



# APPLICATION PACK



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higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Wholesale and Retail SETA



@WRSETA



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# APPLICATION PACK

For the 2023 W&RSETA Good Practice Awards.

## BACKGROUND

Launched in 2014, the Good Practice Awards (GPA) is an initiative of the W&RSETA aimed at recognising the SETA's stakeholders that are demonstrating best practice in skills development in the Wholesale and Retail Sector. The awards present an opportunity for the W&RSETA to celebrate pockets of excellence that are demonstrated by its stakeholders (companies, training providers, institutions of learning and learners) in the implementation of skill development in the sector. Additionally, the awards aim to encourage non-participating companies to be part of the skills development system by celebrating their industry peers to encourage them to strive for excellence.

## AWARD ENTRIES TERMS AND CONDITIONS

The Good Practice Awards have a total of 16 categories.

### 1. ALUMNI CATEGORY

The Alumni category recognises achievement of an exceptional nature by an individual or syndicate having completed the ILDP and RMDP funded by the W&RSETA and part of the W&RSETA Alumni. It recognises alumni who have attained and maintained extremely high standards in their chosen fields of endeavour and in their service to society.

### 2. BURSAR CATEGORY

The award is recognition of a recipient of a bursary from the W&RSETA who has demonstrated initiative and drive in their personal life and is committed to lifelong learning. You must have received the bursary between 1 April 2022 – 31 March 2024 to be eligible for this award. The award is open to individuals having received bursaries for undergraduate studies only.

### 3. TRAINING PROVIDER CATEGORY

The Training Provider award will recognise innovation and excellence by an organisation providing W&RSETA recognised training, is fully accredited as a W&RSETA training provider.

### 4. TVET COLLEGES CATEGORY

TVET award recognises a TVET College that has demonstrated outstanding achievement in all aspects of vocational education and training. This award from the W&RSETA will give the college the opportunity to highlight their achievements to a vast and growing global community. Enter for the chance to stand

out as an exceptional institution, share your successes and imaginative thinking with your peers, and boost your colleges profile in the media.

## **5. HIGHER EDUCATION INSTITUTIONS CATEGORY**

The HET award from the W&RSETA will give institutions the opportunity to highlight their achievements to a vast and growing global community. Enter for the chance to stand out as an exceptional institution, share your successes and imaginative thinking with your peers, and boost your profile in the media.

## **6. LEARNER CATEGORIES**

The learner must have completed the learnership and received the certificate of achievement from the W&RSETA in the period 1 April 2023 – 31 March 2024 to be eligible for an award in these categories.

The learner category is made up of four sub-categories and they are as indicated below.

6.1 NQF Levels 1[AET] to 3

6.2 NQF Levels 4 & 5

6.3 NQF Levels 6

6.4 Person with Disability

## **7. SETA LIAISON OFFICER CATEGORY**

This award recognises a SETA Liaison Officer within the Wholesale and Retail Sector.

An individual that has gone above and beyond the call of duty to support stakeholders.

The is a regional award.

## **8. EXTERNAL MODERATOR CATEGORY**

This award recognises an External Moderator within the Wholesale and Retail Sector who has gone above and beyond the call of duty to support stakeholders.

This is a regional award.

## **9. ENTERPRISES: SUPER LARGE CATEGORY**

The award will recognise outstanding achievement, innovative business concept, growth and good management skills and excellence by a super large enterprise within the Wholesale and Retail Sector. The award is aimed at encouraging implementation of best practice in learning and development aligned to the business objectives.

SUPER LARGE: 2000+ employees

## **10. ENTERPRISES: LARGE CATEGORY**

The award will recognise outstanding achievement, innovative business concept, growth and good management skills and excellence by a large enterprise within the Wholesale and Retail Sector. The award is aimed at encouraging implementation of best practice in learning and development aligned to the business objectives.

LARGE: 150 – 2000 employees

## **11. ENTERPRISES: MEDIUM CATEGORY**

The award will recognise outstanding achievement, innovative business concept, growth and good management skills and excellence by a medium enterprise within the Wholesale and Retail Sector. The award is aimed at encouraging implementation of best practice in learning and development aligned to the business objectives.

MEDIUM: 50 – 149 employees

## **12. ENTERPRISES: SMALL CATEGORY**

The award will recognise outstanding achievement, innovative business concept, growth and good management skills and excellence by a small enterprise within the Wholesale and Retail Sector. The award is aimed at encouraging implementation of best practice in learning and development aligned to the business objectives.

SMALL: 0 – 49 employees

## **13. ENTERPRISES: NON-LEVY PAYING CATEGORY**

The award will recognise outstanding achievement, innovative business concept, growth and good management skills and excellence by a non-levy paying enterprise within the Wholesale and Retail Sector. The award is aimed at encouraging implementation of best practice in learning and development aligned to the business objectives.

## **14. WOMEN IN LEADERSHIP CATEGORY**

This award recognises a woman in a leadership position within the Wholesale and Retail Sector. A woman who has accelerated and advanced her career beyond typical performance expectations, a role model within the business or community and in this regard, with special focus on transformation and mentorship within such a business or community.

## **15. ENTREPRENEURSHIP CATEGORY**

The Entrepreneurship category recognises achievement of youth entrepreneurs who have benefited from the W&RSETA's Entrepreneurship Programme. The particular emphasis is growth of these

businesses post the attendance of the W&RSETA's Entrepreneurship Programme between April 2022-March 2025.

## 16. INNOVATIVE PROGRAMMES CATEGORY

The award recognises outstanding achievement for enterprises implementing innovative programmes to address challenges in the Wholesale and Retail sector. The award is aimed at encouraging enterprises to innovate in order to grow and develop their business aligned to the business objectives.

### ELIGIBILITY REQUIREMENTS

- Awards are open to all W&RSETA stakeholder companies, institutions of learning, training providers operating in the W&R Sectors, bursars, learners and other beneficiaries of the W&RSETA programmes.
- Awakening Excellence Pty Ltd and The Wholesale and Retail SETA do not accept any responsibility for lost entries or any problems related to computer systems or internet issues.
- Incomplete or indecipherable entries will be void.
- Entries are not permitted from any Awakening Excellence Pty Ltd and the Wholesale and Retail SETA employee or employee family member. Such entries will be void and disqualified.
- Your submission must not include any URL links as part of your supporting documentation as they will not be taken into consideration.
- A letter will be sent to all entrants confirming entries have been received. If you do not receive this letter, please inform the W&RSETA.
- All information provided will be treated as confidential. At the conclusion of the awards, copies of submissions will not be returned. For this reason, please ensure that you keep a copy of your submission for your own records and do not send in the original of any supporting documents, such as press clippings or certificates.

### AWARD SUBMISSIONS

- Entries may be submitted via email, online or couriered to the W&RSETA offices by **23H59, Sunday, 12 October 2025**. Late entries will not be accepted.
- A separate application form is required for each category entry.
- Proof of posting will not be accepted as proof of delivery.
- For emailing purposes documents must be scanned at low resolution.
- Guidance on what to include in each section is included within the application pack.
- Please do not exceed the word limit for each of the sections. Any information that goes beyond the word limit for each of the sections will not be considered.
- Email completed applications must not exceed 2MB.

- By entering the awards, you warrant that all information submitted is true, current and complete.
- Where certificates and evidentiary documents are required, please send certified copies only. No originals please.

## **PRIZES**

- In the event of unforeseen circumstances, the W&RSETA reserve the right to offer an alternative prize of equal value. The prize is not transferable.

## **PUBLICITY**

- All entrants agree that Awakening Excellence Pty Ltd & W&RSETA may publish winners and finalists' names on any media format and participate and cooperate in such promotional activity as required.
- Should you be selected as a finalist, information from your application will be used in your finalist profile.
- In adherence to the Protection of Private Information Act, individuals and organisations agree that their information will only be used for the Good Practice Award purposes. Winners and entrants' details will not be made available to any party unless disclosed in the public domain.

## **GENERAL**

- The W&RSETA has the right to cancel this award with immediate effect and without liability.
- The W&RSETA reserves the right to disqualify an entry if it has reasonable grounds to believe the entrant is not eligible or has otherwise breached any of the rules herein.
- Awakening Excellence Pty Ltd and the W&RSETA accepts no responsibility or liability for the loss, damage, injury or disappointment as a result of entering the award or acceptance of a prize.
- This award is run by the W&RSETA and managed and evaluated by Awakening Excellence Pty Ltd.

## **THE JUDGING PANEL**

All completed applications received before the deadline will be reviewed and a shortlist will be put forward to our panel of judges to select the winners.

If you or your organisation is shortlisted, you will be notified and may be required to submit further information, via a telephone and/or onsite interview.

The winners of each category will be announced at an award ceremony in Johannesburg on 26 October 2023. Every attempt will be made to ensure the shortlisted nominees are notified at least five working days prior to the event.

The decision of the W&RSETA judges is final and no correspondence will be entered into.

## DEFINITION

Unless the contrary intention appears, the following definitions apply:

- Organisation: registered as a company with the W&RSETA.
- Learners: Learners who have completed a W&RSETA learnership and have been awarded an appropriate certificate by the W&RSETA.
- Entrant: means any person who enters the Good Practice Awards.
- Family member: means a spouse, partner or close relative or close relative of a spouse.
- Training Provider: a training provider certified and approved to offer W&RSETA qualifications.
- APPETD: Association for Private Providers in Education, Training & Development
- CPD: Continuous Professional Development
- Established ETD Provider: Training Provider is accredited by the QCTO and offers both full qualifications and skills programmes as part of their services. They deliver and/or manage the assessment of learning programmes that culminate in specified NQF standards or qualifications.
- NQF: National Qualifications Framework
- QMS: Quality Management System
- SETA: Sector Education Training Authority
- SMME: Small Medium Micro Enterprise
- W&R: Wholesale & Retail
- QCTO: Quality Council for Trades and Occupations.

Words included herein denoting the singular include the plural meaning and vice versa.

## TEMPLATE FOR REFERENCES/TESTIMONIALS

To: The W&RSETA GPA Evaluation Committee	
Date:	
Name of GPA entrant:	
Name of Referee:	

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Signature of Referee	
Contact email:	
Contact telephone number:	