

NON-FUNDED LEARNERS FOR REGISTRATION

Dear Stakeholder,

FoodBev SETA in line with grant funding regulation and its policy will only register learners that **commence within the current / active financial year (1 April 2022 – 31 March 2023)**. FoodBev SETA will not accept any enrollment for previous financial years.

Please see the steps to be followed when submitting the **Non-Funded** Learners for registration:

Step 1:

The employer company needs to complete the application form for non-funded learner registration and send it to **industryfundedapplications@foodbev.co.za**.

Step 2:

FoodBev SETA will acknowledge and send feedback (Approved or not Approved).

Step 3:

If your request is approved, the Skills Development Facilitator (SDF) or Training Provider must capture or enroll the learners on the MIS System

If you do not have access to the system:

Step 3.1. Request access to the system from Tshepi Ledwaba (Solugrowth) her email address is: rledwaba@solugrowth.com

Step 3.2. *Once you have been granted access:*
The SDF or Training Provider must capture or enroll the learners on the MIS System

Step 3.3. *Once all learners have been captured or enrolled:*
Generate the list of all the learners captured and print on an official letterhead then sign the letter and send it to:
industryfundedapplications@foodbev.co.za

Step 3.4:

The employer or training provider must Scan and Send copies of original duly signed learning programme agreements, learner enrollment forms with all supporting documents as per the specific learning programme checklist via hand delivery, courier or WeTransfer within **30 working days from the date the learner signs the agreement.**

Should the completed learning programme agreements not be submitted within the 30 working days to FoodBev, the SETA will not accept the documents and application/s will be withdrawn.

Step 3.5:

Upon receiving learner enrollment forms FoodBev SETA will send acknowledgement of receipt to the sender via e-mail.

Step 3.6:

Once acknowledgement has been sent, the submitted documents will be verified for completeness to ascertain whether the learner information is accurately captured in the MIS System.

If all information is accurate, FoodBev will register, and proof of registration will be forwarded to the employer.

Step 4:

Note that the registration of learners will be done within 30 days of receiving the agreements.

Thank you,
FoodBev SETA
Your Skills partner



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APPLICATION FOR NON-FUNDED LEARNER REGISTRATION

I hereby request for non-funded learner registration for:

Company Name:

Levy Number:

Name of learning programme	Qualification	Number employed learners	Number unemployed learners	Name of training provider

Company stamp:

Date: _____

Name of SDF: _____

Signature of SDF: _____