



2019/20 Discretionary Grant window 2 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. 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. Recognition for Prior Learning – RPL (Skills Programme)
2. 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 window 2 funding:

- Levy & non-levy paying employers within the CATHSSETA sector;
- Training providers (accredited for RPL centres); and
- TVET Colleges.

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.

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.
- 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.
- **All discretionary grants are VAT zero rated.**
- Applicants will be informed of the outcomes during October 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 **08 July 2019 at 00:00 a.m.** and close on **31 July 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 “DG Portal” 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 & Western Cape	Ms Tebogo Bengu	011 217 0600	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
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

Advertised targets

LEARNING PROGRAMME	MODE OF DELIVERY	TARGET APPLICANTS	TARGET BENEFICIARIES		ALLOCATION PER LEARNER	Occupational shortages and skills gaps	
			Employed	Unemployed		Skill	OFO code
Recognition of Prior Learning (RPL)	Skills Programme Employed	Training Providers who are accredited for RPL centres, Levy & Non-Levy paying employers	10	0	R180 per credit, up to 60 credits	N/A	
TVET Occupation programme	Skills Programme unemployed	Public TVET Colleges	0	140		Health and Safety Officer	2017-226302
						Cook	2017-512101

Targets to be funded per province

Learning Programme	TARGET BENEFICIARIES PER PROVINCE								Total target
	Gauteng	KwaZulu Natal	Western Cape	Eastern Cape	Free State	Mpumalanga	North West	Northern Cape	
# of learners on a TVET Occupation programme (Skills Programme unemployed)	33	13	14	20	20	13	13	14	140

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, for the TVET occupation programme.

OFO Major Group	OFO Code	Occupation	Intervention	NQF Level
Professionals	2017-226302	Health and Safety Officer	Skills Programme: Occupational Health, Safety and Environment	2
Service And Sales Workers	2017-512101	Cook	Skills Programme: Cook Convenience	2

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. TVET Occupation Programme - 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).	
2. Recognition of Prior Learning - Skills Programme Employed	
Recognition of Prior Learning (RPL) is a process aimed at recognising that individuals may have acquired learning outcomes through many different learning processes, and in different contexts. It consists of identifying, assessing, and certifying all learning outcomes, however acquired. There are two main forms of RPL; both can place before/during/after learning:	
<ul style="list-style-type: none">• RPL for access: To provide an alternative access route into a programme of learning for those who do not meet formal entry requirements.• RPL for credits: To provide for the awarding of credits for, or towards, a qualification or part-qualification registered on the NQF.	
Skills Programme Employed is 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.	

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	
<p>¹ Where applicable, templates must be downloaded from the website – www.cathsseta.org.za by clicking on the DISCRETIONARY GRANTS SUBMISSION DOCUMENTS.</p> <p>The Indicium system manual is accessible on the CATHSSETA website.</p>			