
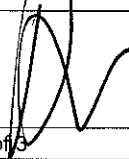
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	TITLE:	MANDATORY GRANT POLICY		

1. PURPOSE

This serves to define the method of implementing the Mandatory Grant with respect to targets, qualifying criteria, evaluation criteria, grant value and grant payments.

2. SCOPE

The Mandatory Grant is a grant payment to levy paying companies in the food and beverages manufacturing sector who comply with the qualifying criteria as stipulated in this policy

3. POLICY

FoodBev SETA will pay a Mandatory Grant in accordance with the terms and conditions stipulated in the Mandatory Grant Policy, and specific criteria for submission, evaluation and approval of Grant application and payment of the Mandatory Grant

4. OBJECTIVES

4.1 NSDS Objective

NSDS Objective 2, Indicator 2.1 states:

- *"By March 2011, at least 80% of large firms' and at least 60% of medium firms' employment equity targets are supported by skills development. Impact on overall equity measured"*

NSDS Objective 2, Indicator 2.2 states:

- *By March 2011 skills development in at least 40% of small levy paying firms supported and the impact of support measured"*

4.2 Foodbev SETA Objectives

- By March every year, 80% of large firms' employment equity targets are supported by skills development.
- By March every year, 60% of medium firms' employment equity targets are supported by skills development
- By March every year skills development in at least 40% of small levy paying firms are supported and the impact measured

5. DEFINITIONS / ACRONYMS

- **Mandatory grant:** A mandatory grant as set out in the *Sector Education and Training Authorities (SETA) Grant Regulations Regarding Monies Received by a SETA and Related Matters* (Regulation 27240 of 1 February 2005) as amended in Government Gazette no 29584 (2 February 2007) must be paid to an employer on condition that the qualifying criteria as set out in this policy are met.
- **Employer representative:** Person representing the employer ideally the owner, CEO or senior management representative
- **Employee representative:** Person representing employees ideally a trade union representative or otherwise a non-managerial employee
- **WSP:** Workplace Skills Plan
- **ATR:** Annual Training Report
- **SDF:** Skills Development Facilitator

6. RESPONSIBILITY/AUTHORITY

The CEO is responsible for ensuring that this policy is implemented, whilst the Corporate Services Manager implements the policy

7. QUALIFYING/ APPROVAL CRITERIA

- The WSP and ATR must be submitted in the formats prescribed by the Department of Higher Education and amended by FoodBev SETA.
- The application must be submitted to Foodbev SETA by no later than 30 June
- For organisations employing more than 50 employees, at least one (1) planned and actual training intervention must address / align with the sector skills needs as defined in the Foodbev SETA Sector Skills Plan and the scarce occupations;
- The ATR must have contributed to the implementation of the previous year's WSP and meet the required criteria.
- A minimum of 60% of the number of beneficiaries planned in the previous year must be achieved in the ATR. Implementation of training below this rate must be motivated and may be approved at the discretion of the Corporate Services Manager
- The WSP/ATR must be signed off by members of the Training Committee or alternatively an Employer and Employee Representative
- Foodbev SETA Council mandates the SETA to grant a maximum of one (1) month extension for submission of the WSP / ATR only under extreme conditions as contemplated in the Regulations **and** on written request from the employer
Examples of these conditions are, amongst others:
 - Accident on day of submission
 - Death / serious illness of owner / MD / CEO / Director
 - Death / serious illness of SDF / person completing the form etc.

8. GRANT TYPES

- 9.1 *Large business mandatory grant* - Mandatory grant for employers who employ 50 or more employees
- 9.2 *SME mandatory grant* - Mandatory grant for employers who employ less than 50 employees

9. GRANT VALUES

- 9.1 The value of the mandatory grant is 50% of the skills development levy paid to SARS for the applicable skills development levy year.
- 9.2 In order for Foodbev SETA to disburse the Mandatory Grant, levy contributing companies should complete a Mandatory Grant Claim form detailing the levy amounts paid to SARS for the period under review and submit these to FoodBev SETA on a quarterly basis
- 9.3 FoodBev SETA will verify the information supplied by the company through a reconciliation process using SARS data and disburse the applicable amounts

10. MANDATORY GRANT DISBURSEMENT DATES

The disbursement of mandatory grants for approved WSP/ATRs will be done no later than the dates indicated below:

Planned Disbursement Date	In respect of Levies received from SARS for:
October	WSP Grant April - June
January	WSP Grant July- September
April	WSP Grant October - December
July	WSP Grant January - March

11. UNCLAIMED GRANTS

In the event where FoodBev SETA registered companies do not claim mandatory grants on or before the closing dates as per above, such companies will forfeit the mandatory grant. These funds will be transferred to the discretionary grant fund to be utilized for payment of discretionary grants. This clause will not affect newly registered companies who have six months from registration to submit an application for the mandatory grant.