



**APPOINTMENT OF A PANEL OF QCTO ACCREDITED TRAINING PROVIDERS TO IMPLEMENT VARIOUS TRAINING INTERVENTIONS ON BEHALF OF THE COLLEGE AND ALSO TO CAPACITATE THE COLLEGE, AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS.**

**1. BACKGROUND**

- 1.1. Ehlanzeni TVET College is a public Skills Development Provider participating in achieving the objectives of the National Skills Development Plan 2030, which is informed by the National Skills Development Act No.97 of 1998. The College achieved a lot in terms of skills development; however, not all the sectors are being covered due to inadequate capacity.

**2. PURPOSE**

To appoint a panel of QCTO accredited training providers to offer Occupational Programmes (Skills, Learnerships, Apprenticeship and Artisan Recognition of Prior Learning) in the following qualifications:

ENGINEERING	BUSINESS	AGRICULTURE
Electrician	Chef	Poultry Farmer
Welder	Hairdresser	Live Stock Farmer
Diesel Mechanic	Nail Technician	Gardner Worker
Boiler Maker	Cook	
Fitter	Bank teller	
Mechanical Fitter	Book keeper	
Plumber	ECD	
Bricklayer	Computer Technician	
Carpenter	Financial Advisor	
Electronics	Long Term Insurance Advisor	
	Office Administrator	
	Artificial Intelligence	



	Software Development	
	Robotic Processing Automation Developer	

### 3. SCOPE OF WORK:

The specifications are as follows:

#### A. THE PROSPECTIVE TRAINING PROVIDERS ARE EXPECTED TO:

Submit a basic Project Proposal to implement the required programmes, which must include the following documentation:

1. Proof of all accreditations (Valid accreditation certificates);
2. Proof of capacity to implement those programmes i.e., facilities, resources, facilitators, assessors, and moderators.
3. Proof of valid assessor and moderator registration;
4. Proposed implementation plan and methodology;
5. Detailed training budget (inclusive of all costs related to training i.e., facilitation, learner administration, learning materials, monitoring, certification, etc); and
6. Detailed budget for Personal Protective Equipment (PPE) and Toolkits.
7. Proof of two previous training programmes you have implemented (MoA or SLA).
8. Proof of agreement with any two relevant employers i.e. MoU (Indicating that the employer can host learners during the practicals.



#### **4. CRITICAL DELIVERABLES AND OUTPUTS EXPECTED**

- 4.1. Learning materials: training manuals, facilitator guides, assessment guides, moderator guides, workplace logbooks and portfolios of evidence.
- 4.2. Induction programme pack;
- 4.3. Implementation plan;
- 4.4. Learner attendance registers;
- 4.5. Required training facilities (conducive to learning) and equipment (including tool kits and Personal Protective Equipment, where required);
- 4.6. Secured work placement for structured workplace training;
- 4.7. Learning programme delivered according to implementation plan;
- 4.8. Monitoring of implementation of the learning programme;
- 4.9. Assessment reports (Internal and External);
- 4.10. Moderation reports (Internal and External).
- 4.11. Training progress reports (e.g. weekly, monthly or quarterly, depending on the duration of the training) and close-out reports.
- 4.12. Upload learners for registration and learner achievements on QCTO LMIS (Indicium).

#### **5. FACILITATION AND ASSESSMENT**

1. Compulsory induction session before commencement any training.
2. Facilitate the structured learning component of the programme both theory and practical component.
3. Provide learner support to ensure learners attain the required number of credits within the expected time frames.
4. Identify learners with special education and training needs and develop mechanisms to address those.
5. Monitor and evaluate internal moderation processes.
6. Ensure the external moderation of the assessment results is concluded and forward reports of such to the ETQA.
7. Issue certificate or statement of results upon completion of the training





## 6. THE REQUIRED DOCUMENTS

Only bidders who have provided the following mandatory information and documents to be used to evaluate the bidder's responsiveness will be considered for further evaluation on functionality:

- Central Supplier Database (CSD) Registration Report.
- Valid SARS PIN.
- Certified copy of company registration documents issued by the Companies and Intellectual Property Commission (CIPC).
- Certified copy of B-BBEE certificate or a valid copy of a sworn affidavit.
- Certified copies of identity documents for company directors.
- Attach certified QCTO accreditation certificate(s).
- Certified copy or copies of municipal account/s not older than three months for the bidder or lease agreement or proof of residence from the relevant traditional authority.

Received bids will be evaluated for responsiveness based on mandatory requirements, functionality and who obtain a minimum of **70 points** out of a possible **100 points**, and price and B-BBEE status level of contribution in accordance with the criteria stipulated on the bid documents in line with the provisions of the Preferential Procurement Regulations, 2017. In order to claim points for a B-BBEE status level of contribution, bidders must attach a valid certified copy of a B-BBEE certificate or a valid copy of a sworn affidavit.



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Ehlanzeni TVET College  
Corporate Centre  
29 Bell street, NELSPRUIT.  
Private Bag X11297 NELSPRUIT 1200  
Tel: 013-752-7105/ Fax: 013-752-4902

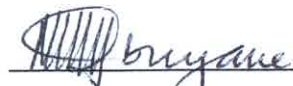


## 7. ADMINISTRATION OF THE PROGRAMME

The provider must:

1. Establish and maintain the learner and workplace database,
2. Comply with training provider duties as per service level agreement.
3. Monitor learner progress, deal with problems related to provisioning, and refer all programme related matters to **ETVETC**.

Approved/ Not Approved

  
Mr EM Mbuyane

Principal

22/05/2024  
Date