



WOMEN IN LEADERSHIP CATEGORY APPLICATION FORM



*Recognising Excellence in the
Wholesale and Retail Sector*



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Wholesale and Retail SETA



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higher education
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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



WOMEN IN LEADERSHIP CATEGORIES

This award recognises a woman in a leadership position within the Wholesale and Retail Sector. A woman who has accelerated and advanced her career beyond typical performance expectations, a role models within the business or community and in this regard, with special focus on transformation and mentorship within such a business or community.

☐ 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	
2.	Identity Number	
3.	Age	
4.	Position in organisation Must hold a senior management/leadership position, or own her own business (senior management is defined as store manager level and above) (should you own the business please provide proof of ownership)	
5.	Number of years in the position	
6.	Highest qualification	
7.	Year/s of experience within the Wholesale and Retail Sector	
8.	Organisation	
9.	Company / Workplace Physical Address	
10.	Contactable telephone number	
11.	Email Address	

A: SELECTION CRITERIA

Applicants will be judged against the following criteria.

This award recognises and showcases inspirational leadership, it aims to reward an individual who has brought out the best in their team, organisation and community, resulting in exceptional results.

In your application, you must present your information in a way that clearly addresses each award criterion. Judging panels will be looking for evidence on those who champion innovation and collaboration, and deliver real change for their organisation, inspiring their colleagues and the rest of the community. In developing your application, you must take into account the evidence outlined below.

Criteria		Evidence	Weighting	For office use only	
				Scoring	Comments
1.	About you	<ol style="list-style-type: none">1. Write a short paragraph on you.2. Your journey to this position.3. The challenges faced and how did you overcome these.4. Achievements and successes in the last 24 months. <p>(250-word limit)</p>	12		
2.	Motivation for award	<ol style="list-style-type: none">1. Why should you be awarded in this category? <p>(150-word limit)</p>	8		
3.	Leadership	<ol style="list-style-type: none">1. What makes you a great leader?2. What behaviours and practices in your daily life that makes you a everyday hero, change maker, game-changer and role model.3. Describe how you:<ol style="list-style-type: none">a. Demonstrate the ability to create and implement a vision for your team.	15		

		<ul style="list-style-type: none"> b. Be a visible leader and a being a pioneer of change. c. Motivate employees and team members and has a tangible track record to show it. d. Leads by example. Inspire employees and team members to take risks and move ahead in your career endeavours. <ul style="list-style-type: none"> • Exhibits innovative methods of motivating and mentoring employees and team members. • How have you created an inclusive and equitable space for all? <p>(300-word limit)</p>			
4.	Advancing other women Mentor/Coach	<ol style="list-style-type: none"> 1. Provide examples and evidence of mentoring and coaching people by: <ul style="list-style-type: none"> a. Mentoring other women above, below your career level. b. Develops future women leaders in your profession and/or community. c. Advocates for other women and enables positive changes for their careers. <p>(250-word limit)</p>	10		
5.	Your capacity to be an effective ambassador for your industry, community and W&RSETA.	<ol style="list-style-type: none"> 1. Tell us what makes you an ideal ambassador for the sector. 2. If you were awarded in this category, how could you promote the sector? 3. What is your messages to individuals interested in entering your pathway. 	8		

		(200-word limit)			
6.	Peer/Colleagues/ Subordinate - feedback	<p>1. Provide a written reference from each of your Peer/Colleagues/Subordinates. This should cover: Their feedback and observation of you as a leader within your organisation and this sector and why they think you should receive this award?</p> <p>Use the template provided in the application pack for testimonials/references. (200-word limit)</p>	9		
7.	Continuous improvement	<p>1. Tell us about the progress you have made in furthering in learning and qualifications.</p> <ul style="list-style-type: none"> a. How do you continuously develop yourself b. Provide examples of participating in and contributing to the larger Wholesale and Retail community through career development programs, coursework, and industry associations. <p>(250-word limit)</p>	10		
8.	Achievements in areas other than study and work	<p>1. Describe your achievements in areas other than study? (E.g. winning a ballroom dancing championship or football grand finale.)</p> <p>2. Include copies of any certificates you may have been awarded such as a sporting award, community</p>	8		

		service award or special recognition by your employer or stakeholder. (200-word limit)			
9.	Community Engagement	1. Provide evidence of participation and/or leadership in community projects. How have you been involved and what difference have you made as an outcome of this? (250-word limit)	10		
10.	Business Challenges (Covid-19, Lockdown, Loadshedding)	1. How did you support others (within and outside of your organisation)during this challenging time? (250-word limit)	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.