



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



National Skills Awards 2025 Application Form

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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



National Skills Awards 2025 Application Form

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

Name of Organisation / Applicant

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Name of the SETA with whom the Organisation / Applicant is registered

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Name of Contact Person

Contact Number	Email Address

DECLARATION

I declare that the information provided is accurate

Name	
Surname	
Designation	

Signature

Date

1.1 Skills Awards Categories

Indicate with x the category of award for which you are submitting an application, and then complete the corresponding form.

Award	Mark with an X
1. Category 1: Best occupation in high demand programme:	
1.1. Best high-level programme	
1.2. Best intermediate-level programme	
1.3. Best elementary level programme	
1.4. Best priority occupation programme	
2. Category 2: Best workplace-based learning programme:	
2.1. Best university/employer programme	
2.2. Best TVET College/employer programme	
2.3. Best Community College/employer programme	
2.4. Best Private Training Provider/ employer programme	
3. Category 3: Best workplace training:	
3.1. Best large organisation workplace training (501 +)	
3.2. Best medium organisation workplace training (51-500)	
3.3. Best small organisation workplace training (1-49)	
4. Category 4: Best occupational development programme:	
4.1. Best professional development programme (high-level occupation)	
4.2. Best artisan development programme (intermediate-level occupation)	
5. Category 5: Best public college programme:	
5.1. Best Technical and Vocational Education and Training College	
5.2. Best Centre of Specialisation	
5.3. Best Community Education and Training College	
6. Category 6: Best skills development programme:	
6.1. Best informal trader development programme	
6.2. Best SMME (small and emerging enterprise) development programme	
6.3. Best cooperative, NGO or NPO development programme	
7. Category 7: Best worker-initiated programme:	
7.1. Best worker-initiated programme in a large organisation (501 +)	
7.2. Best worker-initiated programme in a medium organisation (51-500)	
7.3. Best worker-initiated programme in a small organisation (1-49)	
8. Category 8: Best career and vocational guidance programme:	
9. Category 9: Most Outstanding SETA: NSA Chairperson's award for recognition of most outstanding SETA.	
10. Category 10: Most Outstanding Individual: Minister's award for recognition of most outstanding individual	

1.2 Category 1 – Best Occupation in High Demand Programme

Award Applied For

NSDP Outcome	Outcome 1: Identify and increase the production of occupations in high demand	
Award Applied For	High-level programme	
	Intermediate-level programme	
	Elementary level programme	
	Priority qualification programme	

Programme Profile

Name of Organisation						
Name of Programme						
Purpose of Programme						
SETA Registration Number		SAQA Registration Number				
Applicable Sector/s						
Duration of Programme						
Hard to Fill Vacancy?	Yes		No			
	If yes, please indicate number of vacancies filled as a result of the programme:					
	Total vacancies		Total filled			
Best Practices	1. Does the programme provide training support and mentorship?			Yes	No	
	If yes, please explain:					
	2. Does the programme have an innovative approach to learning?			Yes	No	
	If yes, please explain:					
	3. Is the programme supported by strong industry partnerships and collaborations?			Yes	No	
	If yes, please explain:					
	4. Is there a measurable impact on learner's careers and livelihoods?			Yes	No	
	If yes, please explain:					
	5. Does the programme have a rural reach?			Yes	No	
	If yes, please explain:					
Unique Features	6. Please add any other information regarding any unique features of the programme that help ensure the outstanding achievement of this NSDP outcome.					

Learner Throughput

1.3 Category 2 – Best Workplace-based Learning Programme

Award Applied For

NSDP Outcome	Outcome 2: Link education and the workplace		
Award Applied For	University / employer programme		
	TVET / employer programme		
	Community college / employer programme		
	Private Training Provider/ employer programme		

Programme Profile

Name of Organisation							
Name of Learning Institution							
Name of Programme							
Purpose of Programme							
Applicable Sector/s							
Duration of Programme							
Level of Demand (OIHD)	High		Medium		Low		
Priority Programme?	Yes		No				
Hard to Fill Vacancy?	Yes		No				
Best Practices	1. Does the programme provide training support and mentorship?				Yes		No
	If yes, please explain:						
	2. Does the programme have an innovative approach to learning?				Yes		No
	If yes, please explain:						
	3. Is the programme supported by strong industry partnerships and collaborations?				Yes		No
	If yes, please explain:						
	4. Is there a measurable impact on learner's careers and livelihoods?				Yes		No
	If yes, please explain:						
	5. Does the programme have a rural reach?				Yes		No
	If yes, please explain:						
Unique Features	6. Please add any other information regarding any unique features of the programme that help ensure the outstanding achievement of this NSDP outcome.						

Learner Throughput

1.4 Category 3 – Best Workplace Training and Development Programme

Award Applied For

NSDP Outcome	Outcome 3: Improve the level of skills in the South African workforce	
Award Applied For	Large organisation (501 +)	
	Medium organisation (51-500)	
	Small organisation (1-49)	

Programme Profile

Name of Organisation					
Sector					
Proportionality	Total employees		Total employees received training		%
Best Practices	1. Is training equitably funded and provided across the organisation levels and functions?	Yes		No	
	If yes, what percentage of payroll is spent on training _____%.				
	Please attach workplace skills plan and annual training report for the year/s being submitted.				
	2. Is there an innovative approach to learning in the organisation?	Yes		No	
	If yes, please explain:				
	3. Are bursaries made available to all employees?	Yes		No	
	4. Is training and development aligned to occupational developments and demands?	Yes		No	
	If yes, please explain:				
	5. Is training support and mentorship provided to employees to enable integration of learning?	Yes		No	
	If yes, please explain:				
	6. Is training used to transform the workplace and does it lead to increased productivity?	Yes		No	
	If yes, please explain:				
	7. Is there a measurable impact on employees' careers and livelihoods?	Yes		No	
	If yes, please explain:				

Unique Features	8. Please add any other information regarding any unique features of the programme that help ensure the outstanding achievement of this NSDP outcome.
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Employee Profile

To complete the table please add total annual enrolment and certification on training programmes for each year being reported. This table must align with the WSP/s and ATR/s being submitted. If more than one year is being submitted, please add new table for the relevant year:

Period being reported: _____

	Total Employees Received Training				Employees with Disabilities Received Training			
	Enrolled		Certificated		Enrolled		Certificated	
	Male	Female	Male	Female	Male	Female	Male	Female
African								
Coloured								
Indian								
White								
Total								

Period being reported: _____

	Total Employees Received Training				Employees with Disabilities Received Training			
	Enrolled		Certificated		Enrolled		Certificated	
	Male	Female	Male	Female	Male	Female	Male	Female
African								
Coloured								
Indian								
White								
Total								

1.5 Category 4 –Best occupational development programme

Award Applied For

NSDP Outcome	Outcome 4: Increase access to occupationally directed programmes	
Award Applied For	Professional Development	
	Artisan Development	

Programme Profile

Name of Organisation										
Name of Programme										
Purpose of Programme										
SETA Registration Number										
SAQA Registration Number										
Applicable Sector/s										
Duration of Programme										
Level of Demand (OIHD)	High		Medium		Low					
Priority Programme?	Yes				No					
Number of bursaries / grants awarded	Graduates				Artisans					
Best Practices	1. Does the programme enable recognition of prior learning					Yes		No		
	If yes, please explain:									
	2. Is the programme supported by strong industry partnerships and collaborations?					Yes		No		
	If yes, please explain:									
	3. Does the programme have an innovative approach to learning?					Yes		No		
	If yes, please explain:									
	4. Does the programme have a rural reach?					Yes		No		
	If yes, please explain:									
Unique Features	5. Please add any other information regarding any unique features of the programme that help ensure the outstanding achievement of this NSDP outcome.									

Learner Throughput

Total Learners Enrolled		Total	Total Learners Certificated		Total	Unemployed Learners Placed	
Employed	Unemployed		Employed	Unemployed		WIL	Employment

Note: Each line must be for the same learner intake. Add new line for new learner intake enrolments where relevant

Learner Profile

When reporting the learner profile, a new table must be completed for each learner intake where relevant

Period being reported:_____

[illegible]

Period being reported: _____

[illegible]

1.6 Category 5 – Best public college programme

Award Applied For

NSDP Outcome	Outcome 5: Support the growth of the public college system		
Award Applied For	Technical and Vocational Education and Training		
	Centre of Specialisation		
	Community Education and Training		

Programme Profile

Name of College				
DHET Registration Number				
Applicable Sector/s				
Best Practices – TVET College / Centre of Specialisation	1. Does the college/centre offer occupationally directed programmes?	Yes		No
	If yes, please attach a list of the programmes offered and indicate whether an occupation in high demand / priority occupation and number of youth enrolled/certificated			
	2. Does the college/centre support learners whose qualifications require work integrated learning?	Yes		No
	If yes, please attach a description the support offered and the partnerships with industry for work experience			
	3. Has the college established and maintained SETA offices?	Yes		No
	If yes, please attach a list of the SETAs and the type of support received from each SETA			
	4. Does the college/centre arrange for lecturers to receive workplace exposure?	Yes		No
	If yes, please attach a list of the number of lecturers who have/are receiving workplace exposure and describe the type of experience received for each lecturer			
Best Practices – CET College	1. Does the college offer skills and occupationally directed programmes?	Yes		No
	If yes, please attach a list of the programmes offered and indicate whether an occupation in high demand / priority occupation and number of youth enrolled/certificated			
	2. Does the college offer adult language and numeracy skills to enable further training	Yes		No
	If yes, please attach a description and indicate uptake of the programme			
	3. Does the college partner with and offer programmes to support local small business and cooperatives	Yes		No
	If yes, please attach a list of the number of small business and cooperatives supported and indicate the type of support provided			

	4. Does the college offer skills support initiatives for CBOs, NGOs, and NPOs.	Yes		No	
	If yes, please attach a list of the skills programmes and the uptake by the CBOs, NGOs, and NPOs.				
Unique Features	5. Please add any other information regarding any unique features of the programme that help ensure the outstanding achievement of this NSDP outcome.				

1.7 Category 6 – Best Skills Development Programme

Award Applied For

NSDP Outcome	Outcome 6: Support skills development for entrepreneurship and cooperative development	
Award Applied For	Informal traders	
	SMMEs (small and emerging enterprises)	
	Cooperatives	

Programme Profile

Name of Provider						
Name of Programme						
Purpose of Programme						
SETA Registration Number						
SAQA Registration Number						
Applicable Sector/s						
Duration of Programme						
Level of Demand (OIHD)	High		Medium		Low	
Priority Programme?	Yes		No			
Best Practices	1. Does the programme provide training support and mentorship?				Yes	No
	If yes, please attach a description of the support and mentorship offered, and the uptake by recipients					
	2. Does the programme have an innovative approach to learning?				Yes	No
	If yes, please attach an explanation of the approach adopted:					
	3. Are workplace-based learning opportunities established for recipients of the programme				Yes	No
	If yes, please attach a description of the opportunities, the uptake, and the companies providing the workplace learning opportunity					
	4. Is there a measurable impact on the careers and livelihood of the recipient?				Yes	No
	If yes, please attach a description of how the impact is measured and examples of this impact.					
	5. Does the programme have a rural reach?				Yes	No
	If yes, please attach a description of the areas reached					
Unique Features	6. Please add any other information regarding any unique features of the programme that help ensure the outstanding achievement of this NSDP outcome.					

Learner Throughput

Total Learners Enrolled		Total	Total Learners Certificated		Total	Unemployed Learners Placed	
Employed	Unemployed		Employed	Unemployed		WIL	Employment

Note: Each line must be for the same learner intake. Add new line for new learner intake enrolments where relevant

Learner Profile

When reporting the learner profile, a new table must be completed for each learner intake where relevant

Period being reported: _____

[illegible]

Period being reported: _____

[illegible]

1.8 Category 7 – Best Worker-Initiated Training Support Programmes

Award Applied For

NSDP Outcome	Outcome 7: Encourage and support worker-initiated training	
Award Applied For	Large organisation (501 +)	
	Medium organisation (51-500)	
	Small organisation (1-49)	

Programme Profile

Name of Union / Federation						
Name of Programme						
Purpose of Programme						
Applicable Sector/s						
Duration of Programme						
Targeted Beneficiaries						
Level of Demand (OIHD)	High		Medium		Low	
Priority Programme?	Yes		No			
Best Practices	1. Does the programme provide training support and mentorship?				Yes	No
	If yes, please attach a description of the support and mentorship offered, and the uptake by employees					
	2. Does the programme have an innovative approach to learning?				Yes	No
	If yes, please attach an explanation of the approach adopted					
	3. Are arrangements made to enable integration of learning into the workplace?				Yes	No
	If yes, please describe these arrangements					
	4. Is there a measurable impact on worker's careers and livelihoods?				Yes	No
	If yes, please attach an explanation of how the impact is measured					
	5. Does the programme have a rural reach?				Yes	No
	If yes, please attach an explanation of how rural workers are reached?					
Unique Features	6. Please add any other information regarding any unique features of the programme that help ensure the outstanding achievement of this NSDP outcome.					

Worker Throughput

Total Workers Enrolled		Total Workers Certificated		Total Workers with Disabilities Enrolled		Total Workers with Disabilities Certificated	
Male	Female	Male	Female	Male	Female	Male	Female

Note: Each line must be for the same learner intake. Add new line for new learner intake enrolments where relevant

When reporting the learner profile, a new table must be completed for each learner intake where relevant

Period being reported: _____

	Total Workers Received Training				Workers with Disabilities Received Training			
	Enrolled		Certificated		Enrolled		Certificated	
	Male	Female	Male	Female	Male	Female	Male	Female
African								
Coloured								
Indian								
White								
Total								

Period being reported: _____

	Total Workers Received Training				Workers with Disabilities Received Training			
	Enrolled		Certificated		Enrolled		Certificated	
	Male	Female	Male	Female	Male	Female	Male	Female
African								
Coloured								
Indian								
White								
Total								

1.9 Category 8 – Best career development service

Award Applied For

NSDP Outcome	Outcome 8: Support career development services		
Award Applied For	Urban career and vocational guidance programme		
	Rural career and vocational guidance programme		

Programme Profile

Name of Organisation				
Name of Programme				
Best Practices	1. Does the service prioritise sector and government priorities?	Yes		No
	If yes, please attach a description of the prioritised sectors and government priorities			
	2. Are the services (including material) accessible to all especially in rural areas and targeted beneficiaries	Yes		No
	If yes, please attach an explanation of the approach adopted			
	3. Does the service have innovative and multiple platforms for accessing services?	Yes		No
	If yes, please attach a description of the platform			
	4. Does the service direct beneficiaries toward available workplace learning programmes?	Yes		No
	If yes, please provide a description of the available programmes and partner organisations.			
	5. Is there a measurable impact on unemployed people's employability and employed people's careers?	Yes		No
	If yes, please attach an explanation of how the impact is measured.			
Unique Features	6. Please add any other information regarding any unique features of the programme that help ensure the outstanding achievement of this NSDP outcome.			

Beneficiary Profile:

If more than one year is being reported, please complete the second table below.

Period being reported: _____

	Total Employed Beneficiaries		Total Unemployed Beneficiaries		Total Employed Beneficiaries with Disabilities		Total Unemployed Beneficiaries with Disabilities	
	Male	Female	Male	Female	Male	Female	Male	Female
African								
Coloured								
Indian								
White								
Total								

Period being reported: _____

	Total Employed Beneficiaries		Total Unemployed Beneficiaries		Total Employed Beneficiaries with Disabilities		Total Unemployed Beneficiaries with Disabilities	
	Male	Female	Male	Female	Male	Female	Male	Female
African								
Coloured								
Indian								
White								
Total								

1.10 Category 9 – NSA Chairperson’s Award for Recognition of Most Outstanding SETA

The NSA Chairperson’s Award for Recognition of Most Outstanding SETA is measured against the following criteria listed below.

Criteria	The submission should provide information on:
1. Performance Against Targets	• Service Level Agreement. • Annual Performance Plan. • Annual budget achievement. • Overall organisational performance.
2. Governance	• Board composition as per the SDA. • Number of board meetings held. • Board member attendance.
3. Financial Sustainability	• Financial position including commitments, reserves, assets and liabilities. • Auditor-General report including whether or not irregular expenditure was incurred.
4. Management / Corporate Services	• Number of vacancies and filled positions. • Organisation structure / organogram to be provided, including equity profile. • Employment and equity alignment (race, gender and disability)
5. Collaboration / Partnerships	Stakeholder relations and number of partnership initiatives.
6. Innovation / Creativity	Innovative / creative ideas e.g. for overcoming challenges such as meeting/exceeding targets despite limited funding.
7. Accessibility Of Information	User-friendliness for learners, stakeholder and/or beneficiaries e.g. creation of portals for students.

1. SETA Performance Against Targets Between 2022/2023 And 2023/2024

1. Service Level Agreement Performance			
	Number of Targets Agreed Upon	Number of Targets Not Met	Number of Targets Achieved
Number			
Percentage			
2. Annual Performance Plan (APP) Achievement			
	Number of Targets Agreed Upon	Number of Targets Not Met	Number of Targets Achieved
Number			
Percentage			
3. Summary Budget Achieved			
	Annual Budget	Total Actual Expenditure	Percentage of Annual Budget Expended
4. Overall Organisation Performance			
Percentage			

2. SETA Governance Between 2022/2023 And 2023/2024

Board composition		Number of board meetings held		
Board Member	Constituency Representation	Number of Meetings Attended by Board Members	Percentage of Board Meetings Attended	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

3. SETA Financial Sustainability over the 2022/23 and 2023/24 periods

1. Financial Position: <i>(Financial statements to be attached in support)</i>				
Current Assets	Current Liabilities	Commitments for next 12 months	Mandatory Reserves	
Non-Current Assets	Non-Current Liabilities	Commitments beyond 12 months	Discretionary Reserves	
Cash and Cash Equivalents	Contingent Liabilities		Other Reserves	
2. Auditor-General Report <i>(Report to be attached in support)</i>				
Audit Finding: <i>(Indicate with an "X") (Management Report to be attached for Qualified / Adverse / Disclaimer Audit Opinions)</i>				
Clean Audit Opinion	Unqualified Audit Opinion	Qualified Audit Opinion	Adverse Audit Opinion	Disclaimer Audit Opinion
3. Irregular expenditure incurred: <i>(Indicate with an "X")</i>		Yes		No
Rand Value of Irregular Expenditure				
Percentage of Irregular Expenditure in relation to Total Actual Expenditure:				

4. SETA Management / Corporate Services over the 2022/23 and 2023/24 periods

1. Number of Vacancies (Organisation structure/organogram to be provided)				
Level	No. of Employees	Approved Positions	Vacancies	Percentage of Vacancies
Top Management				
Senior Management				
Professionally Qualified				
Skilled				
Semi-Skilled				
Unskilled				

2. Employment and Equity Alignment												
	Top Management		Senior Management		Professional Qualified		Skilled		Semi-Skilled		Unskilled	
	Male	Fem.	Male	Fem.	Male	Fem.	Male	Fem.	Male	Fem.	Male	Fem.
African												
Coloured												
Indian												
Whited												
Total												

5. SETA Collaboration / Partnerships over the 2022/23 and 2023/24 periods

Stakeholder &/or Partnership initiative / project	Description and Aim	Impact	Beneficiaries
<i>*Portfolio of evidence to be provided</i>			

6. SETA Innovation / Creativity over the 2022/23 and 2023/24 periods

Innovative / Creative ideas e.g. Overcoming challenges such as meeting targets despite limited funding.
<i>*Motivation and portfolio of evidence to be provided</i>

7. SETA Accessibility Of Information over the 2022/23 and 2023/24 periods

User-friendliness for learners, stakeholders and/or beneficiaries e.g. Creation of portals for students.
<i>*Motivation and portfolio of evidence to be provided, including feedback from learners, stakeholder and/or beneficiaries.</i>

1.11 Category 10: Minister's Award For Recognition Of Most Outstanding Individual

Name of Proposed Individual	
1. Skills Development Participation	
Identify current and/or previous skills development activities the individual is/was involved in.	<i>The submission should provide information on:</i> • Demonstrate significant levels of involvement in activities in skills development. (<i>Activities to be specified</i>) • The individual seeks out opportunities to contribute to improving the effectiveness and efficiency of the Skills Development System.
Details and level of involvement in skills development to be provided.	
2. Accomplishments	
Describe how the performance of the individual is beyond what is normally performed/expected.	<i>The submission should provide information on:</i> • Demonstrate exceptional job performance beyond what is normally performed or expected. • Demonstrate commitment to fostering growth and development of individuals by sharing guidance and professional skills, e.g. Mentoring
Demonstrate how the individual shows commitment to fostering growth and development of individuals.	
3. Community Involvement	
Describe instances when the individual shared time and talent in ways that benefit the community or individuals within the community.	<i>The submission should provide information on:</i> • Demonstrate commitment to community by sharing time and talent in ways that benefit the community or individuals within the community. (<i>Sharing time and talent</i>) • Demonstrate personal commitment to skills development endeavours within the community, outside of their professional obligations. (<i>Commitment to skills development</i>) • Played a lead role in developing community awareness of skills development opportunities and/or career development services. (<i>Skills development awareness</i>)
Describe instances when the individual showed personal commitment to skills development endeavours within the community.	
Describe instances when the individual played a lead role in the community in developing awareness of skills development opportunities and/or career development services.	
4. Leadership	
Describe instances when the individual demonstrated initiative and inspired others to work collaboratively and creatively.	<i>The submission should include information on:</i> • Demonstrates initiative and inspires others to work collaboratively and creatively. • Proven willingness to work flexibly when needed. • Individual finds ways to motivate, utilize and incorporate others to move the NSDP vision forward.
Provide a track record of the individuals willingness to work flexibly when needed.	
Demonstrate how the individual finds ways to motivate, utilize and incorporate others to move the NSDP 2023 vision forward.	

5. Ethics and Integrity	
Give a description of the individual's values, characteristics and describe the way the individual conducts him/herself in public and in private.	<i>The submission should provide information on:</i> • The individual understands that their actions, both public and private are reflective of their values. • When faced with ethical issues, the individual challenges themselves and others to act in ways congruent with their personal and shared values e.g. declaring conflict of interest. • The individual demonstrates the highest level of integrity in all aspects of their lives.
Describe instances when the individual was faced with ethical challenges and explain how the individual reacted in the circumstances.	
Motivate how the individual demonstrates the highest level of integrity in all aspects of their lives and why the individual deserves to receive this award.	

Please attach detailed motivation and portfolio of evidence.