



12 February 2015

Dear Skills Development Facilitators & Employers

RE: Notice of The Opening of the WSP Forms For The 2015/16 Submission For Mandatory Grants

We are pleased to advise you that the TETA online stakeholder skills module is open for Workplace Skills Plan (WSP) capturing.

Please note that you will still have access to the Annual Training Report (ATR) as well as the Workplace Skills Plan (WSP). The capturing of the ATR and the WSP will be opened until Thursday **30 April 2015 at 24:00**.

NOTE: A pending status indicates that TETA still has to accept your registration/ or renewal of your status as an SDF before you are granted access to an employer's **Mandatory Grant Application**.

If the status is pending:

- Make sure you have submitted an SDF letter of appointment to TETA as well as a certified copy of your ID.
- The letter of appointment should contain the newly appointed SDFs contact details, ID number and confirmation that they have been appointed by the employer as the SDF for the 2015 submission. This must be on the company letterhead.

Submitting the Mandatory Grant Application

- To submit the Mandatory Grant Application please click the **"submit"** button on the main of the WSP page once you have completed all the forms.
- By default your status will be changed to **"Submitted"** until the validation and evaluation processes are completed.

NOTE: The SDF will not be able to edit any information on the forms once the due date has closed.

Kindly contact your relevant chamber for further assistance.

Yours In Skills Development

Munya Mandipaza



Skills Development & Learning Programmes Manager