

BURSAR 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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BURSAR CATEGORIES

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.

☐ **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 Learner	
2.	Identity Number Include certified ID/Passport document (scanned document accepted)	
3.	Gender	
4.	When was the Bursary granted (attach copy of letter from W&RSETA granting the bursary)	
5.	Name of Programme/s [Funded by the bursary from W&RSETA]	
6.	NQF Level/s and total credits acquired	
7.	Grades obtained Number of distinctions Provide statement of results	
8.	Year/s of study with dates of completion: You must have received the Bursary between 1 April 2020 – 31 March 2023 to be eligible for this award	
9.	Name of training providers/s or Institutions of study	
10.	Company / Workplace Physical Address	
11.	Contactable telephone number	
12.	Email Address	

A: 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 how your training has contributed to your career and study plans, to the development of your skills and your achievements to date, as well as any way in which your training may have helped you to achieve other pursuits. In developing your application, you must take into account evidence outlined below.

Criteria		Evidence	Weighting	For office use only	
				Scoring	Comments
1.	About you	1. Tell us your reason for choosing this industry and training pathway. 2. Share with us your study journey for which you received the bursary. 3. What challenges did you face while completing your course and how you overcame these challenges? 4. What has been your achievements/success? (250-word limit)	12		
2.	Motivation for the award	1. Why you should receive this award? (150-word limit)	8		
3.	Skills, knowledge and behaviour acquired and improved	1. How you have benefited from your study, include personal progression, any positive actions that you have taken and anything that you have personally achieved to get there. Consider any skills you have developed through your training,	12		

		<p>such as:</p> <ul style="list-style-type: none"> • How have your oral and written communication skills improved since you started your course? • Your level of self-reliance and resilience in times of challenge. • What have you learnt about working in teams? • What leadership skills did you develop and how did you apply this. <p>(300-word limit)</p>			
4.	Employment	<ol style="list-style-type: none"> 1. If you are currently employed, the name of the organisation and the position you hold 2. How has your studies helped you secure employment? 3. If unemployed, what have you done to seek employment? 4. Why should a prospective employer consider you for a position in their organisation. <p>(200-word limit)</p>	10		
5.	Ability to represent the SETA at a broader level. Your capacity to be an effective ambassador for your industry, community and SETA.	<ol style="list-style-type: none"> 1. Tell us what makes you an ideal ambassador for the sector. 2. Evidence of role modelling and exemplify the W&RSETA values i.e. Accountability, Agility, Integrity and Trustworthiness, Mutual Respect, Quality Services. 3. If you were awarded in this category, how could you promote the sector? 	8		

		<p>4. What is your messages to individuals interested in entering your pathway.</p> <p>(200-word limit)</p>			
6.	Continuous improvement	<p>1. Provide details of progress made in furthering in learning and qualifications.</p> <p>2. What new training have you done since completing your studies?</p> <p>(200-word limit)</p>	8		
7.	Achievements in areas other than study and work	<p>1. Describe your achievements in areas other than study? (E.g. winning a ballroom dancing championship or football grand finale.)</p> <p>2. Include copies of any certificates you may have been awarded such as a sporting award, community service award or special recognition by your employer or stakeholder.</p> <p>(200-word limit)</p>	8		
8.	Community Engagement	<p>1. Provide evidence of participation and/or leadership in community projects. How have you been involved and what difference have you made as an outcome of this? (E.g. volunteering at a youth hostel or nursing home, mentoring other students at your institute.)</p> <p>(200-word limit)</p>	8		

9.	Training Provider feedback	<p>1. Provide at least one written reference from your facilitator/ lecturer. This should cover: General observations made as the facilitator/ lecturer, what made the learner stand out. Why should the learner receive this award? Use the template provided in the application pack for testimonials/references.</p> <p>(150-word limit)</p>	6		
10.	Mentor/Coach/Supervisor feedback	<p>1. Provide at least one written reference from your Mentor, Coach or Supervisor.</p> <p>This should cover: General observations made as the Mentor, Coach or Supervisor, what made the learner stand out, Why should the learner receive this award? Use the template provided in the application pack for testimonials/references</p> <p>(150-word limit)</p>	6		
11.	Peer/Colleagues/Co-workers feedback	<p>1. Provide at least one written reference from your Peer/Colleagues/Co-workers</p> <p>This should cover: General observations made to improvements in your skill, knowledge and behaviour as a result of the study, what made you stand out. Why should receive this award? Use the template provided in the application pack for testimonials/references.</p> <p>(150-word limit each)</p>	6		

12.	Challenges (Covid-19, Lockdown, Loadshedding)	1. How did you survive challenges faced? 2. What innovative ways did you implement to continue your studies? (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.