

## **SOCIAL SECURITY COMMISSION DEVELOPMENT FUND (SSC-DF)**

### **APPLICATION GUIDELINES FOR TRAINING SCHEMES**

The SSC-DF is established by Section 37 of the Social Security Act, 1994 (Act No. 34 of 1994). Its main objectives are to:

- a) Conduct training and employment schemes approved by the President of the Republic of Namibia for the benefit of socio-economically disadvantaged persons who are unemployed;
- b) Grant bursaries, loans and other forms of financial aid to students enrolled at any recognized technical or academic institutions of higher education.

The SSC-DF aims to collaborate with training providers who will provide quality training to unemployed Namibians to ensure that as many trainees as possible find jobs during or after such training programmes or venture into entrepreneurship. To facilitate a relationship between potential employers and employees, mutually beneficial partnerships with potential employers must thus be proactively negotiated by training providers. Apprenticeships and/ or internships must be consolidated into the training programmes and costed. It is crucial that training providers in their applications indicate how links with potential employers have been or will be created.

#### **1. WHICH TRAINING PROGRAMMES WILL BE CONSIDERED?**

The list below contains the priority TVET occupations considered for funding from Level 4 onwards:

- a) Mining, Construction, Energy, Gas and Sanitation: Solar Equipment Maintenance Installer and Riggers (mining, oil and gas).
- b) Agriculture and Forestry: Farmer (Crop & horticulture Production), Farmer (Animal Husbandry) and Machinery Operator/ Farm Mechanic.
- c) Manufacturing, Automotive Sale, Arts and Crafts: Automotive Mechatronics.

Upon approval, it is expected of the training providers to actively promote the trainees to potential employers as well as to equip them with job-seeking skills. The training providers must make special arrangements to address the needs of unemployed people who have multiple barriers to getting employment e.g. drug/ alcohol abuse, mental health, etc. which can be addressed effectively through counseling and motivation. This must be articulated in the proposal and costed.

#### **2. WHO IS CONSIDERED TO BE A TRAINING PROVIDER?**

A training provider means a person, institution or organization who or which:

- a) Provides a course of instruction or training which meets the curriculum standards or occupational standards of the NQA;
- b) Assesses the performance of persons taking part in such course; and
- c) Has been accredited by the NQA as contemplated in section 13 of the NQA Act, 1996; or
- d) Has been registered by the NTA as contemplated in section 5(3) (b) of the Vocational Education and Training Act, 2008 (Act No. 1 of 2008).

#### **3. FUNDING TRAINING SCHEMES**

The training provider must apply for funding from the SSC-DF by way of submitting Form 1 detailing the types of training to be offered, the budget and how it will benefit unemployed Namibians in view of attaining the objectives previously mentioned. Upon approval, a specified percentage (10%) of the total training cost is expected to be pledged by the training provider as in-kind own contribution.

Due consideration will be given to the quality and content of the proposed training programme, the track record of the training provider, their ability to transition trainees into the job market as well as its management capacity and integrity of the institution.

#### **4. WHICH DOCUMENTS MUST ACCOMPANY MY APPLICATION?**

Every training provider applying for funding must submit the following documents:

- a) Fully and legibly completed Form 1 (being Application Form for registration and for funding).
- b) Full details of the content of each training programme to be offered including a detailed budget indicating funds requested and own contribution (or request for exemption). This should be in a form of a training proposal in which case the SSC-DF proposal writing guide must be used.
- c) Profile of the training provider and its representatives and focal person. The following must be clearly outlined and supported with documentation:
  - i. Ownership structure.
  - ii. Copies of registration documents e.g. Memorandum and Articles of Association, Certificate of Incorporation, Proof of registration as a Training Provider, Deed of Trust, registration as Welfare Organization, etc.

- iii. Full names, Nationality of representatives, copies of IDs/ Passports, Residential Address,
- iv. Registered business address.
- d) Certificate of Good Standing with the Social Security Commission.
- e) Certificate of Good Standing with Namibia Revenue Agency or exemption
- f) Any other information deemed to be important to assist the SSC-DF to take an informed decision on the application.

**Note: Failure to submit all requested documents will result in automatic disqualification.**

#### **5. WHERE TO OBTAIN NECESSARY INFORMATION FOR APPLICATION?**

For a copy of the application guidelines and forms, visit any Social Security Commission Offices countrywide or can be downloaded from our website at [https://www.ssc.org.na/df/training\\_scheme](https://www.ssc.org.na/df/training_scheme) Completed applications can be submitted at any Social Security Commission offices countrywide, or can be sent via Post Office to:

The Social Security Commission  
Manager: Development Fund  
Private Bag 13223, Windhoek  
Cnr. A. Kloppers & J. Haupt Street, Khomasdal

**No submitted documents will be returned to applicants.**

#### **CONTACT FOR FURTHER INFORMATION:**

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