

# Strategic Cash Grant (SCG) Application 2010/2011 For the Period 1 January to 31 December 2010

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## INTRODUCTION

The Fasset sector is one of the worst performing sectors in terms of employment equity. As a result of this trend, Fasset is offering a Strategic Cash Grant (SCG). The SCG is a special skills initiative grant enabling employers to claim back a maximum of 20% of their Skills Development Levy (SDL) (subject to restrictions if oversubscription of the grant occurs) if they undertook education and training interventions in certain strategic skills priority areas for the financial year 2010/2011 from 1 January to 31 December 2010.

## CHANGES FROM THE PREVIOUS FINANCIAL YEAR

The SCG has been offered to Fasset SDL-payers for many years. Numerous changes to the SCG have been implemented in the 2010/2011 financial year, as compared with the strategic criteria included in the 2009/2010 financial year.

The following criteria were included in the 2009/2010 financial year, and are included again in the 2010/2011 period.

1. Specific learners on **learnerships** that address scarce skills.
2. **External bursaries** to specific unemployed learners to study at recognised institutions or professional bodies in scarce skills areas of study.
3. **Workplace experience**, in areas of scarcity in the Fasset sector, to specific unemployed learners from tertiary institutions.
4. **Financial support (internal bursaries)** to specific employed learners to study at recognised institutions or professional bodies in areas of study identified as scarce.
5. **Adult Basic Education and Training (ABET)** to their specific employees.

Two new areas have been included for the 2010/2011 period.

6. **Quality-assured and structured workplace experience** where specific learners enter full-time, on-the-job training (non-learnership).
7. Certification of the organisation against a **national standard for people development** (i.e. a business improvement tool designed to advance an organisation's performance through its people).

The following criteria included in 2009/2010 has been excluded in the 2010/2011 financial year:

- The skills transfer of scarce and skills in creating new ventures within the sector.

The following changes to the target individuals in the SCG have been included:

- Expenses related to the training of black (African, coloured, Indian) and/or disabled learners have always been applicable in the SCG, and continue to be applicable in this grant. However, expenses related to white women where the educational intervention is at National Qualifications Framework (NQF) level 7 and 8 in criteria 2, 4 and 6 are acceptable for the following criteria.
  2. **External bursaries** to specific unemployed learners to study at recognised institutions or professional bodies in scarce skills areas of study.
  4. **Financial support (internal bursaries)** to specific employed learners to study at recognised institutions or professional bodies in areas of study identified as scarce.
  6. **Quality-assured and structured workplace experience** where specific learners enter full-time, on-the-job training (non-learnership).

Importantly, many criteria now require the successful completion of qualifications and programmes as opposed to registration only. Evidence of this completion is also required,

Requests for extension are no longer acceptable for this grant.

Training costs now **exclude** VAT.

An electronic version of the grant, in the MS Excel format provided (available on the Fasset website) must be submitted to the Seta by the deadline date, in addition to the signed application form. This allows the Seta to check the content of the application, compare learners from one year to another and conduct research from time to time. Should the document not be completed in the MS Excel format, the Seta may query the submission and request the document in the correct format.

## SUBMISSION GUIDELINES

- Employers are assured that all information received will be treated with the highest regard for confidentiality. Information received in the grant applications are aggregated for the purposes of research and planning.
- The firm must have submitted and received approval for the Mandatory Grant 2010/2011 from Fasset, due 30 June 2010. Failure to submit the Mandatory Grant by this date disqualifies the employer from applying for any Discretionary Grants (such as the SCG, Learnership Cash Grant (LCG) and Pilot SMME Grant) during the financial year.
- The grant application must be submitted to Fasset by no later than **31 March 2011** in respect of education and training interventions in the period **1 January to 31 December 2010**.

- Fasset may not pay the Discretionary Grant to an employer unless the employer i) has registered with the Commissioner in terms of the SDL Act ii) has paid the levies directly to the South African Revenue Service (SARS) in the manner and within the period determined in the SDL Act iii) is up-to-date with levy payments to SARS at the time of approval and in respect of the application period iv) has submitted a WSP within the time-frames prescribed v) and is registered with Fasset and the levy contributions are up-to-date.
- The grant must be submitted in the required and correct format to the **Fasset Skills Planning Department**.
- Given that there is limited budget for this grant and each applicant's grant approval depends on the resolution of all applicant's grant queries by a specific date, requests for extension will no longer be considered for this grant.
- Ensure that the Skills Development Facilitator (SDF) and the relevant Authorised Signatory sign each page of the grant application form. Names may not be typed in this space, signatures must be manually completed.
- In the case of **fax** submission to the Seta, it is the applicant's obligation to ensure that the application is submitted to the Seta via the correct fax number and that a copy of the confirmation slip, with the correct number of pages transmitted, is retained for later use/proof. An original signed document must also be submitted. The correct fax number is 086 574 1962.
- In the case of submission via the **postal system**, it is the applicant's obligation to ensure the document is submitted to the correct physical/postal address and that proof of sending the specified document is kept. The correct postal address is PO Box 6801, Cresta, 2118.
- In the case of **hand delivery** or **courier**, it is the applicant's obligation to ensure the document is submitted to the correct physical/postal address and physical proof (delivery note of sending the specified document via hand delivery or courier) is retained. The physical address is Block A, Eva Office Park, Corner Beyers Naude & Judges Avenue, Blackheath. Fasset offices close at 16h30 from Monday to Thursday, and at 16h00 on Friday. There is no 'drop-box' on Fasset's premises or means of delivering the physical document after office closure. The application may however be faxed or emailed to the Seta before the deadline date. Please be aware that those delivering the document may not have access to alternative fax and email facilities, and the submission will be deemed late if is received / delivered after the deadline date.
- The document must be received at Fasset by **31 March 2011**.
- Should a section or page not be applicable to your own organisation, please clearly mark that section not applicable (NA) and draw a line through the section.
- There may be instances where the form is missing information such as all of the signatures of the authorised signatories. We advise you to submit the incomplete application form, by the deadline date to ensure that the Seta receives the document timeously, and you do not lose access to the grant. Fasset does query incomplete, but timeously completed, grant applications.
- All claims must be in respect of learners who are in possession of a valid South African Identity document and are South African citizens.
- A copy of the signed grant application must be retained by the applicant in the event that the Seta queries the grant application.
- An employer who has applied for the Learnership Cash Grant (LCG) or Strategic Cash Grant (SCG) in the current financial year will not be eligible for the Pilot SMME Grant (refer to the Fasset website for more information). This is because the Pilot SMME Grant has been introduced to provide access to employers who have not typically enjoyed the benefits of the LCG or the SCG. Employers must decide which grant they would prefer to claim in the financial year.
- Fasset reserves the right to conduct monitoring visits to employers who have received the SCG and audit employers who have applied for the SCG.

### **PAYOUT CRITERIA**

In the 2010/2011 financial year this grant will operate on a 'capping' basis. A limited overall budget is available to all employers who implement strategic interventions in terms of the SCG criteria. Depending on the total number of grant applications submitted to the Seta, an employer may only receive a percentage of their claim (regardless of whether it is greater or less than 20% of their SDL). For example, if a total budget of R 10,000,000 is available for the SCG in the 2009/10 financial year for all employers, and the total grant claims received from employers amount to R 15,000,000 employers will receive only 67% of their grant claim ( $R\ 10,000,000 / R\ 15,000,000 = 67\%$ ). If all SCG claims received amount to R 9,999,999 (i.e. less than the available budget of R 10,000,000) an applicant will then receive 100% of their claim. The total claim amount and percentage payout will only be finalised after all grants have been received, and all queries resolved. The grant is limited to a maximum amount of 20%, or the lesser, of levies paid or the amount paid on training initiatives (refer to definition of key terms for the definition of costs incurred for training). For example, should an employer be able to claim a potential amount of R 400,000 for their SCG, they would need to have spent at least R 400,000 on the achievement of SCG criteria. This is subject to the capping rule described above. If an employer spends less on the SCG criteria than the 20%, they would only be able to claim to the value of their expenses, subject to the capping rule above and the percentage payout. All SCG grants will therefore only be paid out when the final approved SCG claim amount is calculated from all SCG claims received. As a result of changes in the payout procedure, grant queries will be dealt with according to a more rigorous timeframe. This will ensure that individual employers are not disadvantaged should specific applicants be delayed in resolving their grant queries. Unresolved queries at the time of grant finalisation and payout will not be paid out; the Seta will communicate in advance deadlines for query resolution and grant payout.

### SCG CRITERIA

The grant is payable to employers participating in one or more of the following activities (and in accordance with the evaluation criteria).

#	Criteria	Detail
1	<p>Specific learners on <b><u>learner-ships</u></b> that address scarce skills.</p> <p>Aim: To increase the supply of specific entrants in scarce skills to the Fasset sector and decrease unemployed youth.</p>	<ol style="list-style-type: none"> <li>1. Any learnership related to a scarce skill that the employer is implementing in the workplace with a black (African, coloured, Indian) and/or learner with a disability.</li> <li>2. The learnership may be registered with Fasset or with another Seta (as defined in the Skills Development Act 97 of 2000 as amended).</li> <li>3. When reported in this grant application, the intervention must be linked to a 4 or 6-digit Organising Framework for Occupations (OFO) code. More information on the OFO may be obtained from the OFO website, <a href="http://www.nopf.co.za">http://www.nopf.co.za</a></li> <li>4. 18.1 (previously employed) and 18.2 (previously unemployed) learners are eligible.</li> <li>5. All claims must be in respect of learners who are in possession of a valid South African Identity document (ID) and are South African citizens.</li> <li>6. An official confirmation letter of each registered learner should be attached to the application. Any part of the duration of the learnership agreement must fall within the period 1 January to 31 December 2010. For example, the learner may be undergoing the third year of a 3-year learnership programme.</li> <li>7. The education and skills level of the programme may span NQF level 1 to 8, however must be linked to a scarce skill.</li> <li>8. 'Double-dipping' on the same learner is prohibited. Employers who apply for a Learnership Cash Grant (LCG) from Fasset will not be eligible for the SCG within the learnerships criteria, on the same learner for the entire period of the that learner's learnership programme. Employers may still apply for the SCG on the basis of other SCG criteria or for other black and/or learners with disabilities, against whom the LCG has not been applied.</li> </ol>
2	<p><b><u>External bursaries</u></b> to specific unemployed learners to study at recognised institutions or professional bodies in scarce skills areas of study.</p> <p>Aim: To increase the supply of specific learners in scarce skills to the Fasset sector and decrease the number of unemployed youth.</p>	<ol style="list-style-type: none"> <li>1. A course in support of a scarce skill that a black (African, coloured or Indian) learner and/or a learner with disability is being funded on.</li> <li>2. In addition to black and/or disabled learners being funded in scarce skills areas, employers may submit a claim for NQF level 7 or 8 courses (e.g. Masters, MBA, PhD and above) courses for white women.</li> <li>3. When reported in this grant application, the intervention must be linked to a 4 or 6-digit Organising Framework for Occupations (OFO) code. More information on the OFO may be obtained from the OFO website, <a href="http://www.nopf.co.za">http://www.nopf.co.za</a></li> <li>4. All claims must be in respect of learners who are in possession of a valid South African Identity document (ID) and are South African citizens.</li> <li>5. All claims must related to a completed period of study. An official academic transcript for of each registered learner should be attached to the application showing that the learner has passed the course for which they are registered. If a learner fails a minor subject which can be carried over without destroying the overall length of the degree, then Fasset will assess the grant claim for the year (however the failed subjects will not be paid for by the Seta). If a student fails a major subject which will affect the overall length of the study period for the degree, the claim will not be paid. The major subject/s of the learner must be clearly in-</li> </ol>

#	Criteria	Detail
		<p>dicated on the transcript.</p> <ol style="list-style-type: none"> <li>6. The learner should complete the course of study within the period 1 January to 31 December 2010. This should be reflected in the academic transcript.</li> <li>7. Details of the recognised institution such as status of accreditation and alignment to unit standards and qualification must be reported in the application.</li> <li>8. The NQF level of the course must be specified in the application, along with the duration of the course.</li> <li>9. The education and skills level of the programme may span NQF level 1 to 8, however must be linked to a scarce skill.</li> <li>10. The external bursary must be offered to learners <b>not in full-time employment</b>.</li> <li>11. No short courses, workshops or international conferences may be included in this grant claim.</li> <li>12. The educational intervention must be Learning Type 1 or 2 in the learning programmes matrix (see the table below). i.e. (1) Institution-based theoretical instruction alone – formally assessed through the institution or (2) Institution-based theoretical instruction and some practical learning with an employer or in a work simulated environment – formally assessed through the institution.</li> </ol>
3	<p><b>Workplace experience</b>, in areas of scarcity in the Fasset sector, to specific unemployed learners from tertiary institutions.</p> <p>Aim: To increase the supply of black and/or new entrants with disabilities in scarce skills to the Fasset sector and decrease the number of unemployed black and/or youth with disabilities.</p>	<ol style="list-style-type: none"> <li>1. These are defined as programmes established to assist black and/or learners with disabilities from tertiary institutions to gain workplace experience in scarce skills to the Fasset sector.</li> <li>2. When reported in this grant application, the intervention must be linked to a 4 or 6-digit Organising Framework for Occupations (OFO) code. More information on the OFO may be obtained from the OFO website, <a href="http://www.nopf.co.za">http://www.nopf.co.za</a></li> <li>3. All claims must be in respect of learners who are in possession of a valid South African Identity document (ID) and are South African citizens.</li> <li>4. These programmes must be offered to unemployed graduates whereby these graduates are exposed to practical work experience of a specified nature, that is related to the graduate's qualification.</li> <li>5. The programme must be in support of a scarce skill.</li> <li>6. The average duration of a workplace experience programme ranges from 1 day to 12 weeks per annum (5 days per week). Sometimes the work experience obligations may be split up into the main vacation period of June/July or November/December/January.</li> <li>7. The learner should complete the workplace experience within the period 1 January to 31 December 2010.</li> <li>8. This programme is applicable to learners not in full-time employment with the employer.</li> <li>9. Learners must be trained in order for them to enter employment in firms in the Fasset sector.</li> <li>10. The educational intervention must be Learning Type 7 in the learning programmes matrix (see the table below). i.e. Work-based only – not usually formally trained or assessed.</li> <li>11. An outline of the programme must be supplied, including detail on content, outcomes, and assessment criterion. This will be assessed, and approved at Fasset's discretion.</li> </ol>

<p>4 <b>Financial support (internal bursaries)</b> to specific employed learners to study at recognised institutions or professional bodies in areas of study identified as scarce.</p> <p>Aim: To increase the number of specific learners with scarce skills in employment.</p>	<ol style="list-style-type: none"> <li>1. A course in support of a scarce skill that a black (African, coloured or Indian) learner and/or a learner with disability is being funded on.</li> <li>2. In addition to black and/or disabled learners being funded in scarce skills areas, employers may submit a claim for NQF level 7 or 8 courses (e.g. Masters, MBA, PhD and above) courses for white women.</li> <li>3. When reported in this grant application, the intervention must be linked to a 4 or 6-digit Organising Framework for Occupations (OFO) code. More information on the OFO may be obtained from the OFO website, <a href="http://www.nopf.co.za">www.nopf.co.za</a>.</li> <li>4. All claims must be in respect of learners who are in possession of a valid South African Identity document (ID) and are South African citizens.</li> <li>5. All claims must related to a completed period of study. An official academic transcript for of each registered learner should be attached to the application showing that the learner has passed the course for which they are registered. If a learner fails a minor subject which can be carried over without destroying the overall length of the degree, then Fasset will assess the grant claim for the year (however the failed subjects will not be paid for by the Seta). If a student fails a major subject which will affect the overall length of the study period for the degree, the claim will not be paid. The major subject/s of the learner must be clearly indicated on the transcript.</li> <li>6. Employers may claim for part-time learners who have passed the modules/courses for which they are registered. For example, the second year of a part-time MBA is acceptable. The first year of the MBA may have commenced in 2009, however the employer may claim for the second year of the 2-year part-time MBA in 2010, provided the applicant passes the course.</li> <li>7. The learner should complete the course of study within the period 1 January to 31 December 2010. This should be reflected in the academic transcript.</li> <li>8. Details of the recognised institution such as status of accreditation and alignment to unit standards and qualification must be reported in the application.</li> <li>9. The NQF level of the course must be specified in the application, along with the duration of the course.</li> <li>10. The education and skills level of the programme may span NQF level 1 to 8, however must be linked to a scarce skill.</li> <li>11. The funding must be offered to learners <b>in full-time employment</b>.</li> <li>12. 'Double-dipping' on the same learner is prohibited. Employers who apply for a Learnership Cash Grant (LCG) from Fasset will not be eligible for the SCG within the learnerships criteria, on the same learner for the entire period of the that learner's learner-ship programme. Employers may still apply for the SCG on the basis of other SCG criteria or for other black and/or learners with disabilities, against whom the LCG has not been applied.</li> <li>13. 'Double-dipping' on the same learner in respect of the same period for the same expense is prohibited i.e. employers may not apply for the grant on the same learner more than once. This refers to any source of funding, be it a Fasset source such as the LCG or an external source.</li> <li>14. No short courses, workshops or international conferences may be included in this grant claim.</li> <li>15. The educational intervention must be Learning Type 1 or 2 in the learning programmes matrix (see the table below). i.e. (1) Institution-based theoretical instruction alone – formally assessed through the institution or (2) Institution-based theoretical instruction <b>and</b> some practical learning with an employer or in a work simulated environment – formally assessed through the institu-</li> </ol>
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5	<p><b><u>Adult Basic Education and Training (ABET)</u></b> to their specific employees .</p> <p>Aim: To assist adult learners in the sector to improve their literacy and numeracy skills and to further their path on the National Qualifications Framework (NQF).</p>	<p>tion.</p> <ol style="list-style-type: none"> <li>1. Learners who are black (African, coloured, Indian) and/or learners with a disability are eligible for this grant claim.</li> <li>2. The funding must be offered to learners in full-time employment with the employer.</li> <li>3. Any part of the duration of the course (either registration or completion) must fall within the period 1 January to 31 December 2010.</li> <li>4. ABET is defined as an education and training intervention (as defined below) towards the attainment of Grade 9/Std 7/Form 2/NQF level 1/ABET level 4 (registered on the NQF). Examples of such interventions include literacy and numeracy programmes; however Economic and Management Sciences are also acceptable.</li> <li>5. ABET generally consists of five levels. These are: <ul style="list-style-type: none"> <li>→ ABET level Basic (Pre-ABET)</li> <li>→ ABET level 1 (equivalent to Standard 1 or Grade 3)</li> <li>→ ABET level 2 (equivalent to Standard 3 or Grade 5)</li> <li>→ ABET level 3 (equivalent to Standard 5 or Grade 7)</li> <li>→ ABET level 4 (equivalent to Standard 7 or Grade 9)</li> </ul> </li> <li>6. The purpose of the intervention is to assist adult learners in the sector to improve their literacy and numeracy skills and to further their path on the NQF).</li> <li>7. All claims must be in respect of learners who are in possession of a valid South African Identity Document (ID) and are South African citizens.</li> <li>8. An accredited ABET training provider must be used and evidence of this provider's accreditation status must be supplied.</li> <li>9. The employer may contact Fasset for more information about accredited ABET providers.</li> </ol>
6	<p><b><u>Quality-assured and structured workplace experience</u></b> where specific learners enter full-time, on-the-job training (non-learnership).</p> <p>Aim: To increase the number of specific learners with scarce skills in employment.</p>	<ol style="list-style-type: none"> <li>1. Expenses related to structured and quality-assured workplace experience programmes are applicable.</li> <li>2. Beneficiaries must be a black (African, coloured or Indian) learner and/or a learner with disability.</li> <li>3. In addition to black and/or disabled learners being funded in scarce skills areas, employers may submit a claim for NQF level 7 or 8 courses (e.g. Masters, MBA, PhD and above) courses for white women.</li> <li>4. When reported in this grant application, the intervention must be linked to a 4 or 6-digit Organising Framework for Occupations (OFO) code. More information on the OFO may be obtained from the OFO website, <a href="http://www.nopf.co.za">http://www.nopf.co.za</a></li> <li>5. All claims must be in respect of learners who are in possession of a valid South African Identity document (ID) and are South African citizens.</li> <li>6. These are defined as programmes established to assist specific learners to gain workplace experience in scarce skills to the Fasset sector.</li> <li>7. This programme is applicable to learners who are previously unemployed or learners in full-time employment with the employer.</li> <li>8. The education and skills level of the programme may span NQF level 1 to 8, however must be linked to a scarce skill.</li> <li>9. An registration/enrolment/confirmation letter of each learner should be attached to the application. Any part of the duration of the</li> </ol>

		<p>programme must fall within the period 1 January to 31 December 2010. For example, the learner may be undergoing the third year of a 3-year internship programme.</p> <ol style="list-style-type: none"> <li>10. 'Double-dipping' on the same learner is prohibited. Employers who apply for a Learnership Cash Grant (LCG) from Fasset will not be eligible for the SCG within the learnerships criteria, on the same learner for the entire period of the that learner's learner-ship programme. Employers may still apply for the SCG on the basis of other SCG criteria or for other black and/or learners with disabilities, against whom the LCG has not been applied.</li> <li>11. The educational intervention must be Learning Type 3 in the learning programmes matrix (see the table below). i.e. Recognised or registered workplace structured experiential learning – formally assessed by a statutory occupational or professional body.</li> <li>12. An outline of the programme must be supplied, including detail on content, outcomes, and assessment criterion.</li> <li>13. The programme must be registered with a professional institute or statutory body and the summative assessment must be conducted by the professional institute or statutory body.</li> <li>14. A letter / copy of contract from the professional institute or statutory body is required as evidence that the programme has commenced.</li> <li>15. These programmes are occupationally-driven programmes, which provide the employer with an opportunity to train the learner up in skills for an occupation or job. The programme is a structured learning programme.</li> <li>16. The programme is developed around the business needs of the company and the learners are trained to develop specialised skills to fit these needs. The majority of employers aim to offer these learners permanent employment once their workplace experience contract is complete.</li> <li>17. Should no professional institute or statutory body be cited, the programme will be assessed and approved at Fasset's discretion.</li> </ol>
7	<p>Certification of the organisation against a <b><u>national standard for people development</u></b> (i.e. a business improvement tool designed to advance an organisation's performance through its people).</p> <p>Aim: To create environments dedicated to good practice learning and people development.</p>	<ol style="list-style-type: none"> <li>1. This is a structured, <i>bona fide</i> system or standard that sets a level of good practice for people development (especially training and development) within organisations. A business improvement tool designed to advance an organisation's performance through its people.</li> <li>2. Investors in People (IIP), alignment with the Department of Higher Education and Training (DHET) best-practice awards, ISO 100 are examples of these programmes.</li> <li>3. An outline of the programme must be supplied, including detail on content, outcomes, and assessment criterion.</li> <li>4. This criterion may only be claimed on successful achievement, or renewal of the applicable standard.</li> <li>5. The standard must be achieved in the period 1 January to 31 December 2010.</li> </ol>

### LEARNING TYPE MATRIX

#	Learning Type	Learning Site	Learning Mode	Learning Achievement	Abb.
1	Institution-based theoretical instruction alone – formally assessed through the institution	Institutional, e.g. Universities Colleges Schools ABET providers	Face-to-face instruction Distance learning eLearning	Recognised theoretical knowledge provided by an accredited or registered formal institution of learning Degree Diploma Certificate	ED
2	Institution-based theoretical instruction <b>and</b> some practical learning with an employer or in a work simulated environment – formally assessed through the institution	Institutional <b>and</b> workplace, e.g. Universities of technology (previously technikons) Occupational learning institutions ABET providers	Mixed mode delivery with some face-to-face instruction (or distance or eLearning) <b>and</b> supervised learning in an appropriate workplace or simulated environment	Theoretical knowledge provided by an accredited or registered formal institution of learning and workplace experience with set requirements Technical Degree (TDe) Technical Diploma (TDi) Technical Certificates (TC) Professional Degree, e.g. social work, medical doctor (PD)	TDe TDi TC PD
3	Recognised or registered workplace structured experiential learning – formally assessed by a statutory occupational or professional body	Workplace	Structured learning in the workplace with mentoring or coaching Internship (I) Articles (A) Placements (P)	Occupational or professional knowledge and experience Registration Licensing	I A P
4	Occupationally-directed instructional and work-based learning programme that requires a formal contract – formally assessed by an accredited body	Institution (face-to-face, distance or eLearning) <b>and</b> workplace	Institutional instruction plus structured, supervised experiential learning in the workplace Learnership (LS) Apprenticeship (AP)	Trade certificate Certificate Other	LS AP
5	Occupationally-directed instructional and work-based learning programme that does not require a formal contract – formally assessed by an accredited body	Workplace and some institution (face-to-face, distance or eLearning) ABET provider	Structured, supervised experiential learning in the workplace which may include some institutional instruction Skills programme (SP)	Credits against registered unit standards	SP
6	Occupationally-directed instructional programmes – not usually formally assessed	Institution Conferences Meetings	Structured information sharing or direct instruction Workshops Seminars and conferences Short courses (SC)	Continuing Professional Development (CPD) Attendance certificates Credits against registered unit standards (in some instances)	SC CPD
7	Work-based only – not usually formally trained or assessed	Workplace	Informal training on the job or other life experience	Increased understanding of job and work context, improved performance and enhanced skills	WE

## DEFINITION OF KEY TERMS

### Black and People with Disabilities and White Women on NQF Level 7 and 8 Qualifications

- Black (African, coloured and Indian) learners means African, coloured or Indian people who are South African (SA) citizens by birth or became a SA citizen before 27 April 1994 with a valid SA Identity document.
- Employers may also apply for this grant on learners with disabilities, regardless of population group and gender. The Employment Equity Act of 1998 defines people with disabilities as 'people who have a long-term or recurring physical or mental impairment that substantially limits their prospects of entry into or advancement in employment'. Physical impairments include hearing and visual impairments, paralysis, amputations and problems with internal organs. Mental impairment includes clinically defined mental and emotional illnesses and learning disabilities.
- Employers may submit a claim for National Qualifications Framework (NQF) level 7 or 8 courses (e.g. Masters, MBA, PhD and above) courses for white women.

The **Official Confirmation Letter** (issued by either Fasset or the South African Institute of Chartered Accountants (SAICA)) confirms that the learner has been registered on a learnership and should contain the following:

- |  |  |
|--|--|
| • Seta name and Seta code  | • Learner Identity (ID) number   |
| • Name of employer   | • Learnership agreement classification in terms of 18(1) (i.e. previously employed) or 18(2) (i.e. not previously employed by the employer) of the Act |
| • Skills Development Levy number of the employer                       | • Date of commencement of learnership and date of completion of learnership  |
| • Department of Higher Education and Training (DHET) learnership title |  |
| • DoL learnership code   |  |
| • Full names of the learner  |  |

**Education and Training Interventions** may include the following (but not applicable to all criteria):

- |  |   |
|--|---|
| • Learnerships                                     | • Internships (structured)                                      |
| • Computer-based media of instruction              | • On-the-job training schemes / In-house courses                |
| • Continuous Professional Education (CPE)          | • Guest lectures  |
| • Short courses (internal or external)             | • Mentoring scheme  |
| • Trainee programmes                               | • Universities, technikons or private training provider courses |
| • Diplomas   | • Distance education programmes                                 |
| • Courses with private external training providers |   |
| • Workshops  |   |

### Costs Incurred for Training

A range of cost factors may arise for the purpose of training staff (during the financial year 1 January to 31 December 2010). Each cost must be itemised in relation to the beneficiary and the cost type.

**Cost Types** include:

1. Curriculum development: development of curriculum and learning programmes
2. Material development and reproduction: development of learning materials, books, notes, copyright/licensing fees
3. Trainer fee: training the trainers, payment of lecturers, facilitators and permanent training staff
4. Facility fee: costs of running, or the hire of training facilities
5. Training course: costs of conducting seminars, workshops, lectures etc
6. Course fee: tuition fees or course fees, registration/accreditation/examination costs
7. Bursary: bursaries, accommodation/per diem/travel reimbursements/relocation costs to learners
8. Research, monitoring and evaluation: company skills audits/training needs analysis, costs of monitoring, reporting, evaluation of company training and interventions
9. Professional membership: professional body fees
10. Accreditation fees: fees relating to alignment to standards or accreditation requirements.

When **calculating training** costs **note** the following:

- Training costs **exclude** VAT.
- The per learner cost equals the total cost divided by the total number of learners.
- The time of a **mentor, coach, manager or supervisor** spent on managing or coaching learners is not to exceed 15% of the total amount being claimed for in the overall SCG claim.

- Any amount spent on training learners with disabilities can be multiplied by a factor of 1.75 when calculating the amount. For example, if R100 is spent on a disabled learner, the employer may claim the amount of R175.

The **Total Expenditure** does not include:

- the salaries paid to learners for the time these learners spent on education and training
- lost person work-days (leave for learners) and temporary replacement staff costs (or wages of learners)
- fixed building or equipment costs (which are not to be amortised)
- donation income/contributions which may result in double-dipping (this is defined as earmarked donations received by the applicant organisation from external sources e.g. funders, grants, agencies)
- costs relating to learners who are repeating courses on which they have previously been declared not competent (on summative assessment) of the programme may not be included in the application (unless accompanied by a motivation from the employer)

Any **learner expenses refunded** (e.g. bursaries repaid by the employee to the employer in terms of the firm's education and training policy) to the employer by the applicable learner, which have been claimed from the Seta via the SCG in the past, must be refunded by offsetting the amount against future SCGs.

The **National Qualifications Framework (NQF)** provides principles and guidelines for recording learner achievements. Based on nationally recognised qualifications. The NQF encourages lifelong learning. Qualifications have been divided into eight bands as indicated in the table. The 10 level NQF has not yet been gazetted.

BAND	LEVEL	EDUCATION & TRAINING INTERVENTION
<b>GET</b> General education and training	1	ABET Level 4/ Grade 9 National certificates
	2	
<b>FET</b> Further education and training	3	National certificates
	4	
	5	National diplomas National certificates
<b>HET</b> Higher education and training	6	National first degrees Higher diplomas
	7	Professional qualifications Honours degrees
	8	Post-doctoral research degrees Doctorates
		Masters degrees

### Scarce Skills Occupations

Scarce skills refer to those occupations in which there are a scarcity of qualified and experienced people, currently needed or anticipated in the future, either (a) because such skilled people are not available or (b) they are available but do not meet employment criteria. Where a scarce skills code (from the Organising Framework for Occupations (OFO)) is requested on the application form, please provide a 4 or 6-digit OFO code. Below are two lists of scarce skills experienced in the Fasset sector. Where an employer believes that new scarce skills have emerged, they may submit their skills shortage area with a written justification to the Seta. As the scarce skills list is published with the grant application form 12-18 months in advance, discretion is allowed in terms of the application of criteria. Go to <http://www.nopf.co.za/> for more information.

**Table 1:** 4-digit occupations in which skills shortages are experienced

Rank	OFO Code*	Occupation	Need for 1 Apr 09 - 31 Mar 10
1	2211	Accountants	3866
2	5311	General Clerks	425
3	1111	Chief Executives and Managing Directors (Enterprises / Organisations)	299
4	5211	Personal Assistants	183
5	5512	Bookkeepers	179
6	2247	Management and Organisation Analysts	171
7	2212	Auditors, Company Secretaries and Corporate Treasurers	151
8	2223	Financial Investment Advisers and Managers	74
9	5421	Receptionists	70
10	1322	Finance Managers	46
11	2611	ICT Business and Systems Analysts	36
12	5511	Accounting Clerks	31

\* The number of people needed has been summed to the 4-digit level of the OFO. More detail is available in the Sector Skills Plan 2010/2011

**Table 2:** 6-digit Occupations in which vacancies are experienced (Source: Sector Study 2007)

OFO Code	Occupation	Employment 2007*	Retention problems	Vacancy Rates**	Upward pressure on salaries
<b>MANAGERS</b>					
<b>135</b>	<b>Information and Communication Technology (ICT) Managers</b>				
135102	ICT Project Manager	190	√	5.9	
<b>PROFESSIONALS</b>					
<b>221</b>	<b>Accountants, Auditors and Company Secretaries</b>				
221100	Trainee Accountant	13 910	√	6.1	√
221101	Accountant (General)	13 300	√	6.1	√
221203	External Auditor	2 880	√	15.9	√
221204	Internal Auditor	580		8.3	
<b>223</b>	<b>Human Resource and Training Professionals</b>				
223101	Human Resource Advisor	110		7.3	
223301	Training and Development Professional	260		5.9	
<b>224</b>	<b>Information and Organisation Professionals</b>				
224103	Statistician	30		20.9	
224301	Economist	40	√	60.7	√
<b>261</b>	<b>Business and Systems Analysts, and Programmers</b>				
261102	Systems Analyst	470	√	31.1	
261303	Software Engineer	160		6.3	
<b>CLERICAL AND ADMINISTRATIVE WORKERS</b>					
<b>551</b>	<b>Accounting Clerks and Bookkeepers</b>				
551101	Accounting Clerk	730	√	6.7	
551201	Bookkeeper	4 230	√	6.5	√
591103	Purchasing Officer	120		14.0	
<b>SALES WORKERS</b>					
611201	Insurance Agent	110		6.4	

\*Estimated on the basis of the employee information provided by employers who participated in the survey, rounded to the nearest 10

\*\*Long-term vacancies reported by employers as a percentage of estimated employment

### Section A: Particulars of the Organisation

Complete the information in the table below. Specify all SDL numbers and corresponding organisation names.

<b>Name of organisation</b>	
<b>SDL number</b> <i>Include the SDL number, name of main and linked SDL numbers (if applicable), and the number of employees corresponding to each SDL number where SDL numbers are linked). Additional rows may be added if necessary.</i>	<b>SDL Number</b>
<b>Your date of submission of this grant</b>	

### Section B: Compliance with Criteria

Please tick the appropriate box (✓) if the criteria below have been complied with.

This employer is registered with Fasset and is up-to-date with SDL payments to the South African Revenue Service (SARS).

An approved Mandatory Grant for the period 1 April 2010 to 31 March 2011, due 30 June 2010, which meets Fasset's criteria. The Mandatory Grant must be submitted within 6 months of registration for a newly registered employer.

### Section C: Summary List of Strategic Skills Priority Area(s) Undertaken and Associated Expenses

The SCG is payable to employers participating in one or more of the following strategic activities. Please tick (✓) the appropriate box. Please indicate the cost incurred for the strategic skills priority area as well as an estimate of the 20% SCG that will be due to the employer. The grant is limited to the lesser of 20% of levies paid, or the amount paid on training initiatives (refer to definition of key terms for the definition of costs incurred for training). The payout is subject to a capping if oversubscription of the SCG funds occurs.

Please complete the table directly below. Please tick (✓) the appropriate box as it applies to your organisation.

Strategic Skills Priority Area	Costs Incurred
D1. Specific learners on <b>learnerships</b> that address scarce skills.	
D2. <b>External bursaries</b> to specific unemployed learners to study at recognised institutions or professional bodies in scarce skills areas of study.	
D3. <b>Workplace experience</b> , in areas of scarcity in the Fasset sector, to specific unemployed learners from tertiary institutions.	
D4. <b>Financial support (internal bursaries)</b> to specific employed learners to study at recognised institutions or professional bodies in areas of study identified as scarce.	
D5. <b>Adult Basic Education and Training (ABET)</b> to their specific employees.	
D6. <b>Quality-assured and structured workplace experience</b> where specific learners enter full-time, on-the-job training (non-learnership).	
D7. Certification of the organisation against a <b>national standard for people development</b> .	
<b>Total spent on initiatives (excl. VAT)</b>	
<b>Learner expenses refunded to the employer in respect of previous financial years</b>	
<b>Estimated 20% SCG due to be paid in the financial year</b>	

**Section D: Detail of Strategic Skills Priority Area(s) Undertaken and Associated Expenses**

**Section D1: Specific learners on learnerships that address scarce skills**

Please complete the table below. Examples are available in the shaded section. Please add rows if you have more learners that need to be included. Please refer to the criteria above to ensure that the completion requirements are complied with.

No.	Seta Name & Seta Code	Learner-ship Title	Learner-ship Code	Link to Scarce Skill (OFO code)	Learner Full Name	Learner ID Number	Population Group and Gender	Type of Disability	Learner-ship Commencement Date	Learner-ship End Date	Outcome of Learner-ship to Date	Cost Type (see definition of key terms)	Title of Cost	Explanation for total cost	Costs (excluding VAT)
e.g.	Fasset - 01	Chartered Accountant: Financial Management Specialism	01/Q010002 /00/480/7	2211 Accountant	David Nzimande	8311225486086	African Male	Not applicable	01 February 2010	31 October 2013	Currently on learnership, progressed through the 1st year and currently in 2nd year of the programme	Professional membership	Annual SAICA levy	Membership subscription - cost varies per learner	R 2,591.81
e.g.	Fasset - 01	Chartered Accountant: Financial Management Specialism	01/Q010002 /00/480/7	2211 Accountant	David Nzimande	8311225486086	African Male	Not applicable	01 February 2010	31 October 2013	Currently on learnership, progressed through the 1st year and currently in 2nd year of the programme	Course fee	Tax simulation course	Per learner - 2 day course	R 8,789.40
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**Section D2: External bursaries to specific unemployed learners to study at recognised institutions or professional bodies in scarce skills areas of study**

Please complete the table below. Examples are available in the shaded section. Please add rows should more learners need to be included. Please refer to the criteria above to ensure that the completion requirements are complied with.

No.	Course Title	Details of Provider: status of accreditation, alignment to unit standards & qualification	Learner Full Name	Learner ID Number	Population Group and Gender	Type of Disability	Learning Programme Type (see classification) Specify NQF level	Course Commencement Date	Course End Date	Link to Scarce Skill (OFO code)	Outcome of Course to Date	Cost Type (see definition of key terms)	Title of Cost	Explanation for total cost	Costs (excluding VAT)
e.g.	Bachelor of Commerce (Economics)	University of Pretoria – accredited by CHE	Gerald Dlamini	8804100256089	African Male	Mobility - amputee	Type 1 – Institution-based theoretical instruction 3 year degree - NQF 6	15 January 2010	15 December 2013	2211 Accountant	Ongoing Passed 1st year (see transcript attachment 3)	Bursary	Tuition fees and accommodation	University fee - paid annually at commencement of academic year. Learner is person with disability - cost (R41,055.79) multiplied by 1.75.	R 71,847.63
e.g.	Certificate in the Theory of Accounting	University of Cape Town (Potchefstroom) – accredited by CHE and SAI-CA	Abraham Motsepe	7311100176086	African Male	Not applicable	Type 1 – Institution-based theoretical instruction Postgraduate certificate - NQF 7	15 January 2010	15 December 2013	2211 Accountant	Passed year long course in full (see transcript attachment 4)	Bursary	Tuition fees and accommodation	University fee - paid annually at commencement of academic year	R 41,522.87
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**Section D3: Workplace experience, in areas of scarcity in the Fasset sector, to specific unemployed learners from tertiary institutions**

Please complete the table below. Examples are available in the shaded section. Please add rows if you have more learners that need to be included. Please refer to the criteria above to ensure that the completion requirements are complied with.

No.	Title of Programme	Details of Provider: status of accreditation, alignment to unit standards & qualification	Learning Programme Type (see classification)	Explanation of Programme	Link to Scarce Skill (OFO code)	Learner Full Name	Learner ID Number	Population Group and Gender	Type of Disability	Programme Commencement Date	Programme End Date	Outcome of Programme to Date	Cost Type (see definition of key terms)	Title of Cost	Explanation for total cost	Costs (excluding VAT)
e.g.	Vacation Work 2009 June-July (3 weeks)	Y&R Accounting Services. Accredited to offer CA Audit Specialism learnership.	Type 7 Work-based only Work shadow	Vac work - mild clerical and induction - programme is not formally aligned to unit standards or qualification.	2211 Accountant	Xolani Modisane	75121720 28086	African Male	Not applicable	14 June 2010	07 July 2010	Learner has completed programme in full.	Trainer fee	Supervisors time	Supervisor salary = R250K per annum/12 months = R20,833.33. 5% of supervisors time was allocated to learner over 3 week period. Salary divided by 4 X 3 weeks.	R 781.25
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**Section D4: Financial support (internal bursaries) to specific employed learners to study at recognised institutions or professional bodies in scarce skills**

Please complete the table below. Examples are available in the shaded section. Please add rows if you have more learners that need to be included. Please refer to the criteria above to ensure that the completion requirements are complied with.

No.	Course Title	Details of Provider: status of accreditation, alignment to unit standards & qualification	Learner Full Name	Learner ID Number	Population Group	Type of Disability	Learning Programme Type (see classification) Specify NQF level	Course Commencement Date	Course End Date	Link to Scarce Skill (OFO code)	Outcome of Course to Date	Cost Type (see definition of key terms)	Title of Cost	Explanation for total cost	Costs (excluding VAT)
e.g.	Masters in Development Finance	Stellenbosch University – accredited by CHE	Fatimah Mohammed	6917091248086	Indian	Not applicable	Type 1 – Institution-based theoretical instruction Postgraduate Masters Degree - 2 years - NQF 8	15 January 2010	15 December 2011	1111 Chief Executives & Managing Directors (Enterprises/Organisations)	Ongoing - Passed 1st year (see transcript attachment 5)	Course fee	Registration fees for course	University fee - paid annually at commencement of academic year	R 15,400.00
e.g.	B Compt	University of South Africa – accredited by CHE	Syabonga Masebe	7210102176082	African	Not applicable	Type 1 – Institution-based theoretical instruction Degree - 5 year course part-time - NQF 6	15 January 2010	15 December 2012	2211 Accountant	Ongoing - Passed 1st year (see transcript attachment 6)	Course fee	Registration fee for course	University fee - paid annually at commencement of academic year	R 12,400.00
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**Section D5: Adult Basic Education and Training (ABET) to their specific employees**

Please complete the table below. Examples are available in the shaded section. Please add rows if you have more learners that need to be included. Only South African black and/or beneficiaries with disabilities may be included in this table.

No.	Course Title	Details of Provider: status of accreditation, alignment to unit standards & qualification	Learner Full Name	Learner ID Number	Population Group	Type of Disability	Type of Course (see classification) Specify NQF level	Course Commencement Date	Course End Date	Outcome of Course to Date	Cost Type (see definition of key terms)	Title of Cost	Explanation for total cost	Costs (excluding VAT)
e.g.	ABET Literacy Level 2	Adept ABET (accredited to offer ABET through Umalusi)	David Sullivan	7803130315089	Co-loured	Not applicable	120 hours	01 September 2010	15 September 2011	Learner registered	Trainer fee	ABET course fees	There are eight learners in the class - 4 white, 4 black. The trainer salary is R6,000 per month (to attend to class 1 half day per week = R750 per learner) and the learners are expected to be trained for 12 months.	R 9,000.00
e.g.	ABET Literacy Mother Tongue	Adept ABET (accredited to offer ABET through Umalusi)	Rose Khumalo	5803075531087	African	Not applicable	120 hours	01 September 2010	15 September 2011	Learner registered	Trainer fee	ABET course fees	There are eight learners in the class - 4 white, 4 black. The trainer salary is R6,000 per month (to attend to class 1 half day per week = R750 per learner) and the learners are expected to be trained for 12 months.	R 9,000.00
e.g.	ABET Numeracy Level 1	Adept ABET (accredited to offer ABET through Umalusi)	Samantha Nel	5301150843085	Co-loured	Not applicable	140 hours	01 September 2010	15 November 2011	Learner registered	Trainer fee	ABET course fees	There are eight learners in the class - 4 white, 4 black. The trainer salary is R6,000 per month (to attend to class 1 half day per week = R750 per learner) and the learners are expected to be trained for 14 months.	R 10,500.00
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**Section D6: Quality-assured and structured workplace experience where specific learners enter full-time, on-the-job training (non-learnership)**

Please complete the table below. Examples are available in the shaded section. Please add rows if you have more learners that need to be included. Please refer to the criteria above to ensure that the completion requirements are complied with.

No.	Title of Programme	Details of Provider: status of accreditation, alignment to unit standards & qualification	Learning Programme Type (see classification) Specify NQF level	Explanation of Programme	Link to Scarce Skill (OFO code)	Learner Full Name	Learner ID Number	Population Group and Gender	Type of Disability	Programme Commencement Date	Programme End Date	Outcome of Programme to Date	Cost Type (see definition of key terms)	Title of Cost	Explanation for total cost	Costs (excluding VAT)	
e.g.	Industrial Psychology Internship	ABC Consulting Services accredited to offer internship through the Health Professions Council of South Africa (HPCSA)	Type 3 Recognised or registered workplace structured experiential learning NQF level 7	The learner completed an MA in Industrial Psych and is serving her internship in our firm. The structure of the programme and quality assurance of the learner and the programme is managed by the HPCSA. (See annexure 1 for detail of the programme)	2247 Management and Organisation Analysts	Sandra	du Toit	White Woman	None	1 January 2010	31 December 2010	Successfully registered as industrial psychologist with the HPCSA	Trainer fee	Supervisors time	Supervisor salary = R250K per annum/12 months = R20,833.33. 5% of supervisors time was allocated to learner over 3 week period. Salary divided by 4 X 3 weeks.	R 781.25	
e.g.						Sandra	du Toit	White Woman	None	1 January 2010	31 December 2010		Trainer fee	Professional membership	Professional body Registration fees	R 1,250.00	
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**Section D7: Certification of the organisation against a national standard for people development**

Please complete the table below. Examples are available in the shaded section. Please add rows if you have more learners that need to be included..

No.	Title of the National Standard	Details of provider: status of accreditation	Description of the National Standard	Status of achievement of the Standard	Period of Validity of the Standard	Cost Type (see definition of key terms)	Title of Cost	Explanation for total cost	Costs (excluding VAT)
e.g.	Investors in People (IIP)	Accredited as an IIP site with IIP International (see attached explanation)	Investors in People is a standard which helps organisations transform their business performance. The framework is outcome-focused, outlining what the success indicators the company needs to achieve, but not prescribing how. You'll find your Assessment against the standard is based on interviews with people from across the organisation, not requiring any paperwork or form-filling. IIP is the leading people management benchmark of business improvement. <a href="http://www.investorsinpeople.co.uk">www.investorsinpeople.co.uk</a>	Accredited and approved	1 April 2010 to 31 March 2012	Accreditation fees: fees relating to alignment to standards or accreditation requirements.	Assessment renewal fees for a medium-sized organisation	This fee was incurred in order to assess the organisation for renewal of the IIP status.	R 84,356.00
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## Section E: Authorisation

Name of **Authorised Signatory** (e.g. CEO, Managing Partner) \_\_\_\_\_

Position in organisation \_\_\_\_\_

Details Authorised Signatory      email: \_\_\_\_\_      telephone: \_\_\_\_\_      fax: \_\_\_\_\_

I / we, ..... the Authorised Signatory, and ..... the Skills Development Facilitator, declare that this application for a **Strategic Cash Grant 2010/2011** in respect of ..... (insert SDL number/s) is to the best of my / our knowledge true and correct. I / we understand that Fasset may independently verify the information. I / we also understand that it is an offence in terms of section 33(b) of the Act to knowingly furnish any false information in this application and that I / we may be fined or imprisoned for one year if I / we are found guilty of knowingly furnishing such false information. This organisation is up-to-date with levy payments to SARS. This is proof that consultation has occurred between employer and employees.

Signed (SDF) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Authorised Signatory) e.g. CEO, FD, Managing Partner \_\_\_\_\_ Date \_\_\_\_\_

### On behalf of Training Committee (Employer Representative)

Name of **Authorised Signatory** \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### On behalf of Training Committee (Employee Representative)

Name of **Authorised Signatory** \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please complete this section even if you have submitted banking details before. Organisations completing a consolidated grant submission must complete a separate banking details form for each SDL number where banking details differ. If the company name has changed Fasset requires proof of the company's registration from SARS. Please note that banking details are only required for refund purposes.

Registered Name \_\_\_\_\_

Trading Name \_\_\_\_\_

Postal address \_\_\_\_\_ Postal code \_\_\_\_\_

Skills Development Levy number \_\_\_\_\_ Company/Entity Registration Number \_\_\_\_\_

Details of Company/Entity bank account are as follows:

Name of Bank \_\_\_\_\_ Branch \_\_\_\_\_

Branch code \_\_\_\_\_ Account number \_\_\_\_\_

Type of account *Please tick the appropriate box (✓)*      Savings       Current

Attach at least one of the following to confirm banking details:

- copy of cheque
- original cancelled cheque
- letter from the bank confirming the details

To Whom it May Concern: The Company/Entity authorises you to pay any amounts which may accrue to the Company/Entity into the Company's/Entity's account with the bank reflected above. The Company/Entity understands that the credit transfers, which it has authorised, will be processed by computer through a system known as the "ACB ELECTRONIC TRANSFER SERVICES". The Company/Entity also understands that no additional advice of payment will be printed on the Company's/Entity's bank statement or any accompanying voucher. The Company/Entity may cancel this authority by giving thirty (30) days written notice to this effect, such notice to be sent by prepaid registered post.

Name \_\_\_\_\_ Identity No. \_\_\_\_\_

Job title \_\_\_\_\_ Date \_\_\_\_\_

*Signed by the employer representative whose details appear above and who warrants that he/ she is duly authorised to bind the company.*