



Public Service Sector Education & Training Authority

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## 2017/18 SURPLUS DISCRETIONARY GRANT

### CRITERIA AND GUIDELINE

## INTRODUCTION

<p><b>Tip</b>  <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: (<a href="http://www.pseta.gov.za">www.pseta.gov.za</a>)</i></p>	<p><b>What is a grant</b></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"> <li>• Invites applications for these grants from eligible, registered organizations and employers in the Public services.</li> <li>• Would consider applications that assist the PSETA to achieve the SLA targets as signed with the Department of Higher Education and Training.</li> <li>• Preference for funding will be given to Public Service related education and training interventions and where applicants are willing to co-fund.</li> <li>• Will evaluate the applications received and approve funding for those that meet the criteria.</li> <li>• Will monitor and evaluate the implementation of the Grant Projects.</li> </ul>
<p><b>Tip:</b>  <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 <b>will not provide grant</b> funding for:</p> <ul style="list-style-type: none"> <li>• Projects that have already commenced prior to the approval of the application.</li> <li>• Set up costs e.g. start-up costs.</li> <li>• Capital expenditure e.g. building costs, equipment such as computers etc.</li> <li>• Existing operating expenses e.g. salaries of current employees who will undergo training.</li> <li>• Policy development.</li> <li>• Interventions that result only in "awareness" for participants.</li> <li>• Interventions that do not lead to a qualification or part qualification.</li> <li>• Entities that did not submit WSPs</li> </ul>
<p><b>Tip:</b></p>	<p><b>Who are the target beneficiaries of Grant funding?</b></p> <ul style="list-style-type: none"> <li>• Black South Africans</li> <li>• Women</li> <li>• People with disabilities</li> <li>• The Public Service sector.</li> <li>• SMMEs</li> <li>• Non-levy paying entities within the Public Service</li> <li>• Youth</li> </ul>
<p><b>Tip:</b>  <i>Preference will be given to applications prioritizing previously disadvantaged beneficiaries using the percentages on the next column</i></p>	<p><b>NSDS III transformational imperatives</b></p> <ul style="list-style-type: none"> <li>• 85% Black</li> <li>• 54% Women</li> <li>• 4% People with disabilities</li> <li>• Youth</li> </ul>



Field of study		
Artisan Development	<ul style="list-style-type: none"> <li>• Electrician</li> <li>• Diesel Mechanic</li> <li>• Motor Mechanic</li> <li>• Mechanical Fitter</li> </ul>	
Learnerships	<ul style="list-style-type: none"> <li>• Public Administration Practitioner Level 3</li> <li>• Public Administration Level 3</li> <li>• National Certificate in Local Employment and Skills Development Practices Level 4</li> <li>• Human Resources Management and Support Level 4</li> <li>• FETC: Public Admin: Supply Chain Management Level 4</li> <li>• FETC: Public Admin: Supervisor Level 4</li> <li>• Inspection and Enforcement Level 5</li> <li>• National Certificate in Public Administration Level 5</li> <li>• National Diploma: Public Finance Management Administration ( Provincial and National Spheres ) Level 5</li> <li>• National Certificate: Public Administration: Leadership Level 5</li> <li>• National Certificate: Public Administration: Procurement Level 5</li> <li>• Immigration Services Level 5</li> <li>• Immigration Law Enforcement Level 5</li> <li>• National Certificate: Public Finance Management and Administration Level 5</li> <li>• Provisioning Administration Level 5</li> <li>• Immigration Services</li> <li>• Refugee Services</li> <li>• Public Financial Oversight and Accountability</li> </ul>	
Skills Programmes	Assessor and Moderator	
PSETA SERVICE LEVEL AGREEMENT TARGETS		
NSDS III GOAL	PERFORMANCE INDICATORS	2017/18 SURPLUS FUNDED TARGETS
Increase access to occupationally directed programmes	Unemployed Entered Learnerships (Specifically for people with disabilities)	300
	Assessor and Moderator Skills programme for employed	450
	Artisans Entered	40

## FUNDING FRAMEWORK

Pivotal Programme	Target Beneficiaries	Allocation Per Learner	Criteria
Learnership	300 Unemployed Learners with disabilities	R175.00 per credit up to the maximum of 150 credits and a maximum stipend of R24 000 @NQF level 3 and below	Learnership Criteria and Guidelines
		R185.00 Per Credit up to maximum of 150 credits and a maximum stipend of R24 000 @ NQF level 4 and above.	
Moderator Skills Programmes	Employed	R6 000.00 per learner	Skills programme Criteria and Guidelines
Artisan Development	40 Unemployed Learners	R 150 000.00 per learner over a period of 3 years.	Artisan Development Criteria and Guidelines

**Tip:**

***It is important to attend briefing sessions, applications from applicants who did not attend will not be accepted.***

**Application Requirements**

Duly signed proposal comprising:

- 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



## 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:**

40 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.



## LEARNERSHIP - UNEMPLOYED

<p><b>Introduction</b> (Why PSETA is involved in this programme, for who's benefit? How will the sector benefit?)</p>	<p><b>Definition:</b> 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><b>Tip:</b> Indicate where the beneficiaries will be recruited (I think) and explain who will manage beneficiaries.</p>	<p><b>TARGET BENEFICIARIES:</b> 300 Unemployed Learners with disabilities</p>

## APPLICATION CRITERIA

<p><b>Tip:</b> Make sure you meet the criteria specific to each Grant type before submitting an application</p>	<p><b>Who can apply for a Learnership Grant?</b></p> <ul style="list-style-type: none"> <li>Public TVET Colleges</li> <li>Private Providers</li> <li>National Departments</li> <li>Provincial Departments</li> <li>Legislatures</li> <li>Parliament</li> <li>Public Universities and Universities of Technology</li> </ul>
<p><b>Tip:</b> 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><b>Criteria</b></p> <ul style="list-style-type: none"> <li>The proposal should indicate that the application is in respect of the targeted beneficiaries for the stipulated duration as per the qualification requirements.</li> <li>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.</li> <li>Proposal must clearly indicate how the applicant will manage the project including, risks, communication, monitoring, allocation of competent personnel to mentor the learners.</li> <li>Applicant should be able to place the learners in a productive manner with appropriate resources to support the learning process.</li> <li>The proposal should reflect competent personnel to implement the project.</li> <li>The applicant must be able to implement the programme within three (3 months) after signing the Memorandum of Agreement.</li> </ul>



## ASSESSOR AND MODERATOR SKILLS PROGRAMME

<p><b>Introduction</b> (Why PSETA is involved in this programme, for who's benefit? How will the sector benefit?)</p>	<p><b>Definition:</b> 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>
<p><b>Tip:</b> Indicate where the beneficiaries will be recruited (I think) and explain who will manage beneficiaries.</p>	<p><b>TARGET BENEFICIARIES:</b> 450 Employed Learners</p>

## APPLICATION CRITERIA

<p><b>Tip:</b> Make sure you meet the criteria specific to each Grant type before submitting an application</p>	<p><b>Who can apply for a Skills Programme Grant?</b></p> <ul style="list-style-type: none"> <li>• Public TVET Colleges</li> <li>• SMEs</li> <li>• National Departments</li> <li>• Provincial Departments</li> <li>• Legislatures</li> <li>• Parliament</li> <li>• Public Universities and Universities of Technology</li> </ul>
<p><b>Tip:</b> 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><b>Criteria</b></p> <ul style="list-style-type: none"> <li>• The proposal should indicate that the application is in respect of the targeted beneficiaries for the stipulated duration as per the qualification requirements.</li> <li>• A proposal should demonstrate commitment to the key developmental and transformation imperatives as determined in the National Skills Development Strategy (NSDS) III.</li> <li>• Proposal must clearly indicate how the applicant will manage the project including, risks, communication, monitoring, allocation of competent personnel to mentor the learners.</li> <li>• The proposal should reflect competent personnel to implement the project.</li> <li>• The applicant must be able to implement the programme within stipulated timeframe.</li> </ul>





## GRANT SUBMISSION REQUIREMENTS

<p><b>Tip:</b></p> <p><b>Please note that PSETA has no 'drop-box' on the premises for delivering the physical document after hours</b></p>	<ul style="list-style-type: none"> <li>• Each project should have a separate application form</li> <li>• Applicants must submit 4 copies per project (1 original and 3 copies)</li> <li>• No late applications will be considered.</li> <li>• Hard copies of grant applications must be delivered to 353 Festival Road, Hatfield 0028 Pretoria by close of business</li> <li>• 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.</li> <li>• 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</li> <li>• Any submissions received at PSETA offices after the deadline date, will not be accepted for assessment</li> </ul>
<b>Submission Deadline</b>	21 December 2017
<b>Enquiries</b>	<p>For Learnerships: Heidi Foba</p> <p>For Artisan Development: Mokoto Makaepa</p> <p>For Assessor and Moderator Skills Programme: Benjamin Motlhabane</p>
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