

WORKPLACE SKILLS PLAN AND ANNUAL TRAINING REPORT DUE DATES

AND

DISCRETIONARY GRANT FUNDING DUE DATES

To:	INSETA REGISTERED STAKEHOLDERS
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INSETA WSP/ATR submissions will open in January 2018. The submission date is 30 April 2018. The discretionary grant funding window will open in February 2018 and close Friday 16 March 2018.

You will only be able to complete a discretionary grant application for funding if you have submitted the Workplace skills plan (WSP) and Annual Training Report (ATR).

Employers who do not complete the PIVOTAL training plan and PIVOTAL training report, will not be allowed to access INSETA Discretionary grant funding in 2018.

INSETA would appreciate all employers starting and completing their WSP in January and February 2018 due to the following reasons:

- 1) INSETA is moving office in March 2018
- 2) INSETA undergoing management structure changes
- 3) INSETA will possibly not have an online WSP OR Discretionary grant system after 20 March due to end of contract of IT service provider. Anyone who attempts to complete these applications post 20 March 2018 will :

- 1) Miss the Discretionary grant application window
- 2) Have to submit applications for WSP and Discretionary grant manually to INSETA.

KINDLY NOTE: INSETA cannot guarantee that we will be able to open a second funding window post April 2018.

Any questions around Discretionary funding can be sent to the INSETA Call Centre on insetacallcentre@inseta.org.za or 086 113 0013.