



**CULTURE, ARTS, TOURISM, HOSPITALITY & SPORT SECTOR EDUCATION
AND TRAINING AUTHORITY**

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1. INTRODUCTION

The Strategic Projects, Sponsorships and Partnerships are critical for prioritising skills development interventions for the CATHSSETA sub-sectors. This policy applies to CATHSSETA Strategic Projects, Sponsorships and Partnerships.

2. PURPOSE AND OBJECTIVE (S)

This policy aims to outline a detailed process to be followed by all the CATHSSETA divisions for the conceptualisation, implementation, monitoring, reporting, and close-out of projects and the evaluation of such projects/sponsorships/partnerships.

3. ABBREVIATIONS AND ACRONYMS

Acronyms	Description
AA	Accounting Authority
CATHSSETA	Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority
DHET	Department of Higher Education and Training
MANCO	Management Committee
NSDP	National Skills Development Plan
PIVOTAL	Professional, vocational, technical, and academic learning
SETA	Sector Education and Training Authorities
SDA	The Skills Development Act No 97 of 1998 as amended
SDLA	The Skills Development Levies Act 9 of 1999
SLA	Service Level Agreement
SSP	Sector Skills Plan
NSDP	National Skills Development Plan

4. DEFINITIONS

Concept or terminology	Description
Accounting Authority	The Board (or Board of Directors) of CATHSSETA appointed in terms of section 11 (1) (b) of the Skills Development Act (No. 97 of 1998) and designated in terms of Section 49 of the PFMA, 1999 as amended
CEO	The Chief Executive Officer of CATHSSETA

Concept or terminology	Description
Discretionary grant	The monies allocated within the CATHSSETA to be spent on discretionary grant projects as contemplated by regulation 6 of the SETA Grant Regulations of 2012.
Strategic Projects	Interventions that are intended to address the priorities of the country including national imperatives that are intended to address challenges relating to poverty, unemployment, and inequality.
Discretionary grant window	The specified period within which applications for discretionary grants are invited through public advertisement, the open period is no less than 21 days per window.
Grant Regulations	Sector Education and Training Authorities (SETA) Grant Regulations published under Government Notice R990 in Government Gazette 35940 of 3 December 2012, as amended.
Legal Entity	A juristic person, company, or organization that has legal rights and obligations.
Non-PIVOTAL programmes	Learning programmes which do not lead to qualifications or part qualifications on the National Qualification Framework
Partnership	A partnership is an arrangement where parties agree to cooperate to advance their mutual interests
Sponsorship	A funded arrangement between the CATHSSETA and a recipient whereof the Recipient obtains the right to associate with the CATHSSETA's name, services or activities.
PIVOTAL programmes	Professional, vocational, technical and academic learning programmes that result in qualifications or part qualifications on the NQF and as contemplated in the Grant Regulations
Policy	A course or principle of action adopted or proposed by CATHSSETA.
Policy Title	Name of policy.
Policy Code	A code name for a policy.
Policy Number	The chronological order of all CATHSSETA policies.
Procedure	Established or official way of doing something.
Process	Perform a series of operations to achieve a goal.
Project	An undertaking with a start and end date

Concept or terminology	Description
Project Manager	Is the manager with the responsibility of the concept planning, monitoring, reporting and execution of a project, in any undertaking that has a defined scope, defined start and a defined finish.
Review Date	Date on which the policy was reviewed.
Small employer	Means an employer employing less than 50 employees
Strategic	Key initiatives for ensuring that investments in any skills are driven by the demand within CATHSSETA's sub-sectors and industry requirements

5. SCOPE OF APPLICATION

- 5.1. The policy applies to all legal persons as defined in Regulation 10 of the SETA Grant Regulations of 2012.
- 5.2. This policy arises from and complements the Discretionary Grants Policy and therefore, where applicable, prescripts of the CATHSSETA Discretionary Grants Policy shall apply to the Strategic Projects, Sponsorships and Partnerships Policy.

6. LEGISLATIVE AND REGULATORY PRESCRIPTS

Source Document	Stated Requirement
SETA Grant Regulations of 2012	Regulates SETA finances and financial management as well as obliges CATHSSETA to set out a Discretionary Grant Policy for purposes of allocating its Discretionary Grants to legal persons in a manner as defined by this Regulation.
Skills Development Act, 1998 (No. 97 of 1998) as amended	Provides an institutional framework to implement national sector and workplace strategies to develop and improve the skills level of the South African workforce.
Skills Development Levies Act (No.9 of 1999)	Stipulates the processes for the management and disbursement of funds received as levy income.
Sectoral Determination No 5: Learnerships	Regulates conditions of employment and sets rates of allowances for learners in South Africa where Sector Education and Training Authorities are established.

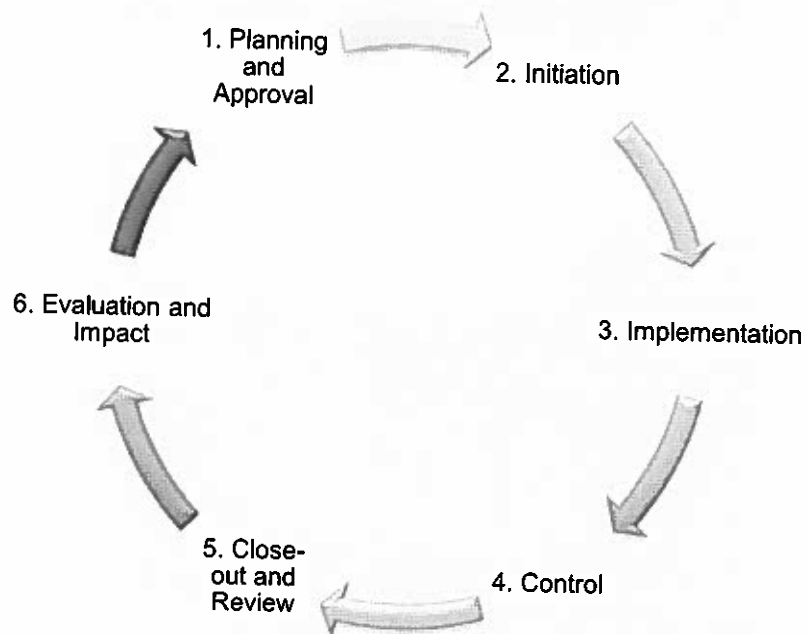
Source Document	Stated Requirement
National Qualification Framework	Sets the guidelines for qualification development and implementation.
National Skills Development Plan, 2030	National Skills Development Plan Outcomes Outcome 1: Identify and increase production of occupations in high demand Outcome 2: Linking education and the workplace Outcome 3: Improving the level of skills in the South African workforce Outcome 4: Increase access to occupationally directed programmes Outcome 5: Support the growth of the public college system Outcome 6: Skills development support for entrepreneurship and cooperative development Outcome 7: Encourage and support worker-initiated training Outcome 8: Support career development services

7. POLICY PROVISIONS AND CONTENT

7.1. Guiding Principles for Establishing the Feasibility of Strategic Projects, Sponsorships and Partnerships.

Guiding Principles	
1. Relevance	How will the intervention address the mandate of the CATHSSETA? In what ways will it address the mandate e.g., what strategic objectives and national priorities do the strategic projects and partnerships address?
2. Impact	What is the socio-economic impact of the intervention? Does it address the triple challenges of poverty, unemployment, and equality? In what ways do the strategic projects and partnerships address those?
3. Sustainability and Feasibility	How sustainable or feasible is the intervention (Financial, Internal Capacity, Impact do the strategic projects and partnerships have?)
4. Stakeholder Buy-In	Have the relevant internal and external stakeholders (where applicable) been involved in the conceptualization of the strategic projects and partnerships?
5. Risks	What are the potential risks associated with these strategic projects and partnership/s? How will these risk elements be mitigated, or their impact reduced for the success of the intervention?
6. Uniqueness	Is this a unique initiative or there is a similar initiative in place? If there is a similar initiative how is this any different or unique to the CATHSSETA strategic objectives?
7. Reporting	How will strategic projects and partnerships reporting be aligned to the National Skills Development Plan and or SLA with DHET?

7.2. Project, Sponsorships and Partnership Life Cycle



Subjects Groups/Themes	Strategic Projects, Sponsorships and Partnerships Management				
	Planning and Approval (Charter/ Conceptualization)	Initiating the Approved Project and Partnership (ToR)	Implementing (Reporting, monitoring, and evaluation)	Controlling (Reporting, monitoring, and evaluation)	Closing out and Review
Integration	Develop a project and partnership charter/proposal	Develop Projects and/or Partnerships Terms of Reference	Direct project work	Monitoring and controlling project work Control changes	Close out project
Stakeholders	Identify Stakeholders	Communicate MoA/SLA	Manage stakeholders, monitoring, and reporting	Manage stakeholders, monitoring, and reporting	Closeout reporting
Scope	-	Define activities (Deliverables per MoA/SLA)		Control scope per deliverables	-
Resource	MANCO serves as the committee to engage on Projects and Partnerships	Project Manager	Reporting to the MANCO	-	-
Times	-	Develop MoA/SLA with a sequence of activities, duration.	-	-	-
Cost	-	Estimate costs Develop budget	-	Control costs	-
Risk	Identify risks	Identify risks; Assess risks	Identify risks; Treat risks	Identify risks; Mitigate/Control risks	
					Recommend evaluation

Subjects Groups/Themes	Strategic Projects, Sponsorships and Partnerships Management					
	Planning and Approval (Charter/ Conceptualization)	Initiating the Approved Project and Partnership (ToR)	Implementing (Reporting, monitoring, and evaluation)	Controlling (Reporting, monitoring, and evaluation)	Closing out and Review	Evaluation and Impact
				and Report		
M&E/KM	Performance quality assurance in line with systems	Performance quality assurance in line with systems	Performance quality Audits and Performance Monitoring	Performance quality Audits and Performance Monitoring	Review planning	Conduct impact analysis and report Knowledge Sharing of Impact
Procurement	-	Tendering, procure, appoint	Projects and Partnerships monitoring	Administer procurement	-	-
Communication	Plan Communication with stakeholders	Plan Communication with stakeholders	Manage Communication with stakeholders	Manage Communication with stakeholders	-	-

7.3. Policy Statement

- 7.3.1. This policy provides a framework for CATHSSETA Strategic Projects and Partnerships. Strategic Projects, Sponsorships and Partnerships may not necessarily be addressed through the Discretionary Grant Application Windows but by means of unsolicited proposals received.

7.4. Key Principles

- 7.4.1. The key principles governing this policy are:

- 7.4.1.1. CATHSSETA acknowledges the diversity of demand for skills development initiatives targeting the achievement of the National Skills Development Plan (NSDP), the National Skills Accord and its Sector Skills Plan (SSP).
- 7.4.1.2. CATHSSETA is committed to furthering the SSP, which takes account of national special goals as set out in the NSDP, the National Skills Accord and other relevant national priorities.
- 7.4.1.3. CATHSSETA recognises and embraces the principles of transparency, openness, access and fairness in the allocation and award of projects and partnerships.
- 7.4.1.4. CATHSSETA is committed to the promotion of NQF-registered and quality-assured programmes that address priority scarce and critical skills needs.
- 7.4.1.5. CATHSSETA recognises that in certain circumstances additional funding may be required for the achievement of objectives of the Strategic Projects and Partnerships. Additional funding may as and when required be shared with a partner/s for a specific project.
- 7.4.1.6. Where applicable, strategic partnership co-funding is encouraged.
- 7.4.1.7. Strategic projects, Sponsorships and partnerships must be aligned to the CATHSSETA mandate.
- 7.4.1.8. In determining whether to allocate additional funding, CATHSSETA shall consider, inter alia, the project holistically, its relevance to national and sectoral strategies, the urgency of the intervention and where necessary the needs of beneficiaries.
- 7.4.1.9. CATHSSETA is governed by the Public Finance Management Act 1 of 1999 as amended and the regulations issued in terms thereof.

CATHSSETA is committed to ensuring compliance with the principles therein.

7.5. Strategic Projects, Sponsorships and Partnerships Funding Framework

7.5.1. Funding of Strategic Projects is linked to the NSDP and the CATHSSETA Annual Performance Plan targets and budget. Without derogating from the generality of the above, CATHSSETA shall at its discretion disburse funds, covering Pivotal and Non-Pivotal aspects of Strategic Projects, Sponsorships and Partnerships.

7.5.2. A maximum of twenty per cent (20%) of the Discretionary Grant shall be reserved to prioritise financing of Strategic Projects, Sponsorships and Partnerships (inclusive of SEs, CBOs/NPOs/NGOs, Cooperatives and Organised Labour support).

7.6. Application Process

7.6.1. CATHSSETA shall invite stakeholders to apply for funding Strategic Projects covered in the APP including Non-PIVOTAL and PIVOTAL programmes at least once a year. Any other request outside the window is at the discretion of CATHSSETA and approval of such projects will be in line with the Delegation of Authority subject to it meeting the requirements as outlined in section 7.1 above.

7.7. As and when required, special windows shall be opened to address national key priorities, inclusive of governmental projects, CATHSSETA and stakeholder-initiated key initiatives that are responsive to industry needs.

7.7.1. CATHSSETA reserves the right to invite proposals from its subsectors for sponsorship opportunities. This implies that not all proposals will be considered, and the decision lies with CATHSSETA.

7.7.2. CATHSSETA is open to accepting sponsorship proposals from partners who approach them. However, these proposals must align with CATHSSETA's strategic goals and objectives.

7.8. Selection Process and Exclusions

7.8.1. Selection of Strategic Projects will be made via a four-step process:
Step 1: Assess the application submitted for compliance with the criteria;

Step 2: Evaluate applications submitted based on an objective evaluation criterion;

Step 3: Conduct Due Diligence on shortlisted applicants; and

Step 4: Prepare a recommendation report in line with the Delegation of Authority.

7.8.2. The CATHSSETA will not consider a Strategic Project application if:

7.8.2.1. the criteria for funding are not met; and

7.8.2.2. the CATHSSETA has exhausted its budget for the financial year.

7.9. Approval Process

7.9.1. All recommended partnership applications shall be submitted to the CEO for consideration and approval

7.9.2. Additional considerations

7.9.2.1. Sponsorships: Requests from Stakeholders for sponsorships for industry-related events below R500 000.00 shall be approved directly by the CEO without them going through the Evaluation process outlined hereunder. The DG Evaluation Committee will evaluate anything from R500 000.00 and above, and a report containing recommendations shall be submitted to the CEO for approval.

7.9.2.2. Any sponsorship or partnership proposals received from National, provincial, and local government institutions together with state-owned entities shall automatically qualify and be approved if the objectives contribute to the SETA mandate and overall government priorities.

7.9.2.3. Expression of interest: CATHSSETA undertakes extensive engagements and regularly identifies skills development needs that require coordination and direction from CATHSSETA. As such, to enable flexibility and responsiveness to emerging needs, strategic projects, sponsorships and partnership projects may be initiated internally by CATHSSETA's CEO to the respective stakeholders to submit proposals within the times specified by CATHSSETA.

7.9.2.4. The SETA will fund individual sponsorships when requests are received and close the industry needs.

- 7.9.3. Over and above the twenty per cent (20%) from the Discretionary Grant funding approval, CATHSSETA may approach and partner with Public Higher Education Institutions, Technical and Vocational Education and Training (TVET), Community Education and Training (CET), Professional Bodies as published regularly by South African Qualifications Authority (SAQA), Labour and Government Departments to partner on specific strategic project addressing national priorities subject to availability of funds.
- 7.9.4. Successful projects may only commence upon approval being received from CATHSSETA in writing. Such approval includes a letter and a duly concluded contract.
- 7.9.5. Strategic Projects must be implemented following the standard operating procedures.

8. ELIGIBILITY FOR STRATEGIC PROJECTS AND PARTNERSHIPS

- 8.1. A Strategic Project may arise with or without partnerships with public or private sector organisations, including the following –
 - 8.1.1. A legal entity;
 - 8.1.2. An employer or enterprise within CATHSSETA sectors, including an employer or enterprise not required to pay a skills development levy in terms of the Skills Development Levies Act (i.e. levy-paying and non-levy paying employers);
 - 8.1.3. SMEs as defined by The National Small Business Act 102 of 1996 (including small and micro enterprises and co-operatives) in CATHSSETA's sectors;
 - 8.1.4. Non-profit organisations and Non-Governmental Organisations within CATHSSETA's sectors that meet the criteria for such grant;
 - 8.1.5. Public service employers in the national and provincial spheres of government (as contemplated in section 30 of the Skills Development Act), as well as national and provincial public entities (as contemplated in section 30 A of the Skills Development Act), who have submitted their PIVOTAL plan and PIVOTAL report in the format prescribed in the Grant Regulations and by no later than 30 April of each year;
 - 8.1.6. Industry bodies;
 - 8.1.7. Public Higher Education Institutions including establishing research partnerships with Public Higher Education Institutions, Technical and Vocational Education and Training (TVET), Community Education and Training (CET), Professional Bodies,

Labour and Government Departments specialising in CATHSSETA sub-sectors, areas of interest such as Fourth Industrial Revolution, Labour market research and functional areas such as Monitoring and Evaluation, Research, SMME Development and Skills Development; and

8.1.8. Organised labour and Worker Education Institutes.

9. ROLES AND RESPONSIBILITIES

The Learning Programmes Department will be responsible for the implementation of the policy, supported by the Chief Financial Officer in the Finance Department for the disbursement of funds. The Accounting Authority assumes overall accountability.

10. NON-COMPLIANCE

Non-compliance with this Policy or any applicable regulatory requirements through any deliberate or negligent act or omission, will be considered serious and be dealt with in terms of the contractual agreement between CATHSSETA and the party and/or the relevant code of conduct.

11. POLICY IMPLEMENTATION AND EFFECTIVE DATE

The policy will come into effect one day after the approval by the board.

12. MONITORING AND REVIEW OF THE POLICY

This policy shall be reviewed biennially or as and when substantial changes to the Legislative and Regulatory framework warrant amendment.

13. APPROVAL OF THE POLICY

The approval of the policy takes place when the AA passes a resolution during a formal meeting. Once the AA has passed a resolution, the AA Chairperson shall append his/her signature on the Approval Page of the policy document and indicate the date of approval to give effect.