

TRANSPORT EDUCATION and TRAINING AUTHORITY

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GUIDELINES FOR USING THE ATR 2008/2009 AND WSP 2009/2010 CHECKLIST

The following notes are general guidelines to you assist in using the Annual Training Report (2008/2009) and Workplace Skills Plan (2009/2010) checklist. The notes must be read in conjunction with TETA Grant Criteria 2008/2009 (ATR) and 2009/2010 (WSP).

- **Chamber** : Fill in the name of the Chamber
- **Company** : Fill in the company name
- **Company registered with TETA**: Check if the company is registered with TETA. Check the Levy number on MIS/ Skills development website.
- **Company submitted to relevant chamber**: The print out from MIS will confirm the relevant chamber. Forward document to relevant chamber if submitted to wrong chamber.
- **Levy payments up to date**: Check if the levies are up to date on MIS. If MIS does not give the relevant up to date information, go through the Skills Dev website; www.skillsdev.org.za. Print levy history and attach to the WSP/ATR.
- **ATR /WSP submitted by 30 June 2009**: Check if the submission is date stamped on or before June 30.
- **ATR/WSP signed off by SDF, employer, employee representative and CEO/MD**: This refers to SECTION E & F of the template. Check if all signatories have signed. If a company has more than 50 employees, signed minutes of the Training Committee must be attached.
- **Organisational Profile**: Insert the total number of employees as per the current WSP.

ATR ACHIEVED BENEFICIARY PERCENTAGE

Planned: Insert the total number of people planned to be trained as per the previous year's WSP (2008/2009)

Achieved: Insert the number of people trained as per the submitted 2008/2009 ATR.

ATR 2008/2009 Criteria – Must Achieve 75% of planned Training

$$\text{Formula} \quad \frac{\text{No. of people trained (as per 2008/2009 ATR)}}{\text{No. of people planned (as per 2008/2009 WSP)}} \times 100 = \%$$

ATR ACCREDITED INTERVENTION PERCENTAGE

ATR 2008/2009 Achieved (50% Training Accredited/Regulated)

The criterion refers to interventions. This is NQF accredited training and as well as regulated training.

ATR 2008/2009 Criteria – 50% of Achieved interventions must be accredited / regulated interventions

$$\text{Formula} \quad \frac{\text{Accredited / Regulatory interventions achieved}}{\text{Total no of interventions achieved}} \times 100 = \%$$

WSP ACCREDITED PLANNED INTERVENTIONS

WSP 2009/2010 Planned (40% of Planned Training must be accredited / regulated)

The criterion refers to interventions. This is NQF accredited training and as well as regulated training.

WSP 2009/2010 Criteria - 40% of Planned Training must be accredited / regulated

$$\text{Formula} \quad \frac{\text{Accredited / Regulatory interventions planned}}{\text{Total no of interventions planned}} \times 100 = \%$$

Check all Attachments

Attachment (A): Signed Authorisation page

Attachment (B): Signed Training Committee Minutes

Attachment (C): ATR Learner Register