

HUMAN RESOURCE DEVELOPMENT

SASSETA acknowledges that employees need to have the skills and knowledge that will enable them to be more productive and ahead of the game.

One way to improve your skills and knowledge is through continuous learning.

Fast Facts about Study Assistance:

- Applications for study assistance are open throughout the year.
- All applications for long; and short-term study must go through the HRD Committee for consideration before final approval.
- If you require financial assistance, it is therefore important that:
 - ✓ You plan the timing of your studies
 - ✓ Apply in time to enable the Committee to consider your application. **DO NOT** apply on the eve of the commencement of your study programme.
 - ✓ **DO NOT** commit yourself (financially) without first knowing if your application has been approved.
- Applying in time will ensure that you know the outcome of your application before you commence with the programme.
- For long learning programmes like Diploma, Degree, etc, opening periods are known to be in January or July of an academic year. Applications should be made a month prior to the opening periods.
- For short learning programmes like, skills programmes, certificate (NQF aligned or non-aligned) the opening periods are random and very short. Kindly allow the committee a minimum of three (3) weeks to process your application for a recommendation.
- The Seta will not be held liable for financial commitments made prior to the processing of applications for study assistance.
- Since you have indicated your preferential skills programmes in the 2022/23 WSP (Workplace Skills Programmes), kindly start engaging HR in order to apply for the relevant skills programmes. Many of the scheduled programmes will need to be reported as completed in the 2023 ATR (Annual Training Report)