

NSFAS Loan Repayment Grant (NLRG) Requirements and Application 2021/2022

For the Period 01 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.

B. GRANT SUMMARY

1. The National Student Financial Aid Scheme (NSFAS) Loan Repayment Grant (NLRG) is a vehicle that will assist in facilitating the achievement of Fasset's mission.
2. The purpose of the NLRG is to assist learners to settle their NSFAS debt (in part or in full); and incentivize learners to complete their learnerships.
3. The NLRG can be claimed for learners:
 - a. who have completed a qualification/s,
 - b. are in employment within FASSET Sector, and
 - c. registered /active /completing a learnership and Internships in the financial year 2021/2022.
4. The grant is applicable for the skills development priorities specifically target transformation groups including Blacks, women, and people with disabilities.
5. 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 and 4% disabled and 80% youth
6. 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.
7. The NLRG can only be claimed by registered non-levy payers (NLPs) and levy payers in FASSET's sector.
8. The NLRG 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.
9. Only learners with a qualification/s at any National Qualifications Framework (NQF) level are eligible for this grant.
10. Only qualifications linked to FASSET's annual scarce skills are eligible for this grant.

C. GRANT CRITERIA

The grant criteria should please be read carefully to avoid rejections. The following criteria are applicable to the grant:

1. Only qualifications and learnerships linked to FASSET's scarce skills listed are eligible for this grant. FASSET's scarce skills guide can be found on the website:
<https://www.FASSET.org.za/downloads/FASSET%202022-23%20SSP%20Final%20Annual%20Update.pdf>
2. Learners must be registered/ Entered on a learnership between 01 April 2021 and 31 March 2022: or
3. Learners must have completed the second or third year of their learnership, between 01 April 2021 and 31 March 2022.
4. Learners who are currently in their second or third year of a learnership/internship and who are claiming this grant for the first time, will be eligible to apply for all completed years of the learnership.
5. Maximum settlement amount is R100 000 per learner upon the provision of supporting documents.
6. Learners on internship must have entered or completed their internship between 01 April 2021 and 31 March 2022.
7. The learnership programme and internship programme must not be less than 12 months.
8. Only learners that were unemployed at the beginning of the learnership are eligible. This will be determined by the categorization of the learner as either previously employed or unemployed as per the learnership agreement signed.
9. 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 **G. DEFINITION OF A PERSON WITH DISABILITY** of this form).
10. Six digit Organizing Framework of Occupations (OFO) codes are compulsory.
11. **Given that there is a limited budget for this grant; first come –first serve basis is applied and priority will be given to small and medium firms.**
12. Although individual learner applications will be made, the grant must be submitted via registered levy paying organisations or registered non-levy paying (NLP) organisations.
13. Employers must ensure that the Skills Development Facilitator (SDF), Learner and the relevant Authorised Signatory sign each page of the grant application form. Electronic and manual signatures are accepted. Incomplete signed applications will be rejected.
14. FASSET reserves the right to conduct monitoring visits to employers who have submitted and for which learners in their employ received the NLRG.
15. For approved grants, the loan repayment will be made directly to NSFAS within two months after approval, towards repayment of the loan. Neither the employer, nor the learner, will receive any direct payment.
16. If the outstanding NSFAS loan is higher than the amount approved (as per the tariffs stipulated in section E), FASSET will only pay up to a maximum of the capped amount.
17. If the outstanding NSFAS loan is lower than the amount approved, the actual amount will be paid (as per the tariffs stipulated in section E), and the loan will be settled in full.
18. Approved grants will be paid in a maximum of four tranches, as per the tariff criteria in section E.
19. FASSET may take up to a minimum of three (3) months to approve a grant application. The period of assessment may be shorter, depending on the number of grant applications received at that time.
20. Within two months of receiving the letter of grant approval for the NSFAS grant, learners should check their NSFAS account to confirm that payment of the grant has been made.

D. SUPPORTING DOCUMENTS REQUIREMENTS

1. An official academic transcript or certificate showing successful completion of the qualification must accompany each application.
2. Proof of learnership agreement registration in the applicable period is required i.e., confirmation of learnership agreement registration letter from FASSET (not SAIPA), or SAICA's confirmation of registration letter.
3. A recent copy of the learner's NSFAS statement (not older than 30 days on the day of submitting to FASSET) must be submitted
4. Learners on internship to attach their signed contracts.

E. TARIFFS

1. The tariffs, as detailed in the table below, are applicable to this grant:

Length of Learnership	Tariff	Tranche amount	Total maximum
12 months (1-year)	On registration	R 5,000	R 30,000
	In month 12 of the learnership	R 25,000	
24-months (2 year)	On registration	R 15,000	R 50,000
	In month 6 of the 24-month learnership.	R 15,000	
	In month 18 of the 24-month learnership.	R 20,000	
36-months (3 year)	On registration	R 20,000	R 100,000
	In month 6 of the 36-month learnership.	R 20,000	
	In month 18 of the 36-month learnership.	R 30,000	
	In month 32 of the 36-month learnership.	R 30,000	

E. 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: nlrg@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.

F. DEFINITION OF BLACK

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

G. DEFINITION OF A PERSON WITH A 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. 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.

2. Protection of Personal Information (POPI)

2.1 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 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.

3. 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.

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

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

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

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

- 4.1.9 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.
- 4.1.10 FASSET will not process personal information for a purpose other than those which are identified above without obtaining consent to further processing beforehand.

4.2 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.

4.3 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:

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

4.4 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.

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

- 4.5.1 I hereby provide authorisation to FASSET to process the personal information provided for the purpose stated.
- 4.5.2 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.
- 4.5.3 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.
- 4.5.4 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.
- 4.5.5 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.
- 4.5.6 I will not hold FASSET responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

4.6 Rights regarding the processing of personal information:

- 4.6.1 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. To withdraw consent, please contact the Information Officer at popia@FASSET.org.za.
- 4.6.2 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.
- 4.6.3 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:
 - 4.6.3.1 the information comes under legal privilege during litigation,
 - 4.6.3.2 the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,

- 4.6.3.3 giving access may cause a third party to refuse to provide similar information to FASSET,
- 4.6.3.4 the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- 4.6.3.5 the information as it is disclosed may result in the disclosure of another person's information,
- 4.6.3.6 the information contains an opinion about another person and that person has not consented, and/or
- 4.6.3.7 the disclosure is prohibited by law.

4.7 Requesting access and lodging of complaints

- 4.7.1 Please submit any requests for access to personal information in writing to FASSET's information officer at popia@FASSET.org.za.
- 4.7.2 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.
- 4.7.3 There may be a reasonable charge for providing copies of the information requested.
- 4.7.4 If any request has not been addressed to satisfaction a complaint may be lodged at the office of the Information Regulator.

NSFAS Loan Repayment Grant Application 2021/2022 for the Period 01 April to 31 March 2021

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: nsfas@FASSET.org.za or grantapplications@FASSET.org.za

By completing and signing this application form, the authorised signatories confirm that the NSFAS Loan Repayment Grant (NSFAS Grant) application guidelines for the period 01 April 2021 to 31 March 2022 have been read and understood. **One** application must be completed **per** learner.

Section A: Particulars of the Organisation

Name of organization _____

SDL number (include the SDL number and name of main and linked SDLs) _____

Date of submission of this grant application _____

Section B: Compliance with Criteria

Please tick (✓) the appropriate box if you comply with the statements below. If you do not comply with the statements below, please mark the box with an X. **Please note:** If you do not comply with the statements below, your grant will be rejected.

For Non Levy Paying (NLP) members of the SETA:

Bi A copy of the EMP 201 form is attached; indicating that the firm is an NLP with SARS.

Bii A Non Levy Payer (NLP) is registered with FASSET

For Skills Development Levy (SDL) paying members of the SETA:

Biii This employer is registered with FASSET.

For SDL and non-SDL members of the SETA:

Biv A copy of the learner Identity Document (ID) has been attached or a copy of Section C of ITR-DD has been submitted in the case of a learner with a disability.

Bv Proof that the learner has completed their qualification and an updated academic transcript is submitted.

Bvi A copy of the NSFAS loan statement or settlement letter that is not older than 30 days has been attached.

Bvii A copy of the learner confirmation letter or completion proving the learnership has commenced or completed has been attached (i.e. SAICA or FASSET letter).

Bviii Learners on internship to attach their signed contracts.

Section C: Learner Details

Complete the table below in respect of the applicant learner. Please refer to the guidelines section for detail on the information requested above.

1	SETA name	
2	SETA code	
3	Learnership title	
4	Learnership code	
5	Learner full name (first, middle, surname)	
6	Learner identity (ID) number	
7	Population group i.e. African Black / Coloured / Indian / White	
8	Disability status and type of disability if applicable?	
9	Learnership commencement date	
10	Learnership end date	
11	Length of registered programme (learners may take shorter or longer to complete the programme)	
12	Name of completed qualification	
13	Place where qualification was completed	
14	NSFAS account number	
15	Total amount of outstanding NSFAS loan	
17	In what month of the learnership is the learner presently e.g. month 32 of 36?	
18	Include appropriate amount below (maximum amount is stated)	
19	12 month (1-year) learnership, claimable on registration, maximum claim amount = R 5,000	
20	12 month (1-year) learnership, claimable in month 12 of 12 month learnership, maximum claim amount = R 25,000	
21	24 month (2-year) learnership, claimable on registration, maximum claim amount = R 15,000	
22	24 month (2-year) learnership, claimable in month 6 of 24 month learnership, maximum claim amount = R 15,000	
23	24 month (2-year) learnership, claimable in month 18 of 24 month learnership, maximum claim amount = R 20,000	
24	36 month (3-year) learnership, claimable on registration, maximum claim amount = R 20,000	

Seta NLP or SDL No. _____ SDF Signature _____

Learner Signature _____ Authorised Signatory Signature _____

25	36 month (3-year) learnership, claimable in month 6 of 36 month learnership, maximum claim amount = R 20,000	
26	36 month (3-year) learnership, claimable in month 18 of 36 month learnership, maximum claim amount = R 30,000	
27	36 month (3-year) learnership, claimable in month 32 of 36-month learnership, maximum claim amount = R 30,000	
28	Total claim amount in this application	
29	In what place and province did this learner <u>matriculate</u> ? e.g. Qoboqobo, Eastern Cape	
30	What is the postal code of the area in which the learner <u>matriculated</u> ? e.g. 4960	
31	Did this learner <u>matriculate</u> in a rural or urban area? e.g. Rural	
32	In what place and province did this learner achieve their <u>highest level of education</u> ? e.g. Walmer Heights, Port Elizabeth, Eastern Cape	
33	What is the postal code of the area in which the <u>highest level of education</u> was achieved? e.g. 6070	
34	Did this learner achieve their <u>highest level of education</u> in a rural or urban area (where not Matric)? e.g. Urban	
35	In what place and province is this learner <u>employed</u> ? e.g. Bisho, Eastern Cape	
36	What is the postal code of the area in which the learner is <u>employed</u> ? e.g. 5608	
37	Is this learner <u>employed</u> in a rural or urban area? e.g. Urban	

Section D: Grant Awareness

38	How did you become aware of this grant? <i>Please tick the correct box.</i>	<input type="checkbox"/>	FASSET e-newsletter
39		<input type="checkbox"/>	FASSET Facts newsletter
40		<input type="checkbox"/>	FASSET website
41		<input type="checkbox"/>	National press
42		<input type="checkbox"/>	Professional body publication
43		<input type="checkbox"/>	Word-of-mouth
44		<input type="checkbox"/>	Previous application submitted
45		<input type="checkbox"/>	Other, please specify:

Section E: Authorisation

CONTACT DETAILS If the Skills Development Facilitator (SDF) and company are not registered with FASSET, this grant application will be rejected. Please ensure that the SDF registration documentation, as well as the Non-Levy Payer (NLP) (to be completed in instances where the firm is exempt from paying the Skills Development Levy (SDL)), is completed and approved by FASSET before submitting this application.

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

3.1 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.

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?

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 popi@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 popi@FASSET.org.za.
- 3.9.2 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.
- 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 to satisfaction a complaint may be lodged at the office of the Information Regulator.

Name of **Applicant Learner** _____

Details of Applicant Learner email: _____ telephone: _____ fax: _____

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

Identity Number of SDF _____

Details SDF email: _____ telephone: _____ fax: _____

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

Position in organisation _____

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

I/We declare that this application is to the best of my/our knowledge true and correct. I/We understand that FASSET may independently verify the information. I/We 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/We 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.

By completing and signing this application form, the authorised signatories confirm that the learner was employed at the firm on the date of application and submission.

By completing and signing this application form, the authorised signatories confirm that the application guidelines for this grant have been read and understood.

Signed (Applicant Learner) _____ Date _____

Signed (SDF) _____ Date _____

Signed (Authorised Signatory e.g. CEO, FD, Managing Partner) _____ Date _____