



TETA 2012 MANDATORY GRANT SUBMISSIONS

2011/2012 ANNUAL TRAINING REPORT (ATR) and 2012/2013 WORKPLACE SKILLS PLAN (WSP) SUBMISSION DEADLINE 30 JUNE 2012

The Transport Education and Training Authority (TETA) advises all TETA registered Levy Paying Enterprises that the online system is now open for all Annual Training Reports and Workplace Skills Plans to be submitted.

Background and Mandate:

The Transport Education and Training Authority (TETA) was established in terms of the Skills Development Act No. 97 of 1998 (as amended) and re-established in 2005. TETA's mandate is to promote and facilitate Skills Development in the Transport Sector.

Important information:

All submissions must be made online before or on 30 June 2012.

All SDF's must upload signed SDF appointment letter with the company details and levy number, by an individual authorised to appoint the SDF on behalf of the company. This must be accompanied by a certified true copy of the SDF ID document and uploaded together.

New SDF's will need to link themselves to the relevant levy number and SIC code online, access is pending until TETA checks appointment letter and ID are compliant. On acceptance the chamber approves the SDF for access.

The following is available at <http://www.teta.org.za/> under updates:

- 2012 Mandatory Grant Criteria
- User guide
- SIC Codes (SETA – Chamber link)
- OFO Codes Version 2012 and a mapping tool

Companies who have transferred to TETA during the year:

Upload copy of approved ATR/WSP submitted to previous SETA
Complete 2012 submission to TETA (ATR and WSP)

First time submission, registered longer than 6 months

Complete 2012 submission to TETA (ATR and WSP)

SDF Forums:

Forums are planned around the country in every province and these dates will be circulated via e-mail and also be available on the website.

Pertinent Criteria: (Please download the MG criteria document and view all criteria)

ATR: Submit Annual Training Report against OFO Version 10 (as submitted 2011 WSP).

Must Achieve 50% of previous WSP of which 40% must be accredited.

Underachievement to be managed within the appeal process

WSP: Submit Plan against OFO Version 2012

Report all planned training, whether accredited or not.

Document uploads: There are document uploads required, SDF's are to check completeness of the documentation and correctness before uploading to ensure they are correctly filled in and signed.

Quarterly Reporting: TETA has changed methodology to encourage full and risk free skills development reporting in order to conduct sector analysis. SDF's are required to report all training (accredited and not accredited) in the required TETA template, reporting dates are as follows:

Quarter 1 29 June 2012

Quarter 2 28 September 2012

Quarter 3 14 December 2012

Quarter 4 29 March 2013

None reporting, incorrect reporting or late reporting are grounds to withhold grant payment, contact your chamber for support if required.

It is expected that any learning reported is substantiated by evidence available for inspection by TETA either onsite or via emailed data.

Discretionary Grant supported learners are to be reported separately in DG contract specific reports.

Enquiries can be made to:

TETA Randburg Tel: (011) 781 1280 / (011) 504 9240

Aerospace Chamber	Ramodise Tsolo	Extension 121	ramodise@teta.org.za
Forwarding & Clearing Chamber	Ingrid du Buisson	Extension 122	ingrid@teta.org.za
Rail Chamber	Kate Setjie	Extension 103	kate@teta.org.za
Road Freight Chamber	Tuelo Mogashoa	Extension 188	tuelo@teta.org.za
Road Passenger Chamber	Noma Sejake	Extension 155	noma@teta.org.za
Taxi Chamber	Liza Montshiwa	Extension 207	liza@teta.org.za

TETA Cape Town Tel: (021) 531 3064

Maritime Chamber Victor Muhlberg victor@teta.org.za

TETA Durban Tel: (031) 301 9614

Freight Handling Chamber Lazarus Dladla lazarus@teta.org.za

Small Business Support Strategy (Small Levy Paying Enterprises):

Applications are processed every 2 months and can be submitted anytime

Application and guide available at <http://www.teta.org.za/> under updates: SBDS

Companies with less than 50 permanent employees are encouraged to view the Small Business

Development Strategy on the website as a low administration alternative to the online ATR/WSP submission. The Strategy is designed to target Small Levy Paying Enterprises by providing funding support to the value of R 16 500.00 per annum for accredited training applied for to TETA before implementation and managed under contract.

This strategy is also available to Non Levy Paying Enterprises, Non-Governmental Organisations, Non Profit Organisations, Community Based Organisations, Community Based Cooperatives active in the transport sector.