



DISCRETIONARY GRANTS APPLICATION FORM 2025/2026

GRANT APPLICATIONS FOR:

1. PLACEMENT OF WORKPLACE COACHES COACHING LEARNERS ON ARTISAN DEVELOPMENT PROGRAMMES
2. TRAINING OF WORKPLACE COACHES BY THE MQA APPOINTED SERVICE PROVIDER

This application form must be completed by Employers/Organisations who want to participate in the workplace coaches programmes supported by MQA.

A. EMPLOYER DECLARATION

I, _____, named hereunder, declare that as the duly authorised representative of the Employer/Organisation confirms that Employer/Organisation will comply with the general rules and criteria hereunder and further confirmed that all the information provided in this application is true and accurate.

Name and Surname:		Date:	
Click here to acknowledge commitment			

NOTE: The Applications form is set-up as an electronic FILLABLE PDF FORMAT with drop-down menus where applicable. You must click on the appropriate selection button and/or type in the information where such information is required. Applications form completed by hand will not be considered.

This application form must be submitted electronically to grants@mqa.org.za. Application forms submitted to any other e-mail address at MQA will not be considered.

B. GENERAL APPLICATION RULES

1. The Application Form must be completed in full and submitted to the MQA to grants@mqa.org.za. Applications Forms received after the due time and date will not be considered. Application Forms submitted to any other e-mail address at MQA will not be considered.
2. Applicants should submit their application/s using the prescribed MQA Discretionary Grant Application Form for the relevant project.
3. It is the responsibility of the applicant to ensure that their application is received by MQA.
4. It is the applicant's responsibility to advise MQA on changes to contact person/s details.
5. All Employers/Organisations with multiple sites using one levy number must submit one consolidated application.
6. The Application Form may not be altered.
7. The application must be submitted by an Employer/Organisation registered with the MQA with accurate and complete company details.
8. Employers/Applicants must only apply for Learners who will be registered or complete training during 01 April 2025 to 31 March 2026.
9. The MQA may conduct a risk-based approach learner verification site visits to approve grants prior to payment of any grant.
10. MQA reserves the right to conduct due diligence audit before or after allocation of discretionary grants (this may be desktop or physical).

NB: MQA Funding Policy Rules will apply, and the above rules must be read in conjunction with the MQA funding policy.

C. EMPLOYER/APPLICANT INFORMATION

Employer/Applicant Name			
Skills Development Levy (SDL) Number (Paying or Exempted)			
Site SDL Number (Paying levies- If applicable)			
Organisation Registration Number (If applicable)			

PHYSICAL ADDRESS

Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
District Municipalities			
Local Municipalities			
Rural or Urban			

POSTAL ADDRESS

Post Address			
Area/Suburb		City/Town	
Postal Code		Province	

SIZE OF THE ORGANISATION *(please select the correct option pertaining to the company size)*

Size of the organisation	Small (0 – 49)	Medium (50 – 149)	Large (<150)
Has the organisation submitted the WSP/ATR In 2022?	Yes		No
Has the organisation submitted the Pivotal Plan and Report in 2022?	Yes		No
Is the organisation workplace approved?	Yes		No

D. PLACEMENT OF WORKPLACE COACHES COACHING LEARNERS ON ARTISAN DEVELOPMENT PROGRAMMES AND TRAINING OF WORKPLACE COACHES BY THE MQA APPOINTED SERVICE PROVIDER

D1. PLACEMENT OF WORKPLACE COACHES COACHING LEARNERS ON ARTISAN DEVELOPMENT PROGRAMMES

- a) This programme is for coaches who are appointed by the company to coach MQA Artisan Development Programme Learners.
- b) The placement of coaches is for a coach that will be placed at workplaces to coach the learners through their structured workplace based learning.
- c) The duration of this programme is 12 months
- d) The coach must be able to transfer skills and knowledge to learners in the workplace.
- e) The coach must preferably be an HDSA individual
- f) Preference should be given to retrenched/retired/unemployed/employed individuals with relevant qualifications and experience in the relevant discipline on this project.
- g) Comply to the requirement as stated in the guidelines.

D2. TRAINING OF WORKPLACE COACHES BY THE MQA APPOINTED SERVICE PROVIDER

- a) This intervention is employed persons who are currently coaching learners and employed people who are earmarked to become coaches.
- b) The training of coaches is for coaches that will be trained by the MQA appointed training provider who will train coaches on coaching skills and providing the coaches with tools and techniques necessary to effectively support the professional development of learners.
- c) The MQA will fund the training of coaches to develop their coaching skills.
- d) The MQA will appoint the service provider who will provide training for the coaches.

Please complete the compulsory fields (*) below.

*D1	Number of placements of workplace coaches coaching learners on Artisan Development Programmes applying for?	
*D2	Number of workplace coaches to be trained applying for?	

Contact details of person responsible for Workplace Coaches:

Site Name			
Site Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
Name and Surname of Site Representative			
Representative Designation			
Tel Number		Alternative Number	
E-mail			

Alternative contact details of person responsible for Workplace Coaches:

Site Name			
Site Street Name and Number			
Area/Suburb		City/Town	
Postal Code		Province	
Name and Surname of Site Representative			
Representative Designation			
Tel Number		Alternative Number	
E-mail			

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