

DGAF01_2024/2025

DISCRETIONARY GRANTS APPLICATION FORM 2024/2025

GRANT APPLICATIONS: CLUSTER 1 – PROGRAMMES

This application form must be completed by Employers/Organisations wishing to participate in the following programmes supported by MQA. The Employer/Organisations may apply on this application for one or more programmes indicated below:

SECTION	PROGRAMME
D	CANDIDACY
E	INTERNSHIP
F	WORK EXPERIENCE AND VACATION WORK
G	WORKPLACE COACHES
H	MANAGEMENT AND EXECUTIVE DEVELOPMENT PROGRAMME

A. EMPLOYER DECLARATION

I, _____, named hereunder, declare that as the duly authorised representative of the Employer/Organisation confirms that Employer/Organisation will comply with the general rules and criteria hereunder and further confirmed that all the information provided in this application is true and accurate.

Name and Surname:		Date:	
Click here to acknowledge commitment			

NOTE: The Applications form is set-up as an electronic FILLABLE PDF FORMAT with drop-down menus where applicable. You must click on the appropriate selection button and/or type in the information where such information is required. Applications form completed by hand will not be considered.

This application form must be submitted electronically to grants@mqa.org.za. Application forms submitted to any other e-mail address at MQA will not be considered.

B. GENERAL APPLICATION RULES

1. The Application Form must be completed in full and submitted to the MQA to grants@mqa.org.za. Applications Forms received after the due time and date will not be considered. Application Forms submitted to any other e-mail address at MQA 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.
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/s details.
6. All Employers/Organisations with multiple sites using one levy number must submit one consolidated application.
7. The Application Form may not be altered.
8. The application must be submitted by an Employer/Organisation registered with the MQA with accurate and complete company details.
9. Employers/Applicants must only apply for Learners who will be registered or complete training during 01 April 2024 to 31 March 2025.
10. The MQA may conduct a risk-based approach learner verification site visits to approve grants prior to payment of any grant.
11. Applying Employers/Organisations must be Workplace Approved by MQA or any SETA for the trade that they are applying for including the sites in which the Workplace Learning is to be conducted.
12. MQA reserves the right to conduct due diligence audit before or after allocation of discretionary grants (this may be desktop or physical).

NB: MQA Funding Policy Rules will apply, and the above rules must be read in conjunction with the MQA funding policy.

C. EMPLOYER/APPLICANT INFORMATION

Employer/Applicant Name			
Skills Development Levy (SDL) Number (Paying or Exempted)			
Site SDL Number (Paying levies- If applicable)			
Organisation Registration Number (If applicable)			

PHYSICAL ADDRESS

Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
District Municipalities			
Local Municipalities			
Rural or Urban			

POSTAL ADDRESS

Post Address			
Area/Suburb		City/Town	
Postal Code		Province	

SIZE OF THE ORGANISATION *(please select the correct option pertaining to the company size)*

Size of the organisation	Small (0 – 49)	Medium (50 – 149)	Large (<150)
	Has the organisation submitted the WSP/ATR In 2022?	Yes	
Has the organisation submitted the Pivotal Plan and Report in 2022?	Yes		No
Is the organisation workplace approved?	Yes		No

D. CANDIDACY

List of disciplines supported for the HDSA Candidacy which the number of learners applying should be based on.

DISCIPLINES	NUMBER OF LEARNERS APPLYING FOR
Electrical Engineering GCC	
Mechanical Engineering GCC	
Mine Managers Certificate of Competence MMC	
Mine Survey GCC	
Mine Overseer	
Blasting Certificate	

Contact details of person responsible for CANDIDACY:

Site Name			
Site Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
Name and Surname of Site Representative			
Representative Designation			
Tel Number		Alternative Number	
E-mail			

E. INTERNSHIP

List of disciplines supported for Internships which the number of learners applying should be based on.

DISCIPLINES	NUMBER OF LEARNERS APPLYING FOR
Metallurgical Engineering	
Jewellery Design Manufacturing and related qualifications	
Geology	
Mining Engineering	
Mechanical Engineering	
Mining Surveying	

Electrical Engineering	
Chemical Engineering (Mineral Processing)	
Environmental Health and Management	
Analytical Chemistry	
Electro Mechanical Engineering/ instrumentation Mechanician	
Industrial Engineering	
Occupational Health and Safety	
Occupational Hygiene	
Other non-core MQA disciplines may be considered	
TOTAL	

List of disciplines supported for Artisan Internships which the number of learners applying should be based on. Preference will be given to the following trades that are hard to fill according MQA SPOI list, (*Diesel Mechanic and Millwright*).

TRADE	NUMBER OF LEARNERS APPLYING FOR
Diesel Mechanic	
Millwright	
Boilermaker	
Rigger Ropesman	
Fitter & Turner	
Fitter including Machining	
Heavy Equipment Mechanic/Earthmoving	
Electrical	
Welder	
Instrumentation Mechanician	
Diesel Fitter	
Goldsmith	
Diamond Cutter	
Diamond and Gemstone Setter	
Earthmoving	
Auto Electrician/Autotronics	
Plater Welder	
Plater Boilermaker	
Other non-core MQA trades	
TOTAL	

Contact details of person responsible for INTERNSHIP:

Site Name			
Site Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
Name and Surname of Site Representative			
Representative Designation			
Tel Number		Alternative Number	
E-mail			

F. WORK EXPERIENCE AND VACATION WORK

• VACATION WORK

Number of learners applying for Vacation Work?	
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Contact details of person responsible for VACATION WORK:

Site Name			
Site Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
Name and Surname of Site Representative			
Representative Designation			
Tel Number		Alternative Number	
E-mail			

• WORK EXPERIENCE (PRACTICAL TRAINING)

List of disciplines supported for practical training which the number of learners applying should be based on.

DISCIPLINES	NUMBER OF LEARNERS APPLYING FOR
Metallurgical Engineering	
Jewellery Design Manufacturing and related qualifications	

Geology	
Mining Engineering	
Mechanical Engineering	
Mining Surveying	
Electrical Engineering	
Chemical Engineering (Mineral Processing)	
Environmental Health and Management	
Analytical Chemistry	
Electro Mechanical Engineering/ instrumentation Mechanician	
Industrial Engineering	
Occupational Health and Safety	
Occupational Hygiene	
Other non-core MQA disciplines may be considered	
TOTAL	

Contact details of person responsible for PRACTICAL TRAINING:

Site Name			
Site Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
Name and Surname of Site Representative			
Representative Designation			
Tel Number		Alternative Number	
E-mail			

G. WORKPLACE COACHES SPECIFIC GUIDELINES

1. The duration of this programme is 12 months
2. The coach must be able to transfer skills and knowledge to learners in the workplace.
3. The coach must preferably be an HDSA individual
4. Preference should be given to retrenched/retired/unemployed/employed individuals with relevant qualifications and experience in the relevant discipline on this project.

Please complete the compulsory fields (*) below.

Number of Coaches applying for?	
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Contact details of person responsible for WORKPLACE COACHS PROJECT:

Site Name			
Site Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
Name and Surname of Site Representative			
Representative Designation			
Tel Number		Alternative Number	
E-mail			

Alternative contact details of person responsible for WORKPLACE COACHS PROJECT:

Site Name			
Site Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
Name and Surname of Site Representative			
Representative Designation			
Tel Number		Alternative Number	
E-mail			

H. MANAGEMENT AND EXECUTIVE DEVELOPMENT PROGRAMME (MEDP) SPECIFIC GUIDELINES

To support qualifying HDSA employees with management and executive development programmes including MBAs/MBLs.

The MQA will only fund Employers who register learners in courses that meet the following criteria:

1. The provider delivering the programme must be accredited for the specific programme by the relevant accreditation/certification body.
2. Learners on the programme must be employed by the Employer.
3. All employers to register only HDSA Employees.

Please complete the compulsory fields (*) below.

Number of learners applying for Management and Executive Development Programme (MEDP)	
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Contact details of person responsible for MEDP

Site Name			
Site Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
Name and Surname of Site Representative			
Representative Designation			
Tel Number		Alternative Number	
E-mail			

Alternative contact details of person responsible for MEDP

Site Name			
Site Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
Name and Surname of Site Representative			
Representative Designation			
Tel Number		Alternative Number	
E-mail			

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