**PIVOTAL DG 2023/24 RETAIL MANAGEMENT DEVELOPMENT PROGRAMME**

**INSTITUTION APPLICATION FORM**

Business Schools and Universities are invited to apply for the PIVOTAL DG 2023/24 Funding RMDP Programme Window that has been published to address the targets for the 2023/24 financial period.

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| **Application criteria:**   * Funding applications to be submitted to RMDP@wrseta.org.za by 31 July 2023. * Applications are made in accordance with the W&RSETA intervention advertised and listed in this application template. * Institutions must have valid SAQA/CHE accreditation/registration and must be registered with the Department of Higher Education and Training. * Applicants must be SAQA registered business schools or universities which can deliver an online and distance learning NQF Level 5/6/7 management development qualification for allocated number of middle managers, supervisors and team leaders from the Wholesale and Retail Sector. * Applicants should submit the application form with relevant supporting documents for each category they wish to be considered for as per the categories specified in the advert. * Applicants must apply for the entire number of delegates for each category. * All learners must be registered on the W&RSETA Learner Benefit Template and MIS by no later than 28 February 2024. Learner agreements must be signed by all parties and must be submitted to the W&RSETA by 28 February 2024. * A hard drive or memory stick with electronic files must be submitted to the SETA together with a physical file with details of all learners. * All delegates are to be registered by the business school/university on the relevant NQF Level (NQF Level 7, Level 6 or Level 5) qualification on the institution’s registration system by 31 January 2024. * Proof of registration must be submitted to the W&RSETA at RMDP@wrseta.org.za before 15 March 2024. * Learner Agreements, signed by all parties, must be submitted to RMDP@wrseta.org.za by 28 February 2024. * Institution must have valid SAQA accreditation/registration and registered with the Department of Higher   Education and Training (proof to be attached).   * Institution must be in good standing with the South African Revenue Services must submit a valid Tax   Clearance Certificate (proof to be attached). |

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| **Application form guidelines:**   * This form consists of three sections (A-C), applicants must complete all sections in full. * Institutions must be registered with the DHET (**Proof to be attached to this form**). * Institutions must be registered with the SAQA/CHE (**Proof to be attached to this form**). * Institutions must have a valid Tax Clearance Certificate (**Proof to be attached to this form**). |

**SECTION A: DETAILS OF APPLICANT INSTITUTION**

| Funded Project: | **PIVOTAL DG 23/24 RMDP Funding Window** |
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| Levy Number (*where applicable*): |  |
| Institution Registered Name: |  |
| Institution Trading Name: |  |
| Institution Address (Physical): |  |
| Area Code: |  |
| Institution Address (Postal): |  |
| Postal Code: |  |
| Name of Contact Person: |  |
| Position / Designation: |  |
| E-mail Address: |  |
| Contact Number (Landline): |  |
| Cell Number: |  |

**SECTION B: PROGRAMME DETAILS**

NB: Programme details to be fully aligned to advert.

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| **Category** | **NQF Level** | **Number of delegates** | **Indicate whether applying for category (Y/N)** | **SAQA ID** | **Programme Title** | **Hybrid- online and on campus (Y/N)** | **Duration** | **Programme Costing** | |
| **Tuition fee (total per learner)** | **Other costs**  **(total per learner) - Specify details of what other costs entail below:** |
| **1** | **7** | **140** |  |  |  |  |  | **R** | **R** |
| **2** | **6** | **100** |  |  |  |  |  | **R** | **R** |
| **3** | **5** | **80** |  |  |  |  |  | **R** | **R** |

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| **GRAND TOTAL (for delegates) VAT inclusive** | **R** |

**SECTION C: DECLARATION BY CONTRACTED PARTY**

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| **Declaration** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full Names) in my capacity as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job Title) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Institution) hereby declare that the above information is correct and valid and that I am authorised to sign this application on behalf of the institution whose information appears in Section A. I understand that any misrepresentation on this form or non-compliance with the advert terms and conditions, W&RSETA policy or procedures may result in disqualification. I understand that I am responsible for ensuring that the allocated funding will be used for its intended purpose and that such proof must be submitted to the W&RSETA upon request. Furthermore, I understand that the W&RSETA reserves the right to award/not award based on internal evaluation criteria and only shortlisted institutions will be invited to further proceed in the application process.  **Signed at** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on this** \_\_\_\_ **day of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **2023.**  **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***\*\*The application form with attachments must be returned by email to*** [***RMDP@wrseta.org.za***](mailto:RMDP@wrseta.org.za) ***for consideration\*\****

**CONTACT DETAILS FOR FURTHER INFORMATION**

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| **W&RSETA Office** | **Contact Person** | **Contact Number** | **Provincial E-mail** |
| Head Office | Marcus Mokgohloa | 012 622 9645 | ***mmokgohloa***[***@wrseta.org.za***](mailto:smkhatshwa@wrseta.org.za) |