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2020/21 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 Plan (NSDP).

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 & unemployed learners
2. Bursary for employed & unemployed learners
3. Skills Programme for employed
4. Artisan/Apprenticeship for unemployed learners
5. Graduate Internship for unemployed University/UoT learners
6. Internship N-diploma and NCV for unemployed TVET College learners
7. Internship Category A for unemployed University/UoT learners requiring work experience to complete
8. Recognition for Prior Learning for employed learners
9. Employed learners accessing AET (Skills Programme)

Who can apply

The following stakeholders and legal entities who fall within the CATHSSETA sector are invited to apply for the 2020/21 Discretionary Grant funding:

- All employers within the CATHSSETA sector – this includes levy paying and non-levy paying entities, Non-profit organisations, NGO's, CBO's and Trade Unions;
- Public Universities, Universities of Technology and TVET Colleges;
- Government departments, agencies and state owned enterprises; and
- Accredited training providers in the CATHSSETA sector

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.
- Applications should be properly completed and **ALL** required supporting documents must be submitted (Please refer to annexure 2 below for required and compulsory documentation).
- Employers applying for Internship N-diploma & NCV - TVET College placement should recruit learners from TVET Colleges (Preference will be given to public TVET Colleges).
- Employers applying for Graduate Internships and Internship Category A - 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
- 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.
- An employer applying for grants should have the capacity to host learners, 3rd party applicants will not be approved.
- 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 bursary employed 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 April/May 2020.
- Upon submitting your application form, you will receive an application confirmation from the regional office.

Application Process

CATHSSETA 2020/21 Discretionary Grants window will open on **16 February 2020** and close on **13 March 2020 at 16:00**. **There will be no extension to submit applications after the deadline.** Applications are to be submitted manually at any of the 6 CATHSSETA regional offices, physical addresses for the regions are appended in annexure B below. Application forms will be made available on the CATHSSETA website, on www.cathsseta.org.za. 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, the evaluation criteria, and the learning programme guidelines.

Step 3: Access the application form by going to www.cathsseta.org.za, download and complete it accordingly. Please ensure that you complete the application form in full before submitting it, applications not on the CATHSSETA prescribed application forms will be disqualified.

Step 4: 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 on the CATHSSETA website, completed and signed where applicable. These documents should be attached and submitted with the application form

Step 5: Once you have completed the application form together with the supporting documents, put it in an envelope marked Discretionary Grant application, and submit to the nearest regional office, only hand delivered and couriered application forms will be accepted, no emailed application forms will be accepted.

The CATHSSETA Regional offices are available to help with information and facilities for the lodging of applications.

REGION	REGIONAL MANAGER	Physical Address	EMAIL ADDRESS
Eastern Cape	Ms Nelisa Pambo	Lovedale TVET College , 1 Cross Street, House no. 9, King Williams Town	nelisap@cathsseta.org.za
Mpumalanga & Limpopo	Ms Phamela Khosa	Maneo Building, 73 Biccard Street, Polokwane, 0699	phamela@cathsseta.org.za
Free State & Northern Cape	Ms Makhotso Seekoei	Motheo TVET College, Hospitality building, St Georges street, Bloemfontein	makhotsos@cathsseta.org.za
KwaZulu-Natal	Ms Zandile Ntshangase	Thekwini TVET College central office, 262 Daintree Avenue, Asherville, Durban	zandilen@cathsseta.org.za
Gauteng & North West	Ms Sharon Mukhola	1 Newtown Avenue, Killarney, Johannesburg	sharon@cathsseta.org.za
Western Cape	Ms Tebogo Bengu	Northlink College, Tygerberg Campus, Rotschild Boulevard, Panorama	tebogo@cathsseta.org.za
HELP-DESK			
Mr Marore Mapeko/ Mr Thabang Motlatla		MaroreM@cathsseta.org.za / thabang@cathsseta.org.za	

Targets to be funded per province

Performance Indicators	Annual Targets	TARGET BENEFICIARIES PER PROVINCE								
		GP	KZN	WC	LMP	EC	FS	MLP	NWP	NCP
# of unemployed learners entering Learnership programmes	430	72	72	71	43	43	43	28	29	29
# of employed learners entering Learnership programmes	325	54	54	55	33	32	32	22	21	22
# of unemployed learners on Bursary programmes - entering	330	55	55	55	33	33	33	22	22	22
# of employed learners on Bursary programmes - entering	165	27	28	27	16	17	17	11	11	11
# of employed learners entering Skills programmes	320	54	53	53	32	32	32	22	22	21
# of unemployed graduated on Internship programmes - entering	305	50	51	51	31	30	31	20	21	20
# of ARTISANS entering training programmes	270	45	45	45	27	27	27	18	12	12
# of unemployed learners Enrolled for Internship N-DIPLOMA (WIL TVET Placement)	985	165	164	164	99	98	98	66	66	67
# University learners on workplace experience - entering	230	38	39	38	23	23	23	15	16	15
# of employed learners on RPL - entering	16	To be based on applications received								
# of employed learners accessing AET - entering	55									
Total	3431	560	561	559	337	335	336	224	220	219

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 CODE	Occupation	Intervention	NQF Level
Arts and Culture	2017-264201	Copywriter	Bursary and Internship	7
	2017-251301	Multimedia Specialist	Bursary: National Diploma - Sound Technology and Production	6
	2017-352103	Sound Technician	Learnership	4
	2017-343203	Visual Merchandiser	Bursary and Internship	7
	2017-263206	Heritage Consultant	Learnerships: National Certificate: Heritage Resource Management	7
	2017-343902	Light Technician	Learnership	4
	2017-216603	Multimedia Designer	Bursary and Internship	5
	2017-216601	Digital Artist	Bursary and Internship	6
Conservation	2017-213307	Park Ranger	Learnerships: National Certificate - Nature Resource Guardianships Terrestrial	5
	2017-134901	Environmental Manager	Bursary/Internships and Workplace Experience	6
	2017-211402	Hydrologist	Bursary: Bachelor of Science Hydrology	7
	2017-335906	Environmental Practices Inspector	Learnership: National Certificate Environmental Practices	7
	2017-314102	Environmental Science Technician	Bursary and Internship: National Diploma in Environmental Science	7
	2017-421202	Gaming Worker	Learnership: National Certificate Gaming Operations	5
Gaming and Lotteries	2017-143101	Betting Agency Manager	Learnership: Generic Management	5
	2017-251201	Software Developer	Bursary and Internship	6
	2017-351301	Network Technician	Bursary and Internship	6
	2017-141201	Restaurant Manager	Bursary and Learnership: Food and Beverage studies/services	6
Hospitality	2017-343401	Chef	Apprenticeship/Learnership: National Certificate - Professional Cookery	5
	2017-515101	Hotel Service Manager	Skills Programme	5
	2017-141102	Guest House Manager	Bursary: Management Development Programme	6
	2017-141101	Hotel or Motel Manager	Bursary: Management Development programme	7
	2017-512101	Cook	Skills Programme: Cook Convenience/Assistant Chef	2
	2017-513101	Waiter	Skills Programme	5
	2017-841201	Kitchenhand	Skills Programme	2
	2017-513202	Barista	Skills Programme	5
	2017-311903	Food and Beverage Technician	Bursary and Internship	6
	2017-422401	Hotel Receptionist	Skills Programme and Learnership: Hospitality Reception; WIL: Hospitality studies	5
	2017-121206	Health and Safety Manager	Bursary and Internship	5
2017-342301	Fitness Instructor	Skills Programme: Fitness Instructor	5	
Sport, Recreation and Fitness	2017-143107	Fitness Centre Manager	Bursary and Internship	6
	2017-342204	Sport Coach	Learnership: Further Education and Training Certificate: Sport Coaching: Juniors/Beginners	4
Tourism and Travel Services	2017-141201	Travel Consultant	Learnership: National Certificate - General Travel	5
	2017-122101	Sales and Marketing Manager	Bursary and Internship	6
	2017-122105	Customer Service Manager	Skills Programme	3
	2017-333201	Events Manager	Bursary and Internship	6
ALL	2017-862202	Handyperson	Workplace (SIPS)	3
	2017-134903	Small Business Manager	Bursary: Management Development programme	6
ALL	2017-441903	Program or Project Administrators	Workplace (SIPS)	5
	2017-112101	Director (Organisation)	Bursary: Business Administration	7
ALL	2017-733201	Truck Driver (General)	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. Internship NCV (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. Internship N-diploma (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 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.

8. Artisan/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 48 month intervention that culminates into a occupational chef qualification.

Unit cost per learner: R 66 000

Stipend per learner : R 3 500 per month

9. Internship Category A – 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

10. Graduate Internship Programme (Internship)

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 submit 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 (Template downloadable on CATHSSETA website)	Compulsory for compliance	Yes	
Declaration of authorised person (Template downloadable on CATHSSETA website)	Compulsory for compliance	Yes	
Authorised person's ID copy			
Acknowledgement of CATHSSETA Discretionary Grant policy (Template downloadable on CATHSSETA website)	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 TEMPLATES .			