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2021/22 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 & unemployed
4. Artisan 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 their qualification
8. Recognition for Prior Learning for employed learners
9. Employed learners accessing Adult Education & Training (Skills Programme)

Who can apply

The following stakeholders and legal entities who fall within the CATHSSETA sector are invited to apply for the 2021/22 Discretionary Grant funding:

- All employers within the CATHSSETA sub-sectors – 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 within CATHSSETA sub-sectors; and
- Accredited training providers in the CATHSSETA sub-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 shortages and skills gaps** reflected below (**annexure 2**) 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 3** below for required and compulsory documentation).
- Employers applying for Internship N-diploma & NCV - should recruit learners from TVET Colleges (Preference will be given to public TVET Colleges).
- Employers applying for Graduate Internships and Internship Category A - should recruit learners from universities & universities of technology (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.
- Preference will be given to employers who have the capacity to host learners, accredited training providers, TVET colleges, universities and universities of technology with host employers in place.
- 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 in May 2021.
 - Upon submitting your application form, you will receive an automated DG reference number.
 - There is no appeals process for Discretionary Grants.

Application Process

CATHSSETA 2021/22 Discretionary Grants window will open on **21 March** and close on **10 April 2021 at 16:00**. **There will be no extension to submit applications after the deadline.** Applications are to be submitted via the CATHSSETA Integrated Management System (CIMS), the link is available on the CATHSSETA website, 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: Complete the “declaration of authorized person” document, as acknowledgment that you have been approved to apply for Discretionary Grants on behalf of the organisation.

Step 3: Familiarise yourself with the Discretionary Grants Policy, which outlines what Discretionary Grants are, the evaluation criteria, and the learning programme guidelines, and complete the “Acknowledgement of DG policy” document.

Step 4: To access the CIMS system, go to www.cathsseta.org.za, click on the link given and follow the process. Register on the system as an SDF, and you will be approved and given login details before you can access the application form. The system manual is available on the CATHSSETA website on how to navigate the system.

Step 5: Use the checklist that is appended to this document (Annexure 3) 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 uploaded as part of the application form. Documents that are required for compliance, are important and an application will not be processed further without them. Documents that are required for evaluation, form part of the evaluation for an application, and increase your chances of improving the evaluation score.

Step 6: Once you have completed the application together with the supporting documents, click the submit button, and you will receive an automated response with a DG reference number.

Targets to be funded per province

OUTPUT INDICATOR	Annual Target 2021/22	FS/KZN		Cape			GP/NW/MP/LP			
		FS	KZN	WC	EC	NCP	GP	LMP	MLP	NWP
# unemployed Learners entering LEARNERSHIP programmes	160	16	27	27	16	11	26	16	11	10
# unemployed Learners entering SKILLS programmes	126	12	20	20	12	10	20	12	10	10
# unemployed Learners entering Graduate Internship	173	17	29	29	18	12	28	17	11	12
# unemployed Learners entering Internship Ndiploma (N6 & NCV)	263	26	44	43	27	17	44	26	18	18
# unemployed Leaners entering Internship Category A	210	21	35	35	21	14	35	21	14	14
# employed Learners entering LEARNERSHIP programmes	210	21	35	35	21	14	35	21	14	14
# employed Learners entering SKILLS programmes	134	13	21	21	14	10	22	13	10	10
# employed Learners entering BURSARY programmes	106	10	17	18	11	7	18	10	7	8
# employed learners entering AET programmes	53	18	0	0	18	0	0	0	0	17
# of Learners on ARTISANS development programme towards meeting the target of the NDP	350	35	59	58	35	23	58	35	23	24
# of employed Learners entering Recognition of Prior Learning (RPL)	53	0	18	18	0	0	17	0	0	0
# of unemployed learners granted Bursaries (new & continuing)	336	33	56	56	34	23	56	33	22	23
Total	2174	222	361	360	227	141	359	204	140	160

Annexure 1 – Definitions and unit costs per learning programme (Please refer to the Discretionary Grants Policy - learning programme guidelines, for a full definition 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 Unemployed Programme

Is a monetary award made towards learner fees. This intervention is a grant awarded to unemployed learners enrolled in qualifications registered on the National Qualifications Framework (NQF level 5 – 8)

Unit cost per learner: R 58 000 (TVET)
: R 80 000 (University & University of Technology)

Unit cost per learner is inclusive of stipend, the stipend amount will determined by the entity after paying tuition fees.

2. Bursary Employed Programme

A bursary is a monetary award made toward learner fees. This intervention is a grant awarded to employed learners enrolled on part or full qualifications registered on the National Qualifications Framework (NQF).

Unit cost per learner: R 35 000
Stipend : Not applicable

3. Learnership Unemployed Programme

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.

Unit cost per learner: R 64 000 (NQF 2 & 3)
: R 66 000 (NQF 4 & 5)

Stipend per learner : R 3 500 per month

4. Learnership Employed Programme

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.

Unit cost per learner: R 22 000 (NQF 2 & 3)
: R 24 000 (NQF 4)

Stipend per learner : Not applicable

5. Internship N-diploma (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 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 73 800

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. Artisan Programme

A unit standard based registered qualification, which is governed by the Skills Development Act. An Artisan 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 68 763

Stipend per learner : R 3 500 per month

10. 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 (6 months)
: R 49 200 (12 months)

Stipend per learner : R 3 500 per month

Admin Fee: R600 per month

11. Graduate Internship 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 sub-sectors 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 and training costs/admin fee where applicable

Annexure 2 - 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	Specialisation/ Alternative Title	Intervention	NQF Level
Arts and Culture	2019 -264201	Copywriter	Publicity Writer, Copy Editor, Advertising Writer	Bursary and Internship	7
	2019-251301	Multimedia Specialist	Multimedia Programmer, Animation Programmer, Computer Games Programmer, Graphical Programmer, Digital Media Specialist, Multimedia Developer	Bursary: National Diploma - Sound Technology and Production	6
	2019-352103	Sound Technician	Video and Sound Recorder, Sound Effects Person, Re-recording Mixer, Dubbing Projectionist (Sound Mixing), Dubbing Machine Operator, Sound Editor/Mixer/Recordist/Operator/Specialist, Audio Technician, Audio Operator	Learnership	4
	2019-343203	Visual Merchandiser	Display Decorator, Window Dresser	Bursary and Internship	7
	2019-263206	Heritage Consultant	n/a	Learnerships: National Certificate: Heritage Resource Management	7
	2019-343902	Light Technician	Lighting Electrician, Lighting Operator, Lighting Technician, Lighting Assistant, Lighting Director	Learnership	4
	2019-216603	Multimedia Designer	Multimedia Artist, Instructional Designer, Digital Media Designer, Interactive Media Designer	Bursary and Internship	5
	2019-216601	Digital Artist	Calligrapher, Lithographic Artist, Display Artist, Advertising Artist/Designer, Lettering Designer, Art Director, Exhibition/Display Designer, Film and Video	Bursary and Internship	6

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
			Graphics Designer, Commercial Artist, Graphic Artist, Publication Designer		
	2019-333903	Sales Representative (Business Services)	Sales Representative (Printing), Sales Representative (Publishing), Advertising Sales Consultant, Print Cost Estimator, Business Services Officer, Sales Representative (Advertising)	Learnership	4
	2019-121905	Programme or Project Manager	Project Director	Learnership	4
	2019-132401	Supply and Distribution Manager	Supply Chain Manager, Supply Chain Executive, Storage and Distribution Manager, Procurement Manager, Freight Forwarding Customs Clearing Manager, Acquisitions Manager, Depot Manager Supply Lead Manager, Parts Manager, Purchase Manager, Freight Manager, Goods Clearance Manager	Bursary	7
	2019-511301	Gallery or Museum Guide	Museum or Gallery Attendant, Museum Host and Tour Coordinator, Gallery Assistant	Bursary and Internship	5
	2019-652302	Fitter and Turner	Printers Mechanic, Industrial Mechanician	Bursary/Internships and Workplace Experience	4
Conservation	2019-213307	Park Ranger	Game/Park Warden, Beach and Estuary Warden, Fish Warden, Wildlife Officer/Warden, Wildlife Conservationist	Learnerships: National Certificate - Nature Resource Guardianships Terrestrial	5

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
	2019-134901	Environmental Manager	Care Manager, Wild Life Management Services Manager, Pollution and Waste Manager, Agriculture and Forestry Coordinator, Water Resource Manager, Environmental Health Manager, Contaminated Sites Manager, Centralised Permits and Cites Manager, Land and Water Manager, Species Protection Manager, Conservation Science Manager, Sanitation Programme Manager, Environmental Education Manager, Wild Life Protection Services Manager, Conservation Agriculture System Manager, Water Quality Manager	Bursary/Internships and Workplace Experience	6
	2019-211402	Hydrologist	Geophysicist, Geophysical Scientist, Physical Oceanographer, Seismologist, Marine Scientist	Bursary: Bachelor of Science Hydrology	7
	2019-335906	Environmental Practices Inspector	n/a	Learnership: National Certificate Environmental Practices	7
	2019-314102	Environmental Science Technician	Water Pollution Control Officer, Parks and Reserves Technical Officer, Naturalist, Ecological Technical Officer, Conservation Scientific Officer, Environmental Technical Officer	Bursary and Internship: National Diploma in Environmental Science	7
	2019-421202	Gaming Worker	Casino Gaming Inspector, Casino/Gaming Dealer, Gaming Pit Boss, Gaming Inspector, Casino Surveillance Operator, Gaming Operator, Croupier, Gaming Table Operator	Learnership: National Certificate Gaming Operations	5
	2019-342302	Outdoor Adventure Guide	Shark Swimming Guide, Snorkelling Guide, River Kayaking Guide, Diving Operator, Dolphin Swimming Guide, White-water Rafting Guide, Outdoor Adventure Leader, Hunting Guide, Kayaking Guide, Cycle Touring Guides, Team Building Operator, River Rafting Guide, Horse Riding Instructor, Mountain	Learnership	4

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
			Guide, Adventure Tourism Operator, Hiking Guide, Adventure Safari Guide, Fishing Guide, Horse Trekking Guides, Bungee Jump Master, Sea Kayaking Guide, Outdoor Adventure Instructor, Outdoor Recreation Guide, Trekking Guide		
	2019-211205	Climate Change Scientist	N/A	Bursary and Internship	7
	2019-242210	Business Administrator	N/A	Learnership	4
Gaming and Lotteries	2017-143101	Betting Agency Manager	Racing Betting Branch Manager, Tab Manager	Learnership: Generic Management	5
	2019-251201	Software Developer	Software Designer, ICT Risk Specialist, Software Architect, Information Architect Software, Software Engineer	Bursary and Internship	6
	2019-351301	Network Technician	Network Support Technician	Bursary and Internship	6
	2019-141201	Restaurant Manager	Bistro Manager, Internet Cafe Manager, Cafeteria Manager, Catering Manager, Food Services Manager, Caterer, Restaurateur, Mess Manager, Canteen Manager, Food and Beverage Manager	Bursary and Learnership: Food and Beverage Studies/Services	6
	2019-541402	Alarm, Security or Surveillance Monitor	Answering Service Operator, Security Monitor	Bursary/Internships and Workplace Experience	4
	2019-143102	Gaming Manager	Slots Technical Manager, Slots Manager, Gaming Promotions Manager, Gaming Administration Manager, Tables Manager, Cashier Manager Gaming	Bursary and Internship	4

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
			Race Track Operations Manager, Gaming Project Manager		
	2019-242211	Internal Auditor	Information Systems Auditor, ICT Internal Auditor, Audit Consultant, Internal Auditor	Bursary and Internship	7
	2019-541902	Emergency Service and Rescue Official	Emergency Response Officer, Mine Rescue Service Worker, Rope Rescue Technician, Industrial Paramedic	Bursary and Internship	5
Hospitality	2019-343401	Chef	Chef De Partie, Commis Chef, Head Chef, Pastry Chef, Demi Chef, Sous Chef, Saucier, Executive Chef, Second Chef	Apprenticeship/Learnership: National Certificate - Professional Cookery	5
	2019-515101	Hotel Service Manager	Bar Manager, Hotel Chief Steward, Commissionaire Porter, Accommodation Manager, Head Housekeeper, Head / Front Office Porter (Hotel), Hotel Concierge, Front Office Manager (Hotel), Hotel Office Manager	Skills Programme	5
	2019-141102	Guest House Manager	Bed and Breakfast Operator	Bursary: Management Development Programme	6
	2019-141101	Hotel or Motel Manager	Lodge Manager, Boarding House Manager, Duty Manager (Hotel), Innkeeper, Hotelier, Resort Manager, Backpackers Manager, Hostel Manager	Bursary: Management Development programme	7
	2019-512101	Cook	n/a	Skills Programme: Cook Convenience/Assistant Chef	2

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
	2019-513101	Waiter	Drinks Waiter, Night Club Hostess, Wine Attendant, Restaurant Hostess, Food and Beverage Attendant, Silver Service Waiter, Dining Room Attendant, Maitre D, Formal Service Waiter, Lounge Assistant, Sommelier, Wine Steward	Skills Programme	5
	2019-841201	Kitchenhand	Pantry Attendant, Sandwich/Salad Preparer, Kitchen Steward, Kitchen Assistant (Non-domestic), Dishwasher	Skills Programme	2
	2019-513202	Barista	Coffee Maker	Skills Programme	5
	2019-311903	Food and Beverage Technician	Beverage Laboratory Technician, Distillery Technician, Brewery Technician, Gas Chromatographic, Food Laboratory Technician, Fermentation Technician, Dairy Laboratory Technician, Sugar Laboratory Technician, Food Science Technician, Brewmaster/Master Brewer, Milling Laboratory Technician	Bursary and Internship	6
	2019-422401	Hotel Receptionist	n/a	Skills Programme and Learnership: Hospitality Reception; WIL: Hospitality studies	5
	2019-121206	Health and Safety Manager	Safety, Health and Environmental (SHE) Manager	Bursary and Internship	5
	2019-811201	Commercial Cleaner	School Cleaner, Workshop Cleaner, Factory Cleaner/Sweeper, Waterblaster, High Pressure Water Jetting Operators, Office Cleaner, Hotel/Motel Cleaner, Building Exterior/Interior Cleaner, Cleaner (Non-domestic)	Skills Programme	1

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
	2019-422206	Call or Contact Centre Agent	N/A	Learnership	3
	2019-252301	Computer Network and Systems Engineer	Network Programmer/Analyst, Network Engineer Computer Systems/Service Engineer, Communications Analyst (Computers), Systems Engineer, Computer Network Engineer, Systems Integrator, Network Support Engineer, Computer Systems Integrator, ICT Customer Support Officer	Bursary and Internship	7
	2019-243204	Event Producer	Concert Promoter/Organiser, Meeting Planner Event Coordinator, Government, Protocol or Civic, Event Organiser, Event Director, Event Manager Specialist, Festival Coordinator, Conference and Event Organiser/Coordinator, Social/Life Cycle Organiser, Wedding Coordinator, Professional Conference Organiser, Sports Event Organiser	Learnership	4
	2019-732101	Delivery Driver	Light Utility Vehicle (LUV) Driver, Van Driver, Grocery Deliverer, Fast Food Delivery Driver, Driver-messenger, Taxi Truck Driver, Meals On Wheels Driver, Armoured Car Driver	Learnership	3
	2019-132102	Manufacturing Operations Manager	Industrial Production Manager, Plant Superintendent Processing Manager, Planning Manager (Manufacturing), Operations Manager (Production) Works/Workshop Manager (Manufacturing), Processing Unit Manager, Distillery Manager, Plant Manager (Manufacturing)	Bursary and Internship	5

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
Sport, Recreation and Fitness	2019-143107	Fitness Centre Manager	Health Club Manager, Gym Manager, Fitness Centre Administrator, Sports Club Manager	Bursary and Internship	6
	2019-342301	Fitness Instructor	Physical Training Instructor, Aerobics Instructor, Physical Fitness Trainer, Health and Fitness Instructor, Aquarobics Instructor, Gym Instructor/Trainer, Gymnasium Attendant, Physical Education Officer, Physical Activity Coordinator, Fitness Centre Worker, Fitness Consultant/Trainer/Instructor, Personal Trainer	Skills Programme: Fitness Instructor	5
	2019-342204	Sport Coach	Diving Coach, Callisthenics Instructor, Show Jumping Instructor, Diving Instructor (Open Water), Football Coach, Martial Arts Instructor, Dive Master, Snowboarding Instructor, Water Polo Coach, Gymnastics Coach or Instructor, Tennis Coach, Athletic Coach, Snorkelling Instructor, Swimming Coach or Instructor, Polo Coach, Dressage Instructor, Squash Coach, Cricket Coach, Scuba Instructor, Surface Supply Breathing Apparatus (SSBA) Instructor, Equine Tutor/Riding Instructor, Skiing Instructor, Snowsport Instructor, Basketball Coach, Rhythmic Gymnastics Coach	Learnership: Further Education and Training Certificate: Sport Coaching: Juniors/Beginners	4
	2019-143108	Facility Centre Manager	Riding School Manager, Golf Course Manager, Gymnasium Manager, Sport Stadium Manager, Leisure Centre Manager, Indoor Sports Centre Manager (Squash, Tennis, Ten Pin Bowling etc), Aquatic Centre Manager	Bursary and Internship	6

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
Tourism and Travel Services	2019-141201	Travel Consultant	Inbound Tour Manager, Travel Agent Representative, Travel Consolidator, Booking Travel Clerk, Travel Reservation Clerk, Travel Officer, Travel Arrangements Manager, Travel Agent, Travel Clerk, International Travel Consultant, Domestic Travel Consultant, Travel Wholesaler	Learnership: National Certificate - General Travel	5
	2019-122101	Sales and Marketing Manager	Key Account Manager, Insurance Sales and Marketing Manager, Business Development Manager, Business Support Manager	Bursary and Internship	6
	2019-122105	Customer Service Manager	Client Services Advisor, Client Services Manager/Representative, Client Services Manager, Customer Services Engineer, Customer Care Manager/Representative	Skills Programme	3
	2019-333201	Events Manager	Functions Manager, Exhibition Organiser, Event Planner, Marketing Campaign Organiser, Conference and Event Organiser, Destination Manager, Government Protocol or Civic Event Organiser, Exhibition Director, Function Planner, Wedding Planner, Trade Fair Manager, Social/Life Cycle Coordinator, Conference Planner	Bursary and Internship	6
	2019-251102	Data Scientist	N/A	Bursary and Internship	7
	2019-431101	Accounts Clerk	Creditors Clerk, Accounts Payable or Receivable Clerk Debtors Clerk, Accounting Clerk, Account Coordinator/Controller, Billing Assets Administrator/Representative/Officer, Clerk/Coordinator, Ledger Clerk Audit Clerk, Settlement Clerk/Officer	Learnership	3

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
ALL	2019-862202	Handyperson	Handy Person, Hotel Yardperson, Hotel Useful, Handy Man	Workplace (SIPS)	3
	2019-134903	Small Business Manager	Owner Manager, Entrepreneurial Business Manager	Bursary: Management Development programme	6
ALL	2019-441903	Program or Project Administrators	Senior Officer, Project Programme Specialist, Support Officer, Project Coordinator, Course Coordinator, Administrator, Administration Officer, Assistant Secretary of The Cabinet, Strategic Support Officer, Project Corrections Operations Advisor/Coordinator, Programme/Project Coordinator, Project Planner, Project Controller, Project Advisor/Leader, Consents Officer/Clerk	Workplace (SIPS)	5
	2019-112101	Director (Organisation)	Managing Director (Enterprise/Organisation), Chief Executive Officer (CEO), Deemed (Shadow) Director, Company Director, Independent Non-executive Director, Managing Director, Senior/Lead Independent Non-executive Director, Alternative Director, Non-executive Director, Executive Director	Bursary: Business Administration	7
ALL	2019-733201	Truck Driver (General)	Lorry Driver, Freight Operator, Livestock Hauler, Dumper Truck Driver, Tilt Tray Driver, Compactor Driver (Rubbish Collection), Logging Truck Driver, Road Train Driver, Cement Mixer Driver	Workplace (SIPS)	4

Annexure 3: 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	
Declaration of authorised person	Compulsory for compliance	Yes	
Authorised person's ID copy		No	
Acknowledgement of CATHSSETA Discretionary Grant policy	Compulsory for compliance	Yes	
BBBEE Certificate (if applicable)	Required for evaluation	No	
Declaration of interest	Required for evaluation	Yes	
Host employer confirmation letter (where applicable)	Required for evaluation	No	
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	
Lease or Title deed documents	Required for evaluation	No	
Asset register	Required for evaluation	No	
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 CIMS system manual is accessible on the CATHSSETA website.