



Turn Your Skills Levy Into Real ROI

A no-fluff guide for SDFs, HR teams, and business owners who want to use SETA submissions to drive growth, not just tick boxes.

SMART SDF STARTER KIT



WHY YOU'RE HOLDING THIS

If you're an SDF, a solo HR practitioner, or a business owner trying to navigate skills development, you've probably asked yourself:

- “Am I doing this right?”
- “Are we missing out on grants or rebates?”
- “Is this even worth the admin?”

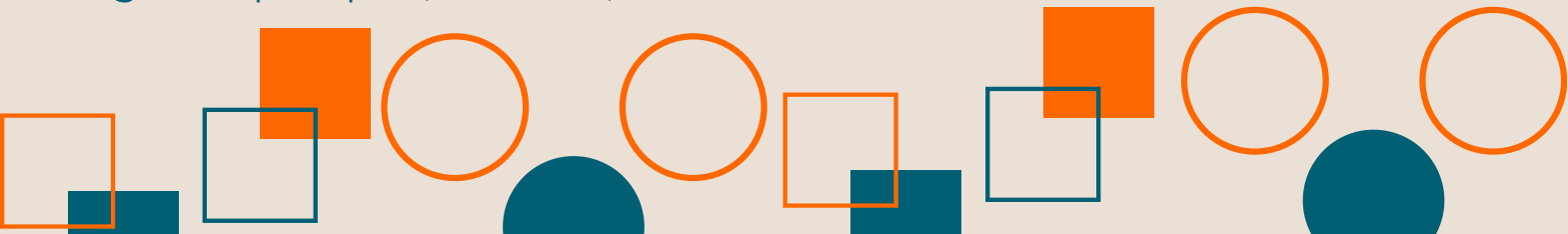


We get it. It's confusing, time-consuming, and the guidance out there? Usually too vague or too corporate to help you where you are.

That's why this kit exists — to give you the real, practical support you need to:

- Understand what counts as training
- Submit your WSP/ATR with confidence
- Avoid common (costly) mistakes
- Make the most of your Skills Levy
- Use SETA processes to build, not just submit

Let's move beyond box-ticking and start using Skills Development the way it was meant to be used — to grow people, teams, and businesses.



WHAT ACTUALLY COUNTS AS TRAINING?

Here's the truth: training doesn't have to be accredited, expensive, or off-site to matter.

If learning happened, it counts — you just need to document it correctly.

Training That Can Be Included in Your WSP/ATR

- ✓ Accredited courses (Learnerships, Skills Programmes)
- ✓ Short courses (external or internal)
- ✓ On-the-job training and coaching
- ✓ Mentorship programmes
- ✓ Induction and onboarding sessions
- ✓ Workplace SOPs or system/process training
- ✓ Soft skills workshops (communication, leadership, time management)
- ✓ Online learning (YouTube, Udemy, LinkedIn Learning, etc.)
- ✓ Team knowledge-sharing sessions

💡 If it helped someone learn how to do their job better — it counts.

You just need proof: attendance, certificates, photos, agendas, or even signed confirmation.



KNOW YOUR SETA:

If you're unsure which SETA your business is registered with, it's usually based on your SIC code or main business activity. Common ones include:

- Services SETA (retail, consulting, finance, call centres)
- MICT SETA (IT, media, communications)
- HWSETA (health, social care, NGOs)
- W&R SETA (wholesale and retail)
- CATHSSETA (hospitality, tourism, arts and culture)

💡 Still not sure? Drop us a message — we'll help you figure it out.

YOUR WSP/ATR PREPCHECKLIST



Don't submit without ticking these off...

Checklist Items (with space to tick):

- ☐ Skills Development Committee meeting held and recorded
- ☐ List of all training conducted (formal & informal)
- ☐ Attendance registers or proof of participation
- ☐ Certificates or supporting documents collected
- ☐ Training records updated per employee
- ☐ Registered SDF details are correct on SETA portal
- ☐ Levy payer reference number (SDL) on file
- ☐ SETA deadline noted and scheduled
- ☐ Planned training for next 12 months outlined
- ☐ Signed approval from management or ownership

Important Submission Period:

SETAs open online submissions in February or March and close by April 30th. Make sure you confirm the exact window with your SETA — extension periods differ between SETAs too.

- Late submissions usually result in automatic disqualification from grants.

Pro Tip: Even if you're late in the cycle, you can still include informal training that already happened — just document it properly.

COMMON MISTAKES THAT COST BUSINESSES SETA BENEFITS

✗ Mistake 1: Submitting Late or to the Wrong SETA

Miss the deadline, or report to the wrong SETA? Your submission may be rejected automatically — and discretionary grants? Gone.

✗ Mistake 2: Only Reporting Accredited Training

If you leave out informal training, you're underreporting the work your team is already doing. That's missed value.

✗ Mistake 3: Copying Last Year's Training Plan

Recycling the same WSP every year signals that there's no real growth or strategy in place — and SETAs are noticing.

✗ Bonus Mistake: No Business Alignment

Training should support your business goals — if it doesn't, it's wasted time, money, and effort.

Pro Tip: Your WSP/ATR is not just paperwork. It's proof that your business is developing its people on purpose.



THE REAL OPPORTUNITY: DON'T JUST SUBMIT. BUILD.

Your WSP/ATR isn't just something to "get through."

It's a strategic business tool — one that can build people, grow capability, and fund real transformation.

When done right, your Skills Development efforts can...


- ✓ Unlock discretionary grants from your SETA
- ✓ Claim back a portion of your Skills Development Levy
- ✓ Track employee growth and training ROI
- ✓ Improve morale and retention through development
- ✓ Create a culture of learning and progress
- ✓ Attract better talent by offering growth pathways
- ✓ Align people development with your business goals



**If you're not seeing these benefits...
you're not using the system right. Yet.**

**You've already paid into the system.
Let's make sure you get something
meaningful out of it.**

Apply for discretionary grants to fund external training, learnerships, or workplace programmes. Your WSP/ATR submission is your ticket to access discretionary grants. If you don't submit — you can't apply.

A yellow icon of two hands shaking, symbolizing partnership or agreement.

LET'S WORK TOGETHER TO MAKE SKILLS DEVELOPMENT WORK FOR YOU

Whether you're feeling stuck, overwhelmed, or just want to make sure you're doing it right — I can help. I work with small businesses, solo HR teams, and SDFs to:

- ✓ Review existing training records and documents
- ✓ Prepare WSP/ATR submissions with less stress
- ✓ Align training with real business needs
- ✓ Maximise access to grants and rebates
- ✓ Build practical learning strategies that actually work

Book a Free 15-Min Clarity Call

[Let's talk about where you are and what you need](#)

Visit Our Resource Hub

[Templates, checklists, and practical support](#)

Email Me Directly

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🔊 You don't have to do this alone — and you don't have to guess anymore.

Let's make this year the one where you stop ticking boxes... and start building something better.

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