



HIGHER EDUCATION INSTITUTIONS CATEGORY APPLICATION FORM

**Recognising Excellence in the
Wholesale and Retail Sector**



www.wrseta.org.za



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



Wholesale and Retail SETA



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HIGHER EDUCATION INSTITUTIONS CATEGORY

The HET award from the W&RSETA will give HET 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 institutes profile in the media.

☐ 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 institution	
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 students from 1 April 2022 – 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	For office use only	
			Comments	Criteria Met/Not Met
1.	DHET Registration Number			
2.	SDL Number			
3.	Tax [SARS] Number			
4.	OHS certificate (where applicable)			
5.	Wholesale and Retail sector programmes offered by the institution			
6.	<ul style="list-style-type: none"> BBBEE scorecard or certificate (verified by SANAS approved verification agency) Employment Equity report 			
7.	<ul style="list-style-type: none"> WSP – proof of submission 2024/25 and 2025/26 financial year (where applicable) 			
	<ul style="list-style-type: none"> ATR – proof of submission 2024/25 and 2025/26 financial year (where applicable) 			
	<ul style="list-style-type: none"> 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 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 institutions 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. Provide an overview of the institution. 2. Provide details of your vision, values and objectives. 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.	Innovation and continuous improvements	1. Outline a wholesale and retail sector project in place within your institution's strategy and what makes it innovative and inspiring. 2. Detail how the project was delivered, from the planning stage through to its successful conclusion. 3. Outline the project's outcome(s) within the institution and beyond with relevant supporting evidence, metrics or testimony. In providing an example consider the changing needs of students, the learning methodologies and technology. (250-word limit)	8		

4.	Employability initiative and employer engagement	<p>1. Describe a successful initiative within the institution and/or in partnership with industry that equips students with the skills they need for the job market, provides networking opportunities and gives them access to potential employers (for example, through work placements).</p> <ul style="list-style-type: none"> a. New ways of working with employers. b. Evidence of high-quality, responsive to employer and employee needs. c. Evidence of positive impact on businesses (proven and future impact permitted). d. how do you support the development of foundation (employability) skills. <p>(200-word limit)</p>	8		
5.	Entrepreneurship	<p>1. Describe an initiative that encourages a spirit of creativity and self-belief that helps students to launch their own wholesale/retail enterprises.</p> <p>2. Institutions will need to show how students gained the knowledge and skills they needed to make good business decisions and</p> <p>3. provide case studies that illustrate their success.</p> <p>(200-word limit)</p>	8		
6.	Research impact	<p>4. Describe innovative research project within the Wholesale and Retail sector that has a far-reaching academic impact on its field and has caught, or has the potential to catch, the imagination of the public. If your project has significant economic, social, cultural or other public benefit, please tell us about it.</p>	10		

		<p>5. Explain the background to your project. Why was the research necessary, and what were its primary objectives?</p> <p>6. Describe how the research was funded, what the work involved and what challenges were encountered.</p> <p>7. What did the results reveal and what are the potential wider benefits to society? Has it led to other projects or new avenues of exploration?</p> <p>8. Judges will look for evidence of significant or novel results, creative collaborations and imaginative communication of research results.</p> <p>(250-word limit)</p>			
7.	Social and community impact	<p>1. Describe an initiative that has benefitted significant numbers of people in the local community, at a regional or national level. The project may have been run by the institution on its own, or with the collaboration of a business partner.</p> <p>a. Describe the background to and context of your initiative.</p> <p>b. Explain the nature of the work and the challenges involved.</p> <p>c. Provide evidence of demonstrable progress or success. Show how the project has made a difference to the target community.</p> <p>d. Outline how staff and students contributed to the success of the project.</p> <p>(200-word limit)</p>	8		

8.	Student diversity and widening participation	<ol style="list-style-type: none"> 1. Describe innovative initiative that has demonstrably helped to increase the number of disadvantaged and non-traditional students entering the institution – specifically students from low-income families, those with disabilities or students from under-represented groups, including ethnic minorities. 2. The systems you have in place to be able to reach different groups (e.g., online training) <p>(200-word limit)</p>	8		
9.	Teaching excellence and leadership development	<ol style="list-style-type: none"> 1. Explain an outstanding teaching initiative that inspires student learning and attainment through innovative pedagogy and champions the importance of institution teaching. 2. Describe imaginative schemes that foster leadership development at any level of management - from rectors to departments. Explain the development needs that your initiative sought to address. <ul style="list-style-type: none"> o What form does the support take? Detail how your initiative or initiatives work, and explain why it is innovative and effective. o Describe the impact of your work. Provide evidence of demonstrable progress or success. Include feedback from staff who have benefited from your support. 3. Evidence of Leadership and Board level commitment to learning and development of staff at the institution. 4. Provide examples of creative leadership and management across the institution, show how you 	12		

		<p>anticipated change in the higher education system and environment in which you operate.</p> <p>(250-word limit)</p>			
10.	Sustainability project (e.g., green project)	<p>3. Describe an outstanding initiative that creates and champions a more sustainable living and working environment in the institution and beyond, with a demonstrable and lasting legacy.</p> <p>(150-word limit)</p>	6		
11.	Awards	<p>4. Share your achievements, awards, and successes.</p> <p>Attach certificates where applicable.</p> <p>(150-word limit)</p>	6		
12.	Diversity in business advancing staff equality	<p>1. Your organisation's strategy, and plans on creating a diverse workforce. Include:</p> <ul style="list-style-type: none"> a. The number and percentage of women in the organization. b. The percentage of women in management positions, plans and action to recruit, develop and promote women in business. c. The percentage of individuals with disabilities – Plans and action to recruit, develop and promote individuals with disabilities. <p>2. What have you done to encourage and support inclusion of all people with your organisation.</p> <p>(150-word limit)</p>	6		
13.	Business Challenges	<p>1. What approaches did you have to continue business operations during this very challenging times.</p>	8		

	(Covid-19, Lockdown, Loadshedding)	2. What innovative strategies did you put in place to meet stakeholder needs (learner, employers, SETA). (200-word limit)			
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.