

*ENTERPRISES:
MEDIUM 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



@WRSETA



company/wrseta



ENTERPRISES: MEDIUM CATEGORIES

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

MEDIUM: 50 – 149 employees

| No | Item | Details |
|----|---|---------|
| 1. | Name of Organisation | |
| 2. | SDL Number | |
| 3. | Number of permanent employees for the current financial year (2024/25) | |
| 4. | Number of employees as per breakdown below for the current financial year (2024/25) | |
| | Non-permanent/temps | |
| | Graduates | |
| | Permanent casuals | |
| | Unemployed learners | |
| 5. | Company Physical Address | |
| 6. | GPA Contact Person | |
| | Name and Surname | |
| | Telephone Number | |
| | 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. | Company registration certificate | | | |
| 2. | Valid Tax Clearance Certificate | | | |
| 3. | OHS certificate | | | |
| 4. | 1. BBBEE certificate (verified by SANAS approved verification agency) 2. EE report | | | |
| 5. | WSP – proof of submission 2024/25 and 2025/26 financial year | | | |
| | ATR – proof of submission 2024/25 and 2025/26 financial year | | | |
| | PIVOTAL – proof of submission 2024/25 and 2025/26 financial year | | | |

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 you have implemented best practice in your strategy, processes and practices. 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).

| Criteria | | Evidence | Weighting | For office use only | |
|----------|--|--|-----------|---------------------|----------|
| | | | | Scoring | Comments |
| 1. | Your organisation | 1. Provide an overview of your organisation. 2. The vision, mission, business objectives and values. 3. List your strengths (staff/products/services) and how they impact your business. 4. What are your weaknesses and what measures did you put in place to overcome them? (200-word limit) | 6 | | |
| 2. | Motivation for the award | 1. What makes you stand out as a medium enterprise with the Wholesale and Retail Sector and why you should receive this award? (100 words limit) | 6 | | |
| 3. | Business objectives and performance management | 1. How is your business strategy and plan formulated and implemented? 2. How does your strategy address gaps in the wholesale and retail sector? | 8 | | |

| | | | | | |
|----|--------------------------|--|----|--|--|
| | | 3. Describe goal setting at an individual, teams and organisational level. 4. How is performance measured? 5. What is your strategy for your business to grow, going forward? 6. What is in place to ensure business continuity. (200-word limit) | | | |
| 4. | Learning and development | 1. What are your organisation's learning and development objectives? 2. How is learning and development aligned with the organisation's objectives? 3. Describe "learning culture" that you have established within your business? 4. Describe the process in identifying learning and development needs at individual, team and organisational levels. 5. Your involvement in designing training specifically for your business or in partnership with a training organisation. 6. Provide evidence of Leadership/Board commitment to L&D. 7. Include: <ul style="list-style-type: none"> • Skills Audit/ Skill Needs Identified • Employee Development (18.1) • Learner Intake (18.2) and 50% Placement • Critical & Scarce Skills • % of payroll on L and D Activities (1%) (300-word limit) | 12 | | |

| | | | | | |
|----|--|---|---|--|--|
| 5. | Management and Leadership | <ol style="list-style-type: none"> 1. Describe the leadership philosophy, behaviours and values. 2. Include feedback from employees on management effectiveness. 3. Explain the role and competencies of managers, how is this communicated to people. 4. How are managers/leaders continuously developed. 5. Provide 2 examples of best practice in ethical leadership. 6. Provide 2 example of inspirational leadership practices. <p>(200-word limit)</p> | 8 | | |
| 6. | Marketing, research and customer focus | <ol style="list-style-type: none"> 1. Explain your strategy to achieve a competitive edge. 2. How has your product/service met the needs of your target market? 3. What are the most important factors which make your company what it is today? 4. Have you invested in research and development, if yes, what were the results? 5. How have you participated in the W&RSETA Sector Skills Plan (SSP) research? 6. Website details, social media links <p>(200-word limit)</p> | 8 | | |
| 7. | Awards and achievements | <ol style="list-style-type: none"> 1. Share your achievements, awards, and successes. 2. Your business impact on clients/customers, including unexpected outcomes, or outcomes having industry-wide or community-wide significance; | 6 | | |

| | | | | | |
|----|---------------------------------|--|---|--|--|
| | | <p>3. Attach supporting material such as brochures, media clippings, letters of appreciation, certificates etc.</p> <p>(150-word limit)</p> | | | |
| 8. | Continuous improvement | <p>1. Explain your strategy for innovation and continuous improvement</p> <p>2. What Platforms/Channels is in place that encourages idea sharing.</p> <p>3. Which of the Ideas shared by employees have been implemented?</p> <p>4. Improvements made to the business as a result of external and internal feedback.</p> <p>5. Assessment and evaluations internally and externally e.g., customer feedback, employee surveys.</p> <p>(200-word limit)</p> | 8 | | |
| 9. | Corporate social responsibility | <p>1. Describe your strategy and plans to uplift the community.</p> <p>2. How have you impacted the community positively?</p> <p>3. Promotion of rural/township development and/or initiatives.</p> <p>4. How is your company involved in youth development and how does it link to job creation? Evidence must be provided to demonstrate the degree to which the enterprise contributes towards job creation and must be quantified by showing the number of jobs created year-on-year (2023-2024-2025).</p> <p>5. What is in place to create a green economy?</p> | 6 | | |

| | | | | | |
|-----|-----------------------|---|---|--|--|
| | | (200-word limit) | | | |
| 10. | Credibility | <p>1. Provide written testimonials from stakeholders, detailing service level, professionalism, delivery of products and services, quality of products and services, response to information on stakeholder needs.</p> <ul style="list-style-type: none"> • 2 supplier feedback (200-word limit each) • 2 training provider feedback (200-word limit each) • 2 staff feedback (200-word limit each) • 2 client/customer feedback 200-word limit each) <p>Use the template provided in the application pack for testimonials/references.</p> | 8 | | |
| 11. | Diversity in business | <p>Share the organisations strategy, plans on creating a diverse workforce.</p> <ol style="list-style-type: none"> 1. Number and percentage of women in the organisation – Plans and action to recruit, develop and promote women in business 2. Number and percentage of women in management positions and higher (managers, senior and executives) 3. Number of individuals with disabilities – Plans and action to recruit, develop and promote individuals with disabilities 4. Equal opportunity in learning and development, especially individuals with special needs and evidence of these. 5. How to you encourage and support inclusion of all people. <p>(200-word limit)</p> | 6 | | |

| | | | | | |
|--------------|--|--|------------|--|--|
| 12. | Skills development Impact | <p>Tell us about the last 24 months at your organization, how has investing in your people delivered results?</p> <ol style="list-style-type: none"> 1. How has skills development improved productivity and well-being of your employees? (Describe the personal training achievements of a few of your staff) 2. How has skills development improved relationships with your customers/clients? 3. How has skills development improved the productivity and profitability of your business? 4. How do you measure the benefits of training and development? 5. What new training/skills development is envisaged to improve your business in the future? <p>(250-word limit)</p> | 10 | | |
| 13. | Business Challenges (Covid-19, Lockdown, Loadshedding) | <ol style="list-style-type: none"> 1. What approaches did you have to continue business operations during this very challenging times. 2. What new thinking emerged? 3. What innovative strategies did you put in place to survive as a business. <p>(200-word limit)</p> | 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.