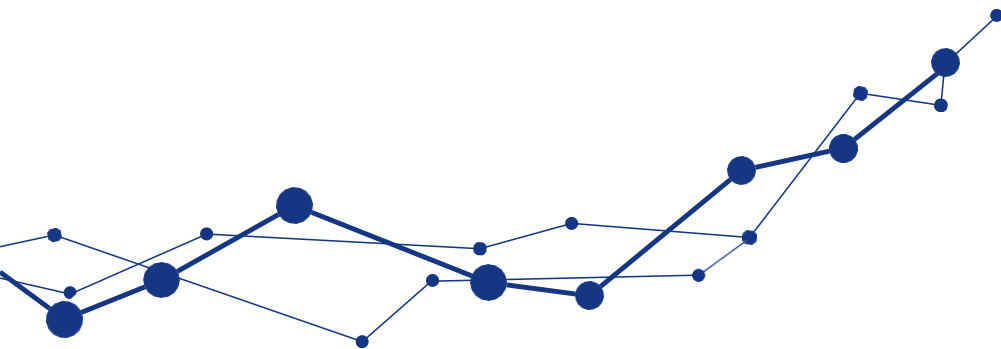


GETTING  
STARTED WITH



# FASSET

OCTOBER 2018



F A S S E T

*Make the future count*

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# 1. What is Fasset?

**Fasset is the Sector Education and Training Authority (Seta) for the Finance, Accounting, Management Consulting and Other Financial Services sector. It is one of the Setas established in April 2000 in terms of the Skills Development Act (SDA) of 1998. This Act provides, inter alia, the institutional framework to devise and implement sector strategies to improve the skills of the workforce in order to:**

- influence the effective operation of the labour market, through effective skills development, so as to ensure the appropriate supply of competent labour necessary to compete in the global economy, improve the competence of employees and potential employees, thereby enhancing productivity in the sector, increase the level of investment in education and training in this sector and to optimise the return on this investment;
- encourage employers and employees to adopt a culture of lifelong learning;
- ensure the quality of training and education in the sector and to support the development of standards in line with the National Qualifications Framework (NQF) and to actively promote these standards;
- expand the provision of education and training in the sector through sound partnerships with public and private providers of education and training,
- enhance co-operation between the public and private sectors;
- support the objectives of the Employment Equity Act (EEA) of 1998;
- enhance access to learning opportunities in the sector, and
- position the sector as the 'sector of career choice' for prospective learners and new entrants into the labour market.

**Setas drive, encourage and support skills development through:**

- a system of levies and grants;
- addressing skills shortages and needs within the sector;
- the funding of specific strategic sector initiatives, e.g. development projects and free workshops;
- the provision of cash grants to employers in support of the implementation of skills development initiatives which support sector-specific strategic needs, such as the demographic transformation of the sector through learnerships;
- registration of learners;
- registration of learning programmes, and
- quality assurance of training providers and assessors of training.

**Table 1: Acronyms**

<b>ACRONYM</b>	<b>DESCRIPTION</b>
<b>AA</b>	Accounting Authority (Board)
<b>AGSA</b>	Auditor-General of South Africa
<b>APP</b>	Annual Performance Plan
<b>BG</b>	Bursary Grant
<b>BPC</b>	Board Procurement Committee
<b>CIPC</b>	Companies and Intellectual Property Commission
<b>DG</b>	Discretionary Grant (Employers and Projects)
<b>DHET</b>	Department of Higher Education and Training
<b>FSB</b>	Financial Services Board
<b>FBS</b>	Fasset Bursary Scheme
<b>FSCA</b>	Financial Sector Conduct Authority
<b>IDC</b>	Industrial Development Corporation
<b>Large</b>	Companies employing 150 or more people
<b>LEG</b>	Learner Employment Grant
<b>LL</b>	Lifelong Learning
<b>LPD</b>	Learner Professional Development
<b>Medium</b>	Medium Companies employing between 50 and 149 people
<b>NLEG</b>	Non-PIVOTAL Learner Employment Grant
<b>NLP</b>	Non-Levy Paying
<b>NQF</b>	National Qualifications Framework
<b>NSFAS</b>	National Student Financial Aid Scheme
<b>NURCHA</b>	National Urban Reconstruction and Housing Agency
<b>OFO</b>	Organising Framework for Occupations
<b>PIC</b>	Public Investment Corporation
<b>PIVOTAL</b>	Professional, vocational, technical and academic learning programmes that result in qualifications and part qualifications on the National Qualifications Framework
<b>PSETA</b>	Public Service Sector Education and Training Authority
<b>SARS</b>	South African Revenue Service
<b>SDL</b>	Skills Development Levy
<b>SDP</b>	Skills Development Plan
<b>SETA</b>	Sector Education and Training Authority
<b>SLA</b>	Service Level Agreement (signed with DHET)
<b>Small</b>	Companies employing fewer than 50 people
<b>SP</b>	Strategic Plan
<b>TVET</b>	Technical Vocational Education and Training
<b>WBE</b>	Workplace-Based Experience
<b>WSP</b>	Workplace Skills Plan
<b>UoT</b>	UoT University of Technology

## 2. Where does Fasset get its income from?

Fasset operates through a levy-grant system, as determined by the Skills Development Levies Act (SDLA) of 1999. According to this Act, every employer in South Africa who is registered with the South African Revenue Service (SARS) for Pay-As-You-Earn (PAYE) is liable to register for the compulsory Skills Development Levy (SDL).

The contribution is 1% of total payroll (as calculated for PAYE), including staff who fall below the PAYE threshold, but excluding learners on registered learnership agreements, provided the employer's total annual payroll amount exceeds R 500,000.

## 3. How do I find out if I am registered for the SDL?

Employers can check whether they are registered for the SDL by contacting their local SARS branch and providing their PAYE number.

Employers not yet registered for the SDL must submit a completed SDL 201 form (available from SARS) and start remitting monthly levies to SARS.

## 4. What process do I follow if I am exempt from paying the SDL?

Employers who are exempt from paying the SDL, and whose core business should relate to finance, accounting, management consulting and other financial services, can register with Fasset as a non-levy paying member in order to qualify to participate in specific Fasset benefits. Exempt employers do not qualify for grants linked to the reimbursement of SDL (i.e. the Mandatory Grant and the Pivotal Grant) but do qualify to participate in other Seta benefits such as the LEG, Bursary, NLRG, NLEG and other Project DG's and the Lifelong Learning programme.

Non-levy payers can register with Fasset using the non-levy paying employer registration application, which is available on the Fasset website. This registration is annual and the below supporting documents as relevant to the type of entity selected must be attached and approval is at the discretion of the Seta:

**Section 21 Company / Pty Ltd / CC / Partnership. Most recent completed EMP201 and EMP501. The EMP201 may not be older than 30 days from date of submission of this application.**

**NGO / CBO / NPO / Sole proprietor. Proof of registration with SARS.  
An affidavit confirming that the entity is exempt from payment of SDL.**

Different Seta's will have differing approaches with regard to the provision of benefits to employers who are exempt from paying SDL. The Fasset Board decides, on an annual basis, the benefits that will be made available to non-levy paying employers.

## 5. To which Seta is my SDL going?

When completing the SDL 201 form, first time registrants for the SDL are required to stipulate the Seta they wish to belong to. The law stipulates that employers must register with the Seta whose scope includes the main business activity of the registrant. The scope of each Seta includes a specific set of Standard Industrial Classification (SIC) codes, which describe specific business activities.

The list of Setas and their designated SIC codes can be viewed on the Fasset website.

**The SIC codes that fall within the scope of Fasset are:**

CODE	DESCRIPTION
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 and Auditors Act
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	National and Provincial Treasuries

## 6. What do I do if I am registered with the incorrect Seta?

If you are registered with Fasset and wish to change Seta's, Fasset can facilitate this process. Should your organisation not be registered with Fasset, but you wish to move to Fasset, you must contact Fasset and they will notify the other Seta that you are currently registered with to obtain their permission for the move.

You will need to complete an Inter-Seta Transfer Form (IST01), which must be signed by a permanent, senior staff member (e.g. CEO, CFO) of your organisation and which must contain a description of your organisation's main business activity. This document is available on the Fasset website.

Once the Seta receives this form, permission must be requested from the Seta that you are registered with. The IST01, along with the permission obtained, is then sent to the Department of Higher Education and Training (DHET) who then request this change from SARS. SARS, in turn, changes the Seta to which your SDL is being paid. Once the new Seta receives your funds, you will then be registered with that Seta. You can then start applying for and receiving grant payments from the new Seta.

Although the Seta facilitates this process, the Seta cannot be held responsible for changes not being made timeously. It is ultimately the responsibility of the employer to ensure they are registered with the correct Seta and to monitor the process and ensure the transfer is complete. This process can take between three (3) to six (6) months to be finalised.

## 7. What is the process for obtaining a refund on the SDL?

Of the SDL paid over to SARS, 20% of the amount is transferred by the DHET to the National Skills Fund (NSF). This funding is used to fund large-scale development projects that will address national skills needs such as training those who are unemployed, the youth, people living in rural communities and people with disabilities. Applications for this funding must be made directly to the NSF.

The Seta receives the remaining 80% of the levy paid over by the employer. 10.5% of this levy may be retained by the Seta to fund its administration expenses, and the employer may claim back up to 69.5% of the remaining funding via a Mandatory and Discretionary Grant scheme.

Funding regulations to the SDA indicate that an organisation may claim back a Mandatory Grant of 20% of the SDL by submitting a Mandatory Grant (combined Skills development Plan (SDP) formerly known as the Workplace Skills Plan (WSP) and Annual Training Report (ATR) application) to the Seta. The SDP portion of the Mandatory Grant contains the training plan of the firm for the current financial year. The ATR portion of the application reports on training for the preceding financial year. The purpose of the Mandatory Grant application is to ensure that firms are implementing training, i.e. planning their training for the year ahead and reporting on the training that was conducted in the previous period. The Seta financial year extends from 1 April to 31 March.

Actual training costs are not reimbursed via this grant; rather 20% of the SDL is refunded regardless of the amount employers spend on education and training. This grant application is due at the Seta by 30 April of every financial year.

The Seta may not issue an extension for the late submission of this grant. The only instances where the Seta may consider grant extensions are in cases of lateness due to force majeure (acts of god) and/or where the firm is a new entity in terms of registration for the SDL, and has submitted the grant application within six months of registering as a levy-paying entity.

## 8. What grants does Fasset offer?

**Full details regarding the criteria and application forms are available on the Fasset website ([www.fasset.org.za](http://www.fasset.org.za)).**

### 8.1 Learner Employment Grant (LEG)

The LEG is a discretionary grant which is part of our Discretionary Grants which has been offered to the sector.

In terms of the funding regulations to the SDA, the Seta may pay out at least 49.5% of the SDL received, to strategic interventions. This 49.5% is added to any unclaimed levies held by the Seta. Fasset offers employers different Discretionary Grant of a maximum of 49.5% of the SDL where the employer has undertaken training in strategic scarce skills areas listed for that financial year and approved by the board. This grant is due on 15 October.

**The Learner Employment Grant (LEG) is a vehicle that assists in facilitating the achievement of Fasset's mission. The purpose of the LEG is to incentivize employers to:**

- Place learners onto a learnership; and/or
- Retain learners on the learnership for the required duration of the learnership which is 3 years.

The learner is funded on registration of learnership, completion of second year of learnership and completion/discharge of the learnership.

The grant is applicable to African Black people across the country;  
Coloured people employed in the Northern Cape and Western Cape only; and  
People with disabilities (any race).

The grant can only be claimed for South African citizens. This means people who are South African citizens by birth or became a South African citizen before 27 April 1994. The focus on African Black and Coloured Learners in the Northern Cape and Western Cape is due to the over-representation of White and Indian learners, and the appropriate representation of Coloured learners in employment in the Fasset sector in other provinces, as compared with the national population statistics. For this reason most discretionary funding (with the exception of Lifelong Learning and Learner Professional Development) is to be directed to supporting interventions that assist in improving the demographic balance in the Fasset sector and the goals of the Employment Act (1999).

Where the employer has applied for a grant for a Coloured learner, the employer must have an office in the Northern or Western Cape from which the learner operates and the learner must reside in the Northern Cape or Western Cape. Fasset requires proof of learner residence in either of the abovementioned areas.

## 8.2 Bursary Grant

**Fasset's mission is to:**

- Increase the flow of new finance and accountancy entrants to employment;
- Develop and grow skills required in the sector; and
- Facilitate the transformation of the finance and accountancy sector.

The Bursary Grant (BG) is a vehicle that will assist in facilitating the achievement of Fasset's mission. The purpose of the BG is to incentivise employers to financially assist learners to complete their tertiary qualification

**1. The BG can be claimed for:**

- Learners in full-time study only at registered public /private institutions.
- Learners who have completed, first, second, third year, fourth year of a qualification or a post-graduate qualification; and
- Unemployed learners.

**2. The grant is applicable for learners in the following race groups:**

- African Black people;
- Coloured people in the Northern Cape and Western Cape only; and
- People with disabilities (any race).

- 3.** The grant can only be claimed for South African citizens. This means people who are South African citizens by birth or became a South African citizen before 27 April 1994. The focus on African Black and Coloured Learners in the Northern Cape and Western Cape is due to the over-representation of White and Indian learners, and the appropriate representation of Coloured learners in employment in the Fasset sector in other provinces, as compared with the national population statistics. For this reason most discretionary funding (with the exception of Lifelong Learning and Learner Professional Development) is to be directed to supporting interventions that assist in improving the demographic balance in the Fasset sector and the goals of the Employment Act (1999).

The grant is due by 15 October.

## 8.3 National Student Financial Aid Scheme Grant (NLRG)

**The National Student Financial Aid Scheme (NSFAS) Loan Repayment Grant (NLRG) is a vehicle that assists in facilitating the achievement of Fasset's mission. The purpose of the NLRG is to:**

- Assist learners to settle their NFAS debt (in part or in full); and
- Incentives learners to complete their learnerships.

**1. The NLRG can be claimed for learners with the following:**

- Have completed a qualification/s;
- Are in full-time employment; and
- On / completing a learnership in 2018.

**2. The grant is applicable for learners in the following race groups:**

- African Black people;
- Coloured people in the Northern Cape and Western Cape only; and
- People with disabilities (any race).

- 3.** The grant can only be claimed for South African citizens. This means people who are South African citizens by birth or became a South African citizen before 27 April 1994. This is due to the over-representation of White and Indian learners, and the appropriate representation of Coloured learners in employment in the Fasset sector in other provinces, as compared with the national population statistics. For this reason most discretionary funding (with the exception of Lifelong Learning and Learner Professional Development) is to be directed to supporting interventions that assist in improving the demographic balance in the Fasset sector and the goals of the Employment Act (1999).

- 4.** Where the employer has applied for a grant for Coloured people, the employer must have an office in the Northern or Western Cape from which the learner operates and the learner must reside in the Northern Cape or Western Cape. Fasset requires proof of learner residence in either of the abovementioned areas and proof of the employer's operations in either of the abovementioned areas.

The grant is due by 15 October.



## 8.4 Non Learner Employment Grant (NLEG)

The Non-PIVOTAL Learner Employment Grant (NLEG) assists in facilitating the achievement of Fasset's mission. The purpose of the NLEG is to assist employers to provide opportunities in areas of Fasset's scarce skills list, for which Fasset does not have learnerships. These areas have been highlighted in the Fasset scarce skills list,

**Through the NLEG, Fasset wishes to incentivize employers to:**

- Place unemployed learners into an internship; or
- Offer unemployed learners permanent employment.

**1. The NLEG can be claimed for:**

- Learners placed into a one (1) year internship (12 months at minimum); or
- For learners placed into permanent employment.

**2. The grant is applicable for learners in the following race groups:**

- African Black people;
- Coloured people in the Northern Cape and Western Cape only; and
- People with disabilities (any race).

**3.** The grant can only be claimed for South African citizens. This means people who are South African citizens by birth or became a South African citizen before 27 April 1994. This is due to the over-representation of White and Indian learners, and the appropriate representation of Coloured learners in employment in the Fasset sector in other provinces, as compared with the national population statistics. For this reason most discretionary funding (with the exception of Lifelong Learning and Learner Professional Development) is to be directed to supporting interventions that assist in improving the demographic balance in the Fasset sector and the goals of the Employment Act (1999).

**4.** Where the employer has applied for a grant for Coloured people, the employer must have an office in the Northern or Western Cape from which the learner operates and the learner must reside in the Northern Cape or Western Cape. Fasset requires proof of learner residence in either of the abovementioned areas and proof of the employer's operations in either of the abovementioned areas.

The grant is due by 15 October.

## 9. What is a Learnership?

A learnership is a work-based education and training programme geared towards a qualification, and is key to the success of the National Skills Development Strategy (NSDS).

Based on the history of on-the-job training in the Fasset sector, when established, Fasset, together with the professional bodies operating in the area of finance, accounting and bookkeeping, converted many available training programmes and qualifications into learnerships.

The current list of registered learnerships and the registration process can be found on the Fasset website.

## 10. How do I register a Learnership Agreement with Fasset?

1. Ensure that the relevant accreditations are valid and current for the workplace and / or training provider (accreditation requirements for learnerships differ; please verify with Fasset prior to learnership implementation)
2. Register the learner with a professional body and / or the training provider
3. Sign an employment contract with the learner
4. Sign a learnership agreement with the learner
5. Submit the original learnership agreement, initialled by all parties, and signed to Fasset together with the following:
  - Proof of learner registration with a professional body (student number)
  - Employer / training provider accreditation status with a professional body / Fasset (copy of letter/certificate)
  - Copy of employment letter/letter of appointment
  - Copy of learner's identity document

Full details on the learnership registration process are available on the Fasset website.

## 11. Learnership Tax Deductions

The tax deduction (to be claimed from SARS as per the Income Tax Act 2009) is as follows:

PERIOD	LEARNER ALLOWANCE		LEARNER (WITH DISABILITY) ALLOWANCE	
	COMMENCEMENT	COMPLETION	COMMENCEMENT	COMPLETION
1 – 12 months	R30 000	R30 000	R50 000	R50 000
1 – 12 months	R30 000	R30 000	R50 000	R50 000
1 – 12 months	R30 000	R30 000	R50 000	R50 000
<b>TOTAL</b>	<b>R90 000</b>	<b>R90 000</b>	<b>R150 000</b>	<b>R150 000</b>
<b>GRAND TOTAL</b>	<b>R180 000</b>		<b>R300 000</b>	

The employer may claim an amount on commencement and again on completion of the learner per year that they progress through the learnership.

## 12. Internships Accreditation

Internship accreditation allows for the accreditation of the organisations' internship programmes. This is to allow for the recognition of the programme, as well as to formalise the implicit standards of the programme.

An internship is defined as a, 'structured, supervised learning and development programme in the workplace, which articulates with particular tertiary qualifications and enables the trainee to cultivate the applied knowledge, practical skills, capabilities, attributes and values required for an occupation or specialist position or registration in a profession.'

## 13. Learning Programmes Matrix

A new Learning Programmes Matrix (LPM) as published in Annexure 300 (A) Government Gazette, 11 October 2013), Codes of Good Practice, to Section 9 of the Broad-Based Black Economic Empowerment Act, 2003 (Act 53 of 2003).

CATEGORY AND LEARNING MODE	NARRATIVE DESCRIPTION	DELIVERY MODE AND LEARNING SITE	LEARNING ACHIEVEMENT	FASSET EXAMPLE
<b>A. Bursaries</b>	Institution-based theoretical instruction alone – formally assessed by the institution	Institutional instruction at institutions such as universities and colleges, schools, ABET providers	Recognised theoretical knowledge resulting in the achievement of a degree, diploma or certificate issued by an accredited or registered formal institution of learning	Business Science Degree (University of Cape Town)
<b>B. Internships</b>	Institution-based theoretical instruction as well as some practical learning with an employer or in a simulated work environment – formally assessed through the institution	Mixed mode delivery with institutional instruction as well as supervised learning in an appropriate workplace or simulated work environment at institutions such as universities and colleges, schools, ABET providers and workplace	Theoretical knowledge and workplace experience with set requirements resulting in the achievement of a degree, diploma or certificate issued by an accredited or registered formal institution of learning	National Diploma Public Relations Management at Vaal University of Technology. Third Year: Communication Science III and Public Relations III. Nine months practical training plus three contact sessions per semester.
<b>C. Learnerships</b>	Recognised or registered structured experiential learning in the workplace that is required after the achievement of a qualification – formally assessed by a statutory occupational or professional body	Structured learning in the workplace with mentoring or coaching	Occupational or professional knowledge and experience formally recognised through registration or licensing	Post Graduate Diploma: Professional Accountant in Practice (via a learnership) – Practicing members of the Institute perform duties as an Accounting Officer and provide a number of accountancy related services MBCHB – Medical Science Masters which includes ongoing practical training e.g. dissection, in simulated hospital environments
<b>D. Learnerships or Apprenticeships</b>	Occupationally-directed instructional and work-based learning programme that requires a formal contract – formally assessed by an accredited body	Institutional instruction together with structured, supervised experiential learning in the workplace	Theoretical knowledge and workplace learning, resulting in the achievement of a South African Qualifications Authority registered qualification, a certificate or other similar occupational or professional qualification issued by an accredited or registered formal institution of learning	ET Certificate: Debt Recovery (via a learnership) – This is for any individual who is or wishes to be involved in the Debt Recovery function within the business sector and is intended to enhance the provision of service within the field of Debt Recovery within the business and commerce sector.
<b>E. Work-integrated learning</b>	Occupationally-directed instructional and work-based learning programme that does not require a formal contract – formally assessed by an accredited body	Structured, supervised experiential learning in the workplace which may include some institutional instruction at the workplace, institutional as well as ABET providers	Credits awarded for registered unit standards, continued professional development, improved performance or skills (e.g. evidence of outputs based on Performance Development Programme)	Achievement of a part-qualification quality assured via the Quality Council for Trades and Occupations (QCTO).
<b>F. Informal training</b>	Occupationally-directed informal instructional programmes	Structured information sharing or direct instruction involving workshops, seminars and conferences and short courses	Institutions, conferences and meetings	Fasset Budget & Tax Update
<b>G. Informal training</b>	Work-based informal programmes	Informal training at the workplace	Increased understanding of job or work context or improved performance or skills	Internal work-based sessions where product training takes place.

## 14. What is a Skills Development Facilitator?

The first step to participation with the Seta is the registration of a Skills Development Facilitator (SDF). The SDF is an employee, or consultant to the employer, who performs a liaison and information-sharing role with the Seta. The SDF is required to keep up-to-date with changes within the skills development arena and Seta developments, and to communicate these back to the employer and the employees within the organisation.

Participating employers who may have changed their SDF should submit a Change of SDF Application Form, which is available on the Fasset website.

Non-levy payers are also required to register an SDF with Fasset.

Further information on SDFs and their role can be found on the Fasset website.

## 15. What happens with unclaimed levies?

Not all Fasset levy-payers claim their SDL back through a Mandatory Grant and unclaimed levies are used by Fasset to support strategic interventions (in terms of funding regulations to the SDA).

The Fasset Board decides on these strategic interventions annually. On approval of the strategic direction for the upcoming financial year, Fasset's management team is able to plan the implementation of interventions designed to improve the scarce skills situation in the sector.

## 16. Discretionary Grant - Projects

As part of the Board's strategic direction, Fasset commissions Projects that meet the needs of the sector as defined in the Sector Skills Plan (SSP) (available on the Fasset website). Fasset's Projects aim to increase the supply of skilled labour in the Fasset sector and to alleviate the scarce skills situation reported by the sector. Fasset commissions these Projects in a form of DG applications. Service provider submit their proposal responding to requests which is advertised on the Fasset website.

**Fasset offers four (4) types of grant as follows:**

1. Employer Grants
2. Public Sector Grants
3. Professional Body Grants
4. Education /Academic institutions Grant

NO	NAME OF PROGRAMME	TYPE OF GRANT
i	Academic Support	Education/Academic institutions Grant
ii	Fasset Bursary Scheme	Education/Academic institutions Grant
iii	Professional Body Designation (Non-PIVOTAL)	Professional Body Grant
iv	Professional Body Designation (PIVOTAL)	Professional Body Grant
v	Public Sector Grant	Employers Grant (Public Sector Employers)
vi	TVET Workplace-Based Experience Programme	Employers Grant

**PIVOTAL:** An acronym which means professional, vocational, technical and academic learning programmes that result in qualifications and part qualifications on the National Qualifications Framework as contemplated in regulation 3(6) and (7) as read with regulation 6(11) to(15).

## Academic Support

The Academic Support Programme has been designed to assist predominantly unemployed as well as employed learners (at NQF Levels 6 - 10) to complete Academic Qualification in order to fully access work opportunities in the FASSET sector.

### Fasset Bursary Scheme (FBS)

The FBS provided end-to-end support to learners. Learners with household income of R 0 to R 600,000 are eligible. The bursary provides comprehensive funding for tuition, accommodation, academic support courses, living allowance and coaching/mentorship, all of which is designed to support the learner fully and provides an enabling environment for the learner to successfully complete their studies.

### Professional Body Designation (PIVOTAL)

The Programme funded by FASSET is aimed at providing learners with support to complete their professional body designation. This programme is managed by the professional body institution who offer interventions to assist learners to achieve a professional qualification or designation. The programme must be registered on the NQF to meet the PIVOTAL requirement.

### Professional Body Designation (Non-PIVOTAL)

The programme is aimed at providing learners with support to complete their professional body qualification or designation. It is required that the professional body institution propose the implementation of support courses and soft skills.

#### Non-PIVOTAL Qualification/Designation Support Programmes assist learners to:

- Complete a non-PIVOTAL professional body qualification linked to one of FASSET's top ten scarce skills; or
- Attain a non-PIVOTAL professional body designation, linked to one of FASSET's top ten scarce skills, which has been obtained via an assessment process.

## Public Sector Grant

Public Sector Grant has three options:

### i. Public Sector PIVOTAL Placement Grant

The grant will have to apply to learnerships or interventions to meet the PIVOTAL requirement. This may relate to learnerships implemented for the first time, or additional learners on learnerships where the standard tariff of the LEG is deemed insufficient.

### ii. Public Sector PIVOTAL Academic Support Grant

FASSET only awards bursary grants to unemployed full time students. This option provide academic support programmes for either:

- Employed learners completing qualifications on the NQF.
- Unemployed learners completing qualifications on the NQF Level where the Bursary Grant tariff is deemed insufficient.

### iii. Non-PIVOTAL Public Sector Grant

This option is for skills development initiatives that are not registered on the NQF. This may include internship programmes where the NLEG tariff is deemed insufficient, professional examinations for designations, short courses for critical skills, and so forth. It might benefit either employed or unemployed learners.

## TVET WBE Programme

The Department of Higher Education and Training identified the need to capacitate public TVET Colleges, to become the preferred providers of occupational skills, as relevant, in South Africa. This need was identified to, amongst others, address the high unemployment rate amongst the age group 16 – 34.

**It is assumed that work experience will enhance the employability of unemployed persons, in particular if such work experience is:**

- Related to and supports their field of study;
- Obtained in an environment with processes and structures in place to coach and mentor such persons;
- Obtained in the environment of a reputable employer;
- Of an adequate length to allow sufficient time to gain exposure and experience in a number of generic and specific skills.

In this context, Fasset is has a project aimed at facilitating and funding workplace-based experience for graduates from public TVET Colleges. This project is aimed at learners who have successfully completed their N6 certificate in business studies and who are eligible to achieve the National N Diploma at NQF level 6, upon completion of 18 months' relevant work experience.

**Fasset will be assisting employers to recruit learners who have specialised in one of the following areas:**

- Financial Management,
- Business Management,
- Marketing Management,
- HR Management, and
- Management Assistant.

## 17. How do I attend Fasset's free training events?

Fasset offers free training to members (both levy-paying and non-levy paying) who are up-to-date with their registration with Fasset. This programme supports the training needs of mainly small business, and the topics provided aim to assist them in training existing staff, especially learners who have been recruited on Fasset learnership programmes. The topics include content which members can apply to their own businesses and when advising their clients. The training can be counted towards the Continuous Professional Education requirements of most professional bodies and Fasset has, therefore, termed this programme the Lifelong Learning programme.

**There are three content areas covered by the Lifelong Learning programme:**

- 1. Soft skills:** These aim to improve the non-technical skills of learners such as communication, management and leadership. Most Fasset learnerships address technical skills but learners also need to possess certain cross-functional skills.
- 2. Legislative Updates:** These aim to ensure that changes to the legislation and regulatory framework are understood in the Fasset sector. This includes an annual Budget and Tax Update.
- 3. Skills Development Facilitators (SDF):** SDFs are crucial in ensuring that the skills revolution occurs in South Africa (starting within the workplace), and that scarce skills are addressed in South Africa. Training for these advocates of skills development is therefore supported by Fasset.

Upcoming Lifelong Learning topics and dates are advertised on the Fasset website and via other communiqués. Members are encouraged to check that their contact details are up-to-date on the Fasset database to ensure that they receive Fasset communication media such as e-mails and faxes.

## 18. What are Scarce and Critical Skills?

The term 'scarce skill' refers to those occupations that are characterised by a scarcity of qualified and experienced people (current and anticipated). In other words, occupations in which numerical imbalances exist in employment because of a difference between the demand for and the supply of skills.

The term 'critical skill' refers to particular elements of an occupation, or the qualitative deficiencies that may exist or develop in the skills apparatus of the existing workforce.

A company may experience a shortage of Chartered Accountants (CAs) in their local economy. For example, due to the migration of students to Cape Town from rural areas in the Northern Cape, there may be difficulties in recruiting and retaining CA staff. This shortage is a scarce skill.

The existing accountants in these rural areas could have a knowledge gap in the area of, for example, Generally Accepted Accounting Practice (GAAP), as a result of GAAP trainers not providing training in rural areas. Such a skill is important to the functioning of an accountant and is therefore referred to as a critical skills gap.

A skills need may arise from the business environment and the labour market situation. The skills need of the sector can be seen in terms of the need for new workers, the development of skills in critical skills areas, and the rectifying and prevention of the formation of skills gaps.

In addressing the skills needs of the sector, provision should also be made for opportunities for career advancement, transforming the population group profile of the sector, increasing the absorption of unemployed youth, increasing the employment of people with disabilities and addressing institutional constraints that may hamper skills development.

## 19. Current Scarce Skills

Research shows that scarce skills already exist in the sector, mainly in the professional occupations.

The lack of qualified black people is experienced as a serious problem, especially in the higher-level occupations and professional designations. Many employers (especially large employers) find it difficult to meet their employment equity targets because of the unavailability of suitably qualified black staff.

Listing scarce skills is challenging for organisations in the Fasset Seta, which comprises mainly small professional organisations. In these organisations, skills shortages are seldom reflected in formal vacancies. The organisations tend to grow by taking in more partners or directors or by taking in more learners on professional learnerships. A small organisation with growth potential may continue to search for new talent, but it will not necessarily create posts or have vacancies. However, vacancies provide some indication of scarce skills.

## 20. Addressing scarce skills with Learnerships

The implementation of learnerships will assist in addressing the existence of scarce skills. A list of Fasset learnerships is provided alongside and full details regarding each specific learnership is available on the Fasset website.

## 21. What Learnerships does Fasset offer?

The following learnerships fall within the quality assurance scope of the Fasset Seta.

	NO	TITLE	NQF LEVEL	LEADERSHIP CODE	NLRD NO	PROFESSIONAL BODY
	1	Chartered Certified Accountant	7	01/Q010005/00/780/7	63550	Association of Chartered Certified Accountants (ACCA) 011 459 1912 infoza@accaglobal.com Educationsa@accaglobal.com
	2	Certificate: Certified Accounting Technician	5	01/Q010013/00/390/5	20397	
	3	Post-graduate professional qualification: Professional Accountant in Business	7	01/Q010007/00/480/7	20392	South African Institute of Professional Accountants (SAIPA) Mrs. Haremakale Ramakhetheng Tel: 011 207 7840 HRamakhetheng@saipa.co.za
	4	Post-graduate Diploma: Professional Accountant in Practice	7	01/Q010008/00/480/7	20391	
	5	Professional Qualification: Chartered Management Accountant	7	01/Q010012/00/930/7	20400	Chartered Institute of Management Accountants (CIMA) 011 788 8723 Johannesburg@cimaglobal.com www.cimaglobal.com
	6	National Diploma: Management Accounting	6	01/Q010017/00/240/6	24406 LP67694	
	7	National Certificate: Business Accounting	5	01/Q010016/00/120/5	24418	
	8	National Certificate: Small Business Financial Management	4	01/Q010023/24/120/4	48736	Institute of Certified Bookkeepers (ICB) Tel: 021 659 1300 Email:support@icb.org.za
	9	Certificate: Office Administration	5	01/Q010021/00/120/5	23618	
	10	Senior Office Administrator	5	01/Q010040/00/240/5	23619	
	11	National Diploma: Technical Financial Accounting	5	01/Q010022/28/251/5	36213	
	12	Certificate: Junior Bookkeeper	3	01/Q010027/26/120/3	58375	
	13	Senior Bookkeeper	4	01/Q010028/28/130/4	58376	
	14	National Certificate: Public Sector Accounting	4	01/Q010019/00/120/4	20352	
	15	Diploma: Public Sector Accounting	5	01/Q010020/00/240/5	20353	



## 21. What Learnerships does Fasset offer? (cont)

	NO	TITLE	NQF LEVEL	LEADERSHIP CODE	NLRD NO	PROFESSIONAL BODY
	16	Certificate: Local Government Accounting	3	22. 01/Q010026/00/120/3	59751	Accounting Technicians South Africa AT(SA) 0116216715 phumzilep@accountingtechniciansouthafrica.co.za www.accountingtechniciansouthafrica.co.za/
	17	Further Education and Training Certificate: Accounting Technician	4	01/Q010038/00/120/4	77143	
	18	Advanced Certificate: Local Government Accounting	4	23. 01/Q010037/00/120/4	73712	
	19	Certificate: Accounting Technician	3	24. 01/Q010036/00/120/3	73710	
	20	Certificate: Accounting	5	25. 01/Q010039/00/120/5	80189	
	21	FET Certificate Debt Recovery	4	01/Q010024/26/149/4	49021	
	22	Certificate: General Internal Auditing	8	01/Q010025/00/120/7	20359	Institute of Internal Auditors (IIA) Nosheena Mansoor 011 450 1040 nosheena@iiasa.org.za
	23	Chartered Accountant: Auditing	7	01/Q010001/00/480/7	48913	South African Institute of Chartered Accountants (SAICA) Local: 08610 SAICA (72422) International: +27 11 621 6600 Karin Jacobsen: karinj@saica.co.za
	24	Diploma: Financial Accounting	6	01Q/010050/00/420/6	67710	The Institute of Administration and Commerce (IAC) Mr Ehsaan Nagia Tel: 021 761 6211 ceo@iacsa.co.za

## 21. What Learnerships does Fasset offer? (cont)

	NO	TITLE	NQF LEVEL	LEADERSHIP CODE	NLRD NO	PROFESSIONAL BODY
	25	CIS Professional Post-Graduate Qualification: Company Secretarial and Governance Practice	7	01/Q010030/00/120/7	60654	Jacqui Baumgardt Chartered Secretaries - Southern Africa Tel: 031 920 1039 Email: jacqui@icsa.co.za
	26	CIS Professional Qual. Management and Administration	5	01Q/010032/00/130/5	60653	
	27	CIS Professional Advanced Qualification: Governance and Admin	6	01/Q010033/00/120/6	60655	
	28	CIS Professional Qual. Governance and Admin	5	01/Q010034/00/120/5	60651	
	29	Advanced Certificate: Forensic Practitioner	6	01/Q01003500/120/6	67269	Jaco de Jager Association of Certified Fraud Examiners - SA Chapter Email: jaco@acfesa.co.za Cell: 082 927 2246
	30	Higher Certificate: Office Administration	5	01/Q010043/00/120/5	90510	Ismail Sadek Tel: +27 (0)11 718 4000 Fax: +27 (0)11 482 1814/1821 Mobile: +27 82 853 8223 Email: Ismail@Milpark.ac.za
	31	Occupational Certificate: Tax Professional	8	01/Q010048/00/400/8	93624	Caretha Laubscher South African Institute of Tax Professionals Tel: 086 177 7274 Fax: 086 626 0650 Email: claubscher@thesait.org.za
	32	Occupational Certificate: Tax Technician	6	01/Q010057/99/399/6	94098	
	33	Occupational Certificate: Financial Markets Practitioner	7	01/Q010044/00/120/7	93603	Robyn Shapiro South African Institute of Stockbrokers - SAIS Tel: (011) 853 8700 e-mail: learnership@sais.co.za Web: www.sais.co.za

## 26. Learnership Agreement Process:

1. Learnership regulations require the Seta to decide if it will register the agreement within 7 days of receipt.
2. Learnership regulations require the SETA to register the learnership agreement within 21 days of that decision.
3. If the agreement has any outstanding information, the learnership agreement will be returned to the employer, accompanied by a letter indicating reasons for non-registration. The employer may resubmit the learnership agreement, together with all required documentation
4. If all the required documents are attached, Fasset will issue the employer with a Confirmation letter. The Confirmation letter may be used to claim the SARS income tax deduction.

### a) Employers Registered with Fasset wishing to implement a Learnership from another Seta

1. Contact the SETA to which the learnership belongs to ascertain if the employer fulfils all the requirements to implement the learnership.
2. Complete the Fasset learnership agreement and submit it to Fasset.
3. Fasset will register the Learnership Agreement and issue the employer with a confirmation letter.

### b) Employers not registered with Fasset wishing to implement a Fasset Learnership

1. The employer contacts the relevant professional body / AQP / Fasset to become an accredited workplace provider.
2. Once accredited, the employer completes their SETA's learnership agreement.
3. The employer submits the learnership agreement to their SETA.
4. The Learnership Agreement will be registered by the other SETA.

## 27. Assessor and moderator registration

### Assessor/Moderator Registration

Fasset only accepts the following applications for assessor / moderator registration:

- Re-registration of assessors and moderators where registration has lapsed.
- New applications for assessors and moderators affiliated with a Fasset accredited provider.
- New applications for assessors and moderators affiliated with new training provider accreditation applications.

Click here to access the online registration platform. The manual for online registration of assessors and moderators can be accessed here.

### Criteria for Registration as an Assessor with Fasset

The assessor should meet the following criteria:

- Have been deemed competent and certified for the generic Assessor Unit Standard (Unit Standard 115753 – Conduct outcomes-based assessment) by an ETDP SETA accredited provider
- Have a qualification at least one NQF level higher than the qualification/s or unit standard/s applied for AND/OR
- Have work experience related to the qualification/s or unit standard/s which contributed to the assessor's subject matter expertise AND/OR
- Have an endorsement from the relevant professional body, where applicable
- Experience and expertise associated with assessment of education and training is deemed an advantage

### Criteria for Registration as a Moderator with Fasset

The moderator should meet the following criteria:

- Be registered with Fasset as an assessor
- Have been deemed competent and certified for the generic Moderator Unit Standard (Unit Standard 115759 – Conduct moderation of outcomes-based assessment) by an ETDP SETA accredited provider
- Have experience in outcomes-based assessment

Fasset reserves the right to request additional information from an applicant during the evaluation.

### Assessor / Moderator Registration Process

- Complete the Fasset Online Registration application form (Click here to access the platform)
- Attach all relevant and supporting documentation
- Submit the application and supporting documentation to the Fasset Processing and Quality Assurance department
- If you will be assessing any of the Professional Body/Quality Assurance Partner qualifications, you will need to attach a letter of recommendation from the relevant Professional Body with your application form
- When the application form has been evaluated against the set criteria, assessors will be notified in writing and issued with a registration certificate, registration number, and requirements for continued registration

### List of supporting documents

Electronic copies of the following documents must be uploaded as part of the application process:

- Statement of Results issued by ETDP SETA
- Comprehensive Curriculum Vitae (CV)
- Certified copies of relevant qualifications
- Letter of endorsement issued by the professional body, where applicable
- Certified copy of identify document / passport / other proof of identity

## De-Registration Process

**Fasset will de-register assessors for the following reasons:**

- If an assessor has breached the code of conduct and compromised the integrity of the learner achievements
- Where an assessor has assessed outside of the scope of registration
- Where an assessor has requested de-registration

**Should an assessor be de-registered for misconduct, the following bodies or authorities could be informed:**

- Fasset's Chief Executive Officer
- Quality Council for Trades and Occupations
- South African Qualifications Authority
- Department of Higher Education and Training
- Any relevant QAB's

## Fasset Appeals Process

**Assessors who have been de-registered or have not been granted registration may appeal against the decision by:**

- Submitting a written notice of appeal to the PQA Director within 10 working days of the decision
- The Appellant has a further 10 working days to submit a statement setting out the grounds for the appeal, accompanied by the relevant documentation, to the PQA Director
- The appeal will be forwarded to Fasset's Appeals Committee who will consider the evidence and make decisions to either accept or reject the appellant's claim
- The PQA Director will communicate the Committee's decision to the appellant in writing and thereafter, the appellant may submit a further appeal to QCTO

## 28. Verification & Certification

**The purpose of verification is to confirm assessment decisions made by Fasset accredited providers. The process includes verification of:**

- Adherence to NQF principles of assessment (fairness, validity, reliability, practicability)
- Assessment and moderation quality management system
- Assessment process, methodology and instruments
- Internal moderation process, methodology, instruments and reports
- Completed assessments (sample)
- Assessment decisions

The majority of qualifications within Fasset's scope of quality assurance responsibility are subject to summative assessment performed by the relevant professional body. Verification of assessment for other qualifications, skills programmes and unit standards is conducted on site at the accredited provider. Verification is normally performed once per annum, depending on performance.

Fasset issues certificates for the achievement of qualifications and learnerships, and a statement of results for skills programmes and unit standards. Certificates and statements of results can only be issued if verification was successful and learner data has been reported in the format prescribed by Fasset.

Please contact the Fasset PQA Department for further information regarding verification and certification.

## 29. How do I monitor the grant payments I receive?

Fasset schedules regular grant payment dates and endeavours to make grant payments according to this schedule. There will, however, be instances where this is not possible. If Fasset has not received levies from SARS, or specific ad hoc grants have to be paid, grant payments will not be made according to the schedule.

Planned payment dates are provided on the Fasset website.

Payments are made electronically through an electronic funds transfer and your bank statement will show your SDL number as a reference.

All registered SDFs have direct access to on-line account details. This access can be obtained on the stakeholder log-on section of the Fasset website using the user name and password issued by the Fasset Call Centre. Once logged on to the system, you simply need to select the 'Grants & Levies' tab, followed by the year you wish to view.

If the levies Fasset has received from SARS do not match actual payments made, please contact your local SARS branch. They will require copies of your SDL 201 remittance advice and proof of payment.

Please remember that Fasset receives (and therefore only records) levies approximately two to three months in arrears.

## 30. What benefits can I receive from Fasset

Fasset offers a number of benefits to both levy-paying firms and non-levy paying firms who have registered with Fasset. The table below summarises these grants and benefits for the period 1 April 2014 to 31 March 2015.

BENEFITS 2014/2015	SDL PAYING	NON SDL PAYING
Mandatory Grant – 20% of Skills Development Levy (SDL)	4	NA, no SDL paid
NLRG	4	4
LEG	4	4
Bursary	4	4
NLEG	4	4
Free Lifelong Learning Training Events	4	4
Education of learners in order to enable them to: <ul style="list-style-type: none"><li>• access academic and professional programmes</li><li>• access to higher education</li></ul>	4	4
Learnership Tax Deductions	4	4

## 31. I need help to get started!

The Fasset Call Centre is fully equipped to handle any enquiry and we urge all stakeholders who are starting out with Fasset to contact them directly for information.

The Call Centre operates during working hours and can be reached via e-mail to [fassetcallcentre@fasset.org.za](mailto:fassetcallcentre@fasset.org.za) or on 086 101 0001. The Fasset website [www.fasset.org.za](http://www.fasset.org.za) is a source of application forms, news updates and general information.

## 32. Contact Details

PO Box 6801, Cresta, 2118  
1st Floor, 296 Kent Avenue, Randburg