

WORKPLACE SKILLS PLAN, MANDATORY GRANT AND LEVY INFORMATION

Who must pay skills development levies?

Any company with an annual payroll of R500 000.00 or more

Where are levies paid?

Levies are paid to SARS, who in turn transfers them to DHET; DHET then transfers them to the relevant SETA.

How do I start paying Skills Development levies?

Your company accountant or Finance Manager will complete the EMP201 form and submit to SARS – you will indicate that you would like to join SETA number 13.

What percentage of Skills Levies is paid to SARS?

1 percent of the annual payroll is paid to SARS

BREAKDOWN OF THE 1% PAID TO SARS

20%	National Skills Fund (& 2% of this to SARS for admin)
10%	SETA's Administration
0.5%	QCTO
49,5	Discretionary Grants
20%	Mandatory Grants

Mandatory Grants

To claim back the 20% for mandatory grants above employers have to submit a Workplace Skills Plan and Annual Training Report on or before 30 April of each year.

What is the deadline date for this year?

The deadline date is 30 April 2020.

What if I need an extension?

You can write to INSETA on your company letterhead requesting an extension, but you must have a valid reason in your letter for the extension request. Extensions are only granted for one month, up to 31 May of that same year.

What if my company does not have an FSP license?

Then you go to www.inseta.org.za – CORE BUSINESS – SKILLS – in this section you will complete the Core Business form and submit under FSP license

Do I include contractors/ interns / temporary workers in the WSP?

Yes, everyone who is in the employ in your company during the period of reporting must be reported in the WSP so that you can plan for training for them as well.

How does a company calculate the cost of training within the WSP for learners?

When you have to indicate the cost of learning you will need to include all direct and indirect costs linked to that learners training. Cost of loss of productivity, cost of training etc.

What if I was registered with the wrong SETA and wish to transfer over to INSETA, how do I change that?

You need to contact INSETA and indicate that you are with another SETA and wish to transfer over to INSETA. The INSETA will provide you with an IST (Inter seta transfer form). The Managing director of the company will complete the transfer form and send to the INSETA. The INSETA will then load the form onto the DHET (Department of Higher Education and Training) System. The SETA that you are currently with will have to approve your company's transfer out of their SETA and into INSETA. This takes on average 6 months to a year to be completed.

Why does the IST take so long?

The SETA that you wish to transfer out of may dispute the reason you want to transfer over to another SETA. Disputes take up to two years to resolve in some cases

How do I submit the report?

INSETA has a designated online template for reports to be submitted. To submit the report you must have access to the system by completing the Skills Development Registration form which is found on the skills development webpage on the INSETA website. For guidance in completing the form you may contact the INSETA Skills Team.

Can I submit the WSP this year (2020) without having all signatories sign the Authorisation page?

Yes, you just need to attach an email from all signatories who could not sign. The email must be attached under the FSP license upload section.

How long does the registration take?

It takes about 7 working days to process the registration form; upon registration you will receive a username and password to access the system.

PIVOTAL and Discretionary Grants

To access funding you have to apply for funding opportunities within INSETA, please visit the INSETA website www.inseta.org.za

Herewith are different kinds of Skills Development opportunities available at INSETA:

- Learnerships
- Internships
- Bursaries
- Skills Programmes for small businesses and Coops
- **Skills Programmes for Workers (Cash Grants)**

Note that funding is available at set dates and at the discretion of INSETA.

You can only access funding if you completed and submitted your WSP for the year