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2023/24 Discretionary Grant (DG) application guidelines

1. 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 CATHSSETA sector.
2. CATHSSETA hereby invites suitable employers, stakeholders and interested parties to apply for Discretionary Grant (DG) funding.
3. 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).
4. In this DG window, CATHSSETA will be allocating DG 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.
 - 4.1. Learnerships for employed & unemployed learners
 - 4.2. Bursary for employed & unemployed learners
 - 4.3. Skills Programme for employed & unemployed
 - 4.4. Artisan for unemployed learners
 - 4.5. Graduate Internship for unemployed University/University of Technology (UoT) learners
 - 4.6. Internship N-diploma and NCV for unemployed TVET College learners
 - 4.7. Internship Category A for unemployed University/UoT learners requiring work experience to complete their qualification
 - 4.8. Recognition for Prior Learning for employed learners
 - 4.9. Employed learners accessing Adult Education & Training (Skills Programme)

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Ms Karen Ann Borain • Mr Khumbudzo Vincent
Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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5. Who can apply

The following stakeholders and legal entities who fall within CATHSSETA sectors are invited to apply for 2023/24 DG funding:

- 5.1. CATHSSETA levy payers
- 5.2. Non-levy paying employers operating within CATHSSETA sectors;
- 5.3. Higher Education Institutions (HEIs), namely Universities, Universities of Technology (UoTs) and TVET Colleges;
- 5.4. Government departments, agencies and state-owned enterprises within CATHSSETA sub-sectors; and
- 5.5. Training Providers accredited with CATHSSETA qualifications

6. CATHSSETA will not award DG funds for

- 6.1. Projects that have already commenced prior to the approval of the application
 - 6.2. Set-up costs, e.g. start-up costs
 - 6.3. Capital expenditure, e.g. building costs, equipment such as computers, etc.
 - 6.4. Existing operating expenses e.g. salaries of current employees who will undergo training
 - 6.5. Organisational policy development
 - 6.6. Interventions that result only in “awareness” for participants
 - 6.7. Training of any learners who are currently being funded through other programmes.
7. CATHSSETA awards DG funding at its discretion to attain its strategic objectives as outlined in the Strategic Plan (SP), Annual Performance Plan (APP) and the development of skills as articulated in its Sector Skills Plan (SSP), subject to the availability of funding.
8. Applications aligned to CATHSSETA **subsectors and occupational shortages and skills gaps** reflected below (**annexure 2**) and in the CATHSSETA Discretionary Grants policy will be given priority.

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9. Applications should be properly completed, and **ALL** required supporting documents must be submitted (Please refer to **annexure 3** below for required and compulsory documentation).
 10. Levy-paying employers applying must be up to date with their levies.
 11. Employers applying for Internship N-diploma & NCV - should recruit learners from TVET Colleges (Preference will be given to public TVET Colleges).
 12. 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 (UoTs).
 13. It is the responsibility of applicants to familiarise themselves with CATHSSETA's Discretionary Grant (DG) Policy, which is available on the CATHSSETA website.
 - 13.1. The DG policy stipulates that "CATHSSETA will conduct an induction and project monitoring and evaluation visit at least once during the lifespan of the project. In some instances, CATHSSETA may conduct more than one monitoring and evaluation visit during the project."
 - 13.2. The policy further stipulates that "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, and deliverables outlined in the signed contract."
 14. 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.
 15. 60% of Discretionary grant funding will be given to CATHSSETA levy-paying employers who have the capacity to host learners.

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16. Accredited training providers need to partner with employers operating within CATHSSETA subsectors for the Learnership/Skills Programmes/ Artisan programmes.
 17. Higher Education Institutions need to partner with employers operating within CATHSSETA subsectors to host the learners for the Graduate internship/WIL programmes.
 18. **Bursary applications**
 - 18.1. Only CATHSSETA sub-sector-related qualifications shall be supported for unemployed learners, and preference will be given to HEIs.
 - 18.2. For bursary employed, preference will be given to companies operating within CATHSSETA sub-sectors, for other qualifications aligned to the occupational shortages supporting their enterprises.
 - 18.3. No bursary funding shall be provided to students who receive funding from other Government sources, e.g. NSFAS.
 - 18.4. Learners who have been funded the previous year and would like to continue with the same qualification, are supposed to re-apply (Continuations).
 - 18.5. Bursary funding is to cover tuition for the 2023 financial year, funding will not be applicable to previous years.
 19. Applications submitted by 3rd party organisations (e.g. recruitment agencies) are discouraged.
 20. Employers are urged to deduct the Unemployment Insurance fund (UIF) from learners prior to stipends being paid, for the duration of the project.
 21. All Discretionary Grants are VAT zero rated.
 22. Upon submitting your application form, you will receive an automated DG reference number.
 23. Applicants will be informed of the outcomes in May 2023.
 24. There is no appeals process for Discretionary Grants.

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25. CATHSSETA 2023/24 DG window will open on 21 November 2022 and close on 31 January 2023 at 16:00. Applications are to be submitted via the CATHSSETA Integrated Management System (CIMS), the link is available on the CATHSSETA website, www.cathsseta.org.za. The CIMS system automatically closes at the indicated time, and there will be no extension to submit applications after the deadline. Below is an overview of how to apply:

25.1. **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.

25.2. **Step 2:** Complete the “declaration of authorized person” document, as an acknowledgement that you have been approved to apply for Discretionary Grants on behalf of the organisation.

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

25.4. **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. Note that you only need to register once as an SDF, you do not need to re-register when applying for funding.

25.5. **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 all the relevant documents are 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.

25.6. **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.

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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.

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 be determined by the entity after paying tuition fees.

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

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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

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 & 5)

Stipend per learner : Not applicable

Internship N-diploma (NCV) TVET College Placement

This is a 6-month workplace experience program, designed for candidates who have completed NQF level 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

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe
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Internship N-diploma (TVET College Placement)

This is an 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

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).

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)

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: 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.

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 an occupational chef qualification.

Unit cost per learner: R 68 783

Stipend per learner: R 3 500 per month

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 a 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 per learner: R600 per month

Graduate Internship Programme

This is a 12-month workplace experience program, designed for a candidate who has already completed an NQF level aligned qualification at a university or University of technology that is relevant to employment in the CATHSSETA sub-sectors but has not yet gathered the necessary practical experience to enable them to obtain employment.

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Unit cost per learner: R 67 200

Stipend per learner: R 5 000 per month

Admin Fee per learner: R600 per month

Adult education & Training (AET)

A learning and training programme for adults, that aims to give basic learning tools, knowledge, and skills, and equip them for nationally recognised qualifications.

AET uses a skills development provider accredited by Umalusi and is applicable for learners studying literacy and numeracy towards NQF levels 1 – 4.

Upon completion of level 4, a learner is eligible for a General, Education & Training Certificate (GETC).

Unit cost per learner per credit: R 180 (NQF 1)

: R 190 (NQF 2)

: R 215 (NQF 3)

: R 238 (NQF 4)

Stipend per learner : Not applicable

AET will be funded up to a maximum of 60 credits, the maximum amount per learner is R 14 280.

Recognition for Prior Learning (RPL)

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 per credit: R 180 (NQF 2)

: R 190 (NQF 3)

: R 215 (NQF 4)

: R 238 (NQF 5)

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Stipend per learner : Not applicable

RPL will be funded up to a maximum of 60 credits, the maximum amount per learner is R 14 280.

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 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
	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	Bursary/Internships and Workplace Experience	6

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
			Manager, Conservation Science Manager, Sanitation Programme Manager, Environmental Education Manager, Wildlife Protection Services Manager, Conservation Agriculture System Manager, Water Quality Manager		
	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
	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 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

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

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
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
	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 Operator, Office Cleaner, Hotel / Motel Cleaner, Building Exterior / Interior Cleaner, Cleaner (Non-domestic)	Skills Programme	1
	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

Sub-Sector	OFO CODE	Occupation	SPECIALISATION/ ALTERNATIVE TITLE	Intervention	NQF Level
	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
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, Snow sports Instructor, Basketball Coach, Rhythmic Gymnastics Coach	Learnership: Further Education and Training Certificate: Sports 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 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
ALL	2019-862202	Handyperson	Handy Person, Hotel Yard person, Hotel Useful, Handy Man	Workplace (SIPS)	3
	2019-134903	Small Business Manager	Owner Manager, Entrepreneurial Business Manager	Bursary: Management Development programme	6

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

Postal Address
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2128, South Africa

Physical Address
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Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



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 (Government owned organisations must submit signed written confirmation of organisation type)	Compulsory for compliance	No	
Declaration of the authorised person	Compulsory for compliance	Yes	
Acknowledgement of CATHSSETA Discretionary Grant policy	Compulsory for compliance	Yes	
Declaration of interest	Compulsory for compliance	Yes	
Training Provider accreditation letter/Certificate (Skills Programme, Artisan, AET, RPL & Learnerships) Applicable to training providers	Compulsory for compliance	No	
CATHSSETA levy payer (Validation will be conducted by CATHSSETA) - Applicable to employers	Compulsory for compliance	No	
BBBEE Certificate (if applicable)	Required for evaluation	No	
Host employer confirmation letter - applicable for Training providers, Universities, Universities of Technology, TVET Colleges & CET Colleges	Required for evaluation	No	
Proof of registration/application for qualification – applicable for bursaries	Required for evaluation	No	
Prior experience with running a SETA-related project (upload reference letters)	Required for evaluation	No	
Financial statements or bank statements	Required for evaluation	No	

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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Documents	Purpose	Downloadable from website ¹	Checklist
Lease or Title deed documents	Required for evaluation	No	
Asset register	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.

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