



Culture, Arts, Tourism, Hospitality and Sport
Sector Education and Training Authority

SOP TITLE	STANDARD OPERATING PROCEDURES FOR STRATEGIC PROJECTS, PARTNERSHIP AND SPONSORSHIPS
SOP NUMBER	
DATE OF ORIGINAL APPROVAL OF SOP	2023

APPROVAL PAGE

The approval page ensures that proper steps are followed to indicate the status of the document.

CATHSSETA Management (Compilation of document)

Name and Surname	Mr Thabang Motlatla	Signature	
Designation	Manager: Learning Programmes	Date	17/09/2025

CATHSSETA Management (Recommendation of the document)

Name and Surname	Ms Lebogang Mpye	Signature	
Designation	Executive Manager: Learning Programmes	Date	17/09/2025

CATHSSETA Management (Recommendation of the document)

Name and Surname	Ms Lebogang Nhlapo	Signature	
Designation	Acting Chief Financial Officer	Date	17/09/2025

CEO Approval

Name	Mr Marks Thibela	Signature	
Designation	Chief Executive Officer	Date	18/09/2025

TABLE CONTENTS

OFFICIAL SIGN-OFF	2
ABBREVIATIONS AND ACRONYMS	4
DEFINITIONS.....	4
1. INTRODUCTION	5
2. PURPOSE AND OBJECTIVES	5
3. SCOPE OF APPLICATION	6
4. LEGISLATIVE AND REGULATORY FRAMEWORK.....	6
5. SOP PROVISIONS.....	6
6. ADMINISTRATION OF REQUESTS FOR STRATEGIC PROJECTS AND PARTNERSHIP PROPOSALS THAT REQUIRE FINANCIAL COMMITMENT	7
7. STEPS IN HANDLING STAKEHOLDER REQUESTS FOR STRATEGIC PROJECTS AND PARTNERSHIP PROPOSALS THAT REQUIRE FINANCIAL COMMITMENT FROM CATHSSETA	9

ABBREVIATIONS AND ACRONYMS

Acronym	Description
CATHSSETA	Culture, Arts, Tourism, Hospitality and Sports Sector Education and Training Authority
CEO	Chief Executive Officer
CFO	Chief Financial Officer
PFMA	Public Financial Management Act
NGO	Non-Government Organisation
NPO	Non-Profit Organisation
NGO	Non-Government Organisation
SETA	Sector Education and Training Authority
SOP	Standard Operating Procedure
SSP	Sector Skills Plan
NSDP	National Skills Development Plan,2030

DEFINITIONS

CONCEPT	DESCRIPTION
Approval	Adoption and approval of a document by the approval Authority
Applicant	A legal entity, public institution, employer or enterprise within CATHSSETA sectors, including an employer or enterprise required to pay a skills development levy in terms of the Skills Development Levies Act No.9 of 1999 (i.e. Levy-paying and non-levy-paying employers)
Constitution	Constitution of the Republic of South Africa, Act No. 108 of 1996 as amended
Donation	A gift for charity, humanitarian aid, or to benefit a cause.
Effective Date	The date in the contract
Partnership	A collaborative relationship with external organisations or stakeholders to achieve mutual benefits that pertain to CATHSSETA's six sub-sectors.

CONCEPT	DESCRIPTION
Sponsorship	CATHSSETA commits funds or resources to a non-profit event or program in exchange for specific promotional benefits that pertain to CATHSSETA's six (6) sub-sectors.
Standard Operating Procedures	Detailed process outline on how to implement a policy/SOP
Strategic Project/Proposal/Partnership	A project/proposal/partnership addressing a strategic need as determined by CATHSSETA that promotes diversity, equal opportunities and creates an enabling environment for positive change and impact. For example, skills development campaigns/exhibitions/expos/skills development-related proposals that fall outside the mandate of CATHSSETA and are not in response to Annual Performance Plan (APP) advertisements.

1. INTRODUCTION

- 1.1. The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority's (CATHSSETA) vision of skills needs met in each sub-sector to drive economic growth by 2030 through the promotion of CATHSSETA offerings, which requires the exploration of partnership opportunities to position the SETA as a reputable brand. CATHSSETA receives multiple requests from stakeholders for partnerships /sponsorship to host career exhibitions/ campaigns/expos/conferences, workshops and events that require financial commitment from the SETA. Clear guidelines are required to enable CATHSSETA to handle stakeholder requests and build on a positive mood to strengthen social partnerships in pursuit of skills development. It is crucial to prioritise skill development interventions in each of the subsectors through strategic projects and partnerships. Partnership projects with CATHSSETA are covered by this Standard Operating Procedure (SOP); and
- 1.2. This SOP arises from and complements the Discretionary Grant Policy and the Strategic Projects, Sponsorships and Partnerships Policy therefore, where applicable, the prescripts of the two policies shall apply to this SOP.

2. PURPOSE AND OBJECTIVES

- 2.1 This SOP describes the activities to be undertaken by CATHSSETA to handle Strategic Projects and partnerships that address CATHSSETA priorities and/or National priorities listed in the Sector Skills Plan and require financial commitment;
- 2.2 Although Strategic Projects and Partnership may not always be handled through the Discretionary Grant application windows however where applicable, allocations will be directed to cater for Strategic Projects, Partnership and Sponsorships;
- 2.3 The process of Strategic Projects and Partnerships that require financial commitment from CATHSETA is initiated by stakeholder proposals submitted to CATHSSETA and/or conceptualised projects through sector engagements for consideration outside of the Discretionary Grant and Special Projects funding windows; and
- 2.4 This SOP outlines the procedures for initiating, managing, and evaluating strategic projects and partnerships to ensure alignment with organisational goals and maximise impact.

3. SCOPE OF APPLICATION

- 3.1 The SOP applies to all the members of the Accounting Authority and Staff who interact with or participate in the processes for considering, evaluating, adjudicating and approving requests for partnerships and sponsorships that are received from the stakeholders.

4. LEGISLATIVE AND REGULATORY FRAMEWORK

- 4.1. Constitution of the Republic of South Africa, Act No. 108 of 1996 as amended;
- 4.2. Public Finance Management Act No. 1 of 1999 as amended;
- 4.3. Skills Development Act No.97 of 1998 as amended;
- 4.4. Promotion of Access to Information Act No. 2 of 2000 as amended;
- 4.5. White Paper on Post-School Education and Training, 2013;
- 4.6. SETA Grant Regulations of 2012;
- 4.7. Policy on Discretionary Grant; and
- 4.8. Policy on Strategic Projects, Partnerships and Sponsorships.

5. SOP PROVISIONS

- 5.1 Strategic Projects and Partnerships may be applied by, amongst others, the private and public sectors, higher education institutions, Technical and Vocational Education and Training (TVETs), Continuing Education and Training (CETs), levy-paying and non-levy organisations, Post School Education and Training institutions, government departments and public entities, inter-SETA collaborations, and skills development

providers, with an impactful, unique or innovative offering or can be initiated internally by CATHSSETA;

- 5.2 CATHSSETA is dedicated to creating impactful projects that address the pressing needs of its six subsectors. Therefore, partnership proposals from stakeholders are encouraged to contribute financial resources, as such contributions are vital for the successful implementation of impactful projects;
- 5.3 CATHSSETA shall consider proposals and/or requests for Strategic Projects and Partnerships requiring financial commitment in a fair, impartial, honest manner;
- 5.4 Requests for Strategic Projects and Partnerships proposals that require financial commitment must be aligned with the CATHSSETA mandate;
- 5.5 Availability of funds will be a determining factor for awarding Strategic Projects and Partnerships, honouring proposals that require financial commitment. Strategic Projects, Partnerships and Sponsorships are considered at the CATHSSETA's discretion, considering current needs and available resources;
- 5.6 Decision-making regarding requests for Strategic Projects and Partnerships honouring proposals that require financial commitment shall be free from bias and prejudice;
- 5.7 Formal requests for Strategic Projects and Partnerships honouring proposals that require financial commitment will be provided with feedback and given reasons for declining their request upon approval;
- 5.8 CATHSSETA is governed by the Public Finance Management Act No. 1 of 1999 as amended (PFMA) and the Regulations issued in terms thereof. CATHSSETA is committed to ensuring compliance with the principles therein; and
- 5.9 CATHSSETA may, at its discretion, identify key strategic partners to partner with, through the delivery of specific learning interventions in line with the CATHSSETA strategic priorities and national priorities. These may include, but are not limited to: CATHSSETA levy-paying companies, non-levy paying entities, employers, recognised trade unions in the sector, regulatory bodies, associations, international agencies, higher education institutions and colleges, and Public Entities.

6. ADMINISTRATION OF REQUESTS FOR STRATEGIC PROJECTS, AND PARTNERSHIP PROPOSALS THAT REQUIRE FINANCIAL COMMITMENT

The following processes shall be followed:

- 6.1. Request for Strategic Projects, Partnership and Sponsorship proposals that require financial commitment
 - 6.1.1. Notice will be placed on the CATHSSETA's website for all stakeholders from various sub-sectors to submit proposals using the prescribed

Application Form, through a dedicated email address, to request sponsorship or partnerships. CATHSSETA will attend to proposals for projects and partnerships that require financial commitment as and when they are sent to the SETA;

6.1.2. All requests or proposals for Strategic Projects, Partnerships and Sponsorship must reflect the funds that are required and what they would be used for;

6.1.3. CATHSSETA shall only approve requests that require financial commitment to stakeholders mentioned in point 3.1 that meet the criteria and are subject to points 5.4; and

6.1.4. Projects to be funded must address the priorities that are contained in the CATHSSETA's Sector Skills Plans, Strategic Plans and the outcomes of the National Skills Development Plan, 2030 (NSDP).

6.2. Evaluation of requests for Strategic Projects and Partnership proposals that require financial commitment.

6.2.1. The Evaluation Committee shall consist of six (6) members, of whom 60% of them must be managers, drawn from the different departments;

6.2.2. Appointment letters shall be issued to the appointed members at least one (1) month before the commencement of the evaluation process and signed by the CEO or delegated official;

6.2.3. The scribe/secretariat function shall rotate among the Office Administrators of the Executive Managers. The appointed scribe/secretariat shall be responsible for providing secretarial support to the Evaluation Committee, including recording proceedings and preparing minutes, maintaining official records, and fulfilling administrative requirements;

6.2.4. When the Evaluation Committee members are appointed, one (1) of them must be designated as a Chairperson;

6.2.5. The Evaluation Committee shall convene as and when required, based on the need and evaluate proposals received.

6.3. In addition to the evaluation grid, the following supplementary criteria shall be applied in the consideration of proposals

6.3.1. Skills levy payments must be up to date for all CATHSSETA's levy-paying entities, including government departments and small, medium, and large employers operating within the subsectors;

- 6.3.2. For organisations that do not pay levies to the CATHSSETA but are eligible to pay, proof must be provided that they are up to date with levy payments to their relevant SETA;
- 6.3.3. Higher Educational Institutions such as Universities, TVET and CET Colleges submitting funding requests must be responding to the CATHSSETA's priorities as contained in the SSP and NSDP;
- 6.3.4. The proposer or requester must indicate their contribution, towards the implementation of the partnership;
- 6.3.5. Verify if the entity requesting partnership/ sponsorship operates within the CATHSSETA's sub-sectors;
- 6.3.6. Ascertain if the request responds to the issues that address the triple challenges, such as unemployment, inequality and poverty;
- 6.3.7. Ascertain if the request falls within any of the six (6) subsectors; and
- 6.3.8. Ascertain if the request is not for learning programmes that are addressed through the normal Discretionary Grant or Special Projects window, unless it demonstrates that the project is aligned to the following:
 - 6.3.8.1. Impactful;
 - 6.3.8.2. unique or has innovative offerings such as lasting employment;
 - 6.3.8.3. guaranteed percentage of learner absorption of beneficiaries;
 - 6.3.8.4. multi-faceted (learning programmes delivery and provision of infrastructure support); and
 - 6.3.8.5. multi-stakeholder (Integrated Collaborative Partnership).
- 6.3.9. Ascertain if the request meets CATHSSETA's transformational imperatives as indicated in the DG Policy;
- 6.3.10. CATHSSETA may consider partnership proposals that are aimed at interventions that are impactful and will assist its subsector beneficiaries with knowledge and skills relevant to its subsectors; and
- 6.3.11. Where a proposal is for implementing an accredited qualification, the actual qualification, unit standards, number of credits and qualification ID must be indicated, and the proposal must include details of the accredited Skills Development Provider (SDP) that will provide training for the learners.

- 6.4. Financing of the requests for Strategic Projects, partnerships and Sponsorships requires financial commitment.

The following factors shall apply in considering and/or administering the requests or applications:

- 6.4.1. Availability of the funds shall be first established and confirmed by the Chief Financial Officer;
- 6.4.2. CATHSSETA shall fund projects at its discretion and subject to the availability of funds;
- 6.4.3. A contract or Memorandum of Agreement must be put in place once a request for strategic projects and partnership proposals that require financial commitment is approved and a closed-out report should be provided; and
- 6.4.4. CATHSSETA shall not consider requests that require financial commitment if:
 - 6.4.4.1. the proposal is not prepared and submitted on the prescribed template;
 - 6.4.4.2. the criteria for funding are not met; and
 - 6.4.4.3. the SETA has exhausted its budget and already met the target for the financial year and applications addressing PIVOTAL programmes outlined in the Annual Performance Plan (APP), Discretionary Grant and Special Projects.

6.5. Adjudication and Approval Process

The following process shall apply:

- 6.5.1. The Evaluation Committee is required to meet as and when required to evaluate proposals in accordance with established processes and make recommendations to the Bid Adjudicating Committee BAC; and
- 6.5.2. The BAC shall consider and adjudicate the recommendations made by the Evaluation Committee, then make its own recommendations to the AA or CEO as per the Delegations of Authority.

7. Steps in handling requests or applications for strategic projects, partnerships and sponsorships

STEP	ACTION	RESPONSIBILITY
1.	Issue an invitation to stakeholders to submit funding proposals/requests (referred to as strategic projects and partnerships proposals) through the CATHSSETA's website.	Learning Programmes Department
2.	The stakeholder submits a proposal for strategic projects and partnerships that require a financial commitment to the dedicated email address.	Applicant
3.	On receipt, Departments/Units forward requests for proposals to the dedicated email address.	Departments/ Units
4.	The Secretariat has access to the designated email to prepare a dashboard for the evaluation committee.	Secretariat to the Evaluation Committee
5.	Evaluation Committee to sit as and when required, evaluate the proposals and make recommendations.	Evaluation Committee
6.	Recommendations are tabled at the BAC for consideration.	Evaluation Committee
7.	The AA or CEO or the delegated official approves recommendations and hands them over to the Learning programmes for the implementation process.	OCEO and Evaluation Committee Chairperson
8.	Implementation is carried out	LP Department
9.	Signed Approval / unsuccessful letter sent to applicants upon approval of the evaluation report.	OCEO and Learning Programmes
10.	Approved proposals may only commence upon receipt of approval from CATHSSETA in writing. Such approval includes a letter and a duly signed contract.	Learning Programmes
11.	Report to be handed over to respective units, depending on the nature of projects, units shall contract and implement accordingly.	Learning Programmes
12.	Monitoring and evaluation of the implementation process	Research, Monitoring and Evaluation Department

8. EVALUATION CRITERIA FOR PROPOSALS:

Step 1: Type A the applicant	Maximum Score	
1. B-BBEE Status	10	
2. % Equity Black Ownership	10	
3. % Equity Black Women Ownership	10	
Total Points	30	

Type B applicant		
1. NGO/Non-Profit entities/Cooperatives/Trade Unions	20	
2. PSET (Universities, TVETs, CETs)	10	
3. Levy Paying Employers	10	
4. Disability entities	10	
Total Points	50	

Step 2: Alignment of the project to CATHSSETA's Transformational imperatives	Score	
1. The project is targeting designated groups	10	
2. Project addresses other national imperatives in addition to skills development	10	
3. Gender diversity	10	
4. Youth focus	10	
5. Disability focus	10	
6. Location of project (Rural)	10	
7. Partnership proposal showing their funding portion	30	
8. Qualifications aligned to the Occupational Shortages and Skills gaps	10	
Total Points	100	

Step 3: Implementation capability of the applicant	Score	
1. Has the applicant submitted a compelling project implementation plan	10	
2. Has the applicant submitted a detailed project budget	10	
3. Has the applicant provided an effective learner recruitment plan	10	
4. Has the applicant demonstrated sufficient hosting capacity	10	
5. Training provider Accreditation (where applicable)	10	
6. The proposal is impactful by addressing national priorities (unemployment)	20	
Total Points	70	
Overall Points	250	100%