



COMMUNICATION 5/2020

**TO: SERVICES SETA LEVY PAYING MEMBERS
SKILLS DEVELOPMENT FACILITATORS**

RE: CORONA VIRUS (COVID-19) BUSINESS ARRANGEMENTS

I thought it important that we share with you how the Services SETA will be organising itself to continue serving our stakeholders during the Covid-19 national disaster period for the submission of Mandatory Grants applications (Annual Training Report and Workplace Skills Plan).

As an organisation the Services SETA wishes to provide support to our stakeholders to ensure that they submit successful Mandatory Grant applications, and as such the WSP Unit will be working from home and will be available for technical assistance via email and telephone, as from 27 March 2020 – 16 April 2020. All scheduled workshops have been cancelled.

All queries must be submitted to wspdocs@serviceseta.org.za and you can contact the WSP Unit Manager via 011 276 9679. All documentation, manuals and guidelines are available on the Services SETA website: www.serviceseta.org.za; - Employers; - Mandatory Grants.

The deadline for Mandatory Grant applications is 30 April 2020 as per the Skills Development Act '98 Sub – Regulation R990.

Please be advised that:

The Skills Development Act provides companies with the right to apply for an extension request. The Act states that:

- The company must submit the request in writing (please note that this needs to be on a company letterhead, dated and signed by the authorised person);
- Only the Services SETA Accounting Authority may approve or decline the request (kindly keep in mind that the Services SETA will be having a new board to commence 1 April 2020);
- Should the Accounting Authority approve the request the deadline will be the 31 May 2020.



In order to submit the extension request, the SDF must have created his/ her profile on the LMIS and have linked the company SDL to their profile and completed the company registration process. Once this has been done the Services SETA has the company and SDF's contact details. The LMIS will then provide a space on the LMIS where the extension request can be uploaded.

By submitting the request online the Services SETA can pull the list of applications and submit same to the Accounting Authority faster than if we pull it from various email platforms. It is also necessitated by the short time frame the Act allows for this process. Should the company be considering applying for an extension request kindly note that same is subject to Accounting Authority approval and is not a given that it will be approved.

Most importantly, please protect yourselves, your loved ones, and your community from the spread of this virus by respecting social distancing recommendations. We wish you good health and strength as we all battle this global pandemic.

A handwritten signature in black ink, appearing to be 'Amanda Buzo-Gqoboka', written over a horizontal line.

MS AMANDA BUZO-GQOBOKA

CHIEF EXECUTIVE OFFICER

DATE:

24 / 03 / 2020
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