DISCRETIONARY GRANT CALL FOR THE APPOINTMENT OF AN ACCREDITED SKILLS DEVELOPMENT PROVIDER TO PROVIDE TRAINING IN GENERAL CLERK PUBLIC SERVICE (SERVICE DELIVERY) FOR 530 PUBLIC SERVICE EMPLOYEES IN THE GP, NW, LIMP & MPU PROVINCES (DISCRETIONARY GRANTS 2019/20)

1. INTRODUCTION

1.1. The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established by the Skills Development Act (97 of 1998, as amended). PSETA focuses primarily on support to develop capacity in transversal skills, such as administration, management, planning, legislation and policy development.

1.2. This is done through appropriate, adequate and accessible skills development, training and education. The PSETA objectives are aligned with the Skills Development Act and those of the National Skills Development Strategy (NSDS). They emphasised the need to identify skills shortages and increase public sector investment in skills development, as well as return on investment.

1.3. This document serves as an invitation and further outlines the criteria for selection of a suitably accredited Skills Development Provider (SDP) to train identified Public Service Employees. PSETA will identify beneficiaries for training through coordination with relevant provincial Offices of the Premier.

1.4. The appointed SDP will deliver training in the four provinces listed below:

- Gauteng (GP) – approximately 133 Public Service employees;
- North West (NW) – approximately 133 Public Service employees;
- Limpopo (LIMP) – approximately 132 Public Service employees; and
- Mpumalanga (MPU) – approximately 132 Public Service employees.

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:
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2. BACKGROUND

2.1. In order to achieve the strategic outcome oriented goals as mentioned in the introductory paragraph, PSETA issues grants as prescribed in the Discretionary Grants policy.

2.2. A Grant is funding that is made available for training initiatives that take forward the goals of the PSETA Sector Skills Plan (SSP), objectives of the NSDS III and the Service Level Agreement (SLA) as signed with the Department of Higher Education and Training (DHET) and as laid down in the Grant Regulations.

2.3. PSETA can allocate Discretionary Grants:

2.3.1. To commission research in the sector in accordance with the sector skills plan and research agenda prepared by the relevant PSETA department;

2.3.2. To fund the development of guidelines and the training of sector specialists or skills development facilitators;

2.3.3. To promote learning programmes that include work experience by:

2.3.3.1. Identifying workplaces for practical work experience,

2.3.3.2. Supporting the development of learning material,

2.3.3.3. Improving the facilitation and assessment of learning,

2.3.3.4. Performing any quality assurance functions delegated to it by the Quality Council for Trade and Occupations (QCTO), and

2.3.3.5. Developing a Quality Management System (QMS) of the SETA.

2.4. Applicant's attention is drawn to the fact that PSETA does not fund:

2.4.1. Projects that have already commenced prior to the approval of the application,

2.4.2. Set up costs e.g. start-up costs,

2.4.3. Capital expenditure e.g. building costs, equipment such as computers etc,

2.4.4. Existing operating expenses e.g. salaries of current employees who will undergo training,

2.4.5. Policy development,

2.4.6. Interventions that result only in "awareness" for participants,

2.4.7. The Interventions that do not lead to a qualification or part qualification.

3. SCOPE OF SERVICE

3.1. This project is in relation to the delivery of the unit standard based skills programme in **General Clerk Public Service (Service Delivery)** targeted at 530 Public Service employees**.** This is a registered skills programme by PSETA consisting of **twenty (20) credits**. *A detailed list of PSETA registered Skills Programmes is attached.*

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4. PROJECT PURPOSE AND OBJECTIVE

4.1. The purpose is to build capacity of the Public Service sector in line with the NSDS III goal 4.7, which is aimed at building Public Service sector capacity for improving service delivery and supporting the building of a developmental state.

5. OUTCOMES

5.1. The outcome is to have **530** Public Service employees qualified with accredited unit standard based Skills Programme in **General Clerk Public Service (Service Delivery)**.

6. DELIVERABLES

6.1. The project deliverables can be summarised as follows:

6.1.1. Scoping meeting/s held between PSETA and the appointed service provider

6.1.2. Contract signed.

6.1.3. Conducive training venues confirmed.

6.1.4. PSETA Skills Programme Learner Enrolment form completed by each learner

6.1.5. Learner orientation conducted – attendance registers and learner enrolment forms completed.

6.1.6. Ensure that Portfolios of Evidence are submitted on the last day of the training.

6.1.7. Learners uploaded onto the PSETA Indicium system.

6.1.8. Learning programme facilitated, assessed and moderated.

6.1.9. Provide learner guidance and support.

6.1.10. Learners certified – Provide certificate of competence and/or ETQA statement of results

6.1.11. Close out report submitted to the PSETA

7. EVALUATION PROCESS AND CRITERIA

7.1. All applications shall be evaluated following a phased approach wherein the **mandatory requirements** shall be assessed first.

7.1.1. Phase 1: Mandatory Evaluation Criteria

7.1.2. Phase 2: Functionality Evaluation Criteria.

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8. PHASE 1 – MANDATORY EVALUATION CRITERIA

The following mandatory evaluation must be submitted for the phase one evaluation:	Yes	No
• Company registration documents with certified copies of IDs of members; shareholders and or directors.		
• A valid and relevant accreditation letter of the Skills Development Provider with relevant unit standards as per the attached Skills Programme Matrix for General Clerk Public Service (Service Delivery).		
• A valid tax clearance certificate (in case of a trust, consortium or joint venture both parties must submit their individual valid tax clearance certificates)		
• Signed PSETA application form		
• Completed and signed Programme Strategy document (only in the case where the Skills Development Provider is not linked/accredited to this Skills Programme)		
• Constituent assessor(s) and moderator(s) (submit proof of registration with the PSETA)		

8.1. Applications that qualify in terms of the mandatory criteria shall be evaluated for functionality in terms of the functionality criteria set below. All qualifying applications must meet the minimum scoring criteria before consideration for recommendation.

9. PHASE 2 – FUNCTIONALITY EVALUATION

9.1. Applications must meet the minimum eligibility criteria in respect of functionality of 60% before they are considered for recommendation.

9.2. Any application that does not meet the minimum eligibility threshold will not be recommended.

9.3. The functionality criteria together with the maximum points to be awarded are set out below:

Domain	Evaluation Criteria	Score guide	Weight
Demonstrated experience of undertaking similar projects – Proof of similar projects and references to be provided	The experience is measured in terms of the content in the reference letters that are provided to support the proposal.	• Zero projects = 1 points • One to two projects = 2 points	

Domain	Evaluation Criteria	Score guide	Weight
	Points are awarded for the number of training projects of unit standard based learning programme(s) conducted in a Public Sector as referenced in the letters.	• Three to four projects= 3 points • Four to five projects = 4 Points • Above five projects = 5 Points	40%
Experience and expertise in related field – Minimum of three CVs of all key project personnel to be included	The experience and expertise of the team is measured in terms of the number of years combined of the project team. This is determined from the submitted CVs and calculated using the experience disclosed in the CVs. Total years of experience are aggregated to arrive at the combined experience of the team	• Zero to one year experience = 1 • Above one to Two years' of combined experience = 2 • Above two to three years' of combined experience = 3 • Above three to four years' of combined experience = 4 • Above four years' of combined experience = 5	40%
Proposed methodology and approach – detailed project plan must be submitted	The project methodology and approach is measured in terms of its acceptability and strength. This information is deduced from the project proposal which should outline the following:	The criteria will be scored as follows: • Very Poor = 1 (less than two requirements are addressed)	20%

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Domain	Evaluation Criteria	Score guide	Weight
	• The approach the training provider is proposing including the timelines, • project management activities, • project delivery plan, • costing of deliverable • Risk management strategy	• Poor =2 (two requirements are addressed) • Good = 3 (three requirements are addressed) • Very Good = 4 (four requirements are addressed) • Excellent = 5 (thoroughly addresses all requirement) **Please note that this score is determined at the discretion of the evaluator**	
Total points available for functionality requirements		**15**	**100%**

9.4. Applications must score a minimum of 60% in the functionality evaluation phase before the application is recommended for award.

10. COSTING

10.1. The allocation of grant funding for this training per learner will be capped at R200.00/credit to a maximum of 20 credits as per the PSETA Funding Framework.

10.2. This allocation is inclusive of all expenditure.

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11. IMPORTANT INFORMATION FOR APPLICANTS

Applications to be submitted in four (4) hard copies including one (1) original.

Applications must be submitted to:

The PSETA

2nd Floor, Sanlam Building

353 Festival Street, Hatfield

Pretoria

0028

No electronic proposals applications will be accepted

PSETA reserves the right to cancel /not award grants

For enquiries please contact the following persons:

Mokoto Makaepea	mokotom@pseta.org.za
	012 423 5768
Michelle Mpanza	michellem@pseta.org.za
	012 423 5700

CLOSING DATE: 17 July 2019

The allocation of a grant is dependent on the availability of funds, and is at the discretion of the PSETA Accounting Authority.

Late applications will not be accepted.

Approved by:

_____

Ms Bontle Lerumo

PSETA: CEO

Date: 13/06/2019

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![PSETA - Public Service Sector Education & Training Authority logo]

353 Festival Street, Hatfield, Pretoria, 0028	Tel: 012 423 5700
PO Box 11303, Hatfield, 0028	www.pseta.org.za

Name of document	PSETA Skills Programme Matrix
Version	2018
Purpose	To maintain a uniform and credible skills programmes matrix which is informed by the SSP and sector needs
Sources of Information	PSETA SSP; SAQA Qualifications and Unit Standards Documents with registration end date of 30 June 2023; Demand-Led requests from the Public Service Sector

Skills Programme Title	**General Clerk Public Service (Service Delivery) NQF 4**			
Skills Programme Code	**21/SP/2017 - 111202/102**			
NQF Level	**4**			
Unit Standards ID	**Unit Standards Title**	**NQF Level**	**Credits**	**Registration End Date**
242901	Apply the principles of good customer service to achieve public service objectives	4	6	2023/06/30
242858	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	3	4	2023/06/30
242903	Define overall public sector culture and values and apply to own work context	4	6	2023/06/30
242860	Apply the Batho Pele principles to own work role and context	3	4	2023/06/30
Total Credits			**20**	

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