

2024 TETA DISCRETIONARY 25 GRANT GUIDELINES

APPLYING FOR DISCRETIONARY GRANT FUNDING

Due to limited funding, guidelines had to be carefully developed to provide wide information regarding the Discretionary Grant (DG) Funding Window for the year 2024/2025. The criteria are fairly elaborated and seek to clarify qualifying applicants about all the necessary requirements before an application is submitted.

WHO MAY APPLY FOR DISCRETIONARY GRANTS?

The Transport Education Training Authority (TETA) hereby invites applications from the following stakeholders and legal entities, who fall within the TETA scope:

- Levy-paying employers within the transport sector, registered with TETA
- Exempted non-levy-paying entities inclusive of Community-Based Organisations (CBOs), Non-Government Organisations (NGOs) and Community Based Cooperatives (CBCs)
- Public Skills Development Providers, including Universities, Universities of Technology, TVET and CET Colleges
- Private Skills Development Providers
- Accredited Skills Development Providers
- Government Departments
- Trade Unions
- State-owned Enterprises
- Institutes of Sectoral and Occupational excellence

Applications are to be made by the targeted applicants for each specific programme in line with the DG advert.

DO NOT APPLY IF:

- You have projects from prior years awarded by TETA that have not been implemented or are still at an early stage of implementation and not at expected level of implementation as based on your implementation plan
- Tranche 1 claim has not been submitted/paid for contracts awarded in the 2023/24 Funding window and prior funding windows (unless there is an arrangement in place with the chamber managing).
- Application is for projects that will not be implemented in the 2024/25 financial year
- Intended projects to funded have already commenced prior to funding window.
- Applying for a large or medium company and have not submitted the pivotal training plan and report by 30 April 2023, this is applicable to TETA and Non-TETA levy paying employers.

SCOPE OF APPLICATIONS

- Applications for PIVOTAL programmes with a focus on learners from rural areas and in support of people living with disabilities are encouraged.
- It is critical to consult the National Skills Development Plan 2030, TETA Sector Skills Plan and the TETA Annual Performance Plan in the preparation of applications.
- All applications are to be completed on the DG/ Flagship application form available on the TETA website.
- Throughout the application phase stakeholders are always encouraged to indicate the relevant subsector to which you are applying. Subsectors and units are listed below.

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| 1. Aerospace Chamber | 6. Road Freight Chamber |
| 2. Freight Forwarding & Clearing Chamber | 7. Road Passenger Chamber |
| 3. Freight Handling Chamber | 8. Taxi Chamber |
| 4. Maritime Chamber | 9. Strategic Projects Unit |
| 5. Rail Chamber | 10. ETQA |
| | 11. Skills Development & Learning Programmes |

WORKPLACE EXPERIENCE for HEI (Student internship: Category A)	A period of workplace-based learning undertaken as part of the requirement for the Diploma, National Diploma, Higher Certificate, or Advanced Certificate as a vocational qualification stipulated in the Higher Education Qualifications Sub-Framework (HEQSF)
WORKPLACE EXPERIENCE for TVET (Internship for the "N" Diploma)	A period of workplace-based learning undertaken as part of the requirement for the "N" Diploma.

Candidacy Programme: refers to structured work experience component of an occupational qualification as determined by the relevant professional body and may follow the completion of an academic qualification required for access to the assessment for the issuing of a professional designation. This may lead to the designation registered on the National Qualification Framework (NQF).

Learnership Programme refers to learning programme as defined in the Workplace Based Learning Programme Agreement Regulation 2018 published in the Government Gazette 42037 of 16 November 2018.

Skills Programmes refers to occupation-based learning programme aimed at building skills that have economic value and which incorporates at least one-unit standard. It is registered by a SETA and delivered by an accredited training provider.

Work Readiness Programmes: refers to programmes that target graduates from a TVET and/or HEI Institution. The Work Readiness Programme is to be designed to equip a graduate with the required soft skills to enable them to rapidly adapt to a work environment. The applicant should note that the impact of the proposed programme will be measured by the workplace absorption rate achieved. This element should be clearly articulated in the proposal.

Mentorship and Coaching: An ETDP SETA accredited provider/s is required to offer training on mentorship and coaching unit standards to TETA stakeholders hosting learners for learnership/apprenticeship. The programme must cover all provinces and focus on the unit standards below.

SAQA ID	SAQA Title	NQF Level	Credits
117877	Perform one-to-one training on the job	3	4
114215	Mentor a colleague to enhance the individual's knowledge, skills, values, and attitudes in a selected career path	4	3

Skills development facilitator trained on developing workplace skills plans: An ETDP SETA accredited provider/s is required to offer training on skills development facilitator unit standards to TETA stakeholders who are responsible for planning in their organisation's and would like to gain in depth understanding of the skills development facilitation environment.

The programme must cover Mpumalanga, Limpopo and the Western Cape while focusing on the unit standards listed below.

SAQA ID	SAQA Title	NQF Level	Credits
15217	Develop an organisational training and development plan	5	6
15221	Provide information and advice regarding skills development and related issues	5	4
15232	Coordinate planned skills development interventions in an organisation	5	6
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4
15227	Conduct skills development administration in an organisation	4	4

Out-of-school Youth on Grade 12 Improvement Programmes: This programme is aimed at building skills and knowledge through the Foundational Learning Competency Programme (FLC). This programme covers two areas of learning, numeracy, and communication. The learners are to be selected out of those that require an improved mark to access further education. The applicant should note that the impact of the proposed programme would be measured by the achieved progression and access to further education. This element should be clearly articulated in the proposal.

Artisan Recognition of Prior Learning (ARPL): An evaluation and process conducted at an accredited trade test Centre which measures a candidate's meaningful level of related work experience, integrated conceptual knowledge and work-related technical and personal skills in order to facilitate access to a process that leads to access to a trade test and certification as an artisan.

Recognition of Prior Learning: A process through which non-formal learning and informal learning are measured, mediated for recognition across different contexts and certified against the requirements for credits, access, inclusion or advancement in the formal education and training system, or workplace.

Pandemic: An epidemic of an infectious disease that has spread across a large region

Regulatory Programme: Regulatory training includes training programmes legislated or mandated by a regulatory authority (such as civil aviation, maritime safety, rail passenger safety, etc.) in order to gain a certificate of proficiency or competence for designations that currently fall outside the scope of the NQF.

Occupational Qualification: means a qualification that consist of a minimum of 25 credits associated with a trade, occupation, or profession. It results from work-based learning, consists of three components (knowledge, practical skills and work experience) and has an external summative assessment.

PREFERENCE WILL BE GIVEN TO APPLICATIONS THAT ADDRESS THE FOLLOWING SECTORAL PRIORITY OCCUPATIONS AND INTERVENTIONS, AS IDENTIFIED IN THE TETA SECTOR SKILLS PLAN:

OCCUPATION	SPECIALISATION/ALTERNATIVE TITLE	LEARNING PROGRAMME INTERVENTION
Delivery Driver (Motorcycle)	Motorcycle Dispatch driver	Skills Programmes
Truck Driver (General)	Lorry Driver	Learnership Skills programme
	Freight Operator	Bursary: Diploma in Road Transport Management Learnership Recognition of Prior Learning (RPL) Skills programme
	Compactor Driver (Rubbish Collection)	Learnership

	Logging Truck Driver	Skills programme Learnership Recognition of Prior Learning (RPL) Skills Programme
	Dumper Truck Driver	
	Tilt Tray Driver	Skills programmes
	Road Train Driver	Skills programmes
Diesel Mechanic	Diesel Fitter-Mechanic	Apprenticeship
	Diesel Electrical Fitter	Apprenticeship
	Truck Mechanic	Apprenticeship Skills programme
	Field Service Technician (Diesel)	Recognition of Prior Learnership
	Diesel Fuel Injection Mechanic	Apprenticeship
Transport Clerk	Aircraft Load Controller	Skills programme
	Truck Dispatcher	Learnership
	Transport Coordinator/Dispatcher	Learnership
	Clerical Controller (Transport Service)	Candidacy Learnership
	Fleet Contracts	Learnership

	Manager/Controller/ Coordinator	Skills Programme
	Fleet Maintainer / Supply Officer	Learnership
OCCUPATION	SPECIALISATION/ALTERNATIVE TITLE	LEARNING PROGRAMME INTERVENTION
Fishing Hand	Deep Sea Fisherman	Learnership
		Skills Programme
	Fisherman	Learnership
		Skills Programme
Fishing Boat Mate	Skills Programme	
Fish or Seafood packer	Fish or Seafood Packer	Skills Programme
Aeroplane Pilot	Aircraft Captain	Cadetship
		Learnership
	Airline Captain	Cadetship
Ships Master	Fighter Pilot	Bursary: Bachelor of Science in Engineering: Aeronautical Engineering
	Tug Master	Learnership Bursary: National Diploma in Marine studies
Deck Hand	Ship Crew Member	Learnership
Stock Clerk	Supply Clerk/Assistant/Officer/Scheduler	Learnership

In addition to the above occupations/qualifications, applicants can apply for the below interventions to address the sectorial priority occupations and interventions indicated on the TETA sector skills plan. Preference will be given to qualifications within the TETA scope. Refer to Annexure C for the list of sectorial priority occupation and interventions.

PIVOTAL PROGRAMME	TARGET NUMBER OF LEARNERS	CHAMBER /UNIT	APPLICATION FORM APPLICABLE
Bursaries (Employed Learners)	70	Chambers	DG Application
Learnerships - National Certificates (Employed Learners)	670		
Learnerships - National Certificates (Unemployed Learners)	820		
Number of learners enrolled for occupational qualifications	60		
Apprenticeships Employed	20		
Apprenticeships Unemployed	250		
Graduate Internships	350		
Workplace Experience HEI (Internship Category A)	100		
Workplace Experience TVET (internship for N Diploma)	700		
Skills Programme (Employed Learners)	430		
Skills Programme (Unemployed Learners)	800		
Cadetships	75		
Artisan Recognition of Prior Learning (ARPI)	70		
Recognition of Prior Learning (RPL)	20		

PIVOTAL PROGRAMME	TARGET NUMBER OF LEARNERS	CHAMBER /UNIT	APPLICATION FORM APPLICABLE
Candidacy Programmes	15	Chambers	DG Application
Adult Education and Training (AET) Employed Learners	50		
Adult Education and Training (AET) Unemployed Learners	200		
Graduates on Work readiness programme	200	Strategic Projects Office	TETA Flagship application
Rural development	4		
Accident prevention programmes	40		
Pandemic awareness programmes	3		
Small and Medium Enterprises funded	100		
NLPEs funded	134		
Cooperatives funded	10		
NGOs funded	3		
CBOs funded	3		
Entrepreneurs trained to start their business (New Venture Creations)	50		
Out-of-school youth on Grade 12 improvement programmes	70		
Mentoring and coaching programmes	200		
TVET/CET college lecturers trained on quality assurance systems	100		
TVET/CET college managers trained on curriculum related studies	20		
ETDP practitioners supported	200		
TVET/CET lectures exposed to the industry	50		
Skills development facilitators trained on developing workplace skills plan	70	SD&LP	TETA Flagship application

Preference will be given to applications prioritising previously disadvantaged beneficiaries as per equity targets listed below:

- 85% - Black
- 54% - Women
- 4% - People with disabilities
- Youth: Young people are the most disadvantaged. Single largest category of unemployed is under 35.
- Class: Application should address social inequalities.
- Pandemics: Skills development initiatives should incorporate the fight against pandemics and management of pandemics in the workplace.

IMPORTANT TIMELINES

The Discretionary Grant applications should be submitted as indicated below from **29 October 2023 to 27 November 2023**.

SUBMISSION OF APPLICATIONS

Please note, neither hand delivered, nor emailed applications that are not submitted to chamber dedicated emails will be accepted. Supporting documents must be uploaded together with the application form and must be in a PDF format.

Chamber/Unit	Email Address	Executive Officers/ Managers	Contact Person	ETDP Assistant Practitioner
Aerospace	ac@teta.org.za	Gaborone Lesito +27 11 577 7015 +27 60 814 9192 GaboroneL@teta.org.za	Elias Phale +27 11 577 7021 +27 71 418 5537 Eliasp@teta.org.za	Motlatso Mohale +27 11 577 7084 +27 83 314 2379 Motlatso@teta.org.za
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For any queries or assistance relating to the Discretionary Grant Applications, applicants are advised to contact the relevant Chamber/Unit team members on the above.

CRITERIA AND BENEFICIARY FRAMEWORK

Before approving a discretionary grant, TETA will consider the following, amongst others:

- 1 Contract performance history will form part of the criteria, i.e., an applicant's poor track record in implementing and managing projects and/or public funding will be grounds for immediate rejection.
- 2 The organisation applying for discretionary grant funding must have made satisfactory progress with the projects awarded in the previous funding year.
- 3 The applicant should be up to date with levy contributions unless exempt from paying levies (proof of exemption must be submitted).
- 4 The provider identified to deliver the training should be accredited with the relevant quality assurance body for the provision of programmes aligned to the TETA mandate (proof of accreditation to be supplied).
- 5 Companies/stakeholders not registered with TETA must submit an approved PIVOTAL Plan and PIVOTAL Report (including evidence of approval) that matches the applications submitted for stakeholders with more than 50 employees.
- 6 TETA will give priority to applications with a high impact and/or are collaborative in nature.
- 7 Applications with programmes that pursue transformation imperatives which include meeting targets as set out in the NSDP 2030 and, in particular, addressing transformation imperatives such as equity targets, gender, youth as well as those who are geographically in rural areas will be given priority.
- 8 TETA will not provide grant funding for:
 - a. Set up costs e.g., start-up costs;
 - b. Capital expenditure e.g., building costs, equipment such as computers etc.;
 - c. Existing operating expenses e.g., salaries of current employees who will undergo training;
 - d. Policy development.
 - e. Learnerships that are not registered with DHET.
- 9 Priority for workplace approvals will be limited to applications recommended for approval.

APPLICATION COMPLIANCE

- The DG Funding Window will close on **27 November 2023 at 23h59**.
- Applications for an extension of submission deadline will not be considered.
- Applicants are not allowed to apply for a similar programme across different chambers or units.
- Each application must address one project only.
- Late, and incomplete applications will be rejected
- Applicants are not allowed to change training providers/employers indicated as partners in the initial application as this may delay the implementation of the project.
- Applicants are not allowed to apply for skills programmes that consist of unit standards from different qualifications.
- Supporting documents are required per intervention and should be submitted together with the application as stated below:
 - A SARS Pin with expiry date/CSD Supplier Number to assist with verification of tax affairs.
 - BBBEE certificate.
 - Proof of provider accreditation
 - Certified copy of director/s ID.
 - Certified proof of company registration
- A detailed project implementation plan must be attached for each intervention for which you are applying.
- Applicants must provide workplace approval numbers for workplace-based interventions.
- If an applicant does not receive a response from TETA within ninety (90) working days of the closing date of the funding window, they should consider their applications unsuccessful.

SPECIAL CONDITIONS

For state owned entities the following exemptions will be applied:

- The certified ID copies of directors to be replaced by a letter stating the names of directors will be accepted.
- Company registration to be replaced by any document that proves the legal status of the entity.
- In a case where the entity is BBBEE exempted, proof of exemption must be submitted.

TETA reserves the right not to make any awards and to allocate grants proportionately to ensure an equitable distribution of grants. As per TETA Discretionary Policy". All grant allocations are at the sole discretion of TETA, depending on the availability of funds, and specific criteria as per the TETA Discretionary Grant Policy, guidelines, and procedures as approved by the TETA Board. Preference will be given to applications within the TETA scope. Applications are to comply with the requirements of Discretionary Grant Policy: "TETA will provide feedback on the approval of the said application within 90 working days of the funding window.