



A CALL TO ALL CETA MEMBER COMPANIES TO SUBMIT WORKPLACE SKILLS PLANS (WSP) AND ANNUAL TRAINING REPORTS (ATR)

The Construction Education and Training Authority (CETA) hereby remind all levy paying member companies to submit WSP and ATR for 2010/2011 financial year. The deadline for submission is 30 June 2010.

Please note the following:

The CETA on-line system (SETA MANAGEMENT SYSTEM) for the Workplace Skills Plan/Annual Training Report Submission for 2010/2011 will be live from 01st April 2010. Companies that are active on SMS are encouraged to submit on-line.

Hard copy submission: Only newly registered companies (6 months or less), companies in the process of changing from other SETA(S) to CETA and Government Departments are encouraged to submit on hard copy. Submission can be made to wspatr@ceta.co.za

Skills Development Facilitators are requested to provide CETA with appointment letters and are further requested to update their details on CETA SMS.

Companies that have changed their details (e.g. banking, registration) are requested to inform CETA in writing of such changes for the records.

Proof of training, cancelled cheque and signed authorisation page/s must be couriered/ posted or hand delivered to CETA Head Office. Both on-line format and hard copy are available on CETA website. **No late submissions will be accepted and extensions will not be granted.**

Please direct all enquiries to the following people:

CONTACT	TEL	Email Address
Ms. Esther Mpolaise	011 265 5900/5910	skillstemp@ceta.co.za skillsdev@ceta.co.za
Mr. Matome Maloba	011 265 5900/5945	skillsdevadmin2@ceta.co.za

The CETA website address is www.ceta.org.za

“Service excellence-driven skills development authority, towards a sustainable and competent construction sector”