



Mining Qualifications Authority

**2017 WSP-ATR
SUBMISSION PROCESS
AND UPDATES**

JANUARY 2017

Digging with Skills & Knowledge



Workshop purpose

The purpose of this workshop is to:

1. Brief participants on the WSP-ATR format and submission process
2. Brief MQA entities on Legislative and MQA requirements for the 2017 WSP-ATR/Mandatory Grant and Pivotal Planning-reporting
3. Update participants on the Organising Framework for Occupations (OFO) changes (2015 OFO Version)
4. Submission date as per SETA Grant Regulations
5. Update on the 2016 WSP-ATR Submissions



2016 WSP-ATR Submission Progress

The 2016 WSP-ATR Submission progress was challenging to both MQA and stakeholders. MQA decided to go the manual route.

WSP-ATR Status:

Task	Total	Comments
Approved	371	
Queries	264	Missing the workforce information, source data re-upload, signatures and negative deviation.
Total submissions	635	



Why WSP-ATRs?

Legislative Framework

Skills Development Act & Skills Development Levies Act

SETA Grant Regulation

- A Grant release mechanism
- Mandatory Grant is 20% of levy contribution refund
- Pivotal programme application

Mine Health & Safety Act

- Section 10 (5)

Encourage good skills planning and reporting

- Continuous process
- Must be correctly mapped against OFO
- Must be complete and accurate data

Valuable organisation specific data for the MQA

- Such as sector profile & trends (occupations, demographics, sub-sectors etc), training conducted and training planned



Use of WSP-ATR Data

Information from these WSP-ATRs is used by the MQA:

- to update the Sector Skills Plan (SSP),
- to plan interventions to support skills development within the MMS and
- to report to the DHET including scarce skills
- to identify changes required to the OFO.

It is therefore very important that the information provided is **correct**.



Importance of WSP-ATRs

6. Research tool

7. Mapped against the correct OFO code

8. Provides valuable data on MMS

- training conducted
- skills needs (skills gaps)
- sector profile & trends (occupations, demographics, sub-sectors etc)

1. A grant release mechanism

2. A source of organisation's data for MQA

3. Good skills planning & reporting tool for the MMS organisations

4. Mandatory Grant Refund of 20% levy contribution

5. Discretionary Grants (Pivotal Programme reporting and planning)

- (legislated by the Mine Health and Safety act and skills development act of 2008)

2017 WSP-ATR

- Occupational mapping – **use OFO Version 2015**
- Reporting on calendar year not the financial year
- Pivotal programmes
- Auto-generation of the verification document & WSP-ATR report based on the data submitted.



WSP-ATR DISPUTE PROCESS

When can a dispute be lodged?

Where employee representatives/ trade union disputes the WSP-ATR submitted for the below reasons:

- Inadequate consultation process (not in line with the committee agreement)
- Incorrect reporting by the Organisation/s (the applicant should provide evidence)
- Incorrect plan reported to the MQA
- Any other matter related to the Workplace Skills Plan and Annual Training Report

Who can lodge a dispute?

Any member of the skills development committee/ training committee or a representative of the organised labour.



Pivotal Programmes

The MQAs Funding Model will result in a level of 80% of the discretionary funds being utilized for PIVOTAL Programmes as listed:

1. Bursaries
2. Work Experience
3. Internships – The MQA considers this as a PIVOTAL programme as it assists graduates to gain work experience opportunities and thus contributes to improved work performance
4. Non Artisan Learnerships
5. Artisan Learnerships
6. AET
7. Skills Programmes
8. FLC
9. RPL/Artisan Aides
10. NCV level 4 placements

Role of the SD Committee

Specific functions and responsibilities should include:

- Providing input into a skills development policy in support of the organisation's business plan
- Promoting the alignment of workplace skills planning to the employment equity plan
- Informing fellow employees about training policy and implementation
- Making input into the workplace skills plan
- Signing off that the SDC was consulted on the Workplace Skills Plan
- Monitoring implementation of the Workplace Skills Plan
- Advise of issues related to discretionary grants and monitor progress
- Monitoring the payments of grants and levies
- Providing input into the Annual Training Report
- Develop Terms of Reference for the SDC

Structure of the Source data and Changes

DHET Requirements



2017 WSP-ATR Template

BioData and ATR (Sheet 1)

This is the company workforce. All active and terminated employees employed between January 2016. All employees within the date range should be included whether they did training or not.

ATR (Sheet 2)

Training data for all active and terminated employees who did training between January 2016 to December 2016. Thirty (30) intervention per individual can be reported.

- Short Course: **Computer Skills, Mining Core, Engineering Core, Metallurgical Core, Jewellery/Beneficiation, Safety, Supervisory/Leadership and Management Skills, Soft Skills(people specific training such as HR); Civil Engineering; Conference/Seminar/Workshop; Portable Skills – Construction, Agriculture, Engineering, Business, Licences, Other Portable Skills and Other short courses**
- Removed **Other** option

WSP Sheet (Sheet 3)

This section is for scheduled or planned training for the date range January 2017 and December 2017. Training done between January 2017 to March 2017 should also be recorded here even if it has been completed and signed off.

2017 WSP-ATR Template

Scarce skills (Sheet 4)

It is applicable only if you have identified any skills shortage in 2016

Non-Employees community programmes (Employed and Unemployed (Sheet5)

Training done and planned for community, bursaries and other programmes done or planned for employed non-employees.

Added a column – select **employed or Unemployed**

Contractors (Sheet 6)

Training done and planned for contractors.

Combined Impact Assessment and Finance (Sheet 7)

- Total Planned Training vs Total Actual Training
- The template auto calculates deviation.
- Total project and actual Payroll
- Total project and actual Skills Development Levy

2017 Extension Criteria

In view of the above, the MQA will only consider an application that complies with the following:

- Request for Extension of WSP-ATR Mandatory Grant Application Form to be completed and signed by the **SDF and Senior Management**;
- Reasons for extension clearly stated, explaining the circumstances beyond his/her control that results in the employer being unable to submit on or before 30 April 2017
- The application must reach the MQA before the submission deadline of **31 March 2017**.

2017 MQA approval criteria

“A mandatory grant must be paid to an employer at least quarterly once the Workplace Skills Plan (WSP) and Annual Training Report (ATR) have been received and after they have been evaluated and approved by the MQA Office based on the criteria stated below:

1. The WSP -ATR must conform to the format prescribed by the MQA
2. The WSP and ATR must be fully completed inclusive of all signatures by the required date (30 April 2017)
3. In the case of large and medium sized organisations proof of consultation by an employer with employee representatives/trade unions is required as per the MQA guideline
4. The WSP and ATR are received on or before 30th April annually except where 4. 2 of the Approved MQA Funding Policy applies
5. The employer must be paying levies to SARS against the MQA SETA Code 16

2017 MQA approval criteria

6. The employer has submitted only one application per SDL no and the employer name that correlates with information received from South African Revenue Services (SARS) and DHET; applications for all SDL numbers for a particular organisation must be submitted by the required date.
7. The employer must not be in arrears with their SDL contributions.
8. The employer has submitted a WSP and ATR that includes the most recent national occupational codes as contained in the Organising Framework for Occupations (OFO) in support of the annual sector skills planning processes.
9. The employer has submitted a self evaluation report in the format prescribed by the MQA of the relevant WSP against the current ATR. If the alignment is less than 60%, the employer must submit reasons for the misalignment to the MQA.



Stakeholder Consultation

Consultation

- The purpose of consultation is that parties should engage in a thorough and meaningful joint consensus-seeking process.
- Consultation should commence as early as possible in the process of preparing a workplace skills plan and annual training report.

What should be part of the proof of consultation pack?

- A signed register
- Signed minutes of the consultation meeting by the chairperson and union/employee representative/s
- Proof that WSP,ATR,PP (Pivotal Plans),PR (Pivotal Reports) was discussed on the meeting



MQA WSP-ATR SUBMISSION SYSTEM REQUIREMENTS



MINING QUALIFICATIONS AUTHORITY

For more information

All supporting documents are on the MQA website www.mqa.org.za and the submission system

MQA Contact us

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All queries will be handled online and the turnaround time is one working day.

