

What is a Workplace Skills Plan?

It is a strategic stipulated indication that articulates precisely how the business enterprise are going to address the training and development requirements in the workplace.

The employing company have to consult with all workers or representatives, regardless of their grades or position in the company.

Annual training report

An annual training report includes the account of the training carried out over the past 12 months. In this detailed information of the company, the SETA is advised on how much training actually materialised in comparison to what the business enterprise projected to perform. Swift Skills Academy offers a service to complete and submit the Workplace Skills Plans as well as the Annual Training Reports to the relevant SETA.

Pivotal training report

Improving the quality and thus number of labour sector details received by the SETA in the form of workplace skills plans, annual training reports and pivotal training reports to propose planning. Promoting National Qualifications Framework (NQF) registered and quality assured pivotal initiatives that address priority in short supply including critical skill-sets identified in the SETA Sector Skills Plan (SSP).

Why do I need to submit plans & reports?

By submitting a workplace skills plan, annual training report, pivotal planning and training report, you will develop the understanding of your employed pool and then enhance employees and thus organisational effectiveness, as you will have the ability to determine skills gaps.

You may get mandatory grant back for the applicable reporting cycle once the green light was given by the sector SETA. In addition, you will have a chance to access discretionary grants for execution of specific chosen learning initiatives.

By participating in the work skills plan, and executing it, it will result in properly skilled as well as certified workers. Trained employees will enhance productivity and deliver good quality products and services.

You will earn the reputation of preferred employer that is nationally well-recognized, and will contribute directly to your BEE status and scorecard.

Why use us to submit your Workplace skills plan?

All our facilitators have experienced SETA at first hand and therefore know exactly what's expected.

Acquire the resources to accredit and evaluate learnerships and skills programs in the organization.

We act as Skills Development Facilitator administrator furthermore verify all related SETA documents before submitting and advise the company on the execution of the Workplace Skills Plan.

We will align the organizations policies in keeping with the laws and regulations laid down by the Skills Development Act.

We offer to assist in the development of a performance management system for the business enterprise where no previous performance management process is present.

We formulate and recapitulate a portfolio of evidence for any of the staff which will be benefiting from training programs in the organisation.

We will formalise the qualification of workers by means of recognition of prior learning RPL.

Train employed- as well as unemployed workers so that you can claim the skills development levies from the SETA Register Learnership Programs.

Training and
development in
the workplace,
guarantees
efficient
business.