

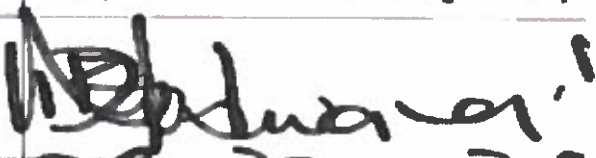






# DISCRETIONARY GRANTS POLICY

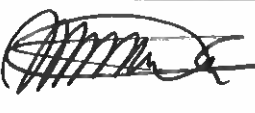
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| Version No:                                       | 01   |
| Policy Owner:                                     | Chief Operations Officer   |
| Date reviewed                                     | 28 February 2019   |
| Next revision date:                               | 31 March 2020  |
| Name of Policy Owner                              | Mr Marks Thibela<br>Chief Operations Officer   |
| Signature of the line executive manager and date  |  28/03/2019 |
| Name and designation of the recommending official | Mrs Bonita Lerumo<br>Chief Executive Officer   |
| Signature of the recommending official and date   |  28/03/2019 |
| Name of approval authority                        | Adv. BD Mushwana<br>Chairperson of PSETA Accounting Authority                                  |
| Signature of Approval Authority                   |            |
| Date of approval                                  | 28-03-2019   |
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## **1. INTRODUCTION**

- 1.1. The Public Service Sector Education and Training Authority (PSETA) is established in accordance with the Skills Development Act, No 97 of 1998 as amended (herein referred to as SDA) and classified as a schedule 3A public entity in terms of the Public Finance Management Act, 1999 as amended (herein referred to as PFMA).
  - 1.2. PSETA derives its mandate from the SDA and Sector Education and Training Authorities (SETAs) Grant Regulations Regarding Monies Received by a Sector Education and Training Authority (SETA) and Related Matters issued in 2012.
  - 1.3. Regulation 6 (4) of the Sector Education and Training Authorities (SETAs) Grant Regulations issued in 2012 read in conjunction with the Guidelines on the Implementation of the Grant Regulations mandate PSETA's Accounting Authority (AA) to annually review and approve a Discretionary Grant Policy specifying how the discretionary grant funds will be allocated to meet sector needs as set out in the Sector Skills Plan (SSP).
  - 1.4. The Grants Regulation empowers the SETA to develop and approve a funding framework that sets out the limits for each of the interventions, whilst Regulation 7 empowers the AA to approve the SETA criteria for grants
  - 1.5. This policy serves as an instrument within which the allocation of grants to stakeholders are managed, which are targeted at developing the sector and building the capabilities of the public service in terms of scarce, critical skills and hard to fill vacancies which fall under the PSETA mandate.
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## **2. PURPOSE AND OBJECTIVES**

The objective of this policy is to:

- 2.1. Provide a clear framework that will be applied to all PSETA funding mechanisms to promote the effective, efficient, transparent and equitable allocation and disbursement of grants to the stakeholders within the sector with intent to provide skills that address the socio-economic imperatives of the Country, as encapsulated in the NSDS III and other key Government policy directives;

- 2.2. Set out a mechanism for PSETA stakeholders to access discretionary grants; and
- 2.3. Set out the mechanisms by which PSETA will deliver PIVOTAL and Non PIVOTAL programmes through Public Education and Training Institutions in terms of Regulation 6 (6).

### 3. ABBREVIATIONS

| ABBREVIATION   | DESCRIPTION   |
|----------------|---|
| <b>BAC</b>     | Bid Adjudication Committee                                |
| <b>APP</b>     | Annual Performance Plan                                   |
| <b>ATR</b>     | Annual Training Report                                    |
| <b>CBO</b>     | Community Based Organisations                             |
| <b>CEO</b>     | Chief Executive Officer                                   |
| <b>COO</b>     | Chief Operations Officer                                  |
| <b>DG</b>      | Discretionary Grant                                       |
| <b>DGEC</b>    | Discretionary Grant Evaluation Committee                  |
| <b>DOA</b>     | Delegations of Authority                                  |
| <b>DPSA</b>    | Department of Public Service and Administration           |
| <b>ETQA</b>    | Education and Training Quality Assurance                  |
| <b>MOA</b>     | Memorandum of Agreement                                   |
| <b>MOU</b>     | Memorandum of Understanding                               |
| <b>NGO</b>     | Non-Governmental Organisations                            |
| <b>NLPE</b>    | Non-Levy Paying Entities                                  |
| <b>NQF</b>     | National Qualifications Framework                         |
| <b>NSDS</b>    | National Skills Development Strategy                      |
| <b>NSF</b>     | National Skills Fund                                      |
| <b>PIVOTAL</b> | Professional, Vocational, Technical and Academic Learning |
| <b>PSETA</b>   | Public Service Sector Education Training Authority        |
| <b>QCTO</b>    | Quality Council for Trades and Occupations                |
| <b>SAQA</b>    | South African Qualifications Authority                    |
| <b>SARS</b>    | South African Revenue Service                             |

| ABBREVIATION | DESCRIPTION                                  |
|--------------|--|
| <b>SCM</b>   | Supply Chain Management                      |
| <b>SDA</b>   | Skills Development Act of 1998 as amended    |
| <b>SDLA</b>  | Skills Development Levies Act of 1999        |
| <b>SMME</b>  | Small, Micro and Medium Enterprise           |
| <b>SOP</b>   | Standard Operating Procedure                 |
| <b>SSP</b>   | Sector Skills Plan                           |
| <b>TVET</b>  | Technical, Vocational Education and Training |
| <b>WSP</b>   | Workplace Skills Plan                        |

#### 4. DEFINITIONS

| ABBREVIATION                  | DESCRIPTION  |
|-------------------------------|--|
| <b>Accounting Authority</b>   | Board of PSETA established in terms of section 11 of the Skills Development Act and designated in terms of Section 49 of the PFMA, 1999  |
| <b>Approval</b>               | The approval of signing of a new or revised Policy Document or Policy Directive.   |
| <b>Board</b>                  | A governing body of the SETA established in terms of section 11 of the SDA   |
| <b>Commitment</b>             | The existence of contractual obligations between the PSETA and service provider beyond the financial year and has financial implications that have to be honoured.   |
| <b>Contractual Obligation</b> | Specific terms and conditions contained in a signed agreement between a SETA and a third party, wherein the third party undertakes to perform specific functions and receive payment on return from the SETA |
| <b>Discretionary Grant</b>    | The monies that a SETA can allocate to various stakeholders and service providers for the sole purpose of implementing skills development interventions that are informed by the Sector Skills Plans         |
| <b>Discretionary Grant</b>    | The specified time period within which applications and/or   |

| ABBREVIATION                         | DESCRIPTION   |
|--------------------------------------|---|
| <b>window</b>                        | requests for discretionary grant funding are invited`.  |
| <b>Finance Committee</b>             | A Committee of the PSETA AA established in terms of its Constitution  |
| <b>Governance Structure</b>          | A Committee of the PSETA AA established in terms of its Constitution or a Management committee established in terms of the Internal Governance Framework  |
| <b>Grant Regulations</b>             | Sector Education and Training Authorities (SETAS) Grant Regulations published under Government Notice R990 in Government Gazette 35940 of 3 December 2012, as amended.  |
| <b>Hard to Fill Vacancy</b>          | A vacancy that an employer was unable to fill within 12 months due to its scarcity or other justifiable reasons and could not find a suitable candidate   |
| <b>Learnership Regulations</b>       | Means the Learnership Regulations, 2007 published in the Government Gazette by the Minister on 29 June 2007.  |
| <b>Learning programme</b>            | An intervention which includes a structured work experience component, such as learnership or apprenticeship or skills programme and any other as prescribed in the Skills Development Act 1998 as amended          |
| <b>Letter of Intent</b>              | A letter issued by PSETA which stipulates the intention to enter into a formal agreement with a potential stakeholder for the purpose of implementing skills development interventions, but is not legally binding. |
| <b>Levy-Paying Employer</b>          | An employer who is compelled to pay skills development levies in terms of section 3(1) of the Skills Development Levies Act, 1999.  |
| <b>Memorandum of Agreement (MoA)</b> | A binding agreement between PSETA and another organisation entered for the purpose of implementing learning programmes  |
| <b>Memorandum of Understanding</b>   | Non-binding agreement between two or more parties outlining the terms and details of relationship that is being established including each parties' requirements and responsibilities                               |
| <b>Non-PIVOTAL Programmes</b>        | Learning programmes which do not lead to qualifications or part qualifications on the National Qualification Framework  |



| ABBREVIATION                        | DESCRIPTION   |
|-------------------------------------|---|
| <b>Offer of contract</b>            | A written letter purporting a contractual agreement to a third party with the intention to agree and sign the written agreement between the PSETA and the third other party   |
| <b>PIVOTAL</b>                      | An acronym which means programmes that result in qualifications or part qualifications on the National Qualifications Framework   |
| <b>Policy</b>                       | Formal or mandatory set of ideas or plans that is issued as a basis decision making aimed at achieving a particular outcome   |
| <b>Preferred/Strategic Partner</b>  | An organisation or institution that has been identified in terms of the PSETA SSP which may partner with PSETA to delivery skills development interventions which contribute towards the achievement of PSETA's legislative mandate                         |
| <b>Skills Gap</b>                   | Refers to skills deficiencies to undertake tasks successfully in accordance with the required industry standards. Skills gap may arise due to amongst other issues; lack of proper training, new tasks, technological changes and new production processes. |
| <b>Standard Operating Procedure</b> | A document that provides a detailed outline of the process flow for the purposing of implementing an approved policy  |
| <b>Unsolicited Proposals</b>        | Proposals received voluntarily from the applicants for the purposed of accessing discretionary grant from PSETA   |

## 5. SCOPE OF APPLICATION

5.1. The policy is applicable to :

5.1.1. All PSETA Staff and members of Governance Structures;

5.1.2. PSETA stakeholders within the Public Service Sector, which are national and provincial government departments, legislatures, public entities and trade unions falling within the scope of PSETA;

5.1.3. Higher Educational institutions and TVET Colleges;

5.1.4. Non-levy paying entities (NLPE), Non-Profit Organisations (NPOs), Community Based Organisations (CBOs), and Small Micro and Medium Enterprises (SMMEs); and

5.1.5. Accredited skills development providers offering training relevant to the Public Service Sector.

## 6. APPLICABLE LAWS, REGULATIONS AND POLICIES

| No | DESCRIPTION   |
|----|---|
| 1  | Constitution of the Republic of South Africa, Act 108 of 1996 as amended  |
| 2  | Public Finance Management Act 1 of 1999 as amended  |
| 3  | Skills Development Act 97 of 1998 as amended  |
| 4  | Skills Development Levies Act 9 of 1999   |
| 5  | South African Qualifications Authority Act 67 of 2008,  |
| 6  | Sector Education and Training Grant Regulations of 2012 as amended  |
| 7  | Supply Chain Management Guidelines and Practice Notes for Accounting Officers and Authorities issued by the National Treasury |
| 8  | General Conditions of Contracts Guidelines issued by the National Treasury  |
| 9  | Guidelines on the Implementation of SETA Grant Regulations issued by DHET   |
| 10 | National Skills Development Strategy III  |
| 11 | Sector Skills Plan  |
| 12 | All applicable Internal Policies of the PSETA   |

## 7. POLICY PROVISIONS AND CONTENT

### 7.1 FUNDING PRINCIPLES

In allocating grants, the PSETA undertakes to:

7.1.1 Allocate grants in the manner that is prescribed in Regulation 6 of the SETA Grant Regulations regarding monies received by a SETA and related matters issued by the DHET. In allocating discretionary grants, PSETA commits to embrace the principles of transparency, openness, access and fairness, in line with Regulation 6(8).

7.1.2 Award funding to applicants whose proposals demonstrate value for money and where their contribution shall be geared towards meeting the needs of the sector in line with regulation 6(9)(iv).

- 7.1.3 Promote National Qualifications Framework (NQF) registered and quality assured learning programmes that address priority skills required as set out in the SSP.
- 7.1.4 Implement the interventions contained in the SSP, which takes account of national priority areas articulated in the NSDS III, National Development Plan and other key macro policy frameworks.
- 7.1.5 Gives priority funding to the PSETA quality assured learning programmes.
- 7.1.6 Work closely with Education and Training Institutions that support the implementation of objective of increasing public sector capacity for improved service delivery and building of a developmental state.
- 7.1.7 Monitor the use of allocated funds to various interventions and evaluate the impact made towards the achievement of its strategic goals and objectives.
- 7.1.8 Prepare and distribute to stakeholders, a schedule setting out criteria and guidelines for the submissions of applications for such grant funding.
- 7.1.9 Prepare and approve the Funding Framework that sets the funding limits for each of the identified intervention which forms part of the PIVOTAL of the SSP.
- 7.1.10 The SETA shall not consider applications from applicants who:
  - (a) Do not have an approved Workplace Skills Plan (WSP) for the applicable financial year or complied with the submission requirements of the workplace skills plan as required by the line function SETA unless such applicant is exempted in terms of Regulation 6 (15) of the Sector Education and Training Authorities (SETAs) Grant Regulations;
  - (b) Are insolvent or being wound up, are undergoing business rescue proceedings, have entered into an arrangement with creditors, have suspended business activities; and
- 7.1.11. PSETA shall not provide grant funding for:
  - a) Existing operating expenses e.g. salaries of current employees who will undergo training;
  - b) Policy development;
  - c) Interventions that result only in "awareness" for participants; and

- d) Learning Interventions that do not lead to a qualification or part qualification or not accredited.

## **7.2 DISCRETIONARY GRANT ALLOCATIONS**

### **7.2.1. PERCENTAGE ALLOCATION OF FUNDS TO PROGRAMMES**

Discretionary Grant allocations may be apportioned as follows:

- a) At least 80% of Discretionary Grant funding must be allocated to PIVOTAL programmes;
- b) A maximum of 20% of Discretionary Grant will be allocated to programmes other than PIVOTAL programmes to develop the sector in accordance with the priorities in the SSP; and
- c) A maximum of 7.5% of the entire Discretionary Grant budget may be allocated for administration or project management cost for each funded project.

### **7.2.2. CATEGORY OF PROGRAMMES TO BE CONSIDERED FOR FUNDING**

#### **7.2.2.1. PIVOTAL PROGRAMMES**

- (a) PSETA will analyse the data from the PIVOTAL training plans of the sector and compile the list for the entire sector;
- (b) PSETA will also take into account needs that arise from the resolutions taken at sector level and driven by Government;

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PIVOTAL programmes shall include the following:

- (i) Learnerships registered on the National Qualifications Framework;
- (ii) Apprenticeships and artisan qualification;
- (iii) Part qualification skills programmes, made up of a combination of unit standards that fall within a qualification, with the aim of increasing the skills level of employed and unemployed learners;
- (iv) Internships;
- (v) Work Integrated learning for TVET and Universities of Technology;

- (vi) Bursaries to support employed staff within the sector;
- (vii) Bursaries to support unemployed learners who are studying full-time in recognized HEIs and TVET Colleges; and
- (viii) Project that has special needs.

#### **7.2.2.2. NON PIVOTAL**

A maximum of 20% of Discretionary Grants may be allocated to programmes other than PIVOTAL programmes to develop the sector in accordance with the priorities of Government. This allocation includes funding for special projects such as:

- a) Qualification and curriculum development;
- b) Learning materials; and
- c) Research.

### **7.3 FUNDING DELIVERY MODELS AND APPROACH**

The PSETA may allocate grants by using various approaches and/or models that are outlined below:

#### **7.3.1. SOLICITING OF PROPOSALS USING PUBLIC CALLS**

- a) The PSETA may at any time issue a public call (referred to as DG Call) by placing adverts either on the website or national media, inviting stakeholders to submit funding proposals that will address PIVOTAL list contained in the SSP.
- b) Clear specifications for detailed criteria for each learning intervention to be funded shall be developed and approved in advance by the relevant authority. The DG generic criteria guidelines and funding framework shall serve as the basis for specifications.

#### **7.3.2. PARTNERSHIP FUNDING MODEL**

- a) PSETA shall use the partnership approach as outlined in the Approved Partnership Guidelines to fund programmes that are either delivered through public training institutions and/or key government departments that champion certain competencies within the national and provincial

spheres of Government, as indicated in the SSP, for the purpose of aligning the demand and supply of skills.

- b) Such identified partners shall enter partnership arrangement in the form of amongst; Memorandum of Understanding and Letter of Intent with the PSETA as a way of formalising the partnership that will enable them to submit proposals at any given time, provided the requests address specific needs that are contained in the Sector Skills Plan.
- c) Clear specifications for detailed criteria for each learning intervention to be funded shall be developed and approved in advance by the relevant authority. The DG generic criteria guidelines and funding framework shall serve as the basis for specifications.

### **7.3.3. SUPPLY CHAIN MANAGEMENT MODEL**

- (a) The PSETA may at any given time advertise bids in line with the SCM Policy and the National Treasury Regulations, Instructions and Practice Notes.
- (b) Clear specifications for detailed criteria for each learning intervention to be funded shall be developed and approved in advance by the relevant authority.
- (c) The DG generic criteria guidelines and funding framework shall serve as the basis for specifications.

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### **7.3.4. UNSOLICITED PROPOSALS**

- (a) Notwithstanding Sections 7.3.1 to 7.3.3. above, the SETA may at its sole discretion consider unsolicited funding proposals received from stakeholders in areas that contribute towards the fulfillment of its strategic goals and objectives at any given time. Such proposals must demonstrate contribution towards the achievement of broader Government's transformation priorities such as reducing poverty, unemployment and inequality.
- (b) Clear specifications for detailed criteria for each learning intervention to be funded shall be developed and approved in advance by the relevant

authority. The DG generic criteria guidelines and funding framework shall serve as the basis for specifications.

#### **7.4. ELIGIBILITY FOR ACCESSING DISCRETIONARY GRANTS**

- (a) In order to access Discretionary Grant funding for PIVOTAL programmes, applicants, in the case of an employer must have submitted their WSP to the relevant SETA within the stipulated time frames. Such WSP shall meet all the minimum requirement as prescribed in the Guidelines for the Implementation of Grant Regulations.
- (b) Applications from employers who are exempted in terms of the SDA from submitting WSPs shall be considered.

#### **7.5. EVALUATION OF PROPOSALS**

- (a) All proposals received shall be evaluated by the Discretionary Grant Evaluation Committee (DGEC) in terms of the DG Policy, the DGEC shall be appointed Chief Executive Officer (CEO).
- (b) Proposals received in terms of the SCM process shall be evaluated by the Bid Evaluation Committee (BEC) as stated in the SCM Policy.
- (c) In order to ensure that DGEC/BEC meetings take place as scheduled, a total of four (4) members shall be appointed of which any three (3) shall form a quorum.
- (d) If the DG process has been used to solicit proposals, the Secretariat shall be provided by the Core Business Division, whereas the Finance Division shall do the same if the SCM process is preferred.
- (e) The DGEC/BEC shall have approved Terms of Reference that clearly outline the roles and responsibilities of members. Such document shall be approved by the delegated authority.
- (f) The DGEC/BEC members and the Chairperson shall be appointed by the delegated authority.
- (g) All DGEC/BEC members shall adhere to the Terms of Reference at all given times.

## **7.6. ADJUDICATION OF DISCRETIONARY GRANTS APPLICATIONS**

- (a) The Bid Adjudication Committee (BAC) as appointed by the CEO, is responsible and delegated to adjudicate all proposals received and evaluated by the Evaluation Committee.
- (b) Members of the BAC shall be appointed by the CEO and be of the rank of Manager and above.
- (c) The BAC shall function in accordance with the approved Terms of Reference.
- (d) The BAC makes recommendations to the AA via the Finance Committee (FinCom).
- (e) The BAC shall consider the recommendations of the BEC/DGEC, accept or reject them, and present its recommendations to the FINCOM.
- (f) In case the BAC rejects the recommendations of the DGEC/BEC, this must be referred back to that Committee and allow the members to review and resubmit. If the BAC is still not satisfied with the recommendation, it may make a different recommendation to the AA via FinCom.
- (g) In terms of the Treasury Regulations where the BAC's recommendation differs with that of the DGEC/BEC such decision must be communicated to both the National Treasury and the Auditor General South Africa (AGSA).

## **7.7. APPROVAL OF DISCRETIONARY GRANTS**

- (a) All DG proposals or applications shall be approved by the AA.
  - (b) The AA through its delegated Committee being the FinCom shall interrogate the BAC Reports and each of the recommended proposals presented before it to ensure that all the compliance requirements have been adhered to.
  - (c) The AA may accept, reject and amend the recommendations for the allocation of discretionary grants.
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## **7.8. CONTRACTING FOR DISCRETIONARY GRANTS**

- (a) Upon approval by the Accounting Authority, the CEO shall issue an Offer letter to the successful applicant which will stipulate the requirements to be fulfilled for the purpose of contracting.
- (b) Organisations that have been awarded funding must submit a detailed project implementation plan.

## **7.9. PROCEDURAL GUIDELINES FOR THE MANAGEMENT OF THE DISCRETIONARY GRANTS ALLOCATIONS, MANAGEMENT, MONITORING & EVALUATION AND REPORTING BY PSETA**

This Policy shall be implemented through the detailed Standard Operating Procedures that are revised and approved from time to time.

## **8. NON-COMPLIANCE**

Non-compliance with this Policy or any applicable regulatory requirements through any deliberate or negligent act or omission, including allowing any staff member, either expressly or impliedly, not to comply with this Policy or any applicable regulatory requirements, will be considered serious and will be dealt with in terms of the PSETA's disciplinary policies and procedures.

## **9. POLICY IMPLEMENTATION**

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This Policy shall come into effect on 01 April 2019.

## **10. MONITORING, REVIEW AND UPDATING OF THE POLICY**

This policy shall be reviewed annually and/or at any given time depending on the legislative and policy changes that may occur.

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## **11. APPROVAL OF THE POLICY**

The Policy shall be approved by the AA and signed by the Chairperson subsequent to the Resolution taken. The approval dates and signatures shall appear on the cover page of the document.

## **12. ANNEXURES TO THE POLICY**

### **12.1. CRITERIA AND GUIDELINE AND FUNDING FRAMEWORK**

## ANNEXURE A



### **DISCRETIONARY GRANT GENERIC CRITERIA AND GUIDELINES AND FUNDING FRAMEWORK FOR 2019/20**

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## **1. INTRODUCTION**

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- 1.1. A Discretionary Grant (DG) is funding that is made available for skills development initiatives that contribute towards the Sector Skills Plan (SSP) and goals of the National Skills Development Strategy III (NSDS).
- 1.2. There is limited funding available for the DG, therefore the PSETA:
  - 1.2.1. Invites applications for these DG from eligible, registered organizations and employers in the Public services.
  - 1.2.2. Would consider applications that assist the PSETA to achieve the Service Level Agreement (SLA) targets as signed with the Department of Higher Education and Training (DHET).
  - 1.2.3. Preference for funding will be given to Public Service related education and training interventions and where applicants are willing to co-fund.
  - 1.2.4. Will evaluate the applications received and approve funding for those that meet the terms of reference or specifications.
  - 1.2.5. Will monitor and evaluate the implementation of the DG Projects.
- 1.3. In accordance with Skills Development Grant Regulations R990 of 3 December 2012 regarding monies received by a SETA and related matters PSETA can allocate DG:
  - 1.3.1. To commission research in the sector in accordance with the sector skills plan and research guidelines prepared by the relevant PSETA department;
  - 1.3.2. To fund the development of guidelines and the training of sector specialists or skills development facilitators;
  - 1.3.3. Promote learning programmes that include work experience by:
    - (i) Identifying workplaces for practical work experience;
    - (ii) Supporting the development of learning material;
    - (iii) Improving the facilitation and assessment of learning;
    - (iv) Performing any quality assurance functions delegated to it by the QCTO; and
    - (v) Developing a QMS of the SETA.

- 1.3.4. To a training provider or employer in respect of a learner who enters a learning programme to acquire scarce and critical skills;
- 1.3.5. To fund an employer who provides work experience and mentoring opportunities to learners in sector relevant programmes;
- 1.3.6. To fund an employer who provides Work Integrated Learning (WIL) to learners that need work exposure to complete qualifications relevant to the Public Service Sector;
- 1.3.7. To fund an education and training provider or an institution responsible for the implementation of the learning interventions in support of the NSDS III;
- 1.3.8. To fund SETA constituency capacity building initiatives and promotion of skills development in the sector;
- 1.3.9. To fund a lead employer contemplated in regulation 3(4) of the Regulations;
- 1.3.10. To fund an employer for learning programmes registered under a different SETA;
- 1.3.11. To fund an employer in respect of sector skills priorities;
- 1.3.12. To fund lecturer or employees work experience; and
- 1.3.13. To procure resources that will allow for the implementation of programmes funded through Discretionary grants and any other relevant funder.

## **2. ELIGIBLE APPLICANTS FOR A DISCRETIONARY GRANT**

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- 2.1. Grant Regulations R990 of 3 December 2012 outlines categories of organisations eligible to apply for a Grant:

- 2.1.1. A public or private education and training institution;
- 2.1.2. Public Service Sector employers;
- 2.1.3. Employers within the Public Service Sector who are exempted from paying skills development levy in terms of the Skills Development Levies Act, 1999;
- 2.1.4. Non-levy paying entities (NLPE); and
- 2.1.5. All PSETA levy paying employers who submit their WSP/ATR within the prescribed time frames and in the prescribed format.

### **3. TARGETED BENEFICIARIES OF DISCRETIONARY GRANT FUNDING**

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- 3.1. A Discretionary Grant is funding that is made available to support the following targeted beneficiaries:
- 3.1.1. Black South Africans, preferably women;
  - 3.1.2. Youth;
  - 3.1.3. People with disabilities;
  - 3.1.4. Trade Union operating within the Public Service sector;
  - 3.1.5. SMMEs; and
  - 3.1.6. Non-levy paying employers within the Public Service.

### **4. IMPORTANT CONSIDERATIONS**

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- 4.1. At its discretion PSETA may allocate funds to projects that contribute towards the achievements of its goals and objectives as contained in its Strategic Plans (SP) and Annual Performance Plans (APP); and also broader priorities of Government.
- 4.2. The PSETA learning programmes shall cater for:
- 4.2.1. Programmes that address the skills gaps and PIVOTAL list of skills identified in the PSETA SSP
  - 4.2.2. Non-PIVOTAL skills and outlined in the SSP; and
  - 4.2.3. Employed and unemployed learners.

### **5. EXCLUSIONS**

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- 5.1. PSETA will not provide funding to applicants who:
- 5.1.1. Do not have an approved Workplace Skills Plan (WSP) for the applicable financial year or complied with the submission requirements of the workplace skills plan as required by the line function SETA unless such applicant is exempted in terms of Regulation 6 (15) of the Sector Education and Training Authorities (SETAs) Grant Regulations;
  - 5.1.2. Have been deemed to have not complied with previous contractual obligations;
  - 5.1.3. Are insolvent or being wound up, are undergoing business rescue proceedings, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any

analogous situation arising from a similar procedure provided for in national legislation or regulations; and

- 5.1.4. Have not complied with tax legislation.
- 5.2. PSETA will not provide funding for:
  - 5.2.1. Set up costs e.g. start-up costs.
  - 5.2.2. Capital expenditure e.g. building costs, equipment such as computers etc.
  - 5.2.3. Existing operating expenses e.g. salaries of current employees who will undergo training.
  - 5.2.4. Interventions that result only in "awareness" for participants.
  - 5.2.5. Interventions that do not lead to a qualification or part qualification.

## **6. GUIDING PRINCIPLES IN THE DEVELOPMENT OF SPECIFICATIONS**

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Specifications should take into consideration the following:

- 6.1. The transformational imperatives (Women, people with disabilities, youth and rural development);
- 6.2. Capacity to implement learning intervention within the regulated timeframes
- 6.3. Capacity to monitor the project;
- 6.4. The programme offers academic study to selected employed and unemployed learners who will be completing a course of study at recognized institutions or professional bodies;
- 6.5. Learners in a programme would achieve full or part qualification through the proposed skill interventions;
- 6.6. The approved learning programme must be delivered by an accredited training provider/institution and an approved workplace;
- 6.7. The employer preparedness to enter into a contract of employment with a learner for the duration of the programme. The availability of a detailed plan on how the project will be executed;
- 6.8. The extent to which the application clearly indicates the cost of running the project and a detailed budget is attached, and indicate the co-funding by the partner (where possible);

- 6.9. The partner must preferably identify the accredited delivery partner in the DG application; and
- 6.10. The application must reflect the site of the projects where training will take place

## 7. PSETA's ANNUAL PERFORMANCE TARGETS

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7.1. DG funding will deliver on the following learning interventions:

- 7.1.1. Bursaries;
- 7.1.2. Learnerships;
- 7.1.3. Internships;
- 7.1.4. Skills programmes;
- 7.1.5. Artisan Development;
- 7.1.6. Work Integrated Learning; and
- 7.1.7. Recognition of Prior Learning.

7.2. The table below indicates the SLA targets and the interventions required to achieve the targets.

### FUNDING FRAMEWORK

| NSDS III GOAL   | LEARNING INTERVENTION  | QUANTITY | FIELD OF STUDY   | AMOUNT PER LEARNER |
|---|--|----------|--|--------------------|
| Goal 2: Increase access to occupationally directed programmes   | Artisans Development programme   | 60       | Motor Mechanic<br>Diesel Mechanic<br>Plumber<br>Fitter<br>Electrician  | R165 000.00        |
| Goal 3: Promoting the growth of a public TVET college system that is responsive to sector ,local ,regional and national skills needs and priorities | Workplace Integrated Learning (for TVET colleges and Universities of Technology) | 350      | <ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Management Assistant</li> <li>• Public Management</li> </ul> | R87 075.00         |



| NSDS III GOAL  | LEARNING INTERVENTION                                | QUANTITY | FIELD OF STUDY   | AMOUNT PER LEARNER |
|--|--|----------|--|--------------------|
| Goal 5: Encouraging better use of workplace-based skills development   | Learnership for the employed                         | 250      | <ul style="list-style-type: none"> <li>Financial Management</li> <li>Investigative and forensic accounting</li> <li>Internal Audit</li> <li>Public Administration</li> </ul>   | R28 490.00         |
|  | Learnerships for the unemployed                      | 50       | <ul style="list-style-type: none"> <li>Public Management</li> </ul>  | R60 000            |
|  | Skills Programmes for the employed                   | 1000     | <ul style="list-style-type: none"> <li>Public Policy Development</li> <li>Monitoring &amp; Evaluation;</li> <li>Governance and leadership</li> <li>Project Management</li> <li>Internal Audit</li> <li>Investigative and Forensic Accounting</li> <li>Operations Management</li> <li>Financial and Supply Chain Management</li> <li>Compulsory and mandatory training courses from the public service sector as announced by the Minister of Public Service &amp; Admin</li> </ul> | R6 000.00          |
|  | Internships  | 10       | <ul style="list-style-type: none"> <li>Financial and Supply Chain Management</li> <li>Marketing management</li> <li>Communications</li> <li>Human Resources Management</li> <li>Public Administration</li> <li>Law</li> <li>Investigative</li> <li>Risk Management</li> <li>Internal Audit</li> <li>Public Management</li> </ul>   | R5 500.00          |
| Goal 7: Increasing public sector capacity for improved service delivery and supporting the building of a developmental state | Recognition of Prior Learning (RPL) for the employed | 100      | Public Administration and Management   | R46 000.00         |
|  | Bursaries for the employed                           | 130      | <ul style="list-style-type: none"> <li>Public Administration and Management</li> <li>Executive development programme</li> <li>Management Development programmes</li> <li>Post graduate studies in Public Development and Management</li> <li>Post graduate studies in Monitoring and Evaluation</li> <li>Post graduate studies in Governance and Leadership</li> </ul>   | R120 000.00        |