

DISCRETIONARY GRANTS APPLICATION FORM FOR ADULT EDUCATION AND TRAINING FOR 2020/2021 FINANCIAL YEAR

EMPLOYER NAME:.....

LEVY NUMBER:

SECTION 1	GENERAL RULES, CRITERIA & EMPLOYER DECLARATION
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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
2. Applications received after the due time and date will not be considered.
3. Applicants should submit their application using the prescribed MQA Discretionary Grant Application Form for the relevant project.
4. The application form must be completed in full and duly signed by an authorised person.
5. It is the responsibility of the applicant to ensure that their application is received by MQA.
6. It is the applicants responsibility to advice MQA on changes to contact person.
7. Employers must only apply for the learning programmes/disciplines listed in the application forms.
8. All employers with multiple sites using one levy number must submit one consolidated application.
9. The application form may not be altered.
10. The application must be submitted by an Employer registered with the MQA with accurate, complete company details and signed by an authorised company representative.
11. Allocated grants will be paid. Only once Learners are found competent in a level and their supporting documents (certified ID Copy, signed Enrolment form and certified copy of certificate or results) are uploaded on the MQA I-Share system within the period **01 April 2020 to 31 March 2021**.
12. The MQA may conduct a risk based approach learner verification site visits to approve grants prior to payment of any grant.

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 must be used to make decisions on allocation of discretionary grant (includes but not limited to: uptake of learners against allocation; severity learner complaints; timeous feedback on progress of implementation; concluded investigations; submission of required supporting documents). In each project exceptions will be made for organisation and employer that will be participating for the first time.
 6. AET Programme, the employer must utilise an Accredited Training Provider with valid accreditation issued by the relevant accreditation body.
 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 complete training within the **01 April 2020 to 31 March 2021** period will qualify for grants.
3. Employers will not be funded for the same learner in two different discretionary projects at the same time.
4. 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).
5. 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:** _____

SECTION 2	EMPLOYER INFORMATION (ALL FIELDS COMPULSORY)
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All the fields below are compulsory.

EMPLOYER & SITE NAME *	
SKILLS DEVELOPMENT LEVY NUMBER *	
PHYSICAL ADDRESS*	
POSTAL ADDRESS*	

EMPLOYER REPRESENTATIVE CONTACT DETAILS	
NAME *	
SURNAME*	
DESIGNATION *	
TEL NUMBER *	
CELL NUMBER *	
FAX NUMBER	
E-MAIL *	

SIZE OF THE ORGANISATION (circle on the correct option on the relevant company size)*			
	SMALL (1-49)	MEDIUM (50-149)	LARGE (150+)
HAS THE ORGANISATION SUBMITTED THE WSP/ATR IN 2018?*	YES / NO	YES / NO	YES / NO
HAS THE ORGANISATION SUBMITTED THE PIVOTAL PLAN AND REPORT IN 2019?*	YES / NO	YES / NO	YES / NO
IS THE ORGANISATON WORKPLACE APPROVED	YES / NO	YES / NO	YES / NO
IS THE ORGANISATION OWNED BY HDSA	YES / NO	N/A	N/A
IF YES, WHAT IS THE B-BBEE STATUS/LEVEL	LEVEL	N/A	

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

Has the organisation participated in MQA Pivotal Programmes in the past two years?	YES / NO
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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.

SECTION 3	PROGRAMME SPECIFIC INFORMATION
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All the below fields are compulsory.

		EMPLOYED LEARNERS 18.1			18.2 LEARNERS	Applicants who do not provide below information will not be considered.	
NAME OF PROGRAMME	LEVEL	NO OF 18.1 LEARNERS EMPLOYED *	NO OF 18.1 LEARNERS TO BE ON FULL TIME CLASSES *	NO OF 18.1 LEARNERS TO BE ON PART TIME CLASSES*	NO OF 18.2 LEARNERS UNEMPLOYED	SKILLS DEVELOPMENT PROVIDER*	ACCREDITATION NUMBER *
AET	PRE/BASIC						
AET	LEVEL1-4						
GETC	NQF1						
NATED COURSES	N1-N3						
TOTALS							

Only the aforementioned programme will be considered for grant purpose.

CONTACT DETAILS OF PERSON RESPONSIBLE FOR AET	
NAME *	
SURNAME *	
DESIGNATION *	
TEL NUMBER *	
CELL NUMBER *	
E-MAIL *	