

Non-PIVOTAL Learner Employment Grant Requirements 2021/2022 For the Period 01 April 2021 to 31 March 2022

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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;

B. GRANT SUMMARY

1. The Non-PIVOTAL Learner Employment Grant (NLEG) is a vehicle that will assist in facilitating the achievement of skills list, for which FASSET does not have learnerships. Through the NLEG, FASSET wishes to incentivize employers to place learners into an internship programme.
2. The NLEG can be claimed for learners placed into an internship programme of a minimum of 12 months up to a maximum of 24 months.
3. The grant is applicable for 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 and 4% disabled and 80% youth.
4. 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.
5. **The NLEG can only be claimed by registered non-levy payers (NLPs) and levy payers in FASSET's sector.**
6. **Priority will be given to small and medium firms.**
7. The NLEG 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.

C. GRANT CRITERIA

The grant criteria should be read carefully and adhered to, to minimize grant queries (where applicable). The following criteria are applicable to the grant:

1. Learners placed into an internship programme must have, a qualification linked to FASSET's 2021/2022 scarce skills. 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>
2. Employer must provide a motivation as to how the internship implemented meets the applicable scarce skill/s on the FASSET scarce skills guide, to which the internship is linked. Applications for which no motivation has been

provided, will be rejected.

3. Learners must be on an active internship programme at the time of application and must not have previously claimed for the grant.
4. Only learners that were *unemployed* at the beginning of the internship are eligible. The grant will only be paid to the organisation that signed the employment contract with the learner and who falls into FASSET's sector.
5. 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).
6. Six digit Organizing Framework of Occupations (OFO) codes are compulsory.
7. FASSET reserves the right to conduct monitoring visits to employers who have submitted and received the NLEG. The grant must be submitted in the correct, required format.

D. SUPPORTING DOCUMENTS REQUIREMENTS

1. A duly signed Internship agreement or a fixed term employment contract between the intern and the employer,
2. Certified copy of learner's ID
3. Certified copy of Highest Qualification.
4. NLEG - Annexure A

E. TARIFFS

1. A maximum of R50 000 will be paid for a 1-year internship.
2. A discretion will be applied for internship programmes with a duration of above 12 months.
3. A maximum of R60 000.00 is paid per learner with a disability, for approved grants.

F. 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: nleg@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.

G. DEFINITION OF BLACK

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

H. 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. Internship

For the purposes of the NLEG, an internship is defined as a structured work experience programme of no shorter than 12 months, for which there is an internship contract or employment contract.

2. Previously Unemployed

For the purposes of the NLEG, previously unemployed is defined as an individual that has not been employed in the formal sector before.

3. 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.

4. Protection of Personal Information (POPI)

4.1 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.

4.2 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.

4.3 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:

- 4.3.1 reporting skills development initiatives to the Department of Higher Education and Training;
- 4.3.2 reporting enrolments and achievements of programmes to the South African Qualifications Authority;
- 4.3.3 reporting on quality assurance functions to the Quality Council of Trades and Occupations
- 4.3.4 evaluating and processing applications for access to financial and other benefits;

- 4.3.5 compiling statistics and other research reports;
- 4.3.6 providing personalised communications;
- 4.3.7 complying with the law; and/or
- 4.3.8 for a purpose that is ancillary to the above.

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

- 4.3.9 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.

4.4 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.

4.5 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:

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

4.6 To whom will personal information be disclosed?

4.6.1 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.

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

- 4.7.1** I hereby provide authorisation to FASSET to process the personal information provided for the purpose stated.
- 4.7.2** 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.
- 4.7.3** 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.
- 4.7.4** 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.
- 4.7.5** I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- 4.7.6** I will not hold FASSET responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

4.8 Rights regarding the processing of personal information:

- 4.8.1** 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 popia@FASSET.org.za.
- 4.8.2** 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.
- 4.8.3** 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:
- 4.8.3.1** the information comes under legal privilege during litigation,
 - 4.8.3.2** the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
 - 4.8.3.3** giving access may cause a third party to refuse to provide similar information to FASSET,
 - 4.8.3.4** the information was collected in furtherance of an investigation or legal dispute, instituted, or being contemplated,
 - 4.8.3.5** the information as it is disclosed may result in the disclosure of another person's information,
 - 4.8.3.6** the information contains an opinion about another person and that person has not consented, and/or
 - 4.8.3.7** the disclosure is prohibited by law.

4.9 Requesting access and lodging of complaints

- 4.9.1** Please submit any requests for access to personal information in writing to FASSET's information officer at popia@FASSET.org.za.
- 4.9.2** 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.
- 4.9.3** 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.