



13 September 2018

To: Skills Development Facilitators

RE: Notice on the opening of the ATR forms for 2018/2019 in preparation for 2019/2020 WSPs submissions

Kindly take note that TETA will be migrating to a new IT system "Indicium", which will be in use from the 2019/2020 financial year.

To enable a smooth transition to the new system, TETA management has decided to open up the Mandatory grant system early to allow for capturing of Annual Training Reports (ATR) on the current existing system. The system will be open to allow for capturing of ATRs only from the 17th of September 2018 until 11 January 2019.

Note: SDFs will still be able to continue with the capturing of the ATR when the system opens in February until April 2019. Please remember to confirm company details on the organisation info tab to enable the ATR forms.

All employer companies who have been accepted or declined for the 2018/19 mandatory grant will have the ATR auto - populated from the previous year's WSP and will have the edit rights. The captured data will be migrated to the new system in January 2019.

The capturing of Work Skills Plan (WSP) 2019/2020 will be available in the new system from 11 February 2019. Access to capture will require all Skills Development Facilitators to first complete the renewal and registration process as is required annually.

Training on the new system will be available to all SDFs and will be conducted during the annual SDFs roadshows scheduled to take place from the **22nd January 2019** until **01st February 2019**.

Kindly contact your relevant chamber for further assistance.

Yours Skills Development

Mantlwane Kgobe
Acting Skills Development & Learning Programmes Manager