



HIGHER EDUCATION FUNDING WINDOW FOR 2020 ACADEMIC YEAR INSTRUCTIONS



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 2020 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 may submit an application for:

- ***Unemployed youth for the 2020 academic year. Final year students with a good academic track record will be prioritised.***
- **lecturer development for 2020 academic year.**

The available budget will be divided equally amongst all qualifying applicants.

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 /TVET Colleges 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 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;

- **Actual cost** per learner (including tuition fees, accommodation, textbook/hardware, allowances etc.). Proof of actual cost must be submitted with the applications.
- 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 hefw2020@bankseta.org.za within the specified timeframes; no late submissions will be accepted.
- Please confirm receipt of email with BANKSETA.
- The grant fund application opens on **Friday, 13 December 2019** and closes on **Friday, 28 February 2020**.

BANKSETA issues a standard Memorandum of Understanding (MoU) which has been vetted by our legal entity and must be complied with.

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.

4. GUIDING PRINCIPLES: EVALUATION

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

Applications will be limited to:

- **An application/s for unemployed youth for 2020 and**
- **one (1) application for lecturer development per applicant for 2020.**

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;
- Beneficiaries must be South African citizen and not be older than 35 years old.
- 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 2020-2025 (SSP) as follows:

Occupation Code (OFO)	Occupation	Specialization / Job
251203	Developer Programmer	<ul style="list-style-type: none"> • ICT Programmer • Applications Developer • ICT Developer
252101	Database Designer and Administrator	<ul style="list-style-type: none"> • Database Architect • Database Analyst • Database Administrator • Data Administrator
251901	Quality Assurance Analyst (Computer)	<ul style="list-style-type: none"> • Software Tester
251101	ICT Systems Analyst	<ul style="list-style-type: none"> • ICT systems Designer • ICT Systems Specialist • ICT Business Systems Analyst • ICT Systems Consultant • Computer Analyst • Systems Programmer • LAN/WAN Specialists • ICT Systems Strategist • ICT Systems Architect
241301	Financial Investment Advisor	<ul style="list-style-type: none"> • Financial Consultant • Financial Planner • Financial Business Analyst • Financial Advisor • Financial Analyst
122101	Sales and Marketing Manager	<ul style="list-style-type: none"> • Business Development Manager • Business Support Manager
241202	Investment Manager	<ul style="list-style-type: none"> • Fund Manager • Portfolio Manager • Hedge Fund Manager
421102	Bank Worker	<ul style="list-style-type: none"> • Personal Banking Consultant • Bank Customer Services Officer • ATM Custodian • Mortgage banker • Credit Support Officer • Credit Loan Officer

242207	Compliance Officer	<ul style="list-style-type: none"> • Cyber-security Specialists • Financial Markets Compliance Officer • Organisational Risk Officer • Risk Compliance Officer • Organisational Development Practitioner
121901	Corporate General Manager	<ul style="list-style-type: none"> • Customer Service Manager • Bank Manager • Sales Manager • Corporate Services Manager • Finance Manager • Credit Manager • Information Services Manager • Office Manager • Information Technology Manager • Contact Centre Manager • Financial Markets Business Manager • Data Management Manager • Research and Development Manager • Recruitment Manager • Contract Manager

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 as per learners list as attachments
- Cost per learner as per the fees account statement
- South African citizen not older than 35 years older.
- 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 Two Categories

1.2020 Bursaries(Final year students will be prioritised)	2. 2020 Lecture 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:-	
Friday, 13 December 2019	Funding Window Opens
28 February 2020	Funding Window Closes
<u>Please note that these dates are Provisional and subject to change:</u>	
By 31 March, 2020	BANKSETA responses for applications
By 30 April, 2020	Signing of Memorandums of Understanding (MoU) reflecting the commitment of funds. 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.
By Friday, 22 May 2020.	Submission of agreements and/or support documents for BANKSETA's data upload process in respect of 2020/21 Q1 learners entered reports to DHET. PS: - It will be advantageous for support documents to be submitted sooner, provided all parties are in agreement with the roles and responsibilities.

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
Busisiwe Budulwayo	Project Manager	Busisiweb@bankseta.org.za	011 805 9661

- Early submissions are encouraged; NO late submissions will be accepted.
- The Higher Education Funding Window opens on Friday, 13 December 2019 and closes on Friday 28 February 2020.
- 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 BANKSETA related training initiatives. Applicants are therefore, urged to apply for actual cost as required by learner needs. This must be accompanied by proof and utilization of full amount as indicated by fee account statements.
- 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.
- The BANKSETA prohibited any funds transfer to personal learner account.
- BANKSETA will not issue any letter to the Universities for transfer of surplus funds to learners account.
- 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.