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MQA FUNDING POLICY

1 April 2023 to 31 March 2024

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LIST OF ABBREVIATIONS AND ACRONYMS

AA	Accounting Authority
CoS	Centers of Specialisation
APP	Annual Performance Plan
AFSA	Arbitration Foundation of South Africa
ARPL	Artisan Recognition of Prior Learning
AET	Adult Education and Training
ASDP	Accredited Skills Development Provider
ATR	Annual Training Report
BCEA	Basic Conditions of Employment Act
CBO	Community Based Organisation
CEO	Chief Executive Officer
CEP	Community of Expert Practice
CET	Community Education and Training Colleges
Co-op	Co-operative
DGAC	Discretionary Grants Adjudication Committee
DGEC	Discretionary Grants Evaluation Committee
DHET	Department of Higher Education and Training
DMRE	Department of Mineral Resources and Energy
DBE	Department of Basic Education
DoL	Department of Labour
ERRP	Economic Reconstruction and Recovery Plan
FLC	Foundational Learning Competency
GET	General Education and Training
GETC	General Education and Training Certificate
HDSA	Historically Disadvantaged South African
HEI	Higher Education Institution
IEB	Independent Examinations Board
IST	Inter-SETA Transfer
MIS	Management Information System
M&E	Monitoring and Evaluation
MMS	Mining and Minerals Sector
MOA	Memorandum of Agreement
MQA	Mining Qualifications Authority
NGO	Non-governmental Organisation
NLPE	Non-Levy Paying Enterprise
NCOR	National Certificate of Orientation
NQF	National Qualifications Framework
NSDP	National Skills Development Plan
NSF	National Skills Fund
NSA	National Skills Authority
OFO	Organising Framework for Occupations
OHS	Occupational Health and Safety
OQDF	Occupations Qualification Development Facilitator
PoE	Portfolio of evidence
PP	Pivotal Plan
PR	Pivotal Report
PSET	Post School Education and Training
QCTO	Quality Council for Trades and Occupations

QDF	Qualification Development Facilitators
RPL	Recognition of Prior Learning
SACIA	South African Comprehensive Assessment Institute
SAQA	South African Qualifications Authority
SARS	South African Revenue Services
SASSA	South African Social Security Agency
SDA	Skills Development Act
SDC	Skills Development Committee
SDF	Skills Development Facilitator
SDLA	Skills Development Levies Act, 9 of 1999
SDL	Skills Development Levy
SDP	Skills Development Provider
SETA	Sector Education and Training Authority
SLA	Service Level Agreement
SME	Small and Micro Enterprises
SMME	Small Medium and Micro Enterprises
SOP	Standard Operating Procedure
SSP	Sector Skills Plan
SoR	Statement of Results
TVET	Technical and Vocational Education and Training
WSP	Workplace Skills Plan
WBLPA	Workplace Based Learning Programme Agreement
WIL	Workplace Integrated Learning

DEFINITIONS

- i. **Accounting Authority:** The Board of the MQA contemplated in section 11 of the Skills Development Act.
- ii. **Board:** refers to the governing body of the MQA
- iii. **Commissioner:** refers to the Commissioner for SARS appointed in terms of section 6 of the South African Revenue Service Act, 34 of 1997.
- iv. **Labour representative:** refers to a representative of the labour constituency within the workplace, appointed by the recognised trade union.
- v. **Levy paying employer:** refers an employer who is compelled to pay skills development levies in terms of section 3(1) of the Skills Development Levies Act
- vi. **Mandatory Grant:** refers 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.
- vii. **'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.
- viii. **'Labour Representative'** means a representative of the labour constituency within the workplace, appointed by the recognised trade union.
- ix. **'Intermediaries'** refers to MQA registered employers who are paying or exempted from paying levies and fall within the scope of coverage of the MQA.
- x. **'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.
- xi. **'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.
- xii. **Organisation** is a registered entity in terms of applicable South African legislation.

- xiii. **‘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.
- xiv. **Non- Constituent Employers’** are defined as organisations that are not registered and not paying their skills development levies to the MQA but do partake in MQA core programmes.
- xv. **‘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).
- xvi. **‘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.
- xvii. **‘Double dipping’** means obtaining funding from two or more sources for any training in the same intervention.
- xviii. **‘Complimentary funding’** a portion of funding between one or more partners that aims to complement or support a common course/skills development intervention in order to enhance or emphasize the quality of an intervention. (Details thereof will be outlined and agreed to in the MoU/MoA between the two or more parties).
- xix. **‘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.
- xx. **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
- xxi. **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.

xxii. **Targeted Approach:**

- Methodology utilised to approach employers/organisations that have interest in delivering MQA projects.

xxiii. **Department** refers to the Department of Higher Education and Training.

xxiv. **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.

xxv. **Mine community:**

Refers to communities where mining takes place, labour sending areas, adjacent communities within a local municipality, metropolitan municipality, or district municipality.

Labour sending area:

Refers to areas where mines source labour from.

xxvi. **Special projects**

Refers to projects that are not part of the MQA listed projects.

xxvii. **Internship:**

Refers to a graduate development programme whereby the MQA provide grants to companies in the MMS for the placement of graduates within their workplaces in order to offer structured work experience related to the graduate's field of study.

- xxviii. **Work Experience:**
Refers to the placement of HEI/ TVET students to enter workplaces to go through a structured training with companies in the MMS that MQA has provided the grants so that they are be able to obtain their Diplomas or Degrees.
- xxix. **Historical Disadvantaged South Africa:** refers to any person, category of persons or community, disadvantaged by unfair discrimination before the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) came into operation.
- xxx. **Main levy number:**
Refers levy number used for paying levies.
- xxxi. **Subsidiary levy number:**
Refers to levy number subsidiary to the main levy number

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:

- 1.1. SETA grant regulations 2012.
- 1.2. Workplace Based Learning Programmes Agreement Regulations 2018.
- 1.3. MQA Discretionary Grants Allocation Criteria.
- 1.4. MQA Monitoring and Evaluation Policy.
- 1.5. The ERRP strategy

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 and related outcomes of the MQA which are:

- i. Administration
- ii. Research
- iii. Learning Programmes
- iv. Quality Assurance, Monitoring and Evaluation
- v. Partnerships With Stakeholders, Communities, And Entrepreneurs
- vi. Collaboration With Public Colleges

This policy will also strive to apply the following principles:

- i. Sound financial management and disbursement of funds as per the National Policy Imperatives.
- ii. Delivery of the MQA mandate through the approved Strategic Plan, Annual Performance Plan (APP), Sector Skills Plan (SSP) and PIVOTAL skills.
- iii. Alignment with key National Policy Directives, Regulations and sector needs.
- iv. Responsiveness to the sector needs through innovation, efficiency and delivery of skills development.
- v. The allocation and disbursement of funds shall be administered in a fair, auditable, transparent manner that supports the objectives of the MQA.
- vi. The MQA's mandate shall be discharged in consultation with the relevant stakeholders in the sector.
- vii. Supporting the progression of training beneficiaries in PIVOTAL programmes.
- viii. Prioritising training interventions that yield the desired outcomes and results.
- ix. The achievement of equity targets with respect to disability, race, class, gender and so forth.
- x. It advances the goals of National Skills Development Plan which seeks to address shortages of occupations in high demand by achieving outcomes such as worker initiated training programmes, support of emerging enterprises and prioritising of TVET college programmes.
- xi. Addressing skills to address unemployment through job creation for sustainable and inclusive growth.

This policy will be aligned to the financial year of the MQA which commences annually on 1st April and ends on 31st 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 Programme
 19. Worker Initiated training programme
- 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, TVET and CET)
 6. Workplace Mentors and Coaches Development
 7. Research Partnerships
 8. HET, TVET and CET Partnerships
 9. HDSA Support for Accreditation-and other MQA programmes.
 10. SMME support
 11. Projects responding to ERRP
 12. Special projects
- 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
 7. Non accredited programmes that are aligned to the MQA ERRP strategy

- vii. The MQA may utilise up to a maximum of 7.5 % of discretionary funds for project related administration costs as budgeted for and/or motivated and recommended by the Chief Financial Officer and approved by the Chief Executive Officer (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 or as recommended by the relevant Committees and granted at the discretion of the Board.
- 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 allocate or 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. Employers who have main and subsidiary levy numbers should reflect all levy numbers when applying for discretionary grants.

- x. Discretionary Grants for unemployed learners are reserved for South African citizens only.
- xi. Past performance of organisations in implementing MQA discretionary grant projects must be used to make decisions on allocation of discretionary grant (includes but not limited to: uptake of learners against allocation; severity of learner complaints; timeous feedback on progress of implementation; investigations) compliance with agreed upon remedies during project implementation, submission of required supporting documents and the participation as well as pass rates in each of the programs. In each project exceptions may be made for organisations and employers that will be participating for the first time.
- xii. Due diligence may be conducted for any organisation in any project of the MQA.
- xiii. MQA reserves the right to limit allocations for certain disciplines as aligned to the Sector Skills Plan.
- xiv. Conditions where grants won't be paid by MQA:
 - a. When the required supporting documentation are submitted after the closing of the financial year. NB: companies must upload assessments in the same financial year of completion. For all learners who complete in particular financial year, will give them appropriate time to submit relevant document. Failure to submit MQA will not process payment. The latest date of uploading learner assessment outcomes or other relevant documentation will be 5th of April of the following financial year.
 - b. In instance whereby there is lack of information that is dependent on the third-party to provide outstanding learners results. The MQA will provide additional extension. However, this will only be applicable. to Bursaries and MEDP Programmes. Other programmes will not be catered for after the 5th of April.
 - c. The MQA will not pay grants where a learner completed in the previous financial year and is reported in the subsequent financial year (due to late uploading or submission of assessments and all relevant documents).

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 and shall communicate such in writing to the organisation with reasons.

- 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 subject to the following terms and conditions:
 - Express permission is sought from the MQA prior to the actual replacement of learners is effected;
 - The replacement costs in relation to new learners are borne by the service provider;
 - There is no project extension required due to replacing learners and;
 - A catch-up program is designed for newly registered learners to ensure that no extensions are necessary.
- xii. Learner transfers will be permissible in cases whereby a hosting company is unable to provide the necessary training to the learners (s). Learner rights must be protected at all times.
- xiii. 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.

- xiv. 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.
- xv. Adherence to the Workplace Based Learning Programmes Agreement Regulations of 2018.
- xvi. MQA reserves a right to verify learner ID's where applicable before processing payment to employers.
- xvii. MQA may fund the implementation of an exit strategy (business start-ups) for beneficiaries of MQA funded learning programmes. This will be subject to approval by the MQA Board and availability of funds.
- xviii. Employer code of conduct- clear responsibilities and obligations of each party will be outlined in the MoA or service level agreement.

- xix. New employers will be required to complete declaration of interest before allocation of grants.
- xx. All discretionary grants are allocated and given to the Employer with a set time period to complete the training as per the relevant prescripts contained in this Policy, the signed agreement between the parties and any other applicable laws and regulations to such training.
- xxi. Should the Employer not complete the training in this stipulated time period than any grants , or portion thereof , which have not been paid will no longer be payable and the agreement between the parties will be terminated. Should the Employer wish to extend the aforementioned time period, they should submit a written motivation to the MQA setting out the reasons for such request of extension before the expiry of the abovementioned time period. The decision on the extension of such training time period shall be in the sole and absolute discretion of the MQA.”

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. Incomplete application forms will be considered at MQA's discretion.

- 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 CEO may delegate, in writing the signing of MoAs and other related official documents to another official.

8. SPECIAL PROJECTS

The special project will be funded in line with the approved framework for the implementation of special projects in the mining and minerals sector.

The MQA may enter into a partnership with the MQA Stakeholders (Labour, State, Employers, Learners, HEIs, TVET, CET Colleges and other relevant stakeholders) to roll out any of the MQA interventions.

9. MQA UNSOLICITED PROPOSALS

MQA may consider unsolicited proposals / funding requests from Government and Public entities. Where MQA receives an unsolicited proposal / request from DHET or public entities, the following will be considered:

- i. The proposal meets clearly defined government priorities on skills development linked to the NSDP, MQA APP/SLA or Sector Priorities.
- ii. In terms of paragraph 2 of National Treasury Practice Note No. 11 of 2008/2009, MQA may consider UNSOLICITED PROPOSALS/BID if the proposal meets the following requirements
 - a) a comprehensive and relevant project feasibility study has established a clear business case; and
 - b) the product or service involves an innovative design; or
 - c) the product or service involves an innovative approach to project development and management; or
 - d) the product or service presents a new and cost-effective method of service delivery.
- iii. All Unsolicited projects will be approved by the MQA Board prior implementation.

10. DEVIATION FROM THE FUNDING POLICY

No deviations to this policy shall be entertained however, in cases where there are issues not covered by the policy arise, the final approval shall be granted by the Board.

11. 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.

12. 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 1st April or as and when substantial changes to the legislative framework warrant amendment.

13. EFFECTIVE DATE

The revised MQA Funding Policy will be effective from the 1st April 2023.

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:

1. Allocation of mandatory grants by a SETA

- 1.1. 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.
- 1.2. With effect from 1st April 2014 an application for a mandatory grant in terms of sub-regulation (1) must be submitted by 30th April of each year.
- 1.3. 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.
- 1.4. Before making payments, the SETA must approve Annexure 2 to ensure the levy paying employer meets quality standards set by the SETA.
- 1.5. The mandatory grant contemplated in sub-regulation (1) must be paid to the employer at least quarterly every year.
- 1.6. 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.
- 1.7. 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.

2. Mandatory grants paid to levy paying employers

- 2.1. 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).
- 2.2. 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:

3. Allocation of discretionary grants by the SETA

- 3.1. A SETA may determine and allocate a discretionary grant in support of the implementation of its Sector Skills Plan.

- 3.2. 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.
- 3.3. 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.
- 3.4. 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.
- 3.5. 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.
- 3.6. The Discretionary Grants Policy must set out how PIVOTAL programmes can be delivered through public education and training institutions.
- 3.7. 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.
- 3.8. The Discretionary Grants Policy must embrace the principles of transparency, openness, access and fairness.
- 3.9. 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.
- 3.10. 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.
- 3.11. 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.
- 3.12. At least 80% of discretionary grant funding must be allocated to PIVOTAL programmes.
- 3.13. 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 and ERRP strategy.
- 3.14. 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.

3.15. 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.

4. Approval of grants by a SETA

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

5. 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 The WSP-ATR will only be considered if it conforms to the format prescribed by the MQA were

a) the Source Data template which reflects the training done (ATR and Pivotal Report) and the planned training (WSP and Pivotal Plan) for the calendar year has been uploaded on the WSP-ATR system.

2.4 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).

2.5 *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”

2.6 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.

2.7 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

2.8 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.

4.10 Organisations whose WSP-ATR does not meet all the requirements of the MQA will not be considered for approval.

*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 30th 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 30th April, the MQA must transfer the employer's unclaimed grant funds to the discretionary grants by the 15th 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 Organisations that are eligible for a dispute are the once that have been evaluated and submitted their WSP-ATR, and an outcome has been communicated to them. Employers have 7 days to lodge their dispute after receiving communication from MQA.
- 13.2 All disputes/complaints relating to the application of this policy shall be dealt with in accordance with this dispute resolution procedure contained herein. All disputes from the previous financial year may not be considered.
- 13.3 Any disputes/complaints which arises from the application of this policy shall be referred to the Discretionary Grant Adjudication Committee (DGAC) within seven (7) working days of such decision being communicated. Such complaint/disputes 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 thirty (30) working days from the time the dispute/complaint was lodged.
- 13.4 Should the DGAC be unable to resolve the dispute/complaint within thirty (30) 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 (thirty) 30 working days from the time the dispute/compliant was lodged.
- 13.5 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.
- 13.6 If the MQA Board fails to resolve the dispute, the matter shall be referred to the Arbitration Foundation of South Africa (“AFSA”), each party to pay its own costs, and the costs of the arbitrator shall be shared equally between the parties.
- 13.7 The arbitration will be held in Gauteng according to the formalities and procedures settled by the arbitrator.

- 13.8 Subject to any exceptional circumstance, the arbitration must take place within 30 days of the Arbitrator being appointed.
- 13.9 Any decision (including an award) made by the Arbitrator shall be final and binding on the Parties and any such award may be made an order of any Court of competent jurisdiction.
- 13.10 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 C

The MQA Funding Policy: Discretionary Grant Levels and Rules 1 April 2022 to 31 March 2023

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	<ol style="list-style-type: none"> 1. A grant amount as approved by the MQA is awarded to participating public universities and universities of technology per lecturer per annum. 2. Payments per lecturer are made bi-annually in advance to the institution <ol style="list-style-type: none"> a) Tranche 1 – first 6 months in advance b) Tranche 2 – last 6 months in advance 	<ol style="list-style-type: none"> 1. The MQA will enter into an SLA with participating institutions 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. 3. The first tranche is paid in advance upon signing of the SLA or addendum and submission of supporting documents as per the SLA. 4. The second tranche is paid in advance upon submission of proof of expenditure incurred, lecturer's pay slips for the first six months, progress reports and conclusion of all M&E activities. 5. The MQA supports participating universities with salaries and the development of lecturers to achieve employment equity and transformation targets. (List of disciplines added on annexure D:9) 6. Beneficiaries shall be historically disadvantaged South African citizens.
MQA-A002	Bursaries (Unemployed Learners)	<ol style="list-style-type: none"> 1. A grant that may be awarded will cover accommodation, books, tuition and meals (including registration fees) 2. The MQA bursary will also cater for stipends for bursars registered for P1/P2 or Vacation Work where it is established that 	<ol style="list-style-type: none"> 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.

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>such bursars do not receive a stipend from the host employer. The stipend will be paid as per prescripts of the Work Experience Project.</p>	<p>2. To ensure that bursars complete their studies within the prescribed period, the awarding of the bursary will be for a period of four years for a bursars who will be doing first year after matric and in respect of learners already studying at a TVET College, University of Technology or University, not more than one year of the remaining period to complete their studies.</p> <p>3. Bursars only qualify for ongoing annual funding if they pass all subjects in each year until they complete their qualification. It must be noted that:</p> <p>3.1 Bursars that fail more that 50% of their modules /subjects shall automatically be suspended from the bursary scheme for the subsequent academic year.</p> <p>3.2 Bursars who have been suspended from the bursary scheme may re-apply for a bursary upon successfully completing the failed modules and subjects at their own expense subject to the academic institution permitting them to register for all the qualifying modules and subjects 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 year, or at the completion of a trimester in the case of a TVET College bursar. This will enable the MQA to determine if the learner will continue with funding in the subsequent year or trimester.</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>3.4 A bursar will also be suspended from the MQA Bursary Scheme if it is established that such a bursar is also receiving financial assistance from other funders towards his/her studies (Double Dipping).</p> <p>3.5 A Bursar who voluntarily terminated his/ her MQA Bursary will not be allowed to re-apply for an MQA bursary.</p> <p>3.6 The MQA bursary will be suspended in the event that the institution does not allow the learner to continue with the studies.</p> <p>3.7 The Bursary scheme shall not cover the cost of repeated subjects.</p> <p>4. The MQA Bursary is provided for students that study at South African public university or university of technology or TVET college students.</p> <p>5. The Bursary is provided for students to study from undergraduate levels to postgraduate studies including, Honours, Masters and PhD programmes.</p> <p>6. Applicants must meet all entrance criteria as prescribed by the academic institution and the MQA Funding Policy.</p> <p>7. Bursars should be South African citizens studying in public South African institutions.</p> <p>8. Awarding of the MQA bursary is limited. Historically Disadvantaged South Africans (HDSA) and financially needy bursary applicants with good academic results.</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>9. The MQA bursary scheme will be limited to youth who are unemployed at the time of application.</p> <p>10. Bursaries are offered in any of the disciplines as identified in Annexure D: 1.</p> <p>11. Tuition fees are paid in full as per the MQA Bursary Policy.</p> <p>12. The MQA will not cover historical debt relating to tuition fees neither will the MQA refund credit amounts carried over from previous years. However, the MQA may consider the settlement of historical debts for existing MQA bursars in the final year in line with the set criteria subject to availability of funds</p> <p>13. Allowances and tuition fees must be claimed in the academic year in which the bursary was awarded. Failure by the bursar to claim the allowances and tuition fee in the academic year in which they were due, MQA will not be liable for any such payments.</p> <p>14. The MQA bursary may cater for additional learner support interventions that may be required during the period of studies to support the learners in their studies. This are interventions that will benefit bursars during or after the completion of their studies.</p> <p>15. The Funding Policy on Bursary grants rules and criteria should</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			be read in in conjunction with the Bursary Policy. Annexure H.
MQA-A002	Bursaries (Employed learners)	1. A grant that may be awarded will cover 100% of tuition (including registration fees), books.	<ol style="list-style-type: none"> 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 MQA funded learners within the institution. 2. Bursars that fail more than 50% of their modules /subjects shall automatically be suspended from the bursary scheme. 3. 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. 4. 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. 5. The bursary scheme shall not cover the cost of repeat subjects. 6. The MQA Bursary is provided for students that study at South African public university or university of technology or TVET college students. 7. The Bursary is provided for students to study from undergraduate levels to

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>postgraduate studies including, Honours, Masters and PhD programmes.</p> <p>8. Awarding of the MQA bursary is limited Historically Disadvantage South Africans (HDSA) and financially needy bursary applicants with good academic results.</p> <p>9. Bursars should be employed in the MMS or employed by the MQA organized Labour and State (DMR).</p> <p>10. 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>11. The MQA will not cover historical debt relating to tuition fees</p> <p>12. Allowances and tuition fees must be claimed in the academic year in which the bursary was awarded. Failure by the bursar to claim the allowances and tuition fee in the academic year in which they were due, MQA will not be liable for any such payments.</p> <p>13. The bursary contract is only in effect after it has been signed by both the bursar and the MQA.</p> <p>14. The Funding Policy on Bursary grants rules and criteria should be read in conjunction with the Bursary Policy. Annexure H.</p> <p>Bursaries are offered in any of the mining related disciplines as identified in Annexure D:</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A003	<p>Work Experience</p> <p>Note: This project also includes Vacation Work</p>	<p><u>University of Technology (UOT) Learners:</u></p> <ol style="list-style-type: none"> 1. A grant R156 000 for a period of 12 months. R39 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) <p><u>Vacation work learners:</u></p> <ol style="list-style-type: none"> 2. 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. <p><u>TVET N6 Certificated learners:</u></p> <ol style="list-style-type: none"> 3. A grant of R312 000 per learner for a maximum of 24 months is awarded to employers. 4. R39 000 per learner, per quarter in advance is paid to the host employer over a period of 2 years). 5. The breakdown of grant distribution will be as per the work experience programme guidelines. 	<ol style="list-style-type: none"> 1. Grants will be allocated to employers who meet the MQA grant allocation requirements 2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer. 3. Placement of learners will be extended to the companies whose economic activities falls within the SITM though not registered with the MQA and are able to provide training to learners that require P1P2/Vacation Work 4. Learners are recruited and placed by employers based on the following criteria: <ol style="list-style-type: none"> 4.1 The learner is unemployed and is a South African citizen. 4.2 A Workplace Based Learning Programme Agreement is entered into and is signed by all parties involved i.e. the learner, employer and the MQA. 5. Placement at an employer is for two periods of six months (P1 and P2) for universities of Technology learners. 6. Placement at an employer is for a maximum of two years for TVET college learners. 7. Mining Survey students are also supported for the duration of 18 months as per the requirement. 8. Placement of university learners at an employer is for full duration of the vacation work. 9. Employers must ensure that the grant received from the MQA covers all costs as per the

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>requirements stipulated in the Workplace based Learning Programme agreement for work experience.</p> <p>10. 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.</p> <p>11. M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls in order to determine grant disbursement eligibility.</p> <p>12. Each tranche thereafter is paid on receipt of learner progress reports. pay slips will suffice in a case whereby the company is unable to provide learner progress report for the reporting months as well as completion of monitoring and evaluation activities conducted by the MQA.</p> <p>13. The MQA may enter into multi-year agreement with employers in the sector for the placement of the MQA bursars on work experience programme in line with the provisions of the allocation criteria.</p> <p>14. Work Experience grants are offered in any of the mining related courses as identified in Annexure D:2</p>
MQA-A005	<p>Learning Programmes Development</p> <p>(Standard Setting and</p>	<p>1. Standard Setting:</p> <p>Standard grant rates are paid as determined by the MQA will be for all Learning Programme development</p>	<p>1. Standards setting is a grant available for Learning Programme development and conduct for audits. Therefore, grant attraction activities are for the</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
	Learning Material Development)	<p>activities and support on audits conduct. There's no grant allocation</p> <p>a) Payment for Qualification Development Facilitators (QDFs) are payable per conducted session a rate of R4500 (facilitation on review/develop/align/ Qualifications, Part Qualifications, Skills programmes, Learnerships, guidelines or procedures, Assessment addendum & tool development).</p> <p>b) Payment for Subject Matter Experts (SMEs) are payable per conducted audit at a rate of R3 200 (conduct audits on accreditation, follow-ups, verification, information gathering, monitoring, moderations) and workplace approvals.</p>	<p>facilitation/development/revisio n of Qualifications, Part Qualifications, Skills programmes, Learnerships, Guidelines, Procedures, Assessment addendum & tool development; and support on Quality Assurance Audits (accreditation follow-ups, verification, information gathering, monitoring, moderations, monitoring) and workplace approval</p> <p>2. Due to non-allocation of Discretionary Grant available for Standards Setting, the grant is not advertised and only used for the above activities according to availabilities of such QDF or SME as per need.</p> <p>3. The Grants are only payable to QDFs registered by QCTO as a Qualification Development Facilitators (QDF's) and Subject Matter Experts as registered by MQA (SMEs) for Quality Assurance Audits and workplace approval.</p> <p>4. The QDF's must be registered on the QCTO database of registered facilitators whilst the SMEs for Quality Assurance Audits and workplace approval must be registered on MQA DME database or register approved accordingly.</p> <p>5. All payment are done upon received attendance register or linked evidence to session or work done.</p>
		<p>2. Learning Material Development (review/develop/ align):</p> <p>a) An amount as determined per learning pack (unit standard or modules) as per learning component (knowledge and</p>	<p>Learning Material Packs (unit standard or modules or learning component) will be allocated based on the MQA approved standard operating procedures for allocation of discretionary grants.</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria																				
		<p>practical), will be paid to the Accredited Training Provider</p> <table border="1" data-bbox="544 353 1019 577"> <tr> <td colspan="2">Formula</td> </tr> <tr> <td>:</td> <td>Knowledge modules</td> </tr> <tr> <td colspan="2">Cost = Base + Credits x Factor</td> </tr> <tr> <td>Base cost</td> <td>R 50 000</td> </tr> <tr> <td>Factor</td> <td>10 000</td> </tr> </table> <table border="1" data-bbox="544 645 1019 869"> <tr> <td colspan="2">Formula</td> </tr> <tr> <td>:</td> <td>Practical modules</td> </tr> <tr> <td colspan="2">Cost = Base + Credits x Factor</td> </tr> <tr> <td>Base cost</td> <td>R 10 000</td> </tr> <tr> <td>Factor</td> <td>1 000</td> </tr> </table> <p>*credits = credits of QCTO module</p>	Formula		:	Knowledge modules	Cost = Base + Credits x Factor		Base cost	R 50 000	Factor	10 000	Formula		:	Practical modules	Cost = Base + Credits x Factor		Base cost	R 10 000	Factor	1 000	<ol style="list-style-type: none"> 1. The writers of the learning materials must be Accredited Skills Development Providers (SDPs) (or writers under the umbrella of an Accredited Training Provider) within the MMS and recognised by the MQA. <i>(This does not include providers that have programme approval status with the MQA.)</i> 2. A valid MQA Accreditation number must be supplied. 3. Writers of learning packs must have experience in writing learning material for the MQA or have a min. of 2 years' curriculum development experience. 4. All application or Expression of Interest forms must be accompanied with CV of the writer/s and provide all the supporting documentation for desired learning packs. 5. The MQA may at its discretion collaborate with similar delegated partners (QCTO, NAMB, DHET, TVETs, NSF or SETAs) or identify any accredited SDP for support on review/align/develop learning packs as per identified needs within the applicable approval process. 6. The MQA shall enter into a Memorandum of Agreement (MoA) with the allocated Accredited Skills Development Providers. 7. Payment will be made when the learning material has been ratified by the Community of Expert Practitioners (CEP) members; and the ratified material is received by the MQA
Formula																							
:	Knowledge modules																						
Cost = Base + Credits x Factor																							
Base cost	R 50 000																						
Factor	10 000																						
Formula																							
:	Practical modules																						
Cost = Base + Credits x Factor																							
Base cost	R 10 000																						
Factor	1 000																						

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>8. The MQA reserves the right to withhold payment if the training provider has not satisfactory complied with the terms of the signed MoA with the MQA.</p> <p>9. Preferential consideration will be given to Historically Disadvantaged Individuals (writers) who are subject matter experts in learning material pack development, are South African citizens and meet the criteria to develop learning material packs</p>
MQA-A006	Internships	<ol style="list-style-type: none"> 1. A maximum amount of R340 002 per learner is awarded to employers for a maximum period of two years 2. R56 667 per learner, every 4 months in advance is paid to the employer over a period of two years 3. The breakdown of grant distribution will be as per the Workplace Based Learning Programme agreement. 	<ol style="list-style-type: none"> 1. Grants will be allocated to employers who meet the MQA grant allocation requirements. 2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer. 3. Placement of learners by MQA registered intermediary companies will be extended to the companies whose economic activities fall within the Services Incidental to Mining (SITM) though not registered with the MQA and are able to provide structured workplace training to graduates. 4. Learners are recruited and placed by employers based on the following criteria: <ol style="list-style-type: none"> 4.1 The learner is unemployed and a South African citizen 4.2 The learner should have achieved the relevant qualification at a HET level (including TVET colleges, only N6 Diploma graduates are accepted into the programme) 4.3 A Workplace Based Learning Programme Agreement is entered into and is signed by all

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>parties involved i.e. the learner, employer and the MQA.</p> <ol style="list-style-type: none"> 5. The first tranche is paid upon the 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. 6. Each tranche thereafter is paid on receipt of learner progress reports or pay slips for the reporting months from the employer or a report from the learner as well as completion of monitoring and evaluation activities conducted by the MQA. 7. M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls in order to determine grant disbursement eligibility. 8. Employers must ensure that the grants received from the MQA cover all costs of training as per the requirements stipulated in this policy and the Workplace Based Learning Programmes agreement. 9. The MQA may enter into a multi-year agreement with employers in the sector for the placement of the MQA bursars on internship programme in line with the provisions of the allocation criteria. 10. Internship opportunities are offered to unemployed graduates in any of the mining and minerals related core and non-core disciplines as identified in Annexure D:3.

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A007	Learnerships (Non Artisan) (Employed and Unemployed) - Excludes those for the Diamond Processing, Jewellery Manufacturing and for Learners with Disabilities	An amount of R 50 000 per learner per Learnership is awarded. <u>Payment tranches:</u> <ul style="list-style-type: none"> • R 20 000.00 on registration. • R 30 000.00 upon completion. 	<ol style="list-style-type: none"> 1. Grants will be allocated to employers who meet the MQA grant allocation requirements. 2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating host employer. 3. The Registration grant will be disbursed 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. 4. The registration grant will be paid after registration of the workplace-based learning agreement irrespective of the commencement date of the learner. 5. The Completion grant will be processed after the Learner has been declared competent and a Certificate or Statement of Results is issued. 6. 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"> 6.1 A clear certified copy of South African Identity Document (ID) or passport 6.2 A Workplace Based Learning Programme Implementation Plan or Training Plan. 7. A contract of employment for 18.2 (unemployed learners) which is not less than the period

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>of the Workplace Based Learning Programme Agreement. A confirmation letter of socio-economic status from the Employer will also be required for unemployed Learners.</p> <p>8. For 18.1 (employed learners) a confirmation of employment or record of service.</p> <p>9. The grant will be processed to the employer who must be registered with the MQA as a levy payer or is exempted.</p> <p>10. The employer will utilise a MQA/QCTO accredited training provider with the capacity and resources to conduct training.</p> <p>11. Unemployed learners that are funded must be South African citizens.</p> <p>12. Minimum Stipends must be paid as per the National Minimum Wage Act Number 9 February 2022 for Learners in Learnerships and Apprenticeships.</p> <p>13. Employer party who will implement Work Integrated Learning (WIL) must be workplace approved by the relevant SETA/Organisation.</p> <p>14. Non-Artisan Learnership funding will be offered to learners in any of the disciplines as indicated in Annexure D: 7.</p>
MQA-A007	Learnerships Non-Artisan RPL (Employed and Unemployed Learners)	An amount of R 30 000 per learner per Learnership is awarded.	1. Grants will be allocated to employers who meet the MQA grant allocation requirements

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
	Excludes those for the Diamond Processing, Jewellery Manufacturing and for Learners with Disabilities		<ol style="list-style-type: none"> 2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer 3. 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"> 3.1 A clear certified copy of South African Identity Document (ID) or passport once ID/passport copy has been obtained it should be placed on a file. 3.2 A Learning Programme implementation plan or Training Plan. 3.3 A confirmation of employment letter on the company letterhead for 18.1 (employed learners) or record of service. 3.4 A confirmation letter of socio-economic status or a Retrenchment letter from the Employer will also be required for unemployed Learners. 4. A grant is disbursed for payment to companies with approved allocation. 5. The employer will utilise a MQA accredited training provider. 6. Employer party who will implement Work Integrated Learning (WIL) must be workplace approved by the relevant SETA/Organisation. 7. Non-Artisan Learnership funding will be offered to

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			learners in any of the disciplines as indicated in Annexure D: 7, only 30% of non-core will be funded.
MQA-A007	<p>Learnerships (Non-Artisan) (Employed and Unemployed)</p> <p>Beneficiation including Learners with Disability</p>	<ol style="list-style-type: none"> 1. An amount of R35 000 per learner per Learnership is awarded. 2. Two tranches will be disbursed for payment for beneficiation non-Artisans learnerships: <ol style="list-style-type: none"> 2.1 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. 2.2 R25 000 on approval of achievements by the Quality Assurance (QA) unit or upon Certification. <p>An amount of R 50 000 per learner per Learnership is awarded for learners with disabilities.</p> <p>Learners with Disability:</p> <ol style="list-style-type: none"> 1. R 15 000 disbursed 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. 2. R35 000 on approval of achievements by the QA unit or certification. 	<ol style="list-style-type: none"> 1. Grants will be allocated to employers who meet the MQA grant allocation requirements 2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer. 3. The Registration grant will be disbursed 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. 4. The registration grant will be paid after registration of the workplace-based learning agreement irrespective of the commencement date of the learner. 5. The Completion grant will be disbursed after the Learner has been declared competent and a Certificate or Statement of Results is issued. 6. 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"> 6.1 A certified copy of South African Identity Document (ID) or passport once ID/passport copy. 6.2 Learnership Implementation plan or Training Plan.

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>6.3 A contract of employment for 18.2 (unemployed learners) which is not less than the period of the Workplace Based Learning Programme Agreement. A confirmation letter of socio-economic status from the Employer will also be required for unemployed Learners.</p> <p>6.4 For 18.1 (employed learners) a confirmation of employment or record of service.</p> <p>6.5 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.</p> <p>7. Unemployed learners must be South African citizens</p> <p>8. MQA will only fund one learnership per learner per NQF level.</p> <p>9. The employer will utilise the MQA/QCTO accredited training provider.</p> <p>10. Employers taking on learners with disabilities must ensure that the work environment accommodates learners in terms of accessibility.</p> <p>11. Employer party who will implement Work Integrated Learning (WIL) must be workplace approved by the relevant SETA/Organisation.</p> <p>12. Minimum Stipends must be paid as per the National Minimum</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			Wage Act Number 9 of 09 February 2022 for Learners in Learnerships and Apprenticeships.
MQA-A008	SDF Support	1. This relates to the cost for Skills Development Facilitator (SDF) Workshops.	1. Support is provided for capacity building of SDFs.
MQA-A009	Pre-AET, AET, MQA GETC NQF L1 Mining Operations including N1, N2 and N3 Engineering	<p>1. Full time and part time classes for employed and unemployed learners in Adult Education and Training (AET) programmes.</p> <p>Pre-AET Programme</p> <p>2. 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> <p>a) R5 000 on completion of the Pre-AET programme (R2 500 to the learner through the employer and R2500 to the employer).</p> <p>AET 1,2,3,4</p> <p>3. 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> <p>a) R5 000 to the learner through the employer and</p> <p>b) R5 000 to the employer on completion of two learning areas (Communication and Numeracy)</p> <p>GETC NQF1 (58267)</p> <p>4. The MQA will disburse R10 000 per learner on completion of NQF 1 in all learning areas to the</p>	<p>1. Grants will be allocated to employers who meet the MQA grant allocation requirements.</p> <p>2. Grants will be disbursed to companies with approved allocation and report completed learners on the MIS.</p> <p>3. The principle of first come first served will be applied during the reallocation process.</p> <p>4. AET Grants are disbursed on completion of a Level/Programme irrespective of the financial year of registration.</p> <p>5. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer.</p> <p>6. A clear 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).</p> <p>7. The employer will use an accredited training provider for AET.</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>employer and R5 000 to the learner through the employer.</p> <p>Nated Courses, N1, N2 and N3</p> <p>5. 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>6. 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 employer and R5 000 to the employer).</p>	<p>8. A statement of results or issued by an accredited external assessment body.</p> <p>9. AET1-4 programmes must be externally assessed.</p> <p>10. For the MQA NQF Level 1 qualification the MQA Certificate or Statement of Results will be required.</p> <p>11. A statement of results or certificates from an Accredited TVET college or DBE must be provided for N1 - 3 as proof of competence on the external assessment.</p> <p>12. For Pre-AET, an Internal Certificate issued by accredited training provider will be required.</p>

MQA-A010	<p>Skills Programme Support:</p> <p>Occupational Health and Safety Skills Programmes</p>	<p>A grant of R 2500 per employed learner is awarded to the employer on completion of the skills programme.</p>	<ol style="list-style-type: none"> 1. Grants will be allocated to employers who meet the MQA Discretionary grant allocation requirements. 2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer. 3. The principle of a first come first served will be applied during the reallocation process. 4. Occupational Health and Safety Skills Programmes Grants are disbursed on completion of a Programme irrespective of the financial year of registration. 5. The employer will utilise MQA accredited training providers with the capacity and resources to conduct training. 6. Confirmation of employment on a company letter head should be uploaded on the MIS on registration. 7. A clear certified copy of a South African Identity Document (ID) or passport is required. The certified ID copy/passport should be uploaded on the MQA MIS. 8. A skills programme enrolment form is to be signed by both the learner and head of department before uploading onto the MQA MIS 9. A grant is disbursed for payment to employers with approved allocation and report completed learners earlier than others, subject to approval by the MQA. 10. List of Occupational Health and Safety approved skills programmes will be provided under annexure D: 10.
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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA – A013	(Artisan Development: Employed and Unemployed)	<p>A maximum amount of R206 290 per learner is payable.</p> <p>A four-tranche process will be used for disbursing payments.</p> <p><u>Disbursement tranches:</u></p> <p>1. Tranche 1:</p> <p>R 51 572.50 disbursed on registration.</p> <p>2. Tranche 2:</p> <p>R 51 572.50 disbursed after completion of first year of artisan training.</p> <p>3. Tranche 3:</p> <p>R 51 572.50 disbursed after completion of second year of artisan training.</p> <p>4. Tranche 4 :</p> <p>R 51 572.50 disbursed on completion of artisan programme after the learners has been found competent on artisan programme and not found competent after three (3) attempts to pass the trade test.</p> <p>The revised grant amount is subject to the Ministers approval</p>	<ol style="list-style-type: none"> 1. Grants will be allocated to employers who meet the MQA grant allocation requirements 2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer. 3. Tranche 1 is disbursed on registration of the learner; M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls in order to determine grant disbursement eligibility by as well as the submission of the following documents together with a duly signed Workplace Based Learning Programme Agreement: <ol style="list-style-type: none"> a) A clear certified copy of South African Identity Document (ID) or passport b) A learning programme Implementation Plan or Training Plan. c) A contract of employment for 18.2 (un-employed learners) which is not less than the period of the Workplace Based Learning Programme Agreement. A confirmation letter of socio-economic status from the Employer will also be required for unemployed Learners. d) For 18.1 (employed learners) a confirmation of employment on the company letterhead.

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<ol style="list-style-type: none"> 4. Tranche 2 is disbursed after completion of first year of artisan training. M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls in order to determine grant disbursement eligibility. 5. Tranche 3 is disbursed after completion of second year of artisan training. M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls in order to determine grant disbursement eligibility before the tranche is paid. 6. Tranche 4 is disbursed on completion of artisan programme after the learners has been found competent on artisan programme or not found competent after three (3) attempts to pass the trade test. test (irrespective of the outcome of the trade test). 7. Employer party who will implement Work Integrated Learning (WIL) must be workplace approved by the relevant SETA/Organization. 8. Minimum Stipends must be paid as per the National Minimum Wage Act Amended Stipend Schedule of 09th February 2022 (Attached), for Learners in Learnerships and Apprenticeships. 9. A list of trades to be supported in artisan development is indicated in annexure D:6 10. For Centers of Specialization grants can also be paid to TVET Colleges who are able to be

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			lead employers through the signing of the MoA.
MQA-A014	ARTISAN AIDES (EMPLOYED AND UNEMPLOYED)	<p>SKILLS PROGRAMMES</p> <p>1. An amount of R15 000 is disbursed on completion of the artisan aides skills programme.</p> <p>FULL QUALIFICATION</p> <p>2. An amount of R50 000 is disbursed on completion of the unit standards-based artisan suite of qualifications per qualification or the engineering maintenance qualification.</p>	<ol style="list-style-type: none"> 1. Grants will be allocated to employers who meet the MQA grant allocation requirements 2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer. 3. A clear certified copy of a South African Identity Document or Passport is required. 4. A skills programme enrolment form is to be signed by both the learner and the employer before uploading onto the MQA MIS. 5. Reallocation companies with approved allocation and report completed learners earlier than others, subject to approval by MQA. 6. The employer will use a MQA accredited training provider. 7. Employer party who will implement WIL must be workplace approved by the relevant body. 8. Employer party who will implement Work Integrated Learning (WIL) must be workplace approved by the relevant SETA/Organisation. 9. A list of trades/qualifications to be supported is indicated in annexure D:8

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A 015	TVET College Support: NCV, Level 4 Graduates to achieve artisan status	<p>A maximum amount of R 206 290 is payable per learner.</p> <p>The grant will be paid in four equal tranches.</p> <p><u>Disbursement tranches:</u></p> <ol style="list-style-type: none"> 1. Tranche 1: R51 572.50 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. 2. Tranche 2: R51 572. 50. paid after a period of 6 months the learner being active on the programme. 3. Tranche 3 : R51 572.50 paid after 12 months of the learner being active on the programme. 5. Tranche 4 (Trade Testing): R51 572.50 paid on trade test attempt of an artisan programme 	<ol style="list-style-type: none"> 1. Grants will be allocated to employers/organizations' who meet the MQA grant allocation requirements. 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. 3. Employers should be MQA registered and paying levies or be levy exempt as well as employers outside the mining and minerals sector. 4. Tranche payment: <ol style="list-style-type: none"> a) The grant is as per the National Artisan Development Policy. b) Tranche 1 is disbursed on registration of the learner; completion of monitoring and evaluation activities M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls in order to determine grant disbursement eligibility by the MQA as well as the submission of the following documents together with a duly signed Workplace Based Learning Programme Agreement: c) Tranche 2 to be paid after a period of 6 months in the programme and submission of proof of stipend, progress reports by the employer and MQA Project Manager's monitoring report.

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>d) Tranche 3 to be paid after a period of 12 months in the programme and submission of proof of stipend payments, progress reports by the employer and MQA M&E report.</p> <p>e) M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls in order to determine grant disbursement eligibility</p> <p>f) Tranche 4 is disbursed on completion of artisan programme after the learners has been found competent on artisan programme or not found competent after three (3) attempts to pass the trade test. test (irrespective of the outcome of the trade test).</p> <p>5. Employer party who will implement WIL must be workplace approved by the relevant SETA/Organisation.</p> <p>6. The duration of the programme is 18 months as per the trade test regulation.</p> <p>7. <i>Minimum Stipends must be paid as per the National Minimum Wage Act Number 9 of 09 February 2022 for Learners in Learnerships and Apprenticeships.</i></p> <p>8. A list of trades to be supported is indicated in annexure D:6</p>
MQA - A015	TVET and CET College Partnerships	1. The funding will be based on the evaluation of the TVET/CET colleges' needs in line with the	The funding of TVET/CET colleges on interventions to assist the growth of TVET/CET colleges to be responsive to Sector needs.

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		Post-School Education and Training (PSET) system.	<ol style="list-style-type: none"> 1. The qualifying entity must be a public TVET/CET college registered with the Department of Higher Education and Training. 2. The submission of an application and proposal will be based on the on the MQA's requirements. 3. Support will be provided in the following areas: <ol style="list-style-type: none"> a) TVET/CET colleges management and governance, b) TVET/CET colleges quality of teaching and learning, c) TVET/CET colleges responsiveness to local labour markets, and d) TVET/CET college student support services.
MQA - A015	TVET & CET College Partnerships	<p><u>CET AET</u></p> <ol style="list-style-type: none"> 1. A grant of R5 000 per learner is awarded to the registered public CET: 2. The MQA will disburse R5 000 per learner; <ol style="list-style-type: none"> a) R2 500 paid to the CET on registration of the learner b) R2 500 to the CET on completion of the programme. 	<ol style="list-style-type: none"> 1. Grants will be allocated to register CET Colleges who meet the MQA grant allocation requirements. 2. Grants will be disbursed to CET colleges with approved allocation. 3. Grants are disbursed on registration of the learner (submission of the learner enrollment form and certified ID copy, and on completion of the programme (submission of the SOR, Completion letter or Certificate) irrespective of the financial year of registration.

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>4. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating CET College.</p>
MQA - A015	TVET & CET College Partnerships	<p><u>TVET and CET Lecturers Awarded Bursaries</u></p> <p>1. A grant that may be awarded will cover 100% of tuition (including registration fees), and books.</p>	<p>The MQA shall enter into a Memorandum of Agreement (MoA) with each participating TVET/CET college</p> <ol style="list-style-type: none"> 1. Bursars that fail more than 50% of their modules /subjects shall automatically be suspended from the bursary scheme. 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. 3. Bursars must apply for funding every academic year through their TVET/CET colleges. 4. The bursary scheme shall not cover the cost of repeat subjects. 5. The bursary costs change annually depending on the institutions fee structure. 6. Support is provided for university or university of technology (Certificates, Higher Certificates, Diploma, B-Tech, Bachelor's Degree, Honors, Masters and PhD

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>programmes and or other relevant programmes listed.</p> <ol style="list-style-type: none"> 7. Bursars should be South African citizens studying in South African public institutions 8. Historically Disadvantaged South Africans will be proiritised 9. Bursars should be employed by the TVET/CET colleges. 10. No retrospective tuition fees payments will be considered upon the approval of the bursary application. 11. The bursary contract is only in effect after it has been signed by both the bursar and the MQA.
MQA - A015	TVET College Partnerships (Lecturer exposure)	<p><u>Lecturers exposed to industry through skills programmes</u></p> <ol style="list-style-type: none"> 1. A maximum amount of R 108 000 is payable per lecturer. (proposing for the amount to be increased & duration as well) <p>The grant will be paid as follows:</p> <p><u>Disbursement tranches:</u></p> <ol style="list-style-type: none"> a) R 36 000 paid to the host employer (R 12 000 a month paid to the host employer for the period of 3 months). b) A maximum of R 72 000 paid to the TVET College for replacement cost of the lecturer (R 24 000 per month paid to the college for a period of three months) 	<ol style="list-style-type: none"> 1. Grants will be allocated to employers and TVET colleges who meet the MQA grant allocation requirements 2. The MQA shall enter into a tripartite Memorandum of Agreement (MoA) with the host employer and TVET College for hosting of the lecturer to gain work exposure. 3. Employers should be MQA registered and paying levies or be levy exempted. 4. TVET Colleges should be public TVET colleges registered with the Department of Higher Education and Training. 5. Participating lecturers should meet the following criteria: <ol style="list-style-type: none"> a) Permanent employee of the TVET college b) South African citizen

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>6. Tranche payment:</p> <ul style="list-style-type: none"> a) Tranche 1 to be paid upon signing of the tripartite agreement and submission of lecturer certified ID copy, skills programme enrolment form. b) Tranche 2 will be paid upon submission of a monthly report by the employer on work exposure and pay slips on the salary paid to the lectures for the first month of the programme. c) Tranche 3 will be paid upon submission of the monthly report and pay slip for the second month of exposure.
MQA-A016	Maths and Science	<ul style="list-style-type: none"> 1. To support grade 10, 11 and 12. 2. To also develop Mathematics and Science teachers to enable them to reach more learners and ensure impact through high quality teaching. 	<ul style="list-style-type: none"> 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. 2. The Service provider will be appointed through the MQA supply chain process. 3. Support will be provided to learners from the rural and urban areas. 4. Tripartite contracts will be signed by the teachers to be developed, the applicable schools and the MQA
MQA-A017	Foundational Learning Competence	A grant of R5 000 per learner is awarded to employers upon completion of the programme.:	<ul style="list-style-type: none"> 1. Grants will be allocated to employers who meet the MQA Discretionary grant allocation requirements. 2. The MQA shall enter into a Memorandum of

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<ol style="list-style-type: none"> 1. R2 500 to the learner through the employer and R2 500 to the employer on completion of the Programme (Communication and Numeracy) 	<ol style="list-style-type: none"> Agreement (MoA) with each participating employer. 3. The principle of a first come first served will be applied during the reallocation process. 4. The grant will be paid to the companies for learners completing the FLC Programme irrespective of the financial year of registration. 5. A clear certified copy of a South African Identity Document (ID) or passport is required. The certified ID copy or passport should be uploaded on the MQA MIS. 6. An FLC enrolment form is to be signed by both the learner and head of department before uploading onto the MQA MIS 7. A statement of results or certificate issued by relevant accredited external assessment body, must be uploaded on the MQA MIS.
MQA-A019	Mine Community Development	<p>To facilitate and support the training of mine community members and labour sending areas on skills to render communities sustainable as well as support retrenched mine workers, soon to be retrenched and ex-miners to gain other skills.</p> <p>Payments will be made in three tranches:</p> <ol style="list-style-type: none"> 1. First Tranche 25% will be paid after the SLA is signed by all parties, submission of learners' enrolment form, proof that learners have worked for a mine 	<ol style="list-style-type: none"> 1. Grants will be allocated to employers/organizations who meet the MQA grant allocation requirements 2. The MQA shall enter into an Agreement (SLA) with each participating training provider (including public and private). 3. Recognised skill programme registered with MQA or other SETAs or NQF Registered programmes. 4. The training provider must be accredited/approved by the

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>or a contractor of the mine and certified ID copies.</p> <ol style="list-style-type: none"> 2. Second tranche of 25% will be paid after the submission of a progress report, M&E verification report, Proof of learners stipend payment and project manager's report. 3. M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls in order to determine grant disbursement eligibility. 4. Third Tranche of 25% will be released after the submission of Statements of Results and/or completion letter or SETA certificates, (not internal provider certificates) Proof of learners stipend payments, provider progress report. 5. Final tranche 25% will be released after submission of proof of implementation of the exit strategy and close-out report 6. A maximum amount of R15 000 is paid per learner inclusive of R1 750 monthly stipend. 7. The number of stipends paid should be aligned to the duration of the programme. 	<p>relevant SETA/Organisation for the learning programmes to be implemented.</p> <ol style="list-style-type: none"> 5. All submissions of proposals must indicate an alignment to an opportunity post training (exit strategy). 6. The MQA may conduct monitoring and evaluation activities in between the payment of tranches 7. The MQA will pay a grant amount of R15 000 per learner. However, service providers should be cognisant of the training period considering the maximum amount allocated per learner. 8. Due diligence will be conducted in line with the allocation criteria. 9. The beneficiaries will consist of beneficiaries living in Mine Communities and labour sending areas including employees facing retrenchments or employees already retrenched/laid-off and ex-miners. 10. Beneficiaries who are 60 65 years and above will be allowed to nominate their beneficiaries to participate on their behalf.
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 three tranches</p> <ol style="list-style-type: none"> 1. First Tranche 25% will be paid after the MoA is signed by all parties. 	<ol style="list-style-type: none"> 1. Grants will be allocated to employers/organizations' who meet the MQA grant allocation requirements. 2. The MQA shall enter into an Agreement (SLA) with each participating organisation. (Including public and private).

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<ol style="list-style-type: none"> 2. First Tranche 25% will be paid after the Service Level Agreement is signed by all parties, submission of learners enrolment form, certified ID copies and learner benefit template 3. Second tranche 25% will be paid after submission of progress report. 4. Second tranche of 25% will be paid after the submission of a progress report, M&E verification report within 3 months of the progress report, proof of learners' stipend payment and project manager's report. 5. M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls in order to determine grant disbursement eligibility. 6. Final tranche of 50% will be released after the submission of Statements of Results and/or completion letter or SETA certificates(not internal provider certificates), Proof of learners stipend payments, provider close out report and project manager's report. 7. A maximum amount of R15 000 is paid per learner inclusive of a R1 750 monthly stipend paid to the learner for the duration of the training. 	<ol style="list-style-type: none"> 3. The MQA will conduct due diligence exercise before implementation of the project 4. Recognised skill programme registered with MQA or other SETAs or NQF Registered programmes shall be offered in the project. 5. All submissions of proposals must indicate an alignment to an opportunity post training (the programme must take into account economic activities in the area). 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 as well as the strength of the exit strategy 7. The MQA may conduct monitoring and evaluation activities in between the payment of tranches. 8. The beneficiaries will consist of unemployed youth living in mining communities including labour sending areas.
MQA-A019	Small Scale Mining	9.To facilitate and support the training of beneficiaries on small scale mining programmes as well as support retrenched mine workers,	<ol style="list-style-type: none"> 1. Grants will be allocated to employers/organizations who meet the MQA grant allocation requirements 2. The MQA shall enter into an Agreement (SLA) with each

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>soon to be retrenched and ex-miners to gain other skills</p> <p>11. Payments will be made in three tranches:</p> <p>First Tranche 25% will be paid after the SLA is signed by all parties, submission of learners' enrolment form, proof that learners have worked for a mine or a contractor the mine and certified ID copies.</p> <p>12. Second tranche of 25% will be paid after the submission of a progress report, M&E verification report, Proof of learners stipend payment and project manager's report.</p> <p>13. Final tranche of 50% will be released after the submission of Statements of Results and/or completion letter or SETA certificates, (not internal provider certificates) Proof of learners stipend payments, provider close out report, proof of the implementation of the exit strategy and project manager's report.</p> <p>14. M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls in order to determine grant disbursement eligibility.</p> <p>15. A maximum amount of R15 000 is paid per learner inclusive of R1 750 monthly stipend.</p> <p>16. The number of stipends paid should be aligned to the duration of the programme.</p>	<p>participating training provider (including public and private).</p> <p>3. Recognised skill programme registered with MQA or other SETAs or NQF Registered programmes.</p> <p>4. The training provider must be accredited/approved by the MQA for the learning programmes to be implemented.</p> <p>5. All submissions of proposals must indicate an alignment to an opportunity post training (exit strategy).</p> <p>6. M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls to determine grant disbursement eligibility</p> <p>7. The MQA will pay a grant amount of R15 000 per learner. However, service providers should be cognisant of the training period considering the maximum amount allocated per learner.</p> <p>8. The MQA may conduct due diligence audit before allocation of grants</p> <p>9. The beneficiaries will consist of beneficiaries living in Mine Communities and labour sending areas including employees facing retrenchments or employees already retrenched/laid-off and ex-miners.</p> <p>10. Beneficiaries who are 65 years and above will be allowed to nominate their beneficiaries to participate on their behalf.</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A020	Workplace Coaches Programme	<ol style="list-style-type: none"> 1. 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. 2. Each tranche will be R120 000 3. The grant will be paid in 2 tranches (bi-annually). 4. The Employer must pay gross salaries for the Coach a minimum of R 18 000,00 per month for the period of 12 months. 	<ol style="list-style-type: none"> 1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer. 2. The duration of the Workplace Coaches programme is twelve (12) months with the grant amount of R240 000 per coach 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. 4. The second tranche will be paid to the employer 6 months after the coach has been on the programme, upon the submission of progress report of the previous 6 months, the report should be signed by both the coach and the employer. 5. The grant will be paid in 2 tranches (bi-annually). 6. The MQA may fund the same coach for a period not exceeding three (3) years. 7. A coach should preferably be an HDSA. 8. Preference should be given to retired/unemployed individuals with relevant qualifications and experience in the relevant discipline on this project. 9. The coach must have a minimum of 5 years working experience in the relevant field.

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A022	Management and Executive Development Programme	<ol style="list-style-type: none"> 1. 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. 2. 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. <ol style="list-style-type: none"> 2.1 Tranche 1: 50% is paid at registration 2.2 Tranche 2: 50% will be paid when a certificate/statement of results/completion letter is submitted to the MQA. 	<ol style="list-style-type: none"> 1. Grants will be allocated to employers who meet the MQA grant allocation requirements 2. The MQA shall enter into a Memorandum of Agreement (MoA) with each employer allocated grants for this project. 3. The employees must be registered with an accredited institutions 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. 5. The final tranche is paid on completion of the programme by the learner. 6. M&E project monitoring shall be allocated either for M&E verification or utilization of compensating controls in order to determine grant disbursement eligibility.

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A041	HDSA Candidacy Programme	<ol style="list-style-type: none"> 1. An amount of R169 998 is awarded to employer per learner per year for a maximum of three years. 2. An Amount of R56 667 per learner every 4 months in advance is paid to the host employer. 3. 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 Government Certificate of Competency examination. This affords the graduate workplace learning that supports the qualification that has been achieved at the HEI. 4. The support will also be provided to Graduates who were previously on the MQA funded Internship programme and also to graduates who were funded by the companies, but they did not complete all the necessary training related to their GCC 	<ol style="list-style-type: none"> 1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating host employer allocated grants for this project. 2. The grant is paid every 4 months in advance. 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. 4. Each of the subsequent tranches are paid on receipt of learner progress reports. 5. Employers must ensure that the grant received from the MQA covers all costs as per the requirements stipulated in the Workplace Based Learning Programme Agreement. 6. The employer supports structured on-the-job training to unemployed graduates with relevant qualifications from HEI (universities, and universities of technology). 7. Candidacy opportunities are offered to unemployed graduates in the disciplines as identified in Annexure D: 5.

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A042	HDSA Accredited Training Provider Support	<ol style="list-style-type: none"> 1. 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. 2. The grant is paid on a first come first-served-basis for a new training provider meeting standard for accreditation and approved for MQA learning programme. 3. Support is <u>only</u> for HDSA seeking primary accreditation for learning programmes in terms of MQA set standard. Therefore, a grant of R 100 000 inclusive of VAT per provider is payable after the approval of accreditation 	<ol style="list-style-type: none"> 1. There's no grant advert or allocation or application. 2. The MQA shall receive applications or expression of interest for accreditation within mining and minerals sector. 3. The following information are considered for identification of the potential HDSA; <ol style="list-style-type: none"> a) A company registration certificate (CIPC); b) A tax clearance certificate (SARS); c) A certified company bank statement for the designated account; <ol style="list-style-type: none"> 1. The HDSA grant payment is disbursed upon submission of the following evidence: Submission of a signed letter or report confirming that the entity has met set standard or accreditation of the MQA. 2. The MQA may conduct information verification and request any additional information to approve grants prior for the payment of the grant. 3. The MQA reserves the right to withhold or cancel payment if the training provider has not satisfactory complied with the terms of the MoA signed with the MQA

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA A044-Research Partnerships	Partnership with public/private organisations to undertake MQA research that could facilitate transformation at macro, meso and micro levels through skills development in the MMS	1. The MQA determine discretionary grant in alignment with the MQA approved Research Agenda.	<ol style="list-style-type: none"> 1. This is categorized as a Special Project in line with Section 8 of this MQA Funding Policy. 2. The project will be approved on a yearly basis by the MQA Board. 3. Develop Terms of Reference (TORs) for each research project clearly outlining thematic areas, deliverables and timeframes, and requirements for each of the research project. 4. Approach or target potential research partners to express an interest through the submission of research proposal for each research topic outlining the requirements as per the ToR. 5. The MQA will then sign a Partnership Memorandum of Understanding with the qualifying public/private organisations that have expressed interest to work with the MQA on the identified Research Projects. 6. This will be followed by a Memorandum of Agreement signed with public/private organisations. 7. The MQA may fully and /or partially fund a Research Project as per MQA approved Research Agenda

MQA-A045	MQA-A045 Artisan Recognition of Prior Learning (ARPL) (Employed Learners and Unemployed)	<ol style="list-style-type: none"> 1. A grant amount of R 35 000 is disbursed to employed learners and R55 000 for unemployed learners upon the learner's successful completion of the Trade Test. 	<ol style="list-style-type: none"> 1. Grants will be allocated to employers who meet the MQA grant allocation requirements 2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating employer 3. ARPL Grants are disbursed on completion of a Programme irrespective of the financial year of registration. 4. The following 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"> 4.1 A clear certified copy of South African Identity Document (ID) or passport. A Learning Programme implementation plan or Training Plan. A confirmation of employment letter on the company letterhead for 18.1 (employed learners). A confirmation letter of socio-economic status from the Employer will also be required for (18.2) unemployed Learners. 5. A grant is paid to companies with approved allocation and report and completed learners earlier than others, subject to approval by MQA. 6. The employer will utilise a QCTO/SETA accredited training provider. 7. For Employed Learners (18.1), ARPL funding for non MQA qualifications will be available.
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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			A list of trades/qualifications to be supported is indicated in annexure D:6
MQA046	Small business and cooperatives support.	<ol style="list-style-type: none"> 1. To support small business and cooperatives with accredited relevant and required training, mentorship and or financial support. 2. For financial support the MQA will enter into partnerships with other funding agencies of government whose mandate it is to provide funding to SMMEs. 3. A maximum of R20 000 is payable per business and or cooperative for training and mentorship on any of these themes/topics: <ol style="list-style-type: none"> 3.1 Business planning/goal setting. 3.2 Opportunities for growth and market positioning for SSMEs. 3.3 Practical legal requirements for SMMEs. 3.4 Marketing and sales. 3.5 Financing and funding 3.6 Financial management for growth. 3.7 HR and people management. 3.8 Focusing on the future growth and growing your businesses. 4. First tranche payment of R10 000 will be payable upon registration of learners on the accredited course. 5. The final payment of R10 000 will be paid upon submission of a SETA issued statement of results/certificate of competence. 	<ol style="list-style-type: none"> 1. The business must have been registered with CIPC by at least 28 February 2021; 2. Company must be 100% owned by South African Citizens; 3. Employees must be 90% South Africans; 4. Priority will be given to businesses owned by Women, Youth and People with Disabilities; 5. Be registered and compliant with SARS and UIF; 6. FICA documents (e.g. Municipal accounts, letter from traditional authority) should be submitted with the application and 7. Submission of a business profile for the supported business. 8. The MQA will enter into an SLA with the successful provider to conduct the training 9. Preference will be given to providers supporting SMMEs in mining and labour sending areas. 10. The MQA will enter into an MOA with providers or employers to implement this training after selecting such through the MQA DG Allocation process.

MQA047	Support for Worker Initiated Training	<p>1. A standard grant amount per learner as approved by the MQA will be made available in line with the MQA funding policy grant amount. for similar Programmes. For Non-accredited/ (In-House) Programmes the MQA will pay for the actual cost of training up to a maximum amount of R2 000.00 per learner per programme and accredited skills programme</p> <p>9. The payment of tranches will also be disbursed in line with the requirements as stipulated in project of similar nature. For Non-accredited/ (In-House) Programmes payment will be made upon completion.</p>	<ol style="list-style-type: none"> 1. MQA will advertise for discretionary grants, the worker-initiated training intervention will be part of the interventions to be advertised on National media. 2. Trade Unions to submit applications as well as a proposals as part of the application, outlining the training Programmes to be implemented for their members. Submission of proposals to indicate the following: <ol style="list-style-type: none"> 2.1 the training programme that is to be implemented 2.2 purpose of the training programme and how is it going to benefit the beneficiaries 2.3 Number of beneficiaries to be trained 2.4 Cost of training of the intervention 2.5 Duration of training Programme 2.6 Beneficiaries of training Programmes should be workers and worker leaders from the Mining and Minerals Sector Unions. 3. The MQA will enter into MoA with allocated trade unions to implement the training interventions 4. Funding will be for recognised Programmes registered with MQA or other SETAs, NQF Registered Programmes as well as Non-accredited Programmes (In-House) for capacity building as identified by unions will also be supported. 5. The training provider who will implement the accredited training Programmes must be accredited/approved by the relevant
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Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>SETA/Organisation for the learning Programmes to be implemented. The providers of non- accredited programmes(in-house) will be required to produce the learning material must be fit for purpose and must cover all the outcomes of the programme as evidence of the training they will undertake.</p> <p>6. For Non accredited / (in-house) programmer MQA will require, enrolment forms, certified ID copies, certificates of attendance and attendance register.</p> <p>7. The beneficiaries will consist of workers and worker leaders from the Mining and Minerals Sector Unions</p>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA048	World Skills Competition	<ol style="list-style-type: none"> 1. The budget to be approved for the World Skills Competition will be recommended by the Strategy and Governance Committee and the Finance Committee and then approved by the MQA EXCO and Board 	<ol style="list-style-type: none"> 1. This is categorized as a Special Project in line with Section 8 of this MQA Funding Policy. 2. The project will be approved on a yearly basis by the MQA Board. 3. The MQA will then sign a Partnership Memorandum of Understanding with the DHET WSSA Directorate Chief Director. 4. This will be followed by a Memorandum of Agreement signed with the Director General of the DHET. 5. Part of the approved funds will then be disbursed to the World Skills South Africa (WSSA) which is under the auspices of DHET Directorate for WSSA. 6. The WSSA portion of funding mentioned in Section 5 above will be ring-fenced within the NSF to support the MQA Board Approved skill/s at Provincial, National, Regional and International Competitions 7. The other portion of the approved funds will be utilized by the MQA WSSA internal Task Team for the funding of Local Competitions within the MMS including Travelling, Accommodation and Meals for Task Team Members, MQA Executives and Board Members.

ANNEXURE D

1. List of disciplines supported for the Bursary project include:

- Metallurgical Engineering
- Jewellery Design Manufacturing and related qualifications
- Geology
- Mining Engineering
- Mechanical Engineering
- Mining Surveying
- Electrical Engineering (Heavy Current predominantly)
- Chemical Engineering (Mineral Processing)
- Environmental Health and Management
- Analytical Chemistry
- Electro Mechanical Engineering/ instrumentation Mechanician
- Industrial Engineering
- Occupational Health and Safety Management
- Quality Management
- Occupational Hygiene
- For unemployed bursars other disciplines may be considered (up to 20% of the total target for financial year)
- For employed learners, the MQA will also award bursaries for studies outside the above mentioned disciplines which is in line with job employed for.

2. List of disciplines supported for Work Experience:

- Metallurgical Engineering
- Jewellery Design Manufacturing and related qualifications
- Geology
- Mining Engineering
- Mechanical Engineering
- Mining Surveying
- Electrical Engineering-(Heavy Current Only)
- Chemical Engineering (Mineral Processing)
- Environmental Health and Management
- Analytical Chemistry
- Electro Mechanical Engineering/ instrumentation Mechanician
- Industrial Engineering

- Occupational Health and Safety
- Occupational Hygiene
- Other non-core MQA disciplines may be considered

3. List of disciplines supported for Internships include:

- Metallurgical Engineering
- Jewellery Design Manufacturing and related qualifications
- Geology
- Mining Engineering
- Mechanical Engineering
- Mining Surveying
- Electrical Engineering-(Heavy Current)
- Chemical Engineering (Mineral Processing)
- Environmental Health and Management
- Analytical Chemistry
- Electro Mechanical Engineering/ instrumentation Mechanician
- Industrial Engineering
- Occupational Health and Safety
- Occupational Hygiene
- Other non-core MQA disciplines may be considered

**4. List of disciplines/occupations supported for qualifications and learning programme
Artisan 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
- Mining support worker

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
- Millwright
- Electrician
- Boilermaker
- Fitter and Turner
- Diesel Mechanic
- Diesel Fitter
- Heavy Equipment Mechanic
- Goldsmith
- Any other qualifications registered with the MQA

5. List of disciplines supported for the HDSA Candidacy:

- Electrical Engineering GCC;
- Mechanical Engineering GCC;
- Mine Managers Certificate of Competence MMC;
- Mine Survey GCC;
- Mine Overseer;
- Blasting Certificate;

6. List of disciplines supported for Artisan Development and ARPL:

- 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 and Gemstone Setter
- Earthmoving
- Auto Electrician/Autotronics
- Plater Welder
- Plater Boilermaker
- Other non-core MQA trades may be considered

7. List of disciplines supported for Non Artisan programmes

- Mining
- Surveying/Sampling
- Metallurgy
- Chemical Operations/Laboratory Analysis
- Geology
- Occupational Health & Safety
- Ventilation
- Rock Engineering
- Jewellery Manufacturing
- Any other qualifications registered with the MQA
- Other non-core MQA learnerships may be considered

8. List of qualifications and skills programmes supported for Artisan Aides

- National Certificate: Engineering Maintenance and Repairing for Underground Coal Mining
- National Certificate: Engineering Maintenance: Underground Hard Rock (Metalliferous)
- National Certificate: Engineering Fabrication: Mining and Minerals
- National Certificate: Electro-Mechanics: Mining and Minerals
- National Certificate: Mechanical Engineering: Fitting: Mining and Minerals
- National Certificate: Mechanical Handling: Rigging: Mining and Minerals
- National Certificate: Electrical Engineering: Mining and Minerals
- National Certificate: Measurement, Control and Instrumentation: Mining and Minerals
- National Certificate: Automotive Repair and Maintenance: Mining and Minerals
- Artisan Aide: Diesel Mechanic
- Artisan Aide: Plater Welder
- Artisan Aide: Measurement Control and Instrumentation
- Artisan Aide: Electrical
- Artisan Aide: Rigger Ropesman
- Artisan Aide: Fitting including Machinery
- Generic Engineering
- Mechanical Aide

9. List of disciplines supported for HEI Lecturer Support

- Mining
- Survey
- Metallurgy
- Chemical Engineering
- Electrical Engineering
- Mechanical Engineering
- Geology
- Occupational Health & Safety
- Occupational hygiene and Environmental
- Rock Engineering
- Chemistry

10. List of other MQA approved Skills Programmes supported

Classification	Programme Code	Programme description
Transportation and Mining (RBE)	MQA/SP/0128/10	Skills Programme: Transportation of persons, material and minerals to and from the underground workings by means of a shaft/ ONSETTER
Transportation and Mining (Winches)	MQA/SP/0187/21	Skills Programme: Underground Hard Rock: Track bound Locomotive Operator (could fall under Machinery)
	MQA/SP/0186/21	Skills Programme: Underground Hard rock: Track bound Loader Operator (could fall under Machinery)
	MQA/SP/0189/21	Skills Programme: Underground Hard Rock: Double Drum Winch Operator

Electricity	MQA/SP/0163/16	Skills Programme: Operation of Medium Voltage Switchgear and Distribution Networks (V2)
Machinery	MQA/SP/0036/05	Skills Programme: Gathering Arm Loader Operation in an Underground Coal Mine
Transportation and Mining (TMM)	MQA/SP/0066/08 A	Skills Programme: Operate Mining Machinery in an Underground Coal Mine: Cut a coalface using an arc wall type coalcutter in an underground coal mine
	MQA/SP/0066/08 B	Skills Programme: Operate mobile machinery in an underground coal mine: Place and operate and auxiliary fan in an underground coal mine
	MQA/SP/0066/08 C	Skills Programme: Operate mining machinery in an underground coal mine: Operate a belt conveyor unit to convey coal in an underground coal mine
	MQA/SP/0066/08 D	Skills Programme: Operate mining machinery in an underground coal mine: Deliver compressed air using a mobile compressor in an underground coal mine
	MQA/SP/0066/08 E	Skills Programme: Operate mining machinery in an underground coal mine: Cut and load coalsurface using a continuous miner in an underground coal mine
	MQA/SP/0066/08 F	Skills Programme: Operate mining machinery in an underground coal mine: Operate a locomotive underground
	MQA/SP/0066/08 G	Skills Programme: Operate mining machinery in an underground coal mine: Transport personnel, material or equipment using approved self-propelled mobile machines in an underground coal mine
	MQA/SP/0066/08 H	Skills Programme: Operate mining machinery in an underground coal mine: Feed and break coal using a feeder breaker in an underground coal mine
	MQA/SP/0066/08 J	Skills Programme: Operate mining machinery in an underground coal mine: Load coal using a gathering arm loader in an underground coal mine
	MQA/SP/0066/08 K	Skills Programme: Operate mining machinery in an underground coal mine: Drill a work face using a hand held drilling equipment in an underground coal mine
	MQA/SP/0066/08 L	Skills Programme: Operate mining machinery in an underground coal mine: Drill holes using a hand held rock drill in an underground coal mine
	MQA/SP/0066/08 M	Skills Programme: Operate mining machinery in an underground coal mine: Transport material and equipment using a load haul dumper in an underground coal mine
	MQA/SP/0066/08 N	Skills Programme: Operate mining machinery in an underground coal mine: Drill a coalface using mobile drilling equipment in an underground coal mine
	MQA/SP/0066/08 P	Skills Programme: Operate mining machinery in an underground coal mine: Pump water using pumping equipment in an underground coal mine
	MQA/SP/0066/08 Q	Skills Programme: Operate mining machinery in an underground coal mine: Support roof using a roof bolt machine in an underground coal mine

	MQA/SP/0066/08 R	Skills Programme: Operate mining machinery in an underground coal mine: Transport coal using shuttle mining equipment in an underground coal mine
	MQA/SP/0066/08 S	Skills Programme: Operate mining machinery in an underground coal mine: Apply stone dust using stone dusting equipment in an underground coal mine
	MQA/SP/0066/08 T	Skills Programme: Operate mining machinery in an underground coal mine: Cut a coalface using a universal type coalcutter in an underground coal mine
	MQA/SP/0173/17	Skills Programme: Trackless Mobile Machine Operations - Underground Hardrock (V5)
	MQA/SP/0190/22 (A)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Diesel Powered Quadro Cycle
	MQA/SP/0190/22 (B)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Diesel Powered Tractor
	MQA/SP/0190/22 (C)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Dozer
	MQA/SP/0190/22 (D)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Drill Rig
	MQA/SP/0190/22 (E)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Dump Truck
	MQA/SP/0190/22 (F)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Font End Loader
	MQA/SP/0190/22 (G)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Forklift
	MQA/SP/0190/22 (H)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Grader
	MQA/SP/0190/22 (I)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock LDV Light Delivery Vehicle
	MQA/SP/0190/22 (J)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock LHD Load Haul Dumper
	MQA/SP/0190/22 (K)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Mobile Scaler
	MQA/SP/0190/22 (L)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Mobilift
	MQA/SP/0190/22 (M)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Operate a Mobile Elevating Work Platform
	MQA/SP/0190/22 (N)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Rigid Rear Body Dumper
	MQA/SP/0190/22 (O)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Roofbolter
	MQA/SP/0190/22 (P)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Secondary Breaker
	MQA/SP/0190/22 (Q)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Skid Steer
	MQA/SP/0190/22 (R)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Telescopic Boom Handler
	MQA/SP/0190/22 (S)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Hardrock Utility Vehicle
	MQA/SP/0190/22 (T)	Skills Programme: Trackless Mobile Machine Operations UG Hardrock Water Bowzer
	MQA/SP/0177/19 (A)	Skills Programme: Operate Mobile Machinery for Surface Excavation Operations: Dozing V2

	MQA/SP/0177/19 (B)	Skills Programme: Operate Mobile Machinery for Surface Excavation Operations: Drilling V2
	MQA/SP/0177/19 (C)	Skills Programme: Operate Mobile Machinery for Surface Excavation Operations: Excavating V2
	MQA/SP/0177/19 (D)	Skills Programme: Operate Mobile Machinery for Surface Excavation Operations: Grader V2
	MQA/SP/0177/19 (E)	Skills Programme: Operate Mobile Machinery for Surface Excavation Operations: Haul and Dump V2
	MQA/SP/0177/19 (F)	Skills Programme: Operate Mobile Machinery for Surface Excavation Operations: Services V2
Fire	MQA/SP/0126/10	Skills Programme: Gases and Gas Testing in Underground Fiery (Coal) Mines V2
	MQA/SP/0127/10	Skills Programme: Flameproofing in Underground Fiery (Coal) Mines V2
	MQA/SP/0174/18	Skills Programme: Surface Fire Responder for Mines
	MQA/SP/0183/21	Skills Programme: Basic Fire Fighting and response to liberated gases in Surface Excavations
	MQA/SP/0169/17	Skills Programme: Gases and Gas testing in Surface Excavations (Coal)
Miscellaneous	MQA/SP/0176/19	Skills Programme: Operate, Clean and Maintain Conveyor Belts
	MQA/SP/0151/13	Skills Programme: Monitor and Operate Plant and Equipment
	MQA/SP/0132/11	Skills Programme: Maintain a conveyor belt system in the mining and minerals sector

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.
- 1.2 Any disputes/complaints which arises from the application of this policy shall be referred to the Discretionary Grant Adjudication Committee (DGAC) within seven (7) working days of such decision being communicated. Such complaint/disputes 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 thirty working days from the time the dispute/complaint was lodged.
- 1.3 Should the DGAC be unable to resolve the dispute/complaint within thirty (30) 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 thirty 30 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, the matter shall be referred to the Arbitration Foundation of South Africa ("AFSA"), each party to pay its own costs, and the costs of the arbitrator shall be shared equally between the parties.
- 1.6 The arbitration will be held in Gauteng according to the formalities and procedures settled by the arbitrator.
- 1.7 Subject to any exceptional circumstance, the arbitration must take place within 30 days of the Arbitrator being appointed.
- 1.8 Any decision (including an award) made by the Arbitrator shall be final and binding on the Parties and any such award may be made an order of any Court of competent jurisdiction.

1.9 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
– 09 February 2022**

ANNEXURE H

MQA BURSARY POLICY

ANNEXURE I

SECTORAL DETERMINATION NUMBER 5 of the BCEA - 2015

ANNEXURE J

GOVERNMENT GAZETTE, 42060 - NATIONAL MINIMUM WAGE ACT – 09 February 2022.

ANNEXURE K

**FRAMEWORK FOR THE IMPLEMENTATION OF SPECIAL PROJECTS IN THE MINING AND
MINERALS SECTOR**

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 11 November 2022 for implementation in the 2023-24 financial year.

Recommended/ not recommended  Ms. Bridgette Mathebula Acting Chief Operating Officer Date: <u>24/11/2022</u>	Recommended / not recommended  Ms. Lebogang Ameliah Matlala Chief Financial Officer Date: <u>24/11/2022</u>
Approved / not approved  Dr. Thabo Mashongoane Acting Chief Executive Officer Date: <u>25/11/2022</u>	