



Construction Education and Training Authority

COMBINED ATR 2008/2009 AND WSP 2009/2010

ANNUAL TRAINING REPORT (01 April 2008 to 31 March 2009) WORKPLACE SKILLS PLAN (01 April 2009 to March 2010)

LEGISLATION

The Workplace Skills Plan (WSP) Grant application combined with the Annual Training Report (ATR) Grant application is fixed as a percentage of levies paid by an employer. An employer who makes an application on time and in the proper manner will receive 50% of the total of the levies paid over to SARS in the period 1 April 2009 to March 2010. This grant application has been prepared in terms of Annexure 2, Skills Development Act 1998, Seta Grant Regulations, Application for Mandatory Grant by Employer [Regulation 6(1)(A)].

The Workplace Skills Plan (WSP) Grant and the Annual Training Report (ATR) Grant are central to Skills Development System, which is responsive to the economic and social needs of South Africa. The ATR allows employers to monitor the achievement of the skills priorities and skills development objectives that were outlined in the WSP. Where there are variations between the WSP and the ATR, the ATR provides employers and Skills Development Facilitators with an opportunity to analyze reasons for non-completion of planned training.

SUBMISSION GUIDELINES

- If the employer does not claim a Mandatory Grant by the deadline date, the Seta must immediately (in terms of the relevant regulations) transfer the employer's unclaimed Mandatory Grant funds to the discretionary grant funds to the Discretionary Grant fund.
- Request for Extensions and late Submissions **WILL NOT BE ACCEPTED**. The penalty of submitting late is losing the grant in full.
- The only exception to this is where an application for the WSP is submitted 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.
- The WSP and ATR must be submitted by no later than **30 JUNE 2009** in terms of the Department of Labour deadline.

- In terms of Section 10(2) of the Grant regulations, a SETA may not pay a Mandatory Grant to an employer unless the employer has submitted a Training Report in respect of the implementation of the previous year's Workplace Skills Plan, except newly registered employers.

A1. DETAILS OF EMPLOYER

Organisation Name			
SDL Number			
Organisation registration number			
Phone number		Fax Number	
Postal address :			
Physical Address:			
SIC Code			
SIC Code Description			
Sub-sector:	Description	(X)	
	Construction Sub sector		
	Build environment professionals sub-sector		
	Construction material manufacturers sub-sector.		
Total Annual Payroll			
Number of Employees			
Employees as per employment profile			
WSP Year			

Banking details (Please capture the banking details of the organisations. Attachment of the cancelled cheque is still required along with the submission of the WSP and ATR forms.)

<u>Name of Account holder</u>	
<u>Bank</u>	
<u>Branch</u>	
<u>Account type</u>	
<u>Account number</u>	

1. Is this organisation linked to another organisation? _____

2. If yes, please indicate the L-numbers and the funding years for which the organisations are linked for:

Organisation SDL number	Funding years

Skills Development Facilitator details

Surname		Name		Initials
ID number		Gender	Population group	
Highest Level of Education				
Current occupation				
Contact details	Cell Phone number			
	Telephone number			
	Fax number			
	E-mail address			
Postal Address				

A2. ORGANISATION CONTACTS

<u>Title:</u>	
<u>Surname:</u>	
<u>First Name:</u>	
<u>Initials:</u>	
<u>Designation:</u>	
<u>Phone Number:</u>	
<u>Fax Number:</u>	
<u>Cell Number:</u>	
<u>E-Mail:</u>	
<u>Postal Address:</u>	

A3. NATIONAL PROVINCIAL PROFILE – APRIL 2009

Work Place Skills Plan 2009-2010	
Province	Number of Employees
Eastern Cape	
Free State	
Gauteng	
KwaZulu-Natal	
Mpumalanga	
Northern Cape	
Limpopo	
North West	
Western Cape	
Total	

C2a: PLANNED TRAINING - EMPLOYED

Codes	Occupational Group	Job Title	Type of learning programme	Number to be trained at		
				Entry level	Intermediate level	Advanced level
1	MANAGERS					
111101		Chief Executive Officer / Managing Director (Enterprise / Organisation)				
111201		Corporate General Manager				
131101		Advertising and Public Relations Manager				
131102		Sales and Marketing Manager				
132101		Corporate Services Manager				
132201		Finance Manager				
132301		Personnel / Human Resource Manager				
132401		Policy and Planning Manager				
132501		Research and Development Manager				
133101		Construction Project Manager				
133102		Project Builder				
133201		Engineering Project Manager				
133401		Manufacturer				
133502		Production / Operations Manager				

		(Manufacturing)				
133503		Production / Operations Manager (Mining)				
133601		Supply and Distribution Manager				
136101		Contract Manager				
136102		Programme or Project Manager				
136303		Team Manager				
136304		Foreman				
139902		Environmental Manager				
2	PROFESSIONALS					
223104		Skills Development Facilitator				
223301		Training and Development Professional				
224502		Land Valuer				
232101		Architect				
232102		Landscape Architect				
232201		Cartographer				
232202		Surveyor				
232501		Interior Designer				
232601		Urban and Regional Planner				
233201		Civil Engineer				
233202		Civil Engineering Technologist				
233203		Quantity Surveyor				
233301		Electrical Engineer				
233302		Electrical Engineering Technologist				
233501		Industrial Engineer				
233502		Mechanical Engineer				
233503		Metallurgical Engineer				
233504		Industrial Engineering Technologist				
233505		Mechanical Engineering Technologist				
233506		Metallurgical Engineering Technologist				

251301		Environmental Health Officer				
251302		Occupational Health and Safety Advisor				
3	TECHNICIANS AND TRADES WORKERS					
312101		Architectural Draftsperson				
312103		Building Inspector				
312104		Construction Estimator				
312105		Plumbing Inspector				
312106		Surveying or Cartographic Technician				
312201		Civil Engineering Draftsperson				
312202		Civil Engineering Technician				
312301		Electrical Engineering Draftsperson				
312302		Electrical Engineering Technician				
312501		Mechanical Engineering Draftsperson				
312502		Mechanical Engineering Technician				
312601		Safety Inspector				
312901		Maintenance Planner				
312902		Metallurgical or Materials Technician				
312904		Design and Manufacturing Draftsperson				
312905		Photographic Draftsperson				
312906		Town Planning Technician				
313101		Hardware Technician				
314102		Glass, Clay and Stone Manufacturing Technician				
322104		Metal Casting Trades Worker				
325102		Glass, Clay and Stone Manufacturing Trade Worker				

331101		Bricklayer				
331102		Stonemason				
331201		Carpenter and Joiner				
331202		Carpenter				
331203		Joiner				
332101		Floor Finisher				
332201		Painting Trades Worker				
333101		Glazier				
333201		Fibrous Plasterer				
333202		Solid Plasterer				
333301		Roof Tiler				
333401		Wall and Floor Tiler				
334101		Plumber (General)				
334105		Roof Plumber				
394101		Cabinetmaker				
399902		Interior Decorator				
4	COMMUNITY AND PERSONAL SERVICE WORKERS					
431403		Cleaning Supervisor				
441201		Emergency Service and Rescue Official				
441202		Fire Fighter				
5	CLERICAL AND ADMINISTRATIVE WORKERS					
511101		Contract Administrator				
511102		Contract, Program and Project Administrators				
511201		Office Administrator				
542102		Admissions Clerk				
561301		Filing or Registry Clerk				
591101		Order Clerk				
591105		Stock Clerk				
591106		Warehouse Administrator				
599401		Human Resources Clerk				
599510		Environmental Practices Inspector				
6	SALES WORKERS					

611301		Sales Representative (Building and Plumbing Supplies)				
612102		Property Manager				
612103		Real Estate Agent				
612104		Real Estate Representative				
612201		Real Estate Agency Principal / Real Estate Agency Licensee				
7	MACHINERY OPERATORS AND DRIVERS					
711101		Clay Products Machine Operator				
711102		Concrete Products Machine Operator				
711104		Stone Processing Machine Operator				
711107		Fibre-Cement Moulder				
712101		Crane, Hoist or Lift Operator				
712903		Cement Production Plant Operator				
712904		Concrete Batching Plant Operator				
712905		Concrete Pump Operator				
721201		Earthmoving Plant Operator (General)				
721203		Bulldozer Operator				
721204		Excavator Operator				
721205		Grader Operator				
721206		Loader Operator				
721301		Forklift Driver				
721903		Paving Plant Operator				
8	ELEMENTARY WORKERS					
821101		Builder's Worker				
821102		Drainage, Sewerage and Storm Water Worker				
821103		Earthmoving Worker				
821104		Plumber's Assistant				
821201		Concreter				
821401		Building Insulation				

		Installer				
821402		Home Improvement Installer				
821501		Paving and Surfacing Worker				
821701		Construction Rigger				
821702		Scaffolder				
821703		Steel Fixer				
821704		Structural Steel Erector				
821905		Surveyor's Assistant				
839901		Cement and Concrete Plant Worker				
839903		Clay Processing Factory Worker				

C2b: PLANNED TRAINING - UNEMPLOYED

Codes	Occupational Group	Job Title	Type of learning programme	Number to be trained at		
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132501		Research and Development Manager				
133101		Construction Project Manager				
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133401		Manufacturer				

133502		Production / Operations Manager (Manufacturing)				
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599510		Environmental				

		Practices Inspector				
6	SALES WORKERS					
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Work Place Skills Plan 2009-2010 Broad-based **Broad-based Economic Empowerment Compliance**

The Charter and Scorecard are the construction industries' commitment to furthering transformation and Black Economic Empowerment in the Construction Sector. The Charter and Scorecard apply to all privately owned enterprises within the construction sector, and to all parts of the value chain in that sector.

Ceta's interest is to gauge commitment to and achievement of the 2009 Milestones as they pertain to the Skills Development Indicator. Skills Development is weighted at 20% in the first five years for the period, ending 31 Dec 2009, thereby displaying its relative importance in terms of impacting human capacity building in the Construction sector.

This information will guide CETA in the planning and delivery of interventions that seek to assist its members to achieve greater BEE compliance;

1. Total Annual Payroll
2. Planned skills development expenditure (or estimate) for the current financial year
3. % of payroll spend on skills development (incl. Skills Development levy) on all Accredited Training
4. % of skills development budget spent on black employees
5. Number of learnerships as a % of total employees
6. Number of black learners as a % of total learners

TRAINING COMMITTEE

<u>Title:</u>	
<u>Surname:</u>	
<u>First Name:</u>	
<u>Initials:</u>	
<u>Designation:</u>	
<u>Phone Number:</u>	
<u>Fax Number:</u>	

**SECTION F: AUTHORISATION AND STAKEHOLDER SUPPORT
(WSP AND ATR)**

Section F of the template, with the original signatures, must be submitted to the skills development division of CETA by hand, Post or by fax

DECLARATION

We, the undersigned, submit this information in fulfillment of this entity's legal obligation in terms of the skills development legislation and regulations. We declare that, to the best of our knowledge, the information contained in this WSP/ATR is accurate and up to date. We recognise that any inaccurate statement in this document may constitute fraud and be subject to the full penalty of the law.

SIGNATURES

F1: Designated Signatory	Name and Surname	Telephone Number	Original Signature	Date
The person who completed the WSP/ATR				
Employee representative				

AUTHORISATION

F2: CEO/Managing Director				
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