

Learnership Cash Grant (LCG) Application Guidelines For the Period 1 January to 31 December 2010

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INTRODUCTION

The Fasset sector is one of the worst performing sectors in terms of employment equity. Current learner registration statistics (at 24 October 2008) indicate that only 48% of learners are black (this includes African, coloured and Indian people) and 0.2% of learners have disabilities. This has improved from February 2002, when 34% of learners were black. It is also evident from the demographics of the 'Professionals' occupational group that black learners are not adequately integrated into the sector.

As a result of this trend, Fasset is offering a minimum grant of R11,000.00 per black and/or learners with a disability, which may increase depending on the duration of the Fasset learnership. **One** LCG application must be completed **per** learner. A maximum of 10 approved grants will be allowed per employer.

For the employment of black learners, the grant is as follows:

Duration of Learnership	Maximum Grant Per Specific Duration Per Learner	
1 year (12 months)	R 11,000.00	Eleven Thousand Rand
2 year (24 months)	R 18,000.00	Eighteen Thousand Rand
3 year (36 months)	R 27,000.00	Twenty Seven Thousand Rand

For the employment of learners with a disability, the grant is increased as follows:

Duration of Learnership	Maximum Grant Per Specific Duration Per Learner with a Disability	
1 year (12 months)	R 19,250.00	Nineteen Thousand Two Hundred and Fifty Rand
2 year (24 months)	R 31,500.00	Thirty-One Thousand Five Hundred Rand
3 year (36 months)	R 47,250.00	Forty Seven Thousand Two Hundred and Fifty Rand

CRITERIA FOR GRANT APPROVAL

- The grant application must be submitted to Fasset by no later than **31 March 2011**.
- The Mandatory Grant for the period **1 April 2010 to 31 March 2011** must have been submitted and have been **approved** by Fasset for SDL paying employers. The deadline for this grant is **30 June 2010**. Failure to submit the Mandatory Grant by this date disqualifies the SDL paying employer from applying for any discretionary grants (including the Learnership Cash Grant and the Strategic Cash Grant) during the financial year. Employers who are exempt from paying the SDL are not required to submit the Mandatory Grant.
- Employers may apply for the grant on the correct registration of learners on ALL Fasset registered learnerships and other Seta learnerships that fall under Fasset's Education and Training Quality Authority (ETQA) scope. A list of these learnerships is available under the Learnerships section of the Fasset website.
- Only employers employing less than 150 employees are eligible for the grant.
- Non-Levy Payers (NLPs) must be registered NLPs with Fasset.
- The SDF submitting this application must be registered as an SDF with Fasset.
- Employers may only apply for this grant on black (African, coloured and Indian) learners. This means African black, coloured or Indian people who are South African citizens by birth or became a South African citizen before 27 April 1994.
- Employers may also apply for this grant on learners with disabilities, regardless of population group and gender. The Employment Equity Act of 1998 defines people with disabilities as 'people who have a long-term or recurring physical or mental impairment that substantially limits their prospects of entry into or advancement in employment'. Physical impairments include hearing and visual impairments, paralysis, amputations and problems with internal organs. Mental impairment includes clinically defined mental and emotional illnesses and learning disabilities
- Only South African citizens with a valid South African identity document may be put forward for the grant.
- Employers may not apply for the grant for a learner/learners who have received the grant in previous years.
- A maximum of 10 approved grants will be allowed per employer.
- The grant application must be submitted to Fasset by no later than **31 March 2011** in respect of black and/or learners with a disability commencing a Fasset learnership in the period **1 January 2010 to 31 December 2010**.
- No requests for extension will be considered.
- 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: has registered with the Commissioner in terms of the SDL Act, has paid the levies

directly to the South African Revenue Services (SARS) in the manner and within the period determined in the SDL Act, is up-to-date with levy payments to SARS at the time of approval and in respect of the application period, has submitted a Mandatory Grant in respect of the previous financial year within the timeframes prescribed, and is registered with Fasset.

Applications will be processed on a FIRST COME FIRST SERVED BASIS as of 1 April 2010, due to a limit on the funds available for this grant. Completed grant applications will be processed in the order in which they are received.

- Grant processing may take up to 3 months from the date of receipt of the application. Thereafter the request for payment of an approved grant will be sent to the Seta finance department. Should all be in order with the applicant's banking details, the grant will be paid out two to three weeks thereafter.

COMPLETION GUIDELINES

- The grant must be completed correctly and submitted in the required format.
- The SDL number must appear on each page of the application form.
- The SDF and the relevant Authorised Signatory must sign each page of the grant application form. Names may not be typed in this space, signatures must be manually completed.
- Fasset must first approve the LCG before any grant payments will be made.
- Applications must be forwarded directly to the **Skills Planning Department**.
- 'Double-dipping' on the same learner is prohibited i.e. employers may not apply for a LCG on the same learner more than once.
- An official learnership confirmation letter (as defined below) must accompany each LCG application.
- Fasset reserves the right to conduct monitoring visits to employers who have received the LCG.
- An employer may apply for the grant at different times of the year, for different learners. This is provided that the maximum grant of 10 learners is not exceeded.
- Learners may be **currently employed** i.e. 18.1 learners, or **not previously employed** i.e. 18.2 learners.
- 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 **hand delivery** or **courier**, it is the applicant's obligation to ensure the document is submitted to the correct physical/postal address and physical proof (delivery note of sending the specified document via hand delivery or courier) is retained. The physical address is Block A, Eva Office Park, Corner Beyers Naude & Judges Avenue, Blackheath. Fasset offices close at 16h30 from Monday to Thursday, and at 16h00 on Friday. There is no 'drop-box' on Fasset's premises or means of delivering the physical document after office closure. The application may however be faxed or emailed to the Seta before the deadline date. Please be aware that those delivering the document may not have access to alternative fax and email facilities, and the submission will be deemed late if is received / delivered after the deadline date.
- Postal submissions will not be accepted.
- A copy of the grant application must be kept by the applicant.
- Problems with professional body registrations should be brought to the attention of Fasset.

CONFIDENTIALITY

Fasset recognises the need for absolute discretion in respect of the information requested in LCG applications. Employers are assured that all information will be treated as confidential. Information received in the grant applications are aggregated for the purposes of the Sector Skills Plan (SSP), research and strategic directives.

DEFINITION OF KEY TERMS

The **Official Learnership Confirmation Letter** issued by either Fasset or the South African Institute of Chartered Accountants (SAICA) confirms that the learner is registered on a learnership, and contains the following information:

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| <ul style="list-style-type: none"> Seta name and Seta code Name of employer Skills Development Levy number of employer Department of Labour (DoL) learnership title DoL learnership code Full names of the learner | <ul style="list-style-type: none"> Learner Identity (ID) number Learnership agreement classification in terms of 18(1) (i.e. previously employed) or 18(2) (i.e. not previously employed by the employer) of the Act Date of commencement of learnership and date of completion of learnership |
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Eligible Learners

Employers may only apply for this grant on black (African, coloured and Indian) and learners with disabilities. 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.

Expenditure

Research has shown that financial constraints are one of the barriers limiting access of black and/or people with disabilities into the sector. Please indicate, in the applicable area, the amount that will be allocated to the learner. The expenses listed are often applicable to the duration of the learnership, and not per year. They may include:

- Living expenses e.g. transport, accommodation, clothing
- Tuition and professional body fees e.g. tertiary institution registration fees, examination fees, student fees
- Learning materials e.g. textbooks, resource materials

CHECKLIST FOR COMPLETION: STEP-BY-STEP PROCESS

(X)	Procedure (What must I do?)	Resource & Deadlines (Where information can be obtained?)
Register with Fasset		
	Ensure registration with Fasset	<ul style="list-style-type: none"> • Fasset Call Centre • Website (SMS system)
	Ensure Skills Development Levy (SDL) payments to SARS are up-to-date	<ul style="list-style-type: none"> • SARS • Website (SMS system)
	Ensure that a Mandatory Grant has been submitted to the Seta by 30 June and has been approved (for SDL paying employers only)	<ul style="list-style-type: none"> • Fasset Call Centre • Website (SMS system)
Register Black and/or Learners with Disabilities on a Learnership		
	Identify learnership for implementation	<ul style="list-style-type: none"> • Website • Learnership List
	Select current employees OR recruit unemployed learner	<ul style="list-style-type: none"> • Website • Fasset Development Projects List
	Register black and/or learners with disabilities with relevant professional body and/or training provider	<ul style="list-style-type: none"> • Fasset or Professional Body
	Apply for accreditation as an accredited workplace training provider with professional body/Fasset	<ul style="list-style-type: none"> • Fasset or Professional Body
	Sign an employment contract with the black and/or learner with disability	<ul style="list-style-type: none"> • As per employer's employment policies and procedures • 31 December 2010
	Sign Fasset learnership agreement/SAICA training contract with the black and/or learner with disability	<ul style="list-style-type: none"> • Fasset/SAICA Website • 31 December 2010
	Submit the learnership agreement to Fasset together with the relevant documents (as specified in the Fasset learnership agreement)/SAICA training contract to SAICA	<ul style="list-style-type: none"> • Fasset/SAICA Office • 31 December 2010
	Ensure receipt of an official learnership confirmation letter from Fasset/SAICA as proof that learnership agreement is registered	<ul style="list-style-type: none"> • Fasset/SAICA Office
Apply for the Fasset Learnership Cash Grant		
	Complete the Learnership Cash Grant application form in full. An incomplete form, which includes missing learnership confirmation letters will result in the rejection of the application.	<ul style="list-style-type: none"> • As per employer's employment and training policies and procedures
	Ensure SDL number and signatures of Skills Development Facilitator (SDF) and authorised signatory appear on relevant pages	
	Attach the following to the Learnership Cash Grant application form: <ul style="list-style-type: none"> • Fasset/SAICA official learnership confirmation letter/s for black and/or learner/s with disability against whom applying • Copies of the black and/or learner/s with disability Identity Document • Fasset letter indicating approval of the Mandatory Grant (for SDL payers) • Cancelled cheque etc ... (for updated banking details) 	
	Retain a copy of the completed Learnership Cash Grant application form and all supporting documentation for your records and for monitoring visits	
	Submit a Learnership Cash Grant application form for black and/or learners with disabilities to the Skills Planning Department at Fasset	<ul style="list-style-type: none"> • 31 March 2011