

Objective:

To inform VET Levy –paying employers and other stakeholders about:

- eligibility criteria on which claims under the Employer Training Grant are based;
- evidence to be submitted as part of claims; and
- specific cost items that qualify as actual training costs.

1) Introduction

Pursuant to the provisions of Section 47 of the Vocational Education and Training Act (the VET Act) of 2008, the Minister of Education, with the concurrence of the Minister of Finance, and after consulting the Namibia Training Authority (NTA) Board, imposed the VET Levy by way of a notice in the official Government Gazette of 27th January 2014. Under the notice, VET Levy-paying employers may claim back up to 50% of levies paid on condition that they submit a claim, accompanied by evidence of actual training costs.

2) Definition of Vocational Related Training for Levy Purposes

The Regulations Relating To Use Of Vocational and Training Levies for Funding Vocational Education and Training Programmes and Projects and for Providing Technical and Financial Assistance: VET Act No.1 of 2008 define training as “training which is related to vocational training provided by a private vocational training provider accredited by the Namibia Qualifications Authority (NQA), or a state owned vocational training center.”

In line with this definition, the NTA is to consider the following training interventions under the Employment Training Grant:

- All NQA accredited VET courses;
- Training courses not accredited by the NQA, but related to accredited VET courses;
- As exceptions, training courses not accredited, not related to accredited training courses, but related to VET courses. This may include short courses, in-house training and training outside of Namibia. Approval by the NTA Board is required in this case. This provision is being introduced on a trial basis for a period of two years, whereafter the provision will be reviewed.

3) Eligibility Criteria for Employer Training Grants

Employers must meet the following eligibility criteria to submit a claim under the Employer Training Grant:

- Up to date with the payment of the VET Levy payable by the employer;
- Does not have any interest referred to in Section 38 of the VET Act or any penalty referred to in section 39 of the VET Act, outstanding in respect of the VET Levy;
- Has submitted to the NTA evidence of the implementation of training i.e. completed and submitted a claim form together with copies of invoices (and receipts if available).

4) Costs Qualifying for Grants

Where training is conducted in-company, eligible costs include:

- Training facilitator costs for the duration of training;
- Cost of training materials used in the training process;
- Assessment and certification costs; and
- Subsistence and Travelling (S&T) allowance costs and expenses, for both facilitators and trainees.

Where training is procured from, or conducted by an external service provider, the following line items will be regarded as direct training costs:

- S&T allowance costs to and from the training venue; and
- Invoiced/receipted costs from the training service provider.

5) Evidence of Training Implementation

Evidence may include the following:

- Signed attendance register as per the NTA template;
- Receipts (invoices) from the training service provider;
- Receipts for training materials procured;
- S&T records in accordance with company policy;
- Accommodation receipts;
- Assessment and certification records; and
- Any other supplementary records and receipts applicable to the training.

For inspection purposes, employers are to maintain all of the aforementioned records and any other relevant supporting information, in line with the Directorate of Inland Revenue’s prescribed five-year retention period.

6) Claims Procedure

Employers who comply with the above criteria must submit claims to the NTA within 31 days after the end of the financial year.

NOTE: Should any of the information above be in conflict with any provision(s) of the VET Act of 2008, the Notice for the Imposition of the Levy, or Regulations Relating to the Use of Vocational and Training Levies, the VET Act and/or the Notice and/or Regulations shall take precedence over the information contained in this statement.



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