MANDATORY GRANTS
What is a Mandatory Grant?

It is a grant designated to fund the education and training programmes as contained in the Workplace Skills Plan (WSP) and Annual Training Report (ATR).

Purpose of the grant:

• Intended as an incentive to employers to plan and implement training for their employees.
• Promote NQF registered qualifications to address scarce and critical skills needs.
• Improve the quantity and quality of labour market information received by SETA’s.
Mandatory Grants Qualifying Criteria

SASSETA will pay mandatory grants to an employer who has met the following criteria:

• Has registered with the Commissioner of SARS
• Has contributed levies directly to Commissioner within the specified time frame
• Is up to date with levy payments at the time of approval.
• Has submitted WSP/ATR contributing to the SASSETA SSP
• Proof or evidence of consultation with organized labor is provided and signed off

SASSETA - your partner in skills development
SASSETA will pay mandatory grants to an employer who has met the following criteria:

- Where the employer is newly registered, their first time submission is due within 6 months after registering the company with SARS and CIPRO
- The employer should have submitted by the due date i.e. 30 April 2018
- Companies should ensure that they are contributing levies to the correct SETA
Mandatory Grant Payments

Employers will only be paid if their respective applications have been approved by SASSETA

- The employer will be paid 20% of the total levy paid to SARS as Mandatory Grants.
- At least 80% of Levies will be allocated to Discretionary Grants for PIVOTAL programmes.
- The mandatory grant will be paid quarterly to the employer.
- Failure by the employer to claim the mandatory grants will result in their levies being transferred toward Discretionary Grant funding by 15 August of each year.
<table>
<thead>
<tr>
<th>Quarter</th>
<th>Payment date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>30 June 2018</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>30 September 2018</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>30 December 2018</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>30 March 2019</td>
</tr>
</tbody>
</table>
Mandatory Grants Process

- Advert
- Submission of WSP and ATR
- AOR
- Evaluation

- Pre-approval
- Final Approval
- Payment
- Payment Confirmation

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WSP and ATR Support

Should you require any assistance in terms of submitting your WSP and ATR please contact:

- The SASSETA Call Centre 011 087 5555
- Email: callcentre@sasseta.org.za
- Mandatory Grants Team at the SASSETA offices
Questions?
THANK YOU

Your participation is greatly appreciated!
Inputs from...

The Organising Framework for Occupations (OFO)
What is the OFO?

- OFO stands for the Organizing Framework for Occupations and is a skill-based coded classification system, which encompasses all of the occupations within the South African context.

- It is a key tool for identifying occupations in the SA labour market in terms of supply and demand needs (scarce and critical skills priorities) and informs the development of occupational qualifications.

- The classification of occupations is based on a combination of skill levels and skill specializations which makes it easy to locate a specific occupation within the framework.

- It aims at capturing all jobs in the form of occupations.
**Definitions**

**What is a job?**

A job is a set of tasks and duties carried out or meant to be carried out, by one person for a particular employer, including self-employment.

Example: Controlling access to establishments, monitoring and authorizing the entrance or departure of employees and visitors…etc

**What is an ‘occupation’?**

An occupation is a set of jobs whose main tasks are characterized by a high degree of similarity across a range of contexts with similar knowledge requirements.

Example: (Jobs: Patrolman, Watchman, Security Guard) = Security Officer (Occupation)
## How is the OFO Structured?

Occupations are classified under a Major Code:

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-1</td>
<td>Managers,</td>
</tr>
<tr>
<td>2015-2</td>
<td>Professionals,</td>
</tr>
<tr>
<td>2015-3</td>
<td>Technicians and associate professionals,</td>
</tr>
<tr>
<td>2015-4</td>
<td>Clerical support workers,</td>
</tr>
<tr>
<td>2015-5</td>
<td>Services and sales workers,</td>
</tr>
<tr>
<td>2015-6</td>
<td>Skilled agriculture, forestry, fisheries, craft and related trades workers,</td>
</tr>
<tr>
<td>2015-7</td>
<td>Plant and Machine Operators and Assemblers, and</td>
</tr>
<tr>
<td>2015-8</td>
<td>Elementary occupations.</td>
</tr>
</tbody>
</table>

Our sector is dominated by these three categories.
Why is the OFO necessary?

- To enable the identification of **most in demand occupations** (scarce, critical and PIVOTAL skills) in the labour market.

- **Employers must use it to report** scarce, critical and PIVOTAL skills when developing Annexure 2 (also known as the Workplace Skills Plan)

- To **track the scarcity of skills** on the basis of labour market demands.

- To establish how the **scarcity is manifested across the sectors and subsectors** and how this informs strategies to reduce the scarcity (attain supply and demand equilibrium in the labour market)

- For employers to provide information at occupational level so that **SETAs can identify the common skills development needs and interventions**. This links directly to the development of occupational qualifications.
What is the purpose of the OFO Codes?

- Provides a **common language** when talking about occupations.
- Groups occupations according to **similar tasks, skills and knowledge**.
- Provides a **framework to analyse jobs and identify similar tasks and skills** in order to map the jobs to appropriate occupations.
Who use the OFO?

- SETAs are compelled to use it in the SSP to reflect sector skills needs - which are occupations where employees are required.

- Employers use the OFO on Annexure 2 [WSPs/ATRs].

- Quality Council for Trades and Occupations (QCTO) for occupational qualification development process and certification.

- NAMB (National Artisan Managing Body) for implementation of listed trades.
Why do we use OFO Codes?

- Provides **consistency** in the way occupations are named and reported.

- Enables **compilation of scarce and critical skills** lists using occupational codes.

- Enables **monitoring of occupations** to inform demand and supply in order to avoid shortages.
## Example...

<table>
<thead>
<tr>
<th>Generic Job Title</th>
<th>Job Purpose / Output</th>
<th>OFO Descriptor</th>
<th>OFO Occupation</th>
<th>OFO Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer</td>
<td>Maintains public order, enforce laws and patrolling public areas</td>
<td>Maintains public order, and enforces laws by investigating crimes, patrolling public areas and arresting offenders.</td>
<td>Constable (SAPS)</td>
<td>2015-541202</td>
</tr>
<tr>
<td>Lawyer</td>
<td>Provide legal advice and provide legal documents</td>
<td>Provide legal advice, prepares and drafts legal documents and conducts negotiations on behalf of clients on matters associated with the law.</td>
<td>Attorney</td>
<td>2015-261101</td>
</tr>
</tbody>
</table>
## Example: Same generic job title - different occupations and codes

<table>
<thead>
<tr>
<th>Generic Job Title</th>
<th>Job Purpose / Output</th>
<th>OFO Descriptor</th>
<th>OFO Occupation</th>
<th>OFO Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Analyst</strong></td>
<td>To develop <strong>strategic financial analyses</strong> to enhance business planning and revenue and or income</td>
<td>Develops and implements financial plans for individuals and organisations. Advises on investment strategies and their taxation implications, securities, insurance, pension plans and real estate.</td>
<td>Financial Investment Advisor</td>
<td>2015-241301</td>
</tr>
<tr>
<td><strong>Business Analyst</strong></td>
<td>To <strong>analyse and develop ICT system requirements</strong> to enable and enhance organisational performance</td>
<td>Evaluates processes and methods used in existing ICT systems. Proposes modifications, additional system components or new systems to meet user needs as expressed in specifications and other documentation.</td>
<td>ICT Systems Analyst</td>
<td>2015-251101</td>
</tr>
</tbody>
</table>
### OFO, Skills Levels, & NQF Levels

<table>
<thead>
<tr>
<th>NSDS</th>
<th>NQF Level</th>
<th>Skill Level</th>
<th>Task Level</th>
<th>Description</th>
<th>Grading</th>
<th>OFO Major Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>7 to 10</td>
<td>4</td>
<td>5</td>
<td>Strategic</td>
<td>19 to 26</td>
<td>2. Professionals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>4</td>
<td>Tactical</td>
<td>14 to 18</td>
<td>1. Managers</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>Specialised</td>
<td>9 to 13</td>
<td>3. Technicians and Associate Professionals</td>
</tr>
<tr>
<td>Intermediate</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>Specialised</td>
<td>9 to 13</td>
<td>3. Technicians and Associate Professionals</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>Specialised</td>
<td>9 to 13</td>
<td>3. Technicians and Associate Professionals</td>
</tr>
<tr>
<td>Entry</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>Discretionary</td>
<td>4 to 8</td>
<td>4. Clerical and Support Workers</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>Basic</td>
<td>1 to 3</td>
<td>5. Services and Sales Workers</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Basic</td>
<td>1 to 3</td>
<td>6. Skilled Agricultural, Forestry, Fishery, Craft &amp; Related Trades Workers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td>Basic</td>
<td>1 to 3</td>
<td>7. Plant and Machine Operators &amp; Assemblers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td>Basic</td>
<td>1 to 3</td>
<td>8. Elementary Occupations</td>
</tr>
</tbody>
</table>

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Tips for using the OFO

- Start at the top of the OFO major group to determine which of the major group descriptors best represent the stated descriptor.

- Remove indicators of seniority such as chief, senior, junior, etc.

- Which of the sub-major group, minor group, unit group best represent the descriptor.

- Find the most suitable six digits occupation.
THANK YOU

Questions?
WELCOME to the SASSETA 2018/19 Discretionary Grant Presentation

SASSETA - your partner in skills development
The SP is developed to enhance SASSETA’s efforts to support government’s goals and objectives, focusing on increasing the footprint in the rural areas and municipalities.

SASSETA supports the New Growth Path Accord 6: Youth Employment Accord which sets out the joint commitment to prioritize youth employment and skills development.

Our aim - to develop mechanisms that will create a conducive climate for creating learning opportunities amongst unskilled people of South Africa especially the youth.
The mechanisms will include:

- The provisions of bursaries;
- The provisioning of opportunities for workplace experience; and
- Entering learners into skills programmes and learnership.
- Artisan Training
The SASSETA will annually approve a DG Policy in accordance with the SETA Grant regulation of 2012, which will determine how the funds will be allocated. The SASSETA may determine and allocate Discretionary Grants in support of the following:

- NSDS III targets
- Scarce and Critical skills identified in our SSP
- Annual Performance Plan
- PIVOTAL programmes
- NGO/CBO/NPO/ and Trade Unions
- Bursaries for employed and unemployed learners
- National Skills Priorities

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Who qualifies?

• Employers who are within the jurisdiction of SASSETA who are up to date with their levy payments or who are exempted in terms of the SDLA of 1998
• Employers who have submitted the WSP /ATR
• Only Companies employing less than 50 employees should complete the PIVOTAL PLAN Template as found on the website
• Accredited Private Providers (only for projects where providers are required)
• Registered NGOs, CBOs, NPOs and Trade Unions
• Unemployed Learners (only for bursaries and the Candidate Attorneys Candidacy Program)
How to apply

- Applicants should submit their Discretionary Grant application/s using the prescribed SASSETA Discretionary Grant Application Forms in line with the Discretionary Grant Policy.

**Discretionary Grant Application forms include:**
- Public Employers Application Form
- Private Employers Application Form
- Training Provider Application Form
- Unemployed Learners Bursary Application Form
Application forms must be complete and the following attachments must be appended as required:

- Company registration documents
- Skills Development levy Number or Proof of registration for levies under SETA 19 or proof of exemption
- PSIRA registration or Law Society registration or relevant registration with other professional bodies for 2018
- Proof of accreditation with lists of programs with the relevant SETA or other Quality Assuring Body for the specific learning programme applied for
- Assessor and Moderator details for the specific qualification
Application forms must be complete and the following attachments must be appended as required:

- Valid original Tax Clearance Certificate or Certificate of Good Standing issued by SARS
- A detailed budget clearly stipulating the breakdown cost of training per line item to be completed on the application form
What to ensure when applying

- Applicants need only apply on advertised Qualifications/Unit Standards.
- A detailed proper costing submitted on the application form
- Learners to be trained have been identified and available.
- Employers applying in partnership with accredited training providers must ensure that all required documents are submitted for both parties.
Common application mistakes

- Company Registration documents not attached
- Valid Tax Clearance
- Application not responding to the advert
- Accreditation details listing programmes applying for not provided
- Application forms not fully signed off
- Employer applications without training provider details
- Project costing not detailed and itemised
- Applying for different project using one application form

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Common application mistakes (CONTINUED)

• Attaching learner registration agreements to the application.
Evaluation Process

• All application are evaluated internally and should they meet the minimum criteria then a compulsory due diligence check is done (for all projects except bursaries).

• During due diligence the following issues are checked:

1. Capacity
   - Technical capacity
- Physical capacity
- Past experience

2. Liquidity status

3. COID Certificate/Insurance (If applying to host unemployed learners)

4. Bee Certificate/ Bee sworn affidavit
1. Project Definition (Steering Committees)

2. Workplace Readiness Check (For new & private employers)

3. Contract Signing: Milestones / Dates Project Plan (PMO)

4. Implementation Plan (LP)

5. Induction Workshop: Obligations Employer, Provider, Learner Other SETA Requirements

6. Training Implementation

7. Monitoring and Evaluation

8. Verification & Certification

9. Project Close-Out

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SASSETA Learning Programmes

1. Learnerships
2. Skills Programmes
3. Artisans programmes
4. University Placements
5. Internships
6. TVET student placements
7. Bursaries
In order to apply for PIVOTAL Programmes a legal person falling into categories set out in sub regulation(10) must complete and submit a PIVOTAL training plan and report using the template attached to the Funding Grant Regulations No. 35940 of 3 December 2012.

Companies employing less than 50 employees will be required to complete the prescribed PIVOTAL training plan and report.

The SASSETA PIVOTAL Plan Template is available on the SASSETA website.
SASSETA Pivotal Programmes

Professional
Attorneys, Psychologists
Internships
Practical training in various field like IT, HR, Finance etc
Vocational
Forensic Detectives & Legal/Court Interpreters
Technical
Engineers, Alarm Technicians & Artisans
Academic
Researchers & Forensic Scientists

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Process after approval of grant

1. Award letter issued
2. Acceptance of award
3. Contract signing - Peruse and add inputs
4. Documents Required:
<table>
<thead>
<tr>
<th>Learnerships Agreement + Supporting documents</th>
<th>Registrations Forms (SP01) + Supporting documents</th>
<th>Internship Contract + Supporting documents</th>
<th>Workplace Experience Contract + Supporting documents</th>
<th>Learnership Agreement + Supporting documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Plan</td>
<td>Project Plan</td>
<td>Project Plan</td>
<td>Project Plan</td>
<td>Project Plan</td>
</tr>
<tr>
<td>Training Plan</td>
<td>Training Plan</td>
<td></td>
<td>Training Plan</td>
<td></td>
</tr>
<tr>
<td>Learner List</td>
<td>Learner List</td>
<td>Learner List</td>
<td>Learner List</td>
<td>Learner List</td>
</tr>
</tbody>
</table>

**SASSETA - your partner in skills development**
## Contractual documents during implementation

<table>
<thead>
<tr>
<th>Learnerships</th>
<th>Skills Programmes</th>
<th>Internships</th>
<th>Work Experience</th>
<th>Apprenticeship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Registers</td>
<td>Attendance Registers</td>
<td>Attendance Registers</td>
<td>Attendance Registers</td>
<td>Attendance Registers</td>
</tr>
</tbody>
</table>

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Benefits of participation

• Employers
  – Tax rebates incentives
  – BEE score card
  – Productivity

• Learners
  – Nationally recognised qualification
  – Employment opportunities
  – Learner stipend (18.2)
QUESTIONS?

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EDUCATION TRAINING AND QUALITY ASSURANCE
- ETQA -
As per delegation of the Quality Council for Trades and Occupations (QCTO) in terms of the NQF Act (Act No. 67 of 2008) and Skills Development Act, 1998 (Act no 97 of 1998 as amended).
Delegation of function by QCTO

• QCTO has delegated Quality Assurance functions to all the SETA’s to manage qualifications in the Occupational Framework

• QCTO oversees the Re-alignment and development of new Occupational qualifications
Delegation of Function’s by QCTO

- SETA’s continue to accredit training providers for legacy qualifications (which expires 31st June 2018)
- Most of these qualifications expires 31st June 2018
- They will be replaced by Occupational Qualification
- SASSETA will compile a priority list for re-alignment
- Qualifications with no learner intake will be de-registered

SASSETA - your partner in skills development
The new Quality Assurance framework

- QCTO oversees all Quality Assurance Functions
- DQP’s manage occupational qualifications development/re-alignment
- AQP’s register Assessors and Moderators
QCTO Registration criteria for Re-alignment/ Development

- Stakeholders submit request for Re-alignment /new Qualification Development to SASSETA
- SASSETA submit requests to QCTO
- SASSETA and QCTO sign an MOU
- SASSETA appoint QDF
- SASSETA coordinate the re-alignment of Qualification and submit for approval to QCTO

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Occupational Qualification Modules

- Knowledge Module
- Practical Module
- Workplace Experience Module

SASSETA - your partner in skills development
<table>
<thead>
<tr>
<th>Number</th>
<th>Code</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>541301001</td>
<td>Correctional Official</td>
</tr>
<tr>
<td>2.</td>
<td>541201000</td>
<td>Traffic Officer</td>
</tr>
<tr>
<td>3.</td>
<td>263509001</td>
<td>Offender Release and Placement Practitioner</td>
</tr>
</tbody>
</table>
Re-Aligned Qualifications Submitted to the QCTO

**Legacy:** SAQA ID 58577
Occupational Code ID 541401
NC: Security Officer

**Legacy:** SAQA ID 58696
Occupational Code ID 541402
NC: Close Protector

**Legacy:** SAQA ID 50122
Occupational Code ID 541202
NC: Non Commissioned Police Official
Role of the ETQA

• All SETA’s are required to comply with the Skills Development Act, 1998 (Act no 97 of 1998 as amended) and the NQF Objectives
• Accredit training providers
• Register Assessors and Moderators;
• Deliver on SAQA, QCTO mandate; and
• Re-alignment/ development of Occupational Qualification in line with the QCTO criteria
Provider’s Accreditation Requirements

Legislative Compliance (Non-negotiable)

• Company Registration Documents (CK)
• Tax Clearance Certificate (Valid)
• PSIRA Certificate (Security Companies – Current)
Provider’s Accreditation Requirements

- Assessment Policy
- Moderation Policy
- RPL Policy
- Learner entry guidance and Support Policy
- Re-assessment Policy
- Appeal Policy
- HR Policy
- Marketing Policy
- Administration Policy
Provider’s Accreditation Requirements

- Financial Administration Policy
- Communication Policy
- Occupational Health and Safety Policy

Education Training and Development (ETD) Practitioners

- It's compulsory to have qualified Facilitators/Instructors
- Providers must have a signed MoU with Assessors and Moderators Registered with SASSETA

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Verification Process

• A process of external verifiers to verify the authenticity of learner results in order to confirm or overturn findings

• Purpose: Verification is to evaluate compliance amongst accredited providers in order to endorsed / not to endorse learner results
Verification Non – Negotiables

- Principles of Assessment
- Workplace Experience
- Registered Assessors and Moderators

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Learner Certification

• Learner certification is an integral part and critical component of the SASSETA (ETQA)
• Learners who have demonstrated competency against qualification/unit standards are certified
Registration of Assessors and Moderators

• It is compulsory that all accredited training providers utilise registered Assessors and Moderators who are Subject Matter Experts
• Registered Assessors and Moderators should adhere to a code of conduct and registration criteria (Submit ETDP Statement of Results)
• Adhere to the principles of assessment
• Promote effectiveness and compliance of assessment Principles
Provider’s Re-accreditation

• Accredited Training providers expiring 31\textsuperscript{st} March 2018 will be extended until 31\textsuperscript{st} March 2020

• Provisionally Accredited Training Providers will be granted one year extension until they meet requirements for full accreditation
Provider’s Registration with DHET

- All accredited Private Training providers are compelled to register with Department of Higher Education and Training

- For more information and queries, contact DHET

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All delegates : Participate

QUESTIONS

&

COMMENTS
Thank you