



## NSC: WORK PROGRAMME - 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

Fasset is implementing the National Senior Certificate (NSC) programme for unemployed matriculants who will be placed for a minimum of 12 months at a Fasset employer following a work readiness training intervention.

## PROJECT INFORMATION

Fasset employers (i.e. small, medium large including Government and Provincial) who have capacity to host and mentor learners. This programme will be comprised of a work skill component aligned to a unit standard /accreditation module and a placement component (with a FASSET employer). The training intervention by the service provider must not be **less than two months** in total during the 12-month period.

Budget per learner:

- Cost capped at R62 000 = stipend 42 000 + 20 000 Work readiness of which R10 000 will be provided to the employer for work readiness training, and **R10 000 will be provided by a FASSET appointed service provider for a digital skills learning programme.**
- Fasset will contract with the employer at a capped amount of R52 000.
- Beneficiaries to be placed for a minimum of 12 months with an employer in the Fasset sector
- Companies appointed must select suitable training providers to provide employability skills
- An employer can participate in two internship programmes (i.e. TVET WBE, HET, NSC or WIL).  
**However, the awarding for the two internship programmes is not automatic but is at the discretion of FASSET.**
- The Employer can apply for maximum of 50 learners per intake
- The Employer must have 1 supervisor/mentor for every 5 interns (i.e. 1:5)
- 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.
- This is an Unemployed graduate programme aligned to occupations in the FASSET sector – not only scarce skills
- The Skills component element should be accredited
- This intervention will thus cover the cost of the skills component and the stipend for learners
- 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 (i.e.online) with all the supporting evidence as stipulated to this e-mail address: [Nscapplications@fasset.org.za](mailto:Nscapplications@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. Fasset may take four to six weeks to process your application from the date of submission. Online applications must be emailed to [Nscapplications@fasset.org.za](mailto:Nscapplications@fasset.org.za)  
**Applications will automatically be rejected if not sent to this email**

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](mailto:Godfrey.Maswanganye@fasset.org.za)) this email address is only for enquiries, any applications emailed to this address will automatically be rejected.

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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.1.8 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  
No

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

<b>Fasset Checklist</b>	<b>Tick</b>	<b>Fasset comments</b>
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

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

<b>Fasset Checklist</b>	<b>Tick</b>	<b>Fasset comments</b>
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

<b><i>Fasset Checklist</i></b>	<b>Tick</b>	<b>Fasset comments</b>
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

The organisation has clear and fair mechanisms to deal with disciplinary issues

These are clearly communicated to staff.

Disciplinary mechanisms will be clearly communicated to learners (check induction programme)

## 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

The organisation has clear and fair mechanisms to deal with grievances

These are clearly communicated to staff.

Grievance procedures are clearly communicated to learners (check induction programme)

## B.4 Skills development of internal human resources

Only employers from 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 Fasset?

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

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.

<b>Fasset Checklist</b>	<b>Tick</b>	<b>Fasset comments</b>
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.

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

## 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.

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

## SECTION D

### QUALITY MANAGEMENT

#### D.1 Financial resources

Fasset funds stipend for each matriculants approved for 12 months as required for completion of this interventions. Participating employers will need to invoice Fasset every three months.

What steps have been taken to ensure that your organisation has sufficient funding / cash flow to ensure timeous payment to learners prior to receiving payment 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).

<i><b>Fasset Checklist</b></i>	<b>Tick</b>	<b>Fasset comments</b>
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. workstations, computers etc.)

<i><b>Fasset Checklist</b></i>	<b>Tick</b>	<b>Fasset comments</b>
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.)



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Fasset Comments

#### 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		Fasset Comments
Position		
Highest qualification		
Physical location		
Telephone number		
Cellphone number		
Fax number		

<b>Fasset Checklist</b>	<b>Tick</b>	<b>Fasset comments</b>
There is a designated person who will take responsibility for the internal management of learners on the programme	<input type="checkbox"/>	
The designation person is qualified and suitable for this role	<input type="checkbox"/>	

## 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 that provides for

- General orientation to the organisation
- (Structure, lines of communication and reporting, business practices, organisational values and culture, work hours and work arrangements etc.)
- General orientation with regard to own job
- Orientation with regard to the performance management system
- Disciplinary and grievance procedures
- Occupational health and safety issues
- 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?

### ***Fasset Checklist***

**Tick**

**Fasset comments**

The organisation ensures that learners are familiar with and adhere to the professional code of conduct



## 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>B.4</b>	<b>Proof of submission of Fasset approved WSP or Fasset letter of NLP registration – IF NOT INCLUDED APPLICATION WILL BE REJECTED</b>	_____
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	_____