

Guidelines on Annual Training Report (ATR)

Guidelines on Annual Training Report (ATR) evidence to be uploaded on the Skills System during 2025/26 WSP/ATR submission

1 Background

Transport Education Training Authority (TETA) performed Mandatory Grant visits for the ATR submitted. During the site visits it became evident that many companies were unable to provide evidence for the training reported during the Mandatory Grant (MG) applications.

Companies continued to receive mandatory grants but failed to provide evidence that they trained employees or unemployed learners. This created a high risk for TETA and the request to provide training evidence and these guidelines documented wish to reduce the risk to an acceptable level.

2 Research performed with other SETAs

TETA consulted with other SETAs to determine how ATR evidence is verified and this is the outcome from the SETAs that TETA engaged with:

- 2.1 40% of the SETAs do not require evidence during the WSP/ATR submission. ATR evidence is verified during monitoring /verification visits after submission or before the first payment is processed in September.
- 2.2 33% of the SETAs require ATR evidence during the WSP/ATR submission process.
 - SETAs require a sample (either 5%, 50%, 60% or 100% (one SETA)) of evidence to be uploaded. The following evidence is required:
 - Invoices (preferably invoices with large amounts);
 - Attendance Registers;
 - Certificates or Statement of Results;
 - Proof of payment; and
 - Summary of training (this additional criterion is required by only one SETA)
- 2.3 27% of the SETAs did not provide feedback. Calls and emails from TETA were unanswered.

3 Mandatory Grant Monitoring Process

TETA will select a sample of Mandatory Grants (MG) submitted and perform monitoring visits. TETA will contact the Skills Development Facilitators (SDF) or company to agree on a date and time for the visit. TETA will provide the SDF or company with a list of ATR evidence required during the site visit. TETA may request additional evidence during the site visit and the SDF or company will be provided with reasonable time to provide such information. The evidence will be provided in the format as agreed to between TETA and the company or SDF.

Signed MG monitoring reports must be uploaded on the Skills System under the Monitoring and Evaluation tab

Skills >> Organisation >>

Organisation Details
Organisation Contact
Organisation Bank Details
Child Organisations
Training Committee
Research and Knowledge
Approved SDFs
Approve an SDF
WSP & ATR Forms
WSP & ATR Document Uploads
Grants and Levies
Inter Seta Transfers
Client Relationship Management
Monitoring and Evaluation
Request extension
Lodge an Appeal
Stakeholder Feedback
WSP & ATR Assessments

MONITORING AND EVALUATION - TEST LIVE (L000000000)

Please select a Levy Year from the combo box below.
01 April 2022 – 31 March 2023

Document: Choose File No file chosen

Description:

Comments:

Audit Date:

Save

Document	Description	Comments	Audit Date	Created By	Date Created
Grant and Levies testing results - ta.pdf	Testing	Testing	17/01/2022	Regina Regina	25/01/2022

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4 Supporting Evidence

Below is a hierarchy of evidence required. The evidence listed on top is the best suitable evidence and in cases where that evidence is not available the entity may provide the second level of evidence. The evidence listed below is not an exhaustive list. Companies / SDFs may upload additional evidence according to their needs.

The evidence must be clearly labelled/titled/named and linked to an OFO code reported on the ATR. If the company reported one OFO code on more than one record/line. The following serve as an example:

**OFO Code
2022-312201**

**Geographical
Ekurhuleni Metro**

**Intervention
Bursary**

Certificates, Academic Records, Statement of Results or Trade test results (where applicable) for completed training reported.

Where the training implemented is completed and the learner obtain a certificate this must be provided

The evidence uploaded must contain the following (to the extent possible):

1. The learner details. E.g., Name, Surname, ID number or student number, etc.
2. Programme name, qualification.
3. Completion date or year of study.
4. Institution/Training provider logo, Quality assurance body's logo, stamp or letter head, etc.
5. Authorising signature

Attendance registers (including logbooks, virtual class registrations or proof of registration)

Where the training implemented is not yet completed and the learner is not yet competent

The evidence uploaded must contain the following (to the extent possible):

1. The learner details. E.g., Name, Surname, ID number, etc.
2. Programme name, qualification.
3. Training date.
4. Institution/Training provider logo, Quality assurance body's logo, stamp, etc.
5. Learner signature

Invoices and Proof of Payment (where applicable)

Where the training implemented are not yet completed and the entity does not have attendance registers or logbook.

The evidence uploaded must contain the following (to the extent possible):

1. Institution/Training provider logo, Quality assurance body's logo, stamp, etc.
2. Programme name, qualification.
3. Number of learners/employees trained.
4. Date.
5. Amount.
or
6. In-house Training - An Itinerary and related supporting documents clearly indicating the purpose of travel (Training invitation, training / course material or presentations, etc)

Proof of payment in cases where the invoice above has been paid.

5 Guidelines on evidence to be uploaded

Evidence must be uploaded on the WSP and ATR Document Upload tab. Select the ATR Evidence under the Document Type drop down. No limit is placed on the number of records/evidence that can be uploaded.

The screenshot displays the Seta Management System interface. At the top left is the Seta logo with the text "Transport Education Training Authority" and "Driven by Vision". The top right shows "Indicium - Seta Management System" and "Switch Profile | Log out". Below this is a navigation bar with "Dashboard", "Skills", and "Reports". The main content area is titled "WSP & ATR DOCUMENT UPLOADS - TEST LIVE (L000000000)". On the left is a sidebar menu with "WSP & ATR Document Uploads" selected. The main area contains a "Financial Year" dropdown set to "01 April 2022 - 31 March 2023", a "Documentation Type" dropdown menu open to "ATR Evidence", and a "New Document" button. Below these is a table of uploaded documents.

Financial Year	Docu	S Uploaded	Original File Name
01 April 2022 - 31 March 2023	ATR E		Testing documents 1.pdf
01 April 2022 - 31 March 2023	SDF G		Test Document - SDA.pdf
01 April 2022 - 31 March 2023	SDF G		Test Document - SDA.pdf

5.1 **Sample size required during submission**

Companies are required to provide evidence based on the company size. All training reported by small companies must be supported by 20% of the evidence. Large and Medium companies must provide a sample of 5% for all interventions reported. TETA may request a further sample during the evaluation process. TETA will request evidence in writing. A query letter may be sent from the system or a TETA staff member may send an email requesting the information necessary to evaluate the grant. It will be the prerogative of the chamber/unit to determine if 100% of the evidence will be required or if a sample approach will be followed and in case of the latter the sample size.

** Refer to guidelines above on what evidence is required*

Requested documents must be provided within five (5) working days to avoid rejection of the MG application. TETA may also conduct a monitoring visit and request to inspect the evidence uploaded or any additional evidence. The evidence must be provided during the monitoring visit for verification.

6 Evaluation of the Mandatory Grant Applications focusing on ATR evidence

TETA reserve the right to change the evaluation criteria. This right will not be exercised reckless to the disadvantage of a Mandatory Grant Application

During the evaluation process TETA will evaluate the training evidence provided. TETA may request additional evidence. A query letter may be sent from the system or a staff member may use his/her organisational email to request training evidence. Requested documents must be provided within five (5) working days.

Failure to provide the ATR evidence required as per the guidelines above may result in the Mandatory Grant being rejected/declined. A company may appeal a MG rejection and provide the ATR evidence requested. TETA will evaluate the reasons why the company failed to provide the evidence requested as well as the evidence that was provided and may reconsider the outcome of the MG application.

7 Outcomes of a grant based on the ATR Evidence

If SDFs assess that it will not be possible to finalise and upload the ATR evidence the SDF may request for an extension. During the evaluation process TETA will issue a query letter to all companies that did not upload any or insufficient ATR evidence in line with this guideline. Failure to respond to the query will result in the grant being rejected.

SDFs may appeal declined Mandatory Grant Applications and provide the required evidence. TETA will evaluate the appeal along with the supporting evidence.