



inseta
INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

Working together for a skilled tomorrow

DISCRETIONARY GRANT PROCEDURE

POLICY NUMBER DG-PR-001	Compilation date	04 May 2021
	Effective date	01 June 2021
	Review date	10 May 2023
	Version number	08

Approval:

T PEELE Chief Operations Officer	G Mkhize
Date: 21 July 2022	Date: 21 July 2022

Related documents

Discretionary Grant Policy
Learning Program guidelines
Business Process

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1. DEFINITIONS

Burial Society: Individuals who formed a group with the aim to provide a savings scheme or stokvel to help families with the costs of a funeral in the event of a death.

Bursaries: Grants awarded to learners (Youth and Workers) in need of financial assistance to study at learning institutions for qualifications identified as required by the sector in the SSP.

CEO: Chief Executive Officer of INSETA

Employer: refers to a person or business that formally employs one or more people for their services in exchange for remuneration, especially for wages or salary.

Industry required Skills: All skills that are specific for entry into the insurance sector qualifications or occupations.

Internship: A workplace-based experiential learning opportunity that is offered through hosting learners in workplaces to supplement formal study completed.

Learnership: A structured work-based learning programme that includes both theoretical learning with an accredited training provider and practical experience in the workplace, that leads to a registered qualification.

MANCO: Management Committee of the INSETA

PDC: The Policy Development Committee; this is a sub-committee of MANCO established to assist with reviewing newly developed and updated policies and recommending them to the Accounting Authority.

Procedure: A series of steps followed in a regular, definite order, to be taken in implementing a specific INSETA Policy.

Scarce and Critical Skills: The INSETA-approved list of scarce and critical skills in the insurance industry as reflected in the INSETA Sector Skills Plan.

Skills Programme: A short course which will run from 1 day up to 12 months and facilitated by an accredited private or public training institution. May be credit-bearing or non-credit bearing.

Small Company: INSETA-registered companies both levy and non-levy payers, employing between one (1) and forty-nine (49) workers.

Special Projects: Projects and/or programmes that are not part of INSETA's listed programmes.

Targeted Approach: An intervention where INSETA would invite a selected group of organisations to quote for a programme that is required to meet INSETA performance targets or to address an urgent identified need in the sector or in the country.

Unemployed Youth: Unemployed South Africans who are between the ages of 18 to 35 years.

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Version Control: A process by which different drafts and versions of a document are managed. It tracks a series of draft documents, culminating in the final version. It provides an audit trail for the revision and update of these finalised versions.

Work Integrated Learning (WIL): A work-based learning programme offered to TVET College learners to comply with the Nated qualification requirement for work-based learning component.

Worker: In addition to the legal definition, INSETA defines workers as persons employed in the insurance and related services sector or at TVET or CET Colleges.

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2. ABBREVIATIONS

AA	Accounting Authority
ATR	Annual Training Report
APP	Annual Performance Plan
AET	Adult Education and Training
CEO	Chief Executive Officer
CET	Community Education and Training
CFO	Chief Financial Officer
COO	Chief Operations Officer
DG	Discretionary Grants
DGAC	Discretionary Grant Adjudication Committee
DGEC	Discretionary Grant Evaluation Committee
DHET	Department of Higher Education and Training
EISA	External Integrated Summative Assessment
EXCO	INSETA Executive Committee
ERRP	Economic Recovery and Reconstruction Plan
FSCA	Financial Sector Conduct Authority
4IR	Fourth Industrial Revolution
HEI	Higher Education Institution
INSETA	Insurance Sector Education and Training Authority
ISSF	Insurance Sector Student Fund
MG	Mandatory Grants
MOA	Memorandum of Agreement
MoU	Memorandum of Understanding
NSDP	National Skills Development Plan
NQF	National Qualifications Framework
NGO	Non-Government Organisation
PA	Project Administrator

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PS	Project Specialist
PDC	Policy Development Committee established within INSETA, comprising INSETA Management Team to review and develop policies and procedures
PO	Project Owner
PMO	Project Management Office
PIVOTAL	Professional, Vocational, Technical and Academic Learning
PWDs	People with Disabilities
RPL	Recognition of Prior Learning
SDP	Skills Development Provider
SCM	Supply Chain Management
SLA	Service Level Agreement
SME	Small and Micro-Enterprises
SF	Specialist Forum established within INSETA, comprising INSETA Specialists, to, among others, give input into reviewed and developed policies and procedures for submission to the PDC
SP	Strategic Plan
SSP	Sector Skills Plan
TVET	Technical, Vocational, Education and Training
WIL	Work Integrated Learning
WSP	Workplace Skills Plan
QA	Quality Assurance
QCTO	Quality Council for Trade and Occupations

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3. INTRODUCTION

- 3.1. The Insurance Sector Education Training Authority (INSETA's) purpose is to grow the pool of quality of scarce and critical skills in the insurance and related services sector, enhancing the sector and supporting the country's transformation.
- 3.2. The Skills Development Act and the Skills Development Levies Act provide for the collection of levies from employers in the insurance and related services sector and provides directives and/or guidelines on how the funds allocated to each SETA should be disbursed.

4. SETA GRANT REGULATIONS

- 4.1. In accordance with the revised Grant Regulations (Dec 2012), the intent of the new regulation is to, amongst others: (adapted from Government Gazette no. 34932):
 - 4.1.1. Regulate the proportion of funds available for skills development that is spent on project administration costs.
 - 4.1.2. Regulate the proportion of discretionary funds available for skills development
 - 4.1.3. Improve the quantity and quality of labour market information received by SETAs through Workplace Skills Plans (WSP), Annual Training Reports (ATR) and PIVOTAL Training Reports, which provide a reflection of skills needs and inform planning.
 - 4.1.4. Promote PIVOTAL programs, which are NQF-registered and quality assured, towards addressing priority scarce and critical skills needs in the sector, as identified through Sector Skills Plans (SSP's) and research.
- 4.2. In response, the INSETA drafted a reviewed Discretionary Grant Funding Policy that was approved by the INSETA Board and is updated annually.
- 4.3. 80% of the Discretionary funding will be allocated to PIVOTAL programmes while 20% is allocated to non-PIVOTAL (Special Projects).

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5. SCOPE

5.1. This guidance is for the following PIVOTAL programme grants, which are mechanisms for delivery of INSETA's Annual Performance Plan and may also be mechanisms used to support the professionalisation of the sector.

5.2. YOUTH PROGRAMMES

5.2.1.Learnerships

5.2.2.Internships

5.2.3.Bursaries, including ISSF

5.2.4.Work Integrated Learning

5.2.5.Skills Programmes

5.2.6.Youth Employability Programmes under Special Projects

5.3. WORKER PROGRAMMES

5.3.1.Learnership

5.3.2.Bursaries

5.3.3.Candidacy

5.3.4.Skills Programmes

5.3.5.Small Micro Enterprises support

5.3.6.Cooperatives (including Burial Societies, Micro Insurers support)

5.3.7.Adult Education and Training (AET)

5.3.8.Bursaries for TVET and CET Lecturers and Managers

5.3.9.Community Education and Training (CET)

5.3.10. Executive and Learnership programmes under Special Project)

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6. REFERENCES

6.1. The Policy & Procedure Development Framework embraces the provisions of the following legislation:

- 6.1.1. Constitution of the Republic of South Africa.
- 6.1.2. Skills Development Act 97 of 1998 as amended
- 6.1.3. Skills Development Levies Act 9 of 1999 as amended
- 6.1.4. National Skills Development Plan 2030
- 6.1.5. SETA Grant Regulations: Reg 1 (Government Gazette Notice No. 36655) – 16 July 2013
- 6.1.6. Public Finance Management Act, No 1 of 1999, as amended
- 6.1.7. King IV Code on Corporate Governance
- 6.1.8. Protection of Personal Information Act, Act 4 of 2013.

7. OPENING OF DG APPLICATION WINDOW

- 7.1. On an annual basis, a funding window will be advertised to invite applications from companies in the insurance sector and public education institutions to support and/or implement learning interventions to workers and unemployed youth as determined by the APP targets.
- 7.2. INSETA will invite levy-paying companies to apply for multi-year funding, indicating the learning programmes, employment profile and number of learners.
- 7.3. Approvals will be made and communicated to companies annually, based on the received applications.
- 7.4. INSETA shall only consider funding company who have successfully submitted their WSPs for the discretionary funding.
- 7.5. The following conditions will apply:
 - 7.5.1. Funding Window applications will open as and when necessary, as per approved Discretionary Grant policy.
 - 7.5.2. All applications will only be considered if received within funding window timeframes to be prescribed by INSETA
 - 7.5.3. Applications will be considered if submitted in the prescribed manner, and online, unless allowed to submit manually in case of system challenges

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7.5.4. Funding windows will be announced through the INSETA website. Other mechanisms of communication (i.e., direct email notification) may be used at the discretion of INSETA

7.5.5. Compliance with applicable statutes and frameworks and sound financial practices

7.6. The revised SETA Grant Regulation was gazetted (Government Gazette Notice No. 35940), prescribes how SETAs should:

7.5.1 Regulate the proportion of funds available for skills development that is spent on administration costs.

7.5.2 Make provision for SETAs to contribute to the cost of the work of the Quality Council for Trades and Occupations (QCTO).

7.5.3 Discourage the accumulation of surpluses and carry-over of unspent funds at the end of each financial year.

7.5.4 Improve the quantity and quality of labour market information received by SETAs through Workplace Skills Plans, Annual Training Reports and professional, internships, vocational, occupational, technical and academic learning (PIVOTAL) training reports, which provide a reflection of skills needs and inform planning.

7.5.5 Promote professional, internships, vocational, occupational, technical academic learning (PIVOTAL) programs, which are NQF-registered and quality assured, towards addressing priority scarce and critical skills needs in the sector, as identified through Sector skills plans and research.

7.5.6 Create a framework within which expanded use is made of public education and training providers for the provision of skills development programmes.

8. EVALUATION OF DG APPLICATIONS

8.1. After the DG funding window closing date, the INSETA Data Analyst shall draw data relating to the DG applications from the from the system and submit it to the INSETA Skills Division.

8.2. The INSETA Divisions shall validate and give input into the applications received as follows:

8.2.1 The Skills Division shall conduct compliance validation that includes confirmation of employers' registration with INSETA and the FSCA and confirmation of applicant companies' submission of WSP/ATR to INSETA.

8.2.2 The Skills Division will submit a report that includes the Blacklisted employers, together with the list of Scarce and Critical skills list as identified in the Sector Skills Plan.

8.2.3 The Skills Division shall submit a report to the ETQA for further validation.

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- 8.2.4 ETQA Specialist will provide information regarding the accreditation status and scope of SDPs through which the employers intend to implement the learning programmes.
- 8.2.5 The CFO will provide confirmation of approved DG budgets to the DG committees.
- 8.2.6 Finance Division to ensure budget availability and provide guidance on how the budgeting structure will work.
- 8.2.7 Supply Chain Management division shall provide guidance regarding compliance with the PFMA for learning programmes that require competitive procurement.
- 8.3. The Data Analyst will collate all the information under sub-section 8.2 above for submission to the DGEC Chairperson 5 working days prior to the committee convening a meeting.
- 8.4. Once the DGE process has been concluded, the DGEC Chairperson will consolidate the information submitted and the recommendations made by the DGEC committee into a report that will be submitted to the DGAC.
- 8.5. The Discretionary Grant Adjudication Committee, chaired by the appointed INSETA Employee appointed by the INSETA CEO, shall apply its mind when reviewing the recommendations received from the Discretionary Grant Evaluation Committee for recommendation for approval by the CEO.
- 8.6. Where required, the DGAC may refer applications back to the DGEC for further evaluation and for investigation.
- 8.7. The minutes of the relevant DGEC/ DGAC meeting shall note which, if any, conflicts of interest have been declared by members and the appropriate action that was taken in relation thereto.

9. THE DISCRETIONARY GRANT AWARDS

- 9.1. The Project Owner and Chief Operation Officer will approve the recommendation letters to the employers to be supported. Once counter signed the letters will be issued to the applicant by the responsible Learning Team.
- 9.2. The Chief Executive Officer shall approve the list of the Discretionary Grant funding that indicates the amounts allocated to each applicant as recommended by the DGAC.
- 9.3. Funding Allocation letters may only be issued after such approval has been obtained.
- 9.4. Funding will only be disbursed against Funding Agreements signed by the applicant organisation and the INSETA, together with the relevant supporting documents.
- 9.5. The COO shall sign all the DG funding agreements in line with the allocation list signed by the CEO. The relevant division Manager and the CFO shall be witnesses on the DG funding agreements.

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9.6. The INSETA Project Office monitor the implementation of all the DG recommendations against INSETA performance targets and is a repository for all the documentation relating to the DG funding approvals.

10. FUNDING ALLOCATIONS

10.1 Subject to availability of funding, DG allocation to applicant companies for learners they applied for shall be made in line with the following sliding scale range but not mandatory:

10.1.1 Top 20 levy-paying companies across large, medium and small company sizes:

100% to 80% of learners applied for.

10.1.2 Next tier of levy-paying companies across large, medium and small company sizes:

80% to 70% of learners applied for.

10.1.3 Non-levy-paying companies: 60% to 50% of learners applied for.

10.2 Workers Programmes

10.2.1 Bursaries at R30 000 per learner annum.

10.2.2 Skills Programmes at R7 500 per learner per annum.

10.2.3 Candidacy at R30 000 per learner per annum.

10.2.4 Recognition of Prior Learning at R20 000 per learner per annum.

10.2.5 Learnerships at R20 000 for tuition per learner per annum.

10.2.6 TVET colleges lecturers awarded bursaries R30 000.

10.2.7 CET Managers receiving training on Leadership and Executive Financial Management R30 000.

10.3 Youth Programmes

10.3.1 Bursaries cover the total cost of the learning programme per annum limited to the capped amounts stated below.

10.3.1.1 Bursaries (Universities) at R95 000 per learner per annum.

10.3.1.2 Bursaries for UoT learners at R85 000 per learners per annum.

10.3.1.3 Bursaries for TVETs at R36 000 per learner per annum.

10.3.1.4 Bursaries for Actuarial students will be funded as per the Special Projects.

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- 10.3.1.5 Skills Programmes at R6 500 per learner per annum, inclusive of a stipend.
- 10.3.1.6 Internships for Learners with Degrees or equivalent at R6 500 per learner per annum.
- 10.3.1.7 Internships for Learners with Matric plus a qualification at R4 500 per learner per annum.
- 10.3.1.8 Learnerships at R65 200 per learners inclusive of a monthly stipend, RE exams, Work Readiness Programme.
- 10.3.1.9 TVET WIL at R69 000 per learner (R3 500 stipend for 18 months and R6 000 for Work Readiness Programme per learner).
- 10.3.1.10 Learnerships for PWD at R77 200 inclusive of stipend, RE exams, Work Readiness Programme.
- 10.3.1.11 Learnerships for Rural Learners at R82 200 per learner inclusive of stipend, RE exams, Work Readiness Programme and Class of Business training.
- 10.3.1.12 Other Adult learners previously in employment in the Insurance sector. This group includes People with Disabilities (who are not Youth and are not Workers) studying to enter the Insurance qualifications}. Funding for this group will follow the above stipulated funding for Youth and Workers. A special project will indicate its own amount pending the type and requirements of the project.
- 10.3.1.13 Adult Education and Training at R30 000 per learner per annum.

10.4 Withdrawal of allocated DG funding

INSETA will withdraw DG funding allocated to companies that did not comply with requirements stated in the DG award letters by the stipulated date and send notification of the same to affected companies.

10.5 Re-allocation of DG funding

10.5.1 INSETA shall re-allocate unallocated DG funding to applicant companies that were allocated less DG funding by the DG Committees that what they applied for under PIVOTAL programmes.

10.5.2 The re-allocation of DG funding shall be against programmes the indicators of which are at risk of not being met due to insufficient funding.

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10.5.3 Approved surplus funding will be allocated to supplement PIVOTAL programmes and Special Projects in line with percentages indicated in the Seta Grants Regulations.

11 MONITORING AND EVALUATION (SITE VISITS)

11.1 First time applicant companies are to be scheduled for site visits by INSETA to establish if the entity meets the requirements to host learners or participate in any of the DG programmes.

11.2 Based on the Evaluation Committee recommendation, companies that have poor performance track record in previous implementations may be site visited prior to any DG funding allocation recommendation.

11.3 Where a site visit is due, the recommended amount will remain zero subject to site visit feedback.

11.4 INSETA will consider Disaster Management Act regulations to determine whether site visit shall be conducted physically or via video.

11.5 Site visits are to be conducted by selected team of INSETA staff members (from both core and support divisions based on availability) after the company has expressed interest to participate in the DG process.

11.6 All INSETA site visit representatives are to receive clear instruction from the PMO including a schedule with pre-checked addresses (if the visit is conducted physically).

11.1 The PMO shall conduct a compulsory training for all site visit representatives to standardize facilitation of site visits.

11.2 A site visit template is to be completed by an INSETA representative conducting the site visit as per each programme requirements that the Employer would have applied for.

11.3 All information provided from the WSP to be pre-populated on template and the INSETA Representative to confirm correctness during site visit.

11.4 The INSETA representative are to use the site visits to capacitate and inform the employer about all INSETA DG programmes, benefits of participation, DG processes and procedures and programme implementation requirements.

11.5 The employer is to counter sign the report to agree to the information collected. In the instance of a recorded video site visit, a completed form must be submitted with the supporting required document to the central INSETA mailbox: Sitevisit2021@inseta.org.za. The inbox will be managed by the Monitoring and Evaluation Team and information be distributed to the relevant learning divisions.

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11.6 The INSETA representative is to provide a comprehensive report of the site visit outcome and the recommendation to the PMO Manager for sign off.

11.7 If recommended, the PS will issue a recommendation letter to be counter signed and issued to the employer, if declined the PS will issue a "Not supported" letter with the reasons why to be issued to the Employer.

11.8 The recommendation letter will be sent to the applicant by the PS after the approval of the Project Owner and the COO.

11.9A consolidated site visit report to be prepared and signed off by PMO Manager when the process is complete and filed among DG process documents.

12 SURPLUS FUNDING AND TARGETS NOT MET

12.1 Upon assessing its performance and determining that one or more of its targets might not be reached with the current programmes, INSETA may, at its sole discretion, open another funding window inviting applications from a specific target group and/or for special programmes.

12.2 Applications received during the funding window referred to under 12.1 will be considered as follows:

12.2.1 on a first-come-first-serve basis by the Evaluation committee, depending on availability of funding and the proposed programme/project.

12.2.2 If they meet all criteria applicable to the grant type

12.2.3 Can commence programme within the financial year

12.2.4 Track record of applicants will also be considered

12.3 The approval process shall be similar to the process followed for applications received during the funding window as per the INSETA discretionary grant policy.

13 APPEALS PROCESS

13.1 Should an (unsuccessful) applicant want to appeal the decision of the outcome, this must be done in writing and the request will be tabled at the DGAC to reconsider.

13.2 An Appeals Committee will be established to deal with the appeals received.

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14 ROLES AND RESPONSIBILITIES

- 14.1 All programmes and projects planned for implementation in a financial year shall be presented to the various INSETA Board Committees, i.e., the Executive Committee (EXCO) for strategic fit and Finance and IT Committee (FINCO) for financial viability for their recommendation to the Board for approval.
- 14.2 Approval of Discretionary Grant applications shall fall within the operational mandate, subject to relevant delegations of authority of the INSETA Chief Executive Officer (CEO).
- 14.3 The activities required for the opening of the DG funding window, drafting of the DG advertisement and compilation of list of applicants drawn from the system at the end of the funding window shall be the responsibility of the Project Management Office (PMO) Manager.
- 14.4 The PMO Managers office is the custodian of the DG application process and document management.
- 14.5 On closure of the funding window, PMO Manager submits the list of all DG funding applicants to the Discretionary Grants Evaluation Committee (DGEC) for evaluation and recommendation to DGAC.
- 14.6 Discretionary Grants Adjudication Committee (DGAC) adjudicates the DGEC process and recommends approval to the CEO.
- 14.7 Due diligence site visits to business sites of first-time applicants shall be carried out by the Monitoring and Evaluation human resources in the PMO Office, in line with the list received from the DGEC.

15 COMMUNICATION

15.1 Advertisement of Discretionary Grants Funding Window

- 15.1.1 INSETA places adverts in respect of the DG funding windows to all stakeholders on the INSETA Website (and applicable media), which outlines the programmes to apply for, the organisations that may apply and the beneficiaries that can be applied for.
- 15.1.2 Advertisements for DG funding window will be approved by the Chief Executive Officer or his or her delegate before publishing.
- 15.1.3 INSETA Marketing & PR Department will publish the adverts for the DG funding window on the INSETA website and where necessary, on other relevant media.
- 15.2 Subject to availability of funds and the skills development need identified, INSETA may advertise Request for Proposals from all eligible or targeted stakeholders to implement Special Projects, including the ISSF.

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16 GENERAL APPLICANTS' ELIGIBILITY CRITERIA

- 16.1 DG funding applications received are evaluated taking into consideration their alignment to the INSETA's scarce and critical skills list and the above-mentioned *Alternate and Behavioural* skills list as reflected in the annual Sector Skills Plan.
- 16.2 Applicant organisation must be registered with, or recognised (including partnership agreements, MOUs) by the INSETA.
- 16.3 Applicant organisation must have met all eligibility criteria as listed in this policy.
- 16.4 Applicant organisations (employers) must be registered either with the Financial Sector Conduct Authority (FSCA), South African Reserve Bank and National Treasury Central Supplier Database.
- 16.5 Beneficiaries applied for must meet the eligibility criteria listed this policy.
- 16.6 Because learners/beneficiaries may not apply for funding directly to INSETA, only legal person as set out below may apply for Discretionary Grant funding on behalf of learners.

16.6.1 Public Skills Development Providers

- 16.6.1.1 A South African public education and training institution offering programmes that are in the scarce and critical skills list, alternate skills list, industry-required programmes or responding to a sector or national need, may apply for funding on behalf of learners.
- 16.6.1.2 The public training provider must be accredited with the relevant Accreditation Body.
- 16.6.1.3 Bursaries for Youth and for Workers will be funded through public Education Institutions, i.e., Public South African HEIs, UoTs and TVETs.
- 16.6.1.4 Some non-PIVOTAL programmes will be implemented through public and (where required and according to the identified skills development need,) private South African HEIs, UoTs and TVETs through the portion of the DG funding reserved for Catalytic Projects.
- 16.6.1.5 Some Skills Programmes will be funded to be offered through public TVET Colleges that have accreditation scope to offer the programmes applied for.

16.6.2 Employer within INSETA jurisdiction

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16.6.2.1 An employer within the jurisdiction of INSETA and duly licensed as a Financial Services Provider (FSP), Levy-paying and those not required to pay a Skills Development Levy in terms of the Skills Development Levies Act, may apply for learners (Youth and Workers) after completion and submission of WSP/ATR in the prescribed template (sub-regulation 7) during the prescribed timeframe.

16.6.3 Other legal persons

16.6.3.1 Government Departments or Public Entities, CIPC-registered entity Burial Societies, SARB-registered Cooperatives (CFIs) and Non-Profit Organisation catering for People with Disabilities.

16.6.3.2 Insurance Professional bodies, Industry Trade Associations and Organised Labour organisations in the insurance and related services sector on behalf of its members.

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17 POLICY & PROCESS REVIEW

17.1 The revised SETA Grant Regulations (Government Gazette Notice No. 35940) prescribes that the DG policy be reviewed annually.

17.2 This policy will also be reviewed as and when there are changes in legislation, regulations, rules, circulars or other applicable governance framework and/or internal organizational considerations.

17.3 The review date shall be determined by the date on which the policy is approved by the INSETA Board.

18 PROCEDURE DISCLAIMER

In compliance with the POPI Act, Act 4 of 2013, INSETA shall hold confidential the amounts allocated to the applicant companies and the names of beneficiaries applied for, as such information will only be relevant for use by INSETA employees whose responsibility it is to allocate DG funding, contract with applicants and disburse the DG funding.

19 VERSION CONTROL

Version#	Purpose/Change	Author	Date
<i>0.1</i>	<i>First Draft</i>	<i>Manager Name: H. Goliath</i>	<i>01/09/2020</i>
<i>0.2</i>	<i>Incorporating Chief Operating Officer inputs</i>	<i>Manager Name: T. Peele</i>	<i>09/04/2021</i>
<i>0.4</i>	<i>Pre PDC edit</i>	<i>Manager Name: V. Manentsa</i>	<i>03/05/2021</i>
<i>0.5</i>	<i>With PDC inputs</i>	<i>Manager Name: T. Peele</i>	<i>20/05/2021</i>
<i>0.6</i>	<i>With Specialist Forum (SF) inputs</i>	<i>SF Chairperson: H. Goliath</i>	<i>02/06/2021</i>
<i>0.7</i>	<i>With final PDC inputs</i>	<i>Manager Name: T. Peele</i>	<i>17/06/2021</i>
<i>0.8</i>	<i>Accounting Officer Approved version</i>	<i>Manager Name: T. Peele</i>	<i>10/05/2022</i>

<i>PROCESS OWNER</i>	<i>PROCESS NAME</i>	<i>PROCESS NUMBER</i>
PMO MANAGER	DISCRETIONARY GRANT PROCEDURE	DG-PR -001