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## 2024 / 2025 Training Incentive Grant

FASSET invites registered employers and organisations in the sector who have trained their staff between 1 April 2024 to date to apply for Training Incentive Grant (TIG)

The (TIG) has been introduced to incentivise employers and organisations registered with FASSET to train their staff in sector-relevant knowledge and skills. Lifelong Learning (also known as Continuous Professional Development) is key to the ongoing professionalisation requirements of the sector.

BROAD LEVEL	INCENTIVISED TOPIC	NUMBER OF LEARNERS	ACTUAL EXPENDITURE	AMOUNT CLAIMED
<b>Entry Level</b>	Computer literacy skills			
	Basic professional competence & etiquette / Communication skills			
	Time management skills			
	Critical & analytical thinking			
	Adaptability			
	Work ethics			
<b>Lower Level</b>	Communication Skills			
	Computer skills – MS Excel			
	Customer service			
	Complex problem solving			
	Negotiation skills			
	Time management skills			
<b>Middle Level</b>	Emotional Intelligence			
	IT related skills			
	Advanced MS Excel skills			
	Negotiation skills			
	Time management skills			
	Critical thinking & analytical skills			
	Supervisory skills			
	Project management			
<b>Senior Level</b>	Complex problem solving			
	Emotional Intelligence			
	Leadership & Management skills			
	Change management			
	Conflict management skills			
	Negotiating & networking skills			
	Entrepreneurial skills			
	Complex problem solving			
	Creative & integrative thinking			
	ICT skills (Big Data Analysis)			
Communication skills				
<b>TOTALS</b>				

**NB! Incentivised topics are not exhaustive to the above list, training topics that address the FASSET Sector Skills Plan SSP will be considered for the Grant.**



## SECTION A: REQUIREMENTS

<b>1</b>	<b>Eligibility</b>
1.1	Applications for this incentive are only open to <b>FASSET-registered Employers / Organisations</b>
<b>2</b>	<b>Criteria</b>
2.1	Applicants must be registered with FASSET as a Skills Development Levy (SDL) paying member or may be registered as a Non-Levy Payer (NLP) with the SETA
<b>3</b>	<b>Period</b>
3.1	Training provided to staff from <b>1 April 2024</b>
<b>4</b>	<b>Closing Date</b>
4.1	The closing date is the earlier depletion of the budget and 31 December 2024, 16h00. Should you not receive feedback from FASSET by 28 February 2025, please consider your application unsuccessful.
<b>5</b>	<b>Submission Details</b>
5.1	<ul style="list-style-type: none"> <li>- Applications MUST be emailed to <a href="mailto:incentivesgrant@fasset.org.za">incentivesgrant@fasset.org.za</a>. Please note that our emails can only accommodate email sizes up to 8MB.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- Applications can be sent as a link to an external source e.g. Dropbox, WeTransfer which remains valid for at least 6 months.</li> <li>- Please note that FASSET will not take responsibility for any corrupt files or links that expire within a shorter period</li> </ul>
5.2	<ul style="list-style-type: none"> <li>- Ensure that all personal information is securely submitted. If using external sources like Dropbox or WeTransfer, please encrypt files and provide passwords separately.</li> </ul>
<b>6</b>	<b>Grant Amount</b>
6.1	A maximum of R500 (including VAT) per delegate, per topic will be awarded to successful applicants. If the cost per delegate, per topic, is less than R500, the incentive will be based on the actual cost incurred.
<b>7</b>	<b>Assessment Considerations</b>
7.1	<p>Please note the following:</p> <ul style="list-style-type: none"> <li>- The target for the Lifelong Learning Programme was reduced from 24 500 to 5 575, therefore applications will be processed on a first-come first-served basis. Preference will be given to first-time applicants.</li> <li>- The budget available is limited, therefore we encourage you to submit your application as soon as possible.</li> <li>- Where FASSET has identified incorrect or incomplete information regarding a specific learner applied for, we reserve the right to reject that specific application outrightly and/or approve a lesser amount than applied for.</li> <li>- Should there be a trend of incorrect or incomplete information with the application, we reserve the right to return it to the employer in full, without completing the assessment. Examples include (but are not limited to) uncertified ID copies, missing IDs, missing attendance registers, learners not reflecting on attendance registers or incorrectly completed excel spreadsheets.</li> <li>- The invoice for training should not exceed the claim amount.</li> <li>- Learners eligible for training include all employees; population group and nationality do not preclude the applicant from claiming a grant for the learner</li> </ul>
<b>8</b>	<b>Queries</b>
8.1	General queries in relation to TIG and SETMIS spreadsheets MUST be sent to <a href="mailto:incentivesgrant@fasset.org.za">incentivesgrant@fasset.org.za</a> .
<b>9</b>	<b>Approval Process</b>
9.1	Once FASSET has assessed the grant, we will communicate with the successful applicant regarding the approved amount.
<b>10</b>	<b>Information required</b>
<b>10.1</b>	<b>Financial Information</b>
10.1.1	For <b>external training</b> supply: <ul style="list-style-type: none"> <li>- Invoice from the training company.</li> <li>- Proof of payment from the Bank to the training company</li> </ul>
10.1.2	For <b>internal training</b> please calculate training costs as follows:

	<ul style="list-style-type: none"> <li>- development of curriculum and learning programme</li> <li>- development of learning materials, books, notes, copyright fees</li> <li>- training the trainers, payment of lecturers/facilitators, and permanent training staff</li> <li>- costs of running, or hiring of training facilities</li> <li>- training costs exclude VAT</li> </ul> <p>The total expenditure in calculating the cost of internal training does <u>not</u> include:</p> <ul style="list-style-type: none"> <li>- the salaries paid to learners for the time these learners spent on education and training.</li> <li>- lost person workdays (leave for learners) and temporary replacement staff costs (or wages of learners)</li> <li>- fixed building or equipment costs (which are not to be amortised)</li> </ul> <p>The breakdown of costs needs to be clearly described in terms of the criteria above. This schedule of costs must be signed by the authorised signatory/delegated signatory for the organisation e.g. CEO, CFO. This sign-off should include name, position/ job title, contact details, date of signature, and signature of authorised signatory.</p>
<b>10.2</b>	<b>Learner Information</b>
10.2.1	<p>Per learner being applied for, the following information is required:</p> <ul style="list-style-type: none"> <li>- Certified ID copy (not older than 6 months on submission) showing name, surname, and clear unique identification number for the learner)</li> <li>- Signed attendance register where the signature of the learner, corresponds to the name of the learner, and the name of the learner corresponds to the ID.</li> <li>- Highlighting/indication of learner name on the signed attendance register to assist FASSET with easy location and verification of learner attendance.</li> <li>- Online attendance registers for training that has taken place on online platforms such as MS Teams, Zoom, etc must be accompanied by proof meeting invitations to the attendees and duly signed off by an authorised signatory confirming attendance of the invited delegates with corresponding dates.</li> <li>- The link between the learner signature on the attendance register and the certified copy of the learner ID must be clear. This can be done in several ways such as cross-referencing the learner ID copy to the attendance register via a numerical system. Or the applicant can choose to duplicate the attendance register (and highlight the specific learner) as it relates to each unique learner, which will result in a clear link between the learner and their signature on the attendance register.</li> <li>- DHET SETMIS Excel spreadsheets colour green is compulsory whilst yellow is optional.</li> </ul>
<b>10.3</b>	<b>MS Excel Spreadsheets</b>
10.3.1	<p>As per the Department of Higher Education and Training (DHET), learner information is required to assist with SETA and national reporting. This application must be accompanied by fully completed SETMIS template (Refer to <b>Annexure A to Annexure D</b>). This SETMIS templates, when populated, will contain information concerning the learners and their specific information, as well as specific information relating to the employer applying for this grant. The SETMIS templates may be downloaded from the application forms section of the FASSET website.</p>
<b>11</b>	<b>Protection of Personal Information Act (POPIA)</b>
11.1	<p>It is the applicant' responsibility to ensure that the data submitted to FASSET complies with POPIA.</p> <p>FASSET reserves the right to independently verify information supplied. The responsibility for the correctness of this document rests with the employer. By submitting this application, the parties to the application acknowledge that FASSET and/or any of its affiliates will be processing the personal information included in this application.</p> <p>The processing of such information by FASSET will be carried out in accordance with the law and in a proper and careful manner to not intrude upon the privacy of the data subject to an unreasonable extent. The purpose of processing the personal information belonging to the application is to conform to the performance monitoring process instituted by the DHET which FASSET is required to complete on a quarterly basis. By submitting this application, the parties</p>



	agree that the purpose of collection of the personal information as discussed is adequate, relevant, and not excessive.
11.2	<p>Please ensure you tick the checkbox below to confirm that you have read and agree to the terms and conditions regarding the processing of personal information:</p> <p><input type="checkbox"/> I have read and agree to the terms and conditions regarding the processing of personal information as per the POPIA consent form.</p>

**SECTION B: ENTITY INFORMATION**

Kindly provide information as indicated in the “Provide information column” where applicable tick Yes/No

<b>Name of the entity:</b>	
<b>The size of the company/entity (Small/ medium/ large)</b>	
<b>SDL Number</b>	
<b>Company registration number</b>	
<b>Accreditation number</b>	
<b>Tax Status (compliant/non-compliant)</b>	
<b>Physical Address</b>	
<b>Contact person in relation to the application:</b>	
<b>Contact details:</b> Landline Cell	
<b>E-mail address:</b>	

**SECTION C: DIRECTORS DETAILS**

Full names	Male/female	Age	Race (African, coloured, white, Asian, Indian)	Role

**MANDATORY APPLICATION DOCUMENTS:**

The following **mandatory documents** should also accompany the application:

- Company proof of registration
- Completed and signed application form
- Tax clearance certificate



- Annexure A: Certificate of Independent Grant Submission
- Annexure B: Declaration of Interest
- Annexure C: FASSET POPIA consent form
- Information listed under section 10 above

Please note that personal information will be retained for a period of five years from the date of submission to comply with audit requirements, after which it will be securely deleted or anonymised.

### SECTION C: APPLICATION DECLARATION

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I, \_\_\_\_\_, the applicant, do hereby certify that the information supplied is true and correct to the best of my knowledge. I accept that FASSET may reject the Grant Application or act against me should this declaration be found to be false

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Grant Applicant

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Annexure A: Certificate of Independent Grant Submission



I, \_\_\_\_\_ the undersigned, in submitting the Discretionary Project Grant Application for \_\_\_\_\_, 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:

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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<sup>1</sup> 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. 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.
9. 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.
10. 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.
  11. 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.

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Signature of Grant Applicant

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Date

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Position

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Name of Grant Applicant

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Name of Signator



## ANNEXURE B: DECLARATION OF INTERESTS

1. Are you or any other person who holds an interest in your business (i.e. a shareholder, a director, or a member or partner, a line manager, or a fellow employee), employed by FASSET or serves as a director at FASSET, or was previously employed by FASSET or served as a director at FASSET?

YES	NO	N/A
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If yes, state particulars.

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2. Are you, or any other person who holds an interest in your business, a close family member (i.e. related by birth, marriage, domestic partnership, adoption, guardianship or the like) to or an associate (i.e. a friend, rival, business partner, neighbour, etc) of a FASSET employee and/or director?

YES	NO	N/A
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If yes, state particulars.

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3. Have you, or any other person who holds an interest in your business, given a business courtesy to or received a business courtesy from a FASSET employee and/or director over the last 12 (twelve) months?

YES	NO	N/A
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If yes, state particulars.

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4. Have you, or any other person who holds an interest in your business undergone FASSET supplier disciplinary process and / or has been suspended from the FASSET supplier database over the last 5 (five) years?

YES	NO	N/A
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If yes, state particulars.



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5. Is your business currently engaged in defending any legal proceedings which have been instituted against it (including against any of its directors / members / partners), or has your business (including any directors / members / partners) either been charged with or been convicted of any criminal act, or has any judgment or decision been made against it by any administrative or regulatory body?

YES	NO	N/A
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If yes, state particulars.

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**DECLARATION:**

I, the undersigned [*insert full name of signatory*] \_\_\_\_\_, duly authorised to complete this application form in my capacity as [*insert capacity, i.e., member, director, partner, etc*] \_\_\_\_\_ on behalf of the applicant [*insert full name of the business entity*] \_\_\_\_\_ certify that, to the best of my knowledge, the information furnished herein is true and correct. I accept that FASSET reserves its right to act against the applicant or me personally in terms hereof, should this declaration prove to be false.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids 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.

<p><b>I hereby declare that the above information is correct at the time of completion. I hereby pledge to inform the FASSET in writing, of any changes of any details that appears on this document. I certify that I have the appropriate authority to furnish the above-mentioned information on behalf of my employer.</b></p>	<p><b>Applicant's Signature:</b></p> <p>.....</p>
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	<p><b>On behalf of: (Company's name)</b></p> <p>.....</p> <p>.....</p> <p><b>Date:</b></p> <p>.....</p>
<p><b>Applicant's Title /Position and Name of director/member that appears on CIPRO documents</b></p>	<p><b>Title:</b></p> <p>.....</p> <p><b>Position:</b></p> <p>.....</p> <p><b>Full Names:</b></p> <p>.....</p>



## ANNEXURE C: FASSET POPIA CONSENT FORM

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### 1.1 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.

### 1.2 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.

### 1.3 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:

- 1.3.1 reporting skills development initiatives to the Department of Higher Education and Training;
- 1.3.2 reporting enrolments and achievements of programmes to the South African Qualifications Authority;
- 1.3.3 reporting on quality assurance functions to the Quality Council of Trades and Occupations
- 1.3.4 evaluating and processing applications for access to financial and other benefits;
- 1.3.5 compiling statistics and other research reports;
- 1.3.6 providing personalised communications;
- 1.3.7 complying with the law; and/or
- 1.3.8 for a purpose that is ancillary to the above.
- 1.3.9 FASSET may also use and disclose personal information for the purposes of 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.



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

#### **1.4 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, re-trieval, 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.

#### **1.5 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:

- 1.5.1 directly from the individual;
- 1.5.2 from an agent, relative, employer, work colleague or other duly authorised representative who may seek or request our services;
- 1.5.3 from education institutions, training providers, or other service providers that are providing or provided the individual with services;
- 1.5.4 from our own records relating to our previous supply of services or responses to the individual's request for services; and/or
- 1.5.5 from a relevant public or equivalent entity.

#### **1.6 To whom will personal information be disclosed?**

1.6.1 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.

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

- 1.7.1 I hereby provide authorisation to FASSET to process the personal information provided for the purpose stated.
- 1.7.2 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.
- 1.7.3 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.

- 1.7.4 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.
- 1.7.5 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.
- 1.7.6 To withdraw consent, please contact the Information Officer at [popia@FASSET.org.za](mailto:popia@FASSET.org.za).

#### **1.8 Rights regarding the processing of personal information:**

- 1.8.1 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. To withdraw consent, please contact the Information Officer at [popia@FASSET.org.za](mailto:popia@FASSET.org.za).
- 1.8.2 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.
- 1.8.3 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:
- 1.8.3.1 the information comes under legal privilege during litigation,
  - 1.8.3.2 the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
  - 1.8.3.3 giving access may cause a third party to refuse to provide similar information to FASSET,



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

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

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

1.8.3.7 the disclosure is prohibited by law.

## 1.9 Requesting access and lodging of complaints

1.9.1 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 attention to the fact 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. To withdraw consent, please contact the Information Officer at [popia@FASSET.org.za](mailto:popia@FASSET.org.za).

1.9.2 Please submit any requests for access to personal information in writing to FASSET's information officer at [popia@FASSET.org.za](mailto:popia@FASSET.org.za).

1.9.3 With any request for access to personal information, FASSET will require the individual to provide personal information to verify identification and therefore the right to access the information.

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

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

I, \_\_\_\_\_, the applicant, hereby confirm and acknowledge the terms and conditions outline above and give consent to sharing of third-party information in line with the above requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_