

Mandatory Grant 2011/2012 Application for Employers Employing 50 or MORE Employees

Postal Address: PO Box 6801, Cresta, 2118 | Phone: (011) 476-8570 | Fax (Grant Applications): 086 574 1962
 Call Centre: 086 101 0001 | Website: <http://www.fasset.org.za> | email: grantapplications@fasset.org.za



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

1.	Name of organisation												
2.	SDL number <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>	<table border="1"> <thead> <tr> <th>SDL Number</th> <th>Number of employees</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	SDL Number	Number of employees									
SDL Number	Number of employees												
3.	Postal address												
	City and province												
	Postal code												
4.	Physical address <i>If the Mandatory Grant is submitted on behalf of one or more establishments, attach a list of names and physical and postal addresses. Also include the number of employees in each establishment and each entity's telephone number.</i>												
5.	Telephone number												
6.	Fax number												
7.	Have banking details been completed (see authorisation page at end of the application)?	YES	NO										
8.	Main business activity (use SIC code) (refer to definition of key terms in guidelines at end of the application)												
9.	Total annual payroll for the end of the previous financial year												
10.	Please indicate your organisation's financial year (e.g. March-Feb)												
11.	Turnover for the last financial year of your organisation												
12.	Name of Skills Development Facilitator (SDF)												
13.	SDF address (if different from address of organisation indicated above)												
14.	Contact details of SDF												
a.	Telephone number												
b.	Mobile telephone number												
c.	Fax number												
d.	E-mail address												
15.	Number of employees who left the organisation during the period 1 April 2010 to 31 March 2011												
16.	Training spend (1 April 2010 to 31 March 2011) <i>See list of allowable costs in guidelines at the end of application</i>												
17.	Your date of submission of this grant to Fasset												

A2 ANNUAL TRAINING REPORT FOR THE PERIOD 1 APRIL 2010 TO 31 MARCH 2011

This table identifies those beneficiaries that **participated** in learning interventions in the previous Seta financial year extending from 1 April 2010 to 31 March 2011. 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, not each time they 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. They are counted when reporting against gender and are specified again in the disabled column. The section 'External new recruits (including 18(2) learners at this level and above) trained' refers to those recruits who were taken on in the financial year and who received training. Nine occupational categories are used in this table. Trainee accounting and auditing clerks fall into the Professionals category. Refer to the guidelines at end of the application.

Occupation Categories	People trained during the 2010/2011 financial year	Number of beneficiaries per population group														
		African			Coloured			Indian			White			Total		
		M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
Managers	Current employees (at this level) trained															
	Current employees (earmarked for development at this level) trained															
	External new recruits (including 18(2) learners at this level and above) trained															
Professionals	Current employees (at this level) trained															
	Current employees (earmarked for development at this level) trained															
	External new recruits (including 18(2) learners at this level and above) trained															
Technicians and Trades Workers	Current employees (at this level) trained															
	Current employees (earmarked for development at this level) trained															
	External new recruits (including 18(2) learners at this level and above) trained															
Community and Personal Service Workers	Current employees (at this level) trained															
	Current employees (earmarked for development at this level) trained															
	External new recruits (including 18(2) learners at this level and above) trained															
Clerical and Administrative Workers	Current employees (at this level) trained															
	Current employees (earmarked for development at this level) trained															
	External new recruits (including 18(2) learners at this level and above) trained															

		Number of beneficiaries per population group														
		African			Coloured			Indian			White			Total		
Occupation Categories	People trained during the 2010/2011 financial year	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
Sales Workers	Current employees (at this level) trained															
	Current employees (earmarked for development at this level) trained															
	External new recruits (including 18(2) learners at this level and above) trained															
Machinery Operators and Drivers	Current employees (at this level) trained															
	Current employees (earmarked for development at this level) trained															
	External new recruits (including 18(2) learners at this level and above) trained															
Elementary Workers	Current employees (at this level) trained															
	Current employees (earmarked for development at this level) trained															
	External new recruits (including 18(2) learners at this level and above) trained															
TOTAL Current employees (at this level) trained																
TOTAL Current employees (earmarked for development at this level) trained																
TOTAL External new recruits (including 18(2) learners at this level and above) trained																

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

A3 ANNUAL SKILLS PRIORITIES (STRATEGIC SKILLS DEVELOPMENT PRIORITIES FOR THE FINANCIAL YEAR 1 APRIL 2010 TO 31 MARCH 2011)

Please list the beneficiaries of education and training priorities implemented in the previous financial year extending from 1 April 2010 to 31 March 2011 e.g. *Tax Update*, and link these to skills priorities e.g. *#4 Specialist Financial* according to National Qualification Framework (NQF) level. Employees may have undertaken more than one training intervention, they may also have completed the same intervention more than once. This table indicates **how much** training was conducted in the organisation during the course of the year. Additional rows may be added if necessary. If the intervention was registered with the South African Qualifications Authority (SAQA), include the SAQA ID number. If you are unsure of the SAQA registration number, please include your estimate of the NQF level (do not leave the intervention off the table). If you have skills priorities that you wish to add e.g. *#6 Research*, please indicate these. Please note: This form counts the number people trained on different intervention types. Because more than one person may have attended a course, double-counting of beneficiaries of training may occur. Refer to the guidelines at end of the application.

Annual Skills Priorities													
No.	Skills priority number (reference list directly below)	Skills Priorities List education and training priorities	Level of implemented education and training (beneficiaries of training)								SAQA Registered?		SAQA ID No (If SAQA registered)
			General up to and incl. Level 1	Further			Higher				Yes	No	
e.g.	#4	<i>The Financial Intelligence Centre Act</i>		2	3	4	5	6	7	8			
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
Total													

Please reference each education and training priority with a skills priority number e.g. #1 to correspond to IT education and training priorities	1. Information Technology (e.g. MS Office Suite)	2. Management and Leadership (e.g. supervisor training)	3. Client Service (e.g. telephone etiquette)	4. Specialist Financial (e.g. GAAP)	5. Support & Administrative (e.g. payroll administration).	Please indicate additional priorities where specified on the above table 6. _____ 7. _____ 8. _____ 9. _____ 10. _____
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A4 WORKPLACE SKILLS PLAN FOR THE PERIOD 1 APRIL 2011 TO 31 MARCH 2012

This table identifies those beneficiaries that **will participate** in learning interventions in the financial year extending from 1 April 2011 to 31 March 2012. Indicate the number of beneficiaries who will receive training and **not** the number of programmes that will be run during the year. Count each intended recipient of training once, not each time they are to complete an intervention. If a beneficiary is to complete 6 courses in the period, they are to be 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. The section 'External new recruits (including 18(2) learners at this level and above) to be trained' refers to those recruits who are to be taken on in the financial year and who receive training. Trainee accounting and auditing clerks fall into the Professionals category. Refer to the guidelines at end of the application.

		Number of beneficiaries per population group														
		African			Coloured			Indian			White			Total		
Occupation Categories	People to be trained during 2011/2012 financial year	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
Managers	Current employees (at this level) to be trained															
	Current employees (earmarked for development at this level) to be trained															
	External new recruits (including 18(2) learners at this level and above) to be trained															
Professionals	Current employees (at this level) to be trained															
	Current employees (earmarked for development at this level) to be trained															
	External new recruits (including 18(2) learners at this level and above) to be trained															
Technicians and Trades Workers	Current employees (at this level) to be trained															
	Current employees (earmarked for development at this level) to be trained															
	External new recruits (including 18(2) learners at this level and above) to be trained															
Community and Personal Service Workers	Current employees (at this level) to be trained															
	Current employees (earmarked for development at this level) to be trained															
	External new recruits (including 18(2) learners at this level and above) to be trained															
Clerical and Administrative Workers	Current employees (at this level) to be trained															
	Current employees (earmarked for development at this level) to be trained															
	External new recruits (including 18(2) learners at this level and above) to be trained															

		Number of beneficiaries per population group														
		African			Coloured			Indian			White			Total		
Occupation Categories	People to be trained during 2011/2012 financial year	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
Sales Workers	Current employees (at this level) to be trained															
	Current employees (earmarked for development at this level) to be trained															
	External new recruits (including 18(2) learners at this level and above) to be trained															
Machinery Operators and Drivers	Current employees (at this level) to be trained															
	Current employees (earmarked for development at this level) to be trained															
	External new recruits (including 18(2) learners at this level and above) to be trained															
Elementary Workers	Current employees (at this level) to be trained															
	Current employees (earmarked for development at this level) to be trained															
	External new recruits (including 18(2) learners at this level and above) to be trained															
TOTAL Current employees (at this level) to be trained																
TOTAL Current employees (earmarked for development at this level) to be trained																
TOTAL External new recruits (including 18(2) learners at this level and above) to be trained																

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

A5 ANNUAL SKILLS PRIORITIES (STRATEGIC SKILLS DEVELOPMENT PRIORITIES FOR THE FINANCIAL YEAR 1 APRIL 2011 TO 31 MARCH 2012)

Please list the beneficiaries of education and training priorities **planned** in the financial year extending from 1 April 2011 to 31 March 2012 e.g. *Tax Update*, and link these to skills priorities e.g. *#4 Specialist Financial* according to National Qualification Framework (NQF) level. Employees may undertake more than one training intervention, they may also complete the same intervention more than once. This table indicates how much training will be conducted in the organisation during the course of the year. Additional rows may be added if necessary. If the intervention is registered with the South African Qualifications Authority (SAQA), include the SAQA ID number. If you are unsure of the SAQA registration number, please include your estimate of the NQF level (do not leave the intervention off the table). If you have skills priorities that you wish to add e.g. *#6 Research*, please indicate these. Please note: This form counts the number people to be trained on different intervention types. Because more than one person may attend a course, double-counting of beneficiaries of training may occur. Refer to the guidelines at end of the application.

Annual Skills Priorities														
No.	Skills priority number (reference list directly below)	Skills Priorities List education and training priorities	Level of planned education and training (beneficiaries of training)								SAQA Registered?		SAQA ID No (If SAQA registered)	
			General up to and incl. Level 1	Further			Higher				Yes	No		
			1	2	3	4	5	6	7	8				
e.g.	# 4	<i>The Financial Intelligence Centre Act</i>						4					✓	
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
Total														

Please reference each education and training priority with a skills priority number e.g. #1 to correspond to IT education and training priorities	1. Information Technology (e.g. MS Office Suite)	2. Management and Leadership (e.g. supervisor training)	3. Client Service (e.g. telephone etiquette)	4. Specialist Financial (e.g. GAAP)	5. Support & Administrative (e.g. payroll administration).	Please indicate additional priorities where specified on the above table 6. _____ 7. _____ 8. _____ 9. _____ 10. _____

A6 PROVINCIAL PROFILE AT 1 APRIL 2011

Please report the provincial distribution of your staff. Include all permanent staff including, partners, directors and learners (irrespective of whether or not they are exempt for the SDL). Do not include other employees for whom you do not pay SDL e.g. temporary workers. Ensure that the number of staff reported in this form matches the total reported in A7. Refer to the guidelines at the end of the application.

<i>Province</i>	<i>Number of Employees</i>
Eastern Cape	
Free State	
Gauteng	
KwaZulu-Natal	
Mpumalanga	
Northern Cape	
Limpopo	
North West	
Western Cape	
<i>Total</i>	

A7 CURRENT EMPLOYMENT PROFILE AT 1 APRIL 2011

This is defined as the total workforce. Please include all permanent staff including, partners, directors and learners (irrespective of whether or not they are exempt for the SDL). Do not include other 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 end of the application.

<i>Occupation Categories</i>	<i>African</i>			<i>Coloured</i>			<i>Indian</i>			<i>White</i>			<i>Total</i>		
	<i>M</i>	<i>F</i>	<i>D</i>	<i>M</i>	<i>F</i>	<i>D</i>	<i>M</i>	<i>F</i>	<i>D</i>	<i>M</i>	<i>F</i>	<i>D</i>	<i>M</i>	<i>F</i>	<i>D</i>
Managers															
Professionals															
Technicians and Trades Workers															
Community and Personal Service Workers															
Clerical and Administrative Workers															
Sales Workers															
Machinery Operators and Drivers															
Elementary Workers															
Total															

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

A8 DEVELOPMENT AND CONSULTATIVE PROCESS (1 APRIL 2011 TO 31 MARCH 2012)

It is recommended that organisations with more than 50 employees establish a Training/Skills Development Committee. It is incumbent upon the SDF to ensure that all levels of the organisation are represented in the committee. It is important that employees are consulted about the person designated as SDF. Employees should also be informed of the WSP and the implementation of the WSP. This committee should reflect the interests of employees from all occupational categories in the organisation's workforce. Add more rows if required. Please retain supportive documents if required to do so by Fasset, e.g. minutes, register of attendees at meetings, list of members of the training committee

1. What process was used to develop the WSP?

1.	Training/Skills Development Committee	
2.	Employees were consulted	
3.	Employees were not consulted	
4.	Other e.g. performance appraisal system, please specify	
5.		

Should you wish to expand on your choice above, please do so in the space below.

2. Did the WSP assist the organisation in achieving its Employment Equity Plan goals?

Yes	
No	
The organisation is not required to submit Employment Equity Reports	
The organisation has chosen not to submit Employment Equity Reports	

Should you wish to expand on your choice above, please do so in the space below:

3. Did the Training/Skills Development Committee review the WSP (if applicable)? If not, what arrangements were made to ensure that employees were consulted with respect to the WSP?

4. Do you have difficulty planning employment equity and affirmative action in your organisation? Please describe your aims and challenges, if applicable, in this regard.

5. Did the training implemented and described in the Annual Training Report for the period 1 April 2010 to 31 March 2011 assist in the meeting the objectives of the Workplace Skills Plan for the period 1 April 2010 to 31 March 2011 (submitted by 30 June of the previous year)? Please explain your answer.

6. What impact did the training implemented and described in the Annual Training Report (ATR) for the period 1 April 2010 to 31 March 2011 have on your organisation? Please explain your answer.

A9 SCARCE SKILLS

The Fasset Seta plans to identify, communicate, and report on scarce skills. Refer to the guidelines at end of the application. A 2011/2012 and a 2012/2013 prediction of scarce skills has been requested. The 2011/2012 prediction will allow the Seta determine skills needs for the year in which this Mandatory Grant application is submitted, while the 2011/2012 prediction will allow the Seta to determine the anticipated shortages. Please complete the table below.

A9.1 SCARCE SKILLS 2011/2012

Scarce skills refer to those occupations in which there are a scarcity of qualified and experienced people, currently 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.

No.	Specialisation/Job	Occupation	Learning Mode	Comments	NQF Level	NQF Aligned		Need
						Y	N	Period
<i>e.g.</i>	<i>Chartered Accountant</i>	<i>Professionals</i>	<i>Learnership</i>	<i>CA's with disabilities needed</i>	7	Yes		1 April 2011 to 31 March 2012 7
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

A9.2 SCARCE SKILLS 2012/2013

Scarce skills refer to those occupations in which there are a scarcity of qualified and experienced people, currently 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.

No.	Specialisation/Job	Occupation	Learning Mode	Comments	NQF Level	NQF Aligned		Need
						Y	N	Period
								1 April 2012 to 31 March 2013
e.g.	<i>Chartered Accountant</i>	<i>Professionals</i>	<i>Learnership</i>	<i>CA's with disabilities needed</i>	7	Yes		7
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								

A10 AUTHORISATION

I / we, the Authorised Signatory, and the Skills Development Facilitator, declare that this application for a **Mandatory Grant 2011/2012** 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. This authorisation certifies that consultation has occurred between employer and employees through the Training Committee, if applicable. This is proof that the signatories certify the accuracy of the information presented in the attached sections. Fasset reserves the right to independently verify information supplied. The responsibility for the correctness of this document rests with the employer. By submitting this application, the parties to the application acknowledge that Fasset and/or any of its affiliates will be processing the personal information included in this application. The processing of such information by Fasset will be carried out in accordance with the law and in a proper and careful manner in order to not intrude upon the privacy of the data subject to an unreasonable extent. The purpose of processing the personal information belonging to the application is to conform with the performance monitoring process instituted by the Department of Higher Education and Training (DHET) which Fasset is required to complete on a quarterly basis. By submitting this application the parties agree that the purpose of collection of the personal information as discussed is adequate, relevant and not excessive. The parties specifically record that all personal information processed shall constitute confidential information and shall be treated as such by all the parties involved respectively.

Name of **Authorised Signatory** (e.g. CEO) _____ Position in the organisation: _____

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

Signed (SDF) _____ Date _____

Signed (Authorised Signatory) _____ 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 _____

A11 BANKING DETAILS

Only complete this section in full if you have NOT submitted banking details before or if your banking details have changed since your last submission of banking details information. Please note that banking details are only required for the purpose of a refund. Attach at least one of the following to confirm banking details: copy of cheque, original cancelled cheque or a letter from the bank confirmed details. Payment will be made to the person/entity in whose name the expense was incurred.

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

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.

Mandatory Grant 2011/2012 Guidelines for Employers Employing 50 or MORE Employees

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



GUIDELINES

- The Mandatory Grant comprises the Workplace Skills Plan (WSP) application combined with the Annual Training Report (ATR). This application is fixed as a percentage of levies paid by an employer. The grant application contains a training plan for the 2011/2012 Seta financial year and a training report for the 2010/2011 Seta financial year. Should the submission be acceptable to the Seta, a Mandatory Grant of 40% will be paid to the employer on a quarterly basis. The Seta reserves the right to query the grant application. The percentage of the grant to be paid back has changed from the 50% paid back in previous years. The 40% amount is dependent on the confirmation in funding regulations to be released by the Department of Higher Education and Training (DHET).
- This grant application has been prepared in terms of the Government Gazette, No. 27801, No. R. 713 18 July 2005. The WSP and the ATR are central to the establishment of a demand-led skills development system, which is responsive to the economic and social needs of South Africa. The ATR allows employers to monitor the achievement of the skills priorities and skills development objectives that were outlined in the WSP. Where there are variations between the WSP and the ATR, the ATR provides the Skills Development Facilitator (SDF) with an opportunity to analyse reasons for non-completion of planned training.

CONFIDENTIALITY

- 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.

SUBMISSION REQUIREMENTS

- If the employer does not claim a Mandatory Grant by the deadline date, the Seta must (in terms of the aforementioned regulations) 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 Strategic Cash Grant (SCG) and 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 Services (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 in respect of the previous financial year v) and is registered with Fasset and the levy contributions are up-to-date.
- Government Gazette, No. 27801, No. R. 713 18 July 2005 requires that firms submit the WSP portion of the Mandatory Grant (WSP for the period 1 April 2010 to 31 March 2011) in order for the ATR 2010/2011 & WSP 2011/2012 to be approved for grant payment. The submission of the previous year's grant is a prerequisite for approval of the current year's grant; however should the previous year's grant not have been approved (because it was not submitted by the deadline date etc ...) the grant for the previous year will not be paid.
- The grant must be completed correctly and submitted in the required format.
- The grant must be submitted to Fasset by no later than **30 June 2011**.
- Ensure that the 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 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. **Please confirm the physical address for delivery with the Fasset office prior to submission, as the Seta office is due to move from current premises (Block A, Eva Office Park, Corner Beyers Naude & Judges Avenue, Blackheath) on 1 June.**
- A copy of the completed and signed grant application must be retained.
- 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. 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.

KEY TERMS

TRAINING COSTS (SECTION A1)

A whole range of cost factors may arise, whether the costs are actually incurred by the applicant or by an external consultant or provider (both public and private) contracted for the purpose of training staff. These cost factors include:

- development of curriculum and learning programmes
- development of learning materials, books, notes, copyright fees
- training the trainers, payment of lecturers, facilitators and permanent training staff
- costs of running, or hire of, training facilities
- costs of conducting seminars, workshops, lectures, etc.
- tuition or course fees, registration/accreditation/examination costs
- bursaries, accommodation/per diem/travel reimbursements/relocation costs to learners
- company skills audits/training needs analysis, and costs of monitoring, reporting, evaluation of company of training interventions
- training costs **exclude** VAT

The total expenditure does not include:

- the salaries paid to learners for the time these learners spent on education and training
- lost person workdays (leave for learners) and temporary replacement staff costs (or wages of learners)
- fixed building or equipment costs (which are not to be amortised).

SKILLS DEVELOPMENT FACILITATOR (SDF) GUIDELINES

1. Appointment of Skills Development Facilitator (SDF)
 - Every employer must appoint an employee or any other person who is formally contracted to the employer as a SDF.
 - The employer must submit to the Seta the name and contact details of the person who is to serve as SDF for the financial year on or before 1 April of each year.
 - If the SDF leaves the employer's service, the employer must forthwith:
 - appoint a new SDF; and
 - submit the name and contact details of the new SDF to the Seta.
2. Functions to be performed by the SDF
 - The functions of a SDF are to:
 - Assist the employer and employees to develop a Workplace Skills Plan (WSP) which complies with the requirements of the Seta
 - Submit the WSP to the relevant Seta
 - Advise the employer on the implementation of the WSP
 - Assist the employer to draft an annual training report on the implementation of the WSP
 - Advise the employer on the quality assurance requirements set by the Seta
 - Act as a contact person between the employer and the sector Seta
 - Serve as a resource with regard to all aspects of skills development
 - Communicate Seta initiatives, grants and benefits to the employer
 - Communicate with company branch offices, and all employees in the main office and branch offices, events and grants being offered at the Seta
 - The employer must provide the SDF with the resources, facilities and training necessary to perform the functions set out.

The **SIC CODE** (Standard Industrial Classification Code) is the industrial classification that matches the employer's main business activity. While more than one code may be applicable, the employer must select **one** code that best describes the organisation's core activities. Please note: the SIC code may have changed from one year to another as the main business focus of the employer changes. The SIC codes in the Fasset sector are:

81904	Investment Entities and Trusts
83110	Administration of Financial Markets
83120	Security Dealing Activities
83121	Stock Broking Activities
83180	Development Corporations and Organisations
83190	Activities Auxiliary to Financial Intermediation
88101	Tax Services
88102	Asset Portfolio Management
88103	Company Secretary Services
88120	Accounting, Bookkeeping and Auditing Activities
88121	Activities of Accountants and Auditors Registered in terms of the Public Accountants
88122	Activities of Cost and Management Accountants
88123	Bookkeeping Activities, including Relevant Data Processing and Tabulating Activities
88140	Business and Management Consultancy Activities
88142	Project Financial Management
91108	South African Revenue Service (SARS)
9110E	Dept of State Expenditure and Finance

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 ten levels as indicated in the table below. Descriptions of the ten levels have not yet been finalised by the South African Qualifications Authority (SAQA) and draft descriptions are provided below.

Table 1: 8-level NQF

Band	Level	Qualification and Certificates
Higher Education and Training (HET)	8	Post-doctoral research degrees Doctorates Masters degrees
	7	Professional qualifications Honours degrees
	6	National first degrees Higher diplomas
	5	National diplomas National certificates
Further Education and Training (FET)	4	National certificates
	3	
	2	
General Education and Training (GET)	1	ABET Level 4/ Grade 9 National certificates

Table 2: Proposed descriptors for 10-level NQF

Band	Level	Qualification and Certificates	Institutions		
Higher Education and Training (HET)	10	Doctorates	Tertiary / Research / Professional Institutions		
	9	Masters Degrees			
	8	Post-graduate diplomas and Professional Qualifications	Universities / Technikons / Colleges / Private / Professional Institutions / Workplace / etc.		
	7	Bachelors Degrees and Advanced Diplomas			
	6	Diplomas and Advanced Certificates			
	5	Higher Certificates and Advanced National (vocational) Certificates			
Further Education and Training (FET)	4	Std 10 / Grade 12, N3 / NCS National Senior Certificate and National (vocational) Certificates	Formal High schools / Private / State schools	Technical / Community / Police / Nursing / Private colleges	Industry Training Boards / Unions / Workplace, etc
	3	Std 9 / Grade 11, N2 / NIC National (vocational) Certificates			
	2	Std 8 / Grade 10 Further Education and Training Certificates			
General Education and Training (GET)	1	Senior Phase, Std 7 / Grade 9	Formal schools (Urban / Rural / Farm / Special)	Occupation / Work-based training / Upliftment programmes / Community programmes	NGOs / churches / Night schools/ ABET programmes / Private providers/ Industry training boards / Unions/ Workplace, etc
		Intermediate Phase			
		Foundation Phase			
	Pre-School	ABET Level 1			

CURRENT EMPLOYMENT PROFILE (SECTION A7)

This is defined as the total workforce in respect of whom skills development levies have been paid (or are eligible to be paid) to South African Revenue Services (SARS). Please include all permanent staff including, partners, directors and learners (irrespective of whether or not they are exempt for the SDL). Temporary workers for whom your firm does not pay SDL should not be included in the calculation. Enter your organisation's employment profile as at 1 April. From 2009 Fasset will be classifying employees according to eight occupational categories, as opposed to nine categories. Trainee accounting and auditing clerks fall into the Professionals category. When completing this table, refer to the section on Definitions of Occupational Groups.

If the grant is submitted on behalf of more than one establishment or SDL number, please attach a list of SDL numbers with corresponding names and addresses, including physical and postal addresses and the number of employees represented by each SDL number.

For purposes of completing the **DISABLED** column, persons with disabilities are in the first instance categorised along population group and gender lines, and then again as disabled. They are counted when reporting against gender and are specified again in the disabled column. 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.

SECTION A2 (ANNUAL TRAINING REPORT FOR THE PERIOD 1 APRIL 2010 TO 31 MARCH 2011) AND SECTION A4 (WORKPLACE SKILLS PLAN FOR THE PERIOD 1 APRIL 2011 TO 31 MARCH 2012)

CURRENT EMPLOYEES (AT THIS LEVEL) is required in order to determine how many individuals that are employed, have been trained or will be trained. Do not double-count in any of the other categories i.e. 'Current employees (earmarked for development at this level)' and 'External new recruits (including 18(2) learners at this level and above)'. This category is not the same as the current employment profile, it is the current employees that are intended for training, which may be less than (or the same as) your current employment profile.

CURRENT EMPLOYEES (EARMARKED FOR DEVELOPMENT AT THIS LEVEL) is required in order to determine which and how many individuals who are intended for promotion and development i.e. movement from lower levels in the organisation to higher levels in the organisation, are to receive training. Do not double-count in any of the other categories i.e. 'Current employees (at this level)' and 'External new recruits (including 18(2) learners at this level and above)'.

EXTERNAL NEW RECRUITS (INCLUDING 18(2) LEARNERS AT THIS LEVEL AND ABOVE) are individuals required during the period as a result of business expansion, intention to train etc ... The individuals to be externally recruited will not currently be employed in the organisation. This information is required to identify growth opportunities within the sector. Do not double-count in any of the other categories i.e. 'Current employees (at this level)' and 'Current employees (earmarked for development at this level)'.

EDUCATION AND TRAINING INTERVENTIONS may include the following:

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

The **SKILLS PRIORITIES** identified in the Fasset sector for planning training in the grant were:

1. Information Technology (e.g. software package training, MS Office Suite, network engineers, IT support services, hardware training, internet based solutions training).
2. Management and Leadership (e.g. supervisor training, emotional intelligence, MBA, teamwork skills, diversity training).
3. Client Service (e.g. call centre training, key account management, front office, reception duty, telephone etiquette).
4. Specialist Financial (e.g. GAAP update, Income Tax Update, credit control).
5. Support & Administrative (e.g. payroll administration, transactions processing).

Additional skills priorities may be indicated in the space provided. Please do not change the numbering of the Fasset Skills Priorities. Use of this numbering allows Fasset to compare trends across time and also to place employer courses in the correct broad skills priority group.

Enter the number of beneficiaries per planned education and training interventions per skills priority. For example, if you plan to send 7 employees on an Emotional Intelligence Course to support the Skills Priority of Management and Leadership, this course would be entered as 7 towards the education/training intervention in the skills priority Management and Leadership (#2).

EXAMPLE TABLE**A2 ANNUAL TRAINING REPORT FOR THE PERIOD 1 APRIL 2010 TO 31 MARCH 2011****ALSO APPLICABLE TO
A4 WORKPLACE SKILLS PLAN FOR THE PERIOD 1 APRIL 2011 TO 31 MARCH 2012**

In the example below, the firm employed ten people and recruited two learners on a learnership. The data in this table will form the basis for the worked example below.

The table below describes details of staff who were trained in the 2010/2011 financial year. Use a table such as this for your firm's reporting and ensure that all staff included in the table are accounted for in the table overleaf.

	Name	Job Title	Occupational Category	Population Group	Gender	Disability Status (PWD)	Current employee or new recruit?	Current employee earmarked for development, Yes/No?
1	Celia	CEO	Managers	Coloured	Female	PWD	Current	No
2	Thandi	Business Development Manager	Professionals	African	Female	Not disabled	Current	No
3	Justin	Accountant	Professionals	White	Male	Not disabled	Current	Yes
4	Naledi	Chartered Accountant	Professionals	African	Female	Not disabled	Current	Yes
5	David	Trainee Accountant	Technicians and Trades Workers	Indian	Male	PWD	Current	Yes
6	Elvis	Trainee Accountant	Technicians and Trades Workers	White	Male	PWD	Current	No
7	Jeannie	Bookkeeper	Clerical and Administrative Workers	Coloured	Female	Not disabled	Current	No
8	Sipho	Secretary	Clerical and Administrative Workers	African	Male	Not disabled	Current	Yes
9	Arthur	Promotions assistant	Sales Workers	African	Male	Not disabled	Current	Yes
10	Felicity	Office Attendant	Elementary Workers	African	Female	Not disabled	Current	No
11	TBA	Trainee Accountant	Technicians and Trades Workers	White	Male	Not disabled	New Recruit	NA
12	TBA	Trainee Accountant	Technicians and Trades Workers	Coloured	Female	Not disabled	New Recruit	NA

TBA = To be advised

Please refer to table directly below for a **COMPLETED EXAMPLE**.

COMPLETED EXAMPLE**A2 ANNUAL TRAINING REPORT FOR THE PERIOD 1 APRIL 2010 TO 31 MARCH 2011****ALSO APPLICABLE TO
A4 WORKPLACE SKILLS PLAN FOR THE PERIOD 1 APRIL 2011 TO 31 MARCH 2012**

<i>Occupation Categories</i>		<i>People to be trained during 2011/2012 financial year</i>		<i>Number of beneficiaries per population group</i>														
				<i>African</i>			<i>Coloured</i>			<i>Indian</i>			<i>White</i>			<i>Total</i>		
				<i>M</i>	<i>F</i>	<i>D</i>	<i>M</i>	<i>F</i>	<i>D</i>	<i>M</i>	<i>F</i>	<i>D</i>	<i>M</i>	<i>F</i>	<i>D</i>	<i>M</i>	<i>F</i>	<i>D</i>
Managers	Current employees (at this level) to be trained					1	1								1	1		
	Current employees (earmarked for development at this level) to be trained																	
	External new recruits (including 18(2) learners at this level and above) to be trained													1				
Professionals	Current employees (at this level) to be trained		1								1		1	1	1	1		
	Current employees (earmarked for development at this level) to be trained		1					1		1	1			2	2	1		
	External new recruits (including 18(2) learners at this level and above) to be trained					1					1							
Technicians and Trades Workers	Current employees (at this level) to be trained																	
	Current employees (earmarked for development at this level) to be trained																	
	External new recruits (including 18(2) learners at this level and above) to be trained																	
Community and Personal Service Workers	Current employees (at this level) to be trained					1									1			
	Current employees (earmarked for development at this level) to be trained	1												1				
	External new recruits (including 18(2) learners at this level and above) to be trained																	
Clerical and Administrative Workers	Current employees (at this level) to be trained																	
	Current employees (earmarked for development at this level) to be trained	1												1				
	External new recruits (including 18(2) learners at this level and above) to be trained																	
Sales Workers	Current employees (at this level) to be trained																	

		Number of beneficiaries per population group														
		African			Coloured			Indian			White			Total		
Occupation Categories	People to be trained during 2011/2012 financial year	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
	Current employees (earmarked for development at this level) to be trained															
	External new recruits (including 18(2) learners at this level and above) to be trained															
Machinery Operators and Drivers	Current employees (at this level) to be trained															
	Current employees (earmarked for development at this level) to be trained															
	External new recruits (including 18(2) learners at this level and above) to be trained															
Elementary Workers	Current employees (at this level) to be trained															
	Current employees (earmarked for development at this level) to be trained														1	
	External new recruits (including 18(2) learners at this level and above) to be trained															
TOTAL Current employees (at this level) to be trained			2			2	1				1		1	1	4	2
TOTAL Current employees (earmarked for development at this level) to be trained		2	1					1		1	1			4	1	1
TOTAL External new recruits (including 18(2) learners at this level and above) to be trained						1					1			1	1	

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

COMPLETED EXAMPLE

A3 ANNUAL SKILLS PRIORITIES (STRATEGIC SKILLS DEVELOPMENT PRIORITIES FOR THE FINANCIAL YEAR 1 APRIL 2011 TO 31 MARCH 2012)

**ALSO APPLICABLE TO
A5 ANNUAL SKILLS PRIORITIES (STRATEGIC SKILLS DEVELOPMENT PRIORITIES FOR THE FINANCIAL YEAR 1 APRIL 2010 TO 31 MARCH 2011)**

For example, if your organisation is planning to train 5 employees in Accounting I, 12 employees in Accounting III etc ... these employees would be depicted as indicated in the **COMPLETED EXAMPLE** table below.

Annual Skills Priorities														
No.	Skills priority number (reference list directly below)	Skills Priorities List education and training priorities	Level of planned education and training (beneficiaries of training)								SAQA Registered?		SAQA ID No (if SAQA registered)	
			General up to and incl. Level 1	Further			Higher				Yes	No		
				2	3	4	5	6	7	8				
e.g.	#4	<i>The Financial Intelligence Centre Act</i>						4					✓	
1.	#4	Risk Management						14					✓	
2.	#2	Emotional Intelligence				7							✓	
3.	#4	Accounting I						5				✓		ACC2934
4.	#4	Accounting III						12				✓		ACC4785
5.	#6	Personnel Management				1							✓	
6.														
7.														
8.														
9.														
10.														
Total						8		27						

Please reference each education and training priority with a skills priority number e.g. #1 to correspond to IT courses	1. Information Technology (e.g. MS Office Suite)	2. Management and Leadership (e.g. supervisor training)	3. Client Service (e.g. telephone etiquette)	4. Specialist Financial (e.g. GAAP)	5. Support & Administrative (e.g. payroll administration).	Please indicate additional priorities where specified on the above table 6. Human Resources 7. _____ 8. _____ 9. _____ 10. _____
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SCARCE SKILLS TABLES (SECTION A9)

Scarce skills refer to those occupations in which there are a scarcity of qualified and experienced people, currently 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. This scarcity can arise from one or a combination of the following, grouped as relative or absolute:

Absolute scarcity: suitably skilled people are not available, for example:

- A new or emerging occupation, i.e. there are few, if any, people in the country with the requisite skills (qualification and experience) and education and training providers have yet to develop learning programmes to meet the skills requirements.
- Firms, sectors and even the country are unable to implement planned growth strategies and experiencing productivity, service delivery and quality problems directly attributable to a lack of skilled people.
- Replacement demand would reflect an absolute scarcity where there are no people enrolled or engaged in the process of acquiring the skills that need to be replaced.

Relative scarcity: suitably skilled people available but do not meet other employment criteria, for example:

- Geographical location, i.e. people are unwilling to work outside of urban areas.
- Equity considerations, i.e. there are few if any candidates with the requisite skills (qualifications and experience) from specific groups available to meet the skills requirements of firms and enterprises.
- Replacement demand would reflect a relative scarcity if there are people in education and training (formal and work-place) who are in the process of acquiring the necessary skills (qualification and experience) but where the lead time will mean that they are not available in the short term to meet replacement demand.

Specialisation/Job or New Occupation

Pinpoint a specific job e.g. Chartered Accountant, Data Capturer or, specialisation area within an occupation. This column can also be used to indicate possible “new” occupations.

Occupation

Choose one of the major occupational groups below.

- Managers
- Professionals
- Technicians and Trades Workers
- Community and Personal Service Workers
- Clerical and Administrative Workers
- Sales Workers
- Machinery Operators and Drivers
- Elementary Workers

Learning Mode

Identify the most appropriate learning strategies to address the scarce skills identified against the occupation. Below is a list of learning interventions or learning programme types which may be used as an indication.

The National Qualifications Framework (NQF) level

Indicate the appropriate level (real or estimated) at which an intervention should be directed. This column is to be completed irrespective of whether or not NQF aligned interventions are available. If no interventions exist or if the existing interventions are not NQF aligned, and estimation should nevertheless be made.

NQF Aligned – Y/N

Provide information on whether or not the most suitable intervention is NQF aligned (i.e. unit standards and/or qualification exists and an accreditation body appointed) or not. A tick ✓ can be used in the column under Y if the most appropriate intervention method identified in column 5 is NQF aligned. If the most appropriate intervention method identified in column 5 is not NQF aligned a tick ✓ can be used in the column under N.

The NQF provides principles and guidelines for recording learner achievements. Based on nationally recognised qualifications. The NQF encourages life-long learning. Qualifications have been divided into eight bands as indicated in the table. If your training and education interventions have been registered with SAQA please provide the SAQA ID number. If additional information is required, please contact Fasset.

Need

Setas will use this list for prioritising. It will not be expected that all skills needed should be addressed by the employer. Any specific explanations, requirements or specifications can be provided in the Comments section.

Comments

Add narratives and explanations against any of the information provided in the reporting template. This column need not be completed. It could include explanations and/or any important additional information or specifications such as issues that pertain to a particular geographical location, target group, etc.

LEARNING PROGRAMMES MATRIX

#	Learning Type	Learning Site	Learning Mode	Learning Achievement	Abbrev
A	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
B	Institution-based theoretical instruction and some practical learning with an employer or in a work simulated environment – formally assessed through the institution	Institutional and 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) and 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
C	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
D	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) and workplace	Institutional instruction plus structured, supervised experiential learning in the workplace Learnership (LS) Apprenticeship (AP)	Trade certificate Certificate Other	LS AP
E	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
F	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
G	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

DEFINITIONS OF OCCUPATIONAL GROUPS

Go to www.nopf.co.za/download.html for the latest framework for occupations as compiled by the Department of Higher Education and Training (DHET). This system is maintained by the DHET and will provide clarity on which occupation fits into which occupational category.

Managers (Major Group 1)

- Definition: Managers plan, organise, direct, control, coordinate and review the operations of government, commercial, agricultural, industrial and non-profit enterprises and other organisations and departments.
- Note: In some cases where specific professional, technical or professional skills and knowledge may be required of workers it might be difficult to decide whether a particular job belongs in this major group or another. In such cases, it is essential to consider the main tasks. If the main tasks require the operational application of specific professional knowledge or a particular technical skill, then the job belongs in another major group. If, however, professional knowledge or technical skill serves only as a basis for the managerial tasks, then the job belongs in this major group. For example, if the main tasks of a job consist of diagnosing and treating illnesses, the job belongs in Major Group 2 (Professionals). However, if one of the main tasks is to allocate research and development funds on the basis of medical knowledge, then the job belongs to this major group.
- Tasks or skills include:
 - Setting the overall direction and objectives of organisations and departments within organisations
 - Formulating, administering and reviewing policy and legislation to ensure organisational and departmental objectives are met
 - Directing and coordinating the allocation of assets and resources
 - Directing, controlling and coordinating the activities of organisations and departments, either personally or through senior subordinate staff
 - Monitoring and evaluating overall organisational and departmental performance, and adjusting policies, rules and regulations to ensure objectives are met
 - Representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility
- Examples include:
 - *Executive Managers (CEO, Country Managing Partner), Senior Managers (Managing Director, Senior Partner, Partner, Senior Manager), Middle Manager, Manager.*

Professionals (Major Group 2)

- Definition: Professionals perform analytical, conceptual and creative tasks through the application of theoretical knowledge and experience in the fields of the arts, media, business, design, engineering, physical and life sciences, transport, education, health, information and communication technology, the law, social science and social welfare.
- Tasks or Skills:
 - Communicating ideas through language, printed and electronic media, and artistic media including the visual and performing arts
 - Analyzing, planning, developing and implementing programs and solutions to resolve business and economic problems
 - Providing services in financial accounting, human resource development, publicity and marketing, and the efficient operation of organisations
 - Flying aircraft, and controlling and directing the operation of ships, boats and marine equipment
 - Conducting and analyzing research to extend the body of knowledge in the field of the sciences and developing techniques to apply this knowledge
 - Designing products, physical structures and engineering systems
 - Researching and developing curricula, and teaching students in a range of educational settings
 - Designing, implementing, testing and maintaining technologies and services that enable information to be accessed, stored, manipulated, processed, and disseminated
 - Identifying and treating, and advising on, health, social, and personal issues
 - Advising clients on legal matters
- *Examples include:*
 - *Financial and Accounting Professionals, Information Management and Analysis Professionals, Human Resources Professionals, Legal Professionals, Operations Management Professionals and Economists, Sales and Marketing Professionals, Computer Programmers, Accountants, Payroll Manager, Teaching Professionals, Management Consultants, Attorneys.*
 - *Associate Financial and Accounting Professionals, Associate Information Management and Analysis Professionals, Associate Human Resources, Associate Legal Professionals, Associate Operations Management Professionals and Economists, Associate Sales and Marketing Professionals, Associate Engineering and Technology Professionals, Articled Clerks, Trainee Account/Audit Clerks.*

Technicians and Trades Workers (Major Group 3)

- Definition: Technicians and Trades workers perform a variety of skilled tasks, applying broad or in depth technical, trade or industry specific knowledge, often in support of scientific, engineering, building, manufacturing and processing activities.
- Tasks or Skills:
 - Carrying out tests and experiments, and providing technical support to medical, scientific and engineering professionals
 - Providing technical support to users of computer hardware and software
 - Fabricating, repairing and maintaining metal, wood, glass and textile products

- Repairing and maintaining motor vehicles, aircraft, marine craft and electrical and electronic machines and equipment
- Constructing, repairing, fitting-out and finishing buildings and other structures
- Operating printing and binding equipment
- Preparing and cooking food
- Shearing, caring for, training and grooming animals, and assisting Veterinarians
- Propagating and cultivating plants, and establishing and maintaining turf surfaces for sporting events
- Cutting and styling hair
- Operating chemical, gas, petroleum and power generation equipment
- Providing technical assistance for the production, recording and broadcasting of artistic performances
- Providing technical assistance for the production, recording and broadcasting of artistic performances
- *Examples include:*
- *Mining Technician, Bricklayers, Carpenters, Plumbers, Electricians, Painters, Aircraft Mechanics, Welders, Glass-Makers, Fitter and Turners, Boiler Makers, Clothes and Shoemakers, Locksmiths, Motor Mechanics.*

Community and Personal Service Workers (Major Group 4)

- Definition: Community and Personal Service Workers assist Health Professionals in the provision of patient care, provide information and support on a range of social welfare matters, and provide other services in the areas of aged and child care, education support, hospitality, defence, policing and emergency services, security, travel and tourism, fitness, sports and personal services.
- Tasks or Skills:
 - Attending accidents, planning and implementing leisure activities for individuals in health care and the community, and providing nursing care for patients
 - Advising clients on emotional, financial, recreational, health, housing and other social welfare matters
 - Planning, conducting and participating in educational and recreational activities to encourage the physical, social, emotional and intellectual development of children
 - Assisting Professionals in the provision of care and support to aged and disabled persons; patients in hospitals, clinics and nursing homes; and children in residential care establishments
 - Serving and selling food and beverages in bars, cafes and restaurants
 - Supervising staff in hotels, carrying luggage and escorting guests
 - Providing specialised military services to the defence forces
 - Maintaining public order and safety
 - Protecting, patrolling and guarding properties and advising clients on security requirements
 - Providing a range of personal services such as beauty therapy, teaching people to drive, arranging funerals, and organising and providing advice about travel and accommodation
 - Organising and supervising groups and individuals pursuing physical fitness goals and outdoor adventure, participating in and officiating at sporting competitions, and coaching and training sporting competitors
- *Examples include:*
- *Ambulance Man / Woman, Patient Transport Officer, Paramedic, Massage Therapist, Housing Officer, Community Support Officer.*

Clerical and Administrative Workers (Major Group 5)

- Definition: Clerical and Administrative Workers provide support to managers, professionals and organisations by organising, storing, manipulating and retrieving information.
- Tasks or Skills:
 - Overseeing and controlling office functions
 - Administering projects and programs
 - Performing secretarial functions
 - Entering, processing and editing text and data
 - Producing, recording and evaluating financial, production, stock and statistical information
 - Greeting clients and visitors and responding to enquiries and requests for information
 - Receiving, processing and sending mail, documents and information
- *Examples include:*
- *Bookkeepers, Data Capture Clerks, Accounts Clerks, Tax Clerks, Secretarial Staff and Typists, Receptionists, Cashiers/Tellers, Switchboard Operators, Administrative Assistants, Administrative Clerks, Filing Clerks, Post Room Clerks, Printing Assistants.*

Sales Workers (Major Group 6)

- Definition: Sales Workers sell goods, services and property, and provide sales support in areas such as operating cash registers and displaying and demonstrating goods.
- ICT and Technical (including medical) Sales Representatives are excluded from this major group.
- Tasks or Skills:
 - Promoting goods and services, properties and businesses to potential buyers
 - Selling goods and services, properties and businesses to buyers
 - Engaging prospective buyers
 - Determining buyers' requirements
 - Receiving and processing payments for goods and services, properties and businesses purchased by a variety of payment methods
- *Examples include:*
- *Sales Representatives, Insurance Agents, Auctioneers, Real Estate Agents, Sales Assistants.*

Machinery Operators and Drivers (Major Group 7)

- Definition: Machinery Operators and Drivers operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions, move materials, and transport passengers and freight.
- Tasks or Skills:
 - Setting up, controlling and monitoring the operation of machines, plant and equipment
 - Cleaning machines, plant and equipment and performing minor repairs
 - Transporting passengers and freight to set destinations
 - Receiving, loading, unloading and dispatching goods
- *Examples include:*
 - *Lathe Operators, Railway Signalers, Drill Operators, Glazier, Sewing Machinist, Candle Maker.*

Elementary Workers (Major Group 8)

- Definition: Elementary Workers perform a variety of routine and repetitive physical tasks using hand and power tools, and machines either as an individual or as part of a team assisting more skilled Workers such as Trades Workers, and Plant and Machine Operators.
- Tasks or Skills:
 - Cleaning commercial, industrial and domestic premises, vehicles and machines
 - Spreading, leveling and finishing concrete and bituminous paving materials, and assembling and erecting scaffolding and rigging
 - Loading and unloading machines, assembling components, and grading, inspecting and packing products
 - Assisting with cultivating and harvesting crops, plants and forests, and with livestock production
 - Processing meat and seafood, and assisting with producing and preparing food
 - Loading and unloading freight from trucks, trains and ships, and stocking shelves in stores and supermarkets
- *Examples include:*
 - *Domestic and Kitchen Workers, Sweepers, Garbage Collectors, Construction Workers, Security Guards.*