



**2015 WORKPLACE SKILLS PLAN AND ANNUAL TRAINING REPORT SUPPORT
 REQUEST FORM FOR SMALL AND MEDIUM ORGANISATIONS**

The Mining Qualification Authority (MQA) would like to assist **Small** and **Medium (ONLY)** organisations in the **Mining and Minerals Sector**, who currently do not have Skills Development Facilities or resources to submit the organisation Workplace Skills Plan and Annual Training Report.

Organisation Name	
SDL Number	
Sub-Sector	
Number of Employees	
Province	
Municipality	
Reasons for the request	

REQUESTED BY:

Full Names.....Designation.....

Email.....Work number.....

Cell numberSignature.....

Date

Terms and Conditions

1. The organisation will be responsible for the data captured on the Source-data Template provided by the MQA. **NOTE:** The MQA will not be capturing any data on behalf of the organisation, but will be assisting and validating if the source-data meets all the requirements.
2. The MQA will **ONLY** be responsible for uploading the organisations' source-data should the need arise.
3. The organisation has a responsibility to follow up on the progress of their submission.
4. The organisation should apply for the WSP-ATR support only if they do not have a Skills Development Facilitator
5. The organisation **WILL** provide the MQA with the relevant information when requested.
6. MQA will not charge the organisation for the WSP-ATR support given.
7. **No data will be accepted 2 (two) days prior to the deadline.**

I _____ agreed and understand the terms and condition of this application.

Office use only:
<p>ALLOCATED TO:</p> <p>Full Names.....Designation.....</p> <p>Signature.....Date.....</p>

Send the signed copy to EvodiaM@mqa.org.za

