



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER RISK MANAGEMENT COURSE UNIT STANDARD (US: 120303) NQF LEVEL 5 AND 8 CREDITS

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Risk Management 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 needs.

Risk Management course was identified by two (02) officials in the Chief Directorate: Human Resource Management & DDG: Corporate Services.

3. Expected Outcomes/ Deliverables

This course will provide the officials with knowledge, skills, attitudes and values to apply the core concepts of risk management and inform policy and strategic decision – making processes about the importance of risk management in the public sector.

3.1 The course would cover the following areas:

- What is Risk Management in the Public Sector,
- Legal Mandate,
- Uncertainty and Risk,
- Definition of Risk Management,
- Relevance of Risk Management,
- Risk Management and Good Governance,
- Management and Control,

- Poor Risk Management,
- Case Studies,
- Potential Risks and Their Impact in the Public Sector,
- Implementation of Risk Management,
- Risk Management Processes and Procedures,
- Risk Assessment,
- Risk Management Plan,
- Risk Assessment Template,
- Risk Register,
- Risk Impact Matrix,
- Risk Information Sheet,
- Risk Management Strategy,
- Roles and Responsibilities,
- Information and Communication,
- Risk Control and Related Activities,
- Monitoring and Evaluation, and
- Skilled and Trained Staff.

4. Total number to be trained

Two (02) employees from Head Office are to attend the course.

5. Training venue

The training venue should be provided by the Service Provider and should be around Gauteng.

6. Certification

Learners should be subjected to practical assessment and on completion of the course, should be awarded Certificate of Competence.

7. Training Dates

The course should be presented over a period of three (03) days.



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8. Specific professional experience

The Service provider should be chosen for their training experience have proven relevant experience in management and facilitation of Risk Management course (US: 120303) NQF Level 5 and 8 Credits. The successful bidder must provide a competent facilitator for this skills programme.

9. Special requirements

It is a requirement 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.

10. All disbursements must be included within the cost per employees.

11. Enquiries

All enquiries should be directed to:

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(012) 406 1679**