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ATTENTION TO: ALL CATHSSETA SKILLS DEVELOPMENT FACILITATORS

05 February 2018

CATHSSETA MANDATORY GRANTS 2018

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) invites all CATHSSETA levy-paying organisations to submit their 2018 Mandatory Grant applications. CATHSSETA 2018/19 Mandatory Grants window will open on Monday, 5 February 2018 and will close on Monday, 30 April 2018 at 23h59. The Mandatory Grant application forms are now available on the CATHSSETA Indicium System. Registered Skills Development Facilitators (SDFs) may log onto www.cathsseta.org.za and complete their application forms online.

The deadline for submission of Mandatory Grants applications is 30 April 2018. **PLEASE NOTE THAT NO EXTENSIONS WILL BE GRANTED.**

STEP BY STEP GUIDE TO ACCESS THE ABOVEMENTIONED FORMS

Kindly read the below, step by step guide to assist you to access and complete the application forms

INDICIUM ACCESS

The CATHSSETA Indicium system can be accessed via the CATHSSETA website www.cathsseta.org.za. The Mandatory Grants Portal option is available under the Funding section.

Application Process

All applications must be made online via the CATHSSETA website, on www.cathsseta.org.za. Only applications submitted online will be accepted. There will be no extension to submit applications after the deadline.

Below is an overview of how to apply:

Step 1: Familiarise yourself with the Mandatory Grants Policy, which outlines the application process and the evaluation criteria.

Step 2: Access the online application form by going to www.cathsseta.org.za and clicking on the Funding tab, followed by the Mandatory Grants tab. Under the Mandatory Grants tab, there

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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. Insert your username and password. Use Forgot Password functionality if you have forgotten your Password.

Step 3: Please ensure that you edit each tab and update all the forms below in full, upload **recent** confirmation of the banking details letter and change the training committee financial year as 2018/19 for each member.



Mandatory Grants Application form

Step 4: Select the Mandatory Grant Application Forms

The section (Financial Year) is only active when you create a new form by clicking on the drop down arrow and select 2018/19 financial year. Make sure that entity details, entity contact, entity bank details, training committee and entity CFO details are confirmed before creating a new year.

- Select the Financial Year from the dropdown arrow 2018/19;
- Then click on the Create button;
- To access the forms, select the current financial year and click on view button;
- The question will display, are you sure this is your first Mandatory Grant application submission, where you will click Yes/No?
- If you click YES from the dropdown – The reporting section will be omitted to the application;
- If you click NO the reporting section will be open to complete;
- After making your selection click on the Save Button;
- Tick the confirmation box if it is the first time submission.

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Mandatory Grants common functionalities

Below are the common functionalities that you will come across throughout the forms.

OFO Codes (Occupational Groups)

Only the following forms have this functionality -

- Large and Medium Entities Forms: A, B, C1, C2, C3, C4, C5, E2, and E3
- Small Entities Forms: A, B, C1, C2, C3, C5, E1
- Large and Medium Entities Reporting Forms: D1, D2, D3, D4, F2, F3, F4 and General comments
- Small Reporting Forms: D1, D2, D4, F1 and G: General Comments

Submitting Mandatory Grant Application form

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 or “pending status”. The CATHSSETA Regional offices are available to assist with any information or help you may need for the logging onto the Indicium system.

Printing Mandatory Grant Application forms

Click Print and click download PDF

Document Uploads

Upload all the necessary supporting documents as articulated in Section 7.3.1, 7.3.2 of the attached Mandatory Grant Policy. Please note that you will not be able to make any changes to your application form once you have submitted your application.

Signature Pages

- Banking Details page – needs to be signed by your Finance Department
- Authorization page H Section needs to be signed by CEO, CFO and Managing director Training Committee e.g. (employer Representatives and employee Representative if company has more than 50 employees).
- A bank letter not older than 3 months

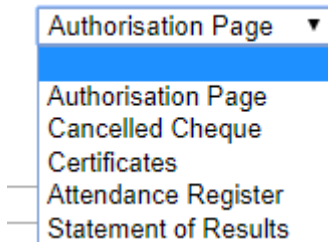
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Attached on each tab referred to the below sequence.



Proof of Training

Examples of suitable supporting evidence include:

- Attendance registers that have been signed by the recipient of the training / intervention.

The attendance register should contain the following information:

- Learner / employee first name;
- Learner / employee surname;
- Learner / employee identity number;
- The name of the programme, or intervention;
- Date and venue where the training took place;
- Training provider's name;
- Learner / employee signature.
- Copies of Attendance, Competence certificates. And statement of results

Note 1: Training interventions implemented should be in line with what was planned for in the preceding Mandatory Grant application 01 January 2017 to December 2017. All attendance registers or certificates should be clearly signed, dated and must be dated for 2017, no proof of training dated 2018 will be accepted.

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Note 2: Invoices will not be allowed as proof of training.

Submit MGA Forms Please click the button

By clicking this button, it will mean that CATHSSEATA has definitely received your mandatory grant application form 2018/19 thereafter **you can wait for your acknowledgement letter from CATHSSETA.** Please note: do not submit an incomplete mandatory grant form as CATHSSETA will not be able to approve an incomplete form.

Should you require more information, please contact the regional managers on the details provided below:

Regional Manager	Email Address	Province
Sharon Mukhola	GP.NW@cathsseta.org.za	Gauteng & North West
Zandile Ntshangase	KZN@cathsseta.org.za	Kwa-Zulu Natal
Martha Collett	WC@cathsseta.org.za	Western Cape
Nelisa Pambo	EC@cathsseta.org.za	Eastern Cape
Makhotso Seekoei	FS.NC@cathsseta.org.za	Free State & Northern Cape
Phamela Khosa	LIMP.MP@cathsseta.org.za	Mpumalanga & Limpopo