



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER MINUTE TAKING TRAINING NQF 13934 LEVEL 03 CREDITS 04

1. Purpose

This exercise is aimed at implementing the **2023/2024** 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 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 and Infrastructure has identified training needs for its employees for the current financial year **2023/2024** 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.

Minutes Taking training was registered as a training need from Human Capital Investment to train interns.

4. Expected Outcomes/ Deliverables

This course will position the delegates to extend their learning and practice into other areas in the business environment, or to strive towards professional standards and practice at higher levels.

4.1 Duration of the course

A training intervention in Professional Business Writing Skills should be presented in a period of **two (2) days**.

By the end of the training the delegates will be able to achieve the following outcomes:

- Demonstrate an understanding of the agenda of meetings;
- Explain the purpose and objective of minutes of meetings and
- Take minutes of meetings.

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

- What is a meeting?
- Different types of meetings
- The roles and functions of the chairperson and secretary
- Notice of the meeting
- The meeting agenda.
- Parliamentary procedure
- Meeting order of business
- Meeting protocol: motion, debate amendment, point of order, voting, resolution
- What are meeting minutes?
- Preparing for taking minutes
- Compiling minutes
- Approval and adoption of the minutes
- Meeting minutes checklist.

4.2 Total number to be trained

A total number of **thirty eight (38)** employees from Head Office are to attend the training. The number would be divided into two groups.

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 will be provided by Department of Public Works and Infrastructure.

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 Minutes Taking training. The successful bidder must provide a competent facilitator for this skills programme and must avail the facilitator's profile.

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 DPW:

- 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 Quality Assurance (ETQA) body and must be in possession of a letter confirming accreditation/decision number and provide us with the letter of acceptance.

The appointed service provider should be accredited to offer the unit standard ID: 13934 and should provide proof by submitting the transcript failing which it will lead to disqualification.

4.10 Collection of Portfolio of Evidence and delivery of certificate

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

4.11 Important documents

The following documents must be attached to the bid:

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

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

5 Enquiries

All enquiries should be directed to:

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