



**military veterans**

Department:  
Military Veterans  
REPUBLIC OF SOUTH AFRICA



## **Standard Operating Procedure (SOP) for accessing Skills Development Benefit**

### Criteria to qualify for skills development funding:

- Positive verification on the DMV database;
- Positive verification of dependents.
- Two family members qualify for skills benefit per year.

### Documents required when applying for skills development funding:

- DMV application form
- Quotation for the course
- Certified copy of an identity document of beneficiary and if the applicant is a dependent, he or she must bring both his/her certified copy of an identity document and of their beneficiary's copy.

### Documents that are need for payment from the institution (Service Provider)

- Bank entity maintenance form
- Bank statement (only the top part of the statement, that shows the account holders details)
- Bank confirmation letter
- Cancelled cheque
- Original Tax clearance certificate

### Important

- Department of Military Veterans does not pay deposit in advance or make any payments in advance to the service providers. This is attributed to the PFMA Act, which states that a service should be rendered before any payment can be effected.
- Maximum duration of the training should not exceed 12 months.
- Application should be done 3 Months before the commencement of the course.