



DISCRETIONARY GRANT GUIDELINES

ARTISAN DEVELOPMENT

2020/2021 FINANCIAL YEAR

1. PURPOSE

This document outlines AgriSETA's *guidelines/procedures* with regards to the *allocation and payment of Discretionary Grants for APPRENTICESHIPS* in accordance with the Skills Development Act No. 97 of 1998, the Skills Development Levies Act No.9 of 1999, and related Regulations and Notices as well as the Service Level Agreement between AgriSETA and the Department of Higher Education.

The AgriSETA agree to enter into a contract whereby AgriSETA would fully or partially sponsor the beneficiary for a particular learning program. The purpose of this document is to record the terms and procedures applicable to the financial support agreement.

2. DEFINITIONS

APPRENTICESHIP: A programme for learners who wish to engage in a formal structured learning program to attain artisan status.

3. GENERAL GUIDELINES FOR EVALUATION

- 3.1 Applications from all Stakeholders within the AgriSETA demarcation will be considered.
- 3.2 Applications for financial support will be considered in accordance with the AgriSETA critical and scarce skills requirements as recorded in the sector skills plan and its annually updated.
- 3.3 These guidelines support the principles of the National Skills Development Strategy III and NDP 2030.
- 3.4 Financial support applications for:
 - 3.4.1 Apprenticeships may only be considered if the employer is approved as Workplace Provider. Disbursements of grants are subject to the terms and conditions of the Workplace Readiness Report applicable to the physical work environment and resources of the employer.
- 3.5 Double funding is not permitted and candidates may not be indentured as an apprentice by two SETA's
- 3.6 All applications must have a relevance to and contribute towards the Agri Sector.

- 3.7 The financial support will be paid by AgriSETA to stakeholders, at the discretion of AgriSETA, and provided that all relevant documents are submitted to AgriSETA.
- 3.8 The financial support will be allocated by AgriSETA depending on the availability of funds.
- 3.9 The Stakeholder will manage the Grant and will have a contractual agreement with AgriSETA.
- 3.10 Preference will be given to applicants currently in the employment of agricultural sector.
- 3.11 Applicants must be South African citizens.
- 3.12 Applicant Requirements:
 - 1.12.1 The Apprentice must meet the minimum entry academic requirements of the designated trade with Mathematics and Physical Science as a pass from Grade 9.
- 3.13 Applicants must be exposed to a proper selection process which may include an interview by the tertiary Institution/Stakeholder.
- 3.14 Preference will be given to candidates from previously disadvantaged communities and/or belonging to designated groups.
- 3.15 **AgriSETA will not pay any funds directly to a Learner.**

4. FUNDING GUIDELINES

4.1 Requirements for Apprenticeships

- 4.1.1 Funding for Apprenticeships is intended to contribute towards training costs, academic supplies (books, PPE including overalls, Safety boots, ect., measuring and testing instruments, tool box set and equipment associated with the program/course).
- 4.1.2 Stakeholders will need to sign an agreement with AgriSETA and provide all relevant supporting documentation required.

5. TERMS AND CONDITIONS APPLICABLE TO DISBURSING APPRENTICESHIP GRANTS

5.1 First Grant Disbursement R55 000 per new Artisan Learner. Disbursed on receipt and verification of:

- 1. Formal certified letter of commitment from the CEO / Head or formal designate of the employer to contract the total allocated number of new Artisan Learners within the current financial year; and

2. Signed Discretionary Agreement between the AgriSETA and the Employer that is a “contractual obligation” that allows the AgriSeta to commit funds in advance for Artisan related PIVOTAL programmes as is required in the AgriSeta Grant regulations.

3. Artisan Learners captured on the AgriSETA information system indicium

4. Proof of banking details from the Bank.

5. Official invoice from the Employer

6. Three-year Training Plan

5.2. Second Grant Disbursement R55 000 per new Artisan Learner disbursed after receipt of:

1. Monitoring and verification report (MVR) indicating that the learners achieved 50% progress.

2. Level/Phase training report and or a copy of logbook.

3. Official invoice from the employer

5.3. Final payment of R55 000 per new Artisan Learner disbursed after receipt of:

1. A recommendation for certification from NAMB for the new Artisan Learner as is contemplated in section 26A(2)(g) of the Skills Development Act/ a copy of trade test certificate and or trade test report.

2. Official invoice from the employer

3. Survey list

All documentation and related correspondence have to be accurately referenced as specified by this notification and delivered to the physical address of the AgriSETA via courier services. The onus rest on the employer to verify receipt by the AgriSETA should written confirmation of receipt is pending ten working days.

Contact details:

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