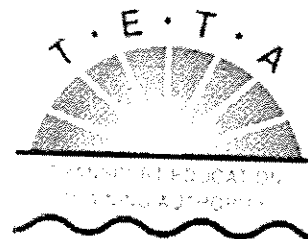


TRANSPORT EDUCATION TRAINING AUTHORITY

Ground Floor, Sonono Building, 344 Pretoria Avenue, Randburg, 2125, RSA
Private Bag X10016, Randburg, 2125, Tel: +27 11 781 1280. Fax: + 27 11 886
2502



TETA GRANT CRITERIA 2008/2009

The TETA Grant Criteria and Disbursement guidelines are issued in compliance with Regulation 9 of the Sector Education and Training Authorities (SETAs) and related matters. The amendments were published on 2 February 2007 (Gazette No 29584) and 10th September 2007 (Gazette No 30281) respectively. These amendments are effective from the 1st April 2008.

TYPES OF GRANTS

1. **MANDATORY GRANT (MG)**
2. **DISCRETIONARY GRANT (DG)**

1. MANDATORY GRANT

1.1 Who qualifies to submit WSP/ATR to TETA: numbering no bullets

- 1.1.1 A company who is registered with the commissioner (SARS) in terms of section 5 of the Skills Development Levies Act;
- 1.1.2 A company who has paid the levies directly to the commissioner in the manner and within the period determined in section 6 of the Skills Development Levies Act;
- 1.1.3 A company who is up to date with the levy payments to the commissioner at the time of approval and in respect of the period for which an application is made;
- 1.1.4 A company whose Levy payments have been transferred to TETA by DoL;
(SDF's should verify their SIC Codes on the **EMP201** form to ascertain whether they are registered with TETA. **E.g. 26/13100**)

1.2 Submission dates:

An application for a mandatory grant must be submitted by 30 June for the current financial year. (It should be noted that the TETA financial year period is 1st April to 31st March).

N.B. No late submissions will be accepted under normal circumstances. Only extreme cases may be looked at by the TETA Board on submission of compelling reasons and evidence within 7 days after the submission date.

1.3 Criteria For Mandatory Grant (WSP & ATR) Applications

- 1.3.1 WSP to contribute to the TETA Sector Skills Plan (TETA SSP).
- 1.3.2 ATR must have contributed to the implementation of the previous year's WSP and meet the required criteria.
- 1.3.3 Employer who has registered for the first time in terms of section 5 of the SDLA that has submitted an application for a WSP grant within six months of registration is exempted from submitting the previous years ATR.
- 1.3.4 WSP & ATR must be submitted in accordance with the OFO Codes.
- 1.3.5 Minimum of 50% of planned training must be unit standard credits/ Skills programs / short courses and full qualifications on the National Qualifications Framework, (TETA Critical Skills) or Regulated training as contained in a current signed Memorandum of Understanding between TETA and the regulatory authorities;
- 1.3.6 Minimum of 75% of the training planned (No. of people trained) in the WSP must be achieved in the ATR;
- 1.3.7 There must be a link between the company's EE plan /BBBEE plan and training. This to be verified at monitoring visits by the SETA;
- 1.3.8 The WSP and ATR must be submitted in the formats prescribed by the Department of Labour and as amended by TETA;
- 1.3.9 An original signed edition of the template must be submitted by 30 June.

- 1.3.10 WSP /ATR must be signed off by members of the Training Committee (employer and employee representatives)
- 1.3.11 Training Committee minutes (**ON A COMPANY LETTERHEAD**) should reflect the following:
 - (a) The Training committee will acknowledge the appointment and or nomination of the SDF
 - (b) Approval of WSP/ATR by members of the Training Committee
 - (c) Full names, ID numbers and contact details of signatories
 - (d) Confirm the link between WSP and EE/BBBEE Plan
- 1.3.12 A SDF submitting a WSP / ATR on behalf of a TETA levy payer must submit proof of Competence as a Skills Development Facilitator OR proof of HRD Competence.
- 1.3.13 Stakeholders will be required to submit all learner information in support of the ATR on a Quarterly basis.
- 1.3.14 Applications are subject to recommendation by the appropriate Chamber Management Committees (Mancoms) and approval by the TETA Board in accordance with approved delegations of authority.
- 1.3.15 No consolidated Levy numbers will be accepted. Each company should have one levy number.

1.4 Mandatory Grant: (WSP & ATR) Disbursement Dates

Finance Unit will pay Mandatory Grants once the approval process by Board and chambers have been completed; (ATR/WSP HAS BEEN APPROVED)
 The disbursement of funds in respect of a Mandatory Grant for approved WSP's will be done by the dates below:-

Quarter 1: 30 SEPTEMBER.

Quarter 2: 15 DECEMBER.

Quarter 3: 31 MARCH.

Quarter 4: 30 JUNE.

2. DISCRETIONARY GRANTS

2.1 Who may submit DG application to TETA:

- 2.1.1 Any TETA registered company.
- 2.1.2 Any company not currently active in the SMME strategy.
- 2.1.3 CBO's, NGO's and Non-levy paying organisations.

2.2 Submission dates:

An application for a discretionary grant must be submitted by **31st July** in the prescribed TETA DG application format.

2.3 Funding models:

Discretionary grant funding models are available from the respective chambers. All funding models include a 10% discretionary grant administration fee.

2.4 Types of projects considered for funding:-

- 2.4.1 Research in the sector in accordance with the sector skills plan and guidelines prepared by the department;
- 2.4.2 Development of guidelines and the training of sector specialists or persons involved with skills development (e.g. Assessors, SDF's).
- 2.4.3 Adult Basic Education and Training provided to a learner;
- 2.4.4 Learner who enters a learning programme to acquire a scarce or critical skill identified by TETA.
- 2.4.5 Work experience opportunities to learners in sector relevant programmes;
- 2.4.6 Train and mentor learners to acquire new venture qualification or an Institution that offers the new venture qualification to learners;
- 2.4.7 Institution of sectoral or occupational excellence;
- 2.4.8 Education and training provider or an institution responsible for the implementation

of the National Qualifications Framework in support of the National Skills Development Strategy

- 2.4.9 TETA constituency capacity building initiatives and promotion of skills development in the sector;
- 2.4.10 Lead employer contemplated in regulation 5(4) of the Learnership Regulations; (an employer with whom the contract of employment is signed)
- 2.4.11 Agency established in terms of section 17(7) of the Act; (ESDA)
- 2.4.12 Employer for learnerships registered under a different SETA;
- 2.4.13 Stakeholder in respect of sector skills priorities.

2.5 Criteria for Discretionary Grant Applications

- 2.5.1 All discretionary grants must be linked to TETA Scarce and Critical Skills and OFO codes as contemplated in the Organizing Framework for Occupations. TETA will prioritize funding for the following success indicators for 2008/2009 financial year:-
- 2.5.2 Training of sector specialists or persons involved with skills development (e.g. Assessors, SDF's).
- 2.5.3 Adult Basic Education and Training up to Level 4 provided to a learner OR NQF L1 Qualification TETA Scarce / critical / relevant via learnership to unemployed learners (Achieving ABET Level 4 means achieving a relevant ABET Level 4 qualification as a stand alone qualification or achieving fundamental unit standards within an NQF Level 1 Qualification.)
- 2.5.4 Work experience opportunities to learners in Transport sector relevant programmes;
- 2.5.5 Train and mentor learners to acquire New Venture qualification or an Institution that offers the new venture qualification to learners.
- 2.5.6 Institution of Sectoral or occupational excellence; Education and training provider or an institution responsible for the implementation of the National Qualifications Framework in support of the National Skills Development Strategy.
- 2.5.7 CBO Support
- 2.5.8 NGO Support
- 2.5.9 SMME Support
- 2.5.10 Applications must meet sector strategic priorities and targets set by the NSDS II as well as regulated training as contained in current signed Memorandums of Understanding between TETA and the regulatory authorities.
- 2.5.11 Applications for funding of an education institution, training provider or an institution, will be limited to the development of the sector specialists and training material if it falls within the scope of the transport sector. (NB. Material developed through TETA funds will become public property)
- 2.5.12 Learnerships, Apprenticeships, Bursaries, Workplace Experience Grants and Skills Programs will be funded in line with the TETA funding framework.
- 2.5.13 For funding of training initiatives for sector priorities, consideration will only be given to those initiatives that address the scarce and critical skills within the sector
- 2.5.14 Preference will be given to BBBEE or previously disadvantaged organisations with the capacity to deliver.
- 2.5.16 No consolidated Levy numbers will be accepted. Each company should have one levy number.

2.6 Discretionary Grant Disbursement Dates

Claims for disbursement in terms of signed and approved agreements will be disbursed as contained in the agreement/contract itself, with the following dates as a general guide:

Quarter 1: Due date 15 APRIL

Disbursement date is 30 APRIL.

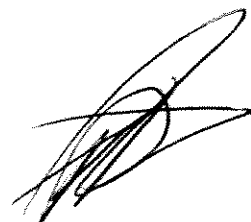
Quarter 2: Due date 15 JULY

Disbursement date is 31 JULY.



Quarter 3: Due date 15 OCTOBER
Quarter 4: Due date 15 DECEMBER

Disbursement date is 31 OCTOBER.
Disbursement date is 31 DECEMBER.

A handwritten signature in black ink, consisting of several overlapping loops and lines, located in the lower right quadrant of the page.