CULTURE, ARTS, TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY

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APPROVAL PAGE

The approval page ensures that proper steps are followed to indicate the status of the document.

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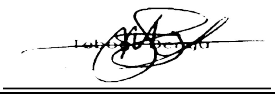
Name	Ms Tebogo Mohulatsi	Signature	
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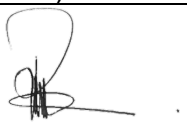
Name	Mr Phumudzo Mbulaheni	Signature	
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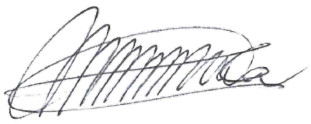
Name	Mr Marks Thibela	Signature	
Designation	Chief Executive Officer	Date	24/03/2026

Accounting Authority (AA) Approval

Name of the Delegated Authority	Dr. Karabo Mbele	Signature	
Designation	Board Chairperson	Date	26 March 2026

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1. INTRODUCTION

1.1. CATHSSETA is a statutory body established in terms of the Skills Development Act No.97 of 1998 (SDA) as amended. It is classified as a Schedule 3A public entity in terms of the Public Finance Management Act, No.1 of 1999, as amended (PFMA) and is accountable to the Minister of Higher Education and Training, who conducts its activities within the following six sub-sectors:

(a) Arts, Culture and Heritage;
(b) Conservation;
(c) Gaming and Lotteries;
(d) Hospitality;
(e) Sport, Recreation and Fitness; and
(f) Tourism and Travel Services.

1.2. Within these sub-sectors, CATHSSETA is responsible for the development of a Sector Skills Plan (SSP) within the framework of the National Skills Development Plan, 2030; implementation of the SSP; development and administration of Learning programmes; support of the implementation of the National Qualifications Framework; quality assurance of sector learning interventions; disbursement of skills levies collected from employers in their sector; and reporting to the Minister and the South Africa Qualifications Authority. To fulfil its mandate, CATHSSETA has put in place a Strategic Plan to define the outcomes envisaged for the organisation.

1.3. The SETA Grant Regulations of 2012 regulate how the discretionary grant is to be allocated, and they urge the CATHSSETA to develop a policy relating thereto.

1.4. This document constitutes the policy referred to above.

2. PURPOSE AND OBJECTIVE (S)

2.1. In line with the Department of Higher Education and Training (DHET)'s Guidelines on the implementation of SETA Grant Regulations of 2012 as well as other directives from DHET, the purpose of this policy is to set out the basis of how CATHSSETA disburses Discretionary Grant to achieve the implementation of its Sectors Skills Plan (SSP), Annual Performance Plan (APP) and national objectives as laid out in the National Skills Development Plan (NSDP);

2.2. Ensuring that the skills levy is effectively utilised to meet the skills needs of employers and employees in the CATHSSETA's sub-sectors;

2.3. Articulating how the CATHSSETA aims to achieve national objectives as set out in the NSDP; and

2.4. Outline how the Discretionary Grant-funded projects can be accessed to enhance through the partnerships formed between the SETA, levy-paying organisations, non-levy payers, Higher Educational Institutions (HEIs) and Skills Development Providers; and

2.5. Monitor the use of funds and measure the achievement of its objectives by, amongst others, measuring its impact on individuals, enterprises, and sectoral development.

3. ABBREVIATIONS OR ACRONYMS

ACRONYM	DESCRIPTION
AA	Accounting Authority
AA Chairperson	Chairperson of the Board of CATHSSETA, who is appointed by the Minister of Higher Education and Training
APP	Annual Performance Plan of CATHSSETA
CATHSSETA	Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority
CEO	Chief Executive Officer
CET	Community Education and Training
CFO	Chief Financial Officer
DG	Discretionary Grant
DG	Director General of the DHET
DHET	Department of Higher Education and Training
DOA	Delegation of Authority and Approval Framework
ETQA	Education and Training Quality Assurance
HEI	Higher Educational Institution
HET	Higher Education and Training
JOINT APPOINTMENT	Is an appointment of two or more parties who have agreed to pool their resources to apply for the Discretionary Grant
NCV	National Certificate Vocational
NQF	National Qualifications Framework contemplated by the National Qualifications Framework Act, 67 of 2008
NSDP	National Skills Development Plan
PAC	Policy Advisory Committee
PFMA	Public Financial Management Act 1 of 1999
PIVOTAL	Professional, Vocational, Technical and Academic learning programmes that result in qualifications or part qualifications on the NQF and as contemplated in the Grant Regulations
POPIA	Protection of Personal Information Act 4, 2013

ACRONYM	DESCRIPTION
PROJECT	An approved learning project funded by the Discretionary Grant
QCTO	Quality Council for Trades and Occupations established in terms of section 26G of the Skills Development Act
SAQA	South African Qualifications Authority contemplated by the National Qualifications Framework Act, 67 of 2008
SDA	The Skills Development Act No. 97 of 1998, as amended
SDLA	The Skills Development Levies Act, 9 of 1999
SETA	Sector Education and Training Authority
SOP	Standard Operating Procedure
SP	Special Projects
SSP	Sector Skills Plan
TVET	Technical, Vocational, Education and Training
WBLPA	Workplace-Based Learning Programme as per workplace-based learning programme agreement regulations

4. DEFINITIONS

Concept Or Terminology	Description
Accounting Authority	The Board (or Board of Directors) or controlling body of CATHSSETA, designated in terms of Section 49 of the Public Management Act No. 1 of 1999, as amended and defined as follows: (1) Every public entity must have an authority which must be accountable for the purposes of this Act. (2) If the public entity— (a) has a board or other controlling body, that board or controlling body is the accounting authority for that entity; or (b) does not have a controlling body, the chief executive officer or the other person in charge of the public entity is the accounting authority for that public entity unless specific legislation applicable to that public entity designates another person as the accounting authority
Approval	Adoption and approval of a document by the approval authority.
Approval Authority	Is any functionary vested with the power to approve or disapprove a policy document that is presented for consideration?
Board	A controlling body of a public entity.
Constitution	Constitution of the Republic of South Africa, Act No. 108 of 1996as amended.
Employee	Any individual who is employed and remunerated by CATHSSETA.

Concept Or Terminology	Description
Executive Manager	A functionary responsible for the management of a departmentwith the CATHSSETA.
Governance structures	Any oversight Committee of the AA or the entire AA.
Manager	A functionary responsible for the day-to-day management of a unit within the CATHSSETA.
Management structures	Structures that exist at the management level of the CATHSSETA.
Policy development	This means the end-to-end process is outlined to develop a policy document.
Policy document	A document that outlines the statement of intent in respect of a particular issue.
Policy communication	The process whereby an approved new, revised or withdrawn Policy or Policy Directive is communicated to CATHSSETA staff using various means of communication.
Policy effective date	The date on which the policy comes into effect is pronounced by the approval authority.
Policy management	The process of developing, approving, communicating,implementing, reviewing and updating/amending policydocuments.
Policy owner	The Executive Manager is responsible for the custodianship of the policy document.
Project costs	Means costs payable for an approved project funded through a Discretionary Grant.
Policy review	Assessment of the effectiveness of the policy based on practical implementation and outcomes realised.
Policy revision or amendment	Making changes to the existing document based on circumstances that may be outside your control, such as political, economic, social, technological, environmental and legislative changes.
Policy updating	Updating the document using new and emerging information.
Standard Operating Procedure	Detailed process outlines how to implement a policy statement.

5. SCOPE OF APPLICATION

5.1. This Policy applies to all stakeholders within CATHSSETA's jurisdiction, categorised into the following subsectors:

5.1.1. ***Arts, Culture and Heritage*** – representing art producers, dramatic arts, craft designers, film, television, theatre, entertainment, music, art councils,

museums and cultural heritage sites;

5.1.2. ***Conservation*** - representing all forms of environmental and wildlife conservation,botanical gardens, and zoos;

5.1.3. ***Gaming and Lotteries*** – representing casinos, bookmakers, lotteries, horse racing, limited pay-out machine industry and Bingo;

5.1.4. ***Hospitality*** - representing accommodation services, food preparation, catering and food and beverage services, fast foods and restaurants;

5.1.5. ***Sport, Recreation and Fitness*** - representing sports, recreation and fitness services, sporting event management, indoor and outdoor sports, sporting eventsand activities, parks and beaches, recreational fairs and shows; and

5.1.6. ***Tourism and Travel Services*** - representing retail and general travel operations,inbound tourism services, airlines, car rental, event management, and tourist guides.

6. LEGISLATIVE AND REGULATORY PRESCRIPTIONS

6.1. This policy is informed and underpinned by the following:

6.1.1. Constitution of the Republic of South Africa, Act No.108 of 1996 as amended;

6.1.2. Skills Development Act No. 97 of 1998, as amended;

6.1.3. Skills Development Levies Act No. 9 of 1999;

6.1.4. SETAs' GrantRegulations, 2012

6.1.5. National Qualification Framework Act No.67 of 2008 as amended;

6.1.6. Sectoral DeterminationNo. 5 of 2011 for Learnerships, as promulgated by the Minister of Employment and Labour; and

6.1.7. Public Finance Management Act No.1 of 1999 as amended;

7. POLICY PROVISIONS AND CONTENT

7.1. KEY PRINCIPLES

The SETA is committed to the following:

7.1.1. furthering its SSP, which takes account of national strategic goals as set out in the NSDP, the National Skills Accord and other relevant national priorities;

7.1.2. recognises and embraces the principles of transparency, openness, equity, access and fairness in the allocation and disbursement of Discretionary Grant without prejudice to any individual or stakeholder;

7.1.3. promotion of NQF-registered and quality-assured programmes that address priority Occupational Shortages and Skills gap needs as set out in the SSP and the APP, including work-integrated learning. Priority shall be given to CATHSSETA-accredited learning programmes;

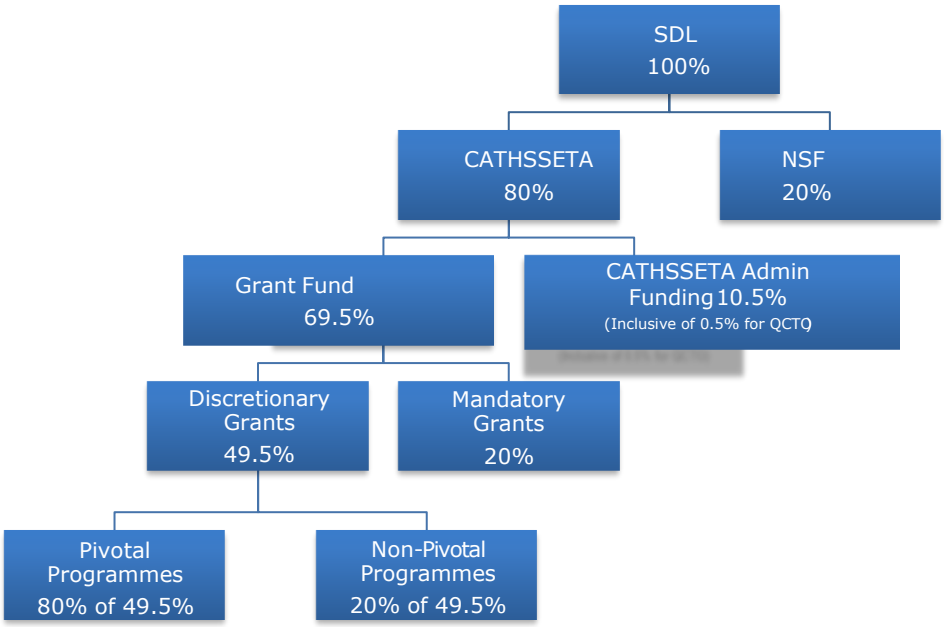
7.1.4. strives to achieve value for money by ensuring that funds are spent on skills development programmes to meet sector needs;

7.1.5. recognises that in certain circumstances where targets are not met, [illegible] shall be used to close the targets; and

7.1.6. shall minimise surpluses at the end of each financial year through monitoring and providing project support to stakeholders.

7.2. Disaggregation of Skills Levies – Percentages and Types of Grants

7.2.1. In terms of the SETA Grant Regulations, the levy system is allocated as illustrated indiagram 1 below:



7.2.2. Administration Costs

7.2.2.1. SETAs are limited to use 10.5% of the total levies paid by employers to fund their administration costs;

7.2.2.2. A SETA may, out of any surplus monies, determine and allocate a DiscretionaryGrant to employers, education and training providers who have applied for a discretionary grant, in the prescribed form, within the agreed-upon cut-off period; and

7.2.2.3. From 1 April 2013, a SETA shall transfer as part of its administration costs as contemplated in sub-regulation 1 and approved in the annual SETA strategic plan, an amount that does not exceed 0.5% of the total levy paid by the employer to the QCTO for quality assurance functions as contemplated in section 26 of the Act, and the actual quantum of funds to be transferred shall bedetermined by the Minister of DHET by 31 July of each year.

7.2.3. Discretionary Grant

7.2.3.1. Discretionary Grant means the money allocated within CATHSSETA to be spent on DG projects. This Grant is to be used to address the skills needs as set out in CATHSSETA's SSP and APP;

7.2.3.2. 49.5% of the Skills Development Levy (SDL) is allocated to DG. The discretionary grant shall fund PIVOTAL and non-PIVOTAL programmes. CATHSSETA is required to allocate 80% of its available discretionary grant within a financial year to PIVOTAL programmes to address Occupational Shortages and Skills gaps and CATHSSETA sub-sector qualifications;

7.2.3.3. Up to a maximum of 7.5% of the overall DG-funded projects may be used for the administration of project management costs. Therefore, project administration costs to be covered by a maximum of 7.5% relates to employee costs for the CATHSSETA ETQA unit, rent, water, and lights, legal fees, postage, stationery, advertising, travel expenses, cleaning, security, and information systems, as well as the maintenance thereof. Such costs are allocated using methods that are systematic and rational and are applied consistently to all costs having similar characteristics. Project costs are recognised as expenses in the period in which they are incurred;

7.2.3.4. In a case where the 7.5% is likely to be exceeded, approval must be sought fromthe CATHSSETA Accounting Authority and the National Department of Treasury; and

7.2.3.5. Interest earned on investment of surplus funds from discretionary grants shall be used as determined by the AA. Any excess interest not spent during the financial year shall be transferred to the discretionary grant reserve in line with Sub-Regulation 3(4) of the SETA Grant Regulations.

7.2.4. PIVOTAL Programmes (Minimum 80% of Discretionary Grant Budget)

7.2.4.1. PIVOTAL is defined as Professional, Vocational, Technical, and Academic Learning programmes that result in occupational or part qualifications on the NQF. PIVOTAL learning programmes include:

a) Learnerships – an occupationally based learning pathway that links structured learning (theory and practice) with workplace experience, culminating in an NQF qualification that represents occupational competence, directed at employed and unemployed learners;

b) Artisans – occupationally based learning pathway, aligned to the Occupational Certificate: Chef qualification, Chef qualification to be awarded to learners for three (3) years;

c) Skills Programmes/AET (part qualification) - made up of a combination of unit standards that fall within a qualification, to increase the skills level of employed and unemployed learners;

d) Internship N diploma including NCV (WIL TVET placement) and InternshipCategory A (WIL University placement) – Unemployed learners studying towards occupational qualifications, who require work experience andlearning as part of the qualification. The work experience must be structured and supervised by a suitably qualified person (mentor);

e) Graduate Internship – for unemployed learners from institutions of higher learning, who have completed their occupational qualification and are seeking a period of workplace experience in their chosen occupation. Thework experience must be structured and supervised by a suitably qualified person (mentor) for 12 months to a maximum of 24 Months.

f) Bursary – A program for employed and unemployed learners that requires tuition (full-time or part-time) at a TVET college, University of Technology, or University for a specific period, to achieve a formal NQF-aligned qualification; and

g) Recognition of Prior Learning (RPL) – A process through which formal, informal, and non-formal learning is measured, mediated for recognition across different contexts, and certified against the requirements for credit, access, inclusion, or advancement in the formal education and training system or workplace.

7.2.5.1. Preference shall be given to learners from public institutions of higher learning. Private Higher Educational Institutions (HEIs) shall only be considered if the qualification applied for is not available at public institutions, and there is evidence of such, or applications from private institutions shall assist in closing the APP targets for the financial year;

7.2.5.2. In allocating DG funds, the entity shall prioritise PIVOTAL programmes. The proportion of funds allocated to each of these categories shall be determined by the CATHSSETA Accounting Authority, by considering the priorities for the year as set out in the SPP and the APP;

7.2.5.3. The CATHSSETA may, on an annual basis, set aside funds from the DG Budget to assist the employees' dependents who wish to pursue studies in the fields of study that are aligned to various subsectors and respond to the critical skills needs as identified in the Sector Skills Plan. The criteria for the allocation of funds shall be outlined in the relevant policy relating to support for employees' dependents.

7.3 CATHSSETA Graduate Internship

7.3.1. Funding for the CATHSSETA graduate Internship programme shall be linked to the NSDP and CATHSSETA APP targets and budget;

7.3.2. First option: CATHSSETA shall set aside a number not exceeding 5% of the total graduate internship, Internship N-diploma, and Internship category A annual targets combined;

7.3.3. Second option: Where the SETA has funded a TVET College, University, or the University of Technology, CATHSSETA can become a host employer for the institution; and

7.3.4. The CATHSSETA's Graduate Internship programme shall be implemented in line with the DG Graduate Internship, Internship Category A, and Internship N-diploma learning programme guidelines.

7.4 Non-PIVOTAL

7.4.1. A maximum of twenty per cent (20%) of the Discretionary Grant shall be reserved to prioritise financing of Special Projects

7.4.2. Funding of Special projects includes, but is not limited to the following:

a) Research Chair;

b) Learning materials (including learning aids, computers, tools, costumes or gear, and or special attire);

c) The Development and/or upgrading of the TVET and CET college

infrastructure, including procurement of equipment where necessary, as well as any other related support;

d) Equipment and training material (any other resources used to deliver training,including excursions);

e) Development of qualifications and curricula (Including new or upgraded);

f) Workshops addressing CATHSSETA-related topics;

g) Career Guidance (events, material, and any other support); and

h) Rural development Programmes; Youth Development Programmes.

7.4.3. Should the targets for PIVOTAL programmes not be met through Discretionary Grant funding windows, these targets shall be funded through Strategic Projects, Partnerships and Sponsorship Policy; and

7.4.4. Special Project applications shall be received during the Special Project window, which is opened to interested stakeholders at any time during the financial year.

7.5. FUNDING DELIVERY MODELS AND APPROACH

The CATHSSETA may allocate a Grant by using various approaches and/or models that are outlined below:

7.5.1. Soliciting of proposals using a public call or invitation

7.5.1.1. The SETA may at any time issue a public call (referred to as DG Call) by placing adverts either on the website or national media, inviting stakeholders to submit funding proposals for PIVOTAL and Non-PIVOTAL programmes that shalladdress the needs identified in the SSP;

7.5.1.2. Remedial – CATHSSETA may consider additional allocations to be made where there are attritions or withdrawals on allocated APP targets. This process will be done through the remedial process of allocating to the next in line. Remedial reports will be submitted by the learning programmes to the CEO for approval.

7.5.1.3. CATHSSETA may also invite specific stakeholder groupings such as TVET Colleges, HEIs, Legislatures, etc. via email on the website to apply for Discretionary Grant Funding for programmes

identified for the specific financial year, e.g. Artisan Development, Work Integrated Learning, Bursaries or any other programme identified for the specific invitation; and

7.5.1.4. Application guidelines for each PIVOTAL and Non-PIVOTAL programme to be funded shall be developed in line with the approved criteria, as well as the funding framework setting out the programmes to be funded, and all the requirements to be met.

7.5.2. Partnership Funding Model

Funding of programmes will be addressed in the following ways:

7.5.2.1. DG Call (Solicited) - An application window that is opened to invite eligible stakeholders to apply for Discretionary Grant (PIVOTAL and non-PIVOTAL) APP targets.

(a) 60% of the funds linked to the APP targets shall be directed to the SETA's Levy Payers. The partnership approach shall be used, where Levy Payers express interest in implementing PIVOTAL APP targets. Unsolicited (Proposals over and above the APP targets);

(b) CATHSSETA shall use this partnership approach or unsolicited method for receiving proposals from stakeholders which demonstrate contribution towards skills development and alleviation of the triple challenges (poverty, unemployment and inequality); and

(c) This process shall be funded through surplus funds and managed through the Strategic Projects, Partnerships, and Sponsorships Policy.

7.5.3. Qualifying Applicants for Discretionary Grant: Solicited and Unsolicited

Discretionary Grant funding is eligible for applicants listed below:

7.5.3.1. Entities paying levies to CATHSSETA – projects being implemented by employers contributing the 1% levy towards skills development. These projects should be aligned to the occupational shortages and skills gaps, key transformational imperatives or CATHSSETA sub-sectors;

7.5.3.2. Entities with the capacity to absorb learners into full-time

employment – The large levy payers are more likely to absorb learners into full-time employment after completion of the programme;

7.5.3.3. Projects/Applicants in rural, remote, or previously disadvantaged regions CATHSSETA's mandate is to develop skills for South Africa; as such, projects must target remote/rural regions;

7.5.3.4. CATHSSETA's Accredited Training Providers with a track record and Industry Credibility for Skills Development - To meet its performance targets efficiently, it is important that the SETA partners with reputable training providers who have a reputation for delivering and collaborating with its levy-payers;

7.5.3.5. CATHSSETA levy paying new entrants, including SMMEs – affording opportunities to new entrants and promoting diversity; and

7.5.3.6. State entities, Government departments and entities, TVET Colleges and HEIs (as prescribed in the NSDP) - Preference shall be given to entities implementing projects aligned to the SETA's sub-sectors, collaborating with employers within the sub-sectors.

7.6 EVALUATION OF PROPOSALS RECEIVED THROUGH A PUBLIC CALLOR INVITATION (SOLICITED)

7.6.1 All Discretionary Grant proposals received shall be evaluated by the Discretionary Grant Evaluation Committee (DGEC) in terms of the Policy. Such a Committee shall be appointed by the CEO. To ensure that DGEC meetings take place as scheduled, a total of at least six (6) members shall be appointed, of which any four (4) shall form a quorum;

7.6.2 If the DG process has been used to solicit proposals, the Secretariat shall be provided by the relevant Department or Unit;

7.6.3 The DGEC may recommend the allocation of funds for an intervention to one or more qualifying applicants, depending on the availability of funds, if there is more than one qualifying application;

7.6.4 In cases where the funds are not sufficient for allocation to all qualifying applicants, the DGEC may recommend the highest-scoring applicant; and

7.6.5 The evaluation shall be done on the online system or manual, where applicable.

7.7. ADJUDICATION OF DISCRETIONARY GRANT APPLICATIONS

7.7.1 The Bid Adjudication Committee (BAC), as appointed by the CEO, shall adjudicate the recommendations of the DGEC; and

7.7.2 The BAC shall consider the recommendations of the DGEC and accept or reject them. In case the BAC rejects the recommendations of the DGEC, this must be referred to that Committee and allow the members to review and resubmit. If the BAC is still not satisfied with the recommendation, it may make a different recommendation to the CEO.

7.8. APPROVAL OF BAC REPORT AND ALLOCATION OF FUNDING TO STAKEHOLDERS

7.8.1 Once the AA approves the targets and the budget for the APP, Management shall proceed with the implementation process and provide the Board with a progress report quarterly; and

7.8.2 The CEO shall, on the recommendation of the BAC, approve the allocation of funding to individual stakeholders

7.9. CONTRACTING FOR DISCRETIONARY GRANT

7.9.1 The CATHSSETA shall issue an Offer of Contract Letter to the successful applicant, which stipulates the requirements to be fulfilled in the contract;

7.9.2 A Memorandum of Agreement (MoA), which is signed by the SETA's CEO, shall be sent to the awarded stakeholder for signing off and shall come into effect on the date on which the stakeholder signs the Memorandum; and

7.9.3 Organisations that have been awarded funding must submit a detailed project implementation plan

7.10. CATHSSETA shall not consider Discretionary Grant applications if:

7.10.1. The funding criteria aligned to the SETA Grant Regulations are not met;

7.10.2. The submission deadline and evaluation criteria have not been met; and

7.10.3. CATHSSETA does not have an adequate budget to allocate the required award,which is aligned with the APP targets.

7.11. Before the DG is awarded, CATHSSETA shall validate the following:

7.11.1. A levy-paying applicant is up to date with levy contributions;

7.11.2. The application is submitted online via the CATHSSETA online system, or manually completed prescribed application forms (where applicable); and

7.11.3. The organisation applying is a registered company with organisation registrationdocuments (Not applicable to government entities, confirmation required).

7.12. Reasons for Rejecting Discretionary Grant Applications

7.12.1. CATHSSETA shall reject a DG application if:

(a) The evaluation criteria are not met;

(b) The submission deadline has not been met;

(c) The application is not aligned with the advertised requirements;

(d) Compliance documents are either incomplete, submitted in the incorrect templates, or not submitted at all;

(e) Qualifications applied for are not aligned to CATHSETA sectors or occupational shortages and skills gaps;

(f) DG budget unavailability; and

(g) DG is funded at the discretion of CATHSSETA, and thereshall be no appeals should your application not be successful.

7.13. Disbursement of Funds and Risk Management

7.13.1. The payment model shall be performance-based, in tranches and tied to delivery and achievements. Disbursements shall only be made against a valid invoice submittedto the SETA and deliverables outlined in the signed MOA;

7.13.2. In addition to clause 7.14.1 above, employers whose payments are up to date and have been awarded DG funding shall receive only two (2) tranche payments for the duration of the learning programmes;

7.13.3. In accordance with the monitoring procedures applied by the SETA and in terms of the SLA which shall be concluded with CATHSSETA, invoices submitted to it must be based on work done and must be accompanied by evidence that an activity claimed for has indeed been conducted/delivered.

7.13.4. Claims unaccompanied by the relevant evidence shall not be processed and/or paid;

7.13.5. It is the responsibility of the entity to ensure that all requirements are met and that thesupporting documents are provided as per the SLA/contract when submitting a claim;

7.13.6. All projects funded in terms of CATHSSETA's DG policy must have a bank account into which all payments and disbursements shall be made, except

for public/government institutions for which a separate cost centre must be created. The SETA shall have access to statements about the account as and when it requests; and

7.13.7. In certain instances, where supporting documents have been submitted, however, payment cannot be processed due to certain outstanding information or disputes with the employer, the SETA may pay stipends directly to the unemployed learners participating in the project and withhold the employer's administration or training fee.

7.14. Disputes

7.14.1. In an event where a dispute arises between an entity and the SETA as far as theimplementation of this policy is concerned, such disputes shall be referred to the SETA's Accounting Authority or the delegated authority, to mediate;

7.14.2. In an event where a dispute arises between an entity and the learner, the SETA shall act as a mediator. Disputes that arise because of the employment relationship between the learner and the entity shall be dealt with under the ambit of the labour laws, and the Commission for Conciliation, Mediation and Arbitration (CCMA).

7.14.3. Accountability from the parties shall be as follows:

7.14.3.1. Applicants shall be held accountable for the success of funded projects. The ability to effectively manage projects within the respective entities is a basic requirement. Applicants are responsible for the planning, monitoring, filing, reporting, assessing and generally managing processes to ensure high-quality output;

7.14.4. CATHSSETA shall undertake regular monitoring and shall ask for the submission of evidence by entities for the training funded to:

7.14.4.1. measure the impact of the training implemented by various entities;

7.14.4.2. ensure that the financial and human resources allocated are accounted for; and

7.14.4.3. ensure that the training conducted and funded does indeed address the areas addressed in its Sector Skills

Plan.

7.14.5. In the event of CATHSSETA funding being used outside the scope set out in theagreement between CATHSSETA and the recipient organisation, or in the event of the terms of that agreement not being adhered to, CATHSSETA reserves theright to terminate the agreement and, where necessary, take appropriate measures to recover funds.

8. ROLES AND RESPONSIBILITIES

8.1 The Accounting Authority

8.1.1 Approving the APP containing the targets and budget for the financial year; and

8.1.2 Approving the DG policy on an annual basis

8.2 Chief Executive Officer

8.2.1. Approving the DG PIVOTAL and non-PIVOTAL plan;

8.2.2. Approving the BAC Report outlining the allocation of funding to various individual entities that meet the criteria, and the next in line for remedial purposes;

8.2.3. Ensure full implementation of the DG policy;

8.2.4. Recommending any changes to the policy to the AA; and

8.2.5. Quarterly reporting to the board on the funding allocations and disbursements.

8.3 Finance Department

8.3.1. Advising on the management of the DG budget, which includes the breakdown of the budget as outlined in the APP;

8.3.2. Produce quarterly expenditure reports on the DG; and

8.3.3. Management of the commitment register.

8.4. Learning Programmes Department

8.4.1. Implementation, administration, and management of Discretionary Grant; and

8.4.2. Coordination of monthly reports from internal departments.

9. NON-COMPLIANCE

9.1. Non-compliance with this policy or any applicable regulatory requirements through any deliberate or negligent act or omission, including allowing staff, either expressly or

impliedly, shall be considered as serious misconduct and shall be dealt with in terms of the contractual agreement between the SETA and the contracted party about the discretionary grant.

10. POLICY IMPLEMENTATION AND EFFECTIVE DATE

10.1. This Policy comes into effect from 1 April 2026.

11. MONITORING, REVIEW AND UPDATING OF THE POLICY

11.1. This policy shall be reviewed annually or as and when there is a need, which is informed either by new developments or changing circumstances.

12. APPROVAL OF THE POLICY

12.1. The approval of the policy takes place when the AA pass a resolution during a formal meeting or via a round robin and later ratifies that decision. Once the AA has passed a resolution, the AA Chairperson shall append his/her signature on the Approval Page of the policy document to give effect to implementation.