



DISCRETIONARY GRANTS POLICY

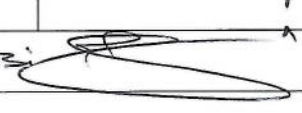
TITLE	DISCRETIONARY GRANTS POLICY		
POLICY NO.		VERSION	1
DATE APPROVED		PAGES	
EFFECTIVE DATE		REVIEW DATE	1
APPROVED BY		<i>T. N. HAMB</i> 	
CUSTODIAN OF THE POLICY	Finance		

TABLE OF CONTENTS

	PAGE
DOCUMENT CONTROL PAGE.....	3
1. DEFINITIONS AND ACRONYMS	4
2. BACKGROUND	6
3. PURPOSE AND OBJECTIVES OF THIS POLICY	6
4. KEY PRINCIPLES TO BE APPLIED IN RESPECT OF THE IMPLEMENTATION OF THIS POLICY	6
5. PURPOSE AND ALLOCATION OF DISCRETIONARY GRANTS	7
6. SECTOR DEVELOPMENT.....	7
7. FUNDING MODEL – PERCENTAGES AND TYPES OF GRANTS	9
8. USE OF DISCRETIONARY GRANTS FUNDING FOR DISCRETIONARY GRANTS PROJECTS	10
9. ADMINISTRATION OF THE DISCRETIONARY GRANTS.....	11
10. ELIGIBILITY FOR REGULAR PROJECTS FUNDING FROM THE SSETA DISCRETIONARY GRANTS	11
11. TARGETED BENEFICIARIES	13
12. CRITERIA FOR THE ALLOCATION OF DISCRETIONARY GRANTS FOR REGULAR PROJECTS.....	14
13. APPLICATION, SELECTION AND ALLOCATION PROCESS FOR REGULAR PROJECTS.....	15
ANNEXURE 1 DISCRETIONARY GRANTS ADMINISTRATION COST...16	
ANNEXURE 2. DISABILITY ALLOWANCE AND RURAL ALLOWANCE.17	

DOCUMENT CONTROL PAGE

DOCUMENT CONTROL PAGE				
Document title	DISCRETIONARY GRANTS POLICY			
Creation date	03/09/2014			
Effective date				
Status	Draft	X	Final	
Version	Version 1			
Owner title, name and contact details	Chief Financial Officer			
Author title, name and contact details	Chief Financial Officer			
Distribution	CFO, CEO, Executive Managers, Line Managers, Website, Finance, Administration department, Accounting Authority and its sub-Committees			
Classification	Restricted	X	Confidential	
Revision	Version Nr	Revision Date	Revision Details	Revised by
Review frequency: Annually	1		Policy creation	Chief Financial Officer
	2		Annual revision	
	3		Annual revision	
	4		Annual revision	
	5		Annual revision	

1. DEFINITIONS AND ACRONYMS

APP	Annual Performance Plan
ATR	Annual Training Report
CEO	Chief Executive Officer
BBBEE	Black Economic Empowerment
DHET	Department of Education and Training
FET	Further Education and Training
FETC	Further education and training college
HET	Higher Education and Training
HDI	Historically Disadvantaged Individual
MOA	Memorandum of Agreement
Non-bound	Unemployed learners
NQF	National Qualifications Framework
NSDS III	National Skills Development Strategy 3
OFO	Organising Framework of Occupations
PIVOTAL	Professional, vocational, technical and academic learning programmes that results in qualifications or part qualifications on the NQF and as contemplated in the grant regulations
Project Administration Costs	Project administration costs are those administration costs approved by Services SETA Accounting Authority payable to a service provider, which are directly related to or are incurred in the execution of the project. They include, amongst others, human resource costs (including Consultants), materials costs, logistics, communications, and consumables.
Public education and training institution	Means a public higher education institution as defined in the Higher Education Act, 1997 (Act No. 101 of 1997) and a public college as defined in the Further Education and Training Act, 2006 (Act No. 16 of 2006) and any amendments thereto promulgated into law in the future
QAL	Quality Assurance of Learning Achievements

QMD	Quality Management Division
QCTO	Quality council for Trades and Occupations established term of section 26H of the SDA
RPL	Recognition of Prior Learning
SETA Grant Regulations	The SETA Grant Regulations, published in Government Gazette No. 35940 on 3 December 2012 as amended by Government Gazette Notice No. 26655 on 15 July 2013
SAQA	South African Qualifications Authority
SDA	Skills Development Act (Act No. 97 of 1998, as amended)
SDLA	Skills Development Levies Act (Act No. 9 of 1999, as amended)
SETA	Sector Education and Training Authority
SSETA	Services Sector Education and Training Authority
SSP	Sector Skills Plan
Surplus	Means a favourable residual balance in the statement of financial performance for the financial year ending on 31 March less commitments to training of learners in programmes funded from discretionary fund-“commitments” in this context mean that contractual obligations exist at the end of the financial year that will oblige the SETA to make a payment or agreement (written) with specific terms between a SETA and a third party whereby the third party undertakes to perform something in relation to a discretionary project for which a SETA will be obliged to make payment against the discretionary grant
UOT	University of Technology
NSF	National Skills Fund
WSP	Workplace Skills Plan

2. BACKGROUND

The SSETA was established in terms of the SDA. In accordance with the SDA the Minister of Higher Education and Training publishes Grant Regulations governing the allocation of SETA levy income in the form of monetary and discretionary grant. The Regulations also regulate the manner in which the discretionary funds are to be allocated, and they enjoin the SSETA to develop a policy relating thereto.

This document constitutes the policy referred to above.

3. PURPOSE AND OBJECTIVES OF THIS POLICY

In line with the SETA Grant Regulations and DHET Guidelines on the implementation of the Regulations, the purpose of this policy is to set out how the SSETA intends to disburse grants to support the implementation of its SSP and APP. The SSP has been developed on the basis of the best available research and in consultation with relevant stakeholders and seeks, through skills development, to:-

- (a) facilitate the growth of the service sector,
- (b) expand employment opportunities in the service sector; and
- (c) assist the service sector to adapt to changes in the economy and within the general business environment.

The SSETA will monitor the use of funds and will measure the successful achievement of its objectives by, amongst others, measuring its impact on individuals, enterprises, subsector development, and the development of the services sector as a whole.

This policy furthermore aims at:-

- (a) informing the SSETA member companies and stakeholders how grants and SSETA funded projects can be accessed to enable their proper participation;
- (b) ensuring that the skills levy is effectively utilised to meet the skills needs of employers and employees in the services sector;
- (c) highlighting how the SSETA aims, through various interventions, to achieve certain national objectives as set out in the National Skills Development Strategy (NSDS).

4. KEY PRINCIPLES TO BE APPLIED IN RESPECT OF THE IMPLEMENTATION OF THIS POLICY

Without being exhaustive, and without detracting from the AA's discretion, the following key principles will be applied in the implementation of the policy:-

- (a) Funding will be directed at scarce and critical skills as set out in the SSP and the APP.

- (b) The allocation of funds will be based on equitable, fair and transparent processes without prejudice to any individual or stakeholder.
- (c) The SSETA will balance its performance agreement with the minister with sector and national priorities.
- (d) The SSETA will minimise surpluses at the end of each financial year.
- (e) The SSETA will ensure the prevention of fruitless and wasteful expenditure.
- (f) Priority will be given to approved SSETA registered learning programmes.

5. PURPOSE AND ALLOCATION OF DISCRETIONARY GRANTS

As indicated above Discretionary Grants are allocated to ensure the proper implementation and achievement of the goals and objectives of the SSETA. Having said that the allocation of such grants is informed by:-

- (a) the discretion of the Accounting Authority in response to the overall performance of the SSETA in relation to its Discretionary Grant portfolio;
- (b) National skills development imperatives in respect of the sectors covered by the SSETA, the NSDS, the New Growth Path, the Industrial Policy Action Plan, the National Skills Accord, the Green Accord, the Beneficiation Strategy of South Africa, the National Development Plan, Strategic Integrated Projects, the Rural Development Strategy, the Environmental Strategy, the Human Resource Development Strategy and the Green Paper on Post-school Education and Training;
- (c) Ministerial pronouncements and injunctions.

6. SECTOR DEVELOPMENT

As indicated above the development of key sub-sectors is one of the objectives of the SSETA. Such development will be carried out in line with the SSETA's SSP and APP.

The following sub-sectors are central to the SSETA's delivery on its mandate:

- (a) Cleaning and Hiring.
- (b) Communication Management.
- (c) Labour and Collective Services.
- (d) Management and Business Services.
- (e) Personal Care Services.
- (f) Real Estate and Related Services

In developing these key sub-sectors the SSETA shall focus on scarce skills, critical skills and small to medium and micro enterprises

Priority will be given to programmes that lead to full qualifications, support career growth, and enhance productivity.

Small and Micro Enterprises

In relevant small and micro enterprises will be empowerment both through skills development and the allocation of projects to them for delivery. Funds will be provided to, inter alia, provide external mentoring, training of business owners and managers as mentors, bursaries, internships, as well as appropriate skills programmes.

7. Board Resolutions

- a) **Entities that represent significant capacity to develop and place learners.** These are typically those large corporate entities (Private and State) with turnover in excess of R100m, over 150 employees and with operations/sites across the country. This criterion is not designed to counter or negate the SSETA's strategic imperative to work with and promote delivery of projects with small businesses, who will always be preferred.

Rationale: Large corporates, besides representing a significant portion of SSETA grant contribution through their levies, are also recognized for having established best in class people development infrastructure with sufficient work scope to enable the successful development of thousands of learners per cycle. These entities also have the administration capabilities in place (based on quality of WSPs submitted) thus minimizing the project management and quality assurance risks for SSETA. E.g. An allocation to ± 5 large corporates, may represent as much as $\pm 20\%$ of the SSETA APP targets – delivering high volume of learners for lower risk and administration costs. Furthermore, there is the increased likelihood that learners developed by the large corporates get absorbed into permanent employment.

Implication: In applying this criterion, 4-8 large corporates will be selected from the pool of EOI applications that passed compliance (as determined by size of levy contribution to SSETA and commonly applied definition for a large corporate). These entities will be further evaluated and allocations made on basis of their project plans and number of learners they can develop as part of this cycle.

- b) **Entities from provinces of Northern Cape, Limpopo, North West and Free State.** Specifically this refers to employers or entities that are based in identified provinces

Rationale: As per exhibit above, it is evident that the criteria applied in the initial EOI allocation, although sound, limited the amount of funding made available to entities based in the specified provinces. It is important to note that this EOI process did not go out to solicit applications from remote or rural areas and this could be a contributing factor. The strategic imperatives of the SSETA are clear in that the mandate of the SSETA is to develop skills across the country, with specific mention of rural areas, which are more prevalent in the Northern Cape, Limpopo, North West and Free State.

Implication: In applying the proposed criterion, those entities from the specified provinces that applied, passed compliance, but did not make the evaluation threshold will be re-considered for allocation and prioritized such that the province with the least number of funded projects receives highest priority. In applying this criterion, some of the entities already allocated in the first phase of EOI may be approached to increase their allocation, should they have the requisite capacity to deliver.

- c) **Entities that applied for Internship projects,** with a specific preference for FET interns- both post qualification work experience and in part qualification.

Rationale: Internships are a key pathway as per SSETA APP. In total the target for 2013/14 is 12,575, but this was not achieved in the EOI initial allocation, resulting in a gap of 3,587

learners. FETs are also a strategic imperative and focus for the SSETA. It is targeted that across the MTEF cycle, 60% of learners will be from FETs.

Implication: In applying the proposed criterion, those entities that applied for internships, passed compliance but did not make evaluation threshold will be reconsidered for allocation.

- d) **Prior experience and credibility within SSETA and/or other SETAs.** This criterion was evaluated and applied as part of the initial EOI allocation – albeit to a limited extent as information used was contained to responses in a questionnaire

Rationale: Those entities that have established a track record and credibility for delivering learning intervention projects are most suitable and preferred for entering into funded projects with the SSETA.

Implication: Board resolution is sought to allow application of this criteria by conducting analysis to surface those 'leading' entities that have established a track record at delivering learning projects with SETAs and should these be in the pool of applicants that passed compliance but did not make the evaluation threshold, consider them for allocation.

- e) **Entities that are new to working and delivering joint funded projects with SSETA and/or SETAs,** must be accommodated.

Rationale: In order to deliver across the SSETA strategic imperatives, the SSETA will need to work with entities that have significant experience in skills development, but have very little prior experience of working with the SETAs and/or SSETA.

Implication: In applying the proposed criterion, those entities that applied, passed compliance but did not make the evaluation threshold on the basis of the Phase I criteria, will be reconsidered on the basis of this criteria.

- f) **Inclusivity of all sectors and sub sectors.**

Rationale: The SSETA's mandate is to deliver and facilitate skills across all sectors and sub sectors. A large proportion of the EOI allocations made represent the Business Management sector, which is in line with disaggregation of levies collected, however, the skills development mandate must ensure projects to deliver skills across all SSETA sectors and sub sectors.

Implication: As with criterion "B", those entities from the less represented sectors and sub sectors that applied, passed compliance, but did not make the evaluation threshold will be reconsidered for allocation on basis of new approved criteria.

8. FUNDING MODEL – PERCENTAGES AND TYPES OF GRANTS

In terms of SETA Grant Regulations, the levy grant system is allocated as follows:

Levy Grant system Element	Allocation %	Conditions	Amendment Timelines
Total levy	N/A	1% of Remuneration Costs of companies obliged by legislation	As required by the Grants Regulation
NSF	20%	% prescribed	
SETA Administration	10.5%	Maximum of 0.5% to	

		QCTO	
Mandatory Grant	20%	Unclaimed swept to Discretionary Grants by 15 October each year	
Discretionary Grant	49.5%	Minimum of 80% to PIVOTAL Programmes Maximum of 20% to other Programmes	

9. USE OF DISCRETIONARY GRANTS FUNDING FOR DISCRETIONARY GRANTS PROJECTS

The SSETA Discretionary Grants funding for projects is divided between Special Projects and Regular Projects

Special projects

Special Projects are projects aimed at ensuring the participation of public institutions and non-profit making organisations in the SSETA's skills development work. The purpose of these projects is to provide training the priorities of government and/or the AA. These types of projects originate primarily from analyses of the SSETA's responsiveness to, amongst others, performance against its own objectives and to Government pronouncements. Special projects shall be addressed through special initiatives in line with the SSETA's development requirements as approved by the AA, and can be embarked upon at any point during the financial year.

Approval for special projects rests with the SSETA Accounting Authority.

A maximum of 40% of the SSETA Discretionary Grant Funding will be allocated for special projects.

Regular Projects

Regular projects are normal projects that address SSETA objectives as set out in the Service Level Agreement between the SSETA and DHET.

One or more funding windows shall be created during a financial year for entities to submit their applications for funding for regular projects. Approval for regular projects rests with the AA and is in line with the requirements set out in this policy. The allocation criteria shall be reviewed and determined by the Accounting Authority.

10. ADMINISTRATION OF THE DISCRETIONARY GRANTS

THE SSETA shall direct funds to programmes as follows:

- a) A minimum of 80% to PIVOTAL learning programmes.
- b) A maximum of 20% to other programmes.
 - o PIVOTAL learning programmes include:
 - Maximum of 12 month learning programmes directed at non-bound learners, delivered by a private training provider, and resulting in qualifications that can improve the work placement of the qualified learner, and which align with sector objectives.
 - Formal full time and part time programmes delivered by an education and training provider that result in an occupational qualification - such programmes may attract bursaries.
 - Apprenticeships leading to a trade test and artisanal qualification.
 - Internships for learners studying for an occupational qualification and who require work experience and learning as part of the qualification.
 - Internships for learners who have completed their occupational qualification and who are seeking a period of workplace experience in their chosen occupation. The work experience must be structured and supervised by a suitably qualified person.
 - Graduate placement programmes that enable qualified individuals to become professionally registered.
 - Part qualification skills programmes, made up of a combination of unit standards that fall within a qualification, with the aim of increasing the skill level of employed learners.
 - Recognition of prior learning for people with the experience but not the formal qualification in the services sector
 - Adult Education and Training.

In allocating discretionary funds, SSETA will prioritise PIVOTAL programmes. The proportion of funds ultimately allocated to each of these categories will be determined by the AA by taking into account the priorities for the year as set out in the SSP and the APP of SSETA.

11. ELIGIBILITY FOR REGULAR PROJECTS FUNDING FROM THE SSETA DISCRETIONARY GRANTS

It is the intention of the SSETA to ensure the fair and equitable distribution of discretionary funds and to ensure that such discretionary funds are disbursed in such a manner that the SSETA objectives and goals are met. Whilst it is important for as many entities as possible, including small and micro enterprises, to benefit from SSETA funded programmes, it is the ultimate responsibility and sole prerogative of the SSETA to determine the allocation criteria and the entities to which allocations are made. The said may include:-

- (a) The number of years which the applicant has been in business;
- (b) The number of successful training interventions that have been delivered by the applicant;
- (c) The applicant's turnover;
- (d) The geographical location of the applicant.

Project proposals addressing one (or several) of the following themes shall be considered for funding:

- a) PIVOTAL programmes delivered through public education and training institutions.
- b) Learning interventions aligned to SAQA-registered qualifications and unit standards where such qualifications and unit standards are available, and where the programme addresses a critical or scarce skill as set out in the SSP.
- c) Artisan training in terms of which the entity enrolls an apprentice, ensuring that s/he is exposed to theoretical learning, workshop training and practical work experience, with the combined programme culminating in a trade test.
- d) The provision of a period of workplace learning for a student who must do practical work as part of his/her qualification, or in order to gain professional registration after qualifying.
- e) The provision of a structured work placement for students who have completed a qualification regarded as a scarce skill, and who are seeking practical experience in such an occupation in the form of an internship.
- f) Enrolment of an unemployed young person in a learnership or employed staff member in a skills programme that addresses a scarce or critical skills need. The learnerships or skills programmes must be linked to occupationally directed qualifications.
- g) Provision of basic education services to adults within the services sector, with the aim to improve their ability to be enrolled in full or part-qualification programmes within the sector
- h) Recognition of employed learners prior learning through on the job or other learning programmes to enable the employee to acquire more formal recognition of their abilities

The SETA shall not provide grant funding for:

- a) Projects that have already commenced prior to the approval of the application. (This prohibition shall, however, not apply to projects which need to be implemented to finalise previously commenced projects which are yet to be finalised).
- b) Set-up costs, e.g. start-up costs.
- c) Capital expenditure, e.g. building costs and the cost of equipment etc.
- d) Existing operating expenses, e.g. salaries of current employees who will undergo training.
- e) Organisational policy development.
- f) Interventions that result only in "awareness" for participants.
- g) Employees who are employed by entities that are not operating within the Services Sector or who are not SSETA member companies, other than artisan related qualifications;
- h) learners to attain qualifications other than SSETA or SSETA OFO related qualifications, with the exception of artisan programmes.

Funding for Pivotal Programmes:

Funding for PIVOTAL programmes will be subject to:

- (a) the appointment of training providers jointly done by the SSETA and the entity funded, and on the basis of a process by the SSETA;
- (b) approved learning intervention(s) are accredited and lead to a recognised qualification.
- (c) in instances where training is for a short course, the value and benefit of the training programme(s) to the learner and (potential) employer(s) must be clearly demonstrable.
- (d) all funding applications must demonstrate capacity to successfully implement the proposed project and will be subject, amongst others, to the SSETA verifying that the organisation has the capacity to deliver effectively, efficiently, and in a timely manner.

Hosting of learners outside the funded entity is permitted, provided that the practical learning experience aligns with the learning programme being delivered and the practical experience required. The host employer must accept terms and conditions for the SSETA to conduct due diligence and monitoring visits to ensure learners are hosted correctly, and are being provided with the relevant practical experience.

12. TARGETED BENEFICIARIES

The SSETA is a public institution and is therefore obliged to provide business and skills development training opportunities to all South Africans who meet its requirements. All stakeholders and role-players with the requisite capacity and good standing who comply with the criteria as determined by SSETA may therefore apply for SSETA-funded projects.

Given, however, the special nature of skills development broadly and SETAs specifically, the SSETA's discretionary funding is applicable, in the main, to levy paying companies, non-levy paying companies in the services sector, training providers, NGOs, CBO, Public Institutions, including public Further Education and Training (FET) Colleges, Trade Unions and other role players in the services sector.

The SSETA will prioritise the approval of applications that contribute to economic growth and human resource development, transformation and employment equity in line with the NSDS. It is important that training contributes to:

- (a) Employment equity (improving the employee profile at all levels in terms of race, class, gender and disability).
- (b) Provision of opportunities for young people (particularly those not currently in education and training or in work).
- (c) Enabling access to special groups, such as women, youth, and people with disabilities.
- (d) Addressing the challenge of managing and reducing the spread of HIV and AIDS within the sector.
- (e) Supporting enterprise development within the sector, including co-operatives and community-based entities.
- (f) Extending access to SSETA priority programmes to rural areas.

- (g) Improving the skills profile of those from poorer socio-economic backgrounds and assisting in career-pathing from lower graded to higher graded jobs within entities.

SSETA discretionary funding is aimed, in the main, to benefit designated groups, including:

- (a) Black South Africans.
- (b) Women.
- (c) People with disability. The SSETA has developed guidelines on disability allowance. The guideline is available upon request from the SSETA.
- (d) BBBEE entities.
- (e) SMMEs.
- (f) Non-levy paying entities in the services sector, NGOs and CBOs.
- (g) Youth.
- (h) Cooperatives

13. CRITERIA FOR THE ALLOCATION OF DISCRETIONARY GRANTS FOR REGULAR PROJECTS

Depending on the availability of funds, and at the sole discretion of the AA, the following criteria will, *inter alia*, be considered in the SSETA's allocation of discretionary funding for regular projects:-

- (a) Learning programmes that cover both employed and unemployed learners.
- (b) Applications targeting and/or involving designated groups.
- (c) A dedicated focus on learners with disability
- (d) Equity imperatives such as women (55%), youth (18-35 years) (55%), and HDI (85%), through dedicated or integrated project strategies.
- (e) Applications based on partnerships, particularly ones with empowerment elements built into them, and those combining public and private collaboration, will receive priority.
- (f) Responsiveness to geographical and sub-sectoral considerations.
- (g) The capacity to develop and place learners provided that this criteria must not be seen as a boundary to counter or negate the SSETA's strategic imperative to work with and promote delivery of projects with small businesses.
- (h) Prior skills development experience and/or credibility within the SSETA or other SETAs.
- (i) Joint funding of projects with the SSETA.
- (j) Focus on scarce and critical skills in the services sector.

An acceptance of the SSETA's terms and conditions for the delivery of grant funded projects is required prior to discretionary funds being allocated for regular projects. Additionally the applicant must, to the satisfaction of the SSETA, have the capacity and ability to deliver. This will be established through a due diligence process

The payment model will be performance based and tied to delivery and achievements per month.

Applications must be submitted as prescribed in the advertisement/s. No exceptions may be granted.

14. APPLICATION, SELECTION AND ALLOCATION PROCESS FOR REGULAR PROJECTS

14.1 DISCRETIONARY GRANTS APPLICATION

The AA shall approve a list of discretionary grants and projects for a particular funding window. Once the list has been approved, the SSETA shall, by way of Discretionary Grant advertisements, invite all member companies, NGOs, Non-levy Paying Members and Public Institutions and any other relevant entity to submit applications for discretionary grant funding.

Applications shall be submitted online, via the Discretionary Grant portal or designated email addresses.

The SSETA shall not consider a discretionary grant application if:

- a) The discretionary grant criteria aligned to the grant regulations are not met.
- b) The submission deadline and criteria have not been met.
- c) The SSETA does not have an adequate budget to allocate the required award.

14.2 SELECTION AND EVALUATION OF THE APPLICATION

The allocation criteria set out above, or as specifically determined by the AA, shall be applied in the evaluation of discretionary grant applications.

An independent entity will be appointed by the SSETA to evaluate the grant applications, conduct the due diligence exercise, and recommend allocations based on set criteria. Relevant SSETA departments and/or units may be involved to the extent that their involvement does not amount to involvement in the recommendation of specific applicants.

14.3 ALLOCATION OF THE DISCRETIONARY GRANTS

Allocations will be made via a three stage process as follows:

Stage 1: Selected entities will be subjected for the due diligence exercise.

Stage 2: Entities found to be adequate during the due diligence, in terms of the SSETA requirements, will be given an "Intention to Contract" based on the level of the entities' capacity as determined solely by the SSETA. The "Intention to Contract" will list requirements to be fulfilled, and applicable timeframes, for the SSETA to proceed to contract with the entity.

The requirement for the joint appointment of the training provider between the SSETA and the entity concerned will be fulfilled as part of this stage.

Stage 3: If the conditions set out in the "Intention to Contract" letter are fulfilled, and within the set timeframes, the SSETA will develop a contract to be signed between itself and the relevant entity.

14.4 PROJECT COORDINATION

After the SSETA has expressed its intention to contract with an entity all the documents required in terms of that intention must be submitted to the project coordination department of the SSETA. The project coordination department together with the learning intervention and quality management departments review the documents and the information submitted and, if satisfied approve them and advise the legal department to proceed with relevant contracting.

After the contracts are signed the learning interventions department will conduct the required induction together with the training provider/employer. At the induction learners have to sign the relevant learner contracts.

Once training starts the SSETA's learning interventions department will conduct regular monitoring and evaluation visits, some of which will be unannounced. Prior to the placement of learners, work place approval visits may also be conducted.

The quality management department of the SSETA will, on its part, conduct external moderation visits as part of quality assurance of learner achievement.

14.5 DISBURSEMENT OF THE DISCRETIONARY GRANTS FUNDS AND RISK MANAGEMENT

All projects funded in terms of the SSETA's discretionary grant policy must have special and dedicated bank accounts into which all payment and disbursements will be made. The SSETA will have access to statements pertaining to the account as and when it requests. Public institutions may open dedicated cost centres rather than special bank accounts.

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

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

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

ANNEXURE 1 DISCRETIONARY GRANTS ADMINISTRATION COSTS

Discretionary Grants administration costs shall be paid from the SSETA 7.5% Discretionary Grants admin funding.

Project related administration costs

Any costs which are critical to the success of the project shall be regarded as direct costs and shall be paid from the 80% in respect of Pivotal Projects and from the 20% in respect of non-Pivotal projects. Such payments are, however, subject to the proviso that they may not exceed; the maximum of 7.5% of the total cost of the project and, in addition, such costs must be pre-approved by the SSETA Accounting Authority.

Discretionary administration costs incurred by the services

Any expenditure incurred to support discretionary grant projects shall be charged to the discretionary grants to the extent that they can be attributed to a particular project and if the allowed maximum of 7.5% has not been exceeded otherwise these will be charged to the general administrative budget.

The remuneration costs of staff members who are employed on core business roles are deemed to be discretionary grant administration expenditure as their roles are Discretionary Grants administration support in nature.

Reduction of the carry over and elimination of "reserves"

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

ANNEXURE 2:DISABILITY ALLOWANCE AND RURAL ALLOWANCE

Introduction

1. One of the main objectives of the National Skills Development Strategy, which in turn forms part of the SSETA's obligations, is to ensure increased access to training and skills development opportunities and at the same time address fundamental historical inequities in relation to class, race, gender and disability.
2. In order to meet this objective, the SSETA shall ensure that disability and rural allowances are payable in respect of disabled learners and learners in rural areas enrolled by entities or providers allocated a grants.

Qualification criteria

3. Entities or providers that have been allocated grants and have enrolled learners with disabilities and or learners in rural areas and require additional support may apply for the disability and/or rural allowance on behalf of the learners provided that the allowance is utilised towards the special needs of the learners and, the entity in the case of disability as well.

Requirements for claiming disability allowance

4. A medical certificate/assessment should be provided as evidence of disability.

Allowance payable to the learner

5. Depending on the availability of funds and at the discretion of the SSETA, a disability allowance to a maximum of R18 000.00 per annum shall be paid per disabled learner enrolled by the entity allocated a grant. Of this amount, R12000.00 shall be paid, broken into monthly amounts, to the learner together with monthly stipend to cover additional costs. The balance shall be paid to the entity.

Requirements for claiming rural allowance

Allowance payable to the learner

6. Original proof of residence stamped by the local municipality or tribal authority should be submitted in order for a learner to qualify for rural allowance. The allowance payable to the learner by the by SSETA shall be equivalent to one fourth (1/4) of the total learning

intervention cost. This amount shall be payable to the learner monthly together with the stipend.

Allowance payable to the entity

7. Entities should submit their business cases providing reasons why they should be supported for learning interventions taking place in rural areas. The rural allowance shall be determined and allocated at the discretion of the SSETA, limited to the maximum of 7.5% of the total project cost.

8. The approval and payment of rural allowances is solely at the discretion of the SSETA and shall depend on the availability of funds.