



BANKSETA

Mandatory Grant Guidelines 2019



CONFIDENTIALITY

All Workplace Skills Survey (WSS), Workplace Skills Plans (WSP) and Annual Training Reports (ATR) submitted will be treated in the strictest of confidence. The BANKSETA undertakes to only publish information that has been consolidated for the sector as a whole.

The main purpose for this consolidated information will be to assist with the compilation of the Sector Skills Plan (SSP) as well as to inform research and strategic direction for the Banking and Microfinance Sector.

1. WHY SUBMIT A WSS / WSP?

Your submission and implementation of a WSS / WSP helps raise the level of skills within your organisation. However, your participation also has a national impact as collectively organisations raise the skills level nationally thus contributing to the overall competitiveness of the country globally.

In addition participating in the skills planning process by submitting your WSS / WSP and ATR by 30 April annually enables you to claim a mandatory grant as well as gives you access to skills development grants under the discretionary grant scheme.

2. SKILLS DEVELOPMENT MANDATORY GRANTS

A Skills Development Levy (SDL) year ends on 31 March every year. There will only be one Mandatory grant per annum paid out quarterly in arrears.

In 2019, the grant will be paid out on submission of both your Annual Training Report for 2018 as well as your Workplace Skills plan for 2019. The templates for both these documents make provision for the planning and reporting of PIVOTAL programmes. The deadline for both these submissions will be 30 April annually.

Should you qualify for a mandatory grant you will receive 20% of your annual payroll-levy contribution paid out on a quarterly basis.

Please note:

- Failure to submit the reports on time will result in your portion of levies being added to the discretionary fund.
- Failure to submit outstanding query information before the 31 December 2019 will result in your portion of levies being added to the discretionary fund.
- Failure to supply all relevant information where grants of below R 1000.00 are due to you by 31 March 2020 will result in you forfeiting your grants and this will be added to the discretionary fund.

NB: For purposes of accessing the BANKSETA System (company information, reports, etc.) it is a requirement that a SDF be registered with BANKSETA.

¹ The Sector Skills Plan can be found in full on the BANKSETA website (www.bankseta.org.za)

3. **SKILLS PLANNING PROCESS**

In order for skills development to be successful it must have relevance to the business. In other words it must contribute to your organisations' business objectives.

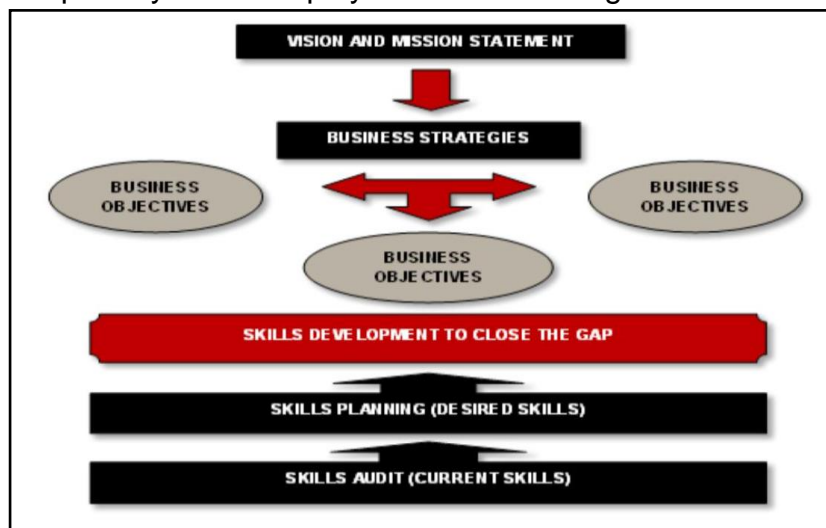
It is proposed that before you begin the skills planning process, the Skills Development Facilitator must have a clear understanding of the direction in which the business is going as reflected in the business vision and mission statements, and how it intends getting there through the business strategies and objectives.

The next step is auditing the existing skills. A skills audit determines whether the resources you have will enable you to achieve your business objectives. The business objectives are derived from your strategy and this continually brings you closer to the end result being achievement of your vision.

The skills auditing process could look at processes, procedures, products and people. It has been said that people are singularly the most valuable resource to a business. So, how then does one audit people? It is not so much the people that are being audited but rather the skills that people collectively bring to an organisation/business.

At the skills planning level, you need to establish what skills are required to achieve the organisations business objectives. The following step is to identify whether your current workforce have the necessary skills. If not, you potentially have a skills shortage. Training therefore needs to be focused on closing the skills gaps otherwise any value adding education and development initiatives will not have the desired impact. Essentially, skills planning help get the basic skills fundamentals in place.

Below is a flowchart that highlights a skill planning process that has been adopted by some employers in the Banking and Microfinance Sector.



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4. **THE SKILLS DEVELOPMENT FACILITATOR (SDF)**

The SDF role is crucial to enable the raising of skills levels within an organisation. Also when organisations collectively raise their skills levels it contributes nationally to the overall global competitiveness of the country.

Functions to be performed by the SDF as per the table below:

The role is informed by	Operational Functions	Strategic Roles
<ul style="list-style-type: none"> • SDA Act • SDL Act • SAQA Act • Financial Sector Code (FSC) • BBBEE Codes • Company Strategy and Policies 	<ul style="list-style-type: none"> • Workplace Skills Planning • Reporting – Feedback and WSP • Monitoring implementation of Workplace Skills Plan • Monitor and report on Financial Sector Code (FSC progress pertaining to skills development • Analysing skills development reports and making recommendations • Provide support for organisations' accreditation requirements • Advise on SETA grants and related tax allowances • Develop policies and processes for skills development internally • Provide support in skills development governance • Implementation of Learning and Work Integrated Learning 	<ul style="list-style-type: none"> • Participate in Sector committees & forums • Participate in EE Forum interaction (internally) • Develop learning & development strategy (internally) • Be up to date with international benchmarks and trends • Membership to professional bodies (non-mandatory) • Communication within the organisation on skills related matters • Skills Audit • Internal strategic relationships

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	<p>Programmes where applicable</p> <ul style="list-style-type: none"> • Conduct internal workshops on understanding skills development and the NQF • Contribute to systems development (MIS for skills development internally) 	
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5. **INTRODUCTION TO THE MANDATORY GRANT GUIDELINES**

These Guidelines have been developed by the BANKSETA to assist SDF, Training Committees and other users in the Banking and Microfinance Sector to:

- Understand the requirements for skills development planning;
- Encourage consultation within the employer organisations on skills development;
- Develop and implement a WSS, WSP; ATR including planning and reporting on PIVOTAL programmes.

This guideline document follows the structure, flow and order of the WSS, WSP and ATR.

The guidelines should be read in conjunction with the WSS / WSP & ATR Training Manual.

IMPORTANT:

Mandatory Grant submissions must be completed as follows:

Reports completed and submitted for your organisation on the BANKSETA system or in the manner agreed with the BANKSETA on / before the deadline 30 April annually. The signed authorisation form must be uploaded onto the system.

Please retain a copy of the WSS / WSP and ATR submission for your own records.

The contents of this WSS, WSP are applicable to the period 1 January 2019 to 31 December 2019 and the ATR is applicable for period 1 January 2018 to 31 December 2018.

¹ The Sector Skills Plan can be found in full on the BANKSETA website (www.bankseta.org.za)

In most cases the BANKSETA has attempted to simplify the documentation requirements, and to avoid requesting information that it may already have on its database. In some cases however certain information is an annual mandatory requirement. Some fields are included to assist BANKSETA to identify the trends within education and training across the sector. This information is extremely useful not only for the SETA to update the Sector Skills Plan, but also to determine where it should be concentrating its efforts to support the sector in attaining the skills levels it requires.

Disability Definition

The **Employment Equity Act of 1998** defines people with disabilities as “people who have a long term or recurring **physical or mental impairment** that substantially limits their prospects of entry into or advancement in employment.”

- **Physical impairments** include hearing and visual impairments, paralysis, amputations and problems with internal organs.
- **Mental impairment** includes clinically defined mental and emotional illnesses and learning disabilities.

6. GUIDELINES TO THE WORKPLACE SKILLS SURVEY / PLAN

Purpose of the Workplace Skills Survey / Plan

The WSS / WSP provides the basis for identifying and planning for skills development initiatives which are pertinent not only to the national need but most importantly relevant to your organisations strategy and to individual development needs. It also provides the basis against which you can report progress made with skills development.

Refer to the Workplace Skills Plan / Annual Training Report Training Manual for more information.

Strategic Skills Priorities

The skills priorities that were identified in the Banking sector are indicated in the following table and attempt to identify the number of education and training activities available within the Strategic Skills Priority Areas:

Action 1	Technology, Digitisation and Analytics
Action 2	Compliance and Risk Management
Action 3	Management and Leadership Development
Action 4	Markets, Products and Services
Action 5	Customer Centricity

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Please note that if you need to add in any strategic skills priority categories, please contact the BANKSETA Skills Development Department for assistance.

Learning Interventions / Programmes

The learning interventions/programmes can include but is not limited to the following delivery mechanisms:

• Learnerships	• Internships (structured)
• On-line computer based Programmes	• On-the-job training schemes / In-house courses
• Continuous Professional Education (CPE)	• Guest lectures
• Short courses (internal or external)	• Mentoring schemes
• Conferences	• Workshops
• Trainee programmes	• Distance education programmes
• Courses with private external training providers	• Satellite transmission training Sessions
• In-house courses and training Workshops	• Universities, Universities of Technology or private training provider courses

It is acknowledged that the nature and duration of the learning interventions will vary dramatically between programmes, and between organisations. The SETA would like to see that a range of the strategic priorities have been addressed within the company and across the NQF levels.

Please note that there is space provided should your company have planned skills development interventions in line with additional strategic priorities.

NQF levels

It is appreciated that assigning NQF (National Qualifications Framework) levels to learning interventions may be still be difficult however, we also recognise that many companies have begun the process of aligning their learning interventions with the registered unit standards.

The ten levels of the NQF have been divided into three bands: General and Further Education Qualifications, General and Further Education and Occupational Qualifications and Higher Education Qualifications.

NQF LEVEL		GENERAL	
10	Post Graduate 4	Doctor of Philosophy	
9	Post Graduate 3	Research Master's Degree	Structured Master's Degree
8	Post Graduate 2	Masters Diploma	
8	Post Graduate 1	Bachelors Honours Degree / Post Graduate Diploma	
7	General Bachelor's Degree		
6	National Diploma		
5	National Certificate (L5)		
4	Further Education and Training Certificate FETC (L4)		
3	National Certificate (L3)		
2	National Certificate (L2)		
1	ABET 4 / GETC	General Education and Training Certificate – GETC (L1). For all aspects, the requirements are not exclusionary	
	ABET 3	ABET Level 3 Certificate	
	ABET 2	ABET Level 2 Certificate	
	ABET 1	ABET Level 1 Certificate	

If the level is not known, then the 'unknown' column may be marked. If any of the learning interventions are aligned to the NQF, you would place a tick in the column "NQF aligned".

7. GUIDELINES TO THE ATR

Purpose of the Annual Training Report

The Annual Training Report (ATR) provides you with a way to track whether you have achieved your objectives outlined in the WSS / WSP. It also provides you with a means to report back to the organisation as the SDF on the achievements around skills development for the previous year.

There may be many reasons as to why your implementation has deviated from the Skills Plan, and this Report gives you the opportunity to reflect and report on the reasons for variances.

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8. **AUTHORISATION FORM**

This section is self-explanatory, the questions remaining relate to who can be appointed to sign on behalf of the 'Authorised Signatory'. The organisation can determine this, but it is recommended that it be a person of significant standing within the organisation, such as the Managing Director or the Financial Director. The person must be able to authenticate the information, and represent the organisation in this verification process.

Similarly the organisation will select who can sign on behalf of the Training Committee, as the employer representative and the employee representative. The SDF who signs the document is the registered SDF with the BANKSETA. The signatures also signify that consultation has occurred around the WSS / WSP.

Please note the following:

- The signed authorization form must be uploaded onto the BANKSETA system on the document uploads tab.
- You will need to submit proof of banking details in one of the following ways:
 1. Copy of a blank/ cancelled cheque; or
 2. A letter from the bank where the account of the company is held on the bank's letterhead WITH the bank's stamp; or
 3. The bank statement of the company (transactions of the company can be hidden) ALSO BEARING a Bank stamp.
 4. Please note that the bank stamp date should not be more than 3 months old.
 5. This forms part of the mandatory yearly audit requirements to enable the electronic transfer of grant payments to your accounts.

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