

Postal Address  
P.O. Box 1329, Rivonia,  
2128, South Africa

Physical Address  
01 Newtown Avenue,  
Killarney, Johannesburg,  
2193

Contact  
Call Centre: 0860 100 221  
Telephone: 011 217 0600  
Fax: 011 783 7745



# CAPACITY BUILDING FOR ETD PRACTITIONERS

## Tender Briefing Presentation

16 July 2017

# Background & Context



- CATHSSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of Culture, Arts, Tourism, Hospitality and Sport in the Large, Medium, Small levy paying and non-levy paying companies in the sector.

# Background (Cont)

- It is a schedule 3 (a) listed public entity in terms of the Public Finance Management Act (PFMA) (Act 1 of 1999 as amended), and is accountable to the National Department of Higher Education and Training (DHET). CATHSSETA conducts its activities within the following six sub-sectors:
  - Arts, Culture and Heritage
  - Conservation
  - Gaming and Lotteries
  - Hospitality
  - Sport, Recreation and Fitness
  - Travel and Tourism

# Background (Cont)

Within these sub-sectors, CATHSSETA is responsible for the following:

- Development of a Sector Skills Plans (SSP) within the framework of the National Skills Development Strategy (NSDS);
- Implementation of the SSP;
- Development and administration of Learning interventions;
- Support of the implementation of the National Qualifications Framework (NQF);
- Quality assurance of sector learning interventions;
- Disbursement of levies collected from employers in their sector;
- Reporting to the Minister and the South Africa Qualifications Authority (SAQA).

# Points of Presence

In a bid to drive accessibility to CATHSSETA services, 6 regional offices established

Region	TVET College	Town Located	Manager
Free State	Motheo	Bloemfontein	Ms Seekoei
Eastern Cape	Lovedale	Kings Williams Town	Ms Pambo
Gauteng	CATHSSETA	Killarney	Ms Mukhola
Western Cape	Northlink	Cape Town	Ms Corlett
KwaZulu-Natal	Ethekwini	Durban	Ms Ntshangase
Limpopo	Capricorn	Polokwane	Ms Khosa

# Background: Service Requirements



- **Improved compliance to ETQA practices:** CATHSSETA has identified the need to capacitate employers in the sectors to improve compliance to ETQA;
- **Conversant with ETQA issues:** This training will assist the employers to understand facilitation, assessment and moderation principles; and
- **Monitoring of services:** this training will enable the employers to monitor the service they are receiving from training providers and enable them to apply for accreditation.



# Service Requirements



To train 100 ETD Practitioners, CATHSSETA would like to appoint suitable ETDP Seta accredited training provider/s to deliver training on the following unit standards;

Unit standards	Credits	Level	SAQA Number
Conduct Moderation of outcomes based assessment	10	6	115759
Facilitate learning using given methodologies	10	5	117871
Conduct outcomes based assessment	15	5	115753

# Geographic Spread of 100 ETD Practitioners



Province	Programmes	Town	ETD Learners
Free State	<ul style="list-style-type: none"> <li>• Conduct Moderation of outcomes based assessment</li> <li>• Facilitate learning using given methodologies</li> <li>• Conduct outcomes based assessment</li> </ul>	Bloemfontein	10
Northern Cape		Kimberley	6
Western Cape		Cape Town	17
KZN		Durban	16
Gauteng		Johannesburg	17
North West		Rustenburg	7
Eastern Cape		East London & PE	10
Limpopo		Polokwane	10
Mpumalanga		Nelspruit	7



# Training Commencement & Duration



- Training for first group of 50 ETD practitioners must commence in November 2017
- Training for second group of 50 ETD practitioners must commence in January 2018

## Contract Period:

- Start: 01 October 2017
- End: 30 September 2018

# Indication if the tender will be evaluated on functionality as well as minimum acceptable qualifying score

- Yes, the bid will be evaluated on functionality and bidders require a minimum of 105 out of 150 points allocated for functionality in order to proceed to the BBBEE and Price stage.

# Detailed Scope



The programme will be managed by CATHSSETA and will be implemented by the appointed service provider. The scope of this project is:

1. Recruitment: Recruitment of learners in consultation with CATHSSETA
2. Enrollment: Enrol 100 learners on the ETDP SETA system

# Detailed Scope (cont)



3. Implementation Plan: To prepare a training implementation plan outlining the deliverables of the programme to include the following:

- Pre-assessment to determine the suitability of the learners for the programme;
- Learner enrolment;
- Induction of learners;
- Contact sessions;
- Workplace activities;
- Assessment; and
- Moderation.



# Detailed Scope (cont)



4. Training & assessment: Train and assess according to the ETDP SETA requirements
5. Summative assessment: Summative assessments of all learners.
6. Moderation: Moderation of at least 10% of assessments
7. Certification: Facilitate certification of all competent learners through the ETDP SETA
8. Training Reporting: Prepare a training report as per project phases as stipulated above



## Detailed Scope (cont)

9. Venue: Provide a suitable, equipped training venue and catering for all contact sessions;
10. Proven ability to provide suitable training solutions for learners with learning difficulties
11. Training material: Provide all learners with training materials
12. Responsibilities for costs: The bidder is responsible for all costs and expenses of their staff that may result in delivering this project. These include travel, accommodation, meals, payment of training facilities, etc.

# Detailed Scope (cont)

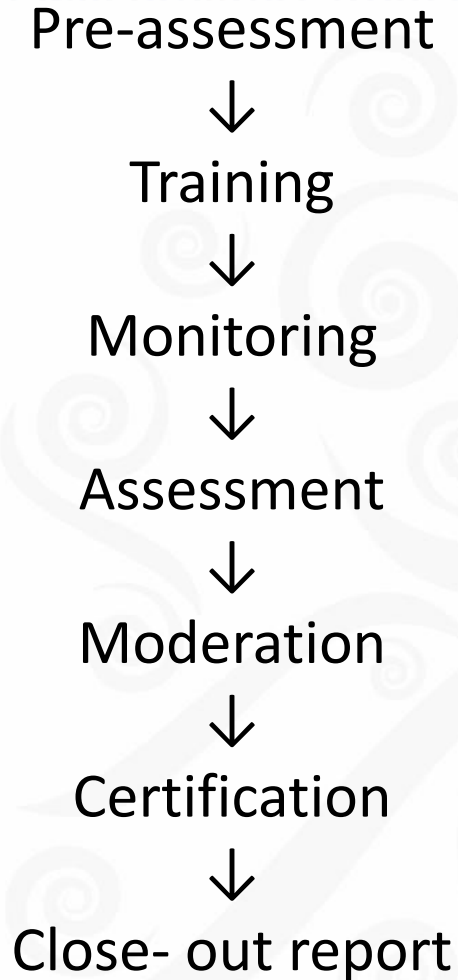


13. Close-out report: Prepare the training close out report. The report should highlight the provider and participants overall perspective of the training, challenges, and recommendations for improving similar training sessions in the future.



# Detailed Scope (cont)

Possible phases and how the project will progress from one phase to another





# Detailed Scope (cont)

## Critical and Minimum performance areas related to that services



The bidder must be accredited with ETDP SETA for the specific programme

- The bidder's accreditation must be valid for the full duration of the project;
- The bidder should demonstrate that they have qualified facilitators, registered assessors and moderators;
- The bidder must supply an abridged CV of each facilitator, assessor and Moderator with copies of the signed contracts and recently certified qualifications;
- Schedule and conduct a comprehensive learner induction with all participants present. (Learners and partners of the programme);



# Detailed Scope (cont)



## Critical and Minimum performance areas related to that services

- The bidder should indicate that they can provide learner support until completion of the programme, with recent references of previous work of the same nature (The reference letters should not be older than three years);
- The bidder must ensure that the continuous quality control measures are put in place to ensure that the project is implemented properly; and
- The bidder is responsible for all costs and expenses that may be incurred as a result of delivering this project. These include travel, accommodation, meals, payment of training facilities, etc.



# Details of CATHSSETA role and functions in the service/project



- The Service Provider will work under the direct supervision of the Chief Executive Officer or his delegate who will provide all project management inputs.
- The divisions involved will supply the information needed.

# Competence and expertise requirements



- Have valid accreditation for the full duration of the training;
- Have capacity and resources to successfully complete the programme;
- To ensure that the required workplace activities are performed by the learners taking part in the programme;
- The appointed training provider will be expected to provide mentors for practical exercises;

# Competence and expertise requirements



- Train and assess all learners in the programme as allocated in the provinces;
- Moderate 10% of learners assessments;
- Have the experience and capacity to implement the programme requirements; and
- Reporting: Submit reports (including close out report)



# Qualification and Mandatory Requirement



Minimum/Mandatory requirements for short-listing:

- Tax clearance: Provide and attach a valid Tax Clearance Certificate and BEE Certificate;
- Bid document must be completed in full and bidder to sign all declaration of interests documents;
- CIPC: Provide and attach a copy of Company Registration Certificate with the CIPC;
- SBD Forms: Your company must initial all pages of the SBD forms, bids must be submitted as ONE (1) original and (4) copies;
- Company profile: The company must provide a company profile. For consortium/joint ventures each member must submit a company profile.



# **The Evaluation Process**

## **SCM**



**Thank you**