



Health and Welfare Sector
Education and Training Authority

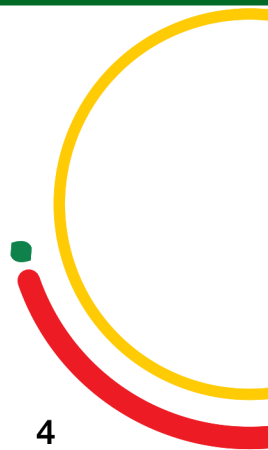
HWSETA



WSP **PROCESS GUIDE**

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WHAT IS T- NUMBER APPLICATION

T - Number documents are requested and submitted at provincial offices. Once provincial offices have evaluated, the documents together with supporting documents are submitted to WSP Subdivision at head office for further processing. Once the T - Number is approved an email is sent to the stakeholder, the stakeholder' next step will be to register SDF Online which is indicated below.

SDF ONLINE APPLICATION

First-time SDF/SDFs must go to the HWSETA website <https://www.hwseta.org.za> then under "**Application Portal**" and then on "**Skills Development Facilitator Registration**". Scroll down then on your far right click on Skills Development Facilitator, then populate all the required fields.

Only approved SDFs can access the portal to complete the WSP & ATR. Each SDF must be in possession of a **username and password**.



Helping
learners to
make
informed
decisions

Email

Password

[Log in](#)

[Reset Password](#)

*For Any Queries Contact Help Desk on 011 607 7011 or Email
ERF@hwseta.org.za*

LOG- IN PROCESS

- Enter your **Login details** received from the HWSETA, upon successful registration.
- Please note: If you have submitted the WSP & ATR for the previous financial year, your **Login details** are still the same.
- If you have forgotten your password, please click on **reset password** and follow the instructions.
- Now you are in the SDF Portal and will have access to your profile and the WSP of the organisation.

WSP/ATR SUBMISSION

- Login to stakeholder portal then, click on WSP on the left-hand side of your screen,
- click on the “**Create**” button to create the WSP & ATR for the current financial year.

The screenshot shows a table titled "WSP Submission" with a search bar and a "Create" button. The table has columns for Code, Financial Year, SDF, Employer, State, SDL No., Date Submitted, Request Extension Date, and Approve Extension. The table contains 13 rows of data, all with a Financial Year of 2024-2025. The first row is highlighted in blue.

Code	Financial Year	SDF	Employer	State	SDL No.	Date Submitted	Request Extension Date	Approve Extension
WSP29663	2024-2025							
WSP29664	2024-2025							
WSP29665	2024-2025							
WSP29666	2024-2025							
WSP29667	2024-2025							
WSP29668	2024-2025							
WSP29669	2024-2025							
WSP29670	2024-2025							
WSP29671	2024-2025							
WSP29672	2024-2025							
WSP29673	2024-2025							
WSP29674	2024-2025							

- Next to Employer click the dropdown to select the organisation for whom you wish to submit a **WSP & ATR**.
- If the SDF have multiple organisations linked to your profile you will have to select the organisation for whom you wish to submit a WSP & ATR.
- If you only have one organisation linked to your profile you will only have that organisation to select.

The screenshot shows the "WSP Submission" form. The "Organisation Details" section includes fields for Employer, Financial Year, WSP Start Period, WSP Submission Start Date, and Scheme Year. A dropdown menu is open for the Employer field, showing the following options: SUSTAINABLE URBAN NEIGHBOURHOODS DEVELOPMENT PTY LTD, VIOLENCE PREVENTION THROUGH URBANUPGRADING NPC. The "WSP Details" section includes fields for SDL No., Date Submitted, WSP End Period, and WSP Submission Due Date. The form also has a "Partially Save" checkbox and buttons for "Show ATR Error Log" and "Load Prev WSP".

Organisation Details

Employer: [Dropdown Menu]
Financial Year: [Text Field]
WSP Start Period: [Text Field]
WSP Submission Start Date: [Text Field]
Scheme Year: [Text Field]

WSP Details

WSP ATR Details Type: [Dropdown Menu]
Annual Training Report

Buttons: Show ATR Error Log, Load Prev WSP

WSP/ATR SUBMISSION

- The Financial Year and WSP start, and end date will be prepopulated.
- Below this section, you will see the WSP details tab, which takes you to the WSP & ATR details type.
- There is a drop-down that you must click to access the ATR and WSP Sections.


The screenshot displays a web application interface for WSP/ATR submission. At the top, there are buttons for 'Save' (in red) and 'Discard', and a 'Submit' button. A progress bar shows stages: Draft (active), Submitted, Assessment, Evaluated, Accepted, Query, and Rejected. The main content is divided into two sections: 'Organisation Details' and 'WSP Details'. In 'Organisation Details', fields include Employer (Sustainable Urban Neighbourhood), Financial Year (2019-2020), WSP Start Period (01/04/2019), WSP Submission Start Date (01/02/2019), Scheme Year, SDL No., Date Submitted, WSP End Period (31/03/2020), and WSP Submission Due Date (30/04/2019). A 'Partially Save' checkbox is also present. The 'WSP Details' section features a 'WSP ATR Details Type' dropdown menu currently set to 'Annual Training Report', a 'Show ATR Error Log' button, and a 'Load Prev WSP' button. At the bottom, there are tabs for 'Actual Training', 'Adult Education and Training', 'Variance', 'WSP Impact Assessment', and 'Document Uploads'.

- To access the WSP/ATR click **Edit** and then on the **drop-down** next to "WSP & ATR Details Type" and Select "**Workplace Skills Plan**" or "**Annual Training Report**"

ANNUAL TRAINING REPORT

If you select **“Annual Training Report”** You must ensure that you complete the following forms:

- Actual Training
- Adult Education and Training (Not compulsory, can be left blank if no AET training was done)
- Variance (This section is pre-loaded with information based on your previous financial year submission and you are only required to provide comments or reasons for the difference)
- WSP Impact Assessment
- Document Uploads

- This is based on the WSP planned training submitted for the last financial year in the same format as the previous year’s submission.
- To start capturing make sure that you are in **edit mode** and click on **Add** an Item and then start capturing the information requested.
- The system will **auto-sum the amounts and create a total sum** at the top of the page for verification.
- The SDF will select **Pivotal or Non-Pivotal** and be guided by the system as to what to capture and which fields are required.
- There is also the option here to populate the data from the previous year’s submission.
- This is done by clicking on the **“Load previous WSP”** Button.
- By clicking this button you are instructing the system to prepopulate your actual training form with the information that you captured in your previous WSP.
- If you wish to Edit the information click on the row (any part of it) and it will open up for editing.
- To delete the row go to the far right, where there will be  bin sign, click on it.

WORKPLACE SKILLS PLAN

To access the WSP click Edit and then on the drop-down next to “ WSP &ATR Details **Type**” and Select “**Workplace Skills Plan**”

If you select “**Workplace Skills Plan**” you must ensure that you complete the following tabs

- Total Employment Profile
- Planned training
- Adult Education and Training (Not compulsory, can be left blank if no AET training was done)
- Vacancies Hard to Fill (This tab is only compulsory if you had selected “yes” on the dropdown, above WSP Details)
- Document Upload

- SDF now also has an option to preload this form with the employment profile submitted in last year’s submission by clicking on “**Load TEP**”.
- This will enable the SDF to **edit/ delete** the information thus avoiding recapturing the TEP.

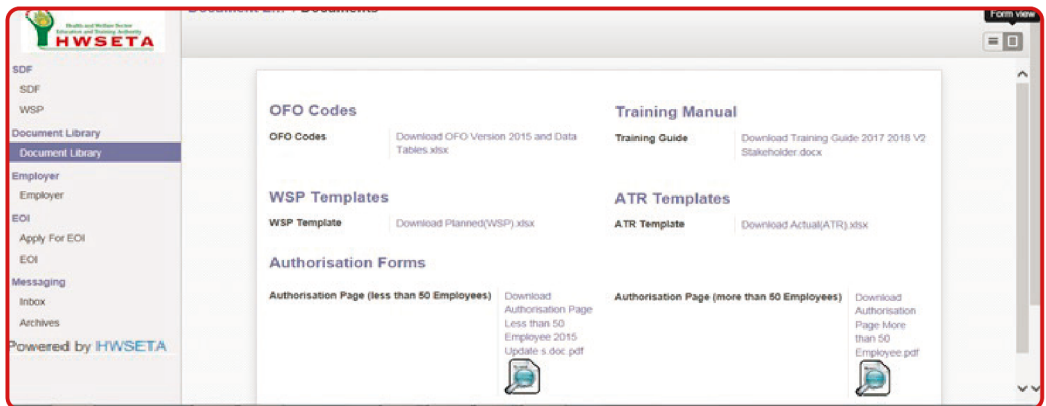
(This option is only for organisations which have previously submitted their WSP &ATR)

- For the OFO Code click on the OFO code and a drop-down will appear with some OFO codes, the SDF can search using the name of the occupation or the code by clicking on **Create and Edit** at the bottom of the **drop-down**.
- Once the Occupation is selected the options for Specialisation will be available.
- **Please note that only employees can do non-pivotal training.**
- Please ensure that you click the Save button after populating or editing each line.
- Please note that for LE and SME organisations the information captured is used to identify training that can possibly be funded by the HWSETA through Discretionary Funding.

TEMPLATES

The following relevant templates can be accessed under the **“Documents”**, but you have to be in **Form View** to see all these documents:

- The Authorisation Form for Less than 50 employees
- The Authorisation Form for More than 50 employees
- An updated version of the OFO codes for WSP/ATR will be available for download
- Training Manual
- WSP importing template
- ATR importing template
- Authorisation Page (Available in the Document Library)
- Tax Clearance Certificate (Compulsory for Levy Paying organisation)



The following are the documents required for the submission for organisations with more than 50 employees:

- Proof of Consultation – Minutes of the meeting
- Proof of Consultation – Attendance Register of the Meeting
- Authorisation Page (Available in the Document Library)
- Tax Clearance Certificate (Not Compulsory for WSP submission, however, is a requirement for participation in Discretionary grants)

The following are the documents required for the submission for organisations with less than 50 employees:

- Authorisation Page (Available in the Document Library)
- Tax Clearance Certificate (Not Compulsory for WSP submission, however, it is a requirement for participation in Discretionary grants)

Click

Save

Once Completed

NOTES

*“Transforming **Health**
and **Social**
Development”*

ADDITIONAL INFORMATION

To add more documents use the "Add an Item" Tab.

Once all the documents have been uploaded and the relevant forms completed Then submit button can be pressed.

If there is any information missing, a pop-up error message will appear notifying the SDF of the form and the information missing.

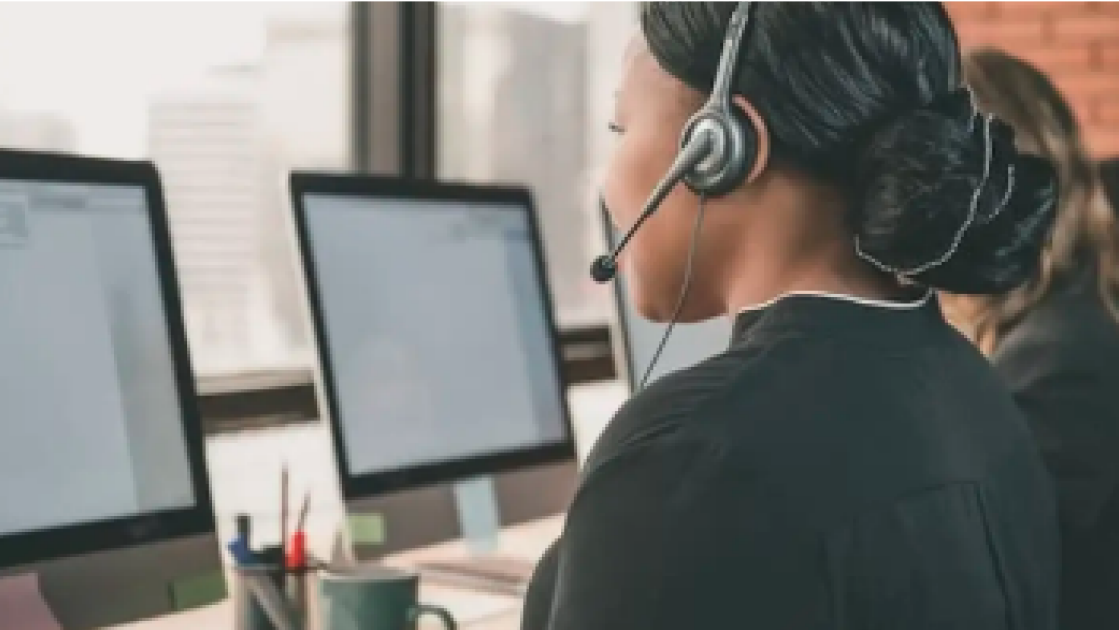
These need to be updated and the "SUBMIT" button is clicked again until a popup message appears.

The pop-up button that says "The WSP&ATR has been successfully submitted". Remember to click the SAVE button to save all work done thus far.

If f all is in order click the SUBMIT button! The organisation can then consider their WSP&ATR submitted to the HWSETA.

NEED ASSISTANCE?

For all system queries, please log a call online (HWSETA Helpdesk)



Stakeholder Zone

Stakeholder login

HWSETA Helpdesk

Welcome to the HWSETA Stakeholder Portal

Stakeholder Login

This login is for registered or accredited HWSETA stakeholders.

Unregistered/Unaccredited HWSETA Stakeholders
Please select the relevant link under applications to register or accredit yourself by clicking [here](#).

Existing registered/accredited HWSETA Stakeholders
Please login to the HWSETA Portal using the email address that you registered with.
If you are unable to login, please click on the [Reset Password](#) link.


HWSETA Helpdesk

This has been introduced to assist you in managing the queries/issues that you raise with the HWSETA.


SUPPORT DESK

Call or Email Provincial Offices and Head Office Staff on the following contact details provided below:


WESTERN CAPE PROVINCIAL OFFICE

 WesternCapeProjects@hwseta.org.za
Tel No : 021 914 1058


NORTHERN CAPE PROVINCIAL OFFICE

 NorthernCapeProjects@hwseta.org.za
Tel No : 053 831 1338

EASTERN CAPE PROVINCIAL OFFICE

 EasternCapeProjects@hwseta.org.za
Tel No : 043 726 9405/6/7

KWA-ZULU NATAL PROVINCIAL OFFICE

 KwazuluNatalProjects@hwseta.org.za
Tel No : 031 202 5972/3


FREE-STATE PROVINCIAL OFFICE

 FreeStateProjects@hwseta.org.za
Tel No : 051 430 2134

LIMPOPO PROVINCIAL OFFICE

 LimpopoProjects@hwseta.org.za
Tel No : 015 295 4302

MPUMALANGA PROVINCIAL OFFICE

 MpumalangaProjects@hwseta.org.za
Tel No : 031 762 3027

GAUTENG PROVINCIAL OFFICE

 GautengProjects@hwseta.org.za
Tel No : 011 205 0200

NORTH WEST PROVINCIAL OFFICE

 NortheWestProjects@hwseta.org.za
Tel No : 081 381 1192

HEAD OFFICE

 **Tel No** : 011 607 6900

IMPORTING EXCEL TEMPLATES



When working on the import excel templates, please ensure that the following has been adhered to:

The dates must be entered in the following format:

- 1 DD/MM/YYYY wherever a date is required
e.g. in Date of Birth column, Actual Training and Planned Training Sections
- 2 Select the Male & Female from the drop down in the column, so that it is in the following format: **M - Male and F - Female**
Select Race from the drop down in the column
There must be no spaces between numbers

Occupation and Specialisation OFO Codes and Descriptions in both the WSP and ATR must be copied from the OFO Code List.

- 3 Please do not create your own **Occupations and Specialisations**

The Occupation Titles in the WSP must have 2021- in front of the Occupation Title.

- 4 e.g. **2021-Social Worker**

Font for all data entries, Calibri and size 11 EXCEPT for the Occupation Title and Specialisation Title columns, it must be in Arial and size 11 in both the WSP and ATR.

- 5 Please make sure that there are no borders around any data cells whether there is data in it or whether it is empty.

We have noticed in some cases data cells have borders around them and then stretch for a number of rows below where the data stops, the system will read that and that is why there could an error referring to data lines where you have no data.

- 6

IMPORTING EXCEL TEMPLATES

When working on the import excel templates *continues*.....

7

If you are pulling data from any other data source using VLOOKUP, please ensure that you right click in the destination area on our template, **Copy the data set and then select Paste Special and then select Values.**

If you do not do it this way, you will be pasting the formulas into our templates and the system will not be able to recognise the data.

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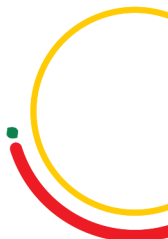
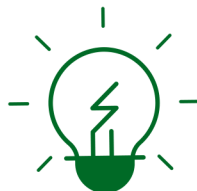
Columns that contain number data, such as **ID Numbers, OFO Codes, cost of training, must be in Number Format,**

While columns that contain date information such as Dates of Birth and start and end date of training, must be in Date Format, as per point no. 1.

The information in the remaining columns must be in **General Format.**

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To import WSP/ATR template, stakeholders click on "**more**" as indicated in the screenshot.



CONTACT INFORMATION

PROVINCIAL OFFICES

Gauteng

676 on Gallagher,
The Link Building A
Halfway House
Midrand
1685
011 205 0200

Eastern Cape

Phase 4B, Waverly Office Park
No.3, 33 Phillip Frame Road
Chiselhurst
East London
0800 864 478

Kwa-Zulu Natal

Clifton Place
Ground Floor
19 Hurst Grove
Muusgrave
Durban
031 202 5972/3

Free-State

47 Kellner Street
Bloemfontein
051 430 2134/78

Mpumalanga

Suite 405 - 407
4th Floor, Medcen Building
14 Henshall Street
Nelspruit
0800 864 478

Northern Cape

10 Olivier Road
Montrio Corporate Park
Block 3, 2nd Floor
Monuments Heights
Kimberly
8301
053 8311338

North-West

Suite No.3
Total Mafikeng Complex
Cnr Mandela Drive
And Shppard Street
Mafikeng
018 381 1192

Limpopo

26 General Jourbert Street
Btw Bodenstein & Rabe Street
Mooipark Building
Polokwane Central
0700
015 295 4302/3

Western Cape

Tigerpark Office Park
Building 5
Ground Floor, Office No.005
Willie Van Schoor Avenue
Cape Town
7530
021 914 1058

SATELITE OFFICES

Eastern Cape

PE TVET College
139 Russel Road
Richmond Hill
041 509 6332

Free-State

Flavius Mareka
TVET College
Mphohadi Campus
Corner Tang Street
0800 864 478

Mpumalanga

Gert Sibanda
TVET College
11 Mel Mentz Street
Ermerlo
017 811 1752

North West

Taletso TVET College
Leah Mangope Highway
Lehurutshe
018 363 3017



Health and Welfare Sector
Education and Training Authority

HWSETA

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