



2019/20 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. Skills Programme for Unemployed Learners
6. Skills Programme for Employed Learners (Including ICT)
7. Apprenticeships
8. Internships
9. Work Integrated Learning: University Placement
10. Work Integrated Learning (NCV level 4) – TVET College Placement
11. Work Integrated Learning (Nated 6) – TVET College Placement
12. Recognition for Prior Learning
13. Employed learners accessing AET (Skills Programme)
14. Unemployed learners on a TVET Occupation programme (Skills programme)

Who can apply

The following stakeholders and legal entities who fall within the CATHSSETA sector are invited to apply for the 2019/20 Discretionary Grant funding:

- All employers within the 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 guidelines

- Applications aligned to the **CATHSSETA Occupational and Skills gaps** reflected below and in the CATHSSETA Discretionary Grants policy will be given priority.
- Online applications should be properly completed and **ALL** required supporting documents must be uploaded (Please refer to annexure 2 below for required and compulsory documentation).
- Only properly completed and submitted application forms shall be considered for evaluation.
- Employers applying for Work Integrated Learning: TVET College placement should recruit learners from TVET Colleges (Preference will be given to public TVET Colleges).
- Employers applying for Internships and Work Integrated Learning: University placement should recruit learners from Higher education & training institutions (Preference will be given to public universities & universities of technology).
- Levy paying employers applying must be up to date with their levies and mandatory grants
- It is the responsibility of applicants to familiarise themselves with CATHSSETA's Discretionary Grants Policy, which is available on the CATHSSETA website.
- Past experience has shown that the total value of applications each year, exceeds the available discretionary funds by far. Stakeholders are therefore encouraged to focus on actual needs when preparing applications. CATHSSETA reserves the right to lower the limit depending on the availability of funds.
- At its own discretion, CATHSSETA may consider higher NQF levels when approving Learnerships.
- **All discretionary grants are VAT zero rated.**
- **Bursary applications**

- **Only CATHSSETA sub-sector related qualifications shall be supported for unemployed learners while ONLY levy paying companies can apply for other qualifications supporting their enterprises.**
- **No bursary funding shall be provided to students who receive funding from other Government sources, e.g. NSFAS.**
- **Learners who have been funded the previous year and would like to continue with the same qualification, are supposed to re-apply (Continuations).**
- Applicants will be informed of the outcomes during March/ April 2019.
- Upon submitting your application form, you will receive an automated response containing a Discretionary Grants reference number.

Application Process

CATHSSETA 2019/20 Discretionary Grants window will open on **03 December 2018 at 00:00 a.m.** and close on **31 January 2019 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:

Step 1: Familiarize 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 with the application form. 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 on <http://indicium.cathsseta.org.za/Account/Login.aspx> or 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.

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

Targets to be funded per province

Learning Programme	TARGET BENEFICIARIES PER PROVINCE									Total APP target
	Gauteng	KwaZulu Natal	Western Cape	Limpopo	Eastern Cape	Free State	Mpumalanga	North West	Northern Cape	
Apprenticeship	44	43	43	27	26	26	18	17	17	261
Bursary Employed	26	27	27	16	16	16	11	11	10	160
Bursary Unemployed	75	75	75	45	45	45	30	30	30	450
Internship	50	50	50	30	30	30	20	20	20	300
WIL: University Placement	38	38	38	23	23	22	15	16	15	228
Learnership Employed	53	53	54	32	32	32	21	22	21	320
Learnership Unemployed	70	71	70	42	43	42	28	28	28	422
Skills Programme Employed (Including ICT)	54	54	55	32	32	32	22	22	22	325
Skills Programme Unemployed	116	116	117	70	70	69	47	47	46	698
WIL: TVET College	164	164	163	98	98	99	66	66	65	983
# of employed Learners accessing AET (Skills Programme)	0	0	0	10	0	10	11	11	11	53
# of learners on a TVET Occupation programme (Skills Programme)	33	33	34	20	20	20	13	13	14	200
Total target beneficiaries per province	723	724	726	445	435	443	302	303	299	4400

Occupational Shortages and skills gaps to be supported

Preamble: CATHSSETA is specific with the skills it needs as developed in its SSP, as such this window is targeted at developing the occupational shortages and skills gap occupations below.

Sub-Sector	OFO Major Group	OFO Code	Occupation	Intervention	NQF Level
Arts, Culture, and Heritage	Managers	2017-134901	Environmental Manager	Internships and Workplace Experience (SIPS)	6
	Professionals	2017-235502	Private Tuition Dance Teacher	Bursary: National Diploma - Dance Education	6
		2017-263206	Heritage Consultant	Learnership: National Certificate - Heritage Resource Management	5
	Technicians And Associate Professionals	2017-352103	Sound Technician	Bursary: National Diploma - Sound Technology and Production	6
Conservation	Professionals	2017-213109	Zoologist	Bursary and Internships: Bachelor of Science - Zoology	7
		2017-213307	Park Ranger	Learnerships: National Certificate - Nature Resource Guardianships Terrestrial	5
		2017-226302	Health and Safety Officer	Skills Programme: Occupational Health, Safety and Environment	2
		2017-324101	Veterinary Nurse	Bursary and Internships: Bachelor of Veterinary Nursing	7
Gaming and Lotteries	Managers	2017-122101	Sales and Marketing Manager	Bursary and Internship: National Diploma - Marketing Management	5
	Professionals	2017-241102	Management Accountant	Bursary: National Diploma - Management Accounting	6
	Technicians And Associate Professionals	2017-335916	Gaming Operations Compliance Officer	Learnership: National Certificate - Gaming Operations	3
Hospitality	Managers	2017-141101	Hotel or Motel Manager	Bursary: Management Development Programme	6
		2017-141201	Catering Manager	Bursary: National Diploma - Catering Management	6
		2017-141201	Café (Licensed) or Restaurant Manager	Bursary and Learnership: Food and Beverage Studies/Services	6
	Technicians And Associate Professionals	2017-313907	Food and Beverage Manufacturing Process Controller	Learnership: National Certificate - First Line Manufacturing Manager (Food and Beverage)	5
	Technicians And Associate Professionals	2017-343401	Chef	Learnership: National Certificate - Professional Cookery	5

Sub-Sector	OFO Major Group	OFO Code	Occupation	Intervention	NQF Level
	Service And Sales Workers	2017-512101	Cook	Skills Programme: Cook Convenience	2
	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	2017-642601	Plumber	WIL and Learnership: National Certificate - Plumbing	4
	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	2017-671101	Electrician	WIL and Learnership: Occupational Certificate - Electrician	4
Sports, Recreation and Fitness	Managers	2017-143105	Sport Administrator	Learnership: National Certificate - Sport Administration	4
	Professionals	2017-226905	Biokineticist	Bursary: Human Movement and Sports Science	7
	Professionals	2017-263406	Sport Psychologists	Bursary: Bachelor of Arts in Sport Psychology	7
	Technicians And Associate Professionals	2017-342204	Sport Coach	Learnership: Further Education and Training Certificate: Sport Coaching: Juniors/Beginners	4
	Technicians And Associate Professionals	2017-342301	Fitness Instructor	Learnership: National Certificate Fitness; Bursary: National Diploma	5
Tourism and travel services	Professionals	2017-243103	Marketing Practitioner	Learnership: National Certificate - Marketing Practice	5
	Clerical Support Workers	2017-422102	Travel Consultant	Learnership: National Certificate - General Travel	5
	Service And Sales Workers	2017-524401	Customer Contact Centre Salesperson	Learnership: National Certificate - Contact Centre and Business Process Outsourcing Support	4
ALL	Managers	2017-112101	Director (Organisation)	Bursary: Business Administration; Management Development Program (SIPS)	8
	Clerical Support Workers	2017-441903	Program or Project Administrators	Workplace (SIPS)	6
	Plant And Machine Operators And Assemblers	2017-733201	Truck Driver (General)	Workplace (SIPS)	4
	Plant And Machine Operators And Assemblers	2017-862202	Handyperson	Workplace (SIPS)	4

Annexure 1 - 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.

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 64 000 (NQF 2 & 3) : R 66 000 (NQF 4 & 5)</p> <p>Stipend per learner : R 3 500 per month</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)

This is a 6 month workplace experience program, designed for candidates who have completed a NQF 1, 2, 3 and 4 National Certificate Vocational qualification 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 24 600 (6 months)

Stipend per learner : R 3 500 per month

Admin Fee: R600 per month

6. Work Integrated Learning – N6 (TVET College Placement)

This is a 12 – 18 month workplace experience program designed for candidates who have completed a Nated 6 qualification and the practical experience is necessary, to enable them to obtain their qualification or employment.

Unit cost per learner: R 49 200

Stipend per learner : R 3 500 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 6 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 085 for the stipend (over the duration of the skills programme).

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 66 000

Stipend per learner : R 3 500 per month

10. Work Integrated learning – University Placement

This is a 6 to 12 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 to 8 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/ Tax exemption certificate/ Tax compliance status pin	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 (Skills Programme & Learnerships)	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 deed 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.