



## SAFETY AND SECURITY SECTOR EDUCATION AND TRAINING AUTHORITY

<b>To:</b>	SASSETA Stakeholders
<b>From:</b>	Mr Vukani Memela: Acting CEO
<b>Date:</b>	04 June 2020
<b>Subject:</b>	EXTENSION FOR SUBMISSION OF WSP-ATR/MANDATORY GRANTS

Dear SASSETA Stakeholders,

The cut-off date for the Workplace Skills Plans (WSP's) and Annual Training Reports (ATR's) /Mandatory Grant submissions is **31 May 2020**. However, in certain cases, there could be employers who might not be able to submit their documents by the deadline of **31 May 2020**.

According to the SETA Grant Regulations section 4 (8): *A SETA's Accounting Authority may grant an extension up to a maximum period of one month from the date contemplated in sub regulation (2) for late submission of an application for a mandatory grant subject to a written request by a levy paying employer.*

Therefore, affected employers are advised to request an extension by completing the attached form, and submit their requests by no later than **Friday, 12 June 2020 by the close of business (16.00)**.

In view of the above, SASSETA will only consider applications that complies with the following:

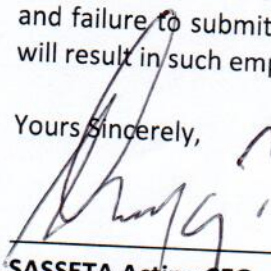
- The Request for Extension of WSP's and ATR's/Mandatory Grant Application Form is completed and signed by the SDF and Senior Management of the employer.
- The reasons for the extension request are clearly stated, explaining the circumstances that resulted in the employer being unable to submit on or before the deadline of **31 May 2020**.
- The explanation for late submission must be reasonable.

Moreover, applications requesting extension must reach the SASSETA by **no later than 12 June 2020** in order to allow the SETA enough time to review, approve and grant access to the system.

SASSETA will assess the applications and if approved, applicants will have an extension not exceeding **Friday, 30 June 2020** to submit their WSP's and ATR's/Mandatory Grant applications.

Applicants will be notified of the outcome request for extension within a reasonable period after their submission. In case the application is declined, the Gazetted deadline of **31 May 2020** will apply and failure to submit the WSP's and ATR's/Mandatory Grant applications on or before the deadline will result in such employers forfeiting their 20% Mandatory Grant.

Yours Sincerely,

  
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**SASSETA Acting CEO**  
**Mr Vukani Memela**