

GUIDELINES, PROCESS AND PROCEDURES TO USE SKILLS LEVY MONEY

This is the current criteria used for applicants, applying for skills levy funds. Also, if training is presented internally to staff, you may use skills levy money to cover administrative cost – see the criteria below.

Criteria for the use of skills levies as directed by the TDPC and EETC committees:

- Must be aligned with the departments Personal Development Plan (PDP), Staff Training and Development Policy (HRPOL033) and the current Workplace Skills Plan (WSP).
- Managers to ensure that as many people as possible benefit from the scheduled training.
- To attempt complying with Broad Based Black Economic Empowerment (BBBEE) as per legislation.
- To provide 3 quotes where possible, if not a motivation shall serve.
- To cater for fees for service providers and consultations regarding staff development and related activities.
- To cater for purchasing of training programmes and course material for training and development purposes. Printing cost of training manuals, if not planned for in operational budget. Consumable material such as tests/assessments/training resources (no stationary) related to a training programme.
- Travel and accommodation expenses will not be covered by skills levy money; these expenses must be covered by the operational budget of the department.

Administration cost: Use responsibly in line with return on Investment principles, the financial, procurement process and procedures and TUT tariff list as a guide when negotiating costs.

1. Entertainment cost per person per day = R150 (10:00 tea + snack; 12:00 light lunch + juice/tea). When training programmes is only half day, we do not order lunch.
2. Printing cost - see TUT tariff list.
3. Venue & equipment hire – see TUT tariff list (last option if possible)
4. Training manuals/tests/assessments/training resources – motivation & quotations
5. Travel & Accommodation cost – we do not cover this from the skills levy funds, it is catered for in the operational budgets.
6. Consultation services/workshop cost – under R200 000 - 3 quotations, motivate proposal to the TDPC committee. A Training project above R200 000 will have to be motivated at the TDPC committee and go out on tender (adhere to TUT procurement process and procedures).

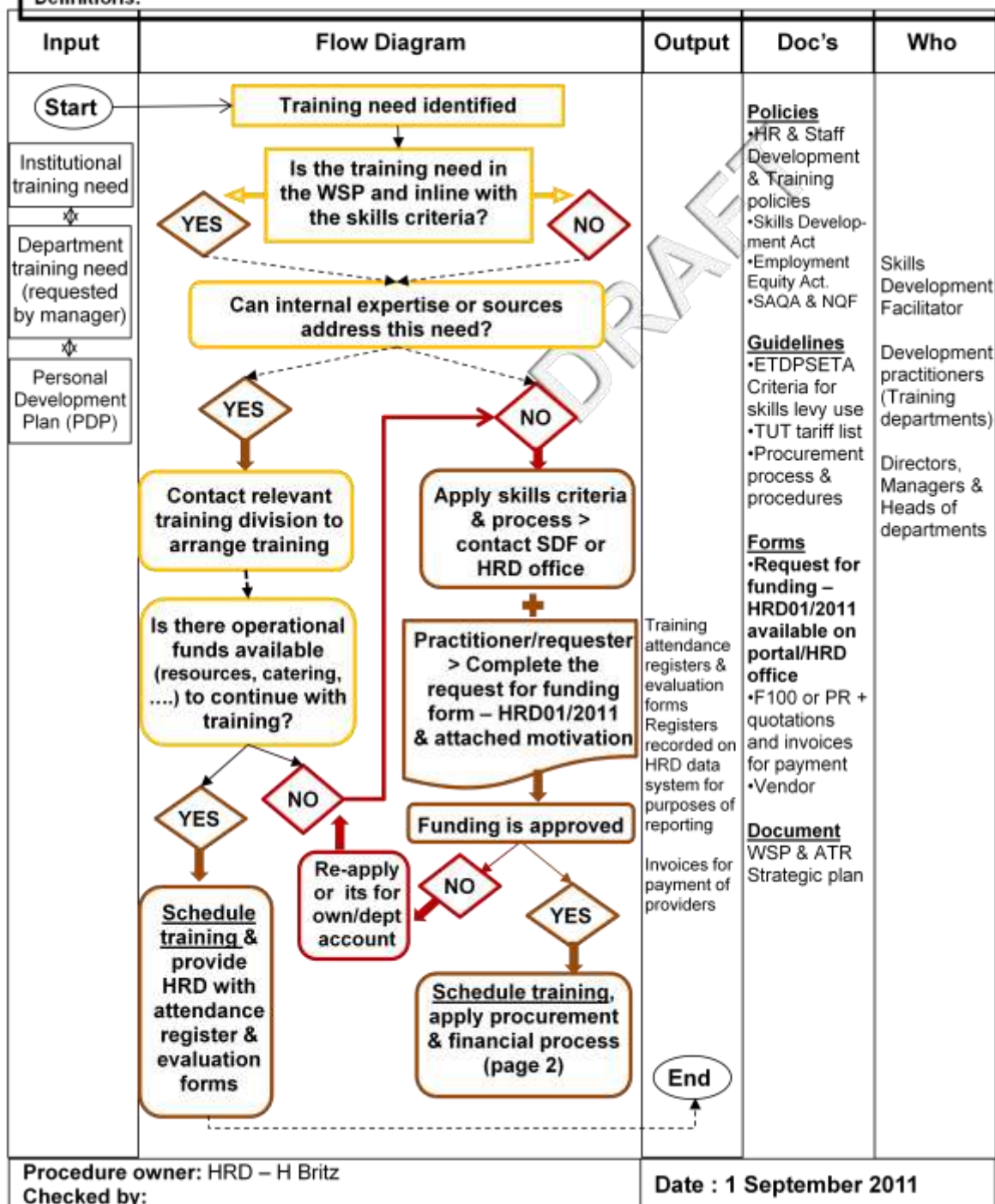
Take note: Once a skills levy application is approved, for a project, the project can roll over to the next year until the project is completed within the approved budget.



Purpose of procedure: To ensure that skills levy money is used to maximum potential of all TUT staff members and enhances better quality, productivity and more job satisfaction.

Scope of procedure:

Definitions:



Procedure owner: HRD – H Britz
Checked by:

Date : 1 September 2011

Administration process for the WSP & ATR – critical information (also refer to the funding grid).

TUT reports on training activities (as guided by Legislative acts) and therefore we need a staff number on attendance registers, in order to extract information (biographical detail, occupations and occupation code, programme name, cost implications, PDP, ext.) for reporting purposes, monitoring and planing of staff training. The reports should reflect all training programmes offered internally to TUT staff as well as programmes attended off campus by staff members.

