

ANNEXURE 2 (Private)

WORKPLACE SKILLS PLAN

ANNUAL TRAINING REPORT

PIVOTAL PLAN

PIVOTAL TRAINING REPORT

Private Sector Template Minimum Requirements

SECTION A: ADMINISTRATIVE DETAILS

ENTITY DETAILS

A1: Entity Name												
A2: Skills Development Levy Number (SDL)												
A3: Postal Address of the Main Office												
	City Province Postal Code											
A4: Standard Industrial Code (SIC Code) for the main business activity												

DETAILS OF THE PERSON WHO COMPLETED THE FORM

A5: Title	
A6: Surname	
A7: First Name	
A8: ID Number	
A9: Telephone Number	
A10: E-mail	

BANKING DETAILS

A11: Name of Bank	
A12: Account Number	
A13: Name of account Holder	
A14: Type of Account	
A15: Branch Name	
A16: Branch Code	

SECTION B: EMPLOYMENT SUMMARY

B1: Total number of employees per occupational category, by gender, population group, disability status and age group

Occupations		Male					Female			Total	People with Disability				Age Groups			Geography
OFO Code	Occupational Category	A	C	I	W	A	C	I	W		A	C	I	W	<35	35-55	>55	Local Municipality

B2: Total number of employees in each province

SECTION C: SKILLS DEVELOPMENT

C1: Planned beneficiaries of training per occupational category, by gender, population group and disability status

Occupations		Male				Female				Total	People with Disability				Age Groups			Geography
OFO Code	Occupational Category	A	C	I	W	A	C	I	W		A	C	I	W	<35	<35-55	>55	Local Municipality

C2: Planned training – unemployed

OFO Code	Occupational Category	Number to be trained at		
		Entry level	Intermediate Level	Advanced Level

C3: Planned training – employed

OFO Code	Occupational Category	Number to be trained at		
		Entry level	Intermediate Level	Advanced Level

C4: Planned AET training

AET	AET	Total number to be trained	

SECTION D: ANNUAL TRAINING REPORT

(Report on training interventions)

D1: Number of actual beneficiaries of training per occupational category, by gender, population group and disability status.

Occupations		Male				Female				Total	People with Disability				Age Groups			Geography
OFO Code	Occupational Category	A	C	I	W	A	C	I	W		A	C	I	W	<35	35-55	>55	Local Municipality

D2: Number of beneficiaries who completed the training interventions

OFO Code	Occupational Category	Educational Institute	Number to be trained at		
			Entry level	Intermediate Level	Advanced Level

D3: Total number of beneficiaries who completed AET programmes

AET Training	Total number of employees
AET	

D4: Impact Assessment

Indicate how training as reported in the ATR, and PTR has affected the company.	
Percentage of Payroll spent on training	

SECTION E : PLANNED PIVOTAL TRAINING

E1: Number of planned beneficiaries of training per occupational category, by gender, population group and disability status.

Occupations				Male			Female			Total	People with Disability			Age Groups		Geography	Start date	End date			
OFO Code	Occupational Category	NQF level	PIVOTAL Programme	A	C	I	W	A	C	I	W	A	C	I	W	<35	35-55	>55	Local Municipality		

E2: Number of verified beneficiaries of training per occupational category, by gender, population group and disability status.

Occupations			Male				Female				Total	People with Disability			Age Groups			Geography	Start date	End date
OFO Code	Occupational Category	NQF level	PIVOTAL Programme	A	C	I	W	A	C	I	W	A	C	I	W	<35	35-55	>55	Local Municipality	

E3: Planned training – unemployed

OFO Code	Occupational Category	NQF level	PIVOTAL Programmes	Number to be trained at			Start date	End date
				Entry level	Intermediate Level	Advanced Level		

E4: Planned training – employed

OFO Code	Occupational Category	NQF level	PIVOTAL Programme	Number to be trained at			Start date	End date
				Entry level	Intermediate Level	Advanced Level		

SECTION F : PIVOTAL TRAINING REPORT

F1: Number of Trained beneficiaries per occupational category, by gender, population group and disability status.																						
Occupations				Male			Female			Total	People with Disability			Age Groups		Geography	Start date	End date				
OFO Code	Occupational Category	NQF level	PIVOTAL Programme	A	C	I	W	A	C	I	W	A	C	I	W	<35	<35-55	>55	Local Municipality			
F2: Number of verified beneficiaries of training per occupational category, by gender, population group and disability status.																						
Occupations				Male			Female			Total	People with Disability			Age Groups		Geography	Start date	End date				
OFO Code	Occupational Category	NQF level	PIVOTAL Programme	A	C	I	W	A	C	I	W	A	C	I	W	<35	35-55	>55	Local Municipality			
F3: Number Trained – unemployed																						
OFO Code	Occupational Category	NQF level	PIVOTAL Programmes	Educational Institute			Entry level			Intermediate Level			Advanced Level		Geography		Start date	End date				
F4: Number Trained – employed																						
OFO Code	Occupational Category	NQF level	PIVOTAL Programme	Educational Institute			Entry level			Intermediate Level			Advanced Level		Geography		Start date	End date				
F5: Impact Assessment																						
Indicate how training as reported in the ATR, and PTR has affected the company.																						
Percentage of Payroll spent on training																						

SECTION G : GENERAL COMMENTS

(Insert any clarification or comment that you wish to make on any aspect of the WSP, ATR and PIVOTAL Report. (Provide the number of the item that your comment refers to).)

SECTION H: AUTHORISATION AND STAKEHOLDER SUPPORT (WSP, ATR and PIVOTAL Report)

Section G of the template, with the original signatures, must be submitted to the skills development division of the relevant SETA by hand, post or fax by 30 June.

DECLARATION

We, the undersigned, submit this information in fulfillment of this entity's legal obligation in terms of the skills development legislation and regulations. We declare that, to the best of our knowledge, the information contained in this WSP / ATR/PIVOTAL Report is accurate and up to date. We recognise that any inaccurate statement in this document may constitute fraud and be subject to the full penalty of the law.

SIGNATORIES

H1: Designated Signatory	Name and Surname	Telephone Number	Original Signature	Date
The person who completed WSP / ATR/PIVOTAL Report				
Designated employee representative				

AUTHORISATION

H2: CEO / Managing Director		
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ANNEXURE 2 (Public)

WORKPLACE SKILLS PLAN

ANNUAL TRAINING REPORT

PIVOTAL PLAN

PIVOTAL TRAINING REPORT

Public Sector Template

Minimum Requirements

SECTION A: ADMINISTRATIVE DETAILS												
ENTITY DETAILS												
A1: Entity Name												
A2: Skills Development Levy Number (SDL)												
A3: Postal Address of the Main Office		City										
		Province										
		Postal Code										
DETAILS OF THE PERSON WHO COMPLETED THE FORM												
A4: Title												
A5: Surname												
A6: First Name												
A7: Contact Details		ID Number										
		Telephone Number										
		Fax										
		Cell Number										
		Email										
		Postal Address										
		Code										
A8: Contact of the CFO		Name and Surname										
		Telephone										
		Fax										
		Cell Number										
		Email										

SECTION B: TRAINING BUDGET

B1: Total Personnel budget for the current financial year	
B2: One per cent (1%) of the personnel budget	
B3: Total Planned training budget for the current financial year	
B4: Additional funding planned for the current financial year	

SECTION C: EMPLOYMENT SUMMARY

C1: Total number of employees per occupational category, by gender, population group, disability status and age group

Occupations	Male			Female			Total			People with Disability			Total			Age Groups			Geography
	A	C	I	A	C	I	A	C	I	A	C	I	A	C	I	<35	<35-55	>55	
OFO Code																			Municipality
TOTAL																			

SECTION D: SCARCE SKILLS

D1: Total number of employees per occupational category, by gender, population group, disability status and age group

Occupations	Reason/s for the scarcity		Projected Number of Staff needed		Number of qualified persons imported from outside South Africa	
	OFO Code	Occupational Category				

SECTION E: SKILLS DEVELOPMENT

E1: Strategic objectives described in the entity's strategic or business plan

No. List of Strategic Objectives

E2: Strategic Training Priorities of the entity derived from Strategic Objectives

No. List of Training Priorities

E3: Planned beneficiaries of Training per occupational category, by gender, population group, disability status, age group and Local Municipality

Occupations	Male			Female			Total	People with Disability				Total	Age Groups			Geography
	A	C	I	W	A	C	I	W	A	C	I	W	<35	<35-55	>55	Local Municipality
OFO Code																

E4: Planned training – unemployed (18.2)

OFO Code	Occupational Category	Number to be trained at		
		Entry level	Intermediate Level	Advanced Level

E5: Planned training – employed (18.1)

OFO Code	Occupational Category	Number to be trained at		
		Entry level	Intermediate Level	Advanced Level

E6: Planned AET training

AET	AET	Total number to be trained	

SECTION F: ANNUAL TRAINING REPORT (Report on training interventions)

F1: Number of actual beneficiaries of training per occupational category, by gender, population group and disability status, age and geography.																	
Occupations		Male			Female			Total	People with Disability			Total	Age Groups		Geography		
OFO Code	Occupational Category	A	C	I	W	A	C	I	W	A	C	I	W	<35	<35-55	>55	Local Municipality
F2: Number of beneficiaries who completed the training interventions – employed (18.1)																	
OFO Code	Occupational Category	Number to be trained at															
		Entry level			Intermediate Level			Advanced Level									
F3: Number of beneficiaries who completed the training interventions – unemployed (18.2)																	
OFO Code	Occupational Category	Number to be trained at															
		Entry level			Intermediate Level			Advanced Level									
F4: Total number of beneficiaries who completed AET programmes																	
AET Training		Total number of employees															
AET																	
F5: Expenditure of Training Budget																	
Type of Learning Programme		Employed										Unemployed					
F6: Expenditure of Additional Budget																	
Source		Amount										Project					
F7: Impact Assessment																	
Indicate how training as reported in the ATR, and PTR affected the company.																	
Percentage of Payroll spent on training																	

SECTION G : PLANNED PIVOTAL TRAINING

G1: Number of planned beneficiaries of training per occupational category, by gender, population group and disability status.

Occupations		Male		Female		Total	People with Disability		Total	Age Groups		Geography
OFO Code	Occupational Category	A	C	I	W	A	C	I	W	<35	>35	Local Municipality
	PIVOTAL Programme											

G2: Number of verified beneficiaries of training per occupational category, by gender, population group and disability status.

Occupations		Male		Female		Total	People with Disability		Total	Age Groups		Geography
OFO Code	Occupational Category	A	C	I	W	A	C	I	W	<35	>35	Local Municipality
	PIVOTAL Programme											

G3: Planned training – unemployed

Occupational Category		PIVOTAL Programme		Number to be trained at	
OFO Code		Entry level	Intermediate Level	Advanced Level	

G4: Planned training – employed

Occupational Category		PIVOTAL Programme		Number to be trained at	
OFO Code		Entry level	Intermediate Level	Advanced Level	

G5: Expenditure of Training Budget

Type of Learning Programme	Employed	Unemployed

G6: Expenditure of Additional Budget

Source	Amount	Project

SECTION H : PIVOTAL TRAINING REPORT

H1: Number of planned beneficiaries of training per occupational category, by gender, population group and disability status.

Occupations		Male				Female				Total	People with Disability				Total	Age Groups			Geography
OFO Code	Occupational Category	A	C	I	W	A	C	I	W		A	C	I	W		<35	35-55	>55	Local Municipality
	PIVOTAL Programme																		

H2: Number of verified beneficiaries of training per occupational category, by gender, population group and disability status.

Occupations		Male				Female				Total	People with Disability				Age Groups			Geography
OFO Code	Occupational Category	A	C	I	W	A	C	I	W		A	C	I	W	<35	35-55	>55	Local Municipality
	PIVOTAL Programme																	

H3: Number Trained – unemployed

Occupational Category		PIVOTAL Programmes			Number trained at		
OFO Code		Entry level	Intermediate Level	Advanced Level			

H4: Number Trained – employed

Occupational Category		PIVOTAL Programme			Number trained at		
OFO Code		Entry level	Intermediate Level	Advanced Level			

H5: Expenditure of Training Budget

Type of Learning Programme	Employed	Unemployed

H6: Expenditure of Additional Budget

Source	Amount	Project

SECTION I : GENERAL COMMENTS

(Insert any clarification or comment that you wish to make on any aspect of the WSP, ATR and PIVOTAL Report. (Provide the number of the item that your comment refers to).)

SECTION J: AUTHORISATION AND STAKEHOLDER SUPPORT (WSP, ATR and PIVOTAL Report)

DECLARATION

Section I of the template, with the original signatures, must be submitted to the skills development division of the relevant SETA by hand, post or fax by 30 June.

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SIGNATORIES

J1: Designated Signatory	Name and Surname	Telephone Number	Original Signature	Date
The person who completed WSP / ATR/PIVOTAL Report				
Designated employee representative				
AUTHORISATION				
J2: DG or Head of Department				