

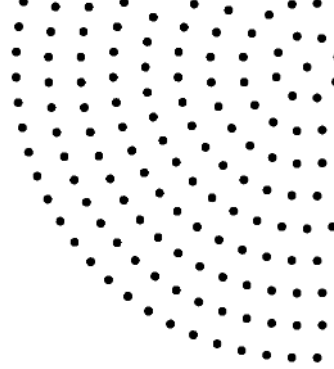
How do I apply for a FASSET SETA grant?

AUGUST 2022

PRESENTED BY
ALTEA VAN LOGGERENBERG

Altimax_∞

CORE_{CPD}
saibaacademy 



WHO WE ARE

The Southern African Institute for Business Accountants NPC is the #1 Professional Body for Accountants and Finance Executives in Africa. With more than 12 500 members working as employed or self-employed accountants in all industries we are making business better from the Cape to Cairo. Visit our website for more about us and what we do www.saiba.org.za

This core module was developed for the following designations:

CERTIFIED BOOKKEEPER



BUSINESS ACCOUNTANT



CERTIFIED FINANCIAL
ADMINISTRATOR



CERTIFIED BUSINESS
ACCOUNTANT



SAIBA DESIGNATIONS

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.

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

The SAIBA Academy Team & Altimax

ABOUT THE PRESENTER

ALTEA VAN LOGGERENBERG (BCOM, MAT(SA), ODETP
PRACTITIONER)

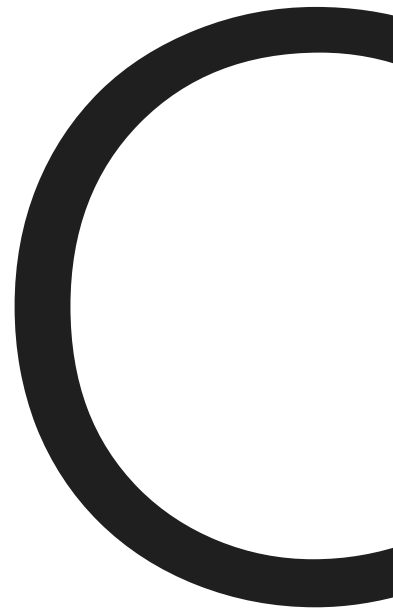
Altea is a Manager at Altimax specialising in learning and development solutions. She especially boasts intensive knowledge of the South African qualifications and skills development landscape. Altea has extensive experience in serving a wide array of public sector clients, including national and provincial departments, public entities, municipalities, as well as several private sector clients and professional bodies. Her current focus is to show current and prospective clients the Altimax world through digital marketing and digital solutions.



CPD CERTIFICATE

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SOUTHERN AFRICAN INSTITUTE
FOR BUSINESS ACCOUNTANTS



To obtain your CPD certificate complete the questions in the Quiz section. A CPD certificate will automatically be issued when you obtain above 75% within 3 attempts.

Queries regarding your CPD can be send
academy@saiba.org.za

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Special notes

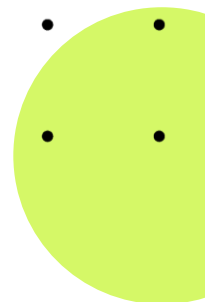
All information presented is accurate at the time of the recording.

FASSET can change their system at any given time.


For abbreviations and acronyms, refer to the manual.



SAIBA
PARTNERS



To know how to apply for a FASSET SETA grant, means we need to understand the environment they work in. We will discuss the following:



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

2. Which SETA is relevant for which sector?

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

4. How do you submit a mandatory grant?

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

What is a SETA, and where does the QCTO fit in?

Topic 1

Topic 2

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1.

What is a SETA, and where does the QCTO fit in?

What is a SETA, and where does the QCTO fit in?

Topic 1

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Topic outline

1.1 Who is the QCTO?

1.2 What is a SETA?

1.3. Where do the SETA obtain their funding from?

What is a SETA, and where does the QCTO fit in?

Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Conclusion
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1.1 Who is the QCTO?



This overview is provided as an introduction.
Refer to the manual for some additional examples on each section of the definition.

What is a SETA, and where does the QCTO fit in?

Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Conclusion
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1.2 What is a SETA?



This overview is provided as an introduction.
Refer to the manual for some additional examples on each section of the definition.

What is a SETA, and where does the QCTO fit in?

Topic 1

Topic 2

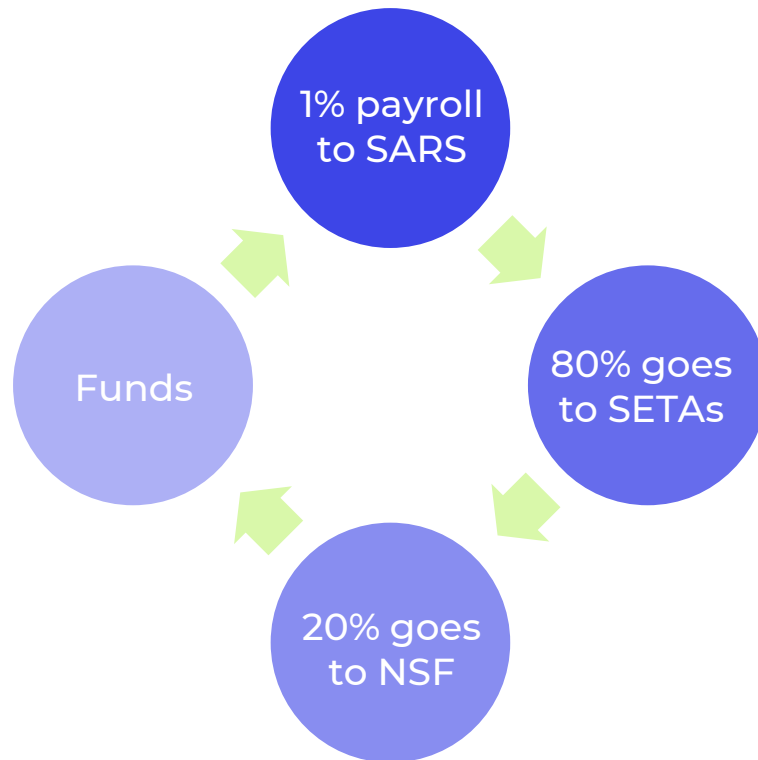
Topic 3

Topic 4

Topic 5

Conclusion

1.3 Where do the SETAs obtain their funding from?



- Entities pay SDL (1% of payroll) to SARS
- SARS distributes 80% to SETAs
- SARS distributes 20% to NSF
- SETAs use funds for:
 - Administrative costs
 - Grants (to be claimed back by entities)



Refer to manual

This overview is provided as an introduction.
Refer to the manual for some additional examples on each section of the definition.

Which SETA is relevant for which sector?

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2.

Which SETA is relevant for which sector?



Ensure you understand where SETAs obtain their funding, before continuing

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Which SETA is relevant for which sector?

Topic 1

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Topic outline

2.1 Which SETA is relevant for which sector?

Which SETA is relevant for which sector?

Topic 1

Topic 2

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Refer to manual

This overview is provided as an introduction.
Refer to the manual for some additional examples on each section of the definition.

Which SETA is relevant for which sector?

Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Conclusion
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This overview is provided as an introduction.
Refer to the manual for some additional examples on each section of the definition.



Which SETA is relevant for which sector?

Topic 1

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Activity



- Before continuing with the video, refresh your memory (by referring to your manual) on why we have SETAs.

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

Topic 1

Topic 2

Topic 3

Topic 4

Topic 5

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3.

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



Ensure you know in which SETA environment your entity is in.

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

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Topic outline

3.1 What is a grant?

3.2 Types of grants:
Mandatory grant

3.3. Types of grants:
Discretionary
grant

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

Topic 1

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Milestones

Before we start off, let's celebrate that you know where a SETA obtains funding! Well done!!

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

Topic 1

Topic 2

Topic 3

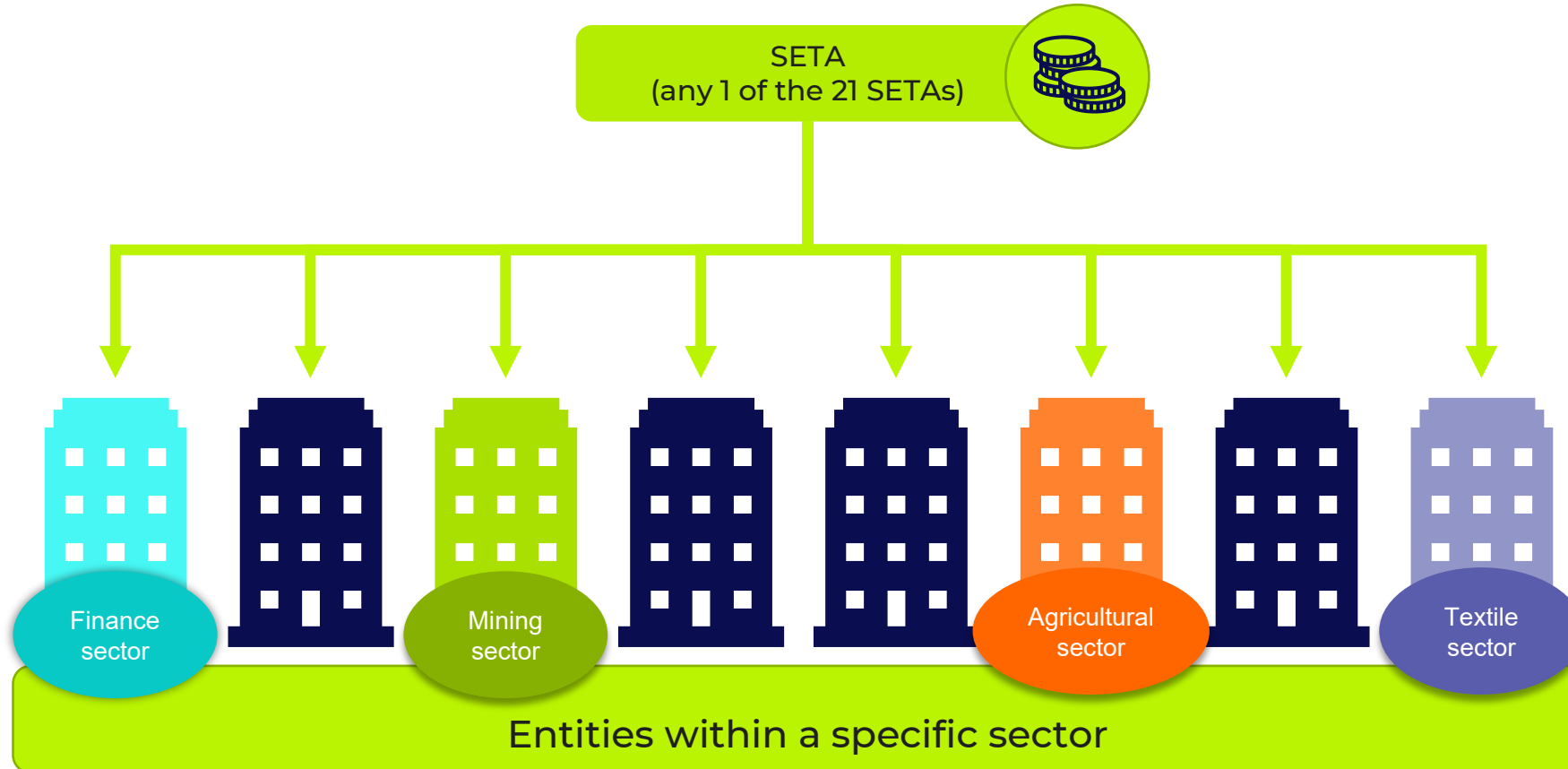
Topic 4

Topic 5

Conclusion

3.1 What is a grant?

- Money that the SETA redistributes to entities to do skills development



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

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3.2 Types of grants: Mandatory grant

3.3 Types of grants: Discretionary grant

➤ 2 types of grants:

Mandatory grant

- SETAs will pay mandatory grants to all employers who meet the **prescribed criteria**. This includes submitting a report once a year (called a workplace skills plan and annual training report).
- Limited to a maximum of 20% of the total SDL paid by the entity.

Example for mandatory grant:

$R500,000 \text{ (salary per year)} \times 1\% \text{ (SDL)} = R5,000$
 $R5,000 \times 20\% = R1,000 \text{ (maximum amount)}$

Discretionary grant

- Discretionary grants are paid at the sole discretion of the SETA (**not guaranteed**).

Amounts vary



This overview is provided as an introduction.
Refer to the manual for some additional explanations on each section of the definition.

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4.

How to submit a mandatory grant



Ensure you understand everything covered so far to make an informed decision

How to submit a mandatory grant – FASSET SETA

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Topic outline

4.1 What is a WSP and / or SDP?

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

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

How to submit a mandatory grant – FASSET SETA

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4.1 What is a WSP and / or SDP?

Workplace skills plan

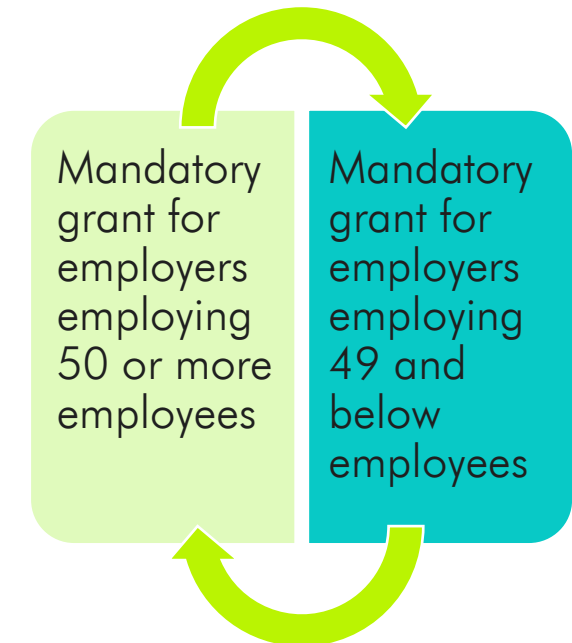


Skills development plan



- SDP is submitted online
 - SDP contains who will be trained for the next year, on what level
- With the SDP, an ATR should also be submitted – this is feedback on who was trained on what

➤ FASSET has 2 sections of SDPs:



How to submit a mandatory grant – FASSET SETA

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4.1 What is a WSP and / or SDP?

- SDP submitted for the following financial year

2022 / 2023 financial year

- ATR is submitted for the previous financial year

2020 / 2021 financial year

SETA financial year:
1 April – 31 March



How to submit a mandatory grant – FASSET SETA

Topic 1

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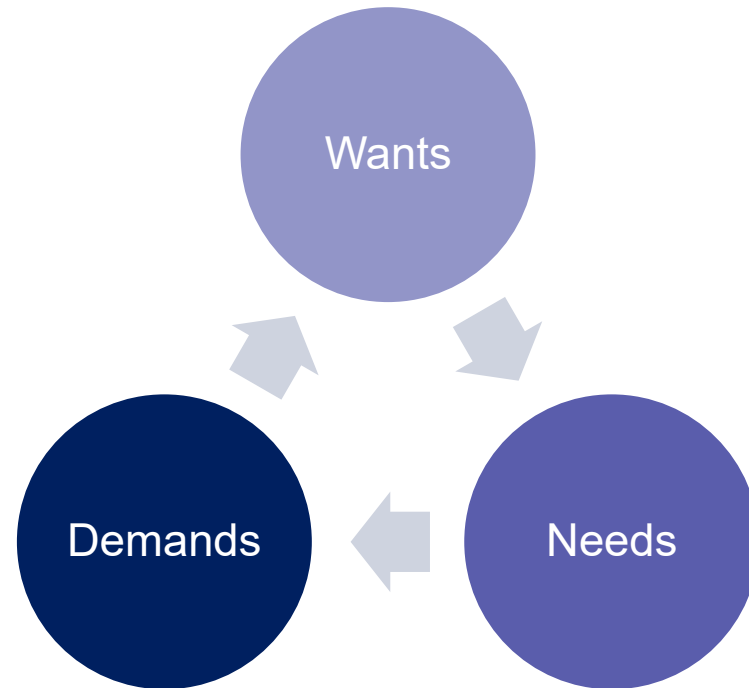
Topic 4

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4.2 Why should an SDP be submitted to qualify for a grant?

- To determine what the market:



- In turn, this helps the SETA to be responsive to the economic and social needs of South Africa

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

➤ In order to submit an SDP to FASSET, you must ensure the following:



Your SDL payments are up to date with SARS (Remember: 1% of your salary bill should be paid over to SARS)



You are an employer paying more than R500,000 per year on your salary bill

How to submit a mandatory grant – FASSET SETA

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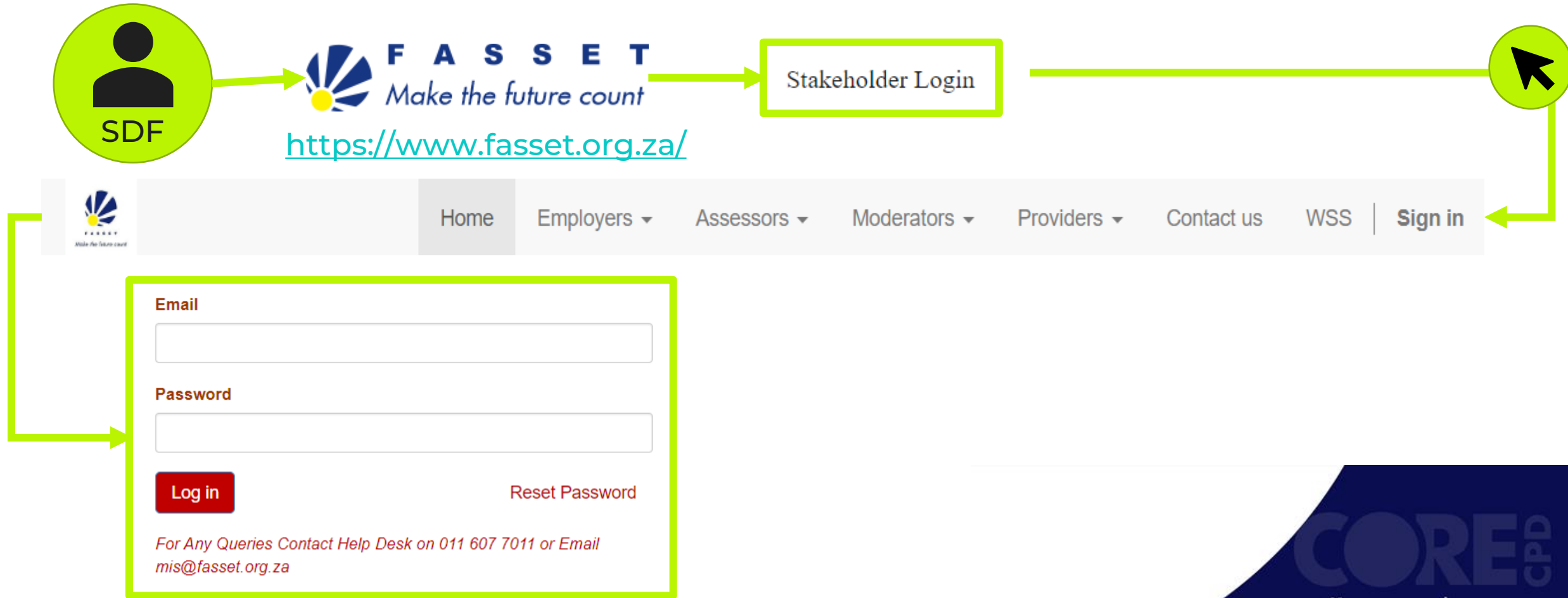
Topic 3

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4.3 How do you submit an SDP?



How to submit a mandatory grant – FASSET SETA

Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Conclusion
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4.3 How do you submit an SDP?

- Now that you are logged in, you will see the following:

WSP

WSP

OFO Code

Occupation

Specialisation

OFO

Type of Training Interv...

AET Subject

Organisation

Organisation

SIC Code

SIC Codes

SETA Branch

SETA Branch

Remember, WSP = SDP

- Before we continue to create a WSP, let us first discuss the OFO codes:

WSP

WSP

OFO Code

Occupation

Specialisation

OFO

Type of Training Interv...

AET Subject

Organisation

Organisation

SIC Code

SIC Codes

SETA Branch

SETA Branch

Unique code for each individual occupation within the Organisation Framework of Occupations

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- OFO codes



The diagram illustrates the process of selecting an OFO code. On the left, a dropdown menu titled 'OFO Code' is shown with a yellow box highlighting the 'Occupation' option. A yellow arrow points from this option to a larger form on the right. The form has a header 'Occupation' and a list of checkboxes with labels:

- ☐ Name
- ☐ MANAGERS
- ☐ Chief Executives, Senior Officials and Legislators
- ☐ Legislators and Senior Officials
- ☐ Legislators
- ☐ Local or Provincial Government Legislator
- ☐ Parliamentarian
- ☐ Senior Government Officials
- ☐ Defence Force Senior Officer

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- OFO codes

The diagram illustrates the process of selecting a specialisation. On the left, a dropdown menu is shown with the following options: 'OFO Code', 'Occupation', 'Specialisation', 'OFO', 'Type of Training Interv...', and 'AET Subject'. A yellow circle with a black mouse cursor icon points to the 'Specialisation' option, which is highlighted with a yellow border. A yellow arrow points from this option to a table on the right titled 'Specialisation'.

Specialisation	
<input type="checkbox"/>	Specialisation Name
<input type="checkbox"/>	Secretary General
<input type="checkbox"/>	Abalone Diver
<input type="checkbox"/>	Abalone Farm Manager
<input type="checkbox"/>	Abalone Sheller
<input type="checkbox"/>	Abattoir Foreman
<input type="checkbox"/>	Abattoir Livestock Attendant
<input type="checkbox"/>	Abattoir Manager

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- OFO codes

The diagram illustrates the process of selecting OFO codes. On the left, a dropdown menu is shown with the following options: OFO Code, Occupation, Specialisation, OFO (highlighted with a red box and a red arrow pointing to the 'OFO Master' table), Type of Training Interv..., and AET Subject. The 'OFO Master' table on the right lists available codes, with a red callout bubble pointing to the 'OFO codes to use' section.

<input type="checkbox"/> OFO Year	OFO Code	Occupation
<input type="checkbox"/> 2017	2017-1	MANAGERS
<input type="checkbox"/> 2017	2017-11	Chief Executives, Senior Officials and Legislators
<input type="checkbox"/> 2017	2017-111	Legislators and Senior Officials

<input type="checkbox"/> OFO Year	OFO Code	Occupation
<input type="checkbox"/> 2021	2021-121907	2021-Labour Recruitment Manager
<input type="checkbox"/> 2021	2021-132108	2021-Metrologist
<input type="checkbox"/> 2021	2021-121201	2021-Human Resource Manager
<input type="checkbox"/> 2021	2021-121906	2021-Franchise Manager

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- OFO codes

OFO Code

Occupation

Specialisation

OFO

Type of Training Interv...

AET Subject

Type of Training Intervention / Pivotal Programme Type

Q|

<input type="checkbox"/>	Name	Pivotal
<input type="checkbox"/>	Continuous Development Programmes	<input type="checkbox"/>
<input type="checkbox"/>	Standard Operating Procedures	<input type="checkbox"/>
<input type="checkbox"/>	Refresher Courses	<input type="checkbox"/>
<input type="checkbox"/>	Short Courses	<input type="checkbox"/>
<input type="checkbox"/>	Product Specific Courses	<input type="checkbox"/>
<input type="checkbox"/>	Life Skills	<input type="checkbox"/>
<input type="checkbox"/>	Other	<input type="checkbox"/>
<input type="checkbox"/>	Internship	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Workplace Experience	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Nation Certificate Vocational	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Learnership	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Apprenticeship	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Academic Qualification	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Skills Programme	<input checked="" type="checkbox"/>

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- OFO codes

The screenshot displays a web-based form for submitting a mandatory grant. On the left, a dropdown menu titled 'OFO Code' is open, showing a list of options: 'Occupation', 'Specialisation', 'OFO', 'Type of Training Interv...', and 'AET Subject'. A yellow circle with a black mouse cursor icon is positioned over the 'AET Subject' option. A yellow arrow points from this option to the 'AET Subject' section on the right. This section has a header 'AET Subject' and a list of eight checkboxes, each followed by a description of a subject area. The first checkbox is selected.


OFO Code	Occupation	Specialisation	OFO	Type of Training Interv...	AET Subject
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> AET Subject
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Analyse cultural products and processes as representations of shape, space and time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Analyse how scientific skills and knowledge contribute to sustainable use of resources
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Apply basic concepts and principles in the natural sciences
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Apply concepts of lines of sight, views and perspectives to make sense of and decisions relative to the world around us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Apply concepts of shape, space and measurement to make decisions relative to the world around us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Assess the impact of scientific innovation on quality of life
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Assess the influence of the environment on sustainable livestock production

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Organisation



Organisation

Organisation

→

Registration Number Type

SDL No.

Site No.

Registration Number

VAT Number

Address

Organisation Size

Total Annual Payroll

Partnership

SETA ID

SIC Description

Phone

Mobile

Fax

Email

Child Organisations

Address

Contacts / Branch

Internal Notes

Internal Note Track

Approved Projects

Levy History

WSP Submissions

Document Uploads

SDF

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- SIC codes



SIC Code

SIC Codes

SIC Code

<input type="checkbox"/>	SETA ID	Code	Description
<input type="checkbox"/>	585	81904	Investment Entities And Trusts
<input type="checkbox"/>	585	83110	Administration Of Financial Markets
<input type="checkbox"/>	585	83120	Security Dealing Activities
<input type="checkbox"/>	585	83121	Stock Broking Activities
<input type="checkbox"/>	585	83180	Development Corporations And Organisations
<input type="checkbox"/>	585	83190	Activities Auxiliary To Financial Intermediation
<input type="checkbox"/>	585	88101	Tax Services
<input type="checkbox"/>	585	88102	Asset Portfolio Management
<input type="checkbox"/>	585	88103	Company Secretary Services

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- SETA branch

SETA Branch

<input type="checkbox"/>	Branch Code	Branch Address
<input type="checkbox"/>	541	UMALUSI - UMALUSI
<input type="checkbox"/>	557	BANKSETA - Banking Sector Education and Training Authority
<input type="checkbox"/>	559	CHIETA - Chemical Industries Education and Training Authority
<input type="checkbox"/>	577	CETA - Construction Education and Training Authority
<input type="checkbox"/>	581	ETDP SETA - Education, Training and Development Practices Sector Education and Training Authority
<input type="checkbox"/>	583	EWSETA - Energy and Water Sector Education and Training Authority
<input type="checkbox"/>	585	FASSET - Financial and Accounting Services SETA
<input type="checkbox"/>	587	FOODBEV - Food and Beverages Manufacturing Industry Sector Education and Training Authority
<input type="checkbox"/>	591	HW SETA - Health and Welfare Sector Education and Training Authority
<input type="checkbox"/>	595	INSETA - Insurance Sector Education and Training Authority
<input type="checkbox"/>	597	LG SETA - Local Government and related Services Sector Education and Training Authority
<input type="checkbox"/>	599	MERSETA - Manufacturing, Engineering and Related Services Education and Training Authority
<input type="checkbox"/>	607	PSETA - Public Service Sector Education and Training Authority
<input type="checkbox"/>	611	SERVICES - Services Sector Education and Training Authority
<input type="checkbox"/>	615	TETA - Transport Education and Training Authority
<input type="checkbox"/>	617	W&RSETA - Wholesale & Retail Sector Education and Training Authority

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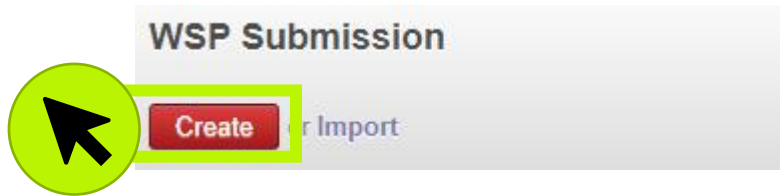
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4.3 How do you submit an SDP?

- If this is your 1st submission, you will see the following at the top of the screen:



- Press the “create” button.



How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?


➤ For the following screen, take note of:

WSP Submi... / New

Save or Discard

Draft Submitted Assessment Evaluated Accepted Query Rejected

Organisation Details

 **Employer** **SDL No.**

Financial Year FY2023 **Date Submitted**

WSP Start Period 01/04/2022 **WSP End Period** 31/03/2023

WSP Submission Start Date 01/04/2022 **WSP Submission Due Date** 31/05/2022

Scheme Year 2023 **Total Employees** 0

WSP Details **Partially Save** ☐

WSP ATR Details Type

Show ATR Error Log **Load Prev.WSP**

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

➤ For the following screen, take note of:

WSP Submi... / New

Save or Discard

Draft Submitted Assessment Evaluated Accepted Query Rejected

Organisation Details

Employer	<input type="text"/>	SDL No.	<input type="text"/>
Financial Year	FY2023	Date Submitted	
WSP Start Period	01/04/2022	WSP End Period	31/03/2023
WSP Submission Start Date	01/04/2022	WSP Submission Due Date	31/05/2022
Scheme Year	2023	Total Employees	0

Partially Save ☐

WSP Details

WSP ATR Details Type

Show ATR Error Log

Load Prev.WSP

How to submit a mandatory grant – FASSET SETA

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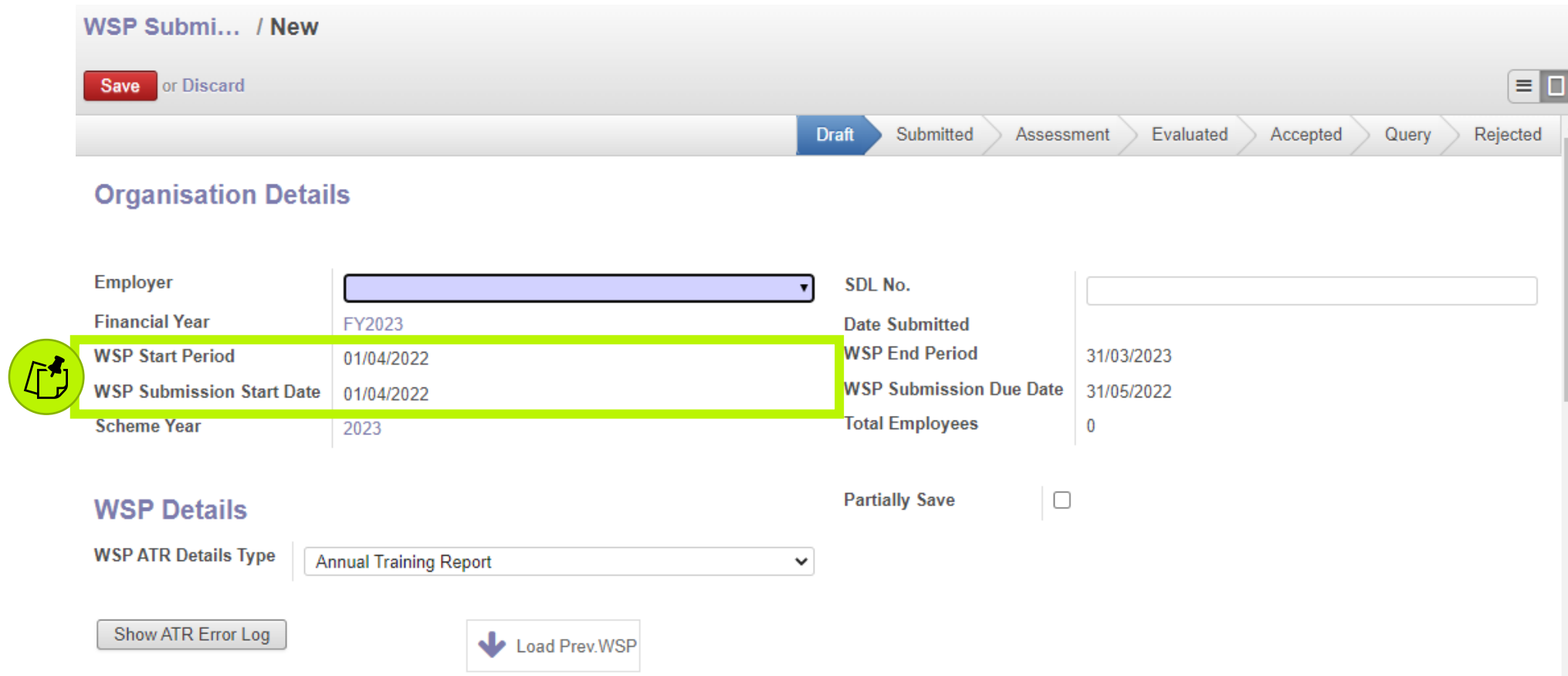
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4.3 How do you submit an SDP?

➤ For the following screen, take note of:



WSP Submi... / New

Save or Discard

Draft Submitted Assessment Evaluated Accepted Query Rejected

Organisation Details

Employer	<input type="text"/>	SDL No.	<input type="text"/>
Financial Year	FY2023	Date Submitted	
WSP Start Period	01/04/2022	WSP End Period	31/03/2023
WSP Submission Start Date	01/04/2022	WSP Submission Due Date	31/05/2022
Scheme Year	2023	Total Employees	0

WSP Details

WSP ATR Details Type:

Partially Save ☐

Show ATR Error Log Load Prev.WSP

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

➤ For the following screen, take note of:

WSP Submi... / New

Save or Discard

Draft Submitted Assessment Evaluated Accepted Query Rejected

Organisation Details

Employer	<input type="text"/>	SDL No.	<input type="text"/>
Financial Year	FY2023	Date Submitted	
WSP Start Period	01/04/2022	WSP End Period	31/03/2023
WSP Submission Start Date	01/04/2022	WSP Submission Due Date	31/05/2022
Scheme Year	2023	Total Employees	0

WSP Details

WSP ATR Details Type:

Partially Save ☐

Show ATR Error Log

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4.3 How do you submit an SDP?

➤ For the following screen, take note of:

WSP Submi... / New

Save or Discard

Draft Submitted Assessment Evaluated Accepted Query Rejected

Organisation Details

Employer	<input type="text"/>	SDL No.	<input type="text"/>
Financial Year	FY2023	Date Submitted	
WSP Start Period	01/04/2022	WSP End Period	31/03/2023
WSP Submission Start Date	01/04/2022	WSP Submission Due Date	31/05/2022
Scheme Year	2023	Total Employees	0

WSP Details

WSP ATR Details Type

Partially Save ☐

Show ATR Error Log

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

➤ For the following screen, take note of:

WSP Submi... / New

Save or Discard

Draft Submitted Assessment Evaluated Accepted Query Rejected

Organisation Details

Employer	<input type="text"/>	SDL No.	<input type="text"/>
Financial Year	FY2023	Date Submitted	
WSP Start Period	01/04/2022	WSP End Period	31/03/2023
WSP Submission Start Date	01/04/2022	WSP Submission Due Date	31/05/2022
Scheme Year	2023	Total Employees	0

Partially Save ☐

WSP Details

WSP ATR Details Type

Show ATR Error Log

Load Prev.WSP

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

➤ For the following screen, take note of:

WSP Submi... / New

Save or Discard

Draft Submitted Assessment Evaluated Accepted Query Rejected

Organisation Details


Employer	<input type="text"/>	SDL No.	<input type="text"/>
Financial Year	FY2023	Date Submitted	
WSP Start Period	01/04/2022	WSP End Period	31/03/2023
WSP Submission Start Date	01/04/2022	WSP Submission Due Date	31/05/2022
Scheme Year	2023	Total Employees	0

WSP Details

WSP ATR Details Type

Partially Save ☐

Show ATR Error Log

 Load Prev.WSP

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4.3 How do you submit an SDP?

- Submission of the ATR

Actual Training	Adult Education and Training	Variance	WSP Impact Assessment	Document Uploads
-----------------	------------------------------	----------	-----------------------	------------------

Clear All

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4.3 How do you submit an SDP?

- Submission of the ATR



Activity

- We will complete the ATR together by taking an Excel sheet (with the exact same columns and dropdowns as on the FASSET system).

Remember, what is the ATR?
This is the training that took place in the previous year (from 1 April to 31 March)



Make sure you have your Excel sheet and follow along while we create the sheet.

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the ATR – Actual training

<input type="checkbox"/>	OFO Year	OFO Code	Occupation
<input type="checkbox"/>	2021	2021-121907	2021-Labour Recruitment Manager
<input type="checkbox"/>	2021	2021-132108	2021-Metrologist
<input type="checkbox"/>	2021	2021-121201	2021-Human Resource Manager
<input type="checkbox"/>	2021	2021-121906	2021-Franchise Manager

A	B	C	D	E	F	G
Type Of Training	Name	Surname	Employee ID	OFO Code	Occupation	Specialisation
NonPivotal	Jane	Doe	8588896654123	2021-1	2021-MANAGERS	

H	I	J	K	L	M	N
Province	City	Urban/Rural	Employed/UnEmployed	Type of Training Intervention	Other Type Of Training Intervention	Name of training Intervention
Gauteng	Soweto	Urban	Unemployed	Internship		Managerial skills

O	P	Q	R	S	T	U	V
Pivotal programme Type	Pivotal Programme Qualification	Pivotal Programme institution	Cost Per Learner	Start Date	End Date	NQF Aligned	NQF Level
Internship	Managerial skills	XYZ	R20 000,00	2021-06-01	2022-05-30	Yes	Level 3

W	X	Y
Race	Gender	Disability
African	F - Female	No



Refer to the manual for some additional explanations on each of the columns.

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the ATR – Adult Education and Training

A	B	C	D	E	F	G	H	I
First Name	Surname	Id Number	Population Group	Gender	Disability Status And Type	Learner Province	City	Urban/Rural
Johnny	Doe	8 586 695 578 954	African	M - Male		Gauteng	Alberton	Urban

J	K	L	M	N
AET Start Date	AET End Date	Provider	AET Level	AET Subject
2021-01-01	2021-12-31	XYZ	AET Level 2	Collect, analyse, use and communicate numerical data



Refer to the manual for some additional explanations on each of the columns.

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the ATR



You have now created a deliverable! All the information must now be completed for the actual training and the adult education and training sections.



Refer to the manual for some additional explanations on each of the columns.

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the ATR

➤ The next 3 sections that we need to look at, are:


Actual Training

Adult Education and Training

Variance

WSP Impact Assessment

Document Uploads



Clear All

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the ATR – Variance

- The variance must be completed by including any variances between planned and actual training:

Actual Training Adult Education and Training Variance WSP Impact Assessment Document Uploads							
The actual training must be minimum of 60% of the planned training. Reasons must be provided for any variances between planned and actual training.							
Pivotal	Type of Training Intervention / Pivotal Programme Type	WSP	Total Training Cost for Planned Training	ATR	Total Cost Actual Training	Percentage	Comments / Reasons
	Internship						
	Workplace Experience						
	Nation Certificate Vocational						
	Learnership						
	Apprenticeship						
	Academic Qualification						
	Skills Programme						
						0.00	

Non-pivotal	Type of Training Intervention / Pivotal Programme Type	WSP	Total Training Cost for Planned Training	ATR	Total Cost Actual Training	Percentage	Comments / Reasons
	Continuous Development Programmes						
	Standard Operating Procedures						
	Refresher Courses						
	Short Courses						
	Product Specific Courses						
	Life Skills						
	Other						
						0.00	

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the ATR – WSP impact assessment

1. On a scale of 1 to 5, please indicate the overall impact of training your staff.

1.1 Increased Productivity

1.2 Reduction in staff turnover

1.3 Increased efficiency, resulting in financial gain

2. Impact on the organisation.

2.1 Trained employees makes fewer mistakes than those who have not been trained

2.2 Trained employees solve problems more quickly than those without training

2.3 Training helps an organisation keep abreast of the latest skills development in the field

2.4 There is a decreased need for supervision

2.5 Training helps an organisation keep abreast of the latest product development in the field

2.6 Training gives employees a clearer sense of career path

2.7 Training keeps employees motivated

3. To what extent are the following incentives available to staff who undergo training.

3.1 Improved promotion opportunities

3.2 Improved remuneration prospects

4. Indicate how training as reported in the ATR has affected the organisation

5. Percentage payroll spent on training

The WSP impact assessment is used for statistical purposes and is a short questionnaire where you choose on a scale from 1 – 5.

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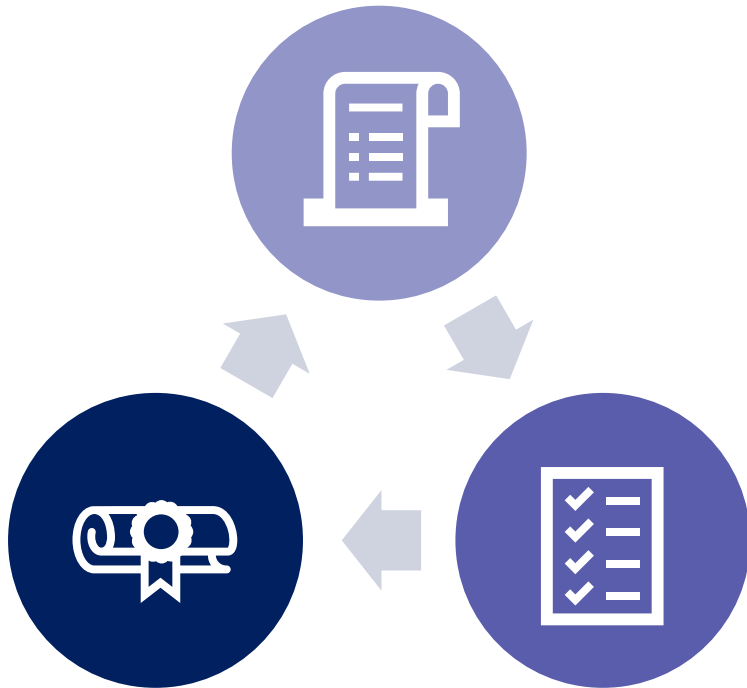
Topic 4

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4.3 How do you submit an SDP?

- Submission of the ATR – Document uploads



➤ The documents to be uploaded, should proof that training took place:

- Invoices and / or receipts
- Attendance registers
- Certificates

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

➤ Let us now move on to the submission of the WSP / SDP:

WSP Submi... / New

[Save](#) or [Discard](#)

[Draft](#) [Submitted](#) [Assessment](#) [Evaluated](#) [Accepted](#) [Query](#) [Rejected](#)

Organisation Details

Employer	<input type="text"/>	SDL No.	<input type="text"/>
Financial Year	FY2023	Date Submitted	
WSP Start Period	01/04/2022	WSP End Period	31/03/2023
WSP Submission Start Date	01/04/2022	WSP Submission Due Date	31/05/2022
Scheme Year	2023	Total Employees	0

WSP Details

WSP ATR Details Type

Partially Save ☐

[Show WSP Error Log](#)

[Load TEP](#)

[Load TEP to Planned](#)

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the WSP / SDP



Activity

- We will complete the WSP / SDP together by taking an Excel sheet (with the exact same columns and dropdowns as on the FASSET system).

Remember, what is the SDP?
This is the training that will take place in the coming year (from 1 April to 31 March)



Make sure you have your Excel sheet and follow along while we create the sheet.

How to submit a mandatory grant – FASSET SETA

Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Conclusion
---------	---------	---------	---------	---------	------------

4.3 How do you submit an SDP?

- Submission of the WSP / SDP – Total employment profile

<input type="checkbox"/>	OFO Year	OFO Code	Occupation
<input type="checkbox"/>	2021	2021-121907	2021-Labour Recruitment Manager
<input type="checkbox"/>	2021	2021-132108	2021-Metrologist
<input type="checkbox"/>	2021	2021-121201	2021-Human Resource Manager
<input type="checkbox"/>	2021	2021-121906	2021-Franchise Manager

A	B	C	D	E	F	G	H	I	J
SDL Number	First Name	Last Name	Citizen Status	ID Type	Employee ID	Date Of Birth	OFO Code	Occupation	Specialisation
L810748024	John	Matza	SA - South Africa	ID Document	8801210051087	1988-01-12	2021-1	2021-MANAGERS	

K	L	M	N	O	P	Q
Province	City	Urban/Rural	Highest Education Level	Race	Gender	Disability
Gauteng	Benoni	Urban	NQF 4,5	African	M - Male	No



Refer to the manual for some additional explanations on each of the columns.

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4.3 How do you submit an SDP?

- Submission of the WSP / SDP – Planned training
- For the planned information, you include the same information as included in the ATR, under actual training.

IMPORTANT: You will not include an employee only once. You must ensure you include the employee for all the training that is planned for him / her for the coming year.

Type of training intervention:

1. Continuous development
2. Standard operating procedures
3. Refresher courses
4. Short courses
5. Product specific courses
6. Life skills
7. Internships
8. Workplace experience
9. National certificate vocational
10. Learnership
11. Apprenticeship
12. Academic qualification
13. Skills programme

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the WSP / SDP – Adult Education and Training



- For the Adult Education and Training, you include the same information as included in the ATR, under Adult Education and Training.

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the WSP / SDP – Vacancies hard to fill

A	B	C	D	E	F	G	H	I
OFO Code	Occupation	Specialisation	Province	Number of Vacancies	Gender	Race	Number of Months Position has been vacant	Comments
2021-1	2021-MANAGERS		Gauteng	4	F - Female	African	10	None



Ensure you understand the OFO codes, occupation and specialisation.

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the WSP / SDP

- Numbers count up at the bottom of the screen.

The numbers are automatically generated by the system

Aggregated Counts

Total African Male	0	Total Coloured Male	0
Total African Female	0	Total Coloured Female	0
Total White Male	0	Total Indian Male	0
Total White Female	0	Total Indian Female	0
Total Male	0	Total Female	0
Total Employees	0		



IMPORTANT: You must press save; this does not mean it is submitted! Make sure you press the submit button as well!

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the WSP / SDP

➤ What happens now? How do you get your mandatory grant money back?

1 <https://portal.fasset.org.za/>

<input type="checkbox"/>	Code	Financial Year	SDF	Employer	State	SDL No.	Date Submitted	Request Extension Date	Approve Extension Date	Status
--------------------------	------	----------------	-----	----------	-------	---------	----------------	------------------------	------------------------	--------

➤ If you want to see more information, go to “organisation”:

WSP

WSP

OFO Code

Occupation

Specialisation

OFO

Type of Training Interv...

AET Subject

Organisation

Organisation

➤ Go to WSP submissions:

Child Organisations

Address

Contacts / Branch

Internal Notes

Internal Note Track

Approved Projects

Levy History

WSP Submissions

Document Uploads

SDF

Name	Year	Status	Scheme Year	Created Date	WSP Date Submitted	Submitted by	WSP Last Date Changed	Approved Date	Rejected Date
------	------	--------	-------------	--------------	--------------------	--------------	-----------------------	---------------	---------------

IMPORTANT: You are awarded the opportunity to resubmit.

How to submit a mandatory grant – FASSET SETA

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4.3 How do you submit an SDP?

- Submission of the WSP / SDP



You have now created a deliverable! Your SDP is submitted!



Refer to the manual for some additional explanations on each of the columns.

What discretionary grants are within the FASSET environment?

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5.

What discretionary grants are within the FASSET environment?



Ensure you now know what a mandatory grant is, and what information must be submitted to be able to receive the grant.

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What discretionary grants are within the FASSET environment?

Topic 1

Topic 2

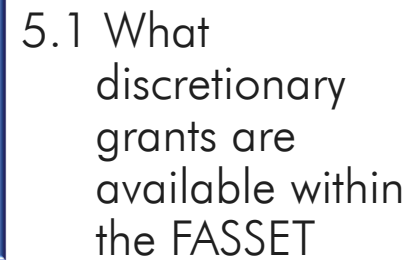
Topic 3

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Topic outline



5.1 What discretionary grants are available within the FASSET environment?

What discretionary grants are within the FASSET environment?

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Refer to
manual

Activity



- Before continuing with the video refer to the manual and see if you remember what a discretionary grant is?

What discretionary grants are within the FASSET environment?

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5.1 What discretionary grants are 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).

1 <https://www.fasset.org.za/>



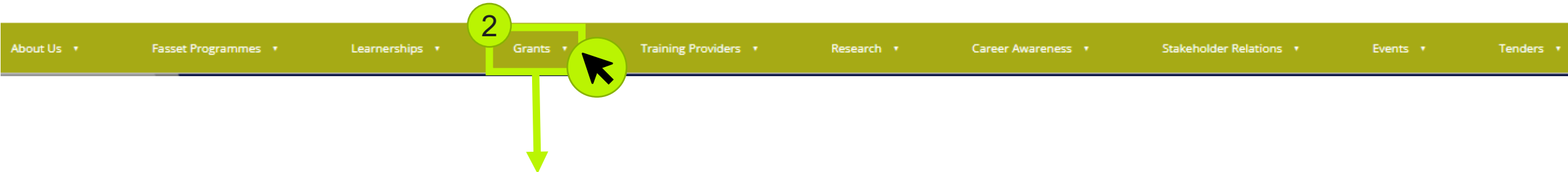
Stakeholder Login

FAQs

COVID-19

Learner Portal

Vacancies



3 Choose "discretionary grants"

What discretionary grants are within the FASSET environment?

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5.1 What discretionary grants are within the FASSET environment?

3 Choose “discretionary grants”:

Discretionary Grants

The Fasset Board determines the areas of strategic importance for the sector by assessing the information from Mandatory Grant applications, the Sector Skills Plan (SSP) and other research conducted from time to time. In addition to this background research and information, the National Skills Development Strategy (NSDS), coordinated by DHET, guides the development of strategic areas within Fasset's sector.

Benefits available to Fasset levy-paying and non-levy paying employers

	LEVY-PAYING EMPLOYERS	NON-LEVY PAYING EMPLOYERS
Employer Discretionary Grants		
Bursary Grant	Yes	Yes
Placement Grant (Learnerships)	Yes	Yes
National Student Financial Aid Scheme Loan Repayment Grant	Yes	Yes
NLEG	Yes	Yes



Refer to
manual

Refer to the manual for some additional explanations on levy-paying employers and non-levy paying employers.

What discretionary grants are within the FASSET environment?

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5.1 What discretionary grants are within the FASSET environment?

4 Go to “stakeholder relations”, and choose “downloads”:



Stakeholder Login

FAQs

COVID-19

Learner Portal

Vacancies

4 Choose “downloads”

4

Stakeholder Relations

Events

Tenders

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

2022/2023 Discretionary Grant Funding Window Guidelines:

- [2022 – 2023 Discretionary Grant Funding Window Guidelines](#) (pdf : 204 KB)

5



You now know where to navigate to, to obtain documentation!

What discretionary grants are within the FASSET environment?

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5.1 What discretionary grants are within the FASSET environment?

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

Discretionary Grant Open Window

Please note that the Outstanding Study Debt Repayment and the Public TVET College Lecturer Bursary programmes will be open until 28 February 2023 subject to budget availability.

- [2022-2023 Application Forms Professional Bodies - Pivotal and Non-Pivotal](#) (word : 83.1 KB)
- [2022-2023 Application Forms Learner Employment Grant \(LEG\)](#) (word : 82.4 KB)
- [2022-2023 Application Forms Internships](#) (word : 84.9 KB)
- [2022-2023 Application Forms TVET WBE 18 Months Programme](#) (word : 82.7 KB)
- [2022-2023 Application Forms Outstanding Study Debt Repayment](#) (word : 57.3 KB)
- [2022-2023 Application Forms Public TVET College Lecturer Bursary](#) (word : 54.4 KB)

IMPORTANT: As the discretionary grant categories change every year, we will not go into the detail submissions here. It is usually, however, not on the system, as per the mandatory grant, and currently still takes place via e-mail submissions when you complete the application forms.

Conclusion

Conclusion

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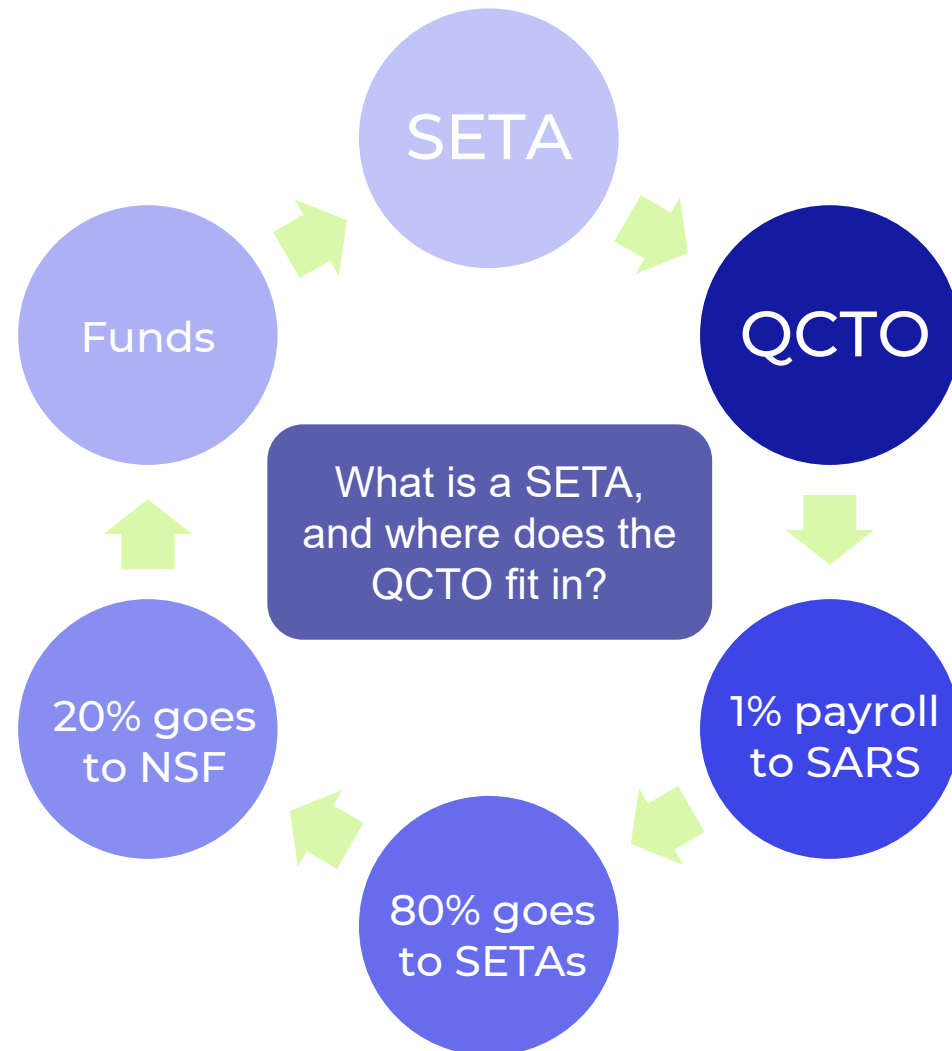
What is a SETA, and where does the QCTO fit in?

Which SETA is relevant for which sector?

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

How do you submit a mandatory grant?

What discretionary grants are available within the FASSET environment?



- SETA: Provides skill development and training
- QCTO: Quality assurance of qualifications
- Entities pay SDL (1% of payroll) to SARS
- SARS distributes 80% to SETAs
- SARS distributes 20% to NSF
- SETAs use funds for:
 - Administrative costs
 - Grants (to be claimed back by entities)

Which SETA is relevant for which sector?

- 21 SETAs – responsible for different sectors



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

Mandatory grant

- SETAs will pay mandatory grants to all employers who meet the **prescribed criteria**. This includes submitting a report once a year (called a workplace skills plan and annual training report).
- Limited to a maximum of 20% of the total SDL paid by the entity.

Discretionary grant

- Discretionary grants are paid at the sole discretion of the SETA (**not guaranteed**).

How do you submit a mandatory grant?



- You need to submit an ATR and an SDP on the FASSET online portal

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What discretionary grants
are available within the
FASSET environment?



➤ Change yearly

QUESTIONS & ANSWERS

Email questions to:

technical@saiba.org.za



THANK YOU

For joining us for the event.
Stay In touch.

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and, 18th St, Hazelwood, Pretoria

Say Hello

+27 12 643 1800

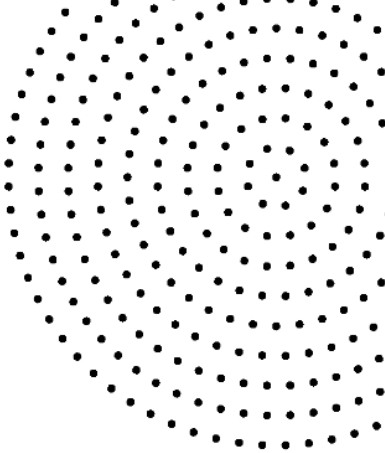
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FOR BUSINESS ACCOUNTANTS


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“You've done the work.
You've earned the title.
Now get the designation.”



We believe that all **accountants** deserve
a designation.

