

Applying for an Extension of WSP-ATR/Mandatory Grant Application 2018 in Exceptional Cases

“In terms of Sub regulations 6(5) of the Grant Regulations, the MQA may grant extension of a maximum of one month to allow for the late submission of an application for a mandatory grant, subject to a written request by an employer”. The sub regulation is not aiming to allow employers to be granted automatic extension to submit their WSP-ATR a month later than the cut-off date. The cut-off date remains **30th April** every year. However isolated examples in the past indicated that in extreme cases there are employers who could not submit their documents by 30th April. This sub regulation allows an employer, who can prove to the MQA Board that due to circumstances beyond his or her control cannot or could not submit on or before 30th April, to be given an additional period of time to submit their WSP-ATR. In any event the actual submission of the WSP-ATR cannot occur later than 31st May each year.

Criteria

In view of the above, the MQA will only consider an application that complies with the following:

- The Request for Extension of WSP-ATR Mandatory Grant Application Form is completed and signed by the SDF and Senior Management
- The reasons for the extension request are clearly stated, explaining the circumstances beyond his/her control that results in the employer being unable to submit on or before 30th April
- The explanation for the late submission must be reasonable
- The application must reach the MQA before the submission deadline or by no later than 5 working days after the submission deadline

Process

The MQA will assess the application. If the application is approved by the MQA, the applicant will have an extension not exceeding 31st May to submit a WSP-ATR. All applicants will be notified of the outcome in a written letter within a reasonable period. In case the application is declined, the official deadline of 30th April will apply and failure to submit on time will mean the employer would forfeit their 20% mandatory grant.

Request for Extension of WSP-ATR/Mandatory Grant Application: Instructions

The Mandatory Grant Application (the Workplace Skills Plan and Annual Training Report) for 2018 is due on 30th April 2018.

The Regulations state “(5) A SETA Board or Council may grant an extension up to a maximum period of one month from the date contemplated in sub-regulation (2)(b) for late submission of an application for a mandatory grant subject to a written request by an employer.” Employers who wish to request an extension can do so by completing this form.

The request for extension must reach the MQA before 31 March 2018. No late application will be accepted.

Where the MQA grants an extension to an employer, the complete submission of the Mandatory Grant Application (the Workplace Skills Plan and Annual Training Report) must be made by 31st May 2018. The Approval or rejection of the application is at the MQA’s discretion.

The Request for Extension of Mandatory Grant Application form must be correctly completed and submitted to the Skills Development and Research Manager by one of the following means:

Delivery method	For Attention	Address
Email	Skills Development and Research	MQAextensions@mqa.org.za

Please retain a copy of the extension application form as well as proof of submission to the MQA.

Request for Extension of WSP-ATR/Mandatory Grant Application: Application Form

Name of organisation	
Province	
Main SDL number	
Sub-SDL numbers	
Number of employees	
Reasons for requesting this extension (2018 WSP-ATR)	

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Skills Development Facilitator	
First name	
Surname	
Email address	
Tel number	
Fax number	
Signature	
Date	

Senior Organisation Representative	
First name	
Surname	
Designation	
Email address	
Tel number	
Fax number	
Signature	
Date	

FOR OFFICE USE ONLY	
Date received by the MQA	
Recommendation	
Approved Yes/No	
Signature	
Date of decision	