

**Mandatory Grant 2011 – 2012 (YEAR 11)**  
**WSP-ATR Submission**  
**Frequently Asked Questions**

<b><u>WORKING IN EXCEL</u></b>	
<b>1</b>	<p><b>I am unable to open the spreadsheet. What do I do?</b></p> <p>In order for the Excel spreadsheet to function fully, you need to have macro's enabled in Excel. We will explain exactly how to do this in Excel 2003 as well as Excel 2007.            NOTE: You need to enable macros <u>each time</u> you open the WSP-ATR template</p> <p><u>Excel 2003</u></p> <ul style="list-style-type: none"> <li>• You need to set you macro Security level to low in order for the spreadsheet to function fully.</li> <li>• In Excel 2003, click on Tools – Macro – Security</li> <li>• Select the Security level tab.</li> <li>• Select the Low level. This will allow the macros for the spreadsheet to run.</li> <li>• Click OK.</li> </ul> <p>If your macro security level is set to any other level, for example High, you will receive a message and you will need to change your settings as shown above.            You may now open the spreadsheet.            If another message appears, click Update.            If another message appears, click Continue. You may now use the spreadsheet. All functionality will be enabled.</p> <p><u>Excel 2007</u></p> <p><u>If you have the spreadsheet open and if you are using Excel 2007:</u></p> <ul style="list-style-type: none"> <li>• You need to enable all macros in order for the spreadsheet to function fully.</li> <li>• In Excel, click on the Developer Tab</li> <li>• Click Macro Security</li> <li>• Select Enable All Macros</li> <li>• Tick "Trust access to the VBA project object model"</li> </ul> <p>You will find more information including screen shots in the booklet " A background on understanding the OFO and a guide to integrate the framework with HR information in order to generate a WSP and ATR". (Pg. 29).</p>
<b>2</b>	<p><b>Does the WSP-ATR excel template work for all versions of Excel?</b></p> <p>Yes it does. It has been tested for Excel 2003, 2007 and 2010.            However, the only feature that does not work in Excel 2003 is the inserting of signatures. In this case please scan send via email with your WSP-ATR submission.</p>
<b>3</b>	<p><b>When I have the excel WSP-ATR open, I cannot see the tabs at the bottom of my screen showing all the worksheets. How can I fix this?</b></p> <p>This is an Excel Spreadsheet size problem. You will need to re-size your Excel Spreadsheet by clicking on the maximize/restore button situated at top right hand side of your Excel Spreadsheet.</p>
<b>4</b>	<p><b>How can I print the entire WSP-ATR template sequentially numbered?</b></p> <p>To print these templates you need to:</p> <ul style="list-style-type: none"> <li>-Open Excel</li> <li>-Click on File</li> <li>-Click on Print</li> <li>-If you want sequential page numbers to appear in the Template, select 'Entire Workbook' in your print options.</li> </ul> <p>First check the page breaks using the 'Page Break Preview' function. (Click on 'View' then 'Page Break Preview'). You can adjust page breaks by dragging the blue lines which will</p>

	appear in your document – make sure that you do this for all of the worksheets in the template.
<b>5</b>	<b>Can I add and delete rows in the Excel template?</b>
	No you cannot add/delete rows with the exception of Section 2.2.1 (medium/large template). Instructions for Section 2.2.1.: Please select an Occupational Category in the dropdown below, before attempting to select an Occupational Title and Code. Populate the EE data, non South African and age on the row. Ensure you press tab to indicate that you have finished editing that row. Press the "Enter" button on the sheet. The completed row will be moved to the bottom of the table. You can now enter the next row of data following the same steps as above.
<b>6</b>	<b>How do I insert signatures into the Excel?</b>
	Print out the declaration and signature pages of the relevant excel WSP-ATR template (Small or medium/large). After you have the signatures, scan the pages as jpeg/bmp/tiff not PDF. Save on your computer. <u>If you are using Excel 2007 or 2010:</u> Open your completed WSP-ATR excel spreadsheet, go to Declaration and Signature page, click on the icon in the box, select change picture and browse to where you have saved your scanned signature page file and insert as picture in the box/boxes. <u>If you are using Excel 2003:</u> Please email the scanned signature pages with your WSP-ATR submission to the MQA.
	<b><u>ERROR MESSAGES</u></b>
<b>1</b>	<b>What does it mean if I get an error message on the cover “no SDL/organisation found”? What do I need to do to fix this? Can I still submit to the MQA?</b>
	First re-check that you have entered the correct SDL number, If you still get the error message contact the MQA office – Mahlatse on 011 630 3518 or Motlalepula on 011 630 3549 or send an email to <a href="mailto:wspqueries@mqa.org.za">wspqueries@mqa.org.za</a> .
<b>2</b>	<b>What does it mean if I get an error message at the end of a row?</b>
	It means that you need to recheck figures in that row
	<b><u>ORGANISING FRAMEWORK FOR OCCUPATIONS (OFO)</u></b>
<b>1</b>	<b>How do I locate OFO data?</b>
	All the OFO data you need is available on the MQA website.
<b>2</b>	<b>How do I work with OFO codes on the manual version?</b>
	<i>M/L : Occupational distribution of workforce (2.2.1 )</i> Select an Occupational Category before selecting an Occupational Title and Code. You will NOT be able to select an Occupational Title if the Occupational Category dropdown is empty; <ul style="list-style-type: none"> <li>• After adding your data, make sure you click or tab off the cell you last added data into, before clicking the “ENTER” button. If the last cell to have data added is still selected, the “ENTER” button will not work;</li> <li>• To delete any added rows, highlighting the entire row by clicking on the row number on your left, right click and then select “Delete”.</li> </ul> <i>Scarce Skills (Section 3- M and Section 4. ? -S )</i> Select an Occupational Category before selecting an Occupational Title and Code. You will NOT be able to select an Occupational Title if the Occupational Category dropdown is empty
<b>3</b>	<b>What is the difference between OFO Version 8 and Version 9? What do I do if our organisation has already mapped jobs against Version 8? How do I convert to Version 9?</b>
	The changes in Version 9 are indicated in a spreadsheet that was distributed on the CD during the workshops. It is suggested that people look at the sheet that contain the list of occupations that have changed. A mapping from Version 8 to 9 is not recommended as

<p>Version 9's occupations are more specific. Rather find the codes that have changed in your specific list of occupations and re-allocate a occupation from Version 9. The list of changes thus merely indicates which of the occupations done in Version 8 has to be re-mapped.</p>
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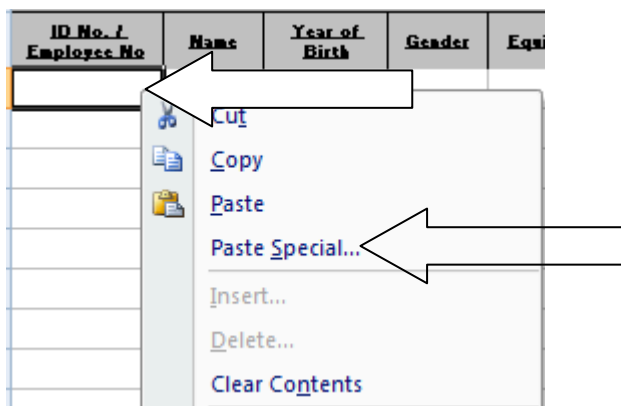
**WSP-ATR AUTOMATED TEMPLATE(S)**

**1 What is considered source data for the WSP-ATR?**

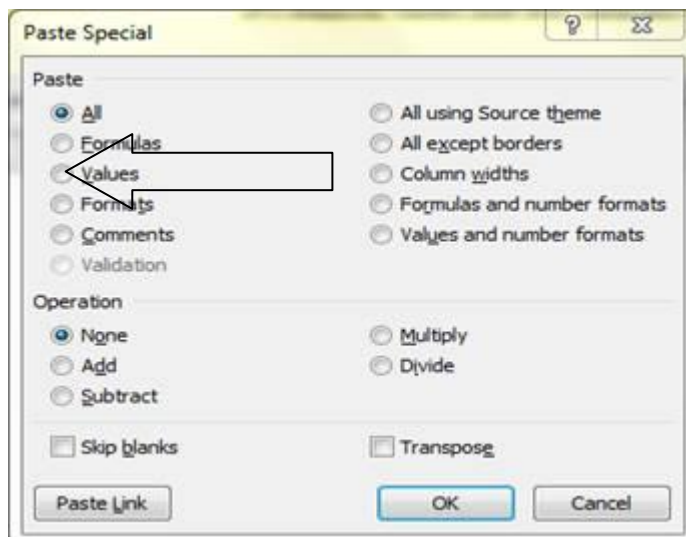
Source data is the minimum data required to populate the automated WSP-ATR generator. The OFO guide has a table that shows the data in a very specific sequence of columns and the table also shows the exact values that should be used for each column. It is important that SDFs create their house lists in the format indicated on page 28 of the OFO guide.

**2 How do I paste the source data into the WSP-ATR Generator?**

You need to ensure the sequence of the columns is the same as that in the WSP/ATR generator sheet – this file is a unique file which you will get from the website. You then need to also ensure the values per column are the same as the values in the mentioned file, ie; make sure you use *Male* or *Female* to indicate gender and not *M* or *F* as is often the case in HR data. The next step is to highlight the data in the spreadsheet (do not select the complete row, only select the values want to copy) you used to prepare your data, copy the data (excluding the header row) and then you have to paste the data into the *Employee Mapping* sheet of the excel file you have downloaded. Ensure you right click on Row 5, Column A, the following will appear in the *Employee Mapping* sheet:



Now you need to left click on Paste Special, the following will show:



Click on values and the click OK. Content of the cells you have highlighted will now in the Employee Mapping sheet.

Check to ensure you are happy with the mapping and other data, and then you could click

Generate WSP Information

on the top at the top of the screen.

Excel will now auto-populate the WSP/ATR sheets. You need to allow Excel at least 20 minutes to run, depending on the size of your company. Once Excel has completed the auto-population you should proceed to populate the rest of the sheets, information to complete the WSP/ATR.

**3 The data in the Employee Mapping sheet does not calculate correct in the WSP sheets, ie the Highest Qualification Table does not total the employees.**

The data used in the source data is not using the prescribed values defined on page 28 of the guide. Check to ensure your Highest Qualification categories are exactly the same as in the lookup or as it is defined on the said page. Change the values and regenerate the WSP.

**4 What is the advantage of using the automated WSP-ATR template?**

The information in the tables is generated much faster than to do it manually. The mapping utility also makes it easier to find the occupation codes and map them consistently throughout the house list.

**5 What do I do if I cannot seem to match a job description to an OFO code?**

You map to the descriptor that closest represent the output of the job you would like to map. You will have to look at outputs per family cluster on the OFO to find such matches, working with titles will not have the required result.

**6 How do I map learners and occupations that I can't find on the OFO??**

You could indicate the learner as 9 in the OFO code column and "Learner in the corresponding Specialisation and Occupation columns. Also indicate a code 9 in the Major Group Code column and again Learner in the Major Group column – this way the system will count learners separately.

The same applies for job that can't be mapped due to for instance lack of information on the output of the job – such jobs could be mapped to code 0.

Example:

Job Title	Occupation Code	Specialisation Name	Occupation Name	Occupation Code	Unit Name	Unit Code	Group Name	Minor Group	Group or	Group or	Group or	Major Group Name	Major Group
Cleaner Learner	9	Learner	Learner									9	Learner
Team leader	0	Not Mapped	Not Mapped									0	Not Mapped

Please note that the Learners and Not Mapped Occupations are not added in the calculations on the auto-generator. Your totals will thus exclude these employees.

<b>7</b>	<b>The OFO popup screen does not appear when I click in the OFO Occupation Code cell</b>
	You did not activate the macro in excel. Refer to the guide for the process to enable macros.
<b>8</b>	<b>The totals for employees in the sheets are not correct, even though all the values in the columns are as per the lookups and values defined on page 28 of the guide.</b>
	The WSP-ATR generator only calculates values where Column A & B is populated. It is important to note that column A (Employee ID Number) MUST contain a numerical NUMBER. The employee Name column must also contain any text.

<b>9</b>	<b>The auto-generator does not update the mapping of similar job titles if I change one job title.</b>																
	Check to ensure the similar job titles are not similar but exactly the same. The spelling must be exactly the same in the job title column for the utility to automatically update all job titles with the same value. Example: if you have 200 cleaners, the 200 will all get the same occupation code if cleaner was spelled the same throughout the list of jobs.																
<b>10</b>	<b>The different management categories are confusing, how do I distinguish between the various management levels?</b>																
	<p>Job titles are often non-descriptive, especially the management categories (Mine Overseer is used for more than one level of management). It is therefore important to consult with the people in the organisation to ensure you distinguish between three levels of “management”, ie people in managerial positions, people in a supervisory position and people in a team leader position. Make a distinction by adding the level to the job title and then map the various jobs to the occupations as in the following example:</p> <table border="1"> <thead> <tr> <th><u>Job Title</u></th> <th><u>OFO Occupation Code</u></th> <th><u>OFO Specialization Name</u></th> <th><u>OFO Occupation Name</u></th> </tr> </thead> <tbody> <tr> <td>Mine Overseer (Management)</td> <td>133503</td> <td>Mine Overseer - Non Production</td> <td>Production / Operations Manager (Mining) (Skill Level 5)</td> </tr> <tr> <td>Mine Overseer</td> <td>133703</td> <td>Mine Overseer (Production)</td> <td>Production / Operations Supervisor (Mining) (Skill Level 4)</td> </tr> <tr> <td>Mine Overseer (Operator)</td> <td>712202</td> <td>Shaft Mine Overseer</td> <td>Mining Operator (Skill Level 2)</td> </tr> </tbody> </table>	<u>Job Title</u>	<u>OFO Occupation Code</u>	<u>OFO Specialization Name</u>	<u>OFO Occupation Name</u>	Mine Overseer (Management)	133503	Mine Overseer - Non Production	Production / Operations Manager (Mining) (Skill Level 5)	Mine Overseer	133703	Mine Overseer (Production)	Production / Operations Supervisor (Mining) (Skill Level 4)	Mine Overseer (Operator)	712202	Shaft Mine Overseer	Mining Operator (Skill Level 2)
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	<b><u>SKILLS DEVELOPMENT FACILITATOR REGISTRATION</u></b>																
<b>1</b>	<b>Do I need to re-register as an SDF if I registered last year on MQA I-Share?</b>																
	No you do not need to re-register. You should however check that all your details are correct.																
	<b><u>SUBMISSION OF WSP-ATR</u></b>																
<b>1</b>	<b>The size of the WSP-ATR excel template is big. How will I be able to submit them to the MQA via email?</b>																
	It is suggested that the workbook be locked not using a code. This allows a 70% reduction in size when a file is zipped. Example: if the workbook is locked, not entering a code a 7mb file could be zipped to about 2mb, by entering a code when the workbook is locked the zipped file would zip to 6bm.																
<b>2</b>	<b>What if the organised labour constituency does not sign-off the WSP-ATR? Can I still submit ?</b>																
	This applies particularly to medium and large organisations as small organisations do not require sign-off by the labour constituency. The organisation should undertake to start the consultation process as early as possible so as to avoid this. However, in the event that the labour constituency does not sign off the WSP-ATR, the organisation should still																

	submit the WSP-ATR by the 30 June 2010 with proof of consultation. Refer to the WSP-ATR Guidelines Annexure 7 for more details.
	<b><u>PAYMENT OF MANDATORY GRANTS</u></b>
<b>1</b>	<b>Is proof of banking details required?</b>
	Yes. <u>Original</u> proof of banking details must be received by the MQA (SDL Officer) <u>before</u> mandatory grants will be paid to the organisation. Original proof can be in a form of original cancelled cheque or original letter from the bank. See WSP-ATR Guidelines or instructions on template with the MQA postal & physical address.
<b>2</b>	<b>How will I know if a mandatory grant has been paid?</b>
	You will firstly receive a letter stating that your WSP-ATR has been approved. You will be able to view the status of grant payments (and levies received) if you are a registered SDF on MQA-I-Share
	<b><u>GENERAL QUESTIONS</u></b>
<b>1</b>	<b>Does the category “Learners not linked to an occupation yet” represent learners on learnerships employed by our organisation?</b>
	The category represents learners in a learnership but not employed by the organisation.
<b>2</b>	<b>Can bursars be classified under the 9<sup>th</sup> category of “Learners not linked to an occupation yet”?</b>
	Yes bursars are classified under this category.