



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA



Welcome to the SACO PESP

CONGRATULATIONS on being selected to participate in this Presidential Employment Stimulus Programme (PESP), hosted by the South African Cultural Observatory (SACO) and the Department of Sport, Arts and Culture (DSAC).

According to the Minister of Sport, Arts and Culture, Mr Nathi Mthethwa, the budget allocation for the PESP, “was designed to act as an aggressive injection of income into the creative economy and to assist practitioners and their projects, as well as companies that incurred losses during the COVID-19 lockdown period”.

For this programme, SACO is working closely with DSAC, to reach out to individual artists, and has developed a training and mentorship programme aimed at supporting, developing and training 800 artists, using 100 unemployed graduates (as their mentors), whose ability to earn an income is impacted by Covid-19.

REGISTRATION FOR ORIENTATION AND TRAINING SESSIONS

As payment is partly informed by attendance of Orientation, Training and Mentorship meetings, it is essential that you ensure your presence is recorded.

VIRTUAL PARTICIPATION: When logging in to a session, please use your **full name and surname**, as per your ID **and the province you reside** in (MP / LIM / FS / NC / NW / EC) e.g.

If you are using a shared device to watch the Orientation Session with more than one artist present, please ensure that the province, as well as the **full name and surname of all participants present, are noted in the chat** (on the right of the screen). This will be recorded and used to verify attendance.

Please note, this will only be acceptable for the Orientation Session. DSAC will require all participants to register individually for training sessions.

PARTICIPATION AT COMMUNITY ARTS CENTRES: Please ensure you complete the attendance register on-site. This will be signed off and forwarded to SACO.

Please note: Failure to register clearly and correctly for the Orientation and Training sessions, may impair SACO’s ability to verify your attendance, which may result in a delay in the payment of your stipend.

TRAINING

Please find below the schedule of all compulsory orientation and training sessions.

Please note, **participation in and attendance of these sessions will be recorded and will be used as supporting data to pay monthly stipend funds to all 900 participants.** Please find the links to each of the sessions below the details.

Please note, if you are using an Apple device, please log in using internet explorer (Chrome) and not the Apple "Safari" as you may have issues logging in to the session.

TRAINING SESSIONS				
DATE AND TIME	LINK TO VIRTUAL TRAINING	SESSION TO BE DELIVERED	PRESENTER	NOTES
Monday 13/09/2021 10:00am	YES	Training session 1.1 Business Model Canvas Introduction	SACO	Each of these sessions would be approximately 90 minutes, followed by a Q & A session. Training attendance is compulsory for all 900 participants and informs the payment of stipend funds.
LINK TO BUSINESS MODEL CANVAS INTRODUCTION: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWEyZDE3NzYtNTIwMC00OWU1LTkxYTItZGY5NTEExZGU5YWZj%40thread.v2/0?context=%7b%22Tid%22%3a%22bd70eeb3-a537-435a-937c-7cd330dc74d8%22%2c%22Oid%22%3a%222fbafce3-9b5b-4879-8f07-1e19b3ef09f2%22%2c%22IsBroadcastMeeting%22%3atruer%7d&btype=a&role=a				
Friday 17/09/2021 10:00am	YES	Training session 1.2 Business Management	Ms Tsitsi Gwatiringa	
LINK TO ORIENTATION BUSINESS MANAGEMENT TRAINING: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWM5NDJjNjYtMjkxNS00NjcxLWlZnZMtYmQzNWQ1Y2JiMWFj%40thread.v2/0?context=%7b%22Tid%22%3a%22bd70eeb3-a537-435a-937c-7cd330dc74d8%22%2c%22Oid%22%3a%222fbafce3-9b5b-4879-8f07-1e19b3ef09f2%22%2c%22IsBroadcastMeeting%22%3atruer%7d&btype=a&role=a				
Wednesday 22/09/2021 10:00am	NO	Training session 2 Finance (1)	Mr Bradley van der Ross	
LINK TO FINANCE TRAINING: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGZiMjUyMjUtYmYyZS00ZmFjLThhNjgtOTQ2NjcxOWRjYzYmM0%40thread.v2/0?context=%7b%22Tid%22%3a%22bd70eeb3-a537-				



435a-937c-7cd330dc74d8%22%2c%22Oid%22%3a%222fbafce3-9b5b-4879-8f07-1e19b3ef09f2%22%2c%22IsBroadcastMeeting%22%3a%22true%7d&btype=a&role=a			
Wednesday 29/09/2021 10:00am	NO	Training session 3 Brand Management	Ms Amy Shelver
LINK TO BRAND MANAGEMENT TRAINING: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmM4NjgyZDYtMTA3OS00ZmM0LWJiOGYtMmY4YjU3OTFiZDVm%40thread.v2/0?context=%7b%22Tid%22%3a%22bd70eeb3-a537-435a-937c-7cd330dc74d8%22%2c%22Oid%22%3a%222fbafce3-9b5b-4879-8f07-1e19b3ef09f2%22%2c%22IsBroadcastMeeting%22%3a%22true%7d&btype=a&role=a			
Wednesday 06/10/2021 10:00am	YES	Training session 4 PR, Media Relations and Communications	Ms Reuann Smith
LINK TO PR, MEDIA RELATIONS AND COMMUNICATIONS TRAINING: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWI0MTZmODEtNGNjOS00Yzk3LWlxMWItYzU2OGE2ZTFkZDNm%40thread.v2/0?context=%7b%22Tid%22%3a%22bd70eeb3-a537-435a-937c-7cd330dc74d8%22%2c%22Oid%22%3a%222fbafce3-9b5b-4879-8f07-1e19b3ef09f2%22%2c%22IsBroadcastMeeting%22%3a%22true%7d&btype=a&role=a			
Wednesday 13/10/2021 10:00am	NO	Training session 5 Marketing	Ms Amy Shelver
LINK TO MARKETING TRAINING: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWJjOWMOMTUtYWQ3NC00ZjFiLWE4ZjEtYWU3ODVmODY3ZTEy%40thread.v2/0?context=%7b%22Tid%22%3a%22bd70eeb3-a537-435a-937c-7cd330dc74d8%22%2c%22Oid%22%3a%222fbafce3-9b5b-4879-8f07-1e19b3ef09f2%22%2c%22IsBroadcastMeeting%22%3a%22true%7d&btype=a&role=a			
Wednesday 20/10/2021 10:00am	NO	Training session 6 Finance 2	Mr Bradley van der Ross
LINK TO FINANCE 2 TRAINING: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmE2NmNjYtNWRhOC00MzBhLWFhNWUtMTA0MmI5NmRhOTRh%40thread.v2/0?context=%7b%22Tid%22%3a%22bd70eeb3-a537-435a-937c-7cd330dc74d8%22%2c%22Oid%22%3a%222fbafce3-9b5b-4879-8f07-1e19b3ef09f2%22%2c%22IsBroadcastMeeting%22%3a%22true%7d&btype=a&role=a			
Wednesday 27/10/2021 10:00am	NO	Training session 7 Copyright and other legislatives	Ms Nombuso Shange
LINK TO COPYRIGHT AND OTHER LEGISLATIVES TRAINING: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjQ4ZDJmYjAtZTFjMy00MjlyLWFiMGItMWE0YTnkNTFINTcx%40thread.v2/0?context=%7b%22Tid%22%3a%22bd70eeb3-a537-			



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Wednesday 03/11/2021 10:00am	NO	Training session 8 Export Awareness and Finance (3)	Dr Andre Gouws
LINK TO EXPORT AWARENESS AND FINANCE TRAINING: https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTY5NmNiNzAtZTc3YS00ZjVjLTg2NjQtNDI0OGRhYWJmZmNj%40thread.v2/0?context=%7b%22Tid%22%3a%22bd70eeb3-a537-435a-937c-7cd330dc74d8%22%2c%22Oid%22%3a%222fbafce3-9b5b-4879-8f07-1e19b3ef09f2%22%2c%22IsBroadcastMeeting%22%3a%22true%7d&btype=a&role=a			

NOTES:

This programme will be subject to change at the discretion of the South African Cultural Observatory (SACO) and the Department of Sport, Arts and Culture (DSAC). Any changes will be communicated to participants and the provincial DSAC offices at the time of the change.

Participation in the programme is subject to the terms and conditions outlined for all participants in the Participant Agreement Contract accepted prior to commencing the programme. The Participant Agreement was sent to each participant via email as part of the verification process, should be completed prior to Orientation and Training commencing.

An attendance register will be downloaded for all virtual Orientation, Mentorship Programme and Training sessions. Participants attending training in person at their local Community Arts Centre will be required to complete an attendance register on-site, which will be signed off by the provincial DSAC office and submitted to SACO.

All training will be recorded and available under the PESP tab within the “Tools and Resources” section of the SACO website:
www.southafricanculturalobservatory.org.za

TASK AND DELIVERY DEADLINES

	TASK 1	TASK 2	TASK 3	TASK 4
Due date	Thursday 16/09/21	Tuesday 05/10/21	Tuesday 02/11/21	Tuesday 30/11/21
Task Outline	Executive Summary and Business Model Canvas Exercise	SWOT Analysis and outline of identified marketing opportunities	DRAFT Business Plan	FINAL Business Plan
Mentorship Report	Individual Monthly Report	Individual Monthly Report	Individual Monthly Report	Individual Monthly Report

NOTES:

Participation in the programme is subject to the terms and conditions outlined for all participants in the Participant Agreement Contract accepted prior to commencing the programme.

*Participation and **completion of tasks directly informs payment of stipend funds** for participants.*



Participants who fail to submit their completed tasks will not qualify for payment. Submission of tasks is only valid if **submissions are received through the document management system.** This is the same system where participants loaded their verification documents and will be used throughout the programme for collection of information.

STIPEND PAYMENTS

	st 1 Stipend (partial payment)	st 1 Stipend (balance payment)	nd 2 Stipend	rd 3 Stipend	th 4 Stipend
Pay date	Monday 06/09/21	Monday 27/09/21	Monday 25/10/21	Monday 22/11/21	Wednesday 15/12/21
Amount	R1500	R5000	R6500	R6500	R6500

NOTES:

Participation in the programme and payment of stipend funds, is strictly subject to the terms and conditions outlined for all participants in the Participant Agreement Contract accepted prior to commencing the programme.

Attendance of training and completion of tasks directly informs payment of stipend funds for all participants.

The first payment is subject to receiving the following documentation from participants on or before Monday, 30 August 2021 by 12pm:

1. Completed and signed Participation Agreement
2. Certified copy of ID



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3. *Confirmation of Banking Details*
4. *Certified copy of qualifications – GRADUATES/MENTORS ONLY*

The payments dates are subject to change, should the dates change, this will be communicated.

Participants who fail to attend the training and/or submit their completed tasks will not qualify for payment.

WHO TO CONTACT FOR ASSISTANCE?

All general queries should be directed to the SA Youth Helpdesk, operated by Harambee, who are the service provider supporting the delivery of this project on:

Call Centre: 0800 727 727

Email: customer@harambee.co.za

Queries may include:

- If you have not received your stipend on the date it was due to be paid
- If you have any changes to the personal and banking details provided during registration.
- If you are having trouble uploading documents to the Document Management System

The SACO Mentorship Team will be available to assist Mentors with issues related to the programme and the participation of Artists. The SACO Mentorship Team can be contacted on:

SACO MP Team: 041 504 4928/4931

Email: pesp@southafricanculturalobservatory.co.za

WhatsApp: (Northern Cape; Free State; and, Mpumalanga Artists, please use this number 0631190391) or (Eastern Cape; North West; and, Limpopo Artists, please use this number 0635693835)

Queries may include:

- If you have a query your assigned mentors are unable to assist you with.
- If there is an issue that would directly affect your receipt of stipend funds.



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- If you are no longer able to participate in the programme

WE HOPE YOU WILL ENJOY PARTICIPATING IN THE SACO PESP.

OUR PROGRAMME AIMS TO HAVE A LASTING, POSITIVE IMPACT ON PARTICIPANTS, WHO ARE DEDICATED TO IMPROVING THEIR BUSINESS AND ENSURING A SUSTAINABLE FUTURE INCOME FOR THEMSELVES. PLEASE MAKE THE MOST OF THIS OPPORTUNITY!