

Here's a list of frequently asked questions (FAQs) for WSP/ATR submissions and mandatory grant payouts:

WSP/ATR Submissions

1. What is the WSP/ATR?

The Workplace Skills Plan (WSP) outlines your company's training initiatives for the upcoming year, while the Annual Training Report (ATR) provides a record of training that was completed in the past year.

The WSP/ATR submissions encourage the mobilisation of sector-based skills information in order to understand demand followed by the steering and funding of priority skills development.

2. Who should submit the WSP/ATR?

All companies registered under FASSET that have an annual payroll exceeding R500,000 are required to register for Skills Development Levies (SDL). These companies can then submit Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs). By completing the WSP and ATR while meeting all necessary requirements, they become eligible to receive a grant, allowing them to reclaim 20% of the SDL paid from the relevant SETA.

3. When is the deadline for submitting the WSP/ATR?

The due date of the WSP and ATR, as determined by the SETA, will be no later than 30 April of each year.

4. What happens if I miss the submission deadline?

Failure to submit the Workplace Skills Plan (WSP) and Annual Training Report (ATR) will negatively impact a company's B-BBEE status, resulting in a loss of points. Additionally, the company will forfeit the 20% mandatory grant associated with the WSP.

5. Can I update the WSP/ATR after submission?

Once submitted, no changes can be made to your submission. You should ensure all information is correct before submitting your WSP/ATR.

6. How do I submit my WSP/ATR?

Submissions are typically made through the FASSET's (ODOO System) online portal. Go to the FASSET Website and do an SDF Portal Login.

7. Do I need to submit both the WSP and ATR?

Yes, both documents must be submitted annually to remain compliant with SETA requirements.

8. What information do I need for the WSP/ATR submission?

You will need details on your company's training needs (for the WSP) and a summary of completed training activities (for the ATR). This may include employee names, training types, and costs.

9. When do evaluations of WSP/ATR commence?

The evaluation process commences on the 1st May after the deadline (3 months or 90 business days), then approvals and rejections take place.

10. Reasons why my WSP/ATR may be declined?

- Authorisation page not signed by all respective signatories
- Not Tax compliant
- Latest Minutes of Training Committee meeting not submitted- applicable for large and medium employers.
- Not meeting the deadline
- No relevant proof of training submitted
- Training planned did not take place
- Where training on PIVOTAL programmes is not planned there must still be a return submitted indicating that such programmes will not be undertaken.
- Training reported does not correspond with Training Planned the previous year and no reasons provided.
- Mandatory Grant submission not properly completed and does not contribute to the Sector Skills Plan; and
- Did not click submit during submission period (Pending status)
- Employers must have completed a minimum of 75% of the planned training from the previous year to qualify for a grant.

Mandatory Grant Payouts

1. What is a mandatory grant payout?

A mandatory grant is a 20% payment made by FASSET to employers that submitted their WSP/ATR on time and meet the relevant criteria also up to date with skills levies payment to SARS.

The purpose of the Mandatory grant application is to ensure that employers are implementing training i.e. planning for their training for the year ahead and reporting on the training that was conducted in the previous period.

2. Who is eligible for mandatory grants?

Registered FASSET levy paying employers who submit their WSP/ATR on time and comply with the FASSET's requirements are eligible to receive a mandatory grant.

3. How much can I expect to receive as a mandatory grant?

You will claim back up to 20% of your Skills Development Levy (SDL)

It takes at least three months from the date the levy is paid to the SARS, for funds to reach FASSET. Grant payments, therefore, will not necessarily reflect the last levy paid by the company.

4. When will mandatory grant payouts be made?

Payouts are typically quarterly made once your WSP/ATR has been approved by FASSET, which usually happens a few months after submission.

Quarterly Payments:	Scheduled Payment Month	Last Approval Date	Estimated Levy Months to be paid
1st Grant Payment	May	End of April	March
2nd Grant Payment	August	End of July	April, May, June
3rd Grant Payment	November	End of October	July, August, Sept
4th Grant Payment	Feb	End of January	Oct, Nov, Dec
5th Grant Payment	March	End of March	Jan, Feb

5. What if my company is not registered with FASSET?

If your company is not registered, you will not be eligible for a mandatory grant. You will need to register with SARS & FASSET to access funding opportunities.

6. How does an employer register for the levy?

Every employer who is liable to pay the levy must register with SARS by completing the registration form, Form SDL 101, which is available from all SARS offices. In order to register the employer must:

- Obtain a registration form (SDL 101) from any SARS office, if not received by mail.
- Choose from a list of registered Sector Education and Training Authorities (SETAs) as indicated in the SETA classification guide provided with the registration form, the one SETA most representative of your activities, and
- Choose a standard industry code (SIC) from the SETA classification guide which most accurately describes the nature of your business.

7. What happens if the information submitted in the WSP/ATR is incorrect?

If inaccuracies are found your WSP/ATR may be declined and your mandatory grant payout for that financial year forfeited. It's important to submit accurate and up-to-date information.

8. Do I need to provide any additional documents for the mandatory grant?

Typically, a compliant WSP/ATR submission is the primary requirement. Once approved you will receive your mandatory grant payouts quarterly.