



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

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## **MANDATORY GRANT NOTICE**

### **Mandatory Grant Submissions**

The merSETA stakeholders and Skills Development Facilitators (SDFs) are hereby informed that the Mandatory Grant application window for the 2024/25 Financial Year will open on 1 February 2024, and close on 30 April 2024. All stakeholders and SDFs are encouraged to apply online through the National Skills Development Management System (NSDMS).

- **Key Submission Information Mandatory Grant:** merSETA levy paying entities are informed that no provision has been made for combined Mandatory Grant and Discretionary Grant applications. The Mandatory Grant application must therefore consist of the Workplace Skills Plan (WSP), Annual Training Report (ATR) and other related forms.
- **Organising Framework for Occupations (OFO) Codes:** Stakeholders are advised that the Department of Higher Education and Training has implemented the 2021 OFO Code version for implementation during this current reporting period. The WSP and ATR will require the usage of the 2021 OFO code version.

The 2021 OFO Code version can be accessed from the merSETA website and NSDMS.

### **Reporting Periods**

Skills Development Facilitators are reminded that the reporting periods are as follows:

- The Annual Training Report will be for the period from 1 January 2023 until 31 December 2023; and
- The Workplace Skills Plan will be for the period from 1 January 2024 until 31 December 2024.

Where a recognition agreement exists between the organisation and labour/ labour union, regardless of the size of the workforce, a Labour SDF who is a member of the Training Committee is required to sign-off the grant application electronically on or before the closing date.

Where a recognition agreement does not exist and the company employs 50 or more employees, an Employee SDF who is a member of the Training Committee is required to sign-off the Mandatory Grant application **electronically** on or before the closing date.

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**How to apply:**

- Mandatory Grant applications must be submitted through the NSDMS application platform (<https://nsdms.merseta.org.za/>) within the stipulated timeframes; and
- All Mandatory Grant applicants are advised to familiarise themselves with the application requirements as stipulated in the Grant Policy and Criteria, obtainable from the merSETA website ([www.merseta.org.za](http://www.merseta.org.za)).

**For assistance, please contact the merSETA Regional Offices or the Call Centre on 086 163 7738 or (010) 219 3000.**

