



## **DG Window specification/evaluation criteria**

### **Occupational Qualifications Pilot Discretionary Grants: Call for Applications from entities within the sector to partner with in the phase-in/pilot of the occupational qualifications**

The Services Sector Education and Training Authority (Services SETA) invites suitable entities to apply for discretionary grant funding aimed at training employed and unemployed learners in order to pilot the implementation of the sector's occupational qualifications. These grants are intended to meet the sector needs as set out in the Sector Skills Plan (SSP), and Strategic Plan of the Services SETA in support of the priorities set out in the National Skills Development Plan 2030.

Moreover, the grants are intended to improve the supply of qualified and competent people for hard-to-fill vacancies and PIVOTAL programmes (Professional, Vocational, Technical and Academic learning programmes that result in occupational qualifications or part qualifications on the National Qualifications Framework), as well as a focus on skills with high potential for employment or contribution to entrepreneurship. Furthermore, it is also intended for programmes that include knowledge, practical (including simulation), and workplace experience components that are meaningful for the development of the individual and achieve substantial progress towards a qualification.

#### **2022 Discretionary Grant Specifications**

The Services SETA is looking for credible organisations/institutions to partner with in delivering the following Learning interventions:

- LP01**      Learnership Unemployed (18.2)
- LP02**      Learnership Employed (18.1)
- LP03**      Apprenticeship
- LP12**      Skills Programmes for Employed Learners
- LP13**      Skills Programmes for Unemployed Learners



## Who can apply?

The Services SETA is a public institution and is therefore obliged to avail skills development training opportunities to all South Africans who meet its requirements. The following stakeholders within the Services Sector with requisite experience, track record of successful implementation of learning programmes, capacity, and good legal standing may apply:

- Services SETA levy paying companies.
- Accredited Skills Development Providers
- Public Technical Vocational Education and Training (TVET) Colleges
- Public Universities and Universities of Technology

Given that this DG allocation is intended to pilot the implementation of occupational qualifications, the number of learning pathways, occupational qualifications, and learners will be very limited. As a result, the following will apply:

### 1. Occupational Full Qualifications for Learnerships: Employed and Unemployed

No	ID	Qualification Type	Descriptor	NQF	Credits
1	117469	Occupational Certificate	Embalmer	6	180
2	117470	Occupational Certificate	Embalmer's Assistant	5	54
3	102147	Occupational Certificate	Facilities Manager	6	262
4	99692	Occupational Certificate	Garden Worker	2	69
5	117372	Occupational Certificate	Laundry Finisher	2	28
6	117370	Occupational Certificate	Laundry Sorter	2	23
7	117371	Occupational Certificate	Laundry Washer	2	26
8	117369	Occupational Certificate	Laundry Worker	2	60
9	104621	Occupational Certificate	Mortician	3	150
10	101869	Occupational Certificate	Project Manager	5	240



## 2. Apprenticeship

No	ID	Qualification Type	Descriptor	NQF	Credits
1	102497	Occupational Certificate	Hairdresser	4	540

## 3. Occupational Skills Programmes: Employed and Unemployed

No	Skills programme name	NQF	Credits
1	Garden Maintenance Worker	1	26
2	New Venture Creator	2	32
3	Barber	3	36
4	Spatial Intelligence Data Scientist	5	56
5	Advanced Spatial Intelligence Data Scientist	5	40

## 4. Learning pathways budget

### 4.1. LP01 Learnership Unemployed (18.2) Budget is as follows:

Implementation budget cost per learner	R21 500.00
Stipend per learner	R24 000.00
External Integrated Summative Assessment (EISA)	R2 250.00 per component, up to a maximum of two (2) R4 500.00
Certification	R150.00
<b>Total budget cost per learner (maximum)</b>	<b>R50 150.00</b>



#### 4.2. LP02 Learnership Employed (18.1) Budget is as follows:

Implementation budget cost per learner	R20 000.00
Stipend per learner	R00
External Integrated Summative Assessment (EISA)	R2 500.00 per component, up to a maximum of two (2) R4 500.00
Certification	R150.00
<b>Total budget cost per learner</b>	<b>R24 650.00</b>

#### 4.3. LP03 Apprenticeship: Occupational Certificate Hairdresser

Implementation budget cost per learner	R90 000.00
Stipend per learner	R116 290.00
<b>Total budget cost per learner</b>	<b>R206 290.00</b>

#### 4.4. LP13 Skills programmes Unemployed Budget is as follows:

Implementation budget cost per learner	R8 100.00
Stipend per learner	R0.00
External Integrated Summative Assessment (EISA)	Not applicable
Statement of Results	R0.00
<b>Total budget cost per learner</b>	<b>R8 100.00</b>



#### 4.5. LP12 Skills programmes employed Budget is as follows:

Implementation budget cost per learner	R8 100.00
Stipend per learner	R0.00
External Integrated Summative Assessment (EISA)	Not applicable
Statement of Results	R0.00
<b>Total budget cost per learner</b>	<b>R8 100.00</b>

**Note:** The term '*employed*' in this document refers to persons employed by an organisation as well as the *owner(s)* of the organization.

#### Budget guidelines

The Services SETA seeks to manage the costs of developing learners across its learning programmes. This is necessitated by the varying prices that are charged across the industry for the same qualifications. As such, the SETA has determined unit costs per learning intervention to assist applicants in the preparation of their budget plans.

#### Note:

#### Projects or activities not eligible for funding

The Services SETA will not fund:

- Projects that have already commenced prior to the approval of the application
- Set-up costs, e.g., start-up costs.
- Capital expenditure, e.g., building costs, equipment such as computers, etc.
- Existing operating expenses of funded entities e.g., salaries of current employees undergoing training.
- Organisational policy development.
- Interventions that result only in "awareness" for participants.
- Learners who are already engaged in other funded interventions.
- Learners that do not meet the criteria specified in this advert.



## Application Process

- The application window will open on **17 November 2022** at **08:00** am and will close on **17 January 2023** at **16:00** pm.
- To register and access the online application form please visit :
- Applications submitted, in part or full, via email or in hard copy will not be accepted.
- Late, draft, or incomplete applications will not be considered for evaluation.
- The deadline will not be extended.
- The Services SETA provincial offices are available to help with information and facilities for the lodging of applications, for entities that do not have access to internet or where such assistance is required.

## Mandatory compliance documents

In order to be considered for this Discretionary Grant, the following mandatory supporting documents need to be completed and submitted with this application. Failure to do so may lead to immediate disqualification:

- Valid Tax Clearance or Exemption Certificate and Tax Pin
- Company Registration Documents
- Declaration of Interest (Form 1a)
- Declaration of Authorised Person (Form 1b)
- BBBEE Certificate
- Proposal

## EVALUATION PROCEDURE

Allocation of Discretionary Grant funding is at the sole discretion of the Services SETA. Applications undergo evaluation according to a set of criteria including, but not limited to:

- The capacity to deliver the programme/s applied for, and
- Programmes that meet the transformational imperatives of South Africa



**The evaluation of applications will follow the following process:**

- Stage 1 – Submission through the DG portal
- Stage 2 – Compliance and evaluation – evaluation of mandatory documents and online submission
- Stage 3 - Due diligence – applicants maybe requested to provide additional documents, such as:
  - ✓ Financial information – latest audited financial statements or management accounts
  - ✓ Lease agreement or proof of ownership of premises
  - ✓ Governance structures
  - ✓ Project management and or monitoring and evaluation
  - ✓ PAYE Documents – i.e., latest EMP201
  - ✓ COID letter of good standing

**Additional documentation**

Applicants that pass the first stage of evaluation will be subjected to **due diligence** and may be required to provide, but not limited to, the following documentation:

- Financial information – latest 1 year reviewed/audited financial statements or latest management accounts and 3 month's bank statements
- Lease agreement or title conferring documents in respect of the applicant's operating address
- PAYE documentation – latest EMP201 showing number of employees
- COID – letter of good standing
- Approved Workplace confirmation/s or letter/s
- Assessment Centre agreement/ Business operations confirmation for Training Provider and Assessment Centre (if operated by the same entity)
- Assessment Centre Accreditation
- Skills Development Provider accreditation

**For further information refer to the Services SETA website <http://www.serviceseta.org.za> or apply directly on the grants portal : <https://dgportal.servicesseta.org.za/dg>**

*\*Discretionary grants are allocated at the discretion of Services SETA depending on funding availability, specific criteria as per the Services SETA discretionary grants policy and guideline*

*Enquiries may be directed to: [dgapps@serviceseta.org.za](mailto:dgapps@serviceseta.org.za). Tel: 011 276 9600*