

2018/19 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: University Placement
8. Work Integrated Learning (NCV level 4) – TVET College
9. Work Integrated Learning (Nated 6) – TVET College
10. Skills Programme for Unemployed Learners
11. 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 2018/19 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;
- Trade Unions;
- Non-Profit Organization's (NPO's);
- Non-Government Organization's (NGO's);
- Community Based Organization's (CBO); and
- Co-operatives

Stakeholders who applied during any previous Discretionary Grant 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.

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.

Application Process

CATHSSETA 2018/19 Discretionary Grants window will open on **27 November 2017 at 00:00 a.m.** and close on **15 January 2018 at 11:59 p.m.** **There will be no extension to submit applications after 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 an 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 Indicum system. If you have already registered on the Indicum 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.

Step 6: Please ensure that you click the submit button once you have completed your application form. CATHSSETA will only consider applications that have a “submitted” status, not a “created” status.

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 Bengu	087 287 9004	tebogo@cathsseta.org.za
Regional Managers			
Gauteng and North West	Ms. Sharon Mukhola	060 998 5225	GP.NW@cathsseta.org.za
Kwa-Zulu Natal	Ms. Zandile Ntshangase	060 998 5277	KZN@cathsseta.org.za
Mpumalanga and 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 and Northern Cape	Ms. Makhotso Seekoei	060 998 5179	FS.NC@cathsseta.org.za
Eastern Cape	Ms. Nelly Pambo	082 620 1752	EC@cathsseta.org.za

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.

Occupational shortages and skills gaps (formerly scarce & critical skills)	OFO Code
Director (Organisation)	2015 -112101
Small Business Manager	2015-134903
Multimedia Specialist	2015-251301
Hydrologist	2015-211402
Conservation Scientist	2015-213301
Environmental Scientist/ Auditor	2015-213302
Environmental Science Technician	2015-314102
Hotel or Motel Manager	2015-141101
Café (Licensed) or Restaurant Manager	2015-141201
Catering Production Manager	2015-141203
Reservations Manager	2015-141204
Biokineticist	2015-226905
Sports Centre/ Facility Manager	2015-143108
Fitness Instructor	2015-342301

2. Learnership Programme

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

Occupational shortages and skills gaps (formerly scarce & critical skills)	OFO Code
Heritage Consultant	2015-263206
Conservation Scientist	2015-213301
Park Ranger	2015-213307
Environmental Practices Inspector	2015-335906
Betting Agency Manager	2015-143101
Gaming Manager	2015-143102
Gaming Operations Compliance Officer	2015-335916
Gaming Worker	2015-421202
Hotel or Motel Receptionist	2015-422401
Fitness Instructor	2015-342301
Travel Consultant	2015-422102

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.

Occupational shortages and skills gaps (formerly scarce & critical skills)	OFO Code
Hotel or Motel Receptionist	2015-422401
Cook	2015-512101
Fitness Instructor	2015-342301

4. Work Integrated Learning TVET College Placement

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.

Occupational shortages and skills gaps (formerly scarce & critical skills)	OFO Code
Programme or Project Administrators (SIPS)	2015-441903
Truck Driver (General) (SIPS)	2015-733201
Handyperson (SIPS)	2015-862202
Multimedia Specialist	2015-251301
Environmental Manager (SIPS)	2015-134901
Café (Licensed) or Restaurant Manager	2015-141201
Reservations Manager	2015-141204
Hotel or Motel Receptionist	2015-422401
Sports Centre/ Facility Manager	2015-143108

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/ Work Integrated Learning University Placement

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.

Occupational shortages and skills gaps (formerly scarce & critical skills)	OFO Code
Multimedia Specialist	2015-251301
Environmental Manager (SIPS)	2015-134901
Conservation Scientist	2015-213301
Environmental Science Technician	2015-314102
Catering Production Manager	2015-141204
Reservations Manager	2015-141204
Sports Centre/ Facility Manager	2015-143108

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 58 000 (TVET) : R 80 000 (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 52 000 (NQF 2 & 3) : R 60 000 (NQF 4 & 5)</p> <p>Stipend per learner : R 2 500 per month (NQF 2 & 3) : R 3 000 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 22 000 (NQF 2 & 3) : R 24 000 (NQF 4)</p> <p>Stipend per learner : Not applicable</p>
5. Work Integrated Learning - NCV Level 4 (TVET College Placement)
<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 21 600 (6 months)</p> <p>Stipend per learner : R 3 000 per month</p> <p>Admin Fee: R600 per month</p>

6. 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 43 200

Stipend per learner : R 3 000 per month

Admin Fee: R600 per month

7. 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 180 (NQF 2)
: R 190 (NQF 3)
: R 215 (NQF 4)
: R 238 (NQF 5)

Stipend per learner : R 107.80 per day

Skills Programme will be funded up to a maximum of 60 credits, the maximum amount per learner is R 14 280 for training, and R8 000 for the stipend.

8. 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 180 (NQF 2)
: R 190 (NQF 3)
: R 215 (NQF 4)
: R 238 (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 R 14 280.

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 60 000

Stipend per learner : R 3 000 per month

10. Work Integrated learning – University Placement

This is a 6 month workplace experience program, designed for candidates who require practical experience to complete their qualification at University or University of technology.

Unit cost per learner: R 24 600

Stipend per learner : R 3 500 per month

Admin Fee: R600 per month

11. 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.

Unit cost per learner: R 67 200

Stipend per learner : R 5 000 per month

Admin Fee: R600 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 letter (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.