

Local Government SETA 2017

Reminder that the Workplace Skills Plan (WSP) and Annual Training Report (ATR) submission **deadline is 30 April 2017**

The Local Governmental (LG) Sector Education and Training Authority (SETA) would like to remind all LGSETA registered levy-paying employers that the online system is now open for submission of the Workplace Skills Plan (WSP) and Annual Training Report (ATR).

The following documents must be completed and submitted electronically accessing the LGSETA website or go directly to the link <http://www.lgsetawsonline.org.za/Default.aspx>

- ATR 2016/2017
- WSP 2017/2018
- Supporting Documents

The **supporting documents** must accompany the uploaded WSP & ATR submission on the system namely:

- Letter from the bank with a bank stamp confirming banking details (not older than 3 months) or cancelled cheque;
- Authorisation and stakeholder support declaration with all of the required signatures;
- Proof of consultation which includes signed minutes of the last training committee meeting, attendance register and agenda;
- SARS EMP 201 form.

For any assistance regarding the registration on the online system or WSP & ATR compilation please contact the SSP Unit at the LG SETA head office hotline number on **011 456 8562** or e-mail address: wspatr@lgseta.org.za

Alternatively, you can contact your relevant Provincial Office below:

LGSETA Provincial Office	Contact number
Eastern Cape – Ms Linda Budaza (Manager)	043 726 2404
Gauteng – Mr Thando Nogwasa (Manager)	011 456 8579
KwaZulu-Natal – Mr Zipho Mazibuko (Manager)	031 337 9085
Free State – Mr Jerry Thotlela	051 448 2481
Limpopo – Ms Margaret Marakalala	011 456 8579
Mpumalanga – Ms Idani Kudzingana (Manager)	012 341 3324/5/6
Northern Cape – Mr Thandoxolo Moleli (Manager)	053 831 2748 / 053 831 1565
North West - Mr Luxolo Mbina (Manager)	018 462 1338
Western Cape – Ms Aneeka Jacobs (Manager)	021 686 7082

Please ensure you submit your WSP&ATR timeously as well as work towards efficient and effective skills planning and skills development within and across the Local Government sector.