

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



## ENTERPRISES: SMALL CATEGORY

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

### SMALL: 0- 49 employees

☐ 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 Organisation	
2.	SDL number:	
3.	Number of permanent employees for the current financial year	
4.	Number of employee as per breakdown below for the current financial year	
	Non-permanent/temps	
	Graduates	
	Permanent casuals	
	Unemployed learners	
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	Official use only	
			Comments	Criteria met/ not met
1.	Company registration certificate			
2.	Valid Tax Clearance Certificate			
3.	OHS certificate (where applicable)			
4.	<ul style="list-style-type: none"> <li>• BBBEE scorecard or certificate (verified by SANAS approved verification agency, Accountant or DTI)</li> <li>• Employment Equity report (where applicable)</li> </ul>			
5.	WSP – proof of submission 2024/25 and 2025/25 financial year (where applicable)			
	ATR – proof of submission 2024/25 and 2025/25 financial year (where applicable)			
	PIVOTAL – proof of submission 2024/25 and 2025/25 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 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 did you put in place to overcome it?  (200-word limit)	6		
2.	Motivation for the award	1. What makes you stand out as a small enterprise with the Wholesale and Retail Sector and why you should receive this award?  (100-word limit)	6		
3.	Business, plan, objectives and success	1. How is your business plan formulated and implemented. 2. How does your plan address gaps in the Wholesale and Retail sector? 3. What is your plan for your business to become sustainable?	10		

		<p>4. Share your successes in the last 2 years.</p> <p>5. What is in place to ensure business continuity.</p> <p>(200-word limit)</p>			
4.	Learning and development	<p>2. What are your organisation's learning and development objectives?</p> <p>3. How is learning and development aligned with the organisation's objectives?</p> <p>4. Describe "learning culture" that you have established within your business?</p> <p>5. Provide evidence of Leadership commitment to L&amp;D.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>• Skills Audit/ Skill Needs Identified</li> <li>• Employee Development (18.1)</li> <li>• Learner Intake (18.2) and 50% Placement</li> <li>• Critical &amp; Scarce Skills</li> <li>• % of payroll on L and D Activities (1%)</li> </ul> <p>(250-word limit)</p>	10		
5.	Management and leadership	<p>1. Describe the leadership philosophy, behaviours and values.</p> <p>2. How are managers/leaders continuously developed.</p> <p>3. Provide 1 example of best practice in ethical leadership.</p> <p>4. Provide 1 example of inspirational leadership practices.</p> <p>(200-word limit)</p>	8		
6.	Marketing, research and customer focus	<p>1. Explain your strategy to achieve a competitive edge.</p>	8		

		<ol style="list-style-type: none"> <li>How has your product/service met the needs of your target market?</li> <li>What processes do you have in place to receive input and feedback from your target market?</li> <li>How have you participated in the W&amp;RSETA Sector Skills Plan (SSP) research.</li> <li>Website details, social media links</li> </ol> <p>(200-word limit)</p>			
7.	Awards and achievements	<ol style="list-style-type: none"> <li>Share your achievements, awards, and successes.</li> </ol> <p>(100-word limit)</p>	6		
8.	Continuous improvement	<ol style="list-style-type: none"> <li>Explain your strategy for innovation and continuous improvement</li> <li>Improvements made to the business as a result of external and internal feedback.</li> <li>Assessment and evaluations internally and externally e.g., customer feedback, employee surveys.</li> <li>How have you used technology to improve your business services and products.</li> </ol> <p>(200-word limit)</p>	8		
9.	Community Involvement	<ol style="list-style-type: none"> <li>Describe your strategy and plans to uplift the community. How have you impacted the community positively?</li> <li>Promotion of rural/township development and/or initiatives.</li> <li>How is your company involved in youth development and how does it link to job creation?</li> </ol>	8		

		(200-word limit)			
10.	Credibility	<p>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"> <li>• 1 supplier feedback (150-word limit)</li> <li>• 1 training provider feedback (150-word limit)</li> <li>• 2 staff feedback forms (150-word limit)</li> <li>• 2 client/customer feedback (150-word limit)</li> </ul> <p>Use the template provided in the application pack for testimonials/references.</p>	6		
11.	Diversity in business	<ol style="list-style-type: none"> <li>1. Share the organisations strategy, plans on creating a diverse workforce.</li> <li>2. Number and percentage of women in the organisation – Plans and action to recruit, develop and promote women in business</li> <li>3. Number of individuals with disabilities – Plans and action to recruit, develop and promote individuals with disabilities.</li> <li>4. How to you encourage and support inclusion of all people.</li> </ol> <p>(100-word limit)</p>	6		
12.	Skills development Impact	<ol style="list-style-type: none"> <li>1. In the last 24 months at your organisation, how has investing in your people (i.e., training and development), delivered improved results?</li> <li>2. How has skills development improved productivity and well-being of your employees? (Describe the personal training achievements of a few of your staff)</li> </ol>	10		

		3. What new training/skills development is envisaged to improve your business in the future? (150-word limit)			
13.	Business Challenges (Covid-19, Lockdown, Loadshedding)	1. What approaches did you have to continue business operations during this very challenging times. 2. What innovative strategies did you put in place to survive as a business.  (200-word limit)	8		
<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.