

MEDIA STATEMENT

SUBMISSION OF APPLICATIONS FOR THE VOCATIONAL EDUCATION AND TRAINING (VET) LEVY EMPLOYER TRAINING GRANT

Monday, 03 April 2017



NAMIBIA TRAINING AUTHORITY



VOCATIONAL EDUCATION AND TRAINING LEVY

1. Under Government Notice No. 5 of 2014, all Namibian-registered employers with an annual payroll of N\$ 1 000 000-00 (one-million), or more, are required to register and pay one percent of the value of their actual annual payroll, as a Vocational Education and Training (VET) Levy to the Namibia Training Authority's National Training Fund, on a monthly basis. The NTA collects and applies such funds towards upskilling and training Namibians in key national priority training and occupation areas.
2. The VET Levy programme has a simple and straightforward objective: It is aimed at better refocusing our country's training system and resources on meeting our national socio-economic development needs. Through the mobilisation of additional resources, the quality and quantity of skills development can be accomplished, skills shortages constraining enterprise development can be reduced, and productivity and incomes can be enhanced.
3. In accordance with the VET Levy Regulations and Notice, all levies collected by the NTA are to be disbursed in line with the following allocations:
 - 35% for Key Priority Training Grants;
 - Up to 50% for Employer Training Grants; and
 - Up to 15% for the NTA's Administration Costs.
4. With regards to the Employer Training Grant, VET Levy-paying employers may claim, within 31 days after the end of the NTA's financial year (which is 31 March every year), up to 50% of levies paid. This is on condition that they submit applications, which contain evidence of training implemented and the actual cost of training. Training to be considered for the Employer Training Grant Funding Allocation must meet the definition of training as outlined in the Regulations. The definition essentially caters for:
 - All Level 1 to Level 5 VET courses on the National Qualifications Framework (NQF), accredited by the Namibia Qualifications Authority (NQA); and
 - Training courses not accredited by the NQA, but related to VET courses offered by accredited and registered training providers. This category includes short courses.
5. VET Levy-registered employers, who wish to apply for the Employer Training Grant, must make sure that they have paid their levies for the full financial year and have no interest or penalties outstanding.
6. In accordance with Regulation 3(2) of Government Notice No.5 of 2014, *"Distribution of the levy funds must be made, towards actual costs of training implemented by the employer contemplated in sub-regulation (1), in accordance with the NTA policies and procedures"*. As per the Employer Training Grant Policy Statements, eligible costs include the following:
 - Training facilitator costs for the duration of the training;
 - Training materials used in the training process;
 - Assessment and certification costs; and
 - Subsistence and Travelling (S&T) allowance costs and expenses for both the facilitator and the trainee(s).

7. Evidence to be submitted includes:
 - Signed attendance registers;
 - Invoices and receipts from the training service provider;
 - Invoices and receipts for training materials procured;
 - Subsistence and Travelling records;
 - Accommodation invoices/receipts;
 - Assessment and certification records and costs;
 - Proof of payment for all costs incurred; and
 - Any other supplementary records and receipts applicable to the training.
8. For the 2016/17 financial year, the NTA projects to collect about N\$326-million from eligible VET Levy-paying employers, of which 50%, or about N\$163-million are to be disbursed under the Employer Training Grant. Employers who do not submit training grant applications within the regulated 31-day period will forfeit grants. Any such unclaimed grants will be transferred to the VET Levy's Key Priority Grant Funding Allocation, where such funds are to be utilised for strategic training interventions.
9. A lack of supporting evidence accompanying Employer Training Grant applications has hampered the administration and subsequent disbursement thereof over the past two years. We therefore urge eligible employers to ensure that all the required documentation is submitted accordingly, before the due date of 1 May 2017. Applications as well as supporting evidence for the Employer Training Grant are submitted online via the link <http://www.vetmis-nta.co.za>.

END

The Namibia Training Authority (NTA) endeavours to become Namibia's port of call for vocational skills through the sustainable facilitation of training and related services provision, organisational effectiveness, funding, regulation, the administration of the Vocational Education and Training (VET) Levy, and stakeholder engagement and communication.

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