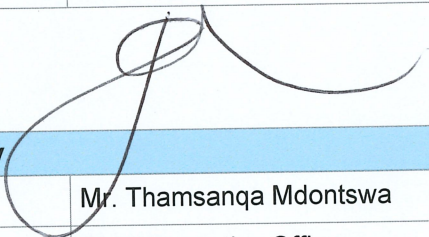
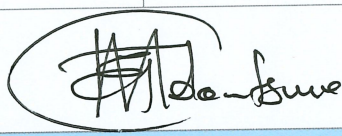





# **DISCRETIONARY GRANT POLICY 2023/24**

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Version 11

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## TERMS AND DEFINITIONS

### Term / Acronym

### Definition

#### **Accounting Authority**

The Accounting Authority appointed in terms of section 11 of the Skills Development Act 97 of 1998, and which by virtue of section 49(2) (a) of the Public Finance Management Act 1 of 1999 is the Accounting Authority of SASSETA.

#### **APP**

Annual Performance Plan as contemplated in the National Treasury Regulations.

#### **ATR**

Annual Training Report as contemplated in regulation 4(1) of the SETA Grant Regulations.

#### **BBBEE**

Broad-Based-Black Economic Empowerment.

#### **Board**

Board means the Accounting Authority. Board and Accounting Authority are used interchangeably in this Policy.

#### **Bursary**

Discretionary Grant provided to students in line with the Discretionary Grants Policy (excluding internal staff bursary) to assist students/learners with the costs associated to their studies at a College or University.

#### **Chief Executive Officer**

The Chief Executive Officer of SASSETA, appointed in terms of section 13B of the Skills Development Act 97 of 1998, and to whom various powers have been delegated by the Accounting Authority.

#### **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 of the Grants Regulations.

#### **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 programme formed from a set of unit standards or modules from any other registered qualification;

<b><u>Term / Acronym</u></b>	<b><u>Definition</u></b>
	based on learning activities intended to give a learner particular knowledge and skills.
<b>LPERC</b>	Learning Programmes: Evaluation and Recommendation Committee, established in terms of clause 16, to evaluate and make recommendation to the Chief Executive Officer with regard to Discretionary Grants.
<b>Minister</b>	The member of Cabinet to whom the Skills Development Act 97 of 1998 has been assigned in terms of section 91 (2) of the Constitution of the Republic of South Africa, 1996.
<b>NSDP</b>	National Skills Development Plan, 2030.
<b>Non-Pivotal Programmes</b>	Non-Pivotal Programmes are programmes which do not necessarily lead to credit bearing qualifications, however, address key sectoral objectives and national priorities.
<b>NQF</b>	National Qualifications Framework.
<b>Outsourced company</b>	A company selected via the supply chain process that will, if so appointed, be used to evaluate DG applications and present such to the LPERC.
<b>Pivotal</b>	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) of the SETA Grant Regulations.
<b>Pivotal Training Plan</b>	An annual plan for training, developed by companies employing more than 50 staff as contemplated in the SETA Grant Regulations.
<b>Public Institution</b>	Public University, TVET College, CET College or a Government Department or Municipality or State-Owned Entity or a Public Entity listed in the schedules to the Public Finance Management Act 1 of 1999.
<b>QCTO</b>	Quality Council for Trades and Occupations.
<b>RPL</b>	Recognition of Prior Learning.
<b>Rural Area</b>	As determined by the Municipal Demarcation Board from time to time.
<b>SDA</b>	Skills Development Act 97 of 1998, as amended.
<b>SETA</b>	Sector Education and Training Authority.

<b><u>Term / Acronym</u></b>	<b><u>Definition</u></b>
<b>SETA Grant Regulations</b>	The Sector Education and Training Authorities Grant Regulations promulgated by the Minister in terms of section 36 of the Skills Development Act 97 of 1998, published in Government Notice No 990 in Government Gazette No 35940, dated 3 December 2012 as amended.
<b>Skills Levies Act</b>	Skills Development Levies Act 9 of 1999, as amended.
<b>Skills Programme</b>	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 Skills Development Provider.
<b>SLA</b>	Service Level Agreement entered into with DHET.
<b>SSP</b>	Sector Skills Plan as contemplated in section 10 (1) (a) and (b) of the Skills Development Act 97 of 1998.
<b>TVET</b>	Technical, Vocation, Education and Training Institution.
<b>UOT</b>	University of Technology
<b>Workplace Experience</b>	Workplace-based experiential learning opportunity for a learner/student to complete their qualification.
<b>WSP</b>	Workplace Skills Plan contemplated in regulation 4 of the SETA Grant Regulations.

## 1. PURPOSE

The purpose of this Policy is to set out, in line with SETA Grant regulations, the basis on how SASSETA disburses Discretionary grants to achieve the implementation of its Sector Skills Plan (SSP), Annual Performance Plan (APP) and national imperatives as set out in the National Skills Development Plan (NSDP).

## 2. SCOPE

This Policy outlines the principles and approach governing the management and disbursement of the Discretionary Grant in response to the SETA Grant Regulations. The Policy is applicable to:

- 2.1 Public Education and Training Institutions and Private Skills Development Skills Development Providers
- 2.2 An employer or enterprise within the jurisdiction of SASSETA (SETA 19), including an employer or enterprise not required to pay skills development levy in terms of Skills Development Levies Act.
- 2.3 Other legal person contemplated in sub-paragraph (7) of the SETA Grant Regulations that meets the criteria for the payment of such grants; or
- 2.4 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
- 2.5 Trade Unions / Union Federation, NGO's, CBO's, NLPE's and Co-operatives operating in the safety and security sector.

## 3. OVERSIGHT

The approval of Discretionary Grant applications shall fall within the operational mandate. The Board shall retain oversight responsibility over the implementation of the Policy.

## 4. POLICY STATEMENT

- 4.1 This Policy acknowledges that skills development is not a linear process, in fact; skills and knowledge are produced in a complex set of institutions and institutional arrangements.
- 4.2 The Skills Development Act 97 of 1998 as amended, *inter alia*, provides an institutional framework to implement national, sector and workplace strategies to develop and improve the skills level of the South African workforce. It also makes provision for the establishment of SETAs as institutional vehicles to develop and implement sector skills plans, promote learning programmes, register agreements for learning programmes, collect and disburse skills development levies in accordance with the SETA Grant Regulations.
- 4.3 This Policy is consistent with the provisions of the Skills Development Levies Act 9 of 1999, and the SETA Grant Regulations, which stipulates the processes for the management and disbursement of the funds received as levy income.

## **5. POLICY OBJECTIVES**

- 5.1 The primary objective of this Policy 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 secondary objective is to regulate the use of the Discretionary Grants for SASSETA to use them to implement the 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 A further objective is to enable SASSETA to use Discretionary Grants to fund learning programs for learners who have been disadvantaged by cancellation of Discretionary Grants projects under which they were benefitting until they complete their studies.

## **6. GUIDING PRINCIPLES**

- 6.1 The Discretionary Grant 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 shall allocate 80% of its available Discretionary Grants within a financial year to PIVOTAL programs that address the scarce and critical skills within the safety and security sector, the needs identified by DHET, in Public Institutions, in private sector’s Workplace Skills Plans, the Sector Skills Plan, the NSDP outcomes or qualifications/skills programmes that lead to the top priorities identified in the national list of occupations in high demand, through funding applications.
- 6.3 The remaining 20% shall be used for non-pivotal and Strategic Projects.
- 6.4 SASSETA may ring fence funding for projects in a financial year. The ring fencing will be based on the funding applications received from the stakeholders in response to the request from SASSETA and other information gathering mechanisms such as the SSP, workshops, and other clearly defined government priorities on skills development linked to the NSDP.
- 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 The Skills Development Provider fee paid by SASSETA covers all direct training costs, and no further claims can be made.
- 6.7 The Skills Development Provider fees paid by SASSETA excludes indirect / incidental costs such as transport, accommodation, and meals (which will be for the cost of the employer).



- 6.8 SASSETA recognises and embraces the principles of transparency, openness, equity, access and fairness in allocation and disbursement of discretionary grants without prejudice to any individual or stakeholder.
- 6.9 SASSETA is committed to the promotion of NQF registered and quality assured programmes that addresses occupational shortages and skills gap needs as set out in the SSP, APP including work integrated learning.

## **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 97 of 1998 and the Skills Development Levies Act 9 of 1999 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 Skills Development 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.
Skills Development Act 97 of 1998	The Skills Development Act aims to expand the knowledge and competencies of the labour force in order to improve productivity and employment.
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 of SASSETA is regulated by the Skills Development Levies Act and SETA Grant Regulations as below:

- 8.1 SASSETA's income is derived from the skills levy of contributing employers.
- 8.2 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.
- 8.3 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.
- 8.4 Any additional income received shall be allocated to discretionary projects.
- 8.5 49.5% will be allocated to Discretionary Funds, of which:
  - 8.5.1.1 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
  - 8.5.1.2 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 and other clearly defined government priorities on skills development linked to the NSDP.

## **9. ADMINISTRATIVE COSTS**

- 9.1 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.
- 9.2 On application, SASSETA may consider paying a nominal administration or project management costs to Public Institutions including TVET Colleges and CET Colleges. This may include the allocation of interns to provide administrative support where appropriate, the duration of such internship will be linked to the duration of the project. No private sector beneficiaries will be considered.

## **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 Skills Development Providers.

Thus, the criteria for awarding of discretionary grants will include the receipt of BBBEE certificates. Where an enterprise is exempted from having a BBBEE then they would need to submit the required sworn affidavit to SASSETA.

### **10.2 PEOPLE 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 20% of the stipend will be paid to the PWD learner on SETA funded programmes. Employers may apply, with motivation and supporting documents, for a once-off allowance to modify the learning environment to accommodate learners living with disabilities.

### **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 and the legislation relating to the learning programme allows for it.
- 10.3.2 Preference must be given to beneficiaries who reflect the national transformation targets as set out in the APP.
- 10.3.3 Preference must be given to youth (ages 18 – 35), children of military veterans and military veterans in this age group for unemployed beneficiaries as set out in the APP.
- 10.3.4 Consideration will be given to persons from poor and marginalised communities.

## 10.4 OTHER CONSIDERATIONS

- 10.4.1 To increase learning programmes in rural areas, the evaluation criteria will include giving preference to applications to be implemented in rural areas.
- 10.4.2 Where necessary, SASSETA will prioritise and increase funding for interventions in rural areas and other regions that may be identified as a priority for development.
- 10.4.3 To ensure that SASSETA contributes to employment opportunities as well as enterprise development in South Africa as outlined in the National Development Plan, preference will be given to PWD, Black, Rural and Women owned enterprises when selecting skills development providers to train public sector employees. This will be considered together with the costing considerations.
- 10.4.4 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.
- 10.4.5 In addition to the NSDP transformational imperatives, SASSETA will give special consideration for:
  - 10.4.5.1 Applications that address emerging needs of the Economic Reconstruction & Recovery Programme (ERRP), the Presidential Youth Empowerment Intervention (PYEI) and other national skills priorities determined by the Minister;
  - 10.4.5.2 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;
  - 10.4.5.3 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;
  - 10.4.5.4 Applications that support the development of public TVET and CET institutions to deliver SASSETA occupational qualifications;
  - 10.4.5.5 Funding learning programs for learners who have been disadvantaged by cancellation of Discretionary Grant projects under which they were benefitting until they complete their studies.

## 11. ELIGIBILITY CRITERIA

- 11.1 To access Discretionary Grant funding for PIVOTAL programmes, all applicants are required to:
  - 11.1.1 Be registered with SASSETA (SETA 19) at SARS, or if exempted, the companies should be operating in the safety and security sector;
  - 11.1.2 Complete and submit a WSP/ATR in the prescribed template (sub-regulation7);
  - 11.1.3 Have such WSP/ATR accepted by SASSETA;
  - 11.1.4 Levy payments, where applicable, must be up to date. SASSETA reserves the right to request evidence to this effect.
  - 11.1.5 Be a legal person.

- 11.2 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 SETA Grant Regulations.
- 11.3 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 (CET) 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 encouraged to support trade unions, co-operatives, NGO's, CBO's and 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 Chief Executive Officer for final approval.
- 12.5 The Memorandum of Understanding must clearly outline the following:
- relationship between the parties;
  - The areas of common interest; 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 programme 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 encourages the support of Trade Unions and Union Federations operating in their sector in identifying skills needs and strategies to address those needs. They are categorised, as a special interest 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 proof of compliance to tax laws confirmed by the valid One-Time PIN

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 Skills Development Provider to conduct the training, that their projects will be advertised.

### **13. ALLOCATION OF DISCRETIONARY GRANT FUNDS**

13.1 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.

13.2 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).

13.3 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.

### **14. ACCESSING DISCRETIONARY GRANT FUNDING**

The following broad processes will be followed to access the Discretionary Grant:

14.1 Government Departments, Public Entities, and Special Interest groups with a Memorandum of Understanding / Agreement with SASSETA must submit an Expression of Interest listing their training needs for each financial year. For Bursaries, WIL and ring-fenced programmes, will be presented to LPERC to make necessary recommendations to the Chief Executive Officer for final approval. Other learning programmes will be advertised and follow the normal grant process.

14.2 Artisan Programmes requests from government departments and other public entities will be allocated to DHET registered Centres of Specialisation and accredited public TVET Colleges.

Where private training Skills Development Providers are required, a competitive bidding process will be followed.

- 14.3 All other stakeholders should apply for PIVOTAL discretionary grants during an open funding window
- 14.4 When the PIVOTAL targets set out in the APP and SLA have been met and funds are available, SASSETA will invite applications for Non-PIVOTAL grants through a funding window.

## **15. FUNDING WINDOWS**

- 15.1 SASSETA shall each financial year prepare and advertise via media invitation to apply for projects and the advertisement shall remain open for at least 21 days. Should there be a need for deviation, the Chief Executive Officer must approve such deviation. The Chief Executive Officer shall have the right to correct any advert.
- 15.2 SASSETA shall advertise at least two funding windows per financial year. These should be timed to maximise benefit to both SASSETA and the intended beneficiaries.
- 15.3 Should after the second funding window there be no successful/compliant applicants and as a result of which delivery on APP/SLA could be compromised; then the SETA may:
  - 15.3.1 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.
  - 15.3.2 Upon receipt of such proposals the normal evaluation process will be followed as indicated in paragraph 16 herein above.
  - 15.3.3 Should the APP target be met, and there is a high demand for a learning intervention and there are sufficient funds available, then SASSETA may implement such intervention with the additional funding that is available.
- 15.4 Applicants seeking both Full Funding and Co-Funding for projects may apply in the appropriate funding window.
- 15.5 Goods and services which have to be procured for projects recommended from the Expression of Interest and approved discretionary grant projects will be procured utilising the SASSETA approved supply chain management process where the SETA is in charge of procuring the goods and services.
- 15.6 The Chief Executive Officer 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

- 16.1 The Chief Executive Officer shall establish the Learning Programmes Evaluation and Recommendations Committee (LPERC), whose main functions are the evaluation of applications for Discretionary Grants and the making of recommendations to the Chief Executive Officer.
- 16.2 LPERC shall have a sub-committee that shall be responsible to assess the initial compliance of applications with the applicable prescripts and make recommendations to the LPERC.
- 16.3 SASSETA will evaluate applications following a three-phase process that puts emphasis on good governance principles.
- 16.3.1 The LPERC Sub-Committee will conduct the initial compliance assessment and evaluation of applications and proposals received and present all the necessary facts and recommendations in a report to the LPERC;
  - 16.3.2 LPERC will review the report of the Sub-Committee and make the final recommendations to the Chief Executive Officer;
  - 16.3.3 The Chief Executive Officer shall consider and approve projects:
    - 16.3.3.1 Where the Chief Executive Officer disagrees with the recommendations, s/he will refer the recommendation back to LPERC for reconsideration, clearly documenting the reasons for disagreeing.
    - 16.3.3.2. Where the value of the recommendation is above the delegated authority, same will be presented to the Accounting Authority / Board for approval.
- 16.4 The Chief Executive Officer shall appoint representatives from the Divisions below to LPERC and its sub-committee:
- 16.4.1 Corporate Services
  - 16.4.2 Finance
  - 16.4.3 Learning Programmes
  - 16.4.4 Skills Research, Planning Monitoring, Evaluation and Reporting
  - 16.4.5 Manager: Grants & Project Management or Outsourced company- Presenting Only (Non-Voting)
- 16.5 The Chief Executive Officer will review and approve the Terms of Reference for both Committees in line with the approved DG Policy.
- 16.6 The Chief Executive Officer will appoint members and the Chairperson of each Committee at the beginning of each financial year.
- 16.7 Consideration will be given to the amount in levies paid by the applicant, the applicants past performance and the number of other projects that the applicant has received / is being considered for in the financial year.
- 16.8 SASSETA may approve funding over and above the stipulated maximum Skills Development 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.



- 16.9 SASSETA may also approve additional allowance over and above stipulated stipend rates for students with disabilities or for students left stranded from the cancellation of a project due to employer/ training Skills Development Provider contraventions /non-performance.
- 16.10 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.
- 16.11 SASSETA will ensure the rotation of service Skills Development Providers when appointing service Skills Development Providers to train in respect of the training needs of the government departments and public entities.
- 16.12 SASSETA reserves the right to implement conservative grant allocation regimes and additional support for entities new to SASSETA with no proven track record, existing companies with a poor track record, small companies, or non-levy paying companies.
- 16.13 All short-listed applicants will be subject a due diligence assessments before a funding agreement is concluded. Should a due diligence have been conducted with the short-listed company any time 12 months prior to the short-listing date, and there has been no material change in the status of the applicant, then the previous due diligence will be considered. A new due diligence need not be conducted.
- 16.14 Applicants will not be awarded grants if they fail to fully cooperate in the due diligence process conducted by SASSETA, or if it is discovered that they falsified any documents or information.
- 16.15 All grant recipients will be required to enter into a DG funding agreement with SASSETA to give effect to the grant award.

## **17 DISBURSEMENT OF DISCRETIONARY GRANTS**

- 17.1 Discretionary Grants will be disbursed according to the provisions of the DG funding agreement to be entered into by the parties.
- 17.2 SASSETA reserves the right to implement conservative payment regimes for companies new to SASSETA with no proven track record, existing companies with a poor track record, small companies, or non-levy paying companies.

## **18 AMENDMENTS TO DG FUNDING AGREEMENTS AND AWARDS**

- 18.1 Changes to DG funding agreements may be necessary from time to time in the management of projects and contracts. Requests for project cancellations, write-backs, withdrawals, re-in statements, and transfers of funds will be reviewed by the Executive: Learning Programmes who will review the reasons for the amendment, impact on performance targets of the SETA and make recommendations to the Chief Executive Officer. The LPERC will be notified of such, purely for noting purposes.
- 18.2 Requests for additional funding and change in scope of the approved project will be tabled at LPERC for recommendations to be made to the Chief executive Officer.

## **19 EXTENSION OF PROJECTS**

- 19.1 Extension of project duration with no financial implications shall be reviewed by the Executive: Learning Programmes who will review the reasons for the extension request, impact on performance targets of the SETA and make necessary recommendations to the Chief Executive Officer accordingly.
- 19.2 Extension of project duration with financial implications shall be reviewed by LPERC who will review the reasons for the extension request, financial implications, and impact on performance targets of the SETA and make the necessary recommendations to the Chief Executive Officer accordingly.

## **20 SUSPENSION OF PROJECTS**

SASSETA reserves the right to suspend projects and related funding where there is prima facie evidence of misconduct, or abuse of learners. When projects are suspended, for whatever reason no funds can be disbursed under these projects.

## **21 TERMINATION OF PROJECTS**

- 21.1 All projects will automatically terminate on the termination date of the DG funding agreement or on completion of the deliverables of the project, whichever comes first.
- 21.2 SASSETA reserves the right to terminate projects, having followed due process, where allegations of misconduct, abuse of learners have been confirmed as well as those whose performance remains poor despite a remedial process. Lists of poor performing skills development providers and those with a poor track record will be maintained by the Learning Programmes Department
- 21.3 All funds that remain unused once the close-out processes have been completed shall revert to SASSETA.
- 21.4 SASSETA will always prioritise learning and learners and may appoint another Skills Development Provider to complete terminated projects. These Skills Development Providers will be procured through a request for quotations or proposals that will be approved as all DG applications, taking into account the unique circumstances of the project.

## **22 PROJECT MONITORING, SUPPORT & PERFORMANCE**

- 22.1 Support, monitoring and performance management process need to be established by the Executive Manager: Learning Programmes to do the following:
- 22.1.1 To track and review progress and performance of the projects
  - 22.1.2 Assess the progress and performance of the projects;
  - 22.1.3 Identify any areas in which changes to the plan are required and initiate the corresponding changes.

22.1.4 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.

22.1.5 Controlling changes and recommending corrective or preventive action in anticipation of possible problems,

22.1.6 Monitoring the ongoing project activities against the project management plan and the project performance measurement baseline, and

22.1.7 Influencing the factors that could circumvent integrated change control or configuration management so only approved changes are implemented.

22.1.8 This continuous monitoring provides the project team insight into the health of the project and identifies any areas requiring additional attention.

## **23 PIVOTAL GRANTS**

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

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

23.2 Service Skills Development Providers/ employers must ensure that they are duly accredited for the duration of the programme(where applicable), be SARS compliant, be a registered business entity, possess a valid BBBEE certificate / affidavit 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 public liability insurance that will protect learners from injuries on duty.

23.3 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 Chief Executive Officer will recommend and award the number of learners on a proportional basis across large, medium and small entities and across sub sectors.

## **23.4 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.

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

23.4.2 An Artisan-trainee ratio of 1:3 is recommended (unless otherwise regulated by a specific sub sector) to maximise skills transfer while allowing for operational requirements of the mentor.

23.4.3 SASSETA will cover the cost of stipends for up to 3 years; Medical Assessments, Toolbox & PPE, Training (Skills Development Provider Fees, Learning Materials), Trade Test Preparation and Trade Test fees.

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

- 23.4.5 Beneficiaries may not be concurrently funded by SASSETA for any other programme
- 23.4.6 Centres of Specialisation applications will be considered as outlined in the Centres of Specialisation Policy.

## 23.5 BURSARIES

A Bursary Policy will be used to identify suitable qualifying recipients of bursaries.

## 23.6 CANDIDACY PROGRAMMES

A Candidacy programme 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.

- 23.6.1 LLB graduates pursuing registration (admission) as an attorney or advocate will be considered for this grant.
- 23.6.2 A Principal-trainee ratio of 1:3 is recommended (unless otherwise regulated by a specific sub sector) to maximise skills transfer while allowing for operational requirements of the mentor
- 23.6.3 Law firms, Advocates and other institutions that apply for Candidacy grants must be duly approved / registered for the training of Candidate Attorneys or Pupils.
- 23.6.4 Preference will be given to black females and people with disabilities.
- 23.6.5 Beneficiaries may not be concurrently funded by SASSETA for any other programme
- 23.6.6 Candidate Attorneys will be paid to a maximum of 24 months, and Pupils will be paid to a maximum of 12 months.
- 23.6.7 Preference will be given to employers who commit to employ some or all of their Candidates / Pupils at the end of the candidacy, subject to the satisfactory performance of the Candidates / Pupils.

## 23.7 OCCUPATIONAL QUALIFICATION

An Occupational qualification is a qualification associated with a trade, occupation or profession resulting from work-based learning and comprises of knowledge/theory and application.

- 23.7.1 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
- 23.7.2 Occupational qualification will be implemented over a period of up to 3 years.
- 23.7.3 Funding agreements will be issued in line with the training and project implementation plans.
- 23.7.4 Beneficiaries may not be concurrently funded by SASSETA for any other programme
- 23.7.5 Preference will be given to employers who commit to employ some or all of their learners at the end of the Occupational qualification, subject to the satisfactory performance of the learner.

## 23.8 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.

- 23.8.1 Learners will be funded to pursue learnerships pitched at NQF Level 1 – NQF Level 8.
- 23.8.2 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.
- 23.8.3 Learnerships will be implemented over 12 months, with a further 3 months for quality assurance and administrative processes.
- 23.8.4 Funding agreements will be issued in line with the training and project implementation plans.
- 23.8.5 Beneficiaries may not be concurrently funded by SASSETA for any other programme
- 23.8.6 Preference will be given to employers who commit to employ some or all of their learners at the end of the learnership, subject to the satisfactory performance of the learner.

## 23.9 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.

- 23.9.1 SASSETA will fund duly registered skills programmes pitched at NQF Level 1 – NQF Level 10.
- 23.9.2 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
- 23.9.3 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 Skills Development Provider.
- 23.9.4 Funding agreements will be issued in line with the training and project plans in consideration of the certification status at the responsible quality assurance body.
- 23.9.5 Only Skills Programmes that address the Critical & Scarce Skills list as identified in the SSP, the ERRP, the PYEI, the consolidated nominations and the Occupations in High Demand as gazetted will be considered.

## 23.10 WORKPLACE INTEGRATED LEARNING (WIL)

SASSETA offers WIL Grants in accordance with the following principles:

- 23.10.1 People with disabilities in any of the categories above will be given preference

- 23.10.2 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.
- 23.10.3 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.
- 23.10.4 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.
- 23.10.5 A service certificate will be required at the end of the internship.
- 23.10.6 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.

### **23.11 INTERNSHIPS**

An Internship is a programme designed to give unemployed University, University of Technology, TVET, CET and Learnerships graduates an opportunity to apply their academic qualifications through structured workplace exposure.

Internships can also be offered to National Senior Certificate graduates and people with disabilities with any level of qualification. These learners are placed on a full-time basis in stakeholder companies towards gaining structured workplace experience that builds on the qualification.

- 23.11.1 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.
- 23.11.2 Interns in this category will receive stipends for a maximum of 24 months.
- 23.11.3 Beneficiaries may not be concurrently funded by SASSETA for any other programme

### **23.12 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).

- 23.12.1 Where structured workplace learning is required by a TVET, such requirements need to be properly set out by the TVET college 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.

- 23.12.2 Preference will be given to employers who commit to employ some or all of their TVET learner at the end of the internship, subject to the satisfactory performance of the TVET learner.
- 23.12.3 Unemployed learners who need to complete a qualification through a TVET institution will receive stipends for a maximum of 18 months.
- 23.12.4 Beneficiaries may not be concurrently funded by SASSETA for any programme

### **23.13 UNIVERSITIES OF TECHNOLOGY**

- 23.13.1 Where structured workplace learning is required by a University of Technology, such requirements need to be properly set out by the 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.
- 23.13.2 The University of Technology learners will have logbooks to guide them and their mentors.
- 23.13.3 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.
- 23.13.4 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.

### **23.14 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.

- 23.14.1 the grant will cover the accommodation, meals, transport, and courseware of the lecturer.
- 23.14.2 Lecturers on this programme will still be earning a salary from their TVET College, thus no stipend is payable.

## 23.15 CAREER DEVELOPMENT

- 23.15.1 SASSETA provides career guidance, support and development to learners in Grades 8 – 12, Life Orientation teachers, NGOs, CBO's, libraries and other stakeholders that require the service. Stakeholders may access these services by submitting a written request to SASSETA; and SASSETA pro-actively engage stakeholders and provide guidance and support.
- 23.15.2 SASSETA will only pay for exhibitions after following a clear and transparent procurement process
- 23.15.3 Career development activities will be funded from the non-PIVOTAL funds.

## 24 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 Plan 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 the SETA Grant Regulations that are not necessarily unit standard based training. These include:

- a) learning material development,
- b) New qualification development,
- c) qualification re-alignment and review
- d) development of Occupational Skills Programmes
- e) Development of External integrated Summative Assessments (EISA)
- f) Development of Qualification Assessment Specification Addendum (QASA);
- g) support to military veterans,
- h) non-pivotal rural development programmes,
- i) stakeholder capacity building / support,
- j) career guidance / career development,
- k) training for retrenched to rescale and rebuild sustainable communities,
- l) TVET infrastructure development,
- m) Gender Based Violence,
- n) Victim Empowerment,
- o) Attorneys and Advocate Admission Exams for admission to the attorneys and advocates profession
- p) Cyber Security,
- q) Development of E-Learning material, software and other infrastructure,
- r) Enterprise development,
- s) Economic Reconstruction and Recovery Plan
- t) Presidential Youth Empowerment Initiatives not covered in PIVOTAL grants
- u) Centres of Excellence,
- v) Programmes for People with Disabilities,
- w) Offender and Ex-Offender Programmes
- x) Youth Empowerment Programmes
- y) Sector specific/ legal updates



- z) Learning interventions that lead to the accumulation of Continuous Professional Development (CPD) points
- aa) piloting interventions flowing from the White Paper on Post-School Education and Training (PSET),
- bb) benchmarking,
- cc) study tours; and
- dd) programmes dealing with sustainability issues in the industry.
- ee) Short courses linked to programmes identified in the SSP

24.1 The non-pivotal grant does not cover conferences, campaigns or any political events.

24.2 A portion of the discretionary grant component may fall outside the named projects/ programme types to allow for an allocation to piloting of special projects/programmes.

24.3 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.

24.4 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.

24.5 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.

24.6 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.

24.7 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.

24.8 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 learning material development and qualification and curriculum development. In this regard, internal Supply Chain Management processes must be fully adhered to.

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

24.9.1 There will be an advertisement inviting proposals for a selection of these programmes. The normal advertisement and evaluation process for discretionary grants will be followed.

24.9.2 The budget will be pre-determined and subject to limits within the SDLA.

24.9.3 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.

- 24.9.4 Transfer of ownerships for tools of trade, tablets and/or laptops purchased during the projects may be made to the beneficiaries at the end of the project.
- 24.9.5 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.
- 24.9.6 Application / proposals should be submitted according to the format and guidelines provided by SASSETA in the advert.
- 24.9.7 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.
- 24.9.8 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.
- 24.9.9 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 and the type of applicant
- 24.9.10 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.
- 24.9.11 All successful applicants will be subjected to due diligence assessment before an award is made.
- 24.9.12 All grant recipients will be required to enter a contract or a memorandum of understanding with SASSETA.

## **25 UNSOLICITED PROPOSALS**

- 25.1 SASSETA will not consider unsolicited proposals from the private sector.
- 25.2 SASSETA will consider unsolicited proposals / funding requests from public Universities, Universities of Technologies, TVET Colleges as well as DHET registered CET Colleges, NGOs, CBO, NPOs, and Cooperatives , if they meet clearly defined government priorities on skills development linked to the NSDP, Centres of Specialisation, ERRP and PYEI.
- 25.3 Where the SETA receives an unsolicited proposal / request from DHET, Government Departments, public entities, and Special Interest groups that it has Memorandum of Understanding / Agreement with, the SETA can consider the proposal if it meets clearly defined government priorities on skills development linked to the NSDP, Centres of Specialisation, ERRP and PYEI.
- 25.4 Where SASSETA considers a proposal as anticipated in 25.2 and 25.3 above, the proposal should meet the following requirements:

- a) Must be in line with clearly defined government priorities on skills development linked to the NSDP, Centres of Specialisation, ERRP and PYEI.
- b) 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.
- c) 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.
- d) Should SASSETA be interested in accepting an uninvited proposal, such proposal shall be reported to DHET as per regulations issued by DHET.

## **26 STRATEGIC PROJECTS**

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

- 26.1 Strategic Projects will be funded from the NON-PIVOTAL budget.
- 26.2 A maximum of 10% of the discretionary grant may be set aside for the implementation of Board Strategic Projects, having given consideration to internal functions funded from NON-PIVOTAL including, career development, tracer studies, learning material development as well as qualification and curriculum development.
- 26.3 Proposed projects will be scoped and conceptualised in SASSETA, and the Concept Proposals presented for approval by the Board.
- 26.4 A competitive bidding process will be followed for the sourcing of service Skills Development Providers as provided for in the operational mandate.
- 26.5 Strategic Board 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, has provided for internal functions payable from the Non-PIVOTAL grant and is not in excess of the 20% provided for NON-PIVOTAL grants as set out in the SDLA.

## **27 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 co-funding model.

## **28 MULTI YEAR ARTISANS AND LEARNERSHIPS**

- 28.1 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 Skills Development Provider. The funds for the Artisans or Learnerships will however be allocated yearly subject to the performance of the learner, training Skills Development Provider and subject to budget availability.

- 28.2 Should a learner withdraw from their studies during the contract period, the contract shall be automatically terminated.
- 28.3 Skills Development 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.
- 28.4 In cases where there is no multiyear contract; public training Skills Development Provider extension should be considered for presentation to the Learning Programmes: Evaluation and Recommendation Committee prior to approval by the Chief Executive Officer/Board. In this case new contracts will need to be entered into for the following year.

## **29 FORCE MAJEURE**

- 29.1 No party to a Discretionary Grant Funding Agreement shall be deemed to be in default of any provision of that agreement or be liable to any other party or to any third party for delay, error, failure in performance or interruption of performance resulting directly or indirectly from causes beyond that party's reasonable control ("force majeure").
- 29.2 For purposes of clarity, such causes beyond a party's reasonable control shall mean any happening, whether due to natural causes or human acts, which is unforeseeable with reasonable foresight and unavoidable with reasonable care, and shall include, but is not limited to, any regulations or instructions issued by any governmental authorities or any department or agency thereof or allied thereto, Acts of God, fire, wind, floods, typhoons and storms, earthquake, elements, war hostilities (whether declared or not), strikes, embargoes, invasion, acts of public enemies, rebellion, insurrection, terrorism, epidemics, pandemics, riots or natural disasters beyond the reasonable control of the parties.
- 29.3 Any party who is affected by the foregoing shall forthwith take all reasonable steps to commence performance as soon as is practically possible and shall keep the other party/ies informed at all times of all relevant matters relating to such cause beyond its reasonable control.

## **30 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).

## **31 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.

## **32 POPIA ACT**

- 32.1 SASSETA complies with the provisions of the POPIA Act. Information collected will be solemnly utilized for the purpose of the engagement. Consent will be obtained from the information owner to ensure that the user is aware of the information collection purposes and the intent of use. This will further be inclusive of any further processing that will be dictated by the processes that will be initiated as part of the engagement.
- 32.2 SASSETA will put in place controls to secure the information collected including the preservation of quality of the information and mechanisms to ensure ease of access and accountability for information collected.
- 32.3 The information collection process will be communicated to the information owner including the duration of use, disposal post utilization and any records that will be retained for the purposes of the engagement. This will further extend to any information replication as a result of backup or research study files that will be created.

## **33 APPEALS**

- 33.1 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: Learning Programmes office within seven days (7) of receipt of a letter declining the application.
- 33.2 The Chief Executive Officer will appoint an Appeals Committee, as and when necessary, who will preside over all appeals. The Appeals Committee will review the application in line with the compliance requirements and due diligence results, where applicable, consider the financial implications, and make a recommendation to the Chief Executive Officer on the appeal. This decision is final.
- 33.3 LPERC should be notified of any appeals submitted and the decision of the Appeals Committee.

## **34 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 Chief Executive Officer.

## **35 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

### e) LEARNERSHIPS & OCCUPATIONAL QUALIFICATIONS

Discretionary grants towards Learnerships and Occupational Qualifications will be paid subject to the maximum annual amounts stipulated below:

Programme and Funding Type	Programme Levels and Qualifications	Amount per Learner
Learnership Programmes/Skills Development Provider Fees	NQF 1 NQF Level 2-3 NQF Level 4 NQF Level 5 NQF Level 6 and above	Up to R 16 000.00 per annum Up to R 18 000.00 per annum Up to R 20 000.00 per annum Up to R 24 000.00 per annum Up to R 26 000.00 per annum
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 per Month
Stipends - Learnerships	NQF 1 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 2 500.00 R 3 500.00 R 4 000.00 R 4 500.00

No stipend is payable to employed learners.

#### 25.4.1 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 per Month
Skills Programmes Skills Development Provider Fees (Non-Labour / Material -Intensive practical's/ workplace training)	NQF Level 2-4 NQF Level 5-6 NQF Level 7-8	R 5 500.00 R 8 500.00 R 12 500.00
Artisan related / Technical Skills Programmes, and other labour-intensive skills programmes Skills Development Provider Fees (Labour / Material Intensive practical's/ workplace training)	NQF Level 2-6 NQF Level 7-8	R 12 500.00 R 14 500.00

### 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 per month
Skills Programmes 18.2 (3 months or more)	NQF Level 2	R 2000.00th
	NQF Level 3	R 2 500.00
	NQF Level 4	R 3 500.00
No stipend will be paid for Skills Programmes 18.2 less than 3 months	NQF Level 5	R 4 000.00
	NQF Level 6 onwards	R 4 500.00 Additional 20% per month
Projects for learners with disability, military veterans and learners with special needs		

No stipend is payable to employed learners.

### 25.4.2 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  (Internships, TVET Placements and Graduate Placements)	NQF Level 1	<ul style="list-style-type: none"> <li>• General Education and Training Certificate (Grade 9)</li> <li>• Adult National Senior Certificate</li> </ul>	R3500	per
	NQF Level 2	<ul style="list-style-type: none"> <li>• National Certificate Vocational 2</li> </ul>		
	NQF Level 3	<ul style="list-style-type: none"> <li>• National Certificate Vocational 2</li> </ul>		
	NQF Level 4	<ul style="list-style-type: none"> <li>• National Senior Certificate (Grade 12)</li> <li>• Adult National Certificate</li> <li>• National Certificate Vocational 4</li> </ul>	R4000	per
	NQF Level 5	<ul style="list-style-type: none"> <li>• Higher Certificate</li> <li>• Advanced National Certificate Vocational 5</li> <li>• National Certificate Vocational 6</li> </ul>	R4500	per
	NQF Level 6	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• Advanced Certificate</li> </ul>	R5000	per
	NQF Level 7	<ul style="list-style-type: none"> <li>• Bachelor's Degree</li> </ul>	R5500	per
	NQF Level 8	<ul style="list-style-type: none"> <li>• Post Graduate Diploma Professional Qualification</li> <li>• Honours Degree</li> </ul>	R6500	per
		<ul style="list-style-type: none"> <li>• (All 4-year and Professional degrees)</li> </ul>	R7000	pe
	NQF Level 9	<ul style="list-style-type: none"> <li>• Master's Degree</li> </ul>	R7 500	per
NQF Level 10	<ul style="list-style-type: none"> <li>• Doctoral Degree</li> </ul>	R8 500	per	



### 25.4.3 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 R206 290 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"> <li>- Stipend for up to 3 years</li> <li>- Medical Assessments</li> <li>- Toolbox &amp; PPE</li> <li>- Training (Skills Development Provider Fees, Learning Materials)</li> <li>- Trade Test Preparation</li> <li>- Trade Test fees</li> </ul>	R206 290  The Grant amount excludes the following: <ul style="list-style-type: none"> <li>- RPL related costs</li> <li>- Rural learner support</li> <li>- Disability support</li> <li>- Accommodation</li> <li>- Infrastructure</li> </ul>
ARPL	Grant amount includes the following: <ul style="list-style-type: none"> <li>- Stipend for up to 12 months</li> <li>- Pre-Assessment Fees</li> <li>- Top-Up Training</li> <li>- Trade Test Preparation</li> <li>- Trade Test fees</li> </ul>	R35 000 for employed learners  R55 000 for unemployed learners

- a) The above includes at least one re-assessment opportunity for Trade Test for each learner.
- b) The stipend amount included above will be determined the by rates as agreed with the relevant Bargaining Council.
- c) The grant amount paid for Employed learners will exclude stipends as the learners receive a salary from their employers.
- d) The stipend will cease to be paid from the date the learner passes a Trade Test

### 25.4.4 PEOPLE WITH DISABILITIES

An additional allowance of 20% will be paid to the employer/ training Skills Development Provider for unemployed PWD on SETA funded programmes.

Employers may apply, with motivation and supporting documents, for a once-off allowance to modify the learning environment to accommodate learners living with disabilities.