

TERM OF REFERENCE

2025/26 APP DG ENROLMENT FUNDING TOP-UP: LPE

DATE: 13 October 2025



1. Introduction

In line with the Services SETA's mandate to facilitate skills development within the sector, Discretionary Grant (DG) funding is awarded for Learning Programme (LP) enrolments and completions. The Services SETA has recently conducted a performance analysis to establish pipeline shortfalls which might prevent it from achieving its 2025/26 Annual Performance Plan targets which are aligned to the Service Level Agreement (SLA) between the Services SETA and the Department of Higher Education and Training (DHET).

2. Scope and Targeted Entities

In order to address 2025/26 APP 4 DG Enrolment Performance Indicators (PIs) targets wherein Services SETA has a shortfall on, that is, Learnerships Unemployed (LP01), Learnerships Employed, (LP02) and Adult Education and Training (LP10), and, Skills Programme Employed (LP12), the Services SETA is hereby inviting its Sector Employers that submitted a Mandatory Grant (MG) Application in April or May of 2025. Applications for Services SETA and other SETA qualifications and HQ or OQ will be permitted.

This process should award 4,200 LP01 learners, 120 LP02 learners, 100 LP10 learners and 1,600 LP12 learners to resolve the pipeline shortfalls. See Annexure A for a detailed breakdown of Learning Programme qualification duration, credits, NQF levels and budget.

3. Who May Apply

Services SETA Sector Employers that submitted a Mandatory Grant (MG) Application in April or May of 2025. This targeted approach is intended recognise and give value to Sector Employers that are actively implementing skills development.

4. Eligibility Criteria

- Employers must be registered with SARS and pay the SDL (1% of their total payroll) if their annual payroll exceeds R500,000.
- Services SETA Sector alignment. The SDL must be allocated to the Services SETA sector.
- Learning Project Implementation Capacity:
 - Project Management capacity including securing of workplacement opportunities with host employers.
 - Administration capacity.
 - Human Resources capacity.

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- Data and Record Management capacity. Processes to ensure accuracy and reliability of data captured and quality and compliance of records submitted.
- Monitoring and Reporting Systems. Tools and process for tracking and reporting implementation progress and outputs and ensuring compliance.
- Financial Management capacity. Accounting, budgeting, planning – cash flow dependencies, separate bank account/cost code.

5. Mandatory Requirements

The following mandatory support documents need to be completed and submitted. Failure to do so will lead to automatic disqualification of your application.

- Services SETA emailed confirmation of 2025/26 MG application.
- Company registration documents.
- Valid Tax Clearance or Exemption Certificate.
- Proof of SDL registration from SARS.
- Declaration of Interest (Template attached).
- Declaration of Authorised Person (Template attached).
- POPI Declaration (Template attached).

6. Previous Experience and Performance in implementing SETA Learning Programmes (since 2021/22 +- 5 years)

- Data and supporting evidence for the following Performance Indicators/Measure is required:
 - Learner throughput rates (number of successful learners divided by the total number of learners).
 - Learner termination rates (number of learners that terminated divided by the total number of learners).
 - Timely project closure (within how many working days after the last day of learning i.e. in classroom/workplace did your entity submit a project closure report with Certificates/Statement of Results attached where applicable).

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7. Evaluation Criteria

- Criteria 1: Mandatory Requirements.
- Criteria 2: Functionality Requirements.
 - Functionality Matrix/Scoresheet (Annexure A).
- Criteria 3: Due diligence (desktop and/or physical).

8. Application Process

- Applications must be submitted via dgtopup.SE@serviceseta.org.za.
- All proposals must be aligned with the Services SETA 2025/26 APP and SSP.
- Late or incomplete applications will not be considered.
- The Services SETA reserves the right to reject or approve applications based on pipeline shortfall gaps available budget.

9. Important Dates

- **Opening Date:** 13 October 2025.
- **Closing Date:** 30 October 2025.

10. Contact Information

For enquiries, please email: dgtopup.queries@serviceseta.org.za.

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ANNEXURE A: BREAKDOWN OF LP DURATION, CREDITS, NQF LEVELS AND BUDGET

LP01 - Learnerships Unemployed NQF 1-2

Credits	Duration in Months	Stipend Cost	Non-stipend Cost	Total Budget
106-120	8	R24 000,00	R18 000,00	R42 000,00
121-135	9	R27 000,00	R20 250,00	R47 250,00
136-150	10	R30 000,00	R22 500,00	R52 500,00
151-165	11	R33 000,00	R24 750,00	R57 750,00
166≥180	12	R36 000,00	R27 000,00	R63 000,00

LP01 - Learnerships Unemployed NQF 3-4

Credits	Duration in Months	Stipend Cost	Non-stipend Cost	Total Budget
106-120	8	R32 000,00	R18 000,00	R50 000,00
121-135	9	R36 000,00	R20 250,00	R56 250,00
136-150	10	R40 000,00	R22 500,00	R62 500,00
151-165	11	R44 000,00	R24 750,00	R68 750,00
166-180	12	R48 000,00	R27 000,00	R75 000,00
181-195	13	R52 000,00	R29 250,00	R81 250,00
196-210	14	R56 000,00	R31 500,00	R87 500,00
211-225	15	R60 000,00	R33 750,00	R93 750,00
226-240	16	R64 000,00	R36 000,00	R100 000,00
241-255	17	R68 000,00	R38 250,00	R106 250,00
256-270	18	R72 000,00	R40 500,00	R112 500,00
271-285	19	R76 000,00	R42 750,00	R118 750,00
286-300	20	R80 000,00	R45 000,00	R125 000,00
301-315	21	R84 000,00	R47 250,00	R131 250,00
316-330	22	R88 000,00	R49 500,00	R137 500,00
331-345	23	R92 000,00	R51 750,00	R143 750,00
346≥360	24	R96 000,00	R54 000,00	R150 000,00

LP01 - Learnerships Unemployed 5-6

Credits	Duration in Months	Stipend Cost	Non-stipend Cost	Total Budget
106-120	8	R40 000,00	R18 000,00	R58 000,00
121-135	9	R45 000,00	R20 250,00	R65 250,00
136-150	10	R50 000,00	R22 500,00	R72 500,00
151-165	11	R55 000,00	R24 750,00	R79 750,00
166-180	12	R60 000,00	R27 000,00	R87 000,00
181-195	13	R65 000,00	R29 250,00	R94 250,00
196-210	14	R70 000,00	R31 500,00	R101 500,00
211-225	15	R75 000,00	R33 750,00	R108 750,00
226-240	16	R80 000,00	R36 000,00	R116 000,00
241-255	17	R85 000,00	R38 250,00	R123 250,00
256-270	18	R90 000,00	R40 500,00	R130 500,00
271-285	19	R95 000,00	R42 750,00	R137 750,00
286-300	20	R100 000,00	R45 000,00	R145 000,00
301-315	21	R105 000,00	R47 250,00	R152 250,00
316-330	22	R110 000,00	R49 500,00	R159 500,00
331-345	23	R115 000,00	R51 750,00	R166 750,00
346≥360	24	R120 000,00	R54 000,00	R174 000,00

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LP02 - Learnerships Employed

Credits	Duration in Months	Total Budget
106-120	8	R18 000,00
121-135	9	R20 250,00
136-150	10	R22 500,00
151-165	11	R24 750,00
166-180	12	R27 000,00
181-195	13	R29 250,00
196-210	14	R31 500,00
211-225	15	R33 750,00
226-240	16	R36 000,00
241-255	17	R38 250,00
256-270	18	R40 500,00
271-285	19	R42 750,00
286-300	20	R45 000,00
301-315	21	R47 250,00
316-330	22	R49 500,00
331-345	23	R51 750,00
346-≥360	24	R54 000,00

LP10 - AET (Employed Only)

Duration in Months	Total Budget
6	R8 000,00

LP12- Skills Programme Employed

Credits	Duration in Months	Total Budget
16-30	2	R5 000,00
31-45	3	R7 500,00
46-50	4	R10 000,00



ANNEXURE B: FUNCTIONALITY SCORE SHEET

NAME OF APPLICANT:
DG REFERENCE:

A	B	C	D	E	F	G	H
FUNCTIONALITY	REQUIREMENT	SCORE QUALIFICATION	MEASUREMENT (to be provided/demonstrated)				
			Indicate page/section in application?	Weighted Points	Yes	No	Score
Strategic Alignment (Occupations and Skills in the SSP) and or specific requirements	Applicants must list the occupations, qualifications and skills they plan to implement and reference how this is aligned to the Services SETA Sector Skills Plan (SSP) for 2025/26, other National Priorities or specified/targeted requirements	Alignment will be scored according to one of the categories below. Score ranges are influenced by motivations provided: - High = 7 to 10 pts - Medium = 4 to 6 pts - Low = <4 pts	Provide a specific section and motivate for low alignment. What page(s) or section of your application may the information be found? State page number(s) or section(s)	10 pts	☐	☐	
Implementation Capacity (aligned to section 4)	Applicants must demonstrate their	- Capacity will be scored 10 points per category as illustrated below:	Demonstrate capacity per category in your application.	60 pts	☐	☐	

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	implementation capacity in their project proposals	- Project Management Capacity = 10 pts - Administration Capacity = 10 pts - Human Resources Capacity = 10 pts - Data and Record Management Capacity = 10 pts - Monitoring & Reporting Systems = 10 pts - Financial Management Capacity: = 10 pts	What page(s) or section of your application may the information be found? State page number(s) Or section(s)				
Previous Experience and Performance (aligned to section 6)	Applicants should provide a table of all Learning Programme projects implemented since 2021/22, include the funder. Provide the score per indicator/measure per project implemented and average the totals. Provide explanations where outputs are less	Performance will be scored according to the categories below. The more favourable the rate/working days (WDs) the higher the score out of the pts allocated per category: - Learner throughput rates (number of successful learners divided by the total number of learners) - $\geq 70\%$ = 10 pts	Provide a specific section and motivate for low alignment. What page(s) or section of your application may the information be found? State page number(s) or section(s)	30 pts	☐	☐	

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	favourable for consideration. Support the table with narrative explanations and a POE (Portfolio of Evidence). For Services SETA funded projects, submission will be validated against internal data and information	- 50%-69% = 5 pts - <50% = 1 pts - Learner termination rates (number of learners that terminated divided by the total number of learners) - ≤10% = 10 pts - 11%-20% = 5 pts - >20% = 1 pt - Timely project closure (within how many working days after the last day of learning i.e. in classroom/workplace did your entity submit a project closure report with Certificates/Statement of Results attached where applicable) = - ≤ 20 WDs = 10 pts - 21 - 39 WDs = 5 pts - 60+ WDs = 1 pts					
Note that Evaluation Committee will use their own discretion to assess quality of all applications received in relation to above functionality criteria and may further verify information submitted from relevant sources and use their own discretion to score your proposal accordingly.							
Total weighted Points				100			

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The minimum functionality threshold is **70** points. Applicants who score less than 70 points on functionality will therefore be disqualified: those who score 70 points or more will be further evaluated on **Criteria 3**.

Name of Evaluator:

Signature:

Date:

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