**Closing date and time: 17h00 on 4th February 2022**

**APPLICATION FORM FOR BANKSETA INTERNSHIP PROGRAMME**

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|  | **PART A: Applicant Details & Authorisation**

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| **Name of Applicant** |  |
| **Physical Address** |  |
| **Postal Address** |  |
| **Contact person for this program:** |  |
| **Telephone:****Landline****Cell** |  |
| **E-mail address:** |  |
|  |  |
| **Authorisation** | We, the representatives from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Applicant Name) confirm that the information contained in this proposal are correct and commit to ensuring that the project meets its stated objectives. |

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| **Applicant Roles** | **Name** | **Title / Designation** | **Date** | **Signature** |
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**PART B: ELIGIBILITY CRITERIA**

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|  | **Please indicate the nature of the applicant and provide the required information** |
| BANKSETA Employers | Levy payers; and registered with the BANKSETA for skills development levy purposes; and who have submitted a Workplace Skills Plan (WSP) for the 2021 year by 30 April 2021 | Provide Levy number if this category is applicable |
| Non-State Institutions | Non-Governmental Organisations or Non-profit organisations or Community Development Institutions | Name |
| Provide registration number if this category is applicable |
| Government Institutions | Departments; Public Entities District municipalities & their agencies | Name |
| Private Enterprises and Agencies | Private companies, other than BANKSETA employers with experience and capacity in training and placement of unemployed youth | Name |

**PART C: INTERNSHIP PROPOSAL** **Please complete the internship proposal using the paragraphs below as guideline. Please note the evaluation criteria to be used to evaluate the proposal and ensure you provide as much detail as possible. Insert extra space as required.**

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| 1. **PROJECT RELEVANCE/ BUSINESS CASE (20% weighting)**

Applicants must demonstrate relevance of project to inter alia * resolve the general shortage of qualified and skilled people in the workforce by encouraging graduates to equip themselves with the necessary practical experience.
* assist in meeting the strategic staffing needs of applicants by providing practical and accelerated work experience programmes that expose interns to specific occupations.
* provide unemployed graduates with valuable work experience and skills to enhance their employability.
* address the problem of youth unemployment, and other socio-economic challenges in the chosen localities
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| 1. **PROJECT IMPLEMENTATION PLAN AND METHODOLOGY (30% weighting)**
* Recruitment and selection of the unemployed youth. How will the applicant recruit and select unemployed youth for an internship programme as defined above? Please also note the allocation of funds to learners in the table under Section 5.
* Recruiting and securing host employers or alternatively ensuring adequate workplaces
* The applicant must indicate how many workplaces have been confirmed.
* Measures to contract learners, monitor their attendance and well as the reporting to the BANKSETA
* Payment and administration of the stipends to learners monthly
* Exit plan/strategy to facilitate transition to employment post the internship
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| 1. **CAPACITY TO MANAGE AND IMPLEMENT TRAINING AND PLACEMENT PROJECTS** **(25% weighting)**
* The application should provide/demonstrate evidence of capacity and capability to manage the proposed project. This should include concrete evidence of existing networks or associate organizations that form part of this capacity.
* The applicant must indicate the resources in place to ensure the successful implementation of the project as well as indicate roles and responsibilities.
* Learner tools to enable learners to participate in online learning and remote work where required must be described.
* Stakeholders/networks/ecosystems that form part of the proposed resources to implement the project must be described.
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| 1. **EXPERIENCE AND TRACK RECORD IN IMPLEMENTING SIMILAR PROGRAMME (25 % weighting)**

The applicant must demonstrate and provide examples of projects implemented in the last five years as well as their relative success. This should include impact indicators such as numbers of learners placed and employed post completion of programmes. |
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|  | **Any application not meeting a threshold of 60% will not be approved.** |  |
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|  | **PART D: BENEFICIARIES AND GEOGRAPHIC SPREAD** |  |
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| **Name of Province** | **Number of Beneficiaries** |
| **Urban** | **Rural** | **Black** | **Female** | **Disabilities** | **Total** |
| Eastern Cape |  |  |  |  |  |  |
| Free State |  |  |  |  |  |  |
| Gauteng |  |  |  |  |  |  |
| KZN |  |  |  |  |  |  |
| Limpopo |  |  |  |  |  |  |
| Mpumalanga |  |  |  |  |  |  |
| Northern Cape |  |  |  |  |  |  |
| Northwest |  |  |  |  |  |  |
| Western Cape |  |  |  |  |  |  |
| **Total Number of Beneficiaries** |  |  |  |  |  |  |

**PART E: PROPOSED PROJECT BUDGET**

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| --- | --- |
| Total Amount applied for:R (**inclusive** **of VAT**) |  |
| Total Cost for Recruitment, selection, and Placement of Learners, contracting of learners, Managing Stipends of Learners, Monitoring of Learner attendance and reporting on progress, activities to enable employment. (Capped at 10% of stipend cost) |  |
| Work Readiness Training Cost (Capped at R500 per learner) |  |
| Learning Tools cost (Capped at R2500 per learner) |  |
| Learner Stipends (R4500 per month, per learner for *at least* 12 months) |  |
| Other cost (please indicate) |  |
| Number of Months |  |
| Total Cost per beneficiary |  |
| Number of beneficiaries |  |

**IMPORTANT NOTES AND Funding Allocation Criteria**

1. The is no cap on the number of learners applied for however BANKSETA will allocate funding in line with the submission and the assessment of the applicant to successfully implement the project.
2. BANKSETA will allocate funding across the country in an equitable manner to ensure the internship opportunities reach many youths in the country.
3. In this respect allocation criteria are driven by factors such as unemployment rates, rural nature of the province and population size in the nine (9) provinces.
4. For all qualifying applications, the following funding allocation criteria will apply:

• Beneficiary allocations: Black: 85%, Female: 60%, People with disabilities: 10%

• Learner stipends are set at R4 500 per month for 12 months

• Learner Tools are capped at R2500 per learner

• Online Learner work readiness and / or soft skills training capped at R500 per learner

• Recruitment, selection, and Placement of Learners, contracting of learners, Managing

Stipends of Learners, Monitoring of Learner attendance and reporting on progress, activities to enable employment. Capped at 10% of stipend cost

1. Please complete all the applicable sections in as much detail as possible.
2. This application should be read in conjunction with the BANKSETA Funding Window Guidelines
3. Responsibilities of the APPLICANT:

The APPLICANT will have responsibility for the following, which includes (but is not limited to):

* Overall project management
* Reporting to the governance structure of the project and to the BANKSETA
* Contracting with training provider or delivery of training
* Financial management including record keeping.

**NOTE: The APPLICANT will be held liable for any financial mismanagement**

1. 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
2. Complete and duly signed learner agreements and mandatory supporting documentation for each learner will be provided to the BANKSETA within one month of the date that the MOA was signed by the Stakeholder and returned to the BANKSETA.