



LGSETA

CREATING GREATER IMPACT

PRELIMINARY (BEFORE FINAL PUBLICATION)

**TERMS OF REFERENCE FOR THE
PANEL OF ACCREDITED SKILLS DEVELOPMENT PROVIDERS**

LGSETA/LPD/17/18/11

TENDER BRIEFING SESSION DATES AND VENUES

The Local Government SETA will be conducting **COMPULSORY BRIEFING SESSIONS** in the following provinces at dates, venues and times. All applicants are strongly encouraged to attend or send a relevant representative. Failure to attend compulsory briefing session in one of the below provinces, the application/proposal will be disqualified and will not be taken into consideration for evaluation and award. For any changes or more information, please visit www.lgseta.org.za/supplychain/tenderinvitations

Table 1. Compulsory Briefing Sessions

Province	Briefing Session Date	Time	Venue
Limpopo, North West and Mpumalanga	12 February 2018	10:00AM - 12:30PM	Alberton New Council Chambers Alwyn Taaljaard Street Alberton Civic Centre 2 nd Floor Gauteng
Gauteng	12 February 2018	12:30PM – 15:30PM	Alberton New Council Chambers Alwyn Taaljaard Street Alberton Civic Centre 2 nd Floor Gauteng
Free State & Northern Cape	13 February 2018	11:00 -13:00	Central University of Technology (CUT) 1 Park Road Street Willows Bloemfontein
Kwa-Zulu Natal	14 February 2018	11:00 -13:00	EThekweni Municipal Academy (EMA)BG7 Springfield.
Western Cape	15 February 2018	11:00 -13:00	City of Cape Town Milnerton Auditorium Library Pienaar Road Milnerton 7441
Eastern Cape	16 February 2018	11:00 -13:00	East London (EL) Golf Club 22 Gleneagles Upper RD, Bunkers Hill, East London, 5241

INTRODUCTION TO THE LGSETA

The Local Government Sector Education and Training Authority (LGSETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998. The Mandate of the LGSETA is to facilitate skills development for local government sector. The Local Government Sector Education and Training Authority (LGSETA) is a statutory body established in terms of the Skills Development Act (No. 97 of 1998) as amended, to advance skills levels in accordance with the National Skills Development Strategy III.

The LGSETA key responsibility is to facilitate skills development at local government level across South Africa. The LGSETA annually provides opportunities for the development of a skilled and capable workforce supporting a responsive, accountable, efficient and effective local government system, through a range of learning programmes that focus on identified scarce and critical skills in the sector.

PURPOSE AND OBJECTIVE

1. PURPOSE

The LGSETA invites Skills Development Providers who are accredited against the identified qualifications to express their interest to be on the LGSETA panel for the implementation of Learnerships, Skills Programmes, Apprenticeship, Recognition of Prior Learning (RPL), Adult Education and Training (AET). The LGSETA is keen on appointing provincially based providers and therefore encourage providers to submit bids particularly for provinces where they have a presence.

The LGSETA will however have the right to request a provider to consider training in provinces in instances where no suitable providers were identified after evaluation of bids.

2. KEY OBJECTIVES

- a) To source a panel of accredited skills development providers to offer learning programmes identified as per annexure "A".
- b) To improve the skills base of employed learners within the local government sector.
- c) To provide access to learning for the unemployed and those who are Not in Education, Employment or Training (NEETs).
- d) To enable the LGSETA to achieve its Annual Performance Targets.

CONTRACT PERIOD

The LGSETA will enter into a contract based on the notional hours of the qualifications and will include the timeframe for assessment, moderation and certification of learners. The Contract will end 31 March 2020 as per the SETA license.

TERMS OF REFERENCE / SPECIFICATIONS FOR THE REQUIRED PROCUREMENT

Bids are hereby invited from accredited Skills Development Providers against the identified qualifications to submit expression of interest for the implementation of learnerships, Apprenticeships, skills programmes, adult education and training (AET) and to conduct RPL (recognition of prior learning).

TARGET GROUP

The target group will come from private and public accredited skills development providers who are interested in training employed and unemployed people within the local government sector.

TARGETED BENEFICIARIES

The LGSETA intends to train employed and unemployed learners in-line with the LGSETA APP targets. Number of learners to be trained will be derived from LGSETA entities' Workplace Skills Plans (WSPs) and Discretionary Grant applications.

Annual Performance Plan targets for the period 2018/19 and estimation for the period 2019/20

Table 2; Beneficiaries

LEARNING PROGRAMME	FY-18/19		FY-19/20	
	NO OF BENEFICIARIES		NO OF BENEFICIARIES	
	18 (1)	18(2)	18(1)	18(2)
Learnership	5500	4290	6050	4720
Skills Programme	6500	5000	7000	5500
Apprenticeship	440	450	490	500
Adult Education and Training	1650	1650	1815	1815
Recognition of Prior Learning	1210		1210	

EXPECTED DELIVERABLES

The accredited Skills Development Providers (SDPs) will be expected to:

- Deliver training in line with the respective SETA requirements based on the selected qualifications as accredited and applied for.
- Comply with the accreditation requirements from the relevant SETA ETQAs/Quality Councils.
- Have access to training facilities that is approved or accredited by the relevant SETA ETQAs and or Quality Councils.
- Have qualified and experienced Education Training and Development Practitioners

(ETDP) in line with the qualification/s applied for and the size of the project.




- Have facilitation and learning materials that is approved by the relevant SETA ETQAs/Quality Councils.
- The LGSETA has adopted on-line LPD system and the successful SDPs will be required to:
 - Register on the on-line system
 - Link with the allocated entity/municipality, and
 - Support the entity/municipality during submission of learner documents
- Sign the Funding Agreement with the LGSETA to implement the allocated qualification/s applied and approved for.
- Enter into Service Level Agreement with the allocated entity/municipality.
- Sign Learning Programme Agreement with the entity and beneficiaries.
- Based on the selected qualification, project manage the roll-out process on behalf of the LGSETA and this will include SETA prescripts for the delivery of theoretical and practical learning.
- Have a system for the administration of stipend for the unemployed beneficiaries.
- Be part of the National and or Provincial LGSETA Project steering committee.
- Adhere to all LGSETA reporting requirements







LGSETA IDENTIFIED QUALIFICATIONS







NB:





- a) The following qualifications are informed by the Scarce and Critical Skills needs as per the LGSETA Sector Skills Plan.
- b) Bidder/s must submit a separate proposal for each qualification for which they seek an appointment.
- c) Bidder/s must download the selected registered and or part qualification/s on the SAQA website and attach with the application. Failure to attach qualification will result in disqualification.
- d) Only bidders accredited to offer the below listed qualifications will be considered.
- e) Bidders must attach proof of valid Accreditation, failure to attach proof of accreditation for the qualification applied for, will result in disqualification.
- f) In case of Joint Venture (JV), Consortium, Partnership, all parties must be accredited and signed agreements should be part of the proposal.
(LGSETA is not allowed to appoint any bidder/provider who is not accredited for the qualification applied for)
- g) Bidders are only required to tick/select qualification/s they are accredited and applying for.
- h) Bidders must select province of preference where they have provincial footprints


Table 3






No`	QUALIFICATION	ID NUMBER	NQF LEVEL	ARE YOU ACCREDITED FOR THIS QUALIFICATION? (YES/NO, IF YES, ATTACH PROOF OF ACCREDITATION)	MAXIMUM NO OF LEARNERS	PROVINCE	DO YOU HAVE A TRAINING VENUE AND FACILITIES ?	PLEASE TICK
1.	National Certificate: Emergency Services Supervision: Fire and Rescue Operations	64390  NC - 64390.docx	5					
2.	Occupational Certificate: Fire Fighter:	98991  OC - 98991.docx	4					
3.	Further Education and Training Certificate: Fire and Rescue Operations	57803  FETC - 57803.docx	4					







4.	Further Education and Training Certificate: Generic Management: Disaster Risk Management	64870  FETC - 64870.docx	4					
5.	Occupational Certificate: Environmental Science Technician	99508  OC - 99508.docx	6					
6.	National Certificate: Occupational Hygiene and Safety	50062  NC - 50062.docx	5					
7.	National Certificate: Occupational Health, Safety and Environment	64149  NC - 64149.docx	2					
8.	National Certificate: Environmental Practice	49605  NC - 49605.docx	2					
9.	National Certificate: Environmental Practice	49752  NC - 49752.docx	3					






10.	General Education and Training Certificate: Environmental Practice	49552  GETC - 49552.docx	1					
11.	Further Education and Training Certificate: Environmental Practice	50309  FETC - 50309.docx	4					
12.	National Certificate: Municipal Integrated Development Planning	50205  NC - 50205.docx	5					
13.	National Certificate: Ward Committee Governance	57823  NC - 57823.docx	2					
14.	Further Education and Training Certificate: Youth Development	57428  FETC - 57428.docx	4					
15.	National Certificate: Local Economic Development	36437  NC - 36437.docx	6					


16.	National Certificate: Local Economic Development	36438  NC - 36438.docx	5					
17.	National Certificate: Local Economic Development	36436  NC - 36436.docx	4					
18.	Occupational Certificate: Valuer – Municipal Property Assessor	99700  OC - 99700.docx	5					
19.	National Certificate: New Venture Creation (SMME)	49648  NC - 49648.docx	2					
20.	General Education and Training Certificate: Business Practice	61755  GETC - 61755.docx	1					
21.	National Certificate: Informal Small Business Practice	58308  NC - 58308.docx	3					



22.	Certificate: Local Government	23616  C - 23616.docx	5					
23.	National Certificate: Local Government Council Practices	58578  NC - 58578.docx	3					
24.	Advance Certificate: Municipal Governance	83246  AC - 83246.docx	6					
25.	National Certificate: Governance and Administration	50222  NC - 50222.docx	5					
26.	National Certificate: Municipal Governance	60529  NC - 60529.docx	5					
27.	Further Education and Training Certificate: Leadership Development	50081  FETC - 50081.docx	4					

28.	Occupational Certificate: Community Development Worker	97708  OC - 97708.docx	4					
29.	National Certificate: Community Development: Environmental Relations	83389  NC - 83389.docx	5					
30.	National Certificate: Community Development: Integrated Development Planning	83392  NC - 83392.docx	5					
31.	National Certificate: Community Development: Local Economic Development	83393  NC - 83393.docx	5					
32.	Further Education and Training Certificate: Community Development – Local Economic Development	76989  FETC - 76989.docx	4					
33.	Further Education and Training Certificate: Water and Waste Water	61709	4					

	Treatment Process Control Supervision	 FETC - 61709.docx						
34.	Further Education and Training Certificate: Community Water Health and Sanitation	61669  FETC - 61669.docx	4					
35.	National Certificate: Water and Wastewater Process Control	60190  NC - 60190.docx	3					
36.	National Certificate: Water and Wastewater Treatment Process Operations	58951  NC - 58951.docx	2					
36.	National Certificate: Construction Plant Operations	65789  NC - 65789.docx	2					
38.	Further Education and Training: Supervision of Construction Processes	65949  FETC - 65949.docx	4					

39.	Occupational Certificate: Electrician	91761  OC - 91761.docx	4					
40.	Adult Education and Training (AET)	Level 1-4 Variety of US ID to be selected based on learner/s pre-assessment						
41.	Occupational Certificate: Plumber	91782  OC - 91782.docx	4					
42.	National Certificate: Community House Building	24273  NC - 24273.docx	2					
43.	Certificate: Gardening and Horticulture	21024  NC - 21024.docx	4					
44.	Certificate: Municipal Financial Management	48965  C - 48965.docx	6					

45.	National Diploma: Public Finance Management and Administration	49554  ND - 49554.docx	5					
46.	Further Education and Training Certificate: Municipal Finance and Administration	50372  FETC - 50372.docx	4					
47.	National Certificate: Maritime Operations	48535  NC - 48535.docx	3					
48.	Further Education and Training Certificate: Harbour Watchkeeping	64049  FETC - 64049.docx	4					
49.	National Certificate: Vessels Safety Practices	64929  NC - 64929.docx	5					
50.	National Certificate: Farming	20288  NC - 20288.docx	2					

51.	National Certificate: Plant Production	48975  NC - 48975.docx	2					
52.	National Certificate: Animal Production	48979  NC - 48979.docx	4					

