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| 353 Festival Street, Hatfield, Pretoria, 0028  PO Box 11303, Hatfield, 0028 | Tel: 012 423 5700  www.pseta.org.za |

**DISCRETIONARY GRANT**

**2018- 2019**

**APPLICATION FORM**

**WIL**

**Due date:**

**Applications are to be submitted to PSETA,**

**Hand delivery address:**

**353 Festival Street**

**Hatfield**

**Pretoria**

**0028**

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| **APPLICANT** | |
| **Name of the Applicant:** |  |
| **Programme Applied for:** |  |

**For office use only**

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| Reference number |  |
| Date Captured |  |
| Captured by: |  |

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| **SECTION 1: ORGANISATIONS PARTICULARS** | | | | |
| **Name of Applicant** |  | | | |
| **Skills Development Levy Number** | **Levy No.** | | **SETA:** | |
| **Provider Accreditation Nr/ Employer Licensing Nr** | **No.** | | **SETA:** | |
| **Institution Type**  **(Please mark the correct one)** | **Government Department** | **Sector/**  **Provincial Academy** | **Public Higher Education Institution** | **Technical, Vocational, Education and Training College** |
| **Institution Size** | **Small**  **(0-49)** | | **Medium**  **(50-149)** | **Large**  **(150 or larger)** |
| **WSP submitted?** | **Yes** | | **No** | |
| **WSP approved?** | **Yes** | | **No** | |
| **Contact Person in your Institution** | **Name** | |  | |
| **Contact Number** | |  | |
| **Institution’s Address** | **Physical Address:** | | **Postal Address:** | |
| **Province** |  | | | |
| **Mobile Number** |  | | | |
| **Telephone Number** |  | | | |
| **Fax Number** |  | | | |
| **Email** |  | | | |
| **Previous PSETA Grants** | **Date** | | **Amount** | |
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| **SECTION 2: PROGRAMME APPLIED FOR** | | | | | | |
| **Qualification/s** |  | | | | | |
| **Number of beneficiaries** | **18.1** |  | **18.2** |  | | |
| **Proposed site of the project(s)** | **Province** | | **GP** | | **EC** | **KZN** |
| **FS** | | **LIMP** | **MP** |
| **National** | **NC** | **WC** | **NW** |
| **Municipality** | |  | | | |
| **District** | |  | | | |

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| **SECTION 3: DECLARATION BY THE APPLICANT** | | |
| I, the undersigned, taking responsibility for the applicant’s organisation certify that: | | |
| 1. The information contained in this application is correct; and | | |
| 1. The necessary supporting documentation listed below is attached: | | |
| **Supporting Documentation** | **Not Applicable** | **Attached** |
| 1. Project Proposal including financial proposal |  |  |
| 1. Memorandum of understanding or partnership agreements   (**In case of Artisan Development programme)** |  |  |

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| **DECLARATION OF INTEREST** | | |
|  | **Yes** | **No** |
| Are you or any person connected with the application employed by the PSETA?  If so, state particulars:……………………………………. |  |  |
| Do you or any person connected with the application have any relationship (family, friend, other) with a person employed by the PSETA, or a member of the PSETA Board?  If so, state particulars: ……………………………………. |  |  |
| Are you or any person connected with the application aware of any relationship (family, friend, other) between the applicant and any person who may be involved in the evaluation or approval of this application?  If so, state particulars: ……………………………………. |  |  |

**Signed by an Authorised Signatory**

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| **Name** |  | **Designation** |  |
| **Signature** |  | **Date & Place** |  |
| **Name** |  | **Designation** |  |
| **Signature**  **(Authorised person)** |  | **Date & Place** |  |



# PROJECT PLAN

# Purpose of this Document

The purpose of this Project Plan is to document how the learning intervention will be implemented and managed as was determined in the **Project Definition Workshop**. It is intended as:

* A single, documented, point of reference summarizing the **project definition at project inception.**
* An executive – level document, which will not contain task details.

It is used:

* To confirm the commitment to the project by PSETA.
* As an aid to communication both within and outside the project.
* As a definitive statement of the project scope.
* As a basis for detailed planning and on-going project management.
* As a basis for the detailed project plan and ongoing project management.

The report summarises what was agreed to in the **Project Definition Workshop** and this report documents the output of the workshop, which covers the following areas:

* Project Goals and Objectives.
* Project Scope
* Project Organization and responsibilities.
* Risks and opportunities
* Assumptions / Dependencies.
* Management System.

Each of these areas will be addressed in the body of the document.

(Please extend tables to include more data and information where necessary)

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| **PROJECT OVERVIEW** | | | | |
| **Reference Number:** |  | | | |
| **Name of Programme / Project:** |  | | | |
| **Type of Project (Learnership, Apprenticeship, Skills Programme, Work Integrated Learning , Bursary)** |  | | | |
| **Registered Learnership Title and ID** |  | | | |
| **Qualification ID** |  | | | |
| **Number of Learners** |  | | | |
| **No of Credits** |  | | | |
| **NSDS Target Group** |  | | | |
| **Total Grant (incl VAT)** |  | | | |
| **Project Commencement Date** |  | | | |
| **Project End Date** |  | | | |
| **Geographic Spread (Province, District/Municipal Area and Location)** | **PROVINCE** | **DISTRICT** | **MUNICIPALITY** | **LOCATION** |
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| **INTRODUCTION** |
| **This section should include a brief description of the environment and of circumstances, which have given rise to the application to deliver on this programme.** |
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| **PROJECT SCOPE** |
| **In this section you will clearly define the logical boundaries of your project. Scope statements are used to define what is within the boundaries and what is outside the boundaries of what this project hopes to achieve.** |
| **In Scope:**  Inclusions |
| **Out of Scope:**  Exclusions |

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| **Dependencies:** |
| **PROJECT GOAL** |
| **Describe how target group will benefit; why project is implemented; how the public service sector will benefit** |
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| **PROJECT OBJECTIVES** |
| **List – specific measurable outcomes of the project** |
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| **PROJECT DELIVERABLES** | |
| **Describe the key deliverables that will be achieved by the project that are necessary to reach the goal and objective identified above. The deliverables should be measurable e.g. 30 learners will be recruited by 24 March.** | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
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| **For each project deliverable mentioned, outline the major project activities that are necessary to achieve the stated deliverable. There are usually several project activities required in order to achieve a deliverable.** | |
| **Deliverable #** | **Project Activities to achieve each Deliverable** |
| 1. |  |
| 2. |  |
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| **PROJECT IMPACT AND SUCCCESS INDICATORS** | | | |
| **Measurement criteria for achievement of objectives set for the project – who; what; where; when; how and means of verification** | | | |
| **KEY PERFORMANCE INDICATORS PER OUTPUT/DELIVERABLE** | | | |
| Indicators are NOT the same as milestones and must reflect completion of a particular output | | | |
| **Deliverable**  **#** | **Objectively verifiable Success indicators [OVI’s]** | **Means of Verification [MOV’s}** | **Assumptions** |
| 1 |  |  |  |
| 2 |  |  |  |
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| MILESTONES | | |
| ***A milestone is a significant event. For each project there should be a series of milestones that occur at the end of a stage – not for every activity*** | | |
| **Milestone**  **#** | **Milestone Definition** | **Target Date** |
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| RISK | | |
| **A risk is something that will impact on the success of your project. It is essential that they be identified as early as possible so that they can be managed** | | |
| **Risk Definition** | **Impact** | **Probability**  **(L/M/H)** |
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| **MONITORING AND EVALUATION** |
| **What systems will be put in place to monitor whether the project is on track to deliver on outputs?** |
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| **How will we measure the impact at the completion of the project? What kind of proof will there be to back up that the project was a success, identify challenges and address the shortcomings?** |
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| **PROJECT GOVERNANCE AND QUALITY ASSURANCE** |
| **Describe the accountability chain for the project. Please insert names and contact details at each level.** |
|  |
| **Describe what systems, procedures and processes will be put in place to monitor and ensure the quality of project outputs/results?** |
|  |
| **What internal assessment, reporting and monitoring procedures and schedules are in place or planned for ensuring the quality of training provision? (Learning Programme Development, delivery and evaluation policy)** |
| **Strategic Partners** |
| **List all other project partners (employers, workplaces, training providers, etc). Complete for each project partner.** |
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| COMMUNICATION STRATEGY |
| How will the project maintain communication with external stakeholders, collaborators and coordinate these efforts |
| Communication will take place in two ways: |
| Notes on Additional Stakeholder Involvement e.g. Reference Group [Optional] |
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**For PSETA use**

Duly approved by: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_