



## NOTICE

### **Workplace Skills Plans/ Pivotal Training Plans /Annual Training Reports and Pivotal Training Reports Submissions 2015-2016**

The Services SETA hereby notifies all levy paying and non-levy paying employers that the Services SETA Skills Development Management System (SDMS) will be open from **24 February 2015** for the **2015/2016** submissions of the following documents:

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

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

1. The SDMS will be used for both, the registration and submissions WSP/ATR/PTP/PTR Information.
2. Version **13** of the Organised Framework of Occupations (OFO) codes will be used and will be available on the Services SETA Website.
3. The closing date for submissions is **30 April 2015**. Employers are encouraged to submit their plans and reports before the deadline.
4. **Weekly work sessions** have been scheduled to take place at every Services SETA Provincial Office between 09H00 – 16H00 throughout the month of March 2015. Details will be published on the Services SETA website from the 24<sup>th</sup> of February.

Employers are encouraged to book a work session via their provincial office, to receive technical assistance from a trained Services SETA official.

#### **5. For the work sessions please bring the following:**

- Laptop and 3g card for internet connection
- Employee and training information in order to be able to capture the data during the session

6. Below is the link to access the portal page for submissions:

<http://sseta-live.serviceseta.org.za/>

## Important Notice

The Services SETA undertakes to pay mandatory grants (for compliant submissions) within 3 months after the submission deadline subject to receipt of levy data from the Department of Higher Education.

**For enquiries, contact the Services SETA Provincial Offices**

**or the**

**Levies and Grants Department:** Marc-Leigh Alexander at e-mail: [MarcA@serviceseta.org.za](mailto:MarcA@serviceseta.org.za) or Warren Doig on [WarrenD@serviceseta.org.za](mailto:WarrenD@serviceseta.org.za)

	<b>Provincial Office Address</b>	<b>Contact details</b>
1.	<b>Head Office: Gauteng</b> 15 Sherborne Road Parktown	Tel: 011 276 9600
2.	<b>Cape Town</b> Unit 1-4 Piccadilly House Century Way, Century City	Tel: 021 003 0904
3.	<b>Durban</b> 73 Ramsay Avenue Musgrave	Tel: 031 207 1761
4.	<b>Kimberley</b> 10 Oliver Road Monuments Heights, Montrio Corporate Park	Tel: 051 101 0891
5.	<b>Bloemfontein</b> 57 Kellner Street Suite 5,6 and 7 Westdene Park	Tel: 051 430 6223
6.	<b>Nelspruit</b> 37 Brown Street, 4 <sup>th</sup> Floor MidCity Building	Tel: 013 752 2207
7.	<b>East London</b> Phase 2 A, Waverley Office Park Chiselhurst	Tel: 043 726 8156
8.	<b>Polokwane</b> 7 Neethling Street Bendor	Tel: 015 101 0250
9.	<b>Port Elizabeth</b> 70- 2 <sup>nd</sup> Avenue Southern Life Gardens Ground Floor, Block F	Tel: 041 101 0265

[www.serviceseta.org.za](http://www.serviceseta.org.za)