

Please note: the forms to be completed for claiming Grants B and C will be sent to the employer when he/she has nominated a Skills Development Facilitator. The tables in Annexures B and C are an indication of the type of information that may be required. The information required will be finalised after consultation with each SETA.

GUIDELINE: GRANT “A”

1. **Description:** **15 per cent of levy paid for appointment of a skills development facilitator**

2. **Purpose:**
 - 2.1 To encourage each employer to identify a person who will be responsible for the development and planning of the firm’s skills development strategy.
 - 2.2 To enable the SETA to maintain a register of contacts at enterprises with whom it can liaise.
 - 2.3 To provide a mechanism through which Grant A allocations can be released from SETAs to individual organisations.

3. **General:**
 - 3.1 Compliance with the requirement set for Grant A below will enable a firm to access a grant of 15 per cent of levy paid.
 - 3.2 Compliance with the requirements set for Grant A below serve as a prerequisite for access to other grants.
 - 3.3 Employers with less than 50 employees or having a sales turnover as defined in section (1)(b) of the Employment Equity Act, 1998, may jointly appoint a skills development facilitator to handle all skills development activities required by the employees in order to access Grant A.
 - 3.4 The skills development facilitators will serve as a resource with regard to criteria required for accreditation, skills programmes and learnership development and any matter that may be required by an employer for skills development as envisaged by the Skills Act.

4. **Criteria:**

Compliance with the following criteria for grant recovery will enable the employer to recover a grant of 15per cent of the levy paid by that employer.

 - 4.1 An employer must have nominated a Skills Development Facilitator who complies with the requirements listed below and submit his/her particulars to the relevant Sector Education and Training Authority.
 - 4.2 The Skills Development Facilitator will serve as the contact person between the employer and the relevant Sector Education and Training Authority.

4.3 The Skills Development Facilitator must be registered and approved by the SETA by **15 May 2000** to meet the skill development requirements of the employer and employees concerned.

5. Who can serve as a Skills Development Facilitator?

5.1 An employer must nominate a skills development facilitator, who is -

- (a) an employee or a formally contracted, external person; or
- (b) a person who is jointly employed by this employer and a number of other employers to assess the skills development needs of the group of employers and the employees concerned.

5.2 Any employer or his or her designated representative in the employ of the Company.

6. Functions to be performed by the Skills Development Facilitator:

It will be expected of the Skills Development Facilitator to perform the following functions:

6.1 To assist the employer and employees in the development of a Workplace Skills Plan which complies with the requirements set out in Annexure B.

6.2 To submit the Workplace Skills Plan to the relevant Sector Education and Training Authority.

6.3 To advise the employer on the implementation of the Workplace Skills Plan.

6.4 To assist the employer with the drafting of an Annual Training Report against the approved Workplace Skills Plan and which complies with the requirements set out in Annexure C.

6.5 To advise the employer on quality assurance requirements as set by the relevant Sector Education and Training Authority.

6.6 To serve as a contact person between the employer and the relevant Sector Education and Training Authority.

7. Establishment of a Training Committee:

Employers with more than 50 employees must establish an in-company forum for consultation with regard to skills development. Where a workplace is unionised, trade union or management structures shall fulfil this function. Accordingly, references to employer responsibilities in Items 3, 4 and 5 above are intended to convey the meaning that those workplace consultative structures have been consulted in the appointment of a skills development facilitator.

GUIDELINE: GRANT “B”

1. **Description:** 10 per cent of levy paid for preparation and submission of a Workplace Skills Plan for all staff employed.

2. **Purpose:**

To provide a mechanism against which Grant B can be released from Sector Education and Training Authorities to individual organisations.

To serve as a format for the collection of information by Sector Education and Training Authorities from individual organisations (section 10(i)(b)(ii) of the Skills Development Act, 1998).

SECTION A: ADMINISTRATIVE DETAIL

1. **Name of Company:** -----

2. **Address:**

<p>Physical:</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>	<p>Postal:</p> <p>-----</p> <p>-----</p> <p>Postalcode: -----</p> <p>Phone number: -----</p> <p>Fax number: -----</p>
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3. **Main business activity:** -----

4. **SARS registration number:** -----

5. **Company registration number:** -----

6. **SETA to which affiliated:** -----

7. **If submitted on behalf of one or more establishments, please attach a list of names and addresses, including physical and post address.**

8. **Total payroll for the end of the last financial year:**

9. **Name of Skills Development Facilitator:**

10. **Phone number of SD Facilitator:** -----

SECTION B: MAPPING OF STRATEGIC PRIORITIES

Please indicate the number of persons who have received training during the year ended 31/3/2000, the strategic priorities for skills development in the current year and the number of persons to be trained to pursue these strategic priorities. See notes at the end of the document for further guidance.

B.1. NUMBER OF PERSONS IN EACH OCCUPATIONAL GROUP WHO RECEIVED TRAINING DURING THE YEAR ENDED ON 31/3/2000:

Occupational Groups ¹	Africans		Coloureds		Indians/ Asians		Whites		Total	
	M	F	M	F	M	F	M	F	M	F
Senior officials and managers										
Professionals										
Technicians and associate professionals										
Clerks										
Service workers, shop and market sales workers										
Agricultural and fishery workers										
Craft and related workers										
Plant and machine operators and assemblers										
Labourers and related workers										
Total										

Of those who received training, indicate how many were new recruits:

¹ Definitions and explanatory notes will be available via SETAs

B.2. STRATEGIC SKILLS DEVELOPMENT PRIORITIES FOR THE LEVY GRANT YEAR 1/4/2000 – 31/3/2001 (see explanatory notes 3 - 6)

B2.1. Please indicate the strategic priorities of your organisation and what these will require in relation to skills development. List in order of priority.

1. -----
2. -----
3. -----
4. -----
5. -----

B2.1.1 Qualitative information relevant to skills planning. Please address the following questions:

1. Do you have vacancies that you have been unable to fill? Of so, for what occupations and what are the reasons for these difficulties?
2. Do you anticipate recruiting additional persons during the next 12 months due to business expansion? If so, in which occupational group(s)?

B2.2. Education and Training required to achieve priorities:

Beneficiaries		Nature of learning intervention e.g. In-house, external training, formal educational institution	Total cost of Formal Training	
Occupation	Number		In Company	External
Senior officials and managers				
Professionals				
Technicians and associate professionals				
Clerks				
Service workers				
Agricultural and fishery workers				
Craft and related trade workers				
Plant and machine operators and assemblers				
Labourers and related workers				
Total				

B.3. SUMMARY OF TRAINING SKILLS ASSESSMENT NEEDS. PLEASE INDICATE THE NUMBER AND CHARACTERISTICS OF BENEFICIARIES TO BE TRAINED DURING THE LEVY GRANT YEAR 1/4/2000 TO 31/3/2001

Occupational Groups	Africans		Coloureds		Indians/Asians		Whites		Total	
	M	F	M	F	M	F	M	F	M	F
Senior officials and managers										
Professionals										
Technicians and associate professionals										
Clerks										
Service workers, shop and market sales workers										
Agricultural and fishery workers										
Craft and related workers										
Plant and machine operators and assemblers										
Labourers and related workers										
Total										

How many of the beneficiaries of training are likely to be persons with disabilities?

Do you anticipate difficulties in undertaking the training you have set out in B2.2 and B3 above? If so, indicate, the nature of these difficulties.

SECTION C: QUALITY ASSURANCE

1. What quality assurance measure will be used for each of the planned activities?
2. Give detail if any mechanism other than the South African Qualification Authority (SAQA) is to be used.

(Should you experience problems completing this section please contact your relevant Sector Education and Training Authority).

SECTION D: AUTHORISATION

Signature:

Position in organisation:

Date:

Witness(es):

EXPLANATORY NOTES

1. The workplace skills plan should cover all skill development training.
2. The strategic business priorities in B.2. refers to the interventions needed to ensure the development of the business and all the employees. In detailing your strategic priorities, please pay attention to the following:
 - (a) strategic priorities for skills development;
 - (b) reference to sectoral/national skills plans; and
 - (c) linkages to employment equity.
3. The beneficiaries in B.2 should be indicated as total numbers. B.3 expects a detailed breakdown of the same beneficiaries by race, gender and disability. The number of disabled can be indicated under the column total.
4. Occupations that may be specific to the organisation, should be indicated under the relevant Occupational Group. "Other" should only be used in relation to one of the Occupational Groups indicated. For example:

Professionals:

Engineers

Accountants

Biotechnologists

Other Professionals

5. Additional tables relevant to B.1 to B.3 detailing skills classifications specific to organisations or sectors should be attached. Tables B.1 to BG.3 should serve as summaries of skills development activities.
6. This document should be the result of meaningful interaction between employers and employees and where applicable this should occur through the training committees or union management structures.

GUIDELINE: GRANT “C”

1. Description: 20 per cent of levy paid for an acceptable claim accompanied by appropriate training records submitted and approved by the SETA.

2. Purpose:

- 2.1. To provide a mechanism against which Grant C can be released from Sector Education and Training Authorities to individual organisations.
- 2.2 To encourage firms to deliver skills development programmes for targeted groups within the workforce and to increase overall levels of training commitment.

3. General:

- 3.1 An employer must submit an annual training report based on the approved workplace skills plan to the sector education and training authority.
- 3.2 Compliance with the requirements set for Grant C will enable an employer to access a grant of 20 per cent of levy paid.
- 3.3 Where changes in plans have occurred, these must be recorded explaining the reasons for those changes.

C1. Summary format of Annual Training Report (to be submitted when claiming Grant C):

NUMBER OF PERSONS IN EACH OCCUPATIONAL GROUP WHO RECEIVED SKILLS TRAINING DURING THE YEAR ENDING THE 31/3/2001

Occupational Groups	Africans		Coloureds		Indians/ Asians		Whites		Total	
	M	F	M	F	M	F	M	F	M	F
Senior officials and managers										
Professionals										
Technicians and associate professionals										
Clerks										
Service workers, shop and market sales workers										
Agricultural and fishery workers										
Craft and related workers										
Plant and machine operators and assemblers										
Labourers and related workers										
Other										
Other										
<u>Total</u>										

How many of the persons who received skills training are persons with disabilities?

C2. Summary format of training outcomes (to be submitted when claiming Grant C):

Strategic Priority	Skill Priority	Number of Beneficiaries Planned (Targets)	Educational Outcome		Activity Report		Reason for non completion (failure, drop outs or change in plan)	Costs Incurred for Formal Training	
			NQF band	NQF level	Numbers Completed	Numbers Not completed		Internal	External
			Higher Education and Research	8					
				7					
				6					
				5					
			Further Education and Training	4					
				3					
				2					
			General Education and Training	1					
			Total				Total cost		

Please note the total for this column should equal the totals indicated in Table C1. Indicate education outcome by NQF level where possible.

11. Current employment profile:

(If available, please supply breakdown of employment by race and gender)

Occupational Groups	Male				Female				Total			
	African	Indian	Coloured	White	African	Indian	Coloured	White	African	Indian	Coloured	White
Senior officials and managers												
Professionals												
Technicians and associate professionals												
Clerks												
Service workers, shop and market sales workers												
Agricultural and fishery workers												
Craft and related workers												
Plant and machine operators and assemblers												
Other												
Other												
Total												

