public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER IN-HOUSE TRAINING IN MySQL FOR BEGINNERS

1.   Purpose

This exercise is aimed at implementing the **2022/2023** 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 and Infastructure 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 and Infrastructure has identified training needs for its employees for the current financial year **2022/2023** and consequently developed a training plan for effective implementation thereof and therefore requires the services of accredited training services providers to assist in delivering the identified training interventions to realise its objective.

MySQL for Beginners 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 will teach employees everything they need to know to start using the incredibly popular MySQL database in the web, cloud and embedded applications. In learning about MySQL, learners will develop an understanding of relational databases and how to design a robust and efficient database.

4.1 Duration of the course

A training intervention in MySQL for Beginners should be presented in a period of **four (4) days**.

After completion of this course employees will be able to:

- Explain the relational database model,
- Describe the features and benefits of MySQL,
- Install and configure the MySQL sever and clients,
- Design efficient databases,
- Use Structured Query Language (SQL) to build their database and query data,
- Employ appropriate MySQL tools.

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

- Lesson 1 : Introduction to MySQL,
- Lesson 2 : MySQL Server and Client,
- Lesson 3 : MySQL Database Basics,
- Lesson 4 : MySQL Database Design,
- Lesson 5 : Table Data Types,
- Lesson 6 : Database and Table Creation,
- Lesson 7 : Basic Queries,
- Lesson 8 : Database and Table Maintenance,
- Lesson 9 : Table Data Manipulation,
- Lesson 10: Functions,
- Lesson 11: Joining Tables,
- Lesson 12: Table Subqueries,
- Lesson 13: Exporting and Importing Data,
- Lesson 14: MySQL Graphical User Interface Tools,
- Lesson 15: Supplemental Information.

4.2 Total number to be trained

A total number of **eleven (11)** employees from Head Office are to attend the training.

4.3 Certification

Learners should not be subjected to any practical assessment on the completion of the course and learners should be awarded certificate of attendence.

4.4 Training venue

The training venue will be provided by the service provider and should be around Pretoria CBD.

4.5 Training dates

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

4.6 Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of MySQL for Beginners. The successful bidder must provide a competent facilitator for this skills programme and must avail the facilitator's profile should the department require and this must be done within the stipulated time – frames.

4.7 Submission of post training report

A post-course report on the training should be provided by the appointed service provider.

4.8 Monitoring and Evaluation

The following will be monitored and evaluated by DPWI:

- The quality of the training/facilitation as indicated by the feedback from participants
- Degree of adherence to timeframes
- Quality of materials utilised for the training

4.9 Special requirements

It is a requirements that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Qulaity Assurance (ETQA) body and must be in possession of a letter confirming accreditation/decision number and provide the department with the letter of acceptance.

4.10 Important documents

The following documents must be attached to the bid:

- Accreditation letter
- Course Content / outline
- Facilitator profile

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

5 Enquiries

All enquiries should be directed to:

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Training and Development
(012) 406 1679