# Discretionary Project Grant (DPG) Requirements 2017/2018

## PIVOTAL Professional Body Qualification Support

Postal Address: PO Box 6801, Cresta, 2118 | Phone: (011) 476-8570 | *Call Centre: 086 101 0001* | *Website: http://www.Fasset.org.za*

## 1. INTRODUCTION

Fasset's mission is to:

- increase the flow of new finance and accountancy entrants to employment;
- develop and grow skills required in the sector; and
- facilitate the transformation of the finance and accountancy sector.

The *PIVOTAL Professional Body Qualification Support*, is a vehicle that will assist in facilitating the achievement of Fasset's mission. The purpose of this DPG is to assist learners to complete a professional body qualification.

***Note:*** *All sections and annexures of the DPG Requirements form part of the DPG Application.*

## 2. BACKGROUND

2.1 The Finance and Accounting Services Sector Education and Training Authority (Fasset) is a Sector Education and Training Authority (SETA) established in terms of the Skills Development Act, 1998 (Act no. 97 of 1998), as amended.

2.2 The members of a SETA include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector. The SETA landscape was revised to 21 SETAs in April 2011.

2.3 The objectives of Fasset are:

a. To conduct research into the skills needed in the sector.
b. To encourage learners to participate in education, training and skills development programmes.
c. To ensure that learner complete education, training and skills development programmes.
d. To provide learners with workplace experience.
e. To provide learners with funding that support their education, training and skills development needs.
f. To support the skills development activities of small, medium and large firms in the sector.
g. To provide learners with career guidance that effectively supports their study choices and improve their employability.

2.4 Only learners on qualifications registered at National Qualifications Framework (NQF) levels six (6) to nine (9) are eligible for this grant.

2.5 Only qualifications linked to Fasset's scarce skills are eligible for this grant. Fasset's scarce skills guide can be found on the website at www.Fasset.org.za. The list of Fasset's top ten (10) scarce skills for 2017/18 can be found in table 2, section 10.

## 3. COMPLIANCE REQUIREMENTS

### 3.1 Reasoning

3.1.1 As public entity, Fasset is has both the obligation and the responsibility to ensure that it spends the public money, with which it is entrusted in a manner that meets governments requirements. Consequently, Grant Applicants are required to adhere to the compliance requirements as listed in this section.

### 3.2 Fraud and Corruption

3.2.1 All grant applicants are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 (No 12 of 2004) and any other applicable act.

**3.3 B-BBEE Certificate, Tax Clearance Certificate and Central Supplier Database (CSD) Report**

All grant applicants must supply the documents listed below:

3.3.1 All grant applicants are to provide a B-BBEE status level certificate. One original certificate (or certified copy i.e. with original signature of the Commissioner of Oaths) must be provided with the original copy of the grant application;

3.3.1.1 Be in good standing with the South African Revenue Services (SARS);

3.3.1.2 A SARS compliance report containing a pin must be provided;

3.3.1.3 A SARS compliance report containing a pin must be provided for each of the entities participating in a consortium / joint venture to verify the tax standing of the entities;

3.3.1.4 A tax exempt organisation is also required to provide a SARS compliance report containing a pin; and

3.3.1.5 A CSD summary report containing the supplier number and the unique code.

***Note:*** At the time of signing a contract with Fasset, a successful grant applicant ***must*** have all of the above documentation in place.

**3.4 Briefing Session**

3.4.1 A briefing session will be held from **09h00-12h00** on **Wednesday, 8 November 2017.**

3.4.2 The venue for the briefing session will be confirmed once the provider has confirmed attendance at the session**.** *A map and directions will be emailed to confirmed attendees.*

3.4.3 Any changes in venue details will be published on Fasset's website and will be sent to each confirmed attendee.

3.4.4 Providers should bring their own copies of the grant documentation to the briefing session as grant documents will not be made available at the session.

3.4.5 Any clarification required by a provider regarding the meaning or interpretation of the Grant Criteria, or any other aspect concerning the grant, is preferably to be requested at the briefing session*. Providers are advised to study the document before attending the briefing session and to have all their questions ready.*

3.4.6 All those attending will be issued with minutes of the session within one week of the briefing session, forwarded electronically.

**3.5 Independent Grant Submission**

3.5.1 Grant applicants must complete and sign the Certificate of Independent Grant Submission, which can be found in annexure A.

3.5.2 The signed certificate must be included in the grant submission.

**3.6 Submitting Grants**

3.6.1 *One (1) original plus four (4) hard copies as well as one (1) electronic copy (on a flash drive, in a secure PDF format) of the grant application*, i.e. five (5) documents, to be deposited in the tender box, must be delivered to:

Fasset, Building 3, Ground Floor, 299 Pendoring Road, Blackheath, Randburg.

3.6.2 Fasset's office hours are as follows:

Monday-Thursday: 08h00-16h30

Friday: 08h00-16h00

Grant applications close at **11h00 on Wednesday, 15 November 2017.**

3.6.3 Grant applicants should note that should there be unallocated funding, Fasset *may* elect to re-open this grant window.

3.6.4 Documents submitted on time will not be returned to applicants.

**3.7 Late Grant Applications**

3.7.1 Grant applications received late shall not be considered. A grant application will be considered late if it arrived even one second after 11h00 or any time thereafter. The tender box will be locked at exactly 11h00 and grant applications arriving late will not be considered under any circumstances. Grant applications received late will be returned unopened to the applicant. Applicants are therefore strongly advised to ensure that grant applications are dispatched with sufficient time to allow for any unforeseen events that may delay the delivery of the grant application.

3.7.2 The official Telkom time (dial 1026) will be used to verify the exact closing time.

3.7.3 Grant applications sent to Fasset via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the Fasset premises (tender box or reception). Grant applications received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

**3.8 Directions to Fasset Offices for Delivery Of Grant Applications**

*Respondents should allow time to access the premises due to security arrangements that need to be observed.*

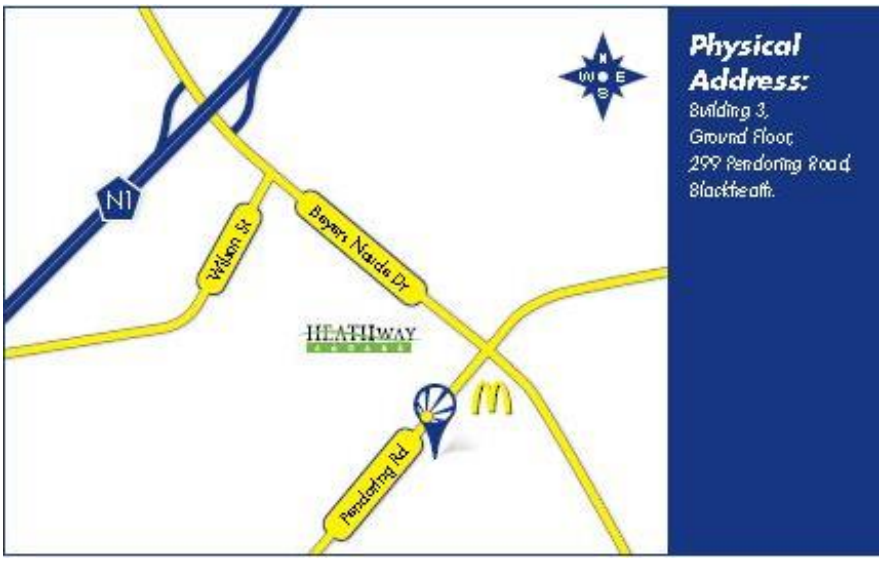
3.8.1 *Directions from N1 Pretoria / Polokwane*

- Follow the N1 (Ben Schoeman) highway in a southerly direction towards Johannesburg, past Midrand
- At the Buccleuch Interchange, follow the signs toward Roodepoort / Bloemfontein onto the N1 highway
- Proceed straight on the N1 highway, past the following turnoffs: Rivonia Road, William Nicol, Malibongwe
- Take the next turnoff, Beyers Naudé Drive and turn left into Beyers Naudé Drive
- After ± 1.9kms, turn right into Pendoring Road
- Past McDonalds on your left. At the next traffic intersection, turn left into 299 Pendoring (± 300m from the corner).

3.8.2 *Directions from O.R Tambo International Airport*

- On exiting the airport, follow the signs for Johannesburg, which will lead you onto the R24 highway
- The R24 highway links up with the N12 highway just before Gillooly's Interchange
- At Gillooly's Interchange, follow the signs for Pretoria, onto the N3 highway
- Travel north on the N3 highway, past the following turnoffs, Linksfield, Modderfontein, London Road and Marlboro Drive
- At the Buccleuch Interchange, the N3 highway will become the N1 highway. Follow the Roodepoort / Bloemfontein signs
- Proceed straight on the N1 highway, past the following turnoffs: Rivonia Road, William Nicol, Malibongwe
- Take the next turnoff, Beyers Naudé Drive and turn left into Beyers Naude Drive
- After ± 1.9kms, turn right into Pendoring Road
- Pass McDonalds on your left. At the next traffic intersection, turn left into 299 Pendoring (± 300m from the corner).

**Directions to Fasset**




**3.9 Payments**

3.9.1 The successful Grant Applicant will be required to sign a contract with Fasset (thereafter referred to as the contractor).

3.9.2 Fasset will pay the contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the Fasset to the contractor.

3.9.3 The contractor shall, from time to time during the contract period, invoice Fasset for the services rendered.

3.9.4 The invoice must be accompanied by supporting source document(s) containing detailed information, as Fasset may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the contractor.

3.9.5 No payment will be made to the contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to the Fasset.

3.9.6 Payment shall be made by bank transfer into the contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the grant is awarded).

3.9.7 The contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

**3.10 Pre-Compliance Checklist**

Grant Applicants are encouraged to make use of the pre-compliance checklist that can be found in annexure D.

## 4. GRANT CRITERIA (Terms of Reference)

The grant criteria should *please* be read *carefully* and adhere to, to minimize grant queries (where applicable). The following criteria are applicable to this grant:

**Description:** PIVOTAL professional body programmes that achieve the following:

i. Completion of a professional body qualification.

**4.1 Overall Objectives and Scope**

4.1.1 Fasset requires the services of one or more suitably recognised professional body/ies (grant applicant), to oversee / project manage the delivery of PIVOTAL professional body programmes that lead to the completion of a professional body qualification registered on the NQF. Achievement of this criterion must be effected through an assessment process.

4.1.2 Private providers, Universities and Universities of Technology may apply for this grant, provided they partner with a recognised professional body (see 4.1.3).

4.1.3 Professional bodies must be recognised by the South African Qualifications Authority (SAQA). The recognition must be current and appear on the SAQA website (www.saqa.org.za). Grant applicants must please quote their professional body ID.

4.1.4 Professional bodies must be located in South Africa and may only propose programme/s that, at minimum, commence at National Qualifications Framework (NQF) level 6. The programme/s proposed ***must*** be linked to one or more of FASSET's top ten scarce skills for the 2017/18 financial year (see point 2.5).

4.1.5 If the grant applicant is submitting programmes that will run concurrently, they must submit separate applications.

4.1.6 As recognised professional bodies are not allowed to deliver tuition, it is foreseen that the professional body will contract a tuition provider to deliver the programme. However, this is not a requirement of the bid. It must be noted that should the professional body contract a tuition provider, the tuition provider must be accredited to deliver the tuition for the programme proposed. Accreditation means that they are accredited by the Quality Council for Trades and Occupations (QCTO) appointed Quality Assurance Partner (QAP) and/or the quality council.

4.1.7 The professional body's accreditation criteria must be included in the submission.

4.1.8 The programme must be completed by 31 March 2019.

4.1.9 The project must achieve the objectives listed in 4.2.

**4.2 Completion of a professional body qualification**

4.2.1 Learners that are "at risk" must be identified. An "at risk" learner is defined as a learner that has the potential to pass an assessment/s and achieve a professional body qualification but will require some form of assistance to do so.

4.2.2 The professional body qualification proposed must be a PIVOTAL qualification.

4.2.3 The programme proposed must result in the achievement of a professional body qualification.

*4.2.4* The programme must achieve a 70% throughput rate. *Failure to meet this objective will result in a 20% penalty on the overall administration fee.*

4.2.5 The scarce skill/s to which the qualification is linked must be shown.

**4.3 Definitions**

Fasset has made use of a number of terms throughout this proposal. The Fasset definitions of these terms are provided below:

*4.3.1 "At risk" learner:*

Fasset defines an "at risk" learner as one that has the potential to pass an assessment/s and to achieve a professional body qualification or designation but will require some form of structured assistance to do so.

*4.3.2 Emerging Micro-Enterprise (EME):*

Fasset defines an EME as any enterprise with an annual total revenue of R10 million or less.

*4.3.4. PIVOTAL:*

This is defined in the SETA Grant Regulations Regarding Monies Received by a SETA and Related Matters (no. 486 of 15 July 2013) as Professional, Vocational, Technical and Academic Learning programmes that result in qualifications registered on the National Qualifications Framework (NQF).

*4.3.5 PIVOTAL Professional body programme:*

Fasset defines a PIVOTAL Professional body programme as a learning programme that results in a qualification that is registered on the NQF.

*4.3.6 Qualifying Small Enterprise (QSE):*

FASSET defines a QSE as an enterprise with a turnover of between R10 million and R50 million.

*4.3.7 Recognised Professional Body:*

SAQA defines a professional body as, "…a body of expert practitioners in an occupation or profession, resulting in learning in and for the workplace" (http://pbdesig.saqa.org.za/). This is the definition to which Fasset subscribes. The professional body must appear on SAQA's list of recognised professional bodies.

*4.3.8 Throughput rate:*

Fasset defines the throughput rate as the percentage of learners that successfully achieve the qualification / designation.

4.3.9 Fasset's 2017/18 top ten scarce skills can be found in section 10, table 2.

**4.4 Pre-Qualification Criteria**

4.4.1 Fasset has identified pre-qualification criteria for grant applicants. Should grant applicants fail to meet the pre-qualification criteria, the grant will be rejected.

4.4.2 Fasset may, on reasonable and justifiable grounds, award a contract to a grant applicant that did not have the highest overall score.

4.4.3 Pre-qualification criteria:

4.4.3.1 The grant applicant must have a stipulated minimum B-BBEE black ownership status of 51%; and

4.4.3.2 Should the grant applicant not meet the requirements of criterion 4.4.3.1 the grant applicant must sub-contract a minimum of 30% of the total value of the proposed project to a black owned EME.

4.4.4 Grant applicants excluded from the pre-qualification criteria:

4.4.4.1 Public universities or universities of technology ***not*** sub-contracting / partnering with a private provider (if applicable to the bid);

4.4.4.2 Professional bodies ***not*** sub-contracting / partnering with a private provider (if applicable to the bid);

4.4.4.3 Not for Profit Companies (NPC) ***not*** sub-contracting / partnering with a private provider (if applicable to the bid);

**4.5 Competency and Expertise Requirements**

4.5.1 Proven experience in the following is required of the tuition providers to which professional bodies may be sub-contracting the delivery of the training, to achieve the ***Completion of a professional body qualification***:

4.5.1.1 Recruitment and selection assessments;

4.5.1.2 Provision and delivery of PIVOTAL training programmes; and

4.5.1.3 Training course development.

4.5.2 Grant applicants must understand the Fasset's:

4.5.2.1 Aim;

4.5.2.2 Objectives;

4.5.2.3 Vision;

4.5.2.4 Mission; and

4.5.2.5 Values (all of the above can be found at www.fasset.org.za).

4.5.3 Grant applicants must understand the relevant government acts and / or legislation including:

4.5.3.1 The Skills Development Act (SDA) of 1998, as amended; and

4.5.3.2 The Skills Development Levies Act of 1999, as amended.

4.5.4 Grant applicants must provide proof of recognition as a professional body with SAQA. Such proof is a print out from the SAQA website that shows the professional body ID, recognition start and end dates and lists the designations that are registered on the NQF.

4.5.5 Grant applicants must provide proof of accreditation for any tuition provider to which the delivery of tuition has been sub-contracted. The accreditation must be current and relevant to the qualification that will be attained.

4.5.6 Grant applicants must provide proof that the professional body qualification is registered on the NQF. Such proof is a printout from the SAQA website that shows the qualification registration status is current, registration start and end dates and qualification ID.

**4.6 Project Requirements**

4.6.1 Grant applicants must ensure that the programme proposed is concluded by 31 March 2019.

4.6.2 Grant applicants must ensure that the programme proposed *meets* the objectives stated in point 4.1.

4.6.3 Grant applicants must ensure that the programme *achieves* one of the objectives stated in point 4.1.1.

4.6.4 Grant applicants must ensure that they provide the following:

4.6.4.1 *Project Plan*: Provide a comprehensive project plan, for approval by Fasset, including, but not limited to the following:

4.6.4.1.1 Demonstrate a clear solution as proposed by the grant applicant;

4.6.4.1.2 Contain ***sufficient*** detail to allow an analysis of the solution and to determine the sustainability and feasibility of the solution;

4.6.4.1.3 Provide ***sufficient*** details on how the project will be organised;

4.6.4.1.4 Provide a ***clear*** indication of the NQF level(s) being proposed;

4.6.4.1.5 Demonstrate a ***clear*** link to Fasset's strategic imperatives;

4.6.4.1.6 Indicate the geographical region(s)/district(s) to which it will make a contribution.

4.6.4.1.7 Indicate, upon completion of the programme, in which sectors the learners are likely to be employed and for which occupation.

4.6.4.1.8 Evidence should be used to show that the project proposed has the potential to contribute to economic and employment growth and/or social development of the sector and the broader economy.

4.6.4.2 *Unique Skill Offered:* The grant applicant must describe any unique skill sets that will be utilised. Grant applicants should elaborate on how these skill sets would differentiate them from their competitors.

4.6.4.3 *Marketing Plan:* Grant applicants must provide a plan of how they intend to market the project.

4.6.4.4 All marketing material and interventions must be submitted to Fasset for approval prior to being implemented.

4.6.5 *Recruitment and Selection:* Grant applicants must:

4.6.5.1 Provide Fasset with their recruitment and selection methodology. This must form part of the proposal and must highlight a plan for recruiting and selecting suitable learners, who have the requisite skills to enter and successfully complete the programme proposed.

4.6.5.2 Recruitment and selection must take the following into account:

4.6.5.2.1 Appointed grant applicants will be responsible for all recruitment activities;

4.6.5.2.2 The number of learners recruited and trained historically has ranged from 20 to over 1000 per project. Larger projects have historically conducted training in groups. Smaller groups of learners may be proposed with sufficient justification;

4.6.5.2.3 Learners can be recruited from across all nine provinces;

4.6.5.2.4 Assessment methods for both recruitment and to assess competency, must be benchmarked against national standards, e.g. SAQA, Higher Education and Training (HET), and / or the professional body's standards;

4.6.5.2.5 Proposed learner numbers which are subsequently accepted may not be amended without Fasset's approval; and

4.6.5.2.6 *Specific considerations of employer needs with regard to recruitment. Providers are encouraged to establish relationships with employers to ensure alignment of the qualification to the workplace (if applicable).*

4.6.6 *Database:*

4.6.6.1 Accurate records of learner participation and attendance must be maintained.

4.6.6.2 Records must be maintained, at minimum, on an Excel spreadsheet.

4.6.6.3 Providers will be required to present information on a monthly and quarterly basis, as per the Department of Higher Education and Training (DHET) and Fasset requirements. The required information includes but is not limited to:

4.6.6.3.1 Copies of learner agreements;

4.6.6.3.2 Copies of learner IDs;

4.6.6.3.3 Copies of results achieved;

4.6.6.3.4 Confirmation of programme completion;

4.6.6.3.5 Full learner contact details.

4.6.7 *Mentorship:* Grant applicants must provide a comprehensive mentorship programme for the duration of the project.

4.6.8 *Learner Allowance (meals and accommodation):* The grant does NOT provide for learner allowances or meals.

4.6.9 *Quality Assurance:* Grant applicants must quality assure the programme, at minimum, based on the following:

4.6.9.1 Regular assessment of learners;

4.6.9.2 Regular assessment of programme content;

4.6.9.3 Regular reporting to Fasset

4.6.10 *Risk Management:* Grant applicants must provide Fasset with a risk management strategy as part of the proposal, which highlights a plan for risk mitigation.

4.6.11 *Ceremonies:* Grant applicants must plan and arrange opening ceremonies, as well as graduation / certification ceremonies (where appropriate).

4.6.12 *Reporting and Invoicing:* Grant applicants must:

4.6.12.1 Submit monthly reports on progress, together with invoices. This must be submitted electronically.

4.6.12.2 Reports will include the following:

4.6.12.2.1 Management of the service delivery, based on the approved table of deliverables;

4.6.12.2.2 Project performance statistics;

4.6.12.2.3 Information on service delivery;

4.6.12.2.4 Learner detail;

4.6.12.2.5 Risk mitigation;

4.6.12.2.6 A financial update in accordance with Fasset requirements; and

4.6.12.2.7 Providers must make provision for the storage of reports for a minimum of 10 years after project completion.

4.6.13 *Meetings:* Grant applicants must attend progress meetings and/or feedback sessions.

4.6.14 *Provisions:* Provide all printed training material as required for the learners of this project (excluding IT). Any other IT software requirements require a motivation and must be approved by Fasset.

4.6.15 Fasset will only fund projects that cater for the following beneficiaries:

4.6.15.1 African learners in all provinces; and

4.6.15.2 Coloured learners in the Northern and Western Cape provinces, only.

4.6.15.3 People with disabilities, of any race, in any province.

4.6.16 Fasset recommends a recruitment ratio of 54% women and 4% people with disabilities.

4.6.17 Grant applicants must ensure that the professional body qualification (as stipulated in point 4.2.2) aligns to one of Fasset's 2017/18 top ten scarce skills as indicated in point 4.3.87.

4.6.18 Grant applicants must ensure that suitable learners are selected and recruited.

4.6.19 Grant applicants must ensure that learners recruited are South African citizens.

4.6.20 Assessment methods for both recruitment and competency, must be benchmarked against national standards, e.g. SAQA, Higher Education and Training (HET), and / or the professional body's standards.

4.6.21 Fasset might conduct research on the project. An additional six (6) days for research must be included in the project plan.

4.6.22 Full details for all learners must be available.

4.6.23 Schedule of costs must include:

4.6.23.1 Tuition;

4.6.23.2 Assessments;

4.6.23.3 Books / learning material;

4.6.23.4 Examination fees; and

4.6.23.5 Professional body registration fees.

4.6.24 Fasset will not cover the following:

4.6.24.1 Learner allowances; and

4.6.24.2 Meal allowances.

4.6.25 The pricing schedule must clearly indicate:

4.6.25.1 Fixed costs vs. variable costs; and

4.6.25.2 Assessment costs per learner.

### 4.7 Conduct

4.7.1 At all times, grant applicants are expected to behave and conduct themselves in a professional manner with respect to:

4.7.1.1 Presentation;

4.7.1.2 Language;

4.7.1.3 Punctuality;

4.7.1.4 Honesty.

4.7.2 Grant applicants are required and expected to report any instances of fraud or irregular activities or the suspicion thereof.

## 5. EVALUATION PROCESS

**5.1 Compliance with Minimum Requirements**

5.1.1 All grant applications submitted in response to the Grant Requirements will be examined to determine compliance with grant application requirements and conditions. Grant applications with obvious deviations from the requirements/conditions, will be rejected.

**5.2 Determination of Score for Functionality and Grant Adjudication**

5.2.1 Should a grant applicant achieve a functionality score that is less than 50%, the grant application will be rejected.

5.2.2 Should a grant applicant receive a functionality score between 50% and 69%, Fasset will engage with the applicant on the grant application.

5.2.3 All grant applications that receive a functionality score of more than 70% will be put forward to the Board Discretionary Project Grants Committee for a final adjudication on whether to approve the grant or not.

5.2.4 Providers should indicate if this is the first time proposing such a project.

5.2.5 The evaluation criteria and weights for determining a functionality score are indicated in the table 1 below.

**Table 1: Evaluation Criteria and Weights for Determining Functionality Scores**

| **Functionality Scoring Determinants** | |
|---|---|
| **Total Points** | **100** |
| **1. Experience of respondent** | **5.00** |
| *1.1 Experience with project management, mentoring and general student support* | 5.00 |
| 1.1.1 Grant applicant's experience in project managing or overseeing professional body programmes.<br>1.1.2 Grant applicant's experience with mentoring.<br>1.1.3 Grant applicants experience with general student support. | |
| **2. Technical Approach / Methodology** | **60.00** |
| *2.1 Details of the problem statement:* | 8.00 |
| Grant applicants must:<br>2.1.1 Define the problem statement and provide an overview of trends / statistical research to support the problem statement.<br>2.1.2 Provide details of possible causes of the problem and factors that impact on learner success.<br>2.1.3 Provide details of "at risk" learners. | |
| *2.2 Learners from Rural Areas* | 2.00 |
| 2.2.1 Indicate how the proposed strategy and plan includes consideration of the inclusion of learners from rural areas. | |
| *2.3 Details of the proposed solution:* | 50.00 |
| Grant applicants must:<br>2.3.1 Provide an overview of the proposed solution. Where applicable details of how the problem was addressed in the past must be provided.<br>2.3.2 Provide sufficient detail of how the proposed solution will result in the **Completion of a Professional body qualification.**<br>2.3.3 Present a sufficiently detailed project plan for how the proposed solution will be implemented.<br>2.3.4 Provide the recruitment and selection criteria and methodology.<br>2.3.5 Provide proposed learner numbers.<br>2.3.6 Provide reasoning with respect to the feasibility of the project.<br>2.3.7 Provide details as to any similar past projects against which the proposed project has been benchmarked.<br>2.3.8 Provide detail on the delivery of PIVOTAL programmes. | |

| | |
|---|---|
| 2.3.9 Provide an assessment methodology, which must include details of how to assist learners to achieve the pre-set milestones, with respect to achieving a qualification or designation.<br>2.3.10 Provide an assessment methodology that must include corrective actions (including academic mentoring) that will be taken, should learners fail to achieve the pre-set milestones.<br>2.3.11 Provide for a *comprehensive* academic mentorship programme for the duration of the project.<br>2.3.12 Indicate how a 70% throughput rate will be achieved.<br>2.3.13 Indicate any penalties and the implementation thereof, for learners who fail to achieve the pre-set milestones.<br>2.3.14 Indicate the replacement or exit strategies in place.<br>2.3.15 Ensure that the project plan includes regular reporting to Fasset on project progress, performance statistics, delivery, learner details, risk mitigation, continuous evaluation and a financial update. | |
| **3. Scarce Skills:** | **5.00** |
| Grant applicants must:<br>3.1 Indicate to which of Fasset's top ten 2017/18 scarce skills the proposed solution is linked.<br>3.2 Demonstrate *how* the proposed solution is linked to the identified scarce skill. | |
| **4. Risk Management Strategy** | **15.00** |
| *4.1 Risk Register* | 5.00 |
| Grant applicants must provide a full risk register where:<br>4.1.1 All risks associated with the programme have been identified and are in line with the programme as set out in the project plan and solution.<br>4.1.2 The identified risks cannot only include a reproduction of the Fasset list of risks (see Annexure C) | |
| *4.2 Risk Mitigation* | 10.00 |
| Grant applicants must:<br>4.2.1 Provide full risk mitigation which is sufficiently detailed.<br>4.2.2 Ensure that all risks have been addressed with appropriate mitigations.<br><br><u>Please note:</u> Failure to provide detailed mitigations may result in the grant applicant being considered non-responsive. | |
| **5. Resources** | **15.00** |
| *5.1 Capacity to implement a programme of this size* | 10.00 |
| Grant applicants must:<br>6.1.1 Have appropriately qualified resources (i.e. CVs are relevant to the programme delivery, including project management and support functions).<br>6.1.2 The team proposed has relevant expertise and experience. This includes administrative staff; lecturers / trainers; and tutors. If sub-contracting, the grant applicant must provide the sub-contractor's minimum criteria for selection of lecturers/trainers and tutors.<br>6.1.3 Have sufficient resources i.e. proportion of lecturers / tutors to the number of learners proposed, is feasible.<br>6.1.4 Have appropriate facilities (i.e. infrastructure in place).<br>6.1.5 Have sufficient start-up finance to initiate the programme. | |
| *6.2 Relevant experience in delivery of PIVOTAL programmes and course development* | 5.00 |
| 6.2.1 The CVs provided include experience in delivery of PIVOTAL programmes. If sub-contracting, the grant applicant must provide the sub-contractor's minimum criteria for selection of lecturers/trainers and tutors. | |

| | |
|---|---|
| 6.2.2 The CVs provided include experience in course development. If sub-contracting, the grant applicant must provide the sub-contractor's minimum criteria for selection of lecturers/trainers and tutors.<br>6.2.3 Provide references in individuals' CVs for the delivery of PIVOTAL programmes.<br>6.2.4 Evidence of past successful programme management is presented (including the ability to achieve the desired throughput rate). | |

## 6. DEADLINE DATE AND MODE OF GRANT SUBMISSION

***6.1*** **Deadline Date**

**6.1.1** The due date for all Discretionary Project Grants is **Wednesday, 15 November 2017.**

6.1.2 Hard copies of the Grant Application must reach Fasset by **11h00, Wednesday, 15 November 2017.**

6.1.3 Fasset's office hours are as follows:
Monday-Thursday: 08h00-16h30
Friday: 08h00-16h00

6.1.4 In the case of **hand delivery or courier**, it is the applicant's obligation to ensure the document is submitted to the correct physical address by the deadline date and time.

6.1.5 The SETA physical address is **Building 3, Ground Floor, 299 Pendoring Road, Blackheath, Johannesburg**.

6.1.6 There is no drop-box at Fasset.

***6.2*** **Mode of Grant Submission**

Grant Applicants are required to submit their grant in the following format:

6.2.1 Submit a Project Proposal which contains, at minimum:

6.2.1.1 Experience of Grant Applicant;
6.2.1.2 Technical Approach / Methodology;
6.2.1.3 Scarce Skills;
6.2.1.4 Risk Management Strategy;
6.2.1.5 Resources; and
6.2.1.6 Pricing (as per the pricing template to be requested from Fasset).

*6.2.1.6.1* Instructions for completion of the pricing schedule:

a) The pricing schedule must be completed as per the compulsory Excel template with the required supporting narrative per line item.
b) The supporting narrative must be limited to only those details needed to provide sufficient context and justification of price calculations.
c) Services offered by a sub-contracted party must be reflected on the pricing schedule as relevant, by completing the column as indicated. If more than one sub-contracted party is involved in the bid, additional columns must be added to the pricing schedule.
d) Value-adds and / or items unique to the bidder's strategy must be reflected as additional line items including the required supporting narrative to motivate inclusion.

6.2.2 Fasset reserves the right to query a pricing schedule as part of the evaluation process

6.2.3 Grant Applicants are encouraged to look at table 1: Evaluation Criteria and Weights for Determining Functionality Scores, which will provide more detail.

## 7. DEFINITION OF AFRICAN AND COLOURED

7.1 Only African people; Coloured people in the Northern Cape and Western Cape only and people with disabilities (all races), with a valid South African identity document, may apply for the grant.

7.2 All African people; Coloured people in the Northern Cape and Western Cape only and South Africans with a disability (all races), born before 1994. People born after 1994, as well as African and Coloured people in the Northern Cape and Western Cape only, with a South African parent/s who is/are a returning exile, qualify as African and Coloured.

7.3 South African born children of African people and Coloured people coming to South Africa after 1994.

7.4 A person who was naturalised as an African or a Coloured South African citizen prior to the commencement date of the Constitution.

7.5 A person from another part of the world, who was not naturalised before 1994, or did not have South African parents will not qualify as an African or a Coloured person. For example, a black person from another part of Africa who marries a South African and becomes a citizen by naturalisation will not be applicable for this grant.

7.6 Fasset reserves the right to query the population group status of an applicant and request additional information. Evidence, such as the birth certificate of that person and/or a birth certificate of the persons' parent, may be required.

## 8. DEFINITION OF A PERSON WITH A DISABILITY

8.1 Employers may apply for this grant for learners with disabilities.

8.2 Specific reference to the Guide on the Determination of Medical Tax Credits and Allowances (Issue 4) in terms of the Income Tax Act 58 of 1962 is used to guide the specific definition of disability, in terms of this grant application.

8.3 When applying for this grant for a person with a disability, the latest Section C of form ITR-DD i.e. Confirmation of Diagnosis of Disability (To determine eligibility under section 18(2)(b) of the Income Tax Act, 1962 (as amended)) must be included

8.4 Fasset reserves the right to query disability status and request additional information. BEE verification agencies may be consulted in this regard.

8.5 **Extract from the Guide on the Determination of Medical Tax Credits and Allowances (Issue 4) in terms of the Income Tax Act 58 of 1962:**

***9.3 Prescribed diagnostic criteria for a disability***

*For each of the impairments in the definition of a "disability" in section 18, the Commissioner has prescribed diagnostic criteria. These criteria seek to assess the functional impact of the impairment on a person's ability to perform daily activities and not the diagnosis of a medical condition. These criteria are discussed below:*

***9.3.1 Vision***

*The minimum requirement for a person to be classified as a blind person is –*

- *visual acuity in the better eye with best possible correction, less than 6/18 (0.3); and*
- *visual field 10 degrees or less around central fixation.*

*"6/18" means that what a person with normal vision can read at 18 metres, the person being tested can only read at 6 metres.*
*"Best possible correction" refers to the position after a person's vision has been corrected by means of spectacles, contact lenses or intraocular (implanted) lenses.*

***9.3.2 Communication***

*A person is regarded as having a moderate to severe communication disability if, despite appropriate therapy, medication and/or suitable devices, one or more life activities (as listed below, pending age appropriateness), is substantially limited, that is, more than merely inconvenient or bothersome. In other words, if one or more of the following apply, the individual will be regarded as suffering from a moderate to severe communication disability:*

- *Inability to make self-understood to familiar communication partners using speech in a quiet setting.*
- *Inability to make self-understood to both familiar or non-familiar communication partners and incapability of meeting appropriate communication needs for his or her age by using speech, in less than 30 intelligible words.*
- *Problems in understanding meaningful language by familiar communication partners that lead to substantial difficulty in communicating.*
- *The need to rely on augmentative or alternative communication (AAC), including unaided (for example, sign language or other manual signs) or aided means of communication (ranging from communication boards to speech generating devices).*

***9.3.3 Physical***

*A person is regarded as a person with a disability if the impairment is such that the person is –*

- *unable to walk, for example, a wheelchair user;*
- *only able to walk with the use of assistive devices, for example, calipers, crutches, walking frames and other similar devices;*
- *able to walk without the use of assistive devices, but with a degree of difficulty, for example, persons with Cerebral Palsy, Polio (that is, persons who require an inordinate amount of time to walk); and*

- *functionally limited in the use of the upper limbs.*

***9.3.4 Mental***

*With the exclusion of intellectual disability, a person is regarded as having a mental disability if that person has been diagnosed (in accordance with accepted diagnostic criteria as prescribed in the Diagnostic and Statistical Manual IV-TR (DSM-IV-TR)) by a mental health care practitioner who is authorised to make such diagnosis, and such diagnosis indicates a mental impairment that disrupts daily functioning and which moderately or severely interferes or limits the performance of major life activities, such as learning, thinking, communicating and sleeping, amongst others.*

*A moderate impairment means a Global Assessment Functioning Score (GAF-Score) of 31 to 60. A severe impairment means a GAF-Score of 30 and below.*

***9.3.5 Hearing***

*The term "hearing disability" refers to the functional limitations resulting from a hearing impairment. Hearing impairment is a sensory impairment that will influence verbal communication between speaker and listener.*

*An adult is considered moderately to severely hearing impaired when the hearing loss, without the use of an amplification device, is described as follows:*
- *Bilateral hearing loss with a pure tone average equal to or greater than 25 dBHL in each ear.*
- *Unilateral hearing loss with pure tone average equal to or greater than 40 dBHL in the affected ear.*

*A child is considered moderately to severely hearing impaired when the hearing loss, without the use of an amplification device, is as follows:*
- *Bilateral hearing loss with a pure tone average greater than 15 dBHL in each ear.*
- *Unilateral hearing loss with a pure tone average equal to or greater than 20 dBHL in the affected ear.*

*Notes:*
- *Hearing impairment is an abnormal or reduced function in hearing resulting from an auditory disorder.*
- *A child is a person who is not over the age of 18 years.*
- *Amplification devices include hearing aids, implantable devices and assistive listening devices.*
- *Pure Tone Average (PTA): average of hearing sensitivity thresholds (in decibel hearing level) to pure tone signals at 500Hz and 1000Hz, 2000Hz and 4000Hz of each ear.*
- *Bilateral hearing loss is a hearing sensitivity loss in both ears.*
- *Unilateral hearing loss is a hearing sensitivity loss in one ear only.*

***9.3.6 Intellectual***

*A person is regarded as having an intellectual disability if he or she has a moderate to severe impairment in intellectual functioning that is accompanied by a significant limitation in adaptive functioning in at least two of the following skill areas:*
- *Communication*
- *Self-care*
- *Home living*
- *Social or interpersonal skills*
- *Use of community resources*
- *Self-direction*
- *Functional academic skills, work, leisure, health and safety*

*A moderate impairment means an intelligence quotient (IQ) of 35 to 49. A severe impairment means an IQ of 34 and below.*

***9.4 Confirmation of disability (ITR-DD form)***

*A person who wishes to claim a medical deduction for disability expenses must complete a Confirmation of Diagnosis of Disability form (ITR-DD), which is available on the SARS website (www.sars.gov.za).The ITR-DD must not be submitted with the annual income tax return, but must be retained for compliance purposes in the event of a SARS audit. The ITR-DD needs to be completed and endorsed by a registered medical practitioner every five years, if the disability is of a more permanent nature. However, if the disability is temporary, the ITR-DD will only be valid for one year, which effectively means that a new ITR-DD must be completed for each year of assessment during which a disability claim is made.*

*A disability will be regarded as being temporary in nature if that disability is expected to last for less than five years.*

*In Part C of the ITR-DD the registered medical practitioner must –*
- *indicate and describe if the functional limitations with respect to performing activities of daily living are regarded as either "mild" or "moderate to severe";*
- *indicate if the disability has lasted, or is expected to last for a continuous period of more than 12 months; and*
- *sign the declaration.*

*Duly registered medical practitioners specifically trained to deal with the particular disability include the following:*

- *Vision: Practitioner trained to use the Snellen chart (for example, an optometrist or ophthalmologist).*
- *Hearing: Practitioner trained to perform or conduct a battery of the diagnostic audiometry tests (for example, an Ear, Nose and Throat Specialist or Audiologist).*
- *Speech: Speech-Language Pathologist.*
- *Physical: Orthopaedic Surgeon, Neuro Surgeon, Physiotherapist or Occupational Therapist.*
- *Intellectual: Psychiatrist or Clinical Psychologist.*
- *Mental: Psychiatrist or Clinical Psychologist.*

## 9. OTHER KEY TERMS

9.1 The **National Qualifications Framework (NQF)** provides principles and guidelines for recording learner achievements. Based on nationally recognised qualifications, the NQF encourages lifelong learning.

| NQF Level | Title of qualification |
|---|---|
| 10 | Doctorates / PhD |
| 9 | Masters Degrees (research only) |
| 9 | Masters Degrees (coursework and research) |
| 8 | Master's in Business Administration (MBA) |
| 8 | Postgraduate Diplomas and Professional Qualifications |
| 8 | Honours |
| 7 | Bachelor's Degrees and Advanced Diplomas |
| 6 | National Diplomas and Advanced Certificates |
| 5 | Higher Certificates and Advanced National (Vocational) Certificates |
| 4 | Grade 12 Certificate and FET (Private and Public) Certificate |
| 3 | Grade 11, N3 and N2-courses |
| 2 | Grade 10, N2 and N1-courses |
| 1 | Adult Basic Education and Training |

9.2 **Rural and Urban**

Fasset must report to the Department of Higher Education and Training (DHET) regarding the geographical status of the beneficiaries of discretionary funding. Geographical status (urban/rural) information regarding a learner's matriculation, post-schooling and current employment status must be completed on the application. Unfortunately there is no official definition of what is defined as rural or urban. In this regard Fasset believes the most accurate definition is that of the learner and the employer i.e. self-definition.

9.3 **Protection of Personal Information (POPI)**

*9.3.1* ***Introduction***

The Protection of Personal Information (POPI) act aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPI requires that personal information pertaining to individuals be processed lawfully and in a reasonable manner that does not infringe on the right to privacy.

This consent form sets out how personal information will be collected, used and protected by Fasset, as required by POPI. The use of the words "the individual" for the purposes of this document shall be a reference to any individual communicating with Fasset and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

*9.3.2* ***What is personal information?***

The personal information that Fasset requires relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

*9.3.3* ***What is the purpose of the collection, use and disclosure (the processing) of personal information?***

Fasset is legally obligated to collect, use and disclose personal information for the purposes of:

9.3.3.1 reporting skills development initiatives to the Department of Higher Education and Training;

9.3.3.2 reporting enrolments and achievements of programmes to the South African Qualifications Authority;

9.3.3.3 reporting on quality assurance functions to the Quality Council of Trades and Occupations

9.3.3.4 evaluating and processing applications for access to financial and other benefits;

9.3.3.5 compiling statistics and other research reports;

9.3.3.6 providing personalised communications;

9.3.3.7 complying with the law; and/or

9.3.3.8 for a purpose that is ancillary to the above.

Fasset may also use and disclose personal information for the purposes of:

9.3.3.9 providing personal information to third parties who demonstrate an interest in either employing or making use of the services provided by an individual, in circumstances where the individual has indicated in clause 7, below, that he/she would like his/her details made available to potential employers or clients.

Fasset will not process personal information for a purpose other than those which are identified above without obtaining consent to further processing beforehand.

*9.3.4* ***What is 'processing'?***

POPI provides that the term "processing'' covers any operation or activity, whether or not by automatic means, concerning personal information, including collection, receipt, recording, organisation, collation, storage, retrieval, alteration, consultation or use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, erasure or destruction of information.

*9.3.5* ***How will Fasset process personal information?***

Fasset will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

9.3.5.1 directly from the individual;

9.3.5.2 from an agent, relative, employer, work colleague or other duly authorised representative who may seek or request our services;

9.3.5.3 from education institutions, training providers, or other service providers that are providing or provided the individual with services;

9.3.5.4 from our own records relating to our previous supply of services or responses to the individual's request for services; and/or

9.3.5.5 from a relevant public or equivalent entity.

*9.3.6* ***To whom will personal information be disclosed?***

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (trans-border flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of Fasset's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of POPI.

*9.3.7* ***Consent and Permission to process personal information (authorised signatory):***

I hereby provide authorisation to Fasset to process the personal information provided for the purpose stated.

I understand that withholding of or failure to disclose personal information will result in Fasset being unable to perform its functions and/or any services or benefits I may require from Fasset.

Where I shared personal information of individuals other than myself with Fasset I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in accordance with this consent provided and I warrant that I am authorised to give this consent on their behalf.
To this end, I indemnify and hold Fasset harmless in respect of any claims by any other person on whose behalf I have consented, against Fasset should they claim that I was not so authorised.

I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.

I will not hold Fasset responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

*9.3.8* ***Rights regarding the processing of personal information:***

9.3.8.1 The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide Fasset with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if Fasset agrees to same in writing. Fasset specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits. Further, please note that the revocation of consent is not retroactive and will not affect disclosures of personal information that have already been made. In order to withdraw consent, please contact the Information Officer at popi@Fasset.org.za.

9.3.8.2 Where personal information has changed in any respect, the individual is encouraged to notify Fasset so that our records may be updated. Fasset will largely rely on the individual to ensure that personal information is correct and accurate.

9.3.8.3 The individual has the right to access their personal information that Fasset may have in its possession and is entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:

9.3.8.3.1 the information comes under legal privilege in the course of litigation,

9.3.8.3.2 the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,

9.3.8.3.3 giving access may cause a third party to refuse to provide similar information to Fasset,

9.3.8.3.4 the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,

9.3.8.3.5 the information as it is disclosed may result in the disclosure of another person's information,

9.3.8.3.6 the information contains an opinion about another person and that person has not consented, and/or

9.3.8.3.7 the disclosure is prohibited by law.

*9.3.9* ***Requesting access and lodging of complaints***

*9.3.10* Please submit any requests for access to personal information in writing to Fasset's information officer at popi@Fasset.org.za.

9.3.11 With any request for access to personal information, Fasset will require the individual to provide personal information in order to verify identification and therefore the right to access the information.

9.3.12 There may be a reasonable charge for providing copies of the information requested.

*9.3.13* If any request has not been addressed satisfactorily, a complaint may be lodged at the office of the Information Regulator.

## 10. FASSET'S TOP TEN SCARCE SKILLS 2017/18

**Table 2: Top 10 Scarce Skills in demand for 2017/18**

| Rank | Fasset Group Name | Occupation Name |
|---|---|---|
| 1 | *Accountants and Auditors* | Accountant (General) |
| | | External Auditor |
| | | Finance Manager |
| | | Tax Professional |
| | | Accountant in Practice |
| | | Accounting Technician |
| | | Management Accountant |
| | | Financial Accountant |
| | | Tax Technician |
| | | Payroll Manager |
| 2 | *ICT Professionals* | Programmer Analyst |
| | | ICT Systems Analyst |
| | | Database Designer and Administrator |
| | | Developer Programmer |
| | | ICT Project Manager |
| | | Software Developer |
| | | Programme or Project Managers |
| | | Systems Administrator |
| | | Chief Information Officer |
| | | ICT Sales Representative |
| | | ICT Security Specialist |
| | | Multimedia Designer |
| | | Applications Programmer |
| | | Computer Networks and Systems Engineer |
| | | ICT Trainer |
| | | Information Technology Manager |
| | | Computer Network Technician |
| 3 | *Management Consultants* | Organisation and Methods Analyst |
| | | Management Consultant |
| | | Policy Analyst |
| 4 | *Financial Markets Professionals* | Financial Investment Advisor |
| | | Investment Manager |
| | | Investment Analyst |
| | | Investment Advisor |
| | | Securities Dealer |
| | | Financial Markets Practitioner |
| | | Compliance Officer |
| | | Financial Markets Business Manager |
| | | Commodities Trader |
| 5 | *Bookkeeping, Accounting Technicians and Clerks* | Accounts Clerk |
| | | Bookkeeper |
| | | Credit / Loans Officer |
| 6 | *Internal Auditors and Risk Managers* | Internal Audit Manager |

| | | |
|---|---|---|
| | | Internal Auditor |
| | | Organizational Risk Manager |
| **7** | *Actuaries and Statisticians* | Actuary |
| | | Statistician |
| **8** | *Debt Collectors* | Debt Collector |
| **9** | *Marketing Professionals* | Marketing Practitioner |
| | | Customer Service Manager |
| | | Sales and Marketing Manager |
| | | Director of Marketing |
| **10** | *Economists* | Economist |

Source: Fasset Data Systems 2016-SSP 2017/18 Update Draft 2: 1 August 2016

## 11. Annexure A: Certificate of Independent Grant Submission

I, the undersigned, in submitting the Discretionary Project Grant Application for *The Academic Bridging Programmes for PIVOTAL Professional Body Qualification Support*, do hereby make the following statements that I certify to be true and complete in every respect.

I, certify that on behalf of:

Name of Grant Applicant: _____

1. I have read and understood the contents of this Certificate of Independent Grant Submission (Certificate).
2. I understand that the accompanying Discretionary Project Grant Application (Grant Application) will be rejected if this certificate is found not to be true and complete in every respect.
3. I am authorized by the Grant Applicant to sign this Certificate and to submit the accompanying Grant Application on behalf of the Grant Applicant.
4. Each person whose signature appears on the accompanying Grant Application has been authorised by the Grant Applicant to determine the terms of and to sign the Grant Application on behalf of the Grant Applicant.
5. For the purposes of this Certificate and the accompanying Grant Application, I understand the word "competitor" shall include an individual or organisation, other than the Grant Applicant, whether or not affiliated with the Grant Applicant, who:
   - 5.1.1. Has been requested to submit a Grant Application;
   - 5.1.2. Could potentially submit a Grant Application based on their qualifications, abilities or experience; and
   - 5.1.3. Provides the same services as the Grant Applicant and/or is in the same line of business as the Grant Applicant.
6. The Grant Applicant has arrived at the accompanying Grant Application submission independently from and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium[1] will not be construed as collusive.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication agreement or arrangement with any competitor regarding:
   - 7.1. Prices;
   - 7.2. Geographical area where the service will be rendered (market allocation);
   - 7.3. Methods, factors or formulas used to calculate prices;

7.4. The intention or decision to submit, or not submit, a Grant Application;
7.5. The submission of a Grant Application does not meet the specification and condition of the Grant Application Requirements; or
7.6. Submitting a Grant Application with the intention not to have the grant approved.

8. In addition, there have been no consultations, communications, agreements or arrangement with any competitor regarding the quality, quantity, specification and conditions or delivery particulars of the services to which this Grant Application relates.

9. The terms of the accompanying Grant Application have not been and will not be disclosed by the Grant Applicant, directly or indirectly, to any competitor, prior to the date and time of the Grant Application opening or of the contract being awarded.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Discretionary Project Grants and their related contracts, that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, No 89 of 1998 and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004 or any other applicable legislation.

_____ _____
Signature of Grant Applicant Date

_____ _____
Position Name of Grant Applicant

_____
Name of Signatory

[1] Joint Venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## 12. Annexure B: Declaration of Interest

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State[1], or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this grant (includes an advertised competitive grant application, competitive bid, limited bid or proposal or a written price quotation).

2. In view of possible allegations of favouritism, should the resulting grant application, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the grant applicant or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where:

   2.1. The grant applicant is employed by the State; and/or

   2.2. The grant applicant is a Board member of Fasset and/or

   2.3. The legal person on whose behalf the grant application is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1.1 Full Name of grant applicant or his or her representative:

_____

3.1.2 Identity Number:

_____

3.1.3 Position occupied in the Company (director, trustee, shareholder[2], member, etc):

_____

3.1.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

_____

3.1.5 Tax Reference Number:

_____

[1] "State" means
- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

3.1.6 VAT Registration Number:

_____

3.1.7 The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ PERSAL numbers must be indicated below:

_____

_____

_____

3.2 Are you or any person connected with this grant application presently employed by the state?

| | |
|---|---|
| Yes | |
| No | |

3.2.1 If “Yes” was indicated, please furnish the following particulars:

3.2.1.1 Name of person/ director/ trustee/ shareholder/ member:

_____

3.2.1.2 Name of State institution at which you or the person connected to the grant application is employed:

_____

3.2.1.3 Position occupied in the State institution:

_____

3.2.1.4 Any other particulars?

_____

3.3 If you are presently employed by the state, did you obtain the appropriate authorisation to undertake remunerative work outside employment in the public sector?

| | |
|---|---|
| Yes | |
| No | |

3.3.1 If “Yes” was indicated, was proof of such authorization attached to the grant application

| | |
|---|---|
| Yes | |
| No | |

(Note: Failure to submit proof of such authorization, where applicable, may result in the disqualification of the grant application).

3.3.2 If “No” was indicated, please furnish reasons for non-submission of authorization.

_____

_____

_____

3.4 Did you or your spouse, or any of the company's directors/trustees/ shareholders/ members or their spouses conduct business with the State in the previous twelve (12) months?

| | |
|---|---|
| Yes | |
| No | |

3.4.1 If "Yes" was indicated, please furnish the following particulars:

3.4.1.1 Name of person/ director/ trustee/ shareholder/ member:

_____

3.4.1.2 Name of State institution at which you or the person connected to the grant application conducted business:

_____

3.4.1.3 Any other particulars?

_____

3.5 Do you, or any person connected with the grant application, have any relationship (family, friend, other) with a person employed by the State (Pty) Ltd and who may be involved with the evaluation and or adjudication of this grant application?

| | |
|---|---|
| Yes | |
| No | |

3.5.1 If "Yes" was indicated, please furnish the following particulars:

3.5.1.1 Name of person/ director/ trustee/ shareholder/ member:

_____

3.5.1.2 Any other particulars?

_____

3.6 Are you, or any person connected with the grant application, aware of any relationship (family, friend, other) between any other grant application and any person employed by the State who may be involved with the evaluation and or adjudication of this grant application?

| | |
|---|---|
| Yes | |

| | |
|---|---|
| No | |

3.6.1 If “Yes” was indicated, please furnish the following particulars:

3.6.1.1 Name of person/ director/ trustee/ shareholder/ member:

_____

3.6.1.2 Any other particulars?

_____

3.7 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

| | |
|---|---|
| Yes | |
| No | |

3.7.1 If “Yes” was indicated, please furnish the following particulars:

3.7.1.1 Name of person/ director/ trustee/ shareholder/ member:

_____

3.7.1.2 Any other particulars?

_____

4. Please complete the table below with the full details of directors/ trustees/ members/ shareholders

| Full Name | Identity Number | Personal Income Tax Reference No | State Employee Number/ PERSAL Number |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## DECLARATION

I, the undersigned (full name) _____
certify that the information furnished above is correct. I accept that Fasset may reject the Grant Application or act against me should this declaration rove to be false.

_____

**Name of Grant Applicant**

_____

**Signature**

_____

**Position of Grant Applicant within Organisation**

_____

**Date**

## 13. Annexure C: Fasset's Projects Risk Table

13.1 Grant applicants should identify all possible risks to the project.
13.2 Some of the risks have been identified in table 1 below. These are not all the possible risks. Grant applicants should add risks relevant to their proposal.
13.3 Below is the key to be used in assessing overall risk assurance:

Likelihood:
Likelihood of an adverse event which could cause the risk to manifest.

| | |
|---|---|
| 1 | Adverse event will not occur |
| 3 | Highly unlikely that adverse event will occur |
| 5 | It is more likely that adverse event will occur than not |
| 7 | Highly likely that adverse event will occur |
| 10 | Adverse event will definitely occur |

Impact:
Potential loss to the business, should the risk manifest

| | |
|---|---|
| 1 | Ignore: impact of adverse event is negligible |
| 3 | Minor: event will be coped with. No loss of jobs |
| 5 | Significant: minimal loss of jobs |
| 7 | Severe |
| 8 | Major: critical event resulting executive management intervention. High rate of job loss. |
| 10 | Catastrophic: potential collapse of organisation |

**Table 1: Project Risks**

| Operational Risks | Likelihood | Impact | Overall Risk Assurance Priority (Likelihood x Impact) | Risk Mitigation |
|---|---|---|---|---|
| ***Legislation*** | | | | |
| Fasset name used incorrectly and unethically. | | | | |
| Misrepresentation, resulting in poor Fasset reputation. | | | | |

| | | | | |
|---|---|---|---|---|
| Inaccurate marketing of candidates to sector. | | | | |
| Legislation / Educational Institution amendments (e.g. Companies Act, etc). | | | | |
| ***Research*** | | | | |
| Insufficient budgeted funds to conduct analysis of project success. | | | | |
| ***Reporting*** | | | | |
| Project not implemented satisfactorily. | | | | |
| Project not monitored regularly. | | | | |
| Project does not meet stated goals / outcomes | | | | |
| ***Staffing*** | | | | |
| Inadequate resources exist to assist with the delivery of the project. | | | | |
| Loss of facilitators, strategic partners, managers, etc | | | | |
| Lack of project management / monitoring. | | | | |
| Discontinued operations / failure of internal management systems | | | | |
| ***Financial*** | | | | |
| Payments for project not made in accordance with deliverables obtained. | | | | |
| Inadequate indemnity insurance taken out. | | | | |
| Project funds not adequately managed. | | | | |
| Abuse of funds not identified. | | | | |
| Project not financially viable. | | | | |
| ***General*** | | | | |
| Poor recruitment in line with project requirements | | | | |
| Poor learner response to recruitment efforts (lack of sufficient numbers). | | | | |
| Poor calibre of learners. | | | | |
| Training venue(s) inadequate. | | | | |

| | | | | |
|---|---|---|---|---|
| Learner living arrangement difficulties. | | | | |
| Learner drop-outs due to socio-economic factors, lack of discipline and/or alternative employment offers. | | | | |

## 14. Annexure D: Pre-compliance Checklist

| PRE-COMPLIANCE CHECKLIST | | | | |
|---|---|---|---|---|
| | Attached | | | |
| **Item** | **Yes** | **No** | **Out-come** | **Action** |
| Original + 4 copies of grant submitted? | | | **IF NO** | **Query may be raised** |
| Programme is accredited by the relevant accreditation bodies. | | | **IF NO** | **Grant will be rejected** |
| CSD Summary Report with the supplier number and the unique code | | | **IF NO** | **Query may be raised** |
| Declaration of interest signed | | | **IF NO** | **Grant will be rejected** |
| Certificate of Independent Grant Sub-mission | | | **IF NO** | **Query may be raised** |
| Business (Company) Registration Certifi-cate | | | **IF NO** | **Query may be raised** |
| SARS compliance report containing a PIN and valid CSD Summary Report with the supplier number and the unique code | | | **IF NO** | **Query may be raised** |
| VAT registration certificate *(insert here)* | | | **IF NO** | **Query may be raised** |
| Income tax reference number *(insert here)* | | | **IF NO** | **Query may be raised** |
| Company PAYE number *(insert here)* | | | **IF NO** | **Query may be raised** |
| Company UIF number *(insert here)* | | | **IF NO** | **Query may be raised** |
| Skills Development Levy registration number | | | **IF NO** | **Query may be raised** |
| Original valid B-BBEE certificate, or ***originally*** certified copy thereof, certifi-cate issued by accounting officer or reg-istered auditor or an original sworn affi-davit | | | **IF NO** | **Query may be raised** |
| Grant applicant acceptable with refer-ence to National Treasury "Restricted List" | | | **IF NO** | **Grant will be rejected** |
| Grant applicant acceptable with refer-ence to National Treasury "Tender De-faulters List" | | | **IF NO** | **Grant will be rejected** |
| Copy of company incorporation certifi-cate(s) | | | **IF NO** | **Query may be raised** |
| Employment Equity compliance and plans | | | **IF NO** | **Query may be raised** |
| Pricing Schedule submitted | | | **IF NO** | **Grant will be rejected** |