


INFORMATION LETTER:
Importance of Learner Details and Project Execution

1. Department of Higher Education and Training has now requested that AgriSETA needs to report each ABET Learner on a Quarterly Basis. Therefore it is important to have correct ID Numbers & also other information that is requested on the AgriSETA First Tranche Grant Claim Form. Please note that payment will be withheld if full details - including ID Copies are not submitted with the First Claim/Tranche.
2. Please provide a List of Learners if any of the following occurs during course of ABET Training:
 - a) **Did Not Complete**
 - b) **Diseased**
 - c) **Withdrawn**
 - d) **Failed**
 - e) **Replacement with another Learner**

Above Information needs to be correct in order for the ABET Administrator to Terminate or De-Enroll the registered Learner on the AgriSeta Data Base.
3. If your project does not commence within two months from approved date, you should contact AgriSETA to negotiate a new starting date or indicate to us that you wish to cancel the approval. This will assist AgriSETA to re-allocate discretionary funds to other needy projects.
4. On completion of the ABET Training the Employer should provide AgriSETA with a letter confirming that the Training has been completed to their satisfaction.
5. **Please Take Note: Your Application first needs to be approved by the SETA before you can commence with implementation.**
6. Literacy and Numeracy are compulsory if learner wants to engage in one of the additional subjects on Levels 2 to 4.
7. For payment process, the stakeholder must ensure that he/she, **submits a current valid Tax Clearance Certificate** with the **original invoice**. If the stakeholder does not have a Tax Clearance Certificate in place, he/she needs to apply for one at his/her nearest SARS Office.
8. Finally, ABET applications should be completed by the employer or his registered SDF – **NOT** by the ABET provider.

Yours faithfully



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