



## **2016/17 PIVOTAL GRANT FUNDING GUIDELINES**

**Learnerships**

**Programmes supporting learners with Disabilities**

**Internships**

**Masters and Executive Bursaries**

**Other Bursaries**

**IT Related Programmes meeting the PIVOTAL Definition**

**OPENING DATE:**

**18 May 2016**

**CLOSING DATE:**

**08 July 2016**

**CLOSING TIME:**

**13:00**

**No late submissions will be accepted**

## Table of Contents

Item No	Item	Page
	<b>Purpose</b>	3
<b>1.</b>	<b>Background</b>	3
<b>2.</b>	<b>Objective</b>	3
<b>3.</b>	<b>Minimum Qualifying Criteria</b>	4
	3.1 Eligibility Criteria	4
	3.2 Application Criteria	4
	3.3 Submission Requirements	5
<b>4.</b>	<b>Guiding Principles: Evaluation</b>	<b>5</b>
<b>5.</b>	<b>Criteria specific to funded categories:</b>	<b>6</b>
	5.1 General criteria	6
	5.2 Learnerships	7
	5.3 Masters and Executive Bursaries	7
	5.4 Other Bursaries (Incl. IT Related Programmes meeting the PIVOTAL definition)	8
	5.5 Internships	8
	5.6 Criteria specific to all unemployed categories	9
<b>6.</b>	<b>PIVOTAL Grant Funding Window Key Dates</b>	<b>9</b>
<b>7.</b>	<b>BANKSETA Funded Programmes and Specific Exclusions</b>	<b>10</b>
<b>8.</b>	<b>Submission Process</b>	<b>11</b>
<b>9.</b>	<b>Administration Process</b>	<b>11</b>
<b>10.</b>	<b>Invoicing/ Funds Disbursement Process</b>	<b>12</b>
<b>11.</b>	<b>Disclaimer, Termination and Breach</b>	<b>12</b>
<b>12.</b>	<b>BANKSETA PIVOTAL Project Team Details</b>	<b>13</b>



## Purpose

This project has been initiated to fund demand-driven skills development programmes which are aligned to the PIVOTAL grant regulations. This document provides guidelines for the application and approval of BANKSETA PIVOTAL Grant Funding Window 2016/17.

**Definition:** PIVOTAL Programmes is an acronym which means Professional, Vocational, Technical and Academic learning programmes that result in occupational qualifications or part qualifications on the National Qualifications Framework. More detailed definitions are contained in the regulation gazette number 35940 of 3 December 2012, Volume 570 No 9867.

This document is for the use of registered BANKSETA Employers to prepare their applications. It will also be used by the Project Team to evaluate the applications according to the guidelines.

## 1. Background

These guidelines have been provided to govern the allocation of BANKSETA funding for PIVOTAL Programmes in a transparent, open and fair manner.

## 2. Objectives

The objective of the funding window is to train 3020 learners as per the learning categories as set out in the table hereunder for the financial year 2016/17:

Category	Programme	Target number of learners	Project Budget
18.1 (Employed)	Learnerships	400	R 21 500 000
	Masters & Executive Bursaries	190	R 9 000 000
	Other Bursaries (Incl. IT Related programmes)	(150)	Funded from PIVOTAL
	Internships	(100)	Funded from PIVOTAL
18.2 (Unemployed)	Learnerships	300	R 20 550 000
	Programmes supporting learners with Disabilities (learnerships)	30	R 1 950 000
	Internships	200	R 7 300 000
PIVOTAL	All Categories	1900	R 73 709 850

Each grant-type will have its own funding cost structure, qualifying criteria, timelines for disbursement of grants. Please Refer to Annexure A. The BANKSETA reserves the right to increase the funded amount per learner if and when additional funding becomes available.

### 3. Minimum Qualifying Criteria

Employers are required to meet these salient requirements, in order to access PIVOTAL grants:

#### 3.1 Eligibility Criteria

- Employers must be registered with the BANKSETA for skills development levy purposes.
- The Workplace Skills Plan (WSP) reporting must be submitted and approved. If this process is still in progress at the time of submitting an application the status will be confirmed internally. For the purposes of the PIVOTAL Grant Funding 2016/17, the employers must have submitted WSP/ATR by 30 April 2016.
- The employer must be up to date with levy contributions unless exempt from paying levies (proof of exemption must be submitted).
- Employers should submit their project applications as per the Application for BANKSETA PIVOTAL Grant Funding 2016/17.

#### 3.2 Application Criteria

- Employers may apply for programmes that do not have an end date prior to 30 September 2016, are in progress at the time of application, and are current within the BANKSETA's financial year 1 April 2016 - 31 March 2017.
- Skills Development Facilitators (SDFs) are to submit the applications on behalf of employers or co-sign where the application is made by another employee.
- Any registered employers not participating in mandatory process currently must engage the skills development department at the BANKSETA accordingly.
- The proposed intervention must address business needs and scarce skills identified for the sector.
- Employers should show the link between the skills development initiative undertaken and the skills need indicated in the Sector Skills Plan (SSP).
- Applications and other project related documents are to be submitted on BANKSETA templates, and as per the correct submission process. Should this not be done, it may result in disqualification of the applications.
- The application should not duplicate an existing BANKSETA project, except where the current project has been closed for participation.
- Training Service providers appointed by the Employer must have the required statutory accreditation and recognition for the specific programme delivery that the Employer has contracted the Training Service provider for. Proposed qualifications, or learnerships not registered will negatively impact the application.

**Applications will only be considered as complete once completed in full, duly signed off in designated areas & inclusive of the following:**

- Employer Quality Management Plan (QMP), incorporating the bursary policy where applicable
- Project/ Implementation Plan
- Proof of Training Provider accreditation
- Training provider quotation (specific to Bursary applications)
- Employment Commitment letter (specific to programmes for the unemployed) &/ Exit Strategy:

The employment commitment letter must indicate the possible percentage of learners that may be employed upon completion of the programme.

- The selection of beneficiaries resides with the employer. The BANKSETA assumes that a proper consultation and selection process has been followed before a beneficiary is selected and details submitted to BANKSETA. To ensure an equitable process that will benefit more employees, applications to fund different programmes for the same employee are strongly discouraged. BANKSETA may exercise its right to withdraw funding approval once beneficiary information is received and such practices come to light. Multiple applications for the same beneficiary pertaining to multi-year qualifications or qualifications that are part of a progressive learning path are acceptable though funding is not guaranteed.

### 3.3 Submission Requirements

- The application for funds must be submitted on the relevant application form per category, and employers must comply with and sign the declaration contained in the form.
- Applications must be received in the specified timeframes; no late submissions will be accepted.
- Employers agree to provide information as required by BANKSETA for the purposes of reporting to the Department of Higher Education and Training, as well as other statutory stakeholders by **no later than 14 October 2016**. Please note that each funding category will have its own performance information requirements.  
*(Performance information is for example bursary agreements for learners sponsored for studies, learnership agreements for learners placed on a learnership, and internship agreements for learners accepted onto an internship program)*
- Employers are cautioned that applications for already funded programmes, will be disqualified.

## 4. Guiding Principles: Evaluation

BANKSETA will apply the following guiding principles when approving PIVOTAL grants:

- Applications are not limited. However, Employers are requested to carefully consider business needs and prioritize applications as per the Priority sheet as funding may be limited or declined taking into account the funding available and the number of applications received.
- The programme should be accessible to employed and unemployed learners and should be based on the following equity requirements, which will be relaxed for employed and will be advantageous for unemployed - (85% Black, 54% Female and 4% People with disabilities).
- The programme should be demand driven to improve the probability of employment (in the case of unemployed beneficiaries) or enhanced employment (in the case of existing employees).
- Programmes should offer academic and professional study to selected employed and unemployed learners who will be completing a course of study at recognized institutions or professional bodies. Learners must be able to achieve a full or part qualification through the proposed skill interventions. The programme that is applied for must be delivered by an accredited training provider. Preference will be given to applications where the training (intervention) will be delivered through a public education and training institution (HET / FET).
- The programme should offer a quality-assured and structured workplace experience where selected learners enter into a skills intervention that requires a work place component e.g. for an internship or  
On the job training, a technical and soft skills component must be built into the offering and require a logbook to be signed off as per 5.4 of this document.

- Programmes that are applied for should address and link to scarce and critical skills as identified in the BANKSETA Sector Skills Plan:  
**Skills Priority Areas**  
Information Technology  
Leadership and Management  
Customer interface or Marketing and Communications  
Specialist Finance  
Legislative compliance  
Inclusive Banking (e.g. co-operative banking or micro finance)
- Employers are advised that in cases where documents are still outstanding for grants applied for and approved in previous periods, that this will negatively impact the approval of your current application.
- BANKSETA will evaluate all applications and approve funding in a way that will ensure the equitable allocation of funding taking into consideration:
  - Multiple applications from the same Employers
  - Track record in BANKSETA funded programmes
  - The Employers must have the financial capability and internal resources to manage the structured workplace learning transfer required for the duration of the learning
  - Number of learners applied for
  - Employment status of learners applied for
  - Race, gender and disability status of learners
  - Geographical spread of beneficiaries including rural and remote areas
  - Exit strategy in the case of unemployed learners
  - Quality of applications and adherence to guidelines.

## **5. Criteria specific to funded categories:**

### **5.1 General Criteria – Applies to all funded categories**

- Allocations will be limited to the maximum funding amount per learner, per category. Employers are requested to co-fund should the actual cost of the training intervention exceed the funded amount.
- All grants are VAT inclusive and this funding is specifically for training costs, travel/accommodation costs and /or learner allowances (for unemployed learners). Funding does not include set up costs including capitalization of projects or infrastructure requirements.
- Depending on the number of applications and the number of learners per application the BANKSETA may take the overall statistics of all categories applied for by an organization into account and not the statistics per category.
- The Employers must have a successful track record in BANKSETA funded projects.
- Employers are advised that documents still outstanding for grants applied for and approved in previous periods, will negatively impact the approval current applications. Employers are therefore urged to submit the necessary documents timeously, in order for applications to be assessed without undue delay.

## 5.2 Learnerships

**Description:** *A learnership is a structured learning process for gaining theoretical knowledge and practical skills in the workplace leading to a qualification registered on the NQF.*

- The grant must pertain to an existing learnership that is registered with the Department of Higher Education and Training (DHET), albeit if the learnership has been registered with another Sector Education and Training Authority (SETA). This scenario will be governed through a Memorandum of Understanding (MoU) with the relevant SETA ETQA
- Employment Commitment letter (specific to unemployed programmes) &/ Exit Strategy:
- The employment commitment letter must indicate the possible percentage of learners that may be employed upon completion of the programme
- The provider identified to deliver the training must be accredited with the relevant ETQA, to deliver the applicable qualification.

## 5.3 Masters and Executive Bursaries

**Description:** *This funding opportunity is provided for programmes at Masters Level and Executive programmes with a focus on leadership development targeted at Professionals and Senior Managers. It is recommended that nominated programmes and courses address skills as identified by the Employer's Workplace Skills Plan.*

A Master's Degree is an academic degree demonstrating a mastery or high-order overview of a specific field of study or professional practice area. Within the area studied, graduates are positioned to possess advanced knowledge of a specialised body of theoretical and applied topics, high order skills in analysis, critical evaluation, or professional application; and the ability to solve complex problems and think rigorously and independently. Example, Master of Business Administration (MBA), Master of IT in Business (MITB), Master of Information (MI), etc. ([www.en.wikipedia.org/wiki/Master's\\_degree](http://www.en.wikipedia.org/wiki/Master's_degree))

- Executive Courses focus on executives who are assuming strategic and business leadership responsibilities, for example Finance for Non-Financial Managers, etc.
- Employers are requested to reflect the actual cost of the training intervention in the application. These applications should be linked to, and supported by a quotation from the training provider.
- Masters Level programmes and/or Executive Development Programmes should be offered by any South African HEQC-registered tertiary institution.
- Funding is limited to the cost of tuition fees and books and excludes travel and accommodation costs.
- Nominations will be accepted on the merits of the application.
- The application period for this funding window is per annum and approval of bursary funding will be limited to one academic year only although this may be exceeded by the complete programme period.

## 5.4 Other Bursaries

**Description:** *a Grant awarded to someone to enable them to study through an accredited institute for a recognised qualification or programme. Nominated programmes that are applied for should address and link to scarce and critical skills as identified in the BANKSETA Sector Skills Plan. **Bursaries for IT related programmes meeting the PIVOTAL requirement may be applied for in this category.***

- Employers are requested to reflect the actual cost of the training intervention in the application. These applications should be linked to, and supported by a quotation from the training provider.
- Funding is limited to the cost of tuition fees and books and excludes travel and accommodation costs.
- Nominations will be accepted on the merits of the application.

The application period for this funding window is per annum and approval of bursary funding will be limited to one academic year only although this may be exceeded by the complete programme period.

## 5.5 Internships

**Description:** *Work experience internship starts after the completion of theoretical studies and may be a requirement before a formal qualification is awarded by the tertiary institution. It may also be a requirement of a professional organization (such as Professional Councils (statutory) or Professional Bodies (non-statutory) before the student is awarded professional status in a particular field. If not employed by the employer on a full time basis, the student earns an allowance or stipend, payable by the employer for the duration of the internship.*

- The Employers must have the financial capability and internal resources to manage the structured workplace learning transfer required for the duration of the internship or work based experience assignment;
- Should an employer contract an external provider to implement the Internship or work based experience assignment, the provider awarding recognition must be a registered tertiary institution.
- Recording of Work Integrated Learning:
  - Internship Grants will be considered for a minimum of 4 months to a maximum of 12 months.
  - Any internships running for less than 4 months will not be considered.
  - It is essential for every learner to have a workplace logbook. The logbook are structured according the training provider's requirements, and are evidence of work done in the workplace, signed off by the Manager\Supervisor. The logbook will enable to provider to confirm that the requirements have been met in order for the learner to achieve the certificate.
  - There should be a formal contract between employer and intern for the duration of the internship (this underpins the internship agreement)
  - Employers to ensure that the bulk of the work (70%) done by the intern is related to the qualification that the intern is studying for, to ensure proper transfer of skills.



## 5.6 Criteria specific to all unemployed categories:

If the learner was not in the employment of the employer at the time of entering into the agreements, the employer is required to:

- To enter into a fixed term contract of employment with the learner, for the duration of the program
- To advise the learner of the terms and conditions of his or her employment, including the learner allowance;
- To offer actual workplace experience. Simulated workplace experience will not be accepted.

## 6. PIVOTAL Grant Funding Window Key Dates

Date	Deliverable
<i>Should the following dates change, it will be communicated to stakeholders via email:</i>	
18 May 2016	Funding window opens
June 2016 (date Tba)	PIVOTAL briefing session/ Employer Workshop: Durban
June 2016 (date Tba)	PIVOTAL briefing session/ Employer Workshop: Cape Town
June 2016 (date Tba)	PIVOTAL briefing session/ Employer Workshop: Johannesburg
June 2016 (date Tba)	PIVOTAL briefing session/ Employer Workshop: All Other Provinces
<b>08 July 2016 @ 13:00</b>	<b>Funding window close/ Submission deadline No late submissions will be accepted</b>
09 September 2016	Responses to Employers
20 September 2016	Signing of MOA's (successful Employers)
14 October 2016	Submission of learner agreements and supporting documentation for upload purposes. <b>Approved Funding may be reconsidered if incomplete learner agreements are submitted.</b>

Allocations will be limited to the maximum funding amount per learner, per category.

Employers are requested to co-fund should the actual cost of the training intervention exceed the funded amount.

Where the quotation value is less than the funded amount, the value of the quotation will apply.

## 7. BANKSETA Funded programme categories

The BANKSETA will fund the following programmes:

Category	Programme	Cost per Learner	Tranche payments
18.1 (Employed)	Learnerships	R 35 000	Two tranche payments 50% First Tranche
	Masters & Executive Bursaries	R 35 000	Two tranche payments 50% First Tranche
	Other Bursaries	R 35 000	Two tranche payments 50% First Tranche
	Internships	R 20 000	Two tranche payments 50% First Tranche
18.2 (Unemployed)	Learnerships	R 40 000	Two tranche payments 50% First Tranche
	Internships	R25 000	Two tranche payments 50% First Tranche
	Programmes supporting learners with Disabilities (learnerships)	R 45 000	Two tranche payments 50% First Tranche

BANKSETA reserves the right to approve/ decline applications, without any preference given to any Employer, and to apply a formula to equitably distribute funding per category, based on the availability of funds and to reallocate funds from undersubscribed categories.

### Specific Exclusions

- Capital and business set-up costs (incl. hardware and software)
- Salaries and directors' fees
- Research & feasibility studies
- Application development costs
- Planning and marketing costs
- Travel and accommodation costs
- International costs are not covered
- Co-funding with another public agency
- Funding of interventions for non-South African citizens
- Skills interventions that will only result in "awareness" such as workshops, conferences, company specific product training and product launches.

## 8. Submission Process

- **Early submissions are encouraged.**
- Employers are required to submit separate, original (hardcopy) applications per category. You are not limited on the number of applications per category. Should you wish to apply for more than one programme within a category, please ensure that each application submitted are complete. Each application will be evaluated individually.
- It is important to note that each category will require a separate application form.
- Each application should be submitted in separate envelopes and marked according to the category, with its own checklist and priority sheet.
- Employers are requested to prioritize applications as per the priority sheet. The priority sheet has to be attached to the applications submitted.
- No electronic submissions will be accepted.
- All **printed, hardcopy** applications must be delivered or couriered as follows:  
**Delivery address:**  
BANKSETA PIVOTAL PMO  
Deloitte Riverwalk Office Park  
Block B, 41 Matroosberg Road, Ashlea Gardens X6, Pretoria, 0081  
**Submission Closing Date : Friday 08 July 2016**  
**Submission Closing Time : 13:00 - No late submissions will be accepted**
- All submissions will be signed in on delivery.
- Submissions will be placed in the designated box.
- No late submissions will be accepted. Submissions received after 13:00 on Friday 08 July 2016 will be disregarded.
- Employers are urged to submit the necessary documents timeously and with the required information, in order for your applications to be accepted. Incomplete application forms will be disregarded without any further requests for outstanding information.
- Employers must keep a hardcopy, and electronic copy for their internal use and backup purposes.

## 9. Administration Process

- The PIVOTAL funding window opens on **Wednesday 18 May 2016** and closes on **Friday 08 July 2016 at 13:00**.
- Complete applications and other project related documents are to be submitted on current and relevant BANKSETA templates which will be made available.
- Employers should agree to assist the BANKSETA with the completion of documents or compliance with processes for the disbursement of this funding.

## **10. Invoicing/ Funds Disbursement Process**

- Upon approval of the application, Employers and BANKSETA will sign a Memorandum of Agreement (MoA) to formalize the application and to agree to the disbursement schedule (in line with the specific application).  
Vendor documentation inclusive of a vendor form, tax clearance certificate, confirmation of banking details and a copy of a cancelled cheque) is furthermore required upon approval.
- Stakeholders will be requested to raise the first tranche invoice once the MoA are duly signed by all parties, and once all learner agreements (including supporting documentation) are confirmed to be complete.
- The first invoice to the BANKSETA must be accompanied by official proof of banking details.
- The final invoice will be paid subject to all the project requirements being met. This may include a monitoring and evaluation audit conducted by BANKSETA.
- Signed-off Project Progress Reports are to be submitted with invoices, as required.
- All surplus funds should be declared, and returned to the BANKSETA. Approved Employers will not be allowed to utilize remaining/surplus PIVOTAL funds on further training initiatives. Employers are there for urged to apply for and utilize the full amount per learner, alternatively apply only for amounts required.
- Invoices will be paid provided all project requirements are met, and supporting documentation are provided (such as proof of payment to training provider, proof of disbursement of stipends to unemployed learners)
- Successful Employers and payments are subject to a monitoring and evaluation process as set out in Ann. A
- Should a learner/ grant recipient not complete through terminating from the programme, the lead employer will not be able to claim the second tranche for that learner from the BANKSETA.
- The BANKSETA will only be paying for learners who successfully completed the programme, and only make payments once all tranche criteria were met.

## **11. Disclaimer, Termination and Breach**

- In all instances, BANKSETA reserves the right to approve / decline funding at its discretion.
- The BANKSETA reserves the right to verify, monitor and audit any of the above approved grants during the implementation period by a designated BANKSETA representative. Payments are also subject to these processes as per the quality requirements stipulated by BANKSETA.
- The BANKSETA may withhold grants or recover any grants paid to an Employer if it is found that the grants allocated are not being used for the purpose for which the grant was intended.
- Non-compliance will lead to summary termination of the agreement and the Contracting party will, due to non-compliance have neither right to any grants or disbursements nor any other right out of this agreement.
- The Protection of Personal Information Act, No 4 of 2013 promotes the protection of personal information by public and private bodies. The BANKSETA is in full support of the PoPI Act, and will disclose information only to ensure compliance in terms of the PIVOTAL reporting requirements.

## 12. BANKSETA PIVOTAL Project Team Details

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