen: This screen is called the Skills Development Facilitator Dashboard.

Tourism, Hospitality & Sport Education & Training Authority Tuesday, March 04

SKILLS DEVELOPMENT FACILITATOR DASHBOARD

NELLY PERMAN 1 April 2007 - 31 March 2008 

TOOLS

1. Register or Remove an Employer.
2. Edit Skills Development Facilitator details.

Workplace Skills Plans for the Year 2007 **(Please click on an organisation below to access their workplace skills plan)**

Organisation Name	SDL Number	Access	Plan Grant	Due Date	Imp Grant	Due Date
Test Org	L090909090	Accepted	Pending	6/30/2007	Pending	6/30/2008

Figure 1.6

Explanation of screen icons:



Home icon



The change role icon- this is for people that have more than one role on the system. It will not be used for SDF's as they normally have one role on the system.




Log-off icon.



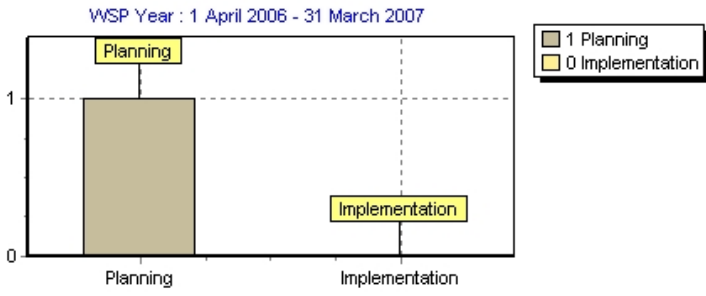
Help icon.



Reports icon- this functionality is not set-up for the SDF's to use at the moment.

1 April 2007 - 31 March 2008 

This portion of the screen- the SDF can select past years to view the organisations that they were linked to. The user will select the WSP year and will then select the change icon.



* Please note that this graph only displays Accepted WSP's and ATR's

The graph displays the accepted WSP's and ATR's that are under your name as the SDF.

Workplace Skills Plans for the Year 2007 **(Please click on an organisation below to access their workplace skills plan)**

Organisation Name	SDL Number	Access	Plan Grant	Due Date	Imp Grant	Due Date
Example dtss	L000000011	Pending	N/A	N/A	N/A	N/A

Here the SDF will be able to see which organisations they are linked to. Which organisations they have access to and the status of their WSP and ATR forms on the system. Please note that as an SDF you may have more than one company that you are linked to and that you may have access to. This screen will also display the companies that are linked.

To access an organisation, select the organisation name.

Workplace Skills Plans for the Year 2007 **(Please click on an organisation below to access their workplace skills plan)**

Organisation Name	SDL Number	Access	Plan Grant	Due Date	Imp Grant	Due Date
Test Organisation	L000000000	Approved	Query	10/5/2007	Created	6/30/2008

The approved status under the Access column gives the SDF access to the system.

Once the user has accessed the organisations database, this is the screen they will see.

Tourism, Hospitality & Sport Education & Training Authority Tuesday, March 04

This organisation is registered with an unknown SETA.

DEPARTMENT OF LABOUR DATA		Tourism, Hospitality & Sport Education & Training Authority DATA	
Organisation Name:	Test Org	Organisation Name:	Test Org
Organisation Registration No:		Organisation Registration No:	
SDL Number:	L090909090	SDL Number:	L090909090
Possible SDL Number:		Possible SDL Number:	
Phone Number:		Phone Number:	<input type="text"/> e.g. (011) 555-5555
Fax Number:		Fax Number:	<input type="text"/> e.g. (011) 555-5555
Postal Address:	Unknown	Postal Address:	<input type="text"/>
	Unknown		<input type="text"/>
	Unknown		<input type="text"/>
	Unknown		Gauteng
	Unknown		121
Physical Address:	Unknown	Physical Address:	<input type="text"/>
	Unknown		<input type="text"/>
	Unknown		<input type="text"/>

Figure 1.7

Organisation Information Tab:

The first tab on the database is the Organisation info tab. This screen is split into two. The left hand side gives you the information that THETA downloads from the Department of Labour. The left hand side of the screen displays the information called the THETA Data. The Department of Labour data does not allow for any alterations to be done. If the SDF notices that the information on this screen is incorrect they have to contact Department of Labour, for them to update the organisations information on their system.

THETA Data- side of the system, this allows the SDF to edit and capture information. Please note that the Seta relies on the input of this information for the most recent and updated info. This page is a mandatory page and the system will not allow the user to access WSP and ATR forms.

Once the SDF has updated the information on the organisation information tab, the SDF must indicate confirmation of details. By selecting the tick box.

Confirm Details

To link organisations- the process is that the SDF will need to contact the Seta Administrators to do so.

Org Contacts:

Organisation Info | **Org Contacts** | SDF | WSP Plan & Report | Training Committee | Grants & Levies | Associate SDF | EMP 201

ORGANISATION CONTACTS: TEST ORG - L090909090

If you represent the organisation as a consultant (external) SDF, it is **compulsory** to specify your direct report / the relevant person who is responsible for the HR / ETD function and a full-time employee of the organisation. Consultant SDF's may not specify their contact details in this form.

Add contact person:

Title: Phone No: Postal Address:
 Surname: Fax No:
 First name: Cell No: City:
 Initials: E-Mail: Province:
 Designation: Postal Code:

Please ensure that you specify a fulltime employee as an organisation contact if the SDF is a consultant acting for the employer.

#	Title	Surname	First name	Initials	Designation	Phone No	Fax No	Cell No	E-Mail	Postal Address	Options
1.	Dr.	f.lbmal	.wDFN.KADFHAJK	.SDNF	sdfnakdfhka				JINTY@THETA.ORG.ZA		
2.	Mr.	Ludick	Jackie	1	1	1	1	1	ddaya@dtss.co.za	1 1 1 Gauteng 1111	

Figure 1.8

This screen is for SDF's to capture people that could be a point of contact, for the THETA Administrators. The Seta usually advice that the user captures the organisations CEO, CFO, HR managers etc. This is for incase the Seta would like to communicate with them. The SDF can capture as many people as they would like.


THE SDF TAB:

On this screen the user will be able to see his registration form. The SDF can edit and update their information on this page.

Organisation Info | Org Contacts | SDF | WSP Plan & Report | Training Committee | Grants & Levies | Associate SDF | EMP 201

TEST ORG
L090909090

SKILLS DEVELOPMENT FACILITATOR



SDF Type: SDF

Personal Details:

Surname	First Name	Initials	Title
Perman	Nelly	MN	Ms. v
(For statistical purposes only)			
ID Number	Gender	Population Group	Disabled
Invalid South African ID Number <input type="text" value="8208190801086"/>	Female	African	<input type="checkbox"/>
Highest Level of Education	<input type="text" value="Demo"/>		
Current Occupation	<input type="text" value="Demo"/>		
Experience relevant to Skills Development Facilitator			
Experience	<input style="width: 100%;" type="text"/>		
	Duration of total experience in years <input style="width: 50px;" type="text" value="0"/>		
Contact Details	Cell Phone Number	<input type="text" value="000000000"/>	e.g. 082 555 5555
	Telephone Number	<input type="text" value="000000000"/>	e.g. (011) 555 5555
	Fax Number	<input type="text" value="000000000"/>	e.g. (011) 555 5555
	E-Mail Address	<input type="text" value="perman@theta.co.za"/>	

WSP Plan and Report tab:

Organisation Info | Org Contacts | SDF | WSP Plan & Report | Training Committee | Grants & Levies | Associate SDF | EMP 201

Create a new Workplace Skills Plan:

Year: v

WORKPLACE SKILLS PLAN(S)

TEST ORG - L090909090



#	Workplace Skills Plan Year	Linked	Planning Grant			Interim Grant	Implementation Grant			Discretionary Grant	Options	Print Options		
			Status	Due Date	Accepted Date	Status	Status	Due Date	Accepted Date	Status		WSP Report	IMP Report	DTR Report
1.	1 April 2001 - 31 March 2002	No	Pending	30/12/1899		Incomplete	Pending	30/12/1899		Pending	<input type="button" value="Select"/>	<input type="button" value="WSP Report"/>	<input type="button" value="IMP Report"/>	
2.	1 April 2002 - 31 March 2003	No	Pending	30/12/1899		Incomplete	Pending	30/12/1899		Pending	<input type="button" value="Select"/>	<input type="button" value="WSP Report"/>	<input type="button" value="IMP Report"/>	
3.	1 April 2003 - 31 March 2004	No	Query	30/09/2003		Incomplete	Pending	31/03/2004		Pending	<input type="button" value="Select"/>	<input type="button" value="WSP Report"/>	<input type="button" value="IMP Report"/>	
4.	1 April 2004 - 31 March 2005	No	Query	30/09/2004		Incomplete	Query	30/06/2005		Pending	<input type="button" value="Select"/>	<input type="button" value="WSP Report"/>	<input type="button" value="IMP Report"/>	<input type="button" value="DTR Report"/>
5.	1 April 2005 - 31 March 2006	No	Pending	30/09/2005		N/A	Pending	30/06/2006		Pending	<input type="button" value="Select"/>	<input type="button" value="WSP Report"/>		<input type="button" value="DTR Report"/>

#	Skills Year	Linked	Grant Status	Due Date	Accepted Date	Implementation Grant	Planning Grant	Print Report Options
6	1 April 2006 - 31 March 2007	No	Pending	30/06/2006		<input type="button" value="Select 05/06"/>	<input type="button" value="Select 06/07"/>	<input type="button" value="Print"/> <input type="button" value="DTR Report"/>
7	1 April 2007 - 31 March 2008	No	Pending	30/06/2007		<input type="button" value="Select 06/07"/>	<input type="button" value="Select 07/08"/>	<input type="button" value="Print"/>

Figure 1.9

Illustrated in figure 1.9 is the screen that the SDF will get once they access the WSP Plan and Report screen.

Skills Year	Linked	Grant Status	Due Date	Accepted Date	Implementation Grant	Planning Grant
2006 - 31 March 2007	No	Pending	30/09/2006		Select 05/06	Select 06/07
2007 - 31 March 2008	No	Pending	30/06/2007		Select 06/07	Select 07/08
2008 - 31 March 2009	No	Pending	31/07/2008		Select 07/08	Select 08/09

This section of the system is only active when there are new forms for the SDF to fill

Create a new Workplace Skills Plan:

Year:

in.

The Print option: to print the forms that you have completed the user will click on

Print Report Options


the icon.

Accessing the forms:

To view complete the Implementation Grant forms, select the icons that are displayed under the heading Implementation Grants. These are displayed by financial year. E.g.:

Once the SDF has selected the financial year that they are looking to work on this is the user will be shown the following screen:

TEST ORG - L090909090 WORKPLACE SKILLS PLAN AND IMPLEMENTATION GRANT FORMS
1 April 2008 - 31 March 2009



Customise

Select the **Customise** button to customise your organisations **Skill Priorities, Occupational Categories** and **Job Titles**.

Planning Grant:- (An approved SDF is required before this status may be changed) Status:

#	Form	Description	Due Date	Sel
1.	A4	Employment Summary	31/7/2008	<input type="button" value="Sel"/>
2.	A11	Broad-based Economic Empowerment Compliance	31/7/2008	<input type="button" value="Sel"/>
3.	B2	Employees per Provincial profile	31/7/2008	<input type="button" value="Sel"/>
4.	B3	Educational Profile – 1 April 2008	31/7/2008	<input type="button" value="Sel"/>
5.	C1	Planned Beneficiaries of Training	31/7/2008	<input type="button" value="Sel"/>
6.	C2	Planned Training - Unemployed	31/7/2008	<input type="button" value="Sel"/>
7.	C3	Planned ABET Training	31/7/2008	<input type="button" value="Sel"/>
8.	C4	Annual Skills Priorities from 1 April 2008 – 31 March 2009	31/7/2008	<input type="button" value="Sel"/>
9.	C5	Scarce and Critical Skills	31/7/2008	<input type="button" value="Sel"/>

Implementation Grant:- (An approved planning grant is required before t

Figure 2.0

To access the different forms the SDF will select the “select” icon per form.

The system will prompt you to complete and confirm all your Company details and contact details before you can access the forms.

Please note that the forms might change per year. Information requested in the forms as well might change per year. This is dependant on the requests from the department of Labour.

To view and complete the Planning Grant forms: the user will, select the icons that are displayed under the heading Implementation Grants. These are displayed by financial year. E.g.:

Once the SDF has selected the financial year that they are looking to work on this is the user will be shown the following screen:

Customise

Select the **Customise** button to customise your organisations **Skill Priorities, Occupational Categories** and **Job Titles**.

Planning Grant:- (An approved SDF is required before this status may be changed) Status:

#	Form	Description	Due Date	Sel
1.	A4	Employment Summary	31/7/2008	<input type="button" value="Sel"/>
2.	A11	Broad-based Economic Empowerment Compliance	31/7/2008	<input type="button" value="Sel"/>
3.	B2	Employees per Provincial profile	31/7/2008	<input type="button" value="Sel"/>
4.	B3	Educational Profile – 1 April 2008	31/7/2008	<input type="button" value="Sel"/>
5.	C1	Planned Beneficiaries of Training	31/7/2008	<input type="button" value="Sel"/>
6.	C2	Planned Training - Unemployed	31/7/2008	<input type="button" value="Sel"/>
7.	C3	Planned ABET Training	31/7/2008	<input type="button" value="Sel"/>
8.	C4	Annual Skills Priorities from 1 April 2008 – 31 March 2009	31/7/2008	<input type="button" value="Sel"/>
9.	C5	Scarce and Critical Skills	31/7/2008	<input type="button" value="Sel"/>

Stationary Grant:- (An approved planning grant is required before t

Please note that the forms might change per year. Information requested in the forms as well might change per year. This is dependant on the requests from the department of Labour.

Training Committee tab:

This tab the SDF will capture the details of its companies training committee.

TRAINING COMMITTEE: TEST ORG - L090909090

Add training committee member:

Title: Designation: Fax No:

Surname: Phone No: * E-Mail:

First name:

Initials: Year: Employer Representative / Employee Representative: Employer: Employee: * Optional

#	Title	Surname	First name	Initials	Designation	Phone No	Year	Employer/Employee	Fax No	E-Mail	Options
1.	Ms.	Dayanand	Sadhna	S	Tester	011 333 3333	2006/2007	Employer	011 333 3333	sdayanand@bidi.co.za	

Grants and Levies tab:

Test Org - L090909090

Grants & Levies

Financial Statement Summary Grants and Levies

Please select a Levy Year from the combo box below.

Years available :

Figure 2.1

This screen allows the SDF to view their financial statement Summary and or their Grants and Levies.


To view the financial statement summary, the SDF will select the



radio button and then select the respective financial year.

Organisation Info | Org Contacts | SDF | WSP Plan & Report | Training Committee | Grants & Levies | Associate SDF | EMP 201

Test Org
1 April 2007 - 31 March 2008 Financial Statement Summary



SDL No : L090909090

Unknown
Unknown
Unknown
Unknown

Unknown
Unknown
Unknown
Unknown

Phone:
Fax:

Sort by:

Date

Year

Description order

Sort by:

Department of Labour Date

Year

Grants Summary				Levies Summary		
Date	Description	Year	Amount	Receipt Date (SARS)	Scheme Year	Stakeholder levy calculated (100%)
			0.00			
GRANTS TOTAL			0.00	LEVIES TOTAL		0.0

Figure 2.2

Figure 2.2 displays what the SDF will be able to see. The SDF also has a choice to either print the page or copy to a word document.


Grants and Levies

To view the Grant and Levies select the radio button and then select the respective financial year.

Tourism, Hospitality & Sport Education & Training Authority Tuesday, March 04

Organisation Info | Org Contacts | SDF | WSP Plan & Report | Training Committee | Grants & Levies | Associate SDF | EMP 201

Test Org
1 April 2007 - 31 March 2008 Grant Allocation Statement



SDL No : L090909090

Unknown
Unknown
Unknown
Unknown

Unknown
Unknown
Unknown
Unknown

Phone:
Fax:

Sort by:

Date

Grant type

Date	Description	Amount
		0.00
EMPLOYER TOTAL		0.00

figure 2.3.

Figure 2.3 displays the grants that the company has received, the date grants received, the description and the amount.

The SDF can then either Print the page, or view the Levies and Benefits by selecting the icons at the bottom of the screen.

If the SDF selects the Levies, icon the system will display the following screen.

Test Org
1 April 2007 - 31 March 2008 Levy Statement

SDL No : L090909090

Unknown
Unknown
Unknown
Unknown

Unknown
Unknown
Unknown
Unknown

Phone:
Fax:

Levies Received:

Receipt date (SARS)	Received by THETA	Stakeholder levy calculated (100%)	NSF calculation (20%)	Total received by THETA (80%)	Mandatory levy (50%)	Discretionary (20%)	Admin (10%)	Interest (80%)	Penalty (80%)	SARS ledger month (For internal office use only.)
---------------------	-------------------	------------------------------------	-----------------------	-------------------------------	----------------------	---------------------	-------------	----------------	---------------	---

Legend:

Receipt date Date of payment to SARS

Received by THETA Date the money was received by THETA from the Department of Labour

Stakeholder levy calculated (100%) The sum of the levy received by THETA + NSF calculation + interest + penalty

NSF calculation (20%) Levy amount calculated as transferred to the National Skills Fund by SARS (20% of total levy), done to balance your actual payment made with the money received by THETA.

Total received by THETA (80%) Levy amount received by THETA (80% of total levy)

Figure 2.4

Figure 2.4 displays the levy information and a breakdown of the funds that they received from the organisation.

This screen also has a print option.

The Associate SDF tab:

This tab displays SDF's whom have once registered to be that specific organisations SDF on the system. This will display the previous SDF's status on the system and also their status in terms of the access they have on the system. The last column displays as well the SDF role.

Associate a Skills Development Facilitator to Test Org - L090909090

Register a new Secondary SDF
SDF Audit Trails

Enter

Skills Development Facilitator	Contact Number	SDF Status	E-Mail	Link Status	SDF Role	Belongs to THETA?
Perman, Nelly	000000000	Accepted	nperman@dtss.co.za	Accepted	SDF	<input type="checkbox"/>
Ludick, Jacqueline		Accepted	mdaya@dtss.co.za		SDF	<input type="checkbox"/>

Please note that only one SDF can access the system. This means that there can only one active SDF per organisation.
The role contract SDF has limited view un-like the main SDF.

Forms for the year 2008.

The below forms relate to the WSP forms only.

Form Number	Form name/ Description
A4	Employment summary
A11	Broad-based Economic Empowerment Compliance
B2	Employees per Provincial profile
B3	Educational Profile
C1	Planned Beneficiaries of Training
C2	Planned training- Unemployed
C3	Planned ABET training
C4	Annual Skills Priorities form 1 April 2008- 31 March 2009
C5	Scarce and Critical Skills

Please note that all forms are OFO aligned, this means that you will need to specify the Occupational group and the Job title.

Employment summary

This form requires the user to capture all the employees per the occupational Group and the Job title.

Number of employees								
Occupational Group								Clerical & Administrativ
Job Title								Data Entry Operator
AFRICAN			COLOURED			INDIAN		
M	F	D	M	F	D	M	F	D
0	0	0	0	0	0	0	0	0

Add

Number of employees								
Occupational Group	Job Title	AFRICAN			COLOURED			I
		M	F	D	M	F	D	M
Managers	Sales / Marketing Manager - 131102	4	0	0	0	0	0	0
Grand Total		4	0	0	0	0	0	0
Grand Total (M + F)								

Broad-based Economic Empowerment Compliance

The user will be requested to complete that BEE Compliance sheet.

Please indicate the following

- Total Annual Payroll R
- Planned skills development expenditure (or estimate) for the current financial year R
- % of payroll spend on skills development (incl. Skills Development levy) on all Accredited Training %
- % of skills development budget spent on black employees %
- Number of learnerships as a % of total employees %
- Number of black learners as a % of total learners %

Definitions

Black people is as defined in the Broad-based Black Economic Empowerment Act no. 53 of 2003, save that it is limited to SA citizens. Black people are Africans, Coloureds and Indians who

Skills Development Spend refers to investment in skills development initiatives through both external training providers and the quantifiable costs of accredited internal training programmes. It

Learnership refers to learnerships as defined in the Skills Development Act. No. 97 of 1988, amended in 2003.

Employees per Provincial profile

You will be expected to complete the staff distribution per province and the number of branches.

Provincial Breakdown:-

Province	Number of Employees	Number of Branch
Eastern Cape	<input type="text" value="0"/>	<input type="text" value="0"/>
Free State	<input type="text" value="0"/>	<input type="text" value="0"/>
Gauteng	<input type="text" value="0"/>	<input type="text" value="0"/>
KwaZulu-Natal	<input type="text" value="0"/>	<input type="text" value="0"/>
Mpumalanga	<input type="text" value="0"/>	<input type="text" value="0"/>
Northern Cape	<input type="text" value="0"/>	<input type="text" value="0"/>
Limpopo	<input type="text" value="0"/>	<input type="text" value="0"/>
North West	<input type="text" value="0"/>	<input type="text" value="0"/>
Western Cape	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>

Enter

Educational Profile

These forms look at the different educational levels the user is required to enter a number per description or for the relevant descriptions.

Description	Number of Employees
Abet Level 1	<input type="text" value="0"/>
Abet Level 2	<input type="text" value="0"/>
Abet Level 3	<input type="text" value="0"/>
Abet Level 4	<input type="text" value="0"/>
NQF 1,2,3	<input type="text" value="0"/>
NQF 3,4,5	<input type="text" value="0"/>
NQF 6,7,8	<input type="text" value="0"/>
Total	<input type="text" value="0"/>

Planned Beneficiaries of Training

This form follows the same methodology as the Employment summary forms.

Back to WSP		Planning Grant Planned Beneficiaries of Training		TEST ORG - L090909090 1 April 2008 - 31 March 2009	
Number of employees					
Occupational Group					Clerical & Administrative workers
Job Title					Typist/Data Capturer
AFRICAN			COLOURED		
M	F	D	M	F	D
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Add					
Number of employees					
Occupational Group		Job Title		AFRICAN	
				M	F
Clerical & Administrative workers		Typist/Data Capturer - 532101		2	0
Grand Total				2	0
Grand Total (M + F)				2	0

Planned training- Unemployed

This form follows the same methodology as the Employment summary forms

Organisation Info		Org Contacts	Link Organisation	SDF	WSP Plan & Report	Training Committee	Grants & Levies	Associate SDF	Assessments	EMP 201
Back to WSP		Planning Grant Planned Training - Unemployed		TEST ORG - L090909090 1 April 2008 - 31 March 2009						
Number of employees										
Occupational Group									Community & Personal Services	
Job Title									Bar attendant	
AFRICAN			COLOURED							
M	F	D	M	F	D					
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>					
Add										

Planned ABET training

This form will display all Abet levels and the SDF will specify the numbers of learners that need to be trained.

Back to WSP		Planned ABET Training 1 April 2008 - 31 March 2009	
Planned ABET Training			
ABET Level	Total number to be trained		
ABET Level 1	<input type="text" value="3"/>		
ABET Level 2	<input type="text" value="3"/>		
ABET Level 3	<input type="text" value="3"/>		
ABET Level 4	<input type="text" value="3"/>		
Total	<input type="text" value="12"/>		
Enter			

Annual Skills Priorities form 1 April 2008- 31 March 2009

These forms the user is requested to complete the skills priorities for the financial year and enter the figures per NQF level.

<input type="button" value="Back to WSP"/>		Planning Grant Annual Skills Priorities 1 April 2008 - 31 March 2009		
<p>It is compulsory to specify the correct South African Qualifications Authority (SAQA) Identity number if an education or training priority is SAQA registered. Users can view www.saqa.org.za < Registered Qualifications and Unit Standards.</p>				
Skills Priority	<input type="text" value="Client Service"/>			
Education and Training Priority	<input type="text"/>			
Beneficiaries of Training per NQF Level				
General Up to and incl. Level 1	2	3	4	5
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Scarce and Critical Skills

The form requires the SDF to complete all vacancies that are difficult to fill.

<input type="button" value="Back to WSP"/>		Planning Grant List of Vacancies that are difficult to fill 1 April 2008 - 31 March 2009				
<p>List existing vacancies that you are having difficulty in filling.</p>						
Occupational Group	<input type="text"/>					
Job Title	<input type="text"/>					
Number of Vacancies	<input type="text"/>					
Number of Potential Vacancies	<input type="text"/>					
NQF Level	<input type="text"/>					
Degree of scarcity	<input type="text"/>					
Province	<input type="text"/>					
Is this reflected in your EE Plan?	Yes <input type="radio"/> No <input checked="" type="radio"/>					
Comments	<input type="text"/>					
Beneficiaries of Training per NQF Level						
M	A F	D	M	C F	D	M
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Annual Training Report

The below forms relate to the WSP forms only

Form	Description
D1	Number of actual beneficiaries of training
D2	Number of beneficiaries who completed the training interventions
D3	Total number of beneficiaries who completed ABET programmes
D4	Variance report

D5	Strategic skills priorities
D6	Learning Programmes
E	General comments

Number of actual beneficiaries of training

This forms methodology is as the Employment summary report.

Back to WSP	Implementation Grant Number of actual beneficiaries of training	TEST ORG - L090909090 1 April 2007 - 31 March 2008																					
Number of employees																							
Occupational Group		Senior officials and																					
Job Title		Senior Managers																					
<table border="1"> <thead> <tr> <th colspan="3">AFRICAN</th> <th colspan="3">COLOURED</th> <th></th> </tr> <tr> <th>M</th> <th>F</th> <th>D</th> <th>M</th> <th>F</th> <th>D</th> <th>M</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>			AFRICAN			COLOURED				M	F	D	M	F	D	M	0	0	0	0	0	0	0
AFRICAN			COLOURED																				
M	F	D	M	F	D	M																	
0	0	0	0	0	0	0																	
Add																							
Number of employees																							
Occupational Group		Job Title	AFRICAN																				
			M	F	D	M																	
Senior officials and Managers / owner managers		Middle Managers -	2	0	0																		
Grand Total			2	0	0																		
Grand Total (M + F)																							

Number of beneficiaries who completed the training interventions

This form will require specifying the training interventions per occupational category and Job title. The SDF will also need to specify the level of the intervention i.e. was the intervention an intermediate level or higher level; this form will need a classification per age group.

Back to WSP	ANNUAL TRAINING REPORT Report on Beneficiaries of Training Delivered	TEST ORG - L090909090 1 April 2007 - 31 March 2008					
Note: Kindly complete this form in order to record the beneficiaries to whom training was actually delivered.							
Number of beneficiaries who completed the training interventions							
Occupational Group		<input type="text"/>					
Type of learning programme		<input type="text"/>					
Number to be trained at	Entry level	<input type="text"/>					
	Intermediate level	<input type="text"/>					
	Advanced Level	<input type="text"/>					
Add							
Occupational Class	Job Title	Learning Programme	Number to be trained at			Total	Options
			Entry Level	Intermediate Level	Advanced Level		
Professionals	Human Resources Professionals	test	2	1	1	4	Edit Delete
Total			2	1	1	4	

Total number of beneficiaries who completed ABET programmes

This form will display all Abet levels and the SDF will specify the numbers of learners that have been trained.

Back to WSP

Actual ABET Training
1 April 2007 - 31 March 2008

Actual ABET Training	
ABET Level	Total number trained
ABET Level 1	6
ABET Level 2	7
ABET Level 3	8
ABET Level 4	9
Total	30

Variance report

Back to WSP		Implementation Grant Variance Report 1 April 2007 - 31 March 2008	TEST ORG - L090909090
Reason other than the reasons above:		Number of affected employees	Options
<input type="text" value="4000"/> Characters left		<input type="text"/>	Enter
	# Reason	Number of affected employees	Options
DEFAULT REASONS	1. Budgetary Constraints	<input type="text" value="3"/>	Enter
	2. Cashflow	<input type="text" value="0"/>	Enter
	3. Operational requirements	<input type="text" value="0"/>	Enter
	4. Provider availability Or inadequacy	<input type="text" value="0"/>	Enter
	5. Restructuring	<input type="text" value="0"/>	Enter
OTHER REASONS	6. test	23	Edit Delete
Variance Report Total		26	

This form requires the user to complete the form stating their variance and the number of employers that are affected.

The SDF is able to state any other reasons that are not given by the Seta.

Strategic skills Priorities

The SDF is able to specify the total amount spent on the Skills Priorities for the previous financial year.

Strategic Skill Priority	Total Training Spend
Client Service	R <input type="text" value="0"/>
Employee Development	R <input type="text" value="0"/>
Information Technology	R <input type="text" value="0"/>
Legislative Compliance	R <input type="text" value="0"/>
Management and Leadership	R <input type="text" value="0"/>
Support and Administrative Skills	R <input type="text" value="0"/>
Technical Skills	R <input type="text" value="0"/>
Total	R <input type="text" value="0"/>

Enter

Learning Programmes

Back to WSP	Implementation Grant Learning Programmes 1 April 2007 - 31 March 2008	TEST ORG - L090909090
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Learning Programmes for the Year ending 31 March 2008

Critical Strategic Skills Priority linked to	<input type="text"/>	<input type="button" value="More Info"/>
Type of Learning Programme	<input type="text"/>	<input type="button" value="More Info"/>
No. of learners planned	<input type="text"/>	
No. of learners completed	<input type="text"/>	

Add

This form requires the SDF to specify the Critical skills and to specify the Type of learning programmes. The SDF will need to specify the number of learners planned and the number of learners completed.

General Comments

Back to WSP	ANNUAL TRAINING REPORT General Comments	TEST ORG - L090909090 1 April 2007 - 31 March 2008
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<p>General Comments</p> <p>test test and 1 more test</p> <p>Characters Left 1974</p>

Enter

The SDF is required to add any comments, this is in terms of any aspect of the WSP and ATR forms and the SDF is required to add the form number where the comment refers to.

