

MANDATORY GRANT 2010/2011

APPLICATION & GUIDELINES FOR EMPLOYERS EMPLOYING FEWER THAN 50 EMPLOYEES*

Physical Address: Block A, Eva Office Park, Corner Beyers Naude & Judges Avenue, Blackheath

Postal Address: PO Box 6801, Cresta, 2118 / Phone: (011) 476-8570 / Fax (Grant Applications): (011) 459-4350 / Fax (General): (011) 476-5756

Call Centre: 086 101 0001 / Website: <http://www.fasset.org.za> / email: fassetcallcentre@fasset.org.za

BACKGROUND AND GUIDELINES

- ▶ The grant application contains a training plan for the 2010/2011 financial year and a training report for the 2009/2010 financial year. Should the submission be acceptable to the Seta, a Mandatory Grant of 50% will be paid to the employer on a quarterly basis. The Seta reserves the right to query the Mandatory Grant application.
- ▶ If the employer does not claim a Mandatory Grant by the deadline date, the Seta must (in terms of regulations to the Skills Development Act of 1998, as amended) transfer the employer's unclaimed Mandatory Grant funds to the discretionary fund. In addition, Skills Development Levy (SDL) paying employers will not be able to access discretionary grants such as the Learnership Cash Grant (LCG) from the Seta.
- ▶ In terms of the relevant regulations, requests for extensions and late grant submissions will **not** be accepted by the Seta. The penalty for submitting **Mandatory Grant** applications late is losing the grant in full. The only two exceptions to this is i) where a Mandatory Grant application is submitted within 6 months of registration in the case of an employer who has registered for the first time in terms of Section 5(1) of the Skills Development Levies (SDL) Act and ii) where the grant has been submitted late to reasons of *force majeure* ('force majeure' means an event beyond the control of the applicant and not involving the applicant's fault or negligence, and not foreseeable. Such events may include, but is not restricted to, acts of the applicant in its sovereign capacity, wars or revolutions, fires, floods, epidemics).
- ▶ A Seta may not pay any grant to an employer who is liable to pay the SDL in terms of Section 3(1) of the SDL Act 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 Workplace Skills Plan (WSP) in respect of the previous financial year v) and is registered with Fasset and the levy contributions are up-to-date.
- ▶ The grant must be submitted to Fasset by no later than **30 June 2010** in terms of the Department of Higher Education and Training (DHET) deadline.
- ▶ Ensure that the SDF and the relevant Authorised Signatory manually signs each page of the grant application form.
- ▶ In the case of **fax** submission, it is the applicant's obligation to ensure that the specified document 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 returned to the employer and retained for later use/proof. An original signed document must also be submitted.
- ▶ 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 via registered mail is kept.
- ▶ 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) is retained.
- ▶ A copy of the completed and signed grant application must be retained.
- ▶ Should a section or page not be applicable to the organisation, please draw a line/mark not applicable.
- ▶ There may be instances where the form is missing information such as all of the signatures. The applicant should submit the **incomplete** application form, by the deadline date, to ensure that the Seta receives the document timeously and that access to the grant is not lost. Fasset does query incomplete, but timeously submitted, grant applications.

* This application form is designed to be used by smaller firms. However, firms employing fewer than 50 employees may voluntarily complete and submit the Mandatory Grant 2010/2011 for Employers Employing 50 or MORE Employees in order to provide the Seta with more information.

086 101 0001
fassetcallcentre@fasset.org.za
www.fasset.org.za

Fasset is the Sector Education and Training Authority for Finance, Accounting, Management Consulting and Other Financial Services.

Make the future count



A1 DETAILS OF EMPLOYER Complete the information in the table below.

1.	Name of organisation																																																																		
2.	SDL number	<table border="1"> <thead> <tr> <th colspan="3">SDL Number</th> <th colspan="3">Number of employees</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>												SDL Number			Number of employees																																																		
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3.	Postal address																																																																		
4.	Telephone no.																																																																		
5.	E-mail address																																																																		
6.	Main business activity (use SIC code) (refer to definition of key terms in guidelines)																																																																		
7.	Name of Skills Development Facilitator (SDF)																																																																		
8.	Identity number of the SDF																																																																		

A2 ANNUAL TRAINING REPORT FOR THE PERIOD 1 APRIL 2009 TO 31 MARCH 2010

This table identifies those beneficiaries that **participated** in learning interventions in the financial year extending from 1 April 2009 to 31 March 2010. Indicate the number of beneficiaries who received training and **not** the number of programmes that were run during the year. Count each recipient of training once only, not each time they completed an intervention. If a beneficiary completed 6 courses in the period, they are counted once in this table. For purposes of completing the D (disabled) column, persons with disabilities are in the first instance categorised along population group and gender lines, and then again as disabled. Trainee accounting and auditing clerks fall into the Professionals category.

Occupation Categories	Number of beneficiaries per population group TRAINED during the 2009/2010 financial year															
	African			Coloured			Indian			White			Total			
	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D	
Managers																
Professionals																
Technicians and Trades Workers																
Community and Personal Service Workers																
Clerical and Administrative Workers																
Sales Workers																
Machinery Operators and Drivers																
Elementary Workers																
TOTAL employees trained																

In the table above: M = Male, F = Female, D = Person with Disability

SDL No. _____

SDF Signature _____

Authorised Signatory Signature _____

A3 WORKPLACE SKILLS PLAN FOR THE PERIOD 1 APRIL 2010 TO 31 MARCH 2011

This table identifies those beneficiaries that **will participate** in learning interventions in the financial year extending from 1 April 2010 to 31 March 2011. Indicate the number of beneficiaries who will receive training and **not** the number of programmes that will be run during the course of the year. Count each recipient of training once only, not each time they are planned to complete an intervention. If a beneficiary completes 6 courses in the period, they are counted once in this table. For purposes of completing the D (disabled) column, persons with disabilities are in the first instance categorised along population group and gender lines, and then again as disabled. Trainee accounting and auditing clerks fall into the Professionals category.

Occupation Categories	Number of beneficiaries per population group TO BE TRAINED during the 2010/2011 financial year														
	African			Coloured			Indian			White			Total		
	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
Managers															
Professionals															
Technicians and Trades Workers															
Community and Personal Service Workers															
Clerical and Administrative Workers															
Sales Workers															
Machinery Operators and Drivers															
Elementary Workers															
TOTAL employees to be trained															

In the table above: M = Male, F = Female, D = Person with Disability

A 3.1 Did the training implemented and described in the Annual Training Report (ATR) for the period 1 April 2009 to 31 March 2010 assist in meeting the objectives of the Workplace Skills Plan (WVSP) for the period 1 April 2009 to 31 March 2010 (submitted by 30 June of the previous year)? Please explain your answer.

A4 PROVINCIAL AND CURRENT EMPLOYMENT PROFILE AT 1 APRIL 2010

Please report the distribution of your staff provincially and according to occupational group. Please include all permanent staff including, partners, directors and learners. Do not include employees for whom you do not pay SDL e.g. temporary workers. Trainee accounting and auditing clerks fall into the Professionals category. Refer to the guidelines at the end of the application.

Province	No.	Occupation Categories														
		African			Coloured			Indian			White			Total		
		M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
Eastern Cape																
Free State																
Gauteng																
KwaZulu-Natal																
Mpumalanga																
Northern Cape																
Limpopo																
North West																
Western Cape																
Total																

In the table above: M = Male, F = Female, D = Person with Disability

SDL No. _____

SDF Signature _____

Authorised Signatory Signature _____

A5 SCARCE SKILLS FOR THE PERIOD 2010/2011

Scarce skills refer to those occupations in which there are a scarcity of qualified and experienced people, current or anticipated in the future, either (a) because such skilled people are not available or (b) they are available but do not meet the employment criteria. Please complete your scarce skills below.

No.	Specialisation/Job	Occupation	Learning Mode	Comments	NQF Level	NQF Aligned		Need for the Period 1 April 2010 to 31 March 2011
						Y	N	
e.g.	Chartered Accountant	Professionals	Learnership	CA's with disabilities needed	7	Yes		7
1								
2								
3								
4								

A6 AUTHORISATION

Name of Authorised Signatory (e.g. CEO, Managing Partner) _____

Position in organisation _____

Details of Authorised Signatory email: _____ telephone: _____ fax: _____

I/we, the Authorised Signatory, and the Skills Development Facilitator, declare that this application for a **Mandatory 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, Managing Partner _____ 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.