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| **Partnership/Special Project Proposal Application** |
| Organisation Name |
| **Project name** |

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| --- | --- |
| Project Name |  |
| Institution Registered Name |  |
| Levy Number (where applicable): |  |
| Institution Type (e.g. TVET College, SDP, NGO. etc.) |   |
| Business Unit / Province |  |
| Residential Address |  |
| Postal Address |  |
| Name of Contact Person |  |
| Position / Designation |  |
| Email Address |  |
| Contact Details |   |

Applicant Details

Proposal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Intervention | *Learnership* |  | *SMME Capacitation* |  |
| *Skills Programme* |  | *SSP Intervention* |  |
| *Bursary* |  | *Informal Traders* |  |
| *Workplace Experience* |  | *NVC* |  |
| *AET* |  | *Rural Development* |  |
| *Career Development* |  | *ARPL / Trade Test* |  |
| *Internship* |  | *Apprenticeship* |  |
| *RPL* |  | *Sponsorship* |  |
| *If other, please specify:* |  |
|  |
| Number of Learners  | 18.1 |  | 18.2 |  | Disabled |  |
| If Other, please specify: |  |
| Is the proposal linked to an NSDP Indicator and Outcome? | Yes | No |
| If Yes, Specify | NSDP Indicator |  | NSDP Outcome |  |
| Is the proposal linked to the W&RSETA Approved Strategic Plan and APP? | Yes | No |

1. Executive Summary

*Summarise the business problem, the various solutions available and the solution recommended for implementation.*

* *Give a summary of the proposed Project*
* *How long will it be before these benefits are realised?*
* *How much will this project cost?*
* *What is your organisation’s contribution?*
* *What support will be required to make this project a success?*
* *Why should this proposal be approved?*
1. Key Priority Area of Focus

*Describe the core key priority areas and your organisation’s expertise by completing the following section*

* *Which key priority area is the project addressing?*
* *How is the Project linked to the W&RSETA Sector Skills Plan and Strategic Objectives?*
* *Which NSDP indicator is this project linked to?*
* *What is your expertise and capacity?*
	1. Benefits

*Describe what the W&RSETA will benefit through this partnership and your organization’s contribution.*

* *What benefits will be realized by the W&RSETA through this partnership?*
1. Risk and Issue Management
	1. Risks

The criteria and risk categories below were applied in assessing and classifying identified risks to assist management in quantifying the potential impact and likelihood that a risk exposure may have on the planned project prior and during implementation:

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| --- | --- |
| LIKELIHOOD (L) | IMPACT(I) |
| Rating (L&I) | Likelihood | Descriptions | Impact  | Descriptions |
| 5 | Common | The risk is already occurring | Catastrophic | Negative outcomes/missed opportunitiesCritical impact on the achievement of objectives |
| 4 | Likely | This risk could easily occur | Major | Negative outcomes/missed opportunitiesSubstantial impact on the achievement of objectives |
| 3 | Moderate | There is an average chance that the risk will occur | Moderate | Negative outcomes/missed opportunitiesModerate impact on the achievement of objectives |
| 2 | Unlikely | The risk occurs infrequently unlikely (doubtful) to occur | Minor | Negative outcomes/missed opportunitiesLow/Small impact on the achievement of objectives |
| 1 | Rare | The risk is possible-occur in extreme circumstances | Insignificant | Negative outcomes/missed opportunitiesIrrelevant impact on the achievement of objectives |

Risk Likelihood

Minimal or no impact on cost

*Summarise the risks associated with implementing this solution, by completing the following table:*

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Description | Risk Likelihood | Risk Impact | Risk Mitigating Actions |
| Learner dropout  | Unlikely  | Moderate  | Making teaching and learning more effective and interesting  |

1. Proposed Project Plan

*Provide a proposed detailed project plan by completing the table below*

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| --- | --- | --- |
| *Statement of Work* | *Responsible Person/Unit/Structure* | *Proposed Date* |
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1. *Cost / Budget Breakdown*

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| --- | --- | --- |
| Expense Description | Number | Total Amount |
|  |  |   |
|  |  |  |

1. Proposal Declaration

I, the undersigned (*Full Names),* hereby confirmed that the information contain herein including any supporting documents attached hereto, is to the best of my knowledge addressing the skills needs of the W&RSETA sector as identified.

Thus, signed on this the ­ day of

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Signature Position

Please Note: The W&RSETA reserves the right to approved or not approve the Proposal.

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For W&RSETA office use only:

1. Document Approvals

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| --- | --- | --- |
| Recommended  | YES | NO |