

# **SASSETA INDICIUM**

## **Discretionary Grants**

### **Training Manual**

SASSETA  
SAFETY & SECURITY

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## 1. Introduction

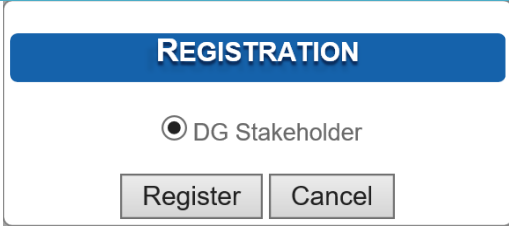
### 1.1 Purpose of this document

The purpose of this document is to ensure that DG Applicants are equipped with all the information pertaining to the SASSETA Indicium system. This manual will assist stakeholders to perform their specific tasks on the system.

## 2. Discretionary Grants Application


This section allows applicants to register for Discretionary Grants applications.

### 2.1. Completing the Compliance Checklist.

Steps	Action	Screenshot
1	Click on the Register as new discretionary grants applicant hyperlink	<a href="#">Register as new discretionary grants applicant</a>
2	Select the Register Button to proceed to the Compliance Checklist	
3	<p>Complete the Compliance Checklist to proceed to the Registration Page.</p> <p>Note:            When the Radio button "Yes" is selected for the Question:            "Do you have a valid BBBEE Certificate/Affidavit?" – the applicant will be required to provide the BBBEE Certificate/Affidavit expiration date.</p> <p>When the Radio button "Yes" is selected for the Question:            "Do you have a valid tax clearance certificate /Certificate of good standing?" – the applicant will be required to provide the Certificate expiration date.</p>	

<p>When the Radio button "Yes" is selected for the Question: "Has SASSETA previously terminated an agreement with this entity?" – the applicant will be required to provide details of the termination.</p> <p>When the Radio button "Yes" is selected for the Question: "Do you or any person connected with the application have any relationship (family, friend, other) with a person employed by the SETA, involved in evaluation process or a member of the SASSETA board?" – the applicant will be required to state particulars of the relationship.</p>	<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;"><b>COMPLIANCE CHECKLIST</b></div> <p>Does the applicant meet the compliance requirements of SASSETA as listed in its discretionary grant policy?</p> <p>1. Is the company currently under financial administration or distress? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>2. Do you have a valid BBBEE Certificate/Affidavit? <input type="radio"/> Yes <input type="radio"/> No</p> <p>3. BBBEE Expiry Date  <input type="text" value="30/06/2020"/></p> <p>4. Do you have a valid tax clearance certificate/Certificate of good standing? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>5. Valid Tax Clearance/Certificate of good standing Expiry Date  <input type="text" value="30/06/2020"/></p> <p>6. Has SASSETA previously terminated an agreement with this entity? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>7. Details of Termination Including Project Code  <input is="" selected."="" type="text" value="Applicant to complete details of termination if " yes"=""/></p> <p>8. Do you or any person connected with the application have any relationship (family, friend, other) with a person employed by the SETA, involved in evaluation process or a member of the SASSETA board? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>9. If so, state particulars  <input is="" selected."="" type="text" value="State particulars of relationship if " yes"=""/></p> <p style="text-align: center;"> <input type="button" value="Save and Proceed"/> <input type="button" value="Cancel"/> </p>
<p><b>4</b></p> <p>Click on the Save and Proceed button.</p> <p>Note:        When the message dialogue is returned, the system will allow the applicant to proceed to step 1 of the application.</p>	<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;"><b>COMPLIANCE CHECKLIST</b></div> <p style="text-align: center; color: red;">You are not eligible to apply for Discretionary Grants. Please refer to the Discretionary Grant policy and advert for eligibility criteria</p> <p style="text-align: center;"> <input type="button" value="Proceed to Step 1 of the application"/> </p>

**Step 1: Applicant Details**

<b>5</b>	Complete the Applicant Details page	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: right; font-weight: bold;">INDICIUM</div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 5px; font-size: small;">Applicant Details</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">ID No</td><td><input type="text" value="Applicant2"/></td></tr> <tr><td>Title</td><td><input type="text" value="Ms"/></td></tr> <tr><td>First Name</td><td><input type="text" value="Applicant2"/></td></tr> <tr><td>Middle Name</td><td><input type="text"/></td></tr> <tr><td>Surname</td><td><input type="text" value="Test"/></td></tr> <tr><td>Initials</td><td><input type="text" value="A"/></td></tr> <tr><td>Alternate ID Type</td><td><input type="text" value="Passport Number"/></td></tr> <tr><td>Telephone Number</td><td><input type="text" value="0123456789"/></td></tr> <tr><td>Cell Phone Number</td><td><input type="text" value="0123456789"/></td></tr> <tr><td>E Mail</td><td><input type="text" value="nkiti@solugrowth.com"/></td></tr> <tr><td>Physical Address 1</td><td><input type="text" value="Physical Address 1"/></td></tr> <tr><td>Physical Address 2</td><td><input type="text" value="Physical Address 2"/></td></tr> <tr><td>Physical Address 3</td><td><input type="text" value="Physical Address 3"/></td></tr> <tr><td>Physical Code</td><td><input type="text" value="0208"/></td></tr> <tr><td>Physical Municipality</td><td><input type="text" value="Tshwane Metro"/></td></tr> <tr><td>Physical Urban Rural</td><td><input type="text" value="Urban"/></td></tr> <tr><td>Physical Province</td><td><input type="text" value="Gauteng"/></td></tr> </table> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Save and Proceed"/> </div> </div>	ID No	<input type="text" value="Applicant2"/>	Title	<input type="text" value="Ms"/>	First Name	<input type="text" value="Applicant2"/>	Middle Name	<input type="text"/>	Surname	<input type="text" value="Test"/>	Initials	<input type="text" value="A"/>	Alternate ID Type	<input type="text" value="Passport Number"/>	Telephone Number	<input type="text" value="0123456789"/>	Cell Phone Number	<input type="text" value="0123456789"/>	E Mail	<input type="text" value="nkiti@solugrowth.com"/>	Physical Address 1	<input type="text" value="Physical Address 1"/>	Physical Address 2	<input type="text" value="Physical Address 2"/>	Physical Address 3	<input type="text" value="Physical Address 3"/>	Physical Code	<input type="text" value="0208"/>	Physical Municipality	<input type="text" value="Tshwane Metro"/>	Physical Urban Rural	<input type="text" value="Urban"/>	Physical Province	<input type="text" value="Gauteng"/>
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<b>6</b>	Click the Save and Proceed button	<div style="border: 1px solid #ccc; padding: 10px; text-align: center; background-color: #f0f0f0;"> <input type="button" value="Save and Proceed"/> </div>																																		
<b>Step 2: Organisation Details</b>																																				
<b>7</b>	When the Applicant Details page is completed, the DG applicant will have to link themselves to an Organisation on the Organisation Details page.	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: right; font-weight: bold;">INDICIUM</div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 5px; font-size: small;">Organisation Details</div> <p style="color: red; font-weight: bold; margin-top: 10px;">STEP 1: <b>FIRSTLY, you need to add the relevant SDL Number if applicable</b>        (Click on magnifying glass next to Organisation)</p> <p>Type of Organisation <input type="text" value=""/></p> <p>Organisation <input type="text" value=""/></p> <p style="text-align: center;"> <input type="button" value="Next"/> <input type="button" value="Add Organisation"/> </p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Finalise Registration"/> </p> </div>																																		
<b>8</b>	Select the type of Organisation value	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: right; font-weight: bold;">INDICIUM</div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 5px; font-size: small;">Organisation Details</div> <p style="color: red; font-weight: bold; margin-top: 10px;">STEP 1: <b>FIRSTLY, you need to add the relevant SI</b>        (Click on magnifying glass next to Organisation)</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;">         Type of Organisation <input type="text" value=""/> </div> <div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px; font-weight: bold;">         Government Department or Public Entity       </div> <div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px; font-weight: bold;">         Private Security       </div> <div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold;">         Legal Company       </div> </div>																																		
<b>9</b>	Click on the search icon to search for an Organisation	Organisation <input type="text" value=""/> 																																		

<p><b>10</b></p>	<p>Input the Organisation's SDL Number</p>	
<p><b>11</b></p>	<p>Click on the Search button. The system will return the existing organisation.</p>	
<p><b>12</b></p>	<p>Click the Select button</p>	
<p><b>13</b></p>	<p>Click Next to proceed to the final step</p>	
<p><b>14</b></p>	<p>Select the Type of Organisation and Financial Year period.</p> <p>Select the "Yes" or "No" radio button.</p> <p>Upload the Delegation of Authority document by selecting the Choose file button – when the field turns green, it is ready to be uploaded.</p> <p>Declare the registration by ticking on the checkbox.</p>	
<p><b>15</b></p>	<p>Upon selecting the Save button, the organisation record will display.</p>	

**Note:**

The applicant will be given an option to add the company details manually for the following organisation types:

- Private Training Provider
- Public Training provider/ Community College

- NGO/CBO/Corporate
- Trade Union

<b>16</b>	Select the Add Organisation button	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <span style="border: 1px solid #ccc; padding: 5px 15px; font-weight: bold;">Add Organisation</span> </div>																														
<b>17</b>	Complete the Organisation Details.	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: right; font-weight: bold;">INDICIUM</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;"> <span style="border: 1px dashed #ccc; padding: 1px;">Organisation Details</span> </div> <div style="padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">SDL Number</td> <td><input type="text" value="SDL000009"/></td> </tr> <tr> <td>Legal Name</td> <td><input type="text" value="DG Organisation"/></td> </tr> <tr> <td>Trade Name</td> <td><input type="text" value="Test"/></td> </tr> <tr> <td>Company Registration No</td> <td><input type="text" value="DG/Org/2020"/></td> </tr> <tr> <td>Years Trading</td> <td><input type="text" value="2"/></td> </tr> <tr> <td>DG Type Of Organisation</td> <td><input type="text" value="Trade Union"/></td> </tr> <tr> <td>SIC Code</td> <td><input type="text" value="88110 - 88110 - LEGAL ACTIVITIES"/></td> </tr> <tr> <td>Tax Clearance Affidavit Expiry Date</td> <td><input type="text" value="30/06/2020"/></td> </tr> <tr> <td>Business Status</td> <td><input type="text" value="In business"/></td> </tr> <tr> <td>Organisation Size</td> <td><input type="text" value="Small (0 - 49)"/></td> </tr> <tr> <td>Phone Number</td> <td><input type="text" value="0123456789"/></td> </tr> <tr> <td>Latest WSP Status</td> <td><input type="text" value=""/></td> </tr> <tr> <td>Physical Municipality</td> <td><input type="text" value="Tshwane Metro"/></td> </tr> <tr> <td>Physical Urban Rural</td> <td><input type="text" value="Urban"/></td> </tr> <tr> <td>Physical Province</td> <td><input type="text" value="Gauteng"/></td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> </div> </div>	SDL Number	<input type="text" value="SDL000009"/>	Legal Name	<input type="text" value="DG Organisation"/>	Trade Name	<input type="text" value="Test"/>	Company Registration No	<input type="text" value="DG/Org/2020"/>	Years Trading	<input type="text" value="2"/>	DG Type Of Organisation	<input type="text" value="Trade Union"/>	SIC Code	<input type="text" value="88110 - 88110 - LEGAL ACTIVITIES"/>	Tax Clearance Affidavit Expiry Date	<input type="text" value="30/06/2020"/>	Business Status	<input type="text" value="In business"/>	Organisation Size	<input type="text" value="Small (0 - 49)"/>	Phone Number	<input type="text" value="0123456789"/>	Latest WSP Status	<input type="text" value=""/>	Physical Municipality	<input type="text" value="Tshwane Metro"/>	Physical Urban Rural	<input type="text" value="Urban"/>	Physical Province	<input type="text" value="Gauteng"/>
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<b>18</b>	After saving the Organisation details, the system will direct you to the next page where you must declare the information provided.	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding: 2px;"> <span style="border: 1px dashed #ccc; padding: 1px;">Organisation Details</span> </div> <div style="padding: 10px;"> <p style="color: red; font-weight: bold; margin-bottom: 10px;"> <b>STEP 1: FIRSTLY, you need to add the relevant SDL Number if applicable</b>            (Click on magnifying glass next to Organisation)         </p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Type of Organisation</td> <td><input type="text" value="Trade Union"/></td> </tr> <tr> <td>Organisation</td> <td><input type="text" value="DG Organisation - SDL000009"/></td> </tr> <tr> <td>Financial Year</td> <td><input type="text" value="01 April 2020 - 31 March 2021"/></td> </tr> </table> <p>I am duly authorised to apply for grants and handle all related communication for this company</p> <p>Delegation of authority <input type="text" value="C:\Users\inkiti\Documents\Assessments Work"/> <input type="button" value="Browse..."/></p> <p>I understand that this is only a registration in order to apply for the Discretionary Grant and does not constitute to an actual application for Discretionary Grants <input checked="" type="checkbox"/></p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Next"/> <input type="button" value="Add Organisation"/> </div> </div> </div>	Type of Organisation	<input type="text" value="Trade Union"/>	Organisation	<input type="text" value="DG Organisation - SDL000009"/>	Financial Year	<input type="text" value="01 April 2020 - 31 March 2021"/>																								
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<b>19</b>	The organisation will display that it has been saved successfully.  <p style="color: red; font-weight: bold;"> <b>Note:</b>            The system will allow the addition of more than one organisation.         </p>																															

		<div style="text-align: right; background-color: #0056b3; color: white; padding: 2px;">INDICIUM</div> <p><u>Organisation Details</u></p> <p><b>STEP 1: FIRSTLY, you need to add the relevant SDL Number if applicable</b> (Click on magnifying glass next to Organisation)</p> <p>Type of Organisation <input type="text" value=""/></p> <p>Organisation <input type="text" value=""/></p> <p><input type="button" value="Next"/> <input type="button" value="Add Organisation"/></p> <p><input type="button" value="Remove"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Organisation Name</th> <th>SDL Number</th> <th>Financial Year</th> <th>Type Of Organisation</th> <th>Document Name</th> </tr> </thead> <tbody> <tr> <td>DG Organisation</td> <td>SDL000009</td> <td>01 April 2020 – 31 March 2021</td> <td>Trade Union</td> <td><a href="#">Assessments Workflow.pdf</a></td> </tr> </tbody> </table> <p><input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Go to Page"/> <input type="text" value="1"/> Page 1 of 1</p> <p><input type="button" value="Finalise Registration"/></p>	Organisation Name	SDL Number	Financial Year	Type Of Organisation	Document Name	DG Organisation	SDL000009	01 April 2020 – 31 March 2021	Trade Union	<a href="#">Assessments Workflow.pdf</a>
Organisation Name	SDL Number	Financial Year	Type Of Organisation	Document Name								
DG Organisation	SDL000009	01 April 2020 – 31 March 2021	Trade Union	<a href="#">Assessments Workflow.pdf</a>								
20	When the Organisations have been added, select the Finalise Application button.	<div style="border: 1px solid gray; padding: 10px; display: inline-block;">Finalise Application</div>										
21	The applicant will receive an Acknowledgment email of a successful registration with their login credentials attached.	<p>skills@sasseta.org.za via dkim.mimecast.org to me ▾</p> <p><b>Dear Ms Applicant5 Test</b></p> <p>You have been successfully registered and successfully linked with the following organisation(s)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Company Name</th> <th>SDL Number</th> </tr> </thead> <tbody> <tr> <td>DG Organisation</td> <td>SDL000009</td> </tr> </tbody> </table> <p>Login Details: Username: Applicant5 Password: Test</p> <p>Please note that this is NOT an application but access to apply. Please use the above login details to submit your application.</p> <p>Yours in skills development</p> <p>SASSETA Discretionary grants team</p>	Company Name	SDL Number	DG Organisation	SDL000009						
Company Name	SDL Number											
DG Organisation	SDL000009											

### 3. Access to the system

This section allows DG applicants to login to the SASSETA Indicium system.

Steps	Action	Screenshot
1	The DG Applicant will access the login page to enter their login credentials.	<div style="text-align: center; background-color: #0056b3; color: white; padding: 5px;">LOG IN</div> <p style="color: red; font-weight: bold;">NOTICE &gt; All Usernames &amp; Passwords are CASE SENSITIVE!</p> <hr/> <p style="text-align: center;">Username: <input type="text"/></p> <p style="text-align: center;">Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p style="text-align: center;"><a href="#">Forgot Password</a></p>



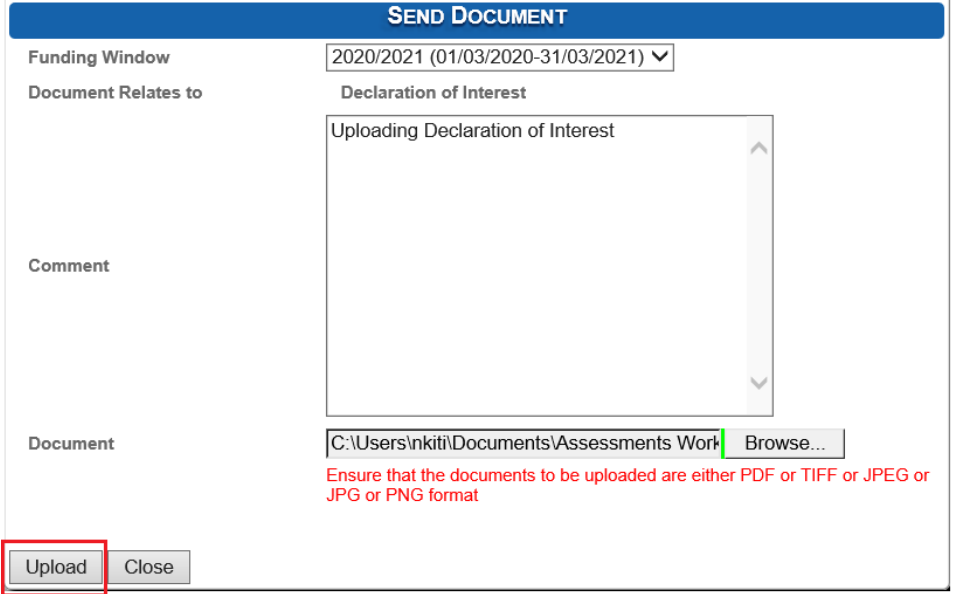
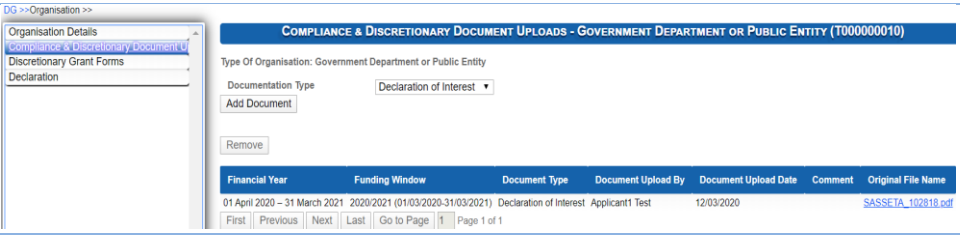
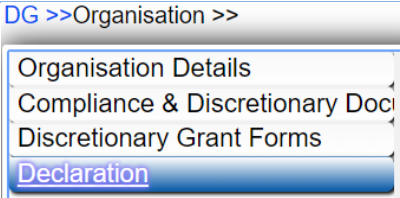

<p><b>2</b></p>	<p>Select the DG tab</p>	
<p><b>3</b></p>	<p>Click on the Organisation Tab</p>	
<p><b>4</b></p>	<p>When the Search button is selected, all the companies linked to the DG applicant's profile will display.</p>	
<p><b>5</b></p>	<p>Select the Organisation that needs to have the forms completed for and click on the Action icon.</p>	

## 4. Organisation Info page

In this section the registered DG applicant needs to update the Organisation details, upload documents, complete Discretionary Grant forms and declare the application.

Steps	Action	Screenshot
<p><b>Edit Organisation Details</b></p>		
<p><b>1</b></p>	<p>Click on the Organisation Details tab</p>	

<p><b>2</b></p>	<p>Indicate the status of the business by selecting a value from the dropdown list.</p>	<div style="border: 1px solid blue; padding: 5px;"> <p style="text-align: right; margin: 0;"><b>ORGANISATION DETAILS - DG ORGANISATION (SDL000009)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>SDL Number</td><td>SDL000009</td></tr> <tr><td>Legal Name</td><td>DG Organisation</td></tr> <tr><td>Trade Name</td><td>Test</td></tr> <tr><td>Organisation Registration No</td><td>DG/Org/2020</td></tr> <tr><td>Years Trading</td><td>0</td></tr> <tr><td>Type Of Organisation</td><td>Trade Union</td></tr> <tr><td>SIC Code</td><td>88110 - LEGAL ACTIVITIES</td></tr> <tr><td>Tax Clearance/Affidavit Expiry Date</td><td></td></tr> <tr style="border: 2px solid red;"><td>Business Status</td><td style="border: 1px solid black; padding: 2px;"> <div style="font-size: 0.8em;">                     Black Listed                      Deregistered                      De-registration in progress                      In business                 </div> </td></tr> <tr><td>Company Size</td><td></td></tr> <tr><td>Telephone Number</td><td></td></tr> <tr><td>Latest WSP Status</td><td></td></tr> <tr><td>Date Application Received</td><td></td></tr> <tr><td>Physical Municipality</td><td>Tshwane Metro</td></tr> <tr><td>Physical Urban Rural</td><td>Urban</td></tr> <tr><td>Physical Province</td><td>Gauteng</td></tr> </table> </div>	SDL Number	SDL000009	Legal Name	DG Organisation	Trade Name	Test	Organisation Registration No	DG/Org/2020	Years Trading	0	Type Of Organisation	Trade Union	SIC Code	88110 - LEGAL ACTIVITIES	Tax Clearance/Affidavit Expiry Date		Business Status	<div style="font-size: 0.8em;">                     Black Listed                      Deregistered                      De-registration in progress                      In business                 </div>	Company Size		Telephone Number		Latest WSP Status		Date Application Received		Physical Municipality	Tshwane Metro	Physical Urban Rural	Urban	Physical Province	Gauteng
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<p><b>3</b></p>	<p>Click on the Save button to save the Organisation details.</p>	<div style="text-align: center; padding: 10px;"> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;">Save</div> <div style="border: 1px solid gray; padding: 5px; display: inline-block;">Cancel</div> </div> <p style="color: green; font-weight: bold; margin-top: 10px;">The Record has been saved successfully</p> </div>																																
<p><b>Compliance and Discretionary Documents Upload</b></p>																																		
<p><b>4</b></p>	<p>Click on the Compliance &amp; Discretionary Documents Upload tab</p>	<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <p>DG &gt;&gt; Organisation &gt;&gt;</p> <ul style="list-style-type: none"> <li>Organisation Details</li> <li style="background-color: #e0e0e0;">Compliance &amp; Discretionary Document Upload</li> <li>Discretionary Grant Forms</li> <li>Declaration</li> </ul> </div>																																
<p><b>5</b></p>	<p>Select the Document type that must be uploaded and click on the Add Document button.</p>	<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <p>DG &gt;&gt; Organisation &gt;&gt;</p> <ul style="list-style-type: none"> <li>Organisation Details</li> <li style="background-color: #e0e0e0;">Compliance &amp; Discretionary Document Upload</li> <li>Discretionary Grant Forms</li> <li>Declaration</li> </ul> <div style="margin-top: 10px; border: 1px solid gray; padding: 5px;"> <p style="text-align: right; margin: 0;"><b>COMPLIANCE &amp; DISCRETIONARY DOCUMENT UPLOADS</b></p> <p>Type Of Organisation: Government Department or Public Entity</p> <p>Documentation Type <span style="float: right;">Declaration of Interest ▼</span></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 2px solid red; padding: 2px;">Add Document</div> <div style="border: 1px solid gray; padding: 2px; width: 150px;"> <div style="background-color: #e0e0e0; padding: 2px;">Declaration of Interest</div> <div style="background-color: #007bff; color: white; padding: 2px;">Declaration of Interest</div> <div style="padding: 2px;">Delegation of Authority</div> </div> </div> </div> </div>																																

<p><b>6</b></p> <p>The documents upload window will open.</p> <p>You must select the funding window period from the dropdown list and use the browser functionality to search for the document.</p> <p>Lastly you must select the Upload button to save the document.</p> <p><b>Note: Ensure that the documents to be uploaded are either PDF or TIFF or JPEG or JPG or PNG format</b></p>		 <p><b>SEND DOCUMENT</b></p> <p>Funding Window: 2020/2021 (01/03/2020-31/03/2021) ▼</p> <p>Document Relates to: Declaration of Interest</p> <p>Uploading Declaration of Interest</p> <p>Comment:</p> <p>Document: C:\Users\nkiti\Documents\Assessments Work\ Browse...</p> <p>Ensure that the documents to be uploaded are either PDF or TIFF or JPEG or JPG or PNG format</p> <p>Upload Close</p>														
<p><b>7</b></p> <p>The uploaded documents will display</p>		 <p>DG &gt;&gt; Organisation &gt;&gt;</p> <ul style="list-style-type: none"> <li>Organisation Details</li> <li>Compliance &amp; Discretionary Document Uploads</li> <li>Discretionary Grant Forms</li> <li>Declaration</li> </ul> <p><b>COMPLIANCE &amp; DISCRETIONARY DOCUMENT UPLOADS - GOVERNMENT DEPARTMENT OR PUBLIC ENTITY (T000000010)</b></p> <p>Type Of Organisation: Government Department or Public Entity</p> <p>Documentation Type: Declaration of Interest ▼</p> <p>Add Document</p> <p>Remove</p> <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Funding Window</th> <th>Document Type</th> <th>Document Upload By</th> <th>Document Upload Date</th> <th>Comment</th> <th>Original File Name</th> </tr> </thead> <tbody> <tr> <td>01 April 2020 - 31 March 2021</td> <td>2020/2021 (01/03/2020-31/03/2021)</td> <td>Declaration of Interest</td> <td>Applicant1 Test</td> <td>12/03/2020</td> <td></td> <td>SASSETA_102818.pdf</td> </tr> </tbody> </table> <p>First Previous Next Last Go to Page 1 Page 1 of 1</p>	Financial Year	Funding Window	Document Type	Document Upload By	Document Upload Date	Comment	Original File Name	01 April 2020 - 31 March 2021	2020/2021 (01/03/2020-31/03/2021)	Declaration of Interest	Applicant1 Test	12/03/2020		SASSETA_102818.pdf
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<p><b>Declaration</b></p>																
<p><b>8</b></p> <p>Click on the Declaration tab</p>		 <p>DG &gt;&gt; Organisation &gt;&gt;</p> <ul style="list-style-type: none"> <li>Organisation Details</li> <li>Compliance &amp; Discretionary Document Uploads</li> <li>Discretionary Grant Forms</li> <li>Declaration</li> </ul>														
<p><b>9</b></p> <p>Select the funding window period.</p>		 <p><b>DECLARATION - GOVERNMENT DEPARTMENT OR PUBLIC ENTITY (T000000010)</b></p> <p>Please select a funding window.</p> <p>2020/2021 (01/03/2020-31/03/2021)</p>														

<b>10</b>	Complete the listed Declaration of Interests, and lastly click on the Save button	<b>DECLARATION - PRIVATE TRAINING PROVIDER (L00000004)</b>			
		Please select a funding window 2020/2021 (01/03/2020-31/03/2021) ▼			
		<b>Declaration Of Interest</b>			
		Do you or any person connected with the application have any relationship (family, friend, other) with a person employed by the SETA, involved in evaluation process or a member of the SASSETA board?		Yes ▼	
		If so, describe relationship		Relationship	
		<b>Equity</b>			
		Total number of owners	Total number of Black SA in ownership	Total number of Women in ownership	Total number of Disabled in ownership
		10	20	30	40
		I/we undertake to absorb a minimum of 30% of unemployed learners in either full/part time employment or placement in a workplace experience/internship programme.			<input checked="" type="checkbox"/>
		I/we understand that this is an application for funding that is subject to approval by SASSETA and does not constitute any commitment by SASSETA whatsoever.			<input checked="" type="checkbox"/>
		I/we as applicants or any of our directors listed on the National Treasury Database as companies or persons are not prohibited from doing business with the public sector.			<input checked="" type="checkbox"/>
		I/we declare that the information provided in this application is factually correct in all material respects.			<input checked="" type="checkbox"/>
		I/we am duly authorised to make a DG application on behalf of this company and such authorisation, on the company letterhead is attached hereto.			<input checked="" type="checkbox"/>
		Confirm Details			<input checked="" type="checkbox"/>
		Save Cancel			

## 5. Completing Discretionary Grant Forms

In this section the DG applicant will complete the DG forms.

Steps	Action	Screenshot
<b>1</b>	Click on the Discretionary Grant tab	
<b>2</b>	Select the available Funding Window period and click the Create button	
<b>3</b>	<p>The system will create a row for that Funding Window period.</p> <p>Upon selecting the row, the Complete DG Application button will be active</p>	

4	The landing page will display the Discretionary Grant forms																																																																										
		<table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr><td>1.</td><td>Section A</td><td>Artisans Employed</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>2.</td><td>Section B</td><td>Artisans Unemployed</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>3.</td><td>Section C</td><td>Bursaries Employed</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>4.</td><td>Section D</td><td>Bursaries Unemployed</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>5.</td><td>Section E</td><td>Community College Programme</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>6.</td><td>Section F</td><td>Leamership Employed</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>7.</td><td>Section G</td><td>Leamership Unemployed</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>8.</td><td>Section H</td><td>Public CET / TVET Support - Skills Programme</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>9.</td><td>Section I</td><td>Public CET / TVET Support - Bursaries</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>10.</td><td>Section J</td><td>Public CET / TVET Support - Workplace Exposure</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>11.</td><td>Section K</td><td>Public CET / TVET Support - Management and Financial Training</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>12.</td><td>Section L</td><td>Public CET / TVET Support - Infrastructure</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>13.</td><td>Section M</td><td>Recognition of Prior Learning (RPL)</td><td>31/03/2021</td><td>Select</td></tr> <tr><td>14.</td><td>Section N</td><td>Adult Education and Training (AET)</td><td>31/03/2021</td><td>Select</td></tr> </tbody> </table>	#	Form	Description	Due Date	Select	1.	Section A	Artisans Employed	31/03/2021	Select	2.	Section B	Artisans Unemployed	31/03/2021	Select	3.	Section C	Bursaries Employed	31/03/2021	Select	4.	Section D	Bursaries Unemployed	31/03/2021	Select	5.	Section E	Community College Programme	31/03/2021	Select	6.	Section F	Leamership Employed	31/03/2021	Select	7.	Section G	Leamership Unemployed	31/03/2021	Select	8.	Section H	Public CET / TVET Support - Skills Programme	31/03/2021	Select	9.	Section I	Public CET / TVET Support - Bursaries	31/03/2021	Select	10.	Section J	Public CET / TVET Support - Workplace Exposure	31/03/2021	Select	11.	Section K	Public CET / TVET Support - Management and Financial Training	31/03/2021	Select	12.	Section L	Public CET / TVET Support - Infrastructure	31/03/2021	Select	13.	Section M	Recognition of Prior Learning (RPL)	31/03/2021	Select	14.	Section N	Adult Education and Training (AET)
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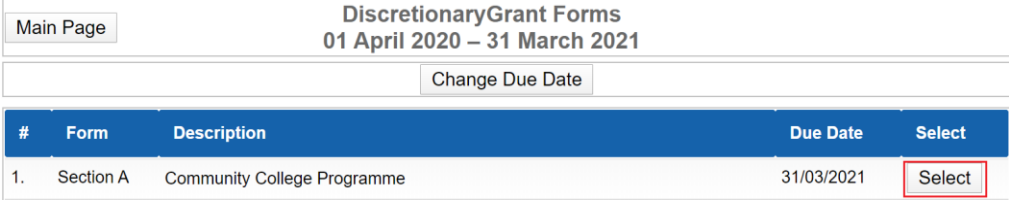
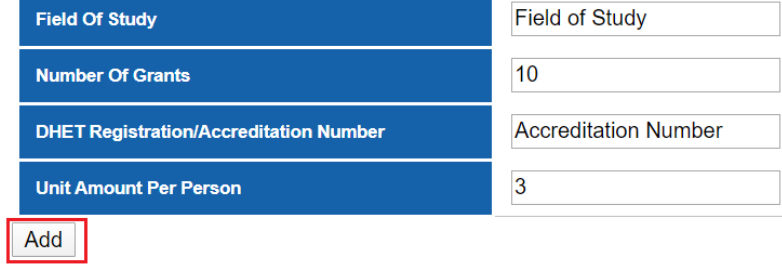
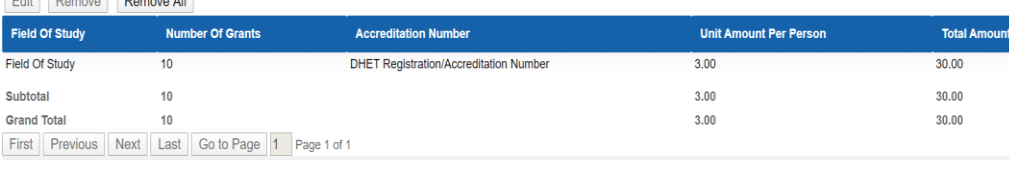
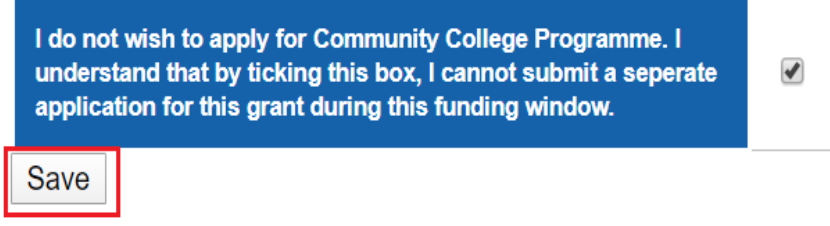

### 5.1. Artisans Employed/Unemployed

Steps	Action	Screenshot																																		
1	Click on the Select button to open the form																																			
2	Complete all the available fields on the forms.  <b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.																																			
3	Click on the Add button to save the records entered. The details will display at the bottom of the form.	<table border="1"> <thead> <tr> <th>Field Of Study</th> <th>Field Of Study Other</th> <th>Name Of Training Institution</th> <th>Accreditation Number</th> <th>Assessor Registration Number</th> <th>Moderator Registration Number</th> <th>Unit Amount Per Person</th> <th>Eastern Cape</th> <th>Free State</th> <th>Gauteng Province</th> <th>Kwa Zulu Natal</th> <th>Limpopo</th> <th>Mpumalanga</th> <th>North West</th> <th>Northen Cape</th> <th>Western Cape</th> <th>Total No Of People</th> </tr> </thead> <tbody> <tr> <td>Other (Specify)</td> <td>Other</td> <td>Name of Training Institution</td> <td>Accreditation Number</td> <td>Assessor Registration Number</td> <td>Moderator Registration Number</td> <td>2000.00</td> <td>0</td> <td>0</td> <td>2</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>2</td> </tr> </tbody> </table>	Field Of Study	Field Of Study Other	Name Of Training Institution	Accreditation Number	Assessor Registration Number	Moderator Registration Number	Unit Amount Per Person	Eastern Cape	Free State	Gauteng Province	Kwa Zulu Natal	Limpopo	Mpumalanga	North West	Northen Cape	Western Cape	Total No Of People	Other (Specify)	Other	Name of Training Institution	Accreditation Number	Assessor Registration Number	Moderator Registration Number	2000.00	0	0	2	0	0	0	0	0	0	2
Field Of Study	Field Of Study Other	Name Of Training Institution	Accreditation Number	Assessor Registration Number	Moderator Registration Number	Unit Amount Per Person	Eastern Cape	Free State	Gauteng Province	Kwa Zulu Natal	Limpopo	Mpumalanga	North West	Northen Cape	Western Cape	Total No Of People																				
Other (Specify)	Other	Name of Training Institution	Accreditation Number	Assessor Registration Number	Moderator Registration Number	2000.00	0	0	2	0	0	0	0	0	0	2																				
4	If you do not wish to apply for the grant, select the checkbox and save the form.																																			
5	Select the Back to Discretionary Grant Forms Menu button to complete another form																																			

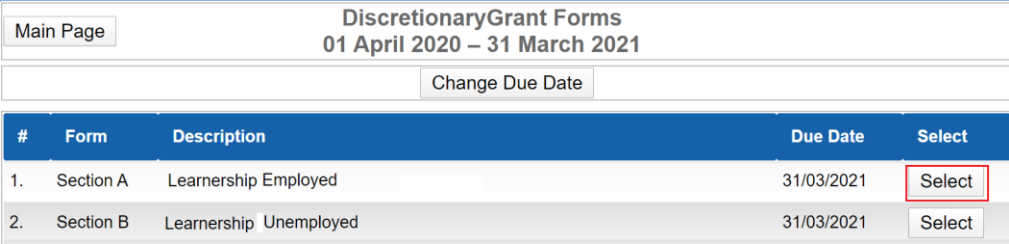
## 5.2. Bursaries Employed/Unemployed

Steps	Action	Screenshot
1	Click on the Select button to open the form	
2	<p>Complete all the available fields on the forms.</p> <p><b>Note:</b> When the value "Other" is selected on the Field of Study field, you will be required to provide details of the Other field of study.</p> <p>The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.</p>	
3	<p>Click on the Add button to save the records entered.</p> <p>The details will display at the bottom of the form.</p>	
4	If you do not wish to apply for the grant, select the checkbox and save the form.	
5	Select the Back to Discretionary Grant Forms Menu button to complete another form	

### 5.3. Community College Programme

Steps	Action	Screenshot																				
1	Click on the Select button to open the form	 <p>Main Page DiscretionaryGrant Forms 01 April 2020 – 31 March 2021</p> <p>Change Due Date</p> <table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Section A</td> <td>Community College Programme</td> <td>31/03/2021</td> <td>Select</td> </tr> </tbody> </table>	#	Form	Description	Due Date	Select	1.	Section A	Community College Programme	31/03/2021	Select										
#	Form	Description	Due Date	Select																		
1.	Section A	Community College Programme	31/03/2021	Select																		
2	Complete all the available fields on the forms <b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Number of Grants.	 <p>Field Of Study: Field of Study</p> <p>Number Of Grants: 10</p> <p>DHET Registration/Accreditation Number: Accreditation Number</p> <p>Unit Amount Per Person: 3</p> <p>Add</p>																				
3	Click on the Add button to save the records entered. The details will display at the bottom of the form.	 <p>Edit Remove Remove All</p> <table border="1"> <thead> <tr> <th>Field Of Study</th> <th>Number Of Grants</th> <th>Accreditation Number</th> <th>Unit Amount Per Person</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>Field Of Study</td> <td>10</td> <td>DHET Registration/Accreditation Number</td> <td>3.00</td> <td>30.00</td> </tr> <tr> <td>Subtotal</td> <td>10</td> <td></td> <td>3.00</td> <td>30.00</td> </tr> <tr> <td>Grand Total</td> <td>10</td> <td></td> <td>3.00</td> <td>30.00</td> </tr> </tbody> </table> <p>First Previous Next Last Go to Page 1 Page 1 of 1</p>	Field Of Study	Number Of Grants	Accreditation Number	Unit Amount Per Person	Total Amount	Field Of Study	10	DHET Registration/Accreditation Number	3.00	30.00	Subtotal	10		3.00	30.00	Grand Total	10		3.00	30.00
Field Of Study	Number Of Grants	Accreditation Number	Unit Amount Per Person	Total Amount																		
Field Of Study	10	DHET Registration/Accreditation Number	3.00	30.00																		
Subtotal	10		3.00	30.00																		
Grand Total	10		3.00	30.00																		
4	If you do not wish to apply for the grant, select the checkbox and save the form.	 <p>I do not wish to apply for Community College Programme. I understand that by ticking this box, I cannot submit a separate application for this grant during this funding window.</p> <p>Save</p>																				
5	Select the Back to Discretionary Grant Forms Menu button to complete another form	 <p>Back to Discretionary Grant Forms Menu</p>																				

### 5.4. Learnership Employed/Unemployed

Steps	Action	Screenshot															
1	Click on the Select button to open the form	 <p>Main Page DiscretionaryGrant Forms 01 April 2020 – 31 March 2021</p> <p>Change Due Date</p> <table border="1"> <thead> <tr> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Section A</td> <td>Learnership Employed</td> <td>31/03/2021</td> <td>Select</td> </tr> <tr> <td>2.</td> <td>Section B</td> <td>Learnership Unemployed</td> <td>31/03/2021</td> <td>Select</td> </tr> </tbody> </table>	#	Form	Description	Due Date	Select	1.	Section A	Learnership Employed	31/03/2021	Select	2.	Section B	Learnership Unemployed	31/03/2021	Select
#	Form	Description	Due Date	Select													
1.	Section A	Learnership Employed	31/03/2021	Select													
2.	Section B	Learnership Unemployed	31/03/2021	Select													

<p><b>2</b></p> <p>Complete all the available fields on the forms.</p> <p><b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.</p>		
<p><b>3</b></p> <p>Click on the Add button to save the records entered. The details will display at the bottom of the form.</p>		
<p><b>4</b></p> <p>If you do not wish to apply for the grant, select the checkbox and save the form.</p>		
<p><b>5</b></p> <p>Select the Back to Discretionary Grant Forms Menu button to complete another form</p>		

## 5.5. Public CET/ TVET Support – Skills Programme

Steps	Action	Screenshot
<p><b>1</b></p> <p>Click on the Select button to open the form</p>		
<p><b>2</b></p> <p>Complete all the available fields on the forms.</p> <p><b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.</p>		



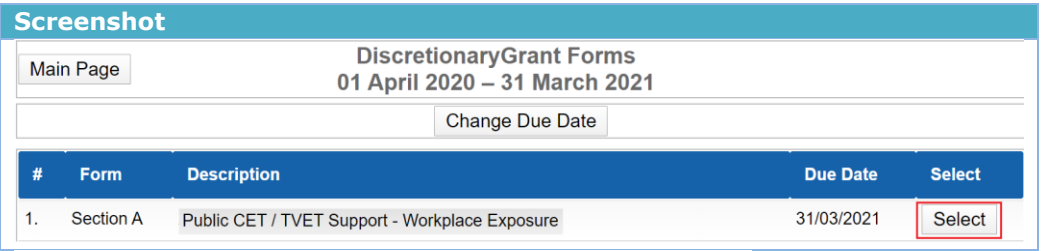
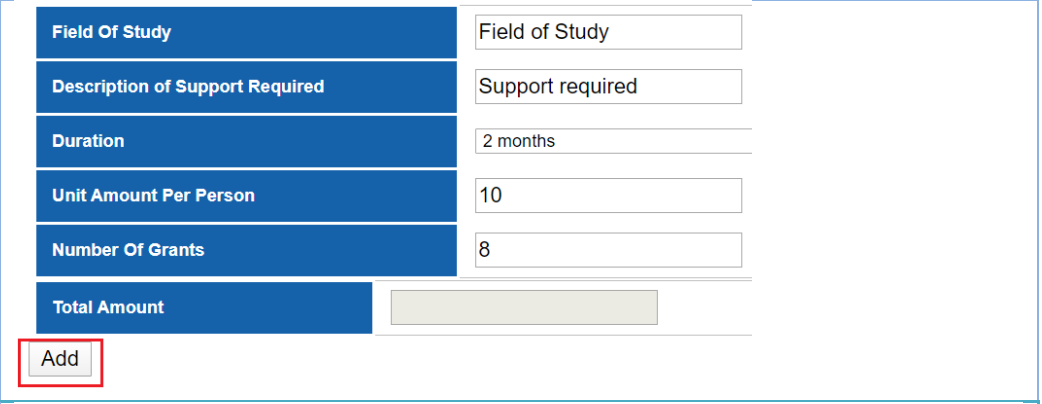
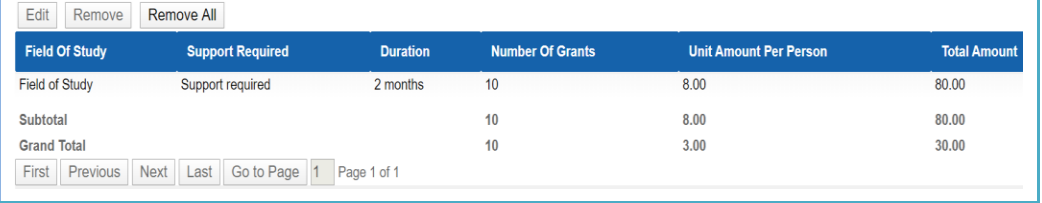

<p><b>3</b></p> <p>Click on the Add button to save the records entered. The details will display at the bottom of the form.</p>	
<p><b>4</b></p> <p>If you do not wish to apply for the grant, select the checkbox and save the form.</p>	
<p><b>5</b></p> <p>Select the Back to Discretionary Grant Forms Menu button to complete another form</p>	

## 5.6. Public CET/ TVET Support – Bursaries

Steps	Action	Screenshot
<p><b>1</b></p> <p>Click on the Select button to open the form</p>		
<p><b>2</b></p> <p>Complete all the available fields on the forms.</p> <p><b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.</p>		
<p><b>3</b></p> <p>Click on the Add button to save the records entered. The details will display at the bottom of the form.</p>		
<p><b>4</b></p> <p>If you do not wish to apply for the grant, select the checkbox and save the form.</p>		

5	Select the Back to Discretionary Grant Forms Menu button to complete another form	<div style="border: 2px solid gray; padding: 5px; display: inline-block;"> <b>Back to Discretionary Grant Forms Menu</b> </div>
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## 5.7. Public CET/ TVET Support – Workplace Exposure

Steps	Action	Screenshot
1	Click on the Select button to open the form	
2	Complete all the available fields on the forms.  <b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants.	
3	Click on the Add button to save the records entered.  The details will display at the bottom of the form.	
4	If you do not wish to apply for the grant, select the checkbox and save the form.	
5	Select the Back to Discretionary Grant Forms Menu button to complete another form	<div style="border: 2px solid gray; padding: 5px; display: inline-block;"> <b>Back to Discretionary Grant Forms Menu</b> </div>

## 5.8. Public CET / TVET Support - Management and Financial Training

Steps	Action	Screenshot
1	Click on the Select button to open the form	
2	Complete all the available fields on the forms.  <b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.	
3	Click on the Add button to save the records entered. The details will display at the bottom of the form.	
4	If you do not wish to apply for the grant, select the checkbox and save the form.	
5	Select the Back to Discretionary Grant Forms Menu button to complete another form	

## 5.9. Public CET / TVET Support - Infrastructure

Steps	Action	Screenshot
1	Click on the Select button to open the form	

<p><b>2</b></p> <p>Complete all the available fields on the forms.</p> <p><b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants.</p>		<div style="border: 1px solid #ccc; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Field Of Study</td><td style="padding: 2px;">Field of Study</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Description of Support Required</td><td style="padding: 2px;">Support required</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Duration</td><td style="padding: 2px;">2 months</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Unit Amount Per Person</td><td style="padding: 2px;">10</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Number Of Grants</td><td style="padding: 2px;">8</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Total Amount</td><td style="padding: 2px;"></td></tr> </table> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> </div> </div>	Field Of Study	Field of Study	Description of Support Required	Support required	Duration	2 months	Unit Amount Per Person	10	Number Of Grants	8	Total Amount													
Field Of Study	Field of Study																									
Description of Support Required	Support required																									
Duration	2 months																									
Unit Amount Per Person	10																									
Number Of Grants	8																									
Total Amount																										
<p><b>3</b></p> <p>Click on the Add button to save the records entered. The details will display at the bottom of the form.</p>		<div style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: right; margin-bottom: 5px;"> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/> </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="padding: 2px;">Field Of Study</th> <th style="padding: 2px;">Support Required</th> <th style="padding: 2px;">Duration</th> <th style="padding: 2px;">Number Of Grants</th> <th style="padding: 2px;">Unit Amount Per Person</th> <th style="padding: 2px;">Total Amount</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Field of Study</td> <td style="padding: 2px;">Support required</td> <td style="padding: 2px;">2 months</td> <td style="padding: 2px;">10</td> <td style="padding: 2px;">8.00</td> <td style="padding: 2px;">80.00</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Subtotal</td> <td style="padding: 2px;">10</td> <td style="padding: 2px;">8.00</td> <td style="padding: 2px;">80.00</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Grand Total</td> <td style="padding: 2px;">10</td> <td style="padding: 2px;">3.00</td> <td style="padding: 2px;">30.00</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Go to Page"/> <input style="width: 20px;" type="text" value="1"/> Page 1 of 1         </div> </div>	Field Of Study	Support Required	Duration	Number Of Grants	Unit Amount Per Person	Total Amount	Field of Study	Support required	2 months	10	8.00	80.00	Subtotal			10	8.00	80.00	Grand Total			10	3.00	30.00
Field Of Study	Support Required	Duration	Number Of Grants	Unit Amount Per Person	Total Amount																					
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Subtotal			10	8.00	80.00																					
Grand Total			10	3.00	30.00																					
<p><b>4</b></p> <p>If you do not wish to apply for the grant, select the checkbox and save the form.</p>		<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 5px;"> <p>I do not wish to apply for Public CET / TVET Support - Infrastructure. I understand that by ticking this box, I cannot submit a separate application for this grant during this funding window.</p> </div> <div style="text-align: right; margin-top: 5px;"> <input checked="" type="checkbox"/> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> </div> </div>																								
<p><b>5</b></p> <p>Select the Back to Discretionary Grant Forms Menu button to complete another form</p>		<div style="border: 1px solid #ccc; padding: 10px; text-align: center; background-color: #f0f0f0;"> <p><b>Back to Discretionary Grant Forms Menu</b></p> </div>																								

## 5.10. Recognition of Prior Learning (RPL)

Steps	Action	Screenshot																																														
<p><b>1</b></p> <p>Click on the Select button to open the form</p>		<div style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: center; margin-bottom: 10px;"> <p>DiscretionaryGrant Forms 01 April 2020 – 31 March 2021</p> <input type="button" value="Change Due Date"/> </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="padding: 2px;">#</th> <th style="padding: 2px;">Form</th> <th style="padding: 2px;">Description</th> <th style="padding: 2px;">Due Date</th> <th style="padding: 2px;">Select</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">1.</td> <td style="padding: 2px;">Section A</td> <td style="padding: 2px;">Recognition of Prior Learning (RPL)</td> <td style="padding: 2px;">31/03/2021</td> <td style="padding: 2px; text-align: center;"><input type="button" value="Select"/></td> </tr> </tbody> </table> </div>	#	Form	Description	Due Date	Select	1.	Section A	Recognition of Prior Learning (RPL)	31/03/2021	<input type="button" value="Select"/>																																				
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1.	Section A	Recognition of Prior Learning (RPL)	31/03/2021	<input type="button" value="Select"/>																																												
<p><b>2</b></p> <p>Complete all the available fields on the forms.</p> <p><b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.</p>		<div style="border: 1px solid #ccc; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Quality Assurance Body</td><td style="padding: 2px;">SASSETA</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Name of Skills Programme</td><td style="padding: 2px;">Skills Programme</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Skills Programme Code</td><td style="padding: 2px;">SP/Code</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Unit Standards</td><td style="padding: 2px;">Multiple Unit Standards Multiple Unit Standards Multiple Unit Standards</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Name of Training Institution</td><td style="padding: 2px;">QCTO Accr - T000000005 - QCTO/SASS-19</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Assessor Registration Number</td><td style="padding: 2px;">Ltest Test 19A00000003</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Moderator Registration Number</td><td style="padding: 2px;">DGAPPLICANT TEST 19M00000001</td></tr> <tr><td style="background-color: #0056b3; color: white; padding: 2px;">Unit Amount Per Person</td><td style="padding: 2px;">45</td></tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="10" style="padding: 2px;">Number Of Grants Applied For Per Province</th> </tr> <tr style="background-color: #0056b3; color: white;"> <th style="padding: 2px;">EC</th> <th style="padding: 2px;">FS</th> <th style="padding: 2px;">GP</th> <th style="padding: 2px;">KZN</th> <th style="padding: 2px;">LP</th> <th style="padding: 2px;">MP</th> <th style="padding: 2px;">NW</th> <th style="padding: 2px;">NC</th> <th style="padding: 2px;">WC</th> <th style="padding: 2px;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px; text-align: center;">0</td> <td style="padding: 2px; text-align: center;">0</td> <td style="padding: 2px; text-align: center;">6</td> <td style="padding: 2px; text-align: center;">0</td> <td style="padding: 2px; text-align: center;">0</td> <td style="padding: 2px; text-align: center;">0</td> <td style="padding: 2px; text-align: center;">0</td> <td style="padding: 2px; text-align: center;">0</td> <td style="padding: 2px; text-align: center;">0</td> <td style="padding: 2px; text-align: center;">0</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> </div> </div>	Quality Assurance Body	SASSETA	Name of Skills Programme	Skills Programme	Skills Programme Code	SP/Code	Unit Standards	Multiple Unit Standards Multiple Unit Standards Multiple Unit Standards	Name of Training Institution	QCTO Accr - T000000005 - QCTO/SASS-19	Assessor Registration Number	Ltest Test 19A00000003	Moderator Registration Number	DGAPPLICANT TEST 19M00000001	Unit Amount Per Person	45	Number Of Grants Applied For Per Province										EC	FS	GP	KZN	LP	MP	NW	NC	WC		0	0	6	0	0	0	0	0	0	0
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0	0	6	0	0	0	0	0	0	0																																							

<p><b>3</b></p>	<p>Click on the Add button to save the records entered. The details will display at the bottom of the form.</p>	
<p><b>4</b></p>	<p>If you do not wish to apply for the grant, select the checkbox and save the form.</p>	
<p><b>5</b></p>	<p>Select the Back to Discretionary Grant Forms Menu button to complete another form</p>	

### 5.11. Adult Education and Training (AET)

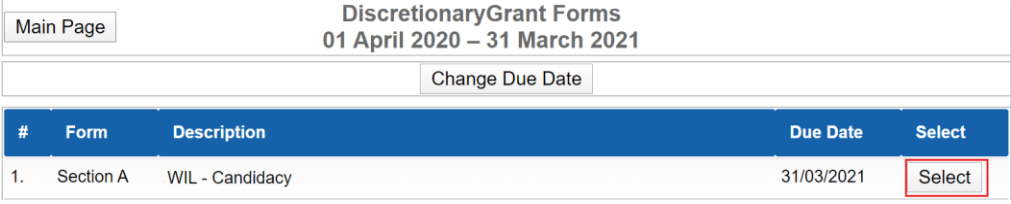
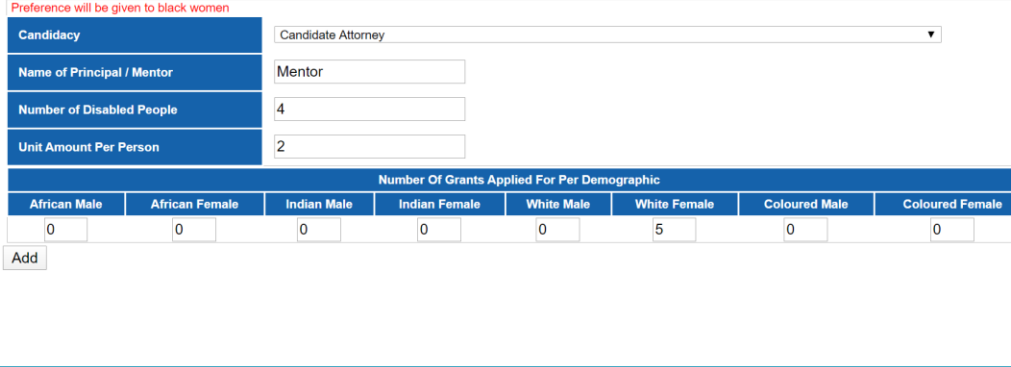
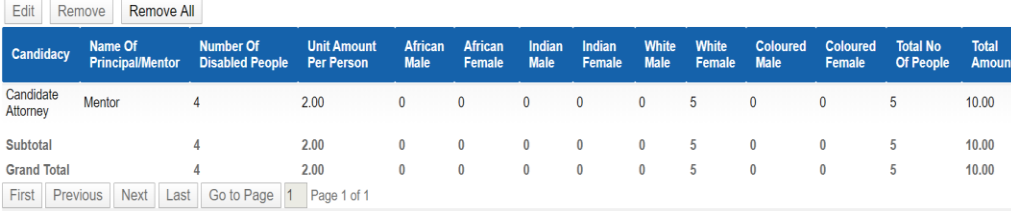
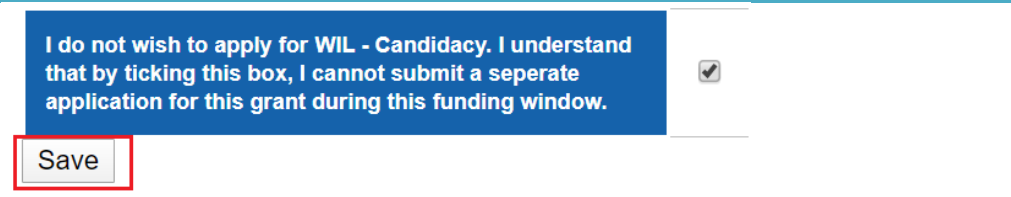

Steps	Action	Screenshot
<p><b>1</b></p>	<p>Click on the Select button to open the form</p>	
<p><b>2</b></p>	<p>Complete all the available fields on the forms.  <b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.</p>	
<p><b>3</b></p>	<p>Click on the Add button to save the records entered. The details will display at the bottom of the form.</p>	
<p><b>4</b></p>	<p>If you do not wish to apply for the grant, select the checkbox and save the form.</p>	

5	Select the Back to Discretionary Grant Forms Menu button to complete another form	<div style="border: 2px solid gray; padding: 5px; display: inline-block;"> <h2 style="margin: 0;">Back to Discretionary Grant Forms Menu</h2> </div>
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## 5.12. Skills Programmes Employed/Unemployed

Steps	Action	Screenshot
1	Click on the Select button to open the form	
2	Complete all the available fields on the forms.  <b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.	
3	Click on the Add button to save the records entered. The details will display at the bottom of the form.	
4	If you do not wish to apply for the grant, select the checkbox and save the form.	
5	Select the Back to Discretionary Grant Forms Menu button to complete another form	<div style="border: 2px solid gray; padding: 5px; display: inline-block;"> <h2 style="margin: 0;">Back to Discretionary Grant Forms Menu</h2> </div>

## 5.13. WIL – Candidacy

Steps	Action	Screenshot
1	Click on the Select button to open the form	
2	Complete all the available fields on the forms.  <b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.	
3	Click on the Add button to save the records entered. The details will display at the bottom of the form.	
4	If you do not wish to apply for the grant, select the checkbox and save the form.	
5	Select the Back to Discretionary Grant Forms Menu button to complete another form	

## 5.14. WIL – Internships

Steps	Action	Screenshot
1	Click on the Select button to open the form	

<p><b>2</b></p> <p>Complete all the available fields on the forms.</p> <p><b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.</p>	
<p><b>3</b></p> <p>Click on the Add button to save the records entered. The details will display at the bottom of the form.</p>	
<p><b>4</b></p> <p>If you do not wish to apply for the grant, select the checkbox and save the form.</p>	
<p><b>5</b></p> <p>Select the Back to Discretionary Grant Forms Menu button to complete another form</p>	

## 5.15. WIL – TVET

Steps	Action	Screenshot
<p><b>1</b></p> <p>Click on the Select button to open the form</p>		
<p><b>2</b></p> <p>Complete all the available fields on the forms.</p> <p><b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.</p>		



<p><b>3</b></p>	<p>Click on the Add button to save the records entered. The details will display at the bottom of the form.</p>	
<p><b>4</b></p>	<p>If you do not wish to apply for the grant, select the checkbox and save the form.</p>	
<p><b>5</b></p>	<p>Select the Back to Discretionary Grant Forms Menu button to complete another form</p>	

## 5.16. WIL – University Placement

Steps	Action	Screenshot
<p><b>1</b></p>	<p>Click on the Select button to open the form</p>	
<p><b>2</b></p>	<p>Complete all the available fields on the forms.</p> <p><b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.</p>	
<p><b>3</b></p>	<p>Click on the Add button to save the records entered. The details will display at the bottom of the form.</p>	
<p><b>4</b></p>	<p>If you do not wish to apply for the grant, select the checkbox and save the form.</p>	

<b>5</b>	Select the Back to Discretionary Grant Forms Menu button to complete another form	<b>Back to Discretionary Grant Forms Menu</b>
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## 5.17. WIL – University of Technology

Steps	Action	Screenshot
<b>1</b>	Click on the Select button to open the form	
<b>2</b>	Complete all the available fields on the forms.  <b>Note:</b> The Unit Amount Per Person will be multiplied (X) by Total number of Grants applied for per province.	
<b>3</b>	Click on the Add button to save the records entered. The details will display at the bottom of the form.	
<b>4</b>	If you do not wish to apply for the grant, select the checkbox and save the form.	

## 6. Submitting Discretionary Grant Forms

In this section the applicant will submit the DG forms on the Discretionary Grant Application Forms main page.

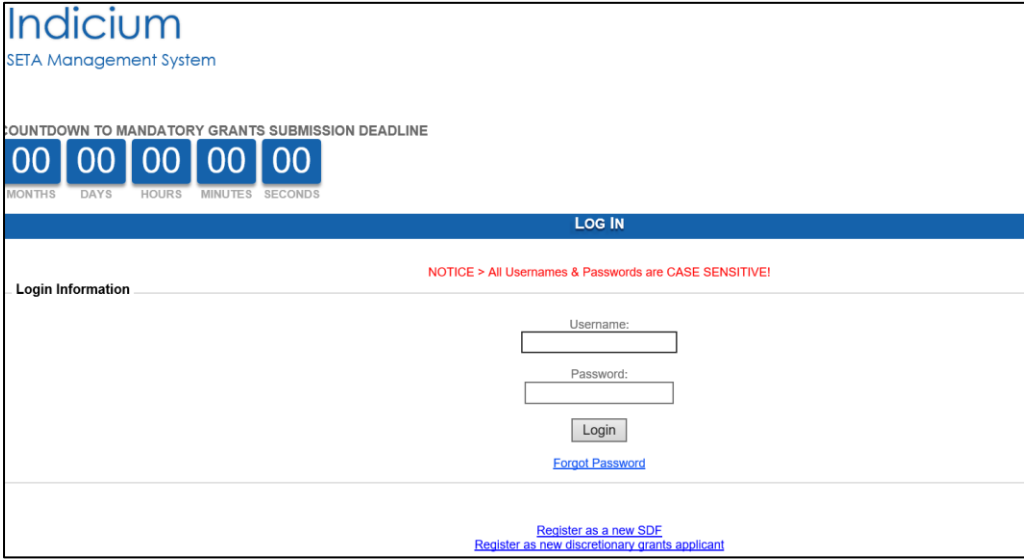
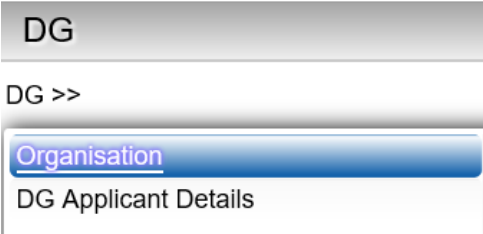
Steps	Action	Screenshot
<b>1</b>	When the last form is completed, the applicant may select Back to Discretionary	<b>Back to Discretionary Grant Forms Menu</b>

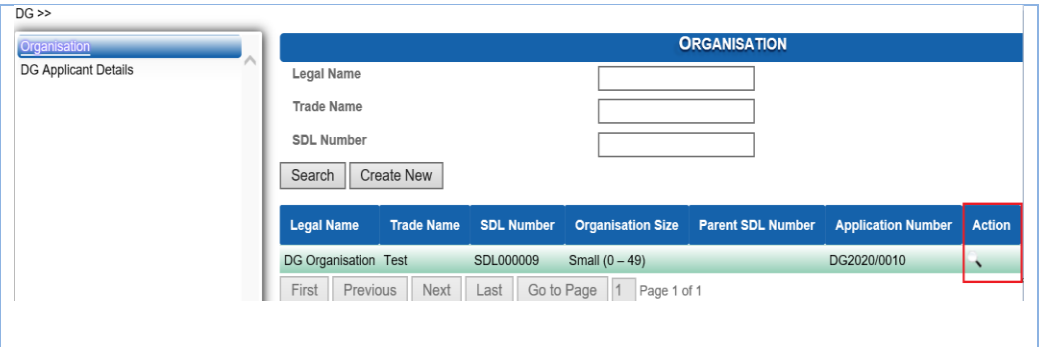
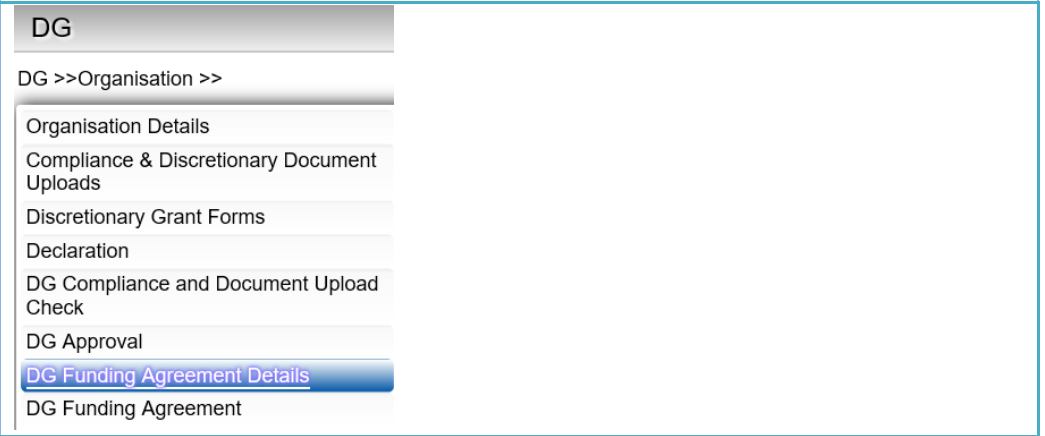
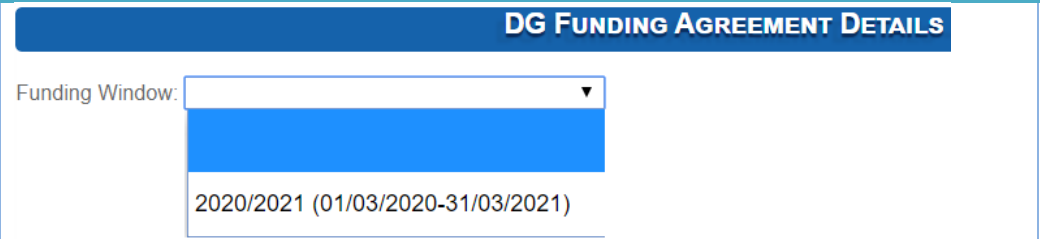
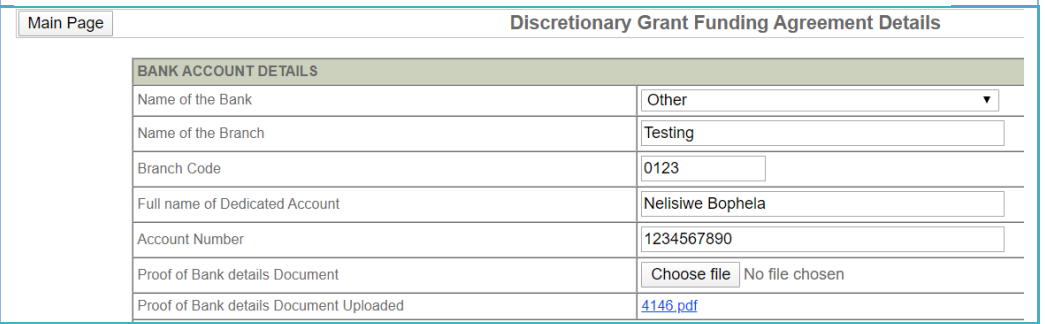
	Grant Forms Menu button																																														
2	Select the Submit Discretionary Grant button  <p>Note: All forms that are available for the opened funding window are compulsory. The system will check if all forms have been completed before submission can be made.</p> <p>The system will check if all compulsory documents have been uploaded, and if the Declaration page has been completed</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>DiscretionaryGrant Forms</b> 01 April 2020 – 31 March 2021</p> <p style="text-align: right;"><a href="#">Main Page</a> <span style="float: right;"><a href="#">Submit DiscretionaryGrant</a></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Section A</td> <td>Artisans Employed</td> <td>31/03/2021</td> <td><a href="#">Select</a></td> </tr> <tr> <td>2.</td> <td>Section B</td> <td>Artisans Unemployed</td> <td>31/03/2021</td> <td><a href="#">Select</a></td> </tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>DiscretionaryGrant Forms</b> 01 April 2020 – 31 March 2021</p> <p style="text-align: right;"><a href="#">Main Page</a> <span style="float: right;"><a href="#">Submit DiscretionaryGrant</a></span></p> <p style="text-align: center; color: red;">Please note that the following forms are compulsory and have not been completed:</p> <p style="text-align: right; color: red;">* Bursaries Unemployed <a href="#">Submit DiscretionaryGrant</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Section A</td> <td>Artisans Employed</td> <td>31/03/2021</td> <td><a href="#">Select</a></td> </tr> <tr> <td>2.</td> <td>Section B</td> <td>Artisans Unemployed</td> <td>31/03/2021</td> <td><a href="#">Select</a></td> </tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>DiscretionaryGrant Forms</b> 01 April 2020 – 31 March 2021</p> <p style="text-align: right;"><a href="#">Main Page</a> <span style="float: right;"><a href="#">Submit DiscretionaryGrant</a></span></p> <p style="text-align: center; color: red;">Unable to Submit. Declaration is compulsory and has not been completed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Section A</td> <td>Artisans Employed</td> <td>31/03/2021</td> <td><a href="#">Select</a></td> </tr> <tr> <td>2.</td> <td>Section B</td> <td>Artisans Unemployed</td> <td>31/03/2021</td> <td><a href="#">Select</a></td> </tr> </tbody> </table> </div>	#	Form	Description	Due Date	Select	1.	Section A	Artisans Employed	31/03/2021	<a href="#">Select</a>	2.	Section B	Artisans Unemployed	31/03/2021	<a href="#">Select</a>	#	Form	Description	Due Date	Select	1.	Section A	Artisans Employed	31/03/2021	<a href="#">Select</a>	2.	Section B	Artisans Unemployed	31/03/2021	<a href="#">Select</a>	#	Form	Description	Due Date	Select	1.	Section A	Artisans Employed	31/03/2021	<a href="#">Select</a>	2.	Section B	Artisans Unemployed	31/03/2021	<a href="#">Select</a>
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1.	Section A	Artisans Employed	31/03/2021	<a href="#">Select</a>																																											
2.	Section B	Artisans Unemployed	31/03/2021	<a href="#">Select</a>																																											
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2.	Section B	Artisans Unemployed	31/03/2021	<a href="#">Select</a>																																											
3	The new DG status will display above the forms	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>DiscretionaryGrant Forms</b> 01 April 2020 – 31 March 2021</p> <p style="text-align: right;"><a href="#">Main Page</a> <span style="float: right;"><a href="#">DiscretionaryGrant Status: Submitted</a></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>#</th> <th>Form</th> <th>Description</th> <th>Due Date</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Section A</td> <td>Artisans Employed</td> <td>31/03/2021</td> <td><a href="#">Select</a></td> </tr> <tr> <td>2.</td> <td>Section B</td> <td>Artisans Unemployed</td> <td>31/03/2021</td> <td><a href="#">Select</a></td> </tr> </tbody> </table> </div>	#	Form	Description	Due Date	Select	1.	Section A	Artisans Employed	31/03/2021	<a href="#">Select</a>	2.	Section B	Artisans Unemployed	31/03/2021	<a href="#">Select</a>																														
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1.	Section A	Artisans Employed	31/03/2021	<a href="#">Select</a>																																											
2.	Section B	Artisans Unemployed	31/03/2021	<a href="#">Select</a>																																											
4	The applicant will receive the Acknowledgment of Discretionary Grant Submission email																																														

		<p>Discretionary Grant Submission <span style="float: right;">Inbox x</span></p> <p><b>skills@sasseta.org.za</b> via dkim.mimecast.org          to me, NBophela, nkiti, Inxumalo, mkhumalo ▾</p> <p>Dear Stakeholder</p> <p>This serves to acknowledge receipt of your application for the DG FY 01 April 2020 – 31 March 2021 with submission application number: DG2020/0010</p> <p>SDL Number:SDL000009          Trade Name:Test          Please print your application report from the system for your records.          You will be notified of progress in due course for this company <b>SDL000009 : Test</b>.          You may also login and track the progress of your application.</p> <p>Regards</p> <p>SASSETA</p>
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## 7. Complete DG Funding Agreement Details

In this section the applicant needs to complete the DG Funding Agreement Details so that payments can be processed to their company.

Steps	Action	Screenshot
<b>Section to be completed by the Stakeholder - Capturer - Discretionary Grants</b>		
<b>1</b>	The DG capturer will login to the system by entering their login credentials	
<b>2</b>	The DG Capturer will select the Organisation tab to access their organisation.	

<p><b>3</b></p>	<p>The DG Capturer will search for the organisation and select the Action icon to access the DG Funding Agreement Details section</p>	
<p><b>4</b></p>	<p>Click on DG Funding Agreement Details tab</p>	
<p><b>5</b></p>	<p>Select the open Funding Window period.</p>	
<p><b>6</b></p>	<p>The Discretionary Grant Funding Agreement Details page will display. Complete the Bank Account Details section.</p>	
<p><b>7</b></p>	<p>Complete the Authorised Signatory sections.</p>	

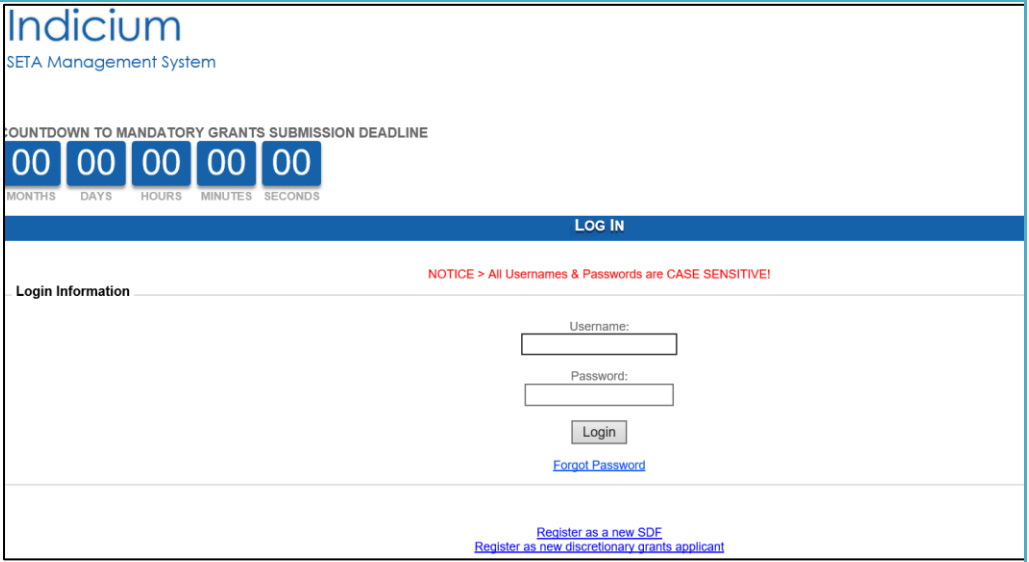
AUTHORISED SIGNATORY (PROVIDER)	
Title	Adv ▾
First Name	Testing
Last Name	Test
Designation	Tester
Telephone Number	0112298989
Fax Number	343423
Cell Number	0112298989
E-mail Address	test@test.com
AUTHORISED SIGNATORY (EMPLOYER)	
Title	Mr ▾
First Name	Neli
Last Name	Bophela
Designation	Tester
Telephone Number	0112298989
Fax Number	0112298989
Cell Number	0112298989
E-mail Address	tested@test.com

**8** Click on the Save button after completing the details

Save

## 8. Generate DG Funding Agreement

In this section you will be able download the DG Funding Agreement document.

Steps	Action	Screenshot
1	Login to the system with your login credentials	

2	Select the Organisation tab to access the organisation you applied for	
3	Select the Action icon to access the DG Funding Agreement document	
4	Select the open Funding Window period.	
5	Click on the Generate Funding Agreement button to download each DG Funding Agreement per approved grant type.	

Main Page DG Approval

Organisation Name	Organisation Size	Organisation SDL Number	Total Levy Contribution (previous FY)	Organisation Physical Province	Organisation Physical Municipality	Organisation Physical Urban/Rural	Organisation Type	Organisation Latest WSP Status	Organisation Business Status
DG Organisation	Small (0 – 49)	SDL000009		Gauteng	Tshwane Metro	Urban	Trade Union		In business

Financial Year	Funding Window	DG Form Name	DG Overall Approval Status	Generate Funding Agreement
01 April 2020 – 31 March 2021	2020/2021 (1 Mar 2020-31 Mar 2021)	Artisans Employed	Approved	Generate Funding Agreement

Financial Year	Funding Window	DG Form Name	DG Approval Status	No of Grants Approved	DG Approval Number	Generate Funding Agreement
01 April 2020 – 31 March 2021	2020/2021 (01/03/2020-31/03/2021)	Artisans Employed	Approved	2	ARTE20/010	<a href="#">Download</a>