

CALL FOR ACCREDITED TRAINING PROVIDERS TO APPLY FOR PIVOTAL DG FUNDING GRANT TO TRAIN CAREER GUIDANCE INFORMATION OFFICERS

1. BACKGROUND

1.1 The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established as a legal entity on 20 March 2000 in terms of the Skills Development Act no. 97 of 1998. As guided by its mandate, the W&RSETA is required to support career development services within the framework of the National Skills Development Plan (NSDP).

2. OBJECTIVE OF THE FUNDING WINDOW

2.1 The funding window aims to invite accredited Skills Development Providers with the required scope to deliver the Occupational Certificate: Career Development Information Officer, SAQA ID 96372, NQF level 5, Credits:120 for three groups of learners over a three-year period.

3. SCOPE OF WORK

3.1 Outcomes of the Training

3.1.1 The successful Skills Development Provider will train individuals identified by the W&RSETA who meet the entry requirements of the Occupational Certificate: Career Development Information Officer, SAQA ID 96372, NQF level 5, 120 Credits.

3.1.2 This occupational qualification aims to prepare learners, who are from the Wholesale and Retail sector to operate as Career Development Information Officers. Career Development Information Officers provides individuals and groups with information about career choices and how to access their career paths that will empower them to make informed career related decisions.

3.2 Deliverables

3.2.1 The Skills Development Provider will facilitate the presentation and coordination of the knowledge, practical and workplace components to the learners who have been identified by the W&RSETA on an annual basis for a period of three financial years as follows:

- 15 Learners in 2022/23 financial year
- 20 Learners in 2023/24 financial year
- 25 Learners in 2024/25 financial year

3.2.3 The Provider must ensure that all learners are registered for the course in line with the requirements.

3.2.4 The Provider will facilitate assessment of learners once they complete the 3 components of the training through a QCTO registered and accredited assessment centre. Upon successful completion of the External Integrated Summative Assessment (EISA), the assessment centre will request certification from the QCTO.

- 3.2.5 The Skills Development Provider will ensure that the individuals trained are competent to provide career development information to individuals to empower them to make informed career development decisions.
- 3.2.5 The Provider must demonstrate capacity to offer training in a blended approach, i.e. online and in person on a national scale.
- 3.2.6 The Provider should ensure that the learners are aware of articulation prospects in the programme.
- 3.2.7 The Provider will be expected to coordinate attendance of the enrolled learners, as well as participation at all scheduled lessons, assessments and practical work.

4. DURATION OF WORK

- 4.1 The duration of the grant will be from the date of appointment until 31 March 2025.
- 4.2 The W&RSETA reserves the right to award or not award a training grant to an applying training provider.

5. QUALITY ASSURANCE REVIEW OF THE TRAINING ACTIVITIES

- 5.1 Quality Assurance will be provided in a form of weekly reporting to the duly appointed W&RSETA official(s) at agreed timeframes.
- 5.2 The training provider shall ensure that all work conforms to the highest professional standards.

8. MONITORING PROGRESS OF WORK

- 8.1 The W&RSETA shall monitor and evaluate the progress of the delivery of training through deliverables stipulated in the Service Level Agreement.

9. PRICING SCHEDULE

- 9.1 All pricing is inclusive of VAT where applicable. Only fixed prices will be accepted.

10. Question and Answer Session (Q/A)

- 10.1 A n on-compulsory Q&A session will be held online on the W&RSETA Microsoft Teams tool with the prospective training providers at a date and time determined by the W&RSETA.

11. TECHNICAL PROPOSAL CONTENT

Technical Evaluation:						
Evaluation Criteria				Weighting		
1. Capacity to deliver				20 points		
2. Methodology and Approach				40 points		
3. Training experience and expertise				40 points		
Total				100 points		
Mandatory Requirements						
Evaluation Criteria		Submission Requirements:			Weighting	
Compliance Documentation	Mandatory Submission Requirements			Yes	No	0 point
	Confirmation of SDP accreditation with QCTO for the occupational qualification: SAQA ID 96372, NQF level 5, Credits:120, showing the period of accreditation					
	Two (2) hard copies of proposals i.e. one original and a copy of the original Compliance and Technical Proposal					
Note: SDP and Assessment Centre Accreditation must be active for the duration of the training (three financial years from 2022/23).						
Evaluation Criteria		Submission Requirements			Weighting	
1. Capacity to deliver		The Skills Development Provider should ensure that their training team is balanced in terms of skills and competencies.			20 points	
The training team must have appropriate qualifications and experience to conduct the intended training and provide evidence-based documentary proof of similar programmes run and completed.						
Value	Weighting					
0	0 points					
1	5 points					

2	10 points	<p>The Provider must submit the proof accreditation with the Education Training and Development SETA (ETDPSETA). Proof of programme approval of the Occupational Certificate: Career Development Information Officer from ETDPSETA must be submitted, indicating the accreditation period that aligns with the training period (three years).</p> <p>CV of the lead trainer must be submitted and proof of experience in the provision of the course over a period of three (3) years.</p> <p>1. Provide a list of team members with:</p> <p>1.1. Certified Qualification/s of each team member (To be supported by certified qualifications certificates. Certification of qualifications should not be older than 3 months, this is applicable to each of individuals in the training team). Uncertified qualification certificates and/or certified qualifications certificates older than 3 months at the time of the closing date will not be accepted and will therefore not score any points.</p> <p>1.2. Position of each team member with justification for each team member in the training team based on experience.</p> <p>Evaluation points:</p> <p>0= 0 points</p> <p>Team does not have suitable skills, qualifications, or experience and/or team composition is not appropriate.</p> <p>1= 5 points</p> <p>Team composition comprised of partially skilled, qualified and experienced team members.</p> <p>2= 10 points</p>	
3	20 points		

	<p>Team composition comprised of skilled, appropriately qualified and experienced and accredited with less than 3 years' experience in offering similar or related training. The experience is articulated, and documentary proof is submitted. Accreditation is valid beyond the training period (three financial years)</p> <p>3= 20 points</p> <p>Team composition comprised of skilled, appropriately qualified and experienced and accredited. The Provider submitted proof of accreditation and programme approval. Detailed CVs for the project lead and team members indicating proven capacity in training and development of Career Guidance practitioners with 3 years and more of experience are provided. Accreditation is valid beyond the training period (three financial years)</p>											
<p>2. Methodology and Approach</p> <table border="1" data-bbox="50 854 432 1091"> <thead> <tr> <th>Value</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0 points</td> </tr> <tr> <td>1</td> <td>5 points</td> </tr> <tr> <td>2</td> <td>10 points</td> </tr> <tr> <td>3</td> <td>20 points</td> </tr> </tbody> </table>	Value	Weighting	0	0 points	1	5 points	2	10 points	3	20 points	<p>The Training Provider submitting a grant application must submit a training methodology and approach, accompanied by project plan detailing the training project implementation plan. The training project implementation plan must include:</p> <ul style="list-style-type: none"> • An appropriate training approach, methodology and techniques • Training timelines • Assessment processes and related milestones such as marking of POEs and uploading of Assessments • Training team structure (including roles and responsibilities) • Reporting and communication protocols • Risk management plan which includes how issues such as delays, non-attendance and non-submission from learners will be managed. <p>Rationale for the training methodology and application of specific procedures and/or techniques to be used, including examples of tools, instruments and allocation of time for Assessments and Remediation where required must be provided.</p>	
Value	Weighting											
0	0 points											
1	5 points											
2	10 points											
3	20 points											

Methodology alignment to requirements and criteria:

20 points

0 = 0 points

The suggested method of delivery of the training give rise to major concerns. The response does not demonstrate that the provider has the expertise to deliver all or a substantial part of the training.

1 = 5 points

The proposed methodology partially shows direction in the provision of training, with methods without details that provides a clear picture on how the training will be rolled out.

2 = 10 points

The proposed way of providing training is acceptable, and the proposal shows that the team has the necessary expertise and knowledge to conduct training. However, some parts of the methodology are ambiguous and might not completely meet the training requirements.

3 = 20 points

The methodology provides strong proof that the Provider and the Team has the necessary expertise and knowledge to deliver the training, and the suggested method of training delivery is exceptional.

Approach alignment to training requirements and criteria:


0 = 0 points - Poor / No alignment

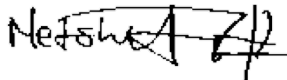
1 = 5 points - At least 50% of the elements in the training methodology are explained in detail

Value	Weighting
0	0 points
1	5 points
2	10 points
3	20 points

	<p>2 = 10 points - 75% of the elements in the training methodology are explained in detail (in a practical way and not just an academic, and not a copy and paste from different resources)</p> <p>3 = 20 points - All training approach elements are explained in detail inclusive of the techniques to be used to train and assess (in a practical way and not just an academic, and not a copy and paste from different resources).</p>	20 points										
<p>3. Expertise and Expertise</p> <table border="1" data-bbox="52 581 432 820"> <thead> <tr> <th>Value</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0 points</td> </tr> <tr> <td>1</td> <td>5 points</td> </tr> <tr> <td>2</td> <td>10 points</td> </tr> <tr> <td>3</td> <td>20 points</td> </tr> </tbody> </table>	Value	Weighting	0	0 points	1	5 points	2	10 points	3	20 points	<p>The submitting training provider must provide proof of experience of having performed this type of work before, evidenced by the following documentary proof:</p> <p>Reference letters:</p> <p>Three (3) Reference letters from different organisations as evidence of work previously conducted on Occupational Certificate: Career Development Information Officer.</p> <ul style="list-style-type: none"> - The Reference letter(s) must not be older than 3 years (i.e. work done must not be older than three years) - The Reference letter should indicate the quality of the training rendered - The Reference letter must be on the letterhead of the previously serviced client, reflecting the following: <ul style="list-style-type: none"> * Work conducted on the training for Occupational Certificate: Career Development Information Officer, year and duration * Referee name, title and contact detail * Must be signed by the Referee <p>0 = 0 points - No evidence submitted</p> <p>1= 5 points – Training Provider submitted one reference letter for work that is older than 3 years</p> <p>2= 10 points - Training Provider submitted two qualifying reference letters</p> <p>3= 20 points - Training Provider submitted three qualifying reference letters</p>	20 points
Value	Weighting											
0	0 points											
1	5 points											
2	10 points											
3	20 points											

Value	Weighting	Evidence of similar/related work:	20 points
0	0 points	Evidence of Occupational Certificate: Career Development training previously conducted: 0= 0 points	
1	5 points	Unrelated / Irrelevant Training / non-accredited / _completion rate less than 60% / older than 3 years 1= 5 points	
2	10 points	One (1) evidence of Occupational Certificate: Career Development Training that has been provided with completion rate of 70% or more. Work included is not <u>older than 3 years.</u>	
3	20 points	Two (2) evidence of Occupational Certificate: Career Development Training that has been provided with completion rate of more than 85%. Work included is not <u>older than 3 years.</u>	
		Three (3) evidence of Occupational Certificate: Career Development Training that has been provided completion rate between 90-100%. Work included is not <u>older than 3 years.</u>	

Compiled by:			
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