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ABET GRANT POLICY

For the period

1st April 2008 to 31st March 2009

FOODBEV SETA ABET GRANT POLICY

1. INTRODUCTION

This policy is applicable to the payment of ABET grants by FoodBev SETA to qualifying employers or accredited ABET training providers. The ABET grants constitute substantial funding by FoodBev SETA of the cost of training employees on ABET. As such it is necessary that clear qualification criteria for ABET grants are set out and employers and ABET providers, in terms of this policy, enjoined to adhere to the prescripts of the Skills Development Act, 97 of 1998, as amended, relevant regulations published in terms thereof. The policy further regulates the terms and conditions of the payment of ABET grants and entrenched FoodBev SETA's rights and entitlement to recover ABET grants in instances of non-compliance with relevant legislation and this policy in the implementation of ABET.

As per this policy, all qualifying employers and ABET providers who sign and submit a grant claim form acknowledge and accept FoodBev SETA's entitlement to regulate these matters per policy in an endeavour to ensure the effective and efficient quality control of training as FoodBev SETA is statutorily enjoined to do under the Skills Development Legislative Framework.

2. PURPOSE

The purpose of this policy is to define the terms and conditions under which the Adult Basic Education and Training (ABET) Grant will be implemented to achieve the National Skills Development Strategy (NSDS) Objective 2, Indicator 2.7, with respect to targets, eligibility/qualifying criteria, evaluation of applications, grant value, grant payments.

3. SCOPE

The ABET Grant, payable to (1) employers **or** (2) accredited ABET providers, serves to off-set the cost of

- training workers on ABET 1 to 4 programmes.
- assessing workers' competence on ABET (through a process of recognition of prior learning).
- FoodBev SETA maintains the right to adjust/amend this policy.

4. POLICY

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

5. OBJECTIVES

5.1 NSDS Objective 2, Indicator 2.7

NSDS Objective 2, Indicator 2.7, states:

- *“By March 2010, at least 700 000 workers have achieved at least ABET Level 4”.*

6. DEFINITIONS

6.1 ABET - Adult Basic Education and Training

6.2 Recognition of prior learning – Entails assessment against the outcomes of unit standards; the objective remains to assess competence

6.3 ABET Grant Application Form: - Form to be completed to obtain Foodbev Seta approval to access ABET grant (prior to ABET assessment or ABET provision)

6.4 ABET Grant Claim Form - Form to be completed to claim ABET Assessment or ABET Provision Grant

7. RESPONSIBILITY/AUTHORITY

The CEO is responsible for ensuring that this policy is implemented, whilst the Skills Planning Manager implements the policy.

8. QUALIFYING CRITERIA

8.1 Applications Submitted by FoodBev Companies

- 8.1.1 The applicant must be registered with Foodbev SETA
- 8.1.2 The applicant must be up to date with levy contributions unless exempt from paying levies (proof of exemption must be submitted).
- 8.1.3 The applicant must have qualified for mandatory grants (workplace skills planning grant) if employing more than 50 employees.
- 8.1.4 The application for grants must be submitted on the prescribed application form.
- 8.1.5 Applications must be for learners recruited and trained during the current levy year (1 April 2008 to 31 March 2009).
- 8.1.6 The applicant agrees to an audit by FoodBev SETA.
- 8.1.7 Providers used must be accredited for ABET programmes.

8.2 Applications Submitted by Accredited ABET Training Providers

- 8.2.1 Application must be submitted on behalf of a registered FoodBev SETA company.
- 8.2.2 The company who will implement ABET training must be up to date with levy contributions unless exempt from paying levies (proof of exemption must be submitted).
- 8.2.3 The company who will implement ABET training must have qualified for mandatory grants (workplace skills planning grant) if employing more than 50 employees.
- 8.2.4 The application for grants must be submitted on the prescribed application form and signed by both the accredited provider and the host employer.
- 8.2.5 Applications must be for learners recruited and trained during the current levy year (1 April 2008 to 31 March 2009).

- 8.2.6 Providers applying for grant funding must be accredited to provide ABET; proof of accreditation must accompany the grant funding application.
- 8.2.7 Applications must be accompanied by a signed letter from the host employer indicating intent to contract the provider applying for the ABET grant.

9. GRANT APPLICATION

- 9.1 Invitations to apply will be posted on the FoodBev SETA website and Foodbev Seta communications media.
- 9.2 There will be five evaluation periods for grant funding applications during the financial year:
- 9.2.1 End of May 2008
 - 9.2.2 End of July 2008
 - 9.2.3 End of September 2009
 - 9.2.4 End of November 2009
 - 9.2.5 End of January 2009.
- 9.3 Companies/providers will be informed within one month of each of the evaluation periods of the outcome of the grant funding application.

10. GRANT TYPES AND VALUES

- | | | |
|------|------------------------|--|
| 10.1 | ABET Assessment Grant: | R75 per subject |
| 10.2 | ABET Provision Grants: | R2 000 (numeracy)
R2 000 (literacy) |

11. EVALUATION AND APPROVAL PROCESS

- 11.1 ABET Grant Application form to be completed
- 11.2 ABET Grant application evaluated against above-mentioned criteria
- 11.3 Approval of the ABET Grant application will be subject to availability of funds
- 11.4 ABET Grant Claim Form completed and submitted.

12. GRANT PAYMENT

12.1 ABET Assessment Grant

The ABET Assessment Grant is a once-off payment of the full grant value on completion of the assessment

- Completion of grant application form prior to assessments
- Grant payment on submission of assessment results and completion of FoodBev SETA Grant Claim form

12.2 ABET Provision Grant (applicable to ABET levels 1 - 4):

11.1.1 Tranche 1: 50% of Grant value

- Completion of grant application form prior to commencing ABET training
- 50% of grant payable on approval of grant application

12.2.2 Tranche 2: 50% of Grant value

- 50% payable on successful completion of ABET level 1-4
- ABET grant application to be submitted to FoodBev SETA

13. Non-Compliance in terms of ABET Provision

Circumstances in which the employer/provider must repay the grant:

If the learner does not complete ABET 1 - 4 the employer must repay the grant (Tranche 1) in full to FoodBev SETA.

PROCESS OF GRANT APPLICATION AND APPROVAL (PROVISION GRANT)

