

*DGAF04\_2024/2025*

## **DISCRETIONARY GRANTS APPLICATION FORM 2024/2025**

### **PLACEMENT OF GRADUATES ON THE INTERNSHIP PROGRAMME BY THE PUBLIC UNIVERSITY OR UNIVERSITY OF TECHNOLOGY**

#### **A. BACKGROUND INFORMATION**

1. Applicants should submit their application/s using the prescribed MQA Discretionary Grant Application Form for the relevant project.
2. The application form must be completed in full and duly signed. It is the responsibility of the applicant to ensure that the applications in correctly and fully completed.
3. Application forms must be submitted to the MQA via the prescribed e-mail address
4. Applications must be submitted before the closing date, application received after the closing date will not be considered.
5. It is the responsibility of the applicant to ensure that their application is received by MQA
6. It is the applicant's responsibility to advice MQA on changes to contact person
7. The application form may not be altered

#### **B. WHO MAY APPLY?**

Universities and University of Technology that would like to participate on the project are supported financially by the MQA to pay the stipends of the graduates that will be placed on a 24 months internship programme. Universities and University of Technology will be responsible for the recruitment and to place graduates on the internship programme within their institutions and provide relevant work exposure to the graduates that is line with their qualification.

A University or University of Technology that would like to participate on this project, are required to complete section E below by proving all the formation requested

### C. IMPLEMENTATION RULES

1. The MQA shall enter into a Memorandum of Agreement (MoA) with each participating (allocated) Public University or University of Technology.
2. Only graduates that commences with the Internship Programme and registered with MQA in the period 01 April 2024 to 31 March 2025 will qualify for grants.
3. The MQA will not fund graduates who are already funded by other entities for the same Programme. (MQA considers this practice as double dipping. Should an institution be found committing this practice, they will be automatically disqualified from participation on MQA Discretionary Grants).
4. The MQA reserves the right to recover discretionary grants or portions thereof from the Institution should circumstances indicate that grants have not been utilised for purposes that they were intended. This will be done as per the MQA Finance Policy.
5. Should it happen that the institution is approved for grants by MQA to implement this project and the institution has MQA funded bursars, it is expected that some of the recruited graduates should be placed in departments where they will be able to assist the MQA with the administration that is related to the MQA bursars, e.g. issuing MQA with academic records of learners, fee statement, collection of MQA contracts etc.

**NB: The above implementation rules must be read in conjunction with the MQA funding policy.**

### D. INSTITUTION COMMITMENT

I, \_\_\_\_\_, named hereunder, declare that as the duly authorised representative of the institution confirms that institution will comply with the general rules and criteria hereunder and further confirm 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 be disqualified.**

## E. INSTITUTION INFORMATION

|                                      |  |
|--------------------------------------|--|
| Institution Name                     |  |
| Skills Development Levy (SDL) Number |  |

## PHYSICAL ADDRESS

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

## POSTAL ADDRESS

|                        |  |           |  |
|------------------------|--|-----------|--|
| Street Name and Number |  |           |  |
| Suburb/Area            |  | City/Town |  |
| Postal Code            |  | Province  |  |
| Rural or Urban         |  |           |  |

|  |  |
|--|--|
| Number of graduates applying for Internship? |  |
|--|--|

### **Contact details of person that will be responsible for application of INTERNSHIP PROGRAMME:**

|                                    |  |             |  |
|------------------------------------|--|-------------|--|
| Name and Surname of Representative |  |             |  |
| Representative Designation         |  |             |  |
| Tel Number                         |  | Cell number |  |
| E-mail                             |  |             |  |

### **Alternative Contact details of person that will be responsible for application of INTERNSHIP PROGRAMME:**

|                                    |  |             |  |
|------------------------------------|--|-------------|--|
| Name and Surname of Representative |  |             |  |
| Representative Designation         |  |             |  |
| Tel number                         |  | Cell number |  |
| E-mail                             |  |             |  |

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