

DISCRETIONARY GRANTS APPLICATIONS FORM
FOR ARTISAN AIDES FOR 2020/2021

EMPLOYER NAME: _____ EMPLOYER LEVY NO: _____

SECTION 1	BACKGROUND INFORMATION
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The Minister of Higher Education and Training announced the “Policy for a Generic National Artisan Learner Grant Funding and Administration System” in June 2013.

The intention of the policy is that blockages for implementing a single national artisan development programme are removed. Compulsory implementation of this policy is from the 1st April 2020.

This communication serves as a request to employers registered with MQA as levy payer or who are exempted from paying levies, to apply for MQA Pivotal Grants for **Artisan Aides** for the financial year **1 April 2020 to 31 March 2021**.

The National grant level is in line with the MQA funding policy. Artisan Aides is paid upon completion.

All applications for the grant **MUST** be received by the MQA at **grants@mqa.org.za**

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
Applications received after the due time and date 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 and duly signed by an authorised person.
4. It is the responsibility of the applicant to ensure that their application is received by MQA
5. It is the applicants responsibility to advise MQA on changes to contact person
6. Employers must only apply for the learning programmes/disciplines listed in the application forms.
7. All employers with multiple sites using one levy number must submit one consolidated application.
8. The application form may not be altered.
9. The application must be submitted by an Employer registered with the MQA with accurate and complete company details and signed by an authorised employer representative.
10. Employers **must only** apply for Learners who will be registered and commence with training during **01 April 2020 to 31 March 2021**.
11. The MQA may conduct a risk based approach learner verification site visits to approve grants prior to payment of any grant.
12. Payment of grants will be subject to approval of learner verification site visit report if applicable.
13. Applying employers 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.

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 will be used to make decisions on allocation of discretionary grant (includes but not limited to: uptake of learners against allocation, severity of learner complaints, timeous feedback on progress of implementation, concluded investigations and submission of required supporting documents). In each project exceptions will be made for organisations and employers that will be participating for the first time.
6. 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 commence training and registered by MQA in the **01 April 2020 to 31 March 2021** period will qualify for grants.
3. Training must not commence until the Workplace Based Learning Programme Agreement (Learnership Agreement) is registered by MQA.
4. Employers will not be funded for the same learners in two different discretionary projects at the same time. MQA programmes that require multiple funding based on the learning path will be an exception.
5. 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)
6. The MQA reserves the right to recover discretionary grants or portions thereof from employers/organisations 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: _____

The following information is required to be completed in full:

EMPLOYER NAME

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SKILLS DEVELOPMENT LEVY NUMBER (L NUMBER)

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APPROVED PHYSICAL ADDRESS

POSTAL ADDRESS

EMPLOYER REPRESENTATIVE CONTACT DETAILS

NAME AND SURNAME	
DESIGNATION	
TEL NUMBER	
CELL NUMBER	
E-MAIL ADDRESS	

EMPLOYER BANKING DETAILS

NAME OF ENTITY	
NAME OF BANK	
BRANCH NAME	
BRANCH CODE	
ACCOUNT NUMBER	

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 2018?*	YES / NO	YES / NO	YES / NO
IS THE ORGANISATON WORKPLACE APPROVED	YES / NO	YES / NO	YES / NO

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.

Companies can **ONLY** apply for the following MQA artisan trades or Related Skills Programmes:

SECTION 4	PROGRAMME SPECIFIC INFORMATION
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Please complete the compulsory fields (*) below.

LEARNERSHIP	NO OF EMPLOYED LEARNERS	NO OF UNEMPLOYED LEARNERS	TOTAL NUMBER OF LEARNERS APPLIED FOR*	TRAINING PROVIDER NAME AND ACCREDITATION NUMBER *
National Certificate: Engineering Maintenance and Repairing for Underground Coal Mining				
National Certificate: Engineering Maintenance: Underground Hard Rock (Metalliferous)				
National Certificate: Engineering Fabrication: Mining and Minerals				
National Certificate: Electro-Mechanics: Mining and Minerals				
National Certificate: Mechanical Engineering: Fitting: Mining and Minerals				
National Certificate: Mechanical Handling: Rigging: Mining and Minerals				
National Certificate: Electrical Engineering: Mining and Minerals				
National Certificate: Measurement, Control and Instrumentation: Mining and Minerals				
National Certificate: Automotive Repair and Maintenance: Mining and Minerals				

MQA/COO/04/013

Revision: 05

Approved: ACOO

Date: 17/01/2020

SKILLS PROGRAMMES	NO OF LEARNERS EMPLOYED APPLIED FOR*	TOTAL NUMBER OF LEARNERS APPLIED FOR*	TRAINING PROVIDER *	ACCREDITATION NUMBER *
Artisan Aide: Diesel Mechanic				
Artisan Aide: Plater Welder				
Artisan Aide: Measurement Control and Instrumentation				
Artisan Aide: Electrical				
Artisan Aide: Rigger Ropesman				
Generic Engineering				

CONTACT DETAILS OF PERSON RESPONSIBLE FOR ARTISAN LEARNERSHIP	
Name *	
Surname *	
DESIGNATION *	
TEL NUMBER *	
FAX NUMBER *	
E-MAIL *	