

*TRAINING PROVIDER:
FULLY ACCREDITED
CATEGORY
APPLICATION FORM*



*Recognising Excellence in the
Wholesale and Retail Sector*



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higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Wholesale and Retail SETA



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TRAINING PROVIDER: FULLY ACCREDITED CATEGORY

The Accredited 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.

☐ By ticking this box, you are agreeing to the award application terms and conditions as stated in the application pack.

No	Item	Details
1.	Name of Organisation	
2.	Number of permanent employees for the current financial year	
3.	Number of employees as per breakdown below for the current financial year	
	Non-permanent/temps	
	Graduates	
	Permanent casuals	
	Unemployed learners	
4.	Number of learners from 1 April 2023 – 31 March 2024	
5.	Company Physical Address	
6.	GPA Contact Person	
	Name and Surname	
	Telephone Number	
	Email Address	

A: TECHNICAL COMPLIANCE

Please complete the section in its entirety, it is the first stage of the evaluation process. Should you not meet the requirements of this stage, you will not be eligible to participate in the award and your application will not be evaluated any further.

No	Information/Documents	Relevant information/ send copy of document	Official use only	
			Comments	Criteria met/ not met
1.	Company registration certificate			
2.	SDL Number			
3.	Valid Tax Clearance Certificate			
4.	OHS certificate (where applicable)			
5.	W&RSETA Training Provider fully accredited certificate			
6.	Provide an overview of the W&RSETA training program(s) offered by your organisation – scope of work			
7.	<ul style="list-style-type: none"> BBBEE scorecard or certificate (verified by SANAS approved verification agency, Accountant or DTI) Employment Equity report (where applicable) 			
8.	WSP – proof of submission 2024/25 and 2025/26 financial year (where applicable)			
	ATR – proof of submission 2024/25 and 2025/26 financial year (where applicable)			
	PIVOTAL – proof of submission 2024/25 and 2025/26 financial year (where applicable)			

B: SELECTION CRITERIA

Applicants will be judged against the following criteria.

In your application, you must present your information in a way that clearly addresses each award criterion. Judging panels will be looking for evidence of best practice implementation. You must take into account some of the considerations on the evidence outlined below. Note your responses to the criteria will be strengthened by the inclusion of measurable and verifiable indicators (including student outcome data, client satisfaction data and external validation data). This award recognises training providers for outstanding positive impact on learner experience, professional development and personal performance as a result of their association with W&RSETA.

Criteria		Evidence	Weighting	For office use only	
				Scoring	Comments
1.	Your organisation	1. Tell us about your organisation. 2. Provide details of your vision, values and objectives and 3. How does your work support W&RSETA objectives. (150-word limit)	6		
2.	Motivation for the Award	1. Why should you be awarded within this category? (150-word limit)	6		
3.	Business operations	1. Provide an overview of the training program(s) delivered by your organisation in the last financial year, 2. Any specific challenges which you have encountered in the implementation of the training program and how you overcome these. 3. Your successes. 4. How do you measure the impact of your training?	8		

		(200-word limit)			
4.	Leading practice in education and training	<p>Best practice in education and training</p> <ol style="list-style-type: none"> 2. Examples of best practice in implementation of local and national training, 3. The systems and processes you have in place for managing, evaluating and enhancing your products and services 4. How do you provide creative and innovative solutions to training needs. 5. How do you use of technology in enhancing your service delivery. 	10		
		(250-word limit)			
5.	Strategic planning process (only complete this section if you are a private training provider)	<ol style="list-style-type: none"> 1. Describe how your strategy addresses important business issues. 2. Alignments to W&RSETA priorities, and national policies and priorities. 3. A narrative that illustrates how the strategy was implemented and the journey from implementation to success. 4. Evidence of success: return on investment metrics. How impact is measured and evaluated. 	8		
		(250-word limit)			
6.	Learning and development planning process (complete this section only if you are	<ol style="list-style-type: none"> 1. Describe how your Learning and development strategy addresses important business issues. 2. Alignments to W&RSETA national policies and priorities. 	8		

	an in-house training academy)	<ol style="list-style-type: none"> 3. A narrative that illustrates how the strategy was implemented and the journey from implementation to success. 4. Evidence of success: return on investment metrics. How impact is measured and evaluated. <p>(300-word limit)</p>			
7.	Client and market focus	<ol style="list-style-type: none"> 1. Describe your clients and the markets in which you operate. 2. How do you collect and analyse data on client's needs and expectations? 3. How do you engage and maintain positive healthy relationships with stakeholders – SETA, Employers, Learners, community? 4. Your capacity and flexibility to meet changing training needs and new training markets. 5. Provide measures of success, including client outcomes, client satisfaction surveys, employment outcomes, recognition by industry. <p>(200-word limit)</p>	8		
8.	Human resource capability	<ol style="list-style-type: none"> 1. Share your strategies and processes to build the capabilities of the organisation's people, such as job design, personnel selection, staff training and development, performance management systems, two-way feedback systems. 2. Include, how you ensure constructive management/employee relations, including 	8		

		<p>emphasis on teamwork, participation and communication.</p> <ol style="list-style-type: none"> How do you recognise the well-being of staff as critical to business success? Evidence of Leadership and Board level commitment to learning and development. <p>Include:</p> <ul style="list-style-type: none"> Membership with relevant professional body CPD certificates <p>(200-word limit)</p>			
9.	Partnership and community	<ol style="list-style-type: none"> Describe strategies your organisation has to identify local/regional issues; such as social, economic, industrial or environmental issues How are the above incorporated into service delivery? How have you impacted the community around you? How has your accreditation with W&RSETA supported the achievement of your institution's ambitions and goals? <p>(200-word limit)</p>	8		
10.	Awards	<ol style="list-style-type: none"> Your achievements, awards, and successes. Results for students/clients, including unexpected results, or results having industry-wide or community-wide significance. Attach certificates were applicable. <p>(100-word limit)</p>	6		

11.	Meeting Learner needs	<ol style="list-style-type: none"> 1. Through-put rate and percentage of through-put. Provide evidence of the number of learners entering the programmes vs. number of successful completions. 2. Learning methodologies, you have used to engage students, including those with special needs (if relevant) and evidence of these. 3. The systems you have in place to be able to reach different groups (e.g., online training). 4. Consider what your organisation does to encourage access, and the degree of success in meeting the needs of equity client groups. 5. Provided clear evidence of the impact of working in association with W&RSETA on student employability, learning experience and enrichment. <p>(250-word limit)</p>	10		
12.	Credibility	<ol style="list-style-type: none"> 1. Written testimonials from stakeholders, detailing service level, professionalism, delivery of training, quality of training, leadership role, mentorship role, sector and training content knowledge. response to information on stakeholder needs and satisfaction to improve teaching/training practices. <ol style="list-style-type: none"> a. 1 external assessor feedback (200-word limit) b. 1 external moderator feedback (200-word limit) c. 2 Learner feedback (200-word limit) d. 2 client feedback (200-word limit) 	8		

		Use the template provided in the application pack for testimonials/references			
13.	Diversity in business	1. Your organisations strategy, and plans on creating a diverse workforce. Include: <ul style="list-style-type: none"> e. The number and percentage of women in the organization. f. Number and percentage of women in management positions and higher (managers, senior and executives) g. The percentage of individuals with disabilities – Plans and action to recruit, develop and promote individuals with disabilities 2. What have you done to encourage and support inclusion of all people with your organization. (150-word limit)	6		
14.	Business challenges (Covid-19, lockdown, Loadshedding)	1. What approaches did you have to continue business operations during this very challenging times. 2. What innovative strategies did you put in place to meet stakeholder needs (learner, SETA, Employers) (200-word limit)	8		
TOTAL			100		

DECLARATION

By signing this form, I hereby declare that I wish to be entered into the W&RSETA Good Practice Award. I further declare that the above information provided are true and correct to the best of my knowledge and W&RSETA may verify this information. I also declare that I or my company is not under investigation and has not been the subject of a judgment for fraud, corruption, involvement in a criminal organisation or any other illegal activity and is not guilty of grave professional misconduct.

Name	
Signature	
Date	

Entries must be submitted via courier or email (see application pack for details) by **23H59, Sunday, 12 October 2025**. Late entries will not be accepted.