
 <b>FoodBev SETA</b>	<b>DOCUMENT NO:</b>	FBA PR006	<b>COMPILED BY:</b>	Corporate Service Manager	
	<b>REVISION NO:</b>	3 0	<b>SIGNATURE:</b>		
	<b>EFFECTIVE DATE:</b>	01 April 2010	<b>APPROVED BY:</b>		CEO
	<b>TITLE:</b>	<b>MANDATORY GRANT PROCEDURE</b>			

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## 1. PURPOSE

The purpose of this procedure is to define the steps and controls in the compilation and approval of the Mandatory Grant (WSP/ATR).

## 2. SCOPE

This procedure applies to the Mandatory Grant (WSP/ATR) from FoodBev SETA Stakeholders and the evaluation of the WSP/ATR in order to disburse the mandatory grant.

## 3. POLICY


Refer to the Mandatory Grant Policy

## 4. DEFINITIONS

- 4.1 **Mandatory grant:** Reference the Skills Development ACT 1998, SETA Grant Regulations regarding the monies received by a SETA and related. This refers to the WSP and ATR.
- 4.2 **SDF Registration Form:** This is a FoodBev SETA form which is only completed on initial registration of the SDF. Updated details are requested as part of the WSP / ATR.
- 4.3 **ATR:** Annual Training Report
- 4.4 **WSP:** Workplace Skills Plan
- 4.5 **Mandatory Grant Levy Schedule:** This is an internal SETA document (see FBA T003 in the Forms and Attachments File) used to monitor levy payments from stakeholders. (See procedure "Grant Disbursement" – FBA PR003).  
**Note: This form may not always be required, it is necessary only when banking details have changed or there are discrepancies in the levies paid by the stakeholder.**
- 4.6 **SDC:** Skills Development Coordinator
- 4.7 **SDA:** Skills Development Administrator
- 4.8 **SDF:** Skills Development Facilitator

## 5. RESPONSIBILITY/AUTHORITY

The CEO is responsible for ensuring that this procedure is being implemented whilst the Corporate Services Manager/SDC implements this procedure as necessary

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## 6. PROCEDURE

### 6.1 Overview

Reference the flow chart on page 4.

### 6.2 Criteria For Approval

- Criteria for approval are obtained from the regulations pertaining to the Skills Development Act which stipulates minimum criteria.
- SETA criteria are additional to the above and are contained in the Mandatory Grant Policy

### 6.3 Action on Criteria

On receipt of the above Mandatory Grant Application (after evaluation by the SDC), the Corporate Services Manager decides from the data given on the following:

- Approve
- Refer
- Reject

### 6.4 Checking of Levy Data

The data from the stakeholder's Mandatory Grant Levy Schedule (where required) is an input into the DataNet system and this system highlights variances. Major variances between the SARS data and the companies' data are resolved with the company SDF.

Where there are major variances, grants will normally be paid on the lowest value between the SARS receipts and the levy data as supplied by the SDF.


### 6.5 Validation of data in the ATR

Annually, the Corporate Services Manager selects a 10% sample of FoodBev SETA clients whom have submitted Mandatory Grant Applications across a range of sectors and company sizes. The Skills Development Coordinator then liaises with the selected clients to inform them of the following:

- A visit to their premises
- The purpose of the visit
- The activities to be conducted during the visit

The details of the visit are arranged in accordance with the procedure FBG PR003 "SETA Services Standards"

The visit is conducted by the Skills Development Coordinator/SETA personnel by using an ATR Monitoring Report. Objective evidence is collected and recorded on the extent of implementation given in the ATR

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If issues are detected during the validation then appropriate corrective/preventive action is recommended in writing by FoodBev SETA personnel

Typical actions recommended for implementation by the client are as follows:

- Improved keeping of staff training records
- Improved participation by other stakeholders e.g. Labour Unions
- Improvements in the client's internal consultation processes on skills development

## 7. RECORDS

The following documents are generated in connection with the implementation of this procedure:

<b>Document Type/Title</b>	<b>Responsibility for Retention</b>	<b>Retention Period</b>
SDF Registration Form (where required)	Corporate Services Manager	5 years
Mandatory Grant Application Form	Corporate Services Manager	5 years
Mandatory Grant Levy Schedule	Corporate Services Manager	5 years
ATR Validation Report (where required)	Corporate Services Manager	5 years

## 8. REFERENCES

SETA Service Standards – FBG PR003  
Grant Disbursement – FBA PR003  
Skills Planning – FBA PR006