



## **GUIDELINES FOR THE UNFUNDED LEARNING INTERVENTIONS PROCESS**

### **APPLICATION PROCESS**

1. Unfunded applications may be submitted throughout the year.
2. The Unfunded Learning Interventions application form is available on the Services SETA Website <http://www.serviceseta.org.za/Pages/unfunded-learnership.aspx>
3. The application process is open to employers that fall within the scope of the Services SETA
4. Individual forms must be completed for each learnership applied for.
5. All supporting documents must be submitted with each application.
6. The application form must be completed in full and emailed to [unfunded@serviceseta.org.za](mailto:unfunded@serviceseta.org.za)
7. Required documents that must be attached to the application:
  - Valid tax clearance certificate i.e. has not expired and must be valid for two months from the date of application.
  - Company registration documentationThese do not have to be original documents as they must be emailed
8. Queries related to the unfunded application must be submitted to: [unfunded@serviceseta.org.za](mailto:unfunded@serviceseta.org.za) or 011 276 9651/9667
9. Once applications have been received, the Services SETA will issue a conformation of receipt containing an unfunded project reference number
10. The Services SETA will conduct the verification of the below:
  - Tax Clearance – is the company in good standing with SARS. Checks completed on the SARS website
  - Company Registration – company registration status as per the Companies and Intellectual Property Commission (CIPC)
  - The applicant must be a Services SETA employer - the core business of the company falls within the scope of the Services SETA
  - Skills Development Providers (SDP) accreditation – is the SDP accredited for the learnership applied for?
11. Feedback will be provided in writing by email to applicants. Compliant applications will receive a performance agreement.
12. The applicant must then signs and submit the Performance Agreement and a letter for authority to:

Unfunded Learning Interventions Unit,  
15 Sherborne Street,  
Parktown,  
2193
13. Once the Performance agreement is signed and submitted to the Services SETA, the learner registration documents and templates are issued to the employer.
14. The employer must submit the completed learnership agreements and learner registration template back to the Services SETA within 21 workings days of issue.
15. The learnership agreement must be concluded prior to the start of the learnership.
16. The below documents are requested to be submitted as supporting document for learner registration:
  - Certified copy of learner ID



- Certified copy of highest qualification
  - Contract for unemployed learners and confirmation of employment for employer learners
17. Completed learnership agreements and supporting documents must be submitted to:  
Services SETA  
Unfunded Learning Interventions Unit,  
15 Sherborne Street,  
Parktown,  
2193

The Unfunded Learning Interventions Unit may be contacted for assistance with the completion of the documents.

18. The Unfunded Learning Interventions Unit will conduct quality assurance learner registration documents.
19. If the documents do not meet the quality assurance standards the employer will be issued with feedback on areas of remediation.
20. If the documents do meet the quality assurance standards the learners will be submitted for registration upload.
21. If learners are not accepted by the Learner Information Management System the employer will receive feedback.

#### **LEARNER ENROLMENT**

22. Skills development providers (SDP) must enrol the learners within 21 days from the start of the training
23. Employer or SDP must submit confirmation of learner enrolment to [unfunded@serviceseta.org.za](mailto:unfunded@serviceseta.org.za)

#### **TRAINING IMPLEMENTATION SITE VISITS**

24. Training Implementation visits at the workplace will be performed by the Services SETA to verify employer compliance and learner attendance. These visits will be on the following intervals depending on the nature of the intervention:
- Learnership:
    - 8 weeks site visits
    - 5 month site visits
    - 10 month site visit)

*Note: there might be a need for adhoc monitoring visits during the intervention*

#### **CONFIRMATION LETTERS OF LEARNER REGISTRATION**

25. Confirmation of learner registration will be issued once the verification of learner enrolment vs learners registered has been completed.

#### **TERMINATIONS**

26. Termination forms for learners who have not achieved any credits or have not completed the learning programmes must be complete and submitted by lead employer to: [unfunded@serviceseta.org.za](mailto:unfunded@serviceseta.org.za)



*Please contact the Unfunded Learning Interventions Unit for the termination forms.*

**CONFIRMATION LETTERS OF LEARNER COMPLETION**

27. Once the learners have been successfully exited the employer or SDP must submit provide the certificate of competent to [unfunded@servieseta.org.za](mailto:unfunded@servieseta.org.za)
28. Confirmation letters of learner completion will be issued once the verification of learner results is conducted