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	TITLE:	BURSARY GRANT POLICY		

BURSARY GRANT FUNDING POLICY

For the period

1st April 2008 to 31st March 2009

1. INTRODUCTION

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

As per this policy, all qualifying employers 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 Bursary Grant will be implemented to achieve NSDS Objective 2, Indicator 2.8, with respect to targets, eligibility/qualifying criteria, evaluation of applications, grant value, and grant payments.

3. SCOPE

- 3.1 The Bursary Grant serves as an incentive to employers to develop employees, through study at accredited tertiary educational institutions, in areas of scarce skills in the food and beverages manufacturing industry (Refer Annexure A for list of scarce skills and areas of study linked to the development of these skills).
- 3.2 If the list provided in Annexure A does not include an area of study that supports the development of a specific scarce skill, a motivation for additional areas of study can be provided in the bursary grant application form.
- 3.3 The Bursary Grant is payable to employers to subsidise study fees of employees.
- 3.4 FoodBev SETA maintains the right to adjust/amend this policy.

4. POLICY

FoodBev SETA will implement the Bursary Grant in accordance with the terms and conditions stipulated in the Bursary Grant Policy, with reference to specific criteria for submission, evaluation and approval of Grant applications and disbursement of the Bursary Grant.

5. OBJECTIVES

5.1 NSDS Objective 2, Indicator 2.8

NSDS Objective 2, Indicator 2.8, states:

- *“By March 2010, at least 125 000 **workers** assisted and at least 50% successfully complete programmes, including learnerships and apprenticeships, leading to basic entry, intermediate and high level scarce skills.*

6. DEFINITIONS

- 6.1 Bursary** – this refers to financial support to employees of FoodBev SETA registered companies to attend part or full-time studies at an accredited institution to develop competencies in areas identified as scarce skills
- 6.2 Bursary Grant** – this refers to monies paid to FoodBev SETA registered companies to subsidise the study cost of employees.
- 6.3 Bursary Grant Application Form:** - Form to be completed to obtain Foodbev Seta approval to access the bursary grant
- 6.3 Bursary Grant Claim Form** - Form to be completed to claim Bursary 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 The applicant must be registered with Foodbev SETA.
- 8.2 The applicant must be up to date with levy contributions unless exempt from paying levies (proof of exemption must be submitted).
- 8.3 The applicant must have qualified for mandatory grants (workplace skills planning grant) if employing more than 50 employees.
- 8.4 The application for grants must be submitted on the prescribed application form.
- 8.5 Applications must be for learners entering a study programme during the current levy year (1 April 2008 to 31 March 2009).
- 8.6 Studies must be in areas identified as scarce skills.
- 8.7 Bursary grant funding is available for a one-year period for either the final year of a multiple-year qualification, or for a one-year course which culminates in a nationally recognized qualification.
- 8.8 Applicants must comply with at least two of the NSDS equity targets: 85% black, 54% women, 4% disabled.

9. GRANT APPLICATION/APPROVAL

- 9.1 Bursary Grant application form to be completed and submitted within the specified timeframes and closing date for applications.
- 9.2 Bursary Grant application evaluated against above-mentioned criteria.
- 9.3 Approval of the Bursary Grant application will be subject to availability of funds.
- 9.4 Bursary Grant applications will be considered on a first come basis.
- 9.5 A formula may be applied to determine equitable allocation of grants per employer.

10. GRANT VALUES

Bursary Grant amount: R20 000 pp for a one year study period

11. GRANT PAYMENT

11.1 Requirements for payment of tranches

The Bursary Grant is payable in two equal tranches, viz:

- Tranche 1: 50% of Grant value
 - Approval of grant application
 - Registration of students with FoodBev SETA
 - Submission of a signed Grant Claim Form
- Tranche 2: 50% of Grant value
 - Successful completion of studies
 - Submission of a signed Grant Claim Form (proof of successful completion to be submitted with Grant Claim Form).

12. NON COMPLIANCE in terms of the Bursary Grant Policy

Circumstances in which the employer must repay the grant:

- 12.1 If the study is terminated before successful completion of the qualification, the employer must repay the FoodBev SETA the full amount received.

Notification of non-completion of study:

- 12.2 The employer must notify the FoodBev SETA in writing of the termination of the employees' study within two working days from the early termination.
- 12.3 The notification of termination must be signed by the employer, student and HET Institution, stating the reasons for termination.

Time of payment:

- 12.4 **The employer** must repay the grant to FoodBev SETA within one month of the early termination date of the study programme.

Costs and recovery of amount owing to FoodBev SETA:

- 12.5 If **the employer** does not repay the grant within the time stipulated then **the employer** undertakes to pay the FoodBev SETA's legal costs reasonably incurred in recovering this amount on an attorney-client scale.
- 12.6 The amount will also incur interest at the rate set out in the Prescribed Rate of Interest Act, 1975.
- 12.7 FoodBev SETA may institute proceedings in a Court of competent jurisdiction or institute arbitration proceedings to recover monies owed to it by the employer.
- 12.8 A bursary agreement may not be terminated before the termination date of the agreement unless:
 - 12.8.1 FoodBev SETA approves of the early termination
 - 12.8.2 The student is fairly dismissed for a reason related to the student's conduct or capacity as an employee.
- 12.9 FoodBev SETA may approve early termination if:
 - 12.9.1 The employer and student have agreed in writing to terminate the agreement
 - 12.9.2 The employer or employee has requested, on good cause, to terminate the agreement and the other parties to the bursary agreement have had the opportunity to make representations as to why the agreement should not be terminated
 - 12.9.3 The employee has terminated the contract of employment with the employer; or
 - 12.9.4 The HET Institution has requested on good cause to terminate the agreement

ANNEXURE A

List of Scarce Skills

Scarce Skills	Potential area/s of study
Management	<ul style="list-style-type: none">• EDP• MBA/MBL• MDP• SMDP• Diploma in Production Management (post graduate)• Diploma in Packaging Management (post graduate)• Diploma in Project Management (post graduate)
Mechanical engineer	<ul style="list-style-type: none">• B Sc Engineering• B Tech Engineering• MBA/MBL• MDP• SMDP• Diploma in Production Management (post graduate)• Diploma in Packaging Management (post graduate)• Diploma in Project Management (post graduate)
Electrical engineer	<ul style="list-style-type: none">• B Sc Engineering• B Tech Engineering• MBA/MBL• MDP• SMDP• Diploma in Production Management (post graduate)• Diploma in Packaging Management (post graduate)• Diploma in Project Management (post graduate)
Electronics engineer	<ul style="list-style-type: none">• B Sc Engineering• B Tech Engineering• MBA/MBL• MDP• SMDP• Diploma in Production Management (post graduate)• Diploma in Packaging Management (post graduate)• Diploma in Project Management (post graduate)
Engineering technician	<ul style="list-style-type: none">• B Tech Engineering

	<ul style="list-style-type: none"> • Diploma in Production Management • Diploma in Packaging Management • Diploma in Project Management
Accountant/management accountant	<ul style="list-style-type: none"> • B Com/B Compt • Post graduate degree (Accounting/Finance) • National diploma in cost/management accounting
Supply and distribution manager	<ul style="list-style-type: none"> • B Com Logistics Management • B Com Strategic Supply Chain Management • Diploma in Production Management (post graduate) • Diploma in Packaging Management (post graduate) • Diploma in Project Management (post graduate) • MBA/MBL • MDP • SMDP
Production/operations manager	<ul style="list-style-type: none"> • Post graduate qualification in Operations Management • Post graduate qualification in Project Management • Diploma: Packaging Management • MBA/MBL • MDP • SMDP
Quality assurance manager	<ul style="list-style-type: none"> • B Sc Chemistry/ Biochemistry/ Biotechnology/ Micro-biology/ Food Science • MBA/ MBL • MDP • SMDP • Certificate: Total Quality Management
Food technologist/science technician	<ul style="list-style-type: none"> • B Sc Food Science/ Biochemistry/ Micro-biology/ Chemistry. • B Tech: Food Technology
Sales and marketing manager	<ul style="list-style-type: none"> • B Com/ B Bus Sc: Marketing • MBA/MBL • MDP • SMDP
Human resources manager	<ul style="list-style-type: none"> • B Com Human Resource Management • Advanced Diploma: Labour Relations • Diploma: HR • Hons/ Masters: Industrial Psychology • MBA/MBL • MDP

	• SMDP
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