



LEARNER MANAGEMENT INFORMATION SYSTEM GUIDELINE: MANDATORY GRANT APPLICATION SKILLS DEVELOPMENT FACILITATOR USER PROFILE

INTRODUCTION

This guide has been developed by the Service SETA to guide skills development facilitators within the services industry to submit the Workplace Skills Plan, Annual Training Report, Pivotal Training report and Pivotal Training Plan on the Learner Management Information System (LMIS) and gain access to Mandatory Grant applications.

Please note the LMIS is not only limited to Mandatory Grant applications, but is utilised across the various SSETA units, please ensure for the purposes of this process you register/have registered as user type Skills Development Facilitator.

The LMIS has **three phases** for the submission of the Mandatory Grants application. Kindly ensure that all three phases have been completed and you have received an automated response from the LMIS confirming your Workplace Skills Plan and Annual Training Report submission has been successful.

The three phases on the LMIS are:

- 1. The Pre-Application Phase:**
 - Skills Development Facilitator Registration
 - New skills development facilitator
 - Logging into existing skills development facilitator profile
 - Company Registration
 - Request for an extension

- 2. Application Phase:**
 - Trade Union
 - Hard to fill Vacancies
 - Skills Gaps

- 3. Submission Phase:**
 - Employee Registration
 - Creation of Intervention
 - Creation of Class
 - Enrolment
 - Document upload
 - Submission



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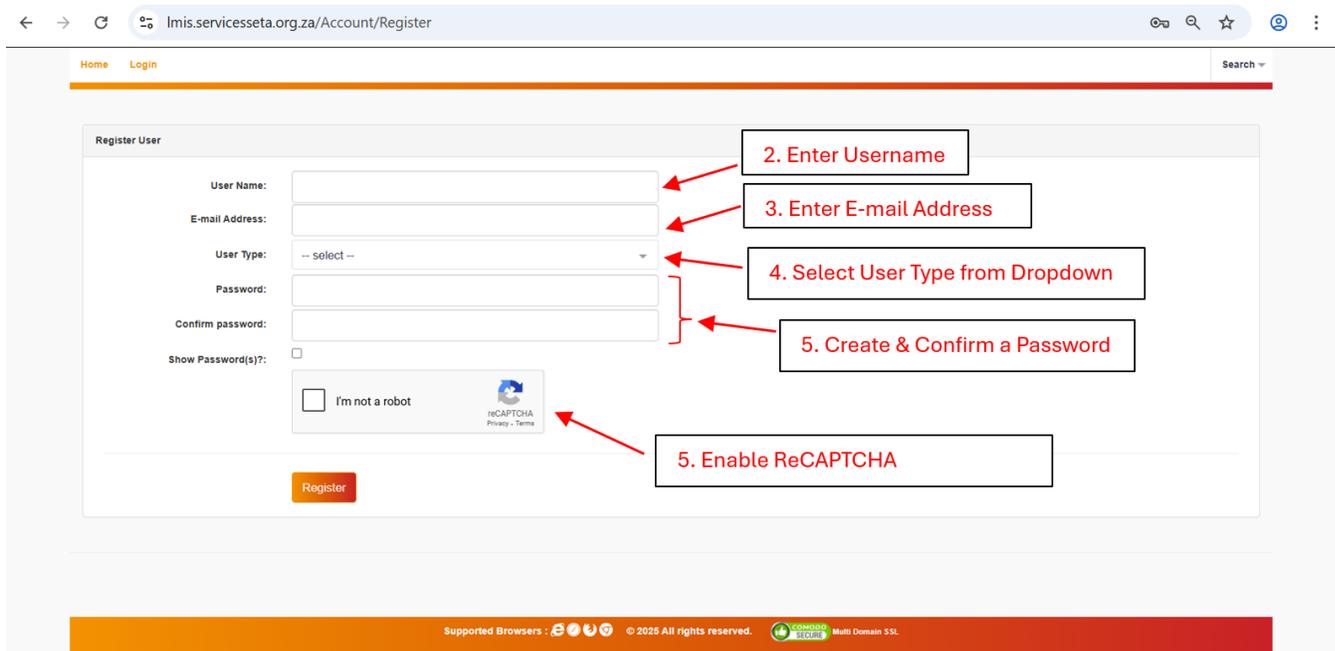
MOST IMPORTANTLY – READ

1. Pre-Application Phase:

1.1. Link to LMIS: <https://lmis.servicesseta.org.za>

- Use the above link can be used to gain direct access to the LMIS login and registration page.
- The skills development facilitator profile is protected by POPIA and belongs to the skills development facilitator who created the profile – new skills development facilitators may not amend the profile but must create their own.
- Only new skills development facilitators need to create a new skills development facilitator profile on the LMIS.
- Existing skills development facilitators must use their previously created credentials.
- All skills development facilitator log in issues must be sent to applicationsupport@servicesseta.org.za and cc wspdocs@servicesseta.org.za
- To update your skills development facilitator profile complete and submit the Skills Development Facilitator Profile Amendment Document and submit to wspdocs@servicesseta.org.za for Technical Support to make the amendments. Skills development facilitators should not be making any amendments on skills development facilitator profiles.
- Skills development facilitator profiles on the LMIS belong to the individual and is protected by POPIA.
- The LMIS will not allow one skills development facilitator with to create more than one skills development facilitator profile.
- You can also join the **SERVICES SETA MS TEAMS WALK IN OFFICE** for technical support:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzkzZjhiOGItN2MxNi00MDkzLWFiYWUtYTZIM2VIMThiODFi%40tthead.v2/0?context=%7b%22id%22%3a%22e6cf5c66-c2fc-4ed2-90ee-23ae191f6885%22%2c%22oid%22%3a%2282f20045-a880-4eec-a460-644b2cf6681b%22%7d

1.2. Creating a new skills development facilitator profile



The screenshot shows the 'Register User' form on the website. The form includes the following fields and elements:

- User Name:** A text input field with an annotation '2. Enter Username' pointing to it.
- E-mail Address:** A text input field with an annotation '3. Enter E-mail Address' pointing to it.
- User Type:** A dropdown menu with '-- select --' and an annotation '4. Select User Type from Dropdown' pointing to it.
- Password:** A text input field.
- Confirm password:** A text input field.
- Show Password(s)?:** A checkbox.
- reCAPTCHA:** A checkbox labeled 'I'm not a robot' with an annotation '5. Enable ReCAPTCHA' pointing to it.
- Register Button:** A red button labeled 'Register' with an annotation '5. Create & Confirm a Password' pointing to the password and confirm password fields.

- 1.1.1. For first time users an LMIS account will need to be created, click the “Register” button to be taken to the below registration screen.
- 1.1.2. The account must be created with the user type of “Skills Development Facilitator”.
- 1.1.3. Enter a username (this needs to be unique), you will be prompted if the name is not available.
- 1.1.4. A password will also need to be created and confirmed.
- 1.1.5. Complete the reCAPTCHA image to confirm authenticity.
- 1.1.6. Click the “register” button.
- 1.1.7. Once registration is complete, an email will be received to your entered email address with an activation code.
- 1.1.8. Upon first login to the LMIS you will need to enter this activation code and proceed to activate the account.



LMIS registration information Inbox x



Services SETA Team <noreply@lmis.co.za>

to WSPTEST2021 ▾

Dear User

Your login details for the LMIS (when logging in using this password we suggest you copy and paste the password to avoid any errors):
details for the LMIS and Activation Code to avoid errors.

Login: **WSP2021TEST**

Password: **LMIS2021Test!**

Activation Code: **eb91098d68fe42c3ac04ece1f1a033bb**

The LMIS can be accessed by clicking the following link: [Click here to log in](#)

Kind Regards

LMIS Admin Team

Services SETA Team

Information & Communications Technology

Email: helpdesk@serviceseta.org.za

Tel: +27 11 276 9600

Website: www.serviceseta.org.za



Verify Account

Verify Account

User Name: WSP2021TEST

E-mail Address: WSPTEST2021@gmail.com

Activation Code: eb91098d68fe42c3ac04ece1f1a033bb

Please wait...

1.1.9. The details of the Skills Development Facilitator must be entered into the SDF details screen below, these are the details of the individual completing the submission.

1.1.10. Click "Save" at the top or bottom of the screen to save the details and proceed.



Save

Id Type:	-- select --	National ID:	<input type="text"/>
Id Type value is required			
First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Title:	<input type="text"/>	Last Name:	<input type="text"/>
Race:	-- select --	Date Of Birth:	0001-01-01 <input type="text"/>
Home Language:	-- select --	Nationality:	-- select --
Citizenship Status:	-- select --	Gender:	-- select --
Disability Status:	-- select --	Socioeconomic Status:	-- select --

Contact Details

Physical Address:	Postal Address:
House No./Complex Name: <input type="text"/>	House No./Complex Name: <input type="text"/>
Street Name: <input type="text"/>	Street Name: <input type="text"/>
Suburb: <input type="text"/>	Suburb: <input type="text"/>
Town/City: <input type="text"/>	Town/City: <input type="text"/>
Postal Code: <input type="text"/>	Postal Code: <input type="text"/>
Province: -- select --	Province: -- select --
E-mail: WSPTEST2021@gmail.com	
Tel No.: <input type="text"/>	Cell No.: <input type="text"/>

1.1.11. Complete the next set of SDF details, questionnaire, and work details, once all fields are completed you can click “Save” to save the details to the LMIS system. You will be able to proceed to the company registration section once the SDF profile has been completed.



SDF DETAIL WSP SUMMARY

Enter the details of the sdf. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing sdf record. Click on **Back** to return to the person details screen.

Save Back

SDF Name:
Id Number:

SDF Number:

Have you been trained in the use of the SSETA sector specific Career Guide?:

Have you been on any of the SSETA SDF training?:

How long have you been in the field of skills development? Years:

Have you submitted a WSP to SSETA before?:

Are you a member of the ASDFA?:

Most Recent Year:

Months:

Most Recent Year:

SDF EMPLOYER DETAILS

1 Are you working on behalf of a company of which you are not the owner?:

OR:

2 Are you working in your own person capacity?:

Work Phone No:

Contact First Name(s):

Contact Last Name:

Contact Phone No:

Company Name:

Company Address Line 1:

Address Line 2:

Address Line 3:

Postal Code:

1.1.12. Once the information has been successfully completed and saved, a message indicating the data is saved successfully and the information can be viewed.



Record saved successfully.

Skills Development Facilitator Details

SDF DETAIL WSP SUMMARY

Enter the details of the sdf. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing sdf record. Click on **Back** to return to the person details screen.

Edit Company Registration + Back

SDF Name: WSP TEST

SDF Number: SDF024970

Id Number: 0006015000081

Have you been trained in the use of the SSETA sector specific Career Guide?: N

Have you been on any of the SSETA SDF training?: N

Most Recent Year: 0

How long have you been in the field of skills development? Years: 10

Months: 6

Have you submitted a WSP to SSETA before?: Y

Most Recent Year: 2015

Are you a member of the ASDFSA?: N

SDF EMPLOYER DETAILS

1 Are you working on behalf of a company of which you are not the owner?: Y

OR:

2 Are you working in your own person capacity?: N

1.1.13. The WSP Summary page is a list of all WSP ATR registration the SDF has engaged, once the details of a company have been saved on main company details, they will appear here where the submission can be proceeded with. The companies will no longer appear in company registration if the company is already linked (companies are automatically delinked at the end of each submission period).



Record saved successfully.

WSP Summary

SDF DETAIL WSP SUMMARY

Company Registration +

- Pre-Application - SDF Registration and Company Profile
- Application - Company Additional Information
- Submitted - WSP and ATR Information Submitted

The grid below details all of the wsp's linked to the sdf. Note that you are able to sort and filter the records in the grid

Financial Year	SDL Number	WSP Status
No items to display		

1.3. Logging into an existing skills development facilitator profile

- 1.3.1. If an SDF LMIS profile has been created in the past, then the profile can be logged into for the submission.
- 1.3.2. If any details of the SDF have changed then they can use the “Edit” button to update the information and “Save” to confirm the new data once completed. Note if a new SDF has been appointed then a new profile for the SDF should be created.
- 1.3.3. If the profile has become inactive then an email with the username and email address of the profile should be sent to applicationsupport@serviceseta.org.za requesting the account be activated, a notification will be received once this is complete.

Welcome to Services SETA Learner Management Information System

Please enter your username and the password.
If you are not a registered user yet, please contact the [LMS administrator](#) for assistance.

Please provide login details

User Name:

Password:

User Type: Skills Development Facilitator
A value is required for User type. Please provide a value for User type

Show Password?

If you have registered already but **forgotten your password** or you **forgot your account details**, please [Click here](#)

1. Enter Username

2. Enter Password

3. Select User Type from Drop Down

4. Click login

ANNOUNCEMENT

MANDATORY GRANTS

All Mandatory Grant queries related to your submission must be sent to: wspdocs@serviceseta.org.za

Buyiselwa Gelese (011) 694 - 8613

Memory Madingwane (011) 276 - 9645

Nompumelelo Makhanya (011) 276 - 9692

Victor Mazibane (011) 276 - 9679

Florence Moekesti (011) 694 - 8653

INDUSTRY FUNDED APPLICATIONS

Dear Valued Stakeholder

Please note when capturing an Industry Funded application, click on "**Learner Interventions**", "**Applications**", and then click on "**Industry Funded Programmes**". The system will then redirect you to the Workplace Application Overview.

All queries related to the above must be directed to unfunded@serviceseta.org.za

Supported Browsers : © 2025 All rights reserved. Multi Domain SSL

Welcome to Services SETA

Please enter your username and the password.
If you are not a registered user yet, please contact the [LMS administrator](#) for assistance.

Please provide login details

User Name: Siyandand

Password:

User Type:

A value is required for User type. Please provide a value for User type

Show Password?

If you have registered already but **forgotten your password** or your **account has been locked**, please [Click here](#)

1. Click Register.

If User Type is blank, user does not exist.

ANNOUNCEMENT

MANDATORY GRANTS

All Mandatory Grant queries related to your submission must be sent to: wspdocs@serviceseta.org.za

Buyiselwa Gelese (011) 694 - 8613

Memory Madingwane (011) 276 - 9645

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Supported Browsers : © 2025 All rights reserved. Multi Domain SSL

1.4. Company Registration

- 1.4.1. When the SDF is ready to link an SDL number to their profile for submission purposes, the "Company Registration" button available on the SDF details page and the WSP summary page, this will take you to the Main Company Details page.

- 1.4.2. Company registration will request for a SDL number to be entered, or a non-levy paying company registration to be completed (using the company's registration number and details).
- 1.4.3. Once the SDL number is entered or Non-levy paying registration completed, the main company details page should auto populate with the company name and trading name, and any other details available from the SSETA database and previous submission information, this should be updated and saved if the details are incorrect. Where details are incurred that cannot be edited (such as company name) a request will need to be made to the SSETA to have these amended.
- 1.4.4. Contact information, banking details, and number of staff need to be inputted/updated, as well as the completed declaration document (available on the SSETA website – LINK) once the details are completed in full the SDF can save the details, and this will add the company to the SDF's profile.
- 1.4.5. Once the main company details are saved, the company will no longer be able to be accessed using the company registration function, but will be added to the WSP Summary page, where the option to continue with the submission is available.

logged on as: user1@... User: user1@... Services Sector Education & Training Authority

Main Company Details

MAIN COMPANY UNION REPRESENTATION HARD TO FILL VACANCIES SKILLS GAPS SUBMIT APPLICATION

WSP and ATR Submission for 2025 / 2026

Enter the details of your company. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing wsp. Click on **Back** to return to the sdf screen.

SDL Number:
 Trading Name:

Company Reg No.:
 Company Name:

In which industry is this company involved?:

What is the main business of the company * :

Training Done Previous Financial Year ? : Yes No

Appointment Letter:

Company Banking Details

Bank Account Holder:
 Bank Name:
 Account Type:

Bank Account No.:
 Bank Branch Code:
 Bank Branch Name:

Physical Address Line 1: Tel No.:

1.5. Request for an extension

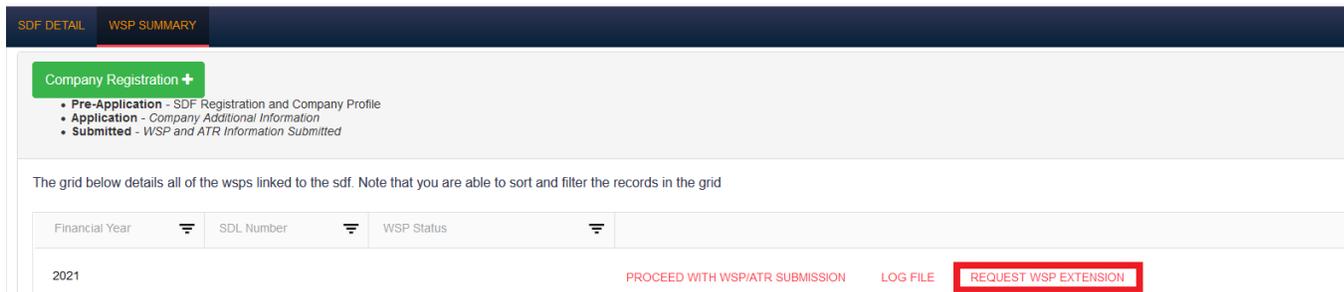
1.5.1. All requests must be submitted on the LMIS after the SDF registration and Company Registration process is completed. The System will only then provide the option to load an extension request.

- Applications for an extension is subject to approval by the SSETA Accounting Authority
- All applications must be submitted on or before 30 April
- Approved extension may not exceed one month from the deadline date (Extension Deadline 31 May).

1.5.2. Navigate to the WSP Summary Page.

1.5.3. After the Main company details have been saved and the company appears here, the Request WSP Extension option will appear on the far-right hand side of the option menu.

1.5.4. Click this option to open the Extension request window below.



SDF DETAIL WSP SUMMARY

Company Registration +

- **Pre-Application** - SDF Registration and Company Profile
- **Application** - Company Additional Information
- **Submitted** - WSP and ATR Information Submitted

The grid below details all of the wsp's linked to the sdf. Note that you are able to sort and filter the records in the grid

Financial Year	SDL Number	WSP Status	
2021			PROCEED WITH WSP/ATR SUBMISSION LOG FILE REQUEST WSP EXTENSION



WSP Extension Companies

Export Search

SDL Number:

Trading Name:

Company Reg No.: WSP Year: 2021

Motivation:

Authorization Letter:

Add

SDL Number	Company Name	Trading Name	Company Reg No.	WSP Year	Status	M
Sorry, no wsp extensions data found for the specified criteria.						

- 1.5.5. The company details (SDL Number, Registration number, training name) should appear in the window
- 1.5.6. Type in a motivation for why the extension is needed in the motivation window.
- 1.5.7. In the authorisation letter section, a formal extension request letter, on a company letter head (of the applicant) and signed should be uploaded.
- 1.5.8. Click the “Add” button to request an extension for this company with the loaded details, and the request should appear in the table below the “Add” button.

2. Application Phase

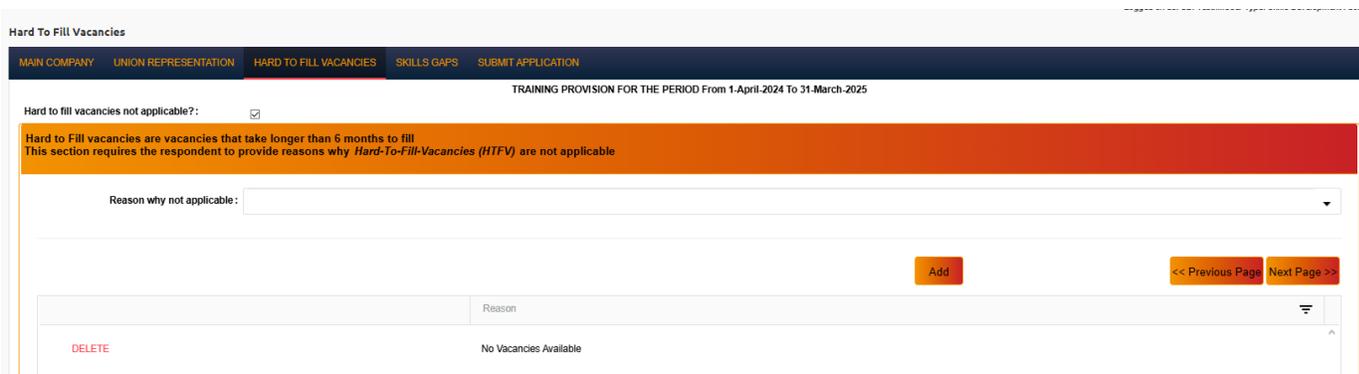
The remaining 3 tabs will be unlocked once the main company details are saved, these need to be completed for the registration phase of the Mandatory Grant submission to be completed.

2.1. Union Representation

- 2.1.1. The Union Representation applicable only if the employer has a registered trade union agreement in place.
- 2.1.2. Capture the shop steward details and press the save button. The details must appear in the bottom window.
- 2.1.3. If no trade union agreement is in place leave the fields untouched and move to the next page.

2.2. Hard-to-fill Vacancies

- 2.2.1. The Hard – To – Fill Vacancies (HTFV) and Skills Gaps are part of DHET’s Workplace Skills Survey. The section requires employers to provide the HTFV by the 6-digit OFO occupation titles.
- 2.2.2. The drop-down menu contains all active OFO codes (2021), the 6-digit number can be typed into the field and the options match will be searched in the list of codes.
- 2.2.3. Each OFO code match a HTFV should be saved before the next is selected, these will appear in a list once saved below the search field.
- 2.2.4. If the field is not applicable, the “Hard to fill vacancy not applicable” tab must be selected. Under reason why not applicable the appropriate option must be selected and press the save button. It must appear in the bottom window.



2.3. Skills Gaps

- 2.3.1. A skills gap refers to skills that an employee does not have to carry out job tasks competently. It also referred to as “top-up” skills or a high-level presentation of the WSP. This section requires the employer to provide information on Skills Gaps of employees.
- 2.3.2. The Skills Gaps page requires the SDF to select the major OFO code group that the skills gaps exist in, and then a critical skills group of the skill gap identified. The critical skills list is based on the skills group selected. A reason from the pre-set “reason for skills gap” must also be selected and the data set saved, once it is saved it will appear in the window below, and additional skills gaps can be identified.



Skills Gaps

MAIN COMPANY UNION REPRESENTATION HARD TO FILL VACANCIES SKILLS GAPS SUBMIT APPLICATION

TRAINING PROVISION FOR THE PERIOD From 1-April-2024 To 31-March-2025

This section requires the respondent to provide information on SKILLS GAPS of employees

OFO Major * : -- type and/or select --
Critical Skill Group * :
Critical Skill * :
Reason for skills gap * :

Add << Previous Page Next Page >>

	OFO Major	Critical Skill	Skills Gap Reason(s)
DELETE	1 - MANAGERS	Leadership	New work processes
DELETE	4 - CLERICAL SUPPORT WORKERS	Project management	Lack of relevant experience Lack of relevant skills New technology

2.3.3. The final step of Registration Phase to proceed with the submission of WSP and ATR is to confirm the previous information, a summary of the pages is listed on the Submit Application.

2.3.4. Once all pages indicate a “Y” (Union representation can be N if no trade union agreement exists). To proceed to complete the WSP and ATR data the “Submit Application” button must be pressed, this prompts the user to confirm they would like to move to the WSP / ATR submission page as the registration information cannot be updated past this point.

Submit Application

MAIN COMPANY UNION REPRESENTATION HARD TO FILL VACANCIES SKILLS GAPS SUBMIT APPLICATION

WSP and ATR Submission for 2025 / 2026

All sections must be completed before you can print and submit the verification document.
Please note that once you have submitted the WSP/ATR you may not change the values within these screens.
Each main company must be submitted separately and a separate Declaration and Verification document must be forwarded to the SETA

Main company details completed	Y
SDF profile completed	Y
Union representation added	N
Hard To Fill Vacancies completed	Y
Skills Gaps Completed	Y

<< Previous Page WSP and ATR Proceed with Submission

3. Submission Phase

The submission phase consists of three stages:

EMPLOYEES

Biographical data must be provided for the below listed employee categories:

- All personnel appointed by the employer at the time of submission
- All terminated personnel that were trained during the ATR period
- All unemployed learners on occupational learning programmes

INTERVENTIONS AND CLASSES

The below four steps must be completed:

- Intervention
- New Class
- Enrol Class

TRAINING COMPLETED AND PLANNED

Auto populated from class enrolment

This section can either be completed with direct capturing on the LMIS or via bulk excel upload. If a skills development facilitator's excel skills are not strong the Services SETA recommends that they make use of the direct capturing option on the LMIS.

Should the skills development facilitator wish to make use of the bulk upload option the below template must be used:

- MG_SOP_ANNEX_05_25-MANDATORY GRANT EMPLOYEE PROFILE TEMPLATE-Final

The below guidelines must be used to accurately populate the Employee Template:

- MG_SOP_ANNEX_MANDATORY GRANTS_CODE SHEET
- d. SERVICES SETA 2025-26 MANDATORY GRANT_EMPLOYEE SPREADSHEET GUIDELINE

The below guideline must be used for all accurate information data

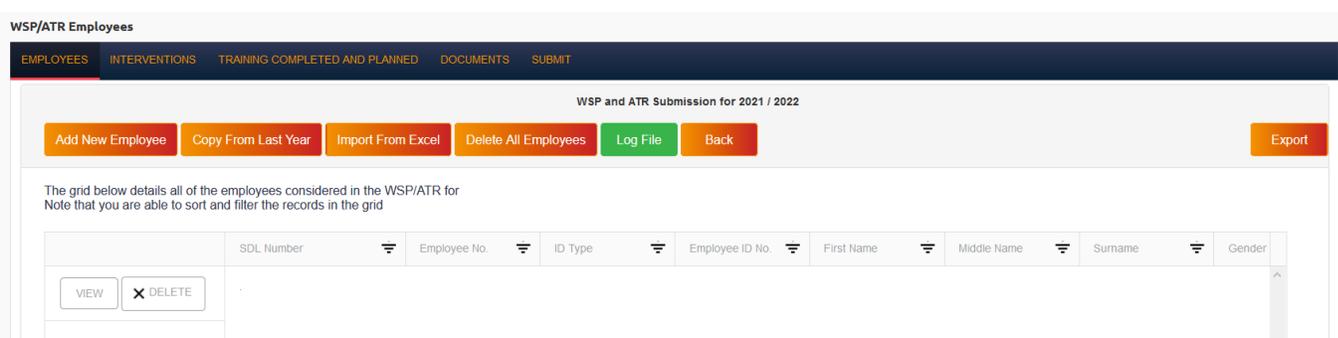
- e. MG_SOP_ANNEX_06_25-WSP AND ATR INTERVENTION MATRIX

DIRECT CAPTURING ON LMIS

3.1. Employees

3.1.1. Biographical data must be provided for the below listed employee categories:

- All personnel appointed by the employer at the time of submission
- All terminated personnel that were trained during the ATR period
- All unemployed learners on occupational learning programmes
- All employees within the organisation, including any external parties that will be reported on the ATR or WSP will need to be captured.



The screenshot shows the 'WSP/ATR Employees' interface. At the top, there is a navigation bar with tabs for 'EMPLOYEES', 'INTERVENTIONS', 'TRAINING COMPLETED AND PLANNED', 'DOCUMENTS', and 'SUBMIT'. Below this, a sub-header reads 'WSP and ATR Submission for 2021 / 2022'. A row of action buttons includes 'Add New Employee', 'Copy From Last Year', 'Import From Excel', 'Delete All Employees', 'Log File', 'Back', and 'Export'. A note states: 'The grid below details all of the employees considered in the WSP/ATR for. Note that you are able to sort and filter the records in the grid'. Below the note is a table with columns: 'SDL Number', 'Employee No.', 'ID Type', 'Employee ID No.', 'First Name', 'Middle Name', 'Surname', and 'Gender'. The first row of the table contains a 'VIEW' button and an 'X DELETE' button.

There are various ways to load the employee details:

- 3.1.2. Add new employee: This will open a window prompting the user to capture all required information on each employee/beneficiary. All information needs to be completed accurately as per the individuals' details. Once the information has been inputted, clicking save will add the data to the employee page, and options to view (open the information for editing) or delete the record is available. Should any required information be omitted or is not in line with the required options an error will be displayed and will not be saved until corrected.

Employee No.:	<input type="text"/>	ID No.:	<input type="text"/>
ID Type:	-- type and/or select --	Middle Name:	<input type="text"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Birth Date:	0001-01-01 <input type="text"/>	Gender:	-- type and/or select --
Disability Status:	-- type and/or select --	Equity:	-- type and/or select --
Municipality:	-- type and/or select --	Citizenship Status:	-- type and/or select --
Highest Qualification Type:	-- type and/or select --	Highest Qualification Title:	<input type="text"/>
Employment Type:	-- type and/or select --	Employment Status:	-- type and/or select --
OFO:	-- type and/or select --	Job Title:	<input type="text"/>
Create Date:	0001-01-01 <input type="text"/>	Last Update Date:	<input type="text"/>
Create User:	<input type="text"/>	Last Update User:	<input type="text"/>

3.1.3. Copy From Last Year: This option is only available for organisations that have completed the previous year's submission on the LMIS. Selecting this will pull all previous employee data submitted to your current submission. Should any individual's details need to be amended the view option can be selected and edited before being saved and updated. Details that are no longer required can be deleted, and any new entries can be added using the Add New Employee option.

3.2. Interventions

The below three steps must be completed:

- Intervention
- New Class
- Enrol Class

Interventions

EMPLOYEES

INTERVENTIONS

TRAINING COMPLETED AND PLANNED

DOCUMENTS

SUBMIT

Add Intervention

Delete All Interventions

Create New Class

- 3.2.1. Interventions, select an option for the intervention (WSP or ATR) and complete the required information.
- 3.2.2. Create a new Intervention and save it.
- 3.2.3. Click to Create New Class.
- 3.2.4. Choose the intervention from the list of interventions that have been added (via the WSP and ATR options). All ATR interventions must have
- 3.2.5. Choose a name for the class (can use the same as the intervention name it is relating to).
- 3.2.6. Intervention Status will be Planned if WSP only and Achieved and Enrolled for ATR.
- 3.2.7. Click Save and the list of classes should be listed at the bottom of the screen (under the intervention capturing window).



LMIS - Capture WSP Intervention

WSP ATR

Intervention No.:	<input type="text"/>	Intervention Title:	<input type="text"/>		
Band Level:	-- type and/or select --	Intervention Type:	-- type and/or select --		
Intervention Level:	-- type and/or select --	Intervention Cost:	<input type="text" value="0"/>	SAQA ID:	<input type="text"/>
Invoice No.:	<input type="text"/>	No. of staff that received the training:	<input type="text" value="0"/>	Duration of training(Days):	<input type="text" value="0"/>
Accreditation No.:	<input type="text"/>	Training Provider:	<input type="text"/>		
ETQE:	-- type and/or select --				

Offered Externally ? PIVOTAL ? Apply Discretionary ?

Supporting Documents:

Create Date: Last Update Date:

Create User: Last Update User:

Document Name	Verified	Remediation
---------------	----------	-------------

Classes

Interventions

EMPLOYEES INTERVENTIONS TRAINING COMPLETED AND PLANNED DOCUMENTS SUBMIT

3.2.8. At the top on the Interventions Page select Create New Class and link the class to the respective intervention.

3.2.9. Select the learner's employment type (18.1 Employed & 18.2 Unemployed)

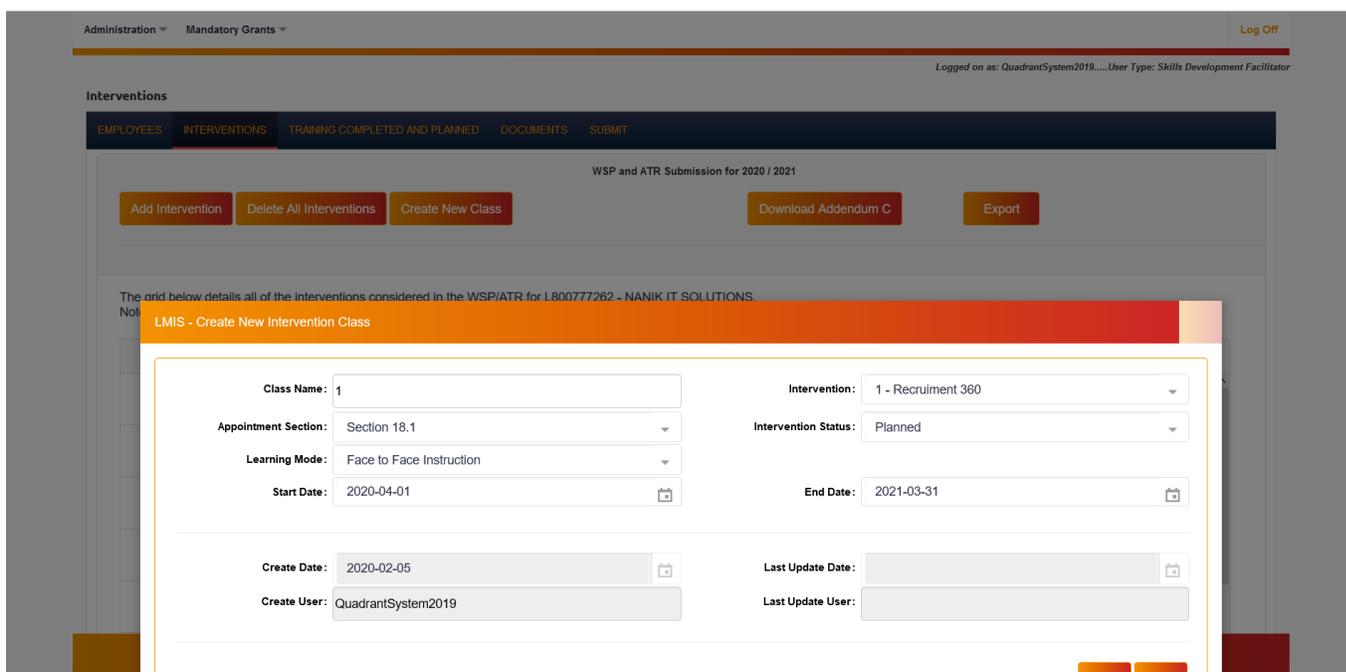
3.2.10. Select the Intervention Status:

- WSP Intervention Status – Planned
- ATR Intervention Status – Enrolled/Achieved

3.2.11. State the mode of learning from the drop-down box.

3.2.12. Leave the dates as is and do not amend same.

3.2.13. Press the save button.



The screenshot displays the 'Interventions' section of the SERVICES SETA system. The page title is 'WSP and ATR Submission for 2020 / 2021'. The user is logged in as 'QuadrantSystem2019' with the role 'Skills Development Facilitator'. The main navigation menu includes 'EMPLOYEES', 'INTERVENTIONS', 'TRAINING COMPLETED AND PLANNED', 'DOCUMENTS', and 'SUBMIT'. The 'INTERVENTIONS' tab is active. Below the navigation, there are buttons for 'Add Intervention', 'Delete All Interventions', 'Create New Class', 'Download Addendum C', and 'Export'. A message states: 'The grid below details all of the interventions considered in the WSP/ATR for L80077262 - NANIK IT SOLUTIONS.' Below this message is a table with one row: 'LMIS - Create New Intervention Class'. The form for creating a new class is displayed, with the following fields: 'Class Name' (1), 'Appointment Section' (Section 18.1), 'Learning Mode' (Face to Face Instruction), 'Start Date' (2020-04-01), 'Intervention' (1 - Recruitment 360), 'Intervention Status' (Planned), 'End Date' (2021-03-31), 'Create Date' (2020-02-05), 'Last Update Date', 'Create User' (QuadrantSystem2019), and 'Last Update User'.

Enrol Intervention Class

3.2.14. Scroll down and click Enrol Class. This is where you will Enrol Employees to the Classes as per the Intervention attended.

3.2.15. Select Employees Enrolled from the Employee drop down button and select Enrol Employee.

3.2.16. Employee will be loaded and appear on the Employee intervention page for information purposes, the number on the submit page summary should also increase as the employees are linked to training.



Intervention Classes

	Class Name	Intervention No.	Title
DELETE ENROL CLASS	ATR 03	ATR 03	Short Course: Excel

LMIS - Enrol Intervention Class

Class Name: Civil Designer Training **Intervention:** 311201 - CIVIL ENGINEERING TECHNICIAN

Intervention Status: Achieved **Learning Mode:** Mixed Mode

Appointment Section: Section 18.1 **Start Date:** 2019-04-01 **End Date:** 2019-05-22

Employee: -- type and/or select --

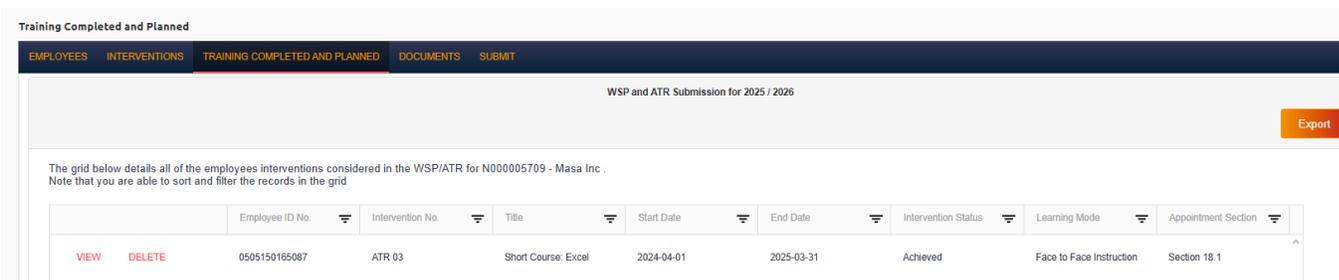
[Enrol Employee](#)

[Cancel](#)

	Employee ID No.	First Name	Last Name
--	-----------------	------------	-----------

3.3. Training Completed and Planned

3.3.1. The training completed and planned page is where you can see the employees that have been linked to which interventions and whether they are part of the WSP or ATR. The information cannot be edited on this tab, the data can be exported to excel using the “Export” option.



The screenshot shows a web interface titled "Training Completed and Planned" with a navigation bar containing "EMPLOYEES", "INTERVENTIONS", "TRAINING COMPLETED AND PLANNED", "DOCUMENTS", and "SUBMIT". The main content area is titled "WSP and ATR Submission for 2025 / 2026" and includes an "Export" button. Below the title, there is a note: "The grid below details all of the employees interventions considered in the WSP/ATR for N000005709 - Masa Inc. Note that you are able to sort and filter the records in the grid". The table below has the following columns: Employee ID No., Intervention No., Title, Start Date, End Date, Intervention Status, Learning Mode, and Appointment Section. The first row of data shows: Employee ID No. 0505150165087, Intervention No. ATR 03, Title Short Course: Excel, Start Date 2024-04-01, End Date 2025-03-31, Intervention Status Achieved, Learning Mode Face to Face Instruction, and Appointment Section Section 18.1. There are also "VIEW" and "DELETE" links for each row.

Employee ID No.	Intervention No.	Title	Start Date	End Date	Intervention Status	Learning Mode	Appointment Section
0505150165087	ATR 03	Short Course: Excel	2024-04-01	2025-03-31	Achieved	Face to Face Instruction	Section 18.1

3.4. Excel Bulk Upload On Lmis

3.4.1. The LMIS allows employees, interventions and classes through:

- Direct capturing on the LMIS.
- Using the bulk excel option making use of MG_SOP_Annex_05_25-Mandatory Grant Employee Profile Template-Final.

Should the skills development facilitator opt to make use of the bulk excel option we urge the user to follow the guidelines provided to accurately capture their data for proper submission.

The top rows of each sheet marked in “Orange” are the instructions to be followed for that specific column.

The Employee Profile template consists of 3 sheets:

- Employees
- Training Interventions
- Training Completed and Planned

3.4.2. Once the template is completed the Employee Template can be uploaded onto the LMIS on the Employee Tab with the “Import From Excel” tab.

WSP/ATR Employees

EMPLOYEES INTERVENTIONS TRAINING COMPLETED AND PLANNED DOCUMENTS SUBMIT

WSP and ATR Submission for 2025 / 2026

Add New Employee

Copy From Last Year

Import From Excel

Delete All Employees

Log File

Main Company Details

LMIS - Upload WSP From Excel File

Excel File: No file selected.

File Upload

< > > This PC > Desktop > 2021 > New folder

Search New folder

Organize New folder

Name	Date modified	Type	Size
Copy of Documents_WSP_ATR_Employee...	03/03/2021 10:56	Microsoft Excel 97...	30 KB
Copy of OFO & Qualification Spreadshee...	03/02/2021 15:34	Microsoft Excel W...	48 KB

File name: All Supported Types (*.xlsx;*.xls)

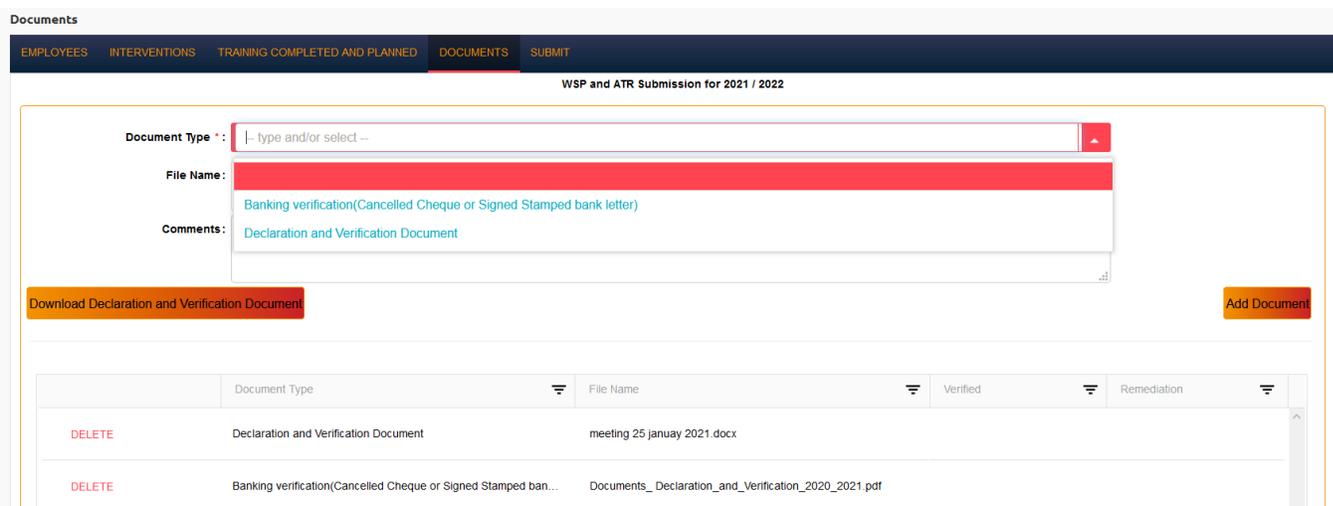
3.5. Compulsory Documents

3.5.1. Before the submission can be completed, the verification Documents for banking details i.e. formal bank account confirmation letter must be loaded to the documents page. The document type must be selected from the list (Bank confirmation, declaration document, or Proof of Expenditure) and select the relevant document from the location on the SDF's computer using the "select file" option.

3.5.2. The relevant documents should be saved to the correct document types, and these will appear in the list below once they are added successfully.

3.5.3. The following documents are compulsory for the submission to be considered and must be completed in full:

- Bank Confirmation letter (no older than 3 months from date of submission)
- Delegation and Declaration form
- POPIA Consent Form
- Non-Levy Paying Employer declaration form (all applications submitted as Non-Levy Paying Employers)



Documents

EMPLOYEES INTERVENTIONS TRAINING COMPLETED AND PLANNED DOCUMENTS SUBMIT

WSP and ATR Submission for 2021 / 2022

Document Type * : |-- type and/or select --

File Name :

Comments :

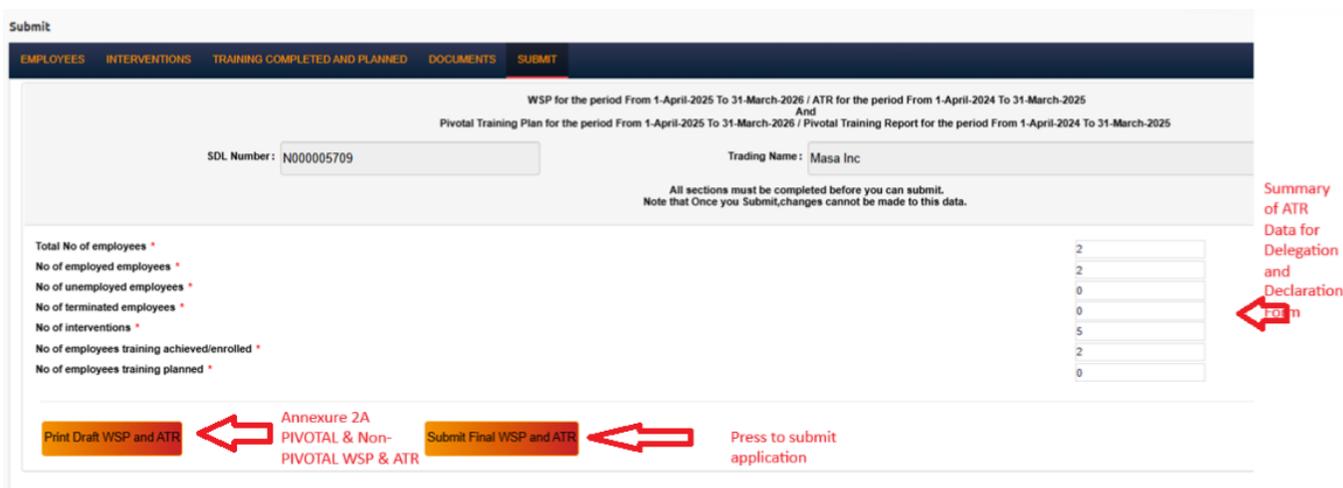
Download Declaration and Verification Document Add Document

	Document Type	File Name	Verified	Remediation
DELETE	Declaration and Verification Document	meeting 25 january 2021.docx		
DELETE	Banking verification(Cancelled Cheque or Signed Stamped ban...	Documents_Declaration_and_Verification_2020_2021.pdf		

3.5.4. If all WSP and ATR data has been loaded, and the 3 documents have been saved the SDF can proceed to the Submit page. This gives a summary of the employees, interventions and the WSP / ATR entries

3.5.5. The draft WSP/ATR report can be printed from the "Print WSP and ATR" button on the page.

- 3.5.6. If all data is in order and no amendments need to be made, the SDF can confirm the submission by clicking the “Submit” button, a prompt will appear requesting the SDF to confirm the submission again, as no information can be edited from this point.
- 3.5.7. An email addressed to the SDF, including the SDL number will be automatically sent to the SDF to confirm the SSETA has received the submission.



The screenshot shows a web interface for submitting a WSP and ATR. At the top, there is a navigation bar with tabs: EMPLOYEES, INTERVENTIONS, TRAINING COMPLETED AND PLANNED, DOCUMENTS, and SUBMIT. Below the navigation bar, the title reads: "WSP for the period From 1-April-2025 To 31-March-2026 / ATR for the period From 1-April-2024 To 31-March-2025 And Pivotal Training Plan for the period From 1-April-2025 To 31-March-2026 / Pivotal Training Report for the period From 1-April-2024 To 31-March-2025".

Fields for input include:

- SDL Number: N000005709
- Trading Name: Masa Inc

A note states: "All sections must be completed before you can submit. Note that Once you Submit, changes cannot be made to this data."

Below these fields is a table of statistics:

Total No of employees *	2
No of employed employees *	2
No of unemployed employees *	0
No of terminated employees *	0
No of interventions *	5
No of employees training achieved/enrolled *	2
No of employees training planned *	0

At the bottom, there are three buttons: "Print Draft WSP and ATR", "Submit Final WSP and ATR", and "Press to submit application". Red arrows point from the text "Annexure 2A PIVOTAL & Non-PIVOTAL WSP & ATR" to the first two buttons. A red arrow points from the text "Summary of ATR Data for Delegation and Declaration" to the "Submit Final WSP and ATR" button.

The official email address for all mandatory grants related enquiries is wspdocs@serviceseta.org.za

All skills development facilitator profile related enquiries must be sent to application@serviceseta.org.za and cc wspdocs@serviceseta.org.za