



public works

Department;
Public Works
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

**THE DPW ARTISAN DEVELOPMENT/APPRENTICESHIP
PROGRAMME**

**CONDITIONS TO BID FOR APPRENTICESHP/ARTISAN DEVELOPMENT
PROJECT FOR ARTISAN DEVELOPMENT TRAINEE/ APPRENTICE OF
CARPENTRY TRADE BASED IN GAUTENG PROVINCE:**

This bid is issued under the condition that the bidder should at any stage during the production or execution or on completion of the bid be subjected to inspection. The premises of the bidder or training shall be open at all reasonable hours, for inspection by the representative of the National Department of Public Works (DPWI/Department) acting on behalf of the State.

The bidder shall provide, if required facilities for inspection, tests and analysis of the available apparatus, which may be required for purpose of such inspection, free of charge.

The bidding training provider need to be accredited for both training and as a trade test centre in a bricklaying trade with the relevant **Sector Education Training Authority (SETA) or National Artisan Moderation Body (NAMB)**.

NAME OF PROJECT: APPRENTICESHIP/ARTISAN DEVELOPMENT TRAINING FOR SEVEN (07) ARTISAN TRAINEES/APPRENTICES IN CARPENTRY TRADE

1.1 INTRODUCTION

The National Department of Public Works & Infrastructure is implementing the apprenticeship/artisan development project seven (07) apprentices for one (01) month for the following:

The aim of the project are mainly for ensure that the Department have qualified artisans that can be absorbed into its own workshop and also assist in the maintenance of its building generally into its infrastructure. The Project is funded and implemented by the National Department of Public Works & Infrastructure.

The project also aims to create jobs and alleviate poverty and address the skills shortage in government and generally in the country.

The appointment of training providers will only be appointed for duration of a period linked to the training of the artisan trainees.

The trainee have more than eight (08) years relevant work experience and have minimum N6 and some diploma in Civil Engineering.

It is in this light that the Department is undertaking this project for the following:

2. OBJECTIVE OF THE PROJECT

- 2.1. To conduct pre-assessment, both theoretical and workplace training/learning, assess, moderate and trade-test/assessment.
- 2.2. To ensure learners are registered on the SETA LPQD before training starts.
- 2.3. Ensure all trainees achieve their trade test status and SETA/NAMB provide the certificates before they close the artisan development/apprenticeship training program

- 2.4 **Ensure the apprentices undergo preparatory training, get the trade test and the accrediting body delivers the trade test certificate (the Red Seal).**

3. TRAINING

- **The bidding training provider need to be accredited for both training and as a trade test centre in a bricklaying trade with the relevant Sector Education Training Authority (SETA/S) or National Artisan Moderation Body (NAMB).**
- **Provide facilitation of training for a minimum period of four (04) weeks or one (01) month.**
- **Facilitation of practical and theoretical training sessions supervisors, associated with the trades within the period of training.**
- **Manage and handle all the administrative activities of the training program.**
- **Pre- assessment of artisan trainees/apprentices.**
- **Preparatory training and closing of gaps of workplace learning.**
- **The actual trade test assessment.**
- **Produce reports of training**
- **Facilitate and ensure the delivery of valid trade test certificates**

4. SCOPE OF THE TASK

Training provider will be expected to perform the following task:-

- 4.1 Consult with all relevant stakeholders the Department of Higher Education, NAMB and SETAs.
- 4.2 Communicate and produce necessary reports to the Department or any other relevant stakeholder.
- 4.3 Provide all the learning material and training guidelines and other Necessary resources to apprentices.
- 4.4 Establish task teams to assist in the smooth running of the programme.
- 4.5 Structure workplace/Logbook assessments and schedule training for the duration of the training.
- 4.6 Ensure that training is conducted as nearest as possible to the beneficiaries, Centre by the Department of Higher Education (or previous the Department of Labour)
- 3.7 Conduct the pre assessment, theory and practicals conduct the trade test/assessment
- 3.11 The Department will provide the personnel protective clothing and equipment's (toolbox) to the trainees.

4. EXPERIENCE/KNOWLEDGE

- The CCOE/training provider will be expected to demonstrate his/her company experience according to details of similar Artisan development training apprenticeships program already completed in the past.

5. DELIVERIES

- Artisan development/apprenticeships program that are well trained, skilled and knowledgeable and meet all the milestones set out in the logbooks for four (04) weeks or one (01) month.
- Artisan trainee/apprenticeship that are assessed and moderated theoretical.
- Produce all the necessary reports needed by either the Department or the SETA.
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6. TIME FRAMES

- The Department will agree with the successful bidder to commence with the training on the 1st of October 2022.
- The training will be conducted over a period of four (04) weeks or (01) month.

7. PROJECT PROPOSAL REQUIREMENTS.

The proposal for the project should contain amongst others the following:-

- (a) A detailed plan of how the project will be implemented and managed.
- (b) Key activities and milestones associated with the project.
- (c) Detailed scheduled plans are needed to evaluate the proposals methodology and scheduling phases.
- (d) Proposed time frames and costs.
- (e) All key activities should be linked in a measurable manner and cost.
- (f) Reporting procedures and requirements for the purpose of monitoring project progress should be clearly outlined.
- (g) **The company registration and certified accreditation letters (including accreditation of trade testing) from the SETA must be submitted.**
- (h) **An accreditation certificate of the CCOE/Training Provider accompanied by a detailed and comprehensive signed documents showing delivery of a successful completion of Projects (At least three (03) referees).**

12. PAYMENTS STRUCTURE

It should be noted that the Department of Public Works and Infrastructure will be paying the appointed training provider in tranches as follows:

- 12.1 The first (1st) tranche of 35% of the total cost of the project will be paid upon the commencement of the artisan development/apprenticeship program preparatory training.
- 12.2 The 2nd tranche of 35% of the total cost of the project will be paid upon the completion of training and trade testing of the artisan development/apprenticeship program.
- 12.3 **The 3rd tranche, which is the last tranche of 30% of the total cost of the project will be paid upon the completion of training and trade testing of the artisan development/apprenticeship program, once the certificate has been received vetted, verified from the SETA/ NAMB and declared valid by the Department Security Unit.**

13. IMPORTANT DOCUMENTS

The following documents must be attached to the bid:

- Proof of accreditation for the trades for the bidding training provider for (including the one for the facilitators, moderators and assessors) and including trade test accreditation from the SETAs or NAMB.

14. COMPULSORY SITE VISIT

The representative/s of the Department will visit the trade testing venue/s of the bidding accredited training provider, as part of the assessment process and verification.

It is expected that the bidding training provider should allow the Departmental representatives to do a site visit to conduct physical verification of the trade testing centre.

- (i) A detailed copy of the company profile must be submitted.
- (j) The qualification and accreditation status of the facilitators, assessors and moderators must be submitted.
- (k) An original copy of the tax clearance certificate and certified copies of ID.
- (l) Prices quoted should be inclusive of VAT for VAT registered companies, IDs and a company is registered for VAT.

9. COMPANY QUALIFICATIONS, APPROPRIATE EXPERIENCE AND SKILLS

- The CCOE/training provider must reflect as part of the proposal, the human resources capacity and indicate evidence of project team competency.
- The CCOE/training Provider must have/able to access infrastructural structure (physical structure) to enable execution of the project.
- **Lease agreement or proof of ownership from the deeds office.**

10. ALL RESOURCES AND TRAINING REQUIRED:

TRAINING PROVIDERS SHOULD ONLY QUOTE FOR THE FOLLOWING ACTIVITIES SEVEN LEARNERS FOR (CARPENTRY TRADE) AS FOLLOWS:

- Facilitation for seven (07) learners.
- Learning material for seven (07) learners.
- Assessment for seven (07) learners to be done within one month
- Co-mentorship (Practical's) for seven (07) trainees for one month.

11. DURATION:

The training is for a total of four (04) weeks or one (01) month preparatory training and actual trade test. It will be expected that the training provider do the following:

Provide monitoring and evaluation support to the Department by making site visits of minimum period of one month.

Manage and verify the logbooks of trainees.

Provide technical support to DPW supervisors (when doing they are transferring skills to the trainees).

Produce weekly reports for the Department.