

Document Ref No:	SPOL – 005-2018
Document Title:	Policy on Discretionary Grants
Date Approved:	28 March 2018
Author:	Projects Manager
Reviewer:	Chief Operations Officer

Funding Policy on Discretionary Grants



[Handwritten signature]

Change History

Version	Review Date	Approval Date	Amendment
0.1	December 2007		Initial Draft
0.2	April 2013		Second Draft
0.3	July 2014		Third Draft
0.4	April 2015		Fourth Draft
0.5	February 2018		Fifth Draft

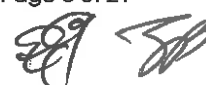


TABLE OF CONTENTS

- 1. DEFINITIONS, ACRONYMS AND TERMINOLOGY**
- 2. INTRODUCTION**
- 3. PURPOSE**
- 4. SCOPE**
- 5. PRINCIPLES**
- 6. POLICY PROVISIONS**
- 7. DISCRETIONARY GRANT BUDGETING PRINCIPLES**
- 8. IMPLEMENTATION AND MONITORING COSTS**
- 9. FUNDING OF PIVOTAL PROGRAMMES**
- 10. SPECIAL PROJECTS (INCL. CLUSTER, SECTORAL OR GROUP PROJECTS-RURAL DEVELOPMENT PROJECTS TO BE PRIORITISED)**
- 11. EVALUATION CRITERIA FOR APPROVAL OF A DISCRETIONARY GRANT APPLICATIONS**
- 12. GENERAL INFORMATION**
- 13. POLICY REVIEW**
- 14. APPROVAL**

ANNEXTURE A - LEARNING PROGRAMME DETAIL AND FUNDING REGIME

ANNEXTURE B - APPLICATIONS AND GUIDELINES

Handwritten signatures in black ink, appearing to be initials or names, located at the bottom right of the page.

1. DEFINITIONS, ACRONYMS AND TERMINOLOGY

AET	Adult Education and Training
Act	to the Skills Development Amendment Act, 37 of 2008
APP	EWSETA Annual Performance Plan
Apprenticeship	A learnership in respect of a listed trade, and includes a trade-test in respect of that trade.
Artisan	Anyone who has passed a Trade Test and deemed/declared competent in any field of work. Artisans are associated particularly with engineering fields such as electrical, measurement control and instrumentation, fitter and turner, welding, boilermaker etc.
Discretionary Grants	Are grants paid to EWSETA member companies and other legal enterprises, at the discretion of the EWSETA Accounting Authority, to encourage stakeholders to contribute towards the achievement and objectives of the National Skills Development Strategy, the EWSETA Sector Skills Plan and Annual Performance Plan. All unclaimed mandatory grant funds will be transferred to the discretionary grant funding by 15 August of each year.
Employer	An organisation registered with Companies and Intellectual Property Commission (CIPC)
Learning programme	Includes a learnership, an apprenticeship, a skills programme and any other prescribed learning programme which includes a structured work experience component.
Labour Representative	means a representative of organised labour within the workplace, nominated by the recognised trade union/unions.
Levy Paying Employer	means an employer compelled to pay skills development levies in terms of section 3(1) of the Skills Development Levies Act.
NQF	means the National Qualifications Authority
PIVOTAL	is an acronym which means professional, vocational, technical and academic learning programmes that result in qualifications or part qualifications on the National Qualifications Framework
Private Education and Training Providers	means institutions that are privately owned

Project costs	means costs payable for an approved project funded through a discretionary grant
Public Education and Training Providers	means the institutions that are funded from the fiscus and reports to government
Public / Private Partnerships	means a partnership between a public sector company provider and a legal government agency or public education and training provider
Recognition of Prior Learning (RPL)	means assessments program aim at removing barriers to learning in support of transformation of educational and training system.
Work Integrated Learning (Includes Work Experience and Internships)	means the component of learning in an occupational qualification, an internship, or work placement for professional designation whereby a learner is mentored by a qualified, and where required, registered mentor in the application and integration of the knowledge and practical skills learnt, under supervision, in the actual context of a workplace in accordance with the prescripts set by the relevant qualification authority or professional body
Surplus	means a favourable residual balance in the statement of financial performance for the financial year ending on 31 March less commitment to training of learners in programmes funded from discretionary funds
Learner Database	A current list of learners legitimate to be trained for the financial year ending 31 March.
Notional Learning Hours	The number of hours, which it is expected a learner (at a particular level) will spend, on average, to achieve the specified learning outcomes at that level. It includes all learning relevant to achievement of the learning outcomes e.g. directed study, essential practical work, project work, private study and assessment.

2. INTRODUCTION

The Energy and Water Sector of Education and Training Authority (Energy and Water SETA) is diverse and widely dispersed. The uniqueness of each of the subsector's PIVOTAL skills set, therefore requires great diversity of education and training provisioning which the Energy and Water SETA will have to manage. Many of the employers in the sector, however, have vertically integrated operations and very advanced technologies thus there is a huge demand for medium to high level technical skills in order to ensure that these industrial sectors are sustainable in the medium to long term. Differences are most evident in size, infrastructure for skills development and the capacity to manage skills development activities.

The Energy and Water SETA has responsibility of improving the skills of the workforce through quality demand-led training in order to enhance organisational productivity and performance through skills development. The energy and Water SETA approach to the Discretionary Grants Funding Programme is guided and directed by Annual Performance Plan and Sector Skills Plan (SSP). The aim of the EWSETA SSP is to work in defined areas of priority to enhance organisational capacity and accelerate the training of employees in the sector.

Levy Grant system Element	Allocation %	Conditions
Total levy	100%	1% of Remuneration Costs
SARS Collection Fee	2%	Maximum of 2%
NSF	18%	% prescribed by Minister
SETA Administration	10.5%	Maximum of 0.5% to QCTO
Mandatory Grant	20%	Unclaimed to Discretionary
Discretionary Grant	49.5%	Maximum of 80% to PIVOTAL

This Funding Policy and Guidelines is aimed at giving effect to the above allocation parameters by outlining how the SETA's finances and financial administration for grants will be managed, i.e. how mandatory grants will be paid; what the quality criteria in relation to the payment of these grants will be; and what discretionary grants will be paid and for what programmes, including an outline of the PIVOTAL grants which will be available in this sector.

This policy is intended to enable effective monitoring and evaluation of the skills development interventions funded by the EWSETA and change the focus from numerical targets to effective monitoring and measurement and impact evaluation. To this end, the EWSETA has adopted a Skills Value Chain approach to address priorities identified in the SSP and in the Strategic Plan and APP. The disbursement of funds will be managed to achieve the intended goals.

3. PURPOSE

To establish a framework with which Discretionary Grants are disbursed.

To provide member organisations with a comprehensive overview of the requirements for grants. In order to ensure that applications for grants are properly focused, some information is provided to assist organisations to conceptualise their applications.

4. SCOPE

This policy will be applicable to the following:

1. Legal person or enterprises in different sizes (including small and micro enterprises, Non-Government Organisations (NGO's) and Cooperatives in the sector),
2. Public and Private education and training institution,
3. An employer or enterprise within the jurisdiction of EWSETA, including an employer or enterprise not required to pay a skills development levy in terms of the Skills Development Levies Act,
4. Also on all EWSETA officials that administers grants.

5. PRINCIPLES

The Policy on Discretionary Grant is committed to and guided by the principles of:

1. efficient and timely considerations of matters covered by this policy,
2. fairness and reasonableness,
3. transparency.

6. POLICY PROVISIONS

Consistent with the Energy and Water SETA sector skills priorities the following are to be noted as the basis upon which funding decisions will be made. The Energy and Water SETA may only make a discretionary grant if there are sufficient funds available. The Energy and Water SETA will utilise discretionary funding to implement its SSP and APP as contemplated in the Treasury Regulations issued in terms of the Public Finance Management Act.

Training providers and non-levy paying entities may also seek grants from Energy and Water SETA. These grants may be allocated to projects, programmes and research activities if they support the implementation of the sector skills plan or Energy and Water SETA's strategic objectives.

All qualifying and institutions in the Energy and Water Sector are invited to apply for the open Discretionary Grant Funding Window.



Other stakeholders, who may not be paying levies to Energy and Water SETA, may apply.

1. Funds will be allocated according to the primary areas of funding and stated priorities that are scarce and critical skills. These priorities are consistent with the circumstances of the respective sub-sectors, the strategic vision of the current Sector Skills Plan, Strategic Plan Framework and Annual Performance Plan
2. Application proposals should be submitted according to the format and guidelines provided by Energy and Water SETA.
3. All proposals must clearly indicate and substantiate the potential contribution to Workplace Skills Development and gains towards Energy and Water SETA sub-sectors.
4. All funding applications must demonstrate capacity to successfully implement the proposed project.
5. All applications must serve to promote the ideals of Energy and Water SETA funding strategy.
6. Training must be accredited and recognised.
7. All interventions are for duration of the training. They must have a start and an end date.

7. DISCRETIONARY GRANT BUDGETING PRINCIPLES

1. Minimum of 80% of the available discretionary grants within a financial year will be allocated to PIVOTAL programmes that address the scarce and critical skill within the Energy and Water SETA.
2. The Energy and Water SETA will allocate a maximum of 20% to funding of programmes, other than PIVOTAL programmes, to develop the sector in accordance with priorities outlined in the SSP.
3. The Energy and Water SETA will set out in its Annual Performance Plan targets aligned to budget of discretionary grants that will be available for training of scarce and critical skills through PIVOTAL programmes, identified as priorities in the SSP.
4. The APP will set out how:
 - a. Discretionary funds will be allocated to achieve SSP outputs and outcomes.
 - b. The National Skills Development III outputs and outcomes will be achieved in the sector.

8. IMPLEMENTATION AND MONITORING COSTS

1. For the Various grant and project categories, only a total maximum of 7.5% of approved grant or Energy and Water SETA funded projects may be used for administration or project administration. To ensure quality and successful implementation of the Energy and Water SETA funded project, monitoring and site visits are important due to the technicality of the implemented qualifications.



2. All projects and learning interventions will be monitored by Energy and Water SETA. Visits will be made to ensure that progress is consistent with the planned schedule of activities and good quality is adhered to at all times.
3. A planned training schedule will be utilised for monitoring and tracking process to check the progress and render support and assistance where necessary.

9. FUNDING OF PIVOTAL PROGRAMMES

Applicants are advised to prepare their applications and proposals in line with Energy and Water SETA priorities as prescribed in the advert of a Funding Window. The Energy and Water SETA will be consistent in the application of the criteria established in the respective programmes so that it could be fair to all.

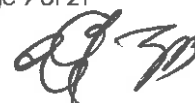
Qualifying companies or organisation must submit the following documentation with their applications:

- a. Copy of Energy and Water SETA accreditation certificate confirming validity of accreditation status and scope, for the period of the learnership duration.
- b. Original copy of tax clearance certificate confirming financial viability for the period of the learnership duration.
- c. Original copy of banking details confirming validity of the account for the period of the learnership duration.
- d. Copy of physical address and contact details for the period of the learnership duration.
- e. Company or Organisation's profile indicating the experience of personnel involved in training initiatives, i.e. Facilitators, Assessors and Moderators.
- f. Copy of company or organisation's registration certificate.
- g. Company or Organisation must have a Learner Database for the current financial year.
- h. Letter of Intent with Employers it should be signed by all parties in the current financial year.
- i. Signed Online Generated Application Form.
- j. All applications must be completed. <https://www.itaware.co.za/ewseta>

The PIVOTAL programmes are made up of the following:

1. LEARNERSHIPS

Applying for learnership discretionary grant is the only route to access Learnership incentives – this procedure has been introduced to promote fairness, transparency and equity in the granting learnership incentives awards



- 1) Any company or organisation may seek a grant from a SETA to support the implementation of learnerships.
- 2) It is a decision for the Energy and Water SETA to decide how many and which applications it will support. The Energy and Water SETA will need to make its decisions in the light of the priorities of its sector skills plan and the amounts of money it has available to support learnerships.
- 3) Energy and Water SETA must inform the applicant whether or not the grant application was approved and funding allocated before the applicant commences with the learnership. Energy and Water SETA and stakeholder will sign the Service Level Agreement and relevant annexures stipulating payment amount and deliverables for tranche payments.
- 4) Energy and Water SETA will establish and publicise its criteria for awarding the learnership grants.

2. SKILLS PROGRAMME

Any stakeholder may apply for a grant towards the costs of providing skills programmes. It is for the SETA to determine arrangements for the applications for grants, credits and unit standards before the application is approved.

Grants allocation depends on how many credits are been implemented. They should be more than 60 credits. Energy and Water SETA awards both employed and unemployed learners a skills programme grant.

3. APPRENTICESHIP (SECTION13, RPL)

An Artisan is anyone who has passed a Trade Test and deemed/declared competent in any field of work. Artisans are associated particularly with engineering fields such as electrical, measurement control and instrumentation, fitter and turner, welding, boilermaker etc. and must be sector specific trades.

(1) Apprenticeship Grant

A company or organisation may apply for a Discretionary Grant to fund the training of Apprentices. The relevant Discretionary Grant application documents must be completed and submitted to Energy and Water SETA in the annual funding window.

Companies or organisations who want to extend an existing grant are required to apply in the funding window using the same application form. The Discretionary grant for each financial year will be disbursed according to the national funding guidelines. All approved grants for previous financial years will be disbursed according to the agreed guidelines of that financial year and is not influenced by changes in the funding model. A Grant will be allocated to workplaces approved through the national workplace approval criteria.

An approval letter followed by a service level agreement (SLA) will be forwarded to the successful applications. The SLA must be signed and forwarded to Energy and Water SETA within a stipulated timeframe.

(2) Workplace approval

The approval of workplaces is a prerequisite for any apprentice programme. No Apprenticeship agreement will be approved before the workplace of the employer is approved by Energy and Water SETA. The national criteria for workplace approval will be followed. The process involves a self-assessment and an actual workplace assessment to confirm that the workplace can provide the required exposure to candidates.

(3) Registration of Apprentices

The company or organisation must identify the accredited skills and practical training providers at registration. It is important for companies or organisations to ensure that only accredited providers are utilized. Energy and Water SETA will not register any learning agreement if the providers are not accredited.

The company or organisation conducts a self-evaluation against; Workplace Provider Criteria, Workplace Readiness, and upon compliance completes and prepares a Workplace Readiness Report for submission to the Energy and Water SETA;

- a. The candidate must be at least 16 years of age, all trades; Minimum of Grade 9 or equivalent with mathematics and science;
- b. Candidates must be declared Medically fit (where applicable) before engaging into Apprenticeship Contract;
- c. The candidate must be a South African Citizen and in possession of a valid National Identity Document (ID);

Take cognizance that an Apprenticeship Agreement must be registered with Energy and Water SETA within 30 days upon signing by the respective parties.

(4) Programme Implementation

Depending on the profile of the candidate three distinct components of the training process must be completed:

- a. The Knowledge or skills component

During this phase the candidate must attend courses to acquire the required knowledge of the relevant trade. This can be done at a Further Education and Training College. The duration of this component can be 6 months depending on the progress and profile of the candidate.

- b. The Practical Skills Training

This component of the training will expose the learner to all facets of the trade and will be facilitated by an accredited training provider. The candidate will keep a detailed logbook that will be signed off by a registered assessor, this logbook must be submitted as proof that the candidate was trained and found competent on all aspects of the trade in a simulated environment

c. Workplace component

The role of the company or organisation in the workplace, deploy the candidate in the workplace:

- i. Institute support systems in the workplace;
- ii. Orientate designated Training Coordinator, Mentor, Workplace Coach and Apprentice(s) about their roles and responsibilities;
- iii. Guide apprentices and workplace coach to maintain the logbook and supplementary notes;
- iv. Maintain a safe work environment in accordance with Health and Safety practices;
- v. Conform to Workplace Provider Criteria guidelines as workplace provider;
- vi. Proof of sufficient and appropriately qualified persons that may serve as workplace coach / mentor for the apprentice;
- vii. Submit a signed Apprentice Development Plan for each apprentice;
- viii. vi. Submit proof of a signed Fixed Term Conditions of Employment for each Apprentice or RPL Candidate if unemployed or Contract of Employment if employed.

(5) Monitoring and Verification of Apprenticeships

Energy and Water SETA in terms of good governance of Apprenticeships require written progress reports at intervals of six months.

The Monitoring and Verification Report (MVR) may serve as reporting instrument and has to be completed by the either the employer or a duly authorized Energy and Water SETA representative. The duly authorized from Energy and Water SETA conduct a physical monitoring and verification site visit (at least) once in a period of 12 months for the duration of the Apprenticeship. The Monitoring and Verification Report (MVR) may be completed by a duly authorized Energy and Water SETA representative or the employer. The Workplace Readiness Report serves as first report. The Energy and Water SETA designed Monitoring and Verification Report (MVR) template may be used by the employer when having to report on the learning progress.

Alternatively, the employer may use its own progress report provided that it covers the minimum information as required for example:

- i. Location of the apprentice(s);
- ii. Names of the apprentices and indication of progress against the designated training schedule;
- iii. Company representative details and name of designated workplace coach;
- iv. Verification of Logbooks and supplementary notes;
- v. Verification of attendance records, leave records, accidents and incidents recorded, disciplinary matters, staff welfare, transgressions, recommendation, progress against plan, scheduling of further training interventions;
- vi. Access to tools and equipment;
- vii. Feedback from the designated coach;
- viii. Feedback from the apprentice.

(6) Trade Test Application

The company or organisation prepares the Application for Trade Test and conduct a Trade Test Self Check for each application. Original hard copies of the application may upon compliance against the qualifying criteria be submitted to Energy and Water SETA. Energy and Water SETA acknowledges receipt of the application and screen the contents and attachments for compliance. The Energy and Water SETA QA Administrator processes the application upon approval and issue a unique systems generated serial number for each application. Energy and Water SETA notify the designated Decentralized Trade Test Centre to issue Trade Test dates. The Decentralized Trade Test Centre issues a trade test date and notify the employer and Energy and Water SETA accordingly.

Candidates will be given a maximum of three (3) opportunities to pass a trade test as an Apprentice. The Apprenticeship contract will immediately be terminated after attempt three (3). The candidate can then be registered as a RPL candidate if he/she wishes to pursue the qualification.

(7) Certification

Once a candidate is found competent the Decentralized trade test centre will forward the results to the Energy and Water SETA. Energy and Water SETA will prepare the required documentation and forward the learner pack to the National Artisan Moderation Body (NAMB). NAMB will screen all the submissions for compliance against the Trade Test Regulations and make recommendations to the Quality Council for Trades and Occupations (QCTO) for certification. NAMB will distribute certificates to candidates. If a candidate has lost his/her certificate the required application form must be completed and forwarded to Energy and Water SETA similarly if the candidates wish to apply for a re-issue of a certificate.

4. RECOGNITION OF PRIOR LEARNING (RPL)

RPL means the principles and processes through which the prior knowledge and/ or skills of a person are made visible and are assessed for the purposes of certification, alternative access and admission, and further learning and development.

As a principle, it endorses the value of giving recognition to knowledge and skills that have been acquired outside a formal learning programme.

For Apprenticeships (RPL) the Energy and Water SETA will pay per trade test per candidate. Public TVET colleges, aligned to Energy and Water sector workplaces are also encouraged to apply.

5. WORK INTERGRATED LEARNING (Incl. WORK EXPERIENCE AND INTERNSHIPS)

Applications for training which have already commenced will not be considered.

Any organisation, which seeks to employ learners under this category, may apply to EWSETA for financial support.

This grant type shall be made available to companies that employ trainees that require learning in the workplace and interns who need to qualify for programmes within Energy and Water SETA's scope of coverage.

Students will either be assisted to complete a qualification, gain work experience/internship and work placement.

6. BURSARIES

Applications can be students, company or youth organisation and institutions.

Applications for bursaries in the study fields identified by Energy and Water SETA SSP will be considered for designated groups specifically impacting the sector. For both employed and unemployed learners.

The funding of bursary programmes covers the actual course cost and if there is excess funding this can be utilised to text books or further essential requirements to complete the course. If the relevant course expenses are less than the allocated bursary amount, then the bursary will be paid according to actual cost.

7. ADULT EDUCATION AND TRAINING

Applications for training which have already commenced will not be considered.

Any organisation in the Energy & Water sector which seeks to train learners in AET programmes may apply to EWSETA for financial support.

EWSETA will subsidise on full completion of an AET level (1-4) for each learner that gets taken by an employer.

need to complete and submit the online application and submit the Learnership Agreement if approved by EWSETA.

Once off payment on completion of the level.

10. SPECIAL PROJECTS (incl. cluster, sectoral or group projects-rural development projects to be prioritised)

Projects funding is available for qualifying companies, organisations and accredited training providers in the Energy and Water sector to enhance skills development.

a. High level skills development projects linked to sector development

Energy and Water SETA to prioritise projects to address high level skills needs and sector development and innovation capacity. Higher Education Institutions are invited to submit project applications for appropriate interventions to support entry into priority Energy and Water SETA programmes, access to post-graduate programmes, increased work experience and experiential learning students.

In order to address the scarce and critical skills of various Energy and Water SETA sub-sectors, internal stakeholders are invited to make special projects applications that will address their scarce and critical skills.

b. Matric Intervention

Energy and Water SETA will dedicate the necessary financial resources to support career and vocational guidance projects in order to promote Energy and Water sector occupations in targeted education constituencies, e.g. Schools.

c. TVET/Public/Private Partnerships

Energy and Water SETA funding strategy will support TVET institutions and assist in building their capacity by ensuring that programmes offered meet the needs of industry, including the support of apprenticeships, learnerships, N-study programmes (N1 - N6) and the National Certificate Vocational (NCV) programmes and put in place partnerships to offer vocational courses in order to strengthen the relationships between employers and TVET Colleges so that workplace learning can become the visible supplement to institutional learning projects and increasing placement of college students and graduates in workplaces will be supported.

d. Other

Project funding is available for qualifying and registered companies, organisations and accredited training providers in the Energy and Water Sector to enhance skills development amongst the unemployed through the implementation of learnerships, apprenticeships, work experience and internships, which includes literacy, numeracy, life skills, business entrepreneurship and technical/critical scarce skills programme for unemployed people living in designated rural areas:

- Co-operatives
- SMMEs (Small Firms)
- Small BEE Firms
- Labour Unions
- No-governmental organisations (NGOs)
- Community-based organisations (CBOs)
- Non-levy paying enterprises (NLPEs)

Energy and Water SETA will support special projects that seek to empower people in the rural areas to create opportunities to make a living for themselves through entrepreneurship. Project funding is available per learner to organisations and training providers accredited to provide new venture creation qualifications to promote entrepreneurs amongst the youth with reference to Energy and Water sector ventures and also to provide education and training for projects directed at designated groups – youth, women and people living with disabilities.

HIV and AIDS Awareness programmes is critical for the sustainability and productivity of the Energy and Water Sector. Energy and Water SETA encourages accredited skills development providers to apply for special project funding that promotes HIV/AIDS awareness amongst Energy and Water Sector employees in order to address the scourge of this pandemic.

11. EVALUATION CRITERIA FOR APPROVAL OF A DISCRETIONARY GRANT APPLICATIONS

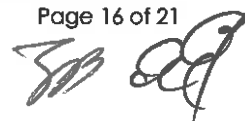
1. Priority will be given to the scarce and critical and priority areas identified in the Energy and Water SETA Sector Skills Plan.
2. Preference will be given to companies or organisations that provide the skills development initiatives to the unemployed and pre-employed.
3. Preference will be given to applications prioritizing the previously disadvantaged beneficiaries according to NSDS III transformational imperatives.
4. Documentation for all the intended programmes must be made available to Energy and Water SETA prior the commencement of the initiatives.
5. All applications must be in respect of learners who are in possession of a valid South African Identity document and are South African citizens.
6. Discretionary grant awards will priorities progression on delivery of previous project.
7. Current projects implementers will not be considered for the funding window until project is completed.
8. Mandatory grant funded project shall not be funded through discretionary grant.
9. Once the awarding process has been finalized, Energy and Water SETA will enter into a Service Level Agreement with the relevant company or organisation.

12. GENERAL INFORMATION


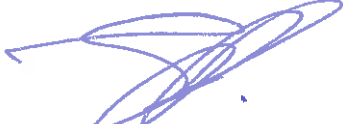
1. The above categories of stakeholders should be falling within the Energy and Water WSETA scope of coverage.
2. Providers and Workers who wish to apply for grants shall register online and complete the online application. The Energy and Water SETA will evaluate the application and if approved make a Service Level Agreement available that needs to be signed to formalise the discretionary grant allocation.
3. The dormant projects will be investigated and decisions will be made on merits. The non-implementation of project will negatively impact future awards.
4. Funding Window will open within 30 days of Annual Performance Plan approval by Honourable Minister of Higher Education and Training Department. Then it will be opened mid-year on special occasion.

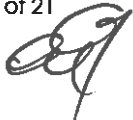
13. POLICY REVIEW

1. This policy shall be reviewed on an annual basis as stipulated in the grant regulations. Annexure A shall be reviewed in alignment with the annual budget of the Energy and Water SETA and availability of funds.
2. This policy is effective from 01st April 2018.



14. APPROVAL

Name	Mr. Errol Gradwell	
Position	Chief Executive Officer	
Signature		Date 28/03/2018
Name	Mr. Frans. Baleni	
Position	Board Chairperson	
Signature		Date 28/03/2018



**ANNEXURE A: LEARNING PROGRAMME DETAIL AND FUNDING REGIME
PROPOSED GRANTS AMOUNT PER INTERVENTION**

Pivotal/Non-Pivotal	Learning Programme Type	List of Programmes/ Interventions	Amount per Learner (18.1)	Amount Per Learner(18.2)	Stipend for 18.2 Learners
Non- PIVOTAL	(1) Adult Education & Training	AET 1	R2500 per learner	n/a	n/a
		AET 2	R2500 per learner	n/a	n/a
		AET 3	R2500 per learner	n/a	n/a
		AET 4	R2500 per learner	n/a	n/a
		FLC	R4000 per learner	n/a	n/a
		NASCA(Adult Matric/UMALUSI)	R2500 per learner	n/a	n/a
		Bridging - Maths and Science (2nd Chance)	R4000 per learner	n/a	n/a
PIVOTAL	(2) Apprenticeship	Artisan Development Programme	R165 000 per learner.		
PIVOTAL	(3) Learnerships	Learnerships – NQF 1	R 17 600 per learner	R 17 600 per learner	n/a
		Learnerships – NQF 2	R 17 600 per learner	R 17 600 per learner	R 20 000 per learner per annually
		Learnerships – NQF 3	R 17 600 per learner	R 17 600 per learner	R 23 000 per learner per annually
		Learnerships – NQF 4	R 17 600 per learner	R 17 600 per learner	R 24 000 per learner per annually
		Learnerships – NQF 5 Diploma and above (PIVOTAL)	R 17 600 per learner	R 17 600 per learner	R 26 000 per learner per annually

EWSETA Discretionary Grants Funding Policy

		Top-up funding for Rural and Disability learners	R 10 000 per learner	R 10 000 per learner	n/a
PIVOTAL	(4) Skills Programmes	Skills Programme R250 per credit per learner Maximum 6 month	R250 per credit per learner	R250 per credit per learner	n/a
PIVOTAL	(5) Bursaries Amount per learner to be paid annually	Academic Programmes NQF 10 – Doctorates/PhD	R 47 000	R 47 000	
		Academic Programmes NQF 9 - Masters	R 47 000	R 47 000	
		Academic Programmes NQF 8 – Post Graduate Diploma	R 60 000	R 60 000	
		Academic Programmes NQF 8 – Honours	R 60 000	R 60 000	
		Academic Programmes NQF 7 – Bachelor's Degrees & Advanced Diplomas	R 60 000	R 60 000	
		Academic Programmes NQF 6 – National Diplomas and Advanced Certificates	R 50 000	R 50 000	
		Academic Programmes NQF 5 – Higher Certificates and Advanced National Certificates (Vocational)	R 37 000	R 37 000	
		Academic Programmes – Certificate TVET (Private and Public)	R 37 000	R 37 000	
PIVOTAL	(6) Work Integrated Learning/Work Experience/Internship	Placements for Workplace Experience – UoT	R 90 000 (R5 000 per month per learner, Max 18 months)	R 90 000 (R5 000 per month per learner, Max 18 months)	
		Placements for Workplace Experience - University	R 90 000 (R5 000 per month per learner, Max 18 months)	R 90 000 (R5 000 per month per learner, Max 18 months)	
		Placements for Workplace Experience - TVET	R 45 000 (R2 500 per month per learner, Max 18 months)	R 45 000 (R2 500 per month per learner, Max 18 months)	
		Internships @ R3 500 pm for 12 Months (TVET)	Once – Off Payment R 1 000	Once – Off Payment R 1 000	
		Internship @ R5 000 pm for 12 Months (TVET)	R 30 000 (R2 500 per month per learner, Max 12 months)	R 30 000 (R2 500 per month per learner, Max 12 months)	
		Internship @ R5 000 pm for 12 Month (University)	Once – Off Payment R 1 000	Once – Off Payment R 1 000	
		Internship @ R5 000 pm for 12 Month (University)	R 60 000 (R5 000 per month per learner, Max 12 months)	R 60 000 (R5 000 per month per learner, Max 12 months)	

ANNEXURE B:

APPLICATIONS AND GUIDELINES

The applications for funds are a statement to justify how the grants will be expended. In making applications, applicants should take note that applications are to be submitted on the Energy and Water SETA grant application system online.

- 1)** All applications must be submitted online in order to be considered for evaluation and possible allocation
- 2)** Individual organisations making application are responsible for selection of accredited skills development providers
- 3)** Applications will be processed after the funding window closes. A letter notifying receipt of application will be generated and sent out automatically from the system to notify the applicants of successful application.
- 4)** Energy and Water SETA constituent organisations must apply on behalf of their employees.
- 5)** All constituent organisations, service providers to other organisations, training provider institutions are welcome to apply for Special Projects.

The following organisations and institutions are eligible to apply for grants:

- 1)** A public education and training institution
- 2)** An employer or enterprise within the jurisdiction of the Energy and Water SETA, including an employer or enterprise not required to pay a skills development levy in terms of the Skills Development Levies Act.

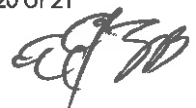
Qualifying criteria for Discretionary Grants:

- 1)** Valid tax clearance certificate on submission of the Discretionary Grant application or valid tax exemption certificate which cannot be more than a year since granted.
- 2)** Valid registration of organisation i.e. CIPRO

For levy paying entities only:

- 1)** Registration with SARS in terms of the Skills Development Levies Act.
- 2)** Is up to date with levy payments at the time of Discretionary Grant Approval in respect of the period for which a discretionary grant application is made, is a skills levy-paying entity.
- 3)** Has submitted a WSP/ATR and PIVOTAL training plan and report that contributes to the SETA SSP

Energy and Water SETA follow two processes for verifying and monitoring progress on projects funded through the discretionary Grants:



1) Desktop Monitoring

Discretionary Grant Evaluation Committee will verify most of the information provided by applicants through mandatory documents submitted for the first level application evaluation.

2) Due Diligence Monitoring Visits

The responses of the Discretionary Grants might be overwhelming for the DGC committee to do due diligence visits to verify information submitted by applicants, but the members will have to visit all DG applicants that have complied for the second level application evaluation.

Projects Monitoring and Reporting Guideline:

There are various types of reports that are required during the project implementation that the projects division needs to make sure are in place and are submitted in order to assess the stability of the project from various parties. There are various stakeholders responsible for the submission of these reports as well as various tools used to compile these reports.

1) Progress Reports

The progress report is compiled by the project manager/facilitator of the project to keep Energy and Water SETA informed on the progress of the project. There is no particular template for this report and various organisations may use methods that are in place at their organisation to compile this report. This report will include important information like number of learners dropped out of the programme and also attach moderation report, assessment records and proof of learner stipends to it. The progress report must be submitted with all second tranche payment claims submitted as well as third tranche payment claims.

2) Project Monitoring Report.

The project monitoring report is compiled by Provincial Department. There is a template that has been compiled by EWSETA Projects Manager that has to be used when the project monitoring is carried out. Project monitoring visits are to be carried out to 100% of all discretionary grants related projects on a quarterly basis.

3) Exit Moderation Report.

The exit moderation is carried out by Quality and Assurance Department of relevant SETA in which the programme being trained is accredited with. The exit moderation report will be carried out for Learnerships, Skills Programme and Apprenticeship. The exit moderation report is carried out using a template that has been drawn up by that particular QA Department of a relevant SETA.

4) Close Out Report

A close out report is compiled at the end of the project when all assessments and moderations have been done. It is compiled by the organisation's project manager or the facilitator stating the aspects like the number of learners found competent and other various sections that may have been experienced during the project amongst other things. There is no particular template dictated by the EWSETA to the organisations and they may use their internal methods/template to compile this report. This report must be submitted with the final tranche payment claims.