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

WSP/ATR Submissions

1. What is 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 who are registered under FASSET and pay salaries of more than R500,000 per year should be registered to pay Skills Development Levies (SDL). Companies can then submit WSPs and ATRs. Through completing the WSP and ATR, but also adhering to all the set requirements, 20% of the SDL paid will be obtained through a grant 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?

Late submissions may lead to penalties or ineligibility for funding. It's important to submit on time.

If a company fails to submit the Workplace Skills Plan and Annual Training Report their B-BBEE status will be negatively affected. No submission, no points. The 20% mandatory grant linked to the WSP of the company will also be forfeited.

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?

FY2026/27 Submissions are manual through FASSET mailbox. Submit your WSP/ATR application to mandatorygrant@fasset.org.za and indicate the **SDL** number on the subject line.

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 commences?

The evaluation process commences in May after the deadline. Finalising around March due to the number of queries that are being raised when assessing and we also have to follow up.

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

a. Authorisation page not signed by all respective signatories
b. Not Tax compliant
c. Latest Minutes of Training Committee meeting not submitted- applicable for large and medium employers.
d. Not meeting the deadline
e. No relevant proof of training submitted
f. Training planned did not taking place
g. Where training on PIVOTAL programmes is not planned there must still be a return submitted indicating that such programmes will not be undertaken.
h. Training reported does not correspond with Training Planned the previous year and no reasons provided.
i. Mandatory Grant submission not properly completed and does not contribute to the Sector Skills Plan; and
j. 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 payment made by FASSET to employers that submit their WSP/ATR on time and meet the relevant criteria.

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 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.