

**DISCRETIONARY GRANTS APPLICATION FORM FOR NON-ARTISAN DEVELOPMENT (DISABILITY)  
2022/2023**

Employer Name: \_\_\_\_\_

Employer Levy Number: \_\_\_\_\_

|                  |   |
|------------------|---|
| <b>SECTION 1</b> | <b>GENERAL RULES, CRITERIA &amp; EMPLOYER DECLARATION</b> |
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**PLEASE READ THESE GENERAL RULES AND CRITERIA BEFORE COMPLETING THIS APPLICATION.**

1. This application form must be completed in full and submitted to the MQA on [grants@mqa.org.za](mailto:grants@mqa.org.za)  
Applications received after the due time and date will not be considered.
2. Applicants should submit their application/s using the prescribed MQA Discretionary Grant Application Form for the relevant project.
3. The application form must be completed in full and duly signed by an authorised person.
4. It is the responsibility of the applicant to ensure that their application is received by MQA.
5. It is the applicant's responsibility to advise MQA on changes to contact person.
6. Employers must only apply for the learning programmes/disciplines listed in the application forms.
7. All employers with multiple sites using one levy number must submit one consolidated application.
8. The application form may not be altered.
9. The application must be submitted by an Employer registered with the MQA with accurate and complete company details and signed by an authorised employer representative.
10. Employers **must only** apply for Learners who will be registered and commence with training during **01 April 2022 to 31 March 2023.**
11. The MQA may conduct a risk based approach learner verification site visits to approve grants prior to payment of any grant.
12. Payment of grants will be subject to approval of learner verification site visit report if applicable.
13. Applying Employers must be workplace approved by MQA. All Employers who are party to the learnership agreement must be approved for the structured work experience component.

## ALLOCATION CRITERIA

1. MQA reserves the right to:
  - a. Limit allocations for certain disciplines as aligned to the Sector Skills Plan.
  - b. Conduct due diligence audits before or after allocation of discretionary grants (this may be desktop or physical).
  - c. Withdraw, increase or decrease allocations in line with the Sectoral needs or demands.
2. Who may apply:
  - a. MQA registered levy paying employers with adequate and appropriate Infrastructure, as well as human resources which will enable implementation of learning Programmes or Projects.
  - b. MQA registered Levy exempted organisations.
  - c. MQA registered levy paying companies providing services incidental to mining.
3. Employers who employ 50 or more employees must complete and submit a WSP/ATR, PIVOTAL training plan and report using the approved MQA template.
4. Employers employing less than 50 employees will not be required to submit a PIVOTAL training plan and report. Such employers will be required to provide information on participation in PIVOTAL programme. (Such employer are however encouraged to submit their WSP/ATR).
5. Past performance of organisations in implementing MQA discretionary grant projects will be used to make decisions on allocation of discretionary grant (includes but not limited to: uptake of learners against allocation, severity of learner complaints, timeous feedback on progress of implementation, concluded investigations and submission of required supporting documents). In each project exceptions will be made for organisations and employers that will be participating for the first time.
6. Non artisan Learnership - The employer must utilise MQA accredited Skills Development Providers who have the capacity and resources to conduct training as per MQA Quality Assurance requirements.
7. Should applications received be more than the target per discretionary project, a pro rata consideration will be applied.

## IMPLEMENTATION RULES

1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating (allocated) employer.
2. Only learners that commence training and registered by MQA in the **01 April 2022 to 31 March 2023** period will qualify for grants.
3. Training must not commence until the Workplace Based Learning Programme Agreement (Learnership Agreement) is registered by MQA.
4. Employers will not be funded for the same learner in two different discretionary projects at the same time. MQA programmes that require multiple funding based on the learning path will be an exception.
5. The MQA will not fund learners who are funded by other entities for the same Learning Programme. (MQA considers this practice as double dipping. Should employers/organisations be found committing this practice, they will be automatically disqualified from participation on MQA Discretionary Grants)
6. The MQA reserves the right to recover discretionary grants or portions thereof from employer/organisation should circumstances indicate that grants have not been utilised for purposes that they were intended.

**NB: MQA Funding Policy Rules will apply**

## EMPLOYER COMMITMENT

I, the undersigned confirm that as the duly authorised representative, the employer will comply to the above general rules and criteria and that all the information provided in this application is true and accurate.

Print Name & Surname: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is required to be completed in full:

**EMPLOYER NAME**

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**SKILLS DEVELOPMENT LEVY NUMBER (L NUMBER)**

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**APPROVED PHYSICAL ADDRESS**

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**POSTAL ADDRESS**

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**EMPLOYER REPRESENTATIVE CONTACT DETAILS**

|                  |  |
|------------------|--|
| NAME AND SURNAME |  |
| DESIGNATION      |  |
| TEL NUMBER       |  |
| CELL NUMBER      |  |
| E-MAIL ADDRESS   |  |

**EMPLOYER BANKING DETAILS**

|                |  |
|----------------|--|
| NAME OF ENTITY |  |
| NAME OF BANK   |  |
| BRANCH NAME    |  |
| BRANCH CODE    |  |
| ACCOUNT NUMBER |  |

| <b>SIZE OF THE ORGANISATION (circle on the correct option on the relevant company size)*</b>   |                     |                        |                     |
|--|---------------------|------------------------|---------------------|
|  | <b>SMALL (1-49)</b> | <b>MEDIUM (50-149)</b> | <b>LARGE (150+)</b> |
| <b>HAS THE ORGANISATION SUBMITTED THE WSP/ATR IN 2020?*</b>  | YES / NO            | YES / NO               | YES / NO            |
| <b>HAS THE ORGANISATION SUBMITTED THE PIVOTAL PLAN AND REPORT IN 2020?*</b>  | YES / NO            | YES / NO               | YES / NO            |
| <b>IS THE ORGANISATION WORKPLACE APPROVED</b>  | YES / NO            | YES / NO               | YES / NO            |
| <b>Note: This section below is to be completed by small organisations that have not submitted the PIVOTAL PLAN and REPORT as well as WSP/ATR</b>   |                     |                        |                     |
| <b>Has the organisation participated in MQA Pivotal Programmes in the past two years?</b>  |                     |                        | YES / NO            |
| If the answer to the above is yes, please provide details of your organisation's participation in terms of project name, number of learners allocated, number registered and number of learners completed. |                     |                        |                     |

All the fields below are compulsory

**NON ARTISAN WITH DISABILITY**

| LEARNERSHIP TITLE *  | LEARNERSHIP CODE * | NO OF LEARNERS UN-EMPLOYED * | NO OF LEARNERS EMPLOYED * | TRAINING PROVIDER NAME * | ACCREDITATION NUMBER * |
|--|--------------------|------------------------------|---------------------------|--------------------------|------------------------|
| Further Education and Training Certificate: Diamond and Evaluation             | 16Q160128371644    |                              |                           |                          |                        |
| Further Education and Training Certificate: Diamond Processing                 | 16Q160135361614    |                              |                           |                          |                        |
| Further Education and Training Certificate: Jewellery Designing                | 16Q160079311464    |                              |                           |                          |                        |
| Further Education and Training Certificate: Jewellery Manufacturing Operations | 16Q160078291504    |                              |                           |                          |                        |
| National Certificate: Diamond Processing                                       | 16Q160099291503    |                              |                           |                          |                        |
| National Certificate: Jewellery manufacturing                                  | 16Q160126301342    |                              |                           |                          |                        |
| National Certificate: Jewellery Manufacturing                                  | 16Q160127391373    |                              |                           |                          |                        |
|  |                    |                              |                           |                          |                        |
|  |                    |                              |                           |                          |                        |
|  |                    |                              |                           |                          |                        |
|  |                    |                              |                           |                          |                        |

**Only the aforementioned qualifications will be considered for grant purposes**

**CONTACT DETAILS OF PERSON RESPONSIBLE FOR NON ARTISAN WITH DISABILITY**

|               |  |
|---------------|--|
| Name *        |  |
| Surname *     |  |
| DESIGNATION * |  |
| TEL NUMBER *  |  |
| CELL NUMBER * |  |
| E-MAIL *      |  |