

Bursary Grant for Unemployed Learners Requirements 2021/2022 For the Period 1 April 2021 to 31 March 2022

Postal Address: PO Box 6801, Cresta, 2118 | Phone: (011) 476-8570 | Call Centre: 086 101 0001 | Website: <http://www.FASSET.org.za>

A. INTRODUCTION

FASSET'S VISION

FASSET's vision is to:

- To facilitate the achievement of world-class finance and accountancy skills.

FASSET'S MISSION

FASSET's mission can be summarised as follows:

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

B. GRANT SUMMARY

1. The BG can be claimed for:

- a. Unemployed learners studying full-time for a qualification linked to FASSET scarce skills.
- b. Learners who have entered first, second, third year of a qualification or a post-graduate qualification in Public/Private Higher institutions.

2. The grant is applicable for:

- a. The Skills development priorities specifically targeting transformation groups including Blacks, women, and people with disabilities. To ensure alignment with national imperatives and key stakeholders, FASSET will adopt DHET's criteria regarding the beneficiaries of its programmes to benefit being: 85% Blacks, 54% women 4% disabled and 80% youth.

3. The grant can only be claimed for South African citizens of all races. This means people who are South African citizens by birth or became a South African citizen before 27 April 1994.

4. **The BG can only be claimed by registered non-levy payers (NLPs) and levy payers in FASSET's sector.**

5. The BG is available to all employers in FASSET's sector as follows:

- Small employers: 0-49 employees;
- Medium employers: 50-149 employees;
- Large employers: 150 or more employees.

6. Only learners with a qualification/s at any National Qualifications Framework (NQF) level 6-10 are eligible for this grant.

7. Only qualifications linked to FASSET's scarce skills are eligible for this grant. FASSET's scarce skills guide can be found on the website at <https://www.FASSET.org.za/downloads/FASSET%202022-23%20SSP%20Final%20Annual%20Update.pdf>.

C. DEADLINE DATE AND MODE OF GRANT SUBMISSION

1. The due date for all Employer Discretionary Grants is, **15 February 2022**
2. All applications including supporting documents must be submitted to the following e-mail address: dq@fasset.org.za. It must be noted that FASSET will not accept any physical submissions
3. All supporting documents must be submitted to the provided email address.
4. A 6-month validity period must be provided for applications submitted via the link
5. The applicants must ensure that the applications are free from errors as FASSET will not take any responsibility for any corrupt files.
6. Incomplete supporting documents and application forms will not be considered.

D SUPPORTING DOCUMENTS REQUIREMENTS:

1. A duly signed bursary agreement entered into between the learner and the SETA or its contracted Agent.
2. Certified copy of student's ID.
3. Proof of registration/ admission from the University or College
4. *Official* account statements from the institution are required to be submitted for each learner. The learners' account statement must show all transactions effected for the full academic year.
5. An official account statement is one that is issued by the institution, on an official letterhead and stamped by the university. **Account statements from the internet, whether the institution's intranet or the institution's internet site are *not* accepted.**
6. Only payments for tuition, accommodation and books will be considered for re-imbusement.
7. If payment has been made directly to the student, additional proof must be provided that the payment was for tuition, accommodation, or books.
8. If payment/s made by the employer cannot be identified on the account statement, additional proof of such payment by the employer must be provided.
9. SETMIS as per provided templates (Annexure A)
10. Learners may only apply for **one** FASSET programme e.g. a learner that has received a FASSET funded NSFAS bursary will not be funded on the Bursary Grant. Below are FASSET funded bursaries where a learner can only apply for **one programme**.
 - a. NSFAS Bursary or,
 - b. Bursary Grant or,
 - c. FASSET Bursary Scheme
11. When applying for this grant for a person with a disability, the latest Section C of form ITR-DD i.e. Confirmation of Diagnosis of Disability must be included (refer to Section **H. DEFINITION OF A PERSON WITH DISABILITY** of this form).
12. Should the employer have provided a bursary that is less than the tariff amount, the lesser amount will be applicable.
13. The learning programme being applied for must ultimately result in a qualification on the National Qualifications Framework (NQF) linked to the FASSET Scarce Skills list for 2021/2022.
14. The NQF level of the course must be specified in the application, along with the duration of the course.
15. FASSET reserves the right to conduct monitoring visits to employers who have submitted and received the Bursary Grant.

E. TARIFFS

1. The Bursary Grant will be a reimbursement of the payment made by the employer, up to a maximum tariff amount of R60 000.00 for learners in full-time study. The Bursary Grant will be a reimbursement of the payment made by the employer, up to a maximum tariff amount of R70 000.00 for learners with a disability in full-time study.

F. DEADLINE DATE AND MODE OF GRANT SUBMISSION

1. The due date for all Employer Discretionary Grants is Friday, 15 February 2022
2. Employers may only submit their grants via the on-line Template.
3. signed soft copies be submitted to bursarygrant@FASSET.org.za.
4. All supporting documents must be submitted to the provided email address. For Documents submitted via the link, the validity of the link must be up to 6 months
5. FASSET reserves the right to conduct monitoring visits to employers who have submitted and received the Bursary Grant

G. DEFINITION OF BLACK

1. Black People is a general term which means African, Coloureds and Indians.

H. DEFINITION OF A PERSON WITH DISABILITY

1. Employers may apply for this grant for learners with disabilities.
2. Specific reference to the Guide on the Determination of Medical Tax Credits and Allowances (Issue 13) of Section 6B in terms of the Income Tax Act 58 of 1962 is used to guide the specific definition of disability, in terms of this grant application. (Please refer to <https://www.sars.gov.za/lapd-it-g08b-amended-list-of-physical-impairment-or-disability-expenditure-effective-1-march-2020>)
3. When applying for this grant for a person with a disability, the latest Section C of form ITR-DD (Refer to <https://www.sars.gov.za/faq/faq-how-do-i-have-my-disability-re-confirmed-in-order-to-claim-my-deduction-and-how-do-i-renew-by-disability-status-for-tax-purposes/itr-dd-confirmation-of-diagnosis-of-disability-external-form>) must be included
4. FASSET reserves the right to query disability status and request additional information. BEE verification agencies may be consulted in this regard.

I. OTHER KEY TERMS

1. The **National Qualifications Framework (NQF)** provides principles and guidelines for recording learner achievements. Based on nationally recognised qualifications, the NQF encourages lifelong learning.

NQF Level	Title of qualification
10	Doctorates / PhD
9	Masters Degrees (research only)
9	Masters Degrees (coursework and research)
8	Master's in Business Administration (MBA)
8	Postgraduate Diplomas and Professional Qualifications
8	Honours
7	Bachelor's Degrees and Advanced Diplomas
6	National Diplomas and Advanced Certificates

2. Rural and Urban

FASSET must report to the Department of Higher Education and Training (DHET) regarding the geographical status of the beneficiaries of discretionary funding. Geographical status (urban/rural) information regarding a learner's matriculation, post-schooling and current employment status must be completed on the application. Unfortunately, there is no official definition of what is defined as rural or urban. In this regard FASSET believes the most accurate definition is that of the learner and the employer i.e. self-definition.

3. Protection of Personal Information (POPI)

3.1 Introduction

The Protection of Personal Information (POPI) act 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

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.

3.2 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.

3.3 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:

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

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

- 3.3.9 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, 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.

3.4 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.

3.5 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:

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

3.6 To whom will personal information be disclosed?

3.6.1 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.

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

- 3.7.1 I hereby provide authorisation to FASSET to process the personal information provided for the purpose stated.
- 3.7.2 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.
- 3.7.3 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.
- 3.7.4 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.
- 3.7.5 I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- 3.7.6 I will not hold FASSET responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

3.8 Rights regarding the processing of personal information:

- 3.8.1 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 apopia@FASSET.org.za.
- 3.8.2 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.
- 3.8.3 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:
 - 3.8.3.1 the information comes under legal privilege in the course of litigation,
 - 3.8.3.2 the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
 - 3.8.3.3 giving access may cause a third party to refuse to provide similar information to FASSET,
 - 3.8.3.4 the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
 - 3.8.3.5 the information as it is disclosed may result in the disclosure of another person's information,
 - 3.8.3.6 the information contains an opinion about another person and that person has not consented, and/or
 - 3.8.3.7 the disclosure is prohibited by law.

3.9 Requesting access and lodging of complaints

- 3.9.1 Please submit any requests for access to personal information in writing to FASSET's information officer at apopia@FASSET.org.za.
- 3.9.2 With any request for access to personal information, FASSET will require the individual to provide personal information to verify identification and therefore the right to access the information.
- 3.9.3 There may be a reasonable charge for providing copies of the information requested.

3.9.4 If any request has not been addressed satisfactorily, a complaint may be lodged at the office of the Information Regulator.

J. PROVIDER ACCREDITATION NUMBERS

Public Universities		Public Universities of Technology	
Name	Accreditation No	Name	Accreditation No
Nelson Mandela Metropolitan University	H10	Cape Peninsula University of Technology	H01
North West University	H11	Central University of Technology, Free State	H03
Rhodes University	H13	Durban University of Technology	H04
Sol Plaatje University	H23	Tshwane University of Technology (TUT)	H16
University of Cape Town	H02	Mangosuthu University of Technology	H25
University of Fort Hare	H05	Vaal University of Technology	H18
University of Johannesburg	H07		
University of KwaZulu-Natal	H08		
University of Limpopo	H09		
University of Mpumalanga	H24		
University of Pretoria	H12		
University of South Africa	H14		
University of Stellenbosch	H15		
University of the Free State	H06		
University of Venda	H17		
University of Western Cape	H20		
University of Witwatersrand	H21		
University of Zululand	H22		
Walter Sisulu University	H19		
		Private Providers	
		Please request the accreditation number directly from the provider. The accreditation number must be relevant to the specific programme included in the BG application form.	