



**2015 WORKPLACE SKILLS PLAN AND ANNUAL TRAINING REPORT SUPPORT
 REQUEST FORM FOR SMALL AND MEDIUM ORGANISATIONS**

The Mining Qualification Authority (MQA) would like to assist **Small** and **Medium (ONLY)** organizations in the **Mining and Minerals Sector**, who currently do not have Skills Development Facilities or resources to submit the organisation Workplace Skills Plan and Annual Training Report.

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|--------------------------------|--|
| Organisation Name | |
| SDL Number | |
| Sub-Sector | |
| Number of Employees | |
| Province | |
| Municipality | |
| Reasons for the request | |

REQUESTED BY:

Full Names _____ Designation _____

Email _____ Work number _____

Cell number _____ Signature _____

Date _____

Terms and Conditions

1. The organisation will be responsible for the data captured on the Source-data Template provided by the MQA. **NOTE:** The MQA will not be capturing any data on behalf of the organisation, but will be assisting and validating if the source-data meets all the requirements.
2. The MQA will **ONLY** be responsible for uploading the organisations' source-data should the need arise.
3. The organisation has a responsibility to follow up on the progress of their submission.
4. The organisation should apply for the WSP-ATR support only if they do not have a Skills Development Facilitator
5. The organisation **WILL** provide the MQA with the relevant information when requested.
6. MQA will not charge the organisation for the WSP-ATR support given.
7. **No data will be accepted 2 (two) days prior to the deadline.**

I _____ agreed and understand the terms and condition of this application.

| |
|------------------------------------|
| Office use only: |
| ALLOCATED TO: |
| Full Names _____ Designation _____ |
| Signature _____ Date _____ |

Send the signed copy to evodiam@mqa.org.za

