



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER SAGE CRYSTAL REPORTS BASICS COURSE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Sage Crystals Reports Basics course.

2. Background

The Department of Public Works and Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis in Head Office for the current financial year to identify the training needs of the Units and developed a Training Plan for implementation of those needs.

Sage Crystals Reports Basics course was identified by one (01) delegate from the Directorate: Information Communication Technology.

3. Expected Outcomes/ Deliverables

This course will enable the delegate to learn about the Enterprise Intelligence report analysis and how to use the basic function and features.

3.1 The course content should cover the following areas:

- Navigate Crystal Reports
- Plan and Create New Reports
- Add Data Tables and Information
- Add New Reports X3

3.2 Duration

The course would be presented over a period of four (4) days through virtual platform.



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3.3 Total number to be trained

One (01) employee from Head Office is to attend the course.

3.4 Certification

Employee would be awarded Certificate of Attendance upon successful completion of the course.

3.5 Training date

Training dates shall be determined by the appointed service provider.

3.6 Specific professional experience and special requirements

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Sage Crystals Reports Basics course. The successful bidder must provide a competent facilitator for this course.

3.7 Special Requirements

It is a requirements that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

3.8 All disbursements must be included within the cost per delegate.

4. Enquiries

All enquiries should be directed to:

Ms Tumelo Sibandze
Training and Development
(012) 406 1157