

SETA BEST PRACTICE GUIDE

INTRODUCTION TO IMPLEMENTING SETA COMPLIANCE



In the automotive manufacturing sector, employers cite the inability to find workforce with appropriate skills and experience as one of the barriers to increased growth and productivity. However, organisations that make strategic use of the various training funding options are better able to boost overall performance and productivity with less impact on their bottom line.

HERE'S HOW YOU CAN COMPLY WITH SETA REGULATIONS AND MAKE EFFECTIVE USE OF THE FUNDING OPTIONS AVAILABLE:

If your company's payroll is more than **R500 000 per year**, you are required to pay **1% SDL to SARS**.

How do I know which SETA my company belongs to?



When a company is registered with the CIPC, the directors need to stipulate the nature of the business and its core function;



The CIPC will allocate a Standard Industrial Classification code or SIC code to the company based on the description provided;



Each SIC code is allocated to a specific SETA; and



Please note you are not automatically registered with a SETA when your company is registered with SARS

FORMING THE TRAINING COMMITTEE

The purpose of the training committee consultation is to enable parties to engage in a meaningful way and to seek joint consensus relating to the skills development process as well as reflect the interest of the employees.

When does my company need to form a Training Committee?



If an organisation employs **50 or more employees**, the company must establish a Skills Development Training Committee

The training committee must:



Consult on skills priorities and training needs and agree on interventions that address these priorities and needs;



represent, communicate with and gather feedback from employees and employers on skills development matters and



to focus on the statutory objectives, particularly those embodied in the Skills Development Act.

UNDERSTANDING THE ROLE OF THE SKILLS DEVELOPMENT FACILITATOR:

What is the role and responsibility of an SDF?



Skills Development Facilitator or SDF **analyses, plans, implements, and reports** on all training activities in an organisation



They develop and **monitor personal development plans** for each employee; draw up Workplace Skills Plans and



are responsible for **SETA related duties** for the organisation.

How does my company appoint a Skills Development Facilitator or SDF?



You must complete the **required training**;



Submit a certified **copy of ID and the SDF appointment letter**;



Link yourself to the company even if you are an independent SDF;



Complete and submit the registration forms of the relevant SETA.



To learn more information about SETA Compliance and the High Gear's SETA Grants Advisory Service, download the High Gear SETA Best Practice Guide. **We can help you!**