

SPECIFICATION FOR THE APPOINTMENT OF A PSETA ACCREDITED SKILLS DEVELOPMENT PROVIDER(S) TO PROVIDE A LEARNERSHIP PROGRAMME ON NATIONAL CERTIFICATE IN PUBLIC ADMINISTRATION (LEADERSHIP OR PROCUREMENT) LEVEL 5 FOR 100 PUBLIC SERVICE EMPLOYEES FOR THE 2020-21 FINANCIAL YEAR

CLOSING DATE: 14 JANUARY 2020

The allocation of a discretionary grant is dependent on the availability of funds, and is at the discretion of the PSETA Accounting Authority. The ultimate objectives is to meet the targets as determined in the National Skills Development Plan (NSDP) and the PSETA Annual Performance Plan. PSETA reserves the right to cancel/not award grants

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 NSDP. They emphasise the need to identify skills shortages and increase public sector investment in skills development, as well as return on investment.
- 1.3. This document outlines the criteria for selection of suitably accredited Skills Development Provider(s) to deliver a Learnership programme for the identified Public Service Employees.

2. SCOPE OF SERVICE

- 2.1. The appointed Skills Development Provider(s) will implement this project in any of the PSETA constituent members (National or Provincial Departments, Parliament, Legislatures and PSETA Public entities).

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:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

- 2.2. The implementation of this programme must commence in the 2020-21 financial year.
- 2.3. PSETA will indicate the provinces in which training is expected to take place at contracting stage.
- 2.4. Upon completion, learners shall be awarded a National Certificate in Public Administration (Leadership or Procurement) at NQF Level 5.

Learnership Code	Learnership Title	NQF Level	Qual. ID	Credits
21Q210021291875	National Certificate: Public Administration: Procurement	5	50060	141 inclusive of (20) Electives
21Q210020271875	National Certificate: Public Administration: Leadership	5	50060	141 inclusive of (20) Electives

Table 1: Learnership details

3. EVALUATION PROCESS AND CRITERIA

All applications shall be evaluated following a two- phase approach, i.e.:

- Phase 1: Mandatory Evaluation Criteria
- Phase 2: Functionality Evaluation Criteria.

3.1. PHASE 1 – MANDATORY EVALUATION CRITERIA

PSETA will evaluate the following mandatory information and failure to comply with any of the criteria shall lead to the application being disqualified.

Mandatory Evaluation Criteria
▪ The application form is completed and signed by the applicant
▪ The applicant is registered with the Central Supplier Database (CSD)
▪ The applicant has valid accreditation with PSETA for the applicable Learnership Programme (The PSETA ETQA shall verify the accreditation for the relevant programme).

Table 2: Mandatory Evaluation Information

In order to evaluate the above, the following documents must be submitted:

- ✓ Completed and signed PSETA Application form for the Learnership Programme
- ✓ CSD report drawn from 04 December 2019 onwards

3.2. PHASE 2 – FUNCTIONALITY EVALUATION

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

3.2.2. Applications must score a minimum of 70% in the functionality evaluation phase before the application is recommended for award.

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:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.



Evaluation Criteria	Evaluation guide	Score guide	Weight
<p>Demonstrated experience of implementing Learnership Programmes.</p> <p>Signed references letter(s) on a letterhead to must be provided.</p>	<ul style="list-style-type: none"> The experience is measured in terms of the content in the reference letters from the SDPs' clients that are provided to support the proposal. The reference letters must indicate Learnership projects that were successfully implemented by the SDP and must be signed by the relevant person. Points are awarded for the number of Learnerships projects successfully conducted. 	<ul style="list-style-type: none"> Zero projects = 0 points One project = 1 points Three projects = 3 points Four projects = 4 Points Five projects and above = 5 Points 	40%
<p>Expertise in related field</p> <p>CVs of all key project personnel and copies of relevant certificates to be included.</p>	<ul style="list-style-type: none"> The expertise of the team is measured in terms of the knowledge and expertise of the project team in relation to the Learnerships. 	<ul style="list-style-type: none"> No expertise = 0 One team member demonstrates expertise = 2 Two members demonstrates expertise = 3 Three members demonstrates expertise = 4 Four and above member demonstrates expertise = 5 	40%
<p>Detailed project plan</p>	<p>Detailed project plan must contain the following:</p> <ul style="list-style-type: none"> Detailed activities Clear deliverables with time lines 	<ul style="list-style-type: none"> Very Poor = 1 (less than two requirements are addressed) 	

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:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.





Evaluation Criteria	Evaluation guide	Score guide	Weight
	<ul style="list-style-type: none"> • Roles and responsibilities outlined • Resources allocations • Risk Management plan • Reporting 	<ul style="list-style-type: none"> • Poor =2 (two requirements are addressed) • Good = 3 (three requirements are addressed) • Very Good = 4 (four requirements are addressed) • Excellent = 5 (thoroughly addresses all requirements) 	20%

Table 3: Functionality Evaluation Criteria

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:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.



4. FUNDING FRAMEWORK

- 4.1. The allocation of funding for this Learnership Programme is a maximum of R28 490.00 per learner.
- 4.2. This allocation is inclusive of all expenditure (including training, venues, catering, incidental costs, disbursements, etc.)

5. IMPORTANT INFORMATION FOR APPLICANTS

- 5.1. Applications should be submitted in four (4) hard copies inclusive of one (1) original.
- 5.2. No applications must be submitted through Registered Mail.
- 5.3. Application Forms can be obtained from the PSETA website: www.pseta.org.za
- 5.4. Late applications will not be accepted.

Applications (hand delivery or courier) must be submitted to:

The PSETA: 2nd Floor, 353 Festival Street, Hatfield, Pretoria, 0028

No electronic applications will be accepted

For enquiries please contact the following person:

Name	Sibongile Maqungo
Telephone	012 423 5700
e-mail address	Sibongilem@pseta.org.za

Approved by:



NAME: Bontle Lerumo (CEO)

DATE: 05.12.2019

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:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

