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**LEARNING PROGRAMME GUIDELINES****Skills Programme Guidelines**

1. For the purposes of this guideline, and in line with the Skills Development Act, a “skill programme” means a skills programme that –
 - 1.1. is occupationally based;
 - 1.2. when completed, will constitute a credit towards a qualification registered in terms of the NQF;
 - 1.3. uses a skills development provider accredited by the QCTO (or group of such skills development providers); and
 - 1.4. complies with any requirements that may be prescribed in terms of the Skills Development Act.
2. CATHSSETA may only fund a skills programme if such programme—
 - 2.1. complies with the requirements of the Skills Development Act and any regulations prescribed thereunder;
 - 2.2. complies with requirements imposed by CATHSSETA in this policy or this guideline;
 - 2.3. is in accordance with the SSP or national skills development plan; and
 - 2.4. can be supported by the funds available.
3. Employers registered within CATHSSETA's jurisdiction may apply for a Discretionary Grant to support skills programmes for employed or unemployed persons. The Discretionary Grant value will be calculated per credit for a registered skills programme. The maximum value per credit shall be as follows:

NQF Level	Grant value	Skills programme training cost	Amount Payable for unemployed skills programme stipend
NQF 2	R180	NQF Level x number of credits = Training allowance	R 107.80 per day per learner
NQF 3	R190		

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NQF 4	R215		(maximum amount per learner = R 8 085 for a duration of 3 months or the programme)
NQF 5	R238		

4. The following items will not be considered for skills programme funding:
 - 4.1. Administration and project management costs, including start-up costs, capital and or infrastructural expenditure, policy development, and ongoing programmes of the applicant organisation;
 - 4.2. All costs and expenses of staff that may be incurred as a result of delivering the project, which include but are not limited to travel, accommodation, meals, and payment of training facilities, remuneration, and all other operational costs; and
 - 4.3. Any additional costs such as textbooks, examination fees, transport, and refreshments.
5. CATHSSETA will not disburse more than R14 280 towards a skills programme. CATHSSETA will not accept skills programme applications where the:
 - 5.1. Information provided is insufficient in order to demonstrate the need for the skills programme;
 - 5.2. Skills programme application is submitted by a training provider without host employers (if applicant is not an employer and training provider); or
 - 5.3. The training provider does not have the necessary accreditation and programme approval from an appropriate accrediting body.
6. Where an applicant has successfully been awarded a Discretionary Grant for a skills programme, a memorandum of agreement must be signed by both CATHSSETA and the successful applicant. The applicant will need to ensure that they submit an implementation plan of the project and a signed service level agreement with the training provider. (An applicant can be an employer & training provider)

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7. CATHSSETA is empowered to set any terms and conditions for funding of skills programmes as it considers necessary.
8. CATHSSETA skills programmes grants will be paid in tranches based on performance.
9. CATHSSETA may withhold funds or recover any funds paid by it, if CATHSSETA is of the opinion that—
 - 9.1. The funds are not being used for the purpose for which they were made available;
 - 9.2. Any term or condition of the funding is not complied with; or
 - 9.3. The training is not up to standard.
10. CATHSSETA shall monitor the skills programmes funded by it on a regular basis.
11. The employer must notify CATHSSETA in writing of any early termination of the skills programme, and such termination must be in accordance with the agreement entered into between CATHSSETA and the grant recipient.
12. The ratio of employed learners in a skills programme must be 4:1. That is, for every 4 learner employees there is 1 mentor. For employers with less than 50 employees a ratio of 2:1 will be applicable.
13. For unemployed learners, the mentor ratio is 4:1. For every 4 learners, there should be 1 mentor, and for an organisation with less than 50 employees, a ratio of 2:1 will be applicable.

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Adult Education & Training (AET) Guidelines

1. For the purposes of this guideline, AET programme means—

- 1.1. A learning and training programme for adults that aims to give basic learning tools, knowledge, and skills and equip them for nationally recognized qualifications.
- 1.2. AET uses a skills development provider accredited by Umalusi and is applicable for learners studying towards level 1 – 4 on literacy and numeracy or an AET qualification from ETDP.
- 1.3. Upon completion of level 4, a learner is eligible for a General, Education & Training Certificate (GETC).

2. CATHSSETA may only fund AET if such programme—

- 2.1. Complies with the requirements of the Adult Basic Education & Training Act and any regulations prescribed thereunder.
- 2.2. Complies with requirements imposed by CATHSSETA in this policy or this guideline.
- 2.3. Is in accordance with the SSP or national skills development plan; and
- 2.4. Can be supported by the funds available.

3. Employers registered within CATHSSETA's jurisdiction, and training providers accredited for AET, may apply for a Discretionary Grant to support employed persons. The Discretionary Grant value will be calculated per level for a registered AET programme. The maximum value per level shall be as follows:

NQF Level	Grant value	Skills programme training cost
NQF 1	R180	NQF Level x number of credits = Training allowance
NQF 2	R190	
NQF 3	R215	
NQF 4	R238	

4. The following items will not be considered for AET funding:

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- 4.1. Administration and project management costs, including start-up costs, capital and or infrastructural expenditure, policy development, and ongoing programmes of the applicant organisation;
 - 4.2. All costs and expenses of staff that may be incurred because of delivering the project, which include but are not limited to travel, accommodation, meals and payment of training facilities, remuneration, and all other operational costs; and
 - 4.3. Any additional costs such as textbooks, examination fees, transport, and refreshments.
5. CATHSSETA will not accept AET applications where the:
- 5.1. Information provided is insufficient in order to demonstrate the need for the programme;
 - 5.2. AET application is submitted by a training provider without the employer's endorsement; or
 - 5.3. training provider does not have the necessary accreditation and programme approval from an appropriate accrediting body.
 - 5.4. Where an applicant has successfully been awarded a Discretionary Grant for an AET programme, a memorandum of agreement must be signed by both CATHSSETA and the successful applicant. The employer will need to ensure that they submit an implementation plan of the project and a signed service level agreement with the training provider.
6. CATHSSETA is empowered to set any terms and conditions for funding of AET programmes as it considers necessary.
7. CATHSSETA AET grants will be paid in tranches based on performance and evidence received.
8. CATHSSETA may withhold funds or recover any funds paid by it, if CATHSSETA is of the opinion that:
- 8.1. the funds are not being used for the purpose for which they were made available;
 - 8.2. any term or condition of the funding is not complied with; or

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8.3. the training is not up to standard.

9. CATHSSETA shall monitor the AET programme funded by it on a regular basis.
10. The employer must notify CATHSSETA in writing of any early termination of the AET programme, and such termination must be in accordance with the agreement entered into between CATHSSETA and the grant recipient.
11. The ratio of employed learners for AET must be 4:1. That is, for every 4 learner employees, there is 1 mentor. For employers with less than 50 employees, a ratio of 2:1 will be applicable.

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Recognition of Prior Learning (RPL) Guidelines

1. For the purposes of this guideline, and in line with the South African Qualification Authority (SAQA), Recognition of Prior Learning (RPL) means:
 - 1.1. A process through which formal, informal, and non-formal learning is measured, mediated for recognition across different contexts, and certified against the requirements for credit, access, inclusion, or advancement in the formal education and training system or workplace.
 - 1.2. Facilitation of access, transfer, and progression of learners through recognition of prior learning within the national qualification framework.
2. The purpose of RPL is:
 - 2.1. To recognize learners' previous formal qualification achievements and provide credits as meeting the requirements for another qualification.
 - 2.2. To provide an alternative access route into a programme of learning for those who do not meet the formal entry requirements for admission.
 - 2.3. To provide for the awarding of credits for, or towards, a qualification or part qualification registered on the NQF.
3. The RPL process entails:
 - 3.1. Matching a learner's skills, knowledge, and experience with the standards and assessment criteria.
 - 3.2. Assessing the learner.
 - 3.3. Crediting the learner for assessments completed.
4. When completed, RPL will constitute a credit towards a qualification registered in terms of the NQF.
5. CATHSSETA may only fund an RPL programme if such programme:

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5.1. Uses a training provider accredited to train on RPL programmes by the SETA & QCTO.

5.2. Complies with any requirements that may be prescribed in terms of the Skills Development Act and any regulations prescribed thereunder.

5.3. Complies with requirements imposed by CATHSSETA in this guideline.

5.4. Is in accordance with the SSP or national skills development plan.

5.5. Can be supported by the funds available.

6. Employers registered within CATHSSETA's jurisdiction may apply for a Discretionary Grant to support RPL programmes for employed or unemployed persons. The Discretionary Grant value will be calculated per credit for a registered RPL programme. The maximum value per credit shall be as follows:

NQF Level	Grant value	RPL training cost	Amount Payable for unemployed RPL stipend
NQF 2	R180	NQF Level x number of credits = Training allowance	R 107.80 per day per learner (maximum amount per learner = R 8 085 for a duration of 3 months or the programme)
NQF 3	R190		
NQF 4	R215		
NQF 5	R238		

7. Unless written approval from CATHSSETA has been obtained, the following items will not be considered for RPL funding:

7.1. Administration and project management costs, including start-up costs, capital and or infrastructural expenditure, policy development, and ongoing programmes of the applicant organisation.

7.2. All costs and expenses of staff that may be incurred as a result of delivering the project, which include but are not limited to travel, accommodation, meals and payment of training facilities, remuneration, and all other operational costs.

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- 7.3. Any additional costs such as textbooks, examination fees, transport, and refreshments.
8. CATHSSETA will not disburse more than R14 280 towards the training of an RPL programme.
9. CATHSSETA will not accept RPL applications where the:
 - 9.1. Information provided is insufficient to demonstrate the need for the RPL programme.
 - 9.2. RPL programme application is submitted by a training provider without a host employer in place.
 - 9.3. Training provider does not have the necessary accreditation and programme approval from an appropriate accrediting body.
10. Where an applicant has successfully been awarded a Discretionary Grant for an RPL programme, a memorandum of agreement must be signed by both CATHSSETA and the successful applicant. The applicant will need to ensure that they submit an implementation plan of the project and a signed service level agreement with the training provider. In some instances, the training provider is the applicant and employer.
11. CATHSSETA is empowered to set any terms and conditions for funding of RPL programmes as it considers necessary.
12. CATHSSETA RPL grants will be paid in tranches based on performance.
13. CATHSSETA may withhold funds or recover any funds paid by it, if CATHSSETA is of the opinion that:
 - 13.1. The funds are not being used for the purpose for which they were made available.
 - 13.2. Any term or condition of the funding is not complied with.
 - 13.3. The training is not up to standard.
14. CATHSSETA shall monitor the RPL programme funded by it on a regular basis.

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15. The employer must notify CATHSSETA in writing of any early termination of the RPL programme, and such termination must be in accordance with the agreement entered into between CATHSSETA and the grant recipient.
16. The ratio of employed learners in an RPL programme must be 4:1. That is, for every 4 learner employees, there is 1 mentor. For employers with less than 50 employees, a ratio of 2:1 will be applicable.

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ARTISAN LEARNING PROGRAMME

1. For the purposes of this guideline, an "Artisan" learning programme is defined as:
 - 1.1. A period of workplace-based learning culminating in an occupational qualification for a listed trade.
 - 1.2. It consists of a learning component, which includes practical work experience of a specified nature and duration.
 - 1.3. It leads to a qualification registered by the South African Qualifications Authority associated with a trade, occupation, or profession.
 - 1.4. Is registered with the Director-General in the prescribed manner.
2. In the case of CATHSSETA, a recognised Artisan is aligned to the Occupational Certificate: Chef qualification.
3. A learner will conduct a trade test at the end of the 36-month training to qualify as a chef.
4. An Artisan agreement Workbase Learner Agreement means an agreement entered into for a specified period between:
 - 4.1. A learner.
 - 4.2. An employer or a group of employers.
 - 4.3. A training provider accredited by the QCTO to train on the Occupational Chef certificate.
5. The requirements and obligations arising from the Skills Development Act of 1998 and Workplace Based Learning Programme Agreement Regulations 2018, as it relate to Artisan, apply to this guideline.
6. The following principles and criteria apply to any stakeholder making a Discretionary Grant application for an Artisan:
 - 6.1. CATHSSETA encourages the use of accredited public TVET colleges in delivering an Artisan.

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- 6.2. Applicants must indicate the skills needed and addressed by the Artisan programme in their Discretionary Grant application.
- 6.3. in order to be awarded a grant, evidence of workplace readiness for the practical work experience component of the Artisan must be indicated and submitted to CATHSSETA, which should be aligned to the qualification towards which the learner is studying.
- 6.4. An employer applying for disabled learners needs to provide evidence that they have mechanisms in place to support disabled learners (e.g., occupational therapists and physical resources that accommodate the needs of the disabled learner).
- 6.5. The Artisan shall be implemented within a period of 36 months (3 years). A grace period of 3-6 months will be granted to all implementers for them to complete the certification process of the programme.
- 6.6. In the case of learner secondment or death, a termination form is required.
- 6.7. The mentor ratio of mentor to unemployed learners in an Artisan must be 4:1. That is, for every 1 mentor, there are 4 unemployed learners.
- 6.8. CATHSSETA will not grant an award for the funding of an Artisan where the:
- 6.8.1. Information provided is insufficient to demonstrate the need for the Artisan.
 - 6.8.2. The training provider does not have the necessary accreditation and programme approval from an appropriate accrediting body.
 - 6.8.3. The employer does not have a partnership with an accredited training provider to train on the appropriate qualification.
 - 6.8.4. The employer does not have a suitable workplace in line with the Occupational certificate, Chef qualification.
- 6.9. Employers implementing an Artisan for the first time will be fully inducted by CATHSSETA.

7. Discretionary Grants for an Artisan will be paid out in the following manner:

Qualification	Level of Study	Maximum Amount per learner		Duration
	NQF Level 5	Training	R 80 349	3 years

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Occupational certificate: Chef (101697)			(R 26 783 per year per learner)	
		Learner Stipend	R 126 000 (R 42 000 per year per learner)	

8. For unemployed learners, the mentor ratio is 4:1. For every 4 learners, there should be 1 mentor, and for an organisation with less than 50 employees, a ratio of 2:1 will be applicable.

Learnership Guidelines

- For the purposes of this guideline, a "learnership" means a learning programme which:
 - Is a workplace-based learning programme that leads to an NQF-registered qualification
 - Directly related to an occupation or field of work ;
 - Is registered with the Director-General in the prescribed manner.
 - A "Learnership requires theory and practical components, where the qualification is registered by the South African Qualifications Authority associated with a trade, occupation, or profession, and practical experience through a fixed-term employment contract with the company for a specified period between:
 - A learner.
 - An employer or a group of employers.
- The requirements and obligations arising from the Skills Development Act and Workplace Based Learning Programme Agreement Regulations 2018, as it relates to learnership agreements, apply to this guideline.
- The following principles and criteria are applicable to any stakeholder making a Discretionary Grant application for a learnership:

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- 3.1. CATHSSETA encourages the use of training providers and public TVET colleges accredited by the SETA & QCTO in delivering a learnership.
- 3.2. Applicants must indicate the skills needed and addressed by the learnership programme in their Discretionary Grant application.
- 3.3. Where applicable, the employer must demonstrate previous successful learner placement with the company.
To be awarded a grant, evidence of workplace readiness for the practical work experience component of the learnership must be indicated and submitted to the CATHSSETA.
- 3.4. An applicant applying for disabled learners needs to provide evidence that they have mechanisms in place to support disabled learners (e.g., occupational therapists and physical resources that accommodate the needs of the disabled learner)
- 3.5. The learnership shall be implemented within a period of 12 months. A grace period of 3-6 months will be granted to all implementers for them to complete the certification process of the programme.
- 3.6. In the case of a learner secondment or death, a termination form is required.
- 3.7. The ratio of employed learners in a learnership must be 4:1. That is, for every 4 learner employees, there is 1 mentor. For employers with less than 50 employees, a ratio of 2:1 will be applicable.
- 3.8. For unemployed learners, the mentor ratio is 4:1. For every 4 learners, there should be 1 mentor, and for an organisation with less than 50 employees, a ratio of 2:1 will be applicable.
4. Employers and accredited training providers may apply for a learnership, in line with the advertised requirements.
5. A learnership will only be awarded if it addresses the occupational shortages and skills gaps or CATHSSETA sub-sectors.

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6. Allocation of learnership employed will depend on employer size according to the following ratio:

6.1. large-sized companies (of more than 150 employees) qualify for 1 learnership for every 10 employees.

6.2. medium-sized companies (of between 50 and 149 employees) qualify for 1 learnership for every 5 employees.

6.3. Small-sized companies (of less than 50 employees) qualify for 1 learnership for every 2 employees.

7. CATHSSETA will not grant an award for the funding of a learnership where the:

7.1. Information provided is insufficient to demonstrate the need for the learnership.

7.2. A training provider does not have the necessary accreditation and programme approval from an appropriate accrediting body.

8. Applicants implementing learnerships for the first time will be fully inducted by CATHSSETA.

9. Discretionary Grants for learnerships will be paid out in the following manner:

Socio-economic status	Level of Study	Maximum Amount per learner	Duration
Unemployed Learners	NQF Level 2 & 3	R 64 000 for the duration of the programme (Training = R22 000; learner stipend = R42 000)	12 months
	NQF Level 4 & 5	R 66 000 for the duration of the programme (Training = R24 000; learner stipend = R42 000)	12 months
Employed Learners*	NQF Level 2 & 3	R 22 000 for the duration of the programme for training	12 months
	NQF Level 4 & 5	R24 000 for the duration of the programme for training	12 months

*A stipend is not applicable for employed learners.

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Internship N diploma - Work Integrated Learning (WIL) TVET College Guidelines

1. For the purposes of this guideline, "Internship N Diploma" ("**IND**") means a period of workplace-based learning undertaken as part of the requirement for the "N Diploma.
2. INDs are aimed at the following categories of learners:
 - 2.1. Students who are currently registered with public TVET Colleges, and require Work Integrated Learning (WIL) or internships to complete their Nated six (6) in-service training; and
 - 2.2. Unemployed graduates who have completed their National Vocational Level four (NCV L4) or Nated six (N6) and are not employed or are underemployed due to a lack of work experience.
3. This guideline applies to:
 - 3.1. Institutions of learning that need to place interns in CATHSSETA sub-sectors
 - 3.2. A CATHSSETA sub-sector aligned organisation or department that would like to fund interns in WILPs in their sector.
 - 3.3. Learners who would like to be placed for INDs in CATHSSETA sub-sector ("**interns**").
 - 3.4. Employers of interns, as well as members of their staff.
4. An employer must ensure transparent recruitment and selection processes, systems, and procedures when appointing interns. Careful screening of applicants should be done in cases where the nature of the work is confidential or hazardous.
5. The number of permanent employees, as well as the employment equity plan of the employer, must guide the number of interns that can be hosted by an employer.
6. After the selection process, the selected intern must be notified and sign an employment contract with the employer prior to the assumption of duty. The Basic Conditions of Employment Act, 1997, will be applicable to all interns.

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7. The employer has the option to offer permanent employment to an intern at the end of the IND. The retention of interns outside the internship contract should be in accordance with the employers' internal staff recruitment policies and procedures.

8. The role of CATHSSETA, the employer, and the interns in the implementation of IND shall be as follows:

8.1. CATHSSETA shall:

- 8.1.1. Promote partnerships between institutions of learning and employers.
- 8.1.2. Provide and maintain a database of learners and graduates seeking placement.
- 8.1.3. Determine funding frameworks for funding where possible.
- 8.1.4. Register agreements and approve a workplace as a learning place.
- 8.1.5. Monitor, evaluate, and report on IND projects.

8.2. The employer shall:

- 8.2.1. Identify occupations in which IND's will serve;
- 8.2.2. Determine resources necessary to support the IND (i.e., appropriate workspace and materials and equipment);
- 8.2.3. Provide the intern with adequate supervision at work, as well as identifying mentors and coaches for the intern.
- 8.2.4. Integrate the IND into the performance and assessment agreements of mentors.
- 8.2.5. Ensure compliance with all relevant labour law legislation.
- 8.2.6. Provide the intern with appropriate training in the work environment to achieve the relevant outcomes required by an intern development plan, as formulated and agreed upon between the employer and the intern.
- 8.2.7. Pay the intern any agreed stipend during their internships (employment).

8.3. The Training Institution shall:

- 8.3.1. Improve the capacity to deliver skills relevant to the industry needs.
- 8.3.2. Implement work-integrated learning aligned to the CATHSSETA sub-sectors.
- 8.3.3. Monitor and evaluate the IND project.

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8.3.4. Perform all functions and duties as per the institutional IND policy framework.

8.3.5. Abide by the rules and regulations of the employer.

8.4. The intern shall:

8.4.1. Perform all functions and duties as assigned by the employer.

8.4.2. Abide by the rules and regulations of the employer.

8.4.3. Complete all tasks, assignments, and assessments.

8.4.4. Complete the learning programme.

9. Discretionary Grants for Internship N-diploma will be paid out in the following manner:

Learning Programme	Admin Fee	Amount per Learner	Duration
Work Integrated Learning NCV Level 4	R 3 600 per learner for the duration of the programme	R 21 000 for the duration of the programme	6 months
Work Integrated Learning Nated 6	R 10 800 per learner for the duration of the programme	R 63 000 the duration of the programme	18 months

10. For unemployed learners, the mentor ratio is 4:1. For every 4 learners, there should be 1 mentor, and for an organisation with less than 50 employees, a ratio of 2:1 will be applicable.

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**Graduate Internship / Internship Category A - Work Integrated Learning (WIL)
University Placement Guidelines**

1. For the purposes of this guideline, Graduate Internship means a period of workplace-based learning for the purposes of allowing a person who has completed a post-school qualification (National Diploma/ National Degree/ Higher Certificate) to gain workplace experience or exposure to enhance competency and/ or employability. This may include academic staff with existing qualifications that need industrial exposure or experience.

Internship Category A (WIL University placement): means a period of workplace-based learning undertaken as part of the requirement and completion for a National Degree, National diploma, Higher Certificate, or Advanced Certificate as a vocational qualification stipulated in the Higher Education Qualifications Sub-Framework (HEQSF).

2. Graduate Internship or Internship Category A are aimed at the following categories of learners:

- 2.1. Students who are currently registered with Universities and Universities of Technology, and require experiential learning (in-service training) to complete their studies (Internship Category A (WIL University placement)); and
- 2.2. Unemployed graduates who have obtained their qualification from Higher Education & Training Institutions (HET's) and are not employed or are underemployed due to a lack of work experience (Graduate Internship).
- 2.3. Students need to be in possession of a qualification (Graduate Internships) or working towards obtaining a qualification (WIL University placement) at NQF level 5 or above.

3. This guideline applies to:

- 3.1. Institutions of learning that need to place interns within CATHSSETA sub-sectors
- 3.2. An organization or department that would like to fund interns within CATHSSETA sub-sectors.

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- 3.3. Learners who would like to be placed for Internship Category A in CATHSSETA sub-sectors, for them to complete their qualification.
- 3.4. Learners who would like to be placed for Graduate Internship in CATHSSETA sub-sectors, for them to gain work experience.
4. An employer must ensure transparent recruitment and selection processes, systems, and procedures when appointing interns. Careful screening of applicants should be done in cases where the nature of the work is confidential or hazardous.
5. The number of permanent employees, as well as the employment equity plan of the employer, must guide the number of interns that can be hosted by an employer.
6. After the selection process, the selected intern must be notified and sign an employment contract with the employer prior to the assumption of duty. The Basic Conditions of Employment Act, 1997 will be applicable to all interns.
7. The employer has the option to offer permanent employment to an intern at the end of the Internship Category A or the Graduate Internship programme. The retention of interns outside the internship contract should be in accordance with the employers' internal staff recruitment policies and procedures.
8. The role of CATHSSETA, the employer and the interns in the implementation of Internship Category A or the Graduate Internship programme shall be as follows:
 - 8.1. CATHSSETA shall:
 - 8.1.1. Promote partnerships between institutions of learning and employers.
 - 8.1.2. Provide and maintain a database of learners seeking placement.
 - 8.1.3. Determine funding frameworks for funding where possible.
 - 8.1.4. Register agreements and approve a workplace as a learning place.
 - 8.1.5. Monitor, evaluate and report on the Internship Category A or Graduate Internship programme.

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**8.2. The employer shall:**

- 8.2.1. Identify occupations in which Internship Category A or Graduate Internship programmes will serve.
- 8.2.2. Determine resources necessary to support the programmes (i.e. appropriate work space and material and equipment).
- 8.2.3. Provide the intern with adequate supervision at work, as well as identifying mentors and coaches for the intern.
- 8.2.4. Integrate the Internship Category A or Graduate Internship programmes into the performance and assessment agreements of mentors.
- 8.2.5. Ensure compliance with all relevant labour law legislation.
- 8.2.6. Provide the intern with appropriate training in the work environment to achieve the relevant outcomes required by an intern development plan, as formulated and agreed upon between the employer and the intern.
- 8.2.7. Pay the intern any agreed stipend during their internship (employment).

8.3. The Learning Institution shall:

- 8.3.1. Improve the capacity to deliver skills relevant to the industry needs.
- 8.3.2. Implement work-integrated learning aligned to the CATHSSETA sub-sectors.
- 8.3.3. Monitor and evaluate the Internship Category A or Graduate Internship project.
- 8.3.4. Perform all functions and duties as per the institutional Internship Category A or Graduate Internship programmes policy framework.
- 8.3.5. Abide by the rules and regulations of the employer.

8.4. The intern shall:

- 8.4.1. Perform all functions and duties as assigned by the employer.
- 8.4.2. Abide by the rules and regulations of the employer.
- 8.4.3. Complete all tasks, assignments, and assessments.
- 8.4.4. Complete the duration of the learning programme.

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9. Discretionary Grants for **Graduate Internship / Internship Category A** will be paid out in the following manner:

Learning Programme	Admin Fee	Stipend per Learner	Duration
Graduate Internship	R 7 200 per learner for the duration of the programme	R60 000 for the duration of the programme	12 months
Internship Category A (Work Integrated Learning – University placement)	R 3 600 per learner for the duration of the programme	R 21 000 for the duration of the programme	6 months
	R 7 200 per learner for the duration of the programme	R 42 000 for the duration of the programme	12 months

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Bursary Grant Guidelines

1. For the purposes of this guideline, a "bursary" refers to financial support to learners registered for part or full-time studies at an accredited institution in areas identified as Occupational Shortages and Skills gaps by CATHSSETA. A "bursary grant" refers to monies paid to institutions to finance the study costs for learners.
2. A bursary grant serves as an incentive to employed & unemployed learners to study at accredited institutions of higher learning, in areas of Occupational Shortages and Skills within CATHSSETA sub-sectors. These learners should be enrolled, or are in the process of enrolling, as full-time or part-time students at any South African Institution of higher learning (Preference is given to public institutions of higher learning).
3. Employers and Institutions of higher learning may apply for a bursary grant, in line with the advertised requirements.
4. Bursary unemployed is restricted to learners who have enrolled for qualifications related to the following CATHSSETA sub-sectors:
 - 4.1. Arts and Culture
 - 4.2. Hospitality
 - 4.3. Tourism
 - 4.4. Conservation
 - 4.5. Gaming and Lottery
 - 4.6. Sports and Recreation
5. In order to align with the academic year, the timeline for applications for bursary grants will be as follows:
 - 5.1. Invitations to apply for Discretionary Grants and the CATHSSETA bursary support scheme will be published as per the Discretionary Grants implementation schedule.

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- 5.2. Evaluation of applications will be conducted by CATHSSETA in each Discretionary Grant window.
- 5.3. Bursary grant allocations will be recommended and approved by CATHSSETA as per the Discretionary Grants implementation schedule.
- 5.4. Eligible applicants will be notified of acceptance or rejection as per the Discretionary Grants implementation schedule.
6. Bursary employed will only be awarded if it addresses the occupational shortages and Skills gaps or CATHSSETA sub-sectors. To the extent that a bursary grant application focuses on an area of study not included in CATHSSETA sub-sectors or occupational shortages and skills gaps, a reasoned proposal can be provided in the Discretionary Grant application, motivating for inclusion. This will only be allowed in exceptional circumstances and considering the SSP.
7. An applicant must be applying for funding for an accredited CHE, SAQA or UMALUSI qualification.
8. The bursary employed grant funding may be for a course that culminates in a nationally recognized qualification.
9. Bursary unemployed grant funding may be for a one-year course which culminates in a nationally recognized qualification, or as part of a multiple-year qualification. This qualification should be an undergraduate qualification. Preference will be given to continuing learners, subject to a learner submitting positive results for each year, for them to be funded for the next year.
10. The total value of the bursary amount, will be as per the table below:

Socio-economic Status	Level of Study	Maximum amount per learner
Unemployed learners	Undergraduate/ NQF Levels 5,6 & 7	R 80 000 for one year
	TVET Colleges	R 58 000 for one year

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Socio-economic Status	Level of Study	Maximum amount per learner
Employed learners	NQF levels 5 to 10	R 35 000 for one year

11. The total value of the bursary amount, for Post-Doctoral Research, will be determined through an evaluation process that will examine each application on its merits, the proposed contribution to the sector and the availability of Discretionary Grant funds.
12. A bursary agreement may not be terminated before the termination date of the agreement, unless CATHSSETA approves of the early termination in accordance with the bursary agreement.

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