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DISCRETIONARY GRANT POLICY

2019/20

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TERMS AND DEFINITIONS

Term/Acronym	Definition
Accounting Authority	The Board constituted in terms of section 49(2) (a) of the PFMA as appointed by the DHET; as identified as the Accounting Authority and shall be accountable for the purposes of that Act
Accounting Officer	The Chief Executive Officer, designated to act as accounting officer within the framework of formal delegations by the Accounting Authority, in terms of section 56 of the PFMA
APP	Annual Performance Plan as contemplated in the Public Finance Management Act
ATR	Annual Training Report as contemplated in section 10(1)(b)(ii) of the Skills Development Act read with regulation 4(1)
BBBEE	Broad Based Black Economic Empowerment
Board	Board constituted by the Minister from the organisational structures of the trade unions, employer organisations and government in terms of section 9(2)(d) of the Act. Also known as the Accounting Authority
Bursary	Discretionary grant provided to students in line with the discretionary grant policy (excluding internal staff bursary) to assist students/learner with the costs associated to his/her studies at college or university.
DG	Discretionary Grants
DHET	Department of Higher Education and Training
Discretionary Grant	Money allocated within the SETA by the EXCO to be spent on discretionary grants and projects contemplated in regulation 3(2)(c) to (9) as read with regulation 6
EXCO	Executive Committee of the Accounting Authority as appointed by the Minister of Higher Education and Training.
Foundational Learning	Refers to the low level or basic training programme aimed at providing the learner with primary skills to allow for further training
HET	Higher Education and Training Institution
Internship	Workplace-based experiential learning opportunity that is generally offered as a supervised programme to supplement formal study completed.
Learnership	Structured learning process for gaining theoretical knowledge and practical skills in the workplace leading to a qualification registered on the NQF. A learnership is outcomes-based and not time-based and allows for recognition of prior learning.
Learning programme	Any structured educational program, formed from a set of unit standards or modules from any other registered qualification; based on learning activities intended to give a learner particular knowledge and skills.
LPERC	Learning Programmes: Evaluation and Recommendation Committee that will evaluate and make recommendation to the Accounting Officer, EXCO with regard to Discretionary Grants
Non-Pivotal	Non-Pivotal Programmes are programmes which do not lead to credit bearing qualification, however address key objectives and priorities of the SETA or the country
NQF	National Qualifications Framework

Term/Acronym	Definition
Outsourced company	A company selected via the supply chain process that will be used to evaluate DG applications and present such to the LPERC.
Participating Employers	Refers to the employers partnering with training providers in delivering a project, whether it be a learnership, internship or other programme.
Pivotal	Professional, vocational, technical and academic learning programmes that result in qualifications or part qualifications on the National Qualifications Framework as contemplated in regulation 3 (6) and (7) as read with regulation 6 (11) to (15)
Pivotal Training Plan	An annual plan for training , developed by companies employing less than 50 staff as contemplated in the Grant Funding Regulations of 2012
Public Institution	Public University as defined in the Act or a Government Department or Municipality or State Owned Entity or a Public Entity as defined in the Act
QCTO	Quality Council for Trades and Occupations
RPL	Recognition of Prior Learning
SDA	Skills Development Act No.97 of 1998
SETA	Sector Education and Training Authority
Skills Levies Act	Skills Development Levies Act No.9 of 1999
Skills Program	Occupation-based learning programme aimed at building skills that have economic value, and which incorporates at least one unit standard. It is registered by a SETA and delivered by an accredited training provider
SLA	Service Level Agreement entered into with DHET
SSP	Sector Skills Plan as contemplated in section 10 (1) (a) and (b) of the Act
TVET	Technical, Vocation, Education and Training Institution
Workplace Experience	Workplace-based experiential learning opportunity for a learner/student to complete their qualification.
WSP	Workplace Skills Plan contemplated in regulation 4



1. PURPOSE

The purpose of this policy is to set out the funding framework for pivotal and non-pivotal programmes, the different delivery models and project types that will be deployed to assist the SASSETA stakeholders to access the discretionary grants and implement learning programs accordingly.

The discretionary funds allocation is to encourage employers, accredited training providers and stakeholders to contribute towards the achievement of the objectives of the Human Resources Development Strategy (HRDS), the National Skills Development Strategy (NSDSIII), SASSETA's Sector Skills Plan, Annual Performance Plan read with the Service Level Agreement entered into with DHET on an annual basis

2. SCOPE

This document outlines the principles and approach governing the disbursement of the discretionary funds by the Accounting Authority as supported by the Chairperson and Board members of SASSETA in response to the Grant Regulations regarding monies received by a SETA and related matters (2012).

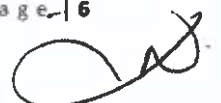
3. OVERSIGHT

Approval of Discretionary Grant applications shall fall within the operational mandate, subject to relevant delegations of authority of the SASSETA Chief Executive Officer (CEO).

4. POLICY STATEMENT

4.1 The Skills Development Act No. 97 of 1998 as amended aims to provide an institutional framework to implement national, sector and workplace strategies to develop and improve the skills level of the South African workforce. The Act makes provision for the establishment of SETAs as institutional vehicles to implement the Skills Development Act and other related legislation.

4.2 This policy framework is consistent with the provisions of the Skills Development Levies Act (Act 9 of 1999), which stipulates the processes for the management and disbursement of the funds received as levy income. It is also intended to implement the stipulations of Skills Development Regulation No.35940 of 3 December 2012 contained in Regulation Gazette No. 9867.



5. POLICY OBJECTIVES

5.1 The primary objective is to create an enabling environment for the management and disbursement of discretionary grant funding in a manner that is equitable, fair, competitive, transparent and cost effective.

5.2 The objective of the discretionary grants is for SASSETA to use them to implement their SSP, the APP and to address sector and national skills development priorities in the country. These are not grants that employers are entitled to, but grants the SETA deploys to achieve its objectives in relation to the development of the sector. The purpose of grants policies is not to set out how employers can “get their money back” but rather how the SETA will achieve the implementation of the SSP.

5.3 There are four major objectives in the policy:

- The criteria to be followed in approving applications for discretionary grant funding
- The criteria to be followed in achieving partnerships with other public institutions
- The implementation of training and skills development programmes as identified in the Sector Skills Plan of the SASSETA
- Promotion of development of South Africans as identified in the NSDS III transformational imperatives

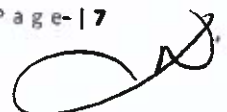
5.4 SASSETA will also use the Discretionary Grants to fund learning programs for learners who have been disadvantaged by cancellation of prior year Discretionary Grants under which they were benefitting until they complete their studies.

6. BACKGROUND

6.1 The amount in discretionary fund on 1 April each year must be spent or committed for the next twelve months, provided learning programmes for the committed funds have already commenced or in the process of commencing.

6.2 SASSETA is required to allocate 80% of its available Discretionary grants within a financial year to PIVOTAL programs that address the scarce and critical skills within the SASSETA industry, the needs identified in the government departments Workplace Skills Plan, the NSDS III priorities or qualifications/skills programmes that lead to the top priorities that were identified in the national list of occupations.

6.3 The remaining 20% can be used for non pivotal training.



- 6.4 SASSETA can ring fence funding for strategic projects in a financial year. The ring fencing will be based on the Expressions of Interest received from the stakeholders in response to the request from SASSETA and other information gathering mechanisms such as the SSP, workshops etc. Sufficient time will be given to stakeholders to take up the offer and begin with training. Should they fail to take up the offer or begin with training timeously, then SASSETA can re-allocate the programme to other qualifying applicants, programmes and projects.
- 6.5 SASSETA will undertake periodic reviews of projects and where a grant has not been taken up or has not commenced by the specified times or has fallen behind schedule with regards to implementation, then LPERC will have the right to cancel the contract and the funds may be re-allocated to other employers, programmes and/or projects in line with the grant requirements and SETA timelines.
- 6.6 There may be situations where a project is awarded in a financial year, but actual training only starts in the following financial year and this is acceptable in terms of this policy. This may only be done if the following conditions have been met:
- a) The award was made late in the financial year or; if the SETA has met all its targets
- 6.7 Consideration will be given to the amount of levies (government contributions) paid by the applicant, the applicants' past performance and the number of other projects that the applicant has received in the past 2 years as well as the number of current projects.
- 6.8 Rural areas have been identified as areas requiring more focus and attention. In an effort to increase learning programmes in these areas, the evaluation criteria will include giving preference to applications coming from rural areas.
- 6.9 Aside from the above two clauses 6.7 and 6.8 Price will also be a key determining factor when awarding projects.

7. LEGISLATIVE FRAMEWORK

- 7.1 A SETA must, on an annual basis, and in accordance with any guidelines issued by DHET and operational requirements, approve a Discretionary Grant Policy, specifying how the SETA discretionary funds will be allocated to meet sector needs as set out in the APP and



the Service Level Agreement entered into with DHET and national skills development needs.

7.2 The Skills Development Act and the Skills Development Levies Act provide for the collection of levies from employers and provides directives and/or guidelines on how the funds allocated to Sector Education and Training Authorities (SETAs) should be disbursed.

7.3 On 3 December 2012, a revised grant regulation was gazetted (Government Gazette Notice No. 35940), which impacted on the allocation of SETA funding. The intent of the new regulation is to:

- Regulate the proportion of funds available for skills development that is spent on administration costs
- Make provision for SETAs to contribute to the cost of the work of the Quality Council for Trades and Occupations (QCTO)
- Discourage the accumulation of surpluses and carry-over of unspent funds at the end of each financial year
- Improve the quantity and quality of labour market information received by SETAs through Workplace skills plans, annual training reports and professional, internships, vocational, occupational, technical and academic learning (PIVOTAL) training reports, which provide a reflection of skills needs and inform planning
- Promote Professional, Internships, Vocational, Occupational, Technical Academic Learning (PIVOTAL) programs, which are NQF-registered and quality assured, towards addressing priority scarce and critical skills needs in the sector, as identified through Sector skills plans and research.
- Create a framework within which expanded use is made of public education and training providers for the provision of skills development programmes

7.4 Other pieces of legislation that guide the implementation of projects are:

Source	Requirement
Basic Conditions of Employment Act 77 of 1997	Set the guidelines for the basic work conditions for the learners, apprentices and interns.
BBBEE Act 13 of 2003 amended in 2011	Sets the guidelines for awarding of projects based on the criteria set in the act



Source	Requirement
National Qualification Framework Act 37 of 2008	Sets the guidelines for qualification development and implementation.
Public Finance Management Act	Sets the regulations on how public funds are to be utilised.
Sectoral Determination Act no 5 Learnerships	Governs the employment of learner workers; which includes all learnership agreements and skills development programmes
SETA Grant Regulation 35940	Improved discretionary grant management with the SETA
Skill Development Levies Act 9 of 1999	Provides the SETA's funding framework for SETAs learning Programmes

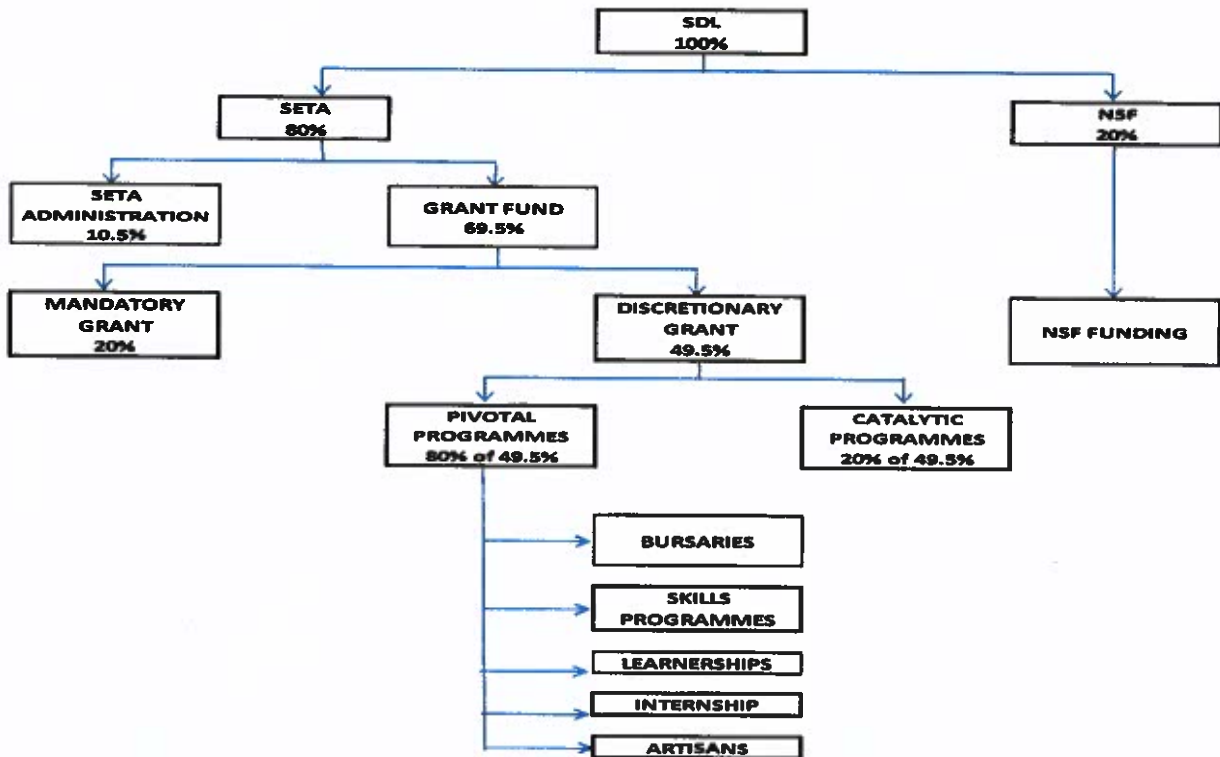
8. FUNDING FRAMEWORK

8.1. General income and funding is regulated by the Skills Development Levies Act and SETA Grant Regulations as below:

- 8.1.1. SASSETA's income is derived from the skills levy of contributing employers
- 8.1.2. 10,5% is allocated towards administration costs for the running of the SETA and includes a 0.5% allocation towards the Quality Council for Trades and Occupations (QCTO) as legislated
- 8.1.3. Any mandatory grants that are not claimed by August and/or unallocated funds from the administration budget will be transferred to the discretionary fund pool
- 8.1.4. Any additional income received shall be allocated to discretionary projects
- 8.1.5. 49.5% will be allocated to Discretionary Funds, of which:
 - a) at least 80% must be used to fund strategic interventions as detailed in the Strategic Plan (SP) and Annual Performance Plan (APP) through PIVOTAL programmes;
 - b) A maximum of 20% may be allocated to funding of non-PIVOTAL programmes to develop the sector in accordance with the priorities outlined in the SSP

- c) SASSETA may use a maximum of 7.5% of project funding for project related administration including but not limited to Salaries, Travel & Accommodation and Marketing.

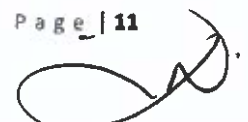
Figure 1: funding streams



8.2 SASSETA may utilise part of the current years Discretionary Grant to service an over commitment relating to regularised contracts, or it can also be utilised to service multi-year contracts that have exhausted the main contract amount. This will include programmes such as employed bursaries, candidate attorneys placements and artisans..

8.3 The provider fee paid by SASSETA will cover direct training costs, including the following:

- a) Tuition
- b) Study Material
- c) Training Facilitation
- d) Learner Assessments
- e) Learner Moderation
- f) Learner Certification
- g) Training Venue (Catering is not included)



8.4 The provider fees paid by SASSETA excludes indirect / incidental costs such as transport, accommodation and meals.

9. BROAD BASED BLACK ECONOMIC EMPOWERMENT

9.1 The Broad Based Black Economic Empowerment act provides that the Minister of Trade and Industry may issue codes of good practice that could include “qualification criteria for preferential purposes for procurement and other economic activities”. The amended BBBEE Act no 53 of 2003 places more of a burden on State entities to clamp down on BBBEE compliance by service providers.

9.2 The Act also requires that State entities as of 1 April 2015 should be verified and have their own BBBEE certificates, this therefore means that the organisation should through its supply chain management policy, ensure compliance to the BBBEE Act by service providers.

9.3 Based on the above recommended amendments the criteria for awarding of discretionary grants will include the receipt for submission of BBBEE certificates. Where an enterprise is exempted from having a BBBEE then they would need to submit the required affidavit to SASSETA.

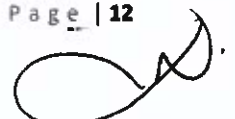
9.4 To ensure that as a SETA we contribute to employment creation as well as enterprise development in our country as outlined in the National Development Plan, preference will be given to Black, Rural and Women owned enterprises.

9.5 Goods and services which have to be procured for an approved and funded discretionary grant project will be procured utilising the SASSETA approved supply chain management process where the SETA is in charge of procuring the goods and services.

9.6 SASSETA shall each financial year prepare and advertise via media application for projects and the advertisement shall remain open for at least 21 days. Should there be a need for deviation, the Accounting Officer must approve such deviation. The Accounting Officer reserves the right to correct any advert which may disadvantage any stakeholder.

10. ALLOCATION OF DISCRETIONARY GRANTS

10.1 The SASSETA Board shall approve a five-year Strategic Plan, which is reviewed annually and is informed by the legislative and regulatory environment, policy imperatives as well as Sector Skills Plan (SSP) research.



10.2 Annually, SASSETA enters into a Service Level Agreement with the Department of Higher Education and Training (DHET). This SLA sets out the minimum service levels that the SETA must meet in performing its statutory functions, meeting the National Skills Development Strategy targets and implementing its Strategic Plan (SP) and Annual Performance Plan (APP).

10.3 The SP and APP set out the Operational Plan on how the strategic objectives will be achieved and how funding will be allocated towards achieving SASSETA's strategic, financial and performance indicators with a view to making principle decisions that will guide the strategic direction for the period. The SP and the APP are subject to the approval of the Minister of Higher Education and Training.

10.4 Subject to availability of funds and in line with regulations and NSDS III transformational imperatives, the following evaluation criteria will apply to all applications:

- a) Preference will be given to SA Citizens, Foreign nationals will only be considered if they have the necessary work or study permits
- b) **Equity profile:** preference will be given to beneficiaries who reflect the national demographic of 85% Black, 54% Women and 4% people with disabilities
- c) **Age:** consideration will be given to youth (ages 18 – 35)
- d) **Class:** consideration will be given to persons from poor and marginalised communities and lower quintile schools
- e) **Geography:** SASSETA will encourage national recruitment, including recruitment from rural areas. SASSETA may prioritise and increase funding for interventions in rural areas and other regions that may be identified as a priority for development
- f) **HIV/AIDS:** Learning programmes funded by SASSETA are encouraged to include a component of HIV/AIDS education, not necessarily credit-bearing
- g) **Skills Needs:** Scarce and critical skills, industry required programmes and Occupations in High Demand will be given priority funding

10.5 In addition to the above NSDS III transformational imperatives, SASSETA may give special consideration for:

- a) Bursary funding through a private or public institution to military veterans and orphans of fallen soldiers, security personnel and police men and women who died in service.

- b) Applications that adhere to SASSETA governance criteria and the requirements of the Public Finance Management Act (PFMA)
- c) Applications that address national strategic goals as set out in the National Skills Development Strategy (NSDS III) the National Skills Accord and other relevant national priorities
- d) Applications that respond to industry skills needs as identified through the SASSETA Sector Skills Plan and other relevant research and address targets as indicated in the strategic plan and annual performance plan
- e) Applications that support the development of public TVET institutions to deliver SASSETA occupational qualifications
- f) Funding learning programs for learners who have been disadvantaged by cancellation of prior year Discretionary Grants under which they were benefitting until they complete their studies.
- g) In the instance where students have to be funded for multiple years and they have been placed at public institutions, those Discretionary Grant contracts can be renewed annually, subject to satisfactory performance by the public institution and funding availability.

10.6 Employed grants will be limited to the number of workers reported in the Employer's WSP for the financial year.

10.7 The Executive Manager of SASSETA may, during the course of the financial year, advertise request on an urgent basis, proposals to address areas where project delivery is poor as reflected in the DHET QMR/SLA reporting. Advertisements in this regard will be for a shorter duration of time than a normal advertisement.

10.8 The Accounting Officer/EXCO of SASSETA may also consider any uninvited proposals it has in its possession to address poor performance as identified in the DHET QMR reporting.

10.9 SASSETA may approve funding over and above the stipulated minimum or maximum provider fee for a project where costs of accommodation, meals for unemployed learners and transportation are necessary for the delivery of the project, especially where projects are in a rural area or for a specific beneficiary category of individuals. The Manager: Learning Programmes and the Learning Programmes: Evaluation and Recommendation Committee must show that there was a need and that all due diligence was done for the recommendation of such funding.

10.10 SASSETA may also approve extra allowance over and above stipulated minimum or maximum stipends for disabled students or for students left stranded from the cancellation of a project due to employer/ training provider contraventions /non-performance.

10.11 The employer shall obtain from each learner a written commitment to complete the learning program failing which the learner may be held responsible for the cost per learner incurred by the SETA.

10.12 Service providers/ Employers conducting training will be expected to:

- a) Be fully accredited with SASSETA or any other relevant SETA or other established organisation, HEI, and Umalusi.
- b) Accreditation must be valid for the duration of the training of the programme or the provider must ensure renewal before it lapses and produce proof of the application for renewal.
- c) Employers applying to host unemployed learners should have a valid COID or relevant insurance that protects learners for injuries that may be sustained while learners are attending classes
- d) In addition, for private security employers and providers have to comply with PSIRA requirements and legal employers should be registered with the relevant Law Society and also be in good standing with the Attorneys Fidelity Fund.
- e) Be SARS compliant and have a valid tax clearance, a Letter of Good Standing, or a Compliance Status letter including the one-time pin.
- f) Be in a liquid cash position
- g) Be a registered business entity
- h) Present professional ethical training of high standards based on best practices, SASSETA will conduct ongoing monitoring and evaluation of projects.
- i) Private sector learning programmes are advertised as private sector employers have nominated them. Should a training provider wish to apply for such intervention, they would need to partner with nominating employers or submit a signed MOU with a nominating employer.

- 10.13 Employers that have a preferred accredited provider must have an SLA in place with the provider prior to signing of the SASSETA Discretionary Grant Contract. The employer shall ensure that an accredited provider is:
- a) contracted to deliver the training and:
 - b) accredited by the relevant SETA, Umalusi, CHE or Professional Organization to deliver the applicable qualification
 - c) registered with the department of Higher Education and Training and/or Umalusi should the provider be contracted to deliver a full qualification or a Learnership
 - d) provides detailed analysis of the cost per learner
 - e) The employer shall obtain from each employed learner a commitment to complete the learning program failing which the learner may be held responsible for the cost per learner incurred by the SETA. It will be the responsibility of the employer to assist to recover the monies.
 - f) The applicant agrees to a provider/workplace due diligence check by SASSETA. In the case of learning programmes, the SASSETA reserves the right to conduct a verification exercise to determine that all requirements are in place to deliver these programmes (equipment, subject matter experts, training provider accreditation, compliance documents etc), before progressing the application to the Learning Programmes: Evaluation and Recommendation Committee.
- 10.14 The SASSETA reserves the right to allocate grants proportionately in line with the capacity of the organisation to ensure a fair and equitable distribution of grants.
- 10.15 SASSETA can from time to time after the discretionary grants approval process has been undertaken, enter into a memorandum of understanding with Employer organisations for the management and running of Learnerships by the Employer organisations.
- 10.16 The following administrative criteria shall be applied as part of the engagement in terms of the memorandum of understanding:
- a) Employer organisations may be delegated by the SASSETA to undertake the appointment of the training provider, however the appointment of the training provider shall be in line with PFMA, the employers internal policies (for private entities) and procedures and in the spirit of development of the sector as well as BBBEE

- b) Employer or specialist organisations may be delegated by SASSETA to undertake payments of all learner stipends as well as payments to the training provider
- c) SASSETA shall be in charge of project verification and monitoring as per the SASSETA process and standard operating procedures
- d) No payment shall be done by the employer organisations to the training provider unless SASSETA has done project verification and monitoring and has submitted such report to the employer organisation

10.17 In certain exceptional cases the SASSETA shall pay for the cost of accommodation and travel for unemployed learners; subject to the terms and conditions of the approval of the project by the Accounting Officer or EXCO

10.18 SASSETA shall allow, as part of its support to SME's allow employer associations responsible for the SME's where under they fail to submit applications on behalf of SMEs and to act as lead employers during the application process to ensure that SASSETA will support as many SMEs as possible.

11 ELIGIBILITY CRITERIA

The policy is applicable to:

- a) Public Education and Training Institutions and Private Skills Development Providers
- b) An employer or enterprise within the jurisdiction of SASSETA, including an employer or enterprise not required to pay skills development levy in terms of Skills Development Levies Act;
- c) Other legal person contemplated in sub-paragraph (7) of the Grant Regulations No.35940 that meets the criteria for the payment of such grants; or
- d) An employer contemplated in section 30 and 30 (A) of the Act who has submitted to its relevant SETA or Public Service PSETA WSP and ATR as a minimum in the prescribed format
- e) Accepted Trade Unions, NGO's, CBO's, NLPE's and Co-operatives

11.2 SASSETA will give preference to Employers, Skills Development Providers, Trade Unions, NGO's, CBO's, NLPE's and Co-Operatives falling within the Safety and Security Sector. However, should the SETA not meet their APP targets, they may consider applications that are received from Employers, Skills Development Providers, Trade Unions, NGO's,

CBO's, NLPE's and Co-Operatives that do not fall within the Safety and Security SETA scope.

11.3 To access Discretionary Grant funding for PIVOTAL programmes, all applicants are required to:

- a) Be registered with SASSETA (SETA 19) at SARS, this includes exempted companies
- b) Complete and submit a WSP/ATR in the prescribed template (sub-regulation 7).
- c) Have such WSP/ATR approved by SASSETA
- d) Levy payments, where applicable, must be up to date. SASSETA reserves the right to request evidence to this effect.
- e) Be a natural person (applies to unemployed bursaries) or a legal person (for all grant types)
- f) Not have received any grant from SASSETA for the same unemployed learner in the financial year (01 April to 31 March)

11.4 In order to obtain discretionary grant funding for PIVOTAL programmes, a legal person falling into categories set out in sub-regulation (10) must complete and submit a PIVOTAL training plan and report using the template attached to the Grant Regulations no. 35940 of 3 December 2012

11.5 Companies employing less than 50 employees will not be required to complete the prescribed PIVOTAL training plan and report, but will be asked to provide information on participation in PIVOTAL programs and the impact of these programs; SASSETA has developed a suitable template for the provision of information by small and micro enterprises where necessary. This template must be completed and submitted with any application for Discretionary Grants by companies employing less than 50 employees.

11.6 Goal 4.6 of the NSDS III requires encouraging and supporting Trade Unions in their sector in identifying skills needs and strategies to address those needs. They are categorised, as a special needs group (They are not subject to the same evaluation criteria as other entities). To qualify for funding the Unions should comply with the following:

- a) Proof of registration with the Department of Labour
- b) Proof that they are exempted from tax by the SARS

- c) Their projects as nominated need not be advertised but will be subject to approval as outlined in the Evaluation Process herein. It is only when there is a need for an accredited training provider to conduct the training, that their projects will be advertised.

12 PIVOTAL GRANTS

Professional, vocational, technical and academic learning programmes that result in qualifications or part qualifications on the National Qualifications Framework as contemplated in regulation 3 (6) and (7) as read with regulation 6 (11) to (15) are mechanisms for delivery of SASSETA's APP and may also be mechanisms used to support the professionalisation of the sector.

12.1 LEARNERSHIPS

A Learnership is a structured, work-based learning programme that includes theory and workplace learning and leads to an NQF registered qualification. Learnerships are directly linked to an occupation or field of work and are registered by SETAs. SASSETA will only register Learnerships against national qualifications that are quality assured by SASSETA or the QCTO.

12.1.1 Level of Study

Learners will be funded to pursue learnerships pitched at NQF Level 2 – NQF Level 8.

12.1.2 Grant Value

Discretionary grants towards Learnerships will be paid subject to the maximum amounts stipulated below:

Programme and Funding Type	Programme Levels and Qualifications	Amount per Learner
Learnership Programmes Provider Fees	NQF Level 2-3	Up to R 16 000.00
	NQF Level 4	Up to R 18 000.00
	NQF Level 5	Up to R 22 000.00
	NQF Level 6 and above	Up to R 25 000.00
Special Recognition of Prior Learning (RPL) Projects	Various Levels	Up to 50% of full learnership cost as indicated above.

12.1.3 Stipend

- a) The stipend is determined by the level of the learnership enrolled for, irrespective of the individual qualifications

Programme and Funding Type	Programme Levels and Qualifications	Amount per Learner
Stipends - Learnerships	NQF Level 2	R 1 800.00
	NQF Level 3	R 2 000.00
	NQF Level 4	R 3 000.00
	NQF Level 5	R 3 500.00
	NQF Level 6 onwards	R 4 000.00

- b) No stipend is payable to employed learners.

12.1.4 Duration

Learnerships will be implemented over 12 months, with a further 3 months for quality assurance and administrative processes. Funding agreements will be issued in line with the training and project plans.

12.1.5 Evaluation Criteria

The criteria below will be applied when evaluating learnership grant funding applications

- a) Only Learnerships that address the Critical & Scarce Skills list as identified in the SSP, the consolidated nominations and the Occupations in High Demand as gazetted will be considered.
- b) In the case of learning programmes, the SASSETA reserves the right to conduct a **due diligence exercise** to determine that all requirements are in place to deliver these programmes (equipment, subject matter experts, training provider accreditation, etc), before progressing the application to the Learning Programmes: Evaluation and Recommendation Committee.
- c) The SASSETA reserves the right to allocate grants proportionately in line with the size and capacity of the organisation to ensure a fair and equitable distribution of grants

- d) Should applications received be in excess of those relevant to the SASSETA APP and SLA targets, then as part of the evaluation the Learning Programmes: Evaluation and Recommendation Committee will award number of learners on a proportional basis across large, medium and small entities and across sub sectors. However, should funding permit and there is a dire need for training, then such excess training could be approved.
- e) Preference will be given to:
- Learnerships that are quality assured by SASSETA.
 - Employers who commit to employ a minimum of 30% of all 18.2 learners that complete a SETA funded Learnership.

12.1.6 Training Provision

Both public and private training providers may offer Learnerships funded by SASSETA.

12.2 SKILLS PROGRAMMES

A Skills Programme is an occupationally based; credit-bearing learning programme which when completed will constitute credits towards a qualification registered on the National Qualification Framework.

- a) When evaluating projects, the committee should take the into consideration Labour Intensive (practical/ workplace training) vs Non- Labour Intensive (practical/ workplace training) unit standards. Different rates have been determined for each type. The committee should evaluate based on the level of practical application the training requires. The committee will look at the outcomes per unit standard as listed by the South African Qualifications Authority. Examples of areas that will determine the cost include:
- NQF Level
 - Credits
 - Nature of the outcome
 - Materials/Equipment required in terms of use and or application

12.2.2 Level Of Study

SASSETA will fund skills programmes pitched at NQF Level 1 – NQF Level 10.

12.2.3 Grant Value

The grant will be approved up to the maximum values stated below:

Programme and Funding Type	Programme Levels and Qualifications	Amount per Learner
Skills Programmes Provider Fees (Non-Labour Intensive practical's/ workplace training)	NQF Level 2-4	R 5 000.00
	NQF Level 5-6	R 8 000.00
	NQF Level 7-8	R 12 000.00
Artisan related Skills Programmes, and other labour intensive skills programmes Provider Fees (Labour Intensive practical's/ workplace training)	NQF Level 2-6	R 12 000.00
	NQF Level 7-8	R 14 000.00

12.2.4 Stipend

- a) With the exception of programmes for unemployed learners with disabilities, learners with special needs and military veterans, SASSETA will not pay a stipend for programmes shorter than 3 months.
- b) For Unemployed Learners on Programmes lasting 3 months or more, stipends will be disbursed according to the schedule below:

Programme and Funding Type	Programme Levels and Qualifications	Amount per Learner
Skills Programmes 18.2 (3 months or more)	All NQF Levels	Up to R 2 500.00 per month
Skills Programmes 18.2 (less than 3 months) Projects for learners with disability, military veterans and learners with special needs	Various Levels	Up to R 1000.00 (once off)

- c) No stipend is payable to employed learners.

12.2.5 Duration

This grant will be for programmes offered over a minimum of 5 days and a maximum of 6 months. This period may be extended to 9 months on presentation of a learning plan that clearly accounts for the extended period from the training provider. Funding agreements will be issued in line with the training and project plans, to a maximum of 12 months.

12.2.6 Evaluation Criteria

Only Skills Programmes that address the Critical & Scarce Skills list as identified in the SSP, the consolidated nominations and the Occupations in High Demand as gazetted will be considered.

Preference will be given to:

- Skills Programmes that are quality assured by SASSETA.
- Employers who commit to employ a minimum of 30% of all 18.2 learners that complete a SETA funded Skills Programme.

12.2.7 Training Provision

Funding will be considered for programmes that are delivered via public and private Higher Education and Training institutions and such provider must be accredited by a Quality Assurance Partner (ETQA).

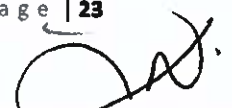
12.3 BURSARIES

This is a discretionary grant provided to students in line with the discretionary grant policy (excluding internal staff bursary) to assist students/learner with the costs associated to his/her studies at college or university. It is awarded for study with a view to creating a pool of youth graduates to view Safety and Security as a career of choice.

12.3.1 At least 70% of the APP target will be for applications studying in terms of the SASSETA scarce and critical skills and identified priority by DHET, while up to 30% of the target will be for any applications falling outside these priority areas.

12.3.2 SASSETA will require that at least 60% of all courses undertaken must be passed for continuation of the bursary. The number of subjects per academic year will be a determining factor in this regard.

12.3.3 SASSETA will require that learners must pass their major subjects for continuation of the bursary.



12.3.4 SASSETA will not pay for any subjects that a learner is repeating; irrespective of the reasons for the repetition of the subject.

12.3.5 SASSETA will require that a learner that is studying through correspondence take the maximum amount of modules per academic year, this is to ensure that the qualification is completed in the minimum prescribed period.

12.3.6 Learners from an employer organization are entitled to apply, via their employers or in their individual capacity provided the study direction is in line with the scarce and critical skills within the SASSETA industry, the needs identified in the government departments Workplace Skills Plan, the NSDS III priorities or qualifications that lead to the top priorities that were identified in the national list of occupations. This should be applied for under the banner of the employer, and the employer must have met all the eligibility criteria stated herein.

12.3.7 SASSETA will not pay for an employed bursary holder if they resign, is retrenched or fired from the employ under which they have applied for the bursary.

12.3.8 SASSETA may enter in to a memorandum of understanding with National student financial aid scheme (NSFAS) to fund students to study within SASSETA's scarce and critical skills, NSFAS may charge SASSETA an administration fee for this service.

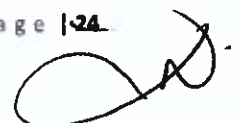
12.3.9 Level of Study

Learners will be funded to pursue studies on programmes pitched at NQF Level 5 – NQF Level 10.

12.3.10 Grant Value

a) Unemployed Learners

- For full time studies, SASSETA will provide a grant that will include tuition fees, books, accommodation (on campus or campus approved student accommodation) and meals.
- As regards Masters and Doctorate candidates, the amount may include costs related to research and editing upon receipt of a motivation from the student together with the cost implication.
- Distance learning/ Correspondence- A maximum of R35 000.00 will be paid per student to cover tuition fees and books only



- Funds not used against this award will revert to SASSETA.

b) Employed Learners

- SASSETA will only cover tuition and textbooks.
- As regards Masters and Doctorate candidates, the amount may include costs related to research and editing upon receipt of a motivation from the student together with the cost implication.
- Funds not used against this award will revert to SASSETA.

Programme and Funding Type	Programme Levels and Qualifications	Amount per Learner
Unemployed Bursaries	Various Levels	<ul style="list-style-type: none"> • Full time - Up to R70 000 per year • Distance / Part Time – Up to R35 000 per year
Employed Bursaries	Various Levels	Up to R50 000.00 per year

c) Refunds

Bursary holders will be given a three month period to submit documentation for refunds from date of signing of the bursary contract. Should the learner pay any fees on his/her own after the bursary contract was signed, such refunds will not be considered as the learner was obliged to send invoices to SASSETA.

12.3.11 Stipend

No stipend is payable.

12.3.12 Duration

Only programmes with a minimum duration of 12 months will be considered for bursaries, with the exception of management development program or specialisation post graduate certificate which may be shorter.

12.3.13 Evaluation Criteria

- a) Only certificates, diplomas and degrees that address the Critical & Scarce Skills list as identified in the SSP, the consolidated nominations and the Occupations in High Demand as gazetted will be considered.
- b) Preference will be given to youth, women, persons with disability and persons coming from rural areas.
- c) When awarding bursaries only learners enrolled at public institutions shall be considered; unless the qualification offered by the private institution is not available at a public institution.
- d) Unemployed bursaries shall be awarded for the duration of the programme, however the award will be subject to financial availability on a year on year basis, as well as performance of the learner.
- e) Preference for Employed Bursaries will be given to learners who are topping up their skills via programmes that have a duration of 12 months.
- f) With multi-year programmes, Employed bursaries will be awarded for the full duration subject to availability of funds in the discretionary grant contract with the employer.
- g) Preference given to:
 - applications from rural areas
 - Final year students
 - Post graduate students
 - Third year students (should there be sufficient funding available)

12.3.14 Training Provision

- a) Bursary funding will be considered for certificates programmes, diplomas and degrees that are delivered by South African **public** universities, universities of technology, TVET institutions, not-for-profit community colleges with strong links to the industry, not-for-profit Higher Education institutions or DHET approved community colleges.
- b) Where the applicant is desirous to study at a private learning institution, SASSETA may consider funding for qualifications that meet its scarce and critical skills, industry required programmes, Occupations In High Demand and hard to fill vacancies needs and which are not offered at any public learning institutions at the discretion of SASSETA.

12.4 WORK INTEGRATED LEARNING / INTERNSHIPS

An Internship is a programme designed to give unemployed University, University of Technology, TVET and Learnerships graduates an opportunity to apply their academic qualifications through structured workplace exposure. Graduates are placed on a full-time basis in stakeholder companies towards gaining structured workplace experience that builds on the qualification.

Where structured workplace learning is required by a TVET or University of Technology, such requirements need to be properly set out by the college or university for the employer to provide structured workplace learning. For qualification purposes, the structured workplace learning must be in accordance with the prescripts set by the relevant qualification authority or professional body

12.4.1 SASSETA will offer grants in the following categories:

- a) Unemployed learners who have achieved a qualification through a Learnership and require additional work experience
- b) Unemployed learners who need to complete a qualification through a TVET institution
- c) Unemployed learners who have achieved a full qualification through a HET institution
- d) Unemployed people with matric/grade 12 who require work experience to become more marketable
- e) Placements in areas deemed scarce and/or critical
- f) People with disabilities in any of the categories above will be encouraged.

12.4.2 Grant Value

No grant is payable to the employer, only stipends to the learners.

12.4.3 Stipend

Programme and Funding Type	Programme Levels and Qualifications	Amount per Learner
Work Integrated Learning Programmes	NQF Level 1 <ul style="list-style-type: none">• General Education and Training Certificate (Grade 9)• Adult National Senior Certificate	Up to R3000.00 per month

Programme and Funding Type	Programme Levels and Qualifications		Amount per Learner
(Internships, TVET Placements and Graduate Placements)	NQF Level 2	<ul style="list-style-type: none"> National Certificate Vocational 2 	
	NQF Level 3	<ul style="list-style-type: none"> National Certificate Vocational 2 	
	NQF Level 4	<ul style="list-style-type: none"> National Senior Certificate (Grade 12) Adult National Certificate National Certificate Vocational 4 	Up to R3500.00 per month
	NQF Level 5	<ul style="list-style-type: none"> Higher Certificate Advanced National Certificate Vocational 5 	Up to R4000.00 per month
	NQF Level 6	<ul style="list-style-type: none"> Diploma Advanced Certificate 	Up to R4 500.00 per month
	NQF Level 7	<ul style="list-style-type: none"> Bachelor's Degree Advanced Certificate 	Up to R5 000.00 per month
	NQF Level 8	<ul style="list-style-type: none"> Post Graduate Diploma Professional Qualification 	Up to R6 000.00 per month
	NQF Level 9	<ul style="list-style-type: none"> Honours Degree (including LLB) Master's Degree 	Up to R7 000.00 per month
	NQF Level 10	<ul style="list-style-type: none"> Doctoral Degree 	Up to R8 000.00 per month

12.4.4 Duration

- a) Unemployed learners who have achieved a qualification through a Learnership, Diploma or University Degree and require additional work experience to become more employable will receive stipends to a maximum of 12 months.
- b) Unemployed learners who need to complete a qualification through a TVET institution will receive stipends for a maximum of 18 months
- c) Unemployed people with matric/grade 12 who require work experience to become more employable will receive stipends to a maximum of 12 months.
- d) Candidate Attorneys will be paid to a maximum of 24 months.

12.4.5 Evaluation Criteria

Preference will be given to employers who commit to employ some or all of their interns at the end of the internship, subject to the satisfactory performance of the interns.

12.4.6 Disbursement

The stipends will be disbursed in one of the following manners:

- a) Monthly, in arrears, directly to the learners
- b) Quarterly, in advance, to the employer who will include the learner in their payroll. This option excludes government departments and is only available to employers who have previously demonstrated the ability to pay learners on time and provide evidence of such timeously.

12.4.7 Training Provision

The TVET and University of Technology learners will have logbooks to guide them and their mentors. Graduate interns will be developed according to the training plan submitted by the employer to SASSETA at the beginning of the internship. A service certificate will be required at the end of the internship.

A mentor-trainee ratio of 1:5 is recommended (unless otherwise regulated by a specific sub sector) to maximise skills transfer while allowing for operational requirements of the mentor.

12.5 ARTISAN TRAINING

This is technical training that will lead to one of the designated trades. This includes training done under the Centres of Specialisation programme of the DHET.

12.5.1 Grant Value

Funding to be in line with the published artisan funding rates as amended by the Department of Higher Education from time to time. Current rate is up to maximum of R165 000.00 over 3 years.

Programme and Funding Type	Programme Levels and Qualifications	Amount per Learner
Artisans Programmes	Grant amount includes the following: <ul style="list-style-type: none">- Stipend- Toolbox & PPE	The Grant amount excludes the following: <ul style="list-style-type: none">- RPL related costs- Rural learner support- Disability support

	- Training (Provider Fees, Mentorship Fees, Learning Materials)	- Accommodation - Infrastructure
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12.5.2 Stipend

The stipend is included in the total amount above, and will be aligned to the rates set by DHET.

12.5.3 Duration

SASSETA will cover the cost of training to a maximum of three (3) years.

12.5.4 Evaluation Criteria

Preference will be given to the designated trades

12.5.5 Training Provision

Both public and private institutions may train artisans, however preference will be given to designated Centres of Specialisation and public institutions.

13 NON-PIVOTAL GRANTS

SASSETA will, in consultation with its stakeholders, identify specific interventions that will support the implementation of its sector skills plan, the National Skills Accord, the National Skills Development Strategy and other relevant national and identified industry priorities through catalytic/strategic projects falling outside the space of PIVOTAL programmes.

A Non Pivotal Discretionary Grant is made available to stakeholders (as identified under the purpose of the DG Policy) for initiatives that advance the goals and objectives of the Sector Skills Plan (SSP), objectives of the NSDS III and interventions as laid down in SDA Grant Regulations. Which are not necessarily unit standard based training. These include learning material development, qualification and curriculum development, research, support to military veterans, non-pivotal rural development programmes, stakeholder support, stakeholder capacity building, career guidance, training for retrenches to rescale and rebuild sustainable communities and sector specific/ legal updates.

13.1 Interventions may include piloting interventions flowing from the White Paper on Post-School Education and Training (PSET), benchmarking, study tours and programmes dealing with sustainability issues in the industry. A portion of the discretionary grant

component may fall outside the named projects/ programmes types to allow for an allocation to piloting of special projects/programmes.

13.2 SASSETA may enter into strategic partnerships to form joint ventures for delivery of projects as guided by national policies and sector imperatives and sustainability issues facing the sector.

13.3 The SASSETA shall as far as possible spend its NON PIVOTAL funding on TVET's, public universities, trade unions, NGOs, CBO, NPOs, NLPE's, CPF's, Ex-offenders, co-operatives and rural schools by funding critical and necessary institutional support that is required by these institutions.

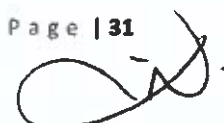
13.4 This also includes providing support to the Grade 10-12 learners in rural schools that will aim to enhance their performance in regard to the matric pass rate. The SASSETA may also use these funds to run training or workshops for organisations that fall within the Safety and Security cluster or organisations that provide benefits to the Safety and Security cluster which includes trade unions, NGO's, CBO's, NPO's, NLPE's, CPF's, co-operatives and rural schools.

13.5 The SASSETA as far as possible will spend its NON PIVOTAL funding on public institutions by funding critical and necessary institutional support that is required by these institutions.

13.6 The budget available for non-pivotal grants per year is determined by the SASSETA as part of its internal budgeting process. Part of the non-pivotal grant will be used internally for research, learning material development and qualification and curriculum development. In this regard, internal Supply Chain Management processes must be fully adhered to.

13.7 The following sections within the NSDS III document provide the guidelines for this criterion:

- a) There may or may not be an advertisement for these programmes. If advertised it will follow the normal advertisement process for pivotal programmes accordingly applicants may apply anytime during the SASSETA financial year



- b) Applicants should take the initiative to apply early in the year to avoid being rejected, as the budget will be pre-determined and the capped budget will not be replenished during the financial year.
- c) For learning programmes, the funding will be aligned to the funding limits herein and for non-PIVOTAL programmes, LPERC will recommend the grant value having considered the proposal presented and available funding.
- d) The applicant will be allowed to use a portion of the funds as stipulated above for venue hire and catering. SASSETA can assist with provision of facilities and catering in line with the SASSETA processes.
- e) This non-pivotal grant does not cover conferences, campaigns or any political events.
- f) Application proposals should be submitted according to the format and guidelines provided by SASSETA as per the relevant non-pivotal grant application form placed on the SASSETA Website.
- g) Where an applicant has applied for a pivotal programme using the non-pivotal application form the committee will deal with the application in line with the policy provisions as per the SASSETA Discretionary Grant Policy.
- h) It is important that the proposal reflects a clear plan of how the project will be implemented. The application must clearly reflect how the grant will be utilized for skills development or capacity building.
- i) Due to the fact that proposals may come to the SASSETA from different stakeholders, including public sector and the private sector. This criteria should be used in line with other evaluation criteria where necessary depending on the type of proposal received by the SASSETA.
- j) The SASSETA reserves the right to allocate funding proportionately in line with the capacity of the organisation to ensure a fair and equitable distribution of grants
- k) All recipients will be required to enter into a contract or a memorandum of understanding with SASSETA.

Evaluation

The evaluation will be done where the following critical areas will be considered:

- Proposal addresses an area of need in the sector
- Proposal addresses an area of critical institutional support
- Proposal addresses an area of critical skills need which cannot be funded through the normal SETA pivotal funding
- Proposal is submitted by a trade unions, TVET'S, Public Universities, NGO's, CBO's NPO's, NLPE's, CPF's, co-operatives and rural schools; Budget is within the approved APP of the SETA

14 PERSONS LIVING WITH DISABILITIES

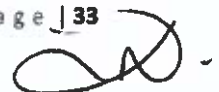
SASSETA is committed to the development of persons living with disabilities (PWD). Preference will be given to applications for PWD. An additional allowance of R3 000 per learner per learning intervention will be paid to the employer/ training provider for unemployed PWD on SETA funded programmes.

15 CO-FUNDING OF LEARNING PROGRAMMES

This policy allows for the SASSETA to enter into co funding of learning programmes which it views to be strategic in nature in the development of the scarce and critical skills in the sector and national skills priorities. This will also apply in instances where certain categories of employers are in full support of a certain co –funding model.

15.1 Evaluation Criteria

- 15.1.1 Learning programmes that require co funding, will be subjected to the same allocation and evaluation criteria as other programmes, as set out in this policy.
- 15.1.2 The SASSETA may use both PIVOTAL and NON PIVOTAL funding to support an approved program depending on the proposal submitted and the recommendations from the Learning Programmes: Evaluation and Recommendation Committee.
- 15.1.3 Certain learning programmes will be implemented via the Co-funding route with successful applicants in terms of the applications received after a Discretionary Grant funding window is opened.
- 15.1.4 Should there not be sufficient approved Discretionary Grant Projects and this consequently results in shortfalls in meeting APP targets of the SASSETA then the SASSETA shall consider Co-funding proposals outside of a Discretionary Grant funding window.



- 15.1.5 The employer must be paying levy contributions unless exempt from paying levies, in which case proof of exemption must be submitted.
- 15.1.6 Application proposals should be submitted according to the format and guidelines provided by SASSETA and where necessary relevant application forms may have to be completed.
- 15.1.7 It is important that the proposal reflects a clear plan of how the project will be implemented.
- 15.1.8 The employer agrees to a workplace due diligence process by SASSETA and they must meet the due diligence requirements before being recommended any further or progressing the application to the Learning Programmes Evaluation and Recommendations Committee.
- 15.1.9 With large security firms implementing Learnerships or skills programmes , funding will be as follows:

Programme and Funding Type	Programme Levels and Qualifications	Amount per Learner
Co-Funding	Employed Unemployed	Up to 60% of Provider Cost only Up to 90% of Provider Cost , Stipends up to 12 months

16 PARTNERSHIP WITH SPECIAL INTEREST GROUPS AS IDENTIFIED IN THE NSDS III

The NSDS III requires the SETA to partner with public TVET's and Universities, further to this they encourage support to trade unions, co-operatives, NGO's, CBO's, NLPE's and community training initiatives. These partnerships are formed to ensure proper skills development for both employed and unemployed individuals. A MOU is entered into, in order to achieve this objective.

16.1 Entities that have an existing MOU with SASSETA may specify their training needs as an annexure to the MOU, should the entity be accredited to offer the training intervention then the training need not be advertised as per the normal Discretionary Grant, however the evaluation and approval will be as per the discretionary grants process.

16.2 It is the strategy of the SASSETA to ensure that it delivers most of its learning programmes through public institutions. It therefore follows that most of these will be delivered in partnership with special interest groups.

16.3 Learning programmes to be delivered under a partnership as envisaged in this section will have to first be evaluated by the Manager: Learning Programmes/Practitioner and or an outsourced company and then the Learning Programmes: Evaluation and Recommendation Committee before final approval by the Accounting Officer/EXCO. The SASSETA will enter into memorandums of understanding with various public institutions, Trade Unions, NGO's, CBO's, NLPE's, Co-operatives and rural government schools that would advance the SASSETA goals and objectives.

16.4 The memorandum of understanding must clearly outline the following:

- relationship between the parties and,
- Their training needs
- How their needs will be addressed

16.5 The memorandum of understanding will not form the Discretionary Grant contract between the parties. After a specific learning program for implementation has been approved by the Discretionary Grants Process then only would an addendum/Discretionary Grant Contract be effected, which will specify:

- Details of the learning program
- Number of Learners
- Costing
- Payment Deliverables and Details

16.6 The Accounting Officer from SASSETA and the relevant signatory of the other party must sign this addendum / Discretionary Grant Contract.

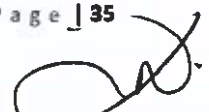
17 DISBURSEMENT OF DISCRETIONARY GRANTS

Discretionary grants will be disbursed according to the provisions of the DG funding agreement. SASSETA reserves the right to implement conservative payment regimes for companies new to SASSETA with no proven track record, small companies, or non-levy paying companies.

18 APPLICATION, EVALUATION AND APPROVAL OF APPLICATIONS

Applications for discretionary grants will be processed as outlined below.

18.1 Expression of Interest – SASSETA will invite eligible persons to express interest / nominate programmes they require to be funded in the current financial year. Such invitation will be advertised on the SASSETA website and to persons who have submitted a WSP in the preceding financial year for at least 21 days.



- 18.2 Funding Window – at least two funding windows will be opened as anticipated in this policy.
- 18.3 SASSETA will not advertise discretionary grants for government departments, public entities, trade unions, NGO's, CBO's, NLPE's that have an MOU with SASSETA. It should be noted that there is no direct financial gain to the entities as SASSETA only pays learner stipends to the learners for all WIL projects and fees to third parties. Their project nomination list / Expression of Interest will be sufficient for the evaluation and the approval process.
- 18.4 Pre-evaluation and Compliance Checking – Learning Programme Practitioners/Outsourced company will conduct the first level checking for compliance such as Tax compliance, accreditation, registrations etc.
- 18.5 Due Diligence - will be conducted either by internal staff or the Outsourced company to verify the capacity, liquidity, BBBEE, tax, accreditation, capacity to host employed and unemployed learners for first time applicants, in a case where the applicant has a good track record with SASSETA a telephonic due diligence will be conducted.
- 18.6 The Manager: Learning Programmes/ Outsourced company will review the applications against the SSP, APP, SLA, available budget, due diligence reports, previous conduct, current projects and the operational imperatives of SASSETA and make recommendations to the Learning Programmes Evaluation and Recommendation Committee (LPERC).
- 18.7 All applications not recommended for approval should also be tabled to LPERC, clearly detailing the reasons for the non-approval and such must be presented to the CEO for final adjudication.
- 18.8 LPERC will consider the recommendations against the criteria set herein and decline, refer back or recommend for Approval
- 18.9 The Accounting Officer will approve projects within the delegated authority (up to R15 million rands) or recommend projects over R15 million to Exco for approval, as delegated by the Accounting Authority. The CEO may also decline or refer back to LPERC applications that he/she may deem not in line with this policy and/or available funding or commitments.
- 18.10 Letters of Award, signed by the CEO, will be issued to successful applicants who will be given 14 days to accept such award. This is to allow SASSETA to re-allocate the funds to other projects that can be implemented in pursuance of performance targets as set out in its APP and SLA with DHET.
- 18.11 A Discretionary Grant funding agreement will be drawn up detailing the expectations, obligations, costing, deliverables, costing etc. the successful applicant will

be required to sign and return the agreement to SASSETA, failing to submit before the close of that financial year, the award will automatically cancel without recourse.

18.12 The project will be implemented, managed, monitored and quality assured as outlined in the Discretionary Grant funding agreement

19 FUNDING WINDOWS

19.1 SASSETA will open at least two funding windows per financial year. These should be timed to maximise benefit to both SASSETA and the intended beneficiaries.

19.2 Should after the second funding window there are no successful/compliant applicants; as a result of which; delivery on APP/SLA could be comprised; then the SETA may:

- Approach all entities that have submitted their WSP, via a closed funding advertisement on its website to submit proposals for training in areas that SASSETA has identified a shortfall in terms of the APP targets.
- Upon receipt of such proposals the normal evaluation process will be followed as indicated in paragraph 18 herein above.
- Should the APP target be met, and there is a high demand for a learning intervention and the funds are sufficient funds available, then SASSETA may implement such intervention with the additional funding that is available.
- This is applicable to both Full Funding and Co- Funding projects.

20 LPERC COMPOSITION

Learning Programmes: Evaluation and Recommendation committee shall be composed by duly appointed representatives from the following departments:

- Corporate Services representative
- Finance representative
- Learning Programmes representative
- ETQA representative
- Skills Planning, Research, Monitoring and Evaluation representative
- Adhoc- Union representative
- Adhoc- Employer representative
- Manager Learning programmes/ Outsourced company- Presenting Only (Non-Voting)

The Accounting Officer shall appoint the Chairperson of this Committee.



21 MULTI YEAR PROGRAMMES

21.1 Bursaries

DHET directs that in all instances unemployed learners are to be funded for at least the full duration of the qualification to which they are studying towards.

21.1.1 All applications and agreements entered into for a bursary shall be linked to the full duration of the qualification. Funds for the bursary will however be allocated yearly subject to the performance of the learner and subject to budget availability.

21.1.2 Should a learner withdraw from their studies during the contract period, the contract shall be automatically terminated.

21.1.3 Further, in order not to interrupt students' studies, students will be allowed to continue studies at the next level while contractual logistics are being attended to.

21.2 Artisans and Learnerships

21.2.1 All applications and agreements entered into for Artisans or Learnerships shall be linked to the full duration of the qualification; unless the SETA available funding does not allow for same. In that case, the Discretionary Grant contract will be awarded on a yearly basis; subject to the performance of the Training Provider. The funds for the Artisans or Learnerships will however be allocated yearly subject to the performance of the learner, training provider and subject to budget availability.

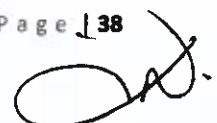
21.2.2 Should a learner withdraw from their studies during the contract period, the contract shall be automatically terminated.

21.2.3 Providers will either be awarded multiyear projects or where they were not awarded the multiyear contracts at application stage they will be considered without any bias for continuation of training. In this regard there will not be any need for them to re-apply for the continuation of the training.

21.2.4 In cases where there is no multiyear contract; public training provider extension should be considered for presentation to the Learning Programmes: Evaluation and Recommendation Committee prior to approval by the Accounting Officer/EXCO. In this case new contracts will need to be entered into for the following year.

22 UNSOLICITED PROPOSALS

It is important to emphasise that the discretionary grants are at the discretion of the SETA. The intention of the legislation and regulations is that mandatory grants are used as an incentive to



employers to plan and implement training for their employees and create training and work experience opportunities for unemployed people.

Where the SETA receives an unsolicited proposal from stakeholders, employers, training providers or any other organisation, the SETA can consider the proposal however the SASSETA is not obliged to consider unsolicited project proposals but may consider such proposals if they meet one or all of the following requirements:

- a) A comprehensive and relevant project feasibility study has been established a clear business case relevant to the SASSETA APP and SLA entered with DHET.
- b) The product or service cannot be obtained elsewhere and is unique.
- c) the product or service offered is reportable under DHET QMR
- d) the project addresses an area in the APP where the goals and objectives as set by the SETA has not been achieved
- e) The project does not in any way take away funding from other projects, which might have been funded by the discretionary grant funding funds during the funding window.
- f) Project proposals may only be considered outside the discretionary grant funding window once all projects that could be funded have been funded during the funding window.
- g) Project proposals will first be considered by Manager: Learning Programmes/Practitioner and or an outsourced company then the Learning Programmes: Evaluation and Recommendation Committee before they are forwarded to the Board for final approval, a detailed procedure and criteria for evaluation of these projects must be developed.
- h) the proposer or the organisation is in compliance with the Tax laws of the country at the time of submitting the proposal and award of the proposal
- i) Should SASSETA be interested in accepting an uninvited proposal, such proposal shall be reported to DHET as per regulations issued by DHET.

23 SETA PERFORMANCE TARGETS

The SETA performance targets are set out in the DHET SLA and its Annual Performance Plan (APP). The number of grants available (diminishing balance) in a funding window will be published in the call for applications.

24 APPEALS

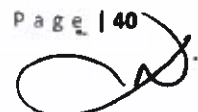
SASSETA subscribes to principles of transparency, equity and fairness and subscribes to the Promotion of Administrative Justice Act (PAJA). As such, applicants who feel their application was unfairly declined are invited to submit a letter of appeal stating factors they feel were

overlooked in the evaluation process to the Executive Manager's office within seven days (7) of receipt of a letter declining the application. The Executive Manager will review the application, consider the financial implications and make a decision in consultation with the Chief Executive Officer. This decision is final.

25 DISCRETIONARY GRANT CONTRACT MANAGEMENT

SASSETA strives to ensure that the discretionary grant funding agreements are managed in a manner that supports it to meet all its performance targets, including completion targets within a financial year. To this end, the following principles will apply to discretionary grant awards:

- 25.1 Only the CEO is authorised to sign award letters and DG funding agreements
- 25.2 Discretionary grant award letters will be valid for 14 days. SASSETA may reserve the right to revoke the award.
- 25.3 Discretionary grant funding agreements shall be valid for 3 months from the date of acceptance. SASSETA may reserve the right to revoke the award if Contracts are not duly signed and returned to SASSETA within 3 months of issue. Funds shall revert to the DG fund.
- 25.4 Learning programmes are required to commence no later than 60 days from the date of receipt of the contract. Projects that fail to commence within 60 days shall automatically terminate, and the fund will revert to SASSETA where they may be allocated to other applicants who demonstrate the ability to implement project within the timeframes set by DHET
- 25.5 Employers / Training Providers are required to submit invoices and the required deliverables to SASSETA within 14 days of the date set out in the funding agreement as the Initiation Date. SASSETA may cancel these agreements and allocate the to other applicants who demonstrate the ability to implement project within the timeframes set by DHET
- 25.6 Extension of project duration is hereby delegated to LPERC who will review the reasons for the extension request, financial implications and impact on performance targets of the SETA.
- 25.7 Extension of project duration beyond the end of the financial year (31 March) will only be considered in exceptional circumstances where the training provider and/or employer provide evidence of extenuating circumstances to warrant such as extension as these have a direct impact on the SETA's ability to meet its completion targets as set out in the SLA and APP.
- 25.8 Termination of projects will be done in accordance with the provisions of the DG funding agreement as well as the Standard Operating Procedures



25.9 SASSETA will at all times prioritise learning and learners and may appoint another provider to complete terminated projects. These providers will be procured through a request for proposals that will be approved as all DG applications, taking into account the unique circumstances of the project.

26 COMMITMENTS

SASSETA will only raise commitments against agreements that have been duly signed by all parties.

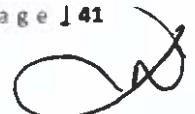
27 SUPPORT, MONITORING AND EVALUATION

Support, monitoring and evaluation process need to be established by the Executive Manager : Learning Programmes to do the following:

- To track progress and performance of the projects
- Review progress and performance of the projects
- Orchestrate the progress and performance of the projects;
- Identify any areas in which changes to the plan are required, and initiate the corresponding changes.
- The key benefit for monitoring and controlling of projects is that project performance is measured and analysed at regular intervals, appropriate events, or exception conditions to identify variances from the project management plan.

The monitoring and evaluation also involves:

- Controlling changes and recommending corrective or preventive action in anticipation of possible problems,
- Monitoring the ongoing project activities against the project management plan and the project performance measurement baseline, and
- Influencing the factors that could circumvent integrated change control or configuration management so only approved changes are implemented.
- This continuous monitoring provides the project team insight into the health of the project and identifies any areas requiring additional attention.



28 REPORTING

Performance reports and reports on operational progress and financial status on all SASSETA projects and grants will be submitted quarterly, as relevant, to the SASSETA Board, Finance Committee (FINCO) and the Audit and Risk Committee (ARC).

29 POLICY IMPEMENTATION

The implementation of this policy lies in the office of the Executive Manager: Learning Programmes, and will apply from 01 April 2019.

30 POLICY VALIDITY

This policy will be subject to review by the Accounting Authority annually, unless major changes occur in the regulatory / legal environment. The policy will remain in force until the reviewed policy has been signed off.

