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## 2024/25 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

### 5. Who can apply

The following stakeholders and legal entities who fall within CATHSSETA sectors are invited to apply for 2024/25 DG funding:

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P.O. Box 1329, Rivonia  
2128, South Africa

**Physical Address**  
270 George Road,  
Noordwyk, Midrand, 1687

**Contact**  
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- 5.1. CATHSSETA levy payers
- 5.2. Non-levy paying employers operating within CATHSSETA sectors;
- 5.3. Higher Education Institutions (HEIs), namely public 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.

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.

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**Board members:** Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe  
Mr Solomon Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Khan • Ms Karen Borain • Mr Vincent Maumela  
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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.
14. For applicants applying for Learnerships, Skills Programmes and Artisans, please ensure you upload active proof of accreditation outlining the qualification/s you are applying for, this document forms part of compliance.
15. 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.
16. 60% of Discretionary grant funding will be given to CATHSSETA levy-paying employers who have the capacity to host learners.
17. Accredited training providers need to partner with employers operating within CATHSSETA subsectors for the Learnership/Skills Programmes/ Artisan programmes.
18. Higher Education Institutions need to partner with employers operating within CATHSSETA subsectors to host the learners for the Graduate internship/WIL programmes.

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## 19. Bursary applications

- 19.1. Only CATHSSETA sub-sector-related qualifications shall be supported for unemployed learners, and preference will be given to HEIs.
- 19.2. 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.
- 19.3. No bursary funding shall be provided to students who receive funding from other Government sources, e.g. NSFAS.
- 19.4. Applicants who have been funded the previous year and would like to continue with the same qualification, must re-apply (Continuations).
- 19.5. Bursary funding is to cover tuition for the 2024 financial year, funding will not be applicable to previous years.

20. Applications submitted by 3<sup>rd</sup> party organisations (e.g. recruitment agencies) are discouraged.

21. Employers are urged to deduct the Unemployment Insurance fund (UIF) from learners prior to stipends being paid, for the duration of the project.

22. All Discretionary Grants are VAT zero rated.

23. Upon submitting your application form, you will receive an automated DG reference number.

24. Applicants will be informed of the outcomes in May 2024.

25. There is no appeals process for Discretionary Grants.

26. CATHSSETA 2024/25 DG window will open on 27 November 2023 and close on 02 February 2024 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](http://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:

2023/24 Application guidelines

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- 26.1. **Step 1:** Familiarize yourself with this document, which provides the specifications of what CATHSSETA is looking to fund 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.
- 26.2. **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.
- 26.3. **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.
- 26.4. **Step 4:** To access the CIMS system, go to [www.cathsseta.org.za](http://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.
- 26.5. **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.
- 26.6. **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

### 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.

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**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

#### **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

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**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)

: 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.



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### 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.

**Unit cost per learner:** R 67 200

**Stipend per learner:** R 5 000 per month

**Admin Fee per learner:** R600 per month

Unit cost per learner is inclusive of stipend and training costs/admin fee where applicable

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## 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	2021 -264201	Copywriter	Publicity Writer, Copy Editor, Advertising Writer	Bursary and Internship	7
	2021-251301	Multimedia Specialist	Multimedia Programmer, Animation Programmer, Computer Games Programmer, Graphical Programmer, Digital Media Specialist, Multimedia Developer	Bursary: National Diploma - Sound Technology and Production	6
	2021-352103	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	Higher Certificate in Sound Production Bursary: Bachelor of Arts in Sound Production Learnership and Internship	4 - 7
	2021-343203	Visual Merchandiser	Display Decorator, Window Dresser	Bursary and Internship	7
	2021-263206	Heritage Consultant	n/a	Learnerships: National Certificate: Heritage Resource Management	7
	2021-343902	Light Technician	Lighting Electrician, Lighting Operator, Lighting Technician, Lighting Assistant, Lighting Director	Bursary and Internship: Higher Certificate in Film Production Bachelor in Film Production Learnership	4 - 7
	2021-216603	Multimedia Designer	Multimedia Artist, Instructional Designer, Digital Media Designer, Interactive Media Designer	Bursary and Internship: Higher Certificate in Digital Film Production	5 - 7
	2021-216601	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	Diploma/Bachelor: Digital Design/Media/ Graphic Design / Multimedia	
	2021-333903	Sales Representative (Business Services)	Sales Representative (Printing), Sales Representative (Publishing), Advertising Sales Consultant, Print Cost Estimator, Business Services Officer, Sales Representative (Advertising)	Learnership: Customer Service	4

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
	2021-121905	Programme or Project Manager	Project Director	Learnership: Project Management Bursary: Diploma in Project Management	4 - 6
	2021-132401	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: Diploma/Degree in Supply Chain Management Diploma in Logistics	7
	2021-511301	Gallery or Museum Guide	Museum or Gallery Attendant, Museum Host and Tour Coordinator, Gallery Assistant	Learnership and Workplace Experience Bursary and Internship: Museology/museum studies	4 - 7
	2021-652302	Fitter and Turner	Printers Mechanic, Industrial Mechanician	Learnership, apprenticeship and Workplace Experience	4
	2021-261901	Intellectual Property Advisor	Legislation Facilitator Intellectual Property Advisor, Arbitrator, Facilitator, Negotiator, Industrial Conciliator, Rulings Analyst, Mediator	Bursary: Law	7
	2021-352102	Camera Operator Film, Television or Video	Video Tape Operator, Videographer, Focus Puller (Film)	Learnership: National Certificate, Film and Television Production	5
	2021-216302	Industrial Designer	Product Designer, Textile Designer, wallpaper Designer, Furniture Designer, Industrial Graphic Designer, Jewellery Designer	Bursary and internship	5
	2021-121101	Finance Manager	Budgeting Manager, Internal Revenue Controller, Account Systems Manager, Revenue Assessment manager, Finance Administration Manager	Bursary and Internship	7
	2021-432201	Production Coordinator	Production Leader, Production Foreman, Distribution Controller, Production Planner, Logistics clerk	Bursary and Workplace experience	4
	2021-262102	Gallery or Museum Curator	Museum Registrar, Exhibitions Technician, Exhibition Designers, Exhibition Technician Assistant, Curator, Curatorial Services Manager, Assistant Curator, Assistant Registrar	Bachelor of Arts (BA) in Archaeology Bachelor of Science (BSc) in Archaeology Bachelor of Arts (BA) in Sociology Bachelor of Social Science (B Soc Sci) in Anthropology	5 - 7
	2021-263202	Archaeologist	n/a	Bachelor of Arts (BA) in History Bachelor of Arts (BA) in Art History and Visual Culture	
	2021-263206	Heritage Consultants	n/a	Bachelor of Arts (BA) in History and Heritage Studies	

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
Conservation	2021-213307	Park Ranger	Game/Park Warden, Beach and Estuary Warden, Fish Warden, Wildlife Officer/Warden, Wildlife Conservationist	Learnerships: National Certificate - Nature Resource Guardianships Terrestrial	5
	2021-134901	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
	2021-134921	Disaster Management Manager	n/a	Professional Certificates in Disaster Management or Emergency Response Bachelor of Arts (BA) in Disaster Management Bachelor of Technology (BTech) in Emergency Medical Care or Emergency Management Bachelor of Science (BSc) in Environmental and Geographical Science	7
	2021-211402	Hydrologist	Geophysicist, Geophysical Scientist, Physical Oceanographer, Seismologist, Marine Scientist	Bursary: Bachelor of Science in Hydrology	7
	2021-335906	Environmental Practices Inspector	n/a	Learnership: National Certificate Environmental Practices Bursary and Internship: National Diploma in Environmental Science	6 - 7
	2021-314102	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	6 - 7
	2021-421202	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
	2021-342302	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 Guide, 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	Learnership: Nature Guide	4



Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
			Jump Master, Sea Kayaking Guide, Outdoor Adventure Instructor, Outdoor Recreation Guide, Trekking Guide		
	2021-211205	Climate Change Scientist	n/a	Bursary and Internship	7
	2021-242210	Business Administrator	n/a	Learnership: Business Management/Administration	4
<b>Gaming and Lotteries</b>	2021-143101	Betting Agency Manager	Racing Betting Branch Manager, Tab Manager	Learnership: Generic Management	5
	2021-251201	Software Developer	Software Designer, ICT Risk Specialist, Software Architect, Information Architect Software, Software Engineer	Bursary: Bachelor in computer science, Diploma in IT (Software development) Internship	6 - 7
	2021-351301	Network Technician	Network Support Technician	Bursary and Internship: Diploma in IT	6
	2021-141201	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	4 - 6
	2021-541402	Alarm, Security or Surveillance Monitor	Answering Service Operator, Security Monitor	Bursary/Internships and Workplace Experience	4
	2021-143102	Gaming Manager	Slots Technical Manager, Slots Manager, Gaming Promotions Manager, Gaming Administration Manager, Tables Manager, Cashier Manager Gaming Racetrack Operations Manager, Gaming Project Manager	Bursary and Internship: N6/Diploma in Electronics	6
	2021-242211	Internal Auditor	Information Systems Auditor, ICT Internal Auditor, Audit Consultant, Internal Auditor	Bursary and Internship: Auditing/Information Systems	7
	2021-541902	Emergency Service and Rescue Official	Emergency Response Officer, Mine Rescue Service Worker, Rope Rescue Technician, Industrial Paramedic	Learnership: Certificate in Occupational Health and Safety (OHS) Bursary: Higher Certificate/Diploma in Environmental Health and Safety	4 - 6
	2021-516401	Animal Attendant / Groomer	Pound Keeper, Boarding Kennel Attendant, Horse Groomer, Shearer, Pet Groomer, Animal Rescue Worker, Kennel Assistant	Learnership and Skills Programme	4
	2021-513201	Bar Attendant	Bartender, Barperson Waiter, Bar Operator, Bar Steward, Club Steward, Bar Hostess	Learnership and Skills Programme	4
	2021-351301	Computer Network Technician	Network Support Technician	Bursary and Internship: Diploma/Degree in IT	6 - 7
	2021-242101	Business Analyst	Commercial Analyst, Business Consultant, Business Coach,	Bursary and Internship	6 - 7
2021-242204	Risk Manager	Corporate Treasurer	Bursary and Internship	7	

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
	2021-421201	Bookmakers	Bookmaking Clerk, Horse Racing Analyst	Learnership	4
Hospitality	2021-343401	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	4
	2021-515101	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	Learnership/Skills Programme: Hospitality Management Bursary: Diploma in Hospitality Management/ Management Development Programme	2 - 6
	2021-141102	Guest House Manager	Bed and Breakfast Operator		
	2021-141101	Hotel or Motel Manager	Lodge Manager, Boarding House Manager, Duty Manager (Hotel), Innkeeper, Hotelier, Resort Manager, Backpackers Manager, Hostel Manager		
	2021-512101	Cook	n/a	Learnership/Skills Programme: Cook Convenience/Assistant Chef/Culinary/food and Beverages	2 - 4
	2021-513101	Waiter	Drinks Waiter, Night Club Hostess, Wine Attendant, Restaurant Hostess, Food and Beverage Attendant, Silver Service Waiter, Dining Room Attendant, Maitre D, Formal Service Waiter, Lounge Assistant, Sommelier, Wine Steward	Learnership and Skills Programme	2 - 4
	2021-841201	Kitchenhand	Pantry Attendant, Sandwich/Salad Preparer, Kitchen Steward, Kitchen Assistant (Non-domestic), Dishwasher		
	2021-513202	Barista	Coffee Maker	Skills Programme	2
	2021-311903	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	Learnership: National Certificate: Food and beverage manufacturing technician Bursary and Internship: Diploma in Food Technology	4 - 6
	2021-422401	Hotel Receptionist	n/a	Skills Programme and Learnership: Hospitality Reception; WIL: Hospitality studies	2 - 4
	2021-121206	Health and Safety Manager	Safety, Health and Environmental (SHE) Manager	Learnership: National Certificate: Occupational, Health and Safety. Bursary: Diploma in Environmental Health and Safety	4 - 5

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
	2021-811201	Commercial Cleaner	School Cleaner, Workshop Cleaner, Factory Cleaner/Sweeper, Waterblaster, High Pressure Water Jetting Operator, Office Cleaner, Hotel/Motel Cleaner, Building Exterior/Interior Cleaner, Cleaner (Non-domestic)	Skills Programme	1
	2021-422206	Call or Contact Centre Agent	n/a	Learnership and skills programme: Contact Centre Operations/Customer Service/Business Management/	4
	2021-252301	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: Diploma/Degree in Computer Science/System Engineer	6 - 7
	2021-243204	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: Higher Certificate in Events Management	4
	2021-732101	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	Skills Programme and Learnership: National Certificate in Professional Driving	2 - 4
	2021-132102	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: Diploma in Operations Management	5 - 6
	2021-841101	Fast Food Cook	Fast Food Assistant, Short Order Cook, Takeaway Cook, Grill Cook, Spaza Shop Cook	Learnership: National Certificate, professional cookery	5
	2021-522301	Sales Assistant General	Telephone Salesperson, Supermarket Assistant, Cosmetic Sales Assistant, Retail Assistant Perishable Sales Worker, Shop Assistant, Salesperson Fast Food Assistant, Hardware Sales Assistant	Learnership	4
<b>Sport, Recreation and Fitness</b>	2021-143107	Fitness Centre Manager	Health Club Manager, Gym Manager, Fitness Centre Administrator, Sports Club Manager	Bursary and Internship: Diploma/Bachelor in Physiology/kinesiology Higher Certificate in Sport, Recreation and Fitness Management	6

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
	2021-342301	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	Learnership/Skills Programme: Certificate in Sport, Recreation and Fitness Management	5
	2021-342204	Sport Coach	Diving Coach, Callisthenics Instructor, Show Jumping Instructor, Diving Instructor (Open Water), Football Coach, Martial Arts Instructor, Dive Master, Snowboarding Instructor, Water Polo Coach, Gymnastics Coach or Instructor, Tennis Coach, Athletic Coach, Snorkelling Instructor, Swimming Coach or Instructor, Polo Coach, Dressage Instructor, Squash Coach, Cricket Coach, Scuba Instructor, Surface Supply Breathing Apparatus (SSBA) Instructor, Equine Tutor/Riding Instructor, Skiing Instructor, Snowsport Instructor, Basketball Coach, Rhythmic Gymnastics Coach	Learnership: Further Education and Training Certificate: Sports Coaching: Juniors/Beginners	4
	2021-143108	Facility Centre Manager	Riding School Manager, Golf Course Manager, Gymnasium Manager, Sports Stadium Manager, Leisure Centre Manager, Indoor Sports Centre Manager (Squash, Tennis, Ten Pin Bowling etc), Aquatic Centre Manager	Bursary and Internship: Facility Management/Sports and Recreation Management	6
	2021-264203	Sportswriter	Correspondent, Specialist Reporter, Beat Reporter	Bursary and Internship: Diploma in Journalism/communication studies	6
	2021-651203	Fitter-welder	Welding Inspector, Welding Tradesperson, Arc Welder, Welder Operator, Solderer and Brazier	National Certificate: Welding Application and Practice	5
	2021-2421101	General Accountant	Performance audit manager	Bursary: Bachelor of Commerce in accounting	7
	2021-671101	Electrician	Electrical Fitter, Winder Electrical Technician, Construction Electrician, Electrical Wireman, Electrical Contractor	Learnership: Certificate in Electrician	4
	2021-143902	Cleaning Services Manager	Cleaning Contractor	Learnership: National Certificate, Hygiene and Cleaning Supervision	4
	2021-224102	Sports Scientist	n/a	Bursary: Diploma/Degree in Sports Science/Sports Management	6 - 7



Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
<b>Tourism and Travel Services</b>	2021-141201	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	4
	2021-122101	Sales and Marketing Manager	Key Account Manager, Insurance Sales and Marketing Manager, Business Development Manager, Business Support Manager	Bursary and Internship: Diploma/Degree in Marketing Management	6
	2021-122105	Customer Service Manager	Client Services Advisor, Client Services Manager/Representative, Client Services Manager, Customer Services Engineer, Customer Care Manager/Representative	Skills Programme and Learnership: Customer Service	4
	2021-333201	Events Manager	Functions Manager, Exhibition Organiser, Event Planner, Marketing Campaign Organiser, Conference and Event Organiser, Destination Manager, Government Protocol or Civic Event Organiser, Exhibition Director, Function Planner, Wedding Planner, Trade Fair Manager, Social/Life Cycle Coordinator, Conference Planner	Bursary and Internship: Higher Certificate: Events Management Diploma: Events Management	6
	2021-251102	Data Scientist	n/a	Bursary and Internship: Bachelor of Science in Data Science	7
	2021-431101	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: National Certificate, Registered Accounting Clerk	4
	2021-523103	Ticket Seller	Airline Clerk, Booking Clerk, Reservations Clerk	Learnership	3
	2021-251101	ICT Systems Analyst	ICT Systems Specialist, ICT Business Systems Analyst, ICT Systems Strategist, Systems Programmer, ICT Systems Advisor, Computer Analyst ICT Systems Contractor, LAN / WAN Consultant, ICT System Designer, ICT Systems Coordinator	Bursary and Internship: Bachelor of Information Technology in Business Systems	7
	2021-243102	Market Research Analyst	Marketing Analyst, Market Researcher, Trade Marketing Analyst, Market Trends Consultant, Marketing Research Executive	Bursary and Internship: Bursary: Diploma Marketing research	6

Sub-Sector	OFO CODE	Occupation	Specialisation/ Alternative Title	Intervention	NQF Level
	2021-332201	Commercial Sales Representative	Commercial Traveller, After-sales Service Adviser, Canvasser	Skills Programme and Learnership	3 - 5
	2021-252201	Systems Administrator	Computer System Coordinator, IT Information Systems Administrator, Network Administrator	Learnership: National Certificate, Information Technology Database Administration Bursary: Diploma in Information Technology in network design and Administration	4 - 6
	2021-243103	Marketing Practitioner	Marketing Officer, Marketing Specialist, Marketing Professional, Marketing Consultant	Bursary and internship: Marketing	7
	2021-511302	Tour Guide	Regional Guide, Sightseeing Guide, Tour Estcourt, Tour Coordinator, Inbound Tour Operator, Tour Controller, Tour Leader, Tour Director	Bursary and Workplace experience: National Certificate, Tourist Guiding	4
	2021-511302	Tour Guide	Regional Guide, Sightseeing Guide, Inbound Tour Operator, Tour Coordinator, Tour Leader, Tour Director, Tour Controller, Tour Escort, Field Guides	Learnership: National Certificate – Guiding	4
<b>ALL</b>	2021-862202	Handyperson	Handy Person, Hotel Yardperson, Hotel Useful, Handy Man	Workplace (SIPS)	3
	2021-134903	Small Business Manager	Owner Manager, Entrepreneurial Business Manager	Bursary: Management Development programme	6
<b>ALL</b>	2021-441903	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
	2021-112101	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
<b>ALL</b>	2021-733201	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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**Physical Address**  
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Noordwyk, Midrand, 1687

**Contact**  
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**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 <sup>1</sup>	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 outlining qualifications (Skills Programme, Artisan, AET, RPL & Learnerships)	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 Margareth Edith Tukagomo • Mr Moses Motha • Mr Kennilworth Itumeleng Dichabe • Mr Nkanyezi Joseph Ntuli  
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Shanitha Khan • Ms Lesiroha Matshediso Lesutu  
Ms Ntombifuthi Maureen Nzuzo • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Tabane Manene

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Documents	Purpose	Downloadable from website <sup>1</sup>	Checklist
Lease or Title deed documents	Required for evaluation	No	
Asset register	Required for evaluation	No	

<sup>1</sup> Where applicable, templates must be downloaded from the website – [www.cathsseta.org.za](http://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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