



**LGSETA**  
CREATING GREATER IMPACT

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Dear Municipal Manager/CEO  
Cc Skills Development Facilitator

**EXTENSION ON SUBMISSION OF WORKPLACE SKILLS PLANS/ ANNUAL  
TRAINING REPORTS TO 31 MAY 2020**

This letter serves as a follow up to the Stakeholder Announcement that was sent out last week dated 24 March 2020 which indicated that Workplace Skills Plans/Annual Training Report (WSP/ATR) process is continuing and that you will be able to access the online system during the lockdown period.

Further to this communique, we have received the Corona Virus – COVID 19 Guidelines and Procedures for Sector Education and Training Authorities from the Department of Higher Education and Training (DHET) which stipulates that “The SETA will support employees remotely and the date for submission of Workplace Skills Plans (WSP) will be extended to **31 May 2020**, as also provided for by the SETA Grant Regulation”.

The LGSETA will continue to be available and provide e-mail support to employers regarding the WSP/ATR process throughout the lock down period. Whilst the extension for WSPs is now extended to 31 May 2020, we encourage you to continue working on the WSP online system and to submit your WSP on or before 30 April 2020, where possible.

We thank those entities and municipalities who have already submitted their WSP/ATR on the system. We understand this is a very difficult period for everyone in the country and it is an unprecedented situation however, we must continue to work together to overcome.

For all WSP/ATR submissions: <https://www.lgsetaonline.org.za/>

Yours sincerely

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Ms Conny Phalane  
Acting Chief Executive Officer: LGSETA  
Date: 31 March 2020