

Service Offerings

	LEVEL 1	LEVEL 2	LEVEL 3
Compilation and submission of Annual Training Report and Workplace Skills Plan.	✓	✓	✓
Follow up on any queries raised by the SETA on the ATR and WSP.	✓	✓	✓
Assistance with the completion of internal training registers.	✓	✓	✓
Assistance with discretionary grant applications.	✓	✓	✓
Access to free courses.	✓	✓	✓
One first aid level one course per annum.	✓	✓	✓
A further level one first aid course per annum.	X	✓	✓
One fire fighting/health and safety course per annum.	X	X	✓
Two hours free annual labour law consultation.	X	✓	✓
Two hours tax advice per annum.	X	✓	✓
Access to skills gap audit tools.	✓	✓	✓
Performance of a skills gap audit.	X	X	✓
Free training policy document template.	✓	✓	✓
Assistance with establishment of a training process.	X	X	✓
Attendance of Training Committee meetings	X	X	✓
Assistance with skills development alignment with business strategy.	X	X	✓