



**WSP-ATR YEAR 11  
(2010-2011 Mandatory Grant  
submission)**

*SDF Workshops - March 2010*



# Outline

Importance of skills planning

Legislative requirements

MQA approval criteria

How to submit WSP-ATR to MQA

Format changes from previous year

SDF registration

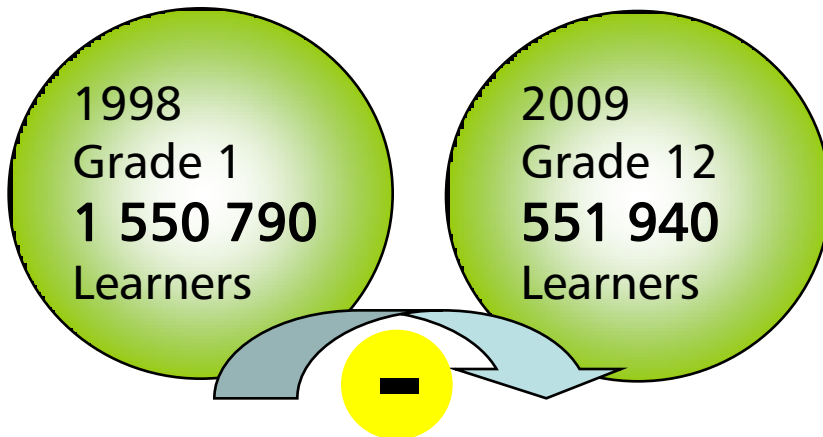
Support to MMS organisations



# HRD Pipeline

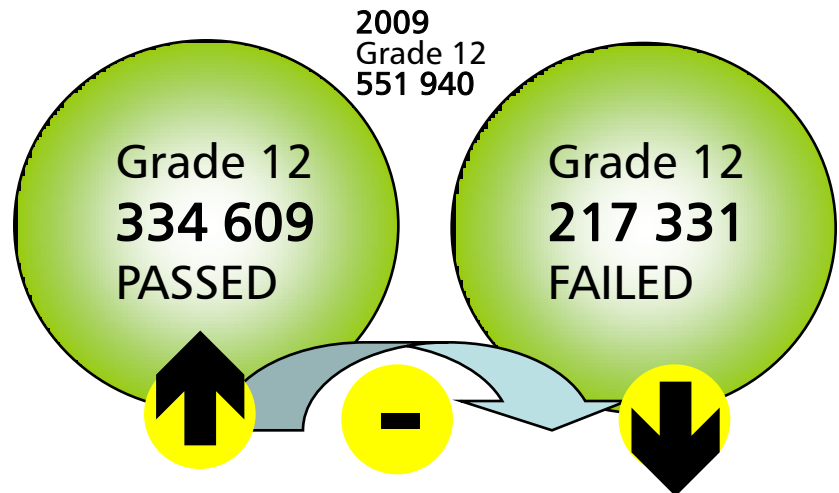
THE CLASS OF 1998 WROTE MATRIC IN 2009

## LEARNERS ENROLLED



DROP OUT  
RATE  
**64%**

## 2009 LEARNERS PASSED/FAILED

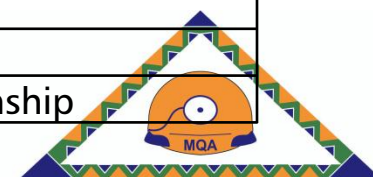


GRADE 12  
FAILURE RATE  
**39.4%**

**Bachelor passes 109 697,  
1 out of 15 learners who started  
school in 1998**

# MMS Skills Demand & Supply

Occupation	Average Demand 2007 to 2009	Supply Pipeline
Mining Technician	464	HET-Bursary & Internship
Driller	355	FET - Learnership
Electrician (General)	305	FET - Learnership
Diesel Motor Mechanic	228	FET - Learnership
Geologist	209	HET-Bursary & Internship
Miner	189	FET - Learnership
Fitter (General)	188	FET - Learnership
Millwright	174	FET - Learnership
Mining Engineer (excluding Petroleum)	159	HET-Bursary & Internship
Mechanical Engineer	122	HET-Bursary & Internship
Fitter and Turner	119	FET - Learnership
Jeweller	109	FET - Learnership
Electrical Engineer	82	HET-Bursary & Internship
Welder / Welder (First Class)	70	FET - Learnership
Metallurgist	63	HET-Bursary & Internship
Stone Processing Machine Operator	48	FET - Learnership
Maintenance Planner	19	FET - Learnership
Metal Fabricator	17	FET - Learnership
Precision Instrument Maker and Repairer	11	FET - Learnership
Engineering Production Systems Worker	8	HET-Bursary & Internship



# Legislative requirements (1): Mandatory Grant recovery by employers

*(SDA 1998 Grant Regulations 6 & 10)*

10.(2) A SETA may not pay MG to an employer who is liable to pay the SDL i.t.o. section 3(1) of the SDLA unless the employer-

- (a) **has registered** with the Commissioner i.t.o. section 5 of the SDL Act;
- (b) **has paid the levies** directly to the Commissioner in the manner and within the period determined in section 6 of the SDL Act;



# Legislative Requirements (2): Mandatory Grant recovery by employers

*(SDA 1998 Grant Regulations 6 & 10)*

- (c) is **up to date with the levy payments** to the Commissioner at the time of approval and in respect of the period for which an application is made;
- (d) has **submitted a WSP that contributes to the relevant SETA sector skills plan** as contemplated in section 10(1) of the Act within the timeframes prescribed in regulation 6(2) of these regulations; and



# Legislative requirements (3): Mandatory Grant recovery by employers

- (e) with effect from 2006 / 2007 financial year and in subsequent financial years, **has submitted an ATR that has been verified by a SETA Board as having contributed to the implementation of the previous financial year's WSP except for an employer contemplated in subregulation 6(1)(c) of these Regulations.**
- 
- (3) Employers who fail to meet the prescribed criteria will **forfeit the grant** referred to in regulation 6 of these regulations.



# Legislative requirements (4): Mine Health and Safety Act

Section 10 (5) of the MHSA, 1996, as amended reads:

“(4) The *employer* must keep a record of all formal training provided in respect of each *employee* in terms of subsection (2).

(5) All *mines* must submit a workplace skills plan and the annual training reports to the Mining Qualifications Authority.”



# MQA Grant Approval Criteria:

MQA Mandatory & Discretionary Grant Policy, 2 August 2007

A mandatory grant is paid once the WSP- ATR have been received, assessed and approved by the MQA based upon the criteria stated below:

The employer must pay levies to SARS for the MQA

The SDL no. & employer name contained in the WSP-ATR agrees with information received from the DoL/DHET

The employer should not be in arrears with their SDL contributions



# MQA Approval Criteria

The WSP-ATR must be signed by all stakeholders after the process of consultation

Only 1 application per SDL no. will be considered (SDL no.on WSP-ATR must correspond with the SDL no. received from SARS and DoL/DHET)

It remains the responsibility of employers to ensure that the payment of the mandatory grant is done against the correct levy number.



# MQA Approval Criteria

In addition,

WSP-ATR must be correctly completed & submitted in the format prescribed by the MQA (S or M/L)

WSP-ATR must be signed-off in accordance with the MQA requirements & ALL signatures must be received by the MQA as part of the submission

WSP-ATR must be submitted by **30 June 2010**

In case verification is required, you must retain the evidence of training at your organisation



# Payment of Mandatory Grant

Original proof of banking details must be received by the MQA (SDL Officer) before 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

Will be paid in a minimum of 4 tranches



# How to submit to MQA

1. Save your completed WSP-ATR excel spreadsheet using SDL number and date in the file name e.g. L123456789 – 12 June 2010
2. Submit the completed excel spreadsheet of your WSP-ATR (including inserted signatures) via e-mail to [wspandatr@mqa.org.za](mailto:wspandatr@mqa.org.za)
3. Subject line of your e-mail must include your SDL number and province e.g L123456789 – Gauteng.
4. Make e-mail submission before **30<sup>th</sup> June 2010** deadline
5. Keep the completed & signed WSP-ATR on file
6. Keep proof that your submission was submitted by the deadline



# Typical reasons for non-approval

1. SDL nos- incorrect/ missing digits/ not the one against which organisation pays levies/ sub-levy numbers omitted
2. Application submitted to the wrong SETA i.e SDL no not with MQA (SETA 16)
3. Incomplete WSP-ATRs – ALL information requested must be completed
4. Signatures missing – either all or some.



# Format changes from previous year

Not on I-Share – complete & submit in excel

Intelligent Excel spreadsheet (checks SDL, OFO list, hidden sheets for office use)

Excel templates works on all versions of excel

Only 2 things you need to know to get started  
How to enable macros (See OFO booklet pg 29) &  
How the sheets with the full OFO work



# Format changes from previous year

SECTION (S and M/L)	COMMENT
Cover page	Checks SDL no & pulls legal name & trading name – error message if not valid – recheck & correct /contact office Pulls through SDL no & name on each page
Checklist	To be completed by SDF
Admin details	Checks inserted sub-SDLs – error message if not valid – recheck & correct /contact office Add SDF details



# Format changes from previous year

SECTION (S and M/L)	COMMENT
Declaration and Signatories	<p>Sign, scan &amp; insert as picture – MUST be part of submission</p> <p><i>Note: Scan as jpeg/tiff/bmp – NOT pdf</i></p> <p>New declaration by Sen. Finance Official that levies are up-to-date on all SDLs</p>
Banking details	<p>Proof of original banking details required prior to payment of mandatory grant.</p> <p>Send to MQA SDL Officer (post/courier/hand delivery)</p>



# Format changes from previous year

SECTION (M/L only)	COMMENT
1. Consultation	No change
2.1. Provincial distribution of workforce	2.1 Overview 2.1.1-2.1.9 Fill in for each province
2.2 Occupational distribution of workforce	Complete 2.2.1 by occupational category & occupational title & code Pulls into 2.1. summary
2.3 Educational levels	A 10 level NQF (NQF Act)



# Format changes from previous year

SECTION (M/L)	COMMENT
4. ATR	Mirrors previous WSP 4.1 Answer YES then enables 4.2-4.8
4.2 ATR beneficiaries	Comparison of total beneficiaries (planned) in WSP 09-10 vs total beneficiaries (actual) in ATR 09-10 Provide reason if deviation + 20%
5. WSP	Based on 8 OFO categories (major groups) + 9 <sup>th</sup> category "Learners not linked to occupation yet" Other than beneficiaries broken into EE categories etc. provide totals throughout



# Format changes from previous year

SECTION (S)	COMMENT
2. Employment summary	Based on 8 OFO categories (major groups) + 9 <sup>th</sup> category "Learners not linked to occupation yet" Drop-down OFO category then choose OFO title (& code)
3. ATR	Mirrors previous WSP
4. WSP	Based on 8 OFO categories (major groups) + 9 <sup>th</sup> category "Learners not linked to occupation yet"



# Format changes from previous year

SECTION (S & M/L)	COMMENT
<i>Scarce skills = those occupations in which there is a scarcity or shortage of qualified /experienced people – current or future.</i>	
Scarce skills (Section 3- M/L) (Section 4.4 – S)	<b>By OFO occupational category – title and code</b> <b>Reason for scarcity (absolute/relative)</b> <b>Vacancies that you consider scarce as 1 April 2010</b> <b>Add comments regarding scarcity</b> <b>Learning programmes to address scarcity – NQF level</b>

Refer to *MQA Scarce Skills Guide*

# SDF Registration

## Advantages of being a registered & approved SDF on MQA-I-Share

1. MQA will have updated SDF details and be able to communicate with you regarding various MQA events and news
2. You can access the organisation's information page (DHET data & current organisation data)
3. You can access levy-grant history

Note: You can be a Primary SDF (only 1 per SDL no) or a Secondary SDF (numerous per SDL no)



# Registering as SDF

1. Go to [www.mqa.org.za](http://www.mqa.org.za) and click on orange “MQA-I-Share” block
2. Download/print the SDF Registration Manual
3. Click on the link “Register as a Skills Development Facilitator”
4. Follow the instructions and complete the form
5. Print form and get the relevant signatures
6. Upload your signed form on MQA I-Share or send the signed form to [wspandatr@mqa.org.za](mailto:wspandatr@mqa.org.za)



# Approval as SDF

## Sign-off of forms

### Small organisation

Senior org rep & SDF signatures

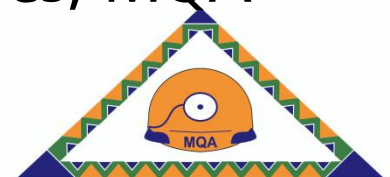
### Medium/Large:

Senior org rep & SDF signatures

+ Skills Development Committee members (trade union/employee reps) signature/s

## MQA Approval

MQA checks form with ALL relevant signatures, MQA approves SDF & sends letter



# Support to MQA organisations:

## Roles of MQA-contracted ISDFs

### General

- Promote skills development within the MMS
- Maintain the accuracy of organisation data on the MQA database – current database clean-up exercise
- Assist relevant organisations to register with the MQA eg Inter-SETA transfers, NLPEs
- Conduct introductory workshops for SDCs (by request)

### Small organisations

- Assist small organisations in the completion and submission of WSP/ATRs by due date



# MQA-contracted ISDFs

<i>LOCATION</i>	<i>NAME</i>	<i>CELL</i>	<i>EMAIL</i>
FS-Bloemfontein	Dawie Mostert	083 258 1137	<a href="mailto:mwdawiem@mweb.co.za">mwdawiem@mweb.co.za</a>
FS-Welkom	Edward Nxangani	082 413 3786	<a href="mailto:dialnx@gmail.com">dialnx@gmail.com</a>
MP-Nelspuit	Collin Allison	082 735 2432	<a href="mailto:mwsengat@mweb.co.za">mwsengat@mweb.co.za</a>
MP-Standerton	Dries Van Rensburg	082 490 1879	<a href="mailto:abjvr@vodamail.co.za">abjvr@vodamail.co.za</a>
GP-Pretoria	Mirriam Teledimo	083 527 1558	<a href="mailto:info@teledimo.co.za">info@teledimo.co.za</a>
GP-Johannesburg	Elsie Motau	072 172 4073	<a href="mailto:Elsiemot@telkomsa.net">Elsiemot@telkomsa.net</a>
WC-Cape Town	Juanita Burjins	076 842 6036	<a href="mailto:jbunjins@telkomsa.net">jbunjins@telkomsa.net</a>
WC-George	Charl Watson	083 716 1347	<a href="mailto:cwatson@telkomsa.net">cwatson@telkomsa.net</a>
NW	Mariska Freitag	079 162 3012	<a href="mailto:mariska@trainthenation.co.za">mariska@trainthenation.co.za</a>
LP-Polokwane	Masilo Mohlahlana	082 949 2552	<a href="mailto:marsillo@telkomsa.net">marsillo@telkomsa.net</a>
LP-Tzaneen	Monty Senwana	082 626 4870	<a href="mailto:vutivi@vodamail.co.za">vutivi@vodamail.co.za</a>
KZN-Durban	Neeran Ramjuthan	078 174 3602	<a href="mailto:ramjutn@telkomsa.net">ramjutn@telkomsa.net</a>
KZN-Newcastle	Raakshani Bridgemohan Sing	083 776 7676	<a href="mailto:raakshani@mweb.co.za">raakshani@mweb.co.za</a>
NC	Thanduxolo Ntintili	083 383 8282	<a href="mailto:kalaratrading@mtnloaded.co.za">kalaratrading@mtnloaded.co.za</a>
EC	Zuki Mkatu	083 772 2894	<a href="mailto:Zukim@siyemba.co.za">Zukim@siyemba.co.za</a>



# For assistance on SDF Reg & WSP-ATR

Please direct queries to: [wspqueries@mqa.org.za](mailto:wspqueries@mqa.org.za)

NAME	TEL-CEL	E-MAIL
Mahlatse Xinzi, <i>SD Administrator</i>	011 630 3518	<a href="mailto:mahlatsem@mqa.org.za">mahlatsem@mqa.org.za</a>
Motlalepula Matjila, <i>SD Specialist</i>	011 630 3549 083 654 0612	<a href="mailto:motlalepulam@mqa.org.za">motlalepulam@mqa.org.za</a>
Erica Raphoto <i>SDRU Intern</i>	011 630 3598	<a href="mailto:ericar@mqa.org.za">ericar@mqa.org.za</a>
Meryl Plasket <i>SDR Manager</i>	011 630 3517 083 259 1715	<a href="mailto:merylp@mqa.org.za">merylp@mqa.org.za</a>

