WSP/ATR Starter Checklist

Task	Status (✅ / ❌ / 🔄)
Appoint internal Skills Development Facilitator	
Collect employee details + training history	
Complete Skills Audit per role	
Identify planned training (linked to skills gaps)	
Fill in WSP (Workplace Skills Plan)	
Fill in ATR (Annual Training Report)	
Verify SETA deadlines + format required	
Submit via SETA online portal	

📌 **Use this to guide your internal prep before logging into the SETA system.**