

A CALL TO ALL CETA MEMBER COMPANIES TO SUBMIT WORKPLACE SKILLS PLANS (WSP) AND ANNUAL TRAINING REPORTS (ATR)

The Construction Education and Training Authority (CETA) hereby remind all levy paying member companies to submit WSP and ATR for 2009/2010 financial year. The deadline for submission is 30 June 2009.

Please note the following:

- The on-line system (SETA MANAGEMENT SYSTEM – SMS) for the WSP/ATR submission for 2009/2010 is live
- Hard copy submission can be made to wspatr@ceta.co.za
- Both on-line format and hard copy are available on CETA website
- No late submissions will be accepted and extensions will not be granted
- Proof of training, cancelled cheque and signed authorisation page/s must be couriered/posted or hand delivered
- SDF letter of appointment should be provided to CETA.

Please direct all enquiries to the following people:

CONTACT	TELEPHONE	E-MAIL ADDRESS
Esther Mpolaise	(011) 265-5900/5910	skillstemp@ceta.co.za skillsdev@ceta.co.za
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**The CETA website address is
www.ceta.org.za**