

Strategic Cash Grant (SCG) Guidelines 2011/2012 For the Period 1 January to 31 December 2011

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INTRODUCTION

The Fasset sector is one of the worst performing sectors in terms of employment equity. As a result of this trend, Fasset is offering a Strategic Cash Grant (SCG). The SCG is a special skills initiative grant enabling employers to claim back a maximum of 20% of their Skills Development Levy (SDL) (subject to restrictions if oversubscription of the grant occurs) if they undertook education and training interventions in certain strategic skills priority areas for the financial year 2011/2012 from 1 January to 31 December 2011.

CHANGES FROM THE PREVIOUS FINANCIAL YEAR

The SCG has been offered to Fasset SDL-payers for many years. Numerous changes to the SCG have been implemented in the 2011/2012 financial year, as compared with the strategic criteria included in the 2010/2011 financial year.

The following criteria were included in the 2010/2011 financial year, and are included again in the 2011/2012 period.

1. Specific learners who have registered on or completed **Learnerships**.
2. **Academic and Professional Study** to specific employed and unemployed learners who have successfully completed a course of study at recognised institutions or professional bodies in scarce skills areas of study.
3. **Quality-Assured and Structured Workplace Experience** where specific learners enter or complete full-time, on-the-job training (non-learnership).
4. **Workplace Experience**, in areas of scarcity in the Fasset sector, to specific unemployed learners from tertiary institutions.

The following criteria, included in **2010/2011, have been excluded in the 2011/2012** financial year:

5. **Adult Basic Education and Training (ABET)** to specific employees.
6. Certification of the organisation against a **National Standard for People Development** (i.e. a business improvement tool designed to advance an organisation's performance through its people).
7. The criteria of **Internal Bursaries** and **External Bursaries** have been combined into a new criteria i.e. **Academic and Professional Study**.

The following changes to the SCG have been implemented:

- **Learnerships** in general are acceptable for this grant. Not only **Learnerships** defined as a scarce skill.
- The criteria of **Internal Bursaries** and **External Bursaries** have been combined into a new criteria i.e. **Academic and Professional Study**.
- Expenses incurred are no longer applicable and to be calculated towards this grant. A schedule of **Tariffs** must be applied to specific interventions and learners, and these must be tabulated in order to reach a total grant claim amount.
- Importantly, many criteria now require the successful completion of qualifications and programmes as opposed to registration only. **Evidence of this completion is also required.**
- **Employers must assist the Seta in conducting a learner impact study regarding each individual submitted in respect of the SCG. Numerous questions have been posed regarding the current qualifications, place of residence and hometown of the individual applicant. Employers must be aware of the length of time it will take to complete this information and must plan for its collection.**
- Fasset requests a copy of the employer's Black Economic Empowerment (BEE) scorecard, where applicable.
- The grant is now due on **1 March 2012**.
- Requests for extension are no longer acceptable for this grant.
- An electronic version of the grant, in the MS Excel format provided (available on the Fasset website in the download section), must now be submitted to the Seta by the deadline date of 1 March 2012. This allows the Seta to check the electronic content of the application, compare learners from one year to another and conduct research from time to time. Should the document not be completed in the MS Excel format, the Seta will query the submission and request the document in the correct format.

SUBMISSION GUIDELINES

- Employers are assured that all information received will be treated with the highest regard for confidentiality. Information received in the grant applications are aggregated for the purposes of research and planning.

- The firm must have submitted and received approval for the Mandatory Grant 2011/2012 from Fasset, due 30 June 2011. Failure to submit the Mandatory Grant disqualifies the employer from applying for any Discretionary Grants (such as the SCG, Learnership Cash Grant (LCG) and SMME Grant) during the financial year.
- The grant application must be submitted to Fasset by no later than **1 March 2012** in respect of education and training interventions in the period **1 January to 31 December 2011**.
- Fasset may not pay the Discretionary Grant to an employer unless the employer i) has registered with the Commissioner in terms of the SDL Act ii) has paid the levies directly to the South African Revenue Service (SARS) in the manner and within the period determined in the SDL Act iii) is up-to-date with levy payments to SARS at the time of approval and in respect of the application period iv) has submitted a WSP within the time-frames prescribed v) and is registered with Fasset and the levy contributions are up-to-date.
- Problems with professional body registrations should be brought to the attention of Fasset immediately, so that they Seta may intervene on the employer's behalf, if applicable.
- Fasset requests a copy of the employer's Black Economic Empowerment (BEE) scorecard, where applicable.
- Should a section or page not be applicable to your own organisation, please clearly mark that section not applicable (NA) and create a line through the section.
- There may be instances where the form is missing information such as all of the signatures of the authorised signatories. We advise you to submit the incomplete application form, by the deadline date to ensure that the Seta receives the document timeously, and you do not lose access to the grant. Fasset does query incomplete, but timeously completed, grant applications.
- All claims must be in respect of learners who are in possession of a valid South African Identity document and are South African citizens.
- A copy of the signed grant application must be retained by the applicant in the event that the Seta queries the grant application.
- An employer who has applied for the LCG or SCG in the current financial year will not be eligible for the SMME Grant (refer to the Fasset website for more information). This is because the SMME Grant has been introduced to provide access to employers who have not typically enjoyed the benefits of the LCG or the SCG. Employers must decide which grant they would prefer to claim in the financial year.
- Fasset reserves the right to conduct monitoring visits to employers who have received the SCG and audit employers who have applied for the SCG.
- The grant must be submitted in the required and correct format to the **Fasset Skills Planning Department**.
- Given that there is limited budget for this grant and each applicant's grant approval depends on the resolution of all applicant grant queries by a specific date, requests for extension will no longer be considered for this grant.
- Ensure that the Skills Development Facilitator (SDF) and the relevant Authorised Signatory sign each page of the grant application form. Names may not be typed in this space, signatures must be manually completed.
- In the case of **fax** submission to the Seta, it is the applicant's obligation to ensure that the application is submitted to the Seta via the correct fax number and that a copy of the confirmation slip, with the correct number of pages transmitted, is retained for later use/proof. An original signed document must also be submitted. The correct fax number is 086 574 1962.
- In the case of **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.**
- 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.

PAYOUT CRITERIA

In this financial year this grant will operate on a 'capping' basis. A limited overall budget is available to all employers who implement strategic interventions in terms of the SCG criteria. Depending on the total number of grant applications submitted to the Seta, an employer may only receive a percentage of their claim (regardless of whether it is greater or less than 20% of their SDL).

For example, if a total budget of R 10,000,000 is available for the SCG in the 2011/12 financial year for all employers, and the total grant claims received from employers amount to R 15,000,000 employers will receive only 67% of their grant claim ($R\ 10,000,000 / R\ 15,000,000 = 67\%$). If all SCG claims received amount to R 9,999,999 (i.e. less than the available budget of R 10,000,000) an applicant will then receive 100% of their claim. The total claim amount and percentage payout will only be finalised after all grants have been received, and all queries resolved. The grant is limited to a maximum amount of 20%, or the lesser, of levies paid or the amount paid on training

initiatives. For example, should an employer be able to claim a potential amount of R 400,000 for their SCG, they would need to have spent at least R 400,000 on the achievement of SCG criteria. This is subject to the capping rule described above.

If an employer spends less on the SCG criteria than the 20%, they would only be able to claim to the value of their expenses, subject to the capping rule above and the percentage payout. All SCG grants will therefore only be paid out when the final approved SCG claim amount is calculated from all SCG claims received. As a result of changes in the payout procedure, grant queries will be dealt with according to a more rigorous timeframe. This will ensure that individual employers are not disadvantaged should specific applicants be delayed in resolving their grant queries. Unresolved queries at the time of grant finalization and payout will not be paid out; the Seta will communicate in advance deadlines for query resolution and grant payout.

SCG CRITERIA

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

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1	<p>Specific learners on <u>Learnerships</u>.</p> <p>Aim: To increase the supply of learners on learnerships in the Fasset sector and decrease the number of unemployed youths and assist new entrants to the labour market.</p>	<ol style="list-style-type: none"> 1. Any learnership that the employer is implementing in the workplace with a black (African, Coloured, Indian) and/or learner with a disability. 2. The learnership may be registered with Fasset or with another Seta (as defined in the Skills Development Act 97 of 2000 as amended). 3. 18.1 (previously employed) and 18.2 (previously unemployed) learners are eligible. 4. All claims must be in respect of learners who are in possession of a valid South African Identity document (ID) and are South African citizens. 5. An official confirmation letter of each registered learner should be attached to the application in the case of registered learner. 6. An official discharge letter of each completed learner should be attached to the application in the case of a completed learner. 7. The registration or completion of the learnership agreement must fall within the period 1 January to 31 December 2011. 8. The education and skills level of the programme may span NQF 'old' level 1 to 8. 9. 'Double-dipping' on the same learner is prohibited. Employers who apply for a Learnership Cash Grant (LCG) from Fasset will not be eligible for the SCG within the learnerships criteria, on the same learner for the entire period of that learner's learnership programme. Employers may still apply for the SCG on the basis of other SCG criteria or for other black and/or learners with disabilities, against whom the LCG has not been applied. 																																								
	<p>Learning Programmes Matrix alignment</p>	<p><u>Learning type</u>: Occupationally-directed instructional and work-based learning programme that requires a formal contract – formally assessed by an accredited body</p> <p><u>Learning site</u>: Institution (face-to-face, distance or eLearning) and workplace</p> <p><u>Learning mode</u>: Institutional instruction plus structured, supervised experiential learning in the workplace – Learnership (LS), Apprenticeship (AP)</p> <p><u>Learning achievement</u>: Trade certificate, Certificate, Other</p>																																								
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# 2	Criteria	Detail and Tariffs
2	<p>Academic and Professional Study to specific employed and unemployed learners to study at recognised institutions or professional bodies in scarce skills areas of study.</p> <p>Aim: To increase the supply of specific learners in scarce skills to the Fasset sector and decrease the number of unemployed youth and increase the skills level of employed staff.</p>	<ol style="list-style-type: none"> 1. A course in support of a scarce skill that a black (African, Coloured or Indian) learner and/or a learner with disability is being funded on. 2. In addition to black and/or disabled learners being funded in scarce skills areas, employers may submit a claim for National Qualifications Framework (NQF) level 7 or 8 courses (e.g. Masters, MBA, PhD and above) courses for white women. The 'Old' NQF table will be used until the new descriptors are gazetted. 3. When reported in this grant application, the intervention must be linked to a scarce skill. 4. All claims must be in respect of learners who are in possession of a valid South African Identity document (ID) and are South African citizens. 5. All claims must relate to a completed period of study. An official academic transcript for of each registered learner should be attached to the application showing that the learner has passed the course for which they are registered. If a learner fails a minor subject which can be carried over without destroying the overall length of the degree, then Fasset will assess the grant claim for the year. If a student fails a major subject which will affect the overall length of the study period for the degree, the claim will not be paid. The major subject/s of the learner must be clearly indicated on the transcript. 6. The learner should complete the course of study within the period 1 January to 31 December 2011. This should be reflected in the academic transcript. 7. Details of the recognised institution such as status of accreditation and alignment to unit standards and qualification must be reported in the application. 8. The NQF level of the course must be specified in the application, along with the duration of the course. The 'Old' NQF table will be used until the new descriptors are gazetted. 9. The education and skills level of the programme may span NQF 'old' level 1 to 8, however must be linked to a scarce skill. 10. No short courses, workshops or conferences may be included in this grant claim. Courses must be a minimum of one year, or 120 credits. 11. The educational intervention must be Learning Type A or B in the learning programmes matrix (see the table below). i.e. (1) Institution-based theoretical instruction alone – formally assessed through the institution or (2) Institution-based theoretical instruction and some practical learning with an employer or in a work simulated environment – formally assessed through the institution. 12. 'Double-dipping' on the same learner is prohibited. Employers who apply for a Learnership Cash Grant (LCG) from Fasset will not be eligible for the SCG within the learnerships criteria, on the same learner for the entire period of the learner's learnership programme. Employers may still apply for the SCG on the basis of other SCG criteria or for other black and/or learners with disabilities, against whom the LCG has not been applied. 13. 'Double-dipping' on the same learner in respect of the same period for the same expense is prohibited i.e. employers may not apply for the grant on the same learner more than once. This refers to any source of funding, be it a Fasset source such as the LCG or an external source.
	Learning Programmes Matrix alignment	<p><u>Learning type:</u> Institution-based theoretical instruction alone – formally assessed through the institution</p> <p><u>Learning site:</u> Institutional, e.g. Universities Colleges, Schools, ABET providers</p> <p><u>Learning mode:</u> Face-to-face instruction, Distance learning, eLearning</p> <p><u>Learning achievement:</u> Recognized theoretical knowledge provided by an accredited or registered formal institution of learning e.g. Degree, Diploma, Certificate</p>

# 2	Criteria	Detail and Tariffs
	Applicable Tariffs	For postgraduate qualifications and one-year programmes, the tariff is to be claimed on successful completion only. For undergraduate qualifications, the tariff may be claimed on successful progression to next level of the undergraduate degree.

'New' NQF	'Old' NQF	Title of qualification	Approx. Length of the Programme (in years)	1) Distance fees (tuition, books, stationery, travel only)	2) Day student (tuition, books, stationery, travel only)	3) Residential student (tuition, books, stationery, accommodation, meals, travel)
10	8	Doctorates / PhD	2	R 25,000 on completion	R 25,000 on completion	R 45,000 on completion
9	8	Masters Degrees (research only)	2	R 25,000 on completion	R 25,000 on completion	R 45,000 on completion
9	8	Masters Degrees (coursework and research)	2	R 25,000 on completion	R 25,000 on completion	R 45,000 on completion
8	8	Masters in Business Administration (MBA)	2	NA	R 85,000 on completion	R 105,000 on completion
8	7	Postgraduate Diplomas and Professional Qualifications	2	R 10,000 on completion	R 20,000 on completion	R 40,000 on completion
8	7	Honours	1	R 10,000 on completion	R 20,000 on completion	R 40,000 on completion
7	6	Bachelor's Degrees and Advanced Diplomas	3	R 10,000 per year, full-time	R 20,000 per year, full-time	R 40,000 per year full-time
6	5	National Diplomas and Advanced Certificates	3	R 10,000 per year, full-time	R 15,000 per year, full-time	R 35,000 per year full-time
5	5	Higher Certificates and Advanced National (Vocational) Certificates	2	R 10,000 per year, full-time	R 15,000 per year, full-time	R 35,000 per year full-time
4	4	Certificate FET (private and public)	1	R 10,000 on completion	R 10,000 on completion	R 30,000 on completion

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

'New' NQF	'Old' NQF	Title of qualification	Approx. Length of the Programme (in years)	1) Distance fees (tuition, books, stationery, travel only)	2) Day student (tuition, books, stationery, travel only)	3) Residential student (tuition, books, stationery, accommodation, meals, travel)
10	8	Doctorates / PhD	2	R 43,750 on completion	R 43,750 on completion	R 78,750 on completion
9	8	Masters Degrees (research only)	2	R 43,750 on completion	R 43,750 on completion	R 78,750 on completion
9	8	Masters Degrees (coursework and research)	2	R 43,750 on completion	R 43,750 on completion	R 78,750 on completion
8	8	Masters in Business Administration (MBA)	2	NA	R 148,750 on completion	R 183,750 on completion
8	7	Postgraduate Diplomas and Professional Qualifications	2	R 17,500 on completion	R 35,000 on completion	R 70,000 on completion
8	7	Honours	1	R 17,500 on completion	R 35,000 on completion	R 70,000 on completion
7	6	Bachelor's Degrees and Advanced Diplomas	3	R 17,500 per year, full-time	R 35,000 per year, full-time	R 70,000 per year full-time
6	5	National Diplomas and Advanced Certificates	3	R 17,500 per year, full-time	R 26,250 per year, full-time	R 61,250 per year full-time
5	5	Higher Certificates and Advanced National (Vocational) Certificates	2	R 17,500 per year, full-time	R 26,250 per year, full-time	R 61,250 per year full-time
4	4	Certificate FET (private and public)	1	R 17,500 on completion	R 17,500 on completion	R 52,500 on completion

# 3	Criteria	Detail and Tariffs
3	<p><u>Quality-Assured and Structured Workplace Experience</u> where specific learners enter full-time, on-the-job training (non-learnership).</p> <p>Aim: To increase the number of specific learners with scarce skills in employment.</p>	<ol style="list-style-type: none"> 1. Expenses related to structured and quality-assured workplace experience programmes are applicable. 2. Beneficiaries must be a black (African, Coloured or Indian) learner and/or a learner with disability. 3. In addition to black and/or disabled learners being funded in scarce skills areas, employers may submit a claim for NQF level 7 or 8 programmes (e.g. Masters, MBA, PhD and above) courses for white women. 4. When reported in this grant application, the intervention must be linked to a scarce skill. 5. All claims must be in respect of learners who are in possession of a valid South African Identity document (ID) and are South African citizens. 6. These are defined as programmes established to assist specific learners to gain workplace experience in scarce skills to the Fasset sector. 7. This programme is applicable to learners who are previously unemployed or learners in full-time employment with the employer. 8. The education and skills level of the programme may span NQF 'old' level 1 to 8, however must be linked to a scarce skill. 9. An official confirmation letter of each registered trainee should be attached to the application in the case of registered trainee. 10. An official discharge / completion letter of each completed trainee should be attached to the application in the case of a completed trainee. 11. The registration or completion of the programme must fall within the period 1 January to 31 December 2011. 12. The programme may not be shorter than six months, full-time. 13. The tariff must be pro-rated according to the length of time of the programme. 14. 'Double-dipping' on the same learner is prohibited. Employers who apply for a Learnership Cash Grant (LCG) from Fasset will not be eligible for the SCG within the learnerships criteria, on the same learner for the entire period of that learner's learnership programme. Employers may still apply for the SCG on the basis of other SCG criteria or for other black and/or learners with disabilities, against whom the LCG has not been applied. 15. The educational intervention must be Learning Type C in the learning programmes matrix (see the table below). i.e. recognised or registered workplace structured experiential learning – formally assessed by a statutory occupational or professional body. 16. An outline of the programme must be supplied, including detail on content, outcomes, and assessment criterion. 17. The programme must be registered with a professional institute or statutory body and the summative assessment must be conducted by the professional institute or statutory body. 18. A letter/copy of contract from the professional institute or statutory body is required as evidence that the programme has commenced. 19. These programmes are occupationally-driven programmes, which provide the employer with an opportunity to train the learner up in skills for an occupation or job. The programme is a structured learning programme. 20. The programme is developed around the business needs of the company and the learners are trained to develop specialised skills to fit these needs. The majority of employers aim to offer these learners permanent employment once their workplace experience contract is complete. 21. Should no professional institute or statutory body be cited, the programme will be assessed and approved at Fasset's discretion. 22. The programme must not be less than 6 months, on a full-time basis.
	Learning Programmes Matrix alignment	<p><u>Learning type</u>: Recognised or registered workplace structured experiential learning – formally assessed by a statutory occupational or professional body</p> <p><u>Learning site</u>: Workplace</p>

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		<p><u>Learning mode</u>: Structured learning in the workplace with mentoring or coaching e.g. Internship (I), Articles (A), Placements (P)</p> <p><u>Learning achievement</u>: Occupational or professional knowledge and experience e.g. Registration, Licensing</p>																																												
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36 month	R 13,125	Trainee confirmation letter	R 26,250	Trainee discharge letter																																										

# 4	Criteria	Detail and Tariffs								
4	<p><u>Workplace Experience</u>, in areas of scarcity in the Fasset sector, to specific unemployed learners from tertiary institutions.</p> <p>Aim: To increase the supply of black and/or new entrants with disabilities in scarce skills to the Fasset sector and decrease the number of unemployed black and/or youth with disabilities.</p>	<ol style="list-style-type: none"> These are defined as programmes established to assist black and/or learners with disabilities from tertiary institutions to gain workplace experience in scarce skills to the Fasset sector. When reported in this grant application, the intervention must be linked to a scarce skill. All claims must be in respect of learners who are in possession of a valid South African Identity document (ID) and are South African citizens. The programme must be in support of a scarce skill. The average duration of a workplace experience programme ranges from 1 day to 12 weeks per annum (5 days per week). Sometimes the work experience obligations may be split up into the main vacation period of June/July or November/December/January. The learner should complete the workplace experience within the period 1 January to 31 December 2011. This programme is applicable to learners not in full-time employment with the employer. Learners must be trained in order for them to enter employment in firms in the Fasset sector. The educational intervention must be Learning Type G in the learning programmes matrix (see the table below). i.e. Work-based only – not usually formally trained or assessed. An outline of the programme must be supplied, including detail on content, outcomes, and assessment criterion. This will be assessed, and approved at Fasset's discretion. Employers must sign a declaration indicating the number of days that learners have attended the programme, as well as registers of attendance. A maximum of 20 days per learner is allowable within this criterion, at the tariff identified. 								
	Learning Programmes Matrix alignment	<p><u>Learning type</u>: Work-based only – not usually formally trained or assessed</p> <p><u>Learning site</u>: Workplace</p> <p><u>Learning mode</u>: Informal training on the job or other life experience</p> <p><u>Learning achievement</u>: Increased understanding of job and work context, improved performance and enhanced skills</p>								
	Applicable Tariffs	<table border="1"> <thead> <tr> <th>Per Day Rate Tariff</th> <th>Proof</th> </tr> </thead> <tbody> <tr> <td>R 250 (maximum claim = R 5,000 and 20 days)</td> <td>Declaration by employer and registers of attendance</td> </tr> </tbody> </table> <p>For the funding of learners with a <u>disability</u>, the grant is increased as follows:</p> <table border="1"> <thead> <tr> <th>Per Day Rate Tariff</th> <th>Proof</th> </tr> </thead> <tbody> <tr> <td>R 440 (maximum claim = R 8,900 and 20 days)</td> <td>Declaration by employer and registers of attendance</td> </tr> </tbody> </table>	Per Day Rate Tariff	Proof	R 250 (maximum claim = R 5,000 and 20 days)	Declaration by employer and registers of attendance	Per Day Rate Tariff	Proof	R 440 (maximum claim = R 8,900 and 20 days)	Declaration by employer and registers of attendance
Per Day Rate Tariff	Proof									
R 250 (maximum claim = R 5,000 and 20 days)	Declaration by employer and registers of attendance									
Per Day Rate Tariff	Proof									
R 440 (maximum claim = R 8,900 and 20 days)	Declaration by employer and registers of attendance									

LEARNING PROGRAMMES MATRIX

#	Learning Type	Learning Site	Learning Mode	Learning Achievement	Abb.
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

DEFINITION OF KEY TERMS

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

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

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

- | | |
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| <ul style="list-style-type: none"> • Seta name and Seta code • Name of employer • Skills Development Levy number of the employer • Department of Higher Education and Training (DHET) 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 |
|--|---|

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

- | | |
|---|--|
| <ul style="list-style-type: none"> • Learnerships • Computer-based media of instruction • Continuous Professional Education (CPE) • Short courses (internal or external) • Trainee programmes • Diplomas • Courses with private external training providers • Workshops | <ul style="list-style-type: none"> • Internships (structured) • On-the-job training schemes / In-house courses • Guest lectures • Mentoring scheme • Universities, technikons or private training provider courses • Distance education programmes |
|---|--|

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

Definition of 'Urban' and 'Rural'

There is no agreed definition of the terms 'urban' and 'rural' in South Africa. The term is used loosely for different purposes and this causes confusion.

For the purposes of this grant, Fasset has defined the terms to mean:

- Rural – Sparsely populated area outside of the limits of a city or town or a designated commercial, industrial, or residential centre. Rural areas may be characterized by farms, vegetation, and open spaces. In South Africa, rural areas are often characterised by lack of access to economic opportunity, and the existence of high levels of unemployment. Due to high levels of poverty, rural areas may be also be densely populated.
- Urban – Built-up and populated area that generally includes a municipality and, generally, has a population of 5000 or more. In South Africa, urban areas are often characterised by the presence of access to economic opportunity, and the existence of lower levels of unemployment.

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: Draft 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	Bachelor's 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	ABET Level 4	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

Scarce Skills Occupations

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

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

Occupation	Job Title	Employment	Vacancy Rate
135102	ICT Project Manager	190	5.9
221100	Trainee Accountant	13910	6.1
221101	Accountant (General)	13300	6.1
221203	External Auditor	2880	15.9
221204	Internal Auditor	580	8.3
223101	Human Resource Advisor	110	7.3
223301	Training and Development	260	5.9
224103	Statistician	30	20.9
224301	Economist	40	60.7
261102	Systems Analyst	470	31.1
261303	Software Engineer	160	6.3
551101	Accounting Clerk	730	6.7
551201	Bookkeeper	4230	6.5
591103	Purchasing Officer	120	14
611201	Insurance Agent	110	6.4

Source: Sector Skills Plan 2008