

## EXPRESSION OF INTEREST FOR FUNDING OF SKILLS PROGRAMMES 2015/2016

The Health and Welfare Sector Education and Training Authority ("HWSETA") invites all its registered employers to apply to participate in Skills Programmes funding 2015-2016

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

- **Section A** - Details of Employer and Accredited Training Provider/s
- **Section B** - Breakdown of Beneficiaries per learning area
- **Section C** - Authorisation Form

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

- **All employers** must have submitted a WSPiR by 30<sup>th</sup> April 2015.
- **Levy Paying Organisations** – must be up to date with skills levy contributions.
- **Government Departments** – must have paid its skills development contribution towards administration of the HWSETA.
- **All employers** must submit a letter from the relevant ETQA body that the training provider is accredited for the relevant qualification

**Please note the following:**

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

### The Approval Process

1. The HWSETA will only consider **fully completed** applications which have reached the HWSETA on or before **31 August 2015 by 16h00. No late applications will be considered. A fully**

***completed** application means that Sections A, B and C of the application must be completely filled in before being submitted and relevant documents attached*

2. Please ensure that **only pages 8, 9 and 10 of this Expression of Interest are submitted. (Sections A, B and C) with attachments of supporting documents**
3. The submission of an Expression of Interest Application does not mean that your application to participate in Skills Programmes Funding 2015-2016 has been approved. All applicants will be informed in writing of the outcome of their application by **25 September 2015**.
4. The **Memorandum of Agreement (MOA)** must be signed and submitted to the HWSETA by no later than the **30 October 2015**
5. **Skills Programmes Learner forms\ Agreements** must be signed and submitted to the HWSETA no later than a month before training commences. All learner forms\ agreements must be attached with **certified** ID copies and a copy of **certificate of highest level of education**.
6. **The application for funding (funding period: 1 Nov 2015 to 31 March 2016) is limited to learners commencing from 1 November 2015 to 31 March 2016. Learner Agreements forms** for learners commencing in **March 2015** must be submitted by or before **29 February 2016**.
7. **Full Approval for Skills Programmes Funding** will only be granted and communicated once the signed MOA and Learners Agreements have been received and approved by the HWSETA.
8. Applications must be submitted either by **hand or courier to HWSETA, 17 Bradford Road, Bedfordview, 2007. ONLY HARD COPIES FULLY SIGNED WILL BE ACCEPTED. NO LATE SUBMISSIONS WILL BE ACCEPTED.**
9. **Posted, Faxed or emailed applications will not be considered for funding.**
10. All applications must be couriered for the attention of :

CONTACT PERSON	TELEPHONE NO	PHYSICAL ADDRESS
Precious Molosiwa Email: preciousm@hwseta.org.za	011 607 6939	17 Bradford Rd. Bedford Gardens, 2047

**Please Note:**

The HWSETA reserves the right to withdraw the approval if:

- a) The information provided in the application form is not true and correct; or
- b) The employer does not adhere to any of the requirements laid down by the HWSETA

**Details of Funding:**

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

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

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

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

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

**Please note**

*A learner may not be registered against more than one Skills Programme Bundle. Learners have to complete all unit standards within each Skills Programme Bundle.*

Below are the Skills Programme Bundles from which employers can apply to place learners in:

Unit standard ID	Description	Credits
<b>Workplace Risk Assessments</b>		
9964	Apply health and safety to a work area	3
259622	Describe the functions of the workplace health and safety representative	3
120330	Conduct a continuous risk assessment in a workplace	4
<b>OHS in the Workplace</b>		
259617	Conduct an investigation into workplace safety, health and environmental incidents	3
259619	Conduct workplace Occupational Health and Safety (OHS) inspections	3
259604	Verify compliance to safety, health and environmental requirements in the workplace	4
<b>Workplace Risk and Emergency Care</b>		
259624	Control workplace hazards and risks	4
259639	Explain basic health and safety principles in and around the workplace	4
120496	Provide risk-based primary emergency care/first aid in the workplace	5
<b>Victim Empowerment and Support</b>		
117886	Provide victim support	9
117882	Support victims of Human Rights abuses, hate crimes, disasters and motor vehicle accidents	5
117890	Understand and apply ethical procedures and practices in Victim Empowerment	3
<b>Understanding Victim Empowerment and Support</b>		
116487	Identify and apply strategies to deal with abuse	5
117889	Demonstrate an understanding of Victim Empowerment	6
117883	Demonstrate an understanding of violence and victimisation affecting children and youth	5
<b>Victim Empowerment and Support: Legal Process</b>		
114939	Identify causes of stress in own life and indicate techniques to manage it	2
117885	Develop and support communities in Victim Empowerment	5
117888	Demonstrate an understanding of Victim Empowerment in the Criminal Justice process	4
<b>HIV/AIDS, STI, TB DOTS Awareness</b>		
117017	Provide information about Tuberculosis and directly observed treatment (DOTS)	3

119560	Promote an awareness of Sexually Transmitted Infections (STIs) in the community	4
260597	Provide information about HIV and AIDS and treatment options in community care and support situations	8
<b>Community Health Promotion and Home Based Care</b>		
260463	Assist the client and significant others to manage home based health care	12
260617	Assist the community to access services in accordance with their health related human rights	6
260497	Participate in health promotion activities	8
<b>Palliative and Chronic Home Based Care</b>		
260499	Manage the care of acute and chronic wounds	3
117009	Apply palliative care principles when assisting and supporting the client and family to manage life-threatening disease	10
260598	Provide support relating to home based care	16
<b>Basic Support for Persons with Disabilities</b>		
260479	Promote activities of daily living for clients with a disability or a chronic condition	9
260498	Provide basic interventions to prevent deformities improve mobility and reduce pain for clients with disabilities	8
260481	Create an awareness of disability and disability issues in a community	10
<b>Workplace Health and Safety</b>		
120366	Demonstrate understanding of the implementation of occupational health, safety and environmental legislation in the work place	9
120361	Monitor and make recommendations on the application of health and safety principles regarding the prevention of fires and protection systems in a working place	6
120370	Monitor and make recommendations on the application of health and safety principles regarding hazardous substances in the working place	3
<b>Trauma Support for Child Abuse</b>		
120082	Provide interventions in gender violence	8
120083	Provide trauma support under supervision	8
120081	Provide support to child victims of abuse, neglect and exploitation	4
<b>Community Based Rehabilitation and Elderly Care</b>		
117484	Apply palliative care principles when assisting and supporting the child and family to manage life threatening disease	12
117496	Provide care and support to an elderly person	10
260377	Develop and implement a community based rehabilitation programme	10
<b>Understanding and Communicate with the Deaf</b>		
115073	Demonstrate knowledge of Deaf culture, the Deaf community and technology, services and education for the Deaf in South Africa	8

115079	Perform everyday communicative tasks using South African Sign Language	4
<b>Customer Management (Services SETA)</b>		
10044	Implement a generic communication strategy	10
10052	Monitor handling of customers by frontline customer service	6
10053	Manage customer requirements and needs and implement action plans	8
<b>Generic Management (Services SETA)</b>		
252037	Build teams to achieve goals and objectives	6
252029	Lead people development and talent management	8
252034	Monitor and evaluate team members against performance standards	8
<b>Public Administration (PSETA)</b>		
20310	Apply client service techniques to improve service delivery	6
114226	Interpret and manage conflicts within the workplace	8
116928	Manage diversity in the workplace	14
<b>Understanding Financial Records(FASSET)</b>		
12989	Make and record payments	8
12988	Record income and receipts	10
12990	Prepare ledger balances and an initial trial balance	10

### **Breakdown of Funding Available**

1 credit = R165.00

#### **Example:**

A skills programme bundle with 32 credits =  $32 \times R165 = R5\,280$

Below is table of the targeted number of beneficiaries for Skills Programme training

<b>Targeted Number of beneficiaries</b>		
<b>Employed</b>	<b>Unemployed</b>	<b>Funding per credit</b>
<b>5 880 Learners</b>	<b>1 600 Learners</b>	<b>R165</b>

### Breakdown of funding per Skills programmes bundle

Bundle Name	Number of Credits	Number of Learners	Cost per Credit	Total Cost
Workplace Risk Assessments	10	470	R165	775 500
OHS in the Workplace	10	470	R165	775 000
Workplace Risk and Emergency Care	13	470	R165	1 008 150
Victim Empowerment and Support	17	470	R165	1 318 350
Understanding Victim Empowerment and Support	16	470	R165	1 240 800
Victim Empowerment and Support: Legal Process	11	470	R165	853 050
HIV/AIDS, STI, TB DOTS Awareness	15	470	R165	1 163 250
Community Health Promotion & Home Based Care	26	470	R165	2 016 300
Palliative and Chronic Home Based Care	29	470	R165	2 248 950
Basic Support for Persons With Disabilities	27	470	R165	2 093 850
Community Based Rehabilitation & Elderly Care	32	470	R165	1 395 900
Understanding and Communicate with the Deaf	12	470	R165	1 551 000
Workplace Health and Safety	18	470	R165	2 481 600
Trauma Support for Child Abuse	20	470	R165	930 600
Customer Management	24	200	R165	792 000
Generic Management	22	200	R165	726 000
Public Administration	28	200	R165	924 000
Understanding financial Records	28	300	R165	1 368 000
<b>Total Funding</b>		<b>7 480</b>		<b>R23 680 800</b>

## SECTION A: DETAILS OF EMPLOYER AND TRAINING PROVIDER

### EMPLOYER DETAILS

NAME OF EMPLOYER:			
SDL NUMBER:			
BUSINESS ADDRESS (Physical)			
COMPANY REGISTRATION NO			
PROVINCE		Town:	
LOCATION	Urban:		Rural:
TELEPHONE NUMBER			FAX:
EMAIL ADDRESS:			
LEVIES	Levy Payer		Non levy Payer
NON-LEVY PAYING:			
NUMBER OF EMPLOYEES:			

### TRAINING PROVIDER DETAILS

NAME OF TRAINING PROVIDER(S)			
POSTAL ADDRESS			
ETQA DETAILS: <i>(Please attaché a copy of a letter of accreditation)</i>	Accreditation No:		
LIST ALL ACCREDITED QUALIFICATIONS IN THIS EOI FOR WHICH THE TRAINING PROVIDER WILL BE USED (e.g. 64697 FETC Community Health Work)			
LOCATION	Urban:		Rural:
TELEPHONE NUMBER			FAX:
EMAIL ADDRESS:			



**SECTION B: SKILLS PROGRAMMES BUNDLES AVAILABLE**(MARK THE BUNDLE & STATE NIMBER OF BENEFIACIARIES BEING APPLIED FOR)

SKILLS PROGRAMME	Mark X	TOTAL		AFRICAN		COLOURED		INDIAN		WHITE	
		18.1	18.2	18.1	18.2	18.1	18.2	18.1	18.2	18.1	18.2
Workplace Risk Assessments											
OHS in the Workplace											
Workplace Risk and Emergency Care											
Victim Empowerment and Support											
Understanding Victim Empowerment and Support											
Victim Empowerment and Support: Legal Process											
HIV/AIDS, STI, TB DOTS Awareness											
Community Health Promotion & Home Based Care											
Palliative and Chronic Home Based Care											
Basic Support for Persons with Disabilities											
Workplace Health and Safety											
Trauma Support for Child Abuse											
Community Based Rehabilitation & elderly Care											
Understanding and Communicate with the Deaf											
Customer Management											
Generic Management											
Public Administration											
Understanding Financial Records											
<b>TOTAL</b>											

## SECTION C: AUTHORISATION

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

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

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

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

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

### **Please note:**

Section A, B and C must be **initialled** on each page.