



08 February 2017

Dear Skills Development Facilitators & Employers

**RE: Notice of the opening of the online Mandatory Grant application (WSP/ATR system) for the 2017/18 financial year.**

We are pleased to advise you that the TETA online stakeholder skills module is open for Workplace Skills Plan (WSP) and Annual Training Report (ATR) capturing. Please note that you will only have access to the Workplace Skills Plan and Annual Training Report (ATR) once access has been granted. You are therefore required to renew your status by uploading the following documents:

**Newly Registered SDFs**

**Certified ID Copy**

1. The letter of appointment containing the newly appointed SDFs details, ID number and confirmation that they have been appointed by the employer as the SDF for the 2017/18 submission. The letter must also indicate whether the SDF is a "Primary, "Admin" or "Secondary" SDF. This must be on the company letterhead.

**Existing SDFs**

1. The letter of appointment containing the newly appointed SDFs details, ID number and confirmation that they have been appointed by the employer as the SDF for the 2017/18 submission. This must be on the company letterhead.

**NOTE: The capturing of the ATR and the WSP will be opened until Sunday 30 April 2017 at 24:00.**

Kindly contact your relevant chamber for further assistance or send an e-mail to [mgapplications@teta.org.za](mailto:mgapplications@teta.org.za)

Yours in Skills Development

  
Sibongile Sibiya

Skills Development & Learning Programmes Manager