

**To : MQA Stakeholders**

**From : Mr. Xolisa Njikelana, Chief Operating Officer**

**Date : 04 December 2025**

**MQA SETA INFORMATION MANAGEMENT SYSTEM (SIMS) OPEN FOR 2025  
WORKPLACE SKILLS PLAN (WSP) AND ANNUAL TRAINING REPORT (ATR)  
SUBMISSION**

Dear Valued Stakeholders,

The Mqa would like to notify stakeholders that the online system (SIMS) for capturing and submitting Workplace Skills Plans (WSP) and Annual Training Reports (ATR) for 2026 has been deployed live as of **01 December 2025**.

The system may be accessed through the following URL:

<https://sims.mqa.org.za/login>

Please note that all Skills Development Facilitators (SDFs) are required to re-register on the system and link themselves to their employer's Skills Development Levy (SDL) number in order to gain access.

**Important information:**

The submission deadline for the WSP-ATR information is **30 April 2026**.

- All Mqa registered Skills Development Facilitators (SDFs) are required to update their information and password to access the 2025 WSP templates online.
- New SDFs will be required to link themselves to their relevant SDL numbers on SIMS.
- It is mandatory for SDFs to upload the compulsory appointment letter, signed by the organisation CEO on the system.
- It is mandatory for SDFs to upload the organisation's bank letter (not older than 3 months) for the disbursement of Mandatory Grants.

## **MQA SETA INFORMATION MANAGEMENT SYSTEM (SIMS) OPEN FOR 2025 WORKPLACE SKILLS PLAN (WSP) AND ANNUAL TRAINING REPORT (ATR) SUBMISSION**

- The deadline for requests for extensions for the late submission of WSP-ATR, must be submitted to the MQA, on/or before **31 March 2026**, through a formal request which must be signed-off by the organisation CEO and emailed to: [mqaextensions@mqa.org.za](mailto:mqaextensions@mqa.org.za).
- The MQA will be conducting WSP-ATR capacity building sessions in all provinces in February/March 2026 to support SDFs in this regard.
- The OFO codes version 2021 must be utilised for the 2026 submission.
- No late submissions will be accepted.

For further clarity or assistance regarding registration and completing the forms please contact:

- Ms Slindile Luthuli – 011 547 2682, **email:** SlindileL@mqa.org.za
- Ms Unathi Ndamoyi – 011 547 2777, **email:** UnathiN@mqa.org.za
- Ms Ncediwe Ngwenya – 011 547 2779, **email:** NcediweN@mqa.org.za
- Mr Hlulani Shirinda – 011 547 2804, **email:** HlulaniS@mqa.org.za

The MQA appreciates your continuous and unwavering support and commitment towards promoting skills development in the Mining and Minerals Sector.

Yours Sincerely,



**Dr Thabo Mashongoane**

Chief Executive Officer

Date: 04/12/2025

**Mining Future Skills**