WSP / ATR NEEDS ANALYSIS, PLANNING & REPORT COMPLETION

This practical two-day session will assist learners with the required knowledge and skills to draw up a Workplace Skills Plan and Annual Training Report. In addition, this session will show them how to submit their Mandatory Grant application successfully.

SPECIFIC REQUIREMENTS

Delegates are encouraged have their actual training records and training plans for available for preparation and submission online.
Specifically, the following are required:

- All training records for your previous training year,
- Your company SDL number and login details to your specific SETA Grants portal,
- Information regarding all planned training and development activities for the training year to come,
- Employee information, and
- Company information.

COURSE OUTLINE

- Introduction to the NQF
- Core Functions of the SDF
- Online submission of WSP/ATR
    - Registration of SDF
    - Capturing Company information
    - Capturing employee information
    - Submitting planned PIVOTAL training
    - Submitting planned non-accredited training
    - Submitting actual PIVOTAL training
    - Submitting actual non-accredited training

Future **Thinking** Now

More Info: info@globalbusiness.co.za

All courses are subject to minimum delegate numbers