

Mining Qualifications Authority  
7 Anerley Road  
Parktown, Johannesburg, 2193  
Private Bag X118, Marshalltown, 2107  
Tel: 011 547 2600  
Email: info@mqa.org.za



# **MQA FUNDING POLICY**

**1 April 2020 to 31 March 2021**

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## LIST OF ABBREVIATIONS AND ACRONYMS

<b>Accounting Authority</b>	The Board of the MQA contemplated in section 11 of the Skills Development Act
<b>AFSA</b>	Arbitration Foundation of South Africa
<b>ARPL</b>	Artisan Recognition of Prior Learning
<b>ATR</b>	Annual Training report
<b>AET</b>	Adult Education and Training
<b>ASDP</b>	Accredited Skills Development Provider
<b>ATR</b>	Annual Training Report
<b>BCEA</b>	Basic Conditions of Employment Act
<b>Board</b>	The governing body of the MQA
<b>CBO</b>	Community Based Organisation
<b>CEO</b>	Chief Executive Officer
<b>CEP</b>	Community of Expert Practice
<b>Commissioner</b>	The Commissioner for SARS appointed in terms of section 6 of the South African Revenue Service Act, 34 of 1997
<b>Co-op</b>	Co-operative
<b>DGAC</b>	Discretionary Grants Adjudication Committee
<b>DGEC</b>	Discretionary Grants Evaluation Committee
<b>DHET</b>	Department of Higher Education and Training
<b>DMRE</b>	Department of Mineral Resources and Energy
<b>DoE</b>	Department of Basic Education
<b>DoL</b>	Department of Labour
<b>FLC</b>	Foundational Learning Competency
<b>GET</b>	General Education and Training
<b>GETC</b>	General Education and Training Certificate
<b>HDSA</b>	Historically Disadvantaged South African
<b>HEI</b>	Higher Education Institution
<b>IEB</b>	Independent Examinations Board
<b>IST</b>	Inter-SETA Transfer
<b>Labour representative</b>	A representative of the labour constituency within the workplace, appointed by the recognised trade union
<b>Levy paying employer</b>	An employer who is compelled to pay skills development levies in terms of section 3(1) of the Skills Development Levies Act
<b>Mandatory Grant</b>	Grants paid out in terms of Regulation 6(1) (a) and (b) of the Skills Development Levies Act No 9 of 1999. In order to access these funds a WSP and ATR must be completed
<b>MIS</b>	Management Information System
<b>M&amp;E</b>	Monitoring and Evaluation
<b>MMS</b>	Mining and Minerals Sector
<b>MOA</b>	Memorandum of Agreement
<b>MQA</b>	Mining Qualifications Authority
<b>NGO</b>	Non-governmental Organisation
<b>NLPE</b>	Non-Levy Paying Enterprise
<b>NCOR</b>	National Certificate of Orientation
<b>NQF</b>	National Qualifications Framework
<b>NSDP</b>	National Skills Development Plan
<b>NSF</b>	National Skills Fund
<b>OFO</b>	Organising Framework for Occupations
<b>OHS</b>	Occupational Health and Safety

<b>OQDF</b>	Occupations Qualification Development Facilitator
<b>PIVOTAL</b>	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)
<b>PoE</b>	Portfolio of evidence
<b>PP</b>	Pivotal Plan
<b>PR</b>	Pivotal Report
<b>PSET</b>	Post School Education and Training
<b>QCTO</b>	Quality Council for Trades and Occupations
<b>QDF</b>	Qualification Development Facilitators
<b>RPL</b>	Recognition of Prior Learning
<b>SAQA</b>	South African Qualifications Authority
<b>SARS</b>	South African Revenue Services
<b>SASSA</b>	South African Social Security Agency
<b>SDA</b>	Skills Development Act
<b>SDC</b>	Skills Development Committee
<b>SDF</b>	Skills Development Facilitator
<b>SDL</b>	Skills Development Levy
<b>SDLA</b>	Skills Development Levies Act, 9 of 1999
<b>SDL</b>	Skills Development Levy
<b>SDL Act</b>	Skills Development Levies Act
<b>SDP</b>	Skills Development Provider
<b>SETA</b>	Sector Education and Training Authority
<b>SLA</b>	Service Level Agreement
<b>SME</b>	Small and Micro Enterprises
<b>SMME</b>	Small Medium and Micro Enterprises
<b>SOP</b>	Standard Operating Procedure
<b>SSP</b>	Sector Skills Plan
<b>TVET</b>	Technical and Vocational Education and Training
<b>WSP</b>	Workplace Skills Plan
<b>WBLPA</b>	Workplace Based Learning Programme Agreement

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## 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 recognised trade union.
- **'Intermediaries'** refers to MQA registered employers who are paying or exempted from paying levies and fall within the scope of coverage of the MQA.
- **'Sign-off'** means an "in principle" agreement between the employer and its recognised trade union or unions on the identified training interventions provided for in regulation 5(2) f.
- **'First-Come-First-Served-Basis'** refers to the practice by the MQA of paying grants to employers on the approved allocation list who report learners first. The grants will be paid for those learners reported until the targets are met and the budget is depleted.
- **Organisation** is a registered entity in terms of applicable South African legislation.
- **'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 Skills Development Provider (ASDP)'** 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.
- **'Double dipping'** means obtaining funding from two or more sources for any training in the same intervention.
- **'Non-Levy Paying Enterprises'** means an employer that is not required to pay skills development levies and these include 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
- **Levy Exempted Employers** 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 the training and education of their employees).
  - Any public entity
  - 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 have interest in delivering MQA projects.
- **Department** refers to the Department of Higher Education and Training.
- **Co-Funding:**
  - An arrangement through which the MQA and another party or more parties share in the cost of funding a specific project. This may apply to certain projects as approved by the MQA Accounting Authority.
- **Mine Community:**  
Refers to communities where mining takes place and labour sending areas.
- **Special projects**  
Refers to projects that are not part of the MQA listed projects.

## 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 the National Skills Accord and the National Skills Development Plan.

This policy should be read in conjunction with the following applicable documents:

- SETA grant regulations 2012;
- Workplace Based Learning Programmes Agreement Regulations 2018;
- MQA Discretionary Grants Allocation Criteria;
- MQA Monitoring and Evaluation Policy.

## 2. OBJECTIVE OF THE 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 the MQA's levy paying organisations, non-levy paying enterprises (NLPE), accredited Skills Development Providers (SDP), Technical Vocational Education and Training (TVET) colleges, universities, learners, service providers and other relevant stakeholders 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 to:

1. Administration
2. Research
3. Learning Programmes
4. Quality Assurance, Monitoring And Evaluation
5. Partnerships With Stakeholders, Communities, And Entrepreneurs
6. Collaboration With Public Colleges

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 PIVOTAL skills.
3. Alignment with key National 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 manner 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. Prioritising 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

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



## 5. DISCRETIONARY GRANTS

### a. PRINCIPLES FOR LEARNING PROGRAMME DISCRETIONARY GRANTS

- i. Discretionary grants will support employed and unemployed learners who enter and complete programmes. The MQA shall advertise discretionary projects openly in the national media so that stakeholders may be given the opportunity to apply for the discretionary grants for that financial year. Should the deliverables not be achieved, a targeted approach 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 eighty per cent (80%) of the discretionary funds being utilised 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. Management and Executive Development Programme
  5. Non Artisan Learnerships
  6. Artisan Learnerships
  7. AET
  8. OHS Representatives Development
  9. Other MQA Approved Health and Safety Programmes
  10. Foundation Learning Competence
  11. Artisan Recognition of Prior Learning
  12. RPL
  13. Artisan Aides
  14. TVET Support (NCV level 4 graduates)
  15. Candidacy Programme
  16. Mine Community Development
  17. Unemployed Youth Development
  18. Small Scale Mining Programmes

- iv. A maximum level of 20% of the available discretionary funds will be utilised for programmes that are considered non-pivotal as listed below and aligned to MQA strategic objectives:
  - 1. Standards Setting
  - 2. Learning Programmes Development (Standard Setting and Learning Material Development)
  - 3. Maths and Science
  - 4. Skills Development Facilitator Support
  - 5. Lecturer Support (HET and TVET)
  - 6. Workplace Coaches and mentors
  - 7. Research Partnerships
  - 8. TVET College Partnerships
  - 9. HDSA Support for Accreditation and other MQA programmes.
  
- v. The delivery modes for programmes are as specified by the QCTO occupational qualifications and will include:
  - 1. Knowledge 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 the MQA programmes are:
  - 1. Learnerships/apprenticeships
  - 2. Internships
  - 3. Skills Programmes
  - 4. Recognition of Prior Learning ( RPL)
  - 5. Work Integrated Learning (WIL)
  - 6. Any formally registered part or full qualification
  
- vii. The MQA may utilise up to a maximum of 7.5 % of discretionary funds for project and administration costs (only for relevant and applicable programmes).

**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.

Criteria in respect of discretionary grants allocation to employers:

- iv. Employers must be registered with MQA and paying their skills development levies to the MQA or exempted from paying levies.
- v. \*MQA may allocate grants to organisations not registered with MQA, and will only apply to the following projects, subject to approval by the Board:
  - a. Research Partnerships;
  - b. Mine Community Development;
  - c. Unemployed Youth Development;
  - d. TVET Support (NCV level 4 graduates);
  - e. Lecturer Support (HET and TVET) and
  - f. Other projects that may be determined by MQA Board (read with section 8 of this policy)
- vi. Employers who employ 50 or more employees must complete and submit a WSP/ATR, PIVOTAL training plan and report using the approved MQA template.
- vii. 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. This does not apply to employers who submitted the WSP/ATR for the previous financial year.
- viii. Employers who are not exempted from Levy payment, must be paying their levies to qualify for discretionary grants.
- ix. Past performance of organisations in implementing MQA discretionary grant projects will be considered to make decisions on allocation of discretionary grant. In each project exceptions will be made for organisations and employers that will be participating for the first time.
- x. Due diligence may be conducted for any organisation in any project of the MQA.

MQA reserves the right to limit allocations for certain disciplines as aligned to the Sector Skills Plan.

## 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. The MQA reserves the right to withhold payment as and when required e.g. pending investigation.
- iii. 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.
- iv. 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.
- v. Should new projects become viable during the year, the MQA needs to obtain approval for these from the MQA Board prior to them being rolled out.
- vi. The MQA will support learners that are registered and commence training in the applicable financial year.
- vii. Employers will not be funded for the same learner in two different discretionary projects at the same time. MQA programmes that require multiple funding based on the learning path will be an exception.
- viii. Monitoring and evaluation activities will occur and may take the form of site visits and/or desktop evaluation and/or the MQA prescribed compensating control.
- ix. Double dipping is not allowed even in situations where the funding is from another funder.
- x. The MQA discretionary grants are allocated to an approved employer or organisation for a specified period. The employer will forfeit the allocation if such an allocation remains unutilised at the end of the specified period of learner uptake. Such unutilised discretionary funds shall be re-allocated to other employers or organisations within the same financial year.
- xi. The replacement of learners is only permitted if the grant has not been paid to the employer for the respective learner for a specific tranche.
- xii. In the case of poor performance and/or non-delivery, partial delivery or on recommendation from the MQA Monitoring and Evaluation Unit, the MQA reserves the right to withdraw or suspend such allocations before the end of the contract period.
- xiii. The learner and training provider parties to the learning programmes agreement may not commence the education and training specified in the agreement until the SETA has registered the Learning Programme Agreement.

- xiv. Adherence to the Workplace Based Learning Programmes Agreement Regulations of 2018.

## **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 as well updating of contact details.
- 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.
- 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 Chief Executive Officer (CEO) as the accounting officer. The Chief Operating Officer is delegated to sign all Memoranda of Agreements for the Discretionary grants/projects. The CEO may delegate, in writing the signing of MoAs and other related official documents to another official.

## **8. SPECIAL PROJECTS**

The MQA through its Accounting Authority may determine and allocate discretionary funds for special projects as identified or requested by the MQA Executive Authorities or stakeholders. Such projects are subject to approval by the Accounting Authority and should be initiatives that advances the goals and objectives of the MQA's SSP, National or sector Imperatives.

The MQA may enter into a partnership with the MQA Stakeholders (Labour, State and Employers) to roll out any of the MQA interventions.

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

In the event that the MQA foresees a substantial drop in income from South African Revenue Services (SARS) due to incorrect classification of levy paying companies or when a directive is received from a National Government resulting in an extraordinary increase in expenditure after annual budgets for a particular financial year have been approved, the MQA shall, through its Finance Committee, review the matter and recommend to the MQA 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;
- v. Informing the sector of any amendments without delay;
- vi. Co Funding and
- vii. Source alternative funding mechanisms.

## **10. 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.

## **11. EFFECTIVE DATE**

The revised MQA Funding Policy will be effective from the 1<sup>st</sup> April 2020.

## 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) 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 union(s) and the WSP and ATR must be signed off by the labour representative(s) appointed by the recognised trade union(s) 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 Plan 2030, 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 the 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 a communication strategy with potential beneficiaries as contemplated in sub regulation (10), that sets 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 and
  - (iv) Ensure that value for money is achieved and 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 the 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 the disbursement of grants.

## ANNEXURE B

### MQA MANDATORY GRANTS

#### Introduction

The Skills Development Act No 97 of 1998 aims to provide an institutional framework to implement national, sector and workplace strategies to develop and improve the skills level of the South African workforce. The Act makes provision for the establishment of SETAs as institutional vehicles to implement the Skills Development Act and other related legislation.

This policy framework is consistent with the provisions of the Skills Development Levies Act (Act 9 of 1999), which stipulates the processes for the management and disbursement of funds received as levy income. The Skills Development Regulations No 35940 of July 15 2013 sets out the **minimum requirement** in terms of grant regulation, Furthermore the MQA has the right to include additional criteria (as referred to in section 5) in order to perform its mandate.

#### 1. Purpose of this section

The purpose of this section is to provide a uniform framework that is consistent with the principles of fairness, and which is in line with Section 2 of the Skills Development Act. The policy is applicable to levy paying and non-Levy paying employers in the mining and minerals sector who are involved in the MQA mandatory grants processes.

#### 2. Management of the Mandatory Grant Submissions

The SETA Grant Regulations make provision for the following:

2.1 A submission of a WSP-ATR by employers in order to claim for mandatory funding from the SETAs (In terms of section 6(3) of the Regulations, the SETA shall pay back 20% of the total levies paid by the employer upon approval of the WSP and ATR).

2.2 A mandatory grant is a grant payable to levy paying companies upon submission and meeting the requirements of the WSP-ATR, Pivotal Plan (PP) and Pivotal Report (PR) by 30 April each year. The WSP-ATR process is designed for employers to provide data to the MQA on their workforce and skills needs that can contribute to the sector skills plan.

2.3 An organisation that is transferring to the MQA from another SETA during the WSP-ATR submission process must submit their WSP-ATR to the current SETA and send a copy of the submission from the previous SETA, as well as confirmation of grant approval or rejection (the same process will apply when organisations transfer from the MQA to other SETAs).

2.4 The Mine Health and Safety Act 74 of 2008 section 10 (5) states that ***"All mines must submit a workplace skills plan and the annual training report to the Mining Qualifications Authority"***. Sub-section (4) "The employer must keep a record of all formal training provided in respect of each employee"

2.5 Employers in the mining and minerals sector who do not have mining rights and whose personnel costs are below the prescribed threshold of R500 000.00 per annum, are still required to submit their WSPs and ATRs for the purposes of research and recording of their details on the MQA database.

2.6 Payments for mandatory grants shall be made quarterly and any Mandatory Grants not claimed in one year will be transferred to the discretionary grant fund reserve

2.7 Any unclaimed mandatory grants will be transferred to the discretionary grant fund by 15 October of each year in which the application was due.

### **3. Eligibility for Payment of Mandatory Grants**

The MQA 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:

3.1 has registered with the Commissioner in terms of section 3(1) of the Skills Development Levies Act;

3.2 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 (SDLA);

3.3 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;

3.4 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);

3.5 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

3.6 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 a WSP-ATR report has been subject to consultation with the recognised trade union(s) and WSP-ATR report must be signed off by the labour representative(s) appointed by the recognised trade union unless an explanation is provided.

#### **4. Evaluation Criteria for Mandatory Grant Applications**

A mandatory grant is paid once the workplace skills plans and annual training report have been received, evaluated and approved by the Skills Development and Research Unit based upon the following criteria\*:

4.1 The WSP-ATR must conform to the format prescribed by the MQA.

4.2 The WSP-ATR must be fully completed and submitted with all signatures by 30 April.

4.3 In the case of large and medium sized organisations proof of consultation by an employer with employee representatives/trade unions is required as per the MQA Skills Development Facilitator and Skills Development Committee (SDF-SDC) guidelines.

4.4 The employer has submitted a WSP-ATR that includes the most recent national occupational codes as contained in the Organising Framework for Occupations (OFO) in support of the annual sector skills planning process.

4.5 The employer has submitted a self-evaluation report in the format prescribed by the MQA of the relevant WSP against the current ATR. If the alignment is less than 60%, the employer must submit reasons for the misalignment to the MQA.

4.6 The WSP-ATR is received on or before 30th April annually except where an extension was granted in writing for a period of 30 days (refer to section 6).

4.7 The employer has submitted only one application per SDL number and the employer name that correlates with information received from the South African Revenue Services (SARS) and the DHET; applications for all SDL numbers for a particular organisation must be submitted by the required date.

4.8 The employer must be paying levies to SARS against the MQA SETA (Code 16).

4.9 The employer must not be in arrears with their SDL contributions to the SETA.

\*These criteria may change from year to year if the MQA Board considers it necessary.

## **5. Extension of deadline for submission**

The submission deadline for mandatory grant applications is the 30<sup>th</sup> April of each year.

In terms of sub regulation 4, the MQA may grant an extension of a maximum of one month to allow for the late submission of an application for a mandatory grant, subject to a written request by an employer.

The MQA shall establish criteria to ensure that the request for an extension is attended to:

5.1 Under exceptional circumstances, a mandatory grant applicant or organisations may make an official request in writing to obtain an extension (the MQA will provide the template).

5.2 The written request for an extension must reach the MQA by no later than **31 March annually**.

5.3 The request must provide detailed reasons why the submission deadline cannot be met.

5.4 Upon receipt of the application the MQA's Accounting Authority will review the request and the applicant will be notified of the outcome. The decision whether to grant the extension and the time period of the extension is fully within the discretion of the MQA's Accounting Authority.

5.5 The maximum extension that may be granted is up to one (1) month from the submission deadline.

5.6 Only mandatory grant applicants that have been granted an extension will have access to the WSP-ATR system to complete their mandatory grant application by 31 May.

5.7 Companies who state the same reason (s) in their extension request as the previous financial year may not be approved however provision can be made for companies stating compelling reasons beyond their control.

## **6. Approved mandatory grant applications**

6.1 A successful mandatory grant applicant will be entitled to 20% of the total levies paid by them in terms of section 3(1) as read with section 6 of the Skills Development Levies Act during each financial year.

6.2 The mandatory grant will be paid to the successful mandatory grant applicant at least quarterly every year. Mandatory grants will only be paid to employers that are not in arrears and meet the set criteria.

6.3 In line with the objective of empowering skills development within smaller organisations, the MQA will prioritise payment of mandatory grants to such organisations.

6.4 The MQA strives towards ensuring that information regarding payment of levies and grants is correct and meets the demands of the Auditor-General. All MQA linked employers are required to submit the proof of banking details and ensure that these are kept current, in order for the MQA to disburse the grant amount to the correct bank account.

6.5 It remains the responsibility of employers to ensure that the payment of the mandatory grant is made against the correct levy number. Where mergers, acquisitions, linking or rationalizations take place, employers must inform the MQA of the changes and indicate in writing which levy numbers are affected and replaced. Failure to do so will result in the transferring of unclaimed mandatory grants into the MQA discretionary grant reserve and employers will forfeit any possible claims against payments

## **7. Non-Approved mandatory grant applications**

7.1 Failure to meet any of the requirements set out in sections 3, 4, 5, 6 and 10, or otherwise required by law, will be a basis upon which to reject the mandatory grant application.

7.2 Unsuccessful mandatory grant applicants will be notified in writing of the outcome of their submission. Should the mandatory grant application not be approved by the MQA due to non-compliance, the organisation will forfeit the 20% mandatory grant and it will be transferred to the discretionary grant fund.



7.3 Companies that have received a non-approval may lodge an appeal within 60 days from the day the WSP-ATR non-approval letter is issued. No late appeal will be considered in this regard refer to section 14.

## **8. PIVOTAL Programmes Reporting and Planning**

PIVOTAL 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).

It is required that all employers submit a pivotal plan and report as per their business plan and as part of the WSP-ATR process by 30 April of each year.

## **9. Stakeholder Consultation**

Stakeholder consultation means that concerned parties must engage in a thorough and meaningful joint consensus seeking process.

- 9.1 It is the responsibility of the employer to establish a Training/ Skills Development Committee (SDC) to oversee the training committed and training done.
- 9.2 A SDC is a forum established by the employer to consult with employees (representative trade unions where they exist and/or representatives nominated by employees where they do not) on skills development matters.
- 9.3 It is recommended that the employer should at least conduct the SDC meetings quarterly and consultation should commence as early as possible in the process of preparing for the workplace skills plan or annual training report submission.
- 9.4 An employer with 50 or more employees must submit a signed off WSP, PP, ATR and PR by the labour representative appointed by the union or an employee representative where labour representative is absent on or before the submission deadline.
- 9.5 In the case where the union/employee representative does not want to sign, the employer must provide proof of consultation on or before the submission deadline. The following should form part of the proof of consultation pack:
  - 9.5.1 Signed attendance registers by the SDC members.

- 9.5.2 Signed minutes of the consultation meeting by the chairperson and union/employee representative/s
- 9.5.3 Proof that WSP, ATR, PP and PR were discussed during the consultation meeting with a clear way forward or decision.
- 9.6 Should the union/employee representative fail to sign the WSP, ATR, PP and PR due to a reason/s not related to the aforementioned reports, it will be at the MQAs discretion to approve the submitted document should it meet the MQA requirements.
- 9.7 Should a dispute based on the WSP-ATR submission arise, the party disputing should notify the MQA of this after 30 days of the WSP-ATR submission deadline (30 April). Late dispute submissions will not be considered. The MQA has a dispute resolution procedure to address WSP-ATR submission disputes refer to the SDF-SDC guideline.

#### **10. Inter-SETA Transfer (IST)**

An employer that wants to be transferred in or out of the MQA (SETA- 16) must complete an Inter-SETA Transfer (IST-01) form which is available on the MQA website.

A signed motivation letter together with the signed IST-01 form must be submitted to the MQA. All relevant processes required by the Department of Higher Education and Training must be followed in this regard. The signed IST-01 form and the motivation will be considered for approval or non-approval by the MQA.

#### **11. Conditions for Payment**

In terms of the skills development grant regulations, a mandatory grant is a grant payable to levy paying organisations upon submission of a Workplace Skills Plan (WSP) and Annual Training Report (ATR) by 30 April each year or 31 May for approved extensions. The WSP-ATR must meet the evaluation criteria set in this policy.

In terms of section 6(3) the SETA shall pay 20% of the total levy contribution back to the employer upon approval of the WSP-ATR.

Payments for mandatory grants shall be made quarterly and any mandatory grants not claimed in one year will be transferred to the discretionary fund reserve.

## **12. Delays, Reversal and Recovery of Payments**

- 12.1 In the case where delayed payments of levies from SARS has occurred, the MQA will affect the necessary mandatory grant payment in the year in which SARS transferred monies to the MQA to the organisation whose WSP and ATR submission was approved in a previous year;
- 12.2 In the case where payments are made to an organisation by the MQA and SARS subsequently reverses levies from the MQA, the MQA reserves the right to recover such payments from the employer;
- 12.3 The MQA reserves the right to recover mandatory grants or portions thereof from organisations should verification processes indicate that the WSP and ATR submitted are invalid or inaccurate;
- 12.4 The MQA reserves the right to recover all monies due in respect of mandatory grants from discretionary grants and vice versa and
- 12.5 If the employer does not claim a mandatory grant by the 30<sup>th</sup> April, the MQA must transfer the employer's unclaimed grant funds to the discretionary grants by the 15<sup>th</sup> October. All grants approved in all previous financial years can no longer be claimed by an employer. Grants must be claimed within the same financial year.

## **13. Mandatory Grants Dispute Resolution**

- 13.1 All disputes/complaints arising from the application of the mandatory grants shall be submitted to the Unit Manager of the MQA who will act as a mediator.
- 13.2 If the matter is not resolved within one (1) month after the matter was reported, the complaint/dispute can be referred to the Chief Operating Officer to mediate.
- 13.3 If the matter is not resolved within fourteen (14) working days, the complainant may escalate the matter to the MQA Chief Executive Officer to provide a resolution within fourteen (14) working days.
- 13.4 Either party shall not be prohibited from approaching any competent court for relief or to hear the dispute or to exercise any other rights that it may deem necessary in law against the other.

## ANNEXURE C


### The MQA Funding Policy: Discretionary Grant Levels and Rules 1 April 2020 to 31 March 2021

*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>A standard grant amount as approved by the MQA is awarded to participating public universities and universities of technology per lecturer per annum.</p> <p>Payments per lecturer are made bi-annually in advance to the institution</p> <p>Tranche 1 – first 6 months in advance</p> <p>Tranche 2 – last 6 months in advance</p>	<ol style="list-style-type: none"> <li>1. The MQA will enter into an SLA with participating institutions</li> <li>2. The grants paid by the MQA to the institutions may include 10% of the total salary package for personal development funding of the lectures.</li> <li>3. The first tranche is paid in advance upon signing of the SLA and submission of supporting documents as per the SLA.</li> <li>4. The second tranche is paid in advance upon submission of proof of expenditure incurred, lecturer's payslips for the first six months, progress reports and conclusion of all M&amp;E activities.</li> <li>5. The MQA supports Mining, Survey, Metallurgy, Chemical, Electrical Engineering, Mechanical Engineering, Geology, Occupational Health &amp; Safety, Occupational hygiene and Environmental departments of participating universities with salaries and the development of lecturers to achieve employment equity and transformation targets.</li> <li>6. Beneficiaries shall be 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 meals</p>	<ol style="list-style-type: none"> <li>1. The MQA may enter into a Memorandum of Agreement (MoA) with Public Higher Education and Training Institutions to assist with administration of bursaries for MQA funded learners within the institution.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>2. *The MQA may enter into a MoA with the MQA Stakeholders (Labour, State and Employers) on a need basis for assistance with the management of bursars.</p> <p>3. Bursars only qualify for ongoing annual grants if they pass all subjects in each year. It must be noted that:</p> <p>3.1 Bursars that fail more than 50% of their modules /subjects shall automatically be suspended from the bursary scheme.</p> <p>3.2 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.</p> <p>3.3 Evaluation of academic progression will be conducted at the completion of an academic period year. This will enable the MQA to determine if the learner should be suspended.</p> <p>3.4 The MQA will suspend the learner in the event that the institution does not allow the learner to continue.</p> <p>3.5 The Bursary scheme shall not cover the cost of repeated subjects</p> <p>4. Support is provided for university or university of technology or TVET college students (Certificates, Diploma, B-Tech, Bachelor's Degree, Honours in Geology or other relevant programmes required<sup>2</sup> by the Sector).</p>

\* This section is undergoing Board review to be finalised by 28 February 2020  
MQA Funding Policy for 2020-2021 Financial year

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<ol style="list-style-type: none"> <li>5. Support is provided for university or university of technology students for Masters and PhD programmes required by the Sector).</li> <li>6. Applicants must meet all entrance criteria as prescribed by the academic institution and the MQA Funding Policy.</li> <li>7. Bursars should be South African citizens studying in public South African institutions.</li> <li>8. Preferential consideration of awarding a bursary is given to previously disadvantaged individuals (PDIs) and financially needy bursary applicants with good academic results.</li> <li>9. Bursaries are offered in any of the disciplines as identified in Annexure D: 1</li> <li>10. Bursars must sign the MQA bursary contract.</li> <li>11. Fees are paid as per the MQA Bursary Policy.</li> <li>12. The bursary contract is only in effect after it has been signed by both the learner and the MQA.</li> <li>13. The MQA will not cover historical debt relating to tuition fees.</li> <li>14. The MQA bursars will automatically be guaranteed placement into the Workplace Experience or Vacation Work Programmes in instances where such is as part of the requirements for completing the qualifications.</li> </ol>
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 may enter into a Memorandum of Agreement (MoA) with public institutions of Higher Education and Training to assist with administration of bursaries for</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>MQA funded learners within the institution.</p> <ol style="list-style-type: none"> <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 conducted at the end of the academic year. This will enable the 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. Support is provided for universities and or universities of technology qualifications (Diploma, Degree, Honors, masters, PhD).</li> <li>9. Bursars should be South African citizens studying in South African public institutions.</li> <li>10. Preferential consideration of awarding a bursary is given to Historically Disadvantaged South Africans.</li> </ol>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>11. Bursars should be employed in the MMS or employed by the MQA organized Labour and State (DMR).</p> <p>12. Applicants should be from MQA levy-paying or levy-exempted employers which are confirmed by the MQA's Skill Development and Research Unit.</p> <p>13. No retrospective tuition fees payments will be considered upon the approval of the bursary application.</p> <p>14. Bursaries are offered in any of the mining related courses/subjects as identified in Annexure D:1</p> <p>15. The bursary contract is only in effect after it has been signed by both the bursar and the MQA.</p>
MQA-A003	<p>Work Experience</p> <p><b>Note:</b> This project also includes Vacation Work</p>	<p><b><u>University of Technology (UOT) Learners:</u></b></p> <ul style="list-style-type: none"> <li>A grant of R12 000 per learner per month is awarded to employers up to a maximum of R144 000 for a period of 12 months. (R 36 000 per learner, per quarter is paid in advance to the host employer for the duration of the practical training as per the UOT requirements)</li> </ul> <p><b><u>Vacation work learners:</u></b></p> <ul style="list-style-type: none"> <li>R 12 000 per learner, per month for vacation work for the duration of the vacation work as per the requirements of the University or UOT.</li> </ul> <p><b><u>TVET N6 Certificated learners:</u></b></p> <ul style="list-style-type: none"> <li>A grant of R288 000 per learner for a maximum of 24 months is awarded to employers. (R 36 000 per learner, per quarter in advance is paid to the</li> </ul>	<ol style="list-style-type: none"> <li>Grants will be allocated to employers who meet the MQA grant allocation requirements</li> <li>The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</li> <li>Learners are recruited and placed by employers based on the following criteria : <ol style="list-style-type: none"> <li>The learner is unemployed and is a South African citizen.</li> <li>A Workplace Based Learning Programme Agreement is entered into and is signed by all parties involved i.e. the learner, employer and the MQA.</li> </ol> </li> <li>Placement at an employer is for two periods of six months (P1 and P2) for universities of Technology learners.</li> <li>Placement at an employer is for a maximum of two years for TVET college learners.</li> </ol>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>host employer over a period of 2 years)</p> <p>The breakdown of grant distribution will be as per the work experience programme guidelines.</p>	<ol style="list-style-type: none"> <li>6. Placement for Mining Survey students is for three periods of six-month (P1, P2 and P3).</li> <li>7. Placement of university learners at an employer is for full duration of the vacation work.</li> <li>8. Employers must ensure that the grant received from the MQA covers all costs as per the requirements stipulated in the tripartite agreement for work experience.</li> <li>9. The first tranche is paid upon submission of a signed workplace based learning programme agreement including supporting documents, the registration of agreement by the MQA, as well as completion of monitoring and evaluation activities conducted by the MQA.</li> <li>10. A learner verification exercise shall be conducted utilising a risk- based approach, which, amongst others, takes into consideration the issues raised in the previous reports, the adequacy and effectiveness of existing compensating controls, and programme specific challenges.</li> <li>11. Each tranche thereafter is paid on receipt of learner progress reports as well as completion of monitoring and evaluation activities conducted by the MQA.</li> <li>12. MQA shall ring-fence funds/allocations on the Work Experience project to support MQA bursars who will require work experience or Vacation Wok as part of the completion requirements for their qualifications. This will be advertised and employers will apply for allocations. Allocation will be considered in respect of learners selected from the list of bursars provided by MQA.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria																
			13. Work Experience grants are offered in any of the mining related courses as identified in Annexure D:2																
MQA-A005	Learning Programmes Development (Standard Setting and Learning Material Development )	<p><b>Standard Setting:</b> Standard grant rates as determined by the MQA will be awarded for all Learning Programme development activities</p> <p><b>Learning Material Development:</b> An amount as determined by the MQA per learning pack, will be paid to the Accredited Training Provider</p> <table border="1" data-bbox="496 896 970 1070"> <tr> <td colspan="2"><b>Formula: Knowledge modules</b></td> </tr> <tr> <td colspan="2">Cost = Base + Credits x Factor</td> </tr> <tr> <td>Base cost</td> <td style="text-align: right;">R 50 000</td> </tr> <tr> <td>Factor</td> <td style="text-align: right;">10 000</td> </tr> </table> <table border="1" data-bbox="496 1182 970 1357"> <tr> <td colspan="2"><b>Formula: Practical modules</b></td> </tr> <tr> <td colspan="2">Cost = Base + Credits x Factor</td> </tr> <tr> <td>Base cost</td> <td style="text-align: right;">R 10 000</td> </tr> <tr> <td>Factor</td> <td style="text-align: right;">1 000</td> </tr> </table> <p>*credits = credits of QCTO module</p>	<b>Formula: Knowledge modules</b>		Cost = Base + Credits x Factor		Base cost	R 50 000	Factor	10 000	<b>Formula: Practical modules</b>		Cost = Base + Credits x Factor		Base cost	R 10 000	Factor	1 000	<ol style="list-style-type: none"> <li>1. Grants are available to Community Experts Practitioners (CEPs) or Subject Matter Experts (SMEs) and registered QCTO Occupational Qualifications Development Facilitators (OQDF's) who facilitate the design and development of learning programmes (Learning Programme development activities include the facilitation/development/revision of qualifications, part qualifications, skills programmes, learnerships, learning material, Assessment addendum and tools development) and Quality Assurance Audits (accreditation, monitoring and workplace approval).</li> <li>2. Only applications from small organisations and/or individuals who are subject matter experts or registered QCTO OQDF's will be considered for standard setting.</li> <li>3. Learning Material Packs will be allocated based on the MQA approved standard operating procedures for allocation of discretionary grants.</li> <li>4. Accredited Skills Development Providers (ASDP's) must complete the Learning Material Expression of Interest form and provide all the supporting documentation.</li> <li>5. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating Accredited Skills Development Providers.</li> <li>6. Writers of learning packs must have experience in writing learning material for the MQA or have</li> </ol>
<b>Formula: Knowledge modules</b>																			
Cost = Base + Credits x Factor																			
Base cost	R 50 000																		
Factor	10 000																		
<b>Formula: Practical modules</b>																			
Cost = Base + Credits x Factor																			
Base cost	R 10 000																		
Factor	1 000																		

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>experience in the development of curriculum.</p> <p>7. Payment will be made after approval by the Quality Assurance Committee on recommendation from the Learning Material Steering Committee on approval of the learning packs</p> <p>8. Preference will be given to Historically Disadvantaged Individuals who are subject matter experts.</p> <p>9. The MQA reserves the right to withhold payment.</p>
MQA-A006	Internships	<p>A maximum amount of R 316 000 per learner is awarded to employers for a maximum period of two years</p> <p>R 39 500 per learner, per quarter in advance is paid to the employer over a period of two years</p> <p>The breakdown of grant distribution will be as per the internships programmes guidelines.</p>	<p>1. Grants will be allocated to employers who meet the MQA grant allocation requirements.</p> <p>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</p> <p>3. Learners are recruited and placed by employers based on the following criteria :</p> <ul style="list-style-type: none"> <li>a. The learner is unemployed and a South African citizen</li> <li>b. The learner should have achieved the relevant qualification at a HET level (including TVET colleges, only N6 Diploma graduates are accepted into the programme)</li> <li>c. A Workplace Based Learning Programme Agreement is entered into and is signed by all parties involved i.e. the learner, employer and the MQA.</li> </ul> <p>4. The first tranche is paid upon the submission of signed workplace based learning programme agreement including supporting</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>documents, the registration of the contract by the MQA as well as completion of monitoring and evaluation activities by the MQA.</p> <ol style="list-style-type: none"> <li>5. Each tranche thereafter is paid on receipt of learner progress reports as well as completion of monitoring and evaluation activities.</li> <li>6. A learner verification exercise shall be conducted utilising a risk- based approach, which, amongst others, takes into consideration the issues raised in the previous reports, the adequacy and effectiveness of existing compensating controls, and programme specific challenges.</li> <li>7. Employers must ensure that the grants received from the MQA covers all costs as per the requirements stipulated in this policy and the tripartite agreement.</li> <li>8. Internship opportunities are offered to unemployed graduates in any of the mining and minerals related disciplines as identified in Annexure D:3</li> </ol>
MQA-A007	<p>Learnerships (Non Artisan) - Excludes those for the Diamond Processing, Jewellery Manufacturing and for Learners with Disabilities</p>	<p>An amount of R 50 000 per learner per Learnership is awarded.</p> <p><u>Payment tranches:</u></p> <ul style="list-style-type: none"> <li>• R 20 000 paid on submission of signed workplace based learning programme agreement including supporting documents, the registration of the contract by the MQA as well as completion of monitoring and evaluation activities by the MQA.</li> <li>• R30 000.00 upon completion.</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants will be allocated to employers who meet the MQA grant allocation requirements.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating host employer.</li> <li>3. The following accurate supporting documents are to be submitted to the MQA together with a duly signed Workplace Based Learning Programme Agreement: <ul style="list-style-type: none"> <li>3.1 A certified copy of South African Identity Document (ID) or passport once ID/passport copy has been obtained it should be placed on a file.</li> </ul> </li> </ol>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>3.2 A Workplace Based Learning Programme Implementation Plan or Training Plan.</p> <p>3.3 A contract of employment for 18.2 (un-employed learners) which is not less than the period of the Workplace Based Learning Programme Agreement.</p> <p>3.4 For 18.1 (employed learners) a confirmation of employment on the company letterhead.</p> <p>4. The grant will be paid to the employer who must be registered with the MQA as a levy payer or is exempted.</p> <p>5. A learner verification exercise shall be conducted utilising a risk- based approach, which, amongst others, takes into consideration the issues raised in the previous reports, the adequacy and effectiveness of existing compensating controls, and programme specific challenges.</p> <p>6. The employer will utilise a MQA accredited training provider with the capacity and resources to conduct training.</p> <p>7. Unemployed learners that are funded must be South African citizens.</p> <p>8. A minimum Stipend must be paid as per the Sectoral Determination 5 of the Basic Conditions of Employment Act.</p> <p>9. Employer party who will implement WIL must be workplace approved by the relevant body.</p> <p>10. Non artisan Learnership funding will be offered to learners in any of the mining and minerals disciplines as indicated in Annexure D:7</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A007	<p>Learnerships Non-Artisan RPL (Employed)</p> <p>Excludes those for the Diamond Processing, Jewellery Manufacturing and for Learners with Disabilities</p>	<p>An amount of R 30 000 per learner per Learnership is awarded.</p> <p>Payment tranches:</p> <ul style="list-style-type: none"> <li>R30 000 on approval of achievements by the Quality Assurance (QA) unit or Certification.</li> </ul>	<ol style="list-style-type: none"> <li>Grants will be allocated to employers who meet the MQA grant allocation requirements</li> <li>The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer</li> <li>The following accurate supporting documents are to be submitted to the MQA together with a duly signed Workplace Based Learning Programme Agreement: <ol style="list-style-type: none"> <li>A certified copy of South African Identity Document (ID) or passport once ID/passport copy has been obtained it should be placed on a file.</li> <li>A Learning Programme implementation plan or Training Plan.</li> <li>A confirmation of employment letter on the company letterhead for 18.1 (employed learners).</li> </ol> </li> <li>A grant is paid to companies with approved allocation and report completed learners earlier than others, subject to approval by MQA.</li> <li>The employer will utilise a MQA accredited training provider.</li> <li>A learner verification exercise shall be conducted utilising a risk-based approach, which, amongst others, takes into consideration the issues raised in the previous reports, the adequacy and effectiveness of existing compensating controls, and programme specific challenges.</li> <li>Employer party who will implement WIL must be workplace approved by the relevant body.</li> <li>Non artisan Learnership funding will be offered to learners in any of the</li> </ol>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			disciplines as indicated in Annexure D:7
MQA-A007	<p>Learnerships (Non Artisan)</p> <p>Beneficiation including Learners with Disability</p>	<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 paid on submission of signed workplace based learning programme agreement including supporting documents, the registration of the contract by the MQA as well as completion of monitoring and evaluation activities by the MQA.</li> <li>• R25 000 on approval of achievements by the Quality Assurance (QA) unit or upon 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 paid on submission of signed workplace based learning programme agreement including supporting documents, the registration of the contract by the MQA as well as completion of monitoring and evaluation activities by the MQA.</li> <li>• R35 000 on approval of achievements by the ETQA unit or certification.</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants will be allocated to employers who meet the MQA grant allocation requirements</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</li> <li>3. The following accurate supporting documents must be submitted to the MQA together with the duly signed Workplace Based Learning Programme Agreement: <ol style="list-style-type: none"> <li>3.1 A certified copy of South African Identity Document (ID) or passport once ID/passport copy has been obtained it should be placed on a file.</li> <li>3.2 Learnership Implementation plan or Training Plan.</li> <li>3.3 A contract of employment for 18.2 (un-employed learners) which is not less than the period of the Workplace Based Learning Programme Agreement.</li> <li>3.4 For 18.1 (employed learners) a confirmation of employment on the company letterhead.</li> <li>3.5 For learners with disabilities, proof of the disability is required and certified by the South African Social Security Agency (SASSA)/or other relevant body/accredited person.</li> </ol> </li> <li>4. Unemployed learners must be South African citizens</li> <li>5. Learners will be supported on Beneficiation non-artisan</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>learnerships including Learners with disabilities.</p> <ol style="list-style-type: none"> <li>6. MQA will only fund one learnership per learner per NQF level.</li> <li>7. A learner verification exercise shall be conducted utilising a risk- based approach, which, amongst others, takes into consideration the issues raised in the previous reports, the adequacy and effectiveness of existing compensating controls, and programme specific challenges.</li> <li>8. The employer will utilise the MQA accredited training provider.</li> <li>9. Employers taking on learners with disabilities must ensure that the work environment accommodates learners in terms of accessibility.</li> <li>10. Employer party who will implement WIL must be workplace approved by the relevant body.</li> <li>11. The MQA will analyse trends of terminations of learners on learning programmes agreements per employer and if these are excessive.</li> <li>12. <i>“Allowances are to be paid as per the Sectoral Determination 5: Learnerships of the Basic Conditions of Employment Act No 75 of 1997.”</i></li> </ol>
MQA-A008	SDF Support	This relates to the cost for Skills Development Facilitator (SDF) Workshops.	<ol style="list-style-type: none"> <li>1. Support is provided for capacity building of SDFs.</li> </ol>
MQA-A009	AET including N1, N2 and N3	Full time and part time classes for employed and unemployed learners in Adult Education and Training (AET) programmes.	<ol style="list-style-type: none"> <li>1. Grants will be allocated to employers who meet the MQA grant allocation requirements</li> </ol>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p><b>Pre-AET Programme</b></p> <p>A 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:</p> <ul style="list-style-type: none"> <li>• R5 000 on completion of the Pre-AET programme (R2 500 to the learner through the employer and R2500 to the employer).</li> </ul> <p><b>AET 1,2,3,4</b></p> <p>A 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> <ul style="list-style-type: none"> <li>• R5 000 to the learner through the employer and</li> <li>• R5 000 to the employer on completion of two learning areas (Communication and Numeracy)</li> </ul> <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>Nated Courses, N1,N2 and N3</b></p> <p>A grant of R10 000 per learner is awarded to the MQA registered levy/non levy paying company utilising an accredited TVET college upon completion of four subjects/modules of N1, N2 of N3.</p> <p>The MQA will disburse R10 000 per learner on completion of N1 and/or N2 and/or N3 to the employer (R5 000 to the learner through the</p>	<p>A grant is paid to companies with approved allocation and report completed learners earlier than others, subject to approval by MQA.</p> <ol style="list-style-type: none"> <li>2. Priority will be given to employed learners whilst consideration of unemployed South African learners will be made.</li> <li>3. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</li> <li>4. A certified copy of a South African Identity Document (ID) or passport is required. Once the ID/passport copy has been obtained, it must be uploaded on the MQA's Management Information System (MIS) MQA-ISHARE. (No under 16 year old person will be allowed to be registered. The correct ID and not the birth certificate must be uploaded).</li> <li>5. The employer will use accredited training provider.</li> <li>6. A statement of results or certificates from the Independent Examination Board (IEB), Benchmark or the Department of Education (DoE) must be provided for AET 1 -4 programmes as proof that external assessment is was conducted.</li> <li>7. AET1-4 programmes must be externally assessed.</li> <li>8. For the MQA NQF Level 1 qualification the MQA Certificate will be required.</li> <li>9. A statement of results or certificates from an Accredited TVET college or DoE must be provided for N1 - 3 as proof of competence on the external assessment.</li> <li>10. MQA support of Nated Courses is limited to employed learners only.</li> </ol>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>employer and R5 000 to the employer).</p>	<p>Unemployed learner who wish to enroll for Nated Courses will apply through the MQA Bursary.</p> <p>11. A 70/30 ratio in terms of the allocation distribution of AET grants to HDSA small medium and micro enterprises (SMMEs) 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. Seventy percent (70%) of grants will be allocated towards the MQA Levy Payers and a minimum of 30% towards MQA registered HDSA SMME employers.</p> <p>12. A list of Engineering trades to be supported in Nated Courses is indicated in annexure D:6</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A010	Skills Programme Support:  OHS Representative Development and Other MQA approved Health and Safety Programmes	A grant of R 2500 per learner is awarded to the levy paying employer on completion of the skills programme by the learner.	<ol style="list-style-type: none"> <li>1. Grants will be allocated to employers who meet the MQA grant allocation requirements</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</li> <li>3. The grant is paid upon the learner completing the programme.</li> <li>4. A certified copy of a South African Identity Document (ID) or passport is required. The certified ID copy should be uploaded on the MQA MIS (MQA I-Share) system.</li> <li>5. A skills programme enrolment form is to be signed by both the learner and head of department before uploading onto the MQA MIS system.</li> <li>6. The MQA may conduct monitoring and evaluation activities to approve a grant prior to the payment of the grant. The MQA reserves the right to withhold payment.</li> <li>7. The employer will utilise MQA accredited training providers. with the capacity and resources to conduct training.</li> <li>8. A grant is paid to companies with approved allocation and report completed learners earlier than others, subject to approval by MQA.</li> </ol>
MQA – A013	Learnerships (Artisan Development :- Employed and Unemployed)	<p>A maximum amount of <b>R165 000</b> per learner is payable.</p> <p>A <b>two</b> tranche process will be used for disbursing payments.</p> <p>Each tranche will consist of <b>50%</b> of the total new artisan learner grant or <b>R82 500</b> per disbursement.</p> <p><u>Disbursement tranches:</u></p>	<ol style="list-style-type: none"> <li>1. Grants will be allocated to employers who meet the MQA grant allocation requirements</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</li> <li>3. Tranche 1 is disbursed on registration of the learner, completion of monitoring and evaluation activities by the MQA as</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<ul style="list-style-type: none"> <li>• <b>Tranche 1:</b> R82 500 x total number of new artisan learners grants allocated;</li> <li>• <b>Tranche 2:</b> R82 500 paid on completion of artisan programme</li> </ul>	<p>well as the submission of the following documents together with a duly signed Workplace Based Learning Programme Agreement:</p> <p>3.1 A certified copy of South African Identity Document (ID) or passport once ID/passport copy has been obtained it should be placed on a file.</p> <p>3.2 A learning programme Implementation Plan or Training Plan.</p> <p>3.3 A contract of employment for 18.2 (un-employed learners) which is not less than the period of the Workplace Based Learning Programme Agreement.</p> <p>3.4 For 18.1 (employed learners) a confirmation of employment on the company letterhead.</p> <p>4. Tranche 2 is disbursed after the learner has been declared competent and a certificate or statement of results is issued.</p> <p>5. Employer party who will implement WIL must be workplace approved by the relevant body.</p> <p>6. <i>“Minimum Stipends must be paid as per Sectoral Determination 5: Learnerships in terms of Basic Conditions of Employment Act No 75 of 1997.”</i></p> <p>7. A list of trades to be supported in artisan development is indicated in annexure D:6</p>
MQA-A014	ARTISAN AIDES EMPLOYED AND UNEMPLOYED	<p>An amount of R15 000 is paid on completion of the artisan aides skills programme.</p> <p>An amount of R50 000 is paid on completion of the unit standards based artisan suite of qualifications</p>	<p>1. Grants will be allocated to employers who meet the MQA grant allocation requirements</p> <p>2. The MQA shall enter into a Memorandum of Agreement</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		per qualification or the engineering maintenance qualification.	<p>(MoA) with each participating employer.</p> <ol style="list-style-type: none"> <li>3. A certified copy of a South African Identity Document or Passport is required. Once an ID/passport has been obtained, it should be placed in a file.</li> <li>4. Learners that complete the programme will be supported.</li> <li>5. The grant is payable to the employer in respect of those learners that met the requirements for successful completion.</li> <li>6. A grant is paid to companies with approved allocation and report completed learners earlier than others, subject to approval by MQA.</li> <li>7. The employer will use a MQA accredited training provider.</li> <li>8. Employer party who will implement WIL must be workplace approved by the relevant body.</li> </ol>
MQA-A 015	TVET College Support: NCV, Level 4 Graduates to achieve artisan status	<p>A maximum amount of R 165 000 is payable per learner.</p> <p>The grant will be paid in two equal tranches.</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 an artisan programme</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants will be allocated to employers/organisations who meet the MQA grant allocation requirements.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer, the organisation and/or TVET college allocated grants for this project.</li> <li>3. Employers should be MQA registered and paying levies or be levy exempt as well as employers outside the mining and minerals sector.</li> <li>4. Tranche payment:</li> </ol>


Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>4.1 The grant is as per the National Artisan Development Policy.</p> <p>4.2 Tranche 1 to be paid upon submission of Workplace Based Learning Programme Agreement including supporting documents, registration of the agreement by the MQA, completed monitoring and evaluation activities conducted by MQA and proof of workplace approval by the relevant SETA for the host employer.</p> <p>4.3 Tranche 2 will be paid upon completion of the programme and the employer submitting certificate/statement of Results from the relevant body.</p> <p>5. A learner verification exercise shall be conducted utilising a risk- based approach, which, amongst others, takes into consideration the issues raised in the previous reports, the adequacy and effectiveness of existing compensating controls, and programme specific challenges.</p> <p>6. The duration of the programme is minimum of three (3) years as per the trade requirements.</p> <p>7. Minimum allowances are to be paid as per Sectoral Determination 5: Learnerships in terms of the Basic Conditions of Employment Act No 75 of 1997.</p> <p>8. A list of trades to be supported is indicated in annexure D:6</p>
MQA - A015	TVET College Partnerships	<p>The funding of TVET/CET colleges on interventions to assist the growth of TVET/CET colleges to be responsive to Sector needs.</p> <p>The funding will be based on the evaluation of the TVET/CET colleges needs in line with the Post-</p>	<p>1. The qualifying entity must be a public TVET/CET college registered with the Department of Higher Education and Training.</p> <p>2. The submission of an application and proposal will be based on the on the MQA's requirements.</p>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		School Education and Training (PSET) system.	<p>3. Support will be provided in the following areas:</p> <p>a) TVET/CET colleges management and governance,</p> <p>b) TVET/CET colleges quality of teaching and learning,</p> <p>c) TVET colleges responsiveness to local labour markets, and</p> <p>d) TVET college student support services.</p>
MQA-A016	Maths and Science	<p>To support grade 10, 11 and 12 Mathematics and Science Learners to achieve good Mathematics and Science results. This will allow the learners access to PSET institutions to enroll in mining and minerals related qualifications.</p> <p>To also develop Mathematics and Science teachers to enable them to reach more learners and ensure impact through high quality teaching.</p>	<p>1. A detailed Service Level Agreement (SLA) must be signed with a service provider(s) for the support of learners to improve their performance in mathematics and science subjects.</p> <p>2. The Service provider will be appointed through the MQA supply chain process.</p> <p>3. Support will be provided to learners from the rural and urban areas.</p> <p>4. Tripartite contracts will be signed by the teachers to be developed, the applicable schools and the MQA</p>
MQA-A017	FLC Grant Incentive	<p>A 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: Foundation Learning Competence (FLC) is dependent on the specific occupational requirement as stipulated by the QCTO.</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 grant will be paid to the MQA Levy paying companies for learners achieving a FLC learning area upon the submission of results from the IEB and a certified copy of a South African Identity Document/passport.</p>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			4. A Statement of Results or a certificate is required from the IEB
MQA-A019	Mine Community Development	<p>To facilitate and support the training of mine community members on skills to render communities sustainable as well as support retrenched mine workers to gain other skills.</p> <p>Payments will be made in three tranches:</p> <ul style="list-style-type: none"> <li>▪ First Tranche 25% will be paid after the MoA is signed by all parties.</li> <li>▪ Second tranche 25% will be paid after the submission of a progress report.</li> <li>▪ Final tranche 50% will be released after the submission of Statements of Results and/or SETA certificates, not internal provider certificates</li> <li>▪ In the case of project management costs a maximum of 7, 5% of the total cost of the project will be allowed.</li> <li>▪ A maximum amount of R15 000 is paid per learner inclusive of R1 500 monthly stipend paid to the learner.</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants will be allocated to employers/organisations who meet the MQA grant allocation requirements.</li> <li>2. The MQA shall enter into an Agreement (MoA) with each participating organisations (including public and private).</li> <li>3. Recognised skill programme registered with MQA or other SETAs or NQF Registered programmes</li> <li>4. All submissions of proposals must indicate an alignment to an opportunity post training.</li> <li>5. The MQA may conduct monitoring and evaluation activities in between the payment of tranches</li> <li>6. The beneficiaries will consist of: <ul style="list-style-type: none"> <li>8.1 Beneficiaries living in Mine Communities and labour sending areas including employees facing retrenchments or employees already retrenched/laid-off.</li> </ul> </li> </ol>
MQA-A021	Unemployed Youth Development	<p>To facilitate and support the training of unemployed youth on skills to render communities sustainable as well as support unemployed youth to gain skills.</p> <p>Payments will be made in tranches</p> <ul style="list-style-type: none"> <li>▪ First Tranche 25% will be paid after the MoA is signed by all parties.</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants will be allocated to employers/organisations who meet the MQA grant allocation requirements.</li> <li>2. The MQA shall enter into an Agreement (MoA) with each participating organisations (including public and private).</li> <li>3. The MQA will conduct due diligence visit before implementation.</li> </ol>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<ul style="list-style-type: none"> <li>▪ Second tranche 25% will be paid after submission of progress report.</li> <li>▪ Final tranche 50% will be released after submission of statements of results and/or SETA certificates, not internal provider certificates</li> <li>▪ In case of project management cost a maximum of 7, 5% of the total cost of the project will be allowed.</li> <li>▪ A maximum amount of R15 000 is paid per learner inclusive of R1 500 monthly stipend paid to the learner.</li> </ul>	<p>7. Recognised skill programme registered with MQA or other SETAs or NQF Registered programmes</p> <ol style="list-style-type: none"> <li>1. All submissions of proposals must indicate an alignment to an opportunity post training (the programme must take into account economic activities in the area).</li> <li>2. Proposals will be considered on price competitiveness in relation to the MQA grant levels for programmes of a similar duration, the quality and duration of the training intervention to be delivered as stipulated in the proposal.</li> <li>3. The MQA may conduct monitoring and evaluation activities in between the payment of tranches.</li> <li>4. The beneficiaries will consist of: <ul style="list-style-type: none"> <li>8.1 Young unemployed youth living in mining communities or labour sending areas.</li> </ul> </li> </ol>
MQA-A019	Small Scale Mining	<p>To facilitate and support the training of beneficiaries on small scale mining programmes.</p> <p>Payments will be made in tranches:</p> <ul style="list-style-type: none"> <li>▪ First Tranche 25% will be paid after the MoA is signed by all parties.</li> <li>▪ Second tranche 25% will be paid after submission of progress report.</li> <li>▪ Final tranche 50% will be released after submission of statements of results and/or SETA certificates, not internal provider certificates</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants will be allocated to employers/organisations who meet the MQA grant allocation requirements.</li> <li>2. The MQA shall enter into an Agreement (MoA) with each participating organisations (including public and private).</li> <li>3. The MQA will conduct due diligence visit before implementation.</li> <li>4. Recognised skill programme registered with MQA.</li> <li>5. All submissions of proposals must indicate an alignment to an opportunity post training (the programme must take into account the economic activities in the area).</li> </ol>

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> <li>▪ A maximum amount of R15 000 is paid per learner inclusive of R1 500 monthly stipend paid to the learner.</li> </ul>	<ol style="list-style-type: none"> <li>6. Proposals will be considered on price competitiveness in relation to the MQA grant levels for programmes of a similar duration, the quality and duration of the training intervention to be delivered as stipulated in the proposal.</li> <li>7. The MQA may conduct monitoring and evaluation activities in between the payment of tranches.</li> <li>8. The beneficiaries will consist of:               <ol style="list-style-type: none"> <li>a. Learners living in communities or labour sending areas where small scale mining activities are taking place.</li> </ol> </li> </ol>
MQA-A020	Workplace Mentors and Coaches Development	<p>An amount of R240 000 per coach is awarded to employers for a period of one (1) year to provide an occupational coaching programme that will provide structured on-the-job training.</p> <p>Each tranche will be R120 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 duration of the Workplace Coach's programme is twelve (12) months with the grant amount of R240 000 per coach</li> <li>3. The first tranche is paid on signing of the contract including supporting documents, the registration of the contract by the MQA, monitoring as well as and evaluation activities conducted by the MQA.</li> <li>4. The grant will be paid in 2 tranches (bi-annually).</li> <li>5. The MQA will may fund the same coach for a period not exceeding three (3) years.</li> <li>6. Preference will be given to HDSA.</li> <li>7. Preference will be given to retrenched/retired/unemployed individuals with relevant qualifications and experience in the relevant discipline.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A022	Management and Executive Development Programme	<p>To support qualifying employees to assume supervisory, management and Executive roles within their companies. It is envisaged that after undergoing the Management Development Programme (MDP)/EDP training, mining companies will allow their HDSA employees an opportunity to demonstrate their newly acquired management skills within two (2) years of their completion.</p> <p>The MQA will pay for the cost of training to a maximum amount of R120 000 per employee. This amount will be paid to employers for the duration of the programme enrolled for.</p> <p>Support is <u>only</u> for credit bearing NQF aligned programmes</p> <p>Tranche 1: 50% is paid at registration</p> <p>Tranche 2: 50% will be paid when a certificate/statement of results/completion letter is submitted to the MQA.</p>	<ol style="list-style-type: none"> <li>1. Grants will be allocated to employers who meet the MQA grant allocation requirements</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each employer allocated grants for this project.</li> <li>3. The employees must be registered with an accredited institutions</li> <li>4. The first tranche is paid on submission of the signed tripartite contract including supporting documents, the registration of the contract by the MQA, monitoring and evaluation activities conducted by MQA.</li> <li>5. The final tranche is paid on completion of the programme by the learner.</li> <li>6. A learner verification exercise shall be conducted utilising a risk-based approach, which, amongst others, takes into consideration the issues raised in the previous reports, the adequacy and effectiveness of existing compensating controls, and programme specific challenges.</li> </ol>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A041	HDSA Candidacy Programme	<p>An amount of R200 000 is awarded to employer per learner.</p> <p>An Amount of R50 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 one-year duration.</p> <p>It is envisaged that unemployed learners from the MQA internships programme and employed learners from employers 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 a signed Workplace Based Learning Programme Agreement including supporting documents, the registration of the agreement by the MQA, as well as monitoring and evaluation activities conducted by MQA.</li> <li>4. Each of the subsequent tranches are paid on receipt of progress reports.</li> <li>5. Employers must ensure that the grant received from the MQA covers all costs as per the requirements stipulated in the tripartite agreement.</li> <li>6. 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>9. Candidacy opportunities are offered to employed and unemployed graduates in any of the mining and minerals related disciplines as identified in Annexure D: 5.</li> <li>10. Candidates must sign the MQA workplace based learning programme agreement.</li> </ol>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A042	HDSA Accredited Training Provider Support	<p>The MQA determine discretionary grant for HDSAs that meet MQA set standard for accreditation and approved as training providers by the MQA for the mining and minerals sector.</p> <p>The grant is paid on a first-come first-serve-basis for a new training provider meeting standard for accreditation and approved for MQA learning programme.</p> <p>Support is <u>only</u> for HDSA seeking primary accreditation for learning programmes in terms of MQA set standard. Therefore a grant of R95 000 inclusive of VAT per provider is payable as follows:</p> <p>Tranche 1: R38 000 is paid on recommended for accreditation audits approval and quality assurance audit schedule confirmation</p> <p>Tranche 2: R57 000 will be paid signed letter confirming accreditation status for MQA learning programme.</p>	<ol style="list-style-type: none"> <li>1. The MQA shall require all evidence as follows:               <ol style="list-style-type: none"> <li>a) A company registration certificate (CIPC);</li> <li>b) A tax clearance certificate (SARS);</li> <li>c) A certified company bank statement for the designated account; and</li> <li>d) A signed letter/report confirming met MQA set standard or accreditation by the MQA</li> </ol> </li> <li>2. The MQA may conduct information verification and request any additional information to approve grants prior for the payment of the grant.</li> <li>3. The MQA reserves the right to withhold or cancel payment.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA A044-Research Partnerships	Partnership with public/private organisations to undertake MQA research.	The MQA determine discretionary grant in alignment with the MQA approved research agenda.	<p>Public/Private organisations shall be legible for a grant based on the below criteria:</p> <ul style="list-style-type: none"> <li>• Must undertake research in the mining and minerals sector or skills development research</li> <li>• The organisation must have a valid tax clearance certificate or provide proof that they are a section 21 or a tax exempted organisation.</li> <li>• The organisation must have proven experience in conducting research in the field of mining and minerals sector or skills development.</li> </ul>

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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A045	Artisan Recognition of Prior Learning (ARPL)	A grant amount of R82 500 is paid to the employer upon the learner's successful completion of the Trade Test.	<p>9. Grants will be allocated to employers who meet the MQA grant allocation requirements</p> <p>10. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer</p> <p>11. The following accurate supporting documents are to be submitted to the MQA together with a duly signed Workplace Based Learning Programme Agreement:</p> <p>11.1 A certified copy of South African Identity Document (ID) or passport once ID/passport copy has been obtained it should be placed on a file.</p> <p>11.2 A Learning Programme implementation plan or Training Plan.</p> <p>11.3 A confirmation of employment letter on the company letterhead for 18.1 (employed learners).</p> <p>12. A grant is paid to companies with approved allocation and report completed learners earlier than others, subject to approval by MQA.</p> <p>13. The employer will utilise a QCTO accredited training provider.</p> <p>14. A learner verification exercise shall be conducted utilising a risk- based approach, which, amongst others, takes into consideration the issues raised in the previous reports, the adequacy and effectiveness of existing compensating controls, and programme specific challenges.</p> <p>15. Funding will be for employers who implement toolkit</p>

## **ANNEXURE D**

### **1. List of disciplines supported 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
- For employed bursars other disciplines will be considered (only 10%)

### **2. List of disciplines supported for Work Experience:**

- 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
- Other disciplines will be considered (only 10%)



**3. List of disciplines supported 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.
- Other disciplines may be considered as per the Sector needs. (Only 10%)

**4. List of disciplines/occupations supported for qualifications and 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 Overseer
- Production/Operations Supervisor: Shift Overseer /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 including Machining
- Rigger
- Instrument Mechanician
- Autotronics/ Auto-electrical
- Heavy Equipment Mechanic
- Horologist
- Millwright
- Electrician
- Boilermaker
- Fitter and Turner
- Diesel Mechanic
- Diesel Fitter
- Heavy Equipment Mechanic

**5. List of disciplines supported for the HDSA Candidacy:**

- 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;
- Rock Engineering and Seismology.

## 6. List of disciplines supported for Artisan Development:


- Boilermaker
- Rigger Ropesman
- Diesel Mechanic
- Fitter & Turner
- Fitter including Machining
- Heavy Equipment Mechanic/Earthmoving
- Electrical
- Millwright
- Welder
- Instrumentation Mechanician
- Diesel Fitter
- Goldsmith
- Diamond Cutter
- Diamond Setter
- Earthmoving
- Auto Electrician/Autotronics
- Plater Welder
- Plater Boilermaker
- Horologist

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

## 7. List of disciplines supported for Non Artisan programmes

- Mining and Strata Control
- Health and Safety
- Jewellery
- Diamond
- Winding Engine Driver
- Mineral Beneficiation
- Laboratory Practice
- Lamproom Operations
- Automotive Repair and Maintenance
- Earthmoving Plant Operator
- Engineering Maintenance

- Engineering Fabrication
- Surveying
- Sampling
- Geology
- Chemical Operations
- Electro-Mechanics
- Other disciplines may be considered for disability project

N.B. 

## 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. 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 thirty (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 2019**

**ANNEXURE I**

**SECTORAL DETERMINATION NUMBER 5 of the BCEA - 2015**

M.B. ✓ 105

# OFFICIAL SIGN-OFF

It is hereby certified that this Funding Policy:

- Was developed by the management of the Mining Qualifications in consultation with its stakeholders and approved by the MQA Board on 07 November 2019 for implementation in the 2020-21 financial year.



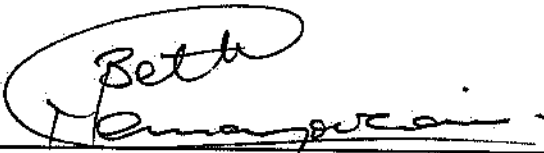
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**Vuyokazi Mofu**  
Acting Chief Operating Officer



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**Mfundo Mdingi**  
Chief Financial Officer



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**Bethuel Nemagovhani**  
Acting Chief Executive Officer

