

Changes to 2013/2014 Grant Application Forms

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INTRODUCTION

The 2013/2014 financial year has brought about a few new changes in the Fasset grant application criteria and forms. This document outlines the changes that can be found in each of following forms.

1. Mandatory Grant for private sector employers with more than 50 employees
2. Mandatory Grant for public sector employers with more than 50 employees
3. Mandatory Grant for employers with less than 50 employees
4. Strategic Cash Grant
5. Pivotal Grant
6. Learnership Cash Grant
7. National Student Financial Aid Scheme (NSFAS) Loan Repayment Grant (NLRG)
8. Assessor and Moderator Grant
9. Non Levy Payers and Skills Development Facilitators

All Mandatory Grant application forms are available for download from 15 January 2013. All other grant application forms (i.e. the Discretionary Grants) are available for download from the website from 15 March 2013.

CHANGES TO THE FORMS

The following changes are to be noted to the grant application forms, criteria and processes.

1. Mandatory Grant for private sector employers with more than 50 employees

General

- The use of an MS Word form has now been replaced by the completion of an MS Excel form.
- The guidelines to completing this form are available in MS Word.
- A different form must be completed for public sector applicants.
- Fasset will upload the MS Excel form into a database, and may revert to the employer where there are data integrity or cleanup issues.
- The form includes reference to Pivotal Programmes. This term is defined in the guideline document.
- The application form gazetted by the Department of Higher Education and Training (DHET) requires per individual information to be aggregated in a number of tables. This will require companies to collect training planned, and training implemented, information per staff member. Should companies not have these processes in place, urgent steps must be taken to ensure this is initiated.
- The grant disbursement amount has decreased from 50% to 20% of the Skills Development Levy (SDL).

The following questions have been added to **Section A1: Details of Employer**:

- Type of organisation e.g. partnership, co-operative, Section 21 company, sole proprietor
- Top 3 reasons for employees leaving organisation e.g. moving jobs, dismissal, immigration and the numbers of people leaving for these specific reasons.

A new section: **Section A2: Employment Summary** has been included. This form requires employers to complete an MS Excel worksheet containing the following detailed information, per employee, in the organisation. For 2013/2014 a number of the included fields are voluntary. However from 2014/2015, the completion of most of these voluntary fields will be compulsory (with the exception of 6-digit OFO codes). Employers are requested to commence with processes where the collection of this information occurs on an annual basis.

The following fields are now required per employee:

ID number, passport number or unique employee number	Compulsory
ID type (e.g. identity number, passport number or employee number)	Compulsory
Date of birth	Compulsory
Gender	Compulsory

Population Group	Compulsory
Disabled (Yes or No)	Compulsory
Type of disability and details on nature of disability	Compulsory
SA citizen	Compulsory
Specify country of origin where not SA citizen	Compulsory
Nature of employment contract F = Full-time P = Part-time	Voluntary
Type of employee P = Permanent T = Temporary	Voluntary
Highest qualification type	Voluntary
Highest NQF level	Voluntary
Relevant professional designation	Voluntary
Relevant Professional Body	Voluntary
Is this employee employed in a rural or urban area?	Compulsory
What is the postal code of the area in which the employee is employed?	Compulsory
In what place (village, town, city) is this employee employed?	Compulsory
In what local municipality is this employee employed?	Compulsory
In what province is this employee employed?	Compulsory
1 digit OFO code	Compulsory
1 digit OFO description	Compulsory
6 digit OFO code	Voluntary
6 digit OFO description	Voluntary
Specialisation linked to 6 digit OFO code	Voluntary
Job Title	Voluntary

Assistance on completing the Organising Framework for Occupations (OFO) may be obtained by downloading the latest version of the OFO codes from the Fasset website.

Section A3: Annual Training Report for the Period 1 April 2012 to 31 March 2013

- The OFO 2012 occupational categories have been used for reporting in the ATR 2012/2013.
- From 2014/2015, it is expected that the organisation must collect training implemented information per employee. This means that each training intervention implemented per person employed, will need to be reported on the Mandatory Grant form. This information will need to be reported by identity number, passport number or unique employee number.
- Employers are encouraged to commence with processes where the collection of this information occurs on an annual basis. Electronic systems and databases are likely to be needed to simplify this process.

Section A4: Annual Skills Priorities (Strategic Skills Development Priorities for the Financial Year 1 April 2012 to 31 March 2013)

- Reporting against a 10-level NQF must be done.
- From 2014/2015, it is expected that the organisation must collect training implemented information per employee. This means that each training intervention implemented per person employed, will need to be reported on the Mandatory Grant form. This information will need to be reported by identity number, passport number or unique employee number.
- Employers are required to commence with processes where the collection of this information occurs on an annual basis. Electronic systems and databases are likely to be needed to simplify this process.

Section A5: Skills Development Plan - Employees 2013/2014

- This is a new section of the grant application.
- This form was previously known as the Workplace Skills Plan (WSP), and similar information was requested.
- This form requires detail about those employed in the organisation, and for whom training has been planned.
- From the 2013/2014 year it is expected that employers must collect training plan information per employee. This means that each training intervention planned per employee, will need to be described on the training plan.

- Employers are requested to commence with processes, where the collection of this information occurs on an annual basis. This will likely involve the development and integration of information from personal development plans, per employee. Electronic systems and databases are likely to be needed to simplify this process.
- As this form specifies the training plan of individuals reflected on A2 Employment Summary, biographical detail can be determined via the unique employee number included in A2.
- The following fields are now required per employee:

ID number, passport number or unique employee number	Compulsory
Planned course title	Compulsory
Planned start date	Compulsory
Planned end date	Compulsory
Skills Priority number	Compulsory
Learning Programme Type (see Learning Programmes Matrix)	Compulsory
Pivotal Programme (Yes or No)	Compulsory
Level of course (entry, intermediate or advanced)	Compulsory
NQF level	Compulsory
Number of credits of planned course	Compulsory
Adult Education and Training (AET) (Yes or No)	Compulsory
Verified (Yes or No)	Compulsory

- For the ATR to be submitted in 2014/15 on 1 April 2014, information about the Educational Institution / Training Provider attended will be required. Employers must plan to collect this information.

Section A6: Skills Development Plan - Unemployed 2013/2014

- This is a new section of the grant application.
- The intention of this section is to determine intended efforts of the company in providing education and training in Pivotal Programmes to unemployed people.

Section A7: Scarce Skills 2013/2014 and 2014/2015

- No changes to the section of the form, for the current period, have been made.

Section A8: Grant Awareness

- In this section the Seta asks how you heard about the Mandatory Grant.
- The SMME Grant has been excluded.
- The NLRG has been included.
- The deadline date for all Discretionary Grants is Friday 14 February 2014.

Section A9: Impact of Staff Training 2012/2013

- Two questions have been added to this section:
 - Indicate how training as reported in the ATR has affected the organisation.
 - Percentage of payroll spent on training

Section A10: General

- In this section you are asked to clarify any aspect of this application.

Section A11: Authorisation

- No changes to the section of the form, for the current period, have been made.
- In terms of regulations to the Skills Development Act, 'in the case of an employer who has a recognition agreement with a trade union or unions in place, there must be evidence provided that the WSP and ATR have been subject to consultation with the recognised trade unions and the WSP and ATR must be signed off by the labour representative appointed by the recognised trade union unless an explanation is provided.' A labour representative is defined as a representative of the labour constituency within the workplace, appointed by the recognised trade union.

Section A12: Banking Details

- Attach at least one of the following to confirm banking details: original cancelled cheque or an original certified letter from the bank.

2. Mandatory Grant for public sector employers

General

- The form is available in MS Excel.
- A different form must be completed for private sector applicants.
- The guidelines to completing this form are available in MS Word.
- Fasset will upload the MS Excel form into a database, and may revert to the employer where there are data integrity or cleanup issues.
- The form includes reference to Pivotal Programmes. This term is defined in the Private Sector Mandatory Grant Form guideline document.
- The application form gazetted by the Department of Higher Education and Training (DHET) requires per individual information to be aggregated in a number of tables. This will require companies to collect training planned, and training implemented, information per staff member. Should companies not have these processes in place; urgent steps must be taken to ensure this is initiated.

3. Mandatory Grant for employers with less than 50 employees

- The SMME Grant has been removed from the list of available benefits to employers.
- The National Student Financial Aid Scheme (NSFAS) Grant (NLRG) has been included as a benefit to employees and employers.
- A section called *Grant Awareness* has been included, wherein the Seta asks how you heard about the grant.
- The process where changes in banking details have occurred, has changed.
- The grant disbursement amount has decreased from 50% to 20% of the Skills Development Levy (SDL).

4. Strategic Cash Grant

- The learning programme being applied (learnerships, qualifications and internships) for must result in a qualification registered on the NQF.
- Geographical status (urban/rural) of learner's matriculation, post-schooling and current employment status (Compulsory)
- The previous year's criteria have remained constant:
 - Specific learners who have registered on or completed Learnerships
 - Academic and Professional Study to specific employed and unemployed learners who have successfully completed a course of study at recognised institutions or professional bodies in scarce skills areas of study
 - Quality-Assured and Structured Workplace Experience where specific learners enter or complete full-time, on-the-job training (non-Learnership)
- Available to Black African learners and people with disabilities.
- A section called *Grant Awareness* has been included, wherein the Seta asks how you heard about the grant.
- Form numbering has changed.
- The process where changes in banking details have occurred, has changed.
- Due date Friday 14 February 2014.

5. Pivotal Grant

- This is a new grant.
- The grant allows firms to claim back 30% of the SDL where they have trained learners of any population group.
- The learning programme being applied (learnerships, qualifications and internships) for must result in a qualification registered on the NQF.

- Geographical status (urban/rural) of learner's matriculation, post-schooling and current employment status (Compulsory)
- The criteria for this grant are:
 - Specific learners who have registered on or completed Learnerships
 - Academic and Professional Study to specific employed and unemployed learners who have successfully completed a course of study at recognised institutions or professional bodies in scarce skills areas of study
 - Quality-Assured and Structured Workplace Experience where specific learners enter or complete full-time, on-the-job training (non-Learnership)
- This grant differs from the SCG in that the SCG is only applicable to African learners, whereas this grant is open to application from learners of any race group.
- Due date Friday 14 February 2014.

6. Learnership Cash Grant

- The grant deadline has changed to Friday 14 February 2014.
- Should an employer wish to add a learnership to the list of funded learnerships via this grant, they must make a written motivation to the Skills Planning department who will direct this request appropriately.
- Available to Black African learners and people with disabilities.
- The entry tariffs for a 3 year learnership available for learners, and learners with a disability, have increased to R 20,000 and R 35,000 respectively.
- A section called *Grant Awareness* has been included, wherein the Seta asks how you heard about the grant.

7. National Student Financial Aid Scheme (NSFAS) Loan Repayment Grant (NLRG)

- This grant was introduced in August 2012.
- Available to Black African learners and people with disabilities.
- Ensures retention of learners on learnerships.
- Applicable to learners currently commencing, undergoing, or completing a learnership in the 2013 calendar year with a Fasset employer.
- An employed learner or an employer representative e.g. Skills Development Facilitator may apply.
- A salary threshold applies.
- The grant may be applied for in tranches
- The following tariffs apply:

Length	Tariff	Amount
12 (1 year)	On registration	R 5,000
	In month 12 of the learnership	R 25,000
24 (2 year)	On registration	R 5,000
	In month 6 of the 24-month learnership	R 15,000
	In month 18 of the 24-month learnership	R 25,000
36 (3 year)	On registration	R 5,000
	In month 6 of the 36-month learnership	R 15,000
	In month 18 of the 36-month learnership	R 20,000
	In month 32 of the 36-month learnership	R 20,000

- A section called *Grant Awareness* has been included, wherein the Seta asks how you heard about the grant.
- Due date Friday 14 February 2014.

8. Assessor and Moderator Grant

- A maximum of R 4,500.00 will be paid per applicant, per identity number.
- The grant application can be submitted to Fasset after the individual's registration as an assessor or moderator with Fasset.

- Training may take place at any point prior, however the individual must be registered as an assessor / moderator in 2013.
- A section called *Grant Awareness* has been included, wherein the Seta asks how you heard about the grant.
- Due date Friday 14 February 2014.

9. Non Levy Payers and Skills Development Facilitators

- The current employment profile has been removed from both application forms.
- Non Levy Payers (NLPs) must register with Fasset annually in order to be admitted to attend the Fasset lifelong learning programme.
- The deadline has been removed for the NLP registration; however the membership expires after 12 months.

Please consult the Fasset website for copies of the grant application forms, and the latest information.