



public works  
& infrastructure  
Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA



## **TERMS OF REFERENCE:**

**TRAINING OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) PARTICIPANTS ON THE SASSETA SKILLS PROGRAMME FROM THE QUALIFICATION – NATIONAL CERTIFICATE: GENERAL SECURITY PRACTICES, ID: 58577, REGISTERED SKILLS PROGRAMME: PATROL OFFICER.**

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## 1. ABBREVIATIONS/ACRONYMS

<b>CGO</b>	Central Government Offices
<b>DHET</b>	Department of Higher Education and Training
<b>DPWI</b>	Department of Public Works and Infrastructure
<b>EME</b>	Exempted Micro Enterprises
<b>ETD</b>	Education Training and Development
<b>ETQA</b>	Education and Training Quality Assurance
<b>EPWP</b>	Expanded Public Works Programme
<b>NQF</b>	National Qualification Framework
<b>NSF</b>	National Skills Fund
<b>PFMA</b>	Public Finance Management Act
<b>POE</b>	Portfolio Of Evidence
<b>POPIA</b>	Protection Of Personal Information Act
<b>PPE</b>	Personal Protective Equipment
<b>QSE</b>	Qualifying Small Enterprises
<b>SAQA</b>	South African Qualifications Authority
<b>SASSETA</b>	Safety and Security Sector Education and Training
<b>SETA</b>	Sector Education and Training Authority
<b>SLA</b>	Service Level Agreement
<b>SMMEs</b>	Small, Medium and Micro Enterprise
<b>VAT</b>	Value Added Tax

## 2. INTRODUCTION

These terms of reference are aimed at:

Inviting the relevantly accredited training provider(s) for implementation of the **SASSETA Skills Programme training – National Certificate: General Security Practices, SAQA ID: 58577: Registered Skills Programme: Patrol Officer in North West Province – 1 Project at 1 Site (20 Learners).**

Defining the scope of work and the expected deliverables of the relevant training providers to ensure submission of compliant quotations towards appointment of the successful bidder.

## 3. BACKGROUND

The Department of Public Works and Infrastructure (DPWI) secured funding from the Safety and Security Sector Education and Training Authority (SASSETA), to support the EPWP training initiatives across all Provinces. The main objectives of training in EPWP are to equip the participants with skills and knowledge which will enable them to effectively implement their EPWP projects and to enhance their active participation in the labour market and SMMEs development at exit level. Training is implemented in line with all applicable prescripts.

## 4. DEFINITION OF CONCEPTS

**For the purposes of these terms of reference the following definitions shall apply:**

**“Assessment”:** refers to all applicable assessment processes, not limited to the formative continuous assessment by the Training Provider during the training and experience component of the skills programme as well as the summative or final assessment at the end of training as per the relevant ETQA prescripts.

**“Assessor”:** refers to an education and training personnel who is registered by the relevant ETQA body to measure the achievement of specified National Qualification Framework standards or qualifications.

**“Certification”:** refers to the issuance of the certificate of competency and or attendance by the relevant ETQA or provider upon successful completion and attainment of a qualification related to a skills programme.



**“Classroom training”**: refers to all instructional training at a venue acquired for theoretical/ knowledge and practical component of training as per the relevant ETQA prescripts.

**“Day”**: refers to any calendar day and it excludes Saturdays, Sundays and recognized public holidays within the Republic of South Africa. consent from all the relevant parties must be obtained for training within the excluded days.

**“EPWP”**: means Expanded Public Works Programme a national government initiative aimed at drawing a significant number of unemployed people into productive work.

**“EPWP participant”**: refers to any person or an organization which is participating in an EPWP project and reported as such, in line with the EPWP reporting requirements.

**“Facilitator”**: refers to a relevant qualified education and training personnel who offers learning process and training related activities as per the relevant ETQA prescripts.

**“Funds”**: refers to the project funding from SASSETA, as secured by DPWI.

**“Learner”**: means EPWP participant recruited by EPWP to participate in the skills programme in line with the set regulations.

**“Moderator”**: refers to a registered education and training personnel who ensures that the process of assessment for the outcomes described in the NQF standards and qualification is fair, reliable and valid as per the relevant ETQA prescripts.

**“Quality assurance”**: refers to monitoring process by ETQA to ensure compliance of training to set standards at all levels.

**“Service”**: means the services to be provided by the Training Provider for the project in accordance with the training deliverables.

**“Service Provider”**: means the successful bidder appointed to undertake this project. Training Provider shall have a corresponding meaning.

**“Training Provider”**: refers to a natural or juristic person appointed by DPWI accredited by an ETQA to provide accredited training to the representatives of learners.

**“Workplace Training”**: means where necessary, all training, guidance, support and mentorship services conducted during the workplace experiential component of the skills programme, conducted on the site where the structured workplace experience is being offered, by the Mentors, as per the relevant ETQA requirements where applicable.

## **5. SCOPE OF WORK**

The appointed Training Provider will be expected to deliver the Skills Programme training listed in the table below in line with SASSETA prescripts:

<b>Qualification title and ID title as registered by SAQA</b>	<b>Title: National Certificate: General Security Practices, SAQA ID: 58577: Registered Skills Programme: Patrol Officer</b>		
<b>Skills programme ID (if registered by ETQA)</b>			
<b>LEGACY UNIT STANDARD TITLE</b>	<b>SAQA ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Explain the requirements of becoming a security provider	246694	3	4
Conduct a security patrol in area of responsibility	244177	3	7
Apply legal aspects in a security environment	244184	3	8
Use security equipment	244176	2	2
Handle complaints and problems	244179	3	6
Perform hand over and take over responsibilities	244181	3	2
Give evidence in court	244182	3	4
Perform basic fire fighting	12484	2	4
Carry out basic first aid treatment in the workplace	116534	3	2

Training will be offered to **20 EPWP Participants in North West Province – 1 Projects at 1 Site.**

The appointed Training Provider will be required to perform the following services in line with the relevant SETA/QCTO/ETQA prescripts.

### **5.1.Pre - training deliverables:**

Avail him/herself as well as all required resources for training at the due diligence session. This is an ongoing evaluation process and capacity verification which will be conducted by the Department at any stage of the project.

Attend a compulsory logistics meeting to be coordinated by DPWI, after signing of the /SLA, in preparation for implementation.

Verify with SAQA/SASSETA to ensure validity of the selected programmes before commencement of training and ensure compliance with the SASSETA/ requirements for the Learning programme implementation.

Ensure that, all relevant/required staff, infrastructure, consumables including protective clothing and equipment for achievement of the theoretical/knowledge, practical and workplace outcomes of this programme, are in place as per SASSETA prescript.

Secure the accessible and suitable SETA or ETQA compliant venue. This venue will be for theoretical and practical training only for all learners. As learners will not receive stipend during training, which is for meals and transport, the training provider should provide the classroom facilities which comply with the relevant SETA or ETQA classroom ratio and must be within the accessible radius not exceeding 20 kilometres distance from the project site. The project's locality is indicated in the project sheet attached (Annexure B).

Note: The suitable EPWP projects will be used as facilities for workplace learning where necessary). In line with the SASSETA prescripts, the training provider should avail the relevant and sufficient workplace coordinators and personnel who will continuously support and guide learners during the experiential learning, where necessary. The existing EPWP projects will be used for workplace learning, where suitable.

### **5.2.Training deliverables:**

#### **The contracted training provider must:**

Provide all required resources throughout the training duration to ensure compliance to the applicable prescripts.

Conduct a one-day pre/diagnostic assessment to ensure all learners knowledge, skill and understanding which is assumed to be in place, is reasonable to support the achievement of the programme. The results thereof should be reported to EPWP/SASSETA before commencing with training. NB: EPWP participants in a project are at various NQF levels at entry.

Implement training in the language preferred by learners, where applicable. EPWP participants are at different entry NQF levels and may need to be trained in the language they understand better to ensure successful completion of the programme to avoid a high dropout rate. Any dropout to be reported as per SASSETA/EPWP prescripts.

Upload, register and enrol learners on the ETQA database as per the set requirements.

Ensure registration form are signed and finalised in line with the SASSETA requirements.

Provide theoretical and practical training to ensure that all the learners successfully complete the training as per the agreement and ETQA prescripts.

Provide workplace learning and coordination to ensure continuous guidance and support towards successful achievement of all credits/ completion of the training.

Assess all learners' portfolios of evidence (POE), re-assess where necessary, moderate and upload learners' achievements in line with the SASSETA prescripts, to ensure that all successful learners receive certificate of attendance and credits/statements of results or competency certificates.

Provide remedial support as and when required in line with the SASSETA prescripts to assist the not yet competent learners to successfully complete the programme.

Monitor, evaluate and mentor continuously to ensure that, all learners are supported to enhance 100% completion rate at the end of the learning programme. SASSETA prescripts to be considered.

Produce progress reports at the end of each activity in line with the SETA or ETQA prescripts. These reports will form part of support documents for respective payment tranches as outlined in paragraph 6 below e.g. theory, workplace learning, etc.



Ensure ETQA's involvement for quality assurance and verification of learners' POEs at applicable levels of the programme to facilitate successful completion of the programme in accordance with the set timeframes. SASSETA/EPWP may conduct unannounced monitoring visits.

Continuously liaise with the relevant SASSETA or ETQA for timeous award of credits/certification, upon successful completion of the programme.

### **5.3. Reporting and communication**

#### **The contracted training provider should:**

Provide comprehensive reports and all other relevant documents, as per the agreed timelines, to the EPWP Project Manager and SASSETA. It should be noted that any relevant official from EPWP/ SASSETA, maybe involved in the project in collaboration with the EPWP regional office.

Communicate any training related matters or challenges to SASSETA and or the DPWI EPWP Regional Training Manager allocated to the project, and elevate such matters, if unresolved, to SASSETA or the EPWP Regional Programme Manager, then to Head Office level, if necessary or unless otherwise deemed fit.

In line with the POPIA, keep and protect any learner's data and information as confidential and not divulge any such data and or information to the third party without the prior written consent of the department.

Any dispute will be handled in terms of the applicable SASSETA and or DPWI prescripts which will be outlined and signed during signing of the service level agreement with the successful bidder.

## **6. EVALUATION CRITERIA OF QUOTATIONS/BIDS**

To appoint an appropriate and efficient training provider who will ensure successful delivery and completion of this project, the training provider should meet the following critical criteria:

### **6.1. Administrative responsiveness criteria**

The providers must attach all required documents as outlined in the bid document (refer to the PA-03: Notice and Invitation for quotation).

An omission in any of the required documents will render the bidder non-responsive. Training providers who comply with administrative responsiveness as set in the bid document will be evaluated for price and preference.

- Completion of returnable documents, submission of appropriate certificates, documents and information as required to determine eligibility (refer to the PA-03: Notice and Invitation for quotation).
- The training provider must have a valid accreditation by the relevant SETA for: **National Certificate: General Security Practices, SAQA ID: 58577: Registered Skills Programme: Patrol Officer** including the unit standards provided at table under point 4 above.

## 6.2. Price and preference

All quotations received will be evaluated for price and preference in line with the PFMA, other procurement prescripts, and the departmental procedures.

The regulated SASSETA rate per learner for skills programme is applicable. Quotations will be evaluated on price in line with the applicable SASSETA discretionary grant policy rate. NB: No learner stipend is payable for this skills programme in line with the SASSETA prescripts. (See the attached SASSETA discretionary grant policy for reference).

All quotations must be submitted in the prescribed pricing structure attached using the rates in the SASSETA discretionary grant policy as a guideline. Quotations submitted by training providers with the rates that exceed the SASSETA regulated guidelines as stated in the SASSETA discretionary grant policy will not be accepted. Providers should submit quotations in line with their applicable VAT status using the pricing structures attached (Annexure A).

## 7. CONDITIONS OF SERVICE (AFTER APPOINTMENT):

**The appointed Training Provider will be required to:**

The bidders should ensure compliance with local content and production for provision of the applicable equipment, PPEs and consumables.



Sign the SLA with DPWI for a duration of **04 (four) months** for the successful completion of the training i.e. **one (01) month** for training and completion the skills programme and **three (03) months** buffer period for, amongst others, administrative work with the SETAs or DPWI before and after training. Any work implemented after the contract duration without prior approval by DPWI, will not be paid for.

A compulsory logistics meeting with the appointed training provider and all stakeholders will be coordinate by DPWI before training commences. This is to clarify, agree, and finalize all implementation issues.

The project implementation plan with the schedule indicating clear timelines, and deliverables must be agreed upon & approved by SASSETA and DPWI within four (04) weeks after signing the service level agreement (before the commencement of the training).

No advance payment will be made for the execution of this project. All payments will be made based on satisfactory services rendered, as stipulated in paragraph 7 below.

Providers to prioritise classroom venue which is closer to EPWP project sites to ensure access as participants will not be receiving stipends for transport and meals during training. Where necessary, EPWP official may assist the training provider with Government facilities for theoretical training duration.

The EPWP project sites, will, if deemed necessary and suitable by SASSETA, be used for workplace learning.

The appointed training providers will sign the contract and other delivery agreements and Annexures.

## **8. PRICING AND PAYMENT STRUCTURE**

### **8.1. Submission of quotations**

**The quotations should be submitted by providers as follows:**

Quotations documents must be signed by the company representative nominated. Bidder to submit the signed bid pricing structure (Annexure A) as per the provided template. Any quote submitted in a different format may be disqualified as it is a responsive criterion.



Training providers should familiarise themselves with the explanatory notes per item of the pricing structure to ensure that the bids are accurately compiled and submitted.

Training providers must adhere to the prescribed SASSETA training rates for all deliverables i.e. the learner allowance/stipend to be excluded as is not a SASSETA requirement for this skills programme.

Training providers should submit quotes in line with their applicable VAT status using the pricing structure template attached (Annexure A).

Quotes must be submitted as per the set supply chain management timelines, any quotes received after the deadline will not be considered by DPWI.

## **8.2. Payments structure:**

### **All payments are performance-based.**

No advance payment will be made for the execution of this project. All payments will be made based on satisfactory services rendered, as stipulated below. No performance and learner's attendance, no payment.

The Training Provider shall provide the Department with originally signed invoices with support documents, as per the pricing structure and drawdowns below:

**1st invoice:** Payable upon satisfactory completion of 50% of training (cover theory training, workplace coordination, stationery, learner study material, assessment, facilitation, and moderation costs. in line with project milestone deliverables as prescribed by SASSETA. Support documents include:

- Proof of SASSETA compliant venue secured by the training provider.
- The SASSETA/ DPWI approved implementation plan.
- SASSETA (SP01) Registration Form.
- Proof of learners' registration as per SASSETA prescripts.
- Certified copy of the learners' South African IDs.
- Register for material issued and signed by each learner.
- Provider's Monitoring report for the training (theory, practical and workplace learning).



- Signed EPWP monitoring report.
- Attendance register signed by each learner for each day attended.
- Individual learners' assessment report by provider.
- Provider's internal moderation report.

**2nd invoice:** Payable upon successful completion of 100% of training in line with project milestone deliverables as prescribed by SASSETA. Support documents include:

- Assessors report indicating individual learners' summative performance, and the individual learners' re-assessment reports (where applicable).
- Attendance register signed by each learner for each day attended.
- The internal moderator's report.
- Certificate of attendance.
- Valid proof of certificates by the relevant ETQA/ SETA statement of results (SORs)/ award of credits.
- Training provider's close-out report endorsed and signed by EPWP.

NB! The invoices should be submitted as per the tranches above unless otherwise agreed with relevant parties. Any outstanding claims payable must be submitted to DPWI within **six (6) months** after completion of training unless otherwise agreed between the parties. Failure to submit within the set timeframes may result in the forfeiture of the due outstanding claims.

All consumables should remain with the project or learners upon completion of training, whilst equipment should be provided on a lease-basis as per the duration and the applicable activities of the course.

### **8.3. Value Added Tax (VAT)**

According to SASSETA, as this is a disbursement of Discretionary Grant, VAT is not applicable. VAT should not be reflected on any pricing structure or invoice.

## **9. COMMUNICATION AND RECORDS**

Written project progress reports shall be submitted by the training provider to SASSETA and DPWI as per the signed contract.

SASSETA and or EPWP Training officials will monitor, and report progress made by both learners and the training provider.

The contracted provider should ensure active participation and quality assurance by the relevant ETQA throughout the training.

A consolidated final closeout report shall be submitted by the training provider at the end of the project.

All records related to training should be kept in a lockable safe for a period of five years in line with the SASSETA/ EPWP prescripts.



# PRICING STRUCTURE: SKILLS PROGRAMMES

**TRAINING PROVIDER'S BUSINESS NAME:**

**PROJECT NAME:**

**PROVINCE:** NORT WEST

**NUMBER TO BE TRAINED:** 20

**DISTRICT MUNICIPALITY:**

**SKILLS PROGRAMME TITLE:** PATROL OFFICER

**QUALIFICATION AND SAQA ID:** NATIONAL CERTIFICATE: GENERAL SECURITY PRACTICE, 58577

**NQF LEVEL:** 3

**ETQA:** SASSETA

## TRAINING

	ITEMS AND EXPLANATORY NOTES (SASSETA's discretionary grant regulated rate is "Not exceeding R 5 500,00 per learner")	(A)	(B)	(C)
		COST (RATE) PER LEARNER	TOTAL NUMBER TO BE TRAINED	TOTAL COST FOR ALL LEARNERS = (A x B)
1	<p><b>TRAINING: Initiation Phase (50% of the total project allocation)- Includes the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/>Learner lists</li> <li><input type="checkbox"/>Registration Form (SP01)</li> <li><input type="checkbox"/>Project Plan</li> <li><input type="checkbox"/>Training Plan</li> <li><input type="checkbox"/>Proof of Attendance/ Registers (for 50% of the training scope covered)</li> <li><input type="checkbox"/>Learners certified ID copies</li> <li><input type="checkbox"/>Monitoring Report (SASSETA and EPWP)</li> </ul> <p><b>NB: SASSETA shall provide the prescribed templates for the above.</b></p> <p><b>NB: Calculate Cost/ Rate per learner (A) X Total Number of learners to be trained (B) = Total cost for all learners (C)</b></p>	R	20	R
2	<p><b>TRAINING: Closure Phase (50% of the remaining project allocation) - Include the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/>Project close-out report</li> <li><input type="checkbox"/>Final Project Status Report</li> <li><input type="checkbox"/>Proof of Attendance/ Registers (Training)</li> <li><input type="checkbox"/>Certificates / Statement of Results</li> <li><input type="checkbox"/>Monitoring Report (SASSETA and EPWP)</li> </ul> <p><b>NB: SASSETA shall provide the prescribed templates for the above.</b></p> <p><b>NB: Calculate Cost/Rate per learner (A) X Total Number of learners to be trained (B) = Total cost for all learners (C)</b></p>	R	20	R
	<p><b>GRAND TOTAL:</b> (100%) The Grant will cover theoretical training, practical training, workplace training, stationery, learner study material, assessment, facilitation, and moderation and certification costs. NB: SASSETA Regulated Rates for Skills Programme provided in the Discretionary Grant Policy attached to be used as a guideline for training rate per learner. NB: Learners Stipend is not a requirement for this skills programmes as per SASSETA prescripts. According to SASSETA, as this is a disbursement of Discretionary Grant, Value Added Tax (VAT) is not applicable. VAT should not be reflected on any pricing structure or invoice. <b>NB: Calculate Total Cost per learner (A) X Total Cost for all learners to be trained (B) = Grand Total for all learners (C)</b></p>	R	20	R

The training venue must be within 2,5 kilometres but not exceed 20 kilometres from the EPWP project sites for learners to be able to attend classes. Therefore, no additional transport and accommodation costs should be incurred by learners. According to SASSETA, as this is a disbursement of Discretionary Grant, VAT is not applicable. VAT should not be reflected on any pricing structure or invoice. As learners will not receive stipend during training, which is for meals and transport, the training provider should provide the classroom facilities which comply with the relevant SETA or ETQA classroom ratio and must be within the accessible radius not exceeding 20 kilometres distance from the project site.

PROVIDER SIGNATURE:

DATE:

Province	Trade Body Name	Project Name/As certified on the EPWP/RS	Local Municipality	District Municipality	Main Town	SET/ACT/O	Skills Programme Title if already registered	Qualification Title, version 5 skills Programme to be used if not registered	Qualification SAQA ID	Level	Unit Standard No	Unit Standard Title	Credits	DURATION	Learning	Total Learning
North West	KaGisano-Molopo	COMMUNITY SAFETY 2022/23	KaGisano-Molopo	Dr Ruth Segomotsi Mompati	Ganyesa	SASSETA	PATROL OFFICER	National Certificate: General Security Practices	58577	3	246594	Explain the requirements for becoming a security service provider	4	5	20	20
North West	KaGisano-Molopo	COMMUNITY SAFETY 2022/23	KaGisano-Molopo	Dr Ruth Segomotsi Mompati	Ganyesa	SASSETA	PATROL OFFICER	National Certificate: General Security Practices	58577	3	244177	Conduct a security patrol in an area of responsibility	7	9	20	20
North West	KaGisano-Molopo	COMMUNITY SAFETY 2022/23	KaGisano-Molopo	Dr Ruth Segomotsi Mompati	Ganyesa	SASSETA	PATROL OFFICER	National Certificate: General Security Practices	58577	3	244184	Apply legal aspects in a security environment	8	10	20	20
North West	KaGisano-Molopo	COMMUNITY SAFETY 2022/23	KaGisano-Molopo	Dr Ruth Segomotsi Mompati	Ganyesa	SASSETA	PATROL OFFICER	National Certificate: General Security Practices	58577	2	244176	Use security equipment	2	3	20	20
North West	KaGisano-Molopo	COMMUNITY SAFETY 2022/23	KaGisano-Molopo	Dr Ruth Segomotsi Mompati	Ganyesa	SASSETA	PATROL OFFICER	National Certificate: General Security Practices	58577	3	244179	Handle complaints and problems	6	8	20	20
North West	KaGisano-Molopo	COMMUNITY SAFETY 2022/23	KaGisano-Molopo	Dr Ruth Segomotsi Mompati	Ganyesa	SASSETA	PATROL OFFICER	National Certificate: General Security Practices	58577	3	244181	Perform hand over and take over responsibilities	2	3	20	20
North West	KaGisano-Molopo	COMMUNITY SAFETY 2022/23	KaGisano-Molopo	Dr Ruth Segomotsi Mompati	Ganyesa	SASSETA	PATROL OFFICER	National Certificate: General Security Practices	58577	3	244182	Give evidence in court	4	5	20	20
North West	KaGisano-Molopo	COMMUNITY SAFETY 2022/23	KaGisano-Molopo	Dr Ruth Segomotsi Mompati	Ganyesa	SASSETA	PATROL OFFICER	National Certificate: General Security Practices	58577	2	12484	Perform basic fire fighting	4	5	20	20
North West	KaGisano-Molopo	COMMUNITY SAFETY 2022/23	KaGisano-Molopo	Dr Ruth Segomotsi Mompati	Ganyesa	SASSETA	PATROL OFFICER	National Certificate: General Security Practices	58577	3	116554	Carry out basic first aid treatment in the workplace	2	3	20	20