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# MQA FUNDING POLICY

**1 April 2018 to 31 March 2019**

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## LIST OF ABBREVIATIONS AND ACRONYMS

AET	Adult Education and Training
ATR	Annual Training Report
CEP	Community of Expert Practice
DGAC	Discretionary Grants Adjudication Committee
DGEC	Discretionary Grants Evaluation Committee
DHET	Department of Higher Education and Training
DoL	Department of Labour
FLC	Foundational Learning Competency
GET	General Education and Training
HDSA	Historically Disadvantaged South African
MIS	Management Information System
MMS	Mining and Minerals Sector
MOA	Memorandum of Agreement
MQA	Mining Qualifications Authority
NLPE	Non-Levy Paying Enterprise
NQF	National Qualifications Framework
NSDS	National Skills Development Strategy
NSF	National Skills Fund
OFO	Organising Framework for Occupations
OHS	Occupational Health and Safety
PIVOTAL	Professional, Vocational, Technical and Academic Learning
PSET	Post School Education and Training
QCTO	Quality Council for Trades and Occupations
QDF	Qualification Development Facilitators
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SARS	South African Revenue Services
SDA	Skills Development Act
SDL	Skills Development Levy
SDL Act	Skills Development Levies Act
SDP	Skills Development Provider
SETA	Sector Education and Training Authority
SLA	Service Level Agreement
SME	Small and Micro Enterprises
SOP	Standard Operating Procedure
SSP	Sector Skills Plan
TRG	Technical Reference Group
TVET	Technical and Vocational Education and Training
WSP	Workplace Skills Plan

## DEFINITIONS

- 'PIVOTAL' is an acronym which means professional, vocational, technical and academic learning programmes that result in qualifications or part qualifications on the National Qualifications Framework as contemplated in regulation 3(6) and (7) as read with regulation 6(11) to (15) of the SETA Grant Regulations : Government Gazette Number 35940.
- 'Labour Representative' means a representative of the labour constituency within the workplace, appointed by the recognized trade union.
- 'Sign-off' means an in principle agreement between the employer and its recognised trade union or unions on the identified training interventions as is provided for in regulation 5(2)f.
- 'First-Come-First-Serve-Basis' refers to the following:

Employers that qualify for the grant on registration of the learners:

For programmes where a learner is paid for upon registration, a learner is required to be registered by the MQA on the relevant learning programme for the employer to qualify for the grant. All criteria for the learner to be registered on the agreement must be fulfilled as per The Learnerships Regulations. The learners would be supported on a first-come-first-serve-basis until all funds are depleted for the specific project.

Employers that qualify for the grant on completion of the programme by learners:

For programmes where a learner is paid for successful completion of a programme, the learner would attract the grant under the following criteria being met:

- When all correct required supporting documents are uploaded and/or submitted
  - If his/her assessment records are captured on the MQA MIS
  - The achievements are approved by the ETQA Unit based on the date of approval. An example of this is, if there are 10 000 grants available for the OHS Rep Project, the first 10 000 learners approved by the ETQA Unit for certification would qualify for the grant.
- 'Employers' are defined as organisations that are registered and paying their skills development levies to the MQA as well as those that are exempted from paying levies.

- ‘Accredited Training Provider’ means any person or body who, having met the quality assurance criteria laid down by QCTO, has been formally recognised by SAQA through the relevant Quality Council
- ‘Accredited skills development provider’ means a provider of occupationally directed learning programmes that are part or full qualifications accredited by the Quality Council for Trades and Occupations (QCTO).
- ‘Consultation’ means the act or process of consulting with the relevant stakeholders. Consultation means that parties must engage in a thorough and meaningful joint consensus-seeking process.
- ‘NLPE’ refers to non-levy paying enterprises and includes CBO’s, NGO’s and Co-Ops.
- Levy paying employer means an employer who is compelled to pay skills development levies in terms of section 3(1) of the Skills Development Levies Act
- Exempted levy payer means
  - Any public service employer in the national or provincial sphere of government. (These employers must budget for an amount equal to the levies payable for training and education of their employees).
  - Any national or provincial public entity if 80% or more of its expenditure is paid directly or indirectly from funds voted by Parliament. (These employers must budget for an amount equal to the levies payable for the training and education of their employees).
  - Any public benefit organisation which is exempt from the payment of income tax in terms of section 10(1)(cN) of the Income Tax Act which solely carries on welfare and humanitarian, certain health care and religious belief or philosophy public benefit activities which solely provides funds to such public benefit organisation.
  - Any municipality in respect of which a certificate of exemption has been issued by the Minister of Labour.
  - Any employer where the total leviable amount of all its employees over the next 12 months will not exceed R500 000.
  - Although the above-mentioned employers are exempt from the payment of the levy, these employers (excluding the employer where the leviable amount does not exceed R500 000) are NOT absolved from registration in terms of section 5(6) of the Skills Development Levies Act.
- Targeted approach:
  - Methodology utilised to approach employers/organisations that show interest in delivering MQA programmes, or employer/organisations that MQA can partner with on projects of common interest.

## **1. INTRODUCTION**

The Skills Development Act, 97 of 1998 as amended aims to provide an institutional framework to implement national, sectoral and workplace strategies to develop and improve the skills level of the South African workforce. The Act makes provision for the establishment of SETA's as institutional vehicles to implement the Skills Development Act and other related legislation. In the mining and minerals sector (MMS) this includes the Mine Health and Safety Act of 1996 and the Mineral and Petroleum Resources Development Act (MPRDA) of 2002.

This policy is aligned with the provisions of the Grant Regulations published under the Skills Development Act in Government Gazette No 35940 dated 03 December 2012. These regulations give the legislative framework for the management and disbursement of all funds received by a SETA. Consideration has been given to the commitment contained in the relevant national policy imperatives including National Skills Accord and National Skills Development Strategy (NSDS III).

## **2. OBJECTIVE OF MQA FUNDING POLICY**

The objective of this policy is to provide a clear framework that can be applied to all MQA funding mechanisms that will enable allocation and disbursement of funds that would best support the mining and minerals sector skills needs.

The policy is applicable to and in support of MQA levy paying organisations, non levy paying enterprises (NLPE), accredited skills development providers (SDP), Accredited Training Provider (ATP), Technical and Vocational Education and Training (TVET), service providers and other stakeholders in the MMS who qualify to access MQA mandatory and/or discretionary grants or project funding.

The policy is in support of national and sectoral policies and initiatives without prejudice or preference to either.

### 3. PRINCIPLES OF THE MQA FUNDING POLICY

This policy must always result in funding mechanisms that will support the prevailing strategic objectives of the MQA which are:

1. Promote efficient and effective governance and administration
2. Improve skills development planning and decision –making through research
3. Promote work-based skills development to support transformation in the MMS
4. Facilitate access to occupationally directed learning programmes for the unemployed
5. Support training initiatives in mine communities
6. Ensure the delivery of quality learning programmes in the MMS

This policy will also strive to apply the following principles:

1. Sound financial management and disbursement of funds as per the National Policy Imperatives.
2. Delivery of the MQA Mandate through the approved Strategic Plan, Annual Performance Plan (APP), Sector Skills Plan (SSP) and Scarce and Critical Skills.
3. Alignment with key policy directives, regulations and sector needs.
4. Responsiveness to the sector needs through innovation, efficiency and delivery of skills development.
5. The allocation and disbursement of funds shall be administered in a fair, auditable, transparent matter that supports the objectives of the MQA.
6. The MQA's Mandate shall be discharged in consultation with the relevant stakeholders in the sector.
7. Supporting the progression of training beneficiaries in PIVOTAL programmes.
8. Prioritizing training interventions that yield the desired outcomes and results.

This policy will be aligned to the financial year of the MQA which commences annually on 1<sup>st</sup> April and ends on 31<sup>st</sup> March the following year.

### 4. MANDATORY GRANTS POLICY

This policy is aligned to the Skills Development Act, 97 of 1998 as amended, and the Grant Regulations Sections 4 and 5 as amended that are attached as **Annexure A**. MQA's Mandatory Grant Policy is attached as **Annexure B**.

## 5. DISCRETIONARY GRANTS AND PROJECTS POLICY

### a. PRINCIPLES FOR LEARNING PROGRAMME GRANTS

- i. Grants will support employed and unemployed learners who enter and complete programmes. The MQA shall advertise discretionary projects openly in the national medium so that stakeholders may be given the opportunity to apply for the Discretionary grants for that financial year, should deliverables not be achieved, targeted selection will be considered.
- ii. The MQA shall at least annually prepare and distribute to stakeholders a schedule setting out specific criteria and dates for the various discretionary grants/projects in place.
- iii. The MQAs Funding Model will result in a level of 80% of the discretionary funds being utilized for PIVOTAL Programmes as listed:
  1. Bursaries
  2. Work Experience
  3. Internships – The MQA considers this as a PIVOTAL programme as it assists graduates to gain work experience opportunities and thus contributes to improved work performance
  4. Non Artisan Learnerships
  5. Artisan Learnerships
  6. AET
  7. OHS Rep Development
  8. FLC
  9. RPL/Artisan Aides
  10. NCV level 4 placements
  11. Candidacy
  12. Mine Community Development
  13. Youth Development
- iv. A maximum level of 20% of the available discretionary funds will be utilised for programmes that are considered non-pivotal listed below:
  1. Standards Setting
  2. Learning Material Development
  3. Maths and Science

4. Skills Development Facilitator Support
  5. Lecturer Support (HET + TVET)
  6. HDSA Support for Accreditation
- v. The delivery modes for programmes are as specified by the QCTO occupational qualifications and will include:
1. Theoretical curriculum component – delivered by skills development provider;
  2. Practical curriculum component – delivered by skills development provider/workplace;
  3. Workplace curriculum component – delivered by the Workplace.
- vi. The learning routes applicable to MQA programmes are:
1. Learnerships
  2. Internships
  3. Skills Programmes
  4. Recognition of Prior Learning ( RPL)
  5. Work integrated learning (WIL)
- vii. The MQA will endeavour to increase the participation of public TVET and higher education institutions for the delivery of the programmes on a gradual basis.
- viii. The MQA may utilize up to a maximum of 7.5 % of discretionary funds for project and administrations costs. The MQA will strive to keep these costs to a minimum.
- ix. Employers who employ 50 or more employees must complete and submit a PIVOTAL training plan and report using the approved MQA template which is available on the MQA website.
- x. Employers employing less than 50 employees will not be required to submit a PIVOTAL training plan and report. Such employers will be required to provide information on participation in PIVOTAL programmes and the impact of these programmes in the template for small and micro enterprises which is available on the MQA website.

## **b. CRITERIA**

The MQA will apply the following criteria when allocating discretionary funds to grants and/or projects:

- i. Programmes that will be supported are as indicated in the MQA Strategic Plan.
- ii. All Grants will be made available to the sector as per grant levels and rules detailed in **Annexure C** to this policy.
- iii. The MQA reserves the right to not allocate any grant for any project listed in this funding policy.

## **6. GENERAL**

- i. The MQA reserves the right to recover discretionary grants or portions thereof from stakeholders should circumstances indicate that grants have not been utilised for purposes that they were intended. This will be done as per the MQA Finance Policy;
- ii. Discretionary grant values will be reviewed as required by the MQA Board to determine the total affordability of grants against available discretionary fund reserves and where necessary reduce or increase grant values as a result of the review; and
- iii. The MQA may fund any learnerships registered by another SETA subject to the most recent mining and minerals sector SSP and the availability of funds.
- iv. Should new projects become viable during the year, the MQA needs to obtain approval for these from the Board prior to them being rolled out.
- v. MQA will support learners who start training and get registered in the applicable financial year
- vi. Employers may not be funded for the same learners in two different discretionary projects at the same time.
- vii. Monitoring and evaluation activities will occur and may take the form of site visits and/or desktop evaluation and or MQA prescribed compensating control.

## **7. ADMINISTRATIVE REQUIREMENTS**

- i. It is the responsibility of the employer/organisation to supply the MQA with an original cancelled cheque and/ or original bank statement;
- ii. The MQA will validate requests for changes to banking details;

- iii. The MQA reserves the right to request supporting documentation to verify compliance with the conditions of each project and/ or grant rule/s prior to effecting payment; and
- iv. Discretionary grant application documents must be completed in full for the application to be considered.
- v. For purposes of contracting, the contracting authority is the Mining Qualifications Authority duly represented by the CEO as the accounting officer. The Chief Operating Officer is delegated to sign all Memorandum of Agreements for the Discretionary grants/projects. The CEO may delegate the signing of MoAs to another official in writing.

## **8. CHANGES IN LEVIES RECEIVED FROM SARS**

In the event that the MQA foresees a substantial drop in income from SARS due to incorrect classification of levy paying companies or when a directive is received from a higher authority resulting in an extraordinary increase in expenditure after annual budgets for a particular financial year have been approved, the MQA shall, through its SDL/Finance Committee, review the matter and recommend to the Board appropriate measures to ensure the continuous sustainability of the MQA as a going concern.

The appropriate measures shall be inclusive but not limited to the following interventions:

- i. Immediate review of budgets, priorities, projects and grants;
- ii. Withdrawal of identified projects and grants;
- iii. Cancellation of projects and grants;
- iv. Identification of projects to be put on hold; and
- v. Informing the sector of any amendments without delay.

## **9. MONITORING AND REVIEW OF POLICY**

The impact of this policy will be monitored and evaluated through impact measures in place for the relevant grant or project. The policy may then be reviewed before the commencement of every new financial year on 1<sup>st</sup> April or as and when substantial changes to the legislative framework warrant amendment.

## **10. EFFECTIVE DATE**

The revised MQA Funding Policy will be effective from the 1<sup>st</sup> April 2018.

## **ANNEXURE A**

### **LEGISLATIVE FRAMEWORK:**

#### **MANDATORY GRANTS POLICY**

Skills Development Act, 97 of 1998, SETA Grant Regulations 4 and 5 as amended 15 July 2013 No.36655 and reflected below apply to Mandatory Grants:

#### **4 Allocation of mandatory grants by a SETA**

- (1) Subject to sub-regulation (5), a SETA must allocate a mandatory grant to a levy paying employer -
  - (a) employing 50 or more employees that has submitted an application in accordance with sub-regulation (2) and as a minimum in the format contained in Annexure 2 to these Regulations;
  - (b) employing less than 50 employees that has submitted an application for a grant in accordance with sub-regulation (2) and such employers will be given the option of submitting Annexure 2 using a simplified form provided by the SETA;
  - (c) who, notwithstanding sub-regulation (2), has registered for the first time in terms of section 5 of the Skills Development Levies Act and the employer has submitted an application for a mandatory grant within 6 months of registration.
- (2) An application for a mandatory grant in terms of sub-regulation (1) must be submitted by 30<sup>th</sup> June 2013.
- (3) With effect from 1<sup>st</sup> April 2014 an application for a mandatory grant in terms of sub-regulation (1) must be submitted by 30<sup>th</sup> April of each year.
- (4) 20% of the total levies paid by the employer in terms of section 3(1) as read with section 6 of the Skills Development Levies Act during each financial year will be paid to the employer who submits Annexure 2.
- (5) Before making payments, the SETA must approve Annexure 2 to ensure the levy paying employer meets quality standards set by the SETA.
- (6) The mandatory grant contemplated in sub-regulation (1) must be paid to the employer at least quarterly every year.
- (7) If the levy paying employer does not claim a mandatory grant within the time period specified in sub-regulation (2), the SETA must transfer the levy paying employer's unclaimed mandatory grant to the discretionary grant by 15 October of each year.
- (8) A SETA Accounting Authority may grant an extension up to a maximum period of one month from the date contemplated in sub-regulation (2) for late submission of an

application for a mandatory grant subject to a written request by a levy paying employer.

## **5 Mandatory grants paid to levy paying employers**

- (1) A levy paying employer claiming a mandatory grant must meet the eligibility criteria for the payment of a mandatory grant as prescribed in sub-regulation (2).
- (2) A SETA may not pay a mandatory grant to an employer who is liable to pay the skills development levy in terms of section 3(1) of the Skills Development Levies Act, unless the levy paying employer -
  - (a) has registered with the Commissioner in terms of section 3(1) of the Skills Development Levies Act;
  - (b) has paid the levies directly to the Commissioner in the manner and within the period determined in section 6 of the Skills Development Levies Act;
  - (c) is up to date with the levy payments to the Commissioner at the time of approval and in respect of the period for which an application is made;
  - (d) has submitted Annexure 2 as contemplated in regulation 4(1) that contributes to the relevant SETA SSP within the timeframes prescribed in regulation 4(2) and 4(3);
  - (e) with effect from 1 April 2013, has submitted and implemented its Workplace Skills Plan for the previous financial year to the extent that it satisfies the criteria for implementation that must be established and approved by the SETA Accounting Authority based on guidelines provided by the Department; and
  - (f) in the case of an employer who has a recognition agreement with a trade union or unions in place, there must be evidence provided that Annexure 2 has been subject to consultation with the recognised trade unions and the WSP and ATR must be signed off by the labour representative appointed by the recognised trade union unless an explanation is provided.

In support of the above, Section 10 (5) of the Mine Health and Safety Act, 1996, as amended reads:

“All mines must submit a workplace skills plan and the annual training reports to the Mining Qualifications Authority.”

## LEGISLATIVE FRAMEWORK - DISCRETIONARY GRANTS AND PROJECTS POLICY

Skills Development Act, 97 of 1998, SETA Grant Regulations 6, 7, 8 as amended and reflected below applies to Discretionary Pivotal Grants and Projects:

### 6 Allocation of discretionary grants by the SETA

- (1) A SETA may determine and allocate a discretionary grant in support of the implementation of its Sector Skills Plan.
- (2) A SETA must develop its SSP by taking account of national strategic goals as set out in the National Skills Development Strategy, National Skills Accord and other relevant national priorities.
- (3) The APP must make clear how the SETA will allocate discretionary grants in a manner that prioritises the offering of Learning programmes to address sector needs through public education and training institutions;
- (4) A SETA must, on an annual basis, and in accordance with any guidelines issued by DHET, approve a Discretionary Grants Policy, specifying how the SETA discretionary funds will be allocated to meet sector needs as set out in the SSP;
- (5) The Discretionary Grants Policy must set out the funding framework, the different delivery modes and project types that will be deployed and the mechanism for SETA member organisations, as contemplated in sub-regulation (10), to access the discretionary grants;
- (6) The Discretionary Grants Policy must set out how PIVOTAL programmes can be delivered through public education and training institutions;
- (7) A SETA must prepare and distribute grant application and project proposal forms in a manner that enables within the sector national access and opportunities for a legal person or enterprises of different sizes (including small and micro enterprises, non-governmental organisations and cooperatives in the sector to apply for any category of grant or participate in any type of Learning programmes as identified in the SETA Discretionary Grants Policy;
- (8) The Discretionary Grants Policy must embrace the principles of transparency, openness, access and fairness.
- (9) The Discretionary Grants Policy must -
  - (i) Indicate the purpose of the various grants, funding frameworks and projects and specify what is intended to be funded from the grant, including any administrative costs that may be considered appropriate by the Accounting Authority;

- (ii) Provide procedures and communication strategy with potential beneficiaries as contemplated in sub regulation (10) that set out timeframes for processing of applications, communication of decisions, and payment schedules;
  - (iii) Determine the proportion of discretionary grants that can be used for administration or project management purposes in the various grant and project categories provided it indicates that a maximum of 7.5% of any grant or SETA funded project may be used for administration or project management costs;
  - (iv) Ensure that value for money is achieved and generally ensure that funds are spent on skills development to meet the sector needs.
- (10) A discretionary grant may be paid to a legal person, including –
- (a) a public education and training institution;
  - (b) an employer or enterprise within the jurisdiction of a SETA, including an employer or enterprise not required to pay a skills development levy in terms of Skills Development Levies Act;
  - (c) other legal person contemplated in sub-regulation (7) that meets the criteria for the payment of such grant; or
  - (d) an employer contemplated in section 30 and 30 (A) of the Act who has submitted to its relevant line SETA or Public Service SETA within the time frames specified in regulation 4 (2) and 4 (3), as a minimum in the format contained in Annexure 2.
- (11) A key focus of SETAs must be to address scarce and critical skills through programmes that are designed to address such skills needs, and which include work integrated learning.
- (12) At least 80% of discretionary grant funding must be allocated to PIVOTAL programmes.
- (13) A SETA may allocate a maximum of 20% to funding of programmes other than PIVOTAL programmes, to develop the sector in accordance with the priorities outlined in the SSP.
- (14) In order to obtain discretionary grant funding for PIVOTAL programmes from a SETA, a legal person falling into the categories set out in sub-regulation (1) must complete and submit a PIVOTAL plan and PIVOTAL report using the template attached
- (15) Companies employing less than 50 employees will not be required to complete the prescribed PIVOTAL plan and PIVOTAL report, but will be asked to provide information on participation in PIVOTAL programmes and the impact of these programmes. SETAs must develop suitable templates for the provision of information by small and micro enterprises.

## **7 Approval of grants by a SETA**

The SETA criteria for grants must be approved by the SETA Accounting Authority before funds are allocated

## **8 Grant disbursement schedule**

Each SETA must prepare and distribute a schedule setting out the criteria in terms of regulations 4 and 6 and the date by which grants may be issued as well as timeframes for disbursement of grants.

**ANNEXURE B**

**MQA MANDATORY GRANTS POLICY**

## ANNEXURE C

### 1. The MQA Funding Policy: Discretionary Grant Levels and Rules 1 April 2018 to 31 March 2019

*The MQA reserves the right to not allocate any grant for any programme listed in this funding policy*

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A001	HEI Lecturer Support	<p>Funding which covers 100% of salaries is awarded as a grant to participating public universities and universities of technology per lecturer per annum.</p> <p>Payment per lecturer are made quarterly in advance to the institution</p>	<ol style="list-style-type: none"> <li>1. A detailed Service Level Agreement (SLA) must be signed with each participating public university or university of technology.</li> <li>2. The grants paid by the MQA to the institutions should include 10% of the total salary package for personal development funding of the lectures.  The first tranche is paid upon signing of the SLA and submission of supporting documents as per the SLA.</li> <li>3. For quarterly payments, pay slips of previous quarter must be attached to the invoice together with a progress report of the previous quarter.</li> <li>4. Supports Mining, Survey, Metallurgy, Chemical, Electrical and Mechanical Engineering and Geology departments of participating universities with salaries and development of lecturers to achieve employment equity and transformation targets.</li> <li>5. Beneficiaries are historically disadvantaged South African citizens.</li> </ol>
MQA-A002	Bursaries (Unemployed Learners)	<p>A grant that may be awarded will cover accommodation, books, tuition (including registration fees), field-trips if required and meal allowance.</p>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with Public Higher Education and Training Institutions.</li> <li>2. The MQA may enter into a MoA with the MQA Stakeholders (Labour, State and Employers) on a needed basis for assistance with the management of bursars.</li> <li>3. Bursars only qualify for ongoing annual grants if they pass all subjects in each year. However <ul style="list-style-type: none"> <li>• Bursars that fail more than 50% of their modules /subjects shall automatically be</li> </ul> </li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>suspended from the bursary scheme.</p> <ul style="list-style-type: none"> <li>• Bursars who have been suspended from the bursary scheme may re-apply for a bursary upon successfully completing the failed courses at their own expense subject to the academic institution permitting them to register for all the qualifying courses required to be completed for the succeeding year of study.</li> <li>• Evaluation of academic progression will be conducted at the completion of an academic period year. This will enable MQA to determine if the learner should be suspended.</li> <li>• Bursars who fail two courses/subjects shall be allowed to continue at the discretion of the MQA provided that the results of the new courses/subjects are not affected for the next level.</li> <li>• The Bursary scheme shall not cover the cost of repeated subjects</li> </ul> <ol style="list-style-type: none"> <li>4. Support is provided for university or University of Technology or TVET College students (Certificates, Diploma, B-Tech, Bachelor's Degree and Honors in Geology).</li> <li>5. Applicants must meet all entrance criteria as prescribed by the academic institution and the MQA bursary committee.</li> <li>6. Bursars should be South African citizens studying in public South African institutions.</li> <li>7. Preferential consideration of awarding a bursary is given to previously disadvantaged individuals (PDIs) and financially needy bursary applicants with good academic results.</li> <li>8. Applicants may at the discretion be submitted to a selected internship process.</li> <li>9. Bursaries are offered in any of the mining related courses/subjects as identified in Annexure D: 1</li> <li>10. Bursars must sign the MQA bursary contract.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			11. Allowances are paid as per the Bursary Policy.
MQA-A002	Bursaries (Employed learners)	A grant that may be awarded will cover 100% of tuition (including registration fees), books and field-trips if required only.	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with public institutions of higher training.</li> <li>2. The MQA may enter into a MoA with the MQA Stakeholders (labour, state and employers) on a needed basis for assistance with the management of bursars.</li> <li>3. Bursars that fail more than 50% of their modules /subjects shall automatically be suspended from the bursary scheme.</li> <li>4. Bursars who have been suspended from the bursary scheme may re-apply for a bursary upon successfully completing the failed courses at their own expense subject to the academic institution permitting them to register for all the qualifying courses required to be completed for the succeeding year of study.</li> <li>5. Evaluation of academic progression will be will conducted at the end of the academic year. This will enable MQA to determine if the learner will continue with funding in the subsequent year or will be suspended from the bursary scheme.</li> <li>6. The Bursary scheme shall not cover the cost of repeat subjects.</li> <li>7. The bursary costs change annually depending on the institutions fee structure.</li> <li>8. Payments are made on semester basis upon approval by the MQA.</li> <li>9. Support is provided for universities and or universities of technology (Diploma, Honors, masters, PHD)</li> <li>10. Bursars should be South African citizens.</li> <li>11. Preferential consideration of awarding a bursary is given to Historically Disadvantaged South Africans.</li> <li>12. Bursars should be employed in the MMS or employed by MQA organized labour and state</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>(DMR).</p> <p>13. Applicants should be from MQA levy-paying or levy-exempted employers which are confirmed by Skill Development and Research Unit.</p> <p>14. No retrospective tuition fees payments will be considered upon the approval of the bursary application.</p> <p>15. Applicants may at the discretion be submitted to a selected internship process.</p> <p>16. Bursaries are offered in any of the mining related courses/subjects as identified in Annexure D: 1</p> <p>17. Bursars must sign the MQA bursary contract.</p>
MQA-A003	<p>Work Experience</p> <p><b>Note:</b> This project also includes Vacation Work</p>	<p>A grant of R144 000 per learner, per annum is awarded to employers.</p> <p>R 36 000 per learner, per quarter in advance is paid to the host employer over a period of a year.</p> <p>R 24 000 per learner for vacation work for 2 months in a year is paid to the employer.</p>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating host employer.</li> <li>2. Placement at an employer is usually for two periods of six month (P1 and P2) for Universities of Technology/TVET College learners.</li> <li>3. Placement for Survey students is for three periods of six- month (P1, P2 and P3)</li> <li>4. Placement at an employer is usually for a two months period for vacation work for University learners.</li> <li>5. A tripartite contract is entered into and is signed by all parties involved, i.e. learner, employer and MQA</li> </ol> <p>Employers must ensure that grant received from the MQA covers all costs as per the requirements stipulated in the tripartite agreement for work Experience.</p> <p>The first tranche is paid upon submission of signed tripartite contract including supporting documents, registration of contract by MQA, monitoring and evaluation activities by MQA.</p> <p>Each tranche thereafter is paid on receipt of learner progress reports.</p> <ol style="list-style-type: none"> <li>6. Work Experience grants are offered in any of the mining related courses as identified in Annexure</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			D: 2
MQA-A004	Standard Setting Grant	Standard grant rates as determined by the MQA will be awarded for all Learning Programme Activities	<ol style="list-style-type: none"> <li>1. Funds are available to subject matter experts and registered QQDF's who participate in Learning programme activities. Learning Programme activities include the development/revision of Qualifications, Part Qualifications, Skills programmes, Learnerships, Learning material, Assessment addendum and tool development</li> <li>2. Only applications from small organisations and/or individuals who are subject matter experts or registered QQDF' will be considered.</li> <li>3. Preference will be given to Historically Disadvantaged Individuals who are subject matter experts</li> </ol>
MQA-A005	Learning Material Development		<ol style="list-style-type: none"> <li>1. Detailed Service Level Agreements (SLA) will be signed with the relevant service providers for the development of the learning material.</li> </ol>
MQA-A006	Internships	<p>An amount of R 316 000 per learner is awarded to employers for a period of 2 years</p> <p>R 39 500 per learner, per quarter in advance is paid to the employer over a period of two years</p>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating host employer.</li> <li>2. Learners are recruited and placed by Employers based on the following criteria : <ul style="list-style-type: none"> <li>• Learner is not employed at all,</li> <li>• Learner should have achieved the relevant qualification at a HET level (including TVET Colleges, only N6 graduates are accepted into the programme)</li> <li>• A tripartite contract is entered into and is signed by all parties involved i.e. learner, employer and MQA.</li> </ul> </li> <li>3. The first tranche is paid upon submission of signed tripartite contract including supporting documents, registration of contract by MQA, monitoring and evaluation activities by MQA.</li> </ol> <p>Each tranche thereafter is paid on receipt of</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>learner progress reports.</p> <p>4. All internships programmes are for a period of two years.</p> <p>Employers must ensure that grants received from <u>the</u> MQA covers all costs as per the requirements stipulated in the tripartite agreement.</p> <p>5. Internship opportunities are offered to unemployed graduates in any of the mining and minerals related disciplines as identified in Annexure D:3</p>
MQA-A007	<p>Learnerships (Non Artisan)</p> <p>- Excludes those for the Diamond Processing, Jewelry Manufacturing and for learners with disabilities</p>	<p>An amount of R 50 000 per learner per Learnership is awarded, based on the following accurate supporting documents to be submitted to the MQA:</p> <ul style="list-style-type: none"> <li>• Certified copy of South African Identity Document or Passport once copy of ID obtained it should be put on file;</li> <li>• Learnership Implementation plan or training plan.</li> <li>• Contract of employment for 18.2 (un-employed learners) for the period of a Learnership programme.</li> <li>• For 18.1 (employed learners) a confirmation of employment on the company letterhead.</li> </ul>	<ol style="list-style-type: none"> <li>1. The grant is paid on allocation process.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating host employer.</li> <li>3. The grant will be paid to the employer who should be registered with MQA as a levy payer or exempted.</li> <li>4. The MQA may conduct monitoring and evaluation activities to approve learnership grants prior to payment of grant. MQA reserves the right to withhold payment.</li> <li>5. The employer to use MQA accredited training provider who has the capacity and resources to conduct training and that is linked to a workplace.</li> <li>6. Implementation plan commencement date must be the same as the learning programmes agreement commencement date.</li> <li>7. Stipends are paid as per the Sectoral Determination 5.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p><u>Payment tranches:</u></p> <ul style="list-style-type: none"> <li>• R 20 000 on registering learning programmes agreement. (commencement of training)</li> <li>• R30 000.00 upon completion.</li> </ul>	
MQA-A007	<p>Learnerships Non-Artisan RPL</p> <p>Excludes those for the Diamond Processing, Jewelry Manufacturing and for learners with disabilities</p>	<p>An amount of R 30 000 per learner per Learnership is awarded, based on the following accurate supporting documents to be submitted to the MQA:</p> <ul style="list-style-type: none"> <li>• Certified copy of South African Identity Document or Passport once copy of ID obtained it should be put on file;</li> <li>• Learnership Implementation plan or training plan.</li> <li>• For 18.1 (employed learners) a confirmation of employment on the company letterhead.</li> </ul> <p><u>Payment tranches:</u></p> <ul style="list-style-type: none"> <li>• <b>R 10 000</b> on registering learning programmes agreement. (commencement of training)</li> <li>• <b>R20 000</b> on</li> </ul>	<ol style="list-style-type: none"> <li>1. The grant is paid based on an allocation process.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</li> <li>3. This applies to the attainment of core MQA registered learnerships.</li> <li>4. <i>“Allowances are to be paid as per Sectoral Determination 5: Learnerships in terms of Basic Conditions of Employment Act No 75 of 1997.”</i></li> <li>5. The MQA may conduct monitoring and evaluation activities to approve Learnerships grants prior to payment of grant. MQA reserves the right to withhold payment</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		approval of achievements by the ETQA unit or certification.	
MQA-A007	Learnerships (Non Artisan)  Beneficiation including Learners with Disability	<p>An amount of <b>R35 000</b> per learner per Learnership is awarded.</p> <p>Two tranches will be paid for Beneficiation non Artisans Learnerships:</p> <ul style="list-style-type: none"> <li>• R 10 000 on registering learning programmes agreement. (commencement of training)</li> <li>• R25 000 on approval of achievements by the ETQA unit or certification.</li> </ul> <p>An amount of R 50 000 per learner per Learnership is awarded for the Disability Project.</p> <p>Learners with Disability:</p> <ul style="list-style-type: none"> <li>• R 15 000 on registering learning programmes agreement. (commencement of training)</li> <li>• R35 000 on approval of achievements by the ETQA unit or certification.</li> </ul>	<ol style="list-style-type: none"> <li>1. The grant is paid based on an allocation process.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</li> <li>3. Learners will be supported on Beneficiation non-artisan learnerships including Learners with disabilities.</li> <li>4. Learners embarking on the next level of qualifications will be supported (for example: learners will not be supported for the L3 Diamond Processing, but the Level 4 qualification). The strategy is learners already trained on low level skills to progress and obtain higher level skills.</li> <li>5. For the Diamond Processing area, a learner will be supported on one learnership only.</li> <li>6. The grant will be paid to the employer who should be registered with MQA as a levy payer or exempted.</li> <li>7. The MQA may conduct monitoring and evaluation activities to approve Learnerships grants prior to payment of grant. MQA reserves the right to withhold payment.</li> <li>8. The employer to use accredited training providers who have the capacity and resources to conduct training and linked to a workplace.</li> <li>9. Employers taking on learners with disability must ensure that the work environment accommodates learners in terms of accessibility.</li> <li>10. Implementation plan commencement date must be the same as the learning programmes agreement commencement date.</li> <li>11. The MQA will analyse trends of terminations of learners on learning programmes agreements</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>The following accurate supporting documents to be submitted to the MQA:</p> <ul style="list-style-type: none"> <li>• Certified copy of South African Identity Document or Passport once copy of ID obtained it should be put on file;</li> <li>• Learnership Implementation plan or training plan.</li> <li>• Contract of employment for 18.2 (un-employed learners) for the period of a Learnership programme.</li> <li>• For 18.1 (employed learners) a confirmation of employment on the company letterhead</li> <li>• For learners with disabilities, proof of the disability is required and certified by SASSA.</li> </ul>	<p>per employer and if these are excessive.</p> <p>12. <i>“Allowances are to be paid as per Sectoral Determination 5: Learnerships in terms of Basic Conditions of Employment Act No 75 of 1997.”</i></p>
MQA-A008	SDF Support	This is implemented through a project-based process	1. Support is provided for the capacitating of stakeholders ahead of the mandatory grant submission and ad hoc stakeholder requests.
MQA-A009	AET	<p>Full time and Part time classes for employed and unemployed learners in AET programmes</p> <p><b>Pre-AET Programme</b></p>	<p>1. The grant is paid on a first-come-first-serve-basis for a learner completing the programme.</p> <p>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</p> <p>3. The 80/20 ratio in terms of the numbers of</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>Grant of R5 000 per learner is awarded to the MQA registered levy/non levy paying company upon completion of the Pre AET programme</p> <p>The MQA will disburse R5 000 on completion of the Pre-AET programme, R2 500 to the learner through the employer and R2500 to the employer.</p> <p><b>AET 1,2,3,4</b></p> <p>Grant of R10 000 per learner is awarded to the MQA registered levy/non levy paying company upon completion of two learning areas (Communication and Numeracy):</p> <p>R5 000 to the learner through the employer and R5 000 to the employer on completion of two learning areas (Communication and Numeracy)</p> <p>Grant of R5 000 per learner is awarded to the MQA registered levy/non levy paying company upon completion of one learning area (Communication or Numeracy):</p> <p>R2 500 to the learner through the employer</p>	<p>employed/unemployed learners must be considered. Priority will be given to employed learners whilst consideration of unemployed learners occurs</p> <ol style="list-style-type: none"> <li>4. Certified Copy of South African Identity Document or Passport is required - once copy of id is obtained it must be uploaded on the MQA System (No under 18 year old person and correct ID – not birth certificate).</li> <li>5. The grant will be paid to the employer who should be registered with MQA as a levy payer/exempted levy payer.</li> <li>6. The employer to use accredited training providers who have the capacity and resources to conduct training.</li> <li>7. Statement of results or certificates from the IEB, Benchmark or the DoE must be provided for AET 1 -4 and FLC programmes as the proof that external assessment is achieved.</li> <li>8. Provided for AET1-4 programmes as the external assessment achieved.</li> <li>9. For the MQA NQF Level 1 qualification the MQA Certificate will be required.</li> <li>10. AET enrolment form must be completed accurately, signed and uploaded to the MQA management information system (MIS).</li> <li>11. Grants will be paid to MQA Levy/exempted levy paying companies for learners achieving the National Certificate of Orientation, N1, N2 and N3 upon completion on receiving the certified results and a certified copy of South African Identity Document/Passport.</li> <li>12. Statement of results or certificates from an Accredited FET/TVET College or DoE must be provided for N1 - 3 as proof that the external assessment is achieved.</li> <li>13. Registered Levy paying Employer should be up to date with their Skills Development levies paid to SARS.</li> <li>14. Registered Non Levy paying employers must</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>and R2 500 to the employer on completion of one learning area</p> <p>.</p> <p><b>GETC NQF1 (58267)</b></p> <p>The MQA will disburse R10 000 per learner on completion of NQF 1 in all learning areas to the employer, R5 000 to the learner through the employer.</p> <p><b>National Certificate of Orientation (NCOR)</b></p> <p>Grant of R5 000 per learner is awarded to the MQA registered levy/non levy paying company upon completion of 5 Subjects/Modules of NOC programme. This is an in-house programme by the employer or by the FET/TVET Colleges.</p> <p>The MQA will disburse R5 000 per learner on completion of NOC to the employer, R2 500 to the learner through the employer and R2 500 to the employer.</p> <p><b>Nated Courses, N1,N2 and N3</b></p> <p>Grant of R4 000 per learner is awarded to</p>	<p>have a valid Tax Clearance Certificate.</p> <p>15. The 70/30 ratio in terms of the allocation distribution of grants to registered employers who are levy payers/ exempted levy payers must be considered as it will be in support of the Vision and Objectives of the Mining Charter</p> <p>16. Registered exempted Levy paying employers would be limited to a maximum number of learners dependent on the MQA budget.</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>the MQA registered levy/non levy paying company using an Accredited FET/TVET College upon completion of four Subjects/Modules of N1 or N2 or N3.</p> <p>The MQA will disburse R4 000 per learner on completion of N1 and/or N2 and/or N3 to the employer, R2 000 to the learner through the employer and R2 000 to the employer.</p>	
MQA-A010	<p>Skills Programme Support:</p> <p>OHS Rep Development including Trackless Mobile Machinery Skills Programmes</p>	<p>A grant of R 2500 per learner is awarded to the levy paying employer on completion of the skills programme by the learner.</p>	<ol style="list-style-type: none"> <li>1. The grant is paid upon the learner completing the programme.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.  Targeted approach may be applied for this project.</li> <li>3. Certified copy of South African Identity Document or Passport is required. The certified ID copy should be uploaded on the MIS (I-Share) system.</li> <li>4. The grant will be paid to the employer who should be registered with MQA as a levy payer or is exempted from paying levies.</li> <li>5. The MQA may conduct monitoring and evaluation activities to approve grants prior to payment of grant. The MQA reserves the right to withhold payment.</li> <li>6. The employer to use MQA accredited training providers who have the capacity and resources to conduct training.</li> </ol>
MQA – A013	Learnerships (Artisan)	A maximum amount of <b>R165 000</b> per learner	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
	Development – Employed and Unemployed)	<p>is payable.</p> <p>A <b>two</b> tranche process will be used for disbursing payments.</p> <p>Each tranche will be <b>50%</b> of the total new artisan learner grant or <b>R82 500</b> per disbursement.</p> <p><u>Disbursement tranches:</u></p> <ul style="list-style-type: none"> <li>• <b>Tranche 1:</b> <b>R 82 500</b> x Total number of new Artisan learners grants allocated;</li> <li>• <b>Tranche 2:</b> <b>R 82 500</b> paid on completion of artisan programme</li> </ul>	<p>employer.</p> <ol style="list-style-type: none"> <li>Tranche 1 is disbursed on registration of learner and submission of the following documents. <ul style="list-style-type: none"> <li>• A detailed implementation plan ; and</li> <li>• Certified original copy of Learning Programme Agreement accompanied by relevant supporting document as determined by the MQA;</li> </ul> </li> <li>Tranche 2 is disbursed after receipt of the following documentation as per the National Artisan Development (NAD) Policy attached as Annexure G: <ul style="list-style-type: none"> <li>• When the learner successfully completes the programme.</li> </ul> </li> <li>“Allowances are to be paid as per Sectoral Determination 5: Learnerships in terms of Basic Conditions of Employment Act No 75 of 1997.”</li> <li>List of trades to be supported in artisan development are indicated in annexure D:6</li> </ol>
MQA-A014	ARTISAN AIDES /RPL – EMPLOYED and UNEMPLOYED	<p>An amount of R15 000 is paid on completion of the Artisan Aides Skills Programme.</p> <p>An amount of R 50 000 is paid on completion of the Unit Standards Based artisan suite of qualifications per qualification or the engineering maintenance qualification.</p>	<ol style="list-style-type: none"> <li>The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</li> <li>Certified Copy of South African Identity Document or Passport is required - once copy of ID is obtained it should be put on file.</li> <li>Employed learners that complete the programme will be supported.</li> <li>The grant will be paid to the employer who should be registered with MQA as a levy payer or is exempted from paying levies.</li> <li>The grant is payable to the employer in respect of those learners that met the requirements of successful completion.</li> <li>The MQA may conduct monitoring and evaluation activities to approve grants prior to payment of grant. MQA reserves the right to</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			withhold payment. 7. The employer is to use MQA accredited training provider who has the capacity and resources to conduct training and is linked to a workplace.
MQA-A 015	TVET College Support: NCV Engineering, Level 4 learners	<p>A maximum amount of R 165 000 per learner is payable in a period not exceeding 24 months.</p> <p>A two tranche process will be used for disbursing payments.</p> <p>Each tranche will be <b>50%</b> of the total new artisan learner grant or <b>R82 500</b> per disbursement.</p> <p><u>Disbursement tranches:</u></p> <ul style="list-style-type: none"> <li>• <b>Tranche 1:</b>  R 82 500 x Total number of new Artisan learners grants allocated;</li> <li>• <b>Tranche 2:</b>  R 82 500 paid on completion of artisan programme</li> </ul>	<p>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating Employer, the organisation and/or the TVET College allocated grants for this project.</p> <p>2. Employers should be MQA registered and paying levies or levy exempt as well as employers outside the Mining and Minerals Sector.</p> <p>3. MQA will sign a Learner Uptake Agreement with the organisation to commit to the registration of NCV Engineering Level 4 learners.</p> <p>4. Tranche payment:</p> <ul style="list-style-type: none"> <li>• The grant annually is as per the National Artisan Development Policy.</li> <li>• Tranche 1 to be paid upon submission of learner uptake agreement including supporting documents, registration of contract by MQA, monitoring and evaluation activities by MQA.</li> <li>• Tranche 2 will be paid upon completion of the programme and employer submitting certificate/ Statement of Results from the relevant body.</li> </ul> <p>5. The duration of the programme is maximum of 3 years.</p> <p>6. Allowances are to be paid as per Sectoral Determination 5: Learnerships in terms of Basic Conditions of Employment Act No 75 of 1997.</p> <p>7. List of trades to be supported in artisan development are indicated in annexure D:6</p>
MQA - A015	TVET College Support: TVET	A grant of R 36 000 per lecturer, for three months is awarded to	1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer and TVET College

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
	Lecturers	<p>the employer/TVET College.</p> <p>R12 000 per learner, per month is paid to the host employer/TVET College for three months.</p>	<ol style="list-style-type: none"> <li>2. Placement of lecturers with the host employer will be for a period of three months.</li> <li>3. Payment includes training costs and costs for replacement lecturer.</li> <li>4. Employers/TVET College must be an MQA levy payers or levy exempt as well as employers outside the Mining and Minerals Sector will be considered.</li> <li>5. The tripartite contract is signed by all parties involved i.e. lecturer, employer and MQA.</li> <li>6. Work experience opportunities are offered in any of the mining related disciplines as identified in Annexure D</li> </ol>
MQA-A016	Maths and Science	<p>To support Grade 10,11 &amp; 12 Maths &amp; Science Learners to achieve good Maths and Science results that will allow them access to PSET institutions to enroll on mining and minerals related qualifications.</p> <p>Also develop Maths and Science teachers in order to reach more learners and ensure impact through high quality teaching.</p>	<ol style="list-style-type: none"> <li>1. A detailed Service Level Agreement(s) (SLA) must be signed with a service provider(s) for the support of learners to improve their performance in Maths and science.</li> <li>2. Support will be provided to learners from the rural and urban areas.</li> <li>3. Tripartite contracts will be signed by the teachers to be capacitated, schools and the MQA</li> </ol>
MQA-A017	FLC Grant Incentive	<p>Grant of R5 000 inclusive of VAT per learner is awarded to the MQA registered levy paying company. (R2 500 per learning area)</p> <p><b>NB: FLC is dependent on the</b></p>	<ol style="list-style-type: none"> <li>1. The grant is paid on a first-come-first-serve-basis for a learner completing the programme.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</li> <li>3. Grant will be paid to MQA Levy paying companies for learners achieving a FLC learning area on receiving the results from IEB and a certified copy of South African Identity</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p><b>specific occupational requirement as stipulated by the QCTO</b></p>	<p>Document/ passport.</p> <p>4. Statement of results or certificate is required from the IEB</p>
MQA-A019	Mine Community Development	<p>To facilitate and support the training of mine community members on skills to make communities sustainable as well as support retrenched mine workers to gain other skills.</p> <p>Payments will be made in tranches</p> <ul style="list-style-type: none"> <li>▪ First Tranche will be paid after the MoA is signed by all parties. (Evidence required: database of learners and certified ID copies of beneficiaries) and Monitoring and Evaluation activities are reported.</li> <li>▪ Middle tranche(s) will be paid after submission of progress report.</li> <li>▪ Final tranche will be released after submission of statements of results and/or SETA certificates, not internal provider certificates</li> </ul>	<p>1. The MQA shall enter into an Agreement (MoA) with each participating organisations (including public and private).</p> <p>2. Funding for training of credit bearing and registered programmes within the NQF, running up to 12 months.</p> <p>3. Applications must have evidence of PPPFMA procurement of providers, where the training is outsourced</p> <p>4. All submissions must indicate an alignment to an opportunity post training;</p> <p>5. Refer to the application guideline for Mine Community Standard Operating Procedure</p> <p>6. MQA may conduct monitoring and evaluation activities in between payment of tranches</p> <p>7. The beneficiaries will be:</p> <ul style="list-style-type: none"> <li>• Young unemployed learners living in mining Communities or labour sending areas.</li> <li>• Beneficiaries living in Mine Communities including employees facing retrenchments or employees already retrenched/laid-off.</li> </ul>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<ul style="list-style-type: none"> <li>▪ In case of project management cost a maximum of 7,5% of the total cost of the project will be allowed,</li> </ul>	
MQA-A020	Workplace Coach Development	<p>An amount of R 210 000 per coach is awarded to employers for a period of 1 year to provide occupational coaching programme that will provide a structured on-the-job training areas.</p> <p>Each tranche will be R70 000</p>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</li> <li>2. The Workplace coaches programme duration is twelve (12) months with the grant amount of R 210 000 per coach</li> <li>3. The first tranche is paid on signing of the contract including supporting documents, registration of contract by MQA, monitoring and evaluation activities by MQA.</li> <li>4. The grant will be paid in 3 tranches (tri-annually),</li> <li>5. The MQA will fund the same coach for a period not exceeding 3 years.</li> <li>6. Preference will be given to HDSA Coaches</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A022	Management Development	<p>To support qualifying employees to assume supervisory and management roles within their companies. It is envisaged that after undergoing the MDP training mining companies will allow their HDSA employees an opportunity to demonstrate their newly acquired management skills within two years of their completion.</p> <p>An amount of R 40 000 per employee is awarded to employers for the duration of the programme enrolled for.</p> <p>Tranche 1: R20 000 is paid at registration</p> <p>Tranche 2: R20 000 is paid when a certificate/Statement of results/completion letter is submitted to the MQA</p>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each employer allocated grants for this project.</li> <li>2. The employees must be registered with an accredited institutions</li> <li>3. The first tranche is paid on submission of signed tripartite contract including supporting documents, registration of contract by MQA, monitoring and evaluation activities by MQA.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A041	HDSA Candidacy Programme	<p>An amount of R 200 000 is awarded to employer per learner.</p> <p>R 50 000 per learner, per quarter in advance is paid to the host employer.</p> <p>To support unemployed/employed graduates placed in structured work based programmes at host companies, the graduate undergoes learning that will lead to readiness for the panel examination. This affords the graduate work place learning that supports the qualification that has been achieved at the HEI. The support is for a one-year duration.</p> <p>It is envisaged that unemployed learners from the MQA internships programme and employed learners from employers support would be able to access the candidacy project.</p>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating host employer allocated grants for this project.</li> <li>2. The grant is paid quarterly in advance.</li> <li>3. The first tranche is paid upon submission of signed tripartite contract including supporting documents, registration of contract by MQA, monitoring and evaluation activities by MQA.</li> <li>4. on signing of the contract and verification of the employee by the MQA official</li> <li>5. Each of the subsequent tranches are paid on receipt of progress reports.</li> <li>6. Employers must ensure that grant received from the MQA covers all costs as per the requirements stipulated in the tripartite agreement.</li> <li>7. The employer supports structured on- the- job training to employed and unemployed graduates with relevant qualifications from HEI (universities, universities of technology and TVET colleges).</li> <li>8. Candidacy opportunities are offered to un/employed graduates in any of the mining and minerals related disciplines as identified in Annexure D: 5.</li> <li>9. Candidates must sign the MQA Candidacy Tripartite Agreement contract.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A042	HDSA Accredited Training Provider Support	The MQA determine discretionary grant for HDSA that achieved new accreditation and approved as training providers by MQA for mining and minerals sector.	<ol style="list-style-type: none"> <li>1. The grant is paid on a first-come-first-serve-basis for a new training provider granted accreditation and approved by MQA on learning programme.</li> <li>2. The MQA shall require all evidence as follows: <ul style="list-style-type: none"> <li>- Company registration certificate (CIPC)</li> <li>- Tax Clearance Certificate (SARS)</li> <li>- Certified bank statement for designated account</li> <li>- Signed letter confirming accreditation by MQA</li> </ul> </li> <li>3. The MQA may conduct information verification and site visits to approve grants prior to payment of grant. The MQA reserves the right to withhold or cancel payment.</li> </ol>
MQA A044-Research Partnerships	Partnership with Public/Private organisations to undertake MQA research.	The MQA determine discretionary grant based on the alignment to the MQA approved Research Agenda.	<p>Public/Private organisation shall be legible for a grants based on the below criteria:</p> <ul style="list-style-type: none"> <li>• Must undertake Research in Mining and Minerals Sector or Skills development Research</li> <li>• The Institution must have a valid tax clearance certificate or provide proof that they are section 21 or Tax exempted institution.</li> <li>• The organisation must have proven experience in conducting research in the field of Mining and Minerals Sector or Skills Development.</li> <li>• A targeted approach may be applied. The MQA shall identify partnerships for research projects relevant to the MQA research agenda for the F/Y.</li> </ul>

## **ANNEXURE D**

### **1. List of Disciplines for the Bursary project include:**

- Metallurgical Engineering
- Jewellery Design Manufacturing
- Geology
- Mining Engineering
- Mechanical Engineering
- Mine Surveying
- Electrical Engineering (Heavy Current Only)
- Chemical Engineering (Mineral Processing)
- Environmental Health and Management
- Analytical Chemistry
- Electro Mechanical Engineering
- Industrial Engineering
- Occupational Health and Safety
- Occupational Hygiene
- Occupational Medicine

### **2. List of Disciplines for Work Experience include:**

- Mechanical Engineering
- Chemical Engineering
- Electrical Engineering
- Environmental Studies
- Analytical Chemistry
- Industrial Engineering
- Geology
- Mining Engineering
- Metallurgical Engineering
- Mineral Surveying
- Occupational Health and Safety
- Process Instrumentation
- Occupational Hygiene
- Occupational Medicine

### **3. List of Disciplines for Internships include:**

- Analytical Chemistry.
- Chemical Engineering.
- Jewellery Design and Creative Jewellery
- Electrical Engineering.
- Environmental Science.
- Extraction Metallurgy.
- Geology.
- Industrial Engineering.
- Metallurgy.
- Mine Engineering
- Mine Survey.
- Mechanical Engineering
- Occupational Health and Safety
- Process Instrumentation
- Occupational Hygiene
- Occupational Medicine

### **4. List of Disciplines/Occupations for Qualifications & Learning Programme Development Grants**

- Onsetter
- Winding Engine Driver
- Small winder
- Scraper Winch Operator
- Rock Drill Operator
- Driller
- Geological Technician
- OHS Practitioner
- Mineral Beneficiation Process Controller
- Engineering and Mine Manager (Stage 2 occupational qualifications)
- Mine Overseerer
- Production/Operations Supervisor: Shift Overseerer /Shift Boss

- Mobile Mining Equipment Operator
- Mining and Machine Operators
- Ventilation Officer

**Engineering related occupations namely but not limited to:**

- Plater Welder
- Plater Boilermaker
- Fitter and Turner
- Fitter incl. Machining
- Rigger
- Instrument Mechanician
- Autotronics/ Auto – electrical
- Heavy Equipment Mechanic
- Horologist
- Milwright
- Electrician
- Boilermaker
- Fitter and Turner
- Diesel Mechanic
- Diesel Fitter
- Heavy Equipment Mechanic

**5. List of Disciplines for HDSA Candidacy include:**

- Mechanical Engineering Government Certificate of competence (GCC);
- Electrical Engineering GCC;
- Mining Engineering – Mine Managers Certificate of Competence;
- Mine Survey GCC;
- Other Certificates of Competence recognised in the Mining and Minerals Sector such as Environmental Ticket. A maximum of 20% of candidates should be considered from this specific category.

## 6. List of Disciplines for Artisan Development:

- Boilermaker
- Rigger Ropesman
- Diesel Mechanic
- Fitter & Turner
- Electrical
- Millwright
- Welder
- Instrumentation Mechanician
- Diesel Fitter
- Goldsmith
- Diamond Cutter
- Diamond Setter
- Earthmoving
- Auto Electrician
- Fitter incl. Machining

*Note must also be taken that non-core MQA trades may also be supported.*

## **ANNEXURE E**

### **1. DISPUTE RESOLUTION**

- 1.1 All disputes/complaints relating to the application of this policy shall be dealt with in accordance with the MQA funding dispute resolution procedure as per Annexure E. for the same/current financial year and all disputes from the previous financial year will not be considered unless valid reasons are given, the MQA will have the option to consider such.
- 1.2 Any disputes/complaints which arises from the application of this policy shall be referred to the Discretionary Grant Adjudication Committee (DGAC) within 60 (sixty) days of such decision being communicated. Such complaint should be in writing and contain any and all relevant information and documents. The DGAC shall use its best endeavours to resolve the dispute and issue a written communication of its decision within fourteen (14) working days from the time the dispute/complaint was lodged
- 1.3 Should the DGAC be unable to resolve the dispute/complaint within fourteen (14) working days or the complainant is not satisfied with the decision of the DGAC, the complainant may refer the dispute to the Chief Executive Officer (CEO) of the MQA who will use his or her best endeavour to resolve the dispute and issue a written communication of his/her decision within (fourteen) 14 working days from the time the dispute/complaint was lodged.
- 1.4 If the dispute/complaint is not resolved within 30 working days from the date it was referred to the Chief Executive Officer of the MQA, the complainant may appeal the matter to the MQA Board (*depending on the date which the Board meeting is scheduled*). Thereafter, the Board decision will immediately be communicated to the parties concerned;
- 1.5 If the MQA Board fails to resolve the dispute/complaint, the matter shall be referred to the Arbitration Foundation of South Africa ("AFSA") within fourteen (14) working days. It will be the responsibility of each party to pay its own costs, and the costs of the mediator shall be shared equally between the parties;
- 1.6 Any decision made by the arbitrator shall be final and binding on the Parties and any such award may be made an order of Court of competent jurisdiction.
- 1.7 Nothing in this clause will preclude either party from obtaining interim relief from a Court of competent jurisdiction pending the decision of the arbitrator.

**ANNEXURE F**

**GOVERNMENT GAZETTE, 35940 – SETA GRANT REGULATIONS –  
amended 15 JULY 2013**

**ANNEXURE G**

**NATIONAL ARTISAN DEVELOPMENT FUNDING AND LEARNER ADMINISTRATION  
POLICY – MAY 2017**

**ANNEXURE H**

**REVISED MQA BURSARY POLICY – FEBRUARY 2018**

## OFFICIAL SIGN-OFF

It is hereby certified that this Funding Policy:

- Was developed by the management of the Mining Qualifications and approved by the MQA Board on 28 February 2018 for implementation in the 2018-19 financial year.

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**Mabvuto Palale**  
Acting Chief Operating Officer

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**Mfundo Mdingi**  
Chief Financial Officer

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**Tebogo Mmotla**  
Acting Chief Executive Officer