



## 2025/26 Mandatory Grant Notice

The Services SETA 2025/26 Mandatory Grant submissions open from  
01 February 2025 to 30 April 2025




# MANDATORY GRANT APPLICATIONS WINDOW

Opening Date: **01 FEBRUARY 2025**

Closing Date: **30 APRIL 2025**

Workshop Dates: Virtual

|     |     |       |       |       |       |
|-----|-----|-------|-------|-------|-------|
| 28  | 18  | 04    | 18    | 04    | 16    |
| Jan | Feb | March | March | April | April |

Workshop Dates: Physical

|    |    |    |    |       |    |     |    |    |
|----|----|----|----|-------|----|-----|----|----|
| 11 | 11 | 06 | 11 | 11    | 25 | 27  | 02 | 09 |
| MP | LP | FS | EL | OC/PE | NW | KZN | WC | GP |

DEVELOP & GROW

### Important Information

|               |  |
|---------------|--|
| <b>WHO:</b>   | All Services SETA Levy Paying Employers (LPEs) and Non-Levy Paying Employers (NLPE)  |
| <b>WHY:</b>   | Compliant approved Mandatory Grant applications are refunded 20% of the employer's skills development levy contribution for the financial year in which the application is submitted                 |
| <b>WHEN:</b>  | Open from 01 February 2025 until <b>30 April 2025 at 24h00</b>   |
| <b>WHAT:</b>  | Annual Training Report (ATR) – PIVOTAL ATR and Non-PIVOTAL ATR<br>Annual Workplace Skills Plan (WSP) – PIVOTAL WSP and Non-PIVOTAL WSP   |
| <b>WHERE:</b> | Mandatory Grants applications must be submitted on the Services SETA Learning Management Information System (LMIS) <a href="https://lmis.servicesseta.org.za/">https://lmis.servicesseta.org.za/</a> |

## Extension Requests

|                  |   |
|------------------|---|
| <b>HOW:</b>      | Written request to be submitted on the LMIS post SDF and Employer registration  |
| <b>WHEN:</b>     | Between 01 February 2025 until 30 April 2025 at 24h00 (regulated deadline date)   |
| <b>CRITERIA:</b> | The extension request must be in writing and submitted on the LMIS. The approval of the extension request is subject to approval by the Accounting Authority. Should the extension be <b>approved</b> the regulated deadline date for submission will be <b>31 May 2025 @ 24h00</b> |

## General Information

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| <p><b>TEMPLATES:</b> All templates are available on the Services SETA website here @ <a href="#">Mandatory Grants</a></p>  |
| <p><b>TECHNICAL ASSISTANCE VIRTUAL OFFICE:</b> Microsoft Teams Walk in office: <a href="#">here</a><br/>The virtual office will be operational from 1 February 2025 – 01 May 2025 – Daily from 10:00 – 14:00 (Weekdays ONLY)</p> |

## Services SETA Mandatory Grant Workshop Schedule

A series of workshops will be hosted via MS Teams and per province, to cater for all stakeholders nationwide.

### Provincial face-to-face workshop schedule:

Registration on the date will start from 09h30 and the workshops will commence from 10h00 – 16h00. The below dates are for **face-to-face attendance only**, no MS Teams links have been arranged for the below dates. Kindly RSVP with the respective Provincial Office representative at least **5 working days prior** to the workshop date.

| Date      | Provincial Office | RSVP with        | Contact number | Email Address  | RSVP                 |
|-----------|-------------------|------------------|----------------|--|----------------------|
| 11-Feb-25 | Mpumalanga        | Riana Blundell   | 087 283 2280   | <a href="mailto:rianab@serviceseta.org.za">rianab@serviceseta.org.za</a>         | <a href="#">here</a> |
| 11-Feb-25 | Limpopo           | Michael Mbambale | 087 283 2802   | <a href="mailto:michaelm@serviceseta.org.za">michaelm@serviceseta.org.za</a>     | <a href="#">here</a> |
| 06-Mar-25 | Free State        | Charmaine Arends | 087 283 2287   | <a href="mailto:charmainet@serviceseta.org.za">charmainet@serviceseta.org.za</a> | <a href="#">here</a> |
| 11-Mar-25 | East London       | Siyanda Mabeqa   | 087 283 2777   | <a href="mailto:siyandag@serviceseta.org.za">siyandag@serviceseta.org.za</a>     | <a href="#">here</a> |
| 11-Mar-25 | Gqeberha          | Yolanda Williams | 087 283 2277   | <a href="mailto:yolandaw@serviceseta.org.za">yolandaw@serviceseta.org.za</a>     | <a href="#">here</a> |
| 25-Mar-25 | Northwest         | Montleesi Serage | 087 283 2772   | <a href="mailto:montleesis@serviceseta.org.za">montleesis@serviceseta.org.za</a> | <a href="#">here</a> |
| 27-Mar-25 | KwaZulu-Natal     | Raymond Mpisane  | 087 283 2797   | <a href="mailto:RaymondM@serviceseta.org.za">RaymondM@serviceseta.org.za</a>     | <a href="#">here</a> |
| 02-Apr-25 | Western Cape      | Janine Ravens    | 087 283 2803   | <a href="mailto:janiner@serviceseta.org.za">janiner@serviceseta.org.za</a>       | <a href="#">here</a> |
| 09-Apr-25 | Gauteng           | Mamose Moukangwe | 087 283 2655   | <a href="mailto:mamosem@serviceseta.org.za">mamosem@serviceseta.org.za</a>       | <a href="#">here</a> |

📍 The Services Sector Education & Training Authority, 15 Sherborne Road, Parktown, Gauteng, 2193  
 ✉ customercare@serviceseta.org.za 📞 011 276 9600 | 011 276 9623 🌐 www.serviceseta.org.za

### MS Teams workshop schedule:

The workshops will be held between 09h00 – 15h00. RSVP on the link provided below for the date that meets your calendar best. The below dates will be hosted via MS Teams only, no physical workshops are being arranged for the below dates.

| Date      | Platform | Province | Contact Details | Online Registration Link      |
|-----------|----------|----------|-----------------|-------------------------------|
| 28-Jan-25 | MS Teams | National | 011 694 8674    | Register <a href="#">here</a> |
| 18-Feb-25 | MS Teams | National | 011 694 8674    | Register <a href="#">here</a> |
| 04-Mar-25 | MS Teams | National | 011 694 8674    | Register <a href="#">here</a> |
| 18-Mar-25 | MS Teams | National | 011 694 8674    | Register <a href="#">here</a> |
| 04-Apr-25 | MS Teams | National | 011 694 8674    | Register <a href="#">here</a> |
| 16-Apr-25 | MS Teams | National | 011 694 8674    | Register <a href="#">here</a> |

### Mandatory Grant unit contact information:

| Name and Surname  | Position       | Contact number | Email Address  |
|-------------------|----------------|----------------|--|
| Ria Jordaan       | Manager        | 011 276 9679   | <a href="mailto:wspdocs@serviceseta.org.za">wspdocs@serviceseta.org.za</a> |
| Lindy Tau         | Senior Officer | 011 276 9686   | <a href="mailto:wspdocs@serviceseta.org.za">wspdocs@serviceseta.org.za</a> |
| Memory Madingwane | Senior Officer | 011 276 9645   | <a href="mailto:wspdocs@serviceseta.org.za">wspdocs@serviceseta.org.za</a> |
| Florence Moeketsi | Officer        | 011 694 8653   | <a href="mailto:wspdocs@serviceseta.org.za">wspdocs@serviceseta.org.za</a> |
| Masa Manyama      | Officer        | 011 276 9798   | <a href="mailto:wspdocs@serviceseta.org.za">wspdocs@serviceseta.org.za</a> |
| Tlhompso Tsheole  | Officer        | 011 694 8674   | <a href="mailto:wspdocs@serviceseta.org.za">wspdocs@serviceseta.org.za</a> |

**The Services SETA wishes all our skills development facilitators and employer representatives' good luck with their submissions.**