

*ENTERPRISES: NON-LEVY
PAYING ENTERPRISE
CATEGORY
APPLICATION FORM*



*Recognising Excellence in the
Wholesale and Retail Sector*



www.wrseta.org.za



Wholesale and Retail SETA



@WRSETA



company/wrseta



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ENTERPRISES: NON LEVY PAYING CATEGORY

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

No	Item	Details
1.	Name of Organisation	
2.	X Number (To be inserted by W&RSETA)	
3.	Number of employees	
4	Company Physical Address	
5.	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	For official use only	
			Comments	Criteria Met/Not Met
1.	Company registration certificate or trading license			
2.	Type/Nature of Business e.g. Tuck Shop, Street Trader, etc.			
3.	Tax(SARS) Exemption Letter			
4.	Valid Tax Clearance Certificate if applicable			
5.	Proof of participation in W&RSETA programmes			
6.	Business must have been in operation for at least 12 months (provide proof)			

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 been innovative, implemented best practice and have a culture of continuous improvement. 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 did you put in place to overcome it? (200-word limit)	10		
2.	Motivation for the award	1. What makes you stand out as a non-Levy paying enterprise within the Wholesale and Retail Sector and why you should receive this award? (100-word limit)	10		
3.	Business plan	1. How is your business plan formulated and implemented. 2. How does your plan address gaps in the wholesale and retail sector? 3. Share your successes in the last 2 years. 4. What is in place to ensure business continuity. (250-word limit)	14		

4.	Learning and development	<ol style="list-style-type: none"> 1. Describe the process in identifying learning and development needs at individual, team and organisational levels. 2. How is learning and development aligned with the organisation's objectives? 3. Example of your commitment to ongoing learning. <p>Include:</p> <ul style="list-style-type: none"> • Self-learning and staff development • Business results and improvement to performance from learning and development interventions <p>(250-word limit)</p>	15		
5.	Awards and achievements	<ol style="list-style-type: none"> 1. Share your achievements, awards, and successes. <p>(150-word limit)</p>	8		
6.	Community Involvement	<ol style="list-style-type: none"> 1. How have you impacted the community positively? 2. Promotion of rural/township development and/or initiatives. 3. How is your company involved in youth development and how does it link to job creation? <p>(200-word limit)</p>	8		
7.	Chamber	<ol style="list-style-type: none"> 1. Do you belong to any Business Association, Business Chamber, Business Forum or Informal Traders Organizations (ITO)? 2. Provide letter signed by the office bearer of your Association, Chamber, Forum or ITO; alternatively provide a membership certificate. 	6		

8.	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"> • 1 supplier feedback (150-word limit) • 1 staff feedback forms (150-word limit) • 1 client/customer feedback (150-word limit) <p>Use the template provided in the application pack for testimonials/references.</p>	9		
9.	Business Challenges (Covid-19, Lockdown, Loadshedding etc)	<p>1. How did your business survive challenges faced?</p> <p>2. What approaches did you have to continue business operations during this very challenging time.</p> <p>(200-word limit)</p>	10		
10.	Growth plans	<p>1. Share your plans towards business sustainability.</p> <p>2. Share your plans for future growth towards levy paying status with the W&RSETA.</p> <p>(200-word limit)</p>	10		
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.