

# **Getting Started with Fasset in 2015/2016**

**15 October 2014**



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## 1. What is Fasset?

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Fasset is the Finance and Accounting Services Sector Education and Training Authority (SETA). It is one of the SETAs established in April 2000 in terms of the Skills Development Act (SDA) of 1998. This Act provides, inter alia, the institutional framework to devise and implement sector strategies to improve the skills of the workforce in order to:

- Increase the flow of new finance and accountancy entrants to employment
- Develop and grow the skills required in the sector
- Facilitate transformation of the finance and accountancy sector

SETAs drive, encourage and support skills development through:

- a system of levies and grants;
- addressing skills shortages and needs within the sector;
- the funding of specific strategic sector initiatives, e.g. development projects and free workshops;
- the provision of cash grants to employers in support of the implementation of skills development initiatives which support sector-specific strategic needs, such as the demographic transformation of the sector through learnerships;
- registration of learners;
- registration of learning programmes, and
- quality assurance of training providers and assessors of training.

## 2. What is Fasset's mission and goals?

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The SETA Board has identified three broad skills priority areas (corresponding to the Fasset mission) which are applicable to 2015/2016. These are:

- Increase the flow of new finance and accountancy entrants to employment
- Develop and grow the skills required in the sector
- Facilitate transformation of the finance and accountancy sector

The SETA goals are as follows:

- To conduct research into the skills needed in the sector and to provide stakeholders with information needed to make informed decisions on skills development.
- To support skills development initiatives to produce mid-level and high-level skills and transform the sector.
- To support workplaces in the sector to develop and grow the skills levels of the current workforce.

- To facilitate initiatives to grow finance and accounting skills enabling employability in the wider economy.

### **3. Where does Fasset get its income from?**

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All SETAs, including Fasset, operate through a levy-grant system, as determined by the Skills Development Levies Act (SDLA) of 1999. According to this Act, every employer in South Africa who is registered with the South African Revenue Service (SARS) for Pay-As-You-Earn (PAYE) is liable to register for the compulsory Skills Development Levy (SDL).

The contribution is 1% of total payroll (as calculated for PAYE), including staff who fall below the PAYE threshold, but excluding learners on registered learnership agreements, provided the employer's total annual payroll amount exceeds R 500,000.

### **4. What process do employers follow if they are exempt from paying SDL?**

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Employers that are exempt from paying the SDL, where their core business relate to finance, accounting, management consulting and other financial services, can register with Fasset as a non-levy paying member in order to qualify to participate in specific Fasset benefits.

These non-levy paying employers do not qualify for grants linked to the reimbursement of SDL (i.e. the Mandatory Grant and the PIVOTAL Grant) but do qualify to participate in other SETA benefits such as the Learnership Cash Grant (LCG) and the Lifelong Learning programme.

Different SETAs will have differing approaches with regard to the provision of benefits to employers who are exempt from paying SDL. The Fasset Board decides, on an annual basis, the benefits that will be made available to non-levy paying employers.

Non-levy payers can register with Fasset using the non-levy paying employer registration application, which is available on the [Fasset website](#). This registration is annual and must be renewed by the employer should they wish to remain on the SETA's database.

### **5. How do I find out if I am registered for the SDL?**

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Employers can check whether they are registered for the SDL by contacting their local SARS branch and citing their PAYE number. Employers not yet registered for the SDL must submit a completed SDL 201 form (available from SARS) and start remitting monthly levies to SARS. Fasset receives SDL from SARS two to three months in arrears.

## 6. To which SETA is my SDL going?

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When completing the SDL 201 form, first time registrants for the SDL are required to stipulate the SETA to which they wish to belong. The law stipulates that employers must register with the SETA whose scope includes the main business activity of the registrant. The scope of each SETA includes a specific set of Standard Industrial Classification (SIC) codes, which describe specific business activities.

The list of SETAs and their designated SIC codes can be viewed on the [Fasset website](#). The SIC codes that fall within the scope of Fasset are:

- 83110 Administration of Financial Markets
- 83120 Security Dealing Activities
- 83121 Stock Broking Activities
- 83180 Development Corporations and Organisations
- 83190 Activities Auxiliary to Financial Intermediation
- 88101 Tax Services
- 88102 Asset Portfolio Management
- 88103 Company Secretary Services
- 88120 Accounting, Bookkeeping and Auditing Activities
- 88121 Activities of Accountants and Auditors Registered in terms of the Public Accountants and Auditors Act
- 88122 Activities of Cost and Management Accountants
- 88123 Bookkeeping Activities, including Relevant Data Processing and Tabulating Activities
- 88140 Business and Management Consultancy Activities
- 88142 Project Financial Management
- 91108 South African Revenue Service (SARS)
- 9110E National and Provincial Treasuries

## 7. What do I do if I am registered with the incorrect SETA?

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If you wish to transfer from one SETA to another, you must contact the SETA you are currently registered with to obtain their permission for the move.

You will need to complete an Inter-SETA Transfer Form (IST01), which must be signed by a permanent, senior staff member (e.g. CEO, CFO) of your organisation and which must contain a description of your organisation's main business activity. This document is available on the [Fasset website](#).

Once the SETA receives this form, permission must be requested from the SETA with which you are registered. The IST01, along with the permission obtained, is then sent to the

Department of Higher Education and Training (DHET) who then request SARS to make this change.

SARS will then change the SETA to which your SDL is being paid. Once the new SETA receives your funds, you will then be registered with that SETA. You can then start applying for and receiving grant payments from the new SETA.

The SETA cannot be held responsible for changes not being made timeously. It is ultimately the responsibility of the employer to ensure they are registered with the correct SETA and to monitor the process and ensure the transfer is complete.

## **8. What is the process for obtaining a refund on the SDL?**

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Of the SDL paid over to SARS, 20% of the amount is transferred by the DHET to the National Skills Fund (NSF). This funding is used to fund large-scale development projects that will address national skills needs such as training those who are unemployed, the youth, people living in rural communities and people with disabilities.

The SETA receives the remaining 80% of the levy paid over by the employer. 10.5% of this levy may be retained by the SETA to fund its administration expenses, and the employer may claim back up to 69.5% of the remaining funding via a Mandatory and Discretionary Grant scheme.

Funding regulations to the SDA indicate that an organisation may claim back a Mandatory Grant of 20% of the SDL by submitting a Mandatory Grant (combined Skills development Plan (SDP) formerly known as the Workplace Skills Plan (WSP) and Annual Training Report (ATR) application) to the SETA.

The SDP portion of the Mandatory Grant contains the training plan of the firm for the current financial year. The ATR portion of the application reports on training for the preceding financial year. The purpose of the Mandatory Grant application is to ensure that firms are implementing training, i.e. planning their training for the year ahead and reporting on the training that was conducted in the previous period.

Actual training costs are not reimbursed via this grant; rather 20% of the SDL is refunded regardless of the amount employers spend on education and training. This grant application is due at the SETA by 30 April of every financial year.

The SETA may not issue an extension for the late submission of this grant. The only instances where the SETA may consider grant extensions are in cases of lateness due to *force majeure* (acts of god) and/or where the firm is a new entity in terms of registration for the SDL, and has submitted the grant application within six months of registering as a levy-paying entity.

## **9. The process for obtaining an SDL refund, where the IST is in process**

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In the case of an IST, the company must decide whether or not to submit a Mandatory Grant, and participate with the Seta with whom they are registered or with the Seta they are moving into. Many companies wait for the IST to be processed, while timeously submitting grant applications to Fasset, only to find that after the IST is processed and the company is with Fasset, that they Seta which they were with originally will not release or transfer the SDL to Fasset in order for Fasset to pay out the Mandatory Grants.

Fasset can negotiate on behalf of the company with the other Seta, by providing evidence of timeous grant submission to Fasset. The other Seta may then pay out the Mandatory Grant to the company. However, this is a discretionary decision as the other Seta is not required by law to transfer any monies for a prior financial year. Only levies received in the current financial year can legally be requested by a Seta in relation to an IST.

Should your firm be in the process of an IST and you are unsure as to which Seta to submit your grant to, Fasset recommends that you submit the Mandatory Grant to both Setas. This will ensure that should the transfer not be processed timeously, the grant will still be paid out by whichever Seta has your levies.

## **10. What happens with unclaimed levies?**

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Not all Fasset levy-payers claim their SDL back through a Mandatory Grant and unclaimed levies are used by Fasset to support strategic interventions (in terms of funding regulations to the SDA).

The Fasset Board decides on these strategic interventions annually. On approval of the strategic direction for the upcoming financial year, Fasset's management team is able to plan the implementation of interventions designed to improve the scarce skills situation in the sector.

## **11. Strategy of the SETA**

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The Fasset Board has committed the SETAs implementation plan to a number of areas:

- Transformation of the demographic profile of the sector by encouraging the education and training of employed and unemployed Black African people, and people with disabilities.

- Assisting small and medium-sized employers in becoming ‘training spaces’, via grants and incentives such as free training.
- Ensuring that scarce skills in the field of finance and accounting field are alleviated by training unemployed learners in programmes that bridge the gap between school and further or tertiary education, assist learners in completing relevant qualifications or professional designations, and bridging unemployed learners into the world of work.

## 12. What is a Skills Development Facilitator?

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The first step to participation in the grant scheme with the SETA is the registration of a Skills Development Facilitator (SDF). The SDF is an employee, or consultant to the employer, who performs a liaison and information-sharing role with the SETA. The SDF is required to keep up-to-date with changes within the skills development arena and SETA developments, and to communicate these back to the employer and the employees within the organisation. Non-levy payers are also required to register an SDF with Fasset.

Participating employers that may have changed their SDF should submit a Change of SDF Application Form, which is available on the [Fasset website](#).

Further information on SDFs and their role can be found on the [Fasset website](#).

## 13. What discretionary grants does Fasset offer?

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A full list of discretionary grants is made available annually and can be found on the [Fasset website](#). All discretionary grants are due on 15 February. Full details regarding the criteria and application forms are available on the Fasset website.

### PIVOTAL Grant

Fasset offers employers a PIVOTAL Grant of a maximum of 49.5% of the SDL where the employer has undertaken training in strategic skills areas i.e. learnerships and qualifications, in the period 1 January to 31 December. This grant is due on 15 February and is focussed on Black African people and people with disabilities.

The following programmes (defined as PIVOTAL Programmes) are applicable to this 2015/2016 grant:

- Specific learners who have registered on or completed Learnerships
- Academic and Professional Study (bursaries) to specific employed and unemployed learners who have successfully completed a course of study at recognised institutions or professional bodies



The following programmes (defined as PIVOTAL Programmes) are applicable to this 2015/2016 grant:

- Specific learners who have registered on or completed Learnerships
- Academic and Professional Study (bursaries) to specific employed and unemployed learners who have successfully completed a course of study at recognised institutions or professional bodies

### **Learnership Cash Grant**

Fasset offers a Learnership Cash Grants (LCG) to employers that provide an opportunity for learners to commence and/or complete a learnership programme in their workplace. LCGs are available to levy-paying and non-levy paying employers, who have a staff compliment of less than 150 employees.

Black African learners and all learners with disabilities commencing or completing a Fasset learnership in the period 1 January to 31 December will be eligible for this grant. Learner commencement or completion will be determined by the registered learner being recorded on the Fasset database and the correct learner confirmation letter being attached.

Employers will be rewarded according to schedule of tariffs for commencement and completion. The tariffs change from time-to-time, and all information may be found on the [Fasset website](#).

### **National Student Financial Aid Scheme Loan Repayment Grant**

Black African learners and learners with disabilities, completing three-year learnerships in the Fasset sector, will be relieved of their National Student Financial Aid Scheme (NSFAS) financial burden; the SETA will pay a maximum of R 60,000 towards outstanding NSFAS loans for a minimum of 3-year qualifications. The grant is paid in tranches, across the duration of the learnership programme to ensure that the learner is retained on the programme as long as possible.

## **14. How do I attend Fasset's free training events?**

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Fasset offers free training to members (both levy-paying and non-levy paying) who are up-to-date with their registration with Fasset.

This programme supports the training needs of mainly small business, and the topics provided aim to assist them in training existing staff, especially learners who have been recruited on Fasset learnership programmes. The topics include content which members can apply to their own businesses and when advising their clients. The training can be counted

towards the Continuous Professional Education (CPE) requirements of most professional bodies and Fasset has, therefore, termed this programme the Lifelong Learning programme.

There are three content areas covered by the Lifelong Learning programme:

1. **Soft skills:** These courses aim to improve the non-technical skills of learners such as communication, management and leadership. Most Fasset learnerships address technical skills but learners also need to possess certain cross-functional skills.
2. **Legislative Updates:** These courses aim to ensure that changes to the legislation and regulatory framework are understood in the Fasset sector. This includes an annual Budget and Tax Update.
3. **Skills Development Facilitators (SDF):** SDFs are crucial in ensuring that the skills revolution occurs in South Africa (starting within the workplace), and that scarce skills are addressed in South Africa. Training for these advocates of skills development is therefore supported by Fasset.

Upcoming Lifelong Learning topics and dates are advertised on the [Fasset website](#) and via other communiqués. Members are encouraged to check that their contact details are up-to-date on the Fasset database to ensure that they receive Fasset communication media such as e-mails and faxes. SDFs that receive invitations to Lifelong Learning events are responsible for disseminating to all staff in the organisation.

## 15. Bridging Projects

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As part of the Board's strategic direction, Fasset commissions projects that meet the needs of the sector as defined in the Sector Skills Plan (SSP) (available on the [Fasset website](#)).

Fasset's Projects aim to increase the supply of skilled labour in the Fasset sector and to alleviate the scarce skills situation reported by the sector. In line with Fasset's focus on transforming the sector, Black African and learners with disabilities will be funded,

Fasset commissions these projects via a tender process which is advertised in the Government Gazette and on the [Fasset website](#) annually.

Four focus areas will be funded in 2015/2016. Bridging projects will be offered in the following four intervention areas.

### Access to Higher Education

Learners lacking requisite entry requirements into a sector-specific higher education qualification will be funded. These learners have made incorrect subject choices or followed an unrelated discipline and wish to enter the finance and accounting field. Through the bridging programme, learners will complete courses and meet entry requirements which allow them to enter sector-relevant higher education qualifications, for progression in the

sector. Costs funded will include but is not limited to tuition fees, examination support courses and soft skills interventions.

## **Academic Programmes**

These funded programmes will enable the completion of scarce skills qualifications or professional designations for Black African and disabled learners. This programme specifically intends to collaborate with public providers such as universities, or professional bodies, in order to address the requirement for graduates lacking scarce skills. Subsequent to the programme, learners will be placed in learnerships, internships or full-time employment. Funding includes but is not limited to tuition fees, examination support courses and soft skills interventions will be funded.

## **Access to Employment**

Programmes focusing on access to employment will allow the upskilling of learners in both the social and technical skills required to make them ready for the world of work. Work readiness programmes will be offered to learners recruited via specific projects and includes for example, technical skills, assertiveness, IT and English language training courses. Programmes may last up to six months,

It has been determined that employers are reluctant to employ new graduates, especially on learnerships, due to their lack of experience. After receiving the work readiness training, beneficiaries of these projects are to be placed in firms in the Fasset sector in learnerships, internships or full-time employment.

Unemployed learners, part of the NEET (Not in Employment Education and Training) learner population, is a ministerial imperative.

## **Fasset as an Incubator Sector**

Cross-sectoral projects will be established to address skills needs along local supply chains aimed at supporting local economic development and alleviating youth unemployment. Fasset will ensure learnerships and qualifications will be developed (that can be applied cross-sectorally). In addition, Fasset will fund programmes for learners to be placed in other sectors. Whilst implementing these programmes, cross-Seta collaboration will occur.

## **16. What is a Learnership?**

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A learnership is a work-based education and training programme geared towards a qualification, and is key to the success of the National Skills Development Strategy (NSDS).

Based on the history of on-the-job training in the Fasset sector, Fasset, together with the professional bodies operating in the area of finance, accounting and bookkeeping, converted many available training programmes and qualifications into learnerships.

## 17. How do I register a Learnership Agreement with Fasset?

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1. Ensure that the relevant accreditations are valid and current for the workplace and/or training provider (accreditation requirements for learnerships differ; please verify with Fasset prior to learnership implementation).
2. Register the learner with a professional body and/or the training provider.
3. Sign an employment contract with the learner.
4. Sign a learnership agreement with the learner.
5. Submit the original, current learnership agreement, initialled by all parties, and signed to Fasset together with the following:
  - Proof of learner registration with a professional body (student number)
  - Employer / training provider accreditation status with a professional body / Fasset (copy of letter/certificate)
  - Copy of employment letter/letter of appointment
  - Copy of learner's identity document

Full details on the learnership registration process are available on the [Fasset website](#).

## 18. Learnership Tax Deductions

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The tax deduction (to be claimed from SARS as per the Income Tax Act 2009) is as follows:

Period	Learner Allowance		Learner (With Disability) Allowance	
	Commencement	Completion	Commencement	Completion
1 – 12 months	R 30,000	R 30,000	R 50,000	R 50,000
12 – 24 months	R 30,000	R 30,000	R 50,000	R 50,000
24 – 36 months	R 30,000	R 30,000	R 50,000	R 50,000
<b>Total</b>	<b>R 90,000</b>	<b>R 90,000</b>	<b>R 150,000</b>	<b>R 150,000</b>
<b>Grand Total</b>	<b>R 180,000</b>		<b>R 300,000</b>	

The employer may claim an amount on commencement and again on completion of the learner per year that they progress through the learnership.

## 19. What Learnerships does Fasset offer?

The following learnerships fall within the quality assurance scope of the Fasset SETA. The current list of learnerships and the registration process can be found on the [Fasset website](#).

No.	Title	NLRD No.	NQF	Professional Body
1	<b>Professional Qualification: Chartered Certified Accountant</b> The Chartered Certified Accountant Programme confers the designation ACCA. Members are recognised to perform the Audit Function in the UK and certain European and other countries. Employees without formal tertiary qualifications gain access by means of the Professional Qualification: Chartered Certified Accountant Programme.	63550	8	Association of Chartered Certified Accountants (ACCA) 0860 02 10 10 (ACCA Connect)
2	<b>Certificate: Certified Accounting Technician</b> Certified Accounting Technicians function as accounts support staff offering assistance to professional Accountants. This qualification affords access for employees without formal tertiary qualifications, to the ACCA Chartered Certified Accountant designation.	20397	5	
3	<b>Professional Qualification: Chartered Management Accountant</b> Allows learners who meet the minimum entrance requirements and successfully complete this qualification to register as Chartered Management Accountants with the designation ACMA.	20400	7	
4	<b>National Diploma: Management Accounting</b> Ideal for individuals moving into management positions and for those who wish to begin specialising in Management Accounting. Includes, among others, the roles of Cost Accountant, Accountant, Management Accountant and Financial Manager.	24406	6	Chartered Institute of Management Accountants (CIMA) 011 788 8723 Johannesburg@cimaglobal.com www.cimaglobal.com
5	<b>National Certificate: Business Accounting</b> Ideal for learners entering the workplace who will be involved in providing accounting support services and also aimed at current employees in similar positions who require a formal certificate in basic accounting skills.	24418	5	
6	<b>Post Graduate Professional Qualification: Professional Accountant in Business</b> Commerce and Industry members of the Institute provide a number of accountancy related services to companies, close corporations, partnerships, sole proprietors, trusts and various other types of small business and non-corporate undertakings.	20392	7	South African Institute of Professional Accountants (SAIPA) Ms Angela Forrest 011 207 7840 aforrest@saipa.co.za
7	<b>Post Graduate Diploma: Professional Accountant in Practice</b> Practising members of the Institute perform duties as an Accounting Officer and provide a number of	20391	7	

No.	Title	NLRD No.	NQF	Professional Body	
	accountancy related services to companies, close corporations, partnerships, sole proprietors, trusts and various other types of small business and non-corporate undertakings.				
8	<b>Certificate: Accounting Technician</b> This learnership is based on a qualification awarded by the AAT. In South Africa the AAT works as AAT (SA). This is a joint partnership between The South African Institute of Chartered Accountants (SAICA), South Africa's top accountancy body, and the AAT, the leading international body promoting the skills and recognition of accounting technicians.	73710	3	Association of Accounting Technicians AAT(SA) (011) – 621 6888 info@aatsa.org.za	
9	<b>Certificate: Local Government Accounting</b> This learnership is based on a qualification awarded by the AAT. The Local Government Accounting learnership is specifically aimed at learners who are employed in Local Government. This qualification provides an ideal entry point for those wanting to begin a career in local government accounting.	59751	3		
10	<b>Advanced Certificate: Local Government Accounting</b> This learnership is based on a qualification awarded by the AAT. In South Africa the AAT works through AAT (SA). This is a joint partnership between The South African Institute of Chartered Accountants (SAICA), South Africa's top accountancy body, and the AAT, the leading international body promoting the skills and recognition of accounting technicians.	73712	4		
11	<b>Further Education and Training Certificate: Accounting Technician</b> This learnership is based on a qualification awarded by the AAT. In South Africa the AAT works as AAT (SA). This is a joint partnership between The South African Institute of Chartered Accountants (SAICA), South Africa's top accountancy body, and the AAT, the leading international body promoting the skills and recognition of accounting technicians.	77143	4		
12	<b>Certificate: Accounting</b> This learnership is based on a qualification awarded by the AAT. In South Africa the AAT works as AAT(SA). This is a joint partnership between The South African Institute of Chartered Accountants (SAICA), South Africa's top accountancy body, and the AAT, the leading international body promoting the skills and recognition of accounting technicians.	80189	5		
13	<b>National Certificate: Bookkeeping</b> This qualification previously known as the Certificate for Registered Clerk aims at equipping learners to perform the Accounting function in small organisations and to provide support to Financial Administrators, Accounting Technicians, Accountants and Financial Managers in medium and large organisations so that the Accounting	58375	3		Institute of Certified Bookkeepers (ICB) Wedaad Shira (021) 659 1300 wedaad@icb.org.za

No.	Title	NLRD No.	NQF	Professional Body
	and Financial Management functions can be performed effectively.			
14	<b>National Diploma: Technical Financial Accountant</b> Financial Accounting Technicians undertake basic Bookkeeping and Accounting procedures in a variety of situations. They function within general Accounting and Financial Management roles where they lend support to the Accountant and/or the Financial Manager.	36213	5	
15	<b>National Certificate Small Business Financial Management</b> Specifically designed for those learners who are, or wish to become, owner-managers and for learners who are responsible for the keeping of financial records of a small business.	48736	4	
16	<b>Certificate: Office Administration</b> The learnership in Office Administration is aimed at people in clerical and administrative positions in all businesses in all industries. An Office Administrator provides a supportive role in any business.	23618	5	
17	<b>Further Education and Training Certificate: Bookkeeping</b> Aims at equipping learners to perform the Accounting function in small organisations and to provide support to Accountants and Financial Managers in medium and large organisations so that the accounting and financial Management functions can be performed effectively.	58376	4	
18	<b>Senior Office Administrator</b> The Senior Office Administrator Learnership offered through the Institute of Certified Bookkeepers is the second learnership in the Office Administration field. Learners who complete this learnership will be able to perform and work as secretaries, General Office Managers, Human Resources Administrators, and Labour Relations Administrators. Use your understanding of office management techniques and your thorough knowledge of human resources, labour relations and economics.	23619	5	
19	<b>Certificate: Public Sector Accounting</b> Specifically designed for Accounts Administrator in the public sector who realise the importance of completing a professional qualification that will equip them with the necessary skills to cope effectively with the demands of their changing environment.	20352	4	
20	<b>Diploma: Public Sector Accounting</b> Specifically designed for Accounting Technician in the public sector who realise the importance of completing a professional qualification that will equip them with the necessary skills to cope effectively with the demands of their changing environment.	20353	5	
21	<b>Chartered Accountant : Auditing</b>	48913	7	South African Institute of Chartered

No.	Title	NLRD No.	NQF	Professional Body
	The Audit Specialism focuses specifically on Auditing, allowing registered Chartered Accountants to approve annual financial statements in Public Accounting and Auditing Practice when registered with the Public Accountants' and Auditors' Board.			Accountants (SAICA) Ms Adri Kleinhans (011) 621 6600 adrik@saica.co.za
22	<b>FET Certificate: Debt Recovery</b> This is for any individual who is or wishes to be involved in the Debt Recovery function within the business sector and is intended to enhance the provision of service within the field of Debt Recovery within the business and commerce sector.	49021	4	Fasset Ms Nomadlozi Buthelezi (011) 476 8570 Nomadlozi.Buthelezi@fasset.org.za
23	<b>Certificate: General Internal Auditing</b> The purpose of the GIA qualification is to provide a second step in the career path of an internal auditor building on the foundation of awareness established in the first level qualification (IAT). The GIA will enable the learner to perform the functions and move into the refinement of soft skills and management responsibilities associated with the discipline.	20359	7	Institute of Internal Auditors (IIA) Mr Lawrence Chetty (011) 450 1040 lawrence@iiasa.org.za
24	<b>Advanced Certificate: Forensic Practitioner</b> Learnership is based on the CFE qualification awarded by the Association of Certified Fraud Examiners - an international, professional organization. The purpose of the CFP is to assist learners in the preparation of the CFE Exam. The Advanced Certificate: Forensic Practitioner is available to all candidates who successfully complete the CFE Exam (International version).	67269	6	Jaco de Jager CEO : Association of Certified Fraud Examiners - SA Chapter jaco@acfesa.co.za 082 927 2246 Fax: 086 659 0378 www.acfe.org.za
25	<b>Diploma: Financial Accounting - Accounting Officer</b> IAC Practising Accounting Officers are able to perform the duties of an Accounting Officer as defined in Section 60 of the Close Corporations Act No.69 of 1984 as well as Independent Accounting Professionals as defined in Regulation 26(1)(d) of the Companies Act No71 of 2008. IAC Accounting Officers are able to provide a wide range of accounting and tax services to close corporations, companies, trusts, body corporates, partnerships, sole proprietors and various other types of small businesses.	35957	6	The Institute of Administration and Commerce (IAC) Mr Ehsaan Nagia (021) 761 6211 Tcb1@telkom.net
26	<b>Professional Qualification: Governance and Administration</b> The qualification provides the learner with a level of knowledge and competence that can be applied in a practical workplace environment, involving elements of management, administration and governance. The qualification provides the learner with the knowledge and skills that can be applied in a variety of entities as well as an understanding of their philosophy and operational requirements. It also provides a step to a higher level of learning in governance, administration and finance, and widens the learner's opportunities for advancement. The learner will be equipped with the skills to handle a variety of administrative functions	60149/ 60653	6	Jacqui Baumgardt Chartered Secretaries - Southern Africa Tel: 031 7083971 Cell: 0848152018 Fax: 0866277756 jacqui@icsa.co.za



No.	Title	NLRD No.	NQF	Professional Body
	within the scope of management, management information systems, taxation and financial accounting.			
27	<p><b>Professional Advanced Qualification: Governance and Administration</b></p> <p>The purpose of the qualification is to equip senior managers and administrators in the public and private sectors with the theory relating to administration, management and corporate governance underpinning their work. This will enable them to acquire the practical skills to perform competently within an organisation. The learning in the qualification is broad-based, with the emphasis on governance, administration and strategic issues. This covers the requirements of both the public and private sectors. The attainment of this qualification permits students to apply for membership of the CIBM, and to act as an Accounting Officer.</p>	60151/ 60655	6	
28	<p><b>Professional Qualification: Management and Administration</b></p> <p>The qualification provides the learner with the knowledge and skills that can be applied in a variety of entities as well as an understanding of their philosophy and operational requirements. It also provides a step to a higher phase of learning in governance, administration and finance, and widens the learner's opportunities for advancement. The learner will be equipped with the primary skills to handle a variety of administrative functions within the scope of financial, contractual, information technology, economic and communication skills. This infers the ability to absorb new learning as well as being able to apply the learning to a variety of familiar and new situations.</p>	60651/ 60154	6	
29	<p><b>Professional Post-Graduate Qualification: Company Secretarial and Governance Practice</b></p> <p>The course of study is designed to equip learners to enter the profession as a Chartered Secretary. The Chartered Secretary is a high-level professional Administrator, alert to change, strong on people skills and thoroughly disciplined. In addition, the Chartered Secretary has the ability to communicate clearly with a range of senior officials and other stakeholders – including Board Directors, Customers, Bankers, Brokers, Shareholders, Taxation and State officials. The effective Administrator will drive a team to attend to matters affecting accounting, purchasing, manufacturing, planning, finance, risk management, compliance, marketing, labour relations, and human resources.</p>	60153/ 60654	7	

## 20. Learning Programmes Matrix

The Learning Programmes Matrix (LPM), as published in Annexure 300 (A) Government Gazette, 11 October 2013), Codes of Good Practice, to Section 9 of the Broad-Based Black Economic Empowerment Act, 2003 (Act 53 of 2003) is as follows.

Category and Learning Mode	Narrative Description	Delivery Mode and Learning Site	Learning Achievement	Fasset Example
A. Bursaries	Institution-based theoretical instruction alone – formally assessed by the institution	Institutional instruction at institutions such as universities and colleges, schools, ABET providers	Recognised theoretical knowledge resulting in the achievement of a degree, diploma or certificate issued by an accredited or registered formal institution of learning	Business Science Degree (University of Cape Town)
B. Internships	Institution-based theoretical instruction as well as some practical learning with an employer or in a simulated work environment - formally assessed through the institution	Mixed mode delivery with institutional instruction as well as supervised learning in an appropriate workplace or simulated work environment at institutions such as universities and colleges, schools, ABET providers and workplace	Theoretical knowledge and workplace experience with set requirements resulting in the achievement of a degree, diploma or certificate issued by an accredited or registered formal institution of learning	National Diploma Public Relations Management at Vaal University of Technology. Third Year: Communication Science III and Public Relations III. Nine months practical training plus three contact sessions per semester.
C. Learnerships	Recognised or registered structured experiential learning in the workplace that is required after the achievement of a qualification – formally assessed by a statutory occupational or professional body	Structured learning in the workplace with mentoring or coaching	Occupational or professional knowledge and experience formally recognised through registration or licensing	Post Graduate Diploma: Professional Accountant in Practice (via a learnership) – Practising members of the Institute perform duties as an Accounting Officer and provide a number of accountancy related services MBCHB – Medical Science

Category and Learning Mode	Narrative Description	Delivery Mode and Learning Site	Learning Achievement	Fasset Example
				Masters which includes ongoing practical training e.g. dissection, in simulated hospital environments
D. Learnerships or Apprenticeships	Occupationally-directed instructional and work-based learning programme that requires a formal contract – formally assessed by an accredited body	Institutional instruction together with structured, supervised experiential learning in the workplace	Theoretical knowledge and workplace learning, resulting in the achievement of a South African Qualifications Authority registered qualification, a certificate or other similar occupational or professional qualification issued by an accredited or registered formal institution of learning	FET Certificate: Debt Recovery (via a learnership) – This is for any individual who is or wishes to be involved in the Debt Recovery function within the business sector and is intended to enhance the provision of service within the field of Debt Recovery within the business and commerce sector.
E. Work-integrated learning	Occupationally-directed instructional and work-based learning programme that does not require a formal contract – formally assessed by an accredited body	Structured, supervised experiential learning in the workplace which may include some institutional instruction at the workplace, institutional as well as ABET providers	Credits awarded for registered unit standards, continued professional development, improved performance or skills (e.g. evidence of outputs based on Performance Development Programme)	Achievement of a part-qualification quality assured via the Quality Council for Trades and Occupations (QCTO).
F: Informal training	Occupationally-directed informal instructional programmes	Structured information sharing or direct instruction involving workshops, seminars and conferences and short courses	Institutions, conferences and meetings	Fasset Budget & Tax Update
G. Informal training	Work-based informal programmes	Informal training at the workplace	Increased understanding of job or work context or improved performance or skills	Internal work-based sessions where product training takes place.

## 21. Defining Scarce and Critical Skills?

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The term 'scarce skill' refers to those occupations that are characterised by a scarcity of qualified and experienced people (current and anticipated). In other words, occupations in which numerical imbalances exist in employment because of a difference between the demand for and the supply of skills.

The term 'critical skill' refers to particular elements of an occupation, or the qualitative deficiencies that may exist or develop in the skills apparatus of the existing workforce.

A company may experience a shortage of Chartered Accountants (CAs) in their local economy. For example, due to the migration of students to the Free State from rural areas in the Northern Cape, there may be difficulties in recruiting and retaining CA staff. This shortage is a scarce skill.

The existing accountants in these rural areas could have a knowledge gap in the area of, for example, Estates, as a result of Estates trainers not providing training in rural areas. Such a skill is important to the functioning of an accountant and is therefore referred to as a critical skills gap.

## 22. Addressing scarce skills with Learnerships

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The implementation of learnerships will assist in addressing the existence of scarce skills. A list of Fasset learnerships is provided alongside and full details regarding each specific learnership is available on the [Fasset website](#).

## 23. Current Scarce Skills

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Research shows that scarce skills already exist in the sector, mainly in the professional occupations.

The lack of qualified black people is experienced as a serious problem, especially in the higher-level occupations and professional designations. Many employers (especially large employers) find it difficult to meet their employment equity targets because of the unavailability of suitably qualified black staff.

Occupations in the table below have been listed as scarce for the period 1 April 2015 to 31 March 2015. Only occupations where shortages of 10 or more people were experienced were specified.

Occupation	Total Number required
External Auditor	407
Accountant (General)	359
Securities Services Administrative Officer	152
Corporate General Manager	136
Internal Auditor	135
Accountant in Practice	108
Management Consultant	78
Financial Investment Advisor	69
Programme or Project Manager	63
Finance Manager	21

Source: Draft Sector Skills Plan 2015/2016

## 24. How to monitor grant payments received?

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Fasset schedules regular grant payment dates and endeavours to make grant payments according to this schedule. There will, however, be instances where this is not possible. If Fasset has not received levies from SARS, or specific ad hoc grants have to be paid, grant payments will not be made according to the schedule.

Planned payment dates are provided on the [Fasset website](#). Payments are made electronically through an electronic funds transfer and your bank statement will show your SDL number as a reference.

All registered SDFs have direct access to on-line account details. This access can be obtained on the stakeholder log-on section of the [Fasset website](#) using the user name and password issued by the Fasset Call Centre. Once logged on to the system, you simply need to select the 'Grants & Levies' tab, followed by the year you wish to view.

If the levies Fasset has received from SARS do not match actual payments made, please contact your local SARS branch. They will require copies of your SDL 201 remittance advice and proof of payment.

Please remember that Fasset receives (and therefore only records) levies approximately two months in arrears.

## 25. What benefits are available from Fasset for 2015/2016?

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Fasset offers a number of benefits to both levy-paying firms and non-levy paying firms who have registered with Fasset. The table below summarises these grants and benefits for the period 1 April 2015 to 31 March 2016.

Benefits 2014/2015	SDL Paying	Non SDL Paying
Mandatory Grant – 20% of Skills Development Levy (SDL)	✓	NA, no SDL paid
PIVOTAL Grant – up to 49.5% of SDL	✓	NA, no SDL paid
Learnership Cash Grant	✓	✓
NSFAS Loan Repayment Grant	✓	✓
Free Lifelong Learning Training Events	✓	✓
Training of learners in order to enable them to access employment in the Fasset sector (work readiness programmes) – to enhance the supply of labour to the sector in all provinces	✓	✓
Education of learners in order to enable them to: <ul style="list-style-type: none"> <li>- access academic and professional programmes</li> <li>- access to higher education</li> </ul>	✓	✓
Learnership Tax Deductions	✓	✓

## 26. I need help to get started!

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The Fasset Call Centre is fully equipped to handle any enquiry and we urge all stakeholders who are starting out with Fasset to contact them directly for information.

The Call Centre operates during working hours and can be reached via e-mail to [fassetcallcentre@fasset.org.za](mailto:fassetcallcentre@fasset.org.za) or on 086 101 0001. The [Fasset website](http://www.fasset.org.za) ([www.fasset.org.za](http://www.fasset.org.za)) is a source of application forms, news updates and general information.

## 27. Contact Details

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 Building 3, Ground Floor, 299 Pendoring Road, Blackheath  
 Call Centre: 086 101 0001  
 e-mail: [fassetcallcentre@fasset.org.za](mailto:fassetcallcentre@fasset.org.za)  
 Web: [www.fasset.org.za](http://www.fasset.org.za)