

## DISCRETIONARY GRANTS APPLICATION FORM FOR LEARNING MATERIAL DEVELOPMENT 2024/2025

### A. GENERAL APPLICATION RULES

1. The writers of the learning materials must be an Accredited Skills Development Provider (ASDP) (or a writer under the umbrella of an Accredited Skills Development Provider) within the MMS and accredited recognised by the MQA. (*This **excludes providers with programme approval status with the MQA***).
2. A valid MQA Accreditation number must be supplied.
3. Writers of learning packs must be Subject Matter Experts (SMEs) (expertise and experience) in the particular field that they will be developing learning packs for. Writers of learning packs must have experience in writing learning material previously for the MQA or have a min. of 2 years' curriculum development experience.
4. The CV of the writer/s must accompany all application forms.
5. Details of any learning material packs/curriculum development written in the past must also be detailed in the writers CV as this can be used to check the performance of a particular writer based on past experience. (The MQA may also use the CEP validation signoff documents to evaluate a writer on learning packs developed)
6. SDP's must have the capacity i.t.o of the number of writers to develop the learning material packs applied for (No more than 50 learning material packs will be allocated to one writer)
7. Accredited Skills Development Providers (ASDPs) must complete the Learning Material Expression of Interest form and provide all the supporting documentation.
8. Incomplete applications will not be considered.
9. The MQA shall enter a Memorandum of Agreement (MoA) with the allocated ASDPs.

## B. ACCREDITED SKILLS DEVELOPMENT PROVIDER COMMITMENT

I, \_\_\_\_\_, named hereunder, declare that as the duly authorised representative of the Organisation confirms that 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.

<b>Name and Surname:</b>		<b>Date:</b>	
<b>Click here to acknowledge commitment</b>			

**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](mailto:grants@mqa.org.za). Application forms submitted to any other e-mail address at MQA will not be considered.**

## C. SKILLS DEVELOPMENT PROVIDER INFORMATION

Skills Development Provider Name	
Accreditation Number	

## SKILLS DEVELOPMENT PROVIDER 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	

## SKILLS DEVELOPMENT PROVIDER BANKING DETAILS

Name of Bank	
Branch Name	
Branch Codes	
Account Number	

## D. LEARNING MATERIAL DEVELOPMENT APPLICATION

All the below fields are compulsory.

QUALIFICATION/SKILLS PROGRAMME APPLIED FOR:	NAME OF WRITER <b>(ABRIDGED CV OF WRITER MUST BE ATTACHED)</b>	CELL NUMBER OF WRITER	EMAIL ADDRESS OF WRITER	ACCREDITED TRAINING PROVIDER

### Contact details of person responsible for LEARNING MATERIAL 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		Alternative Number	
E-mail			

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