**Our Vision:** To be recognised as the leader in the development of a highly skilled knowledge-based information society.

**Our Mission:** The MICT SETA generates, facilitates and accelerates the processes of quality skills development at all levels in the MICT sector.
DISCRETIONARY GRANTS APPLICATION PROCESS

Discretionary grant: The purpose of discretionary grants is to encourage employers and stakeholders to contribute towards the achievement of the objectives of the Human Resources Development Strategy (HRDS), the National Skills Development Strategy (NSDS), and the Sector Skills Plan (SSP).

The 49.5% of the levy contribution from employers is allocated to the Discretionary Grant. This money is utilised at the discretion of the SETA to sponsor learning programmes with employers who request sponsorship and who intend implementing learning programmes that support the strategy of the SETA. A Discretionary Grant is that is allocated to a levy paying company to develop the skills of both the employed and unemployed people. A Discretionary Grant is not viewed as income to an organisation and therefore is not taxable.

Applying for PIVOTAL grants

In order to obtain a PIVOTAL grant from the MICT SETA, employers and other institutions that meet the MICT SETA criteria for PIVOTAL grants shall:

- Complete and submit an Annual Training Report (ATR), Workplace Skills Plan (WSP) and PIVOTAL Training Plan (PTP) by 30 June 2013 and thereafter by 30 April each year, using a prescribed template that is accessible from the MICT SETA’s SETA Management System (SMS).
- The MICT SETA PIVOTAL grant shall be applied for through the Letter of Intent (LoI) as provided by the MICT SETA on its website.
- In certain circumstances, a co-funding approach shall be employed, wherein a funding partnership between the MICT SETA and the implementing company shall be entered into.
- Qualifying companies that implement the MICT SETA PIVOTAL programmes in rural areas and those that target people with disabilities shall be eligible for a 100% PIVOTAL grant.

A Levy-Paying Employer intending to apply for Discretionary Grant should have sent through their Work Skills Plan and Annual Training Report (WSP/ATR) to MICTSETA Online before closing date (30 April for each new financial year (1 April)).

The 2013/18 Strategy of the MICT SETA

A summary of the MICT SETA 2013/18 NSDS III strategic goals that relate to Discretionary funding are:

- FET learners supported through bursaries.
- Universities and Universities of Technology learners supported through bursaries.
- Middle level skills programmes implemented.
- Learner progression implemented through Learnerships including townships and rural.
- Students supported through internship programmes of which at least 70% placed.
- Work experience offered to college learners through Internship programmes
- Provision of quality short courses agreed by top 10 MICT stakeholders in each subsector. Provision of quality skills programmes agreed by top 10 MICT stakeholders in each subsector.
- Short course projects in place to address specific sector skills gaps.
Skills programme projects in place to address specific sector skills gaps.
Skills development with SMEs through internship/learnership programmes.
Skills development with selected trade unions, NGOs and community-based organisations expanded through partnership NSF funding.

The Discretionary Grant Evaluation Committee and Process

The MICT SETA has a Discretionary Grant Evaluation Committee (DGEC) comprising the Senior Managers of the Learning Programmes Division, the Quality Assurance Division, and the Sector Skills Planning (SSP) Division. The DGEC evaluates all Letters of Intent (a proposal from the employer requesting sponsorship). If recommended for approval by the DGEC, this recommendation is forwarded to the CEO of the MICT SETA who will usually approve the request for sponsorship. Once approved by the CEO, the Learning Programmes Division will compile a draft Service Level Agreement (SLA) based on the content of the Letter of Intent. Should the employer want some changes on the application, this should be done in writing to the Discretionary Grants Evaluation Committee otherwise, the final draft of the SLA is signed by the MICT SETA representative and the employer SLA representatives, then returned to the MICT SETA.

Discretionary Grant Evaluation Criteria

- Constituent Employer
- Levy paying employer (up to date)
- Workplace Skills Plan submission and approval
- Budget (PIVOTAL against Non PIVOTAL)
- B-BBEE: Skills development code (3% of leviable amount)
- Still implementing (Completion report for previous programme)
- Tax Clearance
- 3 month bank statement (SMEs)
- Motivation (LOI)

Applying for Discretionary Grant

Discretionary Grants: This is funding awarded to the MICT SETA stakeholders who are providing training that address respective workplaces’ scarce and critical skills and assists in the achievement of the MICT SETA commitments to the Department of Higher Education and Training.

No employer should start any training before the SLA is signed by all relevant parties. As implied above, at least two months should be planned for the application process, from date of submission to the MICT SETA through to the signing of the SLA. Employers wishing to apply for sponsorship can do so at any time during the year. It was written before that Employer can apply for only one type of learning programme per LoI; Employers can now apply for multiple learning programmes on one application. The SLA will be for one type of
learning programme only. The types of learning programmes are learnerships, internships, skills programmes, full tertiary qualifications and short courses.

1. **Pivotal programmes**: Professional, vocational, technical and academic learning programmes that result in qualifications or part qualifications on the National Qualifications Framework.

   **PIVOTAL grant purpose**

   The PIVOTAL grant is aimed at:

   - Improving the quality and quantity of labour market information received by the MICT SETA in the form of workplace skills plans, annual training reports and PIVOTAL training reports to inform planning.

   - Promoting National Qualifications Framework (NQF) registered and quality assured PIVOTAL programmes that address priority scarce and critical skills identified in the MICT SETA Sector Skills Plan (SSP).

1.1 **Learnership Programmes** – A Learnership results in a qualification. It is a workplace education and training programme comprising of both structured practical workplace (on-the-job) experience (70% of the content) and structured theoretical training (30% of the content) conducted against registered Unit Standards at an accredited Training Institution. The duration of a Learnership is approximately twelve months.

1.2 **Skills Programmes** – A Skills programme is an occupationally directed learning programme comprising of both theory and practical work experience it is unit standard based and bears credits that lead to a registered qualification. The duration of MICTSETA Skills Programme shall be three to six months.

1.3 **Bursary Programme** – A bursary is a grant allocated to learners who are studying or registered to study in academic learning programmes registered with Council of Higher Education (CHE) that lead to academic qualifications such as Higher Certificates, Diploma and Degrees. The Bursary grant shall be awarded for the duration of the qualification for qualifying learners studying or intending to study within MICT Sector and shall be annually renewed subject to the Bursar’s successful completion of the academic year Sponsored.

1.4 **Workplace Integrated Learning (In-Service Training)** – The Workplace Experience Programme/ Work Integrated Learning Programme is a programme that is undertaken to workplace for the purposes of exposure to the workplace experience to complete a qualification. The duration should be six to twelve months depending on the institutional requirements.

2. **Non-Pivotal Programmes**: These learning programmes are not NQF aligned and are not registered on National Qualifications Framework with South African Qualifications Authority; therefore they do not bear any credits or lead to a qualification.
Exclusions

Internship programmes shall not be funded through the PIVOTAL grant, but rather, through the remaining 20% of the discretionary grants in accordance with the sector priorities outlined in the MICT SETA SSP.

Vendor Specific Programmes/Short Courses – A Short Course is any learning or development programme that may or may not lead to credits towards an NQF registered qualification”, classroom or simulated or classroom and simulated. No workplace component. Short Courses have no workplace training component and may or may not include training that is aligned to unit standards. Likely examples include:
- Courses on soft skills such as performing presentations, conflict management, negotiation, etc.
- Internal training hosted by one of your staff.
- Internal training hosted by an external trainer.
- E-Learning courses.
- Driver’s license.
- Product Specific Training.
- Organisation Specific Training.
Note that evidence must be kept to confirm that this training took place. Evidence would include the agenda for the training, the signed attendance register reflecting start and end times, credits against registered unit standards (in some instances), etc.

Internships (University Graduate Placement)/ Internship (TVET Graduate Placement) - An Internship is a programme designed to give tertiary graduates and University of Technology learners an opportunity to extend/obtain their academic qualifications with structured workplace exposure and specialised training. Participants are placed on a fulltime basis, generally for a period of six to twelve months, in stakeholder companies and government organisations, the purpose of which is to provide the learner with workplace experience that builds on the qualification or assists in completing the qualification. The Internship usually involves just the learner, who is a potential employee to a company, and the potential employer. Taking note of the learner’s level of education, capabilities and experience, the employer or training provider defines the workplace programme that must be completed for the learner to obtain the required skills for the work to be performed.

<table>
<thead>
<tr>
<th>Type of Programme</th>
<th>Training Grant Per Learner</th>
<th>Allowance Per Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learnership</td>
<td>R 35,000.00</td>
<td>R 18,000.00/12 = R 1,500.00</td>
</tr>
<tr>
<td>Internship</td>
<td>R 28,000.00</td>
<td>R 42,000.00/12 = R 3,500.00</td>
</tr>
<tr>
<td>Skills Programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bursary</td>
<td>R 70,000.00</td>
<td></td>
</tr>
</tbody>
</table>
Please have these documents ready before applying

1. Tax Clearance
2. Commitment to employ learners after completion letter (this should be in .pdf format on company letter head)
3. 3 Months Bank Statement (If your company have 0 to 49 employees)
4. B-BBEE Certificate for medium and large companies.
5. Your Employer/Company details

Visit our home page (www.mict.org.za)

Select stakeholder login

The button should direct you to a login screen, if you have already logged on before please log out. Select a link ‘Complete the letter of intent’

Select the current financial year 2017/2018 and Letter of Intent then Click on register button.

Please note there are 3 steps of this application.

**Step 1** Letter of Intent details – Organisational details, after completing this step please click Save to proceed to step 2.

**Step 2** Learning programmes – Implementation plans.

Provide Motivation why the company needs funding.

Select Application for Pivotal (these are learning programmes that leads to a qualification registered on SAQA) if Employer wishes to implement;

- Skills Programme(s) (Part of Qualification)
- Work Integrated Learning Programme (In-service Training)
- Bursaries Programme(s)
To save Click ‘Add’ Button

**AND/OR**

Select Non-PIVOTAL if Employer wishes to implement
- Vendor Specific Programme(s): example are MSCD, MCSE, CISCO
- Internship Programme(s)

To save Click ‘Add’ Button

After completing this step please click Save to proceed to step 3

**Step 3** Generate Letter of Intent – Print out Letter of Intent applications
Download the application by clicking the link "Letter of Intent" and sign.

**Uploading Documents**

By now you should have received Login details. Please Login to Stakeholder Login. The System should take you to indicium if you do not have any other roles linked to your profile. If you do have other roles such as SDF kindly select “Employer Letter” role.

Please follow these steps:

1. Login on Stakeholder login
2. Select Employer Letter Role
3. Select ETQA (Top Left)
4. Select Letter of Intent
5. Click on Search Button to retrieve all Application
6. Select new document to upload each file.

Once you have uploaded all required documents please click submit button. The stakeholder will receive acknowledgement email.

**APPLICATION PROCESS**

- Submission of Letter of Intent (LoI)
- Desktop verification of Levy payments and Workplace Skills Plan
- Desktop verification of Accreditation (Learnership, Short Courses, Skills Programme)
- Presentation to Discretionary Grants Committee by Administrators.
  - Discretionary Recommends/Not Recommend
  - Notification of the outcome through letter

**SERVICE LEVEL AGREEMENT (SLA) PROCESS (Recommended Application)**

- Budget Allocation
- Drafting of the SLA
- Approval by CEO
- Notification to the stakeholder

**DISCRETIONARY GRANT DISBURSEMENTS**

**Learnership**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Disbursement Split</th>
<th>Required Items</th>
</tr>
</thead>
</table>
| First Disbursement        | 15%                | • Learnership Agreements, Fixed Employment Contracts and ID Copies.  
• Programme Roll-Out Plan (Programme Plan with Activities Schedule per units standard)  
• Uploading learners details on MICT SETA MIS Systems.  
• 1st Invoice, with cancelled organisational blank cheque.                                               |
|                           | 15%                | • Proof of payment for training provider and learners                                                                                           |
| Second Disbursement       | 20%                | • 1st Quarterly Progress Report, based on approved roll-out plan, as per clause 7.  
• Site Visit report by MICT SETA (Uploading of Learner assessment results on MICT SETA MIS Systems).  
• 2nd Invoice                                                               |
| Third Disbursement        | 20%                | • 2nd Quarterly Progress Report, based on approved roll-out plan, as per clause 7.  
• Site Visit report by MICT SETA. (Uploading of Learner assessment results on MICT Seta MIS Systems).  
• 3rd Invoice                                                               |
| Fourth Disbursement       | 30% Allowances 15% Grant | • 3rd Quarterly Progress Report, based on approved roll-out plan, as per clause 7.  
• Site Visit report by MICT SETA. (Uploading of Learner assessment results on MICT SETA MIS Systems).  
• 4th Invoice                                                               |
| Fifth Disbursement        | 15% Grant Only     | • Uploading of Learners Assessments on MICT SETA MIS Systems and Submission of Moderation reports.  
• Verification report and Quality Assurance approval by the MICT SETA ETQA, for Learners” certification |
| Programme Termination     |                    | • Full comprehensive progress report with students” database, including their contacts details.  
• The Programme impact analysis, which will include learners” employment status upon completion of Learnerships. |

<table>
<thead>
<tr>
<th>Activity</th>
<th>Disbursement Split</th>
<th>Required Items</th>
</tr>
</thead>
</table>
| First Disbursement        | 15%                | • Internship Agreements, Fixed Employment Contracts and ID Copies.  
• Programme Roll-Out Plan (Programme Plan with Activities Schedule per units standard)  
• Uploading learners details on MICT SETA MIS Systems.  
• 1st Invoice, with cancelled organisational blank cheque.                                               |
<p>|                           | 15%                | • Proof of payments for Interns                                                                                                             |</p>
<table>
<thead>
<tr>
<th>Activity</th>
<th>Disbursement Split</th>
<th>Required Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Disbursement</strong></td>
<td>15%</td>
<td>• Internship Agreements, Fixed Employment Contracts and ID Copies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Programme Roll-Out Plan (Programme Plan with Activities Schedule per units standard)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Uploading learners details on MICT SETA MIS Systems.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1st Invoice, with cancelled organisational blank cheque.</td>
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<td></td>
<td></td>
<td><strong>15%</strong> Proof of payments for Interns</td>
</tr>
<tr>
<td><strong>Second Disbursement</strong></td>
<td>20%</td>
<td>• 1st Quarterly Progress Report, based on approved roll-out plan, as per clause 7.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Site Visit report by MICT SETA (Uploading of Learner assessment results on MICT SETA MIS Systems).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2nd Invoice</td>
</tr>
<tr>
<td><strong>Third Disbursement</strong></td>
<td>20%</td>
<td>• 2nd Quarterly Progress Report, based on approved roll-out plan, as per clause 7.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Site Visit report by MICT SETA.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 3rd Invoice</td>
</tr>
<tr>
<td><strong>Fourth Disbursement</strong></td>
<td>30% Allowances 15% Grant</td>
<td>• 3rd Quarterly Progress Report, based on approved roll-out plan, as per clause 7.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Site Visit report by MICT SETA. 4th Invoice.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Completion Report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Final Report.</td>
</tr>
</tbody>
</table>

**Skills Programme**

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**Internship**

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**Discretionary Grants Guide for employers**
APPLYING FOR DISCRETIONARY GRANTS

Step 1: Open the internet page and type http://www.mict.org.za/

Step 2: Click on stakeholder login from the screen below:

Step 3: Click on “Complete the Letter of Intent” link from the screen below

Step 4: Select financial 2017/2018 and letter of intent

Step 5: Click on Register
Step 6: Complete your organisational details

Step 7: Click Save to proceed to step two
NB: Buttons and Radio Buttons

<table>
<thead>
<tr>
<th>Action</th>
<th>Button</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retrieves a pivotal form</td>
<td>Application for Pivotal Grants</td>
</tr>
<tr>
<td>Retrieves a non-Pivotal form</td>
<td>Application for Non-Pivotal Grants</td>
</tr>
<tr>
<td>Adds completed form on a table, Allows Multiple Entries/Forms on a single table</td>
<td>Add</td>
</tr>
<tr>
<td>Allows user to proceed to another step of application</td>
<td>Save</td>
</tr>
<tr>
<td>Removes a completed form on a table</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Step 8: Complete Motivation for Training Interventions and Estimated Budget
Step 9: Application for Pivotal Grants

Selecting Municipality
A: Applying for Skills Programmes, Complete the form and click add button as highlighted as shown below.

Output (system response)
B: Applying for Learnership, Complete the form and click add button as highlighted as shown below.

Output (System Response)

Applying for multiple training Intervention
<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click <strong>ETQA</strong> in the Main Menu</td>
<td><img src="image1.png" alt="Screenshot 1" /></td>
</tr>
<tr>
<td>2</td>
<td>Click on Letter of Intent from the ETQA Menu</td>
<td><img src="image2.png" alt="Screenshot 2" /></td>
</tr>
<tr>
<td>3</td>
<td><strong>Complete one of the search criteria below to search for the employer:</strong></td>
<td><img src="image3.png" alt="Screenshot 3" /></td>
</tr>
<tr>
<td></td>
<td>• Registered Company Name</td>
<td><img src="image4.png" alt="Screenshot 4" /></td>
</tr>
<tr>
<td></td>
<td>• Company trading Name</td>
<td><img src="image5.png" alt="Screenshot 5" /></td>
</tr>
<tr>
<td>4</td>
<td>Click on the <strong>Search</strong> button</td>
<td><img src="image6.png" alt="Screenshot 6" /></td>
</tr>
<tr>
<td>5</td>
<td>Select the company and click on action button.</td>
<td><img src="image7.png" alt="Screenshot 7" /></td>
</tr>
</tbody>
</table>
6 The system is going to reflect the sections highlighted on the screen.

7 Click on “Signed Letter of Intent” to view and select documents and click New document to upload the relevant file.

8 Click on “Choose File” to browse where you saved the file on your Computer then Click on Upload
9 Click on “Complete Employer Details” to download the Employer details spread sheet.

10 Click on “Submit” when done.

11 Your Window should look like this, with no submit button.

12 Your Application is successfully sent.