

## 2025/26 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 **the learning programme guidelines**, 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. Adult Education & Training (AET)
  - 4.6. Recognition of Prior Learning (RPL)
  - 4.7. Graduate Internship for unemployed University/University of Technology (UoT) learners
  - 4.8. Internship N-diploma and NCV for unemployed TVET College learners
  - 4.9. 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 2025/26 DG funding:

5.1. CATHSSETA levy payers

5.2. Non-levy paying employers operating within CATHSSETA sectors (**submit company profile to verify that the organisation operates within the CATHSSETA sub-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 operating 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**) 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.
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, AET, RPL 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 number of learners applied for, depending on the availability of funds.**
16. 60% of Discretionary grant funding will be given to CATHSSETA levy-paying employers as they 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. **Training providers with an extension of scope qualification (MOU provider), are requested to submit their verification report not older than 3 years together with their proof of accreditation.**

18. Higher Education Institutions need to partner with employers operating within CATHSSETA subsectors to host the learners for the Graduate internship/WIL programmes.

### 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. Artisan applications

- 20.1. CATHSSETA only funds the **occupational certificate: Chef** qualification for the artisan learning programme.

### 21. Learnership and skills programme applications

- 21.1. Due to legacy qualifications being phased out, CATHSSETA will only fund accredited qualifications outlined in annexure 1 below for learnerships. For cross-SETA qualifications aligned to the occupational shortages and skills gaps, please submit confirmation from the relevant SETA indicating that the qualification has been extended.

22. A list of accredited training providers is available through the ETQA department, kindly liaise with the ETQA department should you require a training provider for learnerships, skills programmes, artisans, AET and RPL.

23. Kindly note that CATHSSETA does not fund individuals, the SETA does not accept applications from individuals, this must be done through an accredited training provider, institution or employer, who will be providing the training or experience. Therefore, a recipient or learner must apply through the relevant employer or training provider.
24. Applications submitted by 3<sup>rd</sup> party organisations (e.g. recruitment agencies) are discouraged.
25. Employers are urged to deduct the Unemployment Insurance fund (UIF) from learners prior to stipends being paid, for the duration of the project.
26. All Discretionary Grants are VAT zero rated.
27. Upon submitting your application form, you will receive an automated response and DG reference number.
28. Applicants will be informed of the outcomes in May 2025.
29. There is no appeals process for Discretionary Grants.
30. CATHSSETA 2025/26 DG window will open on 25 November 2024 and close on 31 January 2025 at 16:00. Applications are to be submitted via the CATHSSETA Integrated Management System (CIMS). CIMS 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:
- 30.1. **Step 1:** To access information on DG funding, click on the following link: <https://cathsseta.org.za/2025-dg-window/>. Familiarize yourself with this document (application guidelines) 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.

- 30.2. **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.
- 30.3. **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.
- 30.4. **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, or click on the following link <https://cims.cathsseta.org.za/>. 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 and a recording 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.
- 30.5. **Step 5:** Use the checklist that is appended to this document (Annexure 4) 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.
- 30.6. **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.
- 30.7. To access a recording on how to navigate CIMS and submit an application form, click on the following link: <https://www.facebook.com/cathsseta/videos/508098694765886>

## Annexure 1

QUALIFICATION ID		QUALIFICATION TITLE
1	14110	National Certificate: Accommodation Services
2	14113	National Certificate: Food and Beverage Services
3	17174	National Certificate: Tourism: Guiding
4	48669	National Certificate: Live Event Technical Production
5	48806	National Certificate: Craft Production
6	48809	Further Education and Training Certificate: Craft Enterprise
7	48818	Further Education and Training Certificate: Arts and Culture Administration
8	49119	National Certificate: Craft Operational Management
9	58009	Further Education and Training Certificate: Sport Administration
10	58930	Further Education and Training Certificate: Professional Hunting
11	59389	National Certificate: Nature Conservation: Resource Guardianship
12	59790	Further Education and Training Certificate: Hospitality Reception
13	61509	Further Education and Training Certificate: Lifeguarding
14	63269	National Certificate: Gaming Operations
15	64369	Further Education and Training Certificate: Sport Coaching: Juniors/Beginners
16	67707	Further Education and Training Certificate: Sport Administration

## 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 MAJOR GROUP	OCCUPATION CODE	OCCUPATION	SPECIALISATION/ ALTERNATIVE TITLE	INTERVENTION PLANNED BY THE SETA
Arts, Culture and Heritage	Technicians and Associate Professionals	(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	National Certificate: Music Industry: Sound Technology
					Diploma in Sound Technology
					Further Education and Training (FET) Certificate: Music Industry: Sound Technology
	Professionals	(2021-251301)	Multimedia Specialist	Multimedia Programmer, Animation Programmer, Computer Games Programmer, Graphical Programmer, Digital Media Specialist, Multimedia Developer	National Certificate: 3D Animation and Visual Effects
					National Certificate: Film and Television Production
					National Certificate: Design Techniques – User-Interface Design
					National Certificate: Design Techniques – Communication Design
					Higher Certificate: Game Graphics and Multimedia Entertainment
					Higher Certificate: Game Design and Production
					National Certificate: 3D Animation and Visual Effects
					FET Certificate: Photography
					National Diploma: Sound Technology and Production
					Advanced Certificate: 3D Animation and Visual Effects



SUB-SECTOR	OFO MAJOR GROUP	OCCUPATION CODE	OCCUPATION	SPECIALISATION/ ALTERNATIVE TITLE	INTERVENTION PLANNED BY THE SETA
					Advanced Diploma: Computer Applications Technology (CAT) Education
					Advanced Diploma: ICT in Multimedia Application
					Advanced Diploma in Multimedia Computing
<b>Conservation</b>	Professional	(2021-213301)	Conservation Scientist	Marine Ecologist, Forestry Conservationist, Animal Ecologist, Conservancy Advisory Scientist, Fisheries Advisor, Soil Conservationist, Ecological Researcher, Water Conservation Scientist, Fish and Game Officer, Species Protection Officer, Ecologist, Conservation Officer	National Diploma: Nature Conservation
					Bachelor of Technology: Nature Conservation
					Master of Science: Conservation Biology
	Professional	(2021-213307)	Park Ranger	Game/Park Warden, Beach and Estuary Warden, Fish Warden Wildlife Officer/Warden Wildlife Conservationist	FET Certificate: Nature Conservation: Natural Resource Guardianship Terrestrial
					Higher Certificate: Nature Conservation in Implementation and Leadership
					National Certificate: Natural Resource Management: Terrestrial
<b>Gaming and Lotteries</b>	Clerical Support Workers	(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
					National Certificate: Dealing
<b>Hospitality</b>	Technicians and Associate Professionals	(2021-343401)	Chef	Chef de Partie, Commis Chef, Head Chef, Pastry Chef, Demi Chef, Sous Chef, Saucier, Executive Chef, Second Chef	National Certificate: Professional Cookery
					National Certificate: Food Preparation and Cooking
					National Certificate: Culinary Arts
					Advanced Diploma: Hospitality and Professional Cookery
	Manager	(2021-141201)	Café (Licensed) or Restaurant Manager	Bistro Manager, Internet Cafe Manager, Cafeteria Manager, Catering Manager, Food Services Manager, Caterer, Restaurateur, Mess Manager, Canteen Manager, Food and Beverage Manager	National Certificate: Food and Beverage Services
					Advanced Certificate: Education: Hotel Keeping and Catering
					Advanced Certificate: Hospitality Management
					National Diploma: Hospitality Management
					National Diploma: Professional Cookery

SUB-SECTOR	OFO MAJOR GROUP	OCCUPATION CODE	OCCUPATION	SPECIALISATION/ ALTERNATIVE TITLE	INTERVENTION PLANNED BY THE SETA
					Advanced Diploma: Hospitality and Food and Beverage Management Advanced Diploma: Hospitality and Professional Cookery Bachelor of Business Administration: Hospitality Operations Management
<b>Sport, Recreation and Fitness</b>	Technicians and Associate Professionals	(2021-342204)	Sports Coach or Instructor	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	National Certificate: Coaching Science  National Diploma: Coaching Science
		(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	Occupational Certificate: Fitness Instructor Advanced Certificate in Exercise Science Advanced Certificate in Fitness in Sport Conditioning Advanced Certificate in Fitness Conditioning Coach
<b>Tourism and Travel Services</b>	Clerical Support Workers	(2021-422102)	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	National Certificate: General Travel
					FET Certificate: Travel and Tourism
					Bachelor of Commerce: Travel and Tourism
					Advanced Diploma: Tourism Management
					Bachelor of Tourism Development and Management
National Certificate: Tourism: Guiding					

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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 payments up to date (Validation will be conducted by CATHSSETA) - Applicable to levy paying employers	Compulsory for compliance	No	
BBBEE Certificate (if applicable)	Required for evaluation	No	
Host employer confirmation letter - applicable to applicants who will not host learners, e.g 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  
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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**.

Documents required for evaluation form part of the evaluation, the evaluation grid is on the Discretionary Grants policy.

The CIMS system manual is accessible on the CATHSSETA website.

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