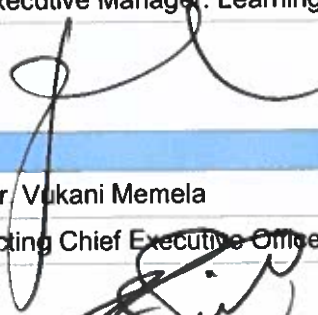
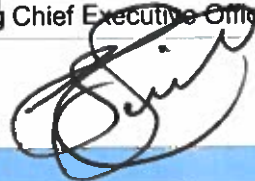
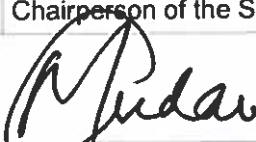




DISCRETIONARY GRANT POLICY

2020/21

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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 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
NSDP	National Skills Development Plan
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
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 other stakeholders to contribute towards the achievement of the objectives of the Human Resources Development Strategy (HRDS), the National Skills Development Plan (NSDP), 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 management and disbursement of the discretionary funds by the Accounting Authority as supported by the Board 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) by the Board.

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 Another 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 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 NSDP outcomes 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 and Strategic Projects.
- 6.4 SASSETA may 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.



- 6.5 Projects may be awarded in a financial year and may roll over to the next financial year, should the award have been made late and the SETA has met all its targets.
- 6.6 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 but is not limited to programmes such as bursaries, candidate attorneys placements and artisans.
- 6.7 The provider fee paid by SASSETA will cover direct training costs, including the following:
- 6.7.1 Tuition
 - 6.7.2 Study Material
 - 6.7.3 Training Facilitation
 - 6.7.4 Learner Assessments
 - 6.7.5 Learner Moderation
 - 6.7.6 Learner Certification
 - 6.7.7 Training Venue (Catering is not included)
 - 6.7.8 Personal Protective Equipment (PPE)
- 6.8 The provider fees paid by SASSETA excludes indirect / incidental costs such as transport, accommodation and meals (which will be for the cost of the employer).

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
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

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:
 - 8.1.5.1 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; and
 - 8.1.5.2 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

9. ADMINISTRATIVE COSTS

SASSETA may use a maximum of 7.5% of project funding to fund its project related administration costs including but not limited to Salaries, Travel & Accommodation and Marketing. SASSETA will not be paying any administration or project management costs to project beneficiaries.

10. ALLOCATION OF DISCRETIONARY GRANTS

10.1 BROAD BASED BLACK ECONOMIC EMPOWERMENT

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. 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.

Thus, 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.

10.2 PEOPLE 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.

10.3 LEARNER / BENEFICIARY RECRUITMENT

SASSETA does not recruit learners for programmes. Applicants for grant funding and project funding are required to perform this function, subject to the following:

- 10.3.1 Preference must be given to South African Citizens. Foreign nationals will only be considered for employed programmes if they have the necessary work or study permits
- 10.3.2 Preference must be given to beneficiaries who reflect the national demographic of 85% Black, 54% Women and 4% people with disabilities
- 10.3.3 Preference must be given to youth (ages 18 – 35) for all unemployed beneficiaries
- 10.3.4 Consideration will be given to persons from poor and marginalised communities

10.4 OTHER

10.4.1 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. SASSETA may prioritise and increase funding for interventions in rural areas and other regions that may be identified as a priority for development.

10.4.2 To ensure that SASSETA contributes to employment creation as well as enterprise development in South Africa as outlined in the National Development Plan, preference will be given to Black, Rural and Women owned enterprises.

10.4.3 Subject to availability of funds and in line with regulations and NSDP transformational imperatives, Scarce and Critical skills, industry required programmes and Occupations in High Demand will be given priority funding.

10.4.4 In addition to the NSDP transformational imperatives, SASSETA may give special consideration for:

- 10.4.4.1 Applications that adhere to SASSETA governance criteria and the requirements of the Public Finance Management Act (PFMA)

- 10.4.4.2 Applications that address national strategic goals as set out in the National Skills Development Plan (NSDP) the National Skills Accord and other relevant national priorities
- 10.4.4.3 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
- 10.4.4.4 Applications that support the development of public TVET institutions to deliver SASSETA occupational qualifications
- 10.4.4.5 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.

11. ELIGIBILITY CRITERIA

11.1 The policy is applicable to:

- 11.1.1 Public Education and Training Institutions and Private Skills Development Providers
- 11.1.2 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;
- 11.1.3 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
- 11.1.4 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; and
- 11.1.5 Accepted Trade Unions / Union Federation, NGO's, CBO's, NLPE's and Co-operatives

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

- 11.2.1 Be registered with SASSETA (SETA 19) at SARS, this includes exempted companies
- 11.2.2 Complete and submit a WSP/ATR in the prescribed template (sub-regulation7).
- 11.2.3 Have such WSP/ATR accepted by SASSETA
- 11.2.4 Levy payments, where applicable, must be up to date. SASSETA reserves the right to request evidence to this effect.
- 11.2.5 Be a legal person

11.3 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.

11.4 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.

12 PARTNERSHIPS WITH SPECIAL INTEREST GROUPS

12.1 The NSDP requires the SETA to partner with registered public TVET's, Universities and Community Education and Training Centres in the delivery of learning programs. 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. The SASSETA may accordingly enter MOUS with these entities to advance skills development within the sector. Should the SETA have a MOU with these entities and there is a training need from the sector that these entities can fulfil, then these entities can be appointed to conduct the training.

12.2 Further to this SETAS are encourage support to trade unions, co-operatives, NGO's, CBO's, NLPE's These partnerships are formed to ensure proper skills development for both employed and unemployed individuals. An MOU with this category of entities can be entered into in line with the DG SOP, in order to achieve this objective.

12.3 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.

12.4 Learning programmes to be delivered under a partnership as envisaged in this section will be presented to the LPERC to make necessary recommendations to the Accounting Officer, before final approval by the Accounting Officer.

12.5 The Memorandum of Understanding must clearly outline the following:

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

The Memorandum of Understanding will not form the Discretionary Grant contract between the parties. After a specific learning program for implementation has been approved through the Discretionary Grants process, a Discretionary Grant funding agreement will be entered into and will specify:

- Details of the learning programme
- Number of Learners
- Obligations of the Parties
- Approved funding
- Project duration
- Payment Deliverables and
- Disbursement Schedule

12.6 The NSDP requires encouraging and supporting Trade Unions and Union Federations 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:

12.6.1 Proof of valid registration with the Department of Labour

12.6.2 Proof valid exempted from tax by SARS, together with the latest annual returns filed

12.7 Their projects as nominated need not be advertised but will be subject to approval as outlined in the SASSETA evaluation process. It is only when there is a need for an accredited training provider to conduct the training, that their projects will be advertised.

13 ALLOCATION OF DISCRETIONARY GRANT FUNDS

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.

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).

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.

14 ACCESSING DISCRETIONARY GRANT FUNDING

The following broad processes will be followed in order to access SASSETA grants:

- 14.5 Government departments, public entities and Special Interest groups with an MoU with SASSETA must submit an Expression of Interest listing their training needs for the financial year. For Bursaries and WIL grants, SASSETA will proceed to proportionately allocate grants; other learning programmes will be advertised and follow the normal grant process.
- 14.6 Artisan Programmes requests for government departments and other public entities will be allocated to preferred approved Centres of Specialisation and accredited public TVET Colleges. Where private training providers are required, a competitive bidding process will be followed.
- 14.7 For unemployed skills programs preference will be given to Community Education and Training Centres (CETs) or accredited training providers who will conduct the training in partnership with the CETS
- 14.8 All other stakeholders should apply for PIVOTAL discretionary grants during an open funding window
- 14.9 Non-PIVOTAL grants may be applied for at any time of the year, subject to availability of funds. SASSETA may opt to invite applications for non-PIVOTAL grants in a year.

15 FUNDING WINDOWS

- 15.5 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.
- 15.6 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.
- 15.7 Should after the second funding window there be no successful/compliant applicants and as a result of which delivery on APP/SLA could be comprised; then the SETA may:

- 15.7.1** 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.
- 15.7.2** Upon receipt of such proposals the normal evaluation process will be followed as indicated in paragraph 18 herein above.
- 15.7.3** 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.
- 15.8** Applicants seeking both Full Funding and Co- Funding for projects may apply in any funding window and should clearly state where they are or have secured co-funders.
- 15.9** 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.
- 15.10** The Executive Manager: Learning Programmes 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.

16 EVALUATION OF APPLICATIONS

SASSETA will evaluate applications following a three-phase process that puts emphasis on good governance principles.

- 16.1** The Learning Programs Unit or an outsourced company will conduct the initial compliance checking and evaluation of applications and proposals received and present all the necessary facts in a report to the LPERC;
- 16.2** The Learning Programmes and Evaluation Committee (LPERC) will review the report and make the final recommendations in line with the delegated authority;
- 16.2.1** The Accounting Officer shall appoint the Chairperson of this Committee.
- 16.2.2** LPERC shall be composed by duly appointed representatives from the following departments:
- 16.2.2.1** Corporate Services representative
 - 16.2.2.2** Finance representative
 - 16.2.2.3** Learning Programmes representative
 - 16.2.2.4** ETQA representative
 - 16.2.2.5** Skills Planning, Research, Monitoring and Evaluation representative
 - 16.2.2.6** Manager: Grants & Project Management or Outsourced company-
Presenting Only (Non-Voting)

- 16.3 The Accounting Officer shall approve projects subject to the delegations of Authority.
- 16.3.1 Where the Accounting Officer disagrees with the recommendations, they will refer the recommendation back to LPERC.
- 16.3.2 Where the value of the recommendation is above the delegated authority, same will be presented to the Accounting Authority / Board for approval.
- 16.4 Consideration will be given to the amount of levies paid by the applicant, the applicant's past performance and the number of other projects that the applicant has received in the financial year.
- 16.5 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 once it is satisfied that there is a need and that all due diligence was done for the recommendation of such funding.
- 16.6 SASSETA may also approve additional 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.
- 16.7 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.
- 16.8 SASSETA may 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 delivery of learning programmes by the Employer organisations.
- 16.9 SASSETA will consider the rotation of service providers when appointing service providers to train in respect of the training needs of the government departments and public entities.

17 DISBURSEMENT OF DISCRETIONARY GRANTS

Discretionary grants will be disbursed according to the provisions of the DG funding agreement entered into by the parties.

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 AMENDMENTS TO FUNDING AGREEMENTS AND AWARDS

Changes to funding agreements may be necessary from time to time in the management of projects and contracts. Project cancellations, withdrawals, re-instatements and transfers of funds shall be recommended by the Executive Manager: Learning Programmes and approved by the CEO. The LPERC will be notified of such, purely for noting purposes.

19 EXTENSION OF PROJECTS

19.1 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.

19.2 SASSETA will always 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.

20 SUSPENSION OF PROJECTS

SASSETA reserves the right to suspend projects and related funding where allegations of misconduct, abuse of learners have been reported and will investigate these. When projects are suspended, for whatever reason it will mean that no funds can be disbursed under these projects.

21 SUPPORT, MONITORING & EVALUATION

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

- To track and 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.

22 PIVOTAL GRANTS

The criteria below will be applied when evaluating funding applications for PIVOTAL grants

- a. Only Learning 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.
- b. Service providers/ employers must ensure that they are duly accredited for the duration of the program (where applicable) , be SARS complaint, be a registered business entity and have all professional registration required in the sub-sector, they are in a liquid cash position, they are registered for COIDA or have the necessary insurance that will protect learners for injuries on duty. 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, assessors, moderators, liquidity etc)
- c. Where due diligence has been done on the beneficiary company / entity in the preceding 6 months, the exercise need not be done again unless material and significant changes have taken place at the company such mergers, acquisitions, downsizing etc.
- d. 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
- e. Should applications received be in excess of those relevant to the SASSETA APP and SLA targets, then as part of the evaluation LPERC and the Accounting Officer will recommend and award the number of learners on a proportional basis across large, medium and small entities and across sub sectors.

22.1 ARTISAN DEVELOPMENT

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.

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

- 22.1.2** SASSETA will cover the cost of training to a maximum of three (3) years.
- 22.1.3** Both public and private institutions may train artisans, however preference will be given to designated Centres of Specialisation and public TVET Colleges.
- 22.1.4** Beneficiaries may not be concurrently funded by SASSETA for any other programme
- 22.1.5** Centres of Specialisation applications will be considered as outlined in the Centres of Specialisation Policy.

22.2 BURSARIES

A separate Bursary Policy has been developed and all bursary related policy matters will be dealt with therein.

22.3 CANDIDACY

Candidacy is a structured workplace-based learning programme undertaken by a graduate as part of the requirement for registration as a professional in the required professional designation as stipulated by a professional body.

- 22.3.1** Only LLB graduates pursuing registration (admission) as an attorney will be considered for this grant.
- 22.3.2** Law firms and institutions that apply for Candidacy grants must be duly approved / registered for the training of Candidate Attorneys.
- 22.3.3** Preference will be given to black females and people living with disabilities.
- 22.3.4** Beneficiaries may not be concurrently funded by SASSETA for any other programme
- 22.3.5** Candidate Attorneys will be paid to a maximum of 24 months.

22.4 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.

- 22.4.1** Learners will be funded to pursue learnerships pitched at NQF Level 2 – NQF Level 8
- 22.4.2** Learnerships will be implemented over 12 months, with a further 3 months for quality assurance and administrative processes.
- 22.4.3** Funding agreements will be issued in line with the training and project implementation plans.
- 22.4.4** Beneficiaries may not be concurrently funded by SASSETA for any other programme

22.5 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.

- 22.5.1** SASSETA will fund skills programmes pitched at NQF Level 1 – NQF Level 10.
- 22.5.2** Funding for unemployed learners will only be considered for programmes that are delivered via Community Colleges registered with DHET.
- 22.5.3** 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.
- 22.5.4** Funding agreements will be issued in line with the training and project plans, to a maximum of 12 months.
- 22.5.5** 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.

22.6 WORKPLACE INTEGRATED LEARNING (WIL)

SASSETA offers five (5) types of WIL Grants in accordance with the following principles:

- 22.6.1** People with disabilities in any of the categories above will be given preference
- 22.6.2** 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.
- 22.6.3** 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.
- 22.6.4** 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.
- 22.6.5** A service certificate will be required at the end of the internship.
- 22.6.6** 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.

22.7 INTERNSHIPS & GRADUATE PLACEMENTS

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.

22.7.1 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.

22.7.2 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.

22.7.3 Beneficiaries may not be concurrently funded by SASSETA for any other programme

22.8 TVET PLACEMENT

TVET Placement means a period of workplace-based learning undertaken as part of the requirement for a Diploma, National Diploma, Higher Education Certificate or Advanced Certificate as vocational qualification stipulated in the Higher Education Qualification Sub-Framework (HEQSF).

22.8.1 Unemployed learners who need to complete a qualification through a TVET institution will receive stipends for a maximum of 18 months.

22.8.2 Beneficiaries may not be concurrently funded by SASSETA for any programme

22.9 UNIVERSITY OF TECHNOLOGY

22.9.1 The TVET and University of Technology learners will have logbooks to guide them and their mentors.

22.9.2 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.

22.9.3 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.

22.10 TVET LECTURER DEVELOPMENT

TVET lecturer workplace exposure refers to a period of workplace-based learning a lecturer employed at a public TVET College receives at a workplace that offers the services being trained. This is introduced in order to strengthen the public TVET training system.

22.10.1 the grant will cover the accommodation, meals, transport and courseware of the lecturer.

22.10.2 Lecturers on this programme will still be earning a salary from their TVET College, thus no stipend is payable.

22.10.3 Beneficiaries may not be concurrently funded by SASSETA for any other programme

23 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 NSDP and interventions as laid down in SDA Grant Regulations that are not necessarily unit standard based training. These include learning material development, qualification and curriculum development, qualification re-alignment, research, support to military veterans, non-pivotal rural development programmes, stakeholder support, stakeholder capacity building, career guidance, training for retrenched to rescale and rebuild sustainable communities, TVET infrastructure development, Gender Based Violence, Victim Empowerment, Cyber Security, E-Learning, Enterprise development, Economic Stimulation, Centres of Excellence, Programmes for People With Disabilities, Offender and Ex-Offender Programmes and sector specific/ legal updates.

23.1 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.

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

23.3 The SASSETA shall as far as possible spend its Non-PIVOTAL funding on public 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.

23.4 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 and union Federations, NGO's, CBO's, NPO's, NLPE's, CPF's, co-operatives and rural schools.

23.5 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.

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.

23.6 The allocation of non-PIVOTAL grants will be done under the following guidelines:

23.6.1 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

23.6.2 Applicants should take the initiative to apply early in the year to avoid being rejected, as the budget will be pre-determined and subject to limits within the SDLA.

23.6.3 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.

23.6.4 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.

23.6.5 This non-pivotal grant does not cover conferences, campaigns or any political events.

23.6.6 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.

23.6.7 Where an applicant has applied for a pivotal programme using the non-pivotal application form LPERC will deal with the application in line with the policy provisions as per the SASSETA Discretionary Grant Policy.

23.6.8 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.

23.6.9 Due to the fact that proposals may come to the SASSETA from different stakeholders, including public sector and the private sector. This criterion should be used in line with other evaluation criteria where necessary depending on the type of proposal received by the SASSETA.

23.6.10 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

23.6.11 All recipients will be required to enter a contract or a memorandum of understanding with SASSETA.

24 UNSOLICITED PROPOALS

SASSETA may consider any uninvited proposals it has in its possession to address poor performance as identified in the DHET QMR reporting. 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) 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
- h) Should SASSETA be interested in accepting an uninvited proposal, such proposal shall be reported to DHET as per regulations issued by DHET.

25 SPECIAL PROJECTS

The SASSETA Board may propose programmes for implementation in line with national imperatives. These will be provided for as follows:

- 25.1 A maximum of 10% of the discretionary grant may be set aside for the implementation of Board Special Projects
- 25.2 Proposed projects will be scoped and conceptualised in SASSETA and presented for approval by the Board
- 25.3 A competitive bidding process will be followed for the sourcing of service providers as provided for in the operational mandate
- 25.4 Special projects may be awarded in a financial year in excess of the approved budget as recorded in the APP if the award is made after the SETA has met all its targets and is not in excess of the 20% provided for in the SDLA.

26 CO-FUNDING

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.

27 MULTI YEAR ARTISANS AND LEARNERSHIPS

- 27.1 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.
- 27.2 Should a learner withdraw from their studies during the contract period, the contract shall be automatically terminated.
- 27.3 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.

27.4 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.

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 and the Audit and Risk Committee (ARC).

29 COMMITMENTS

SASSETA will only raise "definite commitments" against agreements that have been duly signed by all parties. Should one-party sign then same will be recorded as a "non definite" commitment.

30 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 Chief Executive Officer will review the application, consider the financial implications and make a decision in consultation with the Executive Manager: Learning Programmes. This decision is final.

LPERC should be notified of any appeals submitted.

31 POLICY IMPLEMENTATION

The implementation of this policy lies in the office of the Executive Manager: Learning Programmes, and will apply from the date of approval. On matters the policy does not give guidance on, same will be provided by the Executive Manager: Learning Programmes and the CEO.

32 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.

APPROVED GRANT RATES FOR LEARNING PROGRAMMES

i) LEARNERSHIPS

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 NQF Level 4 NQF Level 5 NQF Level 6 and above	Up to R 16 000.00 Up to R 18 000.00 Up to R 22 000.00 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.

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 NQF Level 3 NQF Level 4 NQF Level 5 NQF Level 6 onwards	R 1 800.00 R 2 000.00 R 3 000.00 R 3 500.00 R 4 000.00

No stipend is payable to employed learners.

ii) SKILLS PROGRAMMES

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 NQF Level 5-6 NQF Level 7-8	R 5 000.00 R 8 000.00 R 12 000.00

Programme and Funding Type	Programme Levels and Qualifications	Amount per Learner
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

Stipend

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.

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)

No stipend is payable to employed learners.

iii) WORK INTEGRATED LEARNING / INTERNSHIPS

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

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 R3 000 per month
	NQF Level 2	<ul style="list-style-type: none"> • National Certificate Vocational 2 	
(Internships, TVET Placements and Graduate Placements)	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 R3 500 per month
	NQF Level 5	<ul style="list-style-type: none"> • Higher Certificate • Advanced National Certificate Vocational 5 • National Certificate Vocational 6 	Up to R4 000 per month
	NQF Level 6	<ul style="list-style-type: none"> • Diploma Advanced Certificate 	Up to R4 500 per month
	NQF Level 7	<ul style="list-style-type: none"> • Bachelor's Degree Advanced Certificate 	Up to R5 000 per month
	NQF Level 8	<ul style="list-style-type: none"> • Post Graduate Diploma Professional Qualification 	Up to R6 000 per month
	NQF Level 9	<ul style="list-style-type: none"> • Honours Degree (including LLB) • Master's Degree 	Up to R7 000 per month
	NQF Level 10	<ul style="list-style-type: none"> • Doctoral Degree 	Up to R8 000 per month

iv) ARTISAN TRAINING

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- Training (Provider Fees, Mentorship Fees, Learning Materials)	The Grant amount excludes the following: <ul style="list-style-type: none">- RPL related costs- Rural learner support- Disability support- Accommodation- Infrastructure

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

v) PEOPLE LIVING WITH DISABILITIES

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.