



public works

Department.  
Public Works  
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

## Terms of Reference - Cluster Training Approval Committee

### SKILLS PROGRAMMES / SHORT COURSES

TF 016

#### 1. BACKGROUND

Expanded Public Works Programme (EPWP) is a Government programme aimed at reducing unemployment. It is a poverty alleviation programme and a second economy intervention aimed at providing employment opportunities and training to the unemployed people who are implementing EPWP projects. Whilst the EPWP is scaling up from 1million (2004-2009) to 4.5 million job opportunities by 2014, training is critical to ensure that relevant and requisite skills for EPWP projects are in place for implementation of these job creation opportunities.

#### 2. PURPOSE

The EPWP has received funding for training of Short Courses from the Department of Labour since 2004. The funding and appointment of the Training Providers was managed through the National Skills funding in the Department of Labour Provincial Offices. Due to the move of the Department of Labour to the Department of Higher Education, in 2010 the Training funds were disbursed to the National Department of Public Works. The funding is for training of Skills Programmes, short accredited and non accredited courses. The NDPW in collaboration with its Regional Offices will disburse the funds to its EPWP project implementers by approving EPWP compliant projects training applications, appointing training providers, ensuring training implementation, monitoring, recording and reporting the training.

The NDPW has established 3 Cluster Project Approval Committees from the 9 provinces to evaluate and approve the Project Training Applications. The applications will be evaluated by the Committee against the Training Project Scoring Criteria.

### 3. COMPOSITION

The nine (9) provinces are divided into 3 Clusters as follows:

**Cluster 1** – Free State, Northern Cape and North West.

**Cluster 2** – Mpumalanga, Limpopo and Gauteng.

**Cluster 3** – Western Cape, Kwazulu Natal and Eastern Cape.

- a. Monthly meetings will be rotated within the provinces in the same cluster as above.
- b. Nationally funded projects will be approved within the clusters / province in which the projects are implemented. ( All Nationally funded project training application forms to be presented to each Regional Training Manager)
- c. The Director Beneficiary Training will chair the Committee. In the absence of the Chairperson, a delegated member from any of the 3 Clusters will chair the meeting.
- d. Training Coordinators i.e. Training Assistant Directors will take turns to be Secretariat of the Committee. The Assistant Directors from within the cluster will take turns to provide the Secretarial service.
- e. The Approval Committee will constitute the following standing / voting members
  1. Director Beneficiary Training – Voting member
  2. Regional Training Managers ( DD Training) – Voting members
  3. Training Coordinators (Assistant Training Directors) - Voting members
  4. Committee Secretary ( non voting member)
- f. Any delegations will be communicated to the Committee in writing.
- g. The following Non Permanent / Non Voting members may attend the meetings to provide advice and to observe the process.
  1. Regional Managers
  2. Programme Managers
  3. EPWP Provincial Coordinators
  4. EPWP Provincial Training Coordinators
  5. Sector Managers
  6. Training Support Staff
  7. Chief Director Partnership Support
  8. Chief Director Operations
  9. Chief Director Infrastructure Sector

#### 4. VOTING / SCORING

All permanent members of the Committee are eligible to vote.

The Training team from the province presenting its Training Applications will not vote on their own applications. Members delegated to attend on behalf of a voting member will be eligible to vote.

#### 5. QUORUM

All decisions will require the unanimous consent of a quorum, with a quorum consisting of 4 members. Absent members will delegate their representation so that an Approval meeting will not be postponed.

#### 6. ROLES

The role of the Cluster Project Selection Committee (CPSC) is to approve projects' Training Applications and to submit to the EPWP Training Support Unit for submission to the Bid Committee for Training Provider appointments.

This entails the following:

- a) Assessing the training applications to make an approval decision.
- b) Aligning Non Accredited Courses to Accredited Courses.

#### 7. APPROVAL PROCEDURE

The Regional Training Manager will present the completed training application forms, completed Verification Form and all the required accompanying documents to the Cluster Project Approval Committee. The Committee will approve the Applications.

#### 8. APPROVAL OUTCOMES

The Committee will decide on 3 Approval Outcomes i.e. **Approved, Approval pending Submission of Outstanding Documents, and Not Approved.**

- a. **Approved** – All criteria are met, the Training Application is complete and all the required evidence is submitted. The impact of the training will measurably and significantly contribute to the training goals of the EPWP and the probability of implementing successful training is high.
- b. **Approval pending Submission of Outstanding Documents** – The Training Application meets some part of the requirements but some aspects of the Training Application are vague or incomplete. There is moderate risk that the training will not lead to the expected impact. It is agreed that the outstanding evidence will be forwarded to the Committee Chairperson within 21 working days. Once corrections have been received the applications will be submitted to the Director Training Support for Training Provider appointment by the National Bid Adjudication Committee. Failure to submit outstanding documents within the 10 working days implies that the project application will be deferred to the next sitting.

Regional Training Managers will be allowed two opportunities to provide corrections prior to the Committee deeming the project not approved.

- c. **Not Approved** – The Training Application lacks information needed for the Committee to decide. The probability of successful implementation of the training is low and there is a high risk that the training will not lead to the expected impact. Implementing  
The requested training will prevent the EPWP from supporting compliant applications of the same value thus depriving compliant projects of an opportunity. The Regional Training Manager will be requested to resubmit the project once it complies to the requirements according to the Scoring criteria.

#### 9. SUBMISSION TO THE NATIONAL BID ADJUDICATION COMMITTEE

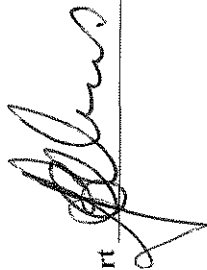
After a Cluster Project Approval sitting, the Chairperson of the Cluster Project Approval Committee will submit **APPROVED** Training Applications to the Director Training Support who will submit to the National Bid Adjudication Committee for the appointment of Training Providers.

#### 10. KEY BUSINESS RULES

- a) The Committee will approve Projects funded from all funding sources of the EPWP Training i.e. the Strategic Funding Window and the Social Development Funding Window.
- b) The Regional Training Managers have every right to use provincial existing forums to clean up the Training Applications before submission to the Cluster Project Approval Committee.
- c) Regional Training Managers should strive to present Training Applications which are 100% compliant. Regional Training Manager should not submit projects which they know are non compliant or lack required evidence. Regional Training Managers should not present such projects at all until such time when required evidence is available. Projects which are obviously non compliant and miss required evidence will not be considered.
- d) The Cluster Project Approval Committee Secretariat will meet on stipulated days (depending on quantity of application forms) in advance with the Regional Training Managers to receive and record the application documents.
- e) Depending on need, provision will be made for ad hoc sittings of the Project Approval Committee.
- f) Each attending member of the Project Approval Committee will sign a Declaration of Interest and an Oath of Confidentiality Form at each sitting.
- g) Training on issues related to the work of the Committee will be provided ongoing.
- h) The Chairperson will announce the sitting of the Committee by email and will attach the meeting agendas and all necessary documents. Hard copies will be provided on the day of the sitting.
- i) Decisions on Training Applications will be public and visible to all Cluster Committee members and will be made known to all in the minutes, Summary Scoring sheets and Training Reports.
- j) The Regional Training Managers will provide Committee outcomes and feedback to the Public Bodies and the Implementers in writing within two days week after the Cluster Project Approval sitting. The Chairperson of the Committee or any other Committee Member will not announce results to the Public Bodies and Implementers.
- k) The Cluster Project Approval Committee will thrive to sit monthly according to the agreed Calendar and will thrive not to alter any dates.

Director Beneficiary Training will provide monthly reports of Committee outcomes to top Management, provincial coordinators and any other forum. Proceedings of the Cluster Project Approval Committee including discussions, voting records are privileged information that will not be reflected in the meeting minutes or disclosed outside the meeting. Other proceedings and decisions will be communicated on a one to one with the Public Body and the Regional Training Manager. The decisions will also be published in various forum reports.

Compiled by: Director Beneficiary Training  Date: 29 April 2011

Approved by: Chief Director EPWP Partnership Support  Date: 29 April 2011

# TF 017 is in the form of a MS Excel Spreadsheet

## Master Database of trained Beneficiaries

EPWP																					
MASTER - DATABASE OF TRAINED BENEFICIARIES TF 017																					
2658	2390	Invalid ID's = 11	2659	2659	2659	2659	2659	2659	2659	2659	2659	2659	2659	2659	2659	2659	2659	2659	2659	2659	
Total Trained (including learners who received more than one course)	ID No	Valid ID's	First Course or Multiskill Course i.e. additional courses per	Equity Targets				Learner Physical address	Learner Contact Number	Sector	Sector Programme	Province	Project Name	Project Valt Based No / MIS No	Municipality		Project Physical Address	Course Received			
None !!!	ID status		First Course / Multiskill Course	Equity Targets	Youth / Adult	Female / Male	Disabled / Yes / No					Please select Province			Please select Local Municipality		Course Received	Start Date of Course	End Date of Course	Duration of Learner (days)	
Thembé Christina Mize	6005060365085	Valid	First Course	Black	Youth	Female	No	3061 KwaMhlanga a 1022	073 987 0600	Non State Sector	Non State	Mpumalanga	Amos Kgaphamadi	NATSOC05	Thembé	Nkangala	Verubuhle Stand No 582, KwaMhlanga, 105 0	Lay and Reinstate paving slabs (Block paving)	17-Jan-11	28-Jan-11	11
Bou Simon Tshabangu	5804235312083	Valid	First Course	Black	Adult	Male	No	1406 Phola Park KwaMhlanga a 1022	072 482 5427	Non State Sector	Non State	Mpumalanga	Amos Kgaphamadi	NATSOC03	Thembé	Nkangala	Verubuhle Stand No 582, KwaMhlanga, 105 0	Lay and Reinstate paving slabs (Block paving)	17-Jan-11	28-Jan-11	11
Pricilla Carole Mavango	6510230485085	Valid	First Course	Black	Youth	Female	No	1532 Phola Park KwaMhlanga a 1022	076 740 8415	Non State Sector	Non State	Mpumalanga	Amos Kgaphamadi	NATSOC03	D: JS Moroka	Nkangala	Verubuhle Stand No 582, KwaMhlanga, 105 0	Lay and Reinstate paving slabs (Block paving)	17-Jan-11	28-Jan-11	11
Poppy Johannah Tshabangu	6510270357089	Valid	First Course	Black	Youth	Female	No	1535 Phola Park KwaMhlanga a 1022	071 367 1431	Non State Sector	Non State	Mpumalanga	Amos Kgaphamadi	NATSOC03	D: JS Moroka	Nkangala	Verubuhle Stand No 582, KwaMhlanga, 105 0	Lay and Reinstate paving slabs (Block paving)	17-Jan-11	28-Jan-11	11
Sephule Roshah Magalala	6010240693084	Valid	First Course	Black	Youth	Female	No	1535 Phola Park KwaMhlanga a 1022	073 696 4400	Non State Sector	Non State	Mpumalanga	Amos Kgaphamadi	NATSOC03	D: JS Moroka	Nkangala	Verubuhle Stand No 582, KwaMhlanga, 105 0	Lay and Reinstate paving slabs (Block paving)	17-Jan-11	28-Jan-11	11
Piet Tshapo Tsoetsi	6504165352084	Valid	First Course	Black	Youth	Male	No	1517 Phola Park KwaMhlanga	076 008 4167	Non State Sector	Non State	Mpumalanga	Amos Kgaphamadi	NATSOC03	D: JS Moroka	Nkangala	Verubuhle Stand No 582, KwaMhlanga, 105 0	Lay and Reinstate paving slabs (Block paving)	17-Jan-11	28-Jan-11	11

Compiled by: Director Beneficiary Training:

*Thakente*

Date: 29 April 2011

Approved by: Chief Director EPWP Partnership Support:

*[Signature]*

Date: 29 April 2011



**TF 019**

**Guidelines for EPWP Training Records – Still needs to  
be designed**





TF 020

CLAIMS QUALITY ASSURANCE CHECKLIST					
NO.	CRITERIA	PROVIDER		NDPW REGIONAL OFFICE	
		TICK	COMMENTS	TICK	COMMENTS
<b>1 REQUIRED CLAIM DOCUMENTS</b>					
1.1	Completed claim form				
1.2	Provider project progress report				
1.3	Individual learner performance report				
1.4	SETA report (for last training claim of accredited training)				
1.5	Signed attendance registers				
1.6	Proof of learner allowance payment (signed by learners, with provider logo and confirmation signature by provider)				
1.7	Certified ID copies for each learner				
1.8	Signed learner certificates with provider logo ( for last training claim) as per learner attendance				
<b>2 QUALITY ASSURING PROVIDER CLAIMS</b>					
The following should be filled in For all training claims:					
2.1	Invoice number				
2.2	Point 1.1 to 1.4 of the form completed (without omissions)				
2.3	Company owner's full name, signature & date				
2.4	Check type of claim i.e. theory claim/practical training / learner allowance?				
2.5	Verify the course claimed for in terms of course title, accreditation status, duration trained				
2.6	Check number of learners claimed for against attendance register				
2.7	Check course duration against the contract				
2.8	For learner allowance claims – verify all the above including the following:				
2.9	That the correct claim number is ticked				
2.10	Number of learners claimed for against attendees and number of contracted learners				
2.11	Correctly calculated learner allowance & its admin fee againsts the contracted value (i.e. timing of payment)				
2.12	Provider reports to address the actuals claimed for				
<b>3 PACKAGING THE CLAIM FOR FINAL SUBMISSION</b>					
Claim documents should be arranged as follows:					
3.1	Claim form				
3.2	Proof of learner allowance payment (where applicable)				
3.3	Signed attendance registers				
3.4	Certified ID copies				
3.5	EPWP Provincial report				
3.6	Provider reports				
3.6.1	Project progress report				
3.6.2	Learner performance report				
3.7	SETA report (where applicable)				
3.8	Signed learner certificates of attendance (for both accredited and non accredited training) for days attended as per register				
GENERAL COMMENTS FROM PROVIDER:					
CHECKED BY: _____					
DATE: _____					
CAPACITY: _____					
GENERAL COMMENTS FROM NDPW:					
CHECKED BY: _____					
DATE: _____					
CAPACITY: _____					

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### PROOF OF LEARNER ALLOWANCE PAYOUT AND RECEIPT

TF 021a

Project Name:		TO DATE:					
Course Title:							
ALLOWANCE PAYMENT WEEK: FROM DATE:		LEARNER ID No.		CONTACT NO.			
NO.	LEARNER FULL NAME	LEARNER ID No.	TO DATE:	CONTACT NO.	AMOUNT RECEIVED	DATE	LEARNER SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

TOTAL AMOUNT PAID BY PROVIDER: \_\_\_\_\_

PROVIDER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# CLAIM FORMAT

TF 21b

Invoice no: .....

1. Training Business name: .....  
Physical address: .....  
Training site address/training venue: .....
2. Project name: .....  
Project physical address: ..... rural/ urban / peri urban  
Total to be trained: ..... Actual trained: ..... Equity: M .... F .... D .... Y .....
3. Course name: ..... Duration: .....  
Course ID: ..... Accredited /non accredited: .....  
NQF level: ..... Credits: .....

**Tick appropriate box below:**

4. Claim No: tick appropriate box below (only applicable to learner allowances)

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

ACTIVITY CLAIMED FOR	√	TOTAL DAYS CLAIMED FOR		TRAINED	DAYS ABSENT	AMOUNTS
		Claim period	Days trained & claimed for	Total learners trained		
Theory (30%)		From: ..... To: .....				R
Practicals (60%)		From: ..... To: .....				R
Certification (10%)		From: ..... To: .....				R
Learners allowance		From: ..... To: .....				R
10 % Admin fee		From: ..... To: .....				R
Overheads		From: ..... To: .....				R
<b>GRAND TOTAL</b>						R

### BANKING DETAILS:

Account Holder: .....  
 Bank Name: .....  
 Branch Code: .....  
 Account Number: .....

CEO FULL NAMES: .....

SIGNATURE: .....

DATE: .....

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EXPANDED PUBLIC WORKS PROGRAMME

## **TERMS OF REFERENCE**

### **NATIONAL SKILLS FUNDS (NSF) MANAGEMENT COMMITTEE**

**TF 022**

## **1. BACKGROUND**

The National Skills Fund (NSF) has been funding EPWP beneficiary training for phase 1 of EPWP through the Department of Labour (DoL). Since the transfer of the National Skills Fund (NSF), from Department of Labour (DoL) to Department of Higher Education and Training (DHET), the National Skills Fund (NSF) was upgraded to a Chief Directorate within the DHET.

NSF-DHET has approved R259 million for the period 2010/15 and otherwise stated to support the training of EPWP Beneficiaries :

- R200 million is approved to support Training of EPWP beneficiaries training for short courses;
- R52 million is approved for the Learnerships and Artisan Development Programmes;
- R7 million is approved for Artisan Development for 100 Northern Cape beneficiaries.

## **2. OVERALL OBJECTIVES OF THE NATIONAL SKILLS FUND MANAGEMENT COMMITTEE**

**The overall objective of the above mentioned committee is to:**

- effectively report and update EPWP / DPW management on the progress of the received funding;
- provide advisory support to EPWP regarding the implementation of the projects and allocated funding; and
- report on training progress made.

## **3. EXPECTED OUTPUTS OF THE NATIONAL SKILLS FUND MANAGEMENT COMMITTEE:**

3.1 The committee will:

- 3.1.1 serve as an advisory structure to EPWP management on the allocated funds for EPWP training initiatives;
- 3.1.2 provide expert support and guidance to ensure compliance with the regulatory frameworks;
- 3.1.3 ensure that the funds are managed and accounted for in line with the PFMA, National Treasury and NSF prescripts;
- 3.1.4 serve as an advisory structure to EPWP on training related matters;
- 3.1.5 provide regular feedback and reports to the EPWP management on progress; and
- 3.1.6 reduce implementation challenges for effective implementation of all projects.

#### 4. COMPOSITION & ROLES MATRIX OF THE NATIONAL SKILLS FUND MANAGEMENT COMMITTEE

DPW Unit	ROLES AND RESPONSIBILITIES
EPWP Training Unit	<ul style="list-style-type: none"> <li>• Leads/chairs the committee.</li> <li>• Provides secretarial support to the committee.</li> <li>• Acts as liaison for other Department of Public Works (DPW) units.</li> <li>• Reports to EPWP management on committee activities.</li> </ul>
Procurement	<ul style="list-style-type: none"> <li>• To efficiently ensure and maintain a database of training providers and courses on a DPW register.</li> <li>• To ensure compliance to all National Treasury practice notices.</li> </ul>
Management Accounting	<ul style="list-style-type: none"> <li>• To ensure financial compliance and to manage and draw reports on expenditure of the funds in line with the Treasury Practice note.</li> </ul>
Financial Accounting	<ul style="list-style-type: none"> <li>• To ensure that the funds are accounted for, in line with the PFMA regulations.</li> </ul>
Legal	<ul style="list-style-type: none"> <li>• To continuously provide legal advice and opinion regarding the management of contracts.</li> <li>• For drafting and administration of contracts.</li> </ul>
Information technology	<ul style="list-style-type: none"> <li>• To provide information technology support to ensure efficient and responsive process for provider registration, contract management, reporting, monitoring and evaluation.</li> </ul>
NSF	<ul style="list-style-type: none"> <li>• Provides funding in line with DHET guidelines.</li> <li>• Provides technical support in areas of expertise.</li> </ul>

**5. NATIONAL SKILLS FUND MANAGEMENT COMMITTEE MEETING SCHEDULES**

- The committee will meet once a month;
- Ad hoc meetings may be held where necessary, to address urgent matters affecting implementation of projects;
- The quorum will be constituted by the chairperson and three (3) other members;
- Such a quorum will be considered as representing the recommendations of all the members of such a meeting and will be binding on all other members.

**6. COMMUNICATION AND RECORDS**

- All committee communication will be channeled through EPWP Training Support Unit;
- All records of this committee will be filed with the EPWP Training Support Unit;
- Scheduling of meeting dates to be communicated by EPWP Training Support Unit including alternate dates;
- Records of the meeting shall be circulated to all members for inputs at least two (2) weeks before the next meeting and the revised minutes will be adopted at the next scheduled meeting;
- A progress report must be submitted to the EPWP management monthly, quarterly or otherwise as agreed.

**7. VALIDITY OF THE NATIONAL SKILLS FUND MANAGEMENT COMMITTEE**

- Membership to this committee will be valid for a period of one (1) year, and renewable thereafter as per need arise;
- Deliberations and resolutions of the meetings shall be endorsed adopted as legitimate;
- All meetings must be attended by the members where possible unless alternative representation arrangements are made.

Signature: \_\_\_\_\_  
(Chairperson)

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

Signature: \_\_\_\_\_  
(Secretary)

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

Compiled by: Director Training Support \_\_\_\_\_ Date: 29 April 2011

Approved by: Chief Director EPWP Partnership Support \_\_\_\_\_ Date: 29 April 2011



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EXPANDED PUBLIC WORKS PROGRAMME

**EPWP ELIGIBILITY  
GUIDE  
FOR  
ACCESSING  
NATIONAL SKILLS FUND  
(NSF):  
SOCIAL DEVELOPMENT  
FUNDING WINDOW  
(SDFW)**

TF 023a



# 1. The NSF SOCIAL DEVELOPMENT FUNDING WINDOW PROGRAMME

## 1.1 BACKGROUND

In March 2005, the Minister of the Department of Labour launched the National Skills Development Strategy (NSDS) 2005-2010. This Strategy will continue to enhance work that has already been done during the last eight years. One of the key objectives of the strategy is to promote employability and sustainable livelihoods through skills development. The Social Development Funding Window (SDFW) was created to support the training of unemployed people in training initiatives, leading to placement in employment, self employment or social development programmes such as EPWP or engaged in further learning programmes.

EPWP uses approved funding from the National Skills Fund (NSF) to support the training interventions. This guide therefore aims to provide guidelines and prescripts to officials and implementers, on how to access the approved NSF funds for EPWP beneficiary training.

## 1.2 AVAILABLE FUNDING and ELIGIBLE COSTS

The NSF reserves the right not to allocate all available funds.

### 1.2.1 Eligible Costs

The NSF funds allocated under this SDFW programme are not intended to finance infrastructure and/or ongoing operational costs of applicant organization to be able to deliver on a project. For this reason, only applicants who can demonstrate that the required infrastructure is in place should apply, as only costs directly related to the delivery of learning will be covered. These include:

- Pre-training assessment / RPL;
- Facilitation of training;
- Workplace costs relating to the use of the training facility;
- Learner allowance;
- Assessment/ Moderation;
- Graduation and certification;
- Quality Assurance (in the case of accredited training);
- Pro-rata project management fee up to max. of 10% of overall budget applicable only if the applicant/department can motivate and provide proof that there are no existing project management structures/or that the applicant will be using their own departments personnel and financial costs.

### **1.2.2 Ineligible Costs**

The NSF does not cover the costs indicated below:

- Marketing and PR;
- Material development;
- Infrastructure or capital;
- Planning costs;
- Proposal development costs;
- Workshops and conferences;
- System development;
- Operational costs of the applicant organization;
- Research and feasibility studies;
- Directors fees;
- Capacity building initiatives to improve government service delivery;
- Once-off activities, unrelated to a development plan;
- Projects that duplicate other donor funded activities in the area of implementation and are not part of a co-funding scheme;
- Formal educational programmes funded by government;
- Direct or indirect funding to provincial governments or national departments or entities reporting to them;
- Ongoing programmes of the applicant organization.

### **1.3 ELIGIBLE APPLICANTS**

Public bodies that implement/participate in initiatives to create EPWP work opportunities, and are recognized sectorial EPWP programme:

- National Government Departments
- Provincial Government Departments
- Local Government
- Non State Sector( NSS)

The funding bodies may not apply for these NSF funds on behalf of Implementers

### **1.4 BENEFICIARIES**

Beneficiaries on EPWP projects should comply with the following criteria:

- South African citizens;
- Unemployed people;
- Under-employed people; (including SMMEs)
- Designated groups like people with disabilities, women and youth;

## 2. ELIGIBILITY CRITERIA

In order to qualify proposals must demonstrate the following:

- Support for implementation of National or Provincial Government growth & development strategies;
- Alignment to the Integrated Development Plan of Local Government;
- Appropriate implementation experience and capacity;
- Robust governance, monitoring and evaluation systems;
- Promote BBBEE with regard to procurement (project management, service providers, etc.);
- Considerations to meet National Skills Development Strategy (NSDS) equity targets, especially those relating to equity, namely:
  - **85% Black**
  - **55% Women and (Note: EPWP has a target of 55% and NSDS a target of 54%)**
  - **4% People with Disabilities (Note EPWP has a target of 2% for persons with disabilities)**

## 3. OTHER GENERAL/ADMINISTRATIVE CRITERIA

- a) Programme specific/core courses and related programmes shall be prioritized for accessing funding.
- b) Training providers relevant for the required courses shall be appointed in line with the Government Procurement Regulations by Bid Adjustment Committee (BAC).
- c) Compliance and adherence to relevant sections of the National Treasury Practice Note No.9 of 2008/09 in accounting for money received from the National Skills Fund (NSF)

### 3.1. HOW TO APPLY FOR SDFW TRAINING FUNDS?

The prescribed NSF-SDFW forms will be utilized by public bodies, for applying for the training funds to EPWP.

### 3.2. PROJECT COMPLIANCE CRITERIA

- Clear training targets per sector per province.
- The NSF task lists for short courses will be adopted and learners' entry requirements as outlined in respective task list, shall be adopted as is.
- Training agreements/verification should be in place before the applications are approved.
- Learners' allowances will be paid during the theoretical components. The allowances will be payable during practical component, if the beneficiaries are not paid wages for their productive work during practical's.

NB! The appointment of training providers will be approved by Bid Adjustment Committee (BAC) in line with the procurement regulations. The EPWP Training Support Unit will prepare submissions for the BAC.

#### **4 .TARGETED PROGRAMMES**

##### **4.1 Accredited short courses / skills programmes**

These courses are defined as courses with less than 120 credits, and should have the active status, as registered by SAQA. They are credit bearing and should be implemented by relevantly accredited training providers and quality assured by the SAQA recognized Quality assurance bodies.

Any active short course which is registered by SETA's/SAQA/FET or any recognized body or institution and deemed relevant for the EPWP project as identified by the Public bodies and endorsed by the Sector, are fundable from the SDFW, depending on availability of funds. Implementation of such programmes should be in line with SAQA and SETA Regulations to ensure successful completion and certification of the beneficiaries.

##### **4.2. Short Non-accredited courses**

These are non-accredited courses with the maximum duration of 20 days. They should be core to the project and are not credit bearing and do not require SETA quality assurance.

The DoL course rates shall be utilized as a Framework for short course costing, however, the providers will submit their quotes in line with the acceptable\ reasonable market rates.

#### **5. LEARNERS ALLOWANCES RATES**

Learners allowances funded by SETA's and other funders will be paid out in line with the respective funders rates and Regulations.

**NSF Learners allowance will be paid, according to the following rates:**

- Non-accredited short courses = R 60 per person per day. The weekly amount will be payable on the last day of the week to learners, the providers claims weekly. Except for the Public Training institutions which can be paid advance allowances in line with the PFMA.
- Skills programmes = R62 per person per day – the weekly amount will be payable on the last training day of the week except for the Public Training Institutions which can be paid advance allowances in line with the PFMA

## LEARNERS ALLOWANCE PAY OUT AND CLAIM PROCEDURE

Below are steps to be followed:

1. Eligible beneficiaries who undergo training should have banking accounts where possible. If not, cash payout should be made;
2. The contracted training provider will be paid additional 10 % of the total weekly payout claimed ,as the administration fee for paying out the allowance on behalf of the Department;
3. Allowances should be electronically transferred where possible, to eligible learners as per attendance register signed .The electronic transfer is mainly to minimise risks/crime, however, cash payment will be paid out by the contracted provider to learners where necessary;
4. The EPWP Regional Training Manager should ensure that the claim is verified and all the support documents are attached to the claim before the provider submits NDPW for payment i.e. proof of payment;
5. The EPWP Training Manager should verify and recommend the payment of the provider's claim before submission to Head Office for payment;
6. Monthly reconciliation reports will be drawn for the allowance pay out. In case of advance payments, any shortage or remainder has to be paid back to the Department within 10 working days after completion of training. Failing which such deficit will be recovered from the normal training claim of that provider.

### How often will the daily allowance be paid to learners?

Learners allowances will be calculated and paid in accordance with the attendance of learners.

### Who will administer the pay-out of the daily learner allowance?

The **training providers** contracted by the DPW Office (EPWP) will administer the pay-out.

**10 % of the total allowances** will be paid as administration fee to the provider for paying out allowances on behalf of the DPW.

The proof of such payment should be attached to each claim and verified / recommended by the EPWP Regional Training Manager before forwarding the claim to Head Office for payment.

## 6. PROCESS FLOW

This is in accordance with the Standard Operational Procedure Manual

## 7. PAYMENT STRUCTURE (for the appointed training providers)

All payments are performance based i.e. claim after successful completion of each training activity:

- Claims to be coupled with providers and learners progress reports;
- Upon successful completion of each training component, training costs should be claimed as per follows: 30% theory , 70% practical including 10 % for certification);
- Overheads costs may be claimed separately from training costs, in line with the pricing structure in the DPW approved quotation submitted by providers;
- The following support documents should be attached to the claim: original invoice, certified copies of each learners ID document, attendance register signed by each learner, keep by training provider;
- Monitoring reports by EPWP or public bodies or and ETQAs will support the payment /invoice.

## 8. CONTROL MECHANISMS

Adherence to:

- Compliance to PFMA & applicable Treasury Regulations;
- Reconciliation reports;
- Project progress report in line with the funds allocated;
- Compliance to timelines;  
Provincial / regional oversight structures or visits

## 9. FUNDS MANAGEMENT AND PROCUREMENT STRUCTURES

CFO	<ul style="list-style-type: none"><li>• Accounting Officer</li><li>• Monthly financial reports</li><li>• Reconciliation reports</li></ul>
NBAC	<ul style="list-style-type: none"><li>• Approves appointment of providers</li></ul>
PROJECT SELECTION COMMITTEE	<ul style="list-style-type: none"><li>• Approves provincial projects</li></ul>
NATIONAL SKILLS FUND (NSF)	<ul style="list-style-type: none"><li>• Provides oversight to funds utilisation</li><li>• Funds approval and transfers as per the regulations</li><li>• Site visits and compliance checks</li></ul>
DIRECTOR :EPWP TRAINING SUPPORT	<ul style="list-style-type: none"><li>• Sources and Manages funds in collaboration with the Chief Financial Officer (CFO's) office &amp; National Skills Fund (NSF)</li></ul>

	<ul style="list-style-type: none"> <li>• Appoints and contracts providers</li> <li>• Ensures access to courses and providers</li> <li>• Financial reporting to National Skills Fund (NSF)</li> <li>• Overall oversight</li> </ul>
DIRECTOR : BENEFICIARY TRAINING	<ul style="list-style-type: none"> <li>• Chairs the Project Selection Committees</li> <li>• Manages implementation of Training</li> <li>• Project progress reporting</li> <li>• Overall oversight</li> </ul>
EPWP: DIRECTOR FINANCE	<ul style="list-style-type: none"> <li>• Provide support to the administration /reporting of the funds</li> </ul>
PROGRAMME / REGIONAL MANAGERS	<ul style="list-style-type: none"> <li>• Projects oversight and support Monitoring at provincial level</li> </ul>
DEPUTY \ ASSISTANT DIRECTORS	<ul style="list-style-type: none"> <li>• Provide technical support, monitor and reports.</li> </ul>

## 10. MONITORING AND REPORTING

As per Standard Operational Procedure Manual.

## 11. REVIEW MECHANISM

This guide is reviewable on annual basis, unless otherwise, due to critical and urgent amendments where necessary, as it is at a pilot guide. Any amendment thereto, should be approved by the Chief Director: EPWP Partnership Support in consultation with all stakeholders.

**Compiled by:**

**Director: Training Support** \_\_\_\_\_  **Date: 20 August 2010**

**Approved by:**

**Chief Director: EPWP Partnership Support** \_\_\_\_\_  **Date: 20 August 2010**



public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

**ELIGIBILITY  
GUIDE FOR  
ACCESSING  
NATIONAL SKILLS FUND (NSF)  
TO  
SUPPORT  
EPWP TRAINING  
INITIATIVES  
(Amended)**

TF 023b



## **1. The NSF FUNDING FRAMEWORK**

This Guide is applicable for all funding received from National Skills Funds (NSF) for short courses, skills programmes, learnerships and artisan development programmes)

### **1.1 BACKGROUND**

**THE DAILY LEARNERS ALLOWANCE RATES PAYABLE FROM NSF SOCIAL DEVELOPMENT FUNDING WINDOW IS NOW R60 PER PERSON PER DAY FOR NON-ACCREDITED COURSES AND R62 PER PERSON PER DAY FOR ACCREDITED COURSES. THE REVISED RATES ARE APPLICABLE WEF 01 NOVEMBER 2010.**

**THE LEARNERS ALLOWANCES PAYABLE FROM SETAs AND OTHER FUNDERS WILL BE PAID IN LINE WITH THE RESPECTIVE FUNDERS RATES AND REGULATIONS.**

The NSF was established to support the implementation of the National Skills Development Strategy (NSDS). It is a labour market intervention strategy which sets national priorities in skills development to address the scarcity of skills and the lack of capacity within the current labour force to meet the challenges posed by economic growth and poverty.

The goals of the NSDS 3, amongst others, are to support occupationally directed programmes and support to the cooperatives, SMME's, NGO's and community training initiatives as well as to maximize the use of Public FET Colleges. The strategies and imperatives, which include race, class, gender, geography, age, disability and HIV.

EPWP uses approved funding from the NSF to support the training interventions. This documents will guide officials and implementers on how to access the approved NSF funds for EPWP beneficiary training.

### **1.2 AVAILABLE FUNDING and ELIGIBLE COSTS**

NSF reserves the right not to allocate all available funds.

#### **1.2.1 Eligible Costs**

The NSF funds allocated under this SDFW programme are not intended to finance infrastructure and/or ongoing operational costs of applicant organization to be able to deliver on a project. For this reason, only applicants who can demonstrate that the required infrastructure is in place

should apply, as only costs directly related to the delivery of learning will be covered. These include:

- Pre-training assessment/RPL.
- Facilitation of training.
- Workplace training costs. Any costs related to workplace training and learners allowances will be funded from the NSF unless otherwise.
- Learner allowance- will be paid for both theoretical and practical component of training, unless otherwise.
- Assessment and moderation for accredited training.
- Graduation and certification for completed training and competent learners.
- Quality assurance ( in the case of accredited training)
- Pro-rata project management fee up to maximum of 10% of overall budget applicable only if the applicant/department can motivate and provide proof that there are no existing project management structures/or that the applicant will be using their own departments personnel and financial costs.
- Post project training costs will be covered if it is related to exit and there is a clear absorption capacity related to the post project training.

### **1.2.2 Ineligible Costs**

The NSF does not cover the costs indicated below:

- Marketing and Public Relations.
- Material development.
- Infrastructure or capital.
- Planning costs.
- Proposal development costs.
- Workshops and conferences.
- System development.
- Operational costs of the applicant organisation.
- Research and feasibility studies.
- Directors fees.
- Capacity building initiatives to improve government service delivery.
- Once-off activities, unrelated to a development plan.
- Projects that duplicate other donor funded activities in the area of implementation and are not part of a co-funding scheme.
- Formal educational programmes funded by government.
- Direct or indirect funding to provincial governments or national departments or entities reporting to them.
- Ongoing programmes of the applicant organization.

### 1.3 ELIGIBLE APPLICANTS

Public bodies that implement/participate in initiatives to create EPWP work opportunities, and are recognized sectorial EPWP programme:

- National Government Departments
- Provincial Government Departments
- Local Government
- Non State Sector( NSS)

The funding bodies may not apply for these NSF funds on behalf of Implementers

### 1.4 BENEFICIARIES

Beneficiaries on EPWP projects should comply with the following criteria:

- South African citizens;
- Unemployed people;
- Under-employed people; (including SMMEs)
- Designated groups like people with disabilities, women and youth;

## 2. ELIGIBILITY CRITERIA

In order to qualify proposals must demonstrate the following:

- Support for implementation of National or Provincial Government growth & development strategies;
- Alignment to the Integrated Development Plan of Local Government;
- Appropriate implementation experience and capacity;
- Robust governance, monitoring and evaluation systems;
- Promote BBBEE with regard to procurement (project management, service providers, etc.);
- Considerations to meet National Skills Development Strategy (NSDS) equity targets, especially those relating to equity, namely:
  - **85% Black**
  - **55% Women and (Note: EPWP has a target of 55% and NSDS a target of 54%)**
  - **4% People with Disabilities**

### **3. OTHER GENERAL/ADMINISTRATIVE CRITERIA:**

- a) Programme specific/core courses and related programmes shall be prioritized for accessing funding. Such courses should constitute at least 80% of the total courses applied for, as they are mainly intended to enhance productivity of the project activities. In case of multi sectoral training needs which are required for a single project, placement for such training interventions should clearly be identified and relevant training providers should be appointed as per respective course requirements
- b) Training providers relevant for the required courses shall be appointed in line with the Government Procurement Regulations by NBAC/SBAC.
- c) Compliance and adherence to relevant sections of the National Treasury Practice Note No.9 of 2008/09 in accounting for money received from the NSF
- d) All payouts and claims should be managed and administered in line with the payout procedure as stipulated in this guide.
- e) The NSF funding is valid for the period as agreed with the funder.

#### **3.1. HOW TO APPLY FOR THE TRAINING FUNDS?**

Funds will be accessed in-line with Beneficiary Training business process.

#### **3.2. PROJECT COMPLIANCE CRITERIA**

- Training are informed by sector per province.
- Project wages for beneficiaries should be secured by public bodies.
- New training interventions for projects which are at the initial phase will be supported and funded as prior training initiatives, as per standard operational procedure manual. No applications should be considered for funding for purposes of completing the training which could not be previously completed by another funded.
- The active SAQA/SETAs course outcomes, as well as the entry requirements should be adopted in line with the required course. DoL course outcomes may only be used in the absence of the SAQA/SETAs outcomes.
- Projects verification reports should be in place before the applications are approved.
- Learners' allowances will be paid for both the theoretical and practical component of training unless otherwise indicated.

### 3.3 PLACEMENT

Placement should be secured and guaranteed by public bodies:

- Placement is defined as the participation of beneficiaries in the EPWP project, in line with the sector prescripts.
- At least 70% of the trained learners should be placed in viable EPWP projects or any other opportunities
- During training, the project site shall be considered as the actual workplace learning/practical component of the training programme, unless otherwise indicated.
- The placement duration will be informed by the end date of the respective projects activities. Therefore placement period will vary from project to project.

**NB!** The appointment of Training Providers will be approved by NBAC in line with the Procurement Regulations. Training Support unit will prepare submissions for the NBAC with clear criteria for providers in line with the respective course requirements.

## 4. TARGETED PROGRAMMES

The NSF SDFW Funds have been approved for accredited skills programmes and short non accredited courses.

### 4.1 Accredited short courses / skills programmes

These courses are defined as courses with less than 120 credits, and should have the active status, as registered by SAQA. They are credit bearing and should be implemented by relevantly accredited training providers and quality assured by the SAQA recognized Quality assurance bodies.

Any active short course which is registered by SETA's/SAQA/FET or any recognized body or institution and deemed relevant for the EPWP project as identified by the Public bodies and endorsed by the Sector, are fundable from the SDFW, depending on availability of funds. Implementation of such programmes should be in line with SAQA and SETA Regulations to ensure successful completion and certification of the beneficiaries.

### 4.2. Short Non-accredited courses

These are non accredited courses with the maximum duration of 20 days. They should be core to the project and are not credit bearing and do not require SETA quality assurance.

The DoL course rates shall be utilized as a Framework for short course costing, however, the providers will submit their quotes in line with the acceptable\ reasonable market rates.

## **5. LEARNERS ALLOWANCES**

The learners allowance is intended to cater for learner's daily transport and a meal during training whereas the project wage is intended to provide a for living cost of the beneficiaries. For this reason, the NSF learners allowances will be paid for both theory and practical component of training unless otherwise indicated.

The NSF learners allowance should comply with the minimum daily wage as prescribed by the Ministerial Determinations on EPWP. This is to ensure that beneficiaries receive the same minimum rates during the project implementation and training. This will enhance project and training completion rates.

The weekly allowances may be transferred to the appointed Public Training Institutions account in advance by DPW provided that DPW is reasonably convinced that there is no risk anticipated with the provider's financials. In case of advance transfer to the provider's account, all PFMA and Treasury Regulations should be adhered to. and

### **5.1. Conditions for payment of allowances**

#### **5.1.1. For prior training**

- The learners allowances will be payable for both the theoretical and practical component of training. The placement duration will be informed by the end date of the respective projects activities. Therefore placement period will vary from project to project
- The allowances will be paid to the learners by the appointed training provider, on the last training day of the week, and as per the signed attendance register by learners
- No allowance is payable for the training day not attended by the Learner.
- The allowances will be paid out to learners by the contracted Training Provider, in line with the Standard Operational Procedure Manual the PFMA and Treasury Regulations. The EPWP Regional Training Manager must verify and recommend such payment to HO for the allowances payable to providers.
- An administration fee of 10% is payable to the appointed training provider for administering the NSF learners allowance on behalf of the Department.

### **5.1.2. For onsite training**

- NSF Learners' daily allowances will be paid during theoretical and the practical component of training whereas,
- The project site may be used as the practical's site for workplace learning during training and learners should be paid allowances unless otherwise indicated. However, public bodies may also pay allowances for both the theoretical and practical component of training. In such cases, the Regional EPWP Training Manager should agree with all parties concerned and inform the Training Support Unit, in writing of such agreements.
- The learners allowances will be paid on the last training day of the week per attendance registered by learners.
- The allowances will be paid out by the contracted training provider in line with the EPWP Standard Operational Procedure Manual.
- An administration fee of 10% is payable to the appointed training provider for administering the NSF learners allowance on behalf of the Department
- No National Skills Fund (NSF) allowance is payable for the training day not attended by the learner.

### **5.1.3 Training for exits /post project training**

- The learners allowance will be paid out to learners during the theoretical and practical component of training which is intended to exit beneficiaries.
- Absorption opportunities to be secured or capacity to be demonstrated in the application to ensure that the training is in line with the demand.
- Learners allowances will be payable for such training.

## **6. THE RATES - NSF LEARNERS ALLOWANCE**

Learners allowances funded by SETA's and other funders will be paid out in line with the respective funders rates and Regulations.

**NSF Learners allowance will be paid, according to the following rates:**

- Non-accredited short courses = R 60 per person per day. The weekly amount will be payable on the last day of the week to learners, the providers claims weekly. Except for the Public Training institutions which can be paid advance allowances in line with the PFMA.
- Skills programmes = R62 per person per day – the weekly amount will be payable on the last training day of the week except for the Public Training Institutions which can be paid advance allowances in line with the PFMA

## **LEARNERS ALLOWANCE PAY OUT AND CLAIM PROCEDURE**

**Below are steps to be followed:**

1. Eligible beneficiaries who undergo training should have banking accounts where possible. If not, cash payout should be made;
2. The contracted training provider will be paid additional 10 % of the total weekly payout claimed ,as the administration fee for paying out the allowance on behalf of the Department;
3. Allowances should be electronically transferred where possible, to eligible learners as per attendance register signed .The electronic transfer is mainly to minimise risks/crime, however, cash payment will be paid out by the contracted provider to learners where necessary;
4. The EPWP Regional Training Manager should ensure that the claim is verified and all the support documents are attached to the claim before the provider submits NDPW for payment i.e. proof of payment;
5. The EPWP Training Manager should verify and recommend the payment of the provider's claim before submission to Head Office for payment;
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### **How often will the daily allowance be paid to learners?**

Learners allowances will be calculated and paid in accordance with the attendance of learners.

### **Who will administer the pay-out of the daily learner allowance?**

The **training providers** contracted by the DPW Office (EPWP) will administer the pay-out.

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The proof of such payment should be attached to each claim and verified / recommended by the EPWP Regional Training Manager before forwarding the claim to Head Office for payment.

## **7. FUNDING PROCESS FLOW**

This is in accordance with the Standard Operational Procedure Manual



## 8. PAYMENT /CLAIM STRUCTURE (for the appointed training providers)

All payments are performance based i.e. claim after successful completion of each training activity:

- Claims to be coupled with providers and learners progress reports;
- Upon successful completion of each training component, training costs should be claimed as per follows: 30% theory , 70% practical including 10 % for certification);
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- The following support documents should be attached to the claim: original invoice, certified copies of each learners ID document, attendance register signed by each learner, keep by training provider;
- Monitoring reports by EPWP or public bodies or and ETQAs will support the payment /invoice.

## 9. CONTROL MECHANISMS

Adherence to:

- Compliance to PFMA & applicable Treasury Regulations;
- Reconciliation reports;
- Project progress report in line with the funds allocated;
- Compliance to timelines;
- Provincial / regional oversight structures or visits.

## 10. FUNDS MANAGEMENT AND PROCUREMENT STRUCTURES

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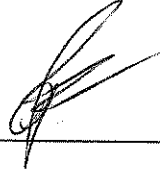
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## 11. MONITORING AND REPORTING

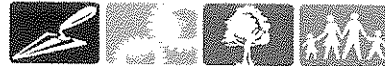
Monitoring and reporting will be conducted as per Standard Operational Procedure Manual.

## 12. REVIEW MECHANISM

This guide is reviewable on annual basis, unless otherwise, due to critical and urgent amendments where necessary, as it is at a pilot guide. Any amendment thereto, should be approved by the Chief Director: EPWP Partnership Support in consultation with all stakeholders.

Compiled by: Director Training Support:  Date: 29 April 2011

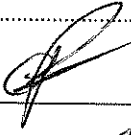
Approved by: Chief Director EPWP Partnership Support:  Date: 29 April 2011

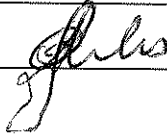


TF 024

CHECKLIST: THEORY TRAINING VENUE				
(NB. The provider will use the project site for experiential learning)				
No.	CRITERIA	YES	NO	COMMENTS (in details)
<b>1 LEARNING ENVIRONMENT</b>				
1.1	Is the size of the classroom 10m <sup>2</sup> minimum?			
1.2	Is there a table allocated for each participant?			
1.3	Are the participants' tables in a good condition?			
1.4	Is there a table allocated for the facilitator?			
1.5	Is the facilitator's table in a good condition?			
1.6	Is there a chair allocated for each participant?			
1.7	Are the participants' chairs in a good condition?			
1.8	Is there a chair allocated for the facilitator?			
1.9	Is the facilitator's chair in a good condition?			
1.10	Is there an overhead projector?			
1.11	Is there an overhead projector screen / clean wall, free of obstructions?			
1.12	Is there a flipchart stand?			
1.13	Is there flipchart paper?			
1.14	Are there flipchart markers?			
1.15	Are the markers in a good condition?			
1.16	Is there stationary for each participant?			
1.17	Is the stationary in a good condition for participants to use?			
1.18	Is there learning material for each participant?			
1.19	Is the learning material relevant for the type of training?			
1.20	Is the learning material in a good condition?			
1.21	Are there additional learning resources relevant to the learning activities? i.e. posters, brochures, etc			
<b>2 HEALTH AND SAFETY</b>				
2.1	Is the training venue lockable?			
2.2	Is there sufficient light?			
2.3	Are there sufficient windows?			
2.4	Is there enough ventilation?			
2.5	Is there a fire extinguisher?			
2.6	Is there an emergency exit?			
2.7	Is there a first aid kit?			
2.8	Is there provision for learners with physical disability? i.e. ramp			
<b>3 OVERALL COMMENTS</b>				
3.1	Do you think the venue is suitable for the training to be implemented? Elaborate.			

NAME OF EPWP OFFICIAL: .....  
SIGNATURE: .....  
DATE: .....

Compiled by: Director Training Support  Date: 20 August 2010

Approved by: Chief Director EPWP Partnership Support  Date: 20 August 2010



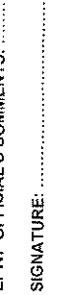
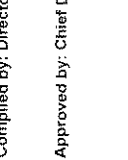
TF 025

Learner Attendance Register

Project Name: .....  
 Project Address: .....  
 .....  
 Course Title & ID: ..... FET/Provider Name: .....  
 Accredited/Non Accredited: ..... Instructor Name: .....  
 Duration: ..... Instructor Contact No.: .....  
 Start & End Date: From ..... To ..... Relevant qualification: .....  
 Training Site: .....  
 Signature: .....

Local Municipality: .....  
 District Municipality: .....  
 Province: .....  
 Total Learner: .....

NAME & SURNAME	ID No.	EQUITY SPLITS		CONTRACT NO.	PHYSICAL ADDRESS	SIGNATURE & DATE	SIGNATURE & DATE	SIGNATURE & DATE	SIGNATURE & DATE	SIGNATURE & DATE
		M/F	DISABLED (Y/N)							

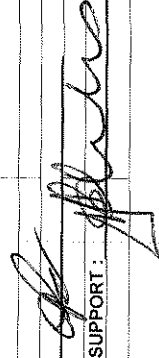
EPWP OFFICIAL'S COMMENTS: ..... PAYMENT RECOMMENDED: YES/NO  
 SIGNATURE: ..... DATE: .....  
 Compiled by: Director Training Support  Date: 29 April 2011  
 Approved by: Chief Director EPWP Partnership Support  Date: 29 April 2011

TF 026

CLAIMS ADMINISTRATION PROCESS

ACTIVITY	SUBACTIVITY	REQUIRED SUPPORT	APPLICABLE TEMPLATES/FORMS	RESPONSIBLE PERSON
PROVIDER PREPARES CLAIM FOR SUBMISSION TO THE REGIONAL OFFICE	Provider should cross references with the contract/SLA and the course allocations (spreadsheets) to ensure compliant completed training before preparing the claim	Completed claim form (for theory/practical/certification)	CLAIMS QUALITY ASSURANCE CHECKLIST	APPOINTED TRAINING PROVIDER
		Provider project progress report	EPWP CLAIMS TEMPLATE	
		Individual learner performance report		
		SETA report (for last training claim of accredited training)		
		Attendance registers signed by ALL learners per day attended		
	The official who signed the contract must sign the claim unless delegated in writing	The authorised officials signature on the claim form		
RO RECEIVES AND CHECKS THE CLAIM	Regional office records the claim received	Recorded receipt	CLAIMS QUALITY ASSURANCE CHECKLIST	EPWP TRAINING DD/ASD REGIONAL OFFICES
	Quality assures the claim	Is the claim for theory/practical/certification?		
		DRAW THE CONTRACT AND REFERENCE		
		Is the theory/practical's duration period as per contract?		
		Is the number of learners as per the contract?		
		Providers proof of learner allowance payment (signed by learners, with provider logo and confirmation signature by provider)	ALLOWANCE PAYMENT/RECEIPT VERIFICATION TEMPLATE	
		Certified ID copies for each learner		
		Does the report address the activities claimed for?		
		Signed monitoring report to be attached		
		Ensure invoice numbers are not repeated for each claim		
HO RECEIVES CLAIMS FROM RO	NO CLAIMS WITHOUT THE SIGNED R.O RECOMMENDATION TO HO	HO Registry date	CLAIMS QUALITY ASSURANCE CHECKLIST	EPWP TRAINING DD/ASD REGIONAL OFFICES
	Claim stamped by Registry on day received			
	Claim registered on the Unit's mail book			
	Reconciliation sheet updated			
HO QUALITY ASSURES THE CLAIM AND RECOMMEND/ NOT RECOMMEND PAYMENT	RECOMMENDED - SEND TO FINANCE FOR PAYMENT	ALL REQUIREMENTS MET AS PER THE CHECKLIST	PAYMENT MONITORING TOOL CLAIMS QUALITY ASSURANCE CHECKLIST	HO - Registry unit HO - Secretary (D Training Support) HO - Secretary (D Training Support) HO - ASD & DD TRAINING SUPPORT
	NON RECOMMENDED - RETURNED TO PROVIDER	Gaps communicated to the provider	Email/ telephone	HO - ASD & DD TRAINING SUPPORT

FINANCIAL MANAGEMENT AND ACCOUNTING	Compliant claim recommended for payment to Finance Unit	NDPW checklist	NDPW FINANCIAL CHECKLIST	D : TRAINING SUPPORT
REPORTING	Quality verification Payment approval by Finance Unit Monthly Financial reports to the funder Quarterly implementation reports to the funder	NSF templates NSF templates	NSF FINANCIAL REPORTING TEMPLATE NSF IMPLEMENTATION REPORTING TEMPLATE	D : Training Support & Finance Unit /CFO Office D : Beneficiaries Training Unit
APPROVED/ NOT APPROVED				
COMPILED BY: DIRECTOR TRAINING SUPPORT :				
DATE : 29 April 2011				
APPROVED BY CHIEF DIRECTOR : EPWP PARTNERSHIP SUPPORT :				
DATE : 29 April 2011				



TF 027

# CERTIFICATE

*This is to certify that*

**(LEARNER NAME)**

*ID No:*

*Has s attended training in*

**(NAME OF COURSE)**

*FOR: .....DAYS*

\_\_\_\_\_  
*PROVIDER*

\_\_\_\_\_  
*EPWP: DIRECTOR TRAINING  
SUPPORT*

*Compiled by: Director Training Support* \_\_\_\_\_ *Date: 04/29/11*

*Approved by: EPWP Chief Director* \_\_\_\_\_ *Date: 04/29/11*



**public works**

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

TF 028

**CHECKLIST FOR THE DUE DILIGENCE FOR TRAINING PROVIDERS**

(THIS DUE DILIGENCE CHECKLIST MUST BE CONDUCTED WITH THE OWNER NOT A DELEGATE )

NAME OF THE COMPANY : .....  
 NAME OF THE CEO/ BUSINESS OWNER : .....  
 COMPANY REG NUMBER : .....  
 PROVINCE (where offices are located) : .....  
 PHYSICAL ADDRESS : .....  
 ACCREDITING BODY : .....  
 EXPIRY DATE OF ACCREDITATION AS PER SETA CERTIFICATE : .....  
 EPWP PROJECT AND COURSE(S) RECOMMENDED FOR: .....

QUESTIONS (tick the appropriate box yes or no and make comments)	YES	NO	COMMENTS
<b>ADMINISTRATIVE COMPLIANCE</b>			
Does the provider know understand what EPWP is ?			
Is the provider accredited for the targeted courses? (if recommended for to be contracted for an accredited course) Can the provider relate to the targeted outcomes of the non-accredited course? (if recommended to be contracted for a non-accredited course)			
<b>LEGISLATIVE COMPLIANCE</b>			
Is the business registered with the applicable legislation? view proof Is the business registered with the SARS? View the latest tax clearance certificate(certified)			
<b>INFRASTRUCTURAL COMPLIANCE</b>			
Does the provider have an office? Does the provider have computers in his/her office? Does the provider have a phone in the office ? Does the provider have or access to internet, please elaborate at comments Has the venue been secured for theoretical training ? If yes to the above, use the venue checklist to check the training venue for compliance. If venue is not yet secured, has the provider agreed to organise one within 2 days and provide proof of the secured venue? please verify the venue after proof is submitted.			
<b>HR COMPLIANCE</b>			
Does the provider have a relevantly qualified facilitator for the courses)? Obtain CV & qualifications If the facilitator is not a permanent staff, is the agreement with the facilitator in place ? If so view it; if not available, give 2 days for the provider to secure one. Does the provider have a registered assessor for the targeted courses) (by relevant SETAs) ? Obtain a certified copy of assessors registration (not statement of results) Does the provider have a registered moderator for the targeted courses) (by relevant SETAs) ? Obtain a certified copy of moderator's registration (not statement of results)			
<b>SUSTAINABILITY CHECK</b>			
Does the provider have a business banking account, check banking documents (NOT FINANCIAL STATEMENT) Does the provider have the financial capacity to can pay out learner allowances without being advanced by the Department at the end of week one of training.			
<b>TRAINING INSIGHT</b>			
Is the training provider accredited, if allocated accredited courses ? View accreditation letter and confirm with relevant SETA Does the provider have a clue about implementing accredited training? Does the provider have own QMS and training material which provide a guide on how facilitation, assessments, moderation and certification (for accredited courses) will be administered? view Does the provider have support material for the project, e.g. learner manuals, logbook, etc? View copies Does the provider have relevant and sufficient consumables, resources and equipments to carry out the project activities			
<b>PREPAREDNESS</b>			
How many staff members have been put aside for this project from the relevantly qualified staff indicated above under HR compliance? Name them at the comments column. Does the provider have own transport for the project?  Is the provider ready to start implementing the training? Give a 2 days due date for submission of a project plan.			
<b>YOUR OVERALL COMMENT</b>			
Do you think the provider will manage to deliver the project successfully? Elaborate at comments column			
NAME OF EPWP OFFICIAL:			
SIGNATURE:			
DATE:			

Compiled by: Director Training Support

Date: 29 April 2011

Approved by: Chief Director EPWP Partnership Support

Date: 29 April 2011

