

FOR ITF OFFICIAL USE ONLY

1. SCALE OF CALCULATIONS:

% Award according to Areas of Training Emphasis

i. Medium and Large Contributing Employers

<u>% of Employees Trained</u>	
1% - 15%
16% - 24%
25% - 29%
30% and above

FIRST	SECOND	THIRD
6	4	2
8	6	4
12	10	8
16	14	12

ii. Learning and Development Personnel Award

<u>% of Employees Trained</u>	
1% - 15%
16% - 29%
30% and above

<u>% of Training Contribution Paid</u>	
1%
2%
3%

iii. Health, Safety and Environment Award

<u>% of Employees Trained</u>	
1% - 10%
11% - 19%
20% - 29%
30% and above

<u>% of Training Contribution Paid</u>	
2%
3%
4%
5%

vi. Small Scale Contributing Employers Award

<u>% of Employees Trained</u>	
1% - 10%
11% - 14%
15% - 19%
20% and above

<u>% of Training Contribution Paid</u>	
20%
30%
40%
50%

2. PROCESSING OFFICER AT AREA OFFICE

Name: Signature Date/Stamp.....

3. CROSS-CHECKED AT FSD BY

Name: Signature Date/Stamp.....

4. AUDIT AUTHORISATION

Name: Signature Date/stamp.....



AREAS OF REIMBURSEMENT AWARD

A. Medium and Large Contributing Employers

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AREAS OF TRAINING	TOTAL WORKFORCE OF THE CONTRIBUTING EMPLOYER	NUMBER TRAINED	% TRAINED	EMPHASIS NO.	TRAINING CONTRIBUTION PAID (N)	EMPLOYER'S CLAIM N	REF. PAGE ON FORM 3A/4A (PAGINATION)	ITF % AWARDED	AMOUNT AWARDED (N)	REMARKS
Management										
Supervisory										
Occupational										
Learning/ Training Personnel										
Health, Safety & Environment										
Small Scale Contributing Employers										

B.