



## INVITATION TO SUBMIT 2023–2024 WORKPLACE SKILLS PLANS AND ANNUAL TRAINING REPORTS

**THE DEADLINE TO SUBMIT WSP'S AND ATR'S IS 30 APRIL 2023**

- WHO:** All Services SETA Levy Paying Employers (LPEs) and Non-Levy Paying Employers (NLPE). Each legal entity must submit individual Mandatory Grant applications.
- WHAT:** Annual Training Report (ATR) – PIVOTAL ATR and Non-PIVOTAL ATR  
Workplace Skills Plan (WSP) – PIVOTAL WSP and Non-PIVOTAL WSP
- WHEN:** Open on 08 December 2022 until **30 April 2023 at 24h00** (legislated deadline date)
- WHY:** Compliant approved Mandatory Grants are refunded 20% of the employer's skills development levy contribution for the financial year in which the application is submitted
- WHERE:** Mandatory Grants applications must be submitted on the Services SETA Learning Management Information System (LMIS) <https://lmis.servicesseta.org.za/>

### IMPORTANT INFORMATION

#### EXTENSION REQUESTS:

- HOW:** Written request to be submitted on the LMIS post SDF and Employer registrations
- WHEN:** Between 08 December 2022 until **30 April 2023 at 24h00** (legislated deadline date)
- CRITERIA:** The extension request must be in writing. The approval of the extension request will be subject to approval by the Accounting Authority.

### GENERAL INFORMATION

- TEMPLATES:** All templates are available on the Services SETA website  
[https://www.servicesseta.org.za/Mandatory\\_grant?site=Mandatory\\_Grants](https://www.servicesseta.org.za/Mandatory_grant?site=Mandatory_Grants)



## TECHNICAL ASSISTANCE:

**VIRTUAL OFFICE:** Microsoft Teams walk in office: [https://teams.microsoft.com//meetup-join/19%3ameeting\\_MDq4ODQ2NzAtMjk5ZC00NWZmLTk3YjctNzc4Yzk3MGU3MzQ4%40thread.v2/0?context=%7b%22Tid%22%3a%22e6cf5c66-c2fc-4ed2-90ee-23ae191f6885%22%2c%22Oid%22%3a%22b2c5136e-6489-469b-a92a-f2f2e7ee8fc1%22%7d](https://teams.microsoft.com//meetup-join/19%3ameeting_MDq4ODQ2NzAtMjk5ZC00NWZmLTk3YjctNzc4Yzk3MGU3MzQ4%40thread.v2/0?context=%7b%22Tid%22%3a%22e6cf5c66-c2fc-4ed2-90ee-23ae191f6885%22%2c%22Oid%22%3a%22b2c5136e-6489-469b-a92a-f2f2e7ee8fc1%22%7d)

**WORKSHOP DATES:** All workshops will be conducted via Micro Soft Teams. Please click the link on the date you wish to attend and register to attend the event.

DATE S:	MICROSOFT TEAMS LINK
18 Jan-23	<a href="https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQIIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,JddiemLKg0mJsdG9GVv0fA,9wxjtKxHx0uE2cWmrPzH5Q,5ish72pKTU2OtRrj6QeHGw?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885">https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQIIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,JddiemLKg0mJsdG9GVv0fA,9wxjtKxHx0uE2cWmrPzH5Q,5ish72pKTU2OtRrj6QeHGw?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885</a>
25 Jan-23	<a href="https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQIIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,RX7hksznWEWFYe6EI-kAHw,yHiUlcT0MUaggiPV33gYsg,AN0pEqldkGiGuqohhfK1A?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885">https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQIIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,RX7hksznWEWFYe6EI-kAHw,yHiUlcT0MUaggiPV33gYsg,AN0pEqldkGiGuqohhfK1A?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885</a>
8 Feb-23	<a href="https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQIIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,IdtCEEObNEG8IndggCRSXw,1sJCs-brykeUjzruHHej9Q,2-1OyHoT1kCPvt6DrBvJBA?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885">https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQIIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,IdtCEEObNEG8IndggCRSXw,1sJCs-brykeUjzruHHej9Q,2-1OyHoT1kCPvt6DrBvJBA?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885</a>
22 Feb-23	<a href="https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQIIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,yOQb9mceGEiPJ0sALJrWaA,s_T6S87u8UGNpLaBnlapjQ,WHpBU87h-0COzYBa5LqrdQ?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885">https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQIIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,yOQb9mceGEiPJ0sALJrWaA,s_T6S87u8UGNpLaBnlapjQ,WHpBU87h-0COzYBa5LqrdQ?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885</a>
8 Mar-23	<a href="https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQIIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,QI_h8eJzL0aSMImpMVhPOQ,IbQTKXQ8tUCmveUBJcsXjw,V7W6n393VUuamAtWUq2cDA?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885">https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQIIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,QI_h8eJzL0aSMImpMVhPOQ,IbQTKXQ8tUCmveUBJcsXjw,V7W6n393VUuamAtWUq2cDA?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885</a>
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5 Apr-23	<a href="https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQlIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,bNp5r0EppUWUDgaEuJpdpg,RQdTqcYmy0ilmqOgke29-Q,DRCb-QEqNE2fEnk4LoeWYA?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885">https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQlIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,bNp5r0EppUWUDgaEuJpdpg,RQdTqcYmy0ilmqOgke29-Q,DRCb-QEqNE2fEnk4LoeWYA?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885</a>
12 Apr-23	<a href="https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQlIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,mn6wtb2kDk-SiqaHOY5qw,9pEEvpeajkq_ewA60-h7kw,UF-p_EASg0i82B-kqCCqdg?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885">https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQlIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,mn6wtb2kDk-SiqaHOY5qw,9pEEvpeajkq_ewA60-h7kw,UF-p_EASg0i82B-kqCCqdg?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885</a>
19 Apr-23	<a href="https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQlIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,outK9f0lV0CMT6bCOMIR4Q,SZMLJKRRZEavb8F19u227w,1srAOJaOCUyWsh6viu4PTQ?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885">https://teams.microsoft.com/registration/ZlzP5vzC0k6Q7iOuGR9ohQ,aj_CKBLxJEm6sQlIF59-AA,NxbUxPi2KUSGoDnrV97Tgw,outK9f0lV0CMT6bCOMIR4Q,SZMLJKRRZEavb8F19u227w,1srAOJaOCUyWsh6viu4PTQ?mode=read&amp;tenantId=e6cf5c66-c2fc-4ed2-90ee-23ae191f6885</a>

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