



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 Jan	18 Feb	04 Mar	18 Mar	04 Apr	16 Apr
-----------	-----------	-----------	-----------	-----------	-----------

Workshop Dates: Physical

06 LP	11 EL	11 QOPEL	25 FS	25 NW	27 MP	27 KZN	02 WC	09 CP
----------	----------	-------------	----------	----------	----------	-----------	----------	----------

DEVELOP & GROW

Important Information

WHO:	All Services SETA Levy Paying Employers (LPEs) and Non-Levy Paying Employers (NLPE)
WHY:	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
WHEN:	Open from 01 February 2025 until 30 April 2025 at 24h00
WHAT:	Annual Training Report (ATR) – PIVOTAL ATR and Non-PIVOTAL ATR Annual Workplace Skills Plan (WSP) – PIVOTAL WSP and Non-PIVOTAL WSP
WHERE:	Mandatory Grants applications must be submitted on the Services SETA Learning Management Information System (LMIS) https://lmis.servicesseta.org.za/

Extension Requests

HOW:	Written request to be submitted on the LMIS post SDF and Employer registration
WHEN:	Between 01 February 2025 until 30 April 2025 at 24h00 (regulated deadline date)
CRITERIA:	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 approved the regulated deadline date for submission will be 31 May 2025 @ 24h00

General Information

<p>TEMPLATES: All templates are available on the Services SETA website here @ Mandatory Grants</p>
<p>TECHNICAL ASSISTANCE VIRTUAL OFFICE: Microsoft Teams Walk in office: here 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	rianab@serviceseta.org.za	here
11-Feb-25	Limpopo	Michael Mbambale	087 283 2802	michaelm@serviceseta.org.za	here
06-Mar-25	Free State	Charmaine Arends	087 283 2287	charmainet@serviceseta.org.za	here
11-Mar-25	East London	Siyanda Mabeqa	087 283 2777	siyandag@serviceseta.org.za	here
11-Mar-25	Gqeberha	Yolanda Williams	087 283 2277	yolandaw@serviceseta.org.za	here
25-Mar-25	Northwest	Montleesi Serage	087 283 2772	montleesis@serviceseta.org.za	here
27-Mar-25	KwaZulu-Natal	Raymond Mpisane	087 283 2797	RaymondM@serviceseta.org.za	here
02-Apr-25	Western Cape	Janine Ravens	087 283 2803	janiner@serviceseta.org.za	here
09-Apr-25	Gauteng	Mamose Moukangwe	087 283 2655	mamosem@serviceseta.org.za	here

📍 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 here
18-Feb-25	MS Teams	National	011 694 8674	Register here
04-Mar-25	MS Teams	National	011 694 8674	Register here
18-Mar-25	MS Teams	National	011 694 8674	Register here
04-Apr-25	MS Teams	National	011 694 8674	Register here
16-Apr-25	MS Teams	National	011 694 8674	Register here

Mandatory Grant unit contact information:

Name and Surname	Position	Contact number	Email Address
Ria Jordaan	Manager	011 276 9679	wspdocs@serviceseta.org.za
Lindy Tau	Senior Officer	011 276 9686	wspdocs@serviceseta.org.za
Memory Madingwane	Senior Officer	011 276 9645	wspdocs@serviceseta.org.za
Florence Moeketsi	Officer	011 694 8653	wspdocs@serviceseta.org.za
Masa Manyama	Officer	011 276 9798	wspdocs@serviceseta.org.za
Tlhompso Tsheole	Officer	011 694 8674	wspdocs@serviceseta.org.za

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