

Generic_Project Plan and Budget Template

PROJECT DETAILS		QUALIFICATION AND SDP DETAILS	
Name of Lead Employer		Qualification Title ¹	
SDL No.		Qualification ID	
DG Reference No.		NQF Level	
Employer Representative		Credits	
Email		OFO Code ²	
Phone (preferably mobile)		AQP ³ for Qualification	
# of Learners applied for		Accredited SDP Name	
Planned Induction Date		SDP Accreditation No.	
Planned Start Date			
Planned End Date		Accreditation Expiry Date	
Total duration (in months)			

¹ As per the SAQA NQF register of qualifications and part-qualifications

² 6-digit occupation code from current version that best aligns to the qualification

³ Assessment Quality Partner (AQP), a body delegated by the QCTO to manage and coordinate EISA and or EM of specified registered HQs / OQs

SDP SUBJECT MATTER EXPERTS ⁴							Services SETA Official			
#	Full Names	ID Number	HQ Role/Function ⁵			OQ Role/Function ⁶	Constituent Registered Document ⁷ Attached		Is the document valid and linked to the qualification	
1			Assessor	Moderator	Facilitator	Curriculum Facilitator	Yes	No	Yes	No
2			Assessor	Moderator	Facilitator	Curriculum Facilitator	Yes	No	Yes	No
3			Assessor	Moderator	Facilitator	Curriculum Facilitator	Yes	No	Yes	No
4			Assessor	Moderator	Facilitator	Curriculum Facilitator	Yes	No	Yes	No
5			Assessor	Moderator	Facilitator	Curriculum Facilitator	Yes	No	Yes	No
6			Assessor	Moderator	Facilitator	Curriculum Facilitator	Yes	No	Yes	No
7			Assessor	Moderator	Facilitator	Curriculum Facilitator	Yes	No	Yes	No
8			Assessor	Moderator	Facilitator	Curriculum Facilitator	Yes	No	Yes	No
9			Assessor	Moderator	Facilitator	Curriculum Facilitator	Yes	No	Yes	No
10			Assessor	Moderator	Facilitator	Curriculum Facilitator	Yes	No	Yes	No

⁴ SDP is responsible for ensuring compliance with minimum curriculum requirements

⁵ HQ to include a Facilitator, Assessor and Moderator

⁶ OQ to include a Curriculum Facilitator, Assessor and Moderator, Work Experience Mentor, where applicable

⁷ Services SETA/ Quality Partner Constituent Registration Document Required

COHORTS ⁸ AND LOCATIONS – SITE OF DELIVERY							
Cohort	# of Learners	Site of Delivery Address ⁹	Site of Delivery Status ¹⁰			Town	Province
1			APP	A	STA		
2			APP	A	STA		
3			APP	A	STA		
4			APP	A	STA		
5			APP	A	STA		
6			APP	A	STA		
7			APP	A	STA		
8			APP	A	STA		
9			APP	A	STA		
10			APP	A	STA		

⁸ Learners grouped by Site of Delivery

⁹ Training Site

¹⁰ Options: APP=Approved, A=Applied, STA=Still to Apply

COHORTS ¹¹ AND LOCATIONS – WORKPLACE APPROVAL								Services SETA Official			
Cohort	# of Learners	Host Employer ¹²	Workplace Approval Status ¹³			Town	Province	Lead & Host SLA		# Learners Indicated	
1			APP	A	STA			Yes	No	Yes	No
2			APP	A	STA			Yes	No	Yes	No
3			APP	A	STA			Yes	No	Yes	No
4			APP	A	STA			Yes	No	Yes	No
5			APP	A	STA			Yes	No	Yes	No
6			APP	A	STA			Yes	No	Yes	No
7			APP	A	STA			Yes	No	Yes	No
8			APP	A	STA			Yes	No	Yes	No
9			APP	A	STA			Yes	No	Yes	No
10			APP	A	STA			Yes	No	Yes	No

¹¹ Learners grouped by Location / workplace

¹² Operating Site

¹³ Options: APP=Approved, A=Applied, STA=Still to Apply

IMPLEMENTATION PLAN							
Training Modules or Unit Standard Description	Module Code or Unit Standard	Month	Classroom	Start - End (dd-mm-yyyy)	Workplace	Start - End (dd-mm-yyyy)	Total Working Days
XXXXXX	XXXXXXXX	1	2	19-10-2025 to 20-10-2025	4	22-10-2025 to 25-10-2025	6
XXXXXX	XXXXXXXX	2	3	26-10-2025 to 30-10-2025	0		3
Total ¹⁴			5		4		9

¹⁴ Check: Total Days covers credits x Notional Hours (1:10)

BUDGET					
Item		Budget			
Total budget per Learner		R 0,00			
Duration in Months					
Stipend Budget per Learner		R 0,00			
Stipend Budget per Learner per Month		R 0,00			
Non-stipend Budget per Learner		R 0,00			
Non-stipend Budget per Learner per Month		R 0,00			
Tranches	1	2	3	4	5
Invoice due at end of Month ¹⁵					
Payment due at end of Month ¹⁶					
Tranche % ¹⁷					
Budget per Tranche ¹⁸					
% PIP completed in Months ¹⁹					

¹⁵ As per Tranches Payments per LP 2024-25

¹⁶ As per Tranches Payments per LP 2024-25

¹⁷ As per Tranches Payments per LP 2024-25

¹⁸ As per Tranches Payments per LP 2024-25

¹⁹ As per Tranches Payments per LP 2024-25

Non-stipend Budget per Learner

#	Unit Costs ²⁰	Tranche 1	Tranche 2	Tranche 3	Tranche 4	Tranche 5	Total
	Planned Tranche Payment ²¹	End Month 1	End Month 4	End Month 7	End Month 10	End Month 13	
1		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
2		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
3		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
4		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
5		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
Totals		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00

Non-stipend Budget for the Project²²

#	Unit Costs ²³	Tranche 1	Tranche 2	Tranche 3	Tranche 4	Tranche 5	Total
	Planned Tranche Payment ²⁴	End Month 1	End Month 4	End Month 7	End Month 10	End Month 13	
1		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
2		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
3		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
4		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
5		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
Totals		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00

²⁰ Typical unit costs include learner recruitment, project management, stipend administration, employer UIF, mentorship, venue costs, and SDPs costs typically include learning material, facilitation, internal assessment, internal moderation

²¹ Subject to timely invoicing that is 30 calendar days before the payment date

²² Multiply the unit cost per learner per tranche by the total number of learners. NOTE: payment is subject to learner retention and evidence of implementation

²³ Same as Footnote¹³

²⁴ Same as Footnote¹⁴

Minimum Stipend Contribution per Learner²⁵

#	Unit Costs ²⁶	Tranche 1	Tranche 2	Tranche 3	Tranche 4	Tranche 5	Total
	Planned Tranche Payment ²⁷	End Month 1	End Month 4	End Month 7	End Month 10	End Month 13	
1	Stipend for 4 Months	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
2	Learner UIF (1%)	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00
Totals		R 0,00	R 0,00	R 0,00	R 0,00	R 0,00	R 0,00

Does the stipend contribution comply with Schedule 2 of the National Minimum Wage Act Regulation, as amended? Yes or No

If no, please specify the stipend top-up amount provided by the Lead/Host Employer: _____

How many Learners qualify for a top-up stipend? _____

²⁵ Minimum grant contribution towards stipend to be ring-fenced and set aside for months advanced

²⁶ Typical unit costs include learner recruitment, project management, stipend administration, Employer UIF, mentorship, venue costs, and SDP costs typically include learning material, facilitation, internal assessment, internal moderation

²⁷ Subject to timely invoicing that is 30 calendar days before the payment date

KEY RISKS AND MITIGATION PLAN		
#	Possible Risks	Mitigation Plan
1		
2		
3		
4		
5		

By signing below, I confirm that the information provided in this project plan and budget is valid, accurate and complete.

Signatories				
	Employer Representative	Services SETA Verification Official ²⁸	Services SETA Validation Official ²⁹	Services SETA Approval Official ³⁰
Name				
Designation				
Signature				
Date				

²⁸ Services SETA Officer

²⁹ Services SETA Senior Officer

³⁰ Services SETA Manager