



# Safety and Security Sector Education & Training Authority (SASSETA)

## NOTICE OF MANDATORY GRANTS

### APPLICATION SUBMISSION – 2018/19

This serves to notify / remind SASSETA Levy Paying Companies that the deadline for the submission of the applications for the Mandatory Grants (Pivotal) for the 2018/19 financial year, is 30 April 2018.

**The following documents must be completed and submitted:**

- a) **ATR 2017/18 – the annual training report will be for the period 01 January 2017 until 31 December 2017.**
- b) **WSP 2018/19 – the workplace skills plan will be for the period 01 January 2018 until 31 December 2018.**
- c) **PIVOTAL Plan 2018/19.**
- d) **PIVOTAL Report.**
- e) **Authorisation Page.**
- f) **Banking Details (Cancelled Cheque or recent Bank Letter).**

**Employers / Skills Development Facilitators are requested to ensure that the correct form is used and WSP/ATR forms are fully completed and duly authorized by all relevant parties. All incomplete WSP/ATR submission will be disqualified.**

- Applications for Mandatory Grants must be submitted via SASSETA online application system available on our website: [www.sasseta.org.za](http://www.sasseta.org.za).
- Please follow instruction on the login page to register as Skills Development Facilitator in order to gain access to the system.
- Levy Paying Companies are reminded to complete PIVOTAL Plans if they want to apply for Discretionary Grants for PIVOTAL programmes from SASSETA.

The above-mentioned documents must be completed and submitted electronically on the SASSETA SMS System which is accessible from our website [www.sasseta.org.za](http://www.sasseta.org.za).

**NB: No extensions for the submissions of Annexure II will be granted unless a formal request for such was received and approved by the Administrator two weeks prior to the cut-off date.**

For further clarity or assistance with the completion of the Annexure II (ATR, WSP, Pivotal Plan and Pivotal Report), please contact the Skills Planning and Research Department on telephone (011 087 5500 / 54) or contact the Call Centre on 011 087 5555 and request the following staff:

Ingrid Modibe – [Imodibe@sasseta.org.za](mailto:Imodibe@sasseta.org.za)

Linah Sithole – [Lsithole@sasseta.org.za](mailto:Lsithole@sasseta.org.za)