

NSFAS Loan Repayment Grant (NLRG) Requirements and Application 2017/2018

For the Period 1 January to 31 December 2017



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INTRODUCTION AND BACKGROUND

1. Access to a quality education remains a key factor inhibiting transformation of the Fasset sector. Education represents a way out of deprivation and poverty in South Africa.
2. The National Student Financial Aid Scheme (NSFAS) provides financial aid study loans and bursaries for academically deserving and financially needy students. A NSFAS study loan or bursary is for those who do not have the financial means to fund their studies and / or cannot access commercial bank loans or bursaries.
3. The Fasset grant is predominantly geared towards assisting learners in becoming financially independent of their NSFAS debt through the SETA repayment towards the learner's debt.
4. The secondary goal is to assist transformation in the sector, in supporting African Black learners; Coloured learners working in the Northern Cape (NC) and Western Cape (WC) only and learners with disabilities (of any population group) who are South Africans, to settle their NSFAS debt.
5. Learners will be relieved of the financial burden of the NSFAS loan and will be more likely to complete their learnerships without having to change jobs or learnerships for higher salaries to pay off their loans.
6. Learners who have already completed a qualification within the Fasset sector and are being hampered in achieving their potential, due to the financial burden that they are carrying in repaying the loan, will be assisted.
7. Only African Black and Coloured South African learners (working in the NC and WC) and learners with disabilities, with a valid South African identity document, may apply for the grant. This means African Black people and Coloured people in the Northern Cape and Western Cape only, who are South African citizens by birth or became a South African citizen before 27 April 1994. This is due to the over-representation of White and Indian learners, and the appropriate representation of Coloured learners in employment in the Fasset sector in other provinces, as compared with the national population statistics. For this reason most discretionary funding (with the exception of Lifelong Learning and Learner Professional Development) is to be directed to supporting interventions that assist in improving the demographic balance in the Fasset sector and the goals of the Employment Act (1999).

A. CRITERIA FOR GRANT APPROVAL

i. Eligible Learners

1. Only African Black and Coloured South Africans (working in the NC and WC) and people with disabilities with a valid South African identity document may apply for the grant.
2. This grant is applicable to learners who:
 - a. are in full-time employment, on or completing a learnership programme in 2017;
 - b. with an employer whose levy number falls into Fasset; or
 - c. with an employer who is a registered non-levy payer (NLP) in Fasset's sector. NLP registration must be renewed annually.
3. Learners who are currently in their second or third year of a learnership and who are claiming this grant for the first time, will be eligible to apply for all completed years of the learnership.
4. Only qualifications linked to Fasset's scarce skills are eligible for this grant. Fasset's scarce skills guide can be found on the website at www.fasset.org.za. The list of Fasset's top ten (10) scarce skills for 2017/18 can be found in table one (1), section G, at the end of these requirements.

ii. Eligible Programmes

Only specific qualifications and learnership programmes are eligible for this grant. These are described below.

1. For qualifications, the following is applicable:
 - 1.1 The qualification completed must relate to one of the top ten (10) scarce skill in the Fasset sector. The 2016/17 list of top ten (10) scarce skills can be found on the website at www.fasset.org.za and in table 1, section G at the end of these requirements.
 - 1.2 An official transcript or certificate showing successful qualification completion, must accompany each application.
2. For learnership programmes, the following is applicable:

- 2.1 The learnership may be registered with Fasset or with another SETA (as defined in the Skills Development Act 97 of 2000 as amended).
- 2.2 An official confirmation letter of the registered learner should be attached to the application in the case of a registered learner i.e. a learner letter of commencement.
- 2.3 The date on which the agreement was processed, determines eligibility for this grant i.e. if a learnership start date in the agreement is 1 December 2017, but the agreement is only processed by Fasset / SAICA on 1 February 2018, the employer cannot claim for that particular learner, as the processing date falls outside the requisite period.
- 2.4 The learnership programme must not be less than 12 months, on a full-time basis.
- 2.5 The learnership completed must relate to one of the top ten (10) scarce skill in the Fasset sector. The 2016/17 list of top ten (10) scarce skills can be found on the website at www.fasset.org.za and in table 1, section G at the end of these requirements.

B. COMPLETION REQUIREMENTS AND OTHER INFORMATION

1. Grants can be submitted via the on-line application system or in hard-copy.
2. The grant application must be submitted by Thursday, 15 February 2018.
3. An employer may apply for the grant at different times of the year, for different learners or the same learner applying for a different tranche.
4. A copy of the grant application must be kept by the applicant.
5. Fasset reserves the right to conduct monitoring visits to employers who have received the NSFAS Grant.
6. Submissions for this grant may be initiated by an employed learner or an employer representative.
7. It must be ensured that the SDF (the contact person with the employer who is responsible for liaising with the SETA), the learner holding the outstanding NSFAS loan and the relevant Authorised Signatory (the CEO or CFO) sign each page of the grant application form.
8. Applications will be processed on a first-come, first-served basis as of 1 April 2017, due to a limit on the funding. Grant applications will be processed in the order in which they are received. An incomplete form (which includes missing information) will result in the rejection of the application. Applicants are welcome to re-apply, provided there is adherence to the deadline date.

C. PAYOUT CRITERIA

1. Should the application for this grant be approved, the loan repayment will be made directly to NSFAS, towards settlement of the loan. Neither the employer, nor the learner, will receive any direct payment.
2. If the outstanding NSFAS loan is **higher** than the amount approved by the SETA, the lesser amount will be paid (according to the tranche system described below), and the loan will not be settled in full. If the outstanding NSFAS loan is **lower** than the amount approved by the SETA, the actual amount will be paid (according to the tranche system described below), and the loan will be settled in full.
3. An updated statement of results / academic transcript and settlement letter for the NSFAS loan account must accompany the grant application as proof that the learner has completed the academic component.
4. The grant will be paid, on application, in a maximum of four tranches. The amount paid in each tranche depends on the length of the learnership programme and the duration of the learnership that has been completed.
5. The grant is linked to the period of the learnership, not the period of study or the amount outstanding on the loan. The grant tariffs are as follows:

Length of Learnership	Tariff	Tranche amount	Total maximum	Required Evidence
12 month (1-year)	On registration	R 5,000	R 30,000	<ul style="list-style-type: none"> • A certified copy of valid South African identity document. • Learnership confirmation letter. • Proof that the learner has completed their qualification and an
	In month 12 of the learnership	R 25,000		
24-month (2 year)	On registration	R 5,000	R 45,000	
	In month 6 of the 24-month learnership.	R 15,000		
	In month 18 of the 24-month learnership.	R 25,000		
36-month	On registration	R 5,000	R 60,000	

(3 year)	In month 6 of the 36-month learnership.	R 15,000	updated academic transcript is submitted. <ul style="list-style-type: none"> • Copy of NSFAS account that is not older than 1 month.
	In month 18 of the 36-month learnership.	R 20,000	
	In month 32 of the 36-month learnership.	R 20,000	

- Fasset may take up to three months to approve a grant application. The period of assessment may be shorter, depending on the number of grant applications received at that time.
- Within two months of receiving the letter of grant approval for the NSFAS grant, learners should check their NSFAS account to confirm that payment of the grant has been made.

D. DEADLINE DATE AND MODE OF GRANT SUBMISSION

- The due date for this discretionary grants is Thursday, 15 February 2018.
- Fasset's office hours are as follows:
Monday-Thursday: 08h00-16h30
Friday: 08h00-16h00
- The Fasset offices are not open over weekends.
- Hard copies of signed grant submissions or grant applications must be delivered to Fasset by close of business (16h30) on Thursday, 15 February 2018. Proof of grant submissions or completed applications may be faxed or emailed to Fasset to reach the office by Thursday, 15 February 2018.
- Fasset's office hours are as follows:
Monday-Thursday: 08h00-16h30
Friday: 08h00-16h00
- There is no 'drop-box' on Fasset's premises or means of delivering the physical document after office closure. The application may however be faxed or emailed to the SETA before the deadline date. The submission will be deemed late if it is received / delivered after the deadline date.
- In the case of **hand delivery or courier**, it is the applicant's obligation to ensure the document is submitted to the correct physical/postal address and physical proof (delivery note of sending the specified document via hand delivery or courier) is retained. The SETA physical address is **Building 3, Ground Floor, 299 Pendering Road, Blackheath, Johannesburg.**
- Postal address: P O Box 6801, Cresta, 2118
- In the case of **fax** submission to the SETA, it is the applicant's obligation to ensure that the submission is submitted to the SETA via the correct fax number and that a copy of the confirmation slip, with the correct number of pages transmitted, is retained for later use/proof. An original signed document must also be submitted. The only and correct fax number is **086 574 1962.**
- In the case of **email** submission to the SETA, it is the applicant's obligation to ensure that the application is submitted to the SETA via the correct email address and that a copy of the sent email is kept, and is retained for later use/proof. The only and correct email address is nsfas@fasset.org.za.
- Postal submissions received at Fasset offices after the deadline date, will not be accepted for assessment.

E. DEFINITION OF AFRICAN BLACK AND COLOURED

- Only African Black people; Coloured people working in the Northern Cape and Western Cape only and people with disabilities only, with a valid South African identity document, may apply for the grant.
- All African Black people; Coloured people working in the Northern Cape and Western Cape only and South Africans with a disability, born before 1994, people born after 1994, as well as African Black and Coloured people working in the Northern Cape and Western Cape only, with a South African parent/s who is/are a returning exile, qualify as African Black and Coloured
- South African born children of African Black people and Coloured people coming to South Africa after 1994.
- A person who was naturalised as an African Black or a Coloured South African citizen prior to the commencement date of the Constitution.
- A person from another part of the world, who was not naturalised before 1994, or did not have South African parents will not qualify as an African Black or a Coloured person. For example, a black person from another part of African who marries a South African and becomes a citizen by naturalisation will not be applicable for this grant.

- Fasset reserves the right to query the population group status of an applicant and request additional information. Evidence such as the birth certificate of that person and/or a birth certificate of the persons' parent may be required.

F. DEFINITION OF A PERSON WITH A DISABILITY

- Employers may apply for this grant on learners with disabilities.
- Specific reference to the Guide on the Determination of Medical Tax Credits and Allowances (Issue 4) in terms of the Income Tax Act 58 of 1962 is used to guide the specific definition of disability, in terms of this grant application.
- When applying for this grant for a person with a disability, the latest Section C of form ITR-DD i.e. Confirmation of Diagnosis of Disability (to determine eligibility under section 18(2) (b) of the Income Tax Act, 1962 (as amended)) must be included.
- Fasset reserves the right to query disability status and request additional information. BEE verification agencies may be consulted in this regard.
- Extract from the Guide on the Determination of Medical Tax Credits and Allowances (Issue 4) in terms of the Income Tax Act 58 of 1962:

9.3 Prescribed diagnostic criteria for a disability

For each of the impairments in the definition of a "disability" in section 18, the Commissioner has prescribed diagnostic criteria. These criteria seek to assess the functional impact of the impairment on a person's ability to perform daily activities and not the diagnosis of a medical condition. These criteria are discussed below:

9.3.1 Vision

The minimum requirement for a person to be classified as a blind person is –

- visual acuity in the better eye with best possible correction, less than 6/18 (0.3); and*
- visual field 10 degrees or less around central fixation.*

"6/18" means that what a person with normal vision can read at 18 metres, the person being tested can only read at 6 metres.

"Best possible correction" refers to the position after a person's vision has been corrected by means of spectacles, contact lenses or intraocular (implanted) lenses.

9.3.2 Communication

A person is regarded as having a moderate to severe communication disability if, despite appropriate therapy, medication and/or suitable devices, one or more life activities (as listed below, pending age appropriateness), is substantially limited, that is, more than merely inconvenient or bothersome. In other words, if one or more of the following apply, the individual will be regarded as suffering from a moderate to severe communication disability:

- Inability to make self-understood to familiar communication partners using speech in a quiet setting.*
- Inability to make self-understood to both familiar or non-familiar communication partners and incapability of meeting appropriate communication needs for his or her age by using speech, in less than 30 intelligible words.*
- Problems in understanding meaningful language by familiar communication partners that lead to substantial difficulty in communicating.*
- The need to rely on augmentative or alternative communication (AAC), including unaided (for example, sign language or other manual signs) or aided means of communication (ranging from communication boards to speech generating devices).*

9.3.3 Physical

A person is regarded as a person with a disability if the impairment is such that the person is –

- unable to walk, for example, a wheelchair user;*
- only able to walk with the use of assistive devices, for example, calipers, crutches, walking frames and other similar devices;*
- able to walk without the use of assistive devices, but with a degree of difficulty, for example, persons with Cerebral Palsy, Polio (that is, persons who require an inordinate amount of time to walk); and*
- functionally limited in the use of the upper limbs.*

9.3.4 Mental

With the exclusion of intellectual disability, a person is regarded as having a mental disability if that person has been diagnosed (in accordance with accepted diagnostic criteria as prescribed in the Diagnostic and Statistical Manual IV-TR (DSM-IV-TR)) by a mental health care practitioner who is authorised to make such diagnosis, and such diagnosis indicates a mental impairment that disrupts daily functioning and which moderately or severely interferes or limits the performance of major life activities, such as learning, thinking, communicating and sleeping, amongst others.

A moderate impairment means a Global Assessment Functioning Score (GAF-Score) of 31 to 60. A severe impairment means a GAF-Score of 30 and below.

9.3.5 Hearing

The term "hearing disability" refers to the functional limitations resulting from a hearing impairment. Hearing impairment is a sensory impairment that will influence verbal communication between speaker and listener.

An adult is considered moderately to severely hearing impaired when the hearing loss, without the use of an amplification device, is described as follows:

- Bilateral hearing loss with a pure tone average equal to or greater than 25 dBHL in each ear.
- Unilateral hearing loss with pure tone average equal to or greater than 40 dBHL in the affected ear.

A child is considered moderately to severely hearing impaired when the hearing loss, without the use of an amplification device, is as follows:

- Bilateral hearing loss with a pure tone average greater than 15 dBHL in each ear.
- Unilateral hearing loss with a pure tone average equal to or greater than 20 dBHL in the affected ear.

Notes:

- Hearing impairment is an abnormal or reduced function in hearing resulting from an auditory disorder.
- A child is a person who is not over the age of 18 years.
- Amplification devices include hearing aids, implantable devices and assistive listening devices.
- Pure Tone Average (PTA): average of hearing sensitivity thresholds (in decibel hearing level) to pure tone signals at 500Hz and 1000Hz, 2000Hz and 4000Hz of each ear.
- Bilateral hearing loss is a hearing sensitivity loss in both ears.
- Unilateral hearing loss is a hearing sensitivity loss in one ear only.

9.3.6 Intellectual

A person is regarded as having an intellectual disability if he or she has a moderate to severe impairment in intellectual functioning that is accompanied by a significant limitation in adaptive functioning in at least two of the following skill areas:

- Communication
- Self-care
- Home living
- Social or interpersonal skills
- Use of community resources
- Self-direction
- Functional academic skills, work, leisure, health and safety

A moderate impairment means an intelligence quotient (IQ) of 35 to 49. A severe impairment means an IQ of 34 and below.

9.4 Confirmation of disability (ITR-DD form)

A person who wishes to claim a medical deduction for disability expenses must complete a Confirmation of Diagnosis of Disability form (ITR-DD), which is available on the SARS website (www.sars.gov.za). The ITR-DD must not be submitted with the annual income tax return, but must be retained for compliance purposes in the event of a SARS audit. The ITR-DD needs to be completed and endorsed by a registered medical practitioner every five years, if the disability is of a more permanent nature. However, if the disability is temporary, the ITR-DD will only be valid for one year, which effectively means that a new ITR-DD must be completed for each year of assessment during which a disability claim is made.

A disability will be regarded as being temporary in nature if that disability is expected to last for less than five years.

In Part C of the ITR-DD the registered medical practitioner must –

- indicate and describe if the functional limitations with respect to performing activities of daily living are regarded as either “mild” or “moderate to severe”;
- indicate if the disability has lasted, or is expected to last for a continuous period of more than 12 months; and
- sign the declaration.

Duly registered medical practitioners specifically trained to deal with the particular disability include the following:

- Vision: Practitioner trained to use the Snellen chart (for example, an optometrist or ophthalmologist).
- Hearing: Practitioner trained to perform or conduct a battery of the diagnostic audiometry tests (for example, an Ear, Nose and Throat Specialist or Audiologist).
- Speech: Speech-Language Pathologist.
- Physical: Orthopaedic Surgeon, Neuro Surgeon, Physiotherapist or Occupational Therapist.
- Intellectual: Psychiatrist or Clinical Psychologist.
- Mental: Psychiatrist or Clinical Psychologist.

G. FASSET'S TOP TEN SCARCE SKILLS 2017/16

Table 1: Top 10 Scarce Skills in demand for 2017/18

Rank	Fasset Group Name	Occupation Name
1	Accountants and Auditors	Accountant (General)
		External Auditor
		Finance Manager
		Tax Professional
		Accountant in Practice
		Accounting Technician
		Management Accountant

		Financial Accountant
		Tax Technician
		Payroll Manager
2	<i>ICT Professionals</i>	Programmer Analyst
		ICT Systems Analyst
		Database Designer and Administrator
		Developer Programmer
		ICT Project Manager
		Software Developer
		Programme or Project Managers
		Systems Administrator
		Chief Information Officer
		ICT Sales Representative
		ICT Security Specialist
		Multimedia Designer
		Applications Programmer
		Computer Networks and Systems Engineer
		ICT Trainer
		Information Technology Manager
		Computer Network Technician
3	<i>Management Consultants</i>	Organisation and Methods Analyst
		Management Consultant
		Policy Analyst
4	<i>Financial Markets Professionals</i>	Financial Investment Advisor
		Investment Manager
		Investment Analyst
		Investment Advisor
		Securities Dealer
		Financial Markets Practitioner
		Compliance Officer
		Financial Markets Business Manager
		Commodities Trader
5	<i>Bookkeeping, Accounting Technicians and Clerks</i>	Accounts Clerk
		Bookkeeper
		Credit / Loans Officer
6	<i>Internal Auditors and Risk Managers</i>	Internal Audit Manager
		Internal Auditor
		Organizational Risk Manager
7	<i>Actuaries and Statisticians</i>	Actuary
		Statistician
8	<i>Debt Collectors</i>	Debt Collector
9	<i>Marketing Professionals</i>	Marketing Practitioner
		Customer Service Manager
		Sales and Marketing Manager
		Director of Marketing
10	<i>Economists</i>	Economist

Source: Fasset Data Systems 2016-SSP 2017/18 Update Draft 2: 1 August 2016

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By completing and signing this application form, the authorised signatories confirm that the NSFAS Loan Repayment Grant (NSFAS Grant) application guidelines for the period 1 January to 31 December 2017 have been read and understood. **One** application must be completed **per** learner.

Section A: Particulars of the Organisation

Name of organization _____

SDL number (include the SDL number and name of main and linked SDLs) _____

Date of submission of this grant application _____

Section B: Compliance with Criteria

Please tick (✓) the appropriate box if you comply with the statements below. If you do not comply with the statements below, please mark the box with an X. **Please note:** If you do not comply with the statements below, your grant will be rejected.

For Non Levy Paying (NLP) members of the SETA:

Bi A copy of the EMP 201 form is attached; indicating that the firm is a NLP with SARS.

Bii A Non Levy Payer (NLP) Registration for the period 1 April 2017 to 31 March 2018 has been submitted to and approved by Fasset.

For Skills Development Levy (SDL) paying members of the SETA:

Biii This employer is registered with Fasset.

For SDL and non-SDL members of the SETA:

Biv A copy of the learner Identity Document (ID) has been attached or a copy of Section C of ITR-DD has been submitted in the case of a learner with a disability.

Bv Proof that the learner has completed their qualification and an updated academic transcript is submitted.

Bvi A copy of the NSFAS loan account that is not older than 1 month has been attached.

Bvii A copy of the learner confirmation letter proving the learnership has commenced has been attached.

Section C: Learner Details

Complete the table below in respect of the applicant learner. Please refer to the guidelines section for detail on the information requested above.

1	SETA name	
2	SETA code	
3	Learnership title	
4	Learnership code	
5	Learner full name (first, middle, surname)	
6	Learner identity (ID) number	
7	Population group i.e. African Black / Coloured in NC or WC	
8	Disability status and type of disability if applicable?	
9	Learnership commencement date	
10	Learnership end date	
11	Length of registered programme (learners may take shorter or longer to complete the programme)	
12	Name of completed qualification	
13	Place where qualification was completed	
14	NSFAS account number	
15	Total amount of outstanding NSFAS loan	
17	In what month of the learnership is the learner presently e.g. month 32 of 36?	
18	Include appropriate amount below (maximum amount is stated)	
19	12 month (1-year) learnership, claimable on registration, maximum claim amount = R 5,000	
20	12 month (1-year) learnership, claimable in month 12 of 12 month learnership, maximum claim amount = R 25,000	
21	24 month (2-year) learnership, claimable on registration, maximum claim amount = R 5,000	
22	24 month (2-year) learnership, claimable in month 6 of 24 month learnership, maximum claim amount = R 15,000	
23	24 month (2-year) learnership, claimable in month 18 of 24 month learnership, maximum claim amount = R 25,000	
24	36 month (3-year) learnership, claimable on registration, maximum claim amount = R 5,000	

25	36 month (3-year) learnership, claimable in month 6 of 36 month learnership, maximum claim amount = R 15,000	
26	36 month (3-year) learnership, claimable in month 18 of 36 month learnership, maximum claim amount = R 20,000	
27	36 month (3-year) learnership, claimable in month 32 of 36-month learnership, maximum claim amount = R 20,000	
28	Total claim amount in this application	
29	In what place and province did this learner <u>matriculate</u> ? e.g. Qoboqobo, Eastern Cape	
30	What is the postal code of the area in which the learner <u>matriculated</u> ? e.g. 4960	
31	Did this learner <u>matriculate</u> in a rural or urban area? e.g. Rural	
32	In what place and province did this learner achieve their <u>highest level of education</u> ? e.g. Walmer Heights, Port Elizabeth, Eastern Cape	
33	What is the postal code of the area in which the <u>highest level of education</u> was achieved? e.g. 6070	
34	Did this learner achieve their <u>highest level of education</u> in a rural or urban area (where not Matric)? e.g. Urban	
35	In what place and province is this learner <u>employed</u> ? e.g. Bisho, Eastern Cape	
36	What is the postal code of the area in which the learner is <u>employed</u> ? e.g. 5608	
37	Is this learner <u>employed</u> in a rural or urban area? e.g. Urban	

Section D: Grant Awareness

38	How did you become aware of this grant? <i>Please tick the correct box.</i>	<input type="checkbox"/>	Fasset e-newsletter
39		<input type="checkbox"/>	Fasset Facts newsletter
40		<input type="checkbox"/>	Fasset website
41		<input type="checkbox"/>	National press
42		<input type="checkbox"/>	Professional body publication
43		<input type="checkbox"/>	Word-of-mouth
44		<input type="checkbox"/>	Previous application submitted
45		<input type="checkbox"/>	Other, please specify:

Section E: Authorisation

CONTACT DETAILS If the Skills Development Facilitator (SDF) and company are not registered with Fasset, this grant application will be rejected. Please ensure that the SDF registration documentation, as well as the Non Levy Payer (NLP) (to be completed in instances where the firm is exempt from paying the Skills Development Levy (SDL)), is completed and approved by Fasset before submitting this application.

CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

3.1 Introduction

The Protection of Personal Information Act (POPI) aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPI requires that personal information pertaining to individuals be processed lawfully and in a reasonable manner that does not infringe on the right to privacy.

This consent form sets out how personal information will be collected, used and protected by Fasset, as required by POPI. The use of the words "the individual" for the purposes of this document shall be a reference to any individual communicating with Fasset and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

3.2 What is personal information?

The personal information that Fasset requires relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

3.3 What is the purpose of the collection, use and disclosure (the processing) of personal information?

Fasset is legally obligated to collect, use and disclose personal information for the purposes of:

- 3.3.1 reporting skills development initiatives to the Department of Higher Education and Training;
- 3.3.2 reporting enrolments and achievements of programmes to the South African Qualifications Authority;
- 3.3.3 reporting on quality assurance functions to the Quality Council of Trades and Occupations
- 3.3.4 evaluating and processing applications for access to financial and other benefits;
- 3.3.5 compiling statistics and other research reports;
- 3.3.6 providing personalised communications;
- 3.3.7 complying with the law; and/or
- 3.3.8 for a purpose that is ancillary to the above.

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

- 3.3.9 providing personal information to third parties who demonstrate an interest in either employing or making use of the services provided by an individual, in circumstances where the individual has indicated in clause 7, below, that he/she would like his/her details made available to potential employers or clients.

Fasset will not process personal information for a purpose other than those which are identified above without obtaining consent to further processing beforehand.

3.4 What is 'processing'?

POPI provides that the term "processing" covers any operation or activity, whether or not by automatic means, concerning personal information, including collection, receipt, recording, organisation, collation, storage, retrieval, alteration, consultation or use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, erasure or destruction of information.

3.5 How will Fasset process personal information?

Fasset will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

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

3.6 To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (trans-border flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of Fasset's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of POPI.

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

- 3.7.1 I hereby provide authorisation to Fasset to process the personal information provided for the purpose stated.
- 3.7.2 I understand that withholding of or failure to disclose personal information will result in Fasset being unable to perform its functions and/or any services or benefits I may require from Fasset.
- 3.7.3 Where I shared personal information of individuals other than myself with Fasset I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in accordance with this consent provided and I warrant that I am authorised to give this consent on their behalf.
- 3.7.4 To this end, I indemnify and hold Fasset harmless in respect of any claims by any other person on whose behalf I have consented, against Fasset should they claim that I was not so authorised.
- 3.7.5 I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.

3.7.6 I will not hold Fasset responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

3.8 Rights regarding the processing of personal information:

- 3.8.1 The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide Fasset with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if Fasset agrees to same in writing. Fasset specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits. Further, please note that the revocation of consent is not retroactive and will not affect disclosures of personal information that have already been made. In order to withdraw consent, please contact the Information Officer at popi@fasset.org.za.
- 3.8.2 Where personal information has changed in any respect, the individual is encouraged to notify Fasset so that our records may be updated. Fasset will largely rely on the individual to ensure that personal information is correct and accurate.
- 3.8.3 The individual has the right to access their personal information that Fasset may have in its possession and is entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
 - 3.8.3.1 the information comes under legal privilege in the course of litigation,
 - 3.8.3.2 the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
 - 3.8.3.3 giving access may cause a third party to refuse to provide similar information to Fasset,
 - 3.8.3.4 the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
 - 3.8.3.5 the information as it is disclosed may result in the disclosure of another person's information,
 - 3.8.3.6 the information contains an opinion about another person and that person has not consented, and/or
 - 3.8.3.7 the disclosure is prohibited by law.

3.9 Requesting access and lodging of complaints

- 3.9.1 Please submit any requests for access to personal information in writing to Fasset's information officer at popi@fasset.org.za.
- 3.9.2 With any request for access to personal information, Fasset will require the individual to provide personal information in order to verify identification and therefore the right to access the information.
- 3.9.3 There may be a reasonable charge for providing copies of the information requested.
- 3.9.4 If any request has not been addressed to satisfaction a complaint may be lodged at the office of the Information Regulator.

Name of **Applicant Learner** _____

Details of Applicant Learner email: _____ telephone: _____ fax: _____

Name of **Skills Development Facilitator (SDF)** _____

Identity Number of SDF _____

Details SDF email: _____ telephone: _____ fax: _____

Name of **Authorised Signatory** (e.g. CEO, Managing Partner) _____

Position in organisation _____

Details Authorised Signatory email: _____ telephone: _____ fax: _____

I/We declare that this application is to the best of my/our knowledge true and correct. I/We understand that Fasset may independently verify the information. I/We also understand that it is an offence in terms of section 33(b) of the Act to knowingly furnish any false information in this application and that I/We may be fined or imprisoned for one year if found guilty of knowingly furnishing such false information.

This authorisation certifies that consultation has occurred between employer and employees through the Training Committee, if applicable. This is proof that the signatories certify the accuracy of the information presented in the attached sections. The responsibility for the correctness of this document rests with the employer.

By completing and signing this application form, the authorised signatories confirm that the learner was employed at the firm on the date of application and submission.

By completing and signing this application form, the authorised signatories confirm that the application guidelines for this grant have been read and understood.

Signed (Applicant Learner) _____ Date _____

Signed (SDF) _____ Date _____

Signed (Authorised Signatory e.g. CEO, FD, Managing Partner) _____ Date _____