



Transport Education Training Authority
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To: Skills Development Facilitators & Employers

RE: Notice on the opening of the ATR forms for the 2015/16 submission

Kindly take note that the TETA online stakeholder skills module is open for Annual Training Reports (ATR) capturing with effect from 08 October 2014.

All employer companies who have been accepted or rejected for the 2014/15 mandatory grant will have form 4 & form 5 auto - populated and will have the edit rights. All other companies will have to create new forms.

Please note that you will only have access to the ATR and not the Workplace Skills Plan (WSP). The capturing of the ATR will be opened until the 15th December 2014. From then onwards all SDF status will be changed to renewal.

The SDF's will have to renew their status with the new appointment letter and await acceptance by TETA. The Workplace Skills Plan forms will be officially opened in January 2015.

Kindly contact your relevant chamber for further assistance.

Yours In Skills Development

Munya Mandipaza
Skills Development & Learning Programmes Manager