



**ENERGY AND WATER SECTOR  
EDUCATION AND TRAINING AUTHORITY**

# GRANTS POLICY



## GRANTS POLICY

Policy number	POL-SPD-01
Effective date	1 April 2022
Last review date	New policy
Next Review	March 2023

## DOCUMENT REVISION CONTROL

Amendment	Version 1
Version	Version 1
Date	2022

*All Employees of EWSETA and all stakeholders must adhere to all policies of the organisation. Breach of any policy of EWSETA will subject transgressor to disciplinary action in accordance with the disciplinary code.*

## APPROVAL PROCESS

The approval process ensures that the correct process is adhered to and indicates the status of the document.

### EWSETA Management (Compilation of document)

<b>Responsible Manager</b>	Nora Hanke-Louw
<b>Designation</b>	Acting Water Sector Manager
<b>Signature</b>	
<b>Date</b>	

### Executive Management Recommendation (Compliance Check)

<b>Responsible Executive</b>	Robyn Vilakazi
<b>Designation</b>	Chief Financial Officer
<b>Signature</b>	
<b>Date</b>	

### Chief Executive Officer (Recommendation)

<b>Name</b>	Ms Mpho Mookapele
<b>Designation</b>	Chief Executive Officer
<b>Signature</b>	
<b>Date</b>	

### Accounting Authority (Approval)

<b>Name</b>	Dr Limakatso Moorosi
<b>Designation</b>	Chairperson: EWSETA Accounting Authority
<b>Signature</b>	
<b>Date</b>	

## TABLE OF CONTENTS

<b>1. Purpose</b>	<b>6</b>
<b>2. List of Acronyms</b>	<b>6</b>
<b>3. Scope</b>	<b>7</b>
<b>4. Regulatory Framework</b>	<b>7</b>
<b>5. Guiding Principles</b>	<b>7</b>
<b>6. Disaggregation of Skills Levies</b>	<b>7</b>
<b>7. Criteria for awarding a grant</b>	<b>8</b>
1. Mandatory Grant	8
2. Discretionary Grant	8
<b>8. Criteria for Payment of a Grant</b>	<b>9</b>
1. Mandatory Grant	9
2. Discretionary Grant	9
<b>9. Interventions Funded through Discretionary Funding</b>	<b>10</b>
1. Pivotal Programmes	10
1. Learnerships	10
2. Skills Programme	10
3. Apprenticeship	10
4. Recognition of Prior Learning (RPL)	10
5. Bursaries	10
6. Placement (WIL)	10
7. Internship	11
8. Candidacy	11
2. Non-Pivotal Programmes	11
1. Adult Education and Training	11
2. Career Guidance	11
3. Transformation Through Social Partners	11
4. Research	11
5. Short Courses	12
6. Other	12
<b>10. Disbursement of Funds</b>	<b>12</b>
1. Mandatory Grant	12
2. Discretionary Grant	12
<b>11. Discretionary Grant Mechanisms</b>	<b>13</b>
1. Funding Window	13
2. Partnerships	13
3. Emergency	13
4. Unsolicited Applications	13

<b>12. Grant Management</b>	<b>13</b>
<b>13. Appeal Process</b>	<b>13</b>
1. Mandatory Grant	13
2. Discretionary Grant	14
<b>14. Policy Review</b>	<b>14</b>
<b>Annexure A (Funding guidelines)</b>	<b>15</b>
<b>Annexure B (Definitions)</b>	<b>18</b>

## 1. Purpose

To provide a framework for administering mandatory and discretionary grant applications for qualifying organisations that fall within the jurisdiction of the Energy and Water Sector Education and Training Authority (EWSETA).

## 2. List of Acronyms

APP	Annual Performance Plan
AQP	Assessment Quality Partner
ATR	Annual Training Report
CEO	Chief Executive Officer
CET	Community Education and Training Colleges
CPD	Continuous Professional Development
EWSETA	Education and Water Sector Education and Training Authority
FLC	Foundational Learning Competence
GETC	General Education and Training Certificate
DG	Discretionary Grant
DHET	Department of Higher Education and Training
MG	Mandatory Grant
NAMB	National Artisan Moderation Body
NSF	National Skills Fund
PAJA	Promotion of Administrative Justice Act
PFMA	Public Finance Management Act
POPIA	Protection of Private Information Act
PIVOTAL	Professional, vocational, technical and academic learning programmes
QCTO	Quality Council for Trades and Occupations
SAQA	South African Qualifications Authority
SETA	Sector Education and Training Authority
SDA	Skills Development Act
SDL	Skills Development Levy
SLA	Service Level Agreement
SSP	Sector Skills Plan
STEM	Science, technology, engineering, and mathematics
TVET	Technical, Vocational and Education Training
WIL	Work Integrated Learning
WSP	Workplace Skills Plan



### 3. Scope

This policy applies to all employees of the EWSETA and all stakeholders, public and private, in the EWSETA ecosystem, participating in the energy and water sector and that have an interest in education, training and skills development activities.

### 4. Regulatory Framework

- i. Skills Development Act, No. 97 of 1998 (the Act)
- ii. Skills Development Levies Act, No. 9 of 1999 (SDLA)
- iii. SETA Grant Regulations regarding monies received by a SETA, No R990 of 3 December 2012
- iv. Guidelines on the Implementation of the SETA Grant Regulations, 2019

### 5. Guiding Principles

The Grants Policy is committed to and guided by the principles of:

- i. Efficient and timely considerations of matters covered by this policy,
- ii. Fairness and reasonableness,
- iii. Transparency and openness,
- iv. Accountability and ethical behaviour,
- v. Inclusivity and transformation, and
- vi. EWSETA Strategy and national imperatives.

### 6. Disaggregation of Skills Levies

- i. In terms of the SETA Grant Regulations, the grant system is allocated as outlined in Figure 1.

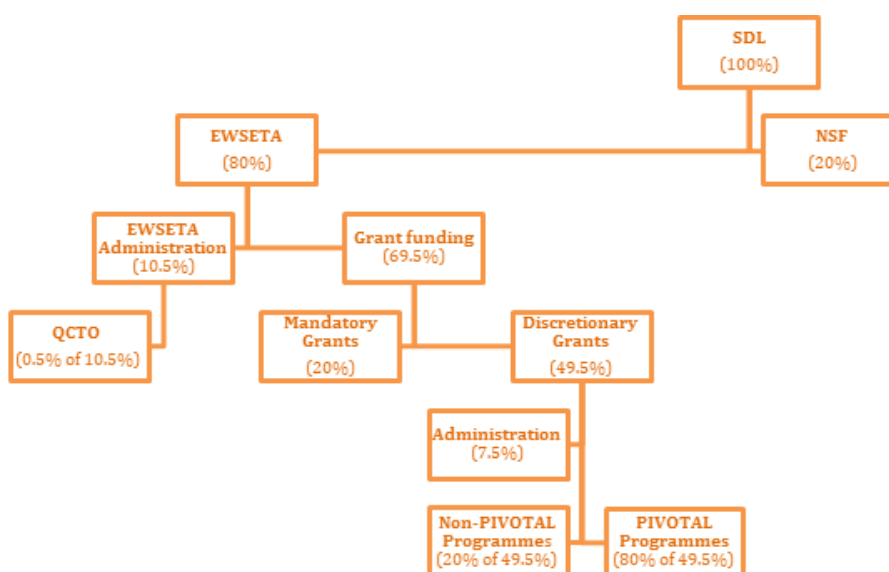


Figure 1: SETA Levy Distribution

- ii. EWSETA must transfer any unclaimed mandatory funds and any interest earned thereon by 15 August of each year to the discretionary fund. Any other funds received will also be channelled towards discretionary grants.
- iii. For the various grant and project categories, a maximum of 7.5% of approved grant or EWSETA funded discretionary projects may be used for project administration.
- iv. Project administration funding is managed by EWSETA.

## 7. Criteria for awarding a grant

### 1. Mandatory Grant

- i. The EWSETA shall allocate a mandatory grant to a levy-paying employer that has applied for a grant using the prescribed template.
- ii. An application for a mandatory grant must be submitted by 30 April each year. The WSP-ATR, which constitutes a mandatory grant application, must be fully completed and submitted with all relevant signatures by 30 April and should meet all compulsory criteria of submission.
- iii. The EWSETA Accounting Authority may grant an extension subject to a written request from a levy paying employer.
- iv. The written request for an extension must be made at least by 15 February of each year. The request must provide detailed reasons as to why the submission deadline cannot be met and must demonstrate that these reasons are beyond the control of the applicant.
- v. The decision to grant an extension is at the discretion of EWSETA.

### 2. Discretionary Grant

- i. The EWSETA will utilise discretionary funding to implement its SSP, APP objectives, as well as national and sectoral imperatives, as per the SETA Grant Regulations.
- ii. The EWSETA will be consistent in the application of the criteria established in the respective programmes so that it could be fair to all while meeting EWSETA's strategic goals.
- iii. EWSETA considers factors such as alignment to the SSP and other national imperatives, budgetary constraints, location, relation to other applications, compliance, performance history, etc. in allocating discretionary grants.
- iv. The quality of training, purpose of training, previous performance of the applicant, financial implications, policy guidelines, and strategic impact of the applications will also be considered in identifying discretionary grant awardees.



- v. All funding applications must demonstrate capacity to successfully implement the proposed project. This may include infrastructure, quality training provision, accreditation, human resources, and access to partnerships. EWSETA will perform the necessary due diligence checks to ascertain applicants have the appropriate capacity.
- vi. Applicants will not be awarded if they fail to fully cooperate in the due diligence processes conducted by EWSETA. This includes the omission or falsification of any documents and information.

## 8. Criteria for Payment of a Grant

### 1. Mandatory Grant

The mandatory grant requirements and criteria are aligned to the Sector Education and Training Authorities (SETA) Grant Regulations Regarding Monies Received by a SETA and Related Matters (Regulation R 990 of 3 December 2012).

Mandatory grants are used as an incentive to employers to plan and implement training for their employees; and create training and work experience opportunities for unemployed people.

The EWSETA shall pay a mandatory grant to an employer that meets the following criteria for that year:

- i. has registered with the Commissioner in terms of the Skills Development Levies Act,
- ii. has paid levies directly to the Commissioner as prescribed in the Skills Development Levies Act.
- iii. Employers in the energy and water sector, whose personnel costs are below the prescribed threshold of R500 000 per annum and are exempt from the Skills Development Levy, are encouraged to submit a WSP-ATR for the purposes of research and recording of their details on the EWSETA database,
- iv. is up to date with the levy payments to the Commissioner at the time of approval and in respect of the period applied for,
- v. has submitted an application using the prescribed template by 30 April each year. The submitted data should contribute to the EWSETA Sector Skills Plan (SSP).
- vi. has submitted proof of implementation of previous year planned training. Proof may be in the form of attendance registers, copies of certificates, proof of payment of skills development provider, or any other proof deemed to be relevant,
- vii. in the case of large and medium sized organisations, has provided evidence that the submission has been subject to consultation with the recognised union/s and the application has been signed off by the labour representative appointed by the recognised trade union/s in a case where there is more than one union.
- viii. If the required signatures are not obtained from organised labour/employee representatives, the following documents must be submitted as proof of the consultation process:
  - a. Signed Attendance Registers
  - b. Signed Agendas and Minutes of the consultation meetings by the chairperson and union/employee representative/s
  - c. Other supporting documentation of the consultation process
  - d. the reasons as to why organised labour/ employee representatives have not signed should be stated in the Comments Section of the WSP-ATR.
- ix. the employer application for mandatory grant must be accompanied by proof of banking details certified by letter from the bank. Original proof of banking details will be required from first time applicants or if an applicant's banking details have changed since the previous year's submission.

### 2. Discretionary Grant

- i. All projects only begin once an SLA has been duly signed and agreed to by both parties. The SLA sets out specific terms and deliverables for each project and the associated timing of grant disbursement.

- ii. The amount allocated to successful discretionary grant applicants shall be limited to the guideline amounts set out in Annexure A. In exceptional cases, the CEO may approve exceeding the guidelines amounts based on a written motivation.
- iii. All learning programmes are required to adhere to the EWSETA's requirements for the respective interventions as expressed in applicable EWSETA policies and guidelines.

## **9. Interventions Funded through Discretionary Funding**

### **1. Pivotal Programmes**

#### **1. Learnerships**

Learnerships are a structured learning programmes for gaining theoretical knowledge and practical skills in the workplace, leading to a qualification registered on the NQF and aligned to an occupation. A learnership should be minimum of 120 credits. A learnership is outcomes-based and not time-based and allows for recognition of prior learning. Learnerships must allow learners to work and get started on their career while also studying for an educational qualification.

#### **2. Skills Programme**

Skills programmes are accredited short learning programmes that are occupationally based and which, when completed, may constitute credits towards a qualification registered on the NQF. EWSETA may also fund QCTO-registered part qualifications through this intervention. Skills programmes should allow the learner to pick up a specific technical skill which allows for improved service delivery or greater career prospects.

Grants allocation depends on how many credits are being implemented. Skills programme may not exceed 120 credits.

#### **3. Apprenticeship**

Apprenticeships are workplace-based learning programmes culminating in an occupational qualification for a listed trade as per NAMB. Apprenticeships are modular based and require a strong partnership between the skills development provider and the host employer.

The desired outcome should be artisans who pass a Trade Test towards certification and are deemed/declared competent in their field of work. Artisans are associated particularly with engineering fields such as electrical, measurement control and instrumentation, fitter and turner, welder, boilermaker etc. and must be sector specific trades.

#### **4. Recognition of Prior Learning (RPL)**

RPL means the principles and processes through which the prior knowledge and/ or skills of a person are made visible and are assessed for the purposes of attaining a qualification, alternative access and admission and further learning. As a principle, it endorses the value of giving recognition to knowledge and skills that have been acquired outside a formal learning programme.

#### **5. Bursaries**

Bursaries are study grants for students to enrol at SAQA-recognised higher education and training institution on programmes relevant to the energy and water sector. Bursaries should lead to a full qualification by the learner. Yearly renewal (continuation) of bursaries depends on the registration and performance of the learner.

Bursaries will not be granted for short courses, late registration fees, application fees, and subject change fees.

#### **6. Placement (WIL)**

Placement programmes are designed to give university and TVET College learners an opportunity to receive the structured workplace exposure and specialised training required to graduate.

TVET and HET learners are placed on a full-time basis at a host employer or host employers to gain the necessary workplace exposure to graduate.

## **7. Internship**

Internships are designed to give TVET College and HET graduates an opportunity to extend their academic qualifications through structured workplace exposure and specialised training. Participants are placed on a full-time basis for a period of up to twenty-four (24) months at companies and government organisations, the purpose of which is to provide the learner with workplace experience that builds on the qualification to enable employment in their chosen profession.

## **8. Candidacy**

Candidacy is a workplace-based learning period in which a person who has satisfied the educational requirements toward registration in a professional designation is receiving mentorship and gaining experience through employment with the intention of attaining the competency required for professional registration in that professional designation through the relevant professional body.

## **2. Non-Pivotal Programmes**

### **1. Adult Education and Training**

AET is outcomes-based programme that aims to give learners basic learning tools, knowledge and skills, and equip them with nationally recognised qualifications to continue lifelong learning. AET is offered in four levels (1-4). AET Levels 1- 3 are seen as entry levels to the General Education and Training Certificate (GETC) for adult learners.

Learners must come from the energy and water sector.

### **2. Career Guidance**

Career guidance is the comprehensive, developmental programme designed to assist individuals in making and implementing informed educational and occupational choices. EWSETA aims at strengthening the STEM subject choices and promote energy and water sector occupations through matric interventions, events, roadshows, adopt-a-school initiatives, STEM holiday camps, career guidance practitioner and life orientation teacher capacitation, aptitude tests and other activities.

Funding of these career guidance interventions is at the discretion of the EWSETA and is aligned to the organisation's strategic focus and implementation plan.

### **3. Transformation Through Social Partners**

Project funding is aimed at transforming the sector and inclusive economic growth to support sector imperatives. Our target groups in the energy and water sector include:

- i. Cooperatives
- ii. Small, micro and medium enterprises
- iii. Aspiring entrepreneurs
- iv. Labour Organisations
- v. Non-governmental organisations (NGOs)
- vi. Community-based organisations (CBOs)
- vii. Rural and townships development
- viii. People with disabilities
- ix. Women and Youth

EWSETA commits to support social partners through skills development initiatives, direct funding for their initiatives in our sector, and support to access EWSETA's funding.

### **4. Research**

The following activities are linked to Skills Planning and Research:

- i. Research Chairs
- ii. Sector Research
- iii. Evaluative Studies
- iv. Sector Skills Plan
- v. SDF Support

- vi. Implementation of the EWSETA Research Agenda

## 5. Short Courses

EWSETA supports learning, which is short, modular, competency-based training to reduce time and, hence, the opportunity cost of training, especially for our social partners.

- i. Continuous Professional Development (CPD) is a verifiable activity that is accredited by a SAQA-registered professional body (statutory and non-statutory) who also allocates an hour value or a part thereof to the activity. CPD training is aimed at professionally registered individuals to ensure their registration remains active and their knowledge in their field up to date.
- ii. Short courses may be accredited by universities and target a diverse market, ranging from young professionals and postgraduate students to private and public service executives and working professionals. Depending on the learning outcome and level of proficiency, learners can earn a certificate of attendance or competence, CPD recognition points or a degree or diploma qualification. Courses vary in length from a single day to over a year, and are delivered in a variety of modes, such as evening classes, seminars, single blocks of study or block-release sessions over a year. University short courses allow sector stakeholders to receive high level, recognised training to improve their speciality knowledge.
- iii. Industry-led non-accredited short courses are training interventions by energy and water sector employers which aim at bringing new knowledge, technology, standards, or ways of doing things to South Africa. These are usually not accredited and attended by employees in the sector. In order to rebuild the South African economy, supporting private industry to drive excellence and innovation in the sector is key.

## 6. Other

EWSETA is committed to funding innovative projects on skills development in the water and energy sector in line with national imperatives and EWSETA Strategy.

EWSETA also funds qualification and curriculum development (new qualifications by qualification types; Qualification upgrade; Curriculum development; Building or strengthening AQP's for QCTO).

## 10. Disbursement of Funds

The EWSETA reserves the right to withhold payments for either mandatory or discretionary grant disbursements, should all the relevant supporting documents not be provided to verify the quality of service provision or to adhere to relevant compliance requirements.

### 1. Mandatory Grant

Mandatory grants shall be paid on a quarterly basis. The approved schedule of quarterly payments shall be as follows:

- Quarter 1 – 30 September
- Quarter 2 – 31 December
- Quarter 3 – 31 March
- Quarter 4 – 30 June

### 2. Discretionary Grant

- i. Discretionary grant disbursements are performance-based and aligned to the delivery of set milestones, stipulated in the SLA between EWSETA and the grant recipient.
- ii. In the case whereby an entity has an active agreement with the EWSETA and wishes to apply for funding through an additional agreement, consideration may be given to such an application on demonstration of good performance on its active agreement (e.g., throughput rates). The additional application remains subject to the verification, evaluation, and approval by EWSETA.

## 11. Discretionary Grant Mechanisms

### 1. Funding Window

EWSETA will periodically open a targeted funding window to implement its APP and SSP. This will allow all eligible stakeholders to apply for specific projects and programmes, as advertised. Through its window, EWSETA will appoint eligible, quality, and outcome-oriented projects.

### 2. Partnerships

The Department of Higher Education and Training's (DHET's) Sector Skills Plan (SSP) Framework defines partnerships as "A collaborative agreement between two or more parties intended to achieve specified outcomes directed towards addressing mutually inclusive skills priorities or objectives within a specified time frame". EWSETA understand this to mean a contractual arrangement between EWSETA and one (1) or more parties where the parties agree to a common education, training and/or skills development purpose, aligned to sector imperatives. These may be solicited or unsolicited.

EWSETA has outlined its Partnership approach in its Partnership Strategy.

### 3. Emergency

An emergency is any instance where the available time frame renders it impractical to follow normal procurement processes.

An example where EWSETA considers emergency funding, may arise where our funding could prevent the lay-off of learners by an employer.

### 4. Unsolicited Applications

EWSETA may consider unsolicited proposals if it addresses the APP, SSP, national or sectoral imperatives or EWSETA strategy. It is important to emphasise that the discretionary grant is at the discretion of the EWSETA. The application must be accompanied by a clear business case relevant to the EWSETA SSP and APP. The application is subject to the same requirements as all other applications but should also clearly be identifiable as warranting special consideration as an unsolicited proposal.

## 12. Grant Management

- i. All projects and programmes will be monitored by EWSETA to ensure that progress is consistent with the planned schedule of activities and delivered at a suitable level of quality.
- ii. Through its project monitoring, EWSETA must ensure that value for money is achieved and generally ensure that funds are spent on skills development to meet sector needs.
- iii. Projects will be monitored against the terms agreed to in the SLA.

## 13. Appeal Process

### 1. Mandatory Grant

A stakeholder may appeal against an unsuccessful grant application through the procedure described below:

An unsuccessful grant applicant who wishes to appeal must make a detailed written request on a prescribed form within 5 (five) working days of receiving the decision to decline their grant application.

- i. The Accounting Authority shall make the final ruling on all appeals brought to its attention.
- ii. The Accounting Authority shall provide the unsuccessful applicant with a decision within 30 (thirty) days of receiving the written request.
- iii. The decision of the Accounting Authority shall be final.

## **2. Discretionary Grant**

EWSETA subscribes to the Promotion of Administrative Justice Act (PAJA). As such, applicants may submit a letter of appeal clearly stating the grounds for appeal, after due consideration of the EWSETA Grants Policy and all applicable guidance published by EWSETA. This letter must be submitted to EWSETA within seven (7) days of receiving notification declining the application.

The Chief Executive Officer will review the application and letter of appeal, considering the financial and strategic implications. The CEO must communicate the decision within thirty (30) working days and the decision is final.

## **14. Policy Review**

This policy shall be reviewed annually.



## Annexure A (Funding guidelines)

Type	Intervention	Maximum EWSETA funding period for the intervention	Maximum EWSETA funding per employed (18.1) learner	Maximum EWSETA funding for unemployed (18.2) learner	Applicable Allowances
<b>PIVOTAL</b>	Learnerships	1 year per level	R17,600	NQF 1-4 R17,600 per learner and R36,000 annual stipend. NQF 5 R17,600 per learner and R38,000 annual stipend. NQF 6 R17,600 per learner and R40,000 annual stipend.	A1, A2
<b>PIVOTAL</b>	Skills Programmes	9 months	R 300,00 /credit	R300,00 /credit + stipend at R3,000 per month	A1, A2
<b>PIVOTAL</b>	Apprenticeships	3 years	R205,000	R205,000	A1, A2
<b>PIVOTAL</b>	Artisan Recognition of Prior Learning (ARPL and RPL)	12 months	R35,000	R70,000	A1, A2
<b>PIVOTAL</b>	Bursaries - University (up to NQF 8)	4 years	R80,000 /year	R80,000/year	A2
<b>PIVOTAL</b>	Bursaries - University (NQF 9)	2 years	Cost depends on the degree	Cost depends on the degree	A2
<b>PIVOTAL</b>	Bursaries - University (NQF 10)	3 years	Cost depends on the degree	Cost depends on the degree	A2



Type	Intervention	Maximum EWSETA funding period for the intervention	Maximum EWSETA funding per employed (18.1) learner	Maximum EWSETA funding for unemployed (18.2) learner	Applicable Allowances
<b>PIVOTAL</b>	Bursaries - Technical Vocational Education and Training Colleges	Nated (incl placement): 3.5 years NCV (level 2-4): 3 years	R20,000/year	R20,000/year	A2
<b>PIVOTAL</b>	Placement	TVET: 12 months; HET: 6 months	N/A	TVET: R 42 000,00 HET: R 60 000,00	A1, A2
<b>PIVOTAL</b>	Internship	2 years	N/A	R60,000/year	A1, A2
<b>PIVOTAL</b>	Candidacy	3 years	N/A	R72,000/year	A1, A2
<b>non-PIVOTAL</b>	Adult Education and Training (AET), Level 1-3 (20 credits each)	6 months per level	R1,400/level	N/A	A1, A2
<b>non-PIVOTAL</b>	Adult Education and Training (AET), Level 4 (24 credits)	7 months	R1,500	N/A	A1, A2
<b>non-PIVOTAL</b>	Adult Education and Training (AET), GETC: ABET (120 credits)	24 months	R12,000	N/A	A1, A2
<b>non-PIVOTAL</b>	Adult Education and Training (AET), Foundational Learning Competence (FLC) (40 credits)	6 months	R5,000	N/A	A1, A2
<b>non-PIVOTAL</b>	Career Guidance	dependant on the intervention			A1, A2



Type	Intervention	Maximum EWSETA funding period for the intervention	Maximum EWSETA funding per employed (18.1) learner	Maximum EWSETA funding for unemployed (18.2) learner	Applicable Allowances
<b>non-PIVOTAL</b>	Support for cooperatives, small, micro and medium enterprises, non-governmental organisations		dependant on the intervention		A1, A2
<b>non-PIVOTAL</b>	Research		dependant on the intervention		A1, A2
<b>non-PIVOTAL</b>	University short courses	once-off	R3,000	R5,000	A1, A2
<b>non-PIVOTAL</b>	Professional Registration	once-off	R3,000	R3,000	A1, A2
<b>non-PIVOTAL</b>	Continuous Professional Development (CPD)	once-off	R500,00/CPD point	N/A	A1, A2
<b>non-PIVOTAL</b>	Industry-led short courses (unaccredited)	once-off	Based on industry costing	Based on industry costing	A1, A2
<b>non-PIVOTAL</b>	Qualification and material development		dependant on the intervention		
<b>Allowance</b>	A1: Rural and peri-urban dwellers	Once-off or annual - dependant on the intervention	R10,000	R10,000	
<b>Allowance</b>	A2: People with disability learning accessibility	once-off	R10,000	R10,000	

## Annexure B (Definitions)

The following definitions apply to this document:

Accreditation	Means the certification, usually for a particular period of time, of a person, a body or an institution as having the capacity to fulfil a particular function in the quality assurance system of South Africa.
Adult	means a person sixteen (16) years or older.
Artisan	Means a person certified as competent in a listed trade in accordance with the relevant legislation, informed by the Skills Development Act (Act No 97 of 1998, as amended).
Certificate	An official record of learner/student achievement towards awarding of a full or part-qualification.
Co-funding	Means funding where EWSETA and an organisation (public or private) co-fund the skills development intervention.
Collaboration Agreement	Means a legally binding agreement concluded between two (2) or more parties for the execution of agreed skills interventions, research or relevant sector interventions. These are defined and timebound.
Continuing	Learners who were previously funded by EWSETA for the same qualification they are now applying for. As opposed to new learners who are entering the system for the first time.
Cooperatives	Means forms of ownership registered in terms of the Co-operatives Act (Act No. 14 of 2005). For the purposes of this document, co-operatives fall under the energy and water sector.
Critical skill	Particular capabilities needed within an occupation. This is defined in the EWSETA's SSP.
Disability	Any medical condition that substantially limits an individual's ability to perform his or her functions in their chosen field of employment.
Due Diligence	Means the process through desktop, third-party, and on-site verification of ensuring all eligible organisations applying for grants meet the requirements for the allocation of grants.  Meeting the requirements does not guarantee the awarding to discretionary funding.
Elementary skills	EWSETA annually reports to the Department of Higher Education and Training (DHET) on the percentage of elementary, intermediary and high level skills allocated that year.  Elementary skills are those ranked level 1-3 on the National Qualifications Framework (NQF), as well as Adult Education Training

Emerging Micro Enterprise (EME)	Means an enterprise with an annual total revenue of R10 million or less.
Employed (18.1)	Means beneficiaries or learners who are permanently or temporarily employed with an organisation/business.
Employers	Means companies registered in terms of the Companies Act (Act No 71 of 2008). Employers include levy-paying and non-levy-paying companies according to the Sills Development Levies Act (Act No. 9 of 1999), as amended.
Gender	Social distinction between males and females.
General Education and Training Certificate (GETC)	<p>The General Education and Training Certificate (GETC) is suitable for adult learners and will provide them with fundamental basics of general education learning.</p> <p>The GETC: ABET Level 4 is registered at Level 1 of the NQF and is accredited by Umalusi. It is comparable to Grade 9 or the old Standard 7. A person who has successfully passed all the GETC: ABET Level 4 subjects will be on the same academic level as someone who has passed Grade 9 at school.</p>
High level skills	<p>EWSETA annually reports to the Department of Higher Education and Training (DHET) on the percentage of elementary, intermediary and high-level skills allocated that year.</p> <p>High level skills are those ranked level 5 and above on the National Qualifications Framework (NQF).</p>
Intermediary skills	<p>EWSETA annually reports to the Department of Higher Education and Training (DHET) on the percentage of elementary, intermediary and high level skills allocated that year.</p> <p>Intermediary skills are those ranked level 4 on the National Qualifications Framework (NQF).</p>
Large firm	A separate and distinct business entity, including cooperative enterprises and non-governmental organisations, managed by one owner or more, which, including its branches or subsidiaries if any, is predominantly carried on in any sector or subsector of the economy mentioned in column 1 of the schedule to the National Small Business Amendment Act of 2003 and which can be classified as a large enterprise by satisfying the criteria mentioned in columns 3, 4 and 5 of the schedule opposite the smallest relevant size or class mentioned in column 2 of the schedule.
Labour Organisations	Means recognised labour unions representing workers in the EWSETA sector.
Lead Employer	An employer, who is identified in the Learnership Agreements as a lead employer who undertakes to ensure compliance with the employer's duties in terms of the Agreement.
Legacy qualifications	Means old qualifications that are currently registered on the National Qualifications Framework (NQF).

	<p>EWSETA will continue performing the quality assurance function as delegated by the QCTO. The delegated accreditation functions of EWSETA are as follows:</p> <ul style="list-style-type: none"> <li>• Accreditation of training providers against legacy qualifications</li> <li>• Approval of legacy learning programs</li> <li>• Registration of Education, Training and Development (ETD) constituent assessors and moderators</li> <li>• Quality Assurance of learner achievements</li> <li>• Certification of ETD constituent learners; and</li> <li>• Monitoring of provisioning of ETD constituent providers.</li> </ul>												
Levy-paying employer	<p>Means an employer who is compelled to pay skills development levies in terms of Section 3(1) of the Skills Development Levies Act. Employers in the energy and water sector who are liable for payment of the Skills Development Levy (SDL) to SARS should nominate EWSETA as their SETA due to the nature of their business. SDL is paid monthly to SARS together with PAYE and UIF contributions, and SARS then allocates this to EWSETA.</p>												
Medium firm	<p>A separate and distinct business entity, including cooperative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries if any, is predominantly carried on in any sector or subsector of the economy mentioned in column 1 of the schedule to the National Small Business Amendment Act of 2003 and which can be classified as a medium enterprise by satisfying the criteria mentioned in columns 3, 4 and 5 of the schedule opposite the smallest relevant size or class mentioned in column 2 of the schedule.</p>												
Module	<p>An independently defined learning unit, designed to result in a specific set of learning outcomes, and which is a component of a programme.</p>												
National Skills Development Plan 2030 (NSDP)	<p>DHET's skills development plan which was published in 2019 and is being implemented since 01 April 2020 by EWSETA and others.</p>												
National Qualifications Framework (NQF)	<p>Provides principles and guidelines for recording learners achievements. Based on nationally recognised qualifications, the NQF encourages lifelong learning.</p>												
	<table border="1"> <thead> <tr> <th>NQF Level</th> <th>Title of Qualification</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Doctorates/PhD</td> </tr> <tr> <td>9</td> <td>Master's degrees (research/coursework)</td> </tr> <tr> <td rowspan="3">8</td> <td>Master's in Business Administration (MBA)</td> </tr> <tr> <td>Postgraduate Diplomas and Professional Qualifications</td> </tr> <tr> <td>Honours</td> </tr> <tr> <td>7</td> <td>Bachelor's Degrees and Advanced Diplomas</td> </tr> </tbody> </table>	NQF Level	Title of Qualification	10	Doctorates/PhD	9	Master's degrees (research/coursework)	8	Master's in Business Administration (MBA)	Postgraduate Diplomas and Professional Qualifications	Honours	7	Bachelor's Degrees and Advanced Diplomas
	NQF Level	Title of Qualification											
	10	Doctorates/PhD											
	9	Master's degrees (research/coursework)											
	8	Master's in Business Administration (MBA)											
Postgraduate Diplomas and Professional Qualifications													
Honours													
7	Bachelor's Degrees and Advanced Diplomas												



	6	National Diplomas and Advanced Certificates
	5	Higher Certificates and Advanced National (Vocational) Certificates
National Qualifications Framework (NQF)	4	Grade 12 Certificates and TVET Certificate
		New Apprenticeship Trade Test
	3	Grade 11, N3 and N2 courses
	2	Grade 10, N2 and N1 courses
	1	General Education and Training Certificate (GETC)
New	Learners who were never previously funded for this intervention by EWSETA. They could have been funded for an entirely different skills training prior and be new to EWSETA in the sense that they are registering for this qualification for the first time with us.	
Non-governmental organisations (NGOs), community-based organisations (CBOs), non-profit organisations (NPOs)	Means civil society organisations focused on public benefit and community development, registered with the Department of Social Development and involved in activities that are within the EWSETA sector.	
Non-levy paying	Any employer exempt from SDL payment can apply for registration as an EWSETA non-levy paying member, if its core business relates to industries that fall under EWSETA. Companies with a wage bill of less than R500 000 per annum do not have to pay the 1% SDL. Exemptions must be applied for directly to SARS.	
Occupational qualification	Means a qualification that includes some knowledge, a practical and a work experience component registered on the National Qualification Framework.	
Personal Protective Equipment (PPE)	is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.	
Post School Education	Means universities, university of technologies, TVET and Community Education and Training (CET) colleges involved in skills development activities within and for the energy and water sector.	
Private Education and Training Provider	Also referred to as private Skills Development Provider (SDP). Means a non-public provider or private education and training institution registered as a private higher education institution, compliance in terms of legislative requirements and registrations for the purposes of participation in skills development activities pertaining to relevant policies of the DHEST, and Umalusi.	

Project Administration	<p>Means the costs related to rent, heat, light, power, insurances, bank charges, audit fees, accounting fees, legal fees, postage, printing and stationary, documentation and books, advertising, reporting, wages and salaries, travel expenses, staff training, purchase of computers and information systems, maintenance of computers and systems, general maintenance, hiring costs of photocopier, telephone and fax, meetings, land, non-residential buildings and improvements thereon, furniture and office equipment, transport assets, consultancy fees including institutional research sectoral research, quality assurance, promotional items, national skills development strategy conference expenses, recruitment expenses and any other reasonable administration costs approved by a SETA Accounting authority.</p>
Public education and training institution	<p>Means a public higher education institution as defined in the Higher Education act, 1997 (Act No 101 of 19997) and a public college as defined in the Further Education and Training Act, 2006 (Act No. 16 of 2006).</p> <p>For the purposes of this document means public higher education and training institutions, technical high schools, public Technical, Vocational, Education and Training (TVET) colleges, Community Education and Training (CET) colleges.</p>
Rural/Urban	<p>EWSETA must report to the DHEST regarding the geographic status of the beneficiaries of discretionary funding. This information must be completed in the SETMIS.</p> <p>Unfortunately, there is no official definition of rural/urban. EWSETA believes the most accurate definition is that of self-classification although it reserves the right to verify the information based on a site visit.</p>
Scarce skill	<p>An absolute or relative demand (current or future) for skilled/qualified and experienced people to fill roles/professions/occupations/specialisations in the labour market, measured in terms of an occupation or specific qualification as per the SSP.</p>
Self-employed	<p>A person who works for himself/herself for pay, profit or family gain, and not working for an employer.</p>
Sectoral Priority Occupations List (SPOL)	<p>An annually updated list of intervention in the energy and water sector informed by analysis conducted in the EWSETA Sector Skills Plan 2020-25, external stakeholder interactions, as well as through internal engagements with the relevant EWSETA departments.</p>
Service Level Agreement	<p>Means a documented, signed and initialled agreement between a service provider and EWSETA that identifies the intervention, number of learners, budget and payment conditions, location, deliverables and other project details as applicable. The agreement may vary from project to project.</p> <p>The SLA is the final stage of the DG allocation process and indicates that all EWSETA's requirements have been met.</p> <p>Before signing, the SLA should be carefully evaluated, to this end EWSETA conducts mandatory SLA Inductions.</p>
Small firm	<p>A separate and distinct business entity, including cooperative enterprises and non-governmental organisations, managed by one owner or more, which, including its branches or subsidiaries if any, is predominantly carried on in any</p>

	sector or subsector of the economy mentioned in column 1 of the schedule to the National Small Business Amendment Act of 2003 and which can be classified as a micro or a very small enterprise by satisfying the criteria mentioned in columns 3, 4 and 5 of the schedule opposite the smallest relevant size or class mentioned in column 2 of the schedule. (National Small Business Act, 1996 (Act 26 of 1996),
Submit	Means to transmit a communication by electronic mechanism as a result of which EWSETA is capable of printing.
Supplementary funding	Means funding where there is an existing project (for example infrastructure development) and EWSETA funds the skills development intervention as per the DG Policy.
Unemployed (18.2)	An individual who has no employment and has not entered into a contract of employment. This includes individuals who have been retrenched and registered, full-time students.
Work integrated learning	Is an umbrella term to describe curricular, pedagogic and assessment practices, across a range of academic disciplines in the energy and water sector that integrate formal learning and workplace concerns, which culminates in a qualification of part qualification and can include internships, workplace experience, industry-based learning, and placements.
Workplace-based learning (WBL)	An educational component of an occupational qualification that provides students with real-life work experiences where they can apply academic and technical skills and increase the prospect of employability.
WSP-ATR	means Workplace Skills Plan and Annual Training Report.
Youth	means a person thirty-five (35) years or younger.