

DISCRETIONARY GRANTS APPLICATIONS FORM  
FOR ARTISAN RPL 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 1<sup>st</sup> 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 RPL** for the financial year **1 April 2020 to 31 March 2021**.

The National grant level is in line with the MQA funding policy. Artisan RPL 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](mailto: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 employers 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	

<b>SIZE OF THE ORGANISATION (circle on the correct option on the relevant company size)*</b>			
	<b>SMALL (1-49)</b>	<b>MEDIUM (50-149)</b>	<b>LARGE (150+)</b>
<b>HAS THE ORGANISATION SUBMITTED THE WSP/ATR IN 2018?*</b>	YES / NO	YES / NO	YES / NO
<b>HAS THE ORGANISATION SUBMITTED THE PIVOTAL PLAN AND REPORT IN 2018?*</b>	YES / NO	YES / NO	YES / NO
<b>IS THE ORGANISATON WORKPLACE APPROVED</b>	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**

<b>Has the organisation participated in MQA Pivotal Programmes in the past two years?</b>	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:

<b>SECTION 4</b>	<b>PROGRAMME SPECIFIC INFORMATION</b>
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<b>OFO CODE</b>	<b>TRADE</b>	<b>NO OF EMPLOYED LEARNERS</b>	<b>TOTAL NUMBER</b>	<b>TRAINING PROVIDER NAME &amp; ACCREDITATION NUMBER</b>
651302	Boiler Maker			
651501	Rigger Ropesman			
653303	Fitter and Turner			
653303	Fitter including Machining			
653306	Diesel Fitter			
653306	Diesel Mechanic			
671101	Electrician			
671202	Millwright			
672105	Instrument Mechanician			
651202	Welder			
661301	Goldsmith			
661302	Diamond and Gemstone Setter			
311501	Auto Electrician			
653307	Heavy Equipment Mechanic (Earthmoving)			
60750	Diamond Crossworker - Diamond			