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DISCRETIONARY GRANT

2018/19

CRITERIA AND GUIDELINE

INTRODUCTION

<p>Tip <i>Make sure that you align your proposal to the priorities. These are explicit in the categories of grant funding that the SETA will consider. These documents are available on the PSETA website: (www.pseta.gov.za)</i></p>	<p>What is a grant</p> <p>A Grant is funding that is made available for training initiatives that take forward the goals of the PSETA Sector Skills Plan (SSP), objectives of the NSDS III and the Service Level Agreement (SLA) as signed with the Department of Higher Education and Training and as laid down in the Grant Regulations. There is a limited funding available for the Grant, therefore the PSETA:</p> <ul style="list-style-type: none"> • Invites applications for these grants from eligible, registered organizations and employers in the Public services. • Would consider applications that assist the PSETA to achieve the SLA targets as signed with the Department of Higher Education and Training. • Preference for funding will be given to Public Service related education and training interventions and where applicants are willing to co-fund. • Will evaluate the applications received and approve funding for those that meet the criteria. • Will monitor and evaluate the implementation of the Grant Projects.
<p>Tip: <i>The allocation of a Grant is dependent on the availability of funds, and is at the discretion of the PSETA. The ultimate objective is to meet the targets as determined in the NSDS III and PSETA APP and funding priorities.</i></p>	<p>The SETA will not provide grant funding for:</p> <ul style="list-style-type: none"> • Projects that have already commenced prior to the approval of the application. • Set up costs e.g. start-up costs. • Capital expenditure e.g. building costs, equipment such as computers etc. • Existing operating expenses e.g. salaries of current employees who will undergo training. • Policy development. • Interventions that result only in "awareness" for participants. • Interventions that do not lead to a qualification or part qualification. • Entities that did not submit WSPs
<p>Tip:</p>	<p>Who are the target beneficiaries of Grant funding?</p> <ul style="list-style-type: none"> • Black South Africans • Women • People with disabilities • The Public Service sector. • SMMEs • Non-levy paying entities within the Public Service • Youth
<p>Tip: <i>Preference will be given to applications prioritizing previously disadvantaged beneficiaries using the percentages on the next column</i></p>	<p>NSDS III transformational imperatives</p> <ul style="list-style-type: none"> • 85% Black • 54% Women • 4% People with disabilities • Youth

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Field of study	
Artisan Development	<ul style="list-style-type: none"> • Electrician • Diesel Mechanic • Motor Mechanic • Mechanical Fitter
Bursaries (Employed & Unemployed)	<ul style="list-style-type: none"> • Accounting • Advanced Financial Management • Advanced Project Management • Contract Management • Financial Management • Governance and Public Leadership • Internal Audit • Management Development • Middle Management Development Programme • Monitoring & Evaluation • Monitoring and Evaluation (postgraduate) • Operations Management • Postgraduate Diploma in Management • Public Administration and/or Management (postgraduate) • Public Development Management • Public Management • Public Policy Development • Supply Chain Management in the Public Service
Learnerships	<ul style="list-style-type: none"> • Public Administration Practitioner Level 3 • Public Administration Level 3 • National Certificate in Local Employment and Skills Development Practices Level 4 • Human Resources Management and Support Level 4 • FETC: Public Admin: Supply Chain Management Level 4 • FETC: Public Admin: Supervisor Level 4 • Inspection and Enforcement Level 5 • National Certificate in Public Administration Level 5 • National Diploma: Public Finance Management Administration (Provincial and National Spheres) Level 5 • National Certificate: Public Administration: Leadership Level 5 • National Certificate: Public Administration: Procurement Level 5 • Immigration Services Level 5

	<ul style="list-style-type: none"> • Immigration Law Enforcement Level 5 • National Certificate: Public Finance Management and Administration Level 5 • Provisioning Administration Level 5 • Immigration Services • Refugee Services • Public Financial Oversight and Accountability
Skills Programmes	See the list of skill attached
Work Integrated Learning	<ul style="list-style-type: none"> • HR Management • Management Assistant • Public Management

PSETA SERVICE LEVEL AGREEMENT TARGETS

NSDS III GOAL	PERFORMANCE INDICATORS	18/19 FUNDED TARGETS
Increase access to occupationally directed programmes	Unemployed Entered Learnerships	250
	Unemployed Entered Bursaries	150
	Artisans Entered	60
Encouraging better use of workplace-based-skills programmes	Workers Entered Learnerships	250
	Workers Entered Bursaries	60
	Workers Entered Skills Programmes	1000
Promoting the growth of a public TVET college system that is responsive to sector, local, regional and national skills needs and priorities	TVET Student Placement Entered	320
Total required for SLA targets		2 030

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FUNDING FRAMEWORK			
Pivotal Programme	Target Beneficiaries	Allocation Per Learner	Criteria
Bursary	60 Employed Learners 150 Unemployed Learners	R40 000.00 per Annum	Bursary Guidelines
Learnership	250 Employed Learners	R175.00 per credit up to the maximum of 154 credits @NQF level 3 and below	Learnership Grant Guidelines
		R185.00 per credit up to maximum of 154 credits @ NQF level 4 and above.	
	250 Unemployed Learners	R175.00 per credit up to the maximum of 154 credits and a maximum stipend of R24 000 @NQF level 3 and below	Learnership Grant Guidelines
		R185.00 Per Credit up to maximum of 150 credits and a maximum stipend of R24 000 @ NQF level 4 and above.	
Artisan Development	60 Unemployed Learners	R 150 000.00 per learner over a period of 3 years.	Artisan Development Guidelines
Work Integrated Learning	320 Unemployed Learners	R 48 375.00 per learner	WIL Guidelines

<p>Tip: <i>It is important to attend briefing sessions, applications from applicants who did not attend will not be accepted.</i></p>	<p>Application Requirements</p> <p>Duly signed proposal comprising:</p> <ul style="list-style-type: none"> • Introduction and executive summary • Similar assignment undertaken, contactable references, nature of the assignment, duration, value, number of beneficiaries serviced (previously worked with Seta funding) • A broad project plan including key activities, milestones and deliverables. • An overview of the key personnel (project team structure) to be used on the contract for coordination and administration of the project. Please note that the representivity of the team is an important factor. • Profile of the organization including evidence of compliance with BEE and Accreditation. • Proposed budget including costs (VAT inclusive) per deliverable
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MANDATORY REQUIREMENTS
<ul style="list-style-type: none"> • Compliance with the submission requirements of Workplace Skills Plan and Annual Training Report or a declaration of exemption in terms of regulation 6(15) • Valid Tax clearance certificate or exemption thereof • Signed application form • Confirmation of arrangement for placing of learners between training provider and the host employer and/or Lead employer thereof (In the case of WIL and Artisan Development) • Workplace approval letter or declaration of obtaining approval before the commencement of the programme (In the case of Artisan Development) • Mandatory due diligence will be conducted by PSETA for all qualifying application of Artisan Development • Accredited training provider identified if applicant is not providing training (Please supply accreditation letter as well)

BURSARY PROGRAMME

<p>Introduction <i>(Why PSETA is involved in this programme, for who's benefit? How will the sector benefit?)</i></p>	<p>Definition: A bursary is a monetary award that is granted on the basis of financial need. Because Bursaries are financial-need based awards they do not have to be repaid at the end of the programme, however the awarded learner will have to display commitment to the successful completion of the studies within regulated time. Our bursary schemes are distributed through duly appointed institutions who are either an institution of learning or a government department. An appointed institution will distribute the PSETA bursary in accordance with the agreed terms and bursary administration will rest with the appointed institution. PSETA will monitor the distribution on a quarterly basis.</p>
<p>Tip: <i>Indicate where the beneficiaries will be recruited (I think) and explain who will manage beneficiaries.</i></p>	<p>TARGET BENEFICIARIES:</p> <p>150 UNEMPLOYED BENEFICIARIES</p> <ul style="list-style-type: none"> • Post Graduate Programmes • Undergraduate Programmes for Public Universities / Universities of Technology <p>60 EMPLOYED BENEFICIARIES</p>
APPLICATION CRITERIA	
<p>Tip: <i>Make sure you meet the criteria specific to each Grant type before submitting an application</i></p>	<p>Who can apply for a BURSARY Grant? Public Universities ,Universities of Technology, Public Entities and Government Departments</p>
<p>Tip: <i>The allocation of training providers per province will squarely depend on suitable applications received and the province(s) which they have applied for, this not disregarding the quality of the proposals received.</i></p>	<p>Criteria</p> <ul style="list-style-type: none"> • A proposal should demonstrate commitment to the key developmental and transformation imperatives as determined in the National Skills Development Strategy (NSDS) III. • Recruitment of learners must be within the PSETA targeted group of beneficiaries and must be within the PSETA scope, and aligned with sectoral Scarce and Critical Skills. • Preference must be given to learners from previously disadvantaged communities, rural areas, including women and people with disabilities • Beneficiaries of the bursary must not be recipients of another bursary for the same purpose • Preference will be given to institutions that are willing to co-fund the project with PSETA

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ARTISAN DEVELOPMENT

Introduction

(Why PSETA is involved in this programme, for who's benefit? How will the sector benefit?)

Definition:

An apprenticeship is a learnership for an officially listed trade, which includes a trade-test for that trade. It is assessed by gathering and interpreting evidence showing achievement of learning outcomes. Learners are assessed against the required competencies in a qualification in order to make a judgment about a learner's achievement. Assessment is used for many purposes, including certification.

Apprenticeship consist of the following components:

- Knowledge component (attained at TVET College or any SDP)
- Institutional Practical component (attained at TVET College or any SDP or workshops training at the employer's site).
- Workplace training (to be gained at the workplace).

Tip:

Indicate where the beneficiaries will be recruited (I think) and explain who will manage beneficiaries.

TARGET BENEFICIARIES:

60 Unemployed youth entering apprentice programme

APPLICATION CRITERIA

Tip:

Make sure you meet the criteria specific to each Grant type before submitting an application

Who can apply for an Artisan Development Grant?

- Lead/host employer in partnership with an TVET/Accredited training provider
- Accredited training provider/TVET college in a partnership with a host employers

Tip:

In cases where the applicant is not the training provider, demonstrate how the training provider plans to provide competent personnel for the implementation of the programme. (Projects Implementation plan by the training provider must be included)

Criteria

- A proposal should demonstrate commitment to the key developmental and transformation imperatives as determined in the National Skills Development Strategy (NSDS) III and how the applicant will help PSETA meet these.
- Submission of a detailed proposal that will illustrate how the project will be rolled out, and include project plan and or implementation plan
- Indicate the ability to recruit learners with the minimum level of education for access to a trade test.
- The proposal should reflect competent personnel to implement the project.
- The proposal should reflect the budget in accordance with the Generic National Artisan Workplace Data, Learner Grant Funding and Administration System Policy.
- The application should indicate PSETA preferred trades for 2018/19 Financial Year.

Work Integrated Learning	
<p>Introduction <i>(Why PSETA is involved in this programme, for who's benefit? How will the sector benefit?)</i></p>	<p>Definition: 'Work Integrated Learning' is an umbrella term to describe curricular, pedagogic and assessment practices, across a range of academic disciplines that integrate formal learning and workplace concerns, which culminates in a qualification or part qualification and can include practicums, professional practice, internships, workplace experience, industry-based learning, cooperative education, service learning, real work learning, placements, experiential learning, clinical placements.</p>
<p>Tip: <i>Indicate where the beneficiaries will be recruited (I think) and explain who will manage beneficiaries.</i></p>	<p>TARGET BENEFICIARIES: 320 Learners who are in possession of N6 certificates in the field of:</p> <ul style="list-style-type: none"> • Public Management/Administration • Management Assistant/Office Management • Human Resources Management
APPLICATION CRITERIA	
<p>Tip: <i>Make sure you meet the criteria specific to each Grant type before submitting an application</i></p>	<p>Who can apply for a WIL Grant?</p> <ul style="list-style-type: none"> • Public TVET Colleges • National Departments • Provincial Departments • Legislatures • Parliament • Public Universities and Universities of Technology
<p>Tip: <i>In cases where the applicant is not the training provider, demonstrate how the training provider plans to provide competent personnel for the implementation of the programme. (Projects Implementation plan by the training provider must be included)</i></p>	<p>Criteria</p> <ul style="list-style-type: none"> • The proposal should indicate that the application is in respect of the targeted beneficiaries for the stipulated duration as per the qualification requirements. • A proposal should demonstrate commitment to the key developmental and transformation imperatives as determined in the National Skills Development Strategy (NSDS) III. and how the applicant will help PSETA meet these. • Applicant should be able to place the learners in a productive manner with appropriate resources to support the learning process. • Proposal must clearly indicate how the applicant will manage the project including, risks, communication, monitoring, allocation of competent personnel to mentor the learners. • The proposal should reflect competent personnel to implement the project. • The applicant must be able to implement the programme within three (3 months) after signing the Memorandum of Agreement.

LEARNERSHIP - EMPLOYED

<p>Introduction (Why PSETA is involved in this programme, for who's benefit? How will the sector benefit?)</p>	<p>Definition: A learnership programme is a structured learning programme that combines facilitated learning with practical, work-based learning in an integrated manner. The facilitated learning component, delivered by an accredited training provider, covers the theoretical aspects of the learning, while the work-based learning involves practical learning experience in workplaces. PSETA implements learnerships for both employed learners and unemployed learners. Our learnership programmes are delivered through appointed institutions (mainly Government Departments).</p>
<p>Tip: Indicate where the beneficiaries will be recruited (I think) and explain who will manage beneficiaries.</p>	<p>TARGET BENEFICIARIES: 250 Employed Learner</p>

APPLICATION CRITERIA

<p>Tip: Make sure you meet the criteria specific to each Grant type before submitting an application</p>	<p>Who can apply for a Learnership Grant?</p> <ul style="list-style-type: none"> • Public or Private TVET Colleges • National Departments • Provincial Departments • Legislatures • Parliament • Public Universities and Universities of Technology
<p>Tip: In cases where the applicant is not the training provider, demonstrate how the training provider plans to provide competent personnel for the implementation of the programme. (Projects Implementation plan by the training provider must be included)</p>	<p>Criteria</p> <ul style="list-style-type: none"> • The proposal should indicate that the application is in respect of the targeted beneficiaries for the stipulated duration as per the qualification requirements. • A proposal should demonstrate commitment to the key developmental and transformation imperatives as determined in the National Skills Development Strategy (NSDS) III and how the applicant will help PSETA meet these. • Proposal must clearly indicate how the applicant will manage the project including, risks, communication, monitoring, allocation of competent personnel to mentor the learners. • The proposal should reflect competent personnel to implement the project. • The applicant must be able to implement the programme within three (3 months) after signing the Memorandum of Agreement.

LEARNERSHIP - UNEMPLOYED

<p>Introduction <i>(Why PSETA is involved in this programme, for who's benefit? How will the sector benefit?)</i></p>	<p>Definition: A learnership programme is a structured learning programme that combines facilitated learning with practical, work-based learning in an integrated manner. The facilitated learning component, delivered by an accredited training provider, covers the theoretical aspects of the learning, while the work-based learning involves practical learning experience in workplaces. PSETA implements learnerships for both employed learners and unemployed learners. Our learnership programmes are delivered through appointed institutions (mainly Government Departments).</p>
<p>Tip: <i>Indicate where the beneficiaries will be recruited (I think) and explain who will manage beneficiaries.</i></p>	<p>TARGET BENEFICIARIES: 250 Unemployed Learners</p>

APPLICATION CRITERIA

<p>Tip: <i>Make sure you meet the criteria specific to each Grant type before submitting an application</i></p>	<p>Who can apply for a Learnership Grant?</p> <ul style="list-style-type: none"> • Public or Private TVET Colleges • National Departments • Provincial Departments • Legislatures • Parliament • Public Universities and Universities of Technology
<p>Tip: <i>In cases where the applicant is not the training provider, demonstrate how the training provider plans to provide competent personnel for the implementation of the programme. (Projects Implementation plan by the training provider must be included)</i></p>	<p>Criteria</p> <ul style="list-style-type: none"> • The proposal should indicate that the application is in respect of the targeted beneficiaries for the stipulated duration as per the qualification requirements. • A proposal should demonstrate commitment to the key developmental and transformation imperatives as determined in the National Skills Development Strategy (NSDS) III and how the applicant will help PSETA meet these. • Proposal must clearly indicate how the applicant will manage the project including, risks, communication, monitoring, allocation of competent personnel to mentor the learners. • Applicant should be able to place the learners in a productive manner with appropriate resources to support the learning process. • The proposal should reflect competent personnel to implement the project. • The applicant must be able to implement the programme within three (3 months) after signing the Memorandum of Agreement.

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SKILLS PROGRAMME

<p>Introduction (Why PSETA is involved in this programme, for who's benefit? How will the sector benefit?)</p>	<p>Definition: A Skills Programme is a learning programme which is occupationally based and for which a learner may obtain a certain number of credits towards a registered qualification. It includes practical (work-place) experience and addresses the identified needs of a specific industry. With a Skills programme, a learner can learn a specific amount of work, which consists of a group of unit standards, instead of having to complete an entire qualification as in the case of a Learnership. The exit points of skills programmes are in most instances prescribed by the needs of the learners.</p>
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<p>Tip: Indicate where the beneficiaries will be recruited (I think) and explain who will manage beneficiaries.</p>	<p>TARGET BENEFICIARIES: 1000 Employed Learners</p>
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APPLICATION CRITERIA

<p>Tip: Make sure you meet the criteria specific to each Grant type before submitting an application</p>	<p>Who can apply for a Skills Programme Grant?</p> <ul style="list-style-type: none"> • Public or Private TVET Colleges • National Departments • Provincial Departments • Legislatures • Parliament • Public Universities and Universities of Technology
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<p>Tip: In cases where the applicant is not the training provider, demonstrate how the training provider plans to provide competent personnel for the implementation of the programme. (Projects Implementation plan by the training provider must be included)</p>	<p>Criteria</p> <ul style="list-style-type: none"> • The proposal should indicate that the application is in respect of the targeted beneficiaries for the stipulated duration as per the qualification requirements. • A proposal should demonstrate commitment to the key developmental and transformation imperatives as determined in the National Skills Development Strategy (NSDS) III. • Proposal must clearly indicate how the applicant will manage the project including, risks, communication, monitoring, allocation of competent personnel to mentor the learners. • The proposal should reflect competent personnel to implement the project. • The applicant must be able to implement the programme within stipulated timeframe.
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GRANT SUBMISSION REQUIREMENTS

<p><i>Tip:</i></p> <p>Please note that PSETA has no 'drop-box' on the premises for delivering the physical document after hours</p>	<ul style="list-style-type: none"> • Each project should have a separate application form • Applicants must submit 4 copies per project (1 original and 3 copies) • No late applications will be considered. • Hard copies of grant applications must be delivered to 353 Festival Road, Hatfield 0028 Pretoria by close of business • In the case of hand delivery or courier, it is the applicant's obligation to ensure the document is submitted to the correct physical address and physical proof (delivery note of sending the specified document via hand delivery or courier) is retained. • In the case of email submission to the Seta, it is the applicant's obligation to ensure that the application is submitted to the Seta via the correct email address and that a copy of the sent email is kept, and is retained for later use/proof. The only and correct email address is dg@pseta.org.za • Any submissions received at PSETA offices after the deadline date, will not be accepted for assessment 	
Submission Deadline		
Enquiries		
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	E-mail address	Heidif@pseta.org.za
	Address	2 nd floor Sanlam Building 353 Festival Street Hatfield 0028

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