



NAMIBIA TRAINING AUTHORITY

EMPLOYER TRAINING GRANT POLICY

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| Originator: | NTA Executive Authorisation: | Recommended by: | NTA Board Authorisation: |
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EMPLOYER TRAINING GRANT POLICY

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**ABBREVIATIONS AND ACRONYMS**

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| NDP4 | 4 TH National Development Plan |
| NTA | Namibia Training Authority |
| VET | Vocational Education and Training |
| NTFC | National Training Fund Council |

DEFINITIONS:

“Employer Training Grant” means a grant paid by NTA to an employer for purposes of training.

“the Act” means the Vocational Education and Training Act, 2008 (Act No. 1 of 2008);

“training” means training which is related to vocational training provided by a private vocational training provider accredited by the Namibia Qualifications Authority or a state-owned vocational training centre.

“regulations” means regulations No 5 of 2014 of 27 January 2014 contained in Regulation Gazette No. 5395.

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1 Purpose

This policy document governs the framework within which funds can be disbursed based on the evidence collected and the actual cost of training.

2 Objective

The objective of the policy is to provide a framework within which Employer Training Grants are managed and disbursed.

3 Legislative Base

This policy is based on the following policies and regulations:

- 3.1 Vocational Education and Training Act, Act No. 1 of 2008;
- 3.2 Regulations in terms of Section 35(1) of the VET Act 1 of 2008;
- 3.3 Any amendments to be done.

4 Principles

The NTA:

- 4.1 is committed to ensure that the provision and delivery of learning experiences shall set a good example of the value and benefits of engagement in lifelong learning.
- 4.2 is committed to support training that leads to the success of businesses and enterprises, and the achievement of national development goals.
- 4.3 supports programmes that enable employees to gain credits towards qualifications and also short, focused training programmes that can be acquired over a shorter period of time;
- 4.4 embraces the principles of transparency, fairness, responsiveness, inclusiveness and equity in the allocation and disbursement of Employer Training Grants;
- 4.5 embraces the view that strives to achieve value for money by ensuring that funds are spent on skills development to meet sector needs;

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5 Policy Statements

5.1 Scope

This policy applies to all Eligible Employers who qualifies for the Employer Training Grant.

5.2 The Definition of Vocational Related Training for Levy Purposes

5.2.1 The Regulations for the implementation of the VET Levy define training as “training which is related to vocational training provided by a private vocational training provider accredited by the Namibia Qualifications Authority or a state owned vocational training centre.” Training to be considered for the employer grant must meet one of the following:

- i. All NQA accredited VET training courses;
- ii. Training courses not Accredited NQA, but related to accredited VET training courses;
- iii. As exceptions, training courses not accredited, not related to accredited training courses, but related to Vocational Training Courses. Approval by the NTA Board is required in this case.

5.3 Actual Cost

5.3.1 Employer training grants may be made to individual employers on an annual basis, for training implemented up to a maximum of 50% of levy paid by that employer, for that financial year, and based on actual costs of training implemented.

5.3.2 If the actual costs of training are less than 50% of the levy paid, then they will receive the lesser amount, that is, the actual training costs incurred. The following are the cost items to be considered:

5.4 Costs Qualifying for Grants

5.4.1 Where the training in 5.2.1 is conducted in company, the following line items will qualify for training grants:

- i. Training facilitator costs for the duration of training,
- ii. Cost of training materials used in the training process,
- iii. Assessment and Certification costs,
- iv. Subsistence and Travelling (S&T) allowance costs and expenses for both the facilitator and the trainee.

5.4.2 Where the training is procured from, or conducted by an external service provider, the following line items will qualify for training grants:

- i. Travel Costs and Accommodation (S&T) Costs to training venue,
- ii. Invoiced/Receipted Costs from Service Providers

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5.5 Evidence of Actual Cost

- 5.5.1 All employers seeking employer training grants must submit to the NTA, a statement of costs incurred in respect of the approved line items listed above for the relevant training, as per the template provided by the NTA.
- 5.5.2 The statement must be signed by an authorised company representative.
- 5.5.3 The claimant must maintain for inspection, at their place of employment, records of all such expenses and payments in line with the Inland Revenue five year retention period from the date of the claim, for inspection.

5.6 Evidence of Training Implementation

- 5.6.1 All employers seeking employer training grants must submit a list of the employees trained, title of the training including the duration, and maintain for inspection, evidence of training implemented.
- 5.6.2 Such evidence of training records will be as follows:
- i. Signed Attendance Register as per the NTA template;
 - ii. Receipts (invoices) from training providers;
 - iii. Employment and salary records for trainers;
 - iv. Receipts for training materials procured;
 - v. Subsistence and travel records in accordance with company policy;
 - vi. Accommodation receipts;
 - vii. Assessment and Certification records;
 - viii. Any other supplementary records and receipts applicable to the training.
- 5.6.3 Invoicing documentation must be dated and include specific training event name and training cost. The training programme name and quantity of beneficiaries on the claim must match what appears on the submitted invoice.

5.7 Approval of Claims

Approval of Claims shall be in line with the delegation of authority.

5.8 Code of Conduct

- 5.8.1 All interactions with Levy Paying Employers are subject to the provisions outlined in NTA's Code of Ethics and Conduct and the Prevention of Fraud/Corruption and other Irregularities Policy.

6 **Responsibility**

The Managers Training Advisory Services and Funds Administration and Disbursement is responsible for ensuring that the policies stated are managed and implemented as intended in compliance with stated legislation and associated regulations.

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7 Review

The NTF Management, guided by the Managers Funds Administration and Disbursement and Training Advisory Services is responsible for evaluating this policy against the stated legislative requirements, practical application and fairness and proper accounting practice.

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