

Good Day

Thank you for registering for the CAPES WITS 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.**

**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:**

**Monday 14<sup>th</sup> APRIL 205. (Spaces on the programme are limited and applications will be processed on first received basis – do not delay in submitting your documentation)**

**INDIVIDUAL REQUIREMENTS FOR BMP & MDP:**

- 1) Complete your on-line application using the following link:  
<https://apso.org.za/capes-bmp-mdp-registration>  
ALL documents below should be **scanned and ready for upload** when you complete your online application.
- 2) Certified copy of your South African Identity Document (upload onto on-line link)
- 3) Certified copy of your Matric Certificate or NQF 4 equivalent (upload onto on-line link)
- 4) Certified copy of your NQF5 or equivalent for MDP (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 -13 PAGES*)
  - 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 (*template attached - 1 page*)
  - 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) – (*Either Contract of Employment or complete the 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)
- 11) Bursaries Learner Registration Form – (*template attached – 3 pages*)
  - a. Page 1
    - i At the top of the form – ignore point 2, 3, 4 and 5 in the yellow box
    - ii STATS SA Area Code – LEAVE BLANK

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 towards the end of May beginning of June 2025

We look forward to receipt of your document pack. Should you require any further assistance, please email: [bmp@capes.org.za](mailto:bmp@capes.org.za) for BMP Programme and [mdp@capes.org.za](mailto:mdp@capes.org.za) for MDP Programme.