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2017/18 WINDOW 2 DISCRETIONARY GRANT APPLICATION GUIDELINES

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a National Public entity established in terms of the Skills Development Act (No. 97 of 1998) as amended, and as such is mandated to promote skills development for the CATHSSETA sector. The CATHSSETA hereby invites suitable employers, stakeholders and interested parties to apply for discretionary grant funding.

These grants are intended to meet the sector needs as set out in the Sector Skills Plan (SSP), Strategic Plan and the priorities outlined in the National Skills Development Strategy III (NSDSIII).

In this Discretionary Grant window, CATHSSETA will be allocating Discretionary Grant funding for the learning programmes listed below. Please refer to **Annexure 1**, which is appended to this document, for definitions, unit costs to be funded per learner and targets to be fulfilled in this window for each learning programme.

1. Learnerships for Employed Learners
2. Learnerships for Unemployed Learners
3. Bursary for Employed Learners
4. Bursary for Unemployed Learners
5. Artisans: Apprenticeships
6. Internships
7. Work Integrated Learning (NCV level 4)
8. Work Integrated Learning (Nated 6)
9. Skills Programme for Unemployed Learners
10. Skills Programme for Employed Learners

Who can apply

The following stakeholders and legal entities who fall within the CATHSSETA sector are invited to apply for the 2017/18 Window 2 Discretionary Grant funding:

- All employers within CATHSSETA sector – this includes levy paying and non-levy paying entities;
- Public Universities, Universities of Technology and TVET Colleges;
- Government departments, agencies and state owned enterprises;
- Accredited training providers in the CATHSSETA sector;
- Non-Profit Organisations (NPO's);
- Non-Government Organisations (NGO's);
- Community Based Organisations (CBO); and

- Co-operatives

Stakeholders who applied during any previous Discretionary Grant Allocation windows are welcome to apply during this new window of funding whether their previous applications were successful or not.

CATHSSETA WILL NOT AWARD DISCRETIONARY GRANT FUNDS FOR:

- Projects that have already commenced prior to the approval of the application
- Set-up costs, e.g. start-up costs
- Capital expenditure, e.g. building costs, equipment such as computers, etc.
- Existing operating expenses e.g. salaries of current employees who will undergo training
- Organisational policy development
- Interventions that result only in “awareness” for participants
- Training of any learners who are currently being funded through other programmes already.

APPLICATION PROCESS

CATHSSETA 2017/18 Window 2 Discretionary Grants will open on **22 May 2017 at 00:00 a.m.** and close on **19 June 2017 at 11:59 p.m.** There will be no extension to the deadline. All applications must be made online via the CATHSSETA website, on www.cathsseta.org.za. Only online applications that have been submitted will be accepted. Below is an overview of how to apply:

Entities applying for learners in more than 1 province should complete 1 application per province.

Step 1: Familiarise yourself with this document, which provides the specifications of what CATHSSETA is looking to fund per province and per learning programme. Please take note that applications must be submitted per learning programme. Should an applicant wish to participate in more than one learning programme, they must complete application form per learning programme.

Step 2: Familiarise yourself with the Discretionary Grants Policy, which outlines what Discretionary Grants are, what is the process when applying, the evaluation criteria, and the learning programme guidelines.

Step 3: Use the checklist that is appended to this document (Annexure 2) to prepare all documentation that must be submitted. Ensure that you have all the relevant documents downloaded, completed and signed where applicable. Scan the completed documents and save these in PDF format, in one folder on your computer as you will be required to upload these documents in the documents upload section.

Step 4: Access the online application form by going to www.cathsseta.org.za and clicking on the **Funding tab, and the Discretionary Grants tab**. Under the Discretionary Grants tab, there is a link that will direct you to the online Indicium system. If you have already registered on the Indicium system, you do not need to re-register, you may use the same login details.

Step 5: Please ensure that you complete the application form in full and upload all the necessary supporting documents as articulated on the check list mentioned in step 2. Please note that you will not be able to make any changes to your application form once you submit your application.

The CATHSSETA Regional offices are available to help with information and facilities for the lodging of applications.

	Contact Person	Contact Number	E-mail Address
National			
National Help Desk	Ms Tebogo Mohulatsi	087 287 9004	discretionarygrants@cathsseta.org.za
Regional Managers			
Gauteng & North West	Ms. Sharon Mukhola	072 899 2944	GP.NW@cathsseta.org.za
Kwa-Zulu Natal	Ms. Zandile Ntshangase	079 694 1313	KZN@cathsseta.org.za
Mpumalanga & Limpopo	Ms. Phamela Khosa	072 782 8179	LIMP.MP@cathsseta.org.za
Western Cape	Ms. Martha Corlett	073 448 8687	WC@cathsseta.org.za
Free State & Northern Cape	Ms. Makhotso Seekoei	084 552 9096	FS.NC@cathsseta.org.za
Eastern Cape	Ms. Nelly Pambo	082 620 1752	EC@cathsseta.org.za

Discretionary Grant funding targets for 2017/18 Window 2

The table below is an indication of the funding targets per province.

Learning Programme	TARGET BENEFICIARIES PER PROVINCE									Total target beneficiaries
	Gauteng	Western Cape	KwaZulu Natal	Eastern Cape	Limpopo	Free State	Mpumalanga	North West	Northern Cape	
Artisans	0	60	47	0	26	35	24	24	24	240
Bursary Employed	92	91	92	55	55	55	37	37	36	550
Bursary Unemployed	25	60	75	0	45	41	30	30	30	336
Internship & HET student	138	138	142	48	90	90	60	60	60	826
Learnership Employed	27	7	36	13	0	25	15	17	16	156
Learnership Unemployed	10	3	13	0	0	20	4	13	13	76
Skills Programme Employed	0	250	250	0	150	150	91	100	100	1091
Skills Programme Unemployed	24	51	163	0	110	90	74	73	73	658
Work Integrated Learning: N6	167	160	166	100	100	100	67	67	66	993
Work Integrated Learning: NCV	84	75	83	50	50	50	34	33	33	492
Total target beneficiaries per province	567	895	1067	266	626	656	436	454	451	5418

The CATHSSETA awards Discretionary Grant funding at its discretion for the purposes of attaining its strategic objectives as outlined in the Strategic Plan, Annual Performance Plan and the development of skills as articulated in its Sector Skills Plan subject to availability of funding.

Scarce Skills to be funded per learning programme

Preamble: CATHSSETA is specific with the skills it needs as developed in its SSP, as such this window is targeted at developing skills within the learning programmes and scarce skill occupations below. Annexure 1 appended to this document provides further details on each learning programme.

Unemployed learners are those learners that were not in the employment of the employer before the commencement of the learning programme.

Employed learners are those learners that were already in the employment of the employer before the commencement of the learning programme.

1. Bursary Programme

This programme is offered for employed and unemployed learners. CATHSSETA will fund projects for learners to study qualifications aligned to the CATHSSETA sub-sectors. The Scarce Skill occupations listed below will be given preference.

Occupation Code	Occupation
112101	Director
134909	Museum Manager
141101	Hotel Manager
141201	Reservations Manager
141203	Catering Production Manager
141204	Restaurant Manager
143107	Fitness Centre Manager
213107	Marine Biologist
213302	Environmental Scientist
243204	Event Producer
251301	Multimedia Specialist
342201	Sports Development Officer
342301	Fitness Instructor
343902	Light Technician

2. Learnership Programme

This programme is offered for employed and unemployed learners. The Scarce Skill occupations listed below will be given preference.

Occupation Code	Occupation
112101	Director
143101	Betting Agency Manager
143102	Gaming Manager
143107	Fitness Centre Manager
213301	Conservation Scientist
213307	Park Ranger
243204	Event Producer
342201	Sports Development Officer
342301	Fitness Instructor
343902	Light Technician
421204	Bookmaker's Clerk
421202	Gaming Worker

Occupation Code	Occupation
422102	Travel Consultant
511302	Tour Guide
422201	Inbound Contact Centre Consultant

3. Skills Programme

This programme is offered for employed and unemployed learners. Please take note of the minimum number of credits for a funded short skills programme. The Scarce Skill occupations listed below will be given preference.

Occupation Code	Occupation
243204	Event Producer
342201	Sports Development Officer
342301	Fitness Instructor
343902	Light Technician
342302	Outdoor Adventure Guide
512101	Cook
343401	Chef

4. Work Integrated Learning Programme

This programme is offered for TVET graduates with an N6 level qualification or an NCV Level 4 qualification, for the scarce skill occupations listed below.

OFO Code	Occupation
141204	Restaurant Manager
251301	Multimedia Specialist
422102	Travel Consultant
422201	Inbound Contact Centre Consultant
343401	Chef
512101	Cook
511302	Tour Guide

5. Apprenticeship Programme

This programme is only offered for the qualification & occupation listed below.

OFO Code	Occupation	Qualification Title
343401	Chef	National Certificate in Professional Cookery

6. Internships

This programme is offered for Public University & University of Technology graduates, and students requiring experiential learning to complete qualifications within the CATHSSETA sub-sector, for the scarce skill occupations listed below.

Occupation Code	Occupation
213107	Marine Biologist
251301	Multimedia Specialist
342201	Sports Development Officer
134901	Environmental Manager
141203	Catering Production Manager
441903	Program or Project Administrator

Annexure 1: Definitions and unit costs for the CATHSSETA learning programmes on offer in this advertisement window

1. Bursary Unemployed Programme
<p>Is a monetary award made to learners. This intervention is a grant awarded to unemployed learners enrolled on part qualifications or full qualifications registered on the NQF</p> <p>Unit cost per learner: R 49 000 (TVET) : R 67 000 (NQF 5 – 8)</p> <p>Unit cost per learner is inclusive of stipend, the stipend amount will determined by the entity after paying tuition fees</p>
2. Bursary Employed Programme
<p>A bursary is a monetary award made to learners. This intervention is a grant awarded to employed learners enrolled on part qualifications or full qualifications registered on the NQF.</p> <p>Unit cost per learner: R 35 000 Stipend : Not applicable</p>
3. Learnership Unemployed Programme
<p>This is a structured learning program over a period of 12 months for unemployed learners. It includes theoretical & practical workplace experiential learning and leads to an occupationally related qualification registered on the NQF.</p> <p>Unit cost per learner: R 42 000 (NQF 2 & 3) : R 50 000 (NQF 4 & 5)</p> <p>Stipend per learner : R 2 000 per month (NQF 2 & 3) : R 2 500 per month (NQF 4 & 5)</p>
4. Learnership Employed Programme
<p>This is a structured learning program over a period of 12 months for employed learners. It includes theoretical & practical workplace experiential learning and leads to an occupationally related qualification registered on the NQF.</p> <p>Unit cost per learner: R 18 000 (NQF 2 & 3) : R 20 000 (NQF 4)</p> <p>Stipend per learner : Not applicable</p>
5. Work Integrated Learning - NCV Level 4
<p>This is a 6 month workplace experience program, designed for candidates who have already completed a NQF 1, 2, 3 or 4 national vocational qualifications that is relevant to employment in the CATHSSETA sector, but have not yet gathered the necessary practical experience to enable them to obtain employment</p> <p>Unit cost per learner: R 18 000 (6 months)</p>

Stipend per learner : R 2 500 per month

Admin Fee: R500 per month

6. Skills Programme Unemployed

Designed and intended to be an occupational based, short term learning program for unemployed learners, which when successfully completed, will constitute credits towards a qualification registered on the NQF. Skills Programmes are from 3 days to 3 months.

Unit cost per learner per credit: R 150 (NQF 2)
: R 160 (NQF 3)
: R 180 (NQF 4)
: R 200 (NQF 5)

Stipend per learner : R 75.10 per day

Skills Programme will be funded up to a maximum of 60 credits, the maximum amount per learner is R10 000 for training, and R5 000 for the stipend.

7. Skills Programme Employed

Designed and intended to be an occupational based, short term learning program for employed learners, which when successfully completed, will constitute credits towards a qualification registered on the NQF. Skills Programmes are from 3 days to 3 months.

Unit cost per learner per credit: R 150 (NQF 2)
: R 160 (NQF 3)
: R 180 (NQF 4)
: R 200 (NQF 5)

Stipend per learner : Not applicable

Skills Programme will be funded up to a maximum of 60 credits, the maximum amount per learner is R10 000.

8. Work Integrated Learning – N6

This is a 12 – 18 month workplace experience program designed for candidates who have already completed N6 qualification and the practical experience is necessary, to enable them to obtain employment.

Unit cost per learner: R 36 000

Stipend per learner : R 2 500 per month

Admin Fee: R500 per month

9. Apprenticeship Programme

A non-unit standard based registered qualification, which is governed by the Skills Development Act. An apprenticeship comprises the integration of workplace and institutional learning. It is a 12 month intervention that culminates into a qualification.

Unit cost per learner: R 50 000

Stipend per learner : R 2 500 per month

10. Internships Programme

This is a 12 month workplace experience program, designed for candidates who have already completed a NQF level 5 qualification at a University or University of technology that is relevant to employment in the CATHSSETA sector but have not yet gathered the necessary practical experience to enable them to obtain employment, and candidates who require practical experience to complete their qualification at University or University of technology.

Unit cost per learner: R 42 000

Stipend per learner : R 3 000 per month

Admin Fee: R500 per month

1. Unit cost per learner is inclusive of stipend where applicable

Annexure 2: Document submission checklist

Applicants are required to upload the following documents with their application form:

Documents	Purpose	Downloadable from website ¹	Checklist
Organisation's registration documents	Compulsory for compliance	No	
Valid Tax Clearance Certificate or Tax exemption certificate	Compulsory for compliance	No	
BBBEE Certificate (if applicable)	Required for evaluation	No	
Declaration of interest	Compulsory for compliance	Yes	
Declaration of authorised person	Compulsory for compliance	Yes	
Authorised person's ID copy			
Acknowledgement of CATHSSETA Discretionary Grant policy	Compulsory for compliance	Yes	
Host employer confirmation letter (where applicable)	Required for evaluation	Yes	
Proof of Accreditation i.e. Training Provider Accreditation certificate (Skills Programme & Learnerships)	Required for evaluation	No	
Proof of registration of assessors & moderators	Required for evaluation	No	
Financial statements or bank statement	Required for evaluation	No	
Confirmation of banking details (Letter from bank or cancelled cheque)	Required for evaluation	No	
Lease or Title documents	Required for evaluation	No	
Asset register	Required for evaluation	Yes	
COID letter	Required for evaluation	No	

¹ Where applicable, templates must be downloaded from the website – www.cathsseta.org.za by clicking on the **DISCRETIONARY GRANTS SUBMISSION DOCUMENTS**.

The Indicium system manual is accessible on the CATHSSETA website.

