

PROJECT CHARTER – 2025-26 EVALUATION STUDIES

1. General Information	
Date:	1 May 2025
Evaluation study name:	Assessing the impact of Non-Pivotal programmes
Department:	Monitoring, Evaluation and Reporting
Executive Manager:	Mr. V. Memela
Department Manager:	Ms. M. Rajagopal
Practitioner / Project Lead:	Ms. S Motlhabi & P. Masia
2. Stakeholders	
1. Learners	
2. Training Providers	
3. Non-Government Organisation (NGO) , Community-Based Organisations (CBO) and Cooperatives	
4. SASSETA Board	
5. Other SETA's	
6. Employers	
7. Entrepreneurs	
8. Grants & Project Management (GPM)	
3. Executive summary	
Non-pivotal programmes are training initiatives that do not lead to credit-bearing qualification or formal certification, but still address key objective and priorities of the SETA. These programmes can include things like soft skills development, career guidance, industry conferences, and research, aiming to enhance skills and knowledge within a sector. Non-pivotal programmes typically include interventions aimed at broader objectives such as workforce development, employability, entrepreneurship, and addressing equity considerations. Specifically, SASSETA's Discretionary Grants Policy outlines that these non-pivotal programmes include different delivery models and project types intended to assist stakeholders in accessing discretionary grants and effectively implementing learning programmes SASSETA will, in consultation with its stakeholders, identify specific interventions that will support the implementation of its sector skills plan, the National Skills Accord, the National Skills Development Plan and other relevant national and identified industry priorities through strategic project falling outside the space of Pivotal programmes. A Non-PIVOTAL Discretionary Grant is made available to stakeholders (as identified under the purpose of the DG Policy) for initiatives that advance the goals and objectives in the Safety and Security sector, objectives of the NSDP and interventions as laid down in the SETA Grant Regulations that are not necessarily unit standard based training. These include: • Learning material development	

- New qualification development
- Qualification re-alignment and review
- Development of Occupational Skills Programmes
- Support to military veterans and/or their dependants
- Non-Pivotal rural development programmes
- Stakeholders capacity building/support

The study will focus on the effectiveness of previously implemented Non-Pivotal programmes funding from 2020-21 to 2024-25 financial years.

4. Impact of the study on the SETA

The evaluation study will contribute to improving the effectiveness and efficiency of the SASSETA Discretionary Grant Policy which will in turn improve the awarding process relating to Non-Pivotal programmes. By evaluating the Non-Pivotal programmes, we can identify strengths and weaknesses to make informed decisions about how best to improve the programme.

5. Purpose of study / Justification

The study aims to evaluate the effectiveness of the Non-Pivotal programmes implemented during the period 2019-2024 financial years focusing on criteria selection, awarding process and alignment to the Sector Skills plan (SSP).

The evaluation study will assist in obtaining the in-depth understanding of the efficiency, effectiveness, relevance, coherence, sustainability and impact of Non-pivotal programmes. We also anticipate that the results will provide key lessons for SASSETA to influence policy decision making for future interventions.

5.1 Objectives of the Study

To accomplish the purpose of the study, the following objectives must be considered:

Objective 1: To investigate the linkage between Non-Pivotal programme and the Skills Sector Plan.

Objective 2: To determine the selection criteria used in identifying the Non-Pivotal programmes.

Objective 3: To identify key challenges in implementation of the Non-Pivotal programmes.

Objective 4: To benchmark the funding model that supports the Non-Pivotal programmes with other entities (SETAs, etc)

Objective 5: To explore the extent to which the Non-Pivotal beneficiaries funded by SASSETA have contributed to economic growth (demographics) and simulated job creation.

Objectives aligned to SASSETA's strategy

5.2 Objectives aligned to SASSETA's strategy

Outcome 1: Identify and increase the production of occupations in high demand

Outcome 2: Linking education and the workplace

Outcome 3: Improving the level of skills in the South African workforce

Outcome 4: Increase access to occupationally directed programmes

Outcome 5: Support the growth of the public college system

Outcome 6: Skills development support for entrepreneurship and cooperative development

Outcome 7: Encourage and support worker-initiated training

Outcome 8: Support career development services

5.3 Deliverables

Milestone	Anticipated date
1. Inception Report	15 July 2025
2. Literature Review Report	15 September 2025
3. Data Collection and Analysis	28 November 2025
4. First Draft Report	10 December 2025
5. Final Report	23 January 2026

NB: The contract duration will be until 31 March 2026. During the month of March 2026 will be used to quality assess and finalise the report.

5.4 Evaluation/ Research questions

The study should seek to answer the below-mentioned questions, among others;

Objective 1: To investigate the linkage between Non-Pivotal programme and skills sector plan.

1. What is the linkage between the Non-Pivotal programmes and skills sector plan.

Objective 2: To determine the selection criteria used in identifying the Non-Pivotal P programme.

2. Is there a clearly defined process on how these programmes are identified?
3. What is the selection criteria in identifying the Non-Pivotal programmes?

Objective 3: To identify key challenges and opportunities in the implementation of the Non-Pivotal programmes.

4. What are the key challenges in the implementation of the Non-Pivotal programmes?
5. What opportunities were created through implementing Non-pivotal programmes?

Objective 4: To benchmark the funding model that supports the Non-Pivotal programmes with other entities (SETAs, etc)

6. What is the best practice of implementing Non-Pivotal programmes?
7. What is the funding criteria applied to the awarding of Non-Pivotal programmes?

Objective 5: To explore the extent to which Non-Pivotal programmes have contributed to economic growth (demographics, transformative imperatives) and simulated job creation.

8. How has the Non-Pivotal programme assisted in addressing the transformative imperatives within the sector
9. How has the programme increased the employability of the learners or in the instances of businesses, contributed to growth of the business and diversification of products / services?

NB: These questions are not exhaustive; the Service Provider is free to customise and add more or change the above questions which will result in an increase in the value of the study.

5.5 Major Known Risks (including significant Assumptions)

Risk	Risk Rating (Hi, Med, Lo)
1. Outdated recipient's contact details	High
2. Low stakeholder participation	High
3. Failure to adhere to the project timelines	Medium

5.6 Constraints

- The project must be completed on or before 31 March 2026. Failure to meet this deadline will render the project a wasteful and fruitless expenditure.
- This project has a predetermined budget.

5.7 External Dependencies

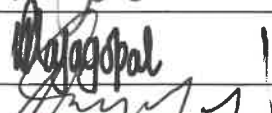
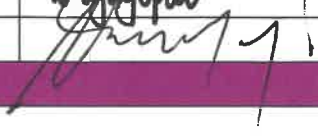
- Active participation by stakeholders

5.8 What are the expected outcomes and how will they be used to further enhance our strategy

This study will assess the contribution of SASSETA implementation of the Non-Pivotal programmes. It will further provide insights into any deficiencies that may exist which gives us the opportunity to streamline and improve SASSETA processes thus increasing the value of our services to the Safety and Security Sector.

6. Communication Strategy

Meeting Type	Purpose	Frequency	Attendees	Responsibility
Project Kickoff	Introduce project and review objectives and goals	Once	Project sponsor Stakeholders Project Team	Project Manager
MANCO	Update management on project status	Adhoc	Management	Project Manager
Project Progress (Status)	Report on project status – progress, costs, and issues	Monthly	Project Manager Project Team (inc Service Provider)	Project Manager
Close-out Meeting	To present the final report	Once	Project sponsor Stakeholders Project Team	Project Manager

7. Approval			
Designation	Name	Signature	Date (MM/DD/YYYY)
Practitioner / Co-Project Lead	Patricia Masia		19/05/2025
Practitioner / Co-Project Lead	Shammah Motlhabi		/05/2025
Department Manager	Mel Rajagopal		19/05/2025
Executive Manager	Vukani Memela		/05/2025
8. Additional notes			