

Letter

**To:** INSETA registered employers (levy and non-levy paying)  
**From:** Executive Manager Operations and Skills Planning Manager  
**Re:** Workplace Skills Plan and Annual Training Report Window for 2025/2026 financial year  
**Date:** 03 February 2025

**WORKPLACE SKILLS PLAN (WSP) AND ANNUAL TRAINING REPORT (ATR) WINDOW IS NOW OPEN FOR 2025/2026 FINANCIAL YEAR.**

The purpose of this letter is to notify INSETA registered levy and non-levy paying employers regarding the opening of the 2025/2026 WSP/ATR window. Section 4(4) of the Skills Development Act no 97 of 1998 states that 20% of the total levies paid by the employer in terms of section 3(1) as read with section 6, of each financial year, will be reimbursed to employers that submit a WSP and ATR.

INSETA registered employers are hereby invited to submit their WSP (2025/2026) and ATR (2024/2025) to claim their respective 20% mandatory grants payment (levy payers) and qualify to apply for INSETA discretionary grant (DG) funding.

The submission deadline is **30 April 2025**, as mandated by the legislation. **Late applications will not be accepted.** Employers needing assistance with their WSP/ATR submissions may contact our Sector Skills Facilitators (SSFs) across the country. The contact details of INSETA Sector Skills Facilitators are available on the INSETA website.

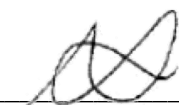
For more information, do not hesitate to contact the Skills Planning team:

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Yours in skills development



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