

**TVET COLLEGES
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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TVET COLLEGES CATEGORY

TVET award recognises a TVET College that has demonstrated outstanding achievement in all aspects of vocational education and training. This award from the W&RSETA will give the college 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 colleges profile in the media.

No	Item	Details
1.	Name of TVET	
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 learners between April 2024 – 31 March 2025	
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	For office use only	
			Comments	Criteria Met/Not Met
1.	Letter of accreditation from UMALUSI			
2.	Tax(SARS) Exemption Letter			
3.	X Number			
4.	OHS certificate (where applicable)			
5.	Wholesale and Retail sector programmes offered by the College			
6.	<ul style="list-style-type: none"> • BBBEE scorecard (where applicable) • EE report (where applicable) 			
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 how you have implemented best practice, and demonstrate 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. Tell us about your organisation. 2. Provide details of your vision, values and objectives. 3. How does your work support W&RSETA objectives. (200-word limit)	6		
2.	Motivation for award	1. Why should you be awarded within this category? 2. What makes you an exemplar TVET college? (200-word limit)	6		
3.	Strategic planning processes	1. The extent to which you take labour market needs and Wholesale and Retail sector skill requirements into account in your planning activities. 2. How do you prepare a flexible curriculum and timetable to allow for structured workplace learning, school-based apprenticeships/learnerships, enterprise-based activities and employment programs. 3. How you promote TVET (both internally and externally) 4. How you engage with ongoing TVET policy improvements.	10		

		<p>5. The range of resources you use for TVET, and how you acquire and manage these resources.</p> <p>6. How you ensure the sustainability of your TVET programs.</p> <p>(300-word limit)</p>			
4.	Employability initiative and employer engagement	<p>1. Describe a successful initiative within the college 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>	10		
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> <ul style="list-style-type: none"> a. Colleges will need to show how students gain the knowledge and skills they need to make good business decisions. b. Provide case studies that illustrate their success. <p>(200-word limit)</p>	8		
6.	Human resource capability	<p>1. Write briefly the strategies and processes your organisation uses to build the capabilities of the</p>	8		

		<p>colleges employees, such as staff training and development, performance management systems, two-way feedback systems</p> <ol style="list-style-type: none"> 2. Include how you ensure constructive management/employee relations, including emphasis on teamwork, participation and communication, how your work environment demonstrates that it recognises the well-being of employees as critical to business success. 3. What programs do you have in place to upskill your facilitators? 4. Provide evidence of Leadership/Board commitment to training and development. <p>(200-word limit)</p>			
7.	Social and community impact	<ol style="list-style-type: none"> 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 college on its own, or with the collaboration of a business partner. <ol style="list-style-type: none"> a. Describe the background to and context of your initiative. b. Explain the nature of the work and the challenges involved. c. Provide evidence of demonstrable progress or success. Show how the project has made a difference to the target community. d. Outline how staff and students contributed to the success of the project. <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 college – 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>(150-word limit)</p>	6		
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 the college teaching. 2. Describe schemes that foster leadership development at all level of management - from Principal to all departments. Explain the development needs that your initiative sought to address. <ol style="list-style-type: none"> a. What form does the support take? Detail how your initiative or initiatives work, and explain why it is innovative and effective. b. Describe the impact of your work. Provide evidence of demonstrable progress or success. Include feedback from staff who have benefited from your support. c. Describe learning methodologies you have used to engage students, including those with special needs (if relevant) and evidence of these. <p>(250-word limit)</p>	10		

10.	Credibility	<p>1. Provide written testimonials from stakeholders. Detailing service level, professionalism, delivery of training, quality of training, leadership role, mentorship role, sector and training content knowledge. response to information on stakeholder needs and satisfaction to improve teaching/training practices.</p> <ul style="list-style-type: none"> • 2 learner feedback (150-word limit) • 2 staff feedback (150-word limit) • 2 lecturer/facilitator feedback (150-word limit) • 2 business or parent feedback (150-word limit) <p>Use the template provided in the application pack for testimonials/references.</p>	8		
11.	Awards	<p>1 Share your achievements, awards, and successes.</p> <p>Attach certificates were applicable.</p> <p>(150-word limit)</p>	6		
12.	Diversity in business advancing staff equality	<p>1. Share the organisations strategy, plans on creating a diverse workforce.</p> <p>2. Number and percentage of women in the organisation - Plans to recruit, develop and promote women in business</p> <p>3. Number and percentage of women in management positions and higher (managers, senior and executives)</p> <p>4. Number of individuals with disabilities - Plans to recruit, develop and promote individuals with disabilities</p>	6		

		5. How do you foster and encourage <i>inclusion</i> within your workplace and with students, parents and employers. (200-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 meet stakeholder needs (learner, employers, SETA). (200-word limit)	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.