

STAKEHOLDER RECOGNITION & APPRECIATION AWARDS 2024 GUIDELINES

1. INTRODUCTION

The FoodBev Manufacturing SETA Stakeholder Recognition and Appreciation Awards are held every two (2) years as part of continuous efforts and initiatives to strengthen relations with our stakeholders. This initiative will be used to recognize organizations who have applied best practices in the implementation of FoodBev Manufacturing SETA's programmes.

The Stakeholder Recognition and Appreciation Awards will be held on Wednesday, 27 November 2024, in Cape Town.

The categories for the recognition and appreciation awards are as follows:

1. Best Small Enterprise in Skills Development

Criteria: Recognizes a small company (less than 50 employees) that demonstrates best practices and stands out in providing skills development opportunities, focusing on both employed and unemployed learners and employee upskilling.

2. Best Medium Enterprise in Skills Development

Criteria: Recognizes a medium-sized company (50–150 employees) that demonstrates best practices and stands out in providing skills development opportunities, focusing on both unemployed learners and employee upskilling.

3. Best Large Enterprise in Skills Development

Criteria: Celebrates a large company (150+ employees) that has significantly invested in upskilling both employed and unemployed individuals and demonstrates best practices and stands out in providing skills development opportunities.

4. Company or Employer with the most absorptions for the unemployed youth

Criteria: Recognition and an award to a company that trains for absorption against the awarded allocation.

5. Innovative Skills Development Project of the Year (To be decided by FoodBev Manufacturing SETA)

Criteria: Awards a company organization (across any size) for implementing a unique and creative approach to skills development that has had a transformative impact on learners or employees. Innovation could involve the use of new technologies, creative partnerships, or training methods.

6. Youth Empowerment Skills Development Award (To be decided by FoodBev Manufacturing SETA)

Criteria: Recognizes an organization that has made exceptional efforts in upskilling young people (ages 18-35), providing pathways to employment and growth through meaningful training opportunities.

7. Women Empowerment in Skills Development Award (To be decided by FoodBev Manufacturing SETA)

Criteria: Acknowledges a company or organisation that focuses on empowering women through skills development initiatives, enabling greater female participation and leadership within the sector.

8. Skills Development for People with Disabilities (To be decided by FoodBev Manufacturing SETA)

Criteria: This award highlights a company or organisation that has made commendable efforts to include and upskill people with disabilities, fostering an inclusive and supportive learning environment.

9. Capacity Builder of the Year Award (To be decided by FoodBev Manufacturing SETA)

Criteria: Recognizes a company that has invested extensively in upskilling its own employees, focusing on continuous development and capacity building across its workforce. Companies that have submitted their entries in categories 1-4 will be considered and nominated for this award.

10. Best TVET in Skills Development (To be decided by FoodBev Manufacturing SETA)

Criteria: Recognizes a TVET College that has successfully implemented FoodBev Manufacturing SETA funded skills development initiatives.

Entry to the FoodBev Manufacturing SETA Stakeholder Recognition and Appreciation Awards is voluntary and not automatic. To ensure a seamless implementation of this initiative, an Organising Committee will be responsible to facilitate the following:

- a. Management of the successful launch and implementation of the awards
- b. Communication to all stakeholders
- c. Invitations to all shortlisted stakeholders
- d. Desktop evaluation of entries; and the
- e. Adjudication process

2. AIMS AND OBJECTIVES

- a. To raise awareness amongst stakeholders on the importance best practices in the implementation of learning programmes;
- b. To promote project sustainability and viability;
- c. To build awareness of various FoodBev Manufacturing SETA programs;
- d. To encourage stakeholder networking and engagement; and
- e. To strengthen relations with stakeholders in the sector

3. AWARDS TIMELINE

- a. Invitation to participate : 20 September 2024
- b. Closing date for entries: 7 October 2024
- c. Evaluation of entries : 8-9 October 2024
- d. Communication and invitation to shortlisted stakeholders: 10-11 October 2024
- e. Stakeholder Recognition and Appreciation Awards Ceremony: Wednesday, 27 November 2024, Western Cape, Cape Town

4. PARTICIPATION & ELIGIBILITY

Participation and entry into the FoodBev Manufacturing SETA Stakeholder Recognition and Appreciation Awards is voluntary. All employers (Large, Medium and Small), private and public organisations who participated in skills development initiatives funded by the sector and FoodBev Manufacturing SETA in the 2023/2024 financial year may participate and are eligible to enter for possible recognition and appreciation.

The skills development training and initiatives that will be recognized will include Learnerships (Employed and Unemployed), Graduate Placement, Bursaries, Skills Programmes, Partnerships and Artisan Development. These programmes include credit and non-credit bearing programmes.

Participation in all the categories is allowed, and if the employers (Large, Medium and Small), private and public organisations meet the set criteria can submit their applications.

Entries must be made only on the official electronic form and comply with all the requirements. Non-compliant entries will not be considered. The awards will be audited using the information also available on SIMS, a custom developed technology solution used by FoodBev Manufacturing SETA to manage the supported organization's training needs and requirements. The Stakeholder Recognition and Appreciation Awards will be held on Wednesday, 27 November 2024, Western Cape, Cape Town.

Only the shortlisted employers, private and public organisations will be invited to attend the ceremony.

5. ENTRIES GUIDELINES FOR ENTRIES

Electronic entry forms are available on the FoodBev Manufacturing SETA website on www.foodbev.co.za and scroll down to see FoodBev Manufacturing SETA Stakeholder and Appreciation Awards 2024. The guidelines for the entries are as follows:

5.1. Entry guidelines for levy and non-levy paying employers by category:

- a. Category entering into
- b. Name of company/employer representative
- c. Company/employer contact details
- d. Name of the employer/company or organisation
- e. Location of the company/employer headquarters in South Africa
- f. Chamber or sub-sector of employer
- g. Total number of employees for 150+large, 50-149 medium and 0-49 small employers
- h. Skills Development Levy Number or SDL for organisations or employers that pay their levies
- i. Criteria in which each application will be adjudicated

5.2. Adjudication guidelines for awards that will be decided by FoodBev Manufacturing SETA

- a. Submission of compliant documents as per the Grant Funding Policy, learner registrations and completions
- b. Innovative/unique project implemented in the past 2 financial years (2022/23, 2023/24) and cannot be implemented through Discretionary Grants
- c. Percentage of learner registration against the identified groups/demographics

5.3. Entry closing dates

- a. Closing date for entries is Friday, 4 October 2024, 12 Midnight
- b. Email inquiries can be forwarded to: StakeholderRelations@foodbev.co.za

6. RULES, TERMS & CONDITIONS

6.1. The process shall be fair and just and in line with FoodBev Manufacturing SETAs values of Service Excellence, Integrity, Commitment, Transparency and Accountability.

6.2. The data that will be used to decide on the shortlisted employers/companies/organisations will be retrieved from SIMS, a custom developed technology solution used by FoodBev Manufacturing SETA to manage the supported organization's training needs and requirements and is audited.

6.2. The decision of the Adjudication or Organising Committee is final, and no correspondence will be entered into regarding unsuccessful applications.

6.3. Each entrant assumes full responsibility in respect of the entry and quality of supporting documents (when and if requested by the Adjudication or Organising Committee including Auditors) and discharges the Adjudication Committee from any responsibility in respect of third parties.

6.4. Members of the Organising and Adjudication Committee of FoodBev Manufacturing SETA are not eligible for the recognition and appreciation awards.

6.5. The token of recognition and appreciation will be awarded to an individual, a group of individuals, or an institution/employer/company/organisation.

6.6. Anything not provided for in these rules may be decided upon by the Adjudication Committee.

6.7. Any submitted documentation (if required by the Adjudication Committee) cannot be claimed back after the awards.

6.8. Employers/companies or organisations in the food and beverages manufacturing that meet the set criteria can submit applications for possible consideration in the in all or categories they qualify for.

6.9. Should you not hear from FoodBev Manufacturing SETA by **11 October 2024** **consider your entry unsuccessful.**

6.10. FoodBev Manufacturing SETA reserves the right to cancel and not proceed with the recognition and appreciation awards with no prior notice or communication.

6.11. Please note that travel and accommodation to attend the awards ceremony will be at the participants (employers, private and public organisations) own costs.

7. CONCLUSION

The awards ceremony is a biennial event and FoodBev Manufacturing SETA stakeholders are encouraged to participate as this initiative will encourage efforts to strengthen relations, stimulate performance, productivity, and skills development.