

**Physical Address:** 1<sup>st</sup> Floor, 296 Kent Avenue, Ferndale, Randburg, 2194  
**Postal Address:** P.O. Box 6801, Cresta, 2118, Gauteng  
Tel: (011) 476 8570, Fax: (011) 476 5756  
E-mail: [fassetcallcentre@fasset.org.za](mailto:fassetcallcentre@fasset.org.za), Website: [www.fasset.org.za](http://www.fasset.org.za)



# Application for training incentive

**Applications for this incentive is only opened to Fasset registered Employers, Professional Bodies and Trade Unions represented in the Fasset sector.**

If your organisation is planning to provide training to staff, or your respective professional body is planning to run CPD training for its members and non-members; please send your application with your planned training activities by no later than **25 October 2019** to [incentivesgrant@fasset.org.za](mailto:incentivesgrant@fasset.org.za). Please note that our emails can only accommodate email sizes up to 8MB. Applications can also be dropped off at Fasset offices for the attention of **Projects Department: Lifelong Learning**.

All planned training must be until 28 February 2020. No planned training after 28 February 2020 will be considered.

## **Process of Application and required documents:**

### **Information to be submitted by Employer/Professional body/ Trade Union**

#### **1. For application**

- Training topic
- Date of the planned training
- Number of delegates
- Organisational SDL number

At this stage, Fasset will evaluate the applications and provide feedback, i.e. approved or rejected and then **step 2** will kick in.

#### **2. Before Commencement of the Training**

- Excel spreadsheet list of delegates (Fasset to provide excel spreadsheet template)
- Employee number
- ID / Passport Copies

#### **3. After the Training**

- Signed Attendance register
- Certificate of Attendance
- Proof of payment (i.e. Invoice and proof of payment and/or acknowledge of payment by service provider/s)

No payment will be made until **Step 3 requirements** have been fully met

## **Training courses to be incentivised**

- IFRS
- Team Management
- Emotional Intelligence
- Performance Management
- Robotics in finance: the future
- 2019 Effective handling of SARS queries, audits & disputes
- Compliance with changes in legislations (Only planned training after 30 November 2019)
- Labour Law (Only planned training after 31 October 2019)

Other training topics will be considered at the discretion of Fasset

The training cost per person that Fasset will incentive / reimburse is up to a maximum of R700.00 per training.