

02 May 2025

**Request for extensions of the Workplace Skills Plan (WSP) and Annual Training Report (ATR) submission 2025.**


In line with the SETA Grant Regulation 35940 of 3 December 2012, section 4 and sub-regulation (8) states *"A SETA Accounting Authority may grant an extension up to a maximum period of one month from the date contemplated in sub-regulation (2) for late submission of an application for a mandatory grant subject to a written request by a levy paying employer"*.

INSETA registered levy and non-levy paying employers are therefore invited to submit a request for extensions. The request for extensions must be in writing and should clearly outline the reasons for the extension. Request for extensions must be addressed to the INSETA Skills Planning and Research Manager and submitted before or by **10 May 2025**.

Approval for extensions will be communicated to approved employers. The INSETA Management Information System (MIS) will be accessible exclusively to approved Employers. Approved employers will have access until **31 May 2025** to submit the WSP/ATR on the INSETA MIS.

All request for extensions must be sent via email on the INSETA mandatory grant mailbox: [mandatorygrants@inseta.org.za](mailto:mandatorygrants@inseta.org.za) before or by **10 May 2025**. **Late request for extensions will not be considered.**

Yours in Skills Development



Mr. Leslie Kwapeng  
**Executive Manager: Operations (EMO)**