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**Call Centre:** 0860 100 221  
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## 2022/23 STRATEGIC PROJECTS APPLICATION GUIDELINES

### 1. BACKGROUND

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 Strategic Projects funding.

In this Strategic Projects window, CATHSSETA will be allocating funding for the projects listed in 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 project.

#### 1.1. PIVOTAL Programmes

- Learnership Unemployed
- Skills Programme Unemployed
- Recognition for Prior Learning
- Bursary Employed

#### 1.2. Non PIVOTAL Programme

- Workshops

### 2. WHO CAN APPLY

The following stakeholders and legal entities are invited to apply for the 2022/23 Strategic Projects funding:

- Training providers accredited with ICT qualification, to partner with employers within CATHSSETA sub-sectors
- Universities and Universities of Technology
- The following entities operating within the CATHSSETA sub-sectors
  - Non Government Organisations (NGO's)
  - Non-profit Organisations (NPO's)
  - Small Enterprises ( 0 - 49 employees)
  - Community Based Organisations (CBO's)
  - Cooperatives
  - *Federations/Trade Unions*
  - *Sector Employers*

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### 3. TARGETS TO BE FUNDED

LEARNING PROGRAMME	TARGET APPLICANTS	ALLOCATION PER ENTITY/LEARNER AS PER APP	AMOUNT
<b>Workshops (Non-PIVOTAL)</b>	<b>SMMEs</b> (0 – 49 entity size) supported through training interventions as follows:	121 SMME's	Maximum R2500.00 per delegate
	• Workshops on Entrepreneurship		
	• Workshops on ICT		
	• Workshops on Sports Coaching		
<b>Learnership Unemployed (PIVOTAL)</b>	<b>Cooperatives</b> supported through learner upliftment	4 Cooperatives (10 unemployed learners per entity)	R66 000 per learner
<b>Skills programme Unemployed (PIVOTAL)</b>	<b>NGOs/NPOs/CBOs</b> supported through learner upliftment	6 NGO's/NPO's (10 unemployed learners per entity)	Unit cost per learner per credit: R 180 (NQF 2) R 190 (NQF 3) R 215 (NQF 4) R 238 (NQF 5) Skills Programme will be funded up to a maximum of 60 credits.  The maximum amount per learner is R22 365.
	<b>Sector Employers and Training providers</b> to train on ICT qualification towards rural community partnerships	10 entities (10 unemployed learners per employer)	
<b>Recognition of Prior Learning (RPL) (PIVOTAL)</b>	<b>Federations/Trade Unions</b> - Worker initiated training interventions supported through capacity building	4 Trade Unions (15 employed learners per entity)	R35 000 per learner
<b>Bursary employed (PIVOTAL)</b>	Partnership with <b>Universities</b> on PhD and Master's qualifications, focusing on the following topics within CATHSSETA's 6 sub-sectors: <ul style="list-style-type: none"> <li>• Fourth Industrial revolution</li> <li>• Green Economy (resource efficiency)</li> <li>• Technological advancement to combat the impact of Covid 19 pandemic</li> </ul>	8 universities (1 employed learner per entity)	R35 000 per learner

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#### 4. WORKSHOP GUIDELINES

- Attending delegates are SMME's requiring upskilling
- All attending delegates should submit their SMME company registration document as part of the attendance Register
- The duration for a workshops is 2 to 3 days
- Maximum amount per delegate is R2 500 over the period of the workshop
- Applicants should indicate the number of delegates to participate in the workshop on their applications.

Workshop Topics	Targets
Entrepreneurship	58
ICT	57
Sports coaching	57

- CATHSSETA reserves the right to decrease the allocation to ensure equitability to all applicants, depending on the availability of funds.

#### 5. CATHSSETA WILL NOT AWARD STRATEGIC PROJECT 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
- Training of any learners who are currently being funded through other programmes.
- The CATHSSETA awards Strategic Project 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.

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## 6. APPLICATION GUIDELINES

- The submission of PIVOTAL applications is done online via the CATHSSETA CIMS system
- The submission of non-PIVOTAL applications (Workshops) is done by submitting proposals & via email to the following email address: [dq2@cathsseta.org.za](mailto:dq2@cathsseta.org.za)
- It is the responsibility of applicants to familiarise themselves with CATHSSETA's Discretionary Grant and Strategic Project Policies, which is available on the CATHSSETA website.
- Stakeholders are encouraged to focus on actual needs when preparing applications. CATHSSETA reserves the right to lower the limit depending on the availability of funds.

## 7. APPLICATION PROCESS

CATHSSETA 2022/23 Strategic Projects window will open on 04 April 2022 and close on 05 May 2022 at 16:00, **There will be no extension to submit applications after the deadline.** Application information is available on the CATHSSETA website, on [www.cathsseta.org.za](http://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.

**Step 2:** Familiarise yourself with the Discretionary Grant & Strategic Project Policies, which outline what PIVOTAL & Non PIVOTAL programmes are, the evaluation criteria, and the learning programme guidelines.

**Step 3:** Access the PIVOTAL programme applications by going to [www.cims.org.za](http://www.cims.org.za), and completing the applications online.

Access the non PIVOTAL programme application by going to [www.cathsseta.org.za](http://www.cathsseta.org.za), download and complete the application form template and submitting together with a proposal to [dq2@cathsseta.org.za](mailto:dq2@cathsseta.org.za). 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 document templates downloaded on the CATHSSETA website, completed and signed where applicable. These documents should be attached and submitted with the application form.

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**Step 5:** Ensure that you click the submit button on the CIMS system for PIVOTAL programmes, and submit non-PIVOTAL applications via email to [dg2@cathsseta.org.za](mailto:dg2@cathsseta.org.za).

Please direct queries for application forms to the following:

REGION	REGIONAL MANAGER	EMAIL ADDRESS
<b>KwaZulu-Natal &amp; Free State</b>	Ms Zandile Ntshangase	<a href="mailto:zandilen@cathsseta.org.za">zandilen@cathsseta.org.za</a>
<b>Gauteng, North West, Limpopo &amp; Mpumalanga</b>		
<b>Western Cape, Eastern Cape &amp; Northern Cape</b>	Ms Martha Collett	<a href="mailto:martha@cathsseta.org.za">martha@cathsseta.org.za</a>
CIMS TECHNICAL SUPPORT		
<b>CCG Systems</b>	Kgosi Mogane	<a href="#">CIMS HELPDESK   CCG SYSTEMS - Pipefy</a>
HELP-DESK		
Mr Thabang Motlatla		<a href="mailto:thabang@cathsseta.org.za">thabang@cathsseta.org.za</a>
Ms Tebogo Bengu		<a href="mailto:tebogo@cathsseta.org.za">tebogo@cathsseta.org.za</a>

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**Annexure 1:** Definitions and unit costs for the CATHSSETA learning programmes in this advertisement window

**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.

#### **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

#### **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

#### **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).

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### Recognition for Prior Learning

A process through which formal, informal and non-formal learning is measured, mediated for recognition across different contexts and certified against the requirements for credit, access, inclusion or advancement in the formal education and training system or workplace.

Facilitation access, transfer and progression of learners through recognition of prior learning within the national qualification framework.

**Unit cost per learner:** R 35 000

**Stipend** : Not applicable

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## Annexure 2: Document submission checklist

Applicants are required to submit the following documents with their application form:

Documents	Purpose	Downloadable from website <sup>1</sup>	Checklist
Organisation's registration documents	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 (only applicable to training providers)	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	
<p><sup>1</sup> Where applicable, templates must be downloaded from the website – <a href="http://www.cathsseta.org.za">www.cathsseta.org.za</a> by clicking on the <b>DISCRETIONARY GRANTS SUBMISSION DOCUMENTS</b>.</p> <p>The CIMS system manual is accessible on the CATHSSETA website.</p>			

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