



MANDATORY GRANTS

**Annual Training Report (ATR08/09)
&
Workplace Skill Plan (WSP09/10)**

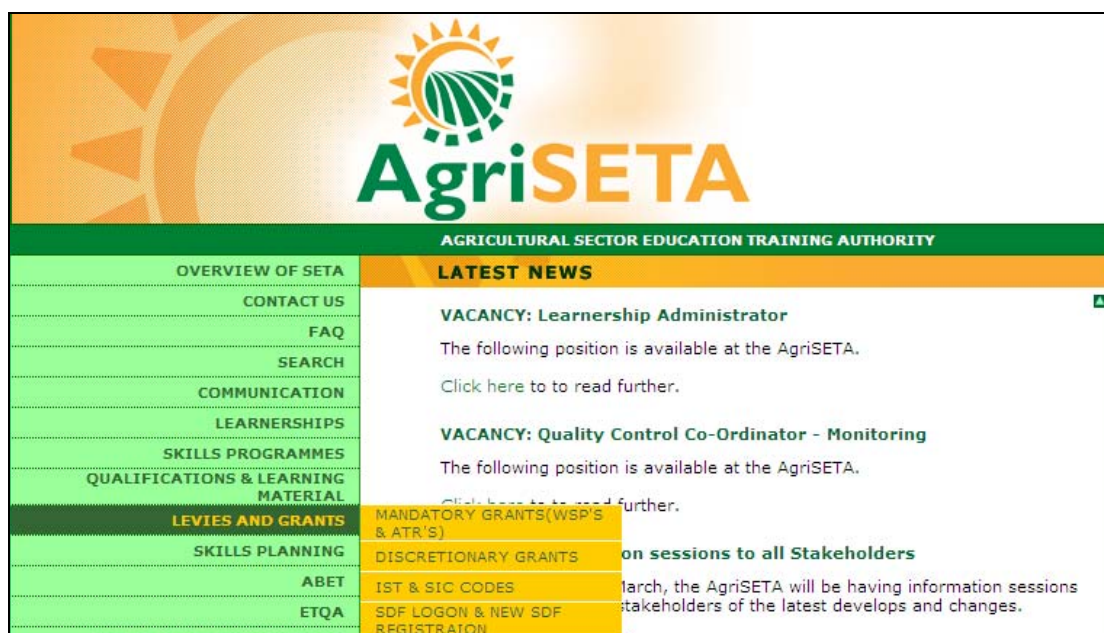
**SETA
MANAGEMENT
SYSTEM
(SMS)**

**ON LINE MANUAL
FOR SDF**

AgriSETA: P.O. Box 26024, Arcadia, Pretoria, 0007
529 Belvedere Street, AgriSETA House, Arcadia, Pretoria, 0083
Mandatory Grants Department Contact Details:
Tel: 012-301-5604/19/37 Fax: 012-325-5845 or 086-532-7041

1. Access to SMS System.

To access the SMS system, go to www.agriSETA.co.za



AgriSETA
AGRICULTURAL SECTOR EDUCATION TRAINING AUTHORITY

OVERVIEW OF SETA
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SKILLS PROGRAMMES
QUALIFICATIONS & LEARNING MATERIAL
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LATEST NEWS

VACANCY: Learnership Administrator
The following position is available at the AgriSETA.
Click here to read further.

VACANCY: Quality Control Co-Ordinator - Monitoring
The following position is available at the AgriSETA.
Click here to read further.

MANDATORY GRANTS(WSP'S & ATR'S)
DISCRETIONARY GRANTS
Information sessions to all Stakeholders
In March, the AgriSETA will be having information sessions for all stakeholders of the latest developments and changes.

SDF LOGON & NEW SDF REGISTRAION

On the webpage click on the “SDF Logon”



AgriSETA

Please note that the username and password are NOT case sensitive

Username :

Password :

Logon to : Skills - Current Year

Enter Change Password



Register as a Skills Development Facilitator

Key in your Username and Password, select “Skills – Current Year” from the dropdown box and click on the enter button.

The Skills Development Facilitators Dashboard will appear.

SKILLS DEVELOPMENT FACILITATOR DASHBOARD

JANE SMITH 1 April 2008 - 31 March 2009

TOOLS **IMPORTANT INFO: Please Read:**

1. Register or Remove an Employer. 1. Important notice with regards to ATR/WSP - Please read.

2. Edit Skills Development Facilitator details.

[Please click on an organisation below to access their INFO, WSP's and ATR's]

Organisation Name	SDL Number	SDF Access	WSP 08/09 Grant	Due Date	ATR 08/09 Grant	Due Date
Test Org	L000000000	Accepted	Opened	6/30/2008	Pending	6/30/2009

On this screen you will see the company's link to your profile. When you click on "Register or Remove an Employer" you will be able to register a new company or remove a company from your profile. When you click on "Edit Skills Development Facilitator details" you will be able to edit your details.

To register a new employer you need to fill in the L number in the "SDL Number" field and click on the "ADD" button. To remove an employer from the SDF's profile just click on the red cross next to the organisation.

ADD / REMOVE AN ORGANISATION

Instructions:

- Add an organisation to the list by entering the organisations SDL Number and select the ADD button.
- You may remove any organisation from the list by selecting the REMOVE icon.
- Once you have finished adding all the organisations to your SDF profile, click the icon.

SDL Number:

#	Organisation Name	SDL Number	Registration Status	Options
1.	Test Org	L000000000	Accepted	

The registration status of the organisation needs to be **Accepted** before the SDF will be able to access the organisation details and doing any capturing.

SKILLS DEVELOPMENT FACILITATOR DASHBOARD

JANE SMITH 1 April 2008 - 31 March 2009

TOOLS **IMPORTANT INFO: Please Read:**

1. Register or Remove an Employer. 1. Important notice with regards to ATR/WSP - Please read.

2. Edit Skills Development Facilitator details.

[Please click on an organisation below to access their INFO, WSP's and ATR's]


Organisation Name	SDL Number	SDF Access	WSP 08/09 Grant	Due Date	ATR 08/09 Grant	Due Date
Test Org	L000000000	Accepted	Opened	6/30/2008	Pending	6/30/2009

Click on the "Edit Skills Development Facilitators Details" to edit important details like the contact details.

Surname (May only be altered by the SETA)	First Name	Initials	Title
Smith	Jane	J	Mrs. <input type="button" value="v"/>
ID Number	(For statistical purposes only)		
Valid South African ID Number	Gender	Population Group	Disabled
8101160125082	Female <input type="button" value="v"/>	White <input type="button" value="v"/>	<input type="checkbox"/>
Highest Level of Education	Degree		
Current Occupation	Skills Development Facilitator		
Experience relevant to Skills Development Facilitator			
Experience	<input type="text"/>		
	Duration of total experience in years: 0		
Contact Details	Cell Phone Number	0726666666	e.g. 082 555 5555
	Telephone Number	0284444444	e.g. 011-555 5555
	Fax Number	0865555555	e.g. 011-555 5555
	E-Mail Address	jane@mweb.co.za	
Postal Address	123 Park Street	City	Villiersdorp
		Postal Code	6849
		Province	Western Cape <input type="button" value="v"/>

2. Accessing organisation Information and capturing WSP's

Click on the Organisation Name information to access the company details.

SKILLS DEVELOPMENT FACILITATOR DASHBOARD							
JANE SMITH		1 April 2008 - 31 March 2009 <input type="button" value="v"/>					
		<input type="button" value="Change"/>					
TOOLS		IMPORTANT INFO: Please Read:					
1. Register or Remove an Employer.		1. Important notice with regards to ATR/WSP - Please read.					
2. Edit Skills Development Facilitator details.							
[Please click on an organisation below to access their INFO, WSP's and ATR's]							
Organisation Name	SDL Number	SDF Access	WSP 08/09 Grant	Due Date	ATR 08/09 Grant	Due Date	
Test Org	L000000000	Accepted	Opened	6/30/2008	Pending	6/30/2009	<input type="button" value="v"/>

a. ORGANISATION INFORMATION

DEPARTMENT OF LABOUR DATA		AGRICULTURAL SETA DATA (Please keep updated!)
Organisation Name:	Test Org	A Roux t/a Apple Farm
Organisation Registration No:		
SDL Number:	L000000000	L000000000
Phone Number:		0281234567 e.g. 0115555555
Fax Number:		0281234568 e.g. 0115555555
Email address:		applefarm@mweb.co.za
Postal Address:	Unknown	PO Box 600
	Unknown	Villiersdorp
	Unknown	
	Unknown	Western Cape <input type="button" value="v"/>
	Unknown	6849
Physical Address:	Unknown	Apple Farm
	Unknown	Villiersdorp
	Unknown	
	Unknown	Western Cape <input type="button" value="v"/>
	Unknown	6849

The first tab is the "Organisation Details" tab. There are 2 sets of information on this screen. On the left is the Department of Labour data. We received this data from DoL and you cannot change any of that information. On the Right is the "Seta Data". If any of the information on the DoL side is wrong or outdated, you will be able to make changes on the "Seta Data". Also at the bottom of this screen is the Banking Details of the company. Please make sure that this information is correct as the financial department is using this information to pay out Grants

Details	
Organisation status:	None <input type="button" value="v"/>
Organisations Linked to Test Org	
None...	


If there are any "Child" organisations linked to this company you will be able to see the names beneath the banking details. Only the "parent" organisation submit a WSP which includes all the figures for the linked "child" organisations but the "child" organisations each receive their grants. If you click on the organisation name, it will take you to the organisation information.

b. ORGANISATION CONTACTS

ORGANISATION CONTACTS: TEST ORG - L000000000											
Add contact person (other than SDF):											
Title:	<input type="button" value="v"/>	Phone No:	<input type="text"/>	Postal Address:	<input type="text"/>						
Surname:	<input type="text"/>	Fax No:	<input type="text"/>	<input type="text"/>	<input type="text"/>						
First name:	<input type="text"/>	Cell No:	<input type="text"/>	City:	<input type="text"/>						
Initials:	<input type="text"/>	E-Mail:	<input type="text"/>	Province:	<input type="button" value="v"/>						
Designation:	<input type="text"/>			Postal Code:	<input type="text"/>						
<input type="button" value="Enter"/>											
#	Title	Surname	First name	Initials	Designation	Phone No	Fax No	Cell No	E-Mail	Postal Address	Options
1.	Mr.	Roux	Andre	A.J	Owner	0281234567	0281234568	0821234567	ajroux@applefarm.co.za	PO Box 600 Villiersdorp	<input type="button" value="edit"/> <input type="button" value="delete"/>

Please make sure that the important contact persons in the organisations' details are captured on this page. This will be for example the CEO, Human Resource Manager or the Financial Managers details. It is important to have these contact details should the Seta need to send out invitations or any other relevant communication.

c. SDF

TEST ORG L000000000		SKILLS DEVELOPMENT FACILITATOR			
SDF Type:	<input type="button" value="v"/>				
Personal Details:					
Surname	First Name	Initials	Title		
Smith	Jane	J	<input type="button" value="v"/>		
(For statistical purposes only)					
ID Number	Gender	Population Group		Disabled	
Valid South African ID Number <input type="text" value="8101160125082"/>	<input type="button" value="v"/>	<input type="button" value="v"/>		<input type="checkbox"/>	
Highest Level of Education	Degree <input type="text"/>				
Current Occupation	Skills Development Facilitator <input type="text"/>				
Experience relevant to Skills Development Facilitator					
Experience	<input type="text"/>				
	Duration of total experience in years <input type="text" value="0"/>				
Contact Details	Cell Phone Number	<input type="text" value="0726666666"/>	e.g. 0825555555		
	Telephone Number	<input type="text" value="0284444444"/>	e.g. 0115555555		
	Fax Number	<input type="text" value="0865555555"/>	e.g. 0115555555		
	E-Mail Address	<input type="text" value="jane@mweb.co.za"/>			

On this tab you will be able to view the SDF details. You will also be able to edit details on this page.

d. ATR & WSP

Please ensure that you've updated/changed the total number of permanent and other employees on the Organisation Info TAB. This will determine whether you complete the forms for small organisations, of the forms for medium/large organisations.

To create a new Workplace Skills Plan for the next scheme year, you need to select the year in the dropdown box and then click on the Enter button. It will then add the new Workplace Skills Plan at the bottom of the other Workplace Skills Plans.

On this page you will be able to see the Workplace Skills Plans that are already created. You will be able to view them, and you can extract a WSP Report with all the information captured in a report format. Also on this page is the status of the Planning/Implementation Grant, the Due Date and the Accepted Date for the WSP. The SDF will only be able to **view** information after the due date has been reached.

To view/capture data in the different forms you need to click on the "Select ATR 08/09" button for the ATR forms and the "Select WSP 09/10" button to access the WSP forms.

9	1 April 2009 - 31 March 2010	No	Opened	30/06/2009	Select ATR08/09	Select WSP09/10	View & Print ATR/WSP	Print & Sign Authority	View
---	------------------------------	----	--------	------------	-----------------	-----------------	----------------------	------------------------	------

#	Part	Document	Description	Due Date	Select
1.	D1	(WSP 08/09)	Employess per Provincial Profile	30/6/2008	Select
2.	D2	(WSP 08/09)	Employment Summary	30/6/2008	Select
3.	F	(WSP 08/09)	Planning for Scarce Skills (2008/2009)	30/6/2008	Select
4.	E	(WSP 08/09)	Planning for ABET Training (2008/2009)	30/6/2008	Select
5.	G	(WSP 08/09)	Planning of Learning Programs (2008/2009)	30/6/2008	Select
6.	H1	(WSP 08/09)	Planned Beneficiaries Per Learning Program(s) for 2008-2009 EMPLOYED	30/6/2008	Select
7.	H2	(WSP 08/09)	Planned Beneficiaries Per Learning Program(s) for 2008-2009 UNEMPLOYED	30/6/2008	Select

On this page you've got access to all the forms that need to be filled in. To get access to a specific form, click on the "Select" button next to that form. It will take you to the form where you will be able to fill in all the information.

Planning Grant Provincial Breakdown Form TEST ORG - L000000000
1 April 2008 - 31 March 2009

Current Employment is defined as the total workforce in respect of which SDL have been paid to SARS. If WSP is completed for more than one SDL number ensure that information of ALL SDL numbers are included in this table.

Provincial Breakdown:-

Province	Number of Employees
Eastern Cape	10
Free State	0
Gauteng	0
KwaZulu-Natal	0
Mpumalanga	0
Northern Cape	0
Limpopo	0
North West	0
Western Cape	0
Total	10

On the above example you will be able to capture the Provincial Breakdown figures.

NB: Always remember to click on the enter button after data was captured or after you have changed data. If you do not click on the button, you are going to loose all the data captured/changed

To go back to the different forms, click on the “Back to WSP” button.

To submit your WSP, click on the “Submit WSP” button.

The SDF will not be able to capture any further information after the WSP or the ATR has been approved

i. Forms for SMALL organistaions

ATR 2008/2009:

- C1 Training Profile for 01 April 2008 – 31 March 2009

Training Profile for 1 April 2008 to 31 March 2009 TEST ORG - L000000000

Please complete the total number of people who RECEIVED TRAINING during the financial year (1 April 2008 to 31 March 2009)

PLEASE REMEMBER TO CLICK THE ENTER BUTTON TO SAVE CAPTURED INFORMATION

	African			Coloured			Indian/Asian			White			Total		
	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
TOTAL NO OF EMPLOYEES TRAINED DURING 2008/09 (Perm/Temp & Contract Workers)	54	2	0	2	0	0	0	1	0	1	0	1	57	3	1
GRAND TOTAL (M+F+D):	61														

Enter

In the table above:
M - Male
F - Female
D - Person with Disability

Note: Persons with disabilities should only be completed under D. Do not include them under male or female.

Note that people with disabilities should only be completed under **D** and should not be included under male of female.

- C2 Report on Learning Programmes Completed during 2008/2009

ATR Learning Programmes Completed (1 April 2008 to 31 March 2009) TEST ORG - L000000000
1 April 2008 - 31 March 2009

Please list the 3 most important Learning Programmes that have been completed during 2008/09

PLEASE REMEMBER TO CLICK THE ENTER BUTTON TO SAVE CAPTURED INFORMATION

Learning Programme	Description
LP No. 1.	Tractor Operator
LP No. 2.	Life Skills: HIV/Aids
LP No. 3.	Supervisor Training

Enter

The three (3) most important Learning programmes that have been completed during 2008/2009 needs to be completed on this form.

- C3 ABET Completed in 2008/2009

Actual for ABET Training (2008/2009)

If any of your workers were exposed to Adult Basic Education and Training(ABET)- i.e LITERACY & NUMERACY programs please complete the table below

	Total number trained		
	M	F	D
ABET Level 1	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
ABET Level 2	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
ABET Level 3	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
ABET Level 4	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="4"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Grand Total (M + F + D)	<input type="text" value="5"/>		

Note: Persons with disabilities should only be completed under D. Do not include them under male or female.

The number of workers that received ABET training during 2008/2009 needs to be included on this from.

- C4 Amount Spent on Training during 2008/2009

ATR
Training Spent (1 April 2008 to 31 March 2009)

Amount that was spent on training for the financial year (1 April 2008 to 31 March 2009)

PLEASE REMEMBER TO CLICK THE ENTER BUTTON TO SAVE CAPTURED INFORMATION

R

The total amount spent on training for the year 2008/2009 gets completed on this from.

WSP 2009/2010

- D1 Employment Profile at 1 April 2009

Current Employment Profile at 1 April 2009
TEST ORG - L000000000

1 April 2009 - 31 March 2010

Current Employment is defined as the TOTAL WORKFORCE in respect of which SDL have been paid to SARS. (This include permanent,temporary,contract and/or seasonal workers as on 1 April 2009).

PLEASE REMEMBER TO CLICK THE ENTER BUTTON TO SAVE CAPTURED INFORMATION

	Total no of Employees (Inc: Perms/Temps/Contract/Seasonal)												Total per Age Group					
	African			Coloured			Indian/Asian			White			M	F	D	<35	35-55	>55
	M	F	D	M	F	D	M	F	D	M	F	D						
Total no of Employees (Perm/Temp & Seasonal):	<input type="text" value="10"/>	<input type="text" value="9"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="16"/>	<input type="text" value="14"/>	<input type="text" value="0"/>	<input type="text" value="14"/>	<input type="text" value="15"/>	<input type="text" value="1"/>
GRAND TOTAL (M+F+D):	<input type="text" value="30"/>												<input type="text" value="30"/>					

M - Male
F - Female
D - Person with Disability

Note: Persons with disabilities should only be completed under D. Do not include them under male or female.

The Current Employment is defined as the TOTAL WORKFORCE in respect of which SDL have been paid to SARS.(This include permanent, temporary, contract and/or seasonal workers as on 1 April 2009 have to be completed on this form.

- D2 Planned Training Profile for 2009/2010

Back to WSP		Planned Training Profile for 2009/2010									TEST ORG - L000000000					
Complete the total number of employees who will receive training during (1 April 2009 to 31 March 2010) (This include permanent,temporary,contract and/or seasonal workers)																
PLEASE REMEMBER TO CLICK THE ENTER BUTTON TO SAVE CAPTURED INFORMATION																
Number of Beneficiaries per population group																
	African			Coloured			Indian/Asian			White			Total			
	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D	
Total no of people to be trained (Perm/Temp & Seasonal):	10	5	0	1	0	0	1	0	0	1	0	0	13	5	0	
GRAND TOTAL (M+F+D):													18			
Enter																
M - Male F - Female D - Person with Disability																
Note: Persons with disabilities should only be completed under D. Do not include them under male or female.																

Complete the total number of employees who will receive training during (1 April 2009 to 31 March 2010). (This include permanent, temporary, contract and/or seasonal workers)

Note that people with disabilities should only be completed under **D** and should not be included under male of female.

- D3 Planned Learning Programmes

Back to WSP		Planning Grant Planned Learning Programs (2009/2010)				TEST ORG - L000000000 1 April 2009 - 31 March 2010			
Please list the 3 most important Learning Program(s) that you plan to complete during 2009/2010 (Note: A list of Learning Programmes are available on our website @ www.agriseta.co.za , under Levies & Grants, Mandatory Grants)									
PLEASE REMEMBER TO CLICK THE ENTER BUTTON TO SAVE CAPTURED INFORMATION									
No	Description of Planned Learning Program(s) for 2009/2010								
1.	Occupational Health & Safety: First Aid								
2.	Fruit packing & grading								
3.	Computer Training								
Enter									

- D4 Budget Amount of Training for 2009/2010

Back to WSP		Planning Grant Training Budget	
Amount that will be spent on training for the financial year (1 April 2009 to 31 March 2010)			
PLEASE REMEMBER TO CLICK THE ENTER BUTTON TO SAVE CAPTURED INFORMATION			
How much do you budget to spend on training in the current financial year:		R	100,000.00
Enter			

The Amount that will be spent on training for the financial year 1 April 2009 – 31 March 2010 needs to be captured on this form.

- D5 Planned ABET Training for 2009/2010

Back to WSP		Planning for ABET Training (2009/2010)		
<p>If any of your workers were exposed to Adult Basic Education and Training(ABET)- i.e LITERACY & NUMERACY programs please complete the table below</p>				
	Total number to be trained			
	M	F	D	
ABET Level 1	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
ABET Level 2	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	
ABET Level 3	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
ABET Level 4	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Total	<input type="text" value="6"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	
Grand Total (M + F + D)	<input type="text" value="7"/>			
<p>Note: Persons with disabilities should only be completed under D. Do not include them under male or female.</p>				
<input type="button" value="Enter"/>				

The number of workers planned to receive ABET training during 2009/2010 needs to be included on this from.

- D6 Scarce Skills

Back to WSP		Planning Grant Scarce Skills	TEST ORG - L000000000 1 April 2009 - 31 March 2010
<p><small>AgriSETA is currently in the process of determining priority Scarce Skills in the Sector (A scarce skill refers to that skill which you consistently have difficulties in finding). To assist us, please list a maximum of 3(three) scarce skills in your sector. For assistance please refer to the scarce skills guide which contains a provisional list of scarce skills. (You may add any other scarce skill not appearing on the list. The list is available on our website @ www.agriseta.org.za, Skills Planning, Scarce & Critical Skill or you can obtain a copy from caren@agriseta.co.za, Tel: 012-325-1655)</small></p> <p>PLEASE REMEMBER TO CLICK THE ENTER BUTTON TO SAVE CAPTURED INFORMATION</p>			
No	Scarce Skills		
1.	<input type="text" value="Farm Managers"/>		
2.	<input type="text" value="Artisans"/>		
3.	<input type="text" value="Q"/>		
<input type="button" value="Enter"/>			

AgriSETA is currently in the process of determining priority Scarce Skills in the Sector (A scarce skill refers to that skill which you consistently have difficulties in finding), to assist us, please list a maximum of 3(three) scarce skills in your sector. For assistance please refer to the scarce skills guide which contains a provisional list of scarce skills. (You may add any other scarce skill not appearing on the list. The list is available on our website @ www.agriseta.org.za, Skills Planning, Scarce & Critical Skill or you can obtain a copy from caren@agriseta.co.za, Tel: 012-325-1655)

ii. Forms for LARGE Organisations

ATR 2008/2009

- C1 ABET Completed in 2008/2009
- D1 Report on Learning Programmes Completed in 2008/2009
- D2 Amount Spent on Training during 2008/2009
- E Report on all employees who received training during 2008/2009 (OLD NORMAL FORMAT)

- E(18.1) Report on Employees Trained during 2008/2009 EMPLOYED ONLY (OFO FORMAT)
- E(18.2) Report on Employees Trained during 2008/2009 UNEMPLOYED ONLY (OFO FORMAT)

WSP 2009/2010

- F Employees per Provincial Profile as at 1 April 2009

Back to WSP	Planning Grant Provincial Breakdown Form	TEST ORG - L000000000 1 April 2009 - 31 March 2010
Note: Please include all employees (Permanent, temp, seasonal & contract) for all SDL Numbers applicable		
Provincial Breakdown:-		
Province	Number of Employees	
Eastern Cape		<input type="text" value="0"/>
Free State		<input type="text" value="0"/>
Gauteng		<input type="text" value="0"/>
KwaZulu-Natal		<input type="text" value="0"/>
Mpumalanga		<input type="text" value="0"/>
Northern Cape		<input type="text" value="0"/>
Limpopo		<input type="text" value="0"/>
North West		<input type="text" value="0"/>
Western Cape		<input type="text" value="121"/>
Total		<input type="text" value="121"/>
<input type="button" value="Enter"/>		

Please note that the Provincial Profile needs to correspond to the Grant Total Employees on the Organisation Information tab.

- G(18.1) Current Employment as on 1 April 2009 EMPLOYED ONLY

The OFO (Organising Framework for Occupations) will in future become the basis on which skills development reporting, qualifications and learning programs will be built. In order to implement this new and more logic system, AgriSETA decided to include the OFO as the basis for listing occupations in the Workplace Skills Plan (WSP). An attempt was also made to limit the possible list of occupations only to those directly related to the agri sector. The drop-down menu from which relevant occupations can be selected is structured as follows: The first drop down menu lists the main categories (e.g. managers, professionals, etc). Once you decided within which category you wish to complete the information (e.g. managers), click on it and a second drop down list will appear. This drop-down lists all the 6-didget managerial occupations in the OFO which are believed to be directly related to the Agrisector. You have to select from these occupations when completing the WSP. (It is important to keep in mind that you select from the 6-didget list.) If you are not certain, you can click again on any of the occupations (e.g. Managers) and a descriptor and alternative titles/areas of specialisation for the occupation will appear. Once you are satisfied that the occupation you wish to complete is accurately enough described, return to the 6-didget occupation and complete the WSP. If you cannot find an occupation (or its alternative title or area of specialization) which describes the occupation you want to record, sufficiently, use the "other" field – in this case type in the name of the occupation as you would like to see it reflected and complete the numeric part as required. (This will assist us largely to expand the OFO to, in future more accurately list agri sector occupations).

Number of employees

Occupational Group

Job Title

Alternative Title/Specialization

AFRICAN			COLOURED			INDIAN			WHITE			AGE GROUP		
M	F	D	M	F	D	M	F	D	M	F	D	<35	35-55	>55
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add

When the user clicks on the Add button the information will be saved in a grid as shown below.

Occupational Group	Job Title	AFRICAN			COLOURED			INDIAN			WHITE			TOTAL			AGE GROUP			EDIT	DELETE			
		M	F	D	M	F	D	M	F	D	M	F	D	M	F	D	<35	35-55	>55					
MANAGERS	Finance Manager (Skill Level 5) - 132201	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	Edit	Delete
MANAGERS	Horticultural Farmer / Farm Manager (Skill Level 5) - 121204	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	1	0	0	Edit	Delete
TECHNICIANS AND TRADES WORKERS	Agricultural Technician (Skill Level 4) - 311101	3	0	0	1	0	0	1	0	0	0	0	0	5	0	0	3	2	0	0	0	0	Edit	Delete
MACHINERY OPERATORS AND DRIVERS	Agricultural Mobile Equipment Operator (Skill Level 2) - 721101	10	4	0	7	1	0	2	0	0	1	0	0	20	5	0	20	3	1	1	0	0	Edit	Delete
ELEMENTARY WORKERS	Harvester / Picker (Skill Level 1) - 841906	20	30	0	10	5	0	2	2	0	0	1	0	32	38	0	42	24	4	0	0	0	Edit	Delete
ELEMENTARY WORKERS	Irrigationist (Skill Level 2) - 841903	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	1	1	0	0	0	0	Edit	Delete
ELEMENTARY WORKERS	Pruner (Skill Level 1) - 841909	19	20	0	10	4	0	1	0	0	1	0	1	31	24	1	52	4	0	0	0	0	Edit	Delete
Grand Total		54	54	0	28	10	0	6	2	0	3	2	1	91	68	1	118	36	5					
Grand Total (M + F)													159											
Grand Total (M + F + D)													160											

Note: Persons with disabilities should only be completed under D. Do not include them under male or female.

Note that the "Edit" button will allow the user to edit the information added in the race/gender breakdowns. The "Delete" button will allow the user to delete the specific record should the user need to take the record out.

Note that persons with disabilities only needs to by completed under D and not included under male or female.

Note that the Gender and Age totals on this form needs to correspond to the total Employees on the Organisation Information tab.

- G(18.2) Current Employment as on 1 April 2009 UNEMPLOYED ONLY

The OFO (Organising Framework for Occupations) will in future become the basis on which skills development reporting, qualifications and learning programs will be built. In order to implement this new and more logic system, AgriSETA decided to include the OFO as the basis for listing occupations in the Workplace Skills Plan (WSP). An attempt was also made to limit the possible list of occupations only to those directly related to the agri sector. The drop-down menu from which relevant occupations can be selected is structured as follows: The first drop down menu lists the main categories (e.g. managers, professionals, etc). Once you decided within which category you wish to complete the information (e.g. managers), click on it and a second drop down list will appear. This drop-down lists all the 6-didget managerial occupations in the OFO which are believed to be directly related to the Agrisector. You have to select from these occupations when completing the WSP. (It is important to keep in mind that you select from the 6-didget list.) If you are not certain, you can click again on any of the occupations (e.g. Managers) and a descriptor and alternative titles/areas of specialisation for the occupation will appear. Once you are satisfied that the occupation you wish to complete is accurately enough described, return to the 6-didget occupation and complete the WSP. If you cannot find an occupation (or its alternative title or area of specialization) which describes the occupation you want to record, sufficiently, use the "other" field – in this case type in the name of the occupation as you would like to see it reflected and complete the numeric part as required. (This will assist us largely to expand the OFO to, in future more accurately list agri sector occupations).

Number of employees

Occupational Group

Job Title

Alternative Title/Specialization

AFRICAN			COLOURED			INDIAN			WHITE			AGE GROUP		
M	F	D	M	F	D	M	F	D	M	F	D	<35	35-55	>55
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add

When the user clicks on the Add button the information will be saved in a grid as shown below.

Number of employees		AFRICAN												COLOURED			INDIAN			WHITE			TOTAL			AGE GROUP			EDIT	DELETE			
Occupational Group	Job Title	M			F			D			M			F			D			M			F			D			<35	35-55	>55		
MANAGERS	Finance Manager (Skill Level 5) - 132201	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	Edit	Delete
MANAGERS	Horticultural Farmer / Farm Manager (Skill Level 5) - 121204	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	1	0	0	0	0	0	1	0	0	Edit	Delete
TECHNICIANS AND TRADES WORKERS	Agricultural Technician (Skill Level 4) - 311101	3	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	5	0	0	3	2	0	0	0	0	0	0	0	Edit	Delete
MACHINERY OPERATORS AND DRIVERS	Agricultural Mobile Equipment Operator (Skill Level 2) - 721101	10	4	0	7	1	0	2	0	0	1	0	0	0	0	0	20	5	0	20	3	1	0	0	0	0	0	0	0	0	0	Edit	Delete
ELEMENTARY WORKERS	Harvester / Picker (Skill Level 1) - 841906	20	30	0	10	5	0	2	2	0	0	1	0	32	38	0	42	24	4	0	0	0	0	0	0	0	0	0	0	0	0	Edit	Delete
ELEMENTARY WORKERS	Irrigator (Skill Level 2) - 841903	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	Edit	Delete
ELEMENTARY WORKERS	Pruner (Skill Level 1) - 841909	19	20	0	10	4	0	1	0	0	1	0	1	31	24	1	52	4	0	0	0	0	0	0	0	0	0	0	0	0	0	Edit	Delete
Grand Total		54	54	0	28	10	0	6	2	0	3	2	1	91	68	1	118	36	5														
Grand Total (M + F)														159			159																
Grand Total (M + F + D)														160																			

Note: Persons with disabilities should only be completed under D. Do not include them under male or female.

Note that the "Edit" button will allow the user to edit the information added in the race/gender breakdowns. The "Delete" button will allow the user to delete the specific record should the user need to take the record out.

Note that persons with disabilities only needs to be completed under D and not included under male or female.

Note that the Gender and Age totals on this form needs to correspond to the total Employees on the Organisation Information tab.

- H1 Planned Learning Programmes for 2009/2010

Back to WSP
Planning Grant Learning Programmes 2009 / 2010
TEST ORG - L000000000

Select the **three most important learning programmes** that you plan to address/completed during 2009/2010. Once the learning programmes have been listed, complete (with a X in the appropriate box) at which educational level it is planned to be completed. **AgriSETA requires only the three most important Learning Programmes. Should you wish to add more Learning Programmes, please feel free to do so.**
(Note: A list of Learning Programmes are available on our website @ www.agriseta.co.za, under Levies & Grants, Mandatory Grants)

PLEASE REMEMBER TO CLICK THE ADD BUTTON TO SAVE CAPTURED INFORMATION

Please do not complete ABET Training on this section. ABET should be completed on Section C Only

Learning Programmes

Select NQF level to be completed/attended							
General Up to and incl. Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the **three most important learning programmes** that you plan to address/completed during 2009/2010. Once the learning programmes have been listed, complete (with a X in the appropriate box) at which educational level it is planned to be completed. **AgriSETA requires only the three most important Learning Programmes. Should you wish to add more Learning Programmes, please feel free to do so.**

(Note: A list of Learning Programmes is available on our website @ www.agriseta.co.za, under Levies & Grants, Mandatory Grants)

When the user clicks on the "Add" button the system will save it as follows:

Learning Programmes															
No.	List Learning programmes	Level of planned learning programmes								SAQA Registered?		If yes, provide SAQA ID number	Edit	Delete	
		General		Further			Higher			Yes	No				
		General Up to and incl. Level 1	2	3	4	5	6	7	8						
1	Occupational Health & Safety: First Aid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	Fruit Packing & Sorting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	Computer Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Page Number 1

- H2 Budget Amount for Training during 1 April 2009 to 31 March 2010

Back to WSP	Planning Grant Training Budget
Amount that will be spent on training for the financial year (1 April 2009 to 31 March 2010)	
PLEASE REMEMBER TO CLICK THE ENTER BUTTON TO SAVE CAPTURED INFORMATION	
How much do you budget to spend on training in the current financial year:	R <input style="width: 100px;" type="text" value="100,000.00"/>
<input type="button" value="Enter"/>	

- 118.1 Employees to be Trained during 2009/2010 EMPLOYED ONLY

The OFO (Organising Framework for Occupations) will in future become the basis on which skills development reporting, qualifications and learning programs will be built. In order to implement this new and more logic system, AgriSETA decided to include the OFO as the basis for listing occupations in the Workplace Skills Plan (WSP). An attempt was also made to limit the possible list of occupations only to those directly related to the agri sector. The drop-down menu from which relevant occupations can be selected is structured as follows: The first drop down menu lists the main categories (e.g. managers, professionals, etc). Once you decided within which category you wish to complete the information (e.g. managers), click on it and a second drop down list will appear. This drop-down lists all the 6-didget managerial occupations in the OFO which are believed to be directly related to the Agrisector. You have to select from these occupations when completing the WSP. (It is important to keep in mind that you select from the 6-didget list.) If you are not certain, you can click again on any of the occupations (e.g. Managers) and a descriptor and alternative titles/areas of specialisation for the occupation will appear. Once you are satisfied that the occupation you wish to complete is accurately enough described, return to the 6-didget occupation and complete the WSP. If you cannot find an occupation (or its alternative title or area of specialization) which describes the occupation you want to record, sufficiently, use the "other" field – in this case type in the name of the occupation as you would like to see it reflected and complete the numeric part as required. (This will assist us largely to expand the OFO to, in future more accurately list agri sector occupations).

Number of employees												
Occupational Group <input type="text"/>												
Job Title <input type="text"/>												
Alternative Title/Specialization <input type="text"/>												
Learning Programme Numbers <input type="text" value="eg:1,4:7"/>												
AFRICAN			COLOURED			INDIAN			WHITE			
M	F	D	M	F	D	M	F	D	M	F	D	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
<input type="button" value="Add"/>												

Note that people with disabilities gets completed under D and not included under male and female.

When the user clicks on the "Add" button it will be saved as follows:

Occupational Group	Job Title	Learning Programme	AFRICAN			COLOURED			INDIAN			WHITE			TOTAL		EDIT	DELETE	
			M	F	D	M	F	D	M	F	D	M	F	D	M	F			D
MANAGERS	Finance Manager (Skill Level 5) - 132201	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
MANAGERS	Horticultural Farmer / Farm Manager (Skill Level 5) - 121204	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
PROFESSIONALS	Accountant (General) (Skill Level 5) - 221101	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
TECHNICIANS AND TRADES WORKERS	Agricultural Technician (Skill Level 4) - 311101	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
MACHINERY OPERATORS AND DRIVERS	Agricultural Mobile Equipment Operator (Skill Level 2) - 721101	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
ELEMENTARY WORKERS	Harvester / Picker (Skill Level 1) - 841906	1,2	20	10	0	4	0	0	1	0	0	0	0	0	25	10	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
ELEMENTARY WORKERS	Irrigatorist (Skill Level 2) - 841903	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
ELEMENTARY WORKERS	Pruner (Skill Level 1) - 841909	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Grand Total			22	10	0	4	0	0	1	0	0	0	0	0	27	10	0		
Grand Total (M + F)																37			
Grand Total (M + F + D)																37			

Note: Persons with disabilities should only be completed under D. Do not include them under male or female.

- 118.2 Employees to be Trained during 2009/2010 UNEMPLOYED ONLY

The OFO (Organising Framework for Occupations) will in future become the basis on which skills development reporting, qualifications and learning programs will be built. In order to implement this new and more logic system, AgriSETA decided to include the OFO as the basis for listing occupations in the Workplace Skills Plan (WSP). An attempt was also made to limit the possible list of occupations only to those directly related to the agri sector. The drop-down menu from which relevant occupations can be selected is structured as follows: The first drop down menu lists the main categories (e.g. managers, professionals, etc). Once you decided within which category you wish to complete the information (e.g. managers), click on it and a second drop down list will appear. This drop-down lists all the 6-didget managerial occupations in the OFO which are believed to be directly related to the Agrisector. You have to select from these occupations when completing the WSP. (It is important to keep in mind that you select from the 6-didget list.) If you are not certain, you can click again on any of the occupations (e.g. Managers) and a descriptor and alternative titles/areas of specialisation for the occupation will appear. Once you are satisfied that the occupation you wish to complete is accurately enough described, return to the 6-didget occupation and complete the WSP. If you cannot find an occupation (or its alternative title or area of specialization) which describes the occupation you want to record, sufficiently, use the "other" field – in this case type in the name of the occupation as you would like to see it reflected and complete the numeric part as required. (This will assist us largely to expand the OFO to, in future more accurately list agri sector occupations).

Number of employees											
Occupational Group <input type="text"/>											
Job Title <input type="text"/>											
Alternative Title/Specialization <input type="text"/>											
Learning Programme Numbers <input type="text"/> eg:1;4;7											
AFRICAN			COLOURED			INDIAN			WHITE		
M	F	D	M	F	D	M	F	D	M	F	D
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>											

Note that people with disabilities gets completed under D and not included under male and female.

When the user clicks on the "Add" button it will be saved as follows:

Occupational Group	Job Title	Learning Programme	AFRICAN			COLOURED			INDIAN			WHITE			TOTAL			EDIT	DELETE
			M	F	D	M	F	D	M	F	D	M	F	D	M	F	D		
MANAGERS	Finance Manager (Skill Level 5) - 132201	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Edit	Delete
MANAGERS	Horticultural Farmer / Farm Manager (Skill Level 5) - 121204	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Edit	Delete
PROFESSIONALS	Accountant (General) (Skill Level 5) - 221101	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Edit	Delete
TECHNICIANS AND TRADES WORKERS	Agricultural Technician (Skill Level 4) - 311101	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Edit	Delete
MACHINERY OPERATORS AND DRIVERS	Agricultural Mobile Equipment Operator (Skill Level 2) - 721101	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Edit	Delete
ELEMENTARY WORKERS	Harvester / Picker (Skill Level 1) - 841906	1;2	20	10	4	0	0	1	0	0	0	0	0	0	25	10	0	Edit	Delete
ELEMENTARY WORKERS	Irrigationist (Skill Level 2) - 841903	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	Edit	Delete
ELEMENTARY WORKERS	Pruner (Skill Level 1) - 841909	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Edit	Delete
Grand Total			22	10	4	0	0	1	0	0	0	0	0	0	27	10	0		
Grand Total (M + F)																		37	
Grand Total (M + F + D)																		37	

Note: Persons with disabilities should only be completed under D. Do not include them under male or female.

- J1 Planned ABET Training for 2009/2010

Back to WSP		Planning for ABET Training (2009/2010)	
If any of your workers were exposed to Adult Basic Education and Training(ABET)- i.e LITERACY & NUMERACY programs please complete the table below			
	Total number to be trained		
	M	F	D
ABET Level 1	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
ABET Level 2	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
ABET Level 3	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
ABET Level 4	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="6"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Grand Total (M + F + D)	<input type="text" value="7"/>		
Note: Persons with disabilities should only be completed under D. Do not include them under male or female.			
Enter			

- J2 Scarce Skills

Back to WSP		Planning Grant Scarce Skills	TEST ORG - L000000000 1 April 2009 - 31 March 2010
<small>AgriSETA is currently in the process of determining priority Scarce Skills in the Sector (A scarce skill refers to that skill which you consistently have difficulties in finding), to assist us, please list a maximum of 3(three) scarce skills in your sector. For assistance please refer to the scarce skills guide which contains a provisional list of scarce skills. (You may add any other scarce skill not appearing on the list. The list is available on our website @ www.agriseta.org.za , Skills Planning, Scarce & Critical Skill or you can obtain a copy from caren@agriseta.co.za , Tel. 012-325-1655)</small>			
<small>Your list of Scarce Skills (Maximum 3)</small>			
PLEASE REMEMBER TO CLICK THE ENTER BUTTON TO SAVE CAPTURED INFORMATION			
No	Scarce Skills		
1.	<input type="text" value="Farm Managers"/>		
2.	<input type="text" value="Artisans"/>		
3.	<input type="text" value=""/>		
Enter			

Submitting of the WSP/ATR forms.

To submit the WSP/ATR forms, click on the Submit WSP/ATR button on the WSP 2009/2010 forms. This will change the status of your forms to **“Submitted”**. Once submitted an automatic confirmation of submission will be sent to the SDF and AgriSETA. This will serve as proof of submission and in some cases proof of re-submission

View & Print ATR/WSP

This button is on the main page:

9	1 April 2009 - 31 March 2010	No	Opened	30/06/2009	Select ATR08/09	Select WSP09/10	View & Print ATR/WSP	Print & Sign Authority	View
---	------------------------------	----	--------	------------	---------------------------------	---------------------------------	--	--	----------------------

Clicking on this button will open a report with all the information completed on the forms collated into one document as per the DoL requirements.

Print & Sign Authority

This button is on the main page:

9	1 April 2009 - 31 March 2010	No	Opened	30/06/2009	Select ATR08/09	Select WSP09/10	View & Print ATR/WSP	Print & Sign Authority	View
---	------------------------------	----	--------	------------	---------------------------------	---------------------------------	--	--	----------------------

By clicking on this button the system will open the authorisation for you to print it for signing off the ATR/WSP.

Click on the print button in the left top corner to print this page.

e. TRAINING COMMITTEE


According to legislation, if the company has more than 50 employees, there must be a training committee. You can capture the members of the training committee on this page.

f. GRANTS & LEVIES

To view the Levies been paid by the organisation and the Grants paid out to them, click on the "Grants & Levies" tab.


On this page you can view the levies paid by the organisation and the grants received by the organisation.

Select the "Grants and Levies" radio button and select your year. Click on the enter button and it will give you the grants been paid to the organisation.

Test Org 1 April 2008 - 31 March 2009 Grant Allocation Statement			
	SDL No : L000000000	Unknown Unknown Unknown Unknown	Unknown Unknown Unknown Unknown Phone: Fax:
Sort by: <input type="radio"/> Date <input checked="" type="radio"/> Grant type			
Date	Description	Amount	
	EMPLOYER TOTAL	0.00	0.00
<input type="button" value="Print"/> <input type="button" value="Levies"/>			


You will be able to print the list by clicking on the "print" button.

Click on the "Levies" button to view the levies paid by the organisation.

Test Org 1 April 2008 - 31 March 2009 Levy Statement										
	SDL No : L000000000	Unknown Unknown Unknown Unknown	Unknown Unknown Unknown Unknown Phone: Fax:							
Levies Received:										
Receipt date (SARS)	Received by AGRISETA	Stakeholder levy calculated (100%)	NSF calculation (20%)	Total received by AGRISETA (80%)	Mandatory levy (50%)	Discretionary (20%)	Admin (10%)	Interest (80%)	Penalty (80%)	SARS ledger month (For internal office use only.)
<p>Legend:</p> <p>Receipt date Date of payment to SARS</p> <p>Received by AGRISETA Date the money was received by AGRISETA from the Department of Labour</p> <p>Stakeholder levy calculated (100%) The sum of the levy received by AGRISETA + NSF calculation + interest + penalty</p> <p>NSF calculation (20%) Levy amount calculated as transferred to the National Skills Fund by SARS (20% of total levy), done to balance your actual payment made with the money received by AGRISETA.</p> <p>Total received by AGRISETA (80%) Levy amount received by AGRISETA (80% of total levy)</p> <p>Mandatory levy (50%) The % of the total levy received by AGRISETA allowable for the mandatory grant.</p>										

There is a "Legend" at the bottom of the page to explain the breakdown of the levies. You will also be able to print this page.

To view a statement at the end of the financial year, click on the "Financial Statement Summary" radio button. It will give you a statement of levies been paid and grants received.

Test Org - L000000000		Grants & Levies		
<input checked="" type="radio"/> Financial Statement Summary		<input type="radio"/> Grants and Levies		
Please select a Levy Year from the combo box below.				
Years available :				
<input type="button" value="Enter"/>				

For more information please download or print the Mandatory Grant Information Manual and Step-by-Step Guidelines from the AgriSETA website at www.agriseta.co.za, Levies and Gants, Mandatory Grants.

CONTACT DETAILS: MANDATORY GANTS DEPARTMENT

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Skills Planning Department

Direct Tel: 012-301-5637

Direct Fax: 086-556-9369

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