TVET WORK INTEGRATED LEARNING (WIL) FUNDING WINDOW FOR 2019/20 INSTRUCTIONS
BANKSETA TECHNICAL VOCATIONAL EDUCATION AND TRAINING
WORK INTERGRATED LEARNING FUNDING WINDOW

INSTRUCTIONS

FUNDING WINDOW DATES

The timelines for this funding window are as follows:

The 2019 Technical Vocational Education and Training (TVET) institutions Work Integrated Learning (WIL) Funding Window opens: Monday 1 April 2019.


Please note that applications are welcome on or before the prescribed deadline date. No late applications will be considered.

BANKSETA to notify of approval: Once all applications have been received, and the BANKSETA has assessed the full extent of the liability.

In addition to all the criteria specified, the learners for whom the grants apply will need to be fully contracted within 2 months of notification of funding approval.

DESCRIPTION OF WORK INTEGRATED LEARNING

Work Integrated Learning (WIL) refers to acquiring work experience under supervision and within a workplace setting. According to Griffiths University, the timing of WIL placements is usually a specified time within the academic semester to permit students to complete both the placement and their lecture and tutorial commitments.

The aims of Work Integrated Learning

Work Integrated Learning exposes students to the real world of the workplace while still studying and makes the transition from student to employee easier. Students develop a variety of professional skills necessary to succeed in the workplace setting such as team work, customer centricity and business etiquette etc.

The Benefits of workplace experience to students

Students glean skills to make them more employable and they are also able to make links by putting theory into practice. Over-and-above the technical skills, it is important that students refine their soft skills in terms of managing people dynamics in the workplace setting.

Benefits to employers

Employers have the opportunity to assess the students before they may decide to employ them permanently. This approach is an extremely cost-effective way to train students and to identify potential employees.

Work Integrated Learning may be a requirement before a formal qualification is awarded by the tertiary institution. It may also be a requirement of a professional organisation (such as Professional Councils (statutory) or Professional Bodies (non-statutory)) before the student is awarded professional status in a particular field. The student earns an allowance or stipend, payable by the employer for the duration of the work integrated learning (WIL).

Some examples of these scenarios are depicted below:
• A programme for learners who require work experience in order to complete a diploma or degree (e.g. Technikon, or technical college type courses) that require the person to have a certain amount of work experience in order to achieve the qualification.

• A programme for learners who require work experience in order to gain professional registration (FAISE qualifications)

• A programme for a new entrant or unemployed graduate who needs work experience.

• An individual who has completely or partially qualified through an TVET/HET institution and needs practical work experience in order to complete the qualification or enter the labour market. In these cases, accredited institutions in the Further Education and Training band (Levels 2 to 4 of the National Qualifications Framework), or the Higher Education and Training Band (Levels 5 to 8 on the NQF) in the public or private sector will be considered.

THE GRANT AMOUNT AND THE PERMISSIBLE COSTS

In terms of this funding policy, Technical Vocational Education and Training (TVET) institutions may submit one application for learners who require workplace experience.

The per-learner value of this grant is R3 500.00 per month (inclusive of UIF), for the duration that the learner will be spending at the host employer. TVET colleges to clearly indicate on the application if the practical training is for 12 months or 18 months, as this will impact the approved budget.

The BANKSETA will pay 5% administration fee against the approved amount of learners. This value will be communicated in the final approval letter to the TVET institution.

The application must clearly state if the learners require the workplace experience as part of their course-work requirements, or if the experience is linked to post-qualification learner support. If the workplace experience is a pre-requisite to the course-work, then the TVET will need to notify BANKSETA of the completion status and certification of that learner, as part of the performance information requirements.

Learners must not be placed in the College for their workplace experience requirements. The BANKSETA will liaise with the approved TVET institution(s) to arrange joint employer engagement sessions to link the Colleges to potential host employers who will supervise the learner in the workplace. Colleges need to advise upfront what the potential bottlenecks are, in terms of seeking host employer buy-in; but to provide mitigations and solutions on how this can be addressed and/or resolved.

Public institutions of learning 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 the current application. It is urged that organisations submit the necessary documents timeously, in order for applications to be assessed without undue delay.

The funds are available on a first-come-first served basis. In all instances, BANKSETA reserves the right to approve / decline funding at its discretion.

THE OBJECTIVES OF THE GRANT

The objective of this grant is to:

- Provide practical, hands on experience in the specialty / skills area that a learner wants to work in, in the sector, upon completion of their studies;
- Facilitate full time and/or permanent placements in the workplace upon completion of studies;
- Get the best match between student skills, personality and company culture, through the work-integrated experiential learning placements;
- Enter into formal agreements between BANKSETA and TVET Colleges;
FULFILL THE BANKSETA SLA with the Department of Higher Education and Training (DHET) by assuming the role of a coordinator and/or facilitator of the demand side (workplaces) and the supply side (providers).

SKILLS PRIORITY AREAS

BANKSETA requires all learners identified for Work Integrated learning to have undergone a learning programme in one of the following critical and priority skills in the sector:

- Information Technology;
- Leadership and Management;
- Customer interface or Marketing and Communications;
- Specialist Finance;
- Legislative compliance; or
- Inclusive Banking (e.g. co-operative banking or micro finance)

College faculties are urged to consult the BANKSETA Sectors Skills Plan(s) to determine other scarce and critical skills that are required by the broader banking and micro finance sector. Well-researched proposals will be favourably evaluated, especially in cases where the respective colleges have made an effort to source employer engagement partners as part of the application.

APPLICATION CRITERIA FOR TVET INSTITUTIONS

Applications must meet the following criteria in order to qualify for funding:

- The applicant must have the financial capability and internal resources to manage the structured workplace learning transfer required for the duration of the work integrated learning;
- The application for grants must be submitted on the prescribed application form and applicants must comply with the declaration contained in the form;
- This grant pertains to a Work Integrated Learning as described in the definition above. The Technical Vocational Education and Training (TVET) institutions awarding the recognition of work integrated learning must specify the practical outcomes for each student being applied for as well as a Quality Management Plan showing the methodologies on assessment of outcomes;
- The Technical Vocational Education and Training (TVET) institutions will be required to provide certified copies of student identification numbers (ID’s) and student numbers linked to their campus registration. Proof of registration for the practical module must also be supplied;
- The Work Integrated Learning for which the application for a grant is being made must address both business needs and critical or scarce skills within the broader banking and micro finance sector;
- Applications must be for Work Integrated Learning that will commence in the current levy year (2016/7). The BANKSETA will be sensitive to Technical Vocational Education and Training (TVET) institutions’ semester schedules for the practical component;
- The BANKSETA will give preference to applications in support of the equity targets of the National Skills Development Strategy (namely, 85% black, 54% female and 4% disabled);
- The intern must be prepared to sign a contract with the host company to remain in the employ of the company for a period stipulated in the contract. The Technical Vocational Education and Training (TVET) institutions need to advise BANKSETA who the host employer is;
- The TVET learning institution will need to provide a valid tax clearance certificate as part of the application requirements; and
- The TVET College will be required to submit progress report(s) on the status of the Work Integrated Learning until final recognition is conferred.
- All Learner Agreements and the supporting documents should be scanned and saved on a flash disk or memory stick and sent to the BANKSETA along with the Hard copies.
- Application must demonstrate completion reporting

THE LEARNING PROVIDER

The Technical Vocational Education and Training (TVET) institutions will be required to monitor and evaluate the learning in the work-place (where required).
THE INTERN/ LEARNER

The Intern/ unemployed learner is required to meet the following minimum criteria:

- Be a citizen of South Africa;
- Have written endorsement of completion of the theoretical component of their qualification from their academic institution (in the case of work integrated learning);
- Demonstrate exceptional potential and academic performance;
- Comply with selection criteria which include numeracy and literacy skills at least at Level 3 of the NQF; and
- Have the ability and potential to function in the broader banking and micro finance sector.

RECORDING WORK-INTEGRATED LEARNING

The Work Integrated Learning grants will be considered for a minimum of 4 months to a maximum of either 12 or 18 months. Any work integrated learning running for less than 4 months will not be considered.

The work must be structured and require proof of work done in the workplace and signed off by relevant person (either Manager/Supervisor). This is a workplace logbook. Colleges must please outline in the Quality Management Plan (QMP), how the practical workplace experience will be monitored and how employers will be upskilled to manage the outcomes in the workplace.

There should be a formal contract signed between employer and intern for the duration of the work integrated learning (this is underpinned by the Work Integrated Learning agreement) and / or a letter confirming same from the employer. The BANKSETA will require contact details of the supervisors as part of the progress report and submission.

The Technical Vocational Education and Training (TVET) institutions will be required to coach/mentor potential 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. This may entail scheduling coaching sessions or preparing toolkits for the host employer to understand how they contribute to the process of learning transfer etc.

PAYMENT OF THE GRANTS

Grants for successful applicants will be paid out within one month of having received copies of signed agreements, accompanied by certified ID copies and proof of current registration with the respective Technical Vocational Education and Training (TVET) institutions for the practical module.

Grants will only be released upon receipt of all necessary documents (including invoices submitted in the correct format). Payment will be made once completed beneficiary schedules and signed MoA’s (Memoranda of Agreements) are in place. Additional information may be requested by the BANKSETA in order to release payments.

Grants not utilised by the agreed date will revert back in the discretionary funds pool.

WORK INTEGRATED LEARNING IMPLEMENTATION COSTS

All grants are VAT inclusive and this funding is specifically for learner allowances. Funding does not include set up costs including capitalisation of projects or infrastructure requirements.
NON PERFORMANCE CRITERIA

If the Technical Vocational Education and Training (TVET) institution/Learner fails to meet the eligibility criteria, this will be considered as non-performance. TVET institutions must alert BANKSETA of any risks which may negatively impact this requirement.

For a Learner:
In the event of a learner not completing the work integrated learning programme, through absconding from the programme, BANKSETA will only pay for those learners that have successfully completed the practical module.

DISPUTE RESOLUTION

Should any dispute arise from any application made in terms of these guidelines, the parties will attempt to resolve the dispute in good faith through senior-level negotiations. If the dispute is not resolved through negotiation or mediation within a reasonable time both parties agree that it shall be finally resolved in accordance with the rules of the Arbitration Foundation of South Africa by an arbitrator or arbitrators appointed by the Foundation.

APPLICATION DOCUMENTS REQUIRED

- Signed application form
- Project Plan
- Quality Management Plan (QMP) and methodology to track work-related experience and outlining how the Work Integrated Learning component will be run.
ADMINISTRATION REQUIREMENT AND APPROVAL PROCESS

Invoices will only be paid at three midpoints throughout the life-span of the work integrated learning applied for (one upon registration and receipt of signed MoA, another upon receipt of learner agreements and logbooks and the final invoice upon completion or achievement of practical outcomes through certification).

The criteria for accessing the various payment tranches are outlined below. Applicants failing to meet any of these criteria will be disqualified.

<table>
<thead>
<tr>
<th>TRANCHES</th>
<th>DELIVERY REQUIREMENTS</th>
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<tbody>
<tr>
<td><strong>1. First Tranche</strong></td>
<td>1.1 MoA initialed on all pages and signed in full</td>
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<tr>
<td>(50% of 5% admin fee +</td>
<td>1.2 Revised Project Implementation Plan signed off by BANKSETA</td>
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<tr>
<td>50% stipend fee)</td>
<td>1.3 Learner Data and Information:</td>
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<td></td>
<td>• Certified copy of identity document of the learner and proof of registration with</td>
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<td></td>
<td>the said Company/Employer/Institution</td>
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<td></td>
<td>• Certified copy of highest qualification</td>
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<td></td>
<td>• Signed original Work Integrated Learning agreement</td>
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<td></td>
<td>1.6 Valid, current Tax Clearance Certificate</td>
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<td>1.7 Details of learner captured on the spreadsheet provided with this MoA</td>
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<td></td>
<td>1.8 A tax invoice made out to the BANKSETA for 50% of the 5% administration amount and</td>
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<td></td>
<td>50% of the total amount for stipends</td>
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<td><strong>2. Second Tranche</strong></td>
<td>2.1 Progress Report showing each learner details and financial reconciliation of</td>
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<tr>
<td>(30% of stipend fee only)</td>
<td>stipends paid to date.</td>
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<td></td>
<td>2.2 A tax invoice for 30% of the approved stipend amount, made out to BANKSETA</td>
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<td></td>
<td>2.3 Valid, current Tax Clearance Certificate</td>
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<tr>
<td><strong>3. Third Tranche</strong></td>
<td>2.1 Progress Report showing each learner details and financial reconciliation of</td>
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<tr>
<td>(20 % of stipend fee only)</td>
<td>stipends paid to date.</td>
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<tr>
<td></td>
<td>2.2 A tax invoice for 20% of the approved stipend amount, made out to BANKSETA</td>
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<tr>
<td></td>
<td>2.3 Valid, current Tax Clearance Certificate</td>
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<tr>
<td><strong>4. Fourth Tranche</strong></td>
<td>4.1 Close-out Report in the prescribed format with learner report and employer</td>
</tr>
<tr>
<td>(50% remaining of 5%</td>
<td>feedback report</td>
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<tr>
<td>Admin Fee)</td>
<td>4.2 Financial Report of the entire project covering administration and stipends</td>
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<tr>
<td></td>
<td>4.3 A tax invoice for 50% of the 5% approved amount for administration, made out to</td>
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<td>BANKSETA</td>
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The BANKSETA will provide the required reporting templates once the TVET institutions have been notified of grant approval status. Please note that the BANKSETA will only be paying final invoices for learners who have successfully completed the programme.

Failure to produce the signed agreements by due date will result in the funds allocated reverting back to the discretionary pool of funds.

**Application form TVET Work Integrated Learning (WIL) Funding Window**

Please complete the application form in full

The completed and signed application form must be emailed in PDF format to Rozah Magamba (rozahm@bankseta.org.za) by 31 May 2019.

**No late applications will be accepted.**

**Please confirm receipt of email with BANKSETA.**

**Communication of decisions**

Decisions in respect of TVET work integrated learning (WIL) funding applications will be communicated by e-mail to applicants once BANKSETA has determined the full extent of the liability to the applying institutions.

**Provision of all required documents will expedite the approval process.**