



## 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: Click [here](#)

**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.

DATES:	MICROSOFT TEAMS LINK
25 Jan-23	<a href="#">25 Jan 2023</a>
8 Feb-23	<a href="#">08 Feb 2023</a>
22 Feb-23	<a href="#">22 Feb 2023</a>
8 Mar-23	<a href="#">08 March 2023</a>
22 Mar-23	<a href="#">22 March 2023</a>
5 Apr-23	<a href="#">05 April 2023</a>
12 Apr-23	<a href="#">12 April 2023</a>
19 Apr-23	<a href="#">19 April 2023</a>

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## CONTACT DETAILS: MANDATORY GRANTS UNIT

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