



SAFETY AND SECURITY SECTOR EDUCATION AND TRAINING AUTHORITY

URGENT NOTICE TO ALL LEVY PAYERS

SUBMISSION OF MANDATORY GRANTS APPLICATION FOR 2020/2021

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 2020/21 financial year is **31 July 2020**.

The following documents must be completed and submitted to SASSETA:

1. Annual Training Report (ATR) 2019/20 – The ATR will be for the period 02 January 2019 to 31 December 2019.
2. Workplace Skills Plan (WSP) 2020/21 – The WSP will be for the period 02 January 2020 until 31 December 2020.
3. PIVOTAL Plan 2020/21 - The PIVOTAL Plan will be for the period 02 January 2020 until 31 December 2020
4. PIVOTAL Report 2019/20 - The PIVOTAL Report will be for the period 02 January 2019 until 31 December 2019.
5. Authorisation Page.
6. Banking Details (i.e. Cancelled Cheque or recent Bank Letter).

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

- **Applications for Mandatory Grants** must be submitted via the INDICIUM SASSETA online applications submission system available on our website www.sasseta.org.za.
- **New SDFs** should please follow instructions on the login page to register as SDF in order to gain access to our online submission system.
- **Non-levy Paying Entities** 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 INDICIUM which is accessible from our website 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 Acting CEO 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) and request the following staff members:

- **Ramolobi Matlala:** Email Address – rmatlala@sasseta.org.za Telephone - 084 781 7734
- **Mihloti Mhinga:** Email Address – mmhinga@sasseta.org.za Telephone - 082 560 4906
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