

Applying for an Extension of WSP-ATR/Mandatory Grant Application 2013 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 June** every year. However isolated examples in the past indicated that in extreme cases there are employers who could not submit their documents by 30th June. 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 30 June, 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 July 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 30 June
- 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 31 July 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 30 June 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 2013 is due on 30th June 2013.

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 the submission deadline (30th June 2013) or by no later than 5 working days after the submission deadline.

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 July 2013.

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 Manager	ShaheenB@mqa.org.za
Hand delivery or courier	Skills Development and Research Manager	7 Anerley Road Parktown, Johannesburg
Post	Skills Development and Research Manager	Private Bag X 118 Marshalltown, 2107

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	
Main SDL number	
Sub-SDL numbers	
Number of employees as at 1st April 2013	
Reasons for requesting this extension	

	Skills Development Facilitator
First name	
Surname	
Email address	
Tel number	
Fax number	
Signature	
	Senior Organisation Representative
First name	
Surname	
Designation	
Email address	
Tel number	
Fax number	
Signature	

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