

## DISCRETIONARY GRANTS APPLICATION FORM 2024/2025

### GRANT APPLICATIONS APPLYING FOR: CLUSTER 2: PROJECTS PROGRAMMES

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

SECTION	PROGRAMME
D	ARTISAN AIDES GRANT APPLICATION
E	ARTISAN DEVELOPMENT GRANT APPLICATION
F	CENTRES OF SPECIALISATION (CoS)
G	ARTISAN RPL GRANT APPLICATION
H	NON-ARTISAN DEVELOPMENT GRANT APPLICATION
I	NON-ARTISAN DEVELOPMENT (RPL) GRANT APPLICATION
J	NCV (LEVEL 4 GRADUATES) GRANT APPLICATION
K	AET GRANT APPLICATION
L	FLC GRANT APPLICATION
M	OCCUPATIONAL HEALTH AND SAFETY SKILLS PROGRAMMES GRANT APPLICATION

### 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 confirm that all the information provided in this application is true and accurate.

Name and Surname:		Date:	
<a href="#">Click here to acknowledge commitment</a>			

### NOTE:

The Applications Form is 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. **Do not complete the form by hand.**

**This application form must be submitted electronically to [grants@mqa.org.za](mailto:grants@mqa.org.za). Application forms submitted to any other e-mail address at MQA will be disqualified.**

## **B. GENERAL APPLICATION RULES**

1. The application form must be completed in full and submitted to the MQA to [grants@mqa.org.za](mailto:grants@mqa.org.za). Applications 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 Name			
Skills Development Levy (SDL) Number			
Site SDL Number (Paying levies- If different from the above SDL)			

### PHYSICAL ADDRESS

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

### POSTAL ADDRESS

Site Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	

### SIZE OF THE ORGANISATION *(please select the correct option on the relevant company size)*

Size of the Organisation	Small (0 – 49)	Medium (50 – 149)	Large (<150)
	Has the organisation submitted the WSP/ATR In 2023?	Yes	No
Has the organisation submitted the Pivotal Plan and Report in 2023?	Yes	No	
Is the organisation workplace approved?	Yes	No	

#### D. ARTISAN AIDES GRANT

**Note:** Artisan Aides is paid upon completion.

#### QUALIFICATION

No. of Employed Learners	No. of Unemployed Learners	Total No. of Learners Applied For

#### SKILLS PROGRAMME

No of Employed Learners	No of Unemployed Learners	Total Number of Learners Applied For

#### **Contact details of person responsible for Artisan Aides:**

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

## E. ARTISAN DEVELOPMENT GRANT

**Note:** Artisan Development Grant is paid in four tranches according to the grant rules as stated in the MQA funding policy. Preference will be given to the following trades that are hard to fill according to MQA SPOI list, (*Diesel Mechanic and Millwright*).

TRADE	NUMBER OF LEARNERS
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 Number of Learners Applied For

**Contact details of person responsible for Artisan Development:**

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

**F. CENTRE OF SPECIALISATION GRANT**

**Note:** Centre of Specialisation Grant is paid in four tranches according to the grant rules as stated in the MQA funding policy. Preference will be given to the following trades that are hard to fill according to MQA SPOI list, (*Diesel Mechanic and Millwright*).

Is the TVET College registered with the DHET?	Yes		No	
Is the TVET College recognised as a centre of specialisation	Yes		No	
Does the TVET College have an SLA with a company within the MMS	Yes		No	

TRADE	NUMBER OF LEARNERS
<b>Diesel Mechanic</b>	
<b>Millwright</b>	
<b>Boilermaker</b>	
<b>Rigger Ropesman</b>	
<b>Fitter &amp; Turner</b>	
<b>Fitter including Machining</b>	
<b>Heavy Equipment Mechanic/Earthmoving</b>	
<b>Electrical</b>	
<b>Welder</b>	
<b>Instrumentation Mechanician</b>	
<b>Diesel Fitter</b>	

<b>Goldsmith</b>	
<b>Diamond Cutter</b>	
<b>Diamond and Gemstone Setter</b>	
<b>Earthmoving</b>	
<b>Auto Electrician/Autotronics</b>	
<b>Plater Welder</b>	
<b>Plater Boilermaker</b>	
<b>Other non-core MQA trades</b>	

Total Number of Learners Applied For

**Contact details of person responsible for Centre of Specialisation**

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

**G. ARTISAN RPL GRANT**

**Note:** Artisan RPL is paid upon completion.

No. of Employed Learners	No. of Unemployed Learners	Total No. of Learners Applied For

**Contact details of person responsible for Artisan RPL:**

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

**H. NON-ARTISAN DEVELOPMENT GRANT**

**Note 1:** Non- Artisan Development Grant is paid in two tranches according to the grant rules as stated in the MQA funding policy.

**Note 2:** Workplace approval is a requirement to implement learnerships.

Learnership Type	Do you have Workplace approval for the qualifications applying for? YES/NO	No of Learners Unemployed	No. of Learners Employed
Diamond Processing and Jewellery Manufacturing			
Diamond Processing and Jewellery Manufacturing for learners with Disability			
Non-Artisan Core Learnerships			
Non-MQA Learnerships			

**Contact details of person responsible for Non-Artisan Development:**

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

**I. NON-ARTISAN DEVELOPMENT (RPL) GRANT**

**Note:** Non- Artisan RPL is paid upon completion

Total Number of Learners Applied For:

**Contact details of person responsible for Non-Artisan Development RPL:**

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

## J. NCV (LEVEL 4 GRADUATES) GRANT

**Note 1:** Valid workplace Approval documents must be submitted with the application.

**Note 2:** Preference will be given to employers within the Mining and Mineral Sector.

No. of Unemployed Learners

**Contact details of person responsible for NCV Graduates:**

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

## K. AET GRANT

**Note:** AET is paid upon completion and no workplace approval is required

Name of Programme	Level	No. of 18.1 Learners (Employed)	No. of 18.2 Learners (Unemployed)
AET	PRE/BASIC		
AET	LEVEL1-4		
GETC	NQF 1		
NATED COURSES	N1 – N3		
ELEMENTARY DIGITAL SKILLS	NOT APPLICABLE		
	<b>TOTALS</b>		

**Contact details of person responsible for AET:**

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

**L. FLC GRANT**

**Note:** FLC is paid upon completion of both Learning Areas.

Name of Programme	No of Learners applied for
Foundational Learning Competence (FLC)	

**Contact details of person responsible for FLC:**

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

## M. OCCUPATIONAL HEALTH AND SAFETY SKILLS PROGRAMMES GRANT

**Note 1:** Occupational Health and Safety Skills Programmes are paid upon completion.

**Note 2:** Only Mines or Mining contractors contracted to conduct mining activities may apply for the grants.

Name of Programme	No of 18.1 Employed Learners
Occupational Health and Safety Skills Programmes	

### **Contact details of person responsible for Occupational Health and Safety Skills Programmes:**

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

**\_End of Form\_**