2021/22 STRATEGIC PROJECTS APPLICATION GUIDELINES

The **C**ulture, **A**rts, **T**ourism, **H**ospitality and **S**port **S**ector **E**ducation and **T**raining **A**uthority (CATHSSETA) is a National Public entity established in terms of the Skills Development Act (No. 97 of 1998) as amended, and as such is mandated to promote skills development for the CATHSSETA sector. The CATHSSETA hereby invites suitable employers, stakeholders and interested parties to apply for Strategic Projects funding.

In this Strategic Projects window, CATHSSETA will be allocating funding for the projects listed in below. Please refer to *Annexure 1*, which is appended to this document, for definitions, unit costs to be funded per learner and targets to be fulfilled in this window for each project.

1. **PIVOTAL Programmes**
   a. Skills Programme Employed
      i. Training CET College lecturers on Assessor/Moderator/RPL Advisor
      ii. Small business support on entrepreneurial skills

   b. Adult Education & Training (AET)
      i. Training CET learners accessing AET programmes

   c. Learnership Unemployed
      i. Train learners on entrepreneurship and supported to start their business

   d. Bursary Employed
      i. Worker initiated training interventions supported through capacity building
      ii. Small enterprises supported through training interventions

2. **Non PIVOTAL Programme**
   a. Workshops for Cooperatives

WHO CAN APPLY

The following stakeholders and legal entities are invited to apply for the 2021/22 Strategic Projects funding:

- Trade Unions operating within the CATHSSETA sub-sectors
- Training providers accredited with FETC: New Venture creation qualification*
- Training providers accredited to train on Entrepreneural Skills qualifications*
- CET Colleges
- The following entities operating within the CATHSSETA sub-sectors
  o Non Government Organisations (NGO's)
  o Non-profit Organisations (NPO's)

o   Small Enterprises (SE's)
o   Community Based Organisations (CBO's)

*Training providers should recruit learners operating within the CATHSSETA sub-sectors

TARGETS TO BE FUNDED

PIVOTAL Programmes

LEARNING PROGRAMME	TARGET APPLICANTS		ALLOCATION PER ENTITY/LEARNER
Skills Programme Employed	Providers accredited for the unit standards below to train CET College Lecturers		3 CET Colleges (20 lecturers per CET College)
	115753	Conduct Outcomes-based Assessments	
	115759	Conduct moderation of outcomes-based assessments	
	116587	Develop, support and promote RPL practices	
	Accredited Training Providers to train entrepreneurial skills under the Small business Support project (units standards from 66249 FETC: New Venture creation will be selected by the SETA)		10 SME's (10 learners per SME)
Adult Education & Training (AET)	CET Colleges to apply for employed learners undertaking AET classes in their colleges.		30 Learners
Learnership Unemployed (Entrepreneurship)	Accredited Training Providers to train people on entrepreneurship and supported to start their businesses (QI 66249 FETC: New Venture creation)		10 learners
Bursary Employed	Trade Unions - Worker initiated training interventions supported through capacity building NGOs/NPOs/CBOs with a focus on workers training		4 trade Unions (10 learners per entity)
	NGOs/NPOs/CBOs supported through skills training		6 NGO's/NPO's (10 learners per entity)
	Small Enterprises (SEs) supported through training interventions		95 SE's (2 learners per entity)

Non-PIVOTAL Programmes

DESCRIPTION	TARGET APPLICANTS	ALLOCATION PER ENTITY/LEARNER
Workshops	Co-operatives	4 Coops

CATHSSETA WILL NOT AWARD STRATEGIC PROJECT FUNDS FOR

- Projects that have already commenced prior to the approval of the application
- Set-up costs, e.g. start-up costs
- Capital expenditure, e.g. building costs, equipment such as computers, etc.
- Existing operating expenses e.g. salaries of current employees who will undergo training
- Organisational policy development
- Training of any learners who are currently being funded through other programmes.

The CATHSSETA awards Strategic Project funding at its discretion for the purposes of attaining its strategic objectives as outlined in the Strategic Plan, Annual Performance Plan and the development of skills as articulated in its Sector Skills Plan subject to availability of funding.

APPLICATION GUIDELINES

- PIVOTAL applications will be submitted online via the CATHSSETA CIMS system

- The submission of applications for the Non-PIVOTAL (Workshops) programme is done by submitting proposals & via email to the following email address: dg2@cathsseta.org.za

- It is the responsibility of applicants to familiarise themselves with CATHSSETA's Discretionary Grant and Strategic Project Policies, which is available on the CATHSSETA website.

- Stakeholders are encouraged to focus on actual needs when preparing applications. CATHSSETA reserves the right to lower the limit depending on the availability of funds.

APPLICATION PROCESS

CATHSSETA 2021/22 Strategic Projects window will open on **12 July 2021** and close on **10 August 2021 at 16:00, There will be no extension to submit applications after the deadline**. Application information will be made available on the CATHSSETA website, on www.cathsseta.org.za.   Below is an overview of how to apply:

Step 1: Familiarize yourself with this document, which provides the specifications of what CATHSSETA is looking to fund.

Step 2: Familiarise yourself with the Discretionary Grant & Strategic Project Policies, which outline what PIVOTAL & Non PIVOTAL programmes are, the evaluation criteria, and the learning programme guidelines.

Step 3: Access the PIVOTAL programme applications by going to www.cims.org.za, and completing the applications online.

Access the non PIVOTAL programme application by going to www.cathsseta.org.za, download and complete the application form template and submitting together with a proposal to dg2@cathsseta.org.za. Please ensure that you complete the application form in full before submitting it. Applications not on the CATHSSETA prescribed application forms will be disqualified.

Step 4: Use the checklist that is appended to this document (Annexure 2) to prepare all documentation that must be submitted with the application form. Ensure that you have all the relevant document templates downloaded on the CATHSSETA website, completed and signed where applicable.   These documents should be attached and submitted with the application form.

Step 5: Ensure that you click the submit button on the CIMS system for PIVOTAL programmes, and submit non-PIVOTAL applications via email to dg2@cathsseta.org.za.

Please direct queries for application forms to the following:

REGION	REGIONAL MANAGER	EMAIL ADDRESS
KwaZulu-Natal & Free State	Ms Zandile Ntshangase	zandilen@cathsseta.org.za
Gauteng, North West, Limpopo & Mpumalanga	Ms Sharon Mukhola	sharon@cathsseta.org.za
Western Cape, Eastern Cape & Northern Cape	Ms Martha Collett	martha@cathsseta.org.za
HELP-DESK		
Ms Tebogo Bengu		tebogo@cathsseta.org.za
Mr Thabang Motlatla		thabang@cathsseta.org.za

Annexure 1 - Further details on each learning programme.

Unemployed learners are those learners that were not in the employment of the employer before the commencement of the learning programme.

Annexure 1: Definitions and unit costs for the CATHSSETA learning programmes in this advertisement window

1.	**Bursary Employed Programme**

A bursary is a monetary award made toward learner fees. This intervention is a grant awarded to employed learners enrolled on part or full qualifications registered on the National Qualifications Framework (NQF).

Unit cost per learner: R 35 000
Stipend : Not applicable

2.	**Learnership Unemployed Programme**

This is a structured learning program over a period of 12 months for unemployed learners. It includes theoretical & practical workplace experiential learning and leads to an occupationally related qualification registered on the NQF.

Unit cost per learner: R 64 000 (NQF 2 & 3)
: R 66 000 (NQF 4 & 5)

Stipend per learner : R 3 500 per month

3.	**Skills Programme Employed & Adult Education & Training**

Designed and intended to be an occupational based, short term learning program for employed learners, which when successfully completed, will constitute credits towards a qualification registered on the NQF. Skills Programmes & AET are from 3 days to 3 months.

Unit cost per learner per credit: R 180 (NQF 2)
: R 190 (NQF 3)
: R 215 (NQF 4)
: R 238 (NQF 5)

Stipend per learner : Not applicable

Skills Programme will be funded up to a maximum of 60 credits, the maximum amount per learner is R 14 280.

Annexure 2: Document submission checklist

Applicants are required to submit the following documents with their application form:

Documents	Purpose	Downloadable from website[1]	Checklist
Organisation's registration documents	Compulsory for compliance	No	
Valid Tax Clearance Certificate/ Tax exemption certificate/ Tax compliance status pin	Compulsory for compliance	No	
Declaration of authorised person	Compulsory for compliance	Yes	
Authorised person's ID copy		No	
Acknowledgement of CATHSSETA Discretionary Grant policy	Compulsory for compliance	Yes	
BBBEE Certificate (if applicable)	Required for evaluation	No	
Declaration of interest	Required for evaluation	Yes	
Host employer confirmation letter (where applicable)	Required for evaluation	No	
Proof of Accreditation i.e. Training Provider accreditation letter (Skills Programme & Learnerships)	Required for evaluation	No	
Proof of registration of assessors & moderators (Skills Programme & Learnerships)	Required for evaluation	No	
Financial statements or bank statement	Required for evaluation	No	
Lease or Title deed documents	Required for evaluation	No	
Asset register	Required for evaluation	No	
COID letter	Required for evaluation	No	

[1] Where applicable, templates must be downloaded from the website – www.cathsseta.org.za by clicking on the **DISCRETIONARY GRANTS SUBMISSION DOCUMENTS**.

The CIMS system manual is accessible on the CATHSSETA website.