

1. BACKGROUND TO W&RSETA

W&RSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the wholesale & retail industry. As guided by its mandate the W&RSETA is as such an agent of transformation by promoting employment equity and broad-based BEE through skills development. In this context the W&RSETA is keen to form sustainable partnerships that will further promote its support for transformation.

2. BACKGROUND TO PROJECT

According to NSDS 2, success indicator 1.2 the SETAs will use discretionary funds to fund the development of guides and the training of sector specialists or SDFs in the use of this information for their sectors.

It is therefore against this backdrop that the W&RSETA would like to undertake a project on the updating, printing and dissemination of the current guides.

1. OBJECTIVE

The updating, printing and dissemination, including design and printing of all materials related to the updating, of guides for critical and scarce skills for use and dissemination within the Wholesale and Retail economic sector

It serves to update the current guide with all relevant information that has changed since the guide has been developed in order for the information contained in the guide to stay current and relevant.

3. SCOPE OF PROJECT

The Scope and objectives of this project is confined to the below areas:

- **Update current guide**
 - Revisit the sections in the guide
 - Update the forward by the CEO
 - Update the section on scarce and critical skills

- Update learning programme and qualification section (including career pathing of scarce occupations in the sector)
- Editing of the changed section in the guides both the hard copy guide and the electronic guide
- Printing of 800 Updates of the relevant sections (25 Pages)
- Printing of 260 New guides
- Development of 1060 interactive DVDs of the updated guide.

- **Training of new SDFs, ISDFs and Career guidance councilors (220)**

- Updating of a train the trainer packs for educators at FET schools (200)

- **Capacitation on updates with 2007/2008 trainees (800)**

- Posting of updates to 800 previously trained
- Posting of DVD guides

- **Communication and Marketing of the Scarce Occupations in the Sector**

Development and editing of posters and brochures for the following audiences:

- 15 000 Brochures aimed at providing learners with information on the scarce skills in the sector
- 5 000 Posters on Career Paths in the sector

6. EXPECTED OUTCOMES AND DELIVERABLES

- Updating and editing of manual and electronic guides
- Printing of 800 updates to guides
- Distribution of 800 x 25 pages of updated guides nationally
- Printing of 260 new hard copy and electronic guides and train the trainer+ packs
- Development and printing of related marketing material

- A project plan for the management of this project

7. QUALITY ASSURANCE REVIEWS OF THE WORK

- Quality assurance will be maintained through regular meetings with a steering committee.

8. SUBMISSION REQUIREMENTS

- A Budget including all assumptions and relevant line items and inclusive of VAT.
- Proof of previous similar interventions, including samples and contactable references
- Project plan included timelines and resources associated to it (preferably in MS Project format)

9. PRICING

- The abovementioned should be used when compiling a budget for this intervention. All other costs are to be listed and included under %other+
- All costing must be shown inclusive of any applicable VAT.
- Costing must be done inclusive of any applicable travel or disbursements of any kind and should therefore be inclusive of all foreseeable costs to achieve the objective.

10. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the work, the service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.