



DISCRETIONARY GRANT: WORK INTEGRATED LEARNING

FUNDING WINDOW GUIDELINES

2024-2025

BANKSETA FUNDING WINDOW GUIDELINES

1. Purpose

This document has been developed to guide the application process for BANKSETA Discretionary Grant Funding Windows. It considers the SETA Grant Regulations and the BANKSETA Discretionary Grant Policy. This document provides guidelines for the opening of funding windows, inviting applications, evaluation of applications, allocation of funds and payment of funds. This document aims to ensure a consistent, fair, and transparent process.

Definition: A funding window is an invitation to stakeholders to apply for funding from the SETA for the programmes that the funding window is intended for. The programmes may include learnerships, internships, and bursaries, etc. or may be aimed at a particular stakeholder grouping for example Levy paying organisations. The BANKSETA will publish all funding window invitations on the BANKSETA website www.bankseta.org.za

2. Objective

The objective of this funding window is to allow stakeholders to apply to host learners in the workplace for a period of 18 months (in the case of a Technical and Vocational Education and Training College learner) or 12 months (in the case of a University of Technology learner). The funds allocated, are meant to fund the learner stipend while such a learner is in the workplace.

3. Invitation Process

- 3.1 The funding window opens on **19 December 2023 and closes at 16h00 on 16 February 2024.**
- 3.2 No late applications will be accepted.

4. Eligibility Criteria

Applicants must meet the eligibility criteria as indicated below to qualify for funding.

- 4.1 Public Technical and Vocational Education and Training Colleges (TVETs) and Universities of Technology (UoTs) that have learners who completed their theoretical studies and who need workplace learning to complete their qualification or after their qualification, may apply for funding to place learners in workplaces secured by the TVET or UoT,
- 4.2 Community Education and Training Collages (CET) may apply to host learners from TVETs and UoTs. Applicants must have the capacity to host learners in their own

premises for the purpose of work integrated learning training,

5. Evaluation Criteria

Applications must meet the evaluation criteria as indicated below to qualify for funding. Any application not adhering to the below will be declined.

- Application forms **must** be completed in full and correctly.
- Applications must be in support of skills identified in the BANKSETA Sector Skills Plan.

6. Allocation criteria

6.1 For TVET WIL Learners:

- Stipend: Capped at R4500 per learner per month for a maximum of 18 months.
- Project Admin: Capped at 5% per Applicant.

6.2 For UoT Learners

- Stipend: Capped at R5500 per learner per month for a maximum of 12 months.
- Project Admin: Capped at 5% per Applicant.

6.3 When allocating funding BANKSETA may prioritize provinces, municipalities, rural areas, woman, and people with disabilities.

7. Submission Requirements

7.1 Applications and other related documents are to be submitted on BANKSETA templates, and as per the prescribed submission process. Failure to do so will result in disqualification of the applications.

7.2 Applications must be received in the specified times; no late submissions will be accepted.

7.3 Applicants agree to provide information as required by BANKSETA for the purposes of reporting to the Department of Higher Education and Training, as well as other statutory stakeholders.

8. Submission Process

8.1 Early submissions are encouraged. No late applications will be accepted.

8.2 Applications must be submitted on a secure platform such as Dropbox, WeTransfer, or Microsoft OneDrive. Submissions on this platform must be confirmed by the

applicant by sending an e-mail to a specified e-mail address:
wilfundingwindow2024@bankseta.org.za

Submission of the application will be acknowledged; however, applicants must note that the completeness and correctness of applications will only be evaluated after the closing date.

- 8.3 Applicants must keep a copy of their submission for their internal use and backup purposes.

9. Evaluation and Allocation Process

- 9.1 In all cases an evaluation panel shall be established to evaluate applications.
- 9.2 The evaluation panel will be appointed by the CEO and consist of at least three panel members.
- 9.3 All panel members will be required to sign a declaration of interest.
- 9.4 The evaluation panel and decision will be recorded for audit purposes.
- 9.5 All grants are VAT inclusive, and this funding is specifically for training costs, and /or learner allowances (for unemployed learners). Funding does not include set up/initiation costs, and/or including capitalization of projects.
- 9.6 If the BANKSETA Board approves additional funding for a particular funding window or if there are savings or underutilization by successful applicants, BANKSETA may approve additional applications or increase the funding for a particular applicant. Only approved applications will qualify for additional funding.
- 9.7 If there are insufficient applications in a certain category/programme, BANKSETA may request successful applicants to train additional learners and approve additional funds to train more learners over and above the number of learners applied for.
- 9.8 Feedback on the status of the application will be provided to unsuccessful applicants.

10. Approval, Appeal and Change Request Process

- 10.1 The evaluation documentation will be submitted for Probity Review. The probity review report will be submitted for review to the CEO. Once the CEO has reviewed, the report and supporting evidence as required will be submitted to the Finance and Remuneration Committee for recommendation to the BANKSETA Board. Final approval will be done by the BANKSETA Board. The BANKSETA Board may delegate approval functions to the CEO as indicated in the BANKSETA Delegations of Authority Policy
- 10.2 Funding window approvals will be subject to the Board approving the projects and budgets in the Annual Performance Plan for 2024/2025.

- 10.3 Should an (unsuccessful) applicant want to appeal against the decision of the BANKSETA, this must be done in writing and the request will be submitted to the CEO to review. After reconsideration, the decision is final.
- 10.4 Change requests must be submitted to the BANKSETA with a motivation for the change. The approval of the change request is at the discretion of the CEO provided that the approved amount is not exceeded and that the change is still in line with the guidelines.

11. Contracting, Commitment Schedule and Project system update

- 11.1 BANKSETA will sign a Memorandum of Agreement (MoA) with the applicant for each application that is approved.
- 11.2 The approval notification to the applicant will include a deadline date for the return of signed MoAs to the BANKSETA so that funds are not left uncommitted for long periods of time.
- 11.3 The project manager will monitor all the received MoAs and any MoA not signed and returned to BANKSETA by the agreed date will be cancelled.
- 11.4 If the MoA has expired, and no project extension request is received by BANKSETA before the lapse of the MoA or if BANKSETA detects there is no project activity taking place and no reasonable cause has been provided, the MoA will be terminated, and the funding forfeited.
- 11.5 Approved projects need to be implemented in the timeframes of the MoA. The BANKSETA will not accept reports outside the approved project unless reasonable grounds exist to approve project extensions.

12. Invoicing/ Funds Disbursement Process

- 12.1 Upon approval of the application, the 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)
- 12.2 The first invoice to the BANKSETA must be accompanied by official proof of banking details BANKSETA to remind the applicant on need to be compliant but still process payment.
- 12.3 The final invoice will be paid subject to all the project requirements being met. This may include a monitoring and evaluation audit conducted by BANKSETA.
- 12.4 Progress Reports are to be submitted with invoices as required (BANKSETA to send template).

- 12.5 Invoices will be paid provided all project requirements are met and supporting documentation are provided (such as proof of payment to other parties, proof of disbursement of stipends to unemployed learners, etc.).
- 12.6 Successful applicants and payments are subject to a monitoring and evaluation process.
- 12.7 The BANKSETA will only be paying for beneficiaries who successfully complete the programme as required, and only make final payments once all other tranche criteria requirements are met.
- 12.8 Applicants are reminded that all supporting documentation related to funding of Learners, should be submitted within two months of signing the MoA.
- 12.9 Statements of results or completion certificates should be submitted within two months of the learner successfully completing and no later than the end of each financial year.

13. Disclaimer, Termination and Breach

- 13.1 In all instances, BANKSETA reserves the right to approve / decline funding at its discretion.
- 13.2 The BANKSETA reserves the right to verify, monitor and audit any of the above approved grants during the implementation period by a designated BANKSETA representative.
- 13.3 Payments are also subject to these processes as per the quality requirements stipulated by BANKSETA.
- 13.4 The BANKSETA may withhold grants or recover any grants paid to an applicant if it is found that the grants allocated are not being used for the purpose for which the grant was intended. This includes but are not limited to the employment status of intended beneficiaries stated incorrectly (employed / unemployed), fraudulent identity documents (deceased learners), etc.
- 13.5 Non-compliance will lead to summary termination of the agreement and the Contracting party will, due to non-compliance have neither right to any grants or disbursements nor any other right out of this agreement.

14. Confidentiality of information

- 14.1 In compliance with the requirements of the Protection of Personal Information Act (POPI), BANKSETA wishes to inform all its stakeholders that in applying for funding, invoicing the BANKSETA and providing supporting information for such invoices, the below standards will apply:

- BANKSETA undertakes to keep all information obtained or received by it for purposes of funding applications, funding agreements, invoicing and performance information disclosed or provided by the employers in confidence and in a safe and secure manner.
- Information shall be revealed only to the representatives, agents, and employees whose knowledge of the information is required for the purpose related to administering the funding applications, funding agreements, invoices and supporting documentation.

14.2 The purpose related to administering the funding applications, funding agreements, invoices and supporting documentation includes the following:

- Reporting skills development initiatives to the Department of Higher Education and Training.
- Reporting enrolments and achievements of programmes to the South African Qualifications Authority.
- Reporting on quality assurance functions to the Quality Council of Trades and Occupations.
- Evaluating and processing applications for access to funding.
- Compiling statistics and other research reports.
- Providing personalised communications.
- Providing information for internal and external auditing purposes
- Complying with the law; and/or for a purpose that is ancillary to the above.

14.3 Information related to Memoranda of Agreement will be kept for 5 years after the stated end date. After 5 years it will be destroyed.

14.4 In the event that BANKSETA is required by legal process to disclose any of the information, it shall provide the employer with prompt notice of such requirement so that the employer may seek a protective order or agree to the provision of information. If a protective order or other remedy to ensure that only information covered by such order or other remedy is obtained, the BANKSETA shall use all reasonable efforts to ensure that only the information covered by such order or other remedy is disclosed. Whether or not a protective order or other remedy is obtained, or the employer party agrees to the provision of information, BANKSETA shall take all the reasonable steps to ensure that only the portion of the information which it is legally required to disclose, is disclosed.