



TRANSPORT EDUCATION TRAINING AUTHORITY DISCRETIONARY GRANTS GUIDELINES 2017 - 2018

APPLYING FOR DISCRETIONARY GRANT FUNDING – Due to limited funding, guidelines had to be carefully developed so as to provide wide information regarding the Discretionary Grant Funding Window for 2017-2018. The criteria is fairly elaborated and seek to clarify qualifying applicants and all the necessary requirements before an application is sent through.

1. WHO MAY APPLY FOR DISCRETIONARY GRANTS?

In pursuit of delivery of skill training that addresses Transport Sector needs, as documented in the Sector Skills Plan and articulated in our Annual Performance Plan, the Transport Education and Training Authority (TETA) hereby invites applications from the following Stakeholders and legal entities, who fall within the TETA scope:

- Levy-paying Employers within the transport sector;
- Accredited Providers;
- Public Training Providers; these include Universities, Universities Of Technology and TVET Colleges;
- Government Departments & entities
- Trade Unions for the benefit of educating their members to strengthen skills development in the Transport Sector;
- State Owned Enterprises;
- Institute Sectorial Occupational Excellence
- Exempted Non-Levy Paying Entities that include Community Based Organisations, Non-Government Organisations and Community Based Cooperatives.

2. SCOPE OF APPLICATIONS

Applications for PIVOTAL programmes in support of people with disabilities and rural areas are especially encouraged.

It is critical to consult the NSDS III and the TETA Sector Skills Plan in the preparation of applications.

Application forms and other relevant documents are available on TETA's website at www.teta.org.za, under the heading: Discretionary Grant Funding Window **2017/2018**

All applications are to be completed in full, either on a Discretionary Grant Application Form or completely captured on the website.

- Applications to indicate which subsector they relate to. Subsectors are listed below:
 1. Aerospace Chamber
 2. Forwarding & Clearing Chamber
 3. Freight Handling
 4. Maritime Chamber
 5. Rail Chamber
 6. Road Freight Chamber
 7. Road Passenger Chamber
 8. Taxi Chamber

It is of utmost importance that stakeholders take note of the following definitions to ensure the correct interpretation and application thereof:

Internship: refers to a workplace-based experiential learning opportunity that is generally offered as a supervised programme to supplement formal study completed.

Workplace experience: refers to a workplace-based experiential learning opportunity for a learner/student to complete their qualification.

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

Learnerships - A learning programme as defined in the Learnership Regulations published in Government Gazette 30010 of 29 June 2007.

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

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

OCCUPATION	SPECIALISATION	INTERVENTION	QUANTITY TO BE SUPPORTED
Mechanical Engineers	Air-conditioning, Heating and Ventilation (including fire) Engineer; Automotive Engineer; Diesel Engineer; Fluid Mechanics Engineer; Forensic Engineer; Heating and Ventilation Engineer; Machine Design and Development Engineer; Maintenance Management Engineer; Mechanical Engineer (Mines); Mechatronics Engineer; Piping Engineer; Pressurized Vessels Engineer; Rotational Plant Engineer, Structural Steel Engineer; Thermodynamics Engineer; Transportation Systems Engineer	Bursary (Employed)	30
Electrical Engineers	Control Engineer; Electrical Design Engineer; Electrical Engineer (Mines); Electric Power Generation Engineer; Electromechanical Engineer; Illumination Engineer; Power Distribution Engineer; Power Systems Engineer; Power Transmission Engineer; Railway Signal Engineer	Bursary	20
Diesel Mechanics	Diesel Electrical fitter; Diesel Fitter mechanic; Diesel Fuel Injection Mechanic; Diesel Fuel Injection Technician; Diesel Injector; Field Service Technician (diesel); Truck Mechanic;	Apprenticeships	150
Transportation Electricians	Auto Electrician; Automotive Electrician; Automotive Electrical Fitter; Autotronics Technician; Locomotive Electrician; Ships Electrician; Transport Electrician; Vehicle Electrician; Aircraft Electrician	Apprenticeships	50
Mechanical Engineering Technicians	Aeronautical; Automotive Engineering Technician; Fuel Cell Technician; Marine Engineering Technician; Naval Technician; Mechanical Instrument Technician.	Apprenticeships	30
		Bursary	10
Facilities manager	Facilities Supervisor; Campus Administrator/Supervisor	Bursaries	20
Supply And Distribution Managers	Acquisitions Manager; Depot Manager; Freight Forwarding Customs Clearing Manager; Freight Manager; Goods Clearance Manager; Parts Manager; Procurement Manager; Purchase Manager; Supply Chain Executive; Supply Chain Manager; Supply Lead Manager	Learnerships(Employed)	50
Ship's Engineers	Chief engineer (< 750kW port operations), Chief engineer (< 1500kW port operations), Chief engineer officer (port operations), Engineer officer, Second engineer (< 3000kW), Chief engineer (< 3000kW), Second engineer, Chief engineer, Electro technical officer, Chief engineer officer (special grade)	Bursary	10
		Learnership	10
		Workplace Experience	10
Logistics Managers	Dispatch Logistics Manager	Supply Chain Management Learnerships (for employed learners)	50

Drivers	Freight Operator, Lorry Driver, Tanker Driver, Truck Driver (general), Tilt Tray Driver, Petrol Tank Driver, Cement Mixer Driver, Road Train Driver, Logging Truck Driver, Plan Operator	Learnership	130
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IN ADDITION TO THE ABOVE OCCUPATIONS/QUALIFICATIONS, APPLICANTS CAN APPLY FOR THE BELOW INTERVENTIONS TO ADDRESS THE SCARCE AND CRITICAL SKILLS LIST INDICATED IN OUR SECTOR SKILLS PLAN. PREFERENCE WILL BE GIVEN TO QUALIFICATIONS WITHIN TETA SCOPE. REFER TO ANNEXURE 1 FOR THE LIST OF SCARCE AND CRITICAL SKILLS.

PIVOTAL PROGRAMME	TARGET NUMBER OF LEARNERS
Bursary (Employed Learners)	10
Learnership(Employed Learners)	1 390
Learnership(Unemployed Learners)	1 870
Apprenticeship/Artisans	620
Internships (University Graduates)	200
Internships: (TVET Graduates)	250
Workplace Experience	290
Skills Programme (Employed Learners)	500
Skills Programme (Unemployed Learners)	850
Recognition Of Prior Learning Within Transport Sector	100
Candidacy Programmes	50
Adult Basic Education & Training (AET)	500

Preference will be given to applications prioritizing previously disadvantaged beneficiaries using the percentages below:

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

3. WHEN TO APPLY FOR DISCRETIONARY GRANTS

The Discretionary Grant applications should be submitted as indicated below by 02nd December 2016.

4. METHOD OF SUBMISSION

- ONLINE CAPTURING OF APPLICATION FORM

- Applications are to be captured on the TETA website under Discretionary Grant Funding Window 2017-2018.
- Signed application forms and accompanying documents as indicated in point 5 below are to be uploaded.
- All enquiries to be emailed to dgapplications@teta.org.za . **Please note that e-mailed application forms will not be accepted.**

OR

- MANUAL SUBMISSION OF APPLICATION FORMS

Fully completed and signed applications forms in original format can either be hand-delivered or posted to any of the following TETA offices:

- Suite G01B/C/D, Strathmore Part, 305 Musgrave, Durban 4001, 031 301 9614, Postnet Suite 153, P/Bag X504, Durban, 4065
- Western Cape: WBHO House, Glen Roy Road, Pinelands 7430, 021 531 3064, PO Box 38134, Pinelands, 7430
- Randburg: TETA House Reception, 344 Pretoria Avenue, Randburg, 011 577 7000, Private Bag X10016, Randburg, 2125.

Should you have enquiries, please direct them to your relevant **Chamber Executive Officer** or to the **Skills Development and Learning Programmes** unit at **011 577 7000**.

5. APPLICATION COMPLIANCE

- All grants allocations are at the sole discretion of TETA, depending on availability of funds, specific criteria as per the TETA Discretionary Grants Policy, guidelines, policies and procedures as determined by the TETA Board.
- Applications are to comply with the requirements of The NSDS III Equity Indicators and Designated Groups;
- Take cognizance of rural support, youth, women empowerment and NSDS III transformation imperatives
- Late and incomplete applications will lead to non-consideration of applications;
- Applications for extension of submission deadline will not be considered;
- Each application must address one project only; it is compulsory that applicants complete one application form per project;
- All applicants should attach all required supporting documents to the application forms as stated below:
 - TETA registered companies who have submitted a WSP/PTP and ATR/PTR for 2016/17 (Original signed Application form, BBBEE certificate, proof of provider accreditation, implementation plan)
 - TETA companies (49 or less employees) who have not submitted a WSP/PTP and ATR/PTR for 2016/17 : (Original signed Application form, BBBEE certificate, proof of provider accreditation, implementation plan)
 - Non- TETA registered Companies (Original signed Application, certified true proof of business registration, BBBEE certificate, proof of provider accreditation, Implementation Plan)
- A detailed project implementation plan must be attached to the application
- If an applicant does not receive response from TETA within 90 working days of the closing date of the funding window, they should consider their applications unsuccessful.

6. QUALIFYING CRITERIA AND BENEFICIARY FRAMEWORK

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

- (i) Previous contract performance history will form part of the criteria, i.e. an applicant's poor track record with regard to its ability to implement and manage projects and / or public funding; will be grounds for immediate rejection.
- (ii) The organization applying for discretionary grant funding must have made satisfactory progress with the projects awarded in the previous funding dispensation.
- (iii) The applicant should be up to date with levy contributions unless exempt from paying levies (proof of exemption must be submitted)

- (iv) Any applicant that has an existing contract with TETA which has yet to be implemented will immediately be rejected where reasons for the delay in implementation have not been communicated and agreed to in writing with TETA.
- (v) The provider identified to deliver the training should be accredited with the relevant quality assurance body for provision of Programmes aligned to TETA mandate.(proof of accreditation to be supplied)
- (vi) TETA Levy-paying companies must have submitted a PIVOTAL Plan and PIVOTAL Report together with the WSP/ATR submission in April 2016. Employers employing less than 50 employees will not be required to have submitted the PIVOTAL Training Plan and Report.
- (vii) TETA will give priority to applications with a high impact, and or are collaborative in nature.
- (viii) Applications with Programmes that pursue transformation imperatives which include meeting targets as set out in the NSDS III and in particular addressing transformation imperatives like equity targets, gender and youth as well those who are geographically in rural areas will also be given priority.
- (ix) TETA will not provide **grant** funding for:
 - Projects that have already commenced prior to the approval of the application.
 - Set up costs e.g. start-up costs.
 - Capital expenditure e.g. building costs, equipment such as computers etc.
 - Existing operating expenses e.g. salaries of current employees who will undergo training.
 - Policy development.
 - Interventions that result only in “awareness” for participants.

TETA reserves the right not to make any awards and to allocate grants proportionately to ensure an equitable distribution of Grants. As per TETA Discretionary Grant policy: “TETA will provide feedback on the approval of the said application within 90 working days of the closing date of the grant window”.