



*LEARNER  
CATEGORY  
APPLICATION  
FORM*



*Recognising Excellence in the Wholesale and Retail Sector*



[www.wrseta.org.za](http://www.wrseta.org.za)



Wholesale and Retail SETA



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company/w&rseta



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## LEARNER CATEGORIES

A learner is nominated for this award. Once the learner accepts the nomination, he/she contributes information to criteria in this document. The learner category is made up of **four sub-categories** and they are as indicated below. Therefore, an applicant showing interest in the learner award/s may tick one or more of the **four categories** below.

**Note:** The learner must have completed the learnership and received the certificate of achievement from the W&RSETA in the period 1 April 2022 – 31 March 2024 to be eligible for an award in these categories.

NO	LEARNER SUB - CATEGORIES	PLEASE TICK CATEGORY or CATEGORIES WHICH YOU ARE EXPRESSING INTEREST IN
1.	NQF Level 1[AET], 2 & 3	
2.	NQF Levels 4 & 5	
3.	NQF Levels 6	
4.	Person with Disability	

NO	ITEM	DETAILS
5.	Name of Learner	
6.	Identity Number	
7.	Gender	
8.	Disability Status [Yes/No] Please specify category	
9.	Company / Workplace Physical Address	
10.	Job title whilst on Learnership	
11.	Contactable telephone number	
12.	Email Address	

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

## 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	Title of Learnership/s			
2	Certified ID or passport (Scanned accepted, certified in the last 3 months of applying for this award)			
3	Year/s of study with dates of completion: You must have completed the Learnership between 1 April 2022 – 31 March 2024 to be eligible for this award			
4	Hosting Company/Organisation [Workplaces]			
5	Name of training providers/s or Institutions of study			
6	Certificate of achievement from the W&RSETA			
7	Learnership/s Type  [18.1 or 18.2 -Employed or Unemployed]			

## 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 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 some of the considerations on the evidence outlined below.

Criteria		Evidence	To be completed by	Weighting	For office use only	
					Scoring	Comments
1.	Completion on record time (within the agreed learnership contractual time or earlier)	1. Tell us your reason for choosing this industry and training pathway. 2. Share your experience completing the learnership within the expected time or earlier.  (200-word limit)	Learner	10		
2.	Motivation for the award	1. Why should you be recognised in this category?  (200-word limit)	Learner	10		
3.	Skills, knowledge and behaviour acquired and improved	1. How have you benefited from your Learnership? 2. Any personal or career gains you have achieved from participating in the learnership? 3. Skills and knowledge gained through your training?	Learner	16		

		4. What was your greatest learnings on this learnership, personal or professional?  (300-word limit)				
4.	Ambassador of W&RSETA	1. Provide examples where you have taken a leadership role inside or outside of your work environment a. Community, organisation, family 2. What other activities have you been involved in where you have been a representative/ambassador? 3. What would you say to prospective learners about your learnership and training?  (250-word limit)	Learner	12		
5.	Other qualities and pursuits	1. What challenges did you face while completing your course and how you overcame these challenges? 2. When have you been required to use initiative either in your training, personal life or workplace? 3. Provide examples of demonstrating perseverance, tenacity and resilience in your work, studies or personal life.  (250-word limit)	Learner	12		
6.	Peer/Colleagues/Co-workers - feedback	1. Two written references from your Peer/Colleagues/Co-workers	Peer/Colleagues/Co-workers	10		

		<p>This should cover: General observations made to improvements in the learner's skill, knowledge and behaviour as a result of the learnership, what made the learner stand out, Why do you think the learner should receive this award?</p> <p>Use the template provided in the application pack for testimonials/references</p> <p>(200-word limit)</p>				
7.	Training Provider feedback	<p>1. Feedback from the training provider.</p> <p>a. Provide at least one written reference from your facilitator/ lecturer.</p> <p>This should cover: General observations made as the facilitator/ lecturer, what made the learner stand out, what challenges did they face and how was this overcome? Why should the learner receive this award?</p> <p>Use the template provided in the application pack for testimonials/references.</p> <p>(200-word limit)</p>	Training provider	10		
8.	Mentor/Coach/Supervisor feedback	<p>1. Attach evidence of feedback from the Mentor, Coach or Supervisor.</p>	Mentor/Coach/ Supervisor	10		

		<p>a. Provide at least one written reference from your Mentor, Coach or Supervisor</p> <p>b. This should cover:</p> <p>c. General observations made as the Mentor/Coach/Supervisor on what made the learner stand out, what challenges did they face and how was this overcome? Why should the learner receive this award?</p> <p>Use the template provided in the application pack for testimonials/references (200-word limit)</p>				
9.	Organisational benefits feedback	<p>1. Feedback from your employer/host organisation during the learnership.</p> <p>2. Explain the role, key duties and responsibilities of the learners during the Learnership, how has the learner contributed to the workplace, the impact this has had on the organisation. You may want to include:</p> <p>Any significant achievements or recognition by the employer/host organisation.</p> <p>Use the template provided in the application pack for testimonials/references (300-word limit)</p>	Employer/host organisation during the learnership	10		
<b>TOTAL</b>				<b>100</b>		

## 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.