



2005/2006 WORKPLACE SKILLS PLAN CHECKLIST

Name of Company:

Criteria	Yes	No	Comments	Verification Signature			
Company registered with TETA			SDL Number:				
WSP Reference			Reference Number:				
Levy payments up to date			Last Payment Date:				
TETA prescribed format							
SDF registered with TETA							
Submission of WSP by due date – 30 / 06 / 2006							
Approval of WSP by Training Committee (approval of meeting minutes to be attached).							
Total number of employees			Total number of employees :				
			M	F		D	Total
							0
Education & Training (See attached form)			SAQA listed qualifications: (See attached form)				
20% planned activities leading to formal qualifications			Actual % planned:				
Total number of employees planned to be trained			Total number planned :				
			M	F		D	Total
							0
Workforce planned to be trained			Actual % of workforce to be trained:				
Chamber verification			Audit/verification date:				

Education and Training Activities listed in Workplace Skills Plan that lead to SAQA listed Qualifications

If a Company has listed NQF aligned Qualifications in the Workplace Skills Plan, please indicate the SAQA ID number of the Qualification as well as the applicable NQF level.

SAQA ID number	NQF level

WSP Recommended for Approval by ManCom:

Executive Officer : _____

ManCom Chairperson : _____

ManCom Vice-Chairperson : _____

Date: _____