



CULTURE, ARTS, TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY


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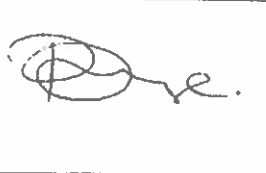
APPROVAL PAGE

The Approval page is to ensure that the approval steps were followed to indicate the status of the document.


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AA Decision Number	DG-PL-2022		

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1. INTRODUCTION

- 1.1. The CATHSSETA is established in terms of the Skills Development Act (SDA). In accordance with the SDA, the Minister of Higher Education and Training published Grant Regulations governing the allocation of SETA levy income in the form of Mandatory and Discretionary Grants.
- 1.2. The Regulations (Government Gazette no. 35940) regulate the way the Discretionary Grants are to be allocated, and they enjoin the CATHSSETA to develop a policy relating thereto.
- 1.3. This document constitutes the policy referred to above.

2. PURPOSE AND OBJECTIVES

- 2.1. In line with DHET guidelines on the implementation of SETA grant regulations as well as other directives from DHET, the purpose of this policy is to set out the basis of how CATHSSETA disburses Discretionary Grants to achieve the implementation of its Sectors Skills Plan (SSP), Annual Performance Plan (APP) and national objectives as laid out in the National Skills Development Plan (NSDP).
- 2.2. The policy furthermore aims at:
 - 2.2.1. Ensuring that the skills levy is effectively utilised to meet the skills needs of employers and employees in the CATHSSETA sectors.
 - 2.2.2. Articulating how the CATHSSETA aims to achieve national objectives as set out in the NSDP; and
 - 2.2.3. Informing CATHSSETA's levy-paying organisations, public Higher Educational Institutions (HEI) and CATHSSETA's accredited training providers how DG funded projects can be accessed to enhance their participation.
- 2.3. CATHSSETA will monitor the use of funds and measure the achievement of its objectives by, amongst others, measuring its impact on individuals, enterprises, sectoral development.

3. ABBREVIATIONS AND ACRONYMS

ACRONYM	DESCRIPTION
AA	Accounting Authority
AA Chairperson	Chairperson of the Board of CATHSSETA who is appointed by the Minister of Higher Education, Science, and Innovation
CATHSSETA	Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority
CEO	Chief Executive Officer
CFO	Chief Financial Officer
DOA	Delegation of Authority and Approval Framework
PFMA	Public Finance Management Act, 1999
PAC	Policy Advisory Committee
SDA	Skills Development Act No. 97 of 1998 as amended
SDLA	Skills Development Levies Act, 9 of 1999
POPIA	Protection of Personal Information Act, of 2021
SETA	Sector Education and Training Authority
SOP	Standard Operating Procedure
DHET	Department of Higher Education and Training
DG	Discretionary Grant
APP	Annual Performance Plan of CATHSSETA
NSDP	National Skills Development Plan
SSP	Sector Skills Plan
WBLPA	Workplace Based Learning Programme as per workplace-based learning programme agreement regulations
CET	Community Education and Training
HET	Higher Education and Training
JOINT APPOINTMENT	Is an appointment of two or more parties who have agreed to pool their resources for the purpose of applying for the Discretionary Grant
ETQA	Education and Training Quality Assurance
NQF	National Qualifications Framework contemplated by the National Qualifications Framework Act, 67 of 2008
QCTO	Quality Council for Trades and Occupations established in terms of section 26G of the Skills Development Act
SAQA	South African Qualifications Authority contemplated by the National Qualifications Framework Act, 67 of 2008
PIVOTAL	Professional, Vocational, Technical and Academic learning programmes that result in qualifications or part qualifications on the NQF and as contemplated in the Grant Regulations
TVET	Technical, Vocational, Education and Training
NCV	National Certificate Vocational
PROJECT	An approved learning project funded by the Discretionary Grant

4. DEFINITIONS

CONCEPT	DESCRIPTION
Accounting Authority	An oversight structure of the CATHSSETA, designated as Accounting Authority in terms of Section 49 of the PFMA, 1999 as amended
Approval	Adoption and approval of a document by the approval authority
Approval Authority	Is any functionary vested with powers to approve or disapprove a policy document that is presented for consideration
Board	A controlling body of a public entity
Constitution	Constitution of the Republic of South Africa, Act No. 108 of 1996 as amended
Employee	Any individual who is employed and remunerated by CATHSSETA
Executive Manager	A functionary responsible for the management of a department with the CATHSSETA
Governance structures	Any oversight Committee of the AA or the entire AA.
Manager	A functionary responsible for the day-to-day management of a unit within the CATHSSETA
Management structures	Structures that exist at the management level of the CATHSSETA.
Policy development	Means the end-to-end process outlined for the purpose of developing a policy document.
Policy document	A document that outlines the statement of intent in respect of a particular issue.
Policy communication	The process whereby an approved new, revised, or withdrawn Policy or Policy Directive, is communicated to CATHSSETA staff using various means of communication.
Policy effective date	The date on which the policy comes into effect as pronounced by the approval authority.
Policy management	The process of developing, approving, communicating, implementing, reviewing and updating/amending policy documents.
Policy owner	Executive Manager responsible for the custodianship of the policy document.
Policy register	List of policies that exist with the CATHSSETA

CONCEPT	DESCRIPTION
Policy review	Assessment of the effectiveness of the policy based on practical implementation and outcomes realized.
Policy revision or amendment	Make changes to the existing document based on circumstances that may be outside your control such as political, economic, social, technological, environmental, and legislative changes.
Policy template	The standard format used for preparing a policy document within the CATHSSETA.
Policy updating	Updating of the document using new and emerging information
Standard Operating Procedure	Detailed process outline on how to implement a policy statement.

5. SCOPE OF APPLICATION

5.1. This policy applies to all stakeholders within CATHSSETA's gazetted sectors. CATHSSETA's scope is vast and diverse, and has been categorized into six subsectors, each with a delineated scope as follows:

5.1.1. **Hospitality** - representing accommodation services, food preparation, catering and food and beverage services, fast foods, and restaurants.

5.1.2. **Tourism and Travel Services** - representing retail and general travel operations, inbound tourism services, airlines, car rental and event management, tourist guiding (including adventure guiding), hunting, trekking and safari operators.

5.1.3. **Gaming and Lotteries** – representing casinos, bookmakers, lotteries, horse racing, limited pay-out machine industry and Bingo.

5.1.4. **Conservation** - representing all forms of environmental and wildlife conservation, botanical gardens, and zoos.

5.1.5. **Sport, Recreation and Fitness** - representing sports, recreation and fitness services, sporting event management, indoor and outdoor sports, sporting events and activities, parks and beaches, recreational fairs and shows.

5.1.6. **Arts, Culture and Heritage** – representing art producers, dramatic arts, craft designers, film, television, theatre, entertainment, music, art councils, museums, and cultural heritage sites.

6. LEGISLATIVE FRAMEWORK

6.1. This policy is informed and underpinned by the following:

- 6.1.1. SETA Grant regulations (gazette No. 9867 Vol. 570, Regulation No. 35940 of 3rd December 2012), which outline the disbursement of monies received by a SETA and related matters;
- 6.1.2. The Skills Development Act (SDA) No.9 of 1998, section 10 (1) as amended, which aims to provide an institutional framework to implement national sector and workplace strategies to develop and improve the skills level of the South African workforce; and
- 6.1.3. The Skills Development Levies Act (SDLA) No.9 of 1999, which stipulates the processes for the management and disbursement of funds received as levy income.

7. POLICY PROVISIONS AND CONTENT

7.1. **Key Principles**

- 7.1.1. CATHSSETA is committed to furthering its SSP, which takes account of national strategic goals as set out in the NSDP, the National Skills Accord and other relevant national priorities;
- 7.1.2. CATHSSETA recognises and embraces the principles of transparency, openness, equity, access and fairness in the allocation and disbursement of Discretionary Grants without prejudice to any individual or stakeholder;
- 7.1.3. CATHSSETA is committed to the promotion of NQF registered and quality assured programmes that address priority Occupational Shortages and Skills gap needs as set out in the SSP and the APP, including work-integrated learning. Priority will be given to CATHSSETA accredited learning programmes; and
- 7.1.4. CATHSSETA strives to achieve value for money by ensuring that funds are spent on skills development programmes to meet sector needs.

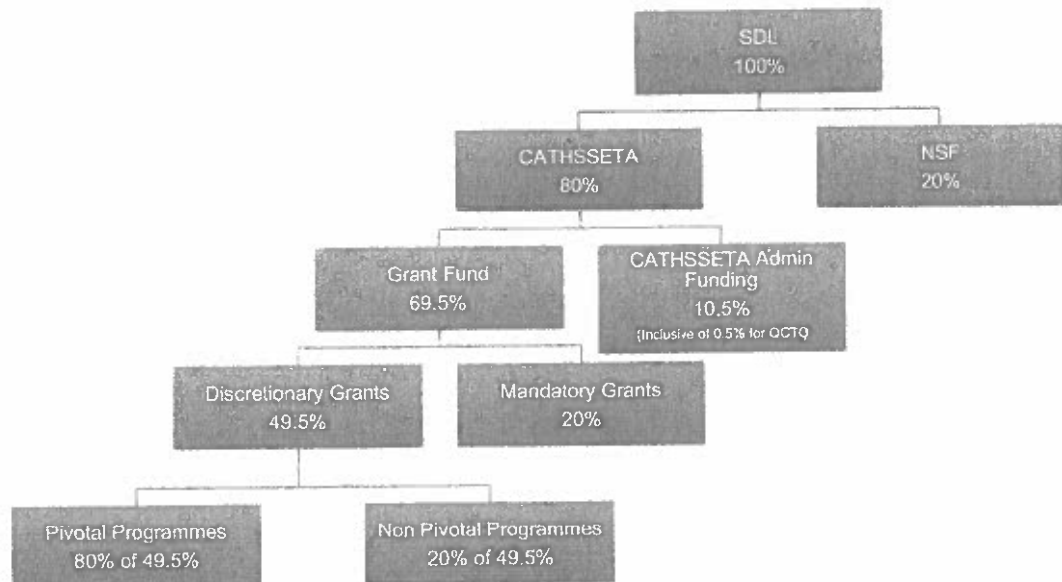
7.1.5. To widen the reach and impact of the Discretionary Grant funding, priority and about 60% of allocations will be given to levy paying employers/ organisations and Institutions of higher learning who meet the criteria set out in the invitation to submit applications for PIVOTAL programmes.

7.1.6. CATHSSETA is governed by the Public Finance Management Act (No.1 of 1999) and the regulations issued in terms of managing public funds. CATHSSETA is committed to ensuring compliance with the principles.

7.1.7. CATHSSETA will minimise surpluses at the end of each financial year through monitoring and providing project support to stakeholders.

7.2. Disaggregation of Skills Levies – Percentages and Types of Grants

7.2.1. In terms of SETA Grant Regulations, the levy system is allocated as illustrated in diagram 1 below:



7.2.2. The PFMA prescribes that a SETA must transfer any unclaimed Mandatory Grant funds and any interest earned thereon by 15 August of each year to the Discretionary Grant fund.

7.2.3. CATHSSETA will thus transfer any unclaimed Mandatory Grant and/or unallocated funds from the administration budget to the discretionary fund pool. Any other funds received will also be channelled towards Discretionary Grant.

7.2.4. Administration Costs

- 7.2.4.1. SETAs are limited to 10.5% of the total levies paid by employers to use for administration operation costs which are not part of the 7.5% related to project costs.

- 7.2.4.2 A maximum of 7.5% of the allocated discretionary grants and projects may be utilised by CATHSSETA for administration costs for the delivery and implementation of the CATHSSETA's DG and projects initiatives, CATHSSETA shall allocate project costs to perform the following:
 - 7.2.4.2.1 Monitoring and evaluation;
 - 7.2.4.2.2 Implementation of the functions of the assessment quality partner, stakeholder capacity building and project management functions;
 - 7.2.4.2.3 Implementation of discretionary grants project administration
 - 7.2.4.2.4 Advertisements relating to the implementation of learning programmes and projects;
 - 7.2.4.2.5 Conduct career guidance;
 - 7.2.4.2.6 Support through funding or sponsoring and attendance of workshops and conferences relating to skills development initiatives and sector summits; and
 - 7.2.4.2.7 TVET capacity building.

- 7.2.4.3. In addition to sub-regulation 1 (PFMA), a SETA may use the contributions received from public service employers in the national or provincial spheres of government as contemplated in section 30 of the Act, and relevant national and provincial public entities as contemplated in section 30A of the Act for its administration costs.

- 7.2.4.4. From 1 April 2013, a SETA will transfer as part of its administration costs as contemplated in sub-regulation 1 and approved in the annual SETA strategic plan, an amount that does not exceed 0.5% of the total levy paid by the employer to the QCTO for quality assurance functions as contemplated in section 26 of the Act, and the actual quantum of funds to be transferred will be determined by the Minister of DHET by 31 July of each year.

7.2.5.1. Mandatory Grants means funds contemplated in the Grants Regulations of 2012, to fund the education and training programmes as contained in the Workplace Skills Plan (WSP) and Annual Training Report (ATR) for CATHSSETA levy payers;

7.2.5.2. Mandatory Grant is 20% of an employer's 1% skills levy. CATHSSETA will only pay out an employer's MG if the eligible criterion for payment outlined in the MG policy are met; and

7.2.5.3. The submission deadline for the Mandatory Grant is 30 April every year. Mandatory Grants will be paid quarterly. Any Mandatory Grants not claimed by 30 June will be transferred into the CATHSSETA's discretionary fund by 15 August annually.

7.2.6. Discretionary Grants

7.2.6.1. Discretionary Grant means the money allocated within CATHSSETA to be spent on DG projects. These grants are to be used to address the skills needs as set out in CATHSSETA's SSP and APP;

7.2.6.2. 49.5% of the SDL is allocated to DG. The DG will fund PIVOTAL and non-PIVOTAL programmes. CATHSSETA is required to allocate 80% of its available DG within a financial year to PIVOTAL programmes to address Occupational Shortages and Skills gaps and CATHSSETA accredited/aligned qualifications;

7.2.6.3. Up to a maximum of 7.5% of the overall DG-funded projects may be used for administration of project management costs, as per the signed contracts. Administration costs for contracts are limited to Graduate Internships, Internship Category A and N-diploma only;

7.2.6.4. In a case where the 7.5% is likely to be exceeded, approval must be sought from the CATHSSETA's AA and the National Treasury; and

7.2.6.5. Project management costs are costs payable for approved projects funded through DG.

7.2.7. PIVOTAL Programmes (Minimum 80% of Discretionary Grant Budget)

7.2.7.1. PIVOTAL is defined as Professional, Vocational, Technical and Academic Learning programmes that result in occupational or part qualifications on the NQF. PIVOTAL learning programmes include:

7.2.7.1.1. *Learnerships* – an occupationally based learning pathway that links structured learning (theory and practice) with workplace experience, culminating in an NQF qualification that represents occupational competence, directed at employed and unemployed learners.

7.2.7.1.2. *Artisans* – occupationally based learning pathway, aligned to the Occupational Certificate: Chef qualification. (Artisan is funded over 36 months)

7.2.7.1.3. *Skills Programmes/AET* (part qualification) - made up of a combination of unit standards that fall within a qualification, intending to increase the skills level of employed and unemployed learners.

7.2.7.1.4. *Internship N diploma including NCV (WIL TVET placement) and Internship Category A (WIL University placement)* – Unemployed learners studying towards occupational qualifications, who require work experience and learning as part of the qualification. The work experience must be structured and supervised by a suitably qualified person (mentor).

7.2.7.1.5. *Graduate Internship* – for unemployed learners from institutions of higher learning, who have completed their occupational qualification and are seeking a period of workplace experience in their chosen occupation. The work experience must be structured and supervised by a suitably qualified person (mentor).

7.2.7.1.6. *Bursary* – A program for employed & unemployed learners that require tuition (full-time or part-time) at a TVET college, University of Technology or University for a specific period, to achieve a formal NQF aligned qualification.

7.2.7.1.7. *Recognition of Prior Learning (RPL)* – the process through which formal and informal 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.

7.2.7.2. Preference will be given to learners from public institutions of higher learning. Private institutions of high learning will only be considered if the qualification applied for is not available at public institutions, and there is evidence of such, or applications from private institutions will assist in closing the APP targets for the financial year.

7.2.7.3. In allocating MG funds, CATHSSETA will prioritise PIVOTAL programmes. The proportion of funds allocated to each of these categories will be determined by the CATHSSETA Accounting Authority, by considering the priorities for the year as set out in the SPP and the APP.

7.2.8. Non-PIVOTAL Programmes (Maximum 20% of Discretionary Grant)

7.2.8.1. Non-PIVOTAL programmes are programmes that are aimed at developing sectors in accordance with CATHSSETA priorities, as outlined in the SSP and APP. Non-PIVOTAL programmes are a maximum of 20% of Discretionary Grants, as indicated in diagram 1 above. These include career guidance, sector conferences, sector research, TVET, SMMEs and Cooperatives capacity building and public service training, development of skills centres and other non-credit bearing interventions that impact the sector skills agenda. Non-PIVOTAL programmes will be funded through Strategic (Special) projects.

7.2.9. Strategic (Special) Projects

7.2.9.1. Funding of Strategic Projects is linked to the NSDP and CATHSSETA APP targets and budget. Without derogating from the generality of the above, CATHSSETA shall in funding strategic projects at its discretion disburse funds, covering non-PIVOTAL aspects of the project but seeking to enhance learning conditions of learning, towards additional items.

7.2.9.2. Funding of strategic projects includes, but is not limited to the following:

7.2.9.2.1. Research Chair;

7.2.9.2.2. Lecturer development (increased number, improved qualifications and work placements);

- 7.2.9.2.3. Learning materials (including learning aids, computers, tools, costume, or gear, and or special attire);
- 7.2.9.2.4. Equipment and training material (any other resources used to deliver training, including excursions);
- 7.2.9.2.5. Infrastructure (including portable resources);
- 7.2.9.2.6. Development of qualifications and curricula (Including new or upgraded);
- 7.2.9.2.7. Career Guidance (events, material, and any other support);
- 7.2.9.2.8. Rural development programmes; Youth Development programmes; and
- 7.2.9.2.9. Any other learning support intervention that will improve and enhance learning provision – subject to motivation demonstrating relevance.

7.2.9.3. Over and above the projects mentioned in paragraph 7.2.9.2, should the targets for PIVOTAL programmes not be met through Discretionary Grant funding windows, these targets will be funded through Strategic Projects.

7.2.9.4. Strategic Project applications shall be received during the Strategic project window. CATHSSETA shall invite interested stakeholders to apply for funding for Strategic Projects. CATHSSETA may also invite applications for financing of Strategic Projects at any time during the year, including periods outside the window.

7.3. CATHSSETA Graduate Internship

- 7.3.1. Funding for the CATHSSETA graduate Internship programme will be linked to the NSDP and CATHSSETA APP targets and budget;
- 7.3.2. First option: CATHSSETA shall set aside a number not exceeding 5% of the total graduate internship, Internship N-diploma and Internship category A annual targets combined;
- 7.3.3. Second option: Where the SETA has funded a TVET College, University or University of technology, CATHSSETA can become a host employer for the institution; and

- 7.3.4. CATHSSETA Graduate Internship programme will be implemented in line with the Graduate Internship, Internship Category A, and Internship N-diploma learning programme guidelines.

7.4. Reduction of the Carry Over and Elimination of Reserves

- 7.4.1. At the end of each financial year, the CATHSSETA shall have spent or committed through obligations in line with the SETA Grant Regulations of 2012, at least 95% of discretionary funds available to it by March each year and up to a maximum of 5% of uncommitted funds shall be carried over to the next financial year. It is therefore essential for the CATHSSETA and its stakeholders to work together to put in place contracts as speedily as possible once a grant is approved.

7.5. Discretionary Grants Funding Framework

- 7.5.1. Allocation and disbursement of Discretionary Grant is at the sole discretion of CATHSSETA. Disbursement of Discretionary Grants shall be informed by sector priorities as identified in the SSP read together with the APP. Disbursement of the grants must be towards the achievement and implementation of the Sector Skills Plan. One or more windows will open in the 2022/23 financial year to ensure the targets are met. Disbursement of funds must be reviewed by CATHSSETA on an annual basis.

- 7.5.2. CATHSSETA shall allocate 80% of Discretionary Grants to PIVOTAL programmes according to the following apportionment:

7.5.1.1. Funding will be made available to programmes addressing Occupational Shortages and Skills gaps, National development imperatives, structured integrated workplace learning as per workplace-based learning programme regulations and occupational qualifications across all level's within CATHSSETA's sectors through Discretionary Grant windows;

7.5.1.2. Discretionary Grant windows are opened by CATHSSETA 5 months before implementation of the skills development intervention during the respective financial year to address the objectives of the APP. Each window will specify the applicable criteria; and

7.5.1.3. Funding of PIVOTAL programmes will be aligned to the approved APP targets and budget.

7.5.3. Qualifying applicants for Discretionary Grant

Discretionary Grant funding is eligible for applicants listed below:

7.5.3.1. *Entities paying levies to CATHSSETA* – projects being implemented by employers contributing the 1% levy towards skills development. These projects should be aligned to the occupational shortages, skills gaps, key transformational imperatives or CATHSSETA sub-sectors.

7.5.3.2. *Entities with the capacity to absorb learners into full-time employment* – The large levy payers are more likely to absorb learners into full-time employment after completion of the programme. This aligns with the White Paper on Post-School Education. It is also considered prudent to support large levy-paying entities.

7.5.3.3. *Projects/Applicants in rural, remote, or previously disadvantaged regions* – The mandate of the CATHSSETA is to develop skills for South Africa. As such, it is imperative that those projects that target training in remote/rural regions are targeted for economic development in line with SIPs. The criteria applied here may extend to where the applicant has their Head Office, as awarding funds to entities based in a priority region/province also indirectly stimulates economic development. CATHSSETA shall ensure that across the NSDP cycle, skills development funds have been representatively allocated across the country;

7.5.3.4. *CATHSSETA Accredited Training Providers with a track record and industry credibility for skills development* - To meet its performance targets efficiently, it is important that CATHSSETA partner with reputable training providers who have a reputation for delivery and collaborating with CATHSSETA levy payers. Through such partnerships, larger sized projects may be funded, reducing the cost and complexity of managing DG projects and increasing the chances of delivery for CATHSSETA. Training providers will be responsible for the theory component and levy payers responsible for the practical component, where applicable;

7.5.3.5. *CATHSSETA levy-paying new entrants including SMMEs* – affording opportunities to new entrants and promoting diversity. This will reflect

fairness and openness of the allocation process and avoid bias toward the same entities being awarded DG funding. Further preference to SMMEs will help CATHSSETA attain other objectives as laid out in the NSDP as well as its stakeholders, who are small enterprises;

7.5.3.6. State entities, Government departments, TVET Colleges and Institutions of higher learning (as prescribed by the NSDP) - Preference will be given to entities implementing projects aligned to CATHSSETA sectors, collaborating with employers within the CATHSSETA sub-sectors; and

7.5.3.7. In certain circumstances, CATHSSETA will enter partnerships with the entities set out above. CATHSSETA shall develop a procedure for handling applications for partnerships.

7.6. Application, Selection and Allocation Process for Discretionary Grant Pivotal Projects

7.6.1. The CATHSSETA Accounting Authority will approve the Discretionary Grant window plan for the financial year. Once the window plan has been approved, the CATHSSETA CEO will approve the specifications of the advert to be aired at any given time.

7.6.2. CATHSSETA will then proceed to flight the Discretionary Grant advert, and invite stakeholders mentioned in paragraph 7.5.2 above to apply. The DG window for submission of applications will be open for a minimum of 21 days.

7.6.3. Applications are submitted online via the CATHSSETA online system. In instances where stakeholders are not able to use the system due to unforeseen circumstances, submission of applications will be done manually.

7.6.4. Allocation of Discretionary Grants towards regular projects will be made via a four-step process as follows:

7.6.4.1. Step 1: Assess applications submitted in response to a public advertisement for compliance; fully compliant applicants, will be evaluated in line with step 2.

7.6.4.2. Step 2: Evaluate applications based on an objective evaluation criterion, outlined in Annexure C, and conduct portfolio calibration to align qualifications to occupational shortages and skills gaps, advert requirements, CATHSSETA sectors and APP targets.

- 7.6.4.3. Step 3: Provisional allocation and Physical or desktop workplace validation (due diligence) - Applications that meet the stipulated requirements will be ranked according to achieved evaluation application scores. Applications that are at the top of the list will be awarded grants, subject to the availability of DG budget/funds. Physical or desktop workplace validation (due diligence) on shortlisted applicants will then be conducted.
- 7.6.4.4. Step 4: Preparation and submission of recommendation report to the CATHSSETA's AA/CEO for approval.
- 7.6.4.5. Applications must be submitted as prescribed in the advertisement(s). No exceptions may be granted. There will be no extension to submit application forms or supporting documents after the closing date.

7.6.5. CATHSSETA will not consider a Discretionary Grant application if:

- 7.6.5.1. The DG criteria aligned to the grant regulations are not met;
- 7.6.5.2. The submission deadline and evaluation criteria have not been met; and
- 7.6.5.3. CATHSSETA does not have an adequate budget to allocate the required award, which is aligned to the APP targets.

7.6.6. Project proposals addressing one (or several) of the following themes will be eligible for funding:

- 7.6.6.1. PIVOTAL programmes delivered through accredited education or training institutions and aligned to SAQA registered qualifications and unit standards.
- 7.6.6.2. Artisan training through enrolment of a Chef apprentice and ensuring that the learner is exposed to theoretical learning, workshop training and practical work experience.
- 7.6.6.3. Training which includes a workplace learning component commitment for a student who must do practical work as part of his/her qualification.
- 7.6.6.4. Structured work placement for students already studying towards or have completed a qualification regarded as a shortage or skills gap
- 7.6.6.5. Enrolment of an employee or unemployed learner in a specific Learnership or skills programme will ensure that the learner gains

specialised knowledge and experience which is needed in the industry. The learnership or Skills programme must be linked to occupationally directed qualifications.

- 7.6.7. The application for Discretionary Grant should include a project implementation plan, outlining the project roll-out, set out the overall goal and objective and how these link to addressing sector skills needs, specify the learning programme(s), number of learners per learning programme, the major milestones to be met over the proposed period, and cost projections for completion. Financial capacity should also be outlined, to ensure capabilities of handling financial aspects of the project. Where appropriate, subsequent yearly commitments/awards will be related to satisfactory performance, in terms of outputs, verified expenditures, and the approval of the future annual activity, future outputs, and spending forecasts.
- 7.6.8. The applicant needs to ensure that the training provider selected to provide the training is an accredited and qualified provider. The applicant should ensure that the training programme(s) are accredited and lead to a recognised qualification. In instances where training is for a short course, the value and benefit of the training programme(s) to the learner and (potential) employer(s) must be demonstrated.
- 7.6.9. All applications shortlisted for funding must demonstrate the capacity to successfully implement the project proposed. The CATHSSETA will verify that the organisation can deliver effectively, efficiently, and on time through a workplace validation (due diligence) process.
- 7.6.10. CATHSSETA will determine the relative merits of all applications received in response to the Discretionary Grants advertisement, fairly and consistently. CATHSSETA will take the following measures to guarantee an accurate, transparent, objective, and impartial assessment:
 - 7.6.10.1. Formulate a process of allocation and assessment that is consistent with this policy; and
 - 7.6.10.2. Implement the said process and retain records with acceptable quality and clarity for a reasonable duration consistent with CATHSSETA retention policy.

7.6.11. Before a DG is awarded, CATHSSETA will validate the following:

- 7.6.11.1. A levy-paying applicant is up to date with levy contributions;
- 7.6.11.2. The application is submitted online via the CATHSSETA online system, or by manually completing prescribed application forms (where applicable); and
- 7.6.11.3 The organisation applying is a registered company with organisation registration documents (Not applicable to government entities, confirmation required)

7.7. Reasons for rejecting Discretionary Grant Applications

CATHSSETA will reject a DG application if:

- 7.7.1. The DG criteria are not met;
- 7.7.2. The submission deadline has not been met;
- 7.7.3. The application is not aligned with the advertised requirements;
- 7.7.4. Compliance documents are not submitted;
- 7.7.5. Qualifications applied for are not aligned to CATHSSETA sectors or occupational shortages and skills gaps ;
- 7.7.6. DG budget unavailability; and
- 7.7.7. Discretionary Grants are funded at the discretion of CATHSSETA, and there will be no appeals should your application not be successful.

7.8. Contracting of Discretionary Grant Funded Projects

7.8.1. Entities that are approved by the CATHSSETA Accounting Authority for awards will be given an "Intention to Contract" letter. The "Intention to Contract" will list requirements to be fulfilled, and applicable timeframes, for the CATHSSETA to proceed to contract with the entity. Where the applicant is not an accredited training provider, the requirement for the joint appointment of the training provider between the CATHSSETA and the entity concerned will be fulfilled as part of this stage.

7.8.2. If the conditions set out in the "Intention to Contract" letter are fulfilled, and within the set timeframes, the CATHSSETA will develop a contract to be signed between CATHSSETA and the relevant entity. The following are the minimum conditions that must be fulfilled by the applicant.

- 7.8.2.1. Recruit the learners who qualify as per the learning programme requirements to participate in the project and submit the relevant learner documents to CATHSSETA;
 - 7.8.2.2. Submit an itemised budget (particularly for bursaries) and project implementation plan to the CATHSSETA;
 - 7.8.2.3. Where funded projects require an accredited training provider, proof of accreditation for the appointed training provider and a signed Service Level Agreement (SLA) between the employer and training provider should be submitted; and
 - 7.8.2.4. Submit proof of a separate bank account or cost centre in the case of public institutions dedicated to the project where all invoices about the project will be paid into.
- 7.8.3. If any of the suspensive conditions referred to in the "Intention to Contract" are not fulfilled by the date stipulated for the fulfilment, then the "Intention to Contract" shall lapse and the intended DG funding will be automatically forfeited.

7.9. Project Coordination

- 7.9.1. After CATHSSETA has expressed its intention to contract with an entity, all the documents required in terms of that intention must be submitted to the CATHSSETA. CATHSSETA reviews the documents and the information submitted and if satisfied approves them and advises the legal department to proceed with relevant contracting and the entity to proceed with the commencement of training.
- 7.9.2. Only after the submitted documents have been approved by CATHSSETA, a formal notification to commence training will be issued, and a compulsory induction together with the learners, training provider (where applicable) and the employer will be conducted.
- 7.9.3. CATHSSETA will conduct an induction and project monitoring and evaluation visit at least once during the lifespan of the project.
- 7.9.4. CATHSSETA will, on its part, conduct external moderation visits as part of quality assurance of learner achievement.
- 7.9.5. Learners enrolled for Graduate Internship programmes including Internship Category A (University Placements) and Internship N diploma (TVET NCV

WIL) who withdraw after 50% participation in the programme will be reported as completions.

7.9.6. All learners absorbed by employers within our sector before finishing their learning programme (Apprenticeship, Learnership, Skills Programme, Internships and Work Integrated Learning), will also be reported as completions.

7.10. Disbursement Of Discretionary Grant Funds and Risk Management

7.10.1. The payment model will be performance-based, in tranche format and tied to delivery and achievements. Disbursements will only be made against a valid invoice submitted to CATHSSETA.

7.10.2. In accordance with the monitoring and evaluation procedures applied by CATHSSETA and in terms of the service level agreement (SLA) which will be concluded with CATHSSETA, invoices submitted to CATHSSETA must be based on work done and must be accompanied by evidence that an activity claimed for has indeed been conducted/delivered.

7.10.3. Claims unaccompanied by the relevant evidence will not be processed and/or paid.

7.10.4. It is the responsibility of the entity to ensure that all requirements are met, and the supporting documents are provided as per the service level agreement/contract when submitting a claim.

7.10.5. All projects funded in terms of CATHSSETA's Discretionary Grant policy must have a bank account into which all payments and disbursements will be made, except for public/government institutions for which a separate cost centre must be created. CATHSSETA will have access to statements about the account as and when it requests.

7.10.6. In certain instances, where supporting documents have been submitted however payment cannot be processed due to certain outstanding information or disputes with the employer, CATHSSETA may pay stipends directly to the unemployed learners participating in the project and withhold the employer administration or training fee.

7.11. Disputes

7.11.1. In an event where a dispute arises between an entity and CATHSSETA as far as the implementation of this policy is concerned, such disputes shall be referred to CATHSSETA's AA / CEO in writing, and the AA/CEO shall act as mediator.

7.11.2. In an event where a dispute arises between an entity and the learner, CATHSSETA will act as a mediator. Disputes that arise because of the employment relationship between the learner and the entity, such disputes will be dealt with under the ambit of the labour laws, and the Commission for Conciliation, Mediation and Arbitration (CCMA).

7.12. Accountabilities

7.12.1. Applicants will be held accountable for the success of DG funded projects. The ability to effectively manage projects within the respective entities is a basic requirement. Applicants are responsible for the planning, monitoring, filing, reporting, assessing and generally managing processes to ensure high-quality output.

7.12.2. CATHSSETA will undertake regular employer and/or training provider site visits and will ask for submission of evidence by entities for the training funded to:

7.12.2.1. Measure the impact of the training implemented by various entities.

7.12.2.2. To ensure that the financial and human resources allocated are accounted for; and

7.12.2.3. To ensure that the training conducted and funded by CATHSSETA does indeed address the areas addressed in its Sector Skills Plan.

7.12.3. In the event of a grant being used outside the scope set out in the agreement between CATHSSETA and the recipient organisation, or in the event of the terms of that agreement not being adhered to, CATHSSETA reserves the right to terminate the agreement and where necessary to take appropriate measures to recover funds.

8. ROLES AND RESPONSIBILITIES

8.1 Finance Department will be responsible for

8.1.1 Management of the Discretionary grant budget.

8.1.2 Management of commitment register.

8.2 Learning Programmes Department will be responsible for:

8.2.1 Implementation, administration, and management of Discretionary Grants; and

8.2.2 Coordination of monthly reports from departments.

9. NON-COMPLIANCE

9.1. Non-compliance with this Policy or any applicable regulatory requirements through any deliberate or negligent act or omission will be considered serious and be dealt with in terms of the contractual agreement between CATHSSETA and the contracted party about Discretionary Grant.

10. POLICY IMPLEMENTATION AND EFFECTIVE DATE

10.1. The document comes into effect on the date of approval by the AA. CATHSSETA staff will be tasked with the implementation and enforcement of this policy. This policy shall become effective on a signature date.

11. MONITORING, REVIEWING AND UPDATING OF THE POLICY

11.1. This policy shall be reviewed annually to ensure that all procedures and processes are duly adopted.

12. APPROVAL OF THE POLICY

12.1. The policy shall take effect on the date of approval by the AA.

ANNEXURE A:

DISCRETIONARY GRANT FUNDING FRAMEWORK FOR 2022/23 FINANCIAL YEAR

The Discretionary Grant Funding Framework as described in paragraph 7.5, is hereby presented in a Table format. The framework includes the delivery approach, which is the PIVOTAL programmes described as learning programmes. The framework indicates the target applicants, dates on which Discretionary Grant windows for applications will be opened, amounts payable as well as the criteria that will be applied.

GRANT TYPE	TARGET	SUBMISSION DATE	SUBMISSION TYPE	PAYMENT DATE
MANDATORY	Levy Payers (SDF)	30 April 2022	Applications submitted through the CATHSSETA online system	September December March June
DISCRETIONARY	Levy Payers HEIs/TVETs Government Departments Training Providers	One Window – 5 months before implementation Remedial Window – October 2022	Applications submitted through the CATHSSETA Online System or manually by completing application forms	<p>Allocation of Discretionary Grant funding will address PIVOTAL programmes and strategic projects and be apportioned as follows:</p> <p><u>PIVOTAL Projects</u></p> <ul style="list-style-type: none"> • 80% of funding will be allocated to the Discretionary Grant window to be accessed by the target applicants <p><u>Strategic Projects</u></p> <ul style="list-style-type: none"> • 20% of funding will be allocated to strategic projects at the discretion of CATHSSETA, to develop the sector. • Discretionary Grant budget will be allocated to Strategic projects, should the targets not be met

DISCRETIONARY GRANT 2022/23 WINDOW

PIVOTAL PROGRAMME	TARGETED APPLICANTS	TARGET BENEFICIARIES	FUNDING ALLOCATION PER LEARNER	CRITERIA
Bursary	Universities Universities of Technology TVET Colleges Levy paying employers	110 Employed Learners 128 Unemployed Learners (Studying for an undergraduate qualifications)	Employed Learners: R35,000 per Learner Unemployed full-time R80,000 per Learner	Bursary Guidelines
Learnership	Levy paying employers & Training Providers	225 Employed Learners 240 Unemployed Learners	R24, 000 per Employed Learner R66,000 per Unemployed Learner	Learnership Grant Guidelines
Apprenticeship		251 Unemployed learners	R68, 763 per Learner	Learnership Grant Guidelines
Unemployed learners Enrolled for Graduate Internships	Universities Universities of Technology	313 Unemployed Learners	R67, 200 per Learner for 12 months	
Internship Programmes from HETs (Internship Category A)	Levy paying employers (Recruiting learners from Public Universities and Universities of Technology)	220 Unemployed Learners	R24, 600 per learner for a period of 6 months R49,200per learner for a period of 12 months	Internships Guidelines
Internship for TVET (N-DIPLOMA and NCV)	TVET Colleges Levy paying employers (Recruiting learners from TVET colleges)	500 Unemployed learners	R24, 600 per Learner for a period of 6 months for NCV learners R 73, 800per N6 learners for 18 months as per sectoral determination for hospitality.	Work Integrated Learning Grant Guidelines
SKILLS PROGRAMME	Levy paying employers Training Providers	140 Unemployed Learners 126 Employed Learners	R180 per credit, up to 60 credits per learner, excluding a stipend of R107.80 per day for unemployed learners.	Skills Programmes Grant Guidelines

ANNEXURE B

DISCRETIONARY GRANT IMPLEMENTATION SCHEDULE OR ROADMAP FOR 2022/23 FY

	Activity	Requirements	Responsible Party	Date
1.	Discretionary Grants advertisement: Dissemination of information and requirements for applications and implementation	Relevant documents on Discretionary Grants Application, implementation, funding, etc. circulated to stakeholders. To include priority areas, criteria, implementation guidelines, templates, and grants amounts. Disseminated via website and CATHSSETA mailing list.	Learning Programmes Department	Open November 2021
2.	Deadline for submission of all Applications	<ul style="list-style-type: none"> • Submission of completed application forms on the CATHSSETA Online System • Application documents, any additional information requested and specified documents. (as per guidelines) 	Applicants	No later than 16h00 in January 2022 No late submissions are considered.
4.	Evaluation of applications	Evaluation of applications according to criteria and workplace validation (due diligence)	Learning Programmes Department	By February 2022
5.	Provision of Feedback	Written feedback provided		April 2022
6.	Implementation of projects	Engagement of successful employers by responsible units Each programme follows applicable processes		From May 2022

ANNEXURE C

DISCRETIONARY GRANT EVALUATION PROCESS AND CRITERIA FOR 2022/23 FY

1. DISCRETIONARY GRANT ALLOCATION PROCESS

The following process must be followed when allocating Discretionary Grants and Strategic Projects towards PIVOTAL projects. The process is designed to ensure the attainment of targets and improvements to the overall performance of CATHSSETA in administering Discretionary Grant and Strategic Projects PIVOTAL funded projects. A 4-step process in the processing of applications received must be followed:

Step 1: Compliance

1.1. The applications will be assessed to determine if they meet stringent compliance requirements. The following information or documents must be provided:

- Complete application form;
- Entity registration documents (Government-owned organisations must submit signed written confirmation of organisation type);
- Acknowledgement of CATHSSETA DG policy;
- Declaration of interest;
- Valid accreditation (Training providers);
- A levy-paying applicant must be up to date with levy contributions as per clause 7.6.11.1
- Signed declaration of the authorised person

1.2. Where these are not provided by the applicant, requests for submission will be issued before the window closing where possible if the applicant has not submitted the application form.

Step 2: Evaluation and Portfolio calibration of application based on pre-set evaluation

2.1. Applications that pass compliance will be evaluated and scored against a pre-set evaluation grid as articulated in *Annexure D* below. The grid will be set to specifically assess applications for demonstrated ability to implement and successfully run the project. This evaluation assesses each application formulaically and ranks the applications based on a mathematical score. The following aspects will be reviewed and scored:

- 2.1.1. **Project Implementation Plan:** review to identify strategic imperatives to be met by project e.g., targeting designated groups, collaboration with state departments, training site etc.; detail provided in project plan illustrates that applicant is knowledgeable on delivery of Discretionary Grant funded project; qualifications to be funded are in line with CATHSSETA Discretionary Grant policy including SSP and other strategic areas (e.g., SIPS)

Recruitment Plan: review to assess beneficiaries being targeted; demonstrate that pre-requisites for success are in place and little risk of project delays due to learner recruitment

2.1.2. **Hosting and/or Training capacity:** Review evidence submitted to demonstrate that applicant has sufficient capacity to provide theoretical and workplace training to several learners applied for.

2.1.3. **Financial capacity:** Review evidence submitted to demonstrate that applicant can manage an allocation of the size applied for, to minimize performance risks post contracting.

2.1.4. **Proven prior performance:** Review any evidence submitted to demonstrate that the applicant has successfully delivered DG-funded projects or contracts of a similar nature (This will not discriminate against applicants who have not implemented Discretionary Grant project prior).

2.2. Evaluating applications against the above aspects will minimize the risk of non-performance post contracting.

2.3. Portfolio calibration - Strategic alignment and APP targets

2.3.1. Portfolio calibration is a process that entails aligning applications to the following imperatives:

2.3.1.1. The occupational shortages and skills gaps outlined in the APP and national imperatives;

2.3.1.2. Applications targeted at rural or previously disadvantaged groups; and

2.3.1.3. Applications/ projects that are channelled within CATHSSETA sub-sectors.

Step 3: Provisional allocation and Workplace validation (Due diligence)

3.1. Provisional allocation is made in line with the APP targets. Applications are rank order based on the evaluation scores, and allocation is processed based on high scores, per learning programme until the set targets have been reached.

3.2. This is a compulsory part of the allocation process in that verification is conducted for shortlisted applicants. This serves to 1) ensure that the operations of the applicant are legit as physically inspected and verified by a Due Diligence official; 2) corroborate the initial assessment made in step 2 (evaluation) specifically in terms of operational capacity to train the number of learners applied for, and 3) verify originals and/or certified copies of compliance documents which were submitted electronically. Physical or desktop (virtual) workplace validation will be conducted for first-time implementers and applicants who have not fulfilled all the obligations in the previous financial years, and virtual workplace validation will be conducted for applicants who have implemented DG in the previous financial year.

3.3. As an output of the workplace validation, a detailed report is prepared, with recommendations on whether each entity must be awarded an allocation. It is at this stage that the size of the allocation may be reduced or remain the same based on outcomes of workplace validation (due diligence).

**Step 4: Preparation of recommendation report to the CATHSSETA Accounting Authority/
CEO**

- 4.1. The recommendations from the workplace validation reports are considered when generating the final report for the CATHSSETA's AA. The total allocations are analysed against APP targets and further revised. The final report and listing of allocations are generated for presentation to the CATHSSETA's AA / CEO.

- 4.2. In some instances, step 4 may be conducted before step 3, particularly in instances where the financial year has unexpected disruptions.

ANNEXURE D

Evaluation Grid

Category 1: Type of applicant		Maximum Score	
1. Entity size		10	
2. B-BBEE Status		20	
3. Has this applicant received funding from CATHSSETA before		20	
Total Points		50	22%

Category 2: Alignment of the project to CATHSSETAs Transformational imperatives		Maximum Score	
4. Project is targeting designated groups (51%)		20	
5. Gender diversity (65%)		10	
6. Youth focus (60%)		10	
7. Disability focus (1%)		10	
8. Location of the project - Rural (45%)		10	
9. Qualifications aligned to the Occupational Shortages and Skills gaps		10	
Total Points		70	26%

Category 3: Learning programme		Score	
10. Accredited training Provider (Learnership, Skills programme, Artisan, AET, RPL)		10	
11. Mentorship and Coaching strategy/plan		10	
12. Employer/Training provider/ Institution with workplace (except bursary unemployed) (CATHSSETA host employers)		20	
13. Public HET Institution (Bursary) – proof of registration/application for qualification		10	
14. Does the entity have prior experience with running a SETA related project (upload reference letters)		20	
Total Points		70	

Category 4: Implementation capability of the applicant		Score	
15. Has the applicant submitted a compelling project implementation plan		20	
16. Has the applicant submitted a detailed project budget		10	
17. Has the applicant provided an effective learner recruitment plan		10	
18. Financial capacity (financial statement/company bank statement/levies statement)		10	
19. Number of years the organisation has been in business		10	
Total Points		60	52%
Overall Points		250	100%

ANNEXURE E

Transformation and Developmental Imperatives

In selecting beneficiaries, it is essential that CATHSSETA's transformation and developmental imperatives are adhered to. This requires that in any Discretionary Grant window, of all the learners that will benefit from Discretionary Grant funding for that window, at least 60% must be 35 years of age or younger. Where possible, people with disabilities are considered and offered priority. At least 65% of beneficiaries for that Discretionary Grant window must be female and 51% should be black (Indian, Coloured and African). At least 45% of selected beneficiaries must come from rural or informal settlements and 55% with a household income of less than R60K per annum.

NO	DEVELOPMENT AND TRANSFORMATION IMPERATIVES	TARGET DESCRIPTION	ALLOCATION
1	Age	Youth – under 35 years old	60%
2	Disability	All forms of disabilities	1%
3	Gender	Female	65%
4	Race	Black	51%
5	HIV/AIDS	HIV/AIDS awareness and prevention component to be included in the most training programme	100%
6	Geography	Rural provinces and Informal settlements	45%
7	Class	Income – Less than R60k per annum (as per SARS)	55%

ANNEXURE F

List of Occupational Shortages and Skills gaps and any other occupational shortages and skills gaps for the development and growth of the CATHSETA sector.

-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, Rerecording Mixer, Dubbing Projectionist (Sound Mixing), Dubbing Machine Operator, Sound Editor / Mixer / Recordist / Operator / Specialist, Audio Technician, Audio Operator	Leamership	4
	2019-343203	Visual Merchandiser	Display Decorator, Window Dresser	Bursary and Internship	7
	2019-263206	Heritage Consultant	n/a	Leamerships: National Certificate: Heritage Resource Management	7
	2019-343902	Light Technician	Lighting Electrician, Lighting Operator, Lighting Technician, Lighting Assistant, Lighting Director	Leamership	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 Graphics Designer, Commercial Artist, Graphic Artist, Publication Designer	Bursary and Internship	6

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	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 Mechanic	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, Wildlife 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, Wildlife Protection Services Manager, Conservation Agriculture System Manager, Water Quality Manager	Bursary/Internships and Workplace Experience	6

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	2019-211402	Hydrologist	Geophysicist, Geophysical Scientist, Physical Oceanographer, Seismologist, Marine Scientist	Bursary: Bachelor of Science in 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

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	2019-342302	Outdoor Adventure Guide	Shark Swimming Guide, Snorkeling Guide, River Kayaking Guide, Diving Operator, Dolphin Swimming Guide, Whitewater Rafting Guide, Outdoor Adventure Leader, Hunting Guide, Kayaking Guide, Cycle Touring Guides, Team Building Operator, River Rafting Guide, Horse Riding Instructor, Mountain 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	Learnership	4
	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

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	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 Race-track Operations Manager, Gaming Project Manager	Bursary and Internship	4
	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

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	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
Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	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
	2019-513101	Waiter	Drink 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

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	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, Water Blaster, 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

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	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, Armored 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
	2019-143107	Fitness Centre Manager	Health Club Manager, Gym Manager, Fitness Centre Administrator, Sports Club Manager	Bursary and Internship	6
Sport, Recreation and Fitness	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

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	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	<p>Learnership: Further Education and Training Certificate: Sport Coaching: Juniors/Beginners</p>	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
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

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	2019-122105	Customer Service Manager	Client Services Advisor, Client Services Manager / Representative, Client Service 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 Organizer, 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 Administrator / Representative / Officer, Assets Clerk / Coordinator, Ledger Clerk Audit Clerk, Settlement Clerk / Officer	Learnership	3
	2019-862202	Handyperson	Handy Person, Hotel Yard person, Hotel Useful, Handy Man	Workplace (SIPS)	3
ALL	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

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	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