



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER A TRAINING IN SUPERVISORY SKILLS: UNIT STANDARD 10981, NQF LEVEL 4 AND 12 CREDITS

1. Purpose

This exercise is aimed at implementing the **2024/2025** Departmental Workplace Skills Plan (WSP) as mandated by the Skills Development Act 9 of 1998 and the National Skills Development Strategy to address the Departmental skills gaps.

Directorate: Human Resource Development has planned to arrange in-house trainings for efficient and effective coordination of training interventions at Head Office. The process will enable the department to close the identified training gaps within different units in Head Office for enhanced service delivery and optimal realization of the departmental objectives.

2. Background

The Department of Public Works & 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.

The Head Office Training Calendar was developed using the training needs received from the units as well as Personal Developments Plans (PDP's)

3. Problem Statement

The Department of Public Works & Infrastructure has identified training needs for its employees for the financial year **2024/2025** and consequently developed a Training Plan for effective implementation of the identified skills gaps and therefore requires the services of accredited training services providers to assist in delivering the identified training interventions for capacitation of its employees.



Supervisory Skills course was identified as one of the cross cutting interventions to address the training needs of employees of the Department.

4. Expected Outcomes/ Deliverables

This course is aimed at enabling employees to create a theoretical understanding of underlying supervisory management principles and enables them to demonstrate practical skills in executing functions, such as people management, leading others and decision making in the business. It will also assist the employees to understand the inter-relationship between the supervisory management function and other related business functions, including the strategic planning and its aspects of business.

4.1 Duration of the course

Supervisory Skills course should be presented in a period of **three (3) days** for each group and the course must be aligned to the **National Qualification Framework (NQF) four (4) and have twelve (12) credits** to compliment the employees towards achieving qualification in a specific field of study.

The course content should cover but not limited to the following areas;

- ✚ Plan, organise and allocate work,
- ✚ Manage interpersonal team processes to achieve required outputs,
- ✚ Evaluate achievement of work unit objectives,
- ✚ Describing the management activities involved in running a successful organisation,
- ✚ Explaining the basic activities involved in the management process,
- ✚ Identifying and explaining the main tasks required of managers,
- ✚ Applying the decision making process to make a management decision,
- ✚ Analysing the application of the general management functions in a selected organisation,
- ✚ Recognising team member performance,
- ✚ Encouraging participation in decision-making and
- ✚ Reviewing decisions and the progress with delegated tasks.



4.2 Total number to be trained

A total number of sixty four (64) officials from Head Office are to attend the training and the course must be divided into three (03) groups i.e. twenty two (22) officials for two (02) groups and one group of twenty (20) officials.

4.3 Certification

Learners should be subjected to the compilation of Portfolio of Evidence and on successful completion of the course; learners should be awarded certificates of competence.

4.4 Training venue

The training venue (inclusive of meals) should be provided by the service provider and be around Pretoria CBD.

4.5 Training Material

The appointed service provider should provide the training material for the course.

4.6 Training dates

Training dates shall be determined collectively by both DPWI and the appointed service provider.

4.7 Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Supervisory Skills course. The successful bidder must provide a competent facilitator for this skills programme including his/her profile to the department.

4.8 Submission of post training report

A post-course report on the training should be provided by the appointed service provider within seven (07) days after the training has taken place.



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4.9 Monitoring and Evaluation

The following will be monitored and evaluated by DPWI:

- Conducting of site visits for the duration of training
- The quality of facilitation/training
- Quality of materials utilised for the training

4.10 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 and must be in possession of a letter confirming accreditation/decision number.

The appointed service provider must be accredited to offer the Unit Standard ID: **10981** and should provide proof by submitting the transcript failing which will lead to disqualification.

4.11 Collection of Portfolio of Evidence and delivery of Certificates

The appointed service provider will be responsible for the collection of PoE's and delivery of certificates to the departments premises.

4.12 Important Documents

The following documents should be attached to the bid:

- Accreditation letter
- Accreditation transcript
- Course content/outline
- Facilitator profile

Failure to submit the required documents will results in your Company being disqualified.

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



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5. Enquiries

All enquiries should be directed to:

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Training and Development
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