



**DISCRETIONARY GRANT
ALLOCATIONS
GUIDELINE
FOR PAYMENTS**



TABLE OF CONTENTS

NO.	DESCRIPTION	PAGE NUMBER
1	INTRODUCTION	2 OF 22
2	UNEMPLOYED LEARNERSHIP	3 OF 22
3	INTERNSHIPS	7 OF 22
4	ARTISANS APPRENTICESHIP AND TRADE TEST	10 OF 22
5	SKILLS PROGRAMME RECOGNITION OF PRIOR LEARNING EMPLOYED LEARNERSHIP	16 OF 22
6	ADULT EDUCATION TRAINING (AET)	19 OF 22
7	BURSARY EMPLOYED (HET)	21 OF 22
8	PARTIAL COMMENCEMENT LETTER	21 OF 22
9	SUMMARY	22 OF 22



INTRODUCTION

Dear Stakeholder,

The purpose of this guideline is to induct entities on how to submit their invoices to the Services SETA to ensure that all invoices are paid timeously. Entities need to note that this guideline works in cohesion with all of the Services SETA policies and procedures. Should there be any conflicting information between this guideline and the signed contract, the signed contract will prevail.

Before submitting invoices entities should have received the following from the Learning Interventions Project Coordination Division:

1. A FULL OR PARTIAL COMMENCEMENT LETTER:




- An approved and signed off Project Implementation Plan in which the SDP is approved where applicable;
- An approved and signed off Budget;
- All approved budget items may be invoiced for;
- A list of the compliant learners.



2. A PARTIAL COMMENCEMENT LETTER:


- A list of the compliant learners;
- Only learner stipends may be invoiced for;
- An approved and signed off Project Implementation Plan in which the SDP is approved where applicable must be in place.
- Entities are responsible to remediate the required documentation in order to receive a full commencement letter within the approved timeframe stipulated on the Partial Commencement Letter.



Upon receipt of either of the above two scenarios entities may submit their invoices. The guideline provides information per intervention type for ease of reference.

UNEMPLOYED LEARNERSHIP

ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
Learner stipend	<p>Month 1:</p> <ul style="list-style-type: none"> 2-3 weeks of signed attendance registers by the learners. Document Reference Number LAR 001. Registers signed off confirming the information submitted is authentic. Proof of absenteeism where applicable Reconciliation of number of days attended. <p>Month 2 - 12:</p> <ul style="list-style-type: none"> Signed Attendance registers by the learners. Attendance Registers signed off confirming the information submitted is authentic. Proof of absenteeism where applicable Reconciliation of number of days attended. Acknowledgment of Receipt of Stipends. Document Reference Number AORS 002 Bank Statement stamped by the bank 	<p>18th of the month 30th of the Month</p>	<p>E-mail attendance register and proof of payment to : stipend@serviceseta.org.za</p> <p>OR</p> <p>Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193</p> <p>Invoices must be e-mailed to: invoices@serviceseta.org.za</p>	<p>Last day of the Month / 15th of the Month</p>	<p style="text-align: center;"> Acknowledgement of Receipt of Stipend.xls</p> <p style="text-align: center;"> Learner Attendance Register.xls</p>
Learning materials	<ul style="list-style-type: none"> Acknowledgement of Learning Material Document Reference Number AOR006 	<p>18th of the month 30th of the Month (30 day Turnaround)</p>	<p>E-mail acknowledgement of receipt to : training@serviceseta.org.za</p> <p>OR</p> <p>Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193</p> <p>Invoices must be e-mailed to: invoices@serviceseta.org.za</p>	<p>15th of the next Month Last day of the next Month (30 day Turnaround)</p>	<p style="text-align: center;"> Acknowledgement of Receipt AOR006.xls</p>



ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
Administration	<ul style="list-style-type: none"> To be submitted with the attendance registers 	18 th of the month 30 th of the Month (30 day Turnaround)	Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	
Mentorship	<ul style="list-style-type: none"> Compliant Mentorship Report. Document Reference Number MR005. Only learners who have signed will be eligible for payment. Entity must sign off the mentorship report 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Mentorship Report MR005.xlsx
Facilitation	<ul style="list-style-type: none"> Compliant Facilitation Report Document Reference Number FR 004. Work covered must be aligned to the PIP and frequencies of the budget Annexure A must be included to the report Report must be signed off. 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Facilitation Report FR004.xls




ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
Assessment	<ul style="list-style-type: none"> Compliant Facilitation Report Document Reference Number AR 004. Work covered must be aligned to the PIP and frequencies of the budget Annexure A must be included to the report 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Assesment REPORT - AR004.xls
Internal moderation	<ul style="list-style-type: none"> Report must include the list of the learners and the sample moderated. 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	Training Provider to submit in own format

ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
Toolkits and Equipment	<ul style="list-style-type: none"> Acknowledgement of Receipt of Toolkits and Equipment. Document Number AOR006 Proof of Purchase Description of Toolkits and Equipment received. Document to be signed off by the employer 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to: invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Acknowledgement of Receipt AOR006.xls
Termination	<ul style="list-style-type: none"> Termination documents to be completed. Termination date must be indicated as well as the reason. 		Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 OR Email to: terminations@serviceseta.org.za		 TERMINATIONS FORM.docx
Retention: 10% of the training grant to be retained for the number of learners. This is an amount that will be released at project close out	<ul style="list-style-type: none"> External Moderation Report from the Training Provider, 10% will be processed upon certification 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to: invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	Verification list to be issued by QMD

INTERNSHIPS:




FET COLLEGE GRADUATE PLACEMENT (NCV) FET COLLEGE PART QUALIFICATION (NATED) UNEMPLOYED ENTERING INTERNSHIPS/WORKPLACE EXPERIENCE



ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
Learner Stipend	<p>Month 1:</p> <ul style="list-style-type: none"> 2-3 weeks of signed attendance registers by the learners. Document Reference Number LAR 001. Registers signed off confirming the information submitted is authentic. Proof of absenteeism where applicable Reconciliation of number of days attended. <p>Month 2 onwards:</p> <ul style="list-style-type: none"> Signed Attendance registers by the learners. Attendance Registers signed off confirming the information submitted is authentic. Proof of absenteeism where applicable Reconciliation of number of days attended. Acknowledgment of Receipt of Stipends. Document Reference Number AORS 002 Bank Statement 	<p>18th of the month 30th of the Month</p>	<p>E-mail attendance register and proof of payment to : stipend@serviceseta.org.za</p> <p>OR</p> <p>Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193</p> <p>Invoices must be e-mailed to: invoices@serviceseta.org.za</p>	<p>Last day of the Month / 15th of the Month</p>	<p style="text-align: center;"> Acknowledgement of Receipt of Stipend.xls</p> <p style="text-align: center;"> Learner Attendance Register.xls</p>
Administration	<ul style="list-style-type: none"> To be submitted with the attendance registers 	<p>18th of the month 30th of the Month (30 day Turnaround</p>	<p>Invoices must be e-mailed to: invoices@serviceseta.org.za</p>	<p>Last day of the Month 15th of the Month</p>	


ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
Mentorship	<ul style="list-style-type: none"> Compliant Mentorship Report. Document Reference Number MR005 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Mentorship Report MR005.xlsx
Close out Report	<ul style="list-style-type: none"> Report to be completed and signed off. 	18 th of the month 30 th of the Month (30 day Turnaround)	Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 CLOSURE REPORT TEMPLATE.pdf
Termination	<ul style="list-style-type: none"> Termination documents to be completed. Termination date and reason for must be indicated. 		Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 OR Email to: terminations@serviceseta.org.za		 TERMINATIONS FORM.docx


ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
<p>Retention: 10% of the training grant to be retained for the number of learners. This is an amount that will be released at project close out</p>	<ul style="list-style-type: none"> External Moderation Report from the Training Provider, 10% will be processed upon certification 	<p>18th of the month 30th of the Month (30 day Turnaround)</p>	<p>E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to: invoices@serviceseta.org.za</p>	<p>15th of the next Month 30th of the next Month (30 day Turnaround)</p>	<p>Verification list to be issued by QMD</p>



ARTISAN / APPRENTICESHIP AND TRADE TEST

ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
Learner stipend	<p>Month 1:</p> <ul style="list-style-type: none"> 2-3 weeks of signed attendance registers by the learners. Document Reference Number LAR 001. Registers signed off confirming the information submitted is authentic. Proof of absenteeism where applicable Reconciliation of number of days attended. <p>Month 2 onwards:</p> <ul style="list-style-type: none"> Signed Attendance registers by the learners. Attendance Registers signed off confirming the information submitted is authentic. Proof of absenteeism where applicable Reconciliation of number of days attended. Acknowledgment of Receipt of Stipends. Document Reference Number AORS 002 Bank Statement stamped by the bank 	<p>18th of the month 30th of the Month</p>	<p>E-mail attendance register and proof of payment to : stipend@serviceseta.org.za</p> <p>OR</p> <p>Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193</p> <p>Invoices must be e-mailed to: invoices@serviceseta.org.za</p>	<p>Last day of the Month 15th of the Month</p>	<p style="text-align: center;"> Acknowledgement of Receipt of Stipend.xls</p> <p style="text-align: center;"> Learner Attendance Register.xls</p>
Learning materials	<ul style="list-style-type: none"> Acknowledgement of Learning Material Document Reference Number AOR006 	<p>18th of the month 30th of the Month (30 day Turnaround)</p>	<p>E-mail acknowledgement of receipt to : training@serviceseta.org.za</p> <p>OR</p> <p>Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193</p> <p>Invoices must be e-mailed to: invoices@serviceseta.org.za</p>	<p>15th of the next Month 30th of the next Month (30 day Turnaround)</p>	<p style="text-align: center;"> Acknowledgement of Receipt AOR006.xls</p>

ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
Administration	<ul style="list-style-type: none"> To be submitted with the attendance registers 	18 th of the month 30 th of the Month (30 day Turnaround)	Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	
Mentorship	<ul style="list-style-type: none"> Compliant Mentorship Report. Document for Reference Number MR005. Only learners who have signed will be eligible for payment. Entity must sign off the mentorship report 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Mentorship Report MR005.xlsx
Facilitation	<ul style="list-style-type: none"> Compliant Facilitation Report Document Reference Number FR 004. Work covered must be aligned to the PIP and frequencies of the budget Annexure A must be included to the report Report must be signed off. 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Facilitation Report FR004.xls



ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
Assessment	<ul style="list-style-type: none"> Compliant Facilitation Report Document Reference Number AR 004. Work covered must be aligned to the PIP and frequencies of the budget Annexure A must be included to the report 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Assesment REPORT - AR004.xls
Internal moderation	<ul style="list-style-type: none"> Report must include the modules the learners are moderated. 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	Training Provider to submit in own format

ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
Toolkits and Equipment	<ul style="list-style-type: none"> Acknowledgement of Receipt of Toolkits and Equipment. Document Reference Number AOR006 Proof of Purchase Description of Toolkits and Equipment received. Document to be signed off by the employer 	18 th of the month 30th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Acknowledgement of Receipt AOR006.xls
Consumables		18 th of the month 30 th of the Month (30 day Turnaround)	Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	
Medical	<ul style="list-style-type: none"> Medical certificate to be completed and signed off. The claim can only be made upon a learner being tested at a Private Institute. 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail medical certificates to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	On Request

ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
PPE	<ul style="list-style-type: none"> Acknowledgement of Receipt of PPE. Document Reference Number AOR006 Proof of Purchase Description of PPE received. Document to be signed off by the employer 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Acknowledgement of Receipt AOR006.xls
Termination	<ul style="list-style-type: none"> Termination documents to be completed. Termination date must be indicated as well as the reason. 		Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 OR Email to: terminations@serviceseta.org.za		 TERMINATIONS FORM.docx

ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION METHOD	PAYMENT DATE	TEMPLATE
<p>Retention: 10% of the training grant to be retained for the number of learners. This is an amount that will be released at project close out</p>	<p>10% will be processed upon receiving the statement of results /certificates</p>	<p>18th of the month 30th of the Month (30 day Turnaround)</p>	<p>E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za</p>	<p>15th of the next Month 30th of the next Month (30 day Turnaround)</p>	



**SKILLS PROGRAMME
RECOGNITION OF PRIOR LEARNING
EMPLOYED LEARNERSHIP**



ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION	PAYMENT DATE	TEMPLATE
Learning materials	<ul style="list-style-type: none"> Acknowledgement of Learning Material Document Reference Number AOR006 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to: invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Acknowledgement of Receipt AOR006.xls
Administration	<ul style="list-style-type: none"> To be aligned to the budget frequency 	18 th of the month 30 th of the Month (30 day Turnaround)	Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	
Facilitation	<ul style="list-style-type: none"> Compliant Facilitation Report Document Reference Number FR 004. Work covered must be aligned to the PIP and frequencies of the budget Annexure A must be included to the report Report must be signed off. 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Facilitation Report FR004.xls

ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION	PAYMENT DATE	TEMPLATE
Assessment	<ul style="list-style-type: none"> Compliant Facilitation Report Document Reference Number AR 004. Work covered must be aligned to the PIP and frequencies of the budget Annexure A must be included to the report 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Assesment REPORT - AR004.xls
Internal moderation	<ul style="list-style-type: none"> Report must include the list of the learners and the sample moderated. 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	Training Provider to submit in own format
Termination	<ul style="list-style-type: none"> Termination documents to be completed. Termination date must be indicated as well as the reason. 		Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 OR Email to: terminations@serviceseta.org.za		 TERMINATIONS FORM.docx

ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION	PAYMENT DATE	TEMPLATE
Retention:10% of the training grant to be retained for the number of learners. This is an amount that will be released at project close out	External Moderation Report from the Training Provider, 10% will be processed upon certification	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	Verification list to be issued by QMD

ADULT EDUCATION TRAINING (AET)


ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION	PAYMENT DATE	TEMPLATE
Learning materials	<ul style="list-style-type: none"> Acknowledgement of Learning Material Document Reference Number AOR006 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to: invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Acknowledgement of Receipt AOR006.xls
Administration	<ul style="list-style-type: none"> To be aligned to the budget frequency 	18 th of the month 30 th of the Month (30 day Turnaround)	Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	
Facilitation	<ul style="list-style-type: none"> Compliant Facilitation Report Document Reference Number FR 005. Work covered must be aligned to the PIP and frequencies of the budget Annexure A must be included to the report Report must be signed off. 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Facilitation Report FR005 - AET.xls

ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION	PAYMENT DATE	TEMPLATE
Assessment	<ul style="list-style-type: none"> Compliant Facilitation Report Document Reference Number AR 003. Work covered must be aligned to the PIP and frequencies of the budget Annexure A must be included to the report 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Assesment REPORT - AR003.xls
Termination	<ul style="list-style-type: none"> Termination documents to be completed. Termination date must be indicated as well as the reason. 		Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 OR Email to: terminations@service.seta.org.za		 TERMINATIONS FORM.docx
Retention 10% of the training grant to be retained for the number of learners. This is an amount that will be released at project close out	10% will be processed upon certification / statement of results	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za OR Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	

BURSARY EMPLOYED (HET)

ACTIVITIES	DOCUMENTS REQUIRED	PAYMENT SUBMISSION	SUBMISSION	PAYMENT DATE	TEMPLATE
Course Fees and Material	<ul style="list-style-type: none"> Learner Registration documents from Institute 	18 th of the month 30 th of the Month (30 day Turnaround)	E-mail acknowledgement of receipt to : training@serviceseta.org.za or Courier to: The Services SETA (Sector Education & Training Authority) 15 Sherborne Road, Parktown, Gauteng, 2193 Invoices must be e-mailed to: invoices@serviceseta.org.za	15 th of the next Month 30 th of the next Month (30 day Turnaround)	Registration document from Institute

PARTIAL COMMENCEMENT LETTER

ACTIVITIES	EVIDENCE SUBMITTED	PAYMENT SUBMISSION	PAYMENT DATE	TEMPLATE
Learner Stipend	Signed Attendance Registers	18 th of the month 30 th of the Month (30 day Turnaround)	15 th of the next Month 30 th of the next Month (30 day Turnaround)	 Learner Attendance Register.xls



SUMMARY

PLEASE NOTE:

- Documents submitted after the deadline will be processed in the next pay run.
- Invoices submitted without supporting documents, will be processed only upon submission of supporting documents and paid in the next pay run.
- Submission of non-compliant documents will delay processing of payment.
- Payment will only be processed upon the commencement letter issued by LIPC.
- Replaced learners will only be processed upon verification by the Learning Intervention Project Co-ordination Unit (LIPC).
- Termination documents to be submitted to the Learning Intervention Project Co-ordination Unit (LIPC)
- In the absence of learner signature/s on the attendance register this will be regarded as absent and deductions will be made accordingly.
- Non submission of leave forms / Doctor's note, deductions will be made accordingly.
- Invoices will only be verified on receipt of supporting documents and the submission date will be counted from the date of the submission of supporting documents.
- The date of the invoice must be the date on which the invoice is submitted to the Service SETA. Invoices outside 30 days on submission will not be accepted (Invoice date must be current when submitting)
- The same process will apply for Special Projects.