

2017

MANDATORY GRANTS

Information Manual

&

WSP / ATR Submission Guidelines

AgriSETA



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TABLE OF CONTENTS

Introduction.....	4
Confidentiality	4
SDL Exemption	4
Government Submission Guidelines	5
Documentation sent to AgriSETA	5
Terms used.....	6
Quality Control	6
Evaluation of ATR/WSP.....	7
Error Info.....	7
Mandatory Grant Payments.....	8
Clarification on quarterly payments	9-10
Payment Notification	11
Payment: Levies vs. Grants	11
Correspondence from AgriSETA.....	12
INDICIUM	13
Appointment of Skills Development Facilitator (SDF).....	14
Functions to be performed by the Skills Development Facilitator (SDF).....	14
Consultation with employees	14
SDF Access & On Line Registration	15
Easy Steps > SDF Registration process.....	15
Forgotten Password Functionality	15
Skills Development Facilitator (SDF) Appointment Letters	16
Registration of Secondary Skills Development Facilitator (SDF).....	17
Skills Development Facilitator (SDF) Training.....	18
Standard Industry (SIC) Codes.....	18
Inter Seta Transfer (IST) Process	19
Inter Seta Transfer (IST) Forms	19
Diagrams of Inter Seta Transfer (IST) Process	20

Information on NQF Levels Training	21
Learning Programmes.....	22
How to find/identify a Learning Programmes	22
Organized Framework of Occupations (OFO)	23-24
OFO VERSION 2015.....	24
How to find/identify the correct OFO Code	25
OFO on Indicum	25-26
Information on Proof of Training Completed for 2016/17	27-28
Samples of incorrect/correct Proof of Training.....	29-32
Banking Details	33
PIVOTAL Training Information	34
New Application Forms.....	35
Benefits of Submitting ON LINE	35
Common Problems with Hard Copy Formats.....	35
Download of Hard Copy Format (Less than 50)	36
Special Request form: Hard Copy Format (50 and More)	36
BULK IMPORTS on Indicum	37
What info do we require	38-39
General important information.....	40
Mandatory Grants Team contact details.....	41

INTRODUCTION

The Agricultural Sector Education Training Authority (AgriSETA) was established by the Minister of Labour with the purpose to facilitate skills development within the Agri sector in South Africa. The National Skills Development Strategy (NSDS) targets, forms the framework within which this delivery is achieved, and it is the task of the AgriSETA to interact with its total stakeholder spectrum (which includes relevant government departments such as the Department of Agriculture) to ensure that these NSDS objectives are achieved to maximum benefit of the sector.

AgriSETA offers support to employers and employees for training and development programmes such as Learnerships, Skills programmes, Adult Education and Training (AET), Internships, Workplace Experience and Apprenticeships. Skills development is crucial for improving basic needs in the workplace and is imperative for economic progress in terms of increasing both productivity and the ability to compete internationally in an export market.

The Workplace Skills Plan (WSP) Grant application combined with the Annual Training Report (ATR) Grant application (per annum) is fixed as a percentage of levies paid by an employer per year.

An employer who makes an application on time and in the proper manner will receive **20%** of the total of the levies paid over to the South African Revenue Service (SARS) (per annum). This grant application has been prepared in terms of Annexure 2, Skills Development Act, 1998, SETA Grant Regulations, Application for Mandatory Grant by Employer [Regulation 6(1) (A)].

The Workplace Skills Planning (WSP) and the Annual Training Report (ATR) are central to skills development system, which is responsive to the economic and social needs of South Africa. The ATR allows employers to monitor the achievement of the skills priorities and skills development objectives that were outlined in the WSP. Where there are variations between the WSP and the ATR, the ATR provides employers and Skills Development Facilitator's (SDF's) with an opportunity to analyse reasons for non-completion of planned training.

As government is focusing on the eradication of skills in which a shortage exist, employers and SDF's are advised to, in as far as possible, align their WSP's to the Agri-sector's scarce and critical skills as recorded in Chapter 4 of the Sector Skills Plan which can be accessed on our website www.agriseta.co.za under the Skills Planning menu.

CONFIDENTIALITY

AgriSETA recognises the need for absolute discretion in respect of the information requested in the grant application and employers are assured that all information received will be treated with the highest regard for confidentiality. Information received in the grant applications are aggregated for the purposes of the Sector Skills Plan (SSP), research and strategic directives.

SDL EXEMPTION

An employer is exempted from paying Skills Development levy if the total leviable amount of all its employees over the next 12 months are less than R500 000.00. Employers who are exempted from paying SDL are also exempted from submitting an Annual Training Report or Workplace skills plan. For more information on SDL exemption, please contact your closest SARS office.

Also see **SARS Information documents on SDL** available on our website:

www.agriseta.co.za > WSP/ATR > Documentation & Communication

GOVERNMENT SUBMISSION GUIDELINES

NOTE: As government is focusing on the eradication of skills in which a shortage exist, employers and SDF's are advised to, in as far as possible, align their WSP's to the Agri-sector's scarce and critical skills as recorded in Chapter 4 of the Sector Skills Plan. The Sector Skills Plan can be downloaded from our website.

If the employer does not claim a mandatory grant by the deadline date, the SETA must immediately (in terms of the relevant regulations) transfer the employer's unclaimed mandatory grant funds to the discretionary grant fund. In terms of the relevant regulations, requests for extensions and late grant submissions will **NOT BE ACCEPTED** by the SETA. The penalty for submitting mandatory grant applications late is losing the grant in full. The only exception to this is where an application for the WSP is submitted within 6 months of registration in the case of an employer who has registered for the first time in terms of section 5(1) of the Skills Development Levies (SDL) Act.

A SETA may **not pay** any grant to an employer who is liable to pay the SDL in terms of section 3(1) of the SDL Act unless the employer:

- ✓ has registered with the Commissioner in terms of the SDL Act
- ✓ has paid the levies directly to the Commissioner in the manner and within the period determined in the SDL Act
- ✓ is up to date with the levy payments to the Commissioner at the time of approval and in respect of the period for which an application is made
- ✓ has submitted a WSP & ATR within the timeframes prescribed
- ✓ is registered with AgriSETA and the levy contributions are up-to-date.
- ✓ Employers who fail to meet the prescribed criteria will forfeit the grant.
- ✓ The WSP and the ATR completed correctly and submitted in the required format.
- ✓ The WSP and ATR must be submitted to AgriSETA by no later than **30 APRIL 2017** in terms of the Department of Higher Education deadline.
- ✓ In terms of Section 10(2) of the Grant regulations, a SETA may not pay a Mandatory Grant to an employer unless the employer has submitted a Training Report in respect of the implementation of the previous year's Workplace Skills Plan.

DOCUMENTATION SENT TO AGRISETA

The AgriSETA Mandatory Grant Section **DO NOT** require any ORIGINAL documentation. **Uploaded, E-mailed, Scanned or Fax copies are sufficient.**

This includes all ATR/WSP Applications, Signed Authorization & Declaration Pages, Proof of Training and Banking Detail information (including cheques/bank statements/bank letters)

TERMS USED

AgriSETA	Agricultural Sector Education and Training Authority
SETA	Sector Education and Training Authority
ATR	Annual Training Report
WSP	Workplace Skills Plan
SDF	Skills Development Facilitator
SDL	Skills Development Levy
SIC Codes	Standard Industrial Classification Codes
SSU	Sub Sector Unit
OFO	Organizing Framework for Occupations
SAQA	The South African Qualification Authority
DoL	Department of Labour
SARS	South African Revenue Services
DHET	Department of Higher Education and Training
Employed	All employees permanently employed
Unemployed	Temporary / Season / Contract workers
GET	General Education and Training
TVET	Technical and Vocational Education and Training
HET	Higher Education and Training
50 or more	Employers employing 50 or more PERMANENT employees
Less than 50	Employers employing Less than 50 PERMANENT employees
Financial year / Scheme Year	1 April to 31 March
M	Male
F	Female
D	People with a disability
ABET	Adult Basic Education Training (Numeracy & Literacy)
AET	Replaces ABET Adult Education and Training (Numeracy & Literacy)
Learning Programmes	Any formal and informal learning programmes
PIVOTAL grants	Professional, Vocational, Technical and Academic Learning

QUALITY CONTROL

- ✓ All fields in the application must be comprehensively completed
- ✓ The appropriate persons must sign the authorization & declaration page
- ✓ Proof of training has to be submitted with the mandatory grant application
- ✓ The latest banking details, if not previously submitted, or changes thereto must be submitted to AgriSETA (Copy of cheque; or original cancelled cheque; or confirmation letter from bank – stamped by bank; or bank statement – only first page – stamped by bank – not older than 3 months)
- ✓ Must be submitted to AgriSETA before or on the due date of 30 April

EVALUATION OF ATR/WSP

If any part of the document is incomplete or incorrect, AgriSETA will notify the SDF/Employer. Insufficient detail or errors on these applications need to be rectified and resubmitted to AgriSETA WITHIN ONE MONTH. **(30 DAYS ONLY)!!!**

THE SOONER AGRISETA RECEIVES THE RE-SUBMISSION THE SOONER THE EMPLOYER WILL BE PAID.

If the re-submission is not received within the one month notice period the application will be regarded as a late submission, rejected and the employer will forfeit their grant payment.

THE EVALUATION PROCESS WILL COMMENCE IN JULY (2017) AND WILL CONCLUDE IN MAY (2018)

SDFs will be informed of the document status once we attend to the specific application.

ERROR INFO

NOTE: Since the AgriSETA is handling public money, no AgriSETA staff member may change or rectify any information on an application that will lead to a payment of public funds (grant payments). Changes may only be done by the relevant stakeholder or his/her representative (Skills Development Facilitator).

AgriSETA will inform both the SDF and organisation via e-mail or fax if any information on the application form is incomplete/incorrect of insufficient. **Any errors will be clearly indicated.**

REQUEST TO EMPLOYERS AND SDFs

- If you receive any correspondence from the Mandatory Grants team with regard to incomplete/incorrect/outstanding information on the application, please read the document THOROUGHLY before contacting the SETA and requesting what is outstanding – since full details will be clearly marked/indicated on the error letters
- Please rectify ALL errors BEFORE re-submitting to AgriSETA
- This huge evaluation of application process takes place every year. We are doing our best to assist all employers to ensure their application is correct for approval and eventually payment. Your co-operation and assistance will be appreciated.
- Please attend to these requests at your earliest convenience.
- **TAKE NOTE: SDFs WILL ONLY RECEIVE 30 DAYS TO RECTIFY ERRORS!**

MANDATORY GRANT PAYMENTS

Mandatory Grants are paid on a quarterly basis. Depending on when during the year the application is approved, an employer will receive between one (1) to four (4) mandatory grant payments. Mandatory Grant payments are calculated as **20%** of total levies received from SARS from **1 APRIL 2017 to 31 MARCH 2018**.

**Mandatory Grants are disbursed quarterly:
The prospective dates for grant payments are:**

September 2017, December 2017, March 2018 & June 2018

	*Scheduled Payment Month	**Last Approval Date:	*Estimated Levy Months To be paid
1 st Grant Payment	September 2017	End of August 2017	Apr, May, Jun 2017
2 nd Grant Payment	December 2017	End of November 2017	Jul, Aug, Sep 2017
3 rd Grant Payment	March 2018	End of February 2018	Oct, Nov, Dec 2017
4 th Grant Payment	June 2018	End of May 2018	Jan, Feb, Mar 2018

*

Please take note that *dates of payments and the levy months to be paid are only estimates.*

**

Please take note that the Grant Payment process takes a full month to complete thus the reason we have final approval dates before we start with the actual payment process.

Example:

2017-2018					
No. of Months	Month/ Year	Levy paid (100%)	Mandatory Grant (20%)	Amount Due	Payment date
1	Apr-17	R 1 000.00	R 200.00)	1st payment (Sep 2017)
2	May-17	R 1 000.00	R 200.00)	
3	Jun-17	R 1 000.00	R 200.00)	
4	Jul-17	R 1 000.00	R 200.00)	2nd Payment (Dec 2017)
5	Aug-17	R 1 000.00	R 200.00)	
6	Sep-17	R 1 000.00	R 200.00)	
7	Oct-17	R 1 000.00	R 200.00)	3rd Payment (Mar 2018)
8	Nov-17	R 1 000.00	R 200.00)	
9	Dec-17	R 1 000.00	R 200.00)	
10	Jan-18	R 1 000.00	R 200.00)	4th Payment (Jun 2018)
11	Feb-18	R 1 000.00	R 200.00)	
12	Mar-18	R 1 000.00	R 200.00)	
		R 12 000.00	R 2 400.00	R 2 400.00	

CLARIFICATION ON QUARTERLY PAYMENTS

If your application is approved by end of August 2017, you will receive **4 (four)** Grant Payments for the year. Your **first** payment will be end of September 2017. This means you will receive levies from April 2017 to June 2017 on your first payment. Your **second** payment will be middle December 2017 (as per table above), your **third** payment will be end of March 2018 (as per table above) and your **forth** payment will be end of June 2018 (as per table above)

If your application is approved by end of November 2017, you will receive **3 (three)** Grant Payments for the year. Your first payment will be middle December 2017. This means you will receive levies from April 2017 to September 2017 all at once. Your **second** payment will be end of March 2018 (as per table above) and your **third** payment will be end June 2018 (as per table above)

If your application is only approved by end of February 2018 you will receive **2 (two)** Grant Payments for the year. Your **first** payment will be end of March 2018. This means you will receive levies from April 2016 to December 2016 all at once. Your **second** payment will then be end of June 2018 (as per table above)

If your application is only approved by end of May 2018 you will only receive **1 (one)** payment for the year. Your **first** and only payment will be end of June 2018. This means you will receive all levies from April 2016 to March 2017 all at once.

Example 1: (4) four Grant payments

WSP approved by August 2017						
		-100%	-20%			
1	Apr-17	R 1 000.00	R 200.00			
2	May-17	R 1 000.00	R 200.00			
3	Jun-17	R 1 000.00	R 200.00			
		R 3 000.00	R 600.00	R 600.00		1st Payment Sep'17
4	Jul-17	R 1 000.00	R 200.00			
5	Aug-17	R 1 000.00	R 200.00			
6	Sep-17	R 1 000.00	R 200.00			
		R 3 000.00	R 600.00	R 600.00		2nd Payment Dec'17
7	Oct-17	R 1 000.00	R 200.00			
8	Nov-17	R 1 000.00	R 200.00			
9	Dec-17	R 1 000.00	R 200.00			
		R 3 000.00	R 600.00	R 600.00		3rd Payment Mar'18
10	Jan-18	R 1 000.00	R 200.00			
11	Feb-18	R 1 000.00	R 200.00			
12	Mar-18	R 1 000.00	R 200.00			
		R 3 000.00	R 600.00	R 200.00		4th Payment Jun'18
		R 12 000.00	R 2 400.00	R 2 400.00		TOTAL PAID

CLARIFICATION ON QUARTERLY PAYMENTS

Example 2: (3) three Grant payments

WSP approved by November 2017						
		-100%	-20%			
1	Apr-17	R 1 000.00	R 200.00			
2	May-17	R 1 000.00	R 200.00			
3	Jun-17	R 1 000.00	R 200.00	R -		1st Payment Sep'17
4	Jul-17	R 1 000.00	R 200.00			
5	Aug-17	R 1 000.00	R 200.00			
6	Sep-17	R 1 000.00	R 200.00			
		R 6 000.00	R 1 200.00	R 1 200.00		2nd Payment Dec'17
7	Oct-17	R 1 000.00	R 200.00			
8	Nov-17	R 1 000.00	R 200.00			
9	Dec-17	R 1 000.00	R 200.00			
		R 3 000.00	R 600.00	R 600.00		3rd Payment Mar'18
10	Jan-18	R 1 000.00	R 200.00			
11	Feb-18	R 1 000.00	R 200.00			
12	Mar-18	R 1 000.00	R 200.00			
		R 3 000.00	R 600.00	R 600.00		4th Payment Jun'18
		R 12 000.00	R 2 400.00	R 2 400.00		TOTAL PAID

Example 3: (2) two Grant payments

WSP approved by February 2018						
		-100%	-20%			
1	Apr-17	R 1 000.00	R 200.00			
2	May-17	R 1 000.00	R 200.00			
3	Jun-176	R 1 000.00	R 200.00	R -		1st Payment Sep'17
4	Jul-176	R 1 000.00	R 200.00			
5	Aug-176	R 1 000.00	R 200.00			
6	Sep-167	R 1 000.00	R 200.00	R -		2nd Payment Dec'17
7	Oct-176	R 1 000.00	R 200.00			
8	Nov-176	R 1 000.00	R 200.00			
9	Dec-176	R 1 000.00	R 200.00			
		R 9 000.00	R 1 800.00	R 1 800.00		3rd Payment Mar'18
10	Jan-18	R 1 000.00	R 200.00			
11	Feb-18	R 1 000.00	R 200.00			
12	Mar-18	R 1 000.00	R 200.00			
		R 3 000.00	R 600.00	R 600.00		4th Payment Jun'18
		R 12 000.00	R 2 400.00	R 2 400.00		TOTAL PAID

Example 4: (1) one Grant payment

WSP approved by May 2018						
		-100%	-20%			
1	Apr-17	R 1 000.00	R 200.00			
2	May-17	R 1 000.00	R 200.00			
3	Jun-17	R 1 000.00	R 200.00	R -		1st Payment Sep'17
4	Jul-17	R 1 000.00	R 200.00			
5	Aug-176	R 1 000.00	R 200.00			
6	Sep-176	R 1 000.00	R 200.00	R -		2nd Payment Dec'17
7	Oct-176	R 1 000.00	R 200.00			
8	Nov-176	R 1 000.00	R 200.00			
9	Dec-176	R 1 000.00	R 200.00	R -		3rd Payment Mar'18
10	Jan-18	R 1 000.00	R 200.00			
11	Feb-187	R 1 000.00	R 200.00			
12	Mar-18	R 1 000.00	R 200.00			
		R 12 000.00	R 2 400.00	R 2 400.00		4th Payment Jun'18
		R 12 000.00	R 2 400.00	R 2 400.00		TOTAL PAID

PAYMENT NOTIFICATION

AgriSETA **DO NOT** send any remittances or breakdowns of payment to the Employer or SDF. AgriSETA will send a Grant Payment Letter to the registered SDF of the relevant organization via Indiciium.

This automatic system generated letter will include the amount paid, date paid and relevant scheme year. Copy of these letters will be available on the relevant employers file on Indiciium under the section '*Client relationship Management*'. It is the SDFs responsibility to inform the Employer of the Grant Payments and any other relevant information.

The grant paid letters will only be send once the information has been verified by the relevant banks, audited by our auditors and uploaded by Deloitte onto Indiciium. This will be approximately five to seven (5-7) **working days after** the actual payment.

PAYMENTS: LEVIES VS. GRANTS

To determine the amount due to an organization, take a look at the column that states Mandatory Levy (20%) on the Levy Summary

SARS Arrival Date	Date Posted	Stakeholder Levy Calculated (100%)	NSF Calculation (20%)	Total received by SETA (80%)	Mandatory Levy (20%)	Discretionary (49.5%)	Admin (10.5%)	Penalty (80%)	Interest (80%)
01/05/2015	30/06/2015	5,156.04	1,031.21	4,124.83	1,031.21	2,552.24	541.38	0.00	0.00
01/06/2015	27/07/2015	5,001.56	1,000.31	4,001.25	1,000.31	2,475.77	525.17	0.00	0.00
01/07/2015	25/08/2015	5,517.74	1,103.55	4,414.19	1,103.55	2,731.28	579.36	0.00	0.00
01/08/2015	30/09/2015	5,775.43	1,155.09	4,620.34	1,155.08	2,858.84	606.42	0.00	0.00
01/09/2015	28/10/2015	6,111.13	1,222.23	4,888.90	1,222.23	3,025.01	641.66	0.00	0.00
01/10/2015	01/12/2015	5,762.49	1,152.50	4,609.99	1,152.50	2,852.43	605.06	0.00	0.00
01/11/2015	17/12/2015	3,781.59	756.32	3,025.27	756.32	1,871.89	397.06	0.00	0.00
01/12/2015	31/01/2016	4,881.01	976.20	3,904.81	976.20	2,416.10	512.51	0.00	0.00
01/02/2016	23/03/2016	1,390.64	278.13	1,112.51	278.13	688.36	146.02	0.00	0.00
01/03/2016	21/04/2016	2,736.19	547.24	2,188.95	547.24	1,354.41	287.30	0.00	0.00
01/04/2016	30/05/2016	4,963.91	992.78	3,971.13	992.78	2,457.14	521.21	0.00	0.00
		51,077.73	10,215.56	40,862.17	10,215.55	25,283.47	5,363.15	0.00	0.00

You can also verify the Grant amount paid (as per the Grant summary) with the amount we received from SARS (as per the levy Summary) to calculate any amounts due to the company or to confirm if the company has been paid in full for the relevant financial year.

Grant Summary

Year	Description	Amount
09/25/2015	Mandatory Grant	3,135.06
12/12/2015	Mandatory Grant	2,377.30
03/24/2016	Mandatory Grant	2,885.02
06/25/2016	Mandatory Grant	1,818.14
		10,215.52

Levy Summary

Mandatory Levy (20%)
1,031.21
1,000.31
1,103.55
1,155.08
1,222.23
1,152.50
756.32
976.20
278.13
547.24
992.78
10,215.55

CORRESPONDENCE FROM AGRISETA

All SDFs & Employers will receive the following correspondence from AgriSETA:

- **New and Important information:**
All registered SDF's & Employers will be informed via e-mail/fax of new and important information and changes on a regular basis in months/weeks prior to the submission date.
- **Notice of availability of NEW format**
All registered SDF's & Employers will be notified via e-mail/fax once the new formats are available.
- **Reminders of ATR/WSP Submission**
All SDF's & Employers will receive 2 to 3 reminders during months/weeks prior to the due date.
- **Confirmation of Receipt of ATR/WSP**
All SDF's & Employers will receive a Confirmation of Receipt of the ATR/WSP once received by AgriSETA.
- **Notice of Incomplete/Incorrect Applications: (If applicable)**
SDF's & Employers will be informed of any insufficient details or errors on the Application. AgriSETA will identify and specify all errors and/or outstanding information regarding the ATR/WSP application. The SDF will have 30 days to rectify, update and/or resubmit.
- **Approval Letter:**
SDF's & Employers will receive an Approval Letter once the complete application has been captured and Approved for payment by AgriSETA. The Grant Payment dates will also be included on this letter.
- **Grants paid letter:**
This letter will automatically be sent via Indicium once an employer has been paid. This letter will be sent to the SDF. It is the SDF's responsibility to inform the Employer of the grant payment.
- **On-Hold Letter**
This letter will only be sent to SDF's & Employers if:
 - 1) No WSP submission submitted for previous scheme year
 - 2) No training completed / ATR rejected / No proof of training provided
- **Bank details request/confirmation**
This letter will only be sent to SDF's & Employers if:
 - 1) No Banking details submitted to AgriSETA (copy of cheque/bank letter)
 - 2) Banking details changed
 - 3) Organisation names on banking details and SARS registration differs
- **Rejected Letter**
This letter will only be sent to SDF's & Employers if:
 - 1) No response with regard to resubmission
 - 2) ATR/WSP not completed in full

INDICIUM

The new improved system, Developed by Deloitte, has been used for the past two years at the AgriSETA. Indicium has replaced the old SMS system. Not only is the system user friendly it is has a fresh look, easy accessibility whether you are using Internet Explorer, Mozilla Firefox or **Google!** IT'S JUST AWESOME!!

Compatible with:

Best Viewed in: **GOOGLE CHROME**



We would like to encourage SDFs to 'play around' on the system and figure it out. Starter (basic) manuals are also available on our website for assistance (www.agriseta.co.za > WSP/ATR > WSP & ATR Downloads)

Access Indicium via our website > on the home page



Or go to www.agriseta.co.za > WSP/ATR > *Indicium Logon* and click on the link:
<http://indicium.agriseta.co.za/AgriSETAIndicium/Account/Login.aspx>

TO ACCESS INDICIUM
OR TO REGISTER AS A NEW SDF
CLICK ON THE LINK BELOW.

<http://indicium.agriseta.co.za/AgriSETAIndicium/Account/Login.aspx>

APPOINTMENT OF SKILLS DEVELOPMENT FACILITATOR

- Every employer must appoint/nominate an employee or any other person who is formally contracted to the employer as a Skills Development Facilitator.
- Employees with fewer than 50 employees or with a turnover less than that specified in Schedule 4 to the Employment Equity Act, 1998 (Act 55 of 1998) may jointly appoint a Skills Development Facilitator.
- The employer must submit to the SETA the name and contact details of the person who is to serve as Skills Development Facilitator.
- If the Skills Development Facilitator leaves the employer's service, the employer must forthwith:
 - o Appoint/nominate a new Skills Development Facilitator; and
 - o Submit the name and contact details of the new facilitator to the SETA via Indicium
- A SETA may publish criteria for the appointment/nomination of Skills Development Facilitators.

FUNCTIONS TO BE PERFORMED BY THE SDF

The functions of a Skills Development Facilitator are to:

- assist the employer and employees to develop a Workplace Skills Plan which complies with the requirements of the Seta;
- submit the Workplace Skills Plan to the relevant SETA;
- advise the employer on the implementation of the Workplace Skills Plan;
- assist the employer to draft an annual training report on the implementation of the Workplace Skills Plan which complies with the SETA's requirements;
- advise the employer on the quality assurance requirements set by the SETA;
- act as a contact person between the employer and the sector SETA; and
- serve as a resource with regard to all aspects of skills development.
- check correctness of SDL payments
- inform SETA of any changes to organization name or SDL number
- keep Employer informed with regard to latest news, changes, grant payments etc.

The employer must provide the Skills Development Facilitator with the resources, facilities and training necessary to perform the functions set out in sub-item (1).

CONSULTATION WITH EMPLOYEES

An employer with more than 50 employees must take reasonable steps to consult and attempt to reach agreement on the appointment/nomination of a Skills Development Facilitator, the Workplace Skills Plan and the Annual Training Report:

- with a representative trade union representing members at the workplace and its employees or representatives nominated by them; or
- If no representative trade union represents members at the workplace, with its employees or representatives nominated by them.
- The employees or their nominated representative with whom an employer consults in terms of sub-item (1), taken as a whole, must reflect the interests of employees from across all occupational categories and levels of the employer's workforce.
- Sub-items (1) and (2) do not apply if an employer and a registered trade union have concluded a collective agreement in terms of section 86(1) of the Labour Relations Act, conferring joint decision-making on a workplace forum in respect of the matters contemplated by sub-item (1).

SDF ACCESS AND REGISTRATION

New SDFs need to register themselves on the AgriSETA system (INDICIUM) and upload the SDF appointment/ confirmation letter in order for AgriSETA to provide access to the relevant SDF for the specific employer before completing the Mandatory Grant submission (ATR/WSP)

Existing SDFs also need to add/register any new clients onto their SDF dashboard by adding the SDL number and uploading the SDF appointment/confirmation letter in order for AgriSETA to the relevant SDF for the specific employer before completing the Mandatory Grant submission (ATR/WSP)

EASY STEPS > SDF REGISTRATION

- **Step 1:** Go to www.agriseta.co.za, on our homepage click on INDICIUM – SDF/User Logon



Or

- Go to <http://indicium.agriseta.co.za/AgriSETAIndicium/Account/Login.aspx>

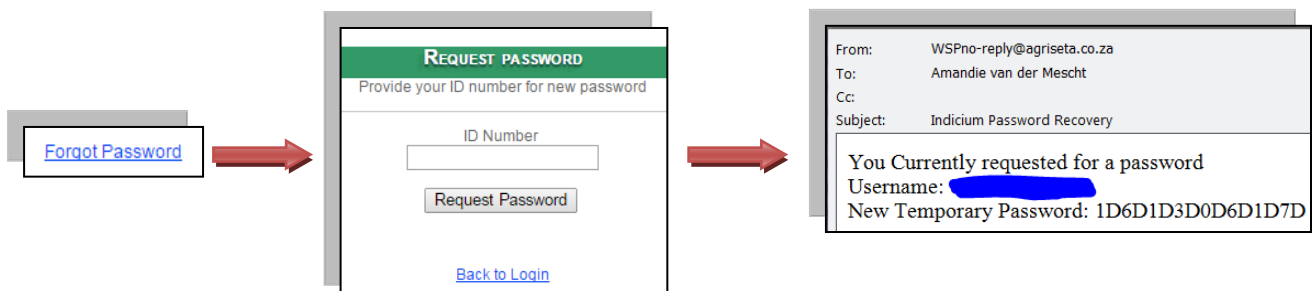
A screenshot of the Indicium login page. At the top left is the "Indicium SETA Management System" logo. In the center is the "AgriSETA AGRICULTURAL SECTOR EDUCATION TRAINING AUTHORITY" logo. Below the logos is a "Login Information" section with a "Username:" label and an input field. Below that is a "Password:" label and an input field. A "Login" button is positioned below the password field. A "Forgot Password" link is located at the bottom of the login section. A large, semi-transparent watermark "RW" is overlaid on the right side of the page.

- **Step 2:** Click on 'Register as a new SDF' on the login screen
- **Step 3:** Fully complete your personal & contact details as required and press the 'save and proceed' button
- **Step 4:** Add the relevant SDL number (follow step as indicated)
- **Step 5:** Upload the SDF appointment letter (follow step as indicated)

Please refer to the SDF appointment letter criteria & samples on page 15 and 16

FORGOTTEN PASSWORD FUNCTIONALITY

If you have forgotten your username and password, or you are not sure if you have already been registered as a SDF, make use of the forgotten password function. Simply complete your personal ID number and the system will send you an email with your temporary access details immediately.



SDF APPOINTMENT LETTERS

If you have been appointed as the SDF for an organization you are required to supply AgriSETA with a SDF Appointment letter.

NOTE: This letter needs to be uploaded onto your SDF profile on Indicum. (ONLY)

Example of a Primary SDF appointment Letter

<p>Apple Farm</p> <p>Phone: 023 555 9999 Fax: 086 555 9999 E-mail: email@applefarm.co.za Website: www.applefarm.co.za</p>	
<p>AgriSETA Skills Planning Department Mandatory Grants Coordinator</p> <p>12 April 2016</p> <p><u>SDF Appointment Letter: Daniel Roux</u> <u>L120712345 – APPLE FARM</u></p> <p>We hereby confirm that Mr. Daniel Roux, ID No.: 701102000086 has been appointed as the Primary Skills Development Facilitator for Apple Farm, L120712345 as from 1 April 2016. Kindly activate him on Indicum in order for him to have full access to the organization information.</p> <p>SDF details: Name: Daniel Roux ID No.: 701102000086 Tel No.: 021 555 1234 Fax No.: 086 555 1234 Cell No.: 081 555 4321 E-mail: Daniel@xxxx.co.za</p> <p>For further information or any queries please contact the owner, Mr. Peter Apple on 021 555 999</p> <p>Regards</p>  <p>Mr. Peter Apple Owner</p> <hr/> <p>Directors: P Apple S Nkosi HS Smith</p>	

REMEMBER TO INCLUDE THE RELEVANT SDL NUMBER(S) ON THE LETTER!

REGISTRATION OF SECONDARY SDF



An organisation may register one or more Skills Development Facilitators on Indicium. The secondary SDF will have access to the organizations information but will have only viewing and printing rights. This secondary SDF function can be someone who assists the Primary SDF.

To register as a Secondary SDF follow the normal SDF registration process as prescribed in section above. When compiling the SDF appointment letter please ensure that the letter clearly states **SECONDARY SDF**.

Example of Secondary SDF confirmation of appointment letter

Apple Farm

Phone: 023 555 9999
Fax: 086 555 9999
E-mail: email@applefarm.co.za
Website: www.applefarm.co.za



AgriSETA
Skills Planning Department
Mandatory Grants Coordinator

12 April 2016

SECONDARY: SDF Appointment Letter: Denise Roux
L120712345 – APPLE FARM


We hereby confirm that Mrs. **Denise Roux, ID No.: 871003 0000 082** has been appointed as the Secondary Skills Development Facilitator for **Apple Farm, L120712345** as from 1 April 2016. Kindly activate her on Indicium in order for her to view/print to the organization information.

SDF details:

Name:	Denise Roux
ID No.:	871003 0000 082
Tel No.:	021 555 1234
Fax No.:	086 555 1234
Cell No.:	081 555 4321
E-mail:	Denise@xxxx.co.za

For further information or any queries please contact the owner, Mr. Peter Apple on 021 555 999

Regards



Mr. Peter Apple
Owner

Directors: P Apple | S Nkosi | HS Smith

REMEMBER TO INCLUDE THE RELEVANT SDL NUMBER(S) ON THE LETTER!

SDF TRAINING

AgriSETA only provide SDF WSP/ATR Submission training, once a year in our Annual National Road show held in Feb/Mar each year. Currently AgriSETA do not provide any official/accredited Skills Development Training courses. For Skills Development Facilitator training courses please contact either SERVICES SETA or ETDP SETA for more information.

SERVICES SETA - Tel: (011) 276-9600; Website: www.servicesseta.org.za

ETDP SETA - Tel: (011) 403-1301/2/3/6; Website: www.etdpseta.org.za

STANDARD INDUSTRY CODES: (SIC CODES)

Below is a list of all Standard Industry Codes that falls within the scope of the Agricultural Sector. Please select the 5 digit SIC Code (only one) that describes your business activity the best and complete it on organization information on the ATR/WSP/Indicium. Take note that AgriSETA classification number is SETA no 20. For more SETA info go to www.agriseta.co.za > WSP/ATR > Inter SETA transfer

SETA No.	SIC Code	Agricultural Sector Education and Training Authority (AgriSETA)
20	11110	GROWING OF CEREALS AND OTHER CROPS N.E.C.
20	11120	GROWING OF VEGETABLES, HORTICULTURAL SPECIALTIES AND NURSERY PRODUCTS
20	11121	GROWING OF VEGETABLES, HORTICULTURAL SPECIALTIES (INCLUDING ORNAMENTAL HORTICULTURE) AND NURSERY PRODUCTS
20	11122	SUGAR PLANTATION INCLUDING SUGAR CANE AND SUGAR BEET ETC.
20	11130	GROWING OF FRUIT, NUTS, BEVERAGE AND SPICE CROPS
20	11210	FARMING OF CATTLE, SHEEP, GOATS, HORSES, ASSES, MULES AND HINNIES; DAIRY FARMING
20	11221	OSTRICH FARMING
20	11222	GAME FARMING
20	11300	GROWING OF CROPS COMBINED WITH FARMING OF ANIMALS (MIXED FARMING)
20	11301	GROWING OF COFFEE AND TEA INCLUDING COCONUTS, COCOA, NUTS, OLIVES, DATES ETC
20	11400	AGRICULTURAL AND ANIMAL HUSBANDRY SERVICES, EXCEPT VETERINARY ACTIVITIES
20	11402	OTHER ANIMAL FARMING N.E.C.
20	12109	GROWING OF TREES AS SECONDARY CROP FARMERS
20	13000	FISHING, OPERATION OF FISH HATCHERIES AND FISH FARMS
20	11140	SEED PRODUCTION AND MARKETING
20	11141	PRODUCTION OF ANIMAL PRODUCTS N.E.C.
20	11142	MANUFACTURE OF TOBACCO PRODUCTS
20	11220	OTHER ANIMAL FARMING; PRODUCTION OF ANIMAL PRODUCTS N.E.C.
20	30111	SLAUGHTERING, DRESSING AND PACKING OF LIVESTOCK, INCLUDING POULTRY AND SMALL GAME FOR MEAT
20	30114	POULTRY AND EGG PRODUCTION INCLUDING THE SLAUGHTERING, DRESSING AND PACKING OF POULTRY
20	30115	PRODUCTION, SALE & MARKETING OF AGRICULTURAL BY-PRODUCTS (E.G. BONES, HIDES)
20	30117	SLAUGHTERING, DRESSING AND PACKING OF LIVESTOCK, INCLUDING SMALL GAME FOR MEAT AND PROCESSING OF OSTRICH PRODUCTS
20	30118	GRADING, GINNING AND PACKAGING OF WOOL AND COTTON RAW MATERIAL
20	30132	FRUIT PACKED IN CARTONS, FRUIT JUICE CONCENTRATE DRUMMED AND FRUIT JUICE IN CONTAINER READY FOR HUMAN CONSUMPTION
20	30133	FRUIT EXPORTERS AND IMPORTERS
20	30300	MANUFACTURE OF GRAIN MILL PRODUCTS, STARCHES AND STARCH
20	30311	MANUFACTURE OF FLOUR AND GRAIN MILL PRODUCTS, INCLUDING RICE AND VEGETABLE MILLING, GRAIN MILL RESIDUES
20	30313	HANDLING AND STORAGE OF GRAIN
20	30330	MANUFACTURE OF PREPARED ANIMAL FEEDS
20	30331	MANUFACTURE OF PET FOODS
20	30332	MANUFACTURE OF STARCHES AND STARCH PRODUCTS
20	30420	MANUFACTURE OF SUGAR INCLUDING GOLDEN SYRUP AND CASTOR SUGAR
20	30493	PROCESSING AND MARKETING OF COFFEE AND TEA INCLUDING COCONUTS, COCOA, NUTS, OLIVES, DATES ETC.
20	61210	WHOLESALE TRADE IN AGRICULTURAL RAW MATERIALS AND LIVESTOCK
20	61502	WHOLESALE & RETAIL TRADE IN AGRICULTURAL MACHINERY
20	62111	SALE AND DISTRIBUTION OF AGRICULTURAL RAW MATERIALS & OTHER FARMING INPUTS
20	62112	SERVICE FOR NUT FARMERS AND COMPANIES
20	62208	PROCESSING AND DISPATCHING OF TOBACCO
20	74136	TRANSPORT OF LIVESTOCK AS SUPPORTING ACTIVITY
20	87120	AGRICULTURAL AND LIVESTOCK RESEARCH
20	99003	PEST CONTROL

INTER SETA TRANSFER PROCESS:

If in organization is registered with the incorrect SETA, an Inter Seta Transfer Request form (IST-0) needs to be completed and sent to the relevant SETA as soon as possible. In AgriSETA's case, the Mandatory Grants Department will assist with both inter SETA transfer in and inter SETA transfer out.

Most common reasons for incorrect SETA allocations is that a SETA has not been indicated/selected/ completed on the SARS registration/application forms – by the employer, thus SARS allocate to any SETA they fancy:

- Upon registration of organization
- Change of organization name and or SDL number
- Any other SARS application/registration forms

INTER SETA TRANSFER FORMS:

There are two (2) Inter Seta Transfer request forms (IST-01) for AgriSETA:

1. IST-01 (Trf In)

This form is for organizations who wish to transfer FROM another SETA to AgriSETA

2. IST-01 (Trf Out)

This form is for organizations who wish to transfer FROM AgriSETA to another SETA

IST-01 (Trf In)

APPLICATION BY AN EMPLOYER FOR INTER-SETA TRANSFER

Purpose of this form: This form is used by an employer requesting the Commissioner of the South African Revenue Service to be transferred from the SETA where the employer is currently classified, to another SETA. The form replaces Annexure B that was previously used to request the Commissioner to transfer an employer from one SETA to another. Employers must submit the form by fax or e-mail to the SETA where they are currently registered. A list of SETA contact details is attached to this Form.

SECTION A: EMPLOYER'S DETAILS (to be completed by the employer)

Trading name of the company/legal entity
 Core business of the company/legal entity (Please provide a brief description)
 SIC number
 SIC code
 (Please note: The SIC code must be selected on the basis of the core business of the employer. See website for list of SIC Coding)
 Contact person
 Telephone number
 Fax number
 E-mail address

SECTION B: SETA INFORMATION (to be completed by the employer)

Seta No. Name & SIC Code of the SETA where the employer is currently classified by SARS
 Seta No. Name & SIC Code of the SETA to which the employer wishes to be transferred: 20 – AgriSETA

(Please note: The selection of the SETA must be based on the core business of the employer as reflected in the SIC code of the employer. The SIC codes that fall within the scope of jurisdiction of each SETA are regulated by the Government Gazette No. R. 316 of 31 March 2005 and No. R. 656 of 1 July 2005.)

SECTION C: MOTIVATION FOR THE INTER-SETA TRANSFER (to be completed by the employer)

Please indicate the motivation for the request for an inter-SETA transfer with a tick in the right circle below next to the requirements for inter-SETA transfers. You may tick more than one of the three options. (Indicate with an X)

1. The core business of the employer falls within the scope of the SETA as demarcated in Regulations R. 316 of 31 March or R. 656 of 1 July 2005.
 2. The core business of the company/legal entity has changed since the previous registration with SARS.
 3. The employer falls within the jurisdiction of more than one SETA, and the employer application to transfer to the new SETA is based on the basis of:
 - the composition of the workforce,
 - the amount of remuneration paid or payable to the different categories of employees, and
 - the training needs of the different categories of employees.
 (Please note: Section 8(2) of the Skills Development Levies Act, 1998, stipulates that where an employer falls within the jurisdiction of more than one SETA, the employer must select one of the SETAs, having regard to all three criteria specified under point 3.)

Additional comments for clarification of the motivation (if necessary):

Full Name of CEO/MD/Owner: _____ Signature: _____ Designation of signatory: _____ Date: _____
 Please note: This form must be signed by the CEO/Managing Director or Owner (No SDF may authorize this form)

SECTION D: APPROVAL BY SETA (to be completed by the Previous SETA)

Seta No. Name & SIC Code of the SETA where the employer is currently classified by SARS
 Seta No. Name & SIC Code of the SETA to which the employer wishes to be transferred:

Name: _____ Signature: _____ Designation of signatory: _____ Date of approval: _____

IST-01 (Trf Out)

APPLICATION BY AN EMPLOYER FOR INTER-SETA TRANSFER

Purpose of this form: This form is used by an employer requesting the Commissioner of the South African Revenue Service to be transferred from the SETA where the employer is currently classified, to another SETA. The form replaces Annexure B that was previously used to request the Commissioner to transfer an employer from one SETA to another. Employers must submit the form by fax or e-mail to the SETA where they are currently registered. A list of SETA contact details is attached to this Form.

SECTION A: EMPLOYER'S DETAILS (to be completed by the employer)

Trading name of the company/legal entity
 Core business of the company/legal entity (Please provide a brief description)
 SIC number
 SIC code
 (Please note: The SIC code must be selected on the basis of the core business of the employer. See website for list of SIC Coding)
 Contact person
 Telephone number
 Fax number
 E-mail address

SECTION B: SETA INFORMATION (to be completed by the employer)

Seta No. Name & SIC Code of the SETA where the employer is currently classified by SARS: 20 – AgriSETA
 Seta No. Name & SIC Code of the SETA to which the employer wishes to be transferred:

(Please note: The selection of the SETA must be based on the core business of the employer as reflected in the SIC code of the employer. The SIC codes that fall within the scope of jurisdiction of each SETA are regulated by the Government Gazette No. R. 316 of 31 March 2005 and No. R. 656 of 1 July 2005.)

SECTION C: MOTIVATION FOR THE INTER-SETA TRANSFER (to be completed by the employer)

Please indicate the motivation for the request for an inter-SETA transfer with a tick in the right circle below next to the requirements for inter-SETA transfers. You may tick more than one of the three options. (Indicate with an X)

1. The core business of the employer falls within the scope of the SETA as demarcated in Regulations R. 316 of 31 March or R. 656 of 1 July 2005.
 2. The core business of the company/legal entity has changed since the previous registration with SARS.
 3. The employer falls within the jurisdiction of more than one SETA, and the employer application to transfer to the new SETA is based on the basis of:
 - the composition of the workforce,
 - the amount of remuneration paid or payable to the different categories of employees, and
 - the training needs of the different categories of employees.
 (Please note: Section 8(2) of the Skills Development Levies Act, 1998, stipulates that where an employer falls within the jurisdiction of more than one SETA, the employer must select one of the SETAs, having regard to all three criteria specified under point 3.)

Additional comments for clarification of the motivation (if necessary):

Full Name of CEO/MD/Owner: _____ Signature: _____ Designation of signatory: _____ Date: _____
 Please note: This form must be signed by the CEO/Managing Director or Owner (No SDF may authorize this form)

SECTION D: APPROVAL BY SETA (to be completed by the Previous SETA)

Seta No. Name & SIC Code of the SETA where the employer is currently classified by SARS: 20 – AgriSETA
 Seta No. Name & SIC Code of the SETA to which the employer wishes to be transferred:

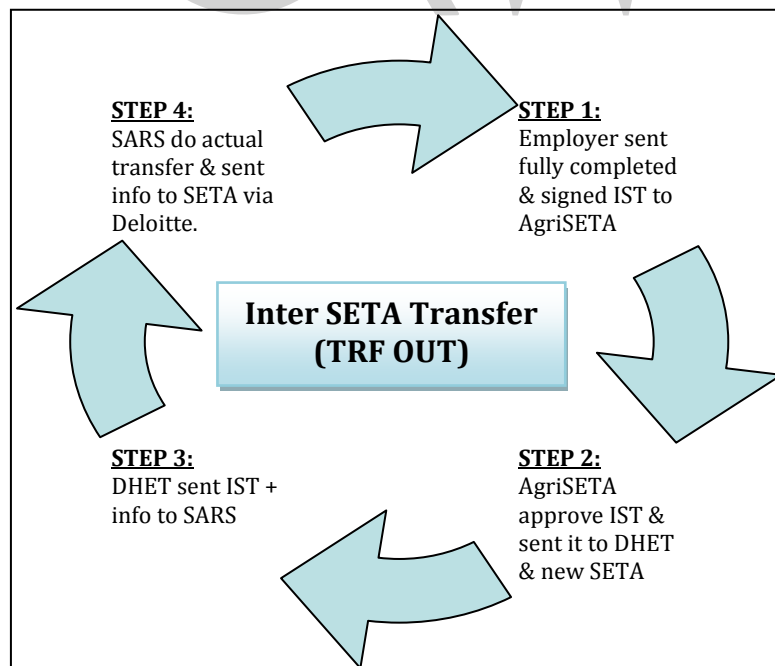
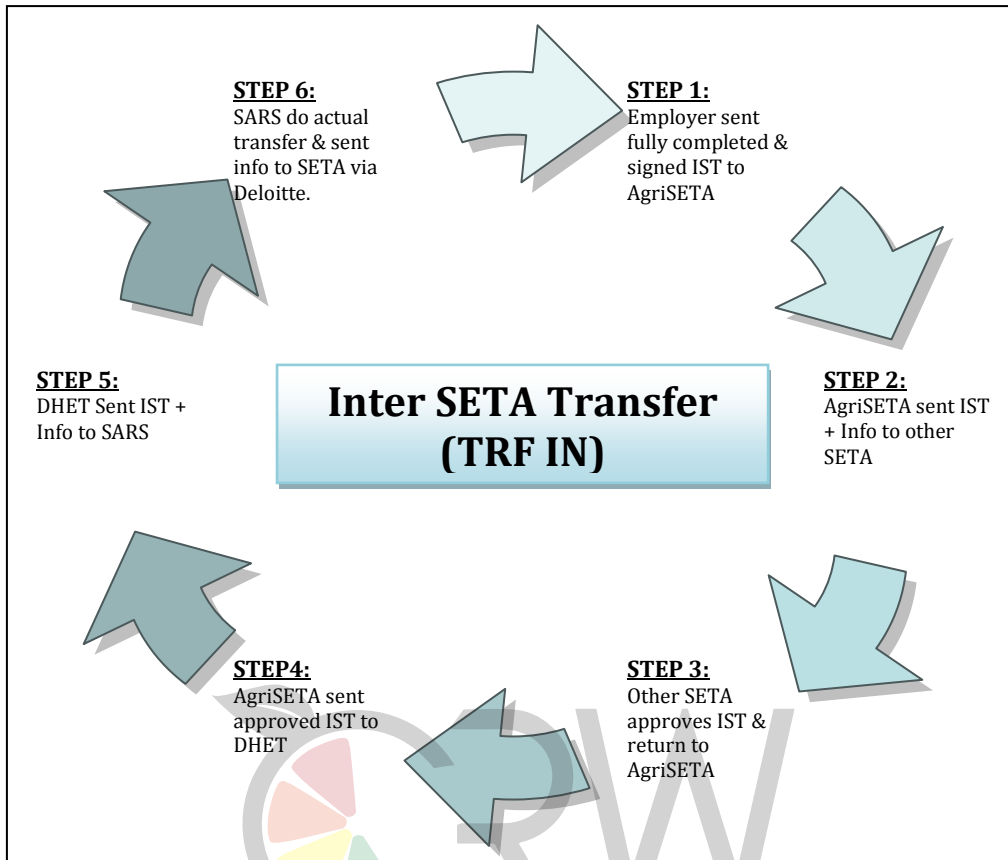
Arrande Gerber: _____ AgriSETA: Mandatory Grants Co-ordinator
 Name: _____ Signature: _____ Designation of signatory: _____ Date of approval: _____

To download the IST forms please visit our website:

www.agriseta.co.za > WSP/ATR > Inter-SETA Transfer

DIAGRAMS OF INTER SETA TRANSFER PROCESS:

Take note that the transferring of an employer from one SETA to another SETA can become a very lengthy process, usually between 3 to 6 months, but in some cases even longer. Thus, we request that you sent the relevant fully completed and signed IST-01 to AgriSETA as soon as possible.



INFORMATION ON NQF LEVELS

In the two tables below the NQF levels are explained. Please ensure that you select/indicate the correct Education Level on the ATR/WSP/Indicum. Your service/training provider will be able to provide you with this information. If the level is 'unknown', please complete it under Level 1, which includes general training up to and including level 1.

General & Further Education Qualification (GET)	General & NQF Level 1	Grade 9
	NQF Level 2	Grade 10 & National (vocational Certificates level 2
General & Further Education and Occupational Qualifications (FET)	NQF Level 3	Grade 12 & National (vocational) Certificates level 3
	NQF Level 4	National Senior Certificate & National (vocational) Certificates level 4
	NQF Level 5	Higher Certificates and Advanced National (vocational) Certificates
	NQF Level 6	Diploma & Advanced certificates
	NQF Level 7	Bachelors Degree & Advanced Diplomas
Higher Education Qualifications (HET)	NQF Level 8	Masters, Post grade diploma and Professional Qualifications
	NQF Level 9	Masters Degrees
	NQF Level 10	Doctoral Degrees

Model of SA Level Descriptors - Levels Summary			
Level	Foundational Competences	Practical Competences	Reflexive Competences
GET 1	Demonstrate use of recall and elementary comprehension skills in a narrow range of areas with dependency on ideas of others. Possession of basic skills. Receive and pass on information.	Operate in closely defined contexts under close supervision. Carry out repetitive and predictable procedures. Perform clearly defined tasks.	Perform directed activity. No responsibility for the learning of others.
FET 2	Demonstrate basic comprehension and employ a narrow range of skills. Apply known solutions to familiar problems. Basic processing of readily available information.	Show basic competence in a limited range of established and familiar contexts under general supervision and quality control. Follow established and familiar procedures. Co-operate with others.	Some limited/restricted responsibility for quantity and quality of one's own output. Possibility of responsibility for guiding others.
FET 3	Possession of a well-developed range of skills. Apply relevant knowledge with underpinning comprehension in a number of areas. Demonstrate ability to make comparisons and interpret available information.	Operate in a number of contexts some of which may be non-routine. Make significant choice from a wide range of procedures. Co-ordinate with others.	Significant responsibility for quantity and quality of one's own output under general supervision and quality checking. Possibility of being responsible for the output of others.
FET 4	Possession of wide-ranging scholastic or technical skills. Possession of a broad knowledge base incorporating some basic theoretical concepts. Demonstrate ability to access, analyse and evaluate information independently. Employ a range of responses to well-defined but often unfamiliar or unpredictable problems.	Operate in a variety of familiar and unfamiliar contexts under broad guidance and evaluation. Select from a considerable choice of procedures. Give presentations to an audience.	Complete responsibility for quantity and quality of output. Possible responsibility for the quantity and quality of output of others.
HET 5	Possession of wide-ranging specialised scholastic or technical skills. Possession of a broad knowledge base with substantial depth in other areas.	Operate in a variety of routine and non-routine contexts under general supervision. Select from a wide choice of procedures ranging from standard and non-standard. Plan, select or present information, methods or resources.	Full responsibility for the nature, quantity and quality of output. Possible responsibility for the achievement of group output.
HET 6	Possession of wide-ranging, specialised scholastic, professional or technical skills and basic (applied or theoretical) research across a major discipline. Ability to analyse, evaluate and reformat a wide range of information. Ability to formulate appropriate responses to resolve both concrete and abstract problems. Generate ideas by analysing information and concepts at an abstract level.	Operate in highly variable scholarly, technical, professional contexts within broad parameters for well defined activities. Select from a wide choice of procedures, standard and non-standard, and often in non-standard combinations in a major discipline. Diagnose problems and create appropriate responses to resolve both concrete and abstract problems in a range of technical, professional and management functions.	Complete accountability for determining and achieving personal and/or group output.
HET 7	Possession of highly specialised, scholastic, professional, technical and advanced research across a major discipline. Demonstrate ability to critically review, consolidate and extend a systematic and coherent body of knowledge. Demonstrate ability to analyse, transform and critically evaluate new information, abstract data and concepts including evidence from a range of sources. Ability to create appropriate responses to resolve abstract contextual problems.	Operate in complex, variable, highly specialised and unpredictable contexts within broad parameters and functions. Select from a full range of advanced procedures in a major discipline. Diagnose problems and create appropriate responses to resolve contextual and abstract problems. Ability to transfer and apply diagnostic skills in a range of contexts.	Complete accountability for determining for determining, achieving and evaluating personal and/or group output.
HET 8	Display mastery of a complex and specialised area of knowledge and skills. Ability to generate, evaluate and synthesize information and concepts at highly abstract levels. Demonstrate expertise in highly specialised and advanced technical, professional and/or research.	Operate in complex, advanced and highly specialised contexts. Select from complex and advanced procedures across a major discipline. Conduct research, or advanced technical or professional activity. Design and apply research methods and communicate research to peers.	Complete accountability for determining, achieving and evaluating personal and group output.
HET 8+	Possession of expert, highly specialised and in-depth technical/professional or research skills, both across a major discipline and interdisciplinary. Ability to generate, evaluate and synthesize information and concepts at highly abstract levels. Make a significant and original contribution in a specialised field and engage in critical dialogue. Ability to respond to abstract problems that expand and redefine existing knowledge.	Operate in highly specialised and unpredictable contexts. Select from highly complex, advanced and highly specialised procedures across a major discipline and interdisciplinary. Demonstrate command of methodological issues. Communicate results of research to peers and engage in critical dialogue.	Complete accountability for determining, achieving, evaluating and applying all personal and/or group output.

LEARNING PROGRAMMES

Over the years, SDF's had to provide us with a list of learning programmes when developing the WSP. Learning programmes listed were varied and in many cases, different titles are used to describe the same field of learning. In order for us to interpret the data collectively, it becomes a major effort to attempt to categorise these varied lists of learning programmes.

We attempted to categorise these learning programmes into major clusters. Please download the PDF List from our website. The first column describes the major cluster whilst the second column describes the learning programmes as you have listed them in the past – minimum changes were instituted.

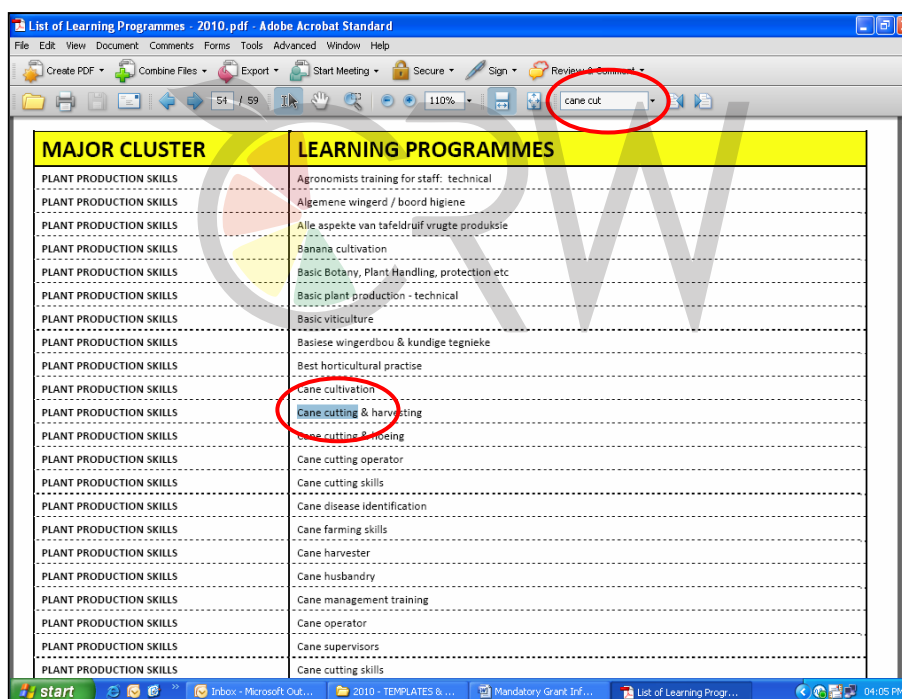
Where possible, we request you to use the major clusters as the description of your learning programmes on the ATR/WSP. In essence: you can identify a learning programme from the right hand column and relate it to the major cluster. Use the major cluster as the learning programme in the WSP/ATR.

HOW TO FIND/IDENTIFY A LEARNING PROGRAM

Download the list from our website at www.agriseta.co.za > WSP/ATR > WSP & ATR Downloads

Open the PDF document. To locate a learning programme just type part of the name in the search block. Select find/next /search until you see the correct one you are looking for.

In the sample below the word “cane cut” was complete in the search/find block.



Once you have identified the learning programme, complete the major cluster on the ATR/WSP. Once the major cluster has been selected, please specify the relevant learning programme(s)

ORGANIZED FRAMEWORK OF OCCUPATIONS (OFO)

In essence, the OFO is a coded occupational classification system. It is the Department of Higher Education and Training's key tool for identifying, reporting and monitoring skills demand and supply in the South African labour market. Job titles can never establish a common language for this purpose due to the variations associated with the allocation of job titles by employers. *Persons with the same job title in different workplaces can in fact represent completely different occupations.*

The OFO is constructed from the bottom-up by:

- analysing jobs and identifying similarities in terms of a tasks and skills;
- categorising similar jobs into occupations; and
- classifying these occupations into occupational groups at increasing levels of generality.

The OFO adds value to skills development planning and implementation purposes in that it:

- provides a common language when talking about occupations;
- captures jobs in the form of occupations; and
- groups occupations into successively broader categories and hierarchical levels based on similarity of tasks, skills and knowledge.

DEFINITIONS

- An **occupation** is defined as a set of jobs that require the performance of similar or identical sets of tasks. In practical terms then an 'occupation' is a set of jobs whose main tasks are characterized by a high degree of similarity across a range of contexts with similar knowledge requirements
- A **job** is a set of tasks and duties carried out or meant to be carried out, by one person for a particular employer, including self-employment

LEGISLATIVE REQUIREMENTS

- The OFO is embedded in SETA Grant Regulations;
- Also in the QQSF (Occupational Qualification sub-framework) of the Quality Council for Trades and Occupations.

WHERE DID THE OFO COME FROM

- During 2003 it was realized that Skills Development would be meaningful if:
- Labour market needs are accurately defined
- There is an alignment between National Growth Path and the Skills Development strategies to support it.
- Possible if a common language is established to speak about and define occupations that exists.
- For this purpose the OFO was officially initiated.

HOW IS THE OFO STRUCTURED

8 Categories = Major groups

- Managers
- Professionals
- Technicians and associate professionals
- Clerical support workers
- Services and sales workers
- Skilled agricultural ,forestry, fisheries, craft and related trades workers
- Plant and machine operators and assemblers
- Elementary occupations

ORGANIZED FRAMEWORK OF OCCUPATIONS (OFO)

WHO USES THE OFO

- SETAs are compelled to use it in the Sector Skills Plan to reflect sector needs – which are the occupations where people are needed
- Employers use the OFO for reporting in the Annual Training Report and planning in the Workplace Skills Plans
- QCTO for occupational qualification development processes and certification
- NAMB for implementation of listed trades
- University and VCET branch for planning purposes

OFO VERSION 2015

This year the OFO version 2015 will be used for both the Annual Training report for 2016-2017 (ATR16-17) and Workplace Skills Plan for 2017-2018 (WSP17-18).

IMPORTANT NOTE:

OFO VERSION 2015 to be used for the ATR16-17
OFO VERSION 2015 to be used for the WSP17-18

HOW TO FIND/IDENTIFY THE CORRECT OFO CODE

Download the document from our website; open the Excel document on your computer.

Go to Find & Select or just press **Ctrl + F**

Type a portion of the occupation or job title in the find block. Press enter/search/find until the correct description is located. Make use of the **6-digit** code on the ATR/WSP/INDICIUM.

OFO Code	Description
2015-1	MANAGERS
	Managers plan, direct, coordinate and evaluate the overall activities of an organization or enterprise. Tasks include:
	Authorising material, human and financial resources to implement policies and programs
	Formulating and advising on the policy budgets, laws and regulations of enterprises, governments and other organizations
	Monitoring and evaluating performance of the organization or enterprise
	Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control
	Formulating or approving and evaluating programs and policies and procedures for their implementation
	Electing, or approving the selection of senior staff
	Establishing objectives for enterprises, government departments or agencies and other organizations
	Presiding over or participating in the proceedings of legislative bodies, boards of directors and committees
	Performing ceremonial duties and representing the enterprise, government, organization or community at official occasions and in meetings, negotiations and public relations
2015-111	Legislators and Senior Officials

HOW TO FIND/IDENTIFY THE CORRECT OFO CODE

In the sample below the word *tractor driver* was used. A tractor driver falls under the 6 digit code **721201-Agricultural Mobile Plant Operator**.

	A	
14714		Mobile farm and forestry plant operators drive, tend, operate and monitor one or more types of special-purpose m
14715		Tasks include:
14716		Operating plant to hold, lift and cut trees
14717		Feeding felled trees into processors to strip limbs and cut into logs and loading logs onto stockpiles and into trucks
14718		Preparing and positioning plant for operation
14719		Adjusting speed, height and depth of implements
14720		Driving and tending tractor-drawn or self-propelled special-purpose farm machinery to plough land and sow, fertili
14721		Driving and tending tractor-drawn or self-propelled special-purpose forestry machinery to clear land, plant, harvest
14722		Servicing machinery and performing minor repairs
14723		Operating attachments to lift, swing, release and sort trees and logs, and operating auxiliary plant such as chipping
14724	2015-734101	Agricultural Mobile Plant (Equipment) Operator
14725		Operates agricultural and horticultural equipment to clear and cultivate land, and sow and harvest crops.
14726		Alternative Titles and Specialisations:
14727		Tractor Driver
14728		Chemical Applicator
14729		Agricultural Machine and Equipment Operator
14730		Harvester Operator
14731		Rotary Hoe Operator
14732		Farm Equipment / Machinery Operator
14733		Agrichemical Spraying / Dusting Operator
14734		Agricultural Mobile Equipment Operator
14735		Cotton Picking Machine Operator
14736	2015-734102	Logging Plant Operator
14737		Operates plant to fell trees and drag, transport and load logs onto trucks.
14738		Alternative Titles and Specialisations:
14739		Timber Carrier Driver

OFO ON INDICIUM:

Once you have identified the relevant OFO code from the excel spreadsheet you will have to complete the info on Indicium.

Back to WSP/ATR Forms Menu
Current Employment

In essence, the Organising Framework for Occupations (OFO) is a coded occupation classification system. It is the Department of La
a common language for this purpose due to the variations associated with the allocation of job titles by employers. Persons with the

PLEASE MAKE USE OF THE OFO Info Manual & National OFO list before attempting to complete the OFO sections. OPEN AND RE

Click on the [PDF](#) for OFO Info Manual & National OFO List

OFO Occupation

OFO Specialization Description

Municipality
 Tshwane Metro

African
Coloured

M
F
D
M
F
D
M

Note: Persons with disabilities should only be completed under Disabled. Do not include them under male or female.

OFO ON INDICIUM:

Complete the relevant 6-digit OFO Code, press the search button, click on the relevant code (2015-734101) and press the select button

OFO Code: 734101
OFO Description: [Empty]
Search [X]
OFO Code: 2015-734101
OFO Description: Agricultural Mobile Plant (Equipment) Operator
First Previous Next Last Go to Page 1 Page 1 of 1
Select [X] Cancel

The OFO will be populated. The relevant OFO specialization is then selected from the dropdown list.

OFO Occupation: 2015-734101 - Agricultural Mobile Plant (Equipment) Operator
OFO Specialization Description: [Dropdown menu open with 'Tractor Driver' selected]
Municipality: African
M: 0 F: 0 D: 0 M: 0
Note: Persons with disabilities should only be completed under Disabled. Do not
Add Bulk Import

PROOF OF TRAINING COMPLETED FOR 2016/17

Employers who complete and submit an Annual Training Report are required to submit proof of training as stated on the ATR in order for AgriSETA to approve the Mandatory Grant Application for payment.

TAKE NOTE:

- ❖ We request **ONLY** a **SAMPLE** of some of the training stated as completed on the ATR
- ❖ We request **ONLY** a **MAXIMUM** of 5 (Five) pages of proof of training **per SDL** number.
(AgriSETA may request additional proof of training for large employers upon evaluation of application)
- ❖ **Only** send proof of training from **1 April 2016 up to 31 March 2017**.
- ❖ **Ensure** that the company name, date of training, type of training is clearly stated on all proof of training sent to AgriSETA
- ❖ We **do not** require any original documentation. Clear copies via e-mail (scan), fax or PDF uploads on Indicium will be sufficient.

DON'TS:

- **Do not** send more than 5 (five) pages per SDL number.
(If we need more we will send you a written request)
- **Do not** send more than 1 page per course/learning programme
(In other words: Do not send a certificate + invoice + attendance register for example tractor training)
- **Do not** send proof of training for **each employee** who received training, only send proof per course/learning programme completed
(In other words: If 20 employees completed tractor training, only sent 1 of the certificates NOT all twenty or even five certificates)
- **DO NOT** send any petrol/tollgate slips, catering/refreshment invoices, airline tickets, accommodation invoices, any quotations, any registration forms, program information, booking forms, E-mails with info, ID Copies, agreements or contracts, statements, proof of payment, receipt of monies received, etc.

This is NOT correct/acceptable forms of proof of training completed

PROOF OF TRAINING COMPLETED FOR 2016/17

Invoices are the preferred proof of training. If you do not have invoices you can send either copies of certificates (stamped by company) or Attendance registers or a summary of training as last resort.

Proof of training may consist of the following:

TYPE OF PROOF:		IMPORTANT INFO WITH REGARD TO PROOF: (Dates & company name must be clear on all proof)
1.	Copies of Invoices: (Preferred proof)	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure invoice dates are clear and for the correct scheme year (1 April 2016 to 31 March 2017) <input type="checkbox"/> Ensure the company name is clearly stated on the invoice <input type="checkbox"/> Ensure type of training is clearly stated on the invoices
IF YOU DO NOT HAVE INVOICES AS PROOF OF TRAINING COMPLETED THEN ONLY CAN YOU SUPPLY THE FOLLOWING DOCUMENTS AS PROOF OF TRAINING COMPLETED:		
2.	Copies of Certificates; or	<ul style="list-style-type: none"> <input type="checkbox"/> If company name is not stated (printed) on certificate the company stamp must be on the certificate <input type="checkbox"/> Alternatively, state SDL number, company name on page & initial it.
3.	Copies of Attendance Registers; or	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the company name is clearly stated on attendance registered (Company stamp may also be used or state SDL number, company name on page & initial it) <input type="checkbox"/> Ensure the period of training and/or date is clearly stated <input type="checkbox"/> Ensure type of training is clearly stated
4.	Summary of Training: <i>(Mainly for In-house training)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> This is mainly for In-house or On-the-Job training! <input type="checkbox"/> Summary of training must be confirmed on company letterhead <input type="checkbox"/> Date/Period of training must be clearly stated <input type="checkbox"/> Type of training completed must be clearly stated <input type="checkbox"/> Number of employees who attended/completed the training <input type="checkbox"/> Estimate cost of training <input type="checkbox"/> Must be signed by owner/managing partner/trustee

Remember: NO Proof of Training = No payment

SAMPLES OF CORRECT & INCORRECT PROOF OF TRAINING

Copies of invoices (preferred proof of training)

SAMPLE OF CORRECT/ACCEPTABLE INVOICE COPY

Riverwalk Training CC Invoice No. 1444
 P.O. Box 4110
 Tzaneen, 0850, VAT Number 4120217569
 015 307 4205 fax 015 307 4752

Customer
 Name: African Realty Trust
 Address: Private Bag X4020
 City: TZANEEN ZIP 0850
 Tel: 015 304 4000 VAT No.: 4700107974

Date: 2010/02/03
 REF NO.: Forklift Full (2009/2010)

Qty	Description	Unit Price	TOTAL
FORKLIFT OPERATOR TRAINING: REFRESHER COURSE			
3 Group X 2 Days Date: 18-28 February 2010 - Theory, Practical & Assessment Duration of Training: 6 Days			
13	Forklift Operators	R 1,500.00	R 19,500.00
13	Operator Registration and Certificates	R 75.00	R 975.00
560	Km Transport (From Polokwane to Letaba) (2 Trips @ 280km per trip) Travelling includes Refresher and Full Course Training (18-26 February 2010)	R 2.75	R 1,540.00

Bank: Standard Bank
 Account Name: Riverwalk Training
 Account Number: 030462681
 Branch Code: 052-749

Payment Details
 Cash
 Check
 Credit Card
 Name: _____
 CC # _____
 Expires _____

SubTotal: R 22,015.00
 Shipping & Handling: R 0.00
 Taxes: R 3,082.10
TOTAL: R 25,097.10

- ✓ Name of organization clearly visible
- ✓ Date of training clearly visible and for the correct financial year
- ✓ Type of training clearly visible

SAMPLE OF INCORRECT/UNACCEPTABLE INVOICE COPY

South African Institute of Professional Accountants
 SAIPA House, Howard Street, Waterfall Park, Vermeulen Avenue, Midrand, South Africa
 PO Box 24009, Midrand 2009, 1635, South Africa
 T: +27 (0)11 259 7840 F: +27 (0)11 595 0835
 info@saipa.co.za www.saipa.co.za

Invoice Date: _____
 Invoice No.: 70045
 SAIPA VAT Reg. No.: 4100103532
 Member No.: 15028
 To: Ms. M Kotze
 Posbus 2917
 Paarl
 7620

Fax No.: 021 8532480
 Customer Vat No: _____

TAX INVOICE

Description	Unit Price	VAT	Total
Financial Man Acc-Half Day	662.28	92.72	755.00

Sub Total: 662.28
 VAT: 92.72
Total Incl Vat: 755.00

- ✗ No date of invoice
- ✗ No company name
- ✗ No date of training

SAMPLES OF CORRECT & INCORRECT PROOF OF TRAINING

Copies of Certificates

SAMPLE OF CORRECT/ACCEPTABLE CERTIFICATE COPY



- ✓ Type of training clearly stated
- ✓ Date of training clearly visible
- ✓ Company name clearly visible

SAMPLE OF INCORRECT/UNACCEPTABLE CERTIFICATE COPY



- ✗ No company name
- ✗ No type of training completed
- ✗ No date of training
- ✗ Unclear

SAMPLES OF CORRECT & INCORRECT PROOF OF TRAINING

Copies of Attendance Registers

SAMPLE OF CORRECT/ACCEPTABLE ATTENDANCE REGISTER COPY

Surname		Initials		Gender		ID Number		Day 1		Day 2		Day 3		Day 4	
1.	MAKUBE	M.J		MALE		8407305720087									
2.	MAKAWI	M.J		MALE		7903065283085									
3.	Skosana	N.J		MALE		7105065808081									
4.	Sakomane	L.H		MALE		708305806087									
5.	Nhlamini	L.S		MALE		8102245376088									
6.	MAHLASELA	A.B		MALE		7412095377081									
7.	PETZEL	B.Z		MALE		5301145452089									
8.	MOLGFE	P.R		MALE		6801135498082									
9.	bochner	M		MALE		8001165017088									
10.	Vermaak	J.C		MALE		8807145168084									
11.	Vermaak	J.C		MALE		8508265000082									

- ✓ Company Name clearly visible
- ✓ Type of training clearly visible
- ✓ Date of training clearly visible
- ✓ Signed by attendees

SAMPLE OF INCORRECT/UNACCEPTABLE ATTENDANCE REGISTER COPY


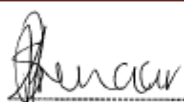

Van		hantekening	
Allister	De Silva		
Elvis	Oortman		
Charles	Tromp		
Alfred	Witbooi		
Gavin	Franse		
Abraham	De Vlam		
Chrisjan	Oerson		
Elvis	Rigie		
Andrew	Oortman		
Andrew	Steyn		
Jacobus	Jacobs		
Stefaans	Pieterse		
Alnocho	Lewis		
Adam	Oudshoorn		
Hendrik	Leckay		
Edward	Christoffels		
Abraham	Oerson		
Katryn	Jacobs		
Josephine	Oerson		
Elizebeth	Willemsse		
Magdelem	Oerson		
Melany	Oerson		
Rosemary	Roman		
Rosetta	Olyn		
Lena	Thomas		
Jan	Africa		
Jacob	Christoffels		
Joseph	Faro		
Marthinus	De Bruin		
Boy	Masimela		
M Wilson	Ngcephe		
Thompson	McPherson		
Arrie	Wildshut		
Floors	Pieterse		
Tom	Ferreira		

- ✗ No company name / name unclear
- ✗ No SDL number
- ✗ Not signed
- ✗ No dates of training
- ✗ No type of training indicated.

Copies of Summary of Training

SAMPLES OF CORRECT & INCORRECT PROOF OF TRAINING

SAMPLE OF CORRECT/ACCEPTABLE SUMMARY OF TRAINING LETTER

<div style="border: 2px solid brown; padding: 5px; margin-bottom: 10px;">  <p>COC Farming 5 (PTY) Ltd h/a Blinkwater Posbus 91, Orchard 6870, BTW NR: 466 025 1929 MPK NR: 2008/026167/07 Tel: 023-354 8173, Faks: 023-354 8175 lynn@grapealliance.co.za</p> </div> <p style="text-align: right; margin-right: 100px;">24 March 2011</p> <p>AgriSeta</p> <p>Company SDL number: 1350 772 739</p> <p>Period of training: April 2009 to 31 March 2010</p> <p>Estimate number of employees trained: 4</p> <p>3 Learning programmes completed:</p> <ol style="list-style-type: none"> 1. Noodhulp Vlak 1 (First Aid Training) 2. 7 Habits for managers 3. Fire Training <p>This letter is to confirm that the above mentioned training has been done.</p> <p>Regards</p> <div style="border: 2px solid brown; padding: 5px; display: flex; justify-content: space-between;"> <div style="text-align: center;">  Mrs. A.S. Pienaar </div> <div style="text-align: center;">  Mr. J.H.B. Valentin </div> </div>	<ul style="list-style-type: none"> ✓ On Company Letter Head ✓ SDL number clearly stated ✓ Date/period of training clearly stated ✓ Number of employees trained stated ✓ Type of training clearly stated ✓ Signed by owner/MD/trustee
---	--

SAMPLE OF INCORRECT/UNACCEPTABLE SUMMARY OF TRAINING LETTER

<p>To whom it may concern</p> <p>I hereby confirm that internal training has been conducted on our farm in 2009.</p> <p>Kind Regards T. Groenewald</p>	<ul style="list-style-type: none"> ✗ Not on company Letterhead ✗ No company name/SDL no. ✗ Type of training not specified ✗ No date of training ✗ No number of attendees ✗ Not signed / No job title
--	--

BANKING DETAILS

In order for us to make the relevant Mandatory Grant payment we require proof of the organizations details.

If the organization has received a Mandatory Grant in the past and no change has happened to their banking details, there is no need to resent the banking details to AgriSETA.

If it is the organizations first time submission, or their banking details have changes. The organization must complete and sent the fully completed Bank Details Confirmation form, with supporting documents to AgriSETA. AgriSETA will then send the relevant information to our Auditors for approval.

Proof of banking details: (One of the three options will suffice)

	Type of proof	Criteria/Notes
1	Cheque; <i>or</i>	Copy of a cancelled cheque. Ensure company is clearly visible;
2	Letter from Bank; <i>or</i>	Must be stamp by bank Not older than 3 months
3	Bank statement	Must be stamp by bank Not older than 3 months (First page only)

If the bank details have changed during the cause of the year, kindly download the relevant form from our website, attach the relevant proof of banking details and sent to our department.

Banking Detail Confirmation Form:

AgriSETA: Banking Detail Confirmation Form

Company Registered Name Trading Name Address Postal code	
Skills Development Levy Number	L 0 7
Details of Company's / Entity bank account are as follows	
Name of Bank Name of Branch Type of Account <input type="checkbox"/> Current <input type="checkbox"/> Savings Branch Code Account number	
Attached copy of cancelled cheque or Bank letter confirming bank details (stamped by bank) or Bank Statement (1 page only) (stamped by bank)	
Credit order instruction	
To Whom it May Concern: The company / Entity hereby requests and authorizes you to pay any amounts, which may accrue to the Company/Entity to the credit of the Company's / Entity's account with the mentioned bank. The Company/Entity understands that the credit transfers hereby authorized will be processed by computer through a system known as the "CBE ELECTRONIC FUND TRANSFER SERVICES" and The Company/Entity also understands that no additional advice of payment will be printed on the Company's / Entity's bank statement or any accompanying voucher. The Company/Entity understands that no payment advice will be supplied by Date & Time. SETA Services in the normal way and that will indicate the date on which funds will be available in the Company's / Entity's bank account.	
Compiled by	Job Title
Authorized by	Job Title
Date	Date
Company / Entity Registration number	Company / Entity VAT registration number

PIVOTAL TRAINING

PIVOTAL Programmes mean professional, vocational, technical, and academic learning programmes that result in occupational qualifications and may include a knowledge component that is normally delivered at a further education and training college or a university as well as structured learning in an accredited training centre or an approved workplace. Examples of the types of learning are, Professional Learning would be a BCOM for Accountants, Vocational learning would be the National Certificate Vocational obtained from an FET college, Technical learning would be N4 Electrical Engineering and Academic Learning would be the MBChB required for Medical Doctors that can only be studied at University

PIVOTAL Grants included the following programmes:

- Skills Programmes
- Learnerships
- Degree/Diploma
- Internship
- Graduate Placement
- Artisan

There are three levels: Entry, Intermediate and advanced:

- Entry Level are first post school qualification
- Intermediate refers to Second Qualifications
- Advanced refers to Masters/PhD or equivalent

IMPORTANT NOTICE:

- I. The Mandatory Grant Application (ATR/WSP) is NOT an APPLICATION for any PIVOTAL GRANTS
- II. PIVOTAL information submitted on the Annual Training Report and Workplace Skills Plan is for reporting purpose ONLY.
- III. To apply for PIVOTAL Grants the employer still needs to follow the normal Discretionary Grant Application processes.

NEW APPLICATION FORMS

It is **COMPULSORY** for all stakeholder employing **50 and more PERMANENT** employees to complete and submit the ATR16/17 & WSP17/18 **ON-LINE** (Via internet ON Indicum)

Stakeholders employing **Less than 50 PERMANENT** employees are kindly requested to also do the submission on-line but it is not compulsory and the hard copy formats is available on our website for download/printing. www.agriseta.co.za > WSP/ATR > WSP & ATR downloads.

BENEFITS OF SUBMITTING ON LINE

Submit electronically on the Indicum via Internet

- Save time, effort, paper. (Faxes, E-mails, post & delivery)
- Much easier and simpler to complete compare to a Hard Copy!
- Improve quality of information by eliminating most common mistakes
- Automatic calculations, data validation & error display
- Access, save, edit, and change info as much as you want.
- Once fully completed, just PRESS submit button and you are DONE!
- Upload supporting documents onto Indicum
- Simplify the re-submission process
- Speed up processing of application and approval for payment, etc.

COMMON PROBLEMS WITH HARD COPY FORMATS

Even though we have improved the Hard copy format, the following factors are still an issue.

- Loads of paper being used and sent to AgriSETA
- A lot of common mistakes occur
- Many calculation errors occur
- Unclear and poor quality of information
- Capturing is timeouse and sometimes difficult
- Delay processing of application and the approval for payment, etc.

DOWNLOAD HARD COPY FORMAT (LESS THAN 50)

ATR16/17 & WSP17/18 for employer employing LESS THAN 50 PERMANENT employees

TEMPLATE: HARD COPY: LESS THAN 50 (MS Excel)

Microsoft Excel Format:

- Best & Easiest format to complete (other than on-line)
- Automatic calculations & data validation
- Just type the relevant info in via your PC/Laptop/Notebook.

TEMPLATE: HARD COPY: LESS THAN 50 (PDF)

PDF Format (Print version)

- Download this format if you are not able to complete it directly on a computer.
- To be complete in black pen only
- Remember to double check the totals!

SPECIAL REQUEST FOR HARD COPY FORMAT (50 & MORE)

We understand that not everybody has access to the internet or have difficulties with internet connection. In some cases, SDF will be unable to submit the ATR/WSP On-Line due to organizations currently not registered on AgriSETA Indicum (Newly Registered / Seta Transfers / Name or SDL changes)

In the event that the ATR/WSP cannot be submitted via the On-Line System a special request, need to be sent to AgriSETA. AgriSETA will respond to the request within 5 (five) working days after receipt. On approval of request AgriSETA will sent a Hard Copy format to the specific SDF/Stakeholder.

TEMPLATE: HARD COPY: 50 AND MORE (MS Excel)

Microsoft Excel Format:

- Only available on 'SPECIAL REQUEST'.
(Download & complete WSP Hard Copy Format request Form, sent to AgriSETA for consideration)

SDF's/Stakeholders can make use of the PDF Format for planning purposes only

TEMPLATE: HARD COPY: 50 AND MORE (PDF Sample format only)

- SAMPLE FORMAT FOR PLANNING ONLY – NOT A VALID DOCUMENT
- Download/view or print a SAMPLE of info required on ATR/WSP
- This is NOT A VALID ATR/WSP CLAIM FORM and may NOT be sent back to AgriSETA

NOTE: Final submission date for Special request form for 2017 is Thursday, 27 April 2017.

BULK IMPORTS

This function will mainly be used by employers with large number of employees and VIP clients will also benefit from this new function.

The bulk importing of data is only applicable to the following AgriSETA form sets:

Large Orgs

- ATR Form E1: Report on Employees Trained (Permanent)
- ATR Form E2: Report on Employees Trained (Temp)
- ATR Form E3: PIVOTAL Training Completed
- WSP Form I1: Employees to be Trained (Permanent)
- WSP Form I2: Employees to be Trained (Temp)
- WSP Form L: Planned PIVOTAL Training

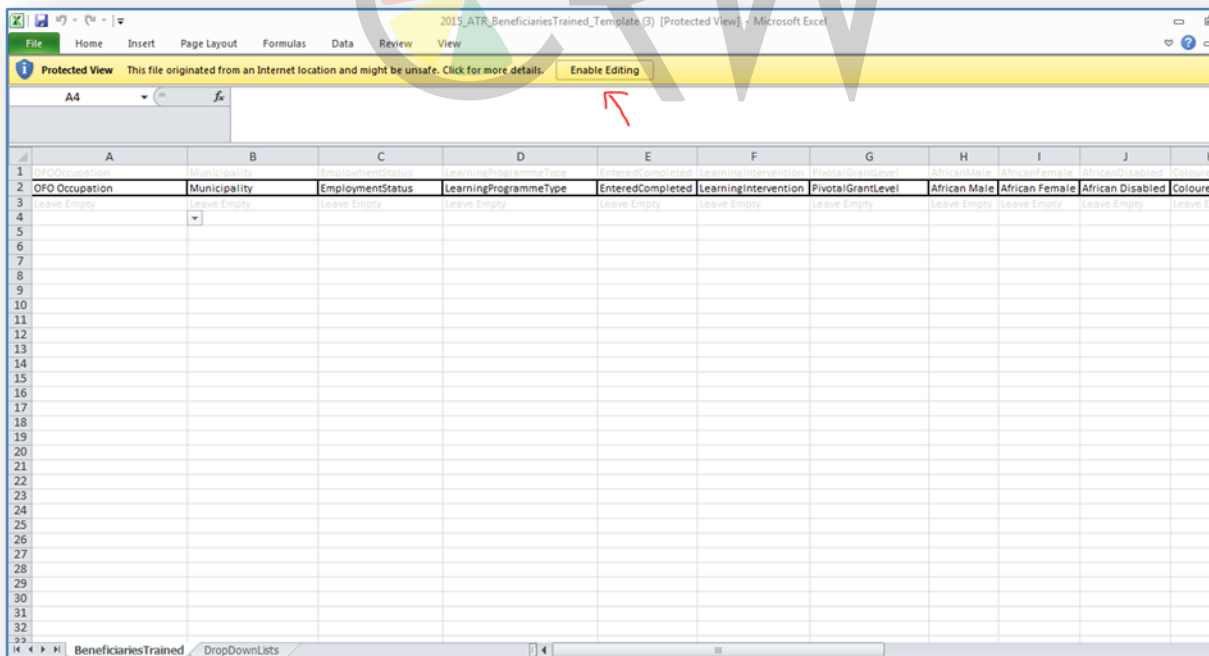
Small Orgs

- ATR Form C5: PIVOTAL Training Completed
- WSP Form D8: Planned PIVOTAL Training

The download excel template is the template which the SDF can download from the form by clicking on the blue hyper link.

This is the only template that is allowed to be used for this specific form.

Each form has its own template that must be used as each form has it



Once completed, the SDF will import the spreadsheet and check for errors.

Please refer to the full guide on our website:
www.agriseta.co.za > WSP/ATR > WSP & ATR Downloads

WHAT INFO DO WE REQUIRE?

The following information is required on Indicum on line submission and hard copies of the Annual Training Report 2016/2017 & Workplace Skills Plan 2017/2018:

ORGANISATION DETAIL:	Registered & Trading name; Registration no.; SDL no; Physical & Postal address; Contact details, No of employees (permanent/ temporary / contract / seasonal workers) & Sic Code etc. NEW: Information must be confirmed as correct on Indicum
ORGANISATION CONTACT PERSON: <i>(Other than SDF)</i>	Name & surname; position in company; Tel/Cell no and e-mail.
ORGANIZATION CFO DETAILS	This is a new requirement from the Minister. Complete the contact details of the organisations CFO or any person that handles - or are involved with the organizations finances. Full name & surname; contact details
SKILLS DEVELOPMENT FACILITATOR DETAILS: (SDF)	Full name & surname; ID No; address; contact details.
ANNUAL TRAINING REPORT: (1 April 2016 to 31 March 2017)	Less than 50 Training Profile (Total number of employees trained per gender & race), Learning programmes completed (3 most important), AET completed (Total number of employees per gender & race), Amount Spend on training (Estimate) and PIVOTAL Training completed. 50 and More AET Completed (Total number of employees per gender & race), All Learning programmes completed & level completed, Amount Spend on training (Estimate), Training Profile (Employed only), All permanent employees who completed training per OFO Code; Job Title; Learning Programmes no; gender & race, Training Profile (Unemployed only), All temp/seasonal/contract workers employees who completed training per OFO Code; Job Title; Learning Programmes no; gender & race and PIVOTAL Training completed.
WORKPLACE SKILLS PLAN: (1 April 2017 to 31 March 2018)	Less than 50 Employment profile (Total no. of ALL current employees per gender, race & age group), Training Profile (Total no. of employees to be trained per gender & race), Planned Learning Programmes (3 most important), Budget amount for training, Planned AET (Total no. of employees per gender & race), Scares Skills (3 most important), HIV/Aids and PIVOTAL Training. 50 and More Provincial breakdown (Total no. of employees per province), Employment Profile (Employed only) , All current permanent employees per OFO Code; Job Title; gender, race, age group and Municipality, Employment Profile (Unemployed only) , All current temp/seasonal/contract workers per OFO Code; Job Title; gender, race, age group and Municipality, List of Planned learning programmes & level to be completed, Training Profile (Employed only) , All permanent employees who will receive training per OFO Code; Job Title; Learning Programmes no; gender & race, Training Profile (Unemployed) , All temp/seasonal/contract workers who will receive training per OFO Code; Job Title; Learning Programmes no; gender & race, Planned AET (Total no. of employees per gender & race), Scares Skills (3 most important) HIV/Aids and PIVOTAL Training,
TRAINING COMMITTEE MEMBERS DETAILS (50 and more ONLY)	Full details of all Training Committee Member
DECLARATION & AUTHORISATION PAGE	Authorisation by CEO/Owner/Managing Partner/Trustee; SDF and Employee representative (Union or none-union)
BANKING DETAILS	Full banking details of employer and Cheque/Bank statement/Letter from bank.
PROOF OF TRAINING	Sample of 5 page of proof of training completed during 2016/2017

WHAT INFO DO WE REQUIRE?

Once ALL required information has been FULLY completed on the ATR16/17 & WSP17/18 and the Declaration and Authorisation page has been fully completed and signed you need to submit/sent it to AgriSETA by **SUNDAY, 30 APRIL 2017**.

Hard Copy

- 50 & More:
Pages 1 - 24
- Less than 50:
Pages 1 - 11

Fully completed
ATR16/17 & WSP17/18

+

Fully completed & signed
Declaration & Authority page

+

Fully completed & signed
Bank Details Info

+

Confirmation of Bank Details:
(Cheque/Bank Letter/Statement)

+

Proof of Training
(Sample of 5-10 pages)
(Invoices/Attendance Registers/Certificates)



Sent to AgriSETA by
SUNDAY
30 APRIL 2017
@ 24:00

On Line

On Line:
SUBMIT ON LINE ONLY
Do not sent a print out!!!

On Line:
Print & Sign
2 pages

ATR16-17 & WSP17-18
+
Signed Authorization & Declaration Page
+
Sample of Proof of Training completed

ALL NEEDS TO BE SUBMITTED BY 30 APRIL 2016!!!

If supporting documents is not received by 30 April the application will be rejected

ON-LINE SUBMISSION

START USING IT NOW!

THIS IS THE EASIEST, QUICKEST AND BEST WAY OF SUBMITTING THE ATR/WSP

HARD COPY FORMATS

TIP: COMPLETE THE TEMPLATE **DIRECTLY ON YOUR COMPUTER/PC/LAPTOP/NOTEBOOK**

FINAL TIP:

Keep the manuals / guidelines close by while completing the ATR16/17 & WSP17/18 templates.

It will assist you a lot!

SUBMISSION DEADLINE:
SUNDAY, 30 APRIL 2017 @ 24:00
NO EXTENSION OR EXCEPTIONS

Postal Address:

NOTE: Kindly refrain from sending applications via post where possible. Since we do not require any original documentation, info sent via fax, email or uploaded onto IndiciuM will suffice.

Mandatory Grants, PO Box 26024
Arcadia, Pretoria, 0007

Physical Address:

(For SETA visits or deliveries ONLY)

(To prevent lost of document, please DO NOT use this address for postal purposes)

AgriSETA House
529 Belvedere Street
Arcadia, Pretoria

Amandie van der Mescht
Mandatory Grants Coordinator

E-mail: amandie@agriseta.co.za

Tel: 012-301-5604

Fax: 012-325-5845 or 086-532-7041

Racquel Harris

Mandatory Grants Administrator

E-mail: racquel@agriseta.co.za

Tel: 012-301-5619

Fax: 012-325-5845 or 086-556-9368