



How do I apply for a FASSET SETA grant

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ALTEA VAN LOGGERENBERG



Instruct the wise and they
will be wiser still; teach the
righteous and they will
add to their learning

Proverbs 9:9

Introduction

This guide serves to provide the delegate with guidance and examples on how to complete and submit a workplace skills plan and an annual training plan.

The following icons will guide you further:



Checkpoint

After completing certain steps, you will reach a checkpoint. This point will indicate what factors to consider before moving ahead without the risk of later falling back.



Milestone

You can acknowledge your hard work. A milestone was reached.



Deliverable

You should have created a deliverable.



Refer to Manual

Refer to a Checklist or Manual for further guidance, tips and information.



Definition

A definition or explanation is provided for a term.

Disclaimer

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Abbreviations and acronyms

Abbreviations / acronyms	Explanation
AET	Adult Education and Training
Agricultural SETA	Agricultural Sector Education and Training Authority
ATR	Annual Training Report
BANKSETA	Bank Sector Education and Training Authority
CATHS SETA	Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority
CETASETA	Construction Environment Sector Education and Training Authority
CHIETASETA	Chemical Industries Sector Education and Training Authority
CPD	Continuous Professional Development
ETDP SETA	Education Training and Development Practices Sector Education and Training Authority
EWSETA	Energy and Water Sector Education and Training Authority
FASSET SETA	Finance and Accounting Services Sector Education and Training Authority
FoodBev SETA	Food and Beverages Sector Education and Training Authority
FP&MSETA	Fibre Processing and Manufacturing Sector Education and Training Authority
HWSETA	Health and Welfare Sector Education and Training Authority
ID	Identification Document
INSETA	Insurance Sector Education and Training Authority
LGSETA	Local Government Sector Education and Training Authority
MERSETA	Manufacturing, Engineering and Related Services Sector Education and Training Authority
MICTSETA	Media, Information and Communication Technologies Sector Education and Training Authority
MQA SETA	Mining Qualifications Authority Sector Education and Training Authority
Non-PIVOTAL	Non-Professional, Vocational, Technical and Academic Learning
NQF	National Qualification Framework The NQF is the set of principles and guidelines by which records of learner achievement are registered to enable national recognition of acquired skills and knowledge, thereby ensuring an integrated system that encourages life-long learning.
NSF	National Skills Fund
OFO	Oranisation Framework of Occupations
PIVOTAL	Professional, Vocational, Technical and Academic Learning
PSETA	Public Service Sector Education and Training Authority
QCTO	Quality Council for Trades and Occupations The QCTO are responsible for the quality assurance of occupational qualifications; recommendations of

Abbreviations / acronyms	Explanation
	qualifications to SAQA for registration; as well as accreditation of training providers against the occupational qualifications.
SAIBA	South African Institute for Business Accountants
SAQA	South African Qualifications Authority SAQA is the oversight body of the National Qualifications Framework (NQF) and the custodian of its values and quality character.
SARS	South African Revenue Service
SASSETA	Safety and Security Sector Education and Training Authority
SDF	Skills Development Facilitator
SDL	Skills Development Levy
SDP	Skills Development Plan
ServicesSETA	Services Sector Education and Training Authority
SETA	Sector Education and Training Authority
SIC	Standard Industrial Classification SIC codes are five-digit codes that group entities by their business activities
TETASETA	Transport Sector Education and Training Authority
W&RSETA	Wholesale & Retail Sector Education and Training Authority
WSP	Workplace Skills Plan (also the same as the SDP)

Enjoy the journey and we trust you will reap the benefits in your business soon.

The SAIBA Academy Team & Altimax



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[1. What is a SETA, and where does the QCTO fit in?]

To do an application for a grant, it is important to understand the education environment within which the Sector Education and Training Authorities (SETAs), function.

- Who is the QCTO?
- What is a SETA?
- Where do the SETA obtain their funding from?

1.1 Who is the QCTO?

The Quality Council for Trade and Occupations (QCTO), the South African Qualifications Authority (SAQA) and the different Sector Education and Training Authorities, all report to the Director-General of the Department of Higher Education and Training.

 <p>Definition</p>	<p>The QCTO stands for the Quality Council for Trade and Occupations. They are responsible for the quality assurance of occupational qualifications; recommendations of qualifications to SAQA (the South African Qualifications Authority) for registration; as well as accreditation of training providers against the occupational qualifications.</p>
 <p>Definition</p>	<p>SAQA is the oversight body of the National Qualifications Framework (NQF) and the custodian of its values and quality character.</p>
 <p>Definition</p>	<p>The NQF is the set of principles and guidelines by which records of learner achievement are registered to enable national recognition of acquired skills and knowledge, thereby ensuring an integrated system that encourages life-long learning.</p>

Important to note: SAIBA does not offer qualifications. Certain qualifications comply with SAIBAs admission criteria for our designations. SAIBA acknowledges qualifications from Higher Education Institutions accredited by SAQA and CHE:

1. SAIBA accredited the University of Cape Town to provide a course: BCom Business Management on an NQF level 7. This course was registered and aligned to a SAQA qualification.



[1. What is a SETA, and where does the QCTO fit in?]

1.2 What is a SETA

There are 21 SETAs in South Africa, operating in different sectors. SETAs are responsible to provide skills development and training to people that are employed or seek employment in these different sectors.

You can find a list here: <https://nationalgovernment.co.za/units/type/8/seta> and <https://www.dhet.gov.za/SitePages/SETALinks.aspx>

1.3 Where do the SETA obtain their funding from?

An entity pays SDL (skills development levy) to SARS (the South African Revenue Service). This is a 1% of the entity's salary payroll (for employers whose salary bill exceeds R500,000 threshold per year). SARS then distributes 80% of the money to the relevant SETAs (according to the different sectors), for administrative costs and grants to be claimed back by entities.

The skills development levy is governed by the Skills Development Act, 1998 (Act 97 of 1998).

The other 20%, are distributed to the National Skills Fund (NSF). The NSF funds research and education in science and engineering through grants, contracts, and cooperative agreements. The NSF provides bursaries on a yearly basis to aid in closing the gap in the scarce skills in these sectors.

Important to note, individuals are not funded, the funding is for entities. Entities do not have to be registered as a skills development provider to obtain the funding for the mandatory and / or discretionary grants. Usually, an employer employs a Skills Development Provider to facilitate courses for their learners on learnerships. Saying it differently: Employers pay external providers to teach and / or facilitate certain courses to their learners and / or employees.

2.

Which SETA is relevant
for which industry?

[2. Which SETA is relevant for which sector?]

In this area, we discuss the 21 SETAs and the sectors that they operate in.

2.1 SETAs

SETA	Discussion
Agricultural SETA	This SETA, as the name suggests, is involved with the input services of the farm, activities on the farm and their 1 st level processing activities from the farm.
BANKSETA	The BANKSETA is responsible for the broader banking and microfinance sector
CETASETA	This SETA is responsible for the construction environment
CHIETASETA	This is the Chemical Industries SETA
CATHS SETA	The Culture, Art, Tourism, Hospitality and Sport SETA, operating in the following sectors: <ul style="list-style-type: none"> • Arts, Culture and Heritage Conservation • Gaming and Lotteries • Hospitality • Sport, Recreation and Fitness • Travel and Tourism
EWSETA	This SETA is responsible for the Energy and Water sectors
ETDP SETA	This is the Education Training and Development Practices SETA
FASSET	This SETA is responsible for the Financial and Accounting environment Important to note: SAIBA offers internships registered with FASSET. Employers and entities may register to become a SAIBA Approved Training Centre (ATC)
FoodBev SETA	This is the Food and Beverages Manufacturing SETA
FP&MSETA	This is the Fibre Processing and Manufacturing SETA, which includes 13 sub-sectors: <ul style="list-style-type: none"> • Clothing • Footwear • Forestry • Furniture • General goods • Leather • Packaging • Printing • Print media

[2. Which SETA is relevant for which sector?]

SETA	Discussion
	<ul style="list-style-type: none"> • Publishing • Pulp and paper • Textiles and • Wood products
HWSETA	The Health and Welfare SETA is in the health, social development and veterinary sectors.
INSETA	This is the Insurance SETA
LGSETA	The Local Government SETA focuses on any and all skills development within the Local Government, and works closely with other SETAs in this regard
MERSETA	<p>This is the Manufacturing, Engineering and Related Services SETA, responsible for the following industries:</p> <ul style="list-style-type: none"> • Plastic manufacturing • Components manufacturing • Auto manufacturing • Motor retail • Tyre manufacturing • Metal and engineering
MICTSETA	<p>The Media, Information and Communication Technologies SETA is responsible for the following sub-sectors:</p> <ul style="list-style-type: none"> • Advertising • Film and electronic media • Electronics • Information Technology and • Telecommunications
MQA SETA	This is the Mining Qualifications Authority SETA and responsible for the mining and minerals sector
PSETA	The Public Service SETA is responsible for the training of National and Provincial Government Departments
SASSETA	<p>This is the Safety and Security SETA. This SETA's sub-sectors include:</p> <ul style="list-style-type: none"> • Private Security • Corrections

[2. Which SETA is relevant for which sector?]

SETA	Discussion
	<ul style="list-style-type: none"> • Legal Services • Justice • Policing and • Defence
ServicesSETA	<p>The Services SETA include the following sectors:</p> <ul style="list-style-type: none"> • Cleaning and hiring services • Communication and marketing services (remember we had MICT SETA as well for communication, but go back to your manual, and have a look at the type of communication they are in). • Labour and collective services • Management and business services • Personal care services • Real estate and related services
TETASET	<p>This is the Transport SETA, and includes the following</p> <ul style="list-style-type: none"> • Rail • Aerospace • Maritime • Road freight • Road passenger • Taxi • Freight handling and • Forwarding and clearing subsectors
W&RSETA	This is the Wholesale & Retail SETA

3.

What is a grant, and what type of grants do you get?

[3. What is a grant, and what type of grants do you get?]

In essence, there are 2 types of grants. A mandatory grant and a discretionary grant.

3.1 What is a grant?

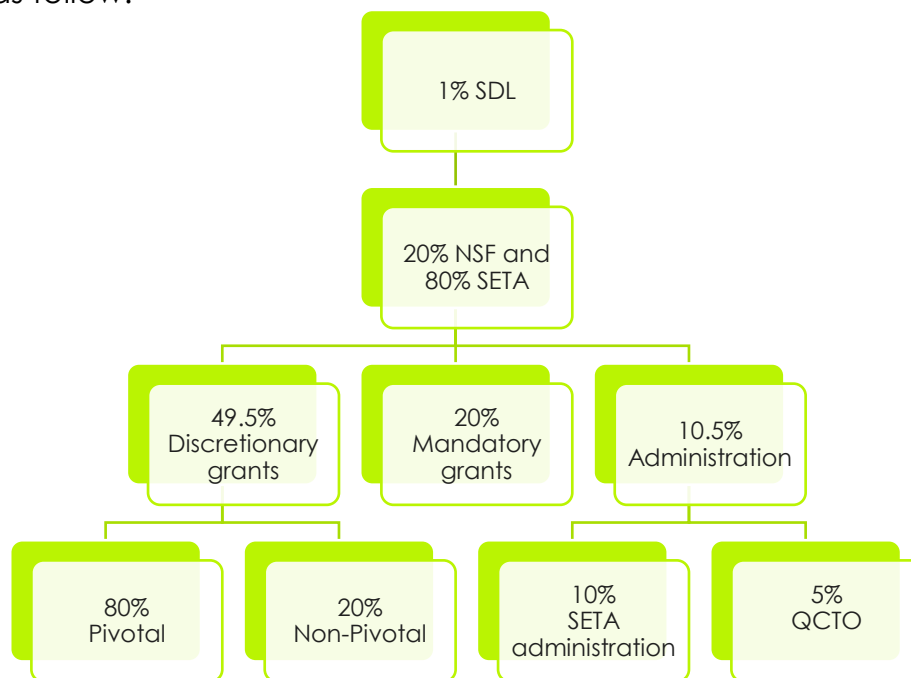
A grant is money that the SETA needs to redistribute to entities to enable them to do skills development (this can be internal and/or external training, that the entity applies for, and should be part of the scarce skills and/or critical skills for that sector).

A sector can include, for example:

1. The finance sector
2. The mining sector
3. The agricultural sector and
4. The textile sector

Remember, the SETAs should contribute to the raising of skills, bring skills to the employed, or those that seek employment.

A grant works as follow:



3.2 What type of grants do you get? – Mandatory grants

SETAs pay mandatory grants to entities when they meet certain criteria. This means they need to submit a workplace skills plan and an annual report on a yearly basis, usually on 30 April. Important to note: This grant is limited to 20% of the total SDL paid by the entity.

Let us use an example here: Let's say our salary bill for the year is: R500,000.

We now need to take R500,000 and multiply this by 1% (which is the SDL).

[3. What is a grant, and what type of grants do you get?]

The calculation will be:
 $R500,000 \times 1\% = R5,000$.




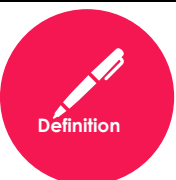
This R5,000 should now be paid over to SARS. For the mandatory grant, the entity now submitted all the relevant documents, received approval from the relevant SETA, and now receive 20% back from the SETA. The amount that the entity is eligible to get back (remember, it is up to 20%, not necessarily the entire 20%) is: $R5,000 \times 20\% = R1,000$.

3.3 What type of grants do you get? – Discretionary grants

Discretionary grants are paid, at the sole discretion of the SETA (so NOT guaranteed). This type of grant is linked to pivotal, scarce, and critical skills of the specific sector. The purpose of the discretionary grant, is to:

- Address pivotal, scarce, and critical skills of a sector
- Achieve the objective of development of a sector
- Implement the Sector Skills Plan for each sector

In the video, we indicate that you need to refer to your manual for more information on the pivotal and non-pivotal training:

	<p>Pivotal training stands for Professional, Vocational, Technical and Academic Learning programmes that result in qualifications registered on the NQF that address critical and scarce skills needs.</p>
	<p>Non-pivotal training is training that do not lead to credit bearing qualifications, however, still address key objectives and priorities of the SETA.</p>
	<p>Scarce skills include occupations in which there is a scarcity of qualified and experienced people (this can be currently, or in the future).</p>
	<p>Critical skills include the skills that employees require to competently perform their work.</p>

4.

How do you submit a mandatory grant?

[4. How do you submit a mandatory grant?]

This section is only briefly discussed here, as you need to refer to the video in this section.

Remember, in the previous section, we discussed what a mandatory grant is, let us recap here again:

SETAs pay mandatory grants to entities when they meet certain criteria. This means they need to submit a workplace skills plan and an annual report on a yearly basis, usually on 30 April. Important to note:

Important to note, for this section, we will now then discuss how to submit a workplace skills plan and an annual training report (as this is the requirement for the mandatory grant). You will never submit a document that says, "mandatory grant", you will submit:

1. A workplace skills plan; and
2. An annual training report.

4.1 What is a WSP and/or SDP?

You will sometimes hear that the workplace skills plan and the skills development plan are used interchangeably. Within FASSET, the workplace skills plan wording, changed to the skills development plan (SDP) on documents, but the system still indicates WSP.

The SDP is submitted in a specific format (online), to FASSET, to see who will be trained for the following year, on what and on what level. With the SDP, an annual training report (ATR), should also be submitted. This report is to monitor what was achieved and was the SDP from the previous year achieved. There is then also an opportunity to analyse the reasons for non-completion of planned training.

The SDP is submitted for the following year, for instance 2022/2023 SETA financial year (this financial year is 1 April – 31 March).

The ATR is submitted for the previous financial year (2020/2021).

4.2 Why should a WSP and/or SDP be submitted to qualify for a grant?

SETAs use the information submitted in an SDP and ATR, to determine what the market wants, needs, and demands, which means they can be responsive to the economic and social needs of South Africa.

4.3 How do you submit a WSP and/or SDP?

The WSP and/or SPD is explained with screenshots in the video, so please refer to the video for details on this section.

The steps on how to submit a WSP and/or SDP, is also included in the checklist.

[5. What discretionary grants are available within the FASSET environment?]

5.1 What discretionary grants are available within the FASSET environment?

As discretionary grants change yearly (remember, SETAs make their decisions from the information we submit through the ATR and SDP, we will discuss where to get the relevant information from). Go to the FASSET website (no need to log in), www.fasset.org.za, and choose stakeholder relations, and then choose downloads.

You will note that all documents are listed here. Scroll down to “discretionary grant funding window guidelines” and download the document.

If you scroll down further, you will note the discretionary grant open window with a note, as well as the relevant application forms:

Important: As the discretionary grant categories change every year, we will not go into the detail submissions here.

In the video, we refer you to the manual to confirm what levy-paying and non-levy paying is.

Levy-paying	Non-levy paying
<p>These employers are employers whose salary bill will be more than R500,000 for the coming financial year.</p> <p>Levy-paying employers already have an SDL number, and it is mandatory to submit a WSP / SDP to the relevant SETA.</p>	<p>These employers are employers whose salary bill will be less than R500,000 for the coming financial year.</p> <p>If a non-levy paying employer wish to have access to funding provided by the FASSET SETA, the employer can do the following:</p> <ol style="list-style-type: none"> 1. Complete a “Non-Levy Paying (NLP) application form” and submit to SARS. 2. This form is then evaluated by FASSET SETA, and if approved, will provide the employer with access to discretionary grants as and when available. <p>This will also mean the employer should submit the WSP / SDP on a yearly basis.</p>

[6. Conclusion]

This was a short and brief discussion on SETAs, their functions, and who fits in where. The grant discussion was only for the FASSET SETA environment.

If you have any questions, please contact us on technical@saiba.org.za

Well done in completing this course!

[6. Conclusion]



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