



MANDATORY GRANT

POLICY GUIDELINES

WORKPLACE SKILLS PLAN

1 April 2007 to 31 March 2008

(These Guidelines are to be used by ALL Companies who pay levies)

2 April 2007

**pdfMachine - is a pdf writer that produces quality PDF files with ease!  
Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

# TABLE OF CONTENTS

<b>GLOSSARY OF TERMS USED IN THIS DOCUMENT</b> .....	<b>3</b>
<b>CHAPTER ONE</b> .....	<b>5</b>
BACKGROUND .....	5
<b>CHAPTER TWO</b> .....	<b>6</b>
MANDATORY GRANTS .....	6
MANDATORY GRANT PAYMENTS.....	6
ALLOCATION OF MANDATORY GRANTS BY SETA.....	6
CHIETA MANDATORY GRANT RECOVERY CRITERIA (IN LINE WITH REGULATIONS).....	8
CLOSING DATES FOR SUBMISSION.....	8
<b>CHAPTER THREE</b> .....	<b>9</b>
PROCEDURE .....	9
THE PURPOSE AND SCOPE OF THIS POLICY GUIDELINE DOCUMENT .....	9
SKILLS DEVELOPMENT NSDS OBJECTIVES .....	9
CHIETA SKILLS PLANNING TARGETS .....	9
STEPS TO COMPLETING THE WSP .....	10
<b>CHAPTER FOUR</b> .....	<b>12</b>
IMPORTANT INFORMATION.....	12
LEGISLATION THAT REGULATES GRANT APPLCATION.....	12
WEBSITES.....	12
WHO TO CONTACT AT THE CHIETA.....	12
<b>APPENDICES</b> .....	<b>13</b>
APPENDIX A.....	13
TEMPLATE: WSP 2007-2008.....	13
APPENDIX B.....	26
DOL PRESCRIBED CATEGORIES.....	26
APPENDIX C .....	27
STANDARD INDUSTRY CODES .....	27
APPENDIX D .....	29
OFO CATEGORIES.....	29

**pdfMachine - is a pdf writer that produces quality PDF files with ease!**  
**Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

## GLOSSARY OF TERMS USED IN THIS DOCUMENT

<b>Annual Training Report (ATR)/ Education and Training Report(ETR)</b>	It is the IMPLEMENTATION REPORT (or IR) on the actual training that was provided to the beneficiaries of such training. It is compiled by the organization's skills development facilitator (SDF) in consultation with relevant stakeholders, such as members of a Skills Development Committee (SDC)
<b>Apprenticeship</b>	Refers to a trade qualification registered under an Industry Training Board and for which a Learnership has not yet been registered
<b>BBBEE</b>	Broad Based Black Economic Empowerment
<b>CHIETA</b>	Chemical Industries Education and Training Authority
<b>Critical Skill</b>	A trade, competency or technique, which is indispensable and crucial for sustainable growth, development and equity within the sector.
<b>Discretionary Grant Cycle</b>	The discretionary grant cycle refers to the payment period from which unclaimed mandatory grant funds are 'swept' into the following SETA year cycle for Sector Skills priority projects implementation in latter cycle
<b>Discretionary Grant</b>	Grant paid out in terms of Regulation 6(3) (a) and (b) of the Skills Development Levies Act No9 of 1999. The Seta makes the discretionary grant application process available at the commencement of each new SETA year cycle. To access the grant, a Discretionary Grant application on the prescribed form must be completed by the Discretionary Grant application deadline date. The Discretionary Grant process is separate to that of Mandatory Grants; however Companies should indicate their 'plan' to implement such interventions (around which discretionary grants are focused i.e. learnerships.) in their WSP.
<b>Employer</b>	Employer as defined in the 4 <sup>th</sup> schedule to the income tax Act
<b>EE</b>	Employment Equity as defined in the Employment Equity Act
<b>ETD</b>	Education, Training and Development
<b>General Education and Training (GET)</b>	Refers to all education and training programmes that would be considered to be at or below standard seven (or grade nine). This also includes ABET levels 1 to 4, where ABET level 4 is the equivalent of NQF level 1 or standard seven (or grade nine)
<b>Further Education and Training (FET)</b>	Refers to all education and training programmes that would be considered to be between standard eight (Grade ten) and standard ten (Grade twelve). NQF level 2 refers to standard eight, level 3 to standards nine (Grade eleven) and level 4 to standard ten (grade twelve)
<b>Higher Education and Training (HET)</b>	Refers to all education and training programmes that would be considered to be above standard ten (Grade twelve or matric). Level 5 refers to a post matric diploma; level 6 to a three year degree, level 7 to an honours or masters degree (or a bachelor of technology) and level 8 to a doctorate or their equivalents.
<b>Learnership</b>	Refers to a learning programme that will lead to a qualification and has been registered by the Director-General of the Department of Labour and allocated a Learnership registration code
<b>Lead Employer</b>	An employer who, in terms of Regulation 3(4) of the Learnership Regulations, 2002 is identified in a Learnership Agreement as a lead employer who undertakes to ensure compliance with the employer's duties in terms of the agreement
<b>Learning Programme</b>	A set of learning activities intended to provide a learner with particular knowledge and skills
<b>Level of Programmes</b>	Level at which the education and training programmes is 'registered' on the NQF
<b>Mandatory Grant</b>	A mandatory grant as set out in the <i>Sector Education and Training Authorities (SETA) Grant Regulations Regarding Monies Received by a SETA and Related Matters</i> (Regulation 27240 of 1 February 2005) must be paid to an employer on condition that the qualifying criteria as set out in this policy are met:
<b>NSDS 1</b>	National Skills Development Strategy (1 April 2000- 31 March 2005)
<b>NSDS 2</b>	National Skills Development Strategy 2 (1 April 2005-31 March 2010)
<b>NQF</b>	The National Qualifications Framework
<b>Provider Accreditation Number</b>	This is the number a provider, who meets the SAQA quality assurance standards, receives from the relevant SETA ETQA by which they are accredited
<b>Learnership/Skills Programme</b>	The Learnership/Apprenticeship/Skills Programme
<b>Apprenticeship registration no./</b>	registration number is the official registration number for each learning
<b>Skills Programme</b>	intervention; this number is available from the CHIETA/DoL website
<b>SAQA</b>	The South African Qualifications Authority established in terms of the South African

**pdfMachine - is a pdf writer that produces quality PDF files with ease!**

**Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

	Qualifications Authority Act, No. 58 of 1995
<b>Scarce Skill</b>	A trade, competency or technique , which is hard to find and currently insufficient to meet its demand within the sector
<b>SD Regulations</b>	Skills Development Regulations No Regulation 29583 & 29584 of 2 <sup>nd</sup> February 2007
<b>SETA</b>	Sector Education and Training Authority
<b>SIC Codes</b>	Standard Industrial Classification Codes
<b>SOC Codes</b>	Standard Occupational Codes. These SOC codes have not been put in place and therefore we continue to use the Occupational Category definitions as set out in Appendix A.
<b>Skills Development Act</b>	Skill Development Act 1998, (Act No. 97 of 1998)
<b>Skills Development Levies Act</b>	Skill Development Levies Act,1999 (Act No. 9 of 1999)
<b>Skills Development Committee</b>	Refers to a consultative forum established in an
<b>(SDC) / Education and Training Committee</b>	organisation to engage and address all issues that
	pertaining to skills development or education and training in the workplace. The SDC is made up of mainly employee representatives from trade unions (or employees where not unionized) and management. Note: Legally companies with more than 50 employees are required to form an SDC and consult on workplace skills planning and development issues
<b>Skills Programme</b>	Occupationally based training programmes, delivered by accredited education and training providers. On successful completion learners would receive credits in the relevant unit standards which credits could accumulate towards a qualification registered on the NQF
<b>Skills Development Project</b>	Any skills development project in line with the CHIETA criteria
<b>Workplace Skills Plan (WSP)</b>	Refers to a document concerning the <u>planning</u> of skills development activities in an organisation in a format determined by the SETA. It is compiled by the organization's SDF in consultation with relevant stakeholders i.e. the SDC. It is based on the analysis of business requirements and skill needs of current and future staff. It must define the skills priorities that the organization will pursue, and the training programmes required to deliver on those priorities and the staff who will be targeted for the training i.e. the beneficiaries.
<b>Unemployed beneficiary</b>	An individual who is not employed with any organization i.e. has a contract of employment, just prior to your organization engaging this person in employment. This shall include individuals who have been retrenched.

**pdfMachine - is a pdf writer that produces quality PDF files with ease!  
Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

## CHAPTER ONE

### BACKGROUND

The Skills Development Act No 97 of 1998 aims to amongst other things, develop and improve the levels of skills in South Africa by increasing the level of investment in education and training, and ensuring the quality of such education and training.

The SETA's were established to provide a vehicle to achieve the aims of the Skills Development Act. An important function of the SETA's is the management of funds received as a result of the levies imposed through the Skills Development Levies Act No 9 of 1999.

Skills Planning is central to the implementation of the National Skills Development Strategy (NSDS 2). The SETAs are required to respond to the NSDS 2 through the development of a Sector Skills Plan (SSP). The development of the mandatory grant planning and implementation form (this form) by organisations in the sector will add valuable information, reflect on the trends and organisational skills needs and therefore refine the development of the Sector Skills Plan (SSP) for the Chemical Industries Training Authority (CHIETA).

Reporting on education and training activities is an equally important element of the NSDS 2 and hence the need to assist all companies or organisations to provide the CHIETA with the necessary information required to plan for and implement skills development in the Chemical Industries Sector.

Therefore, to facilitate implementation of NSDS 2, , there are two types of grants that an employer might claim. These include:

- Mandatory grant (MD)
- Discretionary grant (DG).

The first grant referred to by the Regulations as mandatory grant; a mandatory grant as set out in the *Sector Education and Training Authorities (SETA) Grant Regulations Regarding Monies Received by a SETA and Related Matters* (Regulation 29583 & 29584 of 2<sup>nd</sup> February 2007) must be paid to an employer on condition that the qualifying criteria as set out in this policy are met. Sub-regulations 6 have specific reference to this policy.

***The qualifying requirements for MANDATORY GRANT are set out in Chapter 2 of this Policy document***

The second grant, referred to by the Regulations as discretionary grant; a discretionary grant as set out in the *Sector Education and Training Authorities (SETA) Grant Regulations Regarding Monies Received by a SETA and Related Matters* (Regulation 29583 & 29584 of 2<sup>nd</sup> February 2007) must be paid to an employer on condition that the qualifying criteria as set out in this policy are met. Sub-regulations 7 have specific reference to Discretionary Grants.

The qualifying requirements for DISCRETIONARY GRANT are set out in the CHIETA Discretionary Grant Policy and Procedures guidelines for the particular SETA Cycle year (available from the CHIETA offices).

**pdfMachine - is a pdf writer that produces quality PDF files with ease!  
Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

## CHAPTER TWO

### MANDATORY GRANTS

This Chapter sets out the criteria and requirements for the submission of Mandatory Grants. These mandatory grant requirements and criteria have been developed within the framework of the Sector Education and Training Authorities (SETA) Grant Regulations Regarding Monies Received by a SETA and Related Matters (Regulation 29583 & 29584 of 2<sup>nd</sup> February 2007).

### MANDATORY GRANT PAYMENTS

The SD Regulations specify that the mandatory grant to be paid by the CHIETA to its participating organizations, will be:-

- (a) 50% of the total levies paid by the employer in terms of section 3(1) read with section (6) of the Skills Development Levies Act during each financial year; and
- (b) paid to the employer at least quarterly.

*On condition that the organization meets the mandatory grant recovery criteria (set out in this policy document).*

### ALLOCATION OF MANDATORY GRANTS BY SETA

6. (1) Subject to regulation 10, a SETA must allocate a mandatory grant to -
- (a) an employer employing 50 or more employees that has submitted an application for a Workplace Skills Planning or Implementation Report grant in accordance with sub-regulation (2) and in the form prescribed in Annexure "2" to these regulations; or
  - (b) & (c) an employer employing less than 50 employees that has submitted an application for a grant in accordance with sub-regulation (2); on a simplified form provided by the SETA.
  - (d) An employer achieves a national standard of good practice in skills development. In this respect the SETA must secure agreement on information required from the employer.
- (2) An application for a mandatory grant in terms of subregulation (1) must be submitted by -
- (a) 30 September 2005 for the 2005/6 financial year or 30 June 2005 in respect of unclaimed mandatory grants in respect of previous financial years;
  - (b) 30 June for all subsequent financial years
- (3) The mandatory grant to be paid by the SETA -
- (a) must be equivalent to 50% of the total levies paid by the employer in terms of section 3(1) read with section (6) of the Skills Development Levies Act during each financial year; and
  - (b) must be paid to the employer at least quarterly.
- (4) An employer who is newly registered must submit an application for a mandatory grant within 6 months of registration in the case of an employer who has registered for the first time in terms of section 5(1) of the Skills Development Levies Act.
- (5) If the employer does not claim a mandatory grant within the time periods specified in sub-regulation (2), the SETA must transfer the employer's unclaimed mandatory grant funds to the discretionary grant fund."

**pdfMachine - is a pdf writer that produces quality PDF files with ease!  
Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

## **Amendment of regulation 10 of the Regulations**

9. Regulation 10 of the Regulations is hereby amended-

(a) by the substitution for the heading to the regulation of the following heading:

**"Mandatory grant recovery by employers";** and

(b) by the substitution for subregulation (2) of the following subregulation:

"(2) A SETA must not pay mandatory grant to an employer who is liable to pay the skills development levy in terms of section 3(1) of the Skills Development Levies Act unless the employer-

(a) has registered with the Commissioner in terms of section 5 of the Skills Development Levies Act;

(b) has paid the levies directly to the Commissioner in the manner and within the period determined in section 6 of the Skills Development Levies Act;

(c) is up to date with the levy payments to the Commissioner at the time of approval and in respect of the period for which an application is made;

(d) has submitted a Workplace Skills Plan that contributes to the relevant SETA sector skills plan as contemplated in section 10(1) of the Act within the timeframes prescribed in regulation 6(2) of these Regulations; and

(e) with effect from 2006/2007 financial year and in subsequent financial years, has submitted an Annual Training Report that has been verified by a SETA Board or Council as having contributed to the implementation of the previous financial year's Workplace Skills Plan, except for an employer contemplated in subregulation 6(1)(c) of these Regulations."

8 No. 29584 GOVERNMENT GAZETTE. 2 FEBRUARY 2007

### **Amendment of Annexures**

9. (1) Annexure 2 of the Regulations is hereby amended-

(a) by the substitution for paragraph 3 of item A(l) of the following paragraph:

"(If the workplace skills plan or annual training report is submitted on behalf of one or more establishments, please attach a list of names and addresses, including physical and postal addresses)." and

(b) by the substitution for the heading to item A (4) of the following heading:

**"ANNUAL TRAINING REPORT"**

(2) The following Annexure 3 is hereby added to the Regulations: **Commencement**

10. The Amendments to the Regulations come into operation on 1 April 2007.

**pdfMachine - is a pdf writer that produces quality PDF files with ease!**

**Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

## **CHIETA MANDATORY GRANT RECOVERY CRITERIA (IN LINE WITH REGULATIONS)**

Sub-regulation 10 has specific reference to this policy.

CHIETA will allocate a mandatory grant to an organization if they have met the following criteria:

1. The organization has registered with the South African Revenue Service (SARS) in terms of *section 5* of the Skills Development Levies Act;
2. The organization has paid the levies directly to SARS, in the manner and within the period determined in section 6 of Skills Development Levies Act, of 1999;
3. The organization is up to date with levy payments to SARS, at the time of approval and payment of its grant
4. The organization has submitted an application for a grant on the prescribed MANDATORY FORM, on or before the dates set by the SD Regulations as set out above.
5. There is stakeholder sign-off (In terms of the current WSPiR - 3 different stakeholders are required)

CHIETA will NOT allocate a mandatory grant if:-

- the organization has not submitted the above mandatory grant information by the prescribed date as set out by the Department of Labour and/or CHIETA
- The organization uses a non standard form i.e. not prescribed by the CHIETA.
- The organization fails to satisfy one of the above-mentioned mandatory grant recovery criteria

In such case, the organization will forfeit its mandatory grant which will result in the organisation losing its 50% of levies paid to SARS. Such unclaimed funds will be re-directed to the CHIETA discretionary grant funds.

### **CLOSING DATES FOR SUBMISSION**

<b>GRANT TYPE</b>	<b>SUBMISSION DATE FOR Year: April 2007 - March 2008</b>
Workplace Skills Plan	30 June 2007

### **WHERE CAN I GET THE GRANT APPLICATION DOCUMENTS FROM**

These guidelines and the application form are available from the CHIETA Head Office (Johannesburg) and its three regional offices in Midrand, Durban and Cape Town. Alternatively you can access the template report from the CHIETA website. All contact details are recorded in Chapter 4 of this guideline.

**pdfMachine - is a pdf writer that produces quality PDF files with ease!  
Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

## CHAPTER THREE

### PROCEDURE

This Chapter will provide guidance to the organization in the completion of the WSP submission application form. It is important to note that the CHIETA can only approve the mandatory grant payment if the form is **fully completed** and submitted **by the submission dates**.

### THE PURPOSE AND SCOPE OF THIS POLICY GUIDELINE DOCUMENT

This document has been compiled to provide direction and guidance on the MANDATORY GRANT i.e. workplace skills planning and implementation report for **organizations registered with the CHIETA**. The guideline document covers topics and issues related to the information required for the completion of the workplace skills planning and implementation form.

### SKILLS DEVELOPMENT NSDS OBJECTIVES

NSDS Objective 2, Indicator 2.1 states:

*“By March 2010, at least 80% of large firms' and at least 60% of medium firms' employment equity targets are supported by skills development. Impact on overall equity measured”.*

NSDS Objective 2, Indicator 2.2 states:

*By March 2010 skills development in at least 40% of small levy paying firms supported and the impact of support measured”.*

### CHIETA SKILLS PLANNING TARGETS

- By March 2006, 80% of large firms' (109 companies) employment equity targets are supported by skills development.
- By March 2006, 60% of medium firms' (98 companies) employment equity targets are supported by skills development
- By March skills development in at least 40% of small levy paying firms (220 companies) are supported and the impact measured.

**pdfMachine** - is a pdf writer that produces quality PDF files with ease!  
**Get yours now!**

“Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's” A.Sarras - USA

## STEPS TO COMPLETING THE WSP

### Skills Development Committee

1. Held Skills Planning Meetings and have agreed on training that would best suit the organization's HR Strategy and the development needs of the employees.

Minutes of all SDC meetings must be kept as evidence of consultation

### Skills Development Facilitator

2. Download the zipped folder of WSP documents.
3. Read the WSP Guideline 2007 – 2008

**If you wish to complete the WSP manually, goto task #4. Otherwise, goto task #5.**

4. Manually complete the WSP using MS Word or Excel format

You will have to type in all field data

5. Complete the pre-set MS Access form and merge the data into the MS Word format

You will be able to select field data from drop-down lists

6. Fills in the following information

1: Section A refers to the Administrative detail of the Organisation  
2: Section B refers to the Organisations Employee Profile  
3: Section C refers to the Planned Training interventions and beneficiaries (WSP 2008)  
4: Section D refers to the Actual Training interventions and beneficiaries (ATR 2007)  
5: Section E is comment and Section F Authorisation

7. Print the WSP
8. Submit the WSP to the Labour Representative for Comment and Signoff

### Union Representative

9. Review minutes of SDC meetings ensure that WSP is inline with what was agreed

**If agree that WSP is in line with SDC minutes, goto task #10. Otherwise, goto task #9.**

10. Comment and Sign the WSP and return to SDF

### Skills Development Facilitator

11. Submit the WSP to the submit to CEO for Comment and Signoff

### CEO

12. Comment and Sign the WSP and return to SDF

### Skills Development Facilitator

13. Submit the electronic WSP 2007 – 2008 to Mpho Mothapo

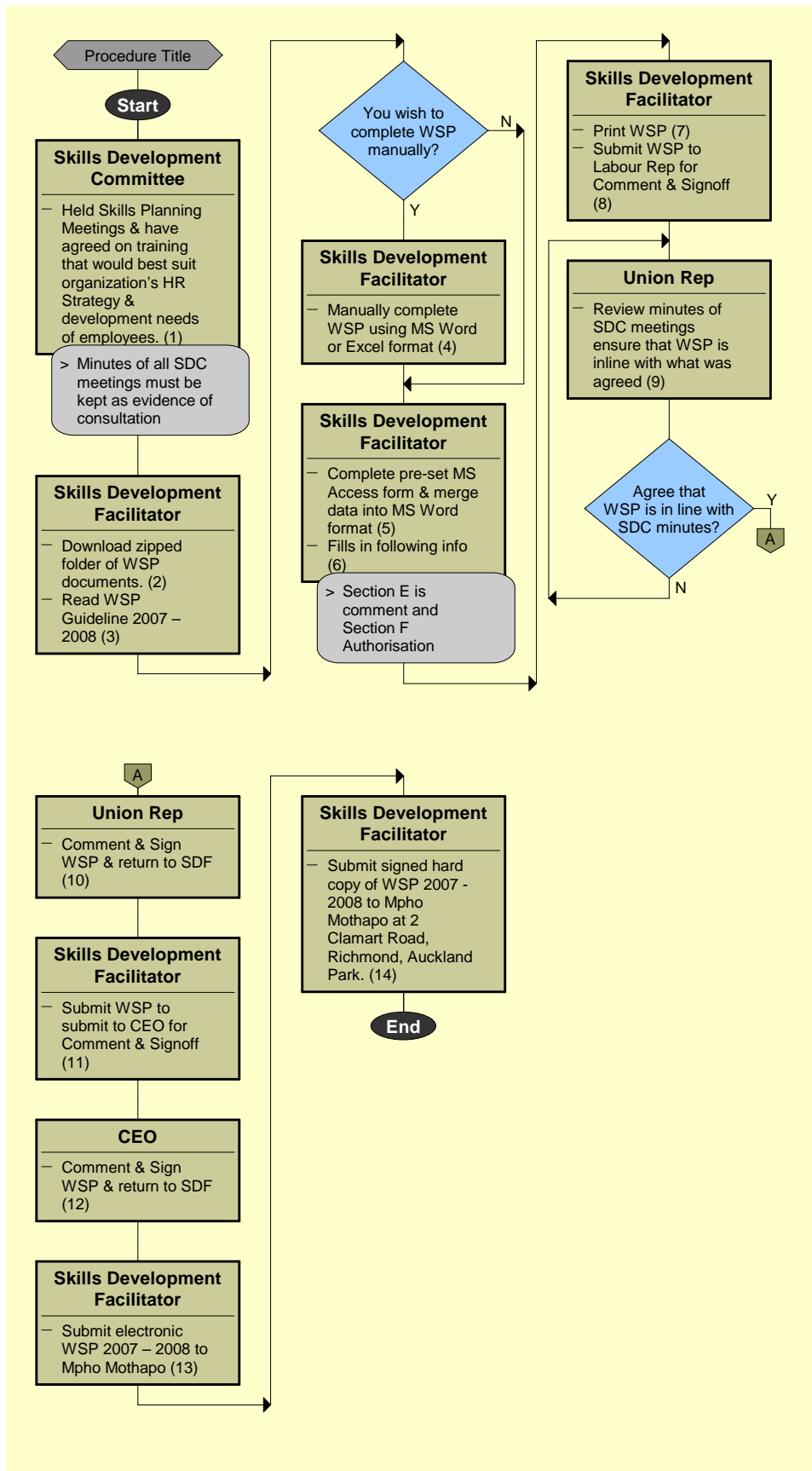
[mmothapo@chieta.org.za](mailto:mmothapo@chieta.org.za)

14. Submit the signed hard copy of the WSP 2007 - 2008 to Mpho Mothapo at 2 Clamart Road, Richmond, Auckland Park.

**End of activity.**

**pdfMachine - is a pdf writer that produces quality PDF files with ease!  
Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA



**pdfMachine** - is a pdf writer that produces quality PDF files with ease!

**Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

## CHAPTER FOUR

### IMPORTANT INFORMATION

#### LEGISLATION THAT REGULATES GRANT APPLICATION

The following documents are important source documents:

- Skills Development Levies Act No 9 of 1999.
- Skills Development Act No 97 of 1998
- Skills Development Regulations - Gazette Number 29583 & 29584 of 2<sup>nd</sup> February 2007.

#### WEBSITES

- CHIETA: [www.chieta.org.za](http://www.chieta.org.za).
- SAQA : [www.saqa.org.za](http://www.saqa.org.za)
- Department of Labour: [www.labour.gov.za](http://www.labour.gov.za)

#### WHO TO CONTACT AT THE CHIETA

The complete WSP template must be sent to the CHIETA HEAD office and addressed to: **Mpho Mothapo**

##### CHIETA

**P.O. Box 961, Auckland Park, 2006**

**Tel: (011) 7264026**

**Fax (011) 7267777**

**Or emailed to: [mmothapo@chieta.org.za](mailto:mmothapo@chieta.org.za)**

Or

- For any assistance you require to complete the grant application forms or conducting a skills planning exercise, contact your nearest CHIETA regional office as listed below:

#### Western Cape

<b>Office:</b>	Unit B2 Arden Groove Racecourse Road, Montague Gardens, Cape Town
<b>Postal Address:</b>	PO Box 1174 Milnerton 7435
<b>Administrator:</b>	Andiswa Mabhoko
<b>Tel:</b>	+27 21 551 1113/4
<b>Fax:</b>	+27 21 552 9376
<b>Email:</b>	<a href="mailto:westerncape@chieta.org.za">westerncape@chieta.org.za</a>

#### Gauteng

<b>Office:</b>	19 Richards Drive, Gallagher House, Level 2, East Wing, Midrand
<b>Postal Address:</b>	PO Box 961, Auckland Park, 2006
<b>Administrator:</b>	Nthabiseng Maebela
<b>Tel:</b>	+27 11 805 6743/4
<b>Fax:</b>	+27 11 805 6722
<b>Email:</b>	<a href="mailto:gauteng@chieta.org.za">gauteng@chieta.org.za</a>

#### KwaZulu-Natal/ Eastern Cape

<b>Office:</b>	Suite 1603, 16th Floor, The Embassy Building, 199 Smith Street, Durban
<b>Postal Address:</b>	Suite 1603, 16th Floor, The Embassy Building, 199 Smith Street, Durban, 4000
<b>Administrator:</b>	Unathi Jakalase
<b>Tel:</b>	+27 31 368 4040
<b>Fax:</b>	+27 31 368 3836
<b>Email:</b>	<a href="mailto:durban@chieta.org.za">durban@chieta.org.za</a>

**pdfMachine - is a pdf writer that produces quality PDF files with ease!  
Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA



## APPENDICES

### APPENDIX A

TEMPLATE: WSP 2007-2008

SECTION A			
ENTITY DETAILS			
<b>Entity Name</b>			
<b>SDL Number</b>			
<b>Postal Address of the Main Office</b>	<b>City</b>		<b>Additional SDL Numbers</b>
	<b>Province</b>		
	<b>Postal Code</b>		
<b>Standard Industry Code</b>			
<b>Year</b>			
Details of the Person who completed the WSP			
<b>Title</b>			
<b>Surname</b>			
<b>ID Number</b>			
<b>Telephone</b>			
<b>e-mail</b>			
Banking Details			
<b>Name of Bank</b>			
<b>Account Number</b>			
<b>Name of Account Holder</b>			
<b>Type of Account</b>			
<b>Branch Name</b>			
<b>Branch Code</b>			

**pdfMachine** - is a pdf writer that produces quality PDF files with ease!

**Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA























## SECTION E and F

### Authorizations

**SDL Number**

### Details of the Person who completed the WSP

**Name and Surname**  
**Original Signature**

**Telephone**  
**Date**  
**Comment**

### Details of the Labour Representative/s

**Name and Surname**  
**Original Signature**

**Telephone**  
**Date**  
**Comment**

### Details of the CEO

**Name and Surname**  
**Original Signature**

**Telephone**  
**Date**  
**Comment**

**pdfMachine** - is a pdf writer that produces quality PDF files with ease!

**Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

**APPENDIX B**  
**DOL PRESCRIBED CATEGORIES**

Province	Age Group	ABET Level	Training Level	Type of Training Intervention
Western Cape	<35	Level 1	Entry Level (NQF 1)	Learnership
Northern Cape	35-55	Level 2	Intermediate Level (NQF 2-4)	Apprenticeship
Eastern Cape	>55	Level 3	Advanced Level (NQF 5-8)	Skills Programme
Kwa-Zulu Natal		Level 4		Internship
Limpopo				Workplace Experience
Northwest				Articles
Free State				RPL
Gauteng				Other
Mpumalanga				

**pdfMachine - is a pdf writer that produces quality PDF files with ease!**  
**Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

**APPENDIX C  
STANDARD INDUSTRY CODES**

Chamber	Sub-sector	SIC-code	
Base & Petroleum	Base Chemicals	33300	Processing of nuclear fuel
	Base Chemicals	33410	Manufacture of basic chemicals, except fertilisers and nitrogen compounds
	Base Chemicals	33430	Manufacture of plastics in primary form and synthetic rubber
	Base Chemicals	34000	Manufacture of other non-metallic mineral products
	Base Chemicals	41210	*Manufacture of industrial gases in compressed, liquefied or solid forms
	Petroleum	33200	Petroleum refineries/synthesisers
	Petroleum	61410	Wholesale trade in solid, liquid and gaseous fuels and related products
	Petroleum	87140	Industrial research, e.g. fuel research
Explosives & Fertilizers	Explosives	33592	Manufacture of explosives and pyrotechnic products
	Fertilizers	11600	Production of organic fertiliser
	Fertilizers	33420	Manufacture of fertilisers and nitrogen compounds
	Fertilizers	33421	*Manufacture raw materials and chemical compounds used in agriculture
FMCG & Pharmaceuticals	FMCG	33501	*Chemically-based general household and personal care products
	FMCG	33541	Manufacture of soap and other cleaning compounds
	FMCG	33543	Manufacture of beauty products
	Pharmaceuticals	33530	Manufacture of pharmaceuticals, medicinal chemicals and botanical products
Speciality Chemicals & Surface Coatings	Speciality Chemicals	33502	*Manufacture, sale and/or distribution of diversified speciality chemicals for industrial use
	Speciality Chemicals	36400	Manufacture of accumulators, primary cells and primary batteries
	Surface	33520	Manufacture of paints, varnishes and similar coatings,

**pdfMachine - is a pdf writer that produces quality PDF files with ease!  
Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

Chamber	Sub-sector	SIC-code	
	Coatings		printing ink and mastics
	Surface Coating	39005	Power coating
Glass	Glass	33100	Manufacture of coke oven products
	Glass	34110	Manufacture of glass and glass products
	Glass	34112	Manufacture of glass containers; glass kitchenware and tableware; scientific and laboratory glassware, clock and watch glasses and other glass product n.e.c.

**pdfMachine - is a pdf writer that produces quality PDF files with ease!  
Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

**APPENDIX D  
OFO CATEGORIES**

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
<b>1</b>	<b>MANAGERS</b>		
<b>11</b>	<b>Chief Executives, General Managers</b>		
	<b>111 Chief Executives, General Managers</b>		
	<b>1111 Chief Executive Officer / Managing Director (Enterprises)</b>		
	11101 Chief Executive Officer / Managing Director (Enterprises )		
	<b>1112 General Managers</b>		
	111201 Corporate General Manager	Y	500
<b>13</b>	<b>Specialist managers</b>		
	<b>131 Advertising, Marketing and Sales Managers</b>	Y	100
	<b>1311 Advertising, Marketing and Sales Managers</b>		
	131101 Advertising and Public Relations Manager		
	131102 Sales and Marketing Manager		
	<b>132 Business administration managers</b>		
	<b>1321 Corporate (Administration &amp; Business) Services Managers</b>		
	132101 Corporate (Administration & Business) Services Manager		
	<b>1322 Finance Manager</b>		
	132201 Finance Manager	Y	20
	<b>1323 Human Resource Manager</b>		
	132301 Human Resource Manager		
	<b>1324 Policy and Planning Managers</b>		
	132401 Policy and Planning Manager	Y	20
	<b>1325 Research and Development Manager</b>		

pdfMachine - is a pdf writer that produces quality PDF files with ease!

Get yours now!

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
	132501 Research and Development Manager	Y	10
	<b>133 Engineering managers</b>		
	<b>1332 Engineering Manager</b>		
	13321 Engineering Manager	Y	50
	<b>1333 Importer or Exporter</b>		
	133301 Importer or Exporter		
	133302 Wholesaler		
	<b>1335 Production manager</b>		
	133502 Production Manager (Manufacturing)	Y	200
	<b>1336 Supply and Distribution Manager</b>		
	133601 Supply and Distribution Manager	Y	100
	<b>135 Information and Communication Technology (ICT) Managers</b>	Y	100
	<b>1351 Information and Communication Technology (ICT) Managers</b>		
	135101 Chief Information Officer		
	135102 ICT Project Manager		
	135199 ICT Managers nec		
	<b>139 Specialist managers</b>		
	<b>1399 Other specialist managers</b>		
	139902 Environmental Manager		
	139903 Laboratory Manager	Y	100
	139904 Quality Assurance Manager		
<b>14</b>	<b>Hospitality, retail and services manager</b>		
	<b>149 Miscellaneous hospitality, retail and services manager</b>		
	<b>1499 Other hospitality, retail and services manager</b>		

pdfMachine - is a pdf writer that produces quality PDF files with ease!

Get yours now!

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
	149202 Customer Service Manager		
	149401 Fleet Manager		
	149903 Facilities Manager		
<b>15</b>	<b>Office and program managers and administrators</b>		
	<b>151 Contract , program and project administration</b>		
	<b>1511 Contract , program and project administration</b>		
	151101 Contract Administrator		
	151102 Program or Project Administrator		
<b>2</b>	<b>PROFESSIONALS</b>		
<b>22</b>	<b>Business, Human resource and marketing professionals</b>		
	<b>221 Accountants, auditors and company secretaries</b>		
	<b>2211 Accountants</b>		
	221101 Accountant (General)	Y	20
	221102 Management Accountant		
	<b>2212 Auditors, company secretaries and corporate treasurers</b>		
	221201 Company Secretary		
	221202 Corporate Treasurer		
	221204 Internal Auditor	Y	20
	<b>223 Human resource and training professionals</b>	Y	10
	<b>2231 Human resource professionals</b>		
	223101 Human Resource Adviser		
	223102 Recruitment / Employment Consultant		
	223103 Workplace / Industrial Relations Adviser		
	223301 Training and Development Professional		

**pdfMachine - is a pdf writer that produces quality PDF files with ease!**

**Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
	223302 Skills Development Practitioners		
	<b>224 Information and organisation professionals</b>		
	<b>2243 Economists</b>		
	224301 Economist		
	<b>2244 Intelligence and policy analysts</b>		
	224402 Policy Analyst		
	<b>225 Sales, marketing and public relations professionals</b>		
	<b>2251 Advertising and marketing professionals</b>		
	225102 Market Research Analyst		
	225103 Marketing Specialist		
	<b>2253 Public Relations Professionals</b>		
	225301 Public Relations Professional		
	<b>2254 Technical sales representatives</b>	Y	500
	225401 Sales Representative (Industrial Products)		
	225402 Sales Representative (Medical and Pharmaceutical Products)	Y	300
<b>23</b>	<b>Design, engineering, science and transport professionals</b>		
	<b>233 Engineering professionals</b>		
	<b>2331 Chemical and materials engineers</b>		
	233101 Chemical Engineer	Y	150
	233102 Materials Engineer		
	<b>2332 Civil engineering professionals</b>		
	233201 Civil Engineer	Y	50
	<b>2333 Electrical engineering professionals</b>		
	233301 Electrical Engineer	Y	90

pdfMachine - is a pdf writer that produces quality PDF files with ease!

Get yours now!

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
	<b>Electronic engineering professionals</b>		
	2334 233401 Electronics Engineer		
	<b>Industrial engineering professionals</b>		
	2335 233501 Industrial Engineer	Y	100
	233502 Mechanical Engineer	Y	250
	233503 Production or Plant Engineer	N	
	2336 <b>Mining engineers</b>		
	233602 Petroleum Engineer	Y	20
	2339 <b>Other engineering professionals</b>		
	233904 Engineering Technologist		
	233905 Environmental Engineer		
	<b>234 Natural and physical science professionals</b>		
	2341 <b>Agricultural and forestry scientists</b>		
	234102 Agricultural Scientist		
	2342 <b>Chemists, food and wine scientists</b>		
	234201 Chemist	Y	100
	2343 <b>Environmental scientists</b>		
	234303 Environmental Research Scientist		
	2345 <b>Life scientists</b>		
	234503 Biochemist	Y	20
	234504 Microbiologist	Y	10
	234507 Biotechnologist	Y	50
	2349 <b>Other natural and physical scientists</b>		
	234902 Metallurgist	Y	20
	234905 Materials Scientist		20

pdfMachine - is a pdf writer that produces quality PDF files with ease!

Get yours now!

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
25	<b>Health professions</b>		
	251 <b>Health diagnostic and promotion professionals</b>		
	2513 <b>Occupational and environmental health professionals</b>	Y	100
	251302 Occupational Health and Safety Adviser	Y	50
	2515 <b>Pharmacists</b>		
	251502 Industrial Pharmacist	Y	100
	251503 Retail Pharmacist		
	251504 Pharmacist Assistant		
	2519 <b>Other health diagnostic and promotion professionals</b>		
	251901 Health promotion officer		
	253 <b>Medical practitioners</b>		
	2539 <b>Other medical practitioners</b>		
	253399 Clinical research associates	Y	30
26	<b>ICT professionals</b>	Y	100
	262 <b>Database and systems administrators and ICT security specialists</b>		
	2621 <b>Database and systems administrators and ICT security specialists</b>		
	262101 Database Administrator		
	262103 Systems Administrator		
	263 <b>ICT network and support professionals</b>		
	2631 <b>Computer network professionals</b>		
	263101 Computer Network and Systems Engineer		
	263102 Network Administrator		
	263103 Network Analyst		
3	<b>TECHNICIANS AND TRADE WORKERS</b>		

pdfMachine - is a pdf writer that produces quality PDF files with ease!

Get yours now!

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
31	<b>Engineering, ICT and science technicians</b>		
	<b>311 Agricultural, medical and science technicians</b>		
	<b>3112 Medical Technicians</b>		
	311203 Medical laboratory technician	Y	3
	<b>3114 Science technicians</b>		
	311401 Chemistry Technician	Y	300
	311403 Life Science Technician		
	<b>312 Building and engineering technicians</b>		
	<b>3122 Civil engineering draftsman and technicians</b>		
	312202 Civil engineering technician		
	<b>3123 Electrical engineering draftsman and technicians</b>		
	312203 Electrical engineering technician	Y	42
	<b>3124 Electronic engineering draftsman and technicians</b>		
	312402 Electronic engineering technician		
	<b>3125 Mechanical engineering draftsman and technicians</b>	Y	
	312502 Mechanical engineering technician		
	<b>3126 Safety Inspector</b>		
	312601 Safety Inspector	Y	75
	<b>3129 Other building and engineering technicians</b>		
	312901 Maintenance Planner	Y	11
	312902 Metallurgical or Materials Technician		
	<b>314 Manufacturing and process technicians</b>	Y	200
	<b>3141 Manufacturing technicians</b>		
	314102 Chemical Manufacturing / Production Technician		

**pdfMachine** - is a pdf writer that produces quality PDF files with ease!

**Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
	314103 Glass, Clay and Stone Manufacturing Technician		
<b>32</b>	<b>Automotive and engineering trades technicians</b>		
	<b>322 Fabrication engineering trades workers</b>		
	<b>3223 Structural steel and welding trades workers</b>		
	322301 Metal fabricator (boilermaker)	Y	85
	322301 Metal fabricator (structural steel tradesperson)		300
	322302 Pressure Welder (coded welder)		1000
	322303 Welder / Welder (First Class)		
	<b>323 Mechanical engineering trades workers</b>		
	<b>3232 Metal fitters and machinists</b>		
	323201 Fitter (General)	Y	750
	323202 Fitter and Turner		
	323203 Fitter-Welder		
	323204 Metal Machinist (First Class)		
	<b>3234 Toolmakers and engineering patternmakers</b>		
	323402 Toolmaker	Y	15
	<b>3235 Millwright and mechatronics trades workers</b>		
	323501 Millwright	Y	140
	323502 Mechatronics Technician		
	<b>325 Manufacturing trades workers</b>		
	<b>3251 Manufacturing trades workers</b>		
	325102 Chemical Manufacturing Trade Worker		
	325103 Glass, Clay and Stone Manufacturing trades worker		
<b>33</b>	<b>Construction trades workers</b>	Y	29

pdfMachine - is a pdf writer that produces quality PDF files with ease!

Get yours now!

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
	<b>332</b>		
	<b>Floor finishers and painting trades workers</b>		
	<b>3322</b>		
	<b>Painting trades workers</b>		
	332201		
	Painting Trades Worker		
	<b>334</b>		
	<b>Plumbers</b>		
	<b>3341</b>		
	<b>Plumbers</b>		
	334101		
	Plumber (General)		
	334104		
	Gasfitter		
	<b>341</b>		
	<b>Electricians</b>		
	<b>3411</b>		
	<b>Electricians</b>		
	341101		
	Electrician (General)	Y	100
	<b>342</b>		
	<b>Electronics and telecommunications trades workers</b>		
	<b>3423</b>		
	<b>Electronics trades workers</b>		
	342304		
	Electronic Instrument Trades Worker (General)		50
	342305		
	Electronic Instrument Trades Worker (Special Class)		
	<b>399</b>		
	<b>Miscellaneous technicians and trades workers</b>		
	<b>3992</b>		
	<b>Chemical, gas, petroleum and power generation plant operators</b>		
	399201		
	Chemical Plant Operator	Y	2100
	399202		
	Gas or Petroleum Operator		
	<b>3999</b>		
	<b>Other miscellaneous technicians and trades workers</b>		
	399999		
	Technicians and Trades Workers (Pyrotechnician, glass blower))		
<b>5</b>	<b>CLERICAL AND ADMINISTRATIVE WORKERS</b>		
	<b>51</b>		
	<b>Office managers and program administrators</b>		
	<b>511</b>		
	<b>Contract, program and project administrators</b>		
	<b>5111</b>		
	<b>Contract, program and project administrators</b>		

pdfMachine - is a pdf writer that produces quality PDF files with ease!

Get yours now!

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
	51111 Contract Administrator		
	51112 Program or Project Administrator		
	<b>512 Office and practice managers</b>		
	<b>5211 Office managers</b>		
	521101 Office manager	Y	500
<b>52</b>	<b>Personal assistants and secretaries</b>		
	<b>521 Personal assistants</b>		
	<b>5211 Personal assistants</b>		
	52111 Personal assistants		
	<b>5212 Secretaries</b>		
	52121 Secretary (General)	Y	100
<b>53</b>	<b>General clerical workers</b>		
	<b>531 General clerks</b>		
	<b>5311 General clerks</b>		
	53111 General Clerk		
	<b>532 General clerks</b>		
	<b>5321 Keyboard operators</b>		
	53211 Data Entry Operator		
	53213 Word Processing Operator		
<b>54</b>	<b>Inquiry clerks and receptionists</b>		
	<b>541 Call or contact information clerks</b>		
	<b>5412 Inquiry Clerks</b>		
	54121 Inquiry Clerk		
	<b>542 Receptionists</b>		

pdfMachine - is a pdf writer that produces quality PDF files with ease!

Get yours now!

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
	<b>5421 Receptionists</b>		
	54211 Receptionist (General)		
<b>55</b>	<b>Numerical clerks</b>		
	<b>551 Accounting clerks and bookkeepers</b>		
	<b>5511 Accounting clerks</b>		
	55111 Accounts Clerk		
	<b>5512 Bookkeepers</b>		
	55121 Bookkeeper	Y	10
	<b>5513 Payroll clerks</b>		
<b>59</b>	<b>Other clerical and administrative workers</b>		
	<b>591 Logistics clerks</b>		
	<b>5911 Purchasing and supply logistics clerks</b>		
	591105 Stock clerk	Y	20
	591106 Warehouse administrator	Y	80
<b>6</b>	<b>SALES WORKERS</b>		
<b>61</b>	<b>Sales representatives and agents</b>		
	<b>611 Insurance agents and sales representatives</b>		
	<b>6113 Sales representatives</b>		
	61139 Sales Representatives	Y	500
<b>7</b>	<b>MACHINERY OPERATORS AND DRIVERS</b>		
<b>71</b>	<b>Machine and Stationary Plant Operators</b>		
	<b>711 Machine Operators</b>		
	<b>7111 Clay, Concrete, Glass and Stone Processing Machine Operators</b>		
	71113 Glass Production Machine Operator		

**pdfMachine** - is a pdf writer that produces quality PDF files with ease!

**Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
	<b>7112 Industrial spray painters</b>		
	71121 Industrial Spray painter		
	<b>7119 Other machine operators</b>		
	71191 Chemical Production Machine Operator	Y	500
	71196 Packing Machine Operator		
	<b>712 Stationary plant operators</b>		
	<b>7129 Other stationary plant operators</b>		
	71291 Boiler or Engine Operator		
	71292 Bulk Materials Handling Plant Operator	Y	30
<b>72</b>	<b>Machine and Stationary Plant Operators</b>		
	<b>721 Machine Operators</b>		
	<b>7213 Clay, Concrete, Glass and Stone Processing Machine Operators</b>		
	72131 Forklift Driver		
<b>73</b>	<b>Road and rail drivers</b>		
	<b>733 Truck drivers</b>		
	<b>7331 Truck drivers</b>		
	73311 Truck Driver (General)	Y	50
	73314 Tanker Driver		
<b>74</b>	<b>Store persons</b>		
	<b>741 Store persons</b>		
	<b>7411 Store persons</b>		
	74111 Store person		
<b>8</b>	<b>LABOURERS</b>		
	<b>83 Factory process workers</b>		

pdfMachine - is a pdf writer that produces quality PDF files with ease!

Get yours now!

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA

OFO CODE	DESIGNATION	Scarce Skill	N/5yrs total
	<b>839</b>		
	<b>Miscellaneous factory process workers</b>		
	<b>8391</b>		
	<b>Metal engineering process workers</b>		
	83911 Metal Engineering Process Worker boilermaker and fitters assistant)		
	<b>8393</b>		
	<b>Product quality controllers</b>		
	83933 Product Tester (glass verifier)		
	<b>8399</b>		
	<b>Other factory process workers</b>		
	83992 Chemical Plant Worker	Y	2000
	83996 Glass Processing Worker		
	<b>891</b>		
	<b>Other labourers</b>		
	<b>8911</b>		
	<b>Freight and furniture handlers</b>		
	89111 Freight Handler (Rail or Road)		
	89112 Truck Driver's Offsider		
	<b>8912</b>		
	<b>Shelf fillers</b>		
	89121 Shelf Filler		

**pdfMachine** - is a pdf writer that produces quality PDF files with ease!

**Get yours now!**

"Thank you very much! I can use Acrobat Distiller or the Acrobat PDFWriter but I consider your product a lot easier to use and much preferable to Adobe's" A.Sarras - USA