

Non Levy Paying (NLP) and Skills Development Facilitator (SDF) 2016/2017 Application for Employers with FEWER than 50 Employees

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



BACKGROUND

Government Gazette, No. 27801, No. R. 713 18 July 2005 allows Setas to provide benefits to employers who are not eligible to pay the Skills Development Levy (SDL) in terms of the Skills Development Levies Act (1998). Fasset requires members to complete this application form in order to register with the Seta as a Non Levy Paying (NLP) member. Such registration will allow Fasset to offer NLP employers benefits such as free training (Lifelong Learning), Placement Grants and access to learners graduating from Fasset Bridging Programmes. Where the 'NLP Number' is to be entered at the bottom of this document, enter your Fasset NLP registration number. If you are a new registrant, enter your Unemployment Insurance Fund (UIF) Number and ensure you precede it by a U. This form is valid for a maximum of 12 months, or the lesser, as all registrations expire on **30 April** of the calendar year. This form must be completed by firms who employ fewer than 50 people.

SDF *The SDF is the liaison between the firm and the Seta. All NLPs must elect an SDF who must complete the information below*

Title _____ First Name _____ Surname _____

Initials _____ Identity Number _____

Telephone number (work) _____ e-mail address _____

Are you registered with Fasset as a SDF?

If NO, please complete the questions directly below NO

If YES, please go to the next section (Organisation Contact) YES

For statistical purposes only. Tick if applicable.

Gender	Population Group	Disability Status	South African Citizen?
Male	African	Yes	Yes
Female	Coloured	No	No
	Indian		
	White		

Highest level of education _____

Experience relevant to SDF (*indicate duration in years*) _____

OCCUPATIONAL GROUP OF SDF (*please tick appropriate box*)

Managers	<input type="checkbox"/>
Professionals	<input type="checkbox"/>
Technicians and Associate Professionals	<input type="checkbox"/>
Clerical Support Workers	<input type="checkbox"/>
Service and Sales Workers	<input type="checkbox"/>
Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers	<input type="checkbox"/>
Plant and Machine Operators and Assemblers	<input type="checkbox"/>
Elementary Occupations	<input type="checkbox"/>

Current Occupation _____

Postal address _____

City and province _____ Postal code _____

Cellphone number _____ Telephone number (work) _____

Fax number _____ e-mail _____

Is the SDF employed by an employer in a rural or urban area? (*tick correct box*) Urban Rural

ORGANISATION CONTACT PERSON *For communication purposes only. Only complete if different from the SDF details above.*

Title _____ First Name _____ Surname _____

Initials _____ Job Title _____

Cellphone number _____ Telephone number (work) _____

Fax number _____ e-mail _____

ORGANISATION CONTACT DETAILS *Please complete per registration number against which you are affiliated.*

Organisation Name _____

Postal address _____

Postal city & province _____ Postal code _____

Physical address _____

Physical city & province _____ Postal code _____

Telephone number (work) _____ Fax number _____

ORGANISATION INFORMATION

Total annual payroll for the end of the previous financial year _____

Please indicate your organisation's financial year (e.g. March-Feb) _____

Turnover for the last financial year of your organisation _____

Pay-As-You-Earn (PAYE) Number _____

Unemployment Insurance Fund (UIF) Number _____

CORE BUSINESS

The core business of organisation's applying for membership must directly relate to the industries represented by Fasset. Fasset reserves the right to reject applications if it does not meet this requirement, and additional information may be requested during the evaluation process.

Please provide a description of the products or services offered by the organisation:

TYPE OF ENTITY

TYPE OF ENTITY	INCOME TAX OR REGISTRATION NUMBER
Non-Governmental Organisation (NGO)	<i>Tick box if applicable & provide registration number.</i>
Community-based Organisation (CBO)	<i>Tick box if applicable & provide registration number.</i>
Section 21 Company	<i>Tick box if applicable & provide registration number.</i>
Pty Ltd	<i>Tick box if applicable & provide registration number.</i>
Close Corporation CC	<i>Tick box if applicable & provide registration number.</i>
Sole Proprietor	<i>Tick box if applicable & provide registration number.</i>
Partnership	<i>Tick box if applicable & provide registration number.</i>
Other	<i>Tick box if applicable & provide registration number. Provide description of type of entity.</i>

Please attach supporting documents as relevant to the type of entity selected:

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.

EMPLOYMENT SUMMARY AT 1 JANUARY 2016

Please report the distribution of the staff (corresponding to the registration number) provincially and according to occupational group. This is defined as the total workforce in respect of whom SDL would have been paid to SARS on behalf of your organisation. Please include all permanent staff including, partners, directors and learners (irrespective of whether or not they are exempt from the SDL). Do not include other employees for whom you do not have to consider paying SDL e.g. temporary workers. Trainee accounting and auditing clerks fall into the Professionals category. Ensure that the Total number of staff reported in this form (in the Province table and the Occupation Categories table) match. For purposes of completing the **DISABLED** column, persons with disabilities are in the first instance categorized along population group and gender lines, and then again as disabled. They are counted when reporting against gender and are specified again in the disabled column.

Province	No.	Occupational Categories	African			Coloured			Indian			White			Foreign Nationals			Total		
			M	F	D	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
Eastern Cape		Managers																		
Free State		Professionals																		
Gauteng		Technicians and Associate Professionals																		
KwaZulu-Natal		Clerical Support Workers																		
Mpumalanga		Service and Sales Workers																		
Northern Cape		Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers																		
Limpopo		Plant and Machine Operators and Assemblers																		
North West		Elementary Occupations																		
Western Cape																				
Total		Total																		

In the table above:

M = Male

F = Female

D = Person with Disability

PIVOTAL TRAINING PLAN FOR THE PERIOD 1 JANUARY 2016 TO 31 DECEMBER 2016

Provide the total number of people per occupational category planned for training in Qualifications, Learnerships or Internships (Pivotal Programmes) in 2016. An example has been included in the table below.

	1 digit OFO description	2015 OFO code	Planned course title	Planned start date, or actual start date, of intervention	Planned end date of intervention	Learning Programme Type <small>(see Learning Programmes Matrix)</small>	NQF level	Number of planned beneficiaries of training	Nature of beneficiaries <small>(i.e. employed, to be recruited into employment, unemployed student)</small>
e.g.	Professional	2015-241101	B Comm Accounting 1 st year	15-Jan-16	15-Dec-16	A	7	2	Unemployed student
e.g.	Professional	2015-241101	Learnership: Chartered Accountant 1 st year	01-Jan-16	31-Dec-19	C	7	9	Employed
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

AUTHORISATION

CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

1. Introduction

The Protection of Personal Information Act (POPI) aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPI requires that personal information pertaining to individuals be processed lawfully and in a reasonable manner that does not infringe on the right to privacy.

This consent form sets out how personal information will be collected, used and protected by Fasset, as required by POPI. The use of the words "the individual" for the purposes of this document shall be a reference to any individual communicating with Fasset and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

2. What is personal information?

The personal information that Fasset requires relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

3. What is the purpose of the collection, use and disclosure (the processing) of personal information?

Fasset is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting skills development initiatives to the Department of Higher Education and Training;
- reporting enrolments and achievements of programmes to the South African Qualifications Authority;
- reporting on quality assurance functions to the Quality Council of Trades and Occupations;
- evaluating and processing applications for access to financial and other benefits;
- compiling statistics and other research reports;
- providing personalised communications; complying with the law;
- and/or for a purpose that is ancillary to the above.

Fasset may also use and disclose personal information for the purposes of:

- providing personal information to third parties who demonstrate an interest in either employing or making use of the services provided by an individual, in circumstances where the individual has indicated in clause 7(b), below, that he/she would like his/her details made available to potential employers or clients.

Fasset will not process personal information for a purpose other than those which are identified above without obtaining consent to further processing beforehand.

4. What is 'processing'?

POPI provides that the term "processing" covers any operation or activity, whether or not by automatic means, concerning personal information, including collection, receipt, recording, organisation, collation, storage, retrieval, alteration, consultation or use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, erasure or destruction of information.

5. How will Fasset process personal information?

Fasset will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- directly from the individual;
- from an agent, relative, employer, work colleague or other duly authorised representative who may seek or request our services;
- from education institutions, training providers, or other service providers that are providing or provided the individual with services;
- from our own records relating to our previous supply of services or responses to the individual's request for services; and/or
- from a relevant public or equivalent entity.

6. To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (trans-border flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of Fasset's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of POPI.

7. Consent and Permission to process personal information (authorised signatory):

- I hereby provide authorisation to Fasset to process the personal information provided for the purpose stated.
- I understand that withholding of or failure to disclose personal information will result in Fasset being unable to perform its functions and/or any services or benefits I may require from Fasset.
- Where I shared personal information of individuals other than myself with Fasset I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in accordance with this consent provided and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold Fasset harmless in respect of any claims by any other person on whose behalf I have consented, against Fasset should they claim that I was not so authorised.
- I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in or-

der to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.

- I will not hold Fasset responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

8. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide Fasset with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if Fasset agrees to same in writing. Fasset specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits. Further, please note that the revocation of consent is not retroactive and will not affect disclosures of personal information that have already been made.
- In order to withdraw consent, please contact the Information Officer at popi@fasset.org.za.
- Where personal information has changed in any respect, the individual is encouraged to notify Fasset so that our records may be updated. Fasset will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that Fasset may have in its possession and is entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
 - the information comes under legal privilege in the course of litigation,
 - the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
 - giving access may cause a third party to refuse to provide similar information to Fasset,
 - the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
 - the information as it is disclosed may result in the disclosure of another person's information,
 - the information contains an opinion about another person and that person has not consented, and/or
 - the disclosure is prohibited by law.

9. Requesting access and lodging of complaints:

- Please submit any requests for access to personal information in writing to Fasset's information officer at popi@fasset.org.za.
- With any request for access to personal information, Fasset will require the individual to provide personal information in order to verify identification and therefore the right to access the information.
- There may be a reasonable charge for providing copies of the information requested.
- If any request has not been addressed to satisfaction a complaint may be lodged at the office of the Information Regulator.

Name of **Skills Development Facilitator (SDF)** _____

Details SDF email: _____ telephone: _____ fax: _____

Signed by Signatory _____ Date _____

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

Position in Organisation _____

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

Signed by Authorised Signatory _____ Date _____

I declare that this application is to the best of my/our knowledge true and correct. I understand that Fasset may independently verify the information. I also understand that it is an offence in terms of section 33(b) of the Act to knowingly furnish any false information in this application and that I may be fined or imprisoned for one year if found guilty of knowingly furnishing such false information.

This authorisation certifies that consultation has occurred between employer and employees through the Training Committee, if applicable. This is proof that the signatories certify the accuracy of the information presented in the attached sections. The responsibility for the correctness of this document rests with the employer.

GUIDELINES

LEARNING PROGRAMME MATRIX (Annexure 300 (A) Government Gazette, 11 October 2013)

#	Learning Mode	Narrative Description	Delivery Mode	Learning Site	Learning Achievement	Fasset Example
A	Bursaries	Institution-based theoretical instruction alone – formally assessed by the institution	Institutional instruction	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	Internships	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	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.
C	Learnerships	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	Workplace	Occupational or professional knowledge and experience formally recognised through registration or licensing	1) 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 to companies, close corporations, partnerships, sole proprietors, trusts and various other types of small business and non-corporate undertakings.
D	Learnerships or Apprenticeships	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	Institution and 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	FET 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.
E	Work-integrated learning	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	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)
F	Informal training	Occupationally-directed informal instructional programmes	Structured information sharing or instruction involving workshops, seminars and conferences and short courses	Institutions, conferences and meetings	Continuing professional development, attendance certificates and credits against registered unit standards (in some instances)	Fasset Budget & Tax Update
G	Informal training	Work-based informal programmes	Informal training	Workplace	Increased understanding of job or work context or improved performance or skills	Informal mentoring and coaching, one-on-one session, product training.