



21 August 2017

2017-18 Discretionary Grants: Call for Applications: W1

The Services Sector Education and Training Authority (Services SETA) hereby invites suitable employers, stakeholders and interested parties to apply for discretionary grant funding. These grants are intended to meet the sector needs set out in the Sector Skills Plan (SSP), Strategic Plan and the priorities set out in the National Skills Development Strategy (NSDSIII)¹.

The allocation of funds is intended for programmes and projects that improve the supply of qualified and competent people for scarce and critical skills occupations. Furthermore, it is also intended for programmes that include practical and theoretical components that are meaningful for the development of the individual and achieve substantial progress towards a qualification. Finally, the allocation of funds is intended to provide external mentoring support and training for business owners and learners in progressing skills needs.

2017-18 Discretionary Grant Specifications

The Services SETA is looking for credible organisations/institutions to partner with in delivering the following skills development interventions²:

- LP05** Internships: Graduates from HET Institutions with Full Qualifications at NQF Level 5 and above
- LP06** Internships: Learners seeking workplace experience to complete the Nated (N6 only) National Diploma.
- LP07** Internships: Graduates who have achieved a National Certificate Vocational (NCV) from a TVET College
- LP10** Adult Education and Training for numeracy and literacy
- LP11** Recognition of Prior Learning
- LP12** Skills Programmes for Employed Learners
- LP13** Skills Programmes for Unemployed Learners

Evaluations for this call for applications will be biased in favour of Scarce and Critical Skills as outlined in the Services SETA Sector Skills Plan (SSP).

Who can apply?

The Services SETA is a public institution and is therefore obliged to avail business and skills development training opportunities to all South Africans who meet its requirements. All stakeholders and role-players with the requisite capacity and good standing legally may therefore apply for Services SETA funded interventions.

¹NSDS III Seven (7) Key Developmental and Transformation Imperatives

² Refer to Annexure 1, which is appended to this call for applications, for definitions and budgets for each learning intervention.



Given the special nature of skills development broadly and with regard to SETAs specifically, the Services SETA's discretionary funding is applicable, in the main, to:

- Services SETA levy paying companies
- Non-levy paying companies in the services sector
- Services SETA accredited training providers
- Non-Government Organisations and Non-Profit Organisations
- Community-Based Organisations
- Public Institutions, including public Technical Vocational Education and Training (TVET) Colleges and Higher Education and Training (HET) Institutions
- Trade Unions associated with the Services SETA and/or in the Services sector
- Joint venture partnerships and consortiums from small Skills Development Providers in the Services sector will be given preference

Note:

- Stakeholders who applied during any previous Discretionary Grant Allocation windows are welcome to apply during this new window of funding whether their previous applications were successful or not.
- Stakeholders who have applied for funding in another Services SETA discretionary grant call for applications that is running concurrently to this one may still apply. Applications must be submitted for each call for applications.

Budget guidelines

The Services SETA seeks to manage the costs of training learners across its learning programmes. This is necessitated by the varying prices that are charged across the industry for the same qualifications. As such the SETA has determined unit costs per learning intervention to assist applicants in the preparation of their budget plans.

Projects or activities not eligible for funding

The Services SETA will not fund:

- 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 of funded entities e.g. salaries of current employees undergoing training
- Organisational policy development
- Interventions that result only in "awareness" for participants
- Learners who are already engaged in other funded interventions



Application Process

- The application window will open on 21 August 2017 at 8:00 am and will close on 19 September 2017 at 4:00 pm.
- To register and access the online application form please visit <http://sseta17.grantsportal.org>
- Applications submitted via email or in hard copy will not be accepted
- No late or draft applications will be considered
- The deadline will not be extended
- The Services SETA provincial offices are available to help with information and facilities for the lodging of applications

Mandatory compliance documents

In order to be considered for this Discretionary Grant, the following mandatory supporting documents need to be completed and submitted with this application. Failure to do so may lead to immediate disqualification.

- Valid Tax Clearance or Exemption Certificate
- Company Registration Documents
- Declaration of Interest (Form 1a)
- Declaration of Authorised Person (Form 1b)
- Declaration of Employee Consultation (Form 1c), where necessary
- Confirmation of reading Services SETA Discretionary Grant policy (Form 1d)

A checklist indicating the complete list of documents to be submitted by applicants is provided on the Discretionary Grant portal accessible via <http://sseta17.grantsportal.org>

Note:

Allocation of funding is at the Services SETA's sole discretion. Applications undergo evaluation according to a set of criteria including, but not limited to:

- Capacity to deliver the programme/s applied for
- Programmes that meet the transformational imperatives of South Africa



Annexure 1

2017-18 Discretionary Grant Specification Details of Each Intervention on Offer

The Services SETA invites applicants to partner in delivering specific skills, qualifications and trades across 7 Learning Interventions. Allocations have been structured into 7 distinct Learning Interventions, with each intervention targeting specific skills, qualifications and or trades. The nature of the qualifications under offer per intervention have been listed below. Only one application per applicant will be permitted.

1. LP 05: Internships: Graduates from HET Institutions with Full Qualifications at NQF Level 5 and above

This is a twelve (12) month workplace experience programme designed for graduates who have already completed an NQF Level 5 and higher qualification that is relevant for employment in the services sector, but have not yet gathered the necessary practical experience to enable them to obtain employment.

Applications for this intervention are for occupations that learners will be undergoing their internships in. Learners must be placed in a Services SETA aligned occupation and preferably, but not exclusively, at a Services SETA host employer. Preference will be given to applications for learners in Scarce or Critical occupations, or in occupations related to Scarce and Critical Skills as per the Services SETA Sector Skills Plan (SSP).

Budget cost per learner: R36 000¹

¹*Please use unit costs specified in the preparation of your budget. A minimum of R2 500 should be allocated to the learner as a stipend, per month. Your proposed budget should clearly indicate the amount you are proposing as the stipend for each learner. A budget guideline document and template have been provided to assist applicants.*



2. **LP06: Internships: Learners seeking workplace experience to complete the Nated (N6 only) National Diploma**

This is an eighteen (18) month workplace experience programme designed for candidates who have already completed an N6 qualification relevant for employment in the services sector, but have not yet gathered the necessary practical experience to enable them to obtain a National Diploma.

Applications for this intervention are for occupations that learners will be undergoing their internships in. Learners must be placed in one of the occupations indicated below and preferably, but not exclusively, at a Services SETA host employer. Preference will be given to applications for learners in Scarce or Critical occupations, or in occupations related to Scarce and Critical Skills as per the Services SETA Sector Skills Plan (SSP).

Budget cost per learner: R36 000¹

¹*Please use unit costs specified in the preparation of your budget. A minimum of R1 500 should be allocated to the learner as a stipend, per month. Your proposed budget should clearly indicate the amount you are proposing as the stipend for each learner. A budget guideline document and template have been provided to assist applicants.*

3. **LP07: Internships: Graduates who have achieved a National Certificate Vocational (NCV) from a TVET College**

This is a twelve (12) month workplace experience programme designed for graduates who have completed a National Certificate from a TVET or Vocational Institution (NCV) that is relevant for employment in the services sector, but have not yet gathered the necessary practical experience to enable them to obtain employment.

Applications for this intervention are for occupations that learners will be undergoing their internships in. Learners must be placed in one of the occupations indicated below and preferably, but not exclusively, at a Services SETA host employer. Preference will be given to applications for learners in Scarce or Critical occupations, or in occupations related to Scarce and Critical Skills as per the Services SETA Sector Skills Plan (SSP).

Budget cost per learner: R24 000¹

¹*Please use unit costs specified in the preparation of your budget. A minimum of R1 500 should be allocated to the learner as a stipend, per month. Your proposed budget should clearly indicate the amount you are proposing as the stipend for each learner. A budget guideline document and template have been provided to assist applicants.*



4. LP10: Adult Education and Training for the Employed and for the Unemployed

This is formal learning and training, for a maximum of twelve (12) months, for ABET numeracy and literacy. It is training undertaken by adults for the improvement of their knowledge and skills for personal development, further learning and/or employment. This learning must result in a numeracy and literacy General Education and Training Certificate.

Budget cost per learner: R6 000¹

¹*Please use unit costs specified in the preparation of your budget. A budget guideline document and template have been provided to assist applicants.*

| Learning Intervention | Qualification | ABET |
|-----------------------|--|------|
| LP10: AET | GENERAL EDUCATION AND TRAINING CERTIFICATE FOR ADULTS (GETC: ABET) | 1 |
| | GENERAL EDUCATION AND TRAINING CERTIFICATE FOR ADULTS (GETC: ABET) | 2 |
| | GENERAL EDUCATION AND TRAINING CERTIFICATE FOR ADULTS (GETC: ABET) | 3 |
| | GENERAL EDUCATION AND TRAINING CERTIFICATE FOR ADULTS (GETC: ABET) | 4 |

5. LP11: Recognition of Prior Learning

This programme is designed for persons who have acquired prior knowledge, and skills are identified, mediated and assessed for the purpose of admission to a formal course of study, recognition and certification.

This learning intervention is targeted at the employed.

Budget cost per learner: R6 500¹

¹*Please use unit costs specified in the preparation of your budget. A budget guideline document and template have been provided to assist applicants.*



6. LP12: Skills programmes: Employed

This learning intervention has been designed to be an occupationally based, short term learning programme. When successfully completed by the learner, it constitutes credits towards a qualification registered on the NQF. The Skills Programme comprises of a cluster of unit standards totalling 25 to 60 credits derived from the same qualification.

Applications for this intervention are for any NQF-aligned unit standards from one qualification with a legitimate SAQA ID.

Funding for this intervention will only be provided to Employers for the up-skilling of their own employees towards a full qualification.

Budget cost per learner: R8 100¹

¹ *Please use unit costs specified when preparing your budget. A budget guideline document and template have been provided to assist applicants.*

7. LP13: Skills programmes: Unemployed

This learning intervention has been designed to be an occupationally based, short term learning programme. When successfully completed by the learner, it constitutes credits towards a qualification registered on the NQF. The Skills Programme comprises of a cluster of unit standards totalling 25 to 60 credits derived from the same qualification.

Applications for this intervention are for any NQF-aligned unit standards from one qualification with a legitimate SAQA ID.

Budget cost per learner: R8 100¹

¹ *Please use unit costs specified when preparing your budget. A budget guideline document and template have been provided to assist applicants.*