



## WSP FACT SHEET

A Workplace Skills Plan (WSP) is a plan that outlines the training and development for an organisation for one year.

An Annual Training Report (ATR) reports on the skills development interventions implemented in the previous year.

WSPs can impact positively on a number of areas within an organisation:

- Management and employees has the opportunity to discuss skills in the workplace
- Gaps and shortfalls in skills required are identified and positive ways of addressing them are devised
- The organisation uncovers talents and skills previously unknown
- Management shares the organisation's skills development goals with employees, who are then better able to understand them and commit to the process of achieving them

In order for skills development to be successful it must have relevance and contribute to an organisation's mission, vision and values.

As the Skills Development Facilitator (SDF) is formally responsible for submitting the WSP/ATR to FoodBev SETA, he/she must have a clear understanding of the direction in which the business is going and how it intends to get there.

Organisations should keep records and supporting evidence of all the training activities and assessments according to the WSP in preparation for compiling the ATR for the next year. Suitable supporting evidence includes:

- attendance registers signed by learners,
- copies of invoices and payments to training providers, and
- copies of attendance and competence certificates.

Qualifying criteria to approve a WSP include:

1. Must be signed by:
  - a. the SDF
  - b. Employment Equity (EE) representative
  - c. the CEO/MD
2. Must be submitted on or before 30 June.
3. Planned training and actual training initiatives implementation must be included.
4. A minimum of one training intervention must be linked to scarce skills/occupations.
5. At least 60% of planned training must be implemented.