

SPECIFICATION FOR THE APPOINTMENT OF PSETA ACCREDITED SKILLS DEVELOPMENT PROVIDER(S) TO PROVIDE RPL ASSESSMENTS AND TOP UP TRAINING FOR 270 PUBLIC SERVICE EMPLOYEES AGAINST THE PSETA REGISTERED NATIONAL DIPLOMA: PUBLIC ADMINISTRATION NQF 6 (SAQA ID 67460) OR THE NATIONAL DIPLOMA: PUBLIC ADMINISTRATION NQF 7 (SAQA ID 57897) 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 objective 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 National Skills Development Plan (NSDP 2030). They emphasize 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 assess through Recognition of Prior Learning (RPL) identified Public Service employees. 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. SCOPE OF SERVICE

- 2.1. The output of this RPL assessment project is 270 Public Service employees competent on any of the following PSETA registered qualifications:

SAQA ID	SAQA Title	NQF Level	Minimum Credits
67460	National Diploma: Public Administration	6	240
57897	National Diploma: Public Administration	7	260

- 2.2. The appointed SDP(s) should execute the following activities:

- 2.3. Planning and Preparation:

- 2.3.1. Compile a final project plan in consultation with PSETA
- 2.3.2. Compile a schedule for inductions, support and observations
- 2.3.3. Organise RPL induction, support and observation sessions to take place in various provinces as identified
- 2.3.4. Prepare candidates Portfolio of Evidence (PoE) files with RPL tools

- 2.4. Delivery

- 2.4.1. Facilitate the signing of candidates registration forms and letters of commitment
- 2.4.2. Conduct RPL inductions
- 2.4.3. Guide and support the candidates in the collection of evidence
- 2.4.4. Conduct RPL observations at the workplace
- 2.4.5. Follow-up on submission of candidate's portfolio of evidence until submission

- 2.5. Learner Achievement

- 2.5.1. Assess the candidates portfolio of evidence files
- 2.5.2. Facilitate the moderation and verification of learner achievements

- 2.6. The RPL assessment should be candidate centered with clear considerations for an adult candidate

- 2.7. A face-to-face approach must be used in delivering this project

- 2.8. The implementation of this programme must commence in the 2020-21 financial year

- 2.9. PSETA will indicate the provinces in which training is expected to take place at contracting stage.

- 2.10. PSETA will provide a list of candidates to the appointed SDP(s).

3. EVALUATION PROCESS AND CRITERIA

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

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

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 a valid accreditation with PSETA for the applicable programme (The PSETA ETQA will verify the accreditation for relevant programmes)

Table 1: Mandatory Evaluation Information

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

- ✓ Completed and signed PSETA Application form for the RPL 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:

3.3. Applications must score a minimum of 60% 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.

Criteria	Evaluation Guide	Score guide	Weight
<p>Demonstrated experience of implementing RPL</p> <p>Signed reference letter(s) on a letterhead 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 application. The reference letters must indicate RPL projects that were successfully implemented by the SDP and must be signed by the relevant person. Points are awarded for the number of RPL 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 	20%
<p>Expertise in related field –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 RPL. The project team leader should be registered with the ETDP SETA as an RPL practitioner 	<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%

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.

Criteria	Evaluation Guide	Score guide	Weight
Detailed project plan	<p>Detailed project plan must contain the following:</p> <ul style="list-style-type: none"> • Detailed activities • Clear deliverables with time lines • Roles and responsibilities outlined • Resources allocations • Risk Management plan • Reporting • RPL process clearly outlined 	<ul style="list-style-type: none"> • Very Poor = 1 (less than two requirements are addressed) • 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) 	40%

Table 2: 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 RPL 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	Mapontsho Ntoule
Telephone	012 423 5700
E-mail Address	mapontshon@pseta.org.za

Approved by:



NAME: Bontle Lerumo (CEO)

Date: 08.12.2019

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.