



TVET LEARNER WORKPLACE-BASED EXPERIENCE PROJECT EMPLOYER APPLICATION FORM

INSTRUCTIONS:

Only fill in the non-shaded areas on this form. The shaded areas and checklists will be used by Fasset during the evaluation of your application. Please ensure that your application meets the criteria specified in the checklists.

Please ensure that all the annexures are completed. You are allowed to include additional annexures if you want to provide more information on your organisation. Please refer to such additional annexures in the application form.

PLEASE NOTE

An application does not constitute automatic approval of participation and funding by Fasset. Numerous factors such as the availability of learners, information presented in the application, and budget limitations will influence the outcome.

Organisation name: _____

Contact Person: _____

Date _____

BACKGROUND

The Department of Higher Education and Training identified the need to capacitate Public TVET Colleges, to become the preferred providers of occupational skills, as relevant, in South Africa. This need was identified to, amongst other, address the high unemployment rate amongst the age group 16–34.

Learners who successfully complete the N6 certificate in business studies, are eligible to achieve the National N Diploma at NQF level 6, upon completion of 18 months' relevant work experience.

The National N Diploma has various specialisations, which include:

- Financial Management;
- Business Management;
- Marketing Management;
- HR Management ; and
- Management Assistant (refer to Section E for more detail)

PROJECT INFORMATION

Fasset seeks to place learners from public TVET Colleges who have successfully completed the theory component (N4, N5 and N6 certificates) in one of the above specializations, with employers (small, medium, and large including Government and Provincial) in the Fasset sector.

The Cost per learner is capped at R82,500.00 per learner.

Fasset will pay in advance (three months in advance) participating employers for the monthly stipend and travel allowance for each learner selected for participation in this project, for the 18-month period of their placement. The monthly stipend and travel allowance must be paid according to a standard schedule as required by Fasset.

Employers will be expected to:

- Sign a Memorandum of Agreement with Fasset
 - Make available such resources to assist with the selection process (interviews / signing of contracts / etc.)
-

- Provide the learner/s with an organization specific induction
- Assign a dedicated mentor/s or supervisor/s to provide guidance and support to the learner/s, in particular in relation to the completion of the logbook
- Make available such resources as is required for the successful temporary employment of the learner/s, which includes equipment, training, software, etc. at the cost of the employer.
- Agree to regular monitoring interventions as and when required
- Attend employers meeting planned by Fasset
- Participate in project specific research interventions
- An employer can participate in either two learnership or internship programmes namely (learnership), and internship, HET, NSC or WIL). However, the awarding for the two internship programmes is not automatic but is at the discretion of FASSET.
- The pre-payment will be done once a quarter, and the payment of the next trench will be paid after all supporting documents for the previous trench have been submitted and verified.
- The employer must have at least 1 supervisor/mentor for every 5 interns (i.e. 1:5)
- The Skills development priorities specifically targeting transformation groups including Blacks, women, Fasset will adopt DHET's criteria regarding the beneficiaries of its programmes to benefit being: **85% Blacks, 54% women and 4% disabled.**

APPLICATION INSTRUCTIONS

Applications must be submitted to Fasset electronically with all the supporting evidence as stipulated to this e-mail address: Tvetapplications@fasset.org.za . **Note: Please pay attention to size of the submission.** Employers must retain a copy of the application for their own record.

CLOSING DATE FOR SUBMISSIONS

The Deadline for submission of applications is **Friday 6 August 2021 at 16:00**

Employers are urged not to wait for the deadline/ and or closing date to submit applications.

NOTE: A limited number of learners can be funded through this project. Intakes may therefore be cancelled without prior notice due to budget limitations. All online applications must be e-mailed to Tvetapplications@fasset.org.za. Online applications that are not e-mailed to this email address will be automatically rejected.

Limited budgeted

Given that there is a limited budget for this grant, the first come –first served principle is applied. However, Fasset will give priority small and medium firms.

QUERIES

Questions or queries may be directed to Godfrey Maswanganye (Godfrey.Maswanganye@fasset.org.za emailed to this address will be automatically rejected, **this email address is for enquiries only.**

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SECTION A ORGANISATION INFORMATION

A.1 Organisation details

		Fasset comments
A.1.1	Organisation's name	
A.1.2	Trading name (If different from above)	
A.1.3	Physical address	
A.1.4	Postal address	
A.1.5	Telephone number	
A.1.6	Fax number	
A.1.7	The nature of your business	
	Investment entities and trusts and company secretary services	
	Stockbroking and financial markets	
	Development organisations	
	Accounting, bookkeeping , auditing and tax services	
	Debt collection	
	Business and management consulting services	
	Activities auxiliary to financial services	
	SARS and government departments	
	Other	
A.1.8A	Business classification (Please select the subsector that best describes the business activities of your organisation. If your organisation does not fall within one of the subsectors on the list, please select "other")	

		Province	Fasset Comments
A.1.9	Geographical distribution	Eastern Cape	
		Free State	
		Gauteng	
		KwaZulu-Natal	
		Limpopo	
		Mpumalanga	
		North West Province	
		Northern Cape	
		Western Cape	

Please submit addresses for each branch / office, other than the main address provided, as Annexure A.1.

A.2 Contact details

Please provide details of the person(s) responsible for submission of the employee portfolio of evidence.

Primary contact		Fasset comments
A.2.1	Title	
A.2.2	First name	
A.2.3	Middle name	
A.2.4	Surname	
A.2.5	Initials	
A.2.6	Position	
A.2.7	Postal address	
A.2.8	Physical address	
A.2.9	Telephone number	

A.2.10	Cell phone number	
A.2.11	Fax number	
A.2.12	E-mail address	
A.2.13	Preferred method of communication	

Secondary contact		Fasset comments
A.2.14	Title	
A.2.15	First Name	
A.2.16	Surname	
A.2.17	Initials	
A.2.18	Position	
A.2.19	Telephone number	
A.2.20	Cell phone number	
A.2.21	Fax number	
A.2.22	E-mail address	

A.3 Registration as legal entity

	Information satisfactory	Annexures complete	Fasset comments
A.3.1	Legal nature of entity (Pty; cc, etc.)		
A.3.2	Years trading		

Please supply documentary proof of your organisation's legal status as Annexure A3. The following are the types of documents that are required:

- Letter of authority (trust)
- CK1 or CK2 (for a Closed Corporation)
- Certificate of confirmation (for a company)

A.4 SARS registration and income tax

		Information satisfactory	Annexures complete	Fasset comments
A.4.1	Income tax registration number			
A.4.2	VAT registration number			
A.4.3	SDL number			

A.5 Professional registration

Is your organisation registered with any professional body or association?

	Tick	Information satisfactory	Annexures complete	Fasset comments
Yes				
No, registration is not required				
No, although registration is required				

If you are registered or required to register, which professional body/bodies or association are you registered with?

If you are registered, please provide documentary proof of your registration as Annexure A5.

A.6 Accreditation status

Are you accredited by any Quality Assurance Body (QAB), such as a SETA, or a Fasset professional body?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If **YES**, please attach proof as Annexure A.6.

Fasset Checklist	Tick	Fasset comments
Proof of accreditation is attached		<input type="checkbox"/> Professional Body <input type="checkbox"/> QAB Type of accreditation:

A.7 Organisation structure

How many people does your organisation employ?

Number of people	<input type="text"/>
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Please attach in Annexure A.7 an organogram/organisational flowchart of your organisation. Ensure that the organogram clearly indicates:

- The various operational units of the organisation
- Staff complements of each unit
- Geographical distribution of operational units

Fasset Checklist	Tick	Fasset comments
Organisation size is clear		
Organisation structure is clear		
Organisation distribution is clear		

SECTION B

HUMAN RESOURCES PRACTICES

B.1 Performance management

Fasset will require learners to be subjected to a performance appraisal every six months for the duration of the programme. Please provide in the space below a short description of the key elements of your performance management system. Attach as Annexure B.1 supporting documentation e.g. performance management policy, performance agreement.

Description: Performance management system

Fasset Checklist

Tick

Fasset comments

The organisation has mechanisms for the timeous identification of under-performance

The performance management system allows for timeous identification and communication of underperformance and for remedial action

The performance management mechanisms are clearly communicated

B.2 Disciplinary procedure

Fasset will expect the organisation to ensure that learners adhere to the standard HR policies and procedures of your organisation. Describe how disciplinary actions are handled in your organisation. If you have a disciplinary procedure, please attach it as Annexure B.2.

Description: Disciplinary actions

Fasset Checklist	Tick	Fasset comments
<p>The organisation has clear and fair mechanisms to deal with disciplinary issues</p> <p>These are clearly communicated to staff.</p> <p>Disciplinary mechanisms will be clearly communicated to learners (check induction programme)</p>		

B.3 Grievance procedure

Describe how staff grievances are handled in your organisation. If you have a grievance procedure, please attach it as Annexure B.3.

Description: Grievances

Fasset Checklist	Tick	Fasset comments
<p>The organisation has clear and fair mechanisms to deal with grievances</p> <p>These are clearly communicated to staff.</p> <p>Grievance procedures are clearly communicated to learners (check induction programme)</p>		

B.4 Skills development of internal human resources

Only employers operating in the Fasset sector may participate in the programme. Has your organisation submitted a Workplace Skills Plan for the current year which has been approved by

Yes	<input type="text"/>
No	<input type="text"/>
Don't pay SDL	<input type="text"/>

Fasset?

If you have submitted a Workplace Skills Plan to **Fasset**, please attach the letter confirming **approval** in Annexure B.4.

OR

If your organisation is exempt from paying the Skills Development Levy, please provide letter confirming registration with Fasset as an NLP organisation as Annexure B.4.

Fasset Checklist	Tick	Fasset comments
The organisation has submitted a WSP		
The WSP has been approved by Fasset		
If the organisation is exempt from the SDL, proof has been provided of the relevant registration with Fasset		

B.5 Recording and administration

In Annexure B.5 insert your personnel / HR administration policy.

Fasset Checklist	Tick	Fasset comments
<p>The organisation has a personnel / HR administration policy in place which provides for</p> <ul style="list-style-type: none"> • Responsibilities with regard to personnel / HR administration • Content of individual personnel files • Where will learner records be kept • Access to learner files • Confidentiality of information • Communication of information to relevant stakeholders • Updating of learner files • Backup procedures for electronic learner information • Submission of learner information to Fasset 		

SECTION C OCCUPATIONAL HEALTH AND SAFETY

In Annexure C1 please provide proof that your organisation complies with health and safety legislation and regulations as required within the context of your organisation.

<i>Fasset Checklist</i>	Tick	Fasset comments
Organisation has provided one or more of the following: <ul style="list-style-type: none">• Health and safety certificate• Health and safety policy• Proof of appointment of health and safety representatives• Proof of functioning of health and safety committee• Health and safety checklist• Other		

SECTION D QUALITY MANAGEMENT

D.1 Financial resources

Fasset funds the stipend and travel allowance for each TVET learner for the 18 months as required for completion of the National N Diploma. Participating employers will need to invoice Fasset on a monthly basis after payment has been made to the learners. This programme is funded using a reimbursement model.

What steps have been taken to ensure that your organisation has sufficient funding / cash flow to ensure timeous payment to learners prior to receiving the reimbursement from Fasset? Attach relevant documentation as Annexure D.1 (e.g. training budget, minutes of a Board meeting allocating funds to the programme, a letter from your organisation's management indicating a financial commitment as required). Attach a letter confirming that your organisation acknowledge or will use the reimbursement model.

<i>Fasset Checklist</i>	Tick	Fasset comments
Sufficient financial resources have been allocated to the programme		

D.2 Work facilities

Describe the work facilities that will be available to each learner (e.g. work stations, computers etc.)

<i>Fasset Checklist</i>	Tick	Fasset comments
Work facilities are sufficient for this particular programme (within the context of the roles / job descriptions provided in Section E)		

D.3 Other training or support facilities

Describe any other training / support facilities that will be available to the learners in the workplace (e.g. soft skills training, library, internet access etc.)

	Fasset Comments
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D.4 Learner coordinator

Provide the details of the person who will be overall responsible for the management of the programme in your organisation

Name	<input type="text"/>	Fasset Comments
Position	<input type="text"/>	
Highest qualification	<input type="text"/>	
Physical location	<input type="text"/>	
Telephone number	<input type="text"/>	
Cellphone number	<input type="text"/>	
Fax number	<input type="text"/>	

Fasset Checklist	Tick	Fasset comments
There is a designated person who will take responsibility for the internal management of learners on the programme		
The designation person is qualified and suitable for this role		

D.5 Learner support

Insert your learner induction programme as Annexure D.5.

Describe any other forms of learner support provided by your organisation (e.g. nature and frequency of mentorship, attendance of other training programmes etc.)

Fasset Checklist	Tick	Fasset comments
The organisation has an induction programme		
<input type="checkbox"/> General orientation to the organisation		
<input type="checkbox"/> (Structure, lines of communication and reporting, business practices, organisational values and culture, work hours and work arrangements etc.)		
<input type="checkbox"/> General orientation with regard to own job		
<input type="checkbox"/> Orientation with regard to the performance management system		
<input type="checkbox"/> Disciplinary and grievance procedures		
<input type="checkbox"/> Occupational health and safety issues		
<input type="checkbox"/> The programme itself (mentorship, logbook completion support, etc.)		

D.6 Code of conduct

What provision is made by your organisation to ensure that learners adhere to industry or professional ethical codes of conduct?

<i>Fasset Checklist</i>	Tick	Fasset comments
The organisation ensures that learners are familiar with and adhere to the professional code of conduct		

LEARNER PLACEMENT REQUIREMENTS

QUALIFICATION OVERVIEW

TVET learners who have successfully completed their N4, N5 and N6 Certificates in a Business Studies specialization, require 18 months of relevant work experience to achieve the National N Diploma at NQF level 6. The following provides an overview of the various specialisations:

Financial Management

Compulsory subjects:

- Financial Accounting
- Computerised Financial Accounting
- Cost and Management Accounting

Electives (one of the following):

- Entrepreneurship and Business Management
- Economics
- Mercantile Law

Business Management

Compulsory subjects:

- Entrepreneurship and Business Management
- Sales Management

Electives (two of the following):

- Computer Practice
- Financial Accounting
- Computerised Financial Systems
- Economics
- Mercantile Law
- Cost and Management Accounting
- Labour Relations
- Public Relations

HR Management

Compulsory subjects:

- Personnel Management
- Personnel Training
- Labour Relations

Electives (one of the following):

- Entrepreneurship and Management
- Computer Practice
- Financial Accounting
- Introductory Accounting
- Computerised Financial Accounting
- Economics
- Mercantile Law
- Public Relations

Marketing Management

Compulsory subjects:

- Marketing Management
- Sales Management

Electives (two of the following):

- Entrepreneurship and Business Management
- Computer Practice
- Financial Accounting
- Introductory Accounting
- Computerised Financial Systems

- Economics
- Mercantile Law
- Public Relations
- Labour Relations

Management Assistant

Compulsory subjects:

- Information Processing
- Office Practice
- Communication

Electives (one of the following):

- Entrepreneurship and Business Management
- Introductory Accounting
- Financial Accounting
- Computer Practice
- Public Administration
- Municipal Administration



INDICATION OF OPPORTUNITIES AVAILABLE FOR LEARNERS

Nr of learners	Specialisation	Site / Office / Branch	Role / Job Title	Mentor / Supervisor	Estimated Commencement Date

- In 'Specialisation', select from the list provided.
- Employer can apply for a maximum of **50 learners** per intake.
- For each role / job title, attach a proposed job description / summary of responsibilities as Annexure E.1.

Fasset Checklist	Tick	Fasset comments
The role / job title and supporting information relates to the area of specialization as indicated		
The mentor / supervisor indicated for each learner is sufficiently qualified / experienced		

LIST OF ANNEXURES

- A.1 Address of each branch / office
- A.3 Proof of legal status of organisation
- A.5 Proof of other professional registrations (professional bodies from the Fasset sector)
- A.6 Proof of accreditation with other QAB or with a professional body
- A.7 Organisational structure
- B.1 Performance management documentation
- B.2 Disciplinary procedure
- B.3 Grievance procedure
- B.4 Proof of submission of Fasset approved WSP or Fasset letter of NLP registration
– **IF NOT INCLUDED APPLICATION WILL BE REJECTED**
- B.5 Personnel / HR Administration Policy
- C Proof of compliance with occupational health and safety legislation

- D.4 Learner induction programme
- E.1 Proposed job descriptions / summary of responsibilities
- E.2 CV's of mentors / supervisors