



TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER CASEWARE FUNDAMENTALS COURSE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Caseware Fundamentals course.

2. Background

The Department of Public Works & 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 those needs.

Caseware Fundamentals course was identified by five (05) officials in the Directorate: Financial Reporting.

3. Expected Outcomes/ Deliverables

The course will provide the Officials with steps on how to draft financial statements, including specific guidance on Municipal Finance Management Act (MFMA) mapping through to the completion of the Generally Recognised Accounting Practice (GRAP) annual financial statements in the software.

4. The course content should cover the following areas:

- Getting started in Caseware,
- Creating a new Caseware file,
- Importing the trial balance,
- Mapping the accounts to the GRAP and MFMA mapping structure,
- Understanding how to create the vote/organization structures in Caseware,
- Preparing the lead sheets,
- Capturing Journals in Caseware,
- Running the Financial reports in Caseware,
- Creating a PDF on the AFS Caseware, and



- Formulating the Financial reports for desired presentation .

5. Duration of the course

The course should be presented over a period of two (02) days.

6. Total number to be trained

Five (05) officials from Head Office are to attend the course.

7. Certification

Officials should be awarded Certificate of Attendance upon successful completion of the course.

8. Training venue

The training venue should be provided by the Service Provider.

9. Training dates

Training dates shall be determined by the appointed service provider.

10. Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Caseware Fundamentals course. The service provider must provide a competent facilitator for this course.

11. Special Requirements

It is a requirement that all service providers facilitating any type of training 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.

The service provider should also have a caseware liscence to offer the training.

12. The following documents should be attached to the bid:



- Accreditation letter
- Course content/outline

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

14. Enquiries

All enquiries should be directed to:

Ms Tumelo Sibandze
Training and Development
(012) 406 1157