



Vereniging F Association

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SKILLS DEVELOPMENT FACILITATION AND THE WORKPLACE SKILLS PLAN

1. BACKGROUND

Education and training in South Africa has changed considerably during the last 15 years. During the 1990's SAQA and the NQF was established to implement and manage training within South Africa.

National Qualifications Framework (NQF)

The NQF is a set of principles and guidelines which provide structure to the educational system in South Africa. The NQF has 8 bands and each band represents a level of educational competence and achievement.

Level 1 General Education and Training

This level includes ABET and basic schooling up to Grade 9 (Standard 7)

Level 2 -4 Further Education and Training

This level includes schooling from Grade 10 to Grade 12 (Standard 8 to Matric) and any National Certificates

Level 5- 8 Higher Education and Training

This level includes National Certificates, Diplomas, Degrees and Doctorates

The NQF falls under the auspices of the Department of Education and its commitment is to outcomes-based education and training within the education and training environment in South Africa.

Standards and qualifications were developed and registered to ensure that a national standard is maintained. Qualifications were made up by a combination of unit standards that met the criteria of the educational and/or training programme.

Sector Education & Training Authorities (SETAs) and Education & Training Quality Assurers (ETQAs) were established along with the **Skills Development Levy Act** to assist the government in providing education and training to all South Africans, especially previously disadvantaged individuals. The SDL allows the SETAs to fund various projects by means of among others:

- Learnerships
A structured learning programme that takes place over a period of time and credits are accumulated to meet the qualification credit requirement.
- Skills Programmes
Short courses that take place over 1 to 5 days that focus on a specific skill.
- Internships/Apprenticeships/Workplace Experience
Workplace exposure to gain or improve skills
- Bursaries

2. SKILLS DEVELOPMENT LEVY

The Skills Development Levies Act, No. 9 of 1998 established a compulsory levy scheme for the purpose of funding education and training as envisaged in the Skills Development Act, No. 97 of 1998.

According to the Act, 1% of the salary and wage amount of a company must be paid to SARS monthly. SARS will pay this amount over to the Department of Labour. 80% of the 1% is paid to the relevant Sector Education and Training Authority (SETA). 50% of this amount can be claimed back in the form of MANDATORY GRANTS if a Skills Development Facilitator (SDF) is appointed. The SDF must annually (**before end June**) submit a Workplace Skills Plan (WSP) and an Annual Training Report (ATR). Once a company is in this cycle of claiming MANDATORY GRANTS back, the company also gains access to the DISCRETIONARY GRANTS of the SETA. DISCRETIONARY GRANTS takes the form of funding from the relevant for training.

Note that these grants must be seen as supportive to the annual training budget and not as the only training budget.

Example

Company annual salary and wage amount:	=	R3 000 000.00
1%	=	R 30 000.00
80% of 1% - paid to SETA	=	R 24 000.00
Appoint SDF and submission of WSP & ATR		
Results in 50% MANDATORY GRANT	=	R 12 000.00

3. SKILLS DEVELOPMENT FACILITATOR SERVICES

The Red Meat Abattoir Association has entered into a partnership with Mpumalanga Agri Skills Development and Training (**MASDT**) to facilitate the SDF function and the WSP & ATR submission for the abattoir industry.

SDF Duties

- Assist with registration as a levy payer to the relevant SETA
- Register as SDF for the company at the relevant SETA
- Submission of Workplace Skills Plan to relevant SETA – **annually before 30 June**
- Submission of Annual Training Report to relevant SETA – **annually before 30 June**
- Liaison between relevant SETA and management of company
- Meeting(s) with management to discuss skills development
- Relay information regarding the payment of levies to management
- Assist with the application of Discretionary Grant to the relevant SETA

4. 2008/2009 WSP & ATR SUBMISSIONS

During 2009 15 WSPs & ATRs were submitted. All of these clients have successfully been processed with 6 of these employers in the second cycle having received a total of R80 000.00 in MANDATORY GRANTS

A further 5 abattoirs were assisted with the successful transfer of their registration from other SETAs to the AgriSETA.

Discretionary Grants to the amount of R300 000.00 was secured for 3 of the abattoirs due to the performance of the SDF function.

5. CHANGES IMPLEMENTED BY AGRISETA

The AgriSETA has reviewed the documentation regarding the WSPs and ATRs and the latest version is available on their website www.agriseta.co.za.

The one major change that has occurred regarding the submission of WSPs and ATRs affects organisations that have more than 50 permanent employees. As of 2010 it has become **COMPULSORY** for these organisations to submit their plans via the online management system of the AgriSETA.



MEMORANDUM

TO: All AgriSETA Levy Paying Stakeholders and Skills Development Facilitators
FROM: Skills Planning Department: Mandatory Grants
SUBJECT: **Information Letter: 2010/002**
DATE: Thursday, 25 March 2010

Dear Stakeholder & SDF

ANNUAL NATIONAL ROAD SHOW (INFORMATION SESSION):

Thank you to all who have attended our annual national road show that started on 15 February 2010 and was concluded on 12 March 2010. We trust it was informative and insightful.

RE-SUBMISSIONS: Incomplete/Incorrect/Outstanding info - ATR08/09 & WSP09/10:

There are still some ATR's 08/09 & WSP's 09/10 that need to be resolved. We will attend to them during April and May 2010.

GRANT PAYMENT:

Our 3rd Mandatory Grant Payment for 2009/2010 is scheduled for Monday, 29 March 2010. This payment will include 50% of levies received from April 2010 to December 2010.

Our 4th (final) Mandatory Grant Payment for 2009/2010 is scheduled for end of June 2010.

NEW ANNUAL TRAINING REPORTS 2009/2010 & WORKPLACE SKILLS PLANS 2010/2011:

!!! NEW FORMATS & UPDATES WILL BE AVAILABLE VERY SOON !!!!

**FINAL SUBMISSION DATE: WEDNESDAY, 30 JUNE 2010
(No extensions or exception)**

We are **busy finalizing** the new ATR09/10 & WSP10/11 application formats and updating the SETA Management System (SMS) for on-line applications. Please be patient, we will inform everyone as soon as these processes are fully completed. **(1-2 weeks at most)**

Please take note that from this year onwards it is **COMPULSORY** for employers **employing 50 or more permanent employees** to complete and submit the ATR/WSP via AgriSETA SMS. This will improve the quality of the application, simplify the re-submission process (incomplete/incorrect or outstanding information), and speed up grant payments.

The 50+ Hard copy formats will only be sent to employers in cases where it is clearly impossible to make use of the on-line system and only *via* special request. (Full details to follow soon).

SDF TRAINING ON SMS

We are planning two half-day training sessions in April 2010. One will be held on Wednesday, 21 April 2010 in KwaZulu Natal and one in the Western Cape on Friday, 23 April 2010. These training sessions will focus on information on the Seta Management System and completion and submission of the ATR/WSP via the system. If you are interested in attending, please complete the attached form and send it back to AgriSETA by no later than **Wednesday, 7 April 2010**. Venues and full information will be sent to those who are interested, in due course.

WEBSITE UPDATE:

Please take note that we are also busy updating the WSP/ATR/Mandatory Grant section on our website. Information will be more informative and more user friendly. Changes and updates on the website will be explained in full, once done. Please be patient during the next week when visiting the website, there might be some minor disturbances.

CORRESPONDENCE SENT VIA E-MAIL & FAX

A reminder: The AgriSETA Mandatory Grant department will be sending important information and guidelines relating to the ATR/WSP submission *via* e-mail and fax on a regular basis over the next few months prior to the submission due date of 30 June 2010. Please ensure that you read all e-mails and attachments thoroughly. Save all e-mails and attachments for future reference.

UPDATING OF CONTACT DETAILS

We requested in our previous correspondence and during the Road Show that Employers and SDF's check and update their contact details directly on SMS. To ensure all relevant persons receive our correspondence we have included a *Contact Detail Update form* for completion. Please complete the relevant section on the form (***only if current contact details are not correct on AgriSETA records***) and sent it back to us as soon as possible.

If you received this correspondence letter via fax but would prefer to receive future info via e-mail, please complete the relevant section on the *Contact Detail Update* form attached and sent it back to AgriSETA as soon as possible.

Your patience and co-operation with regard to the above will be highly appreciated.

Information letter: 2010/003 to follow soon.

Kind Regards
Mandatory Grant Team

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Skills Development Facilitator (SDF) / Seta Management System (SMS) Training
April 2010.

Yes, I would like to attend the SDF/SMS training session in April 2010			
Province:	Date:	Select a Province	No of attendees:
KwaZulu Natal	Wednesday, 21 April 2010		
Western Cape	Friday, 23 April 2010		

Organisation contact detail:

Name of Organisation:	
SDL No.:	L
Telephone no.:	
Fax No.:	
E-mail address:	
Any comments:	

and/or

Skills Development contact details:

Full Name & Surname of SDF:	
ID Number:	
Telephone no.:	
Fax No.:	
E-mail address:	
Any comments:	

Please return completed form by no later than Wednesday, 7 April 2010.

Sent to:

amandie@agriseta.co.za

or

Fax to 012-325-5845/086-532-7041

If your contact details are incorrect or have changes, please complete the relevant section/sections on this form & sent it back to AgriSETA at your earliest convenience.

Update of contact details: EMPLOYER/ORGANISATION

Organisation contact detail update:

Name of Organisation:		
SDL No.:	L	(e.g. Lxx07xxxxx)
	Info currently at AgriSETA	New info to be updated by AgriSETA
Telephone no.:		
Fax No.:		
E-mail address:		
Other comments:		

Update of contact details: SKILLS DEVELOPMENT FACILITATOR

Skills Development contact info update: (current accepted SDF's only)

Full Name & Surname of SDF:												
ID Number:												
	Info currently at AgriSETA						New info to be updated by AgriSETA					
Telephone no.:												
Fax No.:												
E-mail address:												
Other comments:												

Remember: All SDF's do have access to change information on SMS – please keep info updated.

(Please take note that this is only relevant to current active SDF's. If a company want to change/appoint a new SDF, the SDF need to register on AgriSETA website and submit an appointment letter to AgriSETA.)

Change from FAX to E-MAIL

If you wish to receive correspondence via e-mail instead of via fax, please complete the section below.

Organisation contact info update:

Name of Organisation:		
SDL No.:	L	(e.g. Lxx07xxxxx)
	Info currently at AgriSETA	New info to be updated by AgriSETA
Telephone no.:		
Fax No.:		
E-mail address:	None	
Other comments		

Please e-mail this form to amandie@agriseta.co.za or fax to 012-325-5845/086-532-7041