

SPECIFICATION FOR DEPARTMENTS/ ENTITIES WITH A MEMORANDUM OF UNDERSTANDING (MOU) WITH PSETA TO APPLY FOR DISCRETIONARY GRANT FUNDING FOR THE 2021/22 FINANCIAL YEAR IN RESPECT OF THE INTERNSHIP PROGRAMME FOR 75 LEARNERS

The Public Service Sector Education and Training Authority (PSETA) invites Departments/ Entities who have entered a partnership with PSETA through a MoU to apply for discretionary grant funding in respect of the Internship Programme for the 2021/22 Financial Year. The Internship Programmes must be for unemployed graduates in the following fields of study:

- Financial and Supply Chain Management
- Marketing Management
- Communications
- Human Resource Management
- Public Administration
- Law
- Risk Management
- Internal Audit
- Public Management

1. EVALUATION PROCESS AND CRITERIA

All applications shall be evaluated following a two- phase approach, i.e.:

- Phase 1: Mandatory Evaluation Criteria
- Phase 2: Functionality Evaluation Criteria.

1.1 PHASE 1 – MANDATORY EVALUATION CRITERIA

Criteria for Mandatory Evaluation	Yes	No
A completed and signed PSETA application form		
Application aligned to PSETA advertised field of study		



A signed MoU with PSETA		
Compliance with Workplace Skills Plan (WSP) submission requirements (PSETA shall verify the compliance and non-compliant applicants shall be disqualified)		

- 1.1.1 Applications that do not meet any one of the above mandatory criteria shall be immediately disqualified and shall not be evaluated further.
- 1.1.2 Applications that qualify in terms of the mandatory criteria shall be evaluated for functionality in terms of the functionality criteria set below.

1.2 PHASE 2 – FUNCTIONALITY EVALUATION

- 1.2.1 Application(s) must meet the minimum eligibility criteria in respect of functionality of 60% before they are considered for recommendation.
- 1.2.2 The functionality criteria together with the maximum points to be awarded are set out below:

FUNCTIONALITY EVALUATION					
Criteria	Assessment guide				
The extent to which the implementation plan provides for the rollout of the project (key activities and timeline)	1	2	3	4	5
Detailed structure of internship programme including information on identified coaches and mentors (Learner Support Plan)	1	2	3	4	5
The extent to which the plan provides for monitoring of the project	1	2	3	4	5
Total Obtainable score:					
Applicant must obtain at least 60% in order to be recommended for approval	15				

2 FUNDING FRAMEWORK

- 2.1 The allocation of grant funding for this internship programme is R5 500 per learner, per month, for a period of twenty-four (24) months only.
- 2.2 The Discretionary Grant Policy, Criteria & Guideline as well as the Funding Framework can be obtained from the PSETA website: www.pseta.org.za



3 IMPORTANT INFORMATION FOR APPLICANTS

- 3.1 Applications to be submitted either on the dedicated email address or one (1) original hard copy hand delivered to the physical address provided.
- 3.2 Applications submitted through Ordinary or Registered Mail **will not be accepted.**
- 3.3 Application Forms are obtainable from the PSETA website: www.pseta.org.za
- 3.4 Late applications will not be accepted.
- 3.5 Please clearly mark the envelope or email subject line with **PSETA/DG2021-22/INT-06** when submitting the application.

Applications must be submitted via:

Courier or Hand delivery to:

The PSETA: Woodpecker Place, 177 Dyer Road, Hillcrest, Pretoria, 0083

OR

Email to:

dg@pseta.org.za

For enquiries please contact the following person:

Mr. Sibusiso Ndaba: Projects	sibusisond@pseta.org.za
Ms. Heidi Foba: Projects	heidif@pseta.org.za

CLOSING DATE: 15 December 2020 at 10h00

The allocation of a grant is dependent on the availability of funds and is at the discretion of the PSETA Accounting Authority. PSETA reserves the right to cancel /not award grants

Approved by:



PSETA CEO
Date: 23 November 2020