



Construction Education and Training Authority

COMBINED ART 2008 / 2009 & WSP 2009 / 2010

Annual Training Report	1 April 2008 to 31 March 2009
Workplace Skills Plan	1 April 2009 to March 2010

LEGISLATION

The Workplace Skills Plan (WSP) Grant application combined with the Annual Training Report (ATR) Grant application is fixed as a percentage of levies paid by an employer. An employer who makes an application on time and in the proper manner will receive 50% of the total of the levies paid over to SARS in the period 1 April 2009 to March 2010. This grant application has been prepared in terms of Annexure 2, Skills Development Act 1998, Seta Grant Regulations, and Application for Mandatory Grant by Employer [Regulation 6(1) (A)].

The Workplace Skills Plan (WSP) Grant and the Annual Training Report (ATR) Grant are central to Skills Development System, which is responsive to the economic and social needs of South Africa. The ATR allows employers to monitor the achievement of the skills priorities and skills development objectives that were outlined in the WSP. Where there are variations between the WSP and the ATR, the ATR provides employers and Skills Development Facilitators with an opportunity to analyze reasons for non-completion of planned training.

SUBMISSION GUIDELINES

- If the employer does not claim a Mandatory Grant by the deadline date, the Seta must immediately (in terms of the relevant regulations) transfer the employer's unclaimed Mandatory Grant funds to the discretionary grant funds to the Discretionary Grant fund.
- Request for Extensions and late Submissions **WILL NOT BE ACCEPTED**. The penalty of submitting late is losing the grant in full.
- The only exception to this is where an application for the WSP is submitted within 6 months of registration in the case of an employer who has registered for the first time in terms of Section 5(1) of the Skills Development Levies Act.
- The WSP and ATR must be submitted by no later than **30 JUNE 2009** in terms of the Department of Labour deadline.
- In terms of Section 10(2) of the Grant regulations, a SETA may not pay a Mandatory Grant to an employer unless the employer has submitted a Training Report in respect of the implementation of the previous year's Workplace Skills Plan, except newly registered employers.

A1. DETAILS OF EMPLOYER

Organisation Name:			
SDL Number:			
Organisation Registration Number:			
Phone Number:		Fax Number:	
Postal Address:			
Physical Address:			
SIC Code Description:			
Sub-Sector:	Description	(X)	
	Construction Sub-Sector		
	Build Environment Professional Sub-Sector		
	Construction Material Manufacturers Sub-Sector		
Total Annual Payroll:			
Number of Employees:			
Employees as per Employment Profile:			
WSP Year:			

BANK DETAILS

(Please capture the banking details of the organizations. Attachment of the cancelled cheque is still required along with the submission of the WSP & ATR forms).

Name of Account Holder:	
Bank:	
Branch:	
Branch Code:	
Account Number:	
Account Type:	

1.	Is this organization linked to another organization?	
2.	If yes, please indicate the L-numbers and the funding years for which the organizations are linked for:	
ORGANISATION SDL NUMBER		FUNDING YEARS

SKILLS DEVELOPMENT FACILITATOR DETAILS

Surname:		Name:		Initials:	
ID Number:		Gender:		Population Group:	
Highest Level of Education:					
Current Occupation:					
Contact Details:	Cell Phone Number:				
	Telephone Number:				
	Fax Number:				
	Email Address:				
Postal Address:					
Postal Code:					

A2. ORGANISATION CONTACTS

Title:	
Surname:	
First Name:	
Initials:	
Designation:	
Phone Number:	
Fax Number:	
Cell Number:	
Email:	
Postal Address:	

A3. NATIONAL PROVINCIAL PROFILE – APRIL 2009

Work Place Skills Plan 2009 - 2010	
Province	Number of Employees
Eastern Cape	
Free State	
Gauteng	
KwaZulu Natal	
Mpumalanga	
Northern Cape	
Limpopo	
North West	
Western Cape	
Total:	

441202		Fire Fighter																		
5. CLERICAL AND ADMINISTRATIVE WORKERS																				
511101		Contract Administrator																		
511102		Contract, Program and Project Administrators																		
511201		Office Administrator																		
542102		Admissions Clerk																		
561301		Filing or Registry Clerk																		
591101		Order Clerk																		
591105		Stock Clerk																		
591106		Warehouse Administrator																		
599401		Human Resources Clerk																		
599510		Environmental Practices Inspector																		
6. SALES WORKERS																				

332101		Floor Finisher																		
332201		Painting Trades Worker																		
333101		Glazier																		
333201		Fibrous Plasterer																		
333202		Solid Plasterer																		
333301		Roof Tiler																		
333401		Wall and Floor Tiler																		
334101		Plumber (General)																		
334105		Roof Plumber																		
394101		Cabinetmaker																		
399902		Interior Decorator																		

4. COMMUNITY AND PERSONAL SERVICE WORKERS

712101		Crane, Hoist or Lift Operator																	
712903		Cement Production Plant Operator																	
712904		Concrete Batching Plant Operator																	
712905		Concrete Pump Operator																	
721201		Earthmoving Plant Operator (General)																	
721203		Bulldozer Operator																	
721204		Excavator Operator																	
721205		Grader Operator																	
721206		Loader Operator																	
721301		Forklift Driver																	
721903		Paving Plant Operator																	

8. ELEMENTARY WORKERS

821704		Structural Steel Erector																		
821905		Surveyor's Assistant																		
839901		Cement and Concrete Plant Worker																		
839903		Clay Processing Factory Worker																		

**Work Place Skills Plan 2009 – 2010 Broad-based
Broad-based Economic Empowerment Compliance**

The Charter and Scorecard are the construction industries' commitment to furthering transformation and Black Economic Empowerment in the Construction Sector.

The Charter and Scorecard apply to all privately owned enterprises within the construction sector, and to all parts of the value chain in that sector.

Ceta's interest is to gauge commitment to and achievement of the 2009 Milestones as they pertain to the Skills Development Indicator. Skills Development is weighted at 20% in the first five years for the period, ending 31 Dec 2009, thereby displaying its relative importance in terms of impacting human capacity building in the Construction sector.

This information will guide CETA in the planning and delivery of interventions that seek to assist its members to achieve greater BEE compliance;

1. Total Annual Payroll
2. Planned skills development expenditure (or estimate) for the current financial year
3. % of payroll spend on skills development (incl. Skills Development levy) on all Accredited Training
4. % of skills development budget spent on black employees
5. Number of learnerships as a % of total employees
6. Number of black learners as a % of total learners

'Black people' is as defined in the Broad-based Black Economic Empowerment Act no. 53 of 2003, save that it is limited to SA citizens. Black people are Africans, coloureds and Indians who are South African citizens.

Skills Development Spend' refers to investment in skills development initiatives through both external training providers and the quantifiable costs of accredited internal training programmes. Internal training spend does not include the opportunity cost of employees attending the skills development initiatives.

'Learnership' refers to learnerships as defined in the Skills Development Act. No. 97 of 1988, amended in 2003.

WORK PLACE SKILLS PLAN 2009 - 2010

ABET Level	Male				Female				Total	Possibility with Disability			
	A	C	I	W	A	C	I	W		A	C	I	W
ABET Level 1													
ABET Level 2													
ABET Level 3													
ABET Level 4													

TRAINING COMMITTEE

Title:	
Surname:	
First Name:	
Initials:	
Designation:	
Phone Number:	
Fax Number:	
Cell Number:	
Email:	
Postal Address:	

441202		Fire Fighter																		
5. CLERICAL AND ADMINISTRATIVE WORKERS																				
511101		Contract Administrator																		
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721206		Loader Operator																	
721301		Forklift Driver																	
721903		Paving Plant Operator																	

8. ELEMENTARY WORKERS

Signed:		Date:	
Please complete this section in full even if you have submitted banking details before. Organisations completing a consolidated grant submission must complete a separate banking details form for each SDL number where banking details differ. Please note that banking details are only required for the purpose of a refund.			
Registered Name:			
Trading Name:			
Postal Address:		Postal Code:	
Skills Development Levy Number		Company / Entity Registration Number:	
Signed (SDF):		Date:	
Details of Company / Entity Bank Account are as follows:			
Name of Bank:			
Branch:			
Account Number:			
Type of Account: (Tick appropriate box)	Savings:		Current:
Attach at least one of the following to confirm banking details	<ul style="list-style-type: none"> • Copy of Cheque • Original Cancelled Cheque • Letter from the Bank confirming the Details 		
To Whom it May Concern: The Company/Entity authorises you to pay any amounts which may accrue to the Company/Entity into the Company's/Entity's account with the bank reflected above. The Company/Entity understands that the credit transfers, which it has authorised, will be processed by computer through a system known as the "ACB ELECTRONIC TRANSFER SERVICES". The Company/Entity also understands that no additional advice of payment will be printed on the Company's/Entity's bank statement or any accompanying voucher. The Company/Entity may cancel this authority by giving thirty (30) days written notice to this effect, such notice to be sent by prepaid registered post.			
Name:		Identity Number:	
Job Title:		Date:	
Signed by the employer representative whose details appear above and who warrants that he/ she is duly authorised to bind the company			