

HIGHER EDUCATION FUNDING WINDOW GUIDELINES - 2019 ACADEMIC YEAR



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1. BANKSETA CONTEXT

BANKSETA's mission is to support transformation and people development. Through partnerships we aim to enable stakeholders to advance the national and global position of the broader banking and alternative banking sector. The reference to the national and global position of the sector reinforces the view that the BANKSETA is sector-driven and that it focuses on people development as a methodology for further advancing the position of the banking industry both locally and abroad.

Therefore, the BANKSETA is responsible for:

- The identification of priority skills in the sector;
- The distribution of mandatory grants to qualifying registered companies;
- The distribution of discretionary grants that will benefit the sector at large as well as beneficiaries within the sector;
- The implementation of quality assurance processes that will enhance and ensure quality provision of training; and
- Supporting the implementation of applicable national strategic objectives as identified in the National Skills Development Strategy (NSDS).

One of the strategic focus areas of BANKSETA includes the capacity-building of Higher Education Institutions/Entity

(HEI's) with the specific aim to: -

- Develop programmes that lead to a full qualification/occupational qualification/part qualification/short course;
- Build sustainable alternative talent pipelines informed by banking sector requirements;
- Increase the number of students who complete meaningful workplace learning, thereby becoming more employable;
- Encourage employers'/industry players to make input into the curriculum – Advisory Board participation; and
- Be the nexus between learning and the world of work in the broader banking and alternative banking industry.

2. PURPOSE AND OBJECTIVE OF THE HIGHER EDUCATION FUNDING WINDOW (HEFW)

This document provides guidelines for the application and approval of proposals submitted in response to the BANKSETA's Higher Education (hereinafter referred to as HE) Funding Window for the 2019 academic year.

This project has been initiated to sponsor programmes within the respective learning institutions/entities that address broader banking and microfinance -related skills (such as business and commercial faculties or information technology departments etc.).

This reference document will also be used by the BANKSETA project team, to evaluate proposals according to the guidelines. Once approved, the BANKSETA will enter into Memoranda of Understanding (MOU) with public training institutions/entities which will be selected based on the programmes they offer, matched against the confirmed business need for those programmes by the stakeholders which BANKSETA serves. The salient focus of these strategic partnerships is to increase the national footprint and to improve relevance of training interventions in response to sector needs.

Each institution/entity is limited to:

- **An application/s to cater for unemployed, full time learners already in the system that have previously received BANKSETA funding and have continued their studies through 2018. This application has a settlement focus, so with the 2018 academic year almost behind the learners can now seek funding to cover the costs incurred during this past year. Preference will be given to third and fourth year learning programmes where learners will be completing/graduating and/or**
- **Application(s) for *unemployed youth* for the 2019 academic year. Final year students with a good academic track record will be prioritised.**
- **one (1) application for lecturer development for 2019 academic year.**

Annexure A (Page 14) denotes some of the suggested programmes and/or interventions the institution/entity may apply for. This list is not exhaustive and wherever possible, faculty/bodies are urged to submit innovative applications that can be easily implemented for uptake by employers within the broader banking and microfinance banking sectors.

3. MINIMUM QUALIFYING CRITERIA

Applicants, are required to meet these basic requirements, in order to access this grant funding.

3.1 Eligibility Criteria

- Applicant **MUST** be an accredited, public university/institution based in South Africa
- Applicant **MUST** be able to deliver learning in English. Other languages are non - compulsory, but English is mandatory.
- Applicants **MUST** provide a current tax clearance certificate and official proof of banking details as part of this assessment/vetting process.
- Applicants **MUST** have the administration, project and contract management capacity and mechanisms in place to deliver electronic and hard copy data and information as required by BANKSETA for the purposes of reporting to the Department of Higher Education and Training, as well as other statutory stakeholders.
- Applicants seeking funding for learners studying in 2018 must be prepared to commit to submitting learner documentation by no later than the 31 January 2019.
- Applicants must communicate and share information about the project that creates career awareness and career pathing related to the qualification on relevant platforms.

3.2 Application Criteria

- Faculty Executives are required to submit the applications on behalf of the HE Institution/Entity. In all instances, the relevant designated and mandated contact person of the institution should authorise the application on behalf of the said entity.
- The proposed intervention must address business needs and scarce skills identified for the broader banking and microfinance sector.
- Applicants should show the link between the skills development initiative undertaken and the BANKSETA's Sector Skills Plan (SSP) for banking or microfinance banking (as the case may be).
- Applications and other project related documents are to be submitted on BANKSETA templates, and as per the correct submission process. Failure to do so will result in disqualification of the application.
- Official Proof of banking details on the learning institution's letter head signed by designated financial officer confirming the banking details and proof of banking details from the banking institution. This is required to load the approved supplier onto the BANKSETA's payment platform in order for grants to be remitted;
- Quality Management Plan (QMP), incorporating the bursary policy where applicable, and if applying for bursaries;
 - Project/ Implementation Plan;
 - Quotation of per learner costing (including fees, tuition, accommodation, textbooks, orientation/on boarding/readiness/exit programmes etc.)
 - Internal complaint resolution process

3.3 Submission Requirements

- The application for funds must be submitted on the relevant application form which must be authorised.
- Applications must be received via email to **carmenh@bankseta.org.za**, within the specified timeframes; no late submissions will be accepted.
- The grant fund application opens on **Wednesday, 10 October 2018** and closes on **Wednesday, 20 November 2018**.

Each Memorandum of Understanding (MoU) will be customized according to what has been approved within each respective project.

BANKSETA reserves the right to amend components of what is being applied for, in order for these proposals to better serve the mandate of the BANKSETA. This will be negotiated with the respective Institution/Entity representative(s).

4. GUIDING PRINCIPLES: EVALUATION

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

Applications will be limited to:

- **An application for existing unemployed youth learners about to complete/graduate this year (2018), BANKSETA will pay their fees for this past year**
- **An application/s for unemployed youth for 2019 and**
- **one (1) application for lecturer development per applicant for 2019.**

BANKSETA will prioritize applications, depending on needs expressed by the broader banking and alternative banking sector. The reason for this stringent quota is that funds are limited – funding will be approved based on available funds and allocated to applications meeting the BANKSETA’s requirements.

- In the case of programmes sponsoring beneficiaries, the intervention should be accessible to: unemployed learners and should be based on the following equity requirements, 85% Black, 54% Female and 4% Disabled;
- The programme should be demand driven and highly valued within the banking sector to improve the probability of employment (in the case of unemployed beneficiaries).

Programmes that are applied for should address and link to scarce and critical skills as identified in the BANKSETA Sector Skills Plan 2017-2018 (SSP):

https://www.bankseta.org.za/wp-content/uploads/2017/12/BST1016_Banking_Sector_Skills_Plan_PDF_F.pdf

NOTE:

It will disadvantage the applicant in this current application process if previous contractually commitments have not been met and information is outstanding.

Confidentiality of Proposal contents is assured.

Applications for already funded programmes will be disqualified.

BANKSETA will evaluate all applications and approve funding in a way that will ensure the equitable allocation of funding by taking into consideration:

- Multiple applications from the same institution/entity

- Track record in previous BANKSETA bursary project and other BANKSETA-funded programmes (if already participating)
- The application links to the BANKSETA scarce and critical skills list
- The HEI/entity must have the financial capability and internal resources to manage the project and oversee delivery of programmes for unemployed learners)
- Number of prospective learners/participants
- Cost per learner
- Race, gender and disability status of learners
- Geographical spread of beneficiaries including rural and remote areas
- Learning support and exit strategy support offered
- Quality of applications and adherence to guidelines

5. CATEGORIES AND BANKSETA FUNDING CONSIDERATION

5.1 Three Categories:

1. 2018 Bursaries (Graduating learners only)	2. 2019 Bursaries (Final year students will be prioritised)	3. 2019 Lecturer Development
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Note that each funding category will have its own performance information requirements

5.2 General Criteria – Applies to all funded categories

- Institutions/Entities are to ensure FAIS recognition where applicable
- All grants are VAT inclusive

6. FUNDING WINDOW KEY DATES

Planned Date	Deliverable/Activity
If dates change, this will be communicated to the stakeholders via email:-	
Wednesday, 10 October 2018	Funding Window Opens
Tuesday, 20 November 2018	Funding Window Closes
By Friday, 14 December 2018	BANKSETA responses for applications

By Friday, 01 February 2019	<p>Signing of Memorandums of Understanding (MoU) reflecting the commitment of funds.</p> <p>In order to fast-track the signing of the MoU or commitment agreement, representatives are urged to liaise with the Institution/Entity legal department for inputs into this process.</p>
Thursday, 28 Feb 2019 until latest Friday, 15 March 2019	<p>Submission of agreements and/or support documents for BANKSETA's data upload process in respect of 2018/19 Q4 completion/graduate data and reports to DHET Ministry.</p>
Monday, 01 April – Thursday, 20 June 2019	<p>Submission of agreements and/or support documents for BANKSETA's data upload process in respect of 2019/20 Q1 learners entered reports to DHET Ministry.</p> <p>PS: - It will be advantageous for support documents to be submitted sooner, provided all parties are in agreement with the roles and responsibilities</p>

7. BANKSETA FUNDING APPROACH

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

8. LEARNER SUPPORT

The BANKSETA encourages that universities establish a learner support programme that is designed particularly for BANKSETA students.

The holistic programme must include the following elements:

- Dedicated module tutors
- Professional counselling
- Mentorship
- Sufficient administrative support
- Leadership and social skills
- Have seminars and workshops for our students – (i.e. work readiness workshops, guest lecturer visits)
- Language of learning delivery that does not create a barrier to learning

Universities are requested to clearly state and cost this learner support programme.

9. CLARIFYING SUBMISSION PROCESS

Applicants are required to email all questions and submit the final application to the Work Integrated Learning (WIL) and Bursaries department team members as follows: -

Name	Role	Email Address	Telephone Number
Carmen Hoffman	Project Manager	carmenh@bankseta.org.za	011 805 9661

- Early submissions are encouraged; NO late submissions will be accepted.
- The Higher Education Funding Window **opens on Wednesday, 10 October 2018 and closes on Wednesday 20 November 2018.**
- All responses will be facilitated during the funding window period
- Incomplete, unsigned application forms will be disqualified without further requests for outstanding information.
- Applicants must keep hardcopy, and electronic copy for their internal use and backup purposes.
- BANKSETA email capacity is 10 Mb. If you have a problem with email delivery, then break the email into parts and label accordingly.

10. ADMINISTRATION PROCESS

- Completed applications and other project related documents are to be submitted on current and relevant BANKSETA templates which will be made available.
- Applicants should agree to assist the BANKSETA project team with the completion and submission of documents and compliance with processes to qualify for the disbursement of this funding.

11. INVOICING AND FUNDS DISBURSEMENT PROCESS

- The approved applicant 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).
- Payments are made after delivery of requirements as per the disbursement schedule in the MoA.
- The final invoice will be paid subject to all the project requirements being met.
- This project includes a monitoring conducted by BANKSETA.
- All surplus funds should be declared to the BANKSETA and invested in further training initiatives. Applicants are therefore, urged to apply for and utilize the full amount per learner, alternatively apply only for amounts required (as the case may be).
- The BANKSETA will pay for learners who finish the programme BANKSETA will NOT fund the following year if a learner should fail. If a learner has failed, he/she might register at an institution

the following year and complete the failed subjects but will not have a bursary for repeated subjects/qualifications.

- Approved applicants should inform BANKSETA at all times of any possible risks to the project and how these risks will be mitigated.

12. DISCLAIMER, TERMINATION AND BREACH

- In all instances, BANKSETA reserves the right to approve/decline funding and payments at its discretion.
- The BANKSETA reserves the right to verify, monitor and audit any of the above approved grants during the implementation period or thereafter, by a designated BANKSETA representative.
- The BANKSETA may withhold grants or recover any grants paid to an HEI 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 immediate termination of the agreement. The Contracting party will, due to non-compliance, have neither right to any grants or disbursements nor any other right out of this agreement.

13. REFERENCE DOCUMENTS

Reference number in folder	Document Name
a.	HEFW Application Form
b.	DHET guidelines for validation