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# **MQA FUNDING POLICY**

**1 April 2017 to 31 March 2018**

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## LIST OF ABBREVIATIONS AND ACRONYMS

AET	Adult Education and Training
ATR	Annual Training Report
CEP	Community of Expert Practice
DHET	Department of Higher Education and Training
DoL	Department of Labour
FLC	Foundational Learning Competency
GET	General Education and Training
HDSA	Historically Disadvantaged South African
MIS	Management Information System
MMS	Mining and Minerals Sector
MOA	Memorandum of Agreement
MQA	Mining Qualifications Authority
NLPE	Non Levy Paying Enterprise
NQF	National Qualifications Framework
NSDS	National Skills Development Strategy
NSF	National Skills Fund
OFO	Organising Framework for Occupations
OHS	Occupational Health and Safety
PIVOTAL	Professional, Vocational, Technical and Academic Learning
PSET	Post School Education and Training
QCTO	Quality Council for Trades and Occupations
QDF	Qualification Development Facilitators
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SARS	South African Revenue Services
SDA	Skills Development Act
SDL	Skills Development Levy
SDL Act	Skills Development Levies Act
SDP	Skills Development Provider
SETA	Sector Education and Training Authority
SLA	Service Level Agreement
SME	Small and Micro Enterprises
SSP	Sector Skills Plan
TRG	Technical Reference Group
TVET	Technical and Vocational Education and Training
WSP	Workplace Skills Plan

## DEFINITIONS

- 'PIVOTAL' is an acronym which means professional, vocational, technical and academic learning programmes that result in qualifications or part qualifications on the National Qualifications Framework as contemplated in regulation 3(6) and (7) as read with regulation 6(11) to (15) of the SETA Grant Regulations : Government Gazette Number 35940.
- 'Labour Representative' means a representative of the labour constituency within the workplace, appointed by the recognized trade union.
- 'Sign-off' means an in principle agreement between the employer and its recognised trade union or unions on the identified training interventions as is provided for in regulation 5(2)f.
- 'First-Come-First-Serve-Basis' refers to the following:  
Employers that qualify for the grant on registration of the learners:
- For programmes where a learner is paid for upon registration, a learner is required to be registered by the MQA on the relevant learning programme for the employer to qualify for the grant. All criteria for the learner to be registered on the agreement must be fulfilled as per The Learnerships Regulations. The learners would be supported on a first-come-first-serve-basis until all funds are depleted for the specific project. The projects that apply here are:
  - Non-artisan Learnerships;

Employers that qualify for the grant on completion of the programme by learners:

- For programmes where a learner is paid for upon successful completion of a programme, the learner would attract the grant when all correct required supporting documents are uploaded and/or submitted and if his/her assessment records are captured on the MQA MIS and the achievements are approved by the ETQA Unit based on the date of approval. For instance if there are 10 000 grants available for the OHS Rep Project, the first 10 000 learners approved by the ETQA Unit for certification would qualify for the grant. The projects that apply here are:
  - AET;
  - OHS Representative Development;

- FLC Learners;
  - Artisan Aides/RPL;
- 
- 'Employers' are defined as organisations that are registered and paying their skills development levies to the MQA as well as those that are exempted from paying levies.
  - 'Accredited Training Provider' means any person or body who, having met the quality assurance criteria laid down by SAQA, has been formally recognised by SAQA through the relevant Quality Council
  - 'Accredited skills development provider' means a provider of occupational learning accredited by the Quality Council for Trades and Occupations. (QCTO)
  - 'Consultation' means the act or process of consulting with the relevant stakeholders. Consultation means that parties must engage in a thorough and meaningful joint consensus-seeking process.
  - 'NLPE' refers to non-levy paying enterprises and includes CBO's, NGO's and Co-Ops.

## **1. INTRODUCTION**

The Skills Development Act, 97 of 1998 as amended aims to provide an institutional framework to implement national, sectoral and workplace strategies to develop and improve the skills level of the South African workforce. The Act makes provision for the establishment of SETA's as institutional vehicles to implement the Skills Development Act and other related legislation. In the mining and minerals sector (MMS) this includes the Mine Health and Safety Act of 1996 and the Mineral and Petroleum Resources Development Act of 2002.

This policy is aligned with the provisions of the Grant Regulations published under the Skills Development Act in Government Gazette No 35940 dated 03 December 2012. These regulations give the legislative framework for the management and disbursement of all funds received by a SETA. Consideration has been given to the commitment contained in the relevant national policy imperatives including National Skills Accord and National Skills Development Strategy (NSDS III).

## **2. OBJECTIVE OF MQA FUNDING POLICY**

The objective of this policy is to provide a clear framework that can be applied to all MQA funding mechanisms that will enable allocation and disbursement of funds that would best support the mining and minerals sector skills needs.

The policy is applicable to and in support of MQA levy paying organisations, non levy paying enterprises (NLPE), accredited skills development providers (SDP), Accredited Training Provider (ATP), Technical and Vocational Education and Training (TVET), service providers and other stakeholders in the mining and minerals sector who qualify to access MQA mandatory and/or discretionary grants or project funding.

The policy is in support of national and sectoral policies and initiatives without prejudice or preference to either.

### 3. PRINCIPLES OF THE MQA FUNDING POLICY

This policy must at all times result in funding mechanisms that will support the prevailing strategic objectives of the MQA which are:

1. Support transformation of the sector through skills development;
2. Support objective decision making for skills development through research in the sector;
3. Enhance information management for skills development in the sector;
4. Facilitate and support core sector programmes aligned to the qualifications framework;
5. Enhance the monitoring, evaluation and review of the delivery capacity and quality of skills development in the sector

This policy will also strive to apply the following principles:

1. Sound financial management and disbursement of funds as per the National Policy Imperatives.
2. Delivery of the MQA Mandate through the approved Strategic Plan, Annual Performance Plan (APP), Sector Skills Plan (SSP) and Scarce and Critical Skills.
3. Alignment with key policy directives, regulations and sector needs.
4. Responsiveness to the sector needs through innovation, efficiency and delivery of skills development.
5. The allocation and disbursement of funds shall be administered in a fair, auditable, transparent matter that supports the objectives of the MQA.
6. The MQA's Mandate shall be discharged in consultation with the relevant stakeholders in the sector.
7. Supporting the progression of training beneficiaries in PIVOTAL programmes.
8. Prioritizing training interventions that yield the desired outcomes and results.

This policy will be aligned to the financial year of the MQA which commences annually on 1<sup>st</sup> April and ends on 31<sup>st</sup> March the following year.

### 4. MANDATORY GRANTS POLICY

This policy is aligned to the Skills Development Act, 97 of 1998 as amended, and the Grant Regulations Sections 4 and 5 as amended that are attached as **Annexure A**. MQA's Mandatory Grant Policy is attached as **Annexure B**.

## 4.1 CRITERIA FOR THE PAYMENT OF A MANDATORY GRANT

A mandatory grant must be paid to an employer at least quarterly in the mining and minerals sector but the MQA will strive to pay this grant monthly once the Workplace Skills Plan (WSP) and Annual Training Report (ATR) have been received and after they have been evaluated and approved by the MQA Office based on the criteria stated below:

- 4.1.1 The WSP and ATR must conform to the format prescribed by the MQA;
- 4.1.2 The WSP and ATR must be fully completed and submitted by the required date as stipulated in 4.1.4 below and a summarized WSP-ATR inclusive of all signatures should be submitted prior to approval;
- 4.1.3 In the case of large and medium sized organisations proof of consultation by an employer with employee representatives/trade unions is required, the WSP and ATR must be signed off by the labour representative appointed by the recognised trade union;
- 4.1.4 The WSP and ATR must be submitted by the 30<sup>th</sup> April except where 4.2 applies;
- 4.1.5 The employer has submitted only one application per skills development levy (SDL) number and the employer name that correlates with information received from South African Revenue Services (SARS) and the Department of Higher Education and Training (DHET); applications for all SDL numbers for a particular organisation must be submitted by the required date;
- 4.1.6 The employer must be paying levies to SARS against the MQA SETA Code 16;
- 4.1.7 The employer must not be in arrears with their SDL contributions;
- 4.1.8 The employer has submitted a WSP and ATR that includes the most recent national occupational codes as contained in the Organising Framework for Occupations (OFO) in support of the annual sector skills planning processes; and
- 4.1.9 The employer has submitted a self evaluation report in the format prescribed by the MQA of the relevant WSP against the current ATR. If the alignment is less than 60%, the employer must submit reasons for the misalignment to the MQA.



## **4.2 EXTENSIONS GRANTED**

- 4.2.1 Applications for the request for an extension for the WSP-ATR/mandatory submission must be made before but no later than 31 March 2017;
- 4.2.2 The MQA may grant an extension of WSP and ATRs/mandatory grant application up to a maximum of one calendar month from the submission date of 30<sup>th</sup> April until 31<sup>st</sup> May 2017 subject to a written request by an employer which has been approved by the MQA and;
- 4.2.3 The MQA may take a decision to grant extension to the organisation for the submission in terms of 4.2.1 where the employers have omitted sub-levy numbers and or have not provided proof of consultation.

## **4.3 DELAYS, REVERSAL AND RECOVERY OF PAYMENTS**

- 4.3.1 In the case where delayed payments of levies from SARS has occurred, the MQA will affect the necessary mandatory grant payment in the year in which SARS transferred monies to the MQA to the organisation whose WSP and ATR submission was approved in a previous year;
- 4.3.2 In the case where payments are made to an organisation by the MQA and SARS subsequently reverses levies from the MQA, the MQA reserves the right to recover such payments from the employer;
- 4.3.3 The MQA reserves the right to recover mandatory grants or portions thereof from organisations should verification processes indicate that the WSP and ATR submitted are invalid or inaccurate; and
- 4.3.4 The MQA reserves the right to recover all monies due in respect of mandatory grants from discretionary grants and vice versa; and
- 4.3.5 If the employer does not claim a mandatory grant by the 30<sup>th</sup> June deadline and 30<sup>th</sup> April from 2015 onwards, the MQA must transfer the employer's unclaimed grant funds to discretionary grants by the 15<sup>th</sup> August. All grants approved in all previous financial years employer can no longer be claimed. Grants must be claimed within the same financial year.

## 5. DISCRETIONARY GRANTS AND PROJECTS POLICY

### a. PRINCIPLES FOR LEARNING PROGRAMME GRANTS

- i. Grants will support learners who enter and complete programmes. The MQA shall advertise discretionary projects openly in the national medium so that stakeholders may be given the opportunity to apply for the Discretionary grants for that financial year, should deliverables not be achieved, targeted selection will be considered.
- ii. The MQA shall at least annually prepare and distribute to stakeholders a schedule setting out specific criteria and dates for the various discretionary grants/projects in place.
- iii. The MQAs Funding Model will result in a level of 80% of the discretionary funds being utilized for PIVOTAL Programmes as listed:
  1. Bursaries
  2. Work Experience
  3. Internships – The MQA considers this as a PIVOTAL programme as it assists graduates to gain work experience opportunities and thus contributes to improved work performance
  4. Non Artisan Learnerships
  5. Artisan Learnerships
  6. AET
  7. OHS Rep Development
  8. FLC
  9. RPL/Artisan Aides
  10. NCV level 4 placements
  11. Candidacy
- iv. A maximum of 20% of the available discretionary funds will be utilised for programmes that are considered non-pivotal listed below:
  1. Standards Setting
  2. Learning Material Development
  3. Maths and Science
  4. Skills Development Facilitator Support
  5. Lecturer Support (HET + TVET)
  6. HDSA Support for Accreditation

- v. The delivery modes for programmes are as specified by the QCTO occupational qualifications and will include:
  - 1. Theoretical curriculum component – delivered by skills development provider;
  - 2. Practical curriculum component – delivered by skills development provider/workplace;
  - 3. Workplace curriculum component – delivered by the Workplace.
- vi. The learning routes applicable to MQA programmes are:
  - 1. Learnerships
  - 2. Internships
  - 3. Skills Programmes
  - 4. Recognition of Prior Learning ( RPL)
  - 5. Work integrated learning (WIL)
- vii. The MQA will endeavour to increase the participation of public further and higher education institutions for the delivery of the programmes on a gradual basis.
- viii. The MQA may utilize up to a maximum of 7.5 % of discretionary funds for project and administrations costs. The MQA will strive to keep these costs to a minimum.
- ix. The employer has to submit a WSP and ATR as per the requirements to qualify for PIVOTAL grants.

## **b. CRITERIA**

The MQA will apply the following criteria when allocating discretionary funds to grants and/or projects:

- i. All discretionary funds disbursed in support of learners in the mining and minerals sector will be **Grants** and will constitute the major portion of discretionary funds disbursed in each financial year;
- ii. All discretionary funds disbursed in support of non learner related **Projects** in the mining and minerals sector will constitute the minor portion of discretionary funds disbursed in each financial year;
- iii. Programmes that will be supported are as indicated in the MQA Strategic Plan.
- iv. All Grants will be made available to the sector as per grant levels and rules detailed in **Annexure C** to this policy.

## **6. GENERAL**

- i. The MQA reserves the right to recover discretionary grants or portions thereof from stakeholders should circumstances indicate that grants have not been utilised for purposes that they were intended. This will be done as per the MQA Finance Policy;
- ii. Discretionary grant values will be reviewed as required by the MQA Board to determine the total affordability of grants against available discretionary fund reserves and where necessary reduce or increase grant values as a result of the review; and
- iii. The MQA may fund any learnerships registered by another SETA subject to the most recent mining and minerals sector SSP and the availability of funds.
- iv. Should new projects become viable during the course of the year, the MQA needs to obtain approval for these from the Board prior to them being rolled out.

## **7. ADMINISTRATIVE REQUIREMENTS**

- i. It is the responsibility of the employer/organisation to supply the MQA with an original cancelled cheque and/ or original bank statement;
- ii. The MQA will validate requests for changes to banking details;
- iii. The MQA reserves the right to request supporting documentation to verify compliance with the conditions of each project and/ or grant rule/s prior to effecting payment; and
- iv. Discretionary grant application documents must be completed in full for the application to be considered.

## **8. CHANGES IN LEVIES RECEIVED FROM SARS**

In the event that the MQA foresees a substantial drop in income from SARS due to incorrect classification of levy paying companies or when a directive is received from a higher authority resulting in an extraordinary increase in expenditure after annual budgets for a particular financial year have been approved, the MQA shall, through its SDL/Finance Committee, review the matter and recommend to the Board appropriate measures to ensure the continuous sustainability of the MQA as a going concern.

The appropriate measures shall be inclusive but not limited to the following interventions:

- i. Immediate review of budgets, priorities, projects and grants;
- ii. Withdrawal of identified projects and grants;

- iii. Cancellation of projects and grants;
- iv. Identification of projects to be put on hold; and
- v. Informing the sector of any amendments without delay.

## **9. MONITORING AND REVIEW OF POLICY**

The impact of this policy will be monitored and evaluated through impact measures in place for the relevant grant or project. The policy may then be reviewed before the commencement of every new financial year on 1<sup>st</sup> April or as and when substantial changes to the legislative framework warrant amendment.

## **10. EFFECTIVE DATE**

The revised MQA Funding Policy will be effective from the 1<sup>st</sup> April 2017.

## **ANNEXURE A**

### **LEGISLATIVE FRAMEWORK: MANDATORY GRANTS POLICY**

Skills Development Act, 97 of 1998, SETA Grant Regulations 4 and 5 as amended 15 July 2013 No.36655 and reflected below apply to Mandatory Grants:

#### **4 Allocation of mandatory grants by a SETA**

- (1) Subject to sub-regulation (5), a SETA must allocate a mandatory grant to a levy paying employer -
  - (a) employing 50 or more employees that has submitted an application in accordance with sub-regulation (2) and as a minimum in the format contained in Annexure 2 to these Regulations;
  - (b) employing less than 50 employees that has submitted an application for a grant in accordance with sub-regulation (2) and such employers will be given the option of submitting Annexure 2 using a simplified form provided by the SETA;
  - (c) who, notwithstanding sub-regulation (2), has registered for the first time in terms of section 5 of the Skills Development Levies Act and the employer has submitted an application for a mandatory grant within 6 months of registration.
- (2) An application for a mandatory grant in terms of sub-regulation (1) must be submitted by 30<sup>th</sup> June 2013.
- (3) With effect from 1<sup>st</sup> April 2014 an application for a mandatory grant in terms of sub-regulation (1) must be submitted by 30<sup>th</sup> April of each year.
- (4) 20% of the total levies paid by the employer in terms of section 3(1) as read with section 6 of the Skills Development Levies Act during each financial year will be paid to the employer who submits Annexure 2.
- (5) Before making payments, the SETA must approve Annexure 2 to ensure the levy paying employer meets quality standards set by the SETA.
- (6) The mandatory grant contemplated in sub-regulation (1) must be paid to the employer at least quarterly every year.
- (7) If the levy paying employer does not claim a mandatory grant within the time period specified in sub-regulation (2), the SETA must transfer the levy paying employer's unclaimed mandatory grant to the discretionary grant by 15 October of each year.
- (8) A SETA Accounting Authority may grant an extension up to a maximum period of one month from the date contemplated in sub-regulation (2) for late submission of an

application for a mandatory grant subject to a written request by a levy paying employer.

## **5 Mandatory grants paid to levy paying employers**

- (1) A levy paying employer claiming a mandatory grant must meet the eligibility criteria for the payment of a mandatory grant as prescribed in sub-regulation (2).
- (2) A SETA may not pay a mandatory grant to an employer who is liable to pay the skills development levy in terms of section 3(1) of the Skills Development Levies Act, unless the levy paying employer -
  - (a) has registered with the Commissioner in terms of section 3(1) of the Skills Development Levies Act;
  - (b) has paid the levies directly to the Commissioner in the manner and within the period determined in section 6 of the Skills Development Levies Act;
  - (c) is up to date with the levy payments to the Commissioner at the time of approval and in respect of the period for which an application is made;
  - (d) has submitted Annexure 2 as contemplated in regulation 4(1) that contributes to the relevant SETA SSP within the timeframes prescribed in regulation 4(2) and 4(3);
  - (e) with effect from 1 April 2013, has submitted and implemented its Workplace Skills Plan for the previous financial year to the extent that it satisfies the criteria for implementation that must be established and approved by the SETA Accounting Authority based on guidelines provided by the Department; and
  - (f) in the case of an employer who has a recognition agreement with a trade union or unions in place, there must be evidence provided that Annexure 2 has been subject to consultation with the recognised trade unions and the WSP and ATR must be signed off by the labour representative appointed by the recognised trade union unless an explanation is provided.

In support of the above, Section 10 (5) of the Mine Health and Safety Act, 1996, as amended reads:

“All mines must submit a workplace skills plan and the annual training reports to the Mining Qualifications Authority.”

## LEGISLATIVE FRAMEWORK - DISCRETIONARY GRANTS AND PROJECTS POLICY

Skills Development Act, 97 of 1998, SETA Grant Regulations 6, 7, 8 as amended and reflected below applies to Discretionary Pivotal Grants and Projects:

### 6 Allocation of discretionary grants by the SETA

- (1) A SETA may determine and allocate a discretionary grant in support of the implementation of its Sector Skills Plan.
- (2) A SETA must develop its SSP by taking account of national strategic goals as set out in the National Skills Development Strategy, National Skills Accord and other relevant national priorities.
- (3) The APP must make clear how the SETA will allocate discretionary grants in a manner that prioritises the offering of Learning programmes to address sector needs through public education and training institutions;
- (4) A SETA must, on an annual basis, and in accordance with any guidelines issued by DHET, approve a Discretionary Grants Policy, specifying how the SETA discretionary funds will be allocated to meet sector needs as set out in the SSP;
- (5) The Discretionary Grants Policy must set out the funding framework, the different delivery modes and project types that will be deployed and the mechanism for SETA member organisations, as contemplated in sub-regulation (10), to access the discretionary grants;
- (6) The Discretionary Grants Policy must set out how PIVOTAL programmes can be delivered through public education and training institutions;
- (7) A SETA must prepare and distribute grant application and project proposal forms in a manner that enables within the sector national access and opportunities for a legal person or enterprises of different sizes (including small and micro enterprises, non-governmental organisations and cooperatives in the sector to apply for any category of grant or participate in any type of Learning programmes as identified in the SETA Discretionary Grants Policy;
- (8) The Discretionary Grants Policy must embrace the principles of transparency, openness, access and fairness.
- (9) The Discretionary Grants Policy must -
  - (i) Indicate the purpose of the various grants, funding frameworks and projects and specify what is intended to be funded from the grant, including any administrative costs that may be considered appropriate by the Accounting Authority;



- (ii) Provide procedures and communication strategy with potential beneficiaries as contemplated in sub regulation (10) that set out timeframes for processing of applications, communication of decisions, and payment schedules;
  - (iii) Determine the proportion of discretionary grants that can be used for administration or project management purposes in the various grant and project categories provided it indicates that a maximum of 7.5% of any grant or SETA funded project may be used for administration or project management costs;
  - (iv) Ensure that value for money is achieved and generally ensure that funds are spent on skills development to meet the sector needs.
- (10) A discretionary grant may be paid to a legal person, including –
- (a) a public education and training institution;
  - (b) an employer or enterprise within the jurisdiction of a SETA, including an employer or enterprise not required to pay a skills development levy in terms of Skills Development Levies Act;
  - (c) other legal person contemplated in sub-regulation (7) that meets the criteria for the payment of such grant; or
  - (d) an employer contemplated in section 30 and 30 (A) of the Act who has submitted to its relevant line SETA or Public Service SETA within the time frames specified in regulation 4 (2) and 4 (3), as a minimum in the format contained in Annexure 2.
- (11) A key focus of SETAs must be to address scarce and critical skills through programmes that are designed to address such skills needs, and which include work integrated learning.
- (12) At least 80% of discretionary grant funding must be allocated to PIVOTAL programmes.
- (13) A SETA may allocate a maximum of 20% to funding of programmes other than PIVOTAL programmes, to develop the sector in accordance with the priorities outlined in the SSP.
- (14) In order to obtain discretionary grant funding for PIVOTAL programmes from a SETA, a legal person falling into the categories set out in sub-regulation (1) must complete and submit a PIVOTAL plan and PIVOTAL report using the template attached
- (15) Companies employing less than 50 employees will be required to complete the prescribed PIVOTAL plan and PIVOTAL report, but will be asked to provide information on participation in PIVOTAL programmes and the impact of these programmes. SETAs must develop suitable templates for the provision of information by small and micro enterprises.

**7 Approval of grants by a SETA**

The SETA criteria for grants must be approved by the SETA Accounting Authority before funds are allocated

**8 Grant disbursement schedule**

Each SETA must prepare and distribute a schedule setting out the criteria in terms of regulations 4 and 6 and the date by which grants may be issued as well as timeframes for disbursement of grants.

**ANNEXURE B**

**MQA MANDATORY GRANTS POLICY**

## ANNEXURE C

### 1. The MQA Funding Policy: Discretionary Grant Levels and Rules 1 April 2017 to 31 March 2018

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A001	HEI Lecturer Support	A grant which may cover up to 100% of salaries is awarded as a grant to participating public universities per lecturer per annum.	<ol style="list-style-type: none"> <li>1. A detailed Service Level Agreement (SLA) must be signed with each participating public university.</li> <li>2. Payments are made quarterly in advance.</li> <li>3. Proof of payment of the salary for the previous quarter must be attached to the invoice together with a progress report for the next tranche.</li> <li>4. Supports Mining, Survey, Metallurgy, Chemical, Electrical and Mechanical Engineering and Geology departments of participating universities with salaries and development of lecturers to achieve employment equity and transformation targets.</li> <li>5. Beneficiaries are historically disadvantaged South African citizens.</li> <li>6. The salaries paid by the MQA to beneficiaries include the 10% personal development funding.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A002	Bursaries	A grant that may be awarded and will cover accommodation, books, tuition (including registration fees), field-trips if required and meal allowance.	<ol style="list-style-type: none"> <li>1. Disciplines/occupations supported will be determined by the MQA scarce skills list.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating Post School Education and Training (PSET) institution.</li> <li>3. The MQA may enter into a MoA with the MQA Stakeholders (Labour, State and Employers) on a needed basis for assistance with the management of bursars.</li> <li>4. Bursars only qualify for ongoing annual grants if they pass all subjects in each year. However <ul style="list-style-type: none"> <li>• Bursars who fail two courses/subjects shall be allowed to continue at the discretion of the MQA provided that the results of the new courses/subjects are not affected for the next level.</li> <li>• Bursars that fail more than two major courses/subjects shall automatically be removed from the bursary scheme.</li> <li>• Bursars who have been removed from the bursary scheme may re-apply for a bursary upon successfully completing the failed courses/subjects at their own expense subject to the academic institution permitting them to register for all the qualifying courses/subjects required to be completed for the succeeding year of study;</li> <li>• Bursars who have failed two courses/subjects, who are in the work experience at the time of receiving their results shall be allowed to continue with the work experience but will be expected to complete the course(s) at their own cost.</li> </ul> </li> <li>5. Bursars who had not achieved as per the requirements may be readmitted onto the scheme on obtaining satisfactory results subsequent to losing the bursary.</li> <li>6. The bursary costs change annually depending on the institutions fee structure.</li> <li>7. Payments are made upon approval by the MQA per semester or trimester</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<ol style="list-style-type: none"> <li>8. Support is provided for university or University of Technology or TVET College students (Certificates, Diploma, B-Tech, Bachelor's Degree).</li> <li>9. First year bursars that meet all entrance criteria as prescribed by the academic institution and the MQA bursary committee.</li> <li>10. Bursars entering their second or third year of study that meet the requirements as specified in the MQA bursary policy.</li> <li>11. Bursars should be South African citizens.</li> <li>12. Preferential consideration of awarding a bursary is given to previously disadvantaged individuals (PDIs) and financially needy bursary applicants with good academic results.</li> <li>13. Bursars can at the discretion of the MQA be requested to undergo the MQA interview process.</li> <li>14. Bursaries are offered in any of the mining related courses/subjects as identified in Annexure D: 1</li> <li>15. Bursars must sign the MQA bursary contract Annexure E1</li> <li>16. Allowances are paid as per the Bursary and Workplace Experience Policy.</li> </ol>
MQA-A003	Work Experience	<p>A grant of R144 000 per learner, per annum is awarded to employers.</p> <p>R 36 000 per learner, per quarter in advance is paid to the host employer over a period of a year.</p> <p>R 24 000 per learner for vacation work for 2 months in a year is paid to the employer.</p>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating host employer.</li> <li>2. Placement at an employer is usually for two periods of six month (P1 and P2) or placement for Survey students is for three periods of six-months (P1, P2 and P3) or placement at an employer is usually for a two month period for vacation work.</li> <li>3. Payment includes training costs, accommodation and allowances.</li> <li>4. Employers must ensure that all costs covered are as per the requirements stipulated in the tripartite contracts for Workplace Experience:</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>Annexure E2</p> <ol style="list-style-type: none"> <li>5. Employer must be an MQA levy-payer or levy-exempt (with an SDL number).</li> <li>6. Employer must be up- to- date with levy payments.</li> <li>7. Supports primarily MQA bursars (Bonded students) and non- bonded students.</li> <li>8. A company taking on students is confirmed eligible by the MQA to receive grants for the student in exchange for training.</li> <li>9. The tripartite contract is signed by all parties involved, i.e. Learner, employer and the MQA.</li> <li>10. Work experience opportunities are offered in any of the mining related disciplines as per the scarce skills list.</li> <li>11. Employers have adequate infrastructure and have sufficient and qualified mentors in the relevant disciplines to deliver the programme.</li> <li>12. Work Experience grants are offered in any of the mining related courses as identified in Annexure D: 2</li> </ol>
MQA-A004	Standard Setting Grant (TRGs/CEPs)	Standard grant rates as determined by the MQA periodically will be awarded for all standards setting/Qualification development work.	<ol style="list-style-type: none"> <li>1. Funds are available to subject matter experts and registered QQDF's who participate in standards setting/qualification development activities, including assessment tool development</li> <li>2. Only applications from small organisations and/or individuals who are subject matter experts or registered QQDF' will be considered.</li> <li>3. Preference will be given to previously disadvantaged individuals (PDIs)</li> </ol>
MQA-A005	Learning Material Development		<ol style="list-style-type: none"> <li>1. A detailed Service Level Agreement (SLA) must be signed with a service provider for the development of the learning material.</li> </ol>
MQA-A006	Internships	An amount of R 316 000 per learner is awarded to employers	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating host</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		for a period of 2 years	<p>employer.</p> <ol style="list-style-type: none"> <li>2. Employers apply to the MQA. The MQA evaluates and approves the application based on the following criteria: <ul style="list-style-type: none"> <li>• Employer pays levy to MQA or is levy-exempt,</li> <li>• Employer has an SDL number.</li> <li>• Employer is up to date with levy payments,</li> <li>• Employer has suitable qualified mentors in place to support interns,</li> <li>• Employer has an operational site relevant to the programme</li> </ul> </li> <li>3. Learners are recruited and placed by the MQA or Employers based on the following criteria : <ul style="list-style-type: none"> <li>• Learner is not employed at all,</li> <li>• Learner should have achieved the relevant qualification at a HET level</li> <li>• Learner and employer have signed an Internship agreement with MQA.</li> </ul> </li> <li>4. The grant of R39 500.00 is paid quarterly in advance.</li> <li>5. The first tranche is paid on signing of the contract and verification of the learner by the MQA Monitoring and Evaluation official.</li> <li>6. Each tranche thereafter is paid on receipt of learner progress reports.</li> <li>7. All internships are two year programmes.</li> <li>8. Employers must adhere to the MQA Internships Guidelines.</li> <li>9. The employer must provide a monthly allowance to the learner as per the tripartite agreement. Annexure E3</li> <li>10. Supports structured on- the- job training to unemployed graduates who have achieved the relevant qualifications at a HET level.</li> <li>11. Employers have adequate infrastructure and have sufficient and qualified mentors in the relevant disciplines to deliver the programme in line with the company's Internships Programme</li> </ol>



Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>guidelines.</p> <p>12. Internship opportunities are offered to unemployed graduates in any of the mining and minerals related disciplines as identified in Annexure D:3</p>
MQA-A007	<p>Learnerships (Non Artisan)</p> <p>- Excludes those for the Diamond Processing, Jewelry Manufacturing and for learners with disabilities</p>	<p>An amount of R 50 000 per learner per Learnership is awarded, based on the following accurate supporting documents to be submitted to the MQA:</p> <ul style="list-style-type: none"> <li>• Certified copy of South African Identity Document or Passport once copy of ID obtained it should be put on file;</li> <li>• Learnership Implementation plan or training plan.</li> <li>• Contract of employment for 18.2 (un-employed learners) for the period of a Learnership programme.</li> <li>• For 18.1 (employed learners) a confirmation of employment on the company letterhead.</li> </ul> <p><u>Payment tranches:</u></p> <ul style="list-style-type: none"> <li>• R 20 000 on registering learning programmes agreement. (commencement</li> </ul>	<ol style="list-style-type: none"> <li>1. The grant is paid on the “first come first serve” basis.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating host employer.</li> <li>3. The grant will be paid to the employer who should be registered with MQA as a levy payer or exempted.</li> <li>4. The MQA may conduct learner verification site visits to approve learnership grants prior to payment of grant. MQA reserves the right to withhold payment.</li> <li>5. The employer to use MQA accredited training provider who has the capacity and resources to conduct training and that is linked to a workplace.</li> <li>6. Implementation plan commencement date must be the same as the learning programmes agreement commencement date.</li> <li>7. Stipends are paid as per the Sectoral Determination 5.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>of training)</p> <ul style="list-style-type: none"> <li>• R30 000.00 upon completion.</li> </ul>	
MQA-A007	<p>Learnerships Non-Artisan RPL</p> <p>Excludes those for the Diamond Processing, Jewelry Manufacturing and for learners with disabilities</p>	<p>An amount of R 30 000 per learner per Learnership is awarded, based on the following accurate supporting documents to be submitted to the MQA:</p> <ul style="list-style-type: none"> <li>• Certified copy of South African Identity Document or Passport once copy of ID obtained it should be put on file;</li> <li>• Learnership Implementation plan or training plan.</li> <li>• For 18.1 (employed learners) a confirmation of employment on the company letterhead.</li> </ul> <p><u>Payment tranches:</u></p> <ul style="list-style-type: none"> <li>• R 10 000 on registering learning programmes agreement. (commencement of training)</li> <li>• R20 000 on approval of achievements by the ETQA unit or certification.</li> </ul>	<ol style="list-style-type: none"> <li>1. The grant is paid based on an allocation process.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each employer</li> <li>3. This applies to the attainment of core MQA registered learnerships.</li> <li>4. Stipends are paid as per the Sectoral Determination 5.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A007	<p>Learnerships (Non Artisan)</p> <p>Beneficiation including Learners with Disability</p>	<p>An amount of <b>R35 000</b> per learner per Learnership is awarded.</p> <p>Three tranches will be paid for Beneficiation non Artisans Learnerships:</p> <ul style="list-style-type: none"> <li>• R 5 000 on registering learning programmes agreement. (commencement of training)</li> <li>• R10 000 after six months, R20 000 on approval of achievements by the ETQA unit or certification.</li> </ul> <p>An amount of R 50 000 per learner per Learnership is awarded for the Disability Project.</p> <p>Learners with Disability:</p> <ul style="list-style-type: none"> <li>• R 10 000 on registering learning programmes agreement. (commencement of training)</li> <li>• R12 000 after six months, R28 000 on approval of achievements by the ETQA unit or certification.</li> </ul> <p>The following accurate supporting documents to be submitted to the MQA:</p>	<ol style="list-style-type: none"> <li>1. The grant is paid based on an allocation process.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each employer.</li> <li>3. Learners will be supported on Beneficiation non-artisan learnerships including Learners with disabilities.</li> <li>4. For the Diamond Processing area, a learner will be supported on one learnership only. Learners embarking on the next level of qualifications will be supported (for example: learners will not be supported for the L3 Diamond Processing more than once, but the learner to then move onto the Level 4 qualification). The strategy is learners already trained on low level skills to progress and obtain higher level skills.</li> <li>5. The grant will be paid to the employer who should be registered with MQA as a levy payer or exempted.</li> <li>6. The MQA may conduct learner verification site visits to approve learnership grants prior to payment of grant. MQA reserves the right to withhold payment.</li> <li>7. The employer to use accredited training providers who have the capacity and resources to conduct training and linked to a workplace.</li> <li>8. Employers taking on learners with disability must ensure that the work environment accommodates learners in terms of accessibility.</li> <li>9. Implementation plan commencement date must be the same as the learning programmes agreement commencement date.</li> <li>10. The MQA will analyse trends of terminations of learners on learning programmes agreements per employer and if these are excessive.</li> <li>11. Stipends are paid as per the Sectoral Determination 5.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<ul style="list-style-type: none"> <li>• Certified copy of South African Identity Document or Passport once copy of ID obtained it should be put on file;</li> <li>• Learnership Implementation plan or training plan.</li> <li>• Contract of employment for 18.2 (un-employed learners) for the period of a Learnership programme.</li> <li>• For 18.1 (employed learners) a confirmation of employment on the company letterhead</li> <li>• For learners with disabilities, proof of the disability is required and certified by SASSA.</li> </ul>	
MQA-A008	SDF Support	This is implemented through a project-based process	<ol style="list-style-type: none"> <li>1. Support is provided for the capacitating of stakeholders ahead of the mandatory grant submission and ad hoc stakeholder requests.</li> </ol>
MQA-A009	AET	<p>Full time and Part time classes for employed and unemployed learners in AET programmes</p> <p>Grant of R10 000 per learner is awarded to the MQA registered levy paying company upon completion of two learning areas:</p>	<ol style="list-style-type: none"> <li>1. The grant is paid on a first-come-first-serve-basis for a learner completing the programme.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each employer.</li> <li>3. The 80/20 ratio in terms of the numbers of employed/unemployed learners must be considered. Priority will be given to employed learners whilst consideration of unemployed learners occurs</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p>R5 000 to be paid per learning area upon completion for AET levels 1,2,3 and 4.</p> <p>R5 000 to the learner through the employer on completion of two learning areas or R2500 to be paid to the learner on completion of a one learning area.</p> <p>GETC NQF1 (58267)</p> <p>The MQA will disburse R10 000 per learner on completion of NQF 1 in all learning areas to the employer, R5 000 to the learner through the employer.</p> <p>Nated Courses</p> <p>The MQA will disburse a grant of completion of N1, N2 and N3 Engineering and Mining. R1 000 per learning area on completion of Nated subjects</p> <p>National Orientation Certificate (NOC)</p> <p>The MQA will disburse R 5 000 on completion of the National Orientation Certificate NOC.R1 000 per learning area on completion.</p> <p>Pre-AET Programme</p>	<ol style="list-style-type: none"> <li>4. Certified Copy of South African Identity Document or Passport is required - once copy of id is obtained it should be put on file.</li> <li>5. The grant will be paid to the employer who should be registered with MQA as a levy payer or exempted.</li> <li>6. The MQA may conduct learner verification site visits to approve AET grants prior to payment of grant. MQA reserves the right to withhold payment.</li> <li>7. The employer to use accredited training providers who have the capacity and resources to conduct training.</li> <li>8. Statement of results or certificates from the IEB, Benchmark or the DoE must be provided for AET 1 -4 programmes as the external assessment is achieved.</li> <li>9. Provided for ABET 1-4 programmes as the external assessment achieved.</li> <li>10. For the MQA NQF Level 1 qualification the MQA Certificate will be required.</li> <li>11. AET enrolment form completed accurately signed and uploaded to the MQA management information system.</li> <li>12. Grants will be paid to MQA Levy paying companies for learners achieving the Nated courses and the National Orientation Certificate on completion and per learning area on receiving the results and a certified copy of South African Identity Document/ passport.</li> <li>13. Statement of results or certificate is required.</li> <li>14. Employer shall submit WSP/ATR to the MQA to qualify for grants.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		The MQA will disburse R5 000 on completion of the Pre-AET programme of two learning areas, R2 500 to the learner through the employer.	
MQA-A010	OHS Rep Development	A grant of R 2 500 per learner is awarded to the levy paying employer on completion of the skills programme by the learner.	<ol style="list-style-type: none"> <li>1. The grant is paid on a first-come-first-serve-basis for a learner completing the programme.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each employer</li> <li>3. Certified copy of South African Identity Document or Passport is required. The certified ID copy should be uploaded on the MIS (I-Share) system.</li> <li>4. Learners completing the skills programmes will be supported by the MQA.</li> <li>5. The grant will be paid to the employer who should be registered with MQA as a levy payer or is exempted from paying levies.</li> <li>6. The MQA may conduct learner verification site visits to approve OHS grants prior to payment of grant. The MQA reserves the right to withhold payment.</li> <li>7. The employer to use MQA accredited training providers who have the capacity and resources to conduct training.</li> </ol>
MQA – A013	Learnerships (Artisan Development – Employed and Unemployed)	<p>A maximum amount of R150 000 per learner is payable.</p> <p>A four-tranche process will be used for disbursing payments.</p> <p>Each tranche will be 25% of the total new artisan learner grant or R37 500 per disbursement.</p>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each employer.</li> <li>2. Tranche 1 and 2 is disbursed on registration, verification of learner and submission of the following documents. <ul style="list-style-type: none"> <li>• A detailed implementation plan ; and</li> <li>• Shortfall letter (if required)</li> <li>• Certified original copy of Learning Programme Agreement accompanied by relevant supporting document as determined by the MQA;</li> <li>• A learner verification report by a MQA</li> </ul> </li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		<p><u>Disbursement tranches:</u></p> <ul style="list-style-type: none"> <li>• <b>Tranche 1:</b>  R 37 500 x Total number of new Artisan learners grants allocated;</li> <li>• <b>Tranche 2:</b>  R 37 500 per new artisan learner;</li> <li>• <b>Tranche 3:</b>  R 37 500 per new artisan learner;</li> <li>• <b>Tranche 4:</b>  R 37 500 per new artisan learner.</li> </ul>	<p>representative confirming that the new artisan learners are in the process of being trained on site in the relevant trade as is indicated by the Learning Programme Agreement.</p> <ol style="list-style-type: none"> <li>3. Tranche 3 is disbursed after the verification was done and confirmation has been uploaded on I-share by the employer that the learner is halfway with training.</li> <li>4. Tranche 4 is disbursed within after receipt of the following documentation as per the National Artisan Development (NAD) Policy attached as Annexure E: <ul style="list-style-type: none"> <li>• When the learner successfully completes the programme.</li> </ul> </li> <li>5. Stipends are paid as per the Sectoral Determination 5.</li> </ol>
MQA-A014	ARTISAN AIDES /RPL – EMPLOYED	<p>An amount of R15 000 is paid on completion of the Artisan Aides Skills Programme.</p> <p>An amount of R 50 000 is paid on completion of the Unit Standards Based artisan suite of qualifications per qualification or the engineering maintenance qualification.</p>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each employer.</li> <li>2. Certified Copy of South African Identity Document or Passport is required - once copy of ID is obtained it should be put on file.</li> <li>3. Employed learners that complete the programme will be supported.</li> <li>4. The grant will be paid to the employer who should be registered with MQA as a levy payer or is exempted from paying levies.</li> <li>5. The grant is payable to the employer in respect of those learners that met the requirements of successful completion.</li> <li>6. The MQA may conduct learner verification site visits to approve learnership grants prior to payment of grant. MQA reserves the right to withhold payment.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
			<p>7. The employer is to use MQA accredited training provider who has the capacity and resources to conduct training and is linked to a workplace.</p>
MQA-A 015	<p>TVET College Support: NCV TVET /NCV Engineering Internships, Level 4 (Completed) Under the following trade:</p> <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Fitting &amp; Turning</li> <li>• Boilermaker</li> <li>• Plater Welder</li> <li>• Fitting(including machining)</li> <li>• Diesel mechanic</li> <li>• Instrumentation mechanic</li> <li>• Rigger ropseman</li> <li>• Milwright</li> </ul>	<ul style="list-style-type: none"> <li>• The NCV Engineering Level 4 Internship Grants is R 150 000 per learner payable in tranches for a period of completion for the artisan training.</li> </ul> <p><u>Disbursement tranches:</u></p> <ul style="list-style-type: none"> <li>• <b>Tranche 1:</b> R 37 500 x Total number of new NCV learners grants allocated;</li> <li>• <b>Tranche 2:</b> R 37 500 per new NCV learner;</li> <li>• <b>Tranche 3:</b> R 37 500 per new NCV learner;</li> <li>• <b>Tranche 4:</b> R 37 500 per new NCV learner.</li> </ul>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with the organisation and/or the TVET college</li> <li>2. The MQA will invite organisations to participate in placing learners in companies.</li> <li>3. MQA will sign a Learner Uptake Agreement with the organisation to commit to the registration of NCV Engineering Level 4 learners as per this allocation.</li> </ol> <p>A signed Artisan Learnership Agreement must be accompanied by the following supporting documentation:</p> <ol style="list-style-type: none"> <li>1. Artisan Programme Training Plan</li> <li>2. Contract of employment for the duration of an artisan learnership</li> <li>3. Copy of the Identity Document.</li> <li>4. Copy of educational qualifications.</li> </ol> <p>Tranche payment:</p> <ul style="list-style-type: none"> <li>• The grant annually is as per the National Artisan Development Policy (Also captured under Artisan Development)</li> </ul> <ol style="list-style-type: none"> <li>4. Stipends are paid as per the Sectoral Determination 5.</li> </ol>
MQA - A015	<p>TVET College Support: TVET Lecturers</p>	<p>A grant of R 36 000 per lecturer, for three months is awarded to the employer.</p> <p>R12 000 per learner,</p>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each employer/TVET College.</li> <li>2. Placement of lecturers is usually for three months period.</li> </ol>



Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		per month is paid to the host employer/TVET College for three months.	<ol style="list-style-type: none"> <li>3. Payment includes training costs and costs for replacement lecturer.</li> <li>4. Employers/TVET College must be an MQA levy payers or levy exempt (with SDL number)</li> <li>5. Employers must be up to date with levy payments</li> <li>6. The tripartite contract is signed by all parties involved i.e. Learner, employer and MQA.</li> <li>7. Work experience opportunities are offered in any of the mining related disciplines as per the scarce skills list.</li> <li>8. Employers must have their own site to place the learners.</li> </ol>
MQA-A016	Maths and Science	To support Grade 10,11 & 12 Maths & Science Learners to achieve good Maths and Science results that will allow them access to PSET institutions to enroll on mining and minerals related qualifications.	<ol style="list-style-type: none"> <li>1. A detailed Service Level Agreement (SLA) must be signed with a service provider for the support of learners to improve their performance in Maths and science.</li> <li>2. Support will be provided to learners from the rural areas and townships.</li> </ol>
MQA-A017	FLC Grant Incentive	Grant of R5 000 inclusive of VAT per learner is awarded to the MQA registered levy paying company. (R2 500 per learning area)	<ol style="list-style-type: none"> <li>1. The grant is paid on a first-come-first-serve-basis for a learner completing the programme.</li> <li>2. The MQA shall enter into a Memorandum of Agreement (MoA) with each employer.</li> <li>3. Grant will be paid to MQA Levy paying companies for learners achieving a FLC learning area on receiving the results from IEB and a certified copy of South African Identity Document/ passport.</li> <li>4. Statement of results or certificate is required from the IEB</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A018	Mpumalanga TVET Artisan	Development of artisans for the Mpumalanga Province.	1. A detailed SLA in place with a service provider for the training of 220 learners in the artisan trades.
MQA-A019	Mine Community Development	To facilitate and support the training of mine community members on skills to make communities sustainable as well as support retrenched mine workers to gain other skills.	<ol style="list-style-type: none"> <li>The MQA shall enter into a Memorandum of Agreement (MoA) with each employer</li> <li>The beneficiaries will be: <ul style="list-style-type: none"> <li>Young unemployed learners living in mining Communities or labour sending areas.</li> <li>Employees facing retrenchments or employees already retrenched/laid-off.</li> </ul> </li> </ol>
MQA-A020	Workplace Coach Development	To provide occupational coaching programme that will provide a structured on-the-job training areas.	<ol style="list-style-type: none"> <li>Expression of interest to all levy paying employers.</li> <li>The MQA shall enter into a Memorandum of Agreement (MoA) with each employer.</li> </ol>
MQA-A022	Management Development	To support qualifying employees to assume supervisory and management roles within their companies. It is envisaged that after undergoing the MDP training mining companies will allow their HDSA employees an opportunity to demonstrate their newly acquired management skills within two years of their completion.	<ol style="list-style-type: none"> <li>Expression of interest to all levy paying employers.</li> <li>The MQA shall enter into a Memorandum of Agreement (MoA) with each employer.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
MQA-A041	HDSA Candidacy Programme	<p>To support unemployed/employed graduates placed in structured work based programmes at host companies, the graduate undergoes learning that will lead to readiness for the panel examination. This affords the graduate work place learning that supports the qualification that has been achieved at the HEI. The support is for a one-year duration.</p> <p>It is envisaged that unemployed learners from the MQA internships programme and employed learners from employers support would be able to access the candidacy project.</p> <p>List of Disciplines for Candidacy include Mechanical Engineering Government Certificate of competence (GCC); Electrical Engineering GCC; Mining Engineering – Mine Managers Certificate of Competence; Mine Survey GCC; Other Certificates of Competence recognised in the MMS.</p>	<ol style="list-style-type: none"> <li>1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating host employer.</li> <li>2. Employers apply to the MQA. The MQA evaluates and approves the application based on the following criteria: <ul style="list-style-type: none"> <li>• Employer pays levy to MQA or is levy-exempt,</li> <li>• Employer has an SDL number.</li> <li>• Employer is up to date with levy payments,</li> <li>• Employer has suitable qualified mentors in place to support candidates,</li> <li>• Employer has signed a candidacy agreement with the MQA.</li> <li>• Employer has an operational site relevant to the programme</li> </ul> </li> <li>3. Learners are recruited and placed by the MQA or Employers based on the following criteria : <ul style="list-style-type: none"> <li>• Learner should have achieved the relevant qualification;</li> <li>• Learner has signed a candidacy agreement with MQA.</li> <li>• Learner and employer have signed a candidacy agreement with MQA.</li> </ul> </li> <li>4. The grant is paid quarterly in advance.</li> <li>5. The first tranche is paid upon verification of the learner.</li> <li>6. Each of the subsequent tranches are paid on receipt of progress reports.</li> <li>7. The candidacy programme support is one year in duration.</li> <li>8. The employer must provide a monthly allowance to the learner as per the MoA/contract.</li> <li>9. The employer supports structured on- the- job training for unemployed/employed graduates who have completed Degrees from the Universities and Diplomas from the Universities of Technology.</li> </ol>

Grant Project	Grant	Grant Levels	Grant Rules and Criteria
		An amount of R 200 000 is awarded to employers per learner.	<p>10. Employers have adequate infrastructure and have sufficient and qualified mentors in the relevant disciplines to deliver the programme</p> <p>11. Candidacy opportunities are offered to un/employed graduates in any of the mining and minerals related disciplines as identified in Annexure D: 5.</p> <p>12. Candidates must sign the MQA Candidacy Tripartite Agreement contract Annexure E4.</p>
MQA-A042	HDSA Accredited Training Provider Support	The MQA determine discretionary grant for HDSA that achieved new accreditation and approved as training providers by MQA for mining and minerals sector.	<p>1. The grant is paid on a first-come-first-serve-basis for a new training provider granted accreditation and approved by MQA on learning programme.</p> <p>2. The MQA shall require all evidence as follows:</p> <ul style="list-style-type: none"> <li>- Company registration certificate (CIPC)</li> <li>- Tax Clearance Certificate (SARS)</li> <li>- Certified bank statement for designated account</li> <li>- Signed letter confirming accreditation by MQA</li> </ul> <p>3. The MQA may conduct information verification and site visits to approve grants prior to payment of grant. The MQA reserves the right to withhold or cancel payment.</p>

## **ALLOCATION OF DISCRETIONARY GRANTS FOR SPECIAL PROJECTS (MINE COMMUNITY DEVELOPMENT AND YOUTH DEVELOPMENT PROJECTS)**

Discretionary Grants are allocated to ensure proper implementation and achievement of the objectives of the MQA through up-skilling and multi-skilling of the learners. Special Projects are aimed at ensuring participation of the organizations' registered with the MQA, Public Organizations, NGOs and CBOs. The purpose of Special Projects is to provide skills to Retrenched Mine workers, X-Mine Workers, labour sending areas and to the Community where mining activities are taking place. Such skills include but is not limited to portable skills, could be linked to economic activities in mining areas to ensure value for money.

These types of projects originate from analysis of the MQA responses to economic climate, performance against pre-determined objectives and Government pronouncements.

Approval for Special Projects:

Proposals for Special Projects must be recommended by the Learning Programmes Committee to EXCO, and Board for approval.

## **ANNEXURE D**

### **1. List of Disciplines for the Bursary project include:**

- Metallurgical Engineering
- Jewellery Design Manufacturing
- Geology
- Mining Engineering
- Mechanical Engineering
- Mine Surveying
- Electrical Engineering (Heavy Current Only)
- Chemical Engineering (Mineral Processing)
- Environmental Health and Management
- Analytical Chemistry
- Electro Mechanical Engineering
- Industrial Engineering
- Occupational Health and Safety
- Occupational Hygiene
- Occupational Medicine

### **2. List of Disciplines for Work Experience include:**

- Mechanical Engineering
- Chemical Engineering
- Electrical Engineering
- Environmental Studies
- Analytical Chemistry
- Industrial Engineering
- Geology
- Mining Engineering
- Metallurgical Engineering
- Mineral Surveying
- Occupational Health and Safety
- Process Instrumentation
- Occupational Hygiene
- Occupational Medicine

### **3. List of Disciplines for Internships include:**

- Analytical Chemistry.
- Chemical Engineering.
- Jewellery Design and Creative Jewellery
- Electrical Engineering.
- Environmental Science.
- Extraction Metallurgy.
- Geology.
- Industrial Engineering.
- Metallurgy.
- Mine Engineering
- Mine Survey.
- Mechanical Engineering
- Occupational Health and Safety
- Process Instrumentation
- Occupational Hygiene
- Occupational Medicine

### **4. List of Disciplines/Occupations for Qualifications & Learning Programme Development Grants**

- On-setter
- Winding Engine Driver
- Small winder
- Scraper Winch Operator
- Rock Drill Operator
- Driller
- Geological Technician
- OHS Practitioner
- Mineral Beneficiation Process Controller
- Engineering and Mine Manager (Stage 2 occupational qualifications)
- Mine Overseerer
- Production/Operations Supervisor: Shift Overseerer /Shift Boss

- Mobile Mining Equipment Operator
- Mining and Machine Operators
- Ventilation Officer

**Engineering related occupations namely but not limited to:**

- Plater Welder
- Plater Boilermaker
- Fitter and Turner
- Fitter incl. Machining
- Rigger
- Instrument Mechanician
- Autotronics/ Auto – electrical
- Heavy Equipment Mechanic
- Horologist
- Milwright
- Electrician
- Boilermaker
- Fitter and Turner
- Diesel Mechanic
- Diesel Fitter
- Heavy Equipment Mechanic

**5. List of Disciplines for HDSA Candidacy include:**

- Mechanical Engineering Government Certificate of competence (GCC);
- Electrical Engineering GCC;
- Mining Engineering – Mine Managers Certificate of Competence;
- Mine Survey GCC;
- Other Certificates of Competence recognised in the Mining and Minerals Sector such as Environmental Ticket. A maximum of 20% of candidates should be considered from this specific category.



## **ANNEXURE E: LIST OF PROJECT LEARNER CONTRACTS**

- E1 – Bursar Agreement
- E2 – Workplace Experience (P1 & P2 and Vacation Work Learner Contracts)
- E3 – Internships Learner Agreement
- E4 – Candidacy Agreement

## ANNEXURE F

### 1. DISPUTE RESOLUTION

- 1.1 All disputes/complaints relating to the application of this policy shall be dealt with in accordance with the MQA funding dispute resolution procedure as per Annexure C. for the same/current financial year and all disputes from the previous financial year will not be considered unless valid reasons are given. The MQA will have the option to consider such;
- 1.2 Any dispute/complaint which may arise from the application of this policy shall first be resolved with the relevant MQA Unit Manager within seven (7) working days from the time the dispute/complaint was lodged. Both parties shall endeavour to resolve the matter in question;
- 1.3 Should the parties be unable to resolve the dispute/complaint within fourteen (14) working days, the complainant shall deliver a notice to appeal the MQA Unit Manager's decision. This will be for the attention of the Chief Executive Officer of the MQA who will act as a mediator;
- 1.4 If the dispute/complaint is not resolved within 30 working days from the date it was referred to the Chief Executive Officer of the MQA, the complainant may appeal the matter to the MQA Board (*depending on the date which the Board meeting is scheduled*). Thereafter, the Board decision will immediately be communicated to the parties concerned;
- 1.5 In all instances, the notice of appeal must state whether the complainant is appealing against whole or part of the decision of the MQA Unit Manager, Chief Executive Officer or the MQA Board. If only part of the decision is appealed against, the notice must state which part is the subject of the appeal;
- 1.6 If the MQA Board fails to resolve the dispute/complaint, the matter shall be referred to the Arbitration Foundation of South Africa ("AFSA") within fourteen (14) working days. It will be the responsibility of each party to pay its own costs, and the costs of the mediator shall be shared equally between the parties;
- 1.7 Nothing in this clause will preclude either party from obtaining interim relief from a Court of competent jurisdiction pending the decision of the arbitrator.

**ANNEXURE G**

**GOVERNMENT GAZETTE, 35940 – SETA GRANT REGULATIONS –  
amended 15 JULY 2013**

**ANNEXURE H**

**NATIONAL ARTISAN DEVELOPMENT FUNDING AND LEARNER ADMINISTRATION  
POLICY – 1 APRIL 2013**

**ANNEXURE I**

**REVISED DRAFT MQA BURSARY AND WORK EXPERIENCE POLICY – JANUARY 2017**