



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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To: SETA Administrators and Chief Executive Officers

Skills Development Circular No. 12/2016

SKILLS LEVY PORTAL SYSTEM

1. The Department of Higher Education and Training (DHET) seeks to enhance the National Information Systems in order to improve the collation of skills development levy information for monitoring and evaluation.
2. The Department through the Information Systems Coordination Directorate developed and completed a system design for the development of the Levy Portal. The objective of this design is to satisfy the requirements of the Levy Portal in a manner that provides a portal for Sector Education and Training Authorities (SETAs) and the Department to access levy information in a secure, updated and user friendly manner.
3. The SETAs will be able to view and extract reports such as employer data information, inter-SETA transfers, levy history reports, below threshold reports, SETA levies breakdown, etc.
4. This system replaces the Skills Development Levies Grant System that was developed by the Department of Labour and used to load employer and financial data for SETAs to access. SETAs used the system to gather information on the disbursements of Mandatory Grants, Discretionary Grants and processing Inter-SETA transfers.

5. SETAs are expected to nominate an official who will have access to the new system. The nominated officials will be invited to attend a workshop wherein they will be orientated on the system. Subsequent to the workshop, the Department plans to capacitate the nominated officials by visiting SETAs to provide training sessions on the aforesaid system.
6. The name of the nominated official should be forwarded to Miss Yolanda Sigenu on the email address: Sigenu.Y@dhet.gov.za by 23 September 2016.



Mr GF Qonde

Director-General

Date: 05/09/2016