

CETA Annual Training Plan 2008/9

Overview of templates
Tables to be filled are marked in Green

ATR-1	Particulars About The Organisation
ATR-3	Current Employment Profile as at 30 June 2008
ATR-4	Occupational Breakdown of Training
ATR-5	Planned Versus Actual Training (1 April 2007 – 31 March 2008)
ATR-6	SIC Codes
ATR-7	Variance Report
ATR-8	Development And Consultative Process (1 April 2007 – 31 March 2008)
ATR-9	Authorisation

All templates must be signed and sent as original hardcopies to the Skills Development Manager of CETA Head Office.

The Skills Development Manager CETA

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Halfway House
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Tel : (011) 265 5900

Fax : (011) 265 5924 / 25

PLEASE SEND A COMPLETELY FILLED ELECTRONIC COPY TO skillsdeve@ceta.co.za

Electronic files must be names as follows:

For Companies with 1-49 employees	LNumber-Company-legal name less50
SAMPLE:	L1234567-Concrete PTY-less50
For Companies with 50 and more employees	LNumber-Company-legal name-50plus
SAMPLE:	L7654321-Reinforce CC-50plus