

Good Day

Thank you for registering on the CAPES WITS BMP (Employment Services Business Management Programme) NQF L5 aligned programme.

It must be noted that while CAPES is recommending your acceptance on the programme to the SSETA, the final decision will be made by the SSETA on completion, submission, and assessment, of all the necessary documentation and qualifying criteria.

As you may be aware funding for the programme was approved very recently and as such the turnaround times and **deadlines for document submission are extremely tight.** This year, in addition to individual documents there is also a requirement to submit relevant company documents as the focus is on capacitation of SMEs.

THESE DOCUMENTS ARE COMPULSORY IN ORDER TO RECEIVE THE FUNDING FOR YOUR PARTICIPATION ON THE PROGRAMME AND MUST BE RETURNED TO US BY NO LATER THAN:

WEDNESDAY 3rd August 2022 (To assist with processing, please send applications as soon as possible)

INDIVIDUAL REQUIREMENTS FOR BMP:

- 1) Complete your on-line application using the following link:
<https://apso.org.za/wits-graduate-registration-bmp>
- 2) ALL documents below should be scanned and ready for upload when you complete your online application.
- 3) Certified copy of your South African Identity Document (upload onto on-line link)
- 4) Certified copy of your Matric Certificate or NQF 4 equivalent (upload onto on-line link)
- 5) Copy of your CV (upload onto on-line link)
- 6) Proof of residence – Utilities or similar bill with your name & address (upload onto on-line link)
- 7) SSETA Bursary Agreement (BA) - *(template attached)*
 - a. File to be saved as a PDF with Document Name, ID Number, Surname & Initial (eg: **BA** 7112200304068 Bloggs J)
 - b. Document to be signed by yourself and 2 witnesses.
 - c. ALL pages should be initialled by yourself and your 2 witnesses.
 - d. Completed document scanned (upload onto on-line link)
- 8) SSETA Bursary Agreement Declaration (BAD) – *(template attached)*
 - a. Complete and sign document.
 - b. File to be saved as a PDF with Document Name, ID Number, Surname & Initial (eg. **BAD** 7112200304068 Bloggs J)
 - c. Completed document scanned (upload onto on-line link)
- 9) SSETA POPI Form
 - a. Complete and sign document.
 - b. The last line on the POPI Form (Dept of Responsible Party) SHOULD BE LEFT BLANK
 - c. File to be saved as a PDF with Document Name, ID Number, Surname & Initial (eg. **POPI** 7112200304068 Bloggs J)
 - d. Completed document scanned (upload onto on-line link)
- 10) Proof of Employment (PE) – *(template attached)*
 - a. File to be saved as a PDF with Document Name, ID Number, Surname & Initial (eg: **PE** 7112200304068 Bloggs J)
 - b. Completed document scanned (upload onto on-line link)

COMPANY REQUIREMENTS TO CONFIRM SME STATUS:

- 1) BBEE Certificate (upload onto on-line link)
 - a. For Micro Enterprises – a signed and completed Affidavit or letter from Accountant / Auditor confirming turnover.

2) CIPC Registration Documents (uploaded onto on-line link)

- a. If you are a Sole Proprietor or Trust – proof of SARS registration will be accepted

If you meet all the qualifying criteria and have correctly submitted and completed all your documents (within the required timeframe), a recommendation will be made to SSETA to accept you onto the programme. On notification from the SSETA a final acceptance letter will be sent to you which will include details of the commencement of the programme, learning material and allocated group. The commencement is staggered, with the first group of participants expected to begin in towards the end of July.

We look forward to receipt of your document pack. Should you require any further assistance, please email: bmp@capex.org.za or Whatsapp: 076 6366 719