



inseta
INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

EMPOWERED TO **INFLUENCE** AND **INSPIRE!**

WORKPLACE SKILLS PLAN (WSP) AND ANNUAL TRAINING REPORT (ATR) WORKSHOPS FOR 2025

The Insurance Sector Education and Training Authority (INSETA) is pleased to invite all registered levy and non-levy paying employers to the annual WSP/ATR workshops to be hosted across the country. The aim of these workshops is to take employers through the process of submitting the WSP/ATR for 2025. The workshops are scheduled as follows:

05 February 2025



Johannesburg:
Southern Sun Sandton

12 February 2025



Cape Town:
Protea Hotel Fire and
Ice by Marriot

19 February 2025



Durban:
Southern Sun Elangeni
Maharan



26 February 2025

Gqeberha:
Kelway Hotel



These workshops will cover the following areas:

- Mandatory Grants Compliance.
- Employer registration.
- SDF registration.
- Resetting log in password.
- Adding new employers on SDF profile
- Linking child companies.
- Updating employer details.
- Creating and capturing of WSP/ATR forms.
- Uploading WSP/ATR supporting documents.
- Feedback on the 2024 Sector Skills Plans.

Numbers are limited, kindly reserve your seat by latest **31 January 2025** by completing the application on the link below:



<https://forms.office.com/r/uL6vxRMNCS>

Late applications will not be considered.

For more information don't hesitate to contact the Skills Planning team:

Osborne Mkhize: osbornem@inseta.org.za, **Bonginkosi Malinga:** malingab@inseta.org.za,
Tasmin Davids: tasmind@inseta.org.za, **Aubrey Manganye:** aubreym@inseta.org.za