



Transport Education Training Authority

*Heart of Skills Innovation*

## TRANSPORT EDUCATION TRAINING AUTHORITY DISCRETIONARY GRANT GUIDELINES 2019 - 2020

### APPLYING FOR DISCRETIONARY GRANT FUNDING

Due to limited funding, guidelines had to be carefully developed so as to provide wide information regarding the Discretionary Grant Funding Window for 2019/2020. The criteria is fairly elaborated and seek to clarify qualifying applicants and all the necessary requirements before an application is sent through.

#### 1. WHO MAY APPLY FOR DISCRETIONARY GRANTS?

The Transport Education Training Authority (TETA) hereby invites applications from the following Stakeholders and legal entities, who fall within the TETA scope:

- Levy paying employers within the transport sector, registered with TETA
- Exempted non-levy paying entities inclusive of Community Based Organisations (CBOs), Non-Government Organisations (NGOs), and Community Based Cooperatives (CBCs)
- Public Training Providers, including Universities, Universities of Technology and TVET Colleges
- Accredited Training Providers
- Government Departments & Entities
- Trade Unions
- State Owned Enterprises
- Service Providers

The applications are to be made by the Targeted Applicants for each specific programme in line with the DG Advert.

#### 2. SCOPE OF APPLICATIONS

- Applications for PIVOTAL programmes with a focus on learners from rural areas and in support of people living with disabilities are encouraged.

- It is critical to consult the NSDS III and the TETA Sector Skills Plan in the preparation of applications.
- Application forms and other relevant documents are available on TETA's website at [www.teta.org.za](http://www.teta.org.za), under the heading: Discretionary Grant Funding Window 2019/2020
- All applications are to be completed in full on a Discretionary Grant Application Form and indicate the sub-sector applying to. Subsectors are listed below:

- |  |                           |
|--|---------------------------|
| 1. Aerospace Chamber                     | 5. Rail Chamber           |
| 2. Freight Forwarding & Clearing Chamber | 6. Road Freight Chamber   |
| 3. Freight Handling Chamber              | 7. Road Passenger Chamber |
| 4. Maritime Chamber                      | 8. Taxi Chamber           |
| 9. Strategic Projects Unit               |                           |

It is of utmost importance that stakeholders take note of the following definitions to ensure the correct interpretation and application thereof:

Internships: refers to a workplace-based experiential learning opportunity that is generally offered as a supervised programme to supplement formal study completed and is applicable for graduates only (HET and TVET)

Workplace experience: refers to a workplace-based experiential learning opportunity for a learner to complete their qualification and is applicable to learners who have not graduated

Candidacy Programme - means the structured work experience component of an occupational qualification as determined by the relevant professional body and may follow the completion of an academic qualification required for access to the assessment for the issuing of a professional designation. This may lead to the designation registered on the National Qualification Framework (NQF)

Learnership Programme - A learning programme as defined in the Learnership Regulations published in the Government Gazette 30010 of 29 June 2007

Skills Programmes - an occupation-based learning programme aimed at building skills that have economic value, and which incorporates at least one-unit standard. It is registered by a SETA and delivered by an accredited training provider

Work Readiness Programmes – this is a programme that targets graduates from a TVET and or HET Institution. The Work Readiness programme is to be designed to equip a graduate with the required soft skills to enable them to rapidly adapt to a work environment.

The applicant should note that the impact of the proposed programme will be measured by the workplace absorption rate achieved. This element should be clearly articulated in the proposal.

## Mentorship and Coaching

An ETDP SETA accredited provider/s is required to offer training on mentorship and coaching unit standards to TETA stakeholders hosting learners for learnership/apprenticeship.

The programme must cover the following provinces: Eastern Cape, Gauteng, KwaZulu Natal & Western Cape The programme must focus on the below Unit Standards:

SAQA ID	SAQA Title	NQF Level	Credits
117877	Perform one-to-one training on the job	Level 3	4
114215	Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path	Level 4	3

Small TETA registered companies supported to participate in Skills Development – the programme intent is to provide support and mentorship to small businesses within the transport sector to encourage participation in WSP/ATR submission as well as any form of skills development.

OUT-OF-SCHOOL Youth on Grade 12 Improvement Programmes – this is a programme aimed at building foundational learning through FLC (Foundational Learning Competency Programme). This programme covers two areas of learning (numeracy and communication). The learners are to be selected out of those that require an improved mark to access further education.

The applicant should note that the impact of the proposed programme will be measured by the achieved progression and access to further education. This element should be clearly articulated in the proposal.

**PREFERENCE WILL BE GIVEN TO APPLICATIONS THAT ADDRESS THE FOLLOWING TOP PRIORITY SKILLS, AS IDENTIFIED IN THE TETA SECTOR SKILLS PLAN:**

OCCUPATION	SPECIALISATION	INTERVENTION PLANNED BY THE SETA
Diesel Mechanic	Diesel Electrical Fitter	Apprenticeships
	Diesel Fitter-mechanic	
	Diesel Fuel Injection Mechanic	
	Field Service Technician (Diesel)	
	Truck Mechanic	
Welder	Automotive Acetylene and Electrical Welder	Apprenticeships
	Electric Arc Welder	
	Aircraft Welder	
Import-export Administrator	Customs Agent / Clerk	Learnerships
	Export Agent / Clerk	

	Export Documentation Officer	
	Shipping Tally Clerk	
Supply Chain Practitioner	Supply Chain Administrator	Learnerships
Logistics Manager	Dispatch Logistics Manager	Learnerships and Bursaries
Road Transport Manager	Transport Company Manager	Bursaries
Aircraft Maintenance Mechanic	Aircraft Engine Maintenance Technician	Apprenticeships
	Aircraft Maintenance Engineer (Engines)	
	Aircraft Mechanic	
	Aviation Maintenance Technician	
	Helicopter Mechanic	
Ship's Engineer	None	Bursaries
Ship's Master	Master Mariner	Bursaries
	Ship's Pilot	
Deck Hand	Able Seaman	Bursaries and cadetship

IN ADDITION TO THE ABOVE OCCUPATIONS/QUALIFICATIONS, APPLICANTS CAN APPLY FOR THE BELOW INTERVENTIONS TO ADDRESS THE HARD TO FILL VACANCY LIST INDICATED ON PAGE 31 to 32 OF TETA SECTOR SKILLS PLAN. PREFERENCE WILL BE GIVEN TO QUALIFICATIONS WITHIN TETA SCOPE. REFER TO ANNEXURE C FOR THE LIST OF HARD TO FILL VACANCIES.

PIVOTAL PROGRAMME	TARGET NUMBER OF LEARNERS	CHAMBER /UNIT	APPLICATION FORM APPLICABLE
Bursaries (Employed Learners)	92	Chambers	DG Application Form
Bursaries (Employed Learners: PHD & Masters) Research topics to be mutually agreed upon with TETA	8 (1 per subsector)		
Learnerships - National Certificates and Occupational Qualifications (Employed Learners)	1 600		
Learnerships - National Certificates and Occupational Qualifications (Unemployed Learners)	1 600		

Apprenticeships Employed	330		
Apprenticeships Unemployed	300		
Internships	300		
Workplace Experience (HET Graduates)	200		
Workplace Experience (TVET Graduates)	200		
Skills Programme (Employed Learners)	650		
Skills Programme (Unemployed Learners)	850		
Cadetships	50		
Recognition of Prior Learning (RPL)	50		
Candidacy Programmes	20		
Adult Basic Education & Training (AET) Employed Learners	200		
Adult Basic Education & Training (AET) Unemployed Learners	300		
Small TETA registered companies supported to participate in Skills Development	30	Strategic Projects Unit	GOPP Form
Graduates on work readiness programmes	200	Strategic Projects Unit	
Out-of- school youth on Grade 12 improvement programmes	100	Strategic Projects Unit	
Mentoring and Coaching Programmes	100	Strategic Projects Unit	

Preference will be given to applications prioritising previously disadvantaged beneficiaries using the percentages below:

- 85% - Black
- 54% - Women
- 4% - People with disabilities
- Youth: Young people are the most disadvantaged. Single largest category of unemployed is under 35.
  - Class: Application should address social inequalities.
- HIV/AIDS pandemic: Skills development initiatives should incorporate our fight against this pandemic and management of HIV and AIDS in the workplace.

### 3. WHEN TO APPLY FOR DISCRETIONARY GRANTS

The Discretionary Grant applications should be submitted as indicated below from the 07 - 28 October 2018.

#### SUBMISSION OF APPLICATIONS

Please note, no hand delivered applications will be accepted. Fully completed and signed applications forms together with supporting documents must be submitted by email as follows.

Chamber	Email address	Enquiries	Contact Details
Aerospace Chamber	<a href="mailto:ac@teta.org.za">ac@teta.org.za</a>	Motlatso Mohale	011 577 7084
Forwarding & Clearing Chamber	<a href="mailto:fc@teta.org.za">fc@teta.org.za</a>	Tabane Mokgosinyana	011 577 7085
Freight Handling	<a href="mailto:fh@teta.org.za">fh@teta.org.za</a>	Sajeedah Ally	031 824 2396 031 301 9614
Maritime Chamber	<a href="mailto:mc@teta.org.za">mc@teta.org.za</a>	Malcolm Alexander	021 829 6391
Rail Chamber	<a href="mailto:rc@teta.org.za">rc@teta.org.za</a>	Samuel Motau	011 577 7053
Road Freight Chamber	<a href="mailto:rf@teta.org.za">rf@teta.org.za</a>	Khaya Ngubane	011 577 7079
Road Passenger Chamber	<a href="mailto:rp@teta.org.za">rp@teta.org.za</a>	Charmaine Slade	011 577 7070
Taxi Chamber	<a href="mailto:tc@teta.org.za">tc@teta.org.za</a>	Nelly Zekale	011 577 7088
Strategic Support Unit	<a href="mailto:ss@teta.org.za">ss@teta.org.za</a>	Bontle Monchusi	011 577 7042

Should you have enquiries, please direct them to your relevant Chamber as above or to the Skills Development and Learning Programmes Unit:

Chamber Name	Contact person	Telephone	Email Address
SD & LP Unit	Maphuti Chepe Nokuthula Rune	011 577 7116 011 577 7035	<a href="mailto:maphutic@teta.org.za">maphutic@teta.org.za</a> <a href="mailto:nokuthula@teta.org.za">nokuthula@teta.org.za</a>

#### 4. APPLICATION COMPLIANCE

- All grant allocations are at the sole discretion of TETA, depending on availability of funds, specific criteria as per the TETA Discretionary Grant Policy, guidelines and procedures as determined by the TETA Board;

- Preference will be given to applications within the TETA scope;
- Applications are to comply with the requirements of The NSDS III Equity Indicators and Designated Groups;
- Take cognisance of rural support, youth, women empowerment and NSDS III transformation imperatives;
- Late and incomplete applications will lead to non-consideration of applications;
- Applications for extension of submission deadline will not be considered;
- Each application must address one project only; it is compulsory that applicants complete one application form per project;
- Applicants are not allowed to apply for a similar programme across different chambers or Units;
- Applicants should ensure that each application has its own supporting documents;
- Applicants are not allowed to change training providers/employers they mentioned to be partnering with in the initial application as this may delay implementation of the project;
- Applicants are not allowed to apply for skills programmes that consists of unit standards from different qualifications;
- All applicants should attach all required supporting documents to the application forms as stated below:
  - TETA registered companies who have submitted a WSP/PTP and ATR/PTR for 2018/19 (Original signed Application form; a SARS Pin with expiry date/ CSD Supplier Number to assist with verification of Tax affairs; BBBEE certificate, proof of provider accreditation.)
  - TETA companies (49 or less employees) who have not submitted a WSP/PTP and ATR/PTR for 2018/19: (Original signed Application form; a SARS Pin with expiry date/ CSD Supplier number to assist with verification of Tax affairs; BBBEE certificate, proof of provider accreditation.)
  - Non- TETA registered Companies (Original signed Application, certified true proof of business registration; or a SARS Pin with expiry date/ CSD Supplier number to assist with verification of Tax affairs; BBBEE certificate; proof of provider accreditation.)
- A detailed project implementation plan must be attached to the application;
- If an applicant does not receive response from TETA within 90 working days of the closing date of the funding window, they should consider their applications unsuccessful;
- For all learnerships, a commitment letter from the employer for workplace availability is required

## 5. QUALIFYING CRITERIA AND BENEFICIARY FRAMEWORK

Before approving a discretionary grant, TETA will consider the following:

- (i) Previous contract performance history will form part of the criteria, i.e. an applicant's poor track record with regard to its ability to implement and manage projects and / or public funding; will be grounds for immediate rejection;
- (ii) The organization applying for discretionary grant funding must have made satisfactory progress with

- the projects awarded in the previous funding dispensation;
- (iii) The applicant should be up to date with levy contributions unless exempt from paying levies (proof of exemption must be submitted);
  - (iv) Any applicant that has an existing contract with TETA which has yet to be implemented will immediately be rejected where reasons for the delay in implementation have not been communicated and agreed to in writing with TETA;
  - (v) The provider identified to deliver the training should be accredited with the relevant quality assurance body for provision of Programmes aligned to TETA mandate. (proof of accreditation to be supplied);
  - (vi) TETA Levy-paying companies must have submitted a PIVOTAL Plan and PIVOTAL Report together with the WSP/ATR submission in April 2018. Employers employing less than 50 employees will not be required to have submitted the PIVOTAL Training Plan and Report;
  - (vii) TETA will give priority to applications with a high impact, and or are collaborative in nature;
  - (viii) Applications with Programmes that pursue transformation imperatives which include meeting targets as set out in the NSDS III and in particular addressing transformation imperatives like equity targets, gender and youth as well those who are geographically in rural areas will be given priority; (ix) TETA will not provide grant funding for:
    - Projects that have already commenced prior to the approval of the application.
    - Set up costs e.g. start-up costs.
    - Capital expenditure e.g. building costs, equipment such as computers etc.
    - Existing operating expenses e.g. salaries of current employees who will undergo training.
    - Policy development
    - Interventions that result only in “awareness” for participants.
    - Learnerships that are not registered
  - (x) TETA will not fund projects that will not be implemented in the 2019-20 financial year

TETA reserves the right not to make any awards and to allocate grants proportionately to ensure an equitable distribution of Grants. As per TETA Discretionary Grant policy: “TETA will provide feedback on the approval of the said application within 90 working days of the closing date of the grant window”.