The FP&M SETA is inviting organisations providing skills development in the Fibre Processing and Manufacturing (FP&M) sector to submit their application for recognition as a best practice skills development provider to the FP&M SETA **by Tuesday, 20 October 2015**.

FP&M SETA SKILLS DEVELOPMENT RECOGNITION AWARDS 2014/151



Skills development providers are encouraged to make submission in the following categories:

1. Best Workplace Provider (small, medium and large levy paying employers) for provision of full qualifications and work-integrated learning2
   * Apprenticeships
   * Learnerships
   * Work Integrated Learning
2. Best Skills Development Provider
   * People with Disabilities
   * Rural3 and Township Areas
3. Best Centre of Excellence for their contribution to skills development in the FP&M Sector
   * Public Institutions (TVET / Universities / Universities of Technology)
   * Private Institutions (Private TVET Colleges registered with DHET / Accredited Skills Development Providers)

An Adjudication Panel will evaluate all applications and evidence provided and awards will be announced at an Awards Ceremony following the FP&M SETA AGM on 30 October 2015.

Please note that your application must be submitted by **end of business on Tuesday, 20 October 2015** to [ElmineB@fpmseta.org.za](mailto:ElmineB@fpmseta.org.za) or fax: 086 2609578. Late applications will not be considered.

Applicants must complete all relevant sections of the Application Form and must submit the required portfolio of evidence in electronic format.

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| *Note 1: 2014/15 refers to the period 1 April 2014 to 31 March 2015.*  *Note 2: Definition of Work Integrated Learning (WIL): WIL is an umbrella term to describe circular, pedagogic and assessment practices, across a range of academic disciplines that integrate formal learning and workplace concerns which culminates in a qualification or part qualification and can include practicums, professional practice, internships, workplace experience, industry-based learning, cooperative education, service learning, real work learning, placements, experiential learning and clinical placements.*  *Note 3: 'Rural' areas are defined as the sparsely populated areas in which people farm or depend on natural resources, including the villages and small towns that are dispersed through these areas.* |

**FP&M SETA Recognition Awards**

**2014/15**

**Application Form**

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| Name of organisation / applicant: |
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|  |  |
| --- | --- |
| Name of Contact Person | |
|  | |
| Contact Number | Email Address |
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| Categories that are being applied for | Mark with X |
| 1. Best Workplace Provider (small, medium and large levy paying employers) for provision of full qualifications and work-integrated learning - |  |
| * + Apprenticeships |  |
| * + Learnerships |  |
| * + Work Integrated Learning |  |
| 1. Best Skills Development Provider - |  |
| * + People with Disabilities |  |
| * + Rural and Township Areas |  |
| 1. Best Centre of Excellence for their contribution to skills development in the FP&M Sector - |  |
| * + Public Institutions (TVET / Universities / Universities of Technology) |  |
| * + Private Institutions (Private TVET Colleges registered with DHET / Accredited Skills Development Providers |  |

**Please submit your application to:**

**Elmine Baumann, Marketing & Communications Manager,   
Email:** [**ElmineB@fpmseta.org.za**](mailto:ElmineB@fpmseta.org.za) **or Fax: 086 2609578. All applications must reach us by end of business on Tuesday, 20 October 2015**

**APPLICATION FORM: CATEGORY A**

**Best Workplace Provider (small, medium and   
large levy paying employers) for provision of full qualifications and work-integrated learning**

**Qualifying Criteria for Workplace Providers (Medium and Large)**

1. Workplace providers employ 50 or more employees;
2. Skills development levies for 2014/15 financial year were received in full and skills development levies for 2015/16 are up to date;
3. An APPROVED mandatory grant submission was submitted for the 2015/16 financial year which consisted of an annual training report (including a PIVOTAL training report) for the period 2014/15 and a workplace skills plan (including a PIVOTAL plan) for the year 2015/16;
4. Applicants are bargaining council compliant (where applicable); and
5. Applicants are accredited to offer workplace learning (where applicable).

**Qualifying Criteria for Workplace Providers (Small)**

1. Workplace providers employ less than 50 (1-49) employees;
2. Skills development levies for 2014/15 financial year were received in full and skills development levies for 2015/16 are up to date;
3. An APPROVED mandatory grant submission was submitted for the 2015/16 financial year which consisted of an annual training report for the period 2014/15 and a workplace skills plan for the year 2015/16;
4. Applicants are bargaining council compliant (where applicable); and
5. Applicants are accredited to offer workplace learning (where applicable).

**APPLICATION FORM: CATEGORY A**

**Best Workplace Provider (small, medium and large levy paying employers)**

**A1: General Information:**

|  |  |  |
| --- | --- | --- |
| **Name of Workplace Provider** |  |  |
| **SDL Number** |  |  |
| **Number of Permanent Employees** |  |  |
| **Number of Temporary Employees (including unemployed learners)** |  |  |
| **Number of Employed Workers trained (as per 2014/15 Annual Training Report & PIVOTAL Report)** |  |  |
| **Number of Unemployed Learners trained (as per 2014/15 Annual Training Report & PIVOTAL Report)** |  |  |
| **Total Amount Spent on Remuneration during 2014/15** |  |  |
| **Total Amount Spent on Training during 2014/15** |  |  |
| **Total Discretionary Grants allocated by FP&M SETA during 2014/15.** |  |  |

**Portfolio of Evidence:**

1. Attach copy of Bargaining Council Certificate (where applicable)
2. Attach copy of Accreditation Certificate
3. Attach a one page case study to demonstrate the implementation of best practice in skills development.

**A2: Apprenticeships offered between 1 April 2014 and 31 March 2015**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Registered Apprenticeship Trade** | **Number of Learners Registered** | | **Number of Learners Certificated** | | **Number of Learners placed in permanent employment** |
| **Employed** | **Unemployed** | **Employed** | **Unemployed** | **Unemployed** |
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**Please attach a one page case study demonstrating the implementation of best practice in skills development as it relates to the provision of apprenticeship training in your organisation.**

**A3: Learnerships offered between 1 April 2014 and 31 March 2015**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Registered Learnership** | **Number of Learners Registered** | | **Number of Learners Certificated** | | **Number of Learners placed in permanent employment** |
| **Employed** | **Unemployed** | **Employed** | **Unemployed** | **Unemployed** |
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**Please attach a one page case study demonstrating the implementation of best practice in skills development as it relates to the provision of learnership training in your organisation.**

**A4: Work Integrated Learning opportunities offered between 1 April 2014 and 31 March 2015**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of relevant Degree / Diploma / Certificate / NVC programme / Occupation** | **Name of TVET College / University / University of Technology (where applicable)** | **Number of Learners Registered** | | **Number of Learners Completed** | | **Number of Learners placed in permanent employment** |
|  |  | **Employed** | **Unemployed** | **Employed** | **Unemployed** | **Unemployed** |
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**Note 3: Black Learners include Coloured, Indian and African Learners**

**Please attach a one page case study demonstrating the implementation of best practice in skills development as it relates to the provision of work integrated learning opportunities in your organisation.**

**APPLICATION FORM: CATEGORY B**

**Best Skills Development Provider for provision of learning programmes to people with disabilities or learners in rural and township areas**

**Qualifying Criteria for Skills Development Providers – People with Disabilities**

1. Applicants are accredited by the FP&M SETA to offer recognised skills development programmes (credit bearing skills programmes and/or learnerships) relating to fibre processing and manufacturing; and
2. Applicants are equipped to offer skills development programmes to learners with disabilities.

**Qualifying Criteria for Skills Development Providers – Rural or Township Areas**

1. Applicants are accredited by the FP&M SETA to offer recognised skills development programmes (credit bearing skills programmes and/or learnerships) relating to fibre processing and manufacturing; and
2. Applicants offer skills development training to learners in designated rural areas or in township areas

**APPLICATION FORM: CATEGORY B**

**Best Skills Development Provider for provision of learning programmes to people with disabilities or learners in rural and township areas**

**B1: General Information:**

|  |  |  |
| --- | --- | --- |
| **Name of Skills Development Provider** |  |  |
| **SDL Number or SETA N Number (where applicable)** |  |  |
| **Total Discretionary Grants allocated by FP&M SETA during 2014/15.** |  |  |
| **Total Additional Funding received from other funding agencies during 2014/15 e.g. other national or provincial or local government departments** |  |  |

**Portfolio of Evidence:**

1. Attach copy of Accreditation Certificate
2. Attach a one page case study to demonstrate the implementation of best practice in skills development.

**B2: Skills Development Programmes offered to People with Disabilities between 1 April 2014 and 31 March 2015**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Registered Skills Development Programme (learnership or skills programme)** | **Number of Disabled Learners Registered** | | **Number of Disabled Learners Certificated** | | **Number of Learners placed in permanent employment / assisted to start new ventures** | |
| **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |
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**Please attach a one page case study demonstrating the implementation of best practice in skills development as it relates to the provision of skills development to learners with disabilities.**

**B3: Skills Development Programmes offered to People living in Rural Areas and Townships between   
1 April 2014 and 31 March 2015**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Registered Skills Development Programme (learnership or skills programme)** | **Number of Learners from Rural Areas / Townships Registered** | | **Number of Learners from Rural Areas / Townships Certificated** | | **Number of Learners placed in permanent employment / assisted to start new ventures** | |
| **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |
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**Please attach a one page case study demonstrating the implementation of best practice in skills development as it relates to the provision of skills development to learners from Rural Areas / Townships.**

**APPLICATION FORM: CATEGORY C**

**Best Centre of Excellence for their contribution to skills development in the FP&M Sector**

**Qualifying Criteria for Centres of Excellence – Public Institutions**

1. Applicants are recognised Public Universities, Universities of Technology or TVET Colleges registered with the Department of Higher Education and Training; and
2. Applicants offer recognised programmes relating to the scope of the Fibre Processing and Manufacturing sector.

**Qualifying Criteria for Centres of Excellence – Private Institutions**

1. Applicants are Private TVET Colleges registered with DHET / FP&M SETA Accredited Skills Development Providers; and
2. Applicants offer recognised programmes relating to the scope of the Fibre Processing and Manufacturing sector.

**APPLICATION FORM: CATEGORY C**

**Best Centre of Excellence for their contribution to skills development in the FP&M Sector**

**C1: General Information:**

|  |  |  |
| --- | --- | --- |
| **Name of Public / Private Skills Development Institution** |  |  |
| **SDL Number or SETA N Number (where applicable)** |  |  |
| **Total Discretionary Grants allocated by FP&M SETA during 2014/15.** |  |  |

**Portfolio of Evidence:**

1. Attach copy of Accreditation Certificate / DHET Registration Certificate
2. Attach a one page case study to demonstrate the implementation of best practice in skills development.

**C2: Skills Development Programmes by the Public Institution between 1 April 2014 and 31 March 2015**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Registered Skills Development Programme (relevant to the Fibre Processing and Manufacturing Sector)** | **Number of Learners Registered** | | **Number of Learners Certificated** | | **Number of Learners placed in work integrated learning opportunities / employment** | |
| **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |
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**Please attach a one page case study motivating why the applicant should be recognised as a Centre of Excellence as a result of the implementation of best practice in skills development as it relates to the provision of skills development to learners within the FP&M sector.**

**C3: Skills Development Programmes by the Private Skills Development Provider between 1 April 2014 and 31 March 2015**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of Registered Skills Development Programme (relevant to the Fibre Processing and Manufacturing Sector)** | **Number of Learners Registered** | | **Number of Learners Certificated** | | **Number of Learners placed in work integrated learning opportunities / employment** | |
| **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |
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**Please attach a one page case study motivating why the applicant should be recognised as a Centre of Excellence as a result of the implementation of best practice in skills development as it relates to the provision of skills development to learners within the FP&M sector.**