

- a) Fully and legibly completed Form 1 (being Application Form for registration and for funding) which can be obtained at the addresses provided below.
- 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 and percentage shareholding.
 - ii. Directorship.
 - iii. 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.
 - iv. Full names, Nationality, copies of IDs/Passports, Residential Address, Contact Details of the authorized signatories.
 - v. Registered business address.
 - vi. Copies of SSC, Tax good standing certificates (or exemption letters).
 - vii. Confirmation of banking details by financial institutions.
- d) Latest audited/certified Annual Financial Statements of the training provider.
- e) 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.

7. Where to obtain necessary information for loan application?

Documents (Including the Policy and Regulations) can be downloaded from our website at www.ssc.org.na. Hard copies of these documents can be collected from and submitted at any Social Security Offices countrywide, or can be sent via Post office to:

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

Only Hand Delivered Applications will be accepted!
 Closing date for applications is 16h30 on Thursday, 30 September 2021.
 No submitted documents will be returned.

Contact for further information:

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Cnr. A. Kloppers & J. Haupt Street, Khomasdal
 Web: www.ssc.org.na



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.

In light of the high unemployment rate in Namibia, the SSC-DF has a role to play in preventing the unemployed from becoming completely detached from the labour market. It intends to achieve this by assisting them to sharpen or refocus their skills and in so doing become employable and thus economically active. The SSC-DF has therefore undertaken to:

- a) Facilitate the re-entry of retrenched workers into the labour market by either enhancing/developing their skills or completely retraining them in different trades/occupations for them to assume new roles.
- b) Address the mismatch between some qualifications offered by institutions of higher learning and the actual skills required by the labour market through offering labour market oriented training interventions which blend theory and practice well in order to produce technically well prepared job seekers who are ready to assume duty with minimal or no further on-the-job training.
- c) Provide targeted, demand driven training interventions to unemployed Namibians from the age of 16 upwards.

Therefore, the SSC-DF aims to collaborate with training providers who will provide quality training to the unemployed to ensure that as many trainees as possible find jobs during or after such training programmes. Mutually beneficial partnerships with potential employers must thus be proactively negotiated by training providers and apprenticeships and/or internships must be consolidated into the training programmes and costed to facilitate a relationship between potential employers and employees. As such, proposed training programmes will be considered on the basis of their ability to facilitate this interface. 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 SSC-DF places high value on these training interventions as they should contribute meaningfully to the reduction of unemployment and the upliftment of the livelihoods of the people of Namibia. Thus, training schemes will be approved by His Excellency, the President of

the Republic of Namibia in accordance with the relevant legislation. The applicants are encouraged to be as innovative and proactive as possible in identifying training needs and job openings as well as in designing the suitable training programmes.

Therefore, the list below is not exhaustive but rather indicative of what may be some of the areas in which training can be provided.

- a) Small/medium scale manufacturing
- b) Fashion design and attire making
- c) Hair dressing, manicure and pedicure
- d) Brick making, small scale construction & maintenance
- e) Operating heavy vehicles e.g. those used for road construction and in mines. Trainees must emerge from these training fully licensed.
- f) Sales and office skills
- g) Front office and customer care
- h) Practical food preparation, food service and housekeeping
- i) Wood work/carpentry
- j) Electronics repairs
- k) Acquisition of technical skills for value addition to agricultural produce, minerals and other natural resources
- l) Welding
- m) Special considerations must be made separately for professionals who have lost their jobs and who may need targeted interventions to re-enter the job market.

While it is expected of the training providers to actively promote the trainees to potential employers, all trainees must also be equipped 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?

Under the SSC-DF Regulations, 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 accredited by the NTA as contemplated in section 5(3) (b) of the Vocational Education and Training Act, 2008 (Act No. 1 of 2008).

3. Who is considered as a beneficiary of a training scheme?

It is any Namibian citizen or another person who is the holder of a permanent residence permit in Namibia who is 16 years and older and who is unemployed. Upon approval of the funding proposal, this person must be registered with the SSC-DF and will be regarded as the end beneficiary of a training scheme. It is the responsibility of the training provider and SSC-DF to identify eligible trainees in a transparent manner and to ensure that they are registered with the SSC-DF by way of completing and submitting Form 3 for each beneficiary.

4. Funding of training schemes

The training provider must apply for funding from the SSC-DF by way of submitting Form1 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. A specified percentage (10%) of the total training cost is expected to be pledged by the training provider as in kind own contribution. The beneficiaries are expected to pay an amount to SSC-DF through the training provider. This amount is set annually and serves as a token to ensure the trainees somehow contribute to their training.

The SSC-DF will use its discretion to determine the amount to be granted for each proposal, i.e. the full amount applied for or a part thereof.

Upon approval, a three (3) year certificate of registration will be issued. It must be noted that only training schemes approved by the President will be funded. 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.

5. Payment of funds to training providers

Funds will be paid to the training providers in the form of an advance. Thereafter, financial and narrative reports as well as appropriate source documents will be expected from the training providers to enable future disbursements to be made.

6. Which documents must accompany my application?

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