

## **EXPRESSION OF INTEREST FOR FUNDING OF SKILLS PROGRAMMES 2019-2020**

The Health and Welfare Sector Education and Training Authority (“HWSETA”) invites all its registered employers to apply to participate in the implementation of Skills Programme Funding for 2019-2020

### **All applicants must provide the following information:**

- **Section A** - Details of Employer and Accredited Training Provider(s)
- **Section B** - Breakdown of Beneficiaries per learning area
- **Section C** - Authorisation Form
- **A brief description for all Non-Credit-Bearing Skills Programmes**

### **Requirements that employers must comply with are as follows:**

- **All employers** must have submitted a WSP&ATR on 30 April 2018 and / or 30 April 2019. (this includes employers who were granted an extension).
- **Employers (Levy-exempt Organisation’s and SMEs)** who have not submitted a WSP&ATR by 30 April 2019/ 31 May 2019, must submit a Manual/compressed WSP&ATR together with their application. This concession is only applicable to those employers who fall below the threshold/ are levy-exempt and could not submit the 2019/2020 WSP&ATR to the HWSETA.
- **Levy Paying Organisations** – must be up to date with skills levy contributions.
- **Government Departments** – must have paid their skills development contribution towards administration of the HWSETA.
- **All employers** must submit a Letter from the relevant ETQA body that the Skills Development Provider (SDP), i.e. the Training Provider, is accredited with, that confirms that the SDP is accredited with the ETQA body and that it has programme approval for the relevant Qualification and Skills Programme(s). This is applicable to all credit-bearing programmes, i.e. Skills Programmes and the Letter must be submitted together with the EOI Application.

### **Please note the following:**

- **Persons with disabilities** – Employers are encouraged to recruit a minimum of **5%** of persons with disabilities as learners
- At least **85%** of all learners funded must be **Black**
- At least **54%** of all learners funded must be Females

## The Approval Process

1. The HWSETA will only consider **fully completed** applications, which have reached the HWSETA on or before **28 June 2019 by 16h00**. *A fully completed application means that Sections A, B and C of the application must be completely filled in before being submitted and the relevant supporting documents must be attached*
2. Please ensure that **only pages 18, 19, 20, 21 and 22 of this Expression of Interest is submitted together with a brief description for every Non-Credit-Bearing Skills Programme applied for.**  
**Sections A, B and C must therefore be submitted together with the required supporting documents, namely:**
  - Skills Development Provider proof of accreditation (Certified Copy of their Letter of Accreditation, which shows the Skills Programme(s) for which the SDP has programme approval)
3. The submission of an Expression of Interest Application does not mean that your application to participate in Skills Programmes Funding 2019-2020 has been approved. All applicants will be informed in writing of the outcome of their application by **31 July 2019**.
4. The **Memorandum of Agreement (MOA)** must be signed and submitted to the HWSETA by no later than the **16 August 2019**.
5. **Skills Programmes Learner Registration Forms/ Agreements** must be signed and submitted to the HWSETA no later than a month before training commences. All learner forms/ agreements must be submitted together with a **certified copy of ID** and a certified copy of the learner's **certificate of their highest educational level**.
6. **The application for funding (funding period: 1 April 2019 to 31 March 2020) is limited to learners that commenced training from 1 April 2019 to 31 March 2020. Learner Registration Forms/ Agreements** must be submitted 30 days before commencing training.

7. **Full Approval for Skills Programmes Funding** will only be granted and communicated once the signed MOA and Learner Registration Forms/ Agreements have been received and approved by the HWSETA.
8. **Applications must be submitted by hand or by courier ONLY to any of the HWSETA PROVINCIAL OFFICES. ONLY HARD COPIES FULLY SIGNED WILL BE ACCEPTED.**
9. **Faxed or emailed applications will not be considered for funding.**
10. Queries can be directed to the following officials:

<b>CONTACT PERSON</b>	<b>TELEPHONE NO</b>	<b>EMAIL ADDRESS</b>
LULAMA NAKE	011 607 6975	<a href="mailto:lulaman@hwseta.org.za">lulaman@hwseta.org.za</a>
WENDY TEMBE	011 607 6910	<a href="mailto:wendyt@hwseta.org.za">wendyt@hwseta.org.za</a>

**THE CLOSING DATE FOR THIS EOI 2019-2020 SKILLS PROGRAMME IS 28 June 2019 AT 16H00**

**Please Note:**

The HWSETA reserves the right to withdraw the approval if:

- a) The information provided in the application form is not true and correct; or
- b) The employer does not adhere to any of the requirements laid down by the HWSETA
- c) The employer has a record of non-adherence to policies and/or non-implementation of HWSETA programmes

**Details of Funding:**

The HWSETA invites all registered employers of the Health and Welfare SETA to participate in the Skills Programmes projects. Employers will be required to recruit employed and/or unemployed learners into Skills Programmes as well as provide these learners with the practical work experience in line with the Skills Programmes.

A Skills Programme is defined as: An occupationally based programme presented by an accredited provider and when completed, will constitute credits towards part qualification / a full qualification registered in the National Qualifications Framework.

The HWSETA has identified Skills Programme which will enable learners to progress and obtain a full qualification in future should they wish to do so. Each Skills Programme consists of unit standards against the same full qualification.

The main purpose of the implementation of these Skills Programme is to provide learners with practical (hands-on) experience, increase employability, self-employment and mobility in the workplace; provide occupationally directed and focused learning and advance career aspirations of employees.

Each employer will be required to contract the services of an accredited HWSETA training provider through which these learners will receive the theoretical components of the training.

Whilst the above is applicable to Skills Programme, the HWSETA together with employers have identified a need for Non-Credit-Bearing Programmes that assist in various ways in the workplace. These are marked in Section B: Non-Credit-Bearing Skills Programmes.

**Please note**

*A learner may not be registered against more than one Skills Programme, however, those in Non-Credit-Bearing Skills can do so provided one is a prerequisite for registration into the other, e.g. learners licence for drivers licence. Learners have to complete all unit standards within each Skills Programme.*

Below is the breakdown of Skills programmes 2019-2020:

Type of Skills Programme	Funding
Credit-Bearing Skills Programmes	R165 per credit
Non-Credit-Bearing Skills Programmes (Short Courses)	R5 500 per Learner per Course

**Credit Bearing Skills Programmes**

**2019-2020 SKILLS PROGRAMMES AND OCCUPATIONS**

Skills Programmes(SP) Name	SAQA ID Number	Name of Qualification linked to SP Bundle	Unit Standards	No. of Credits	Possible/Target Occupations	OFO Code
Customer Management	20908	National Diploma: Customer Management	8647: Apply workplace communication skills. 10042: Lead a team of marketers and service providers 10052: Monitor handling of customers by frontline customer service 10053: Manage customer requirements and needs and implement action plans	34	Receptionist(General) Dispatching/Receiving Clerk/Officer	2017-422601 2017-432102
Fundraising for NPO	48854	Further Education and Training Certificate: Fundraising	115207: Seek appropriate sponsorships for an organisation 115208: Establish the basic principles of fundraising 115214: Arrange a	25	Programme or Project Manager Programme of Project Administrator	2017-121905 2017-441903

			special event  115215: Analyse the fundraising strategies of a successful non-profit organisation			
Team Leader	83946	National Certificate: Management	13911: Induct a new member into a team  13916: Identify and keep the records that a team manager is responsible for keeping  13918: Manage time and the work process in a business environment  13947: Motivate a team  14667: Describe and apply the management functions of an organization	27	Operations Supervisor  Office Supervisor	2017-312201  2017-334101
SHE Practitioner	50062/ 79806	National Certificate: Occupational Hygiene and Safety	119553: Take action to address impacts on the environment  119554: Apply environmental	41	Health, Safety, Environment And Quality (SHE & Q) Practitioner	2017-226302

		<p>management tools to assess impacts</p> <p>120337: Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place</p> <p>120362: Monitor, report and make recommendations pertaining to specified requirements in terms of working at heights</p> <p>120370: Monitor and make recommendations on the application of health and safety principles regarding hazardous substances in the working place</p> <p>259599: Participate in the establishment, implementation and monitoring of a health and safety agreement</p> <p>259601: Participate in the implementation and evaluation of a</p>	<p>Safety Inspector</p> <p>Safety Manager</p>	<p>2017-325705</p> <p>2017-121206</p>
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			<p>safety and health management programme in the workplace</p> <p>259604: Verify compliance to safety, health and environmental requirements in the workplace</p> <p>259617: Conduct an investigation into workplace safety, health and environmental incidents</p> <p>9015: Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems</p>			
SHE Representative and Safety	50062/79806	NC: Occupational Hygiene	120330:Conduct a	36	Health, Safety,Enviroment And Quality (SHE & Q)	2017-226302



		and Safety	<p>continuous risk assessment in a workplace</p> <p>120325:Monitor, report and advise on the application of safety and health principles regarding the movement of people and materials in and around a working place</p> <p>120333:Conduct, report and follow up on a pre-use, safety and/or audit inspection</p> <p>259622:Describe the functions of the workplace health and safety representative</p> <p>9964:Apply health and safety to a work area</p> <p>120344:Demonstrate knowledge and understanding of relevant current occupational health and safety legislation</p> <p>120331:Demonstrate knowledge pertaining</p>	Practitioner	Safety Inspector	2017-325705
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			<p>to fires in working places</p> <p>259601: Participate in the implementation and evaluation of a safety and health management programme in the workplace</p> <p>119454: Maintain and adapt oral/signed communication</p>			
Comprehensive Community Health Care	74410	Further Education and Training Certificate: Public Awareness Promotion of Dread Disease and HIV/AIDS	<p>114491: Educate and work closely with the community with regard to sexually transmitted infections (STIs) including Human Immune Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS)</p> <p>117507: Develop and implement a client ARV treatment plan</p> <p>260383: Plan and promote nutritional programmes to improve health</p> <p>252532: Provide on-</p>	56	<p>Community Health worker</p> <p>Community Health Manager</p>	<p>2017-134207</p> <p>2017-532203</p>

			<p>going counselling and support to individuals infected or affected by HIV and AIDS</p> <p>252533: Provide pre and post HIV test counselling</p> <p>252513: Apply established strategies and procedures to deal with risk Behaviour and promote personal wellbeing</p> <p>260406: Assist in facilitating and implementing primary health care projects within the community</p> <p>252099: Provide nursing care to a terminally ill patient and support to the family</p>			
Workplace Safety Management Implementation	74290	NC: Occupational Health, Safety and Environment	<p>9964: Apply health and safety to a work area</p> <p>259610: Demonstrate basic understanding of the procedure for</p>	14		2015-

			<p>submission of compensation claims for injuries and occupational diseases</p> <p>120337: Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place</p> <p>252250: Apply fire fighting techniques</p> <p>120330: Conduct a continuous risk assessment in a workplace</p>			
Environmental Health and Personal Safety	50062/79806	National Certificate: Occupational Hygiene and Safety	<p>120330: Conduct a continuous risk assessment in a workplace</p> <p>120331: Demonstrate knowledge pertaining to fires in working places</p> <p>259622: Describe the functions of the workplace health and safety representative</p> <p>119554: Apply environmental management tools to assess impacts</p>	18	<p>Environmental Health Officer</p> <p>Environmental and Occupational Health inspector</p>	<p>2017-226301</p> <p>2017-325701</p>

			259597: Explain emergency preparedness and response procedures			
End User Computing	61591	NC: Information Technology: End User Computing	<p>117923:Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief</p> <p>116937:Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets</p> <p>11241:Perform Basic Business Calculations</p> <p>117924:Use a Graphical User Interface (GUI)-based word processor to format documents</p>	36	Office Administrator	2017-334102

			<p>110023:Present information in report format</p> <p>114984:Manage electronic mail in a business environment</p> <p>10140:Apply a range of project management tools</p>			
Understanding The PFMA	49554	ND: PFMA	<p>119342:Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration</p> <p>119344:Apply the legislation governing the establishment and management of public entities</p> <p>119349:Apply principles of risk management to manage and report risk situations</p>	43	<p>Senior Government Official</p> <p>Senior Government Manager</p>	<p>2017-111204,</p> <p>2017-111207</p>

			119345:Apply principles, regulations and legislation underlying supply chain management in the public sector			
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### **HWSETA Funded Non-Credit-Bearing Skills Programmes (Short Courses):**

- ✓ In-house training (Specify)
- ✓ Product specific training (Specify)
- ✓ Continuing Professional Development (CPD) (Specify)
- ✓ Legal knowledge in occupational hygiene (Department of Labour endorsed)
- ✓ International occupational hygiene training course (SAIOH)
- ✓ Meet the requirements in order to obtain a provisional licence (US 243665) including Motorcycles (Vehicle Learner Licence including motorbikes)
- ✓ Meet the requirements of being a safe driver to obtain a valid driving licence for a motor vehicle (US 243666) (Vehicle Drivers Licence including Motorcycles) – Training Provider must be accredited by TETA.
- ✓ Safety awareness and techniques training
- ✓ Autoclave Operators and Technicians training
- ✓ Stock management course
- ✓ Introduction to healthcare
- ✓ Clinical skills for pharmacists
- ✓ Basic Counselling (Substance abuse)
- ✓ Basic vision and hearing screening linked to basic school health and ECD centre
- ✓ King IV Corporate Governance – SMEs and NPO's (Compulsory for all NOPs and NPCs)
- ✓ Forensic Pathology courses
- ✓ Nutrition and food safety
- ✓ First Aid and capacity building courses for ECD centres
- ✓ Basic health assessment (Basic vital signs) aimed at support services in health and social development centres
- ✓ Capacity building courses in mental health



- ✓ Basic computer training for administrators of HWSETA accredited training providers (Focus on the HWSETA ERP system- compulsory for all HWSETA accredited SDP's)
- ✓ Hospital Management/Leadership

### **REQUIREMENTS FOR NON-CREDIT BEARING SKILLS PROGRAMMES (SHORT COURSES)**

Requirements for Non-Credit Bearing Skills Programmes:

- ✓ Please attach, in the application, a brief description for every non-credit bearing skills programme;
- ✓ Project plan;
- ✓ Planned dates of training and duration of training;
- ✓ Certificates of attendance or registers with **certified** ID Copies;
- ✓ Training Providers for Learners and Drivers Licences must be registered with Southern African Institute of Driving Instructors (SAIDI) / TETA or similar organisation. Proof of membership must be submitted with the EOI application.



**SECTION A: DETAILS OF EMPLOYER AND TRAINING PROVIDER**

**EMPLOYER DETAILS**

<b>NAME OF EMPLOYER:</b>			
<b>SDL/T NUMBER:</b>			
<b>ORGANISATION ADDRESS (Physical)</b>			
<b>COMPANY REGISTRATION NO/ NPO REGISTRATION NO</b>			
<b>PROVINCE</b>		Town:	
<b>LOCATION</b>	<b>Urban:</b>		<b>Rural:</b>
<b>TELEPHONE NUMBER</b>			FAX:
<b>EMAIL ADDRESS:</b>			
<b>LEVIES</b>	<b>Levy Payer</b>		<b>Non levy Payer</b>
<b>SDL/T NUMBER:</b>			

**TRAINING PROVIDER DETAILS**

<b>NAME OF TRAINING PROVIDER(S)</b>			
<b>POSTAL ADDRESS</b>			
<b>ETQA DETAILS:</b> <i>(Please attach a copy of a letter of accreditation and Skills Programmes Bundle approval letter from relevant ETQA) Credit Bearing Only</i>			Accreditation No:
<b>LIST ALL SKILLS PROGRAMME IN THIS EOI FOR WHICH THE SKILLS DEVELOPMENT PROVIDER WILL BE USED</b> (E.g. Customer Management, Fundraising for NPOs, etc.)			
<b>LOCATION</b>	<b>Urban:</b>		<b>Rural:</b>
<b>TELEPHONE NUMBER</b>			FAX:
<b>EMAIL ADDRESS:</b>			

**CREDIT-BEARING SKILLS PROGRAMMES**

**SECTION B1: SKILLS PROGRAMMES BUNDLES AVAILABLE(MARK THE SKILLS PROGRAMME & STATE NUMBER OF BENEFICIARIES)**

SKILLS PROGRAMME	Mark X	TOTAL		AFRICAN		COLOURED		INDIAN		WHITE	
		18.1	18.2	18.1	18.2	18.1	18.2	18.1	18.2	18.1	18.2
Customer Management											
Fundraising for NPO											
Team Leader											
SHE Practitioner											
SHE Representative and Safety											
Comprehensive Community Health Care											
Workplace Safety Management Implementation											
Skills Programme for Environmental and Personal safety											
End User Computing											
Understanding the PFMA											
<b>TOTAL</b>											



<b>NPCs)</b>											
<b>Forensic Pathology courses</b>											
<b>Nutrition and food safety</b>											
<b>First Aid and capacity building courses for ECD centres</b>											
<b>Basic health assessment (Basic vital signs) aimed at support services in health and social development centres</b>											
<b>Capacity building courses in mental health</b>											
<b>Basic computer training for administrators of HWSETA accredited training providers (Focus on the HWSETA ERP system-compulsory for all HWSETA accredited SDP's)</b>											
<b>Hospital Management/Leadership</b>											
<b>TOTAL</b>											

**SECTION C: CONFIRMATION AND SIGNATORIES:**

**We hereby confirm that the information supplied on the accompanying schedules is true and correct.**

Name and Surname: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note:**

Sections A and B must be **initialled** on each page.