**SPECIFICATION FOR THE APPOINTMENT OF PSETA ACCREDITED SKILLS DEVELOPMENT PROVIDER(S) TO PROVIDE A LEARNERSHIP PROGRAMME ON OCCUPATIONAL QUALIFICATION PUBLIC SERVICE ADMINISTRATOR LEVEL 5 FOR 100 PUBLIC SERVICE EMPLOYEES FOR THE 2024-25 FINANCIAL YEAR**

The Public Service Sector Education and Training Authority (PSETA) invites accredited Skills Development Provider(s) to apply for discretionary grant funding in respect of the Learnership programmes below.

1. **SCOPE OF SERVICE**
   1. The appointed Skills Development Provider(s) will implement this project in any of the PSETA constituent members (National or Provincial Departments, Parliament, Legislatures and PSETA Public entities).
   2. Candidates for the Learnership programme must be employed in the public service sector:
   3. The implementation of this programme must commence in the 2024-25 financial year.
   4. PSETA will indicate the provinces in which training is expected to take place at contracting stage.
   5. Upon completion, learners shall be awarded an Occupational Certificate: Public Service Administrator at NQF Level 5.

***Table 1: Registered Learnership Details***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Learnership Code*** | ***Learnership Title*** | ***NQF Level*** | ***Credits*** |
| *118766* | *Occupational Certificate: Public Service administrator* | *5* | 120 |

1. **EVALUATION PROCESS AND CRITERIA**

All applications shall be evaluated following a two- phase approach, i.e.:

* Phase 1: Mandatory Evaluation Criteria
* Phase 2: Functionality Evaluation Criteria.

## **PHASE 1 – MANDATORY EVALUATION CRITERIA**

|  |  |  |
| --- | --- | --- |
| **Criteria for Mandatory Evaluation** | **Yes** | **No** |
| Applicant is a targeted stakeholder |  |  |
| Completed and signed PSETA application |  |  |
| Application aligned to PSETA advertised field of study |  |  |
| Registered on the National Treasury Central Supplier Database (CSD proof of registration must be submitted) |  |  |
| Tax Compliance Status System Pin Code from the South African Revenue Services (SARS) to verify compliance (The document must be attached to the proposal). |  |  |
| Valid accreditation with QCTO with relevant scope (**QA will verify the accreditation for the relevant programme**). |  |  |

* + 1. Applications that do not meet any one of the above mandatory criteria shall be immediately disqualified and shall not be evaluated further.
    2. Applications that qualify in terms of the mandatory criteria shall be evaluated for functionality in terms of the functionality criteria set below.

## **PHASE 2 – FUNCTIONALITY EVALUATION**

* + 1. Application(s) must meet the minimum eligibility criteria in respect of functionality of 70% before they are considered for recommendation.
    2. The functionality criteria together with the maximum points to be awarded are set out below:

| **Criteria** | **Evaluation Guide** | **Score Guide** | **Weight** |
| --- | --- | --- | --- |
| Methodology and Approach | * Project Vision: what are you trying to accomplish, and why? * Project Scope: is clearly defined and limited to the work that must be done to meet the goals at hand. * Planned Deliverables: Project deliverables are defined by the tangible result or outcome of a given project. * Risk Management Plan: Risks identified and mitigation plan * Reporting Plan: Key reports and proposed timelines | * 1 point = Vision * 2 points = Vision, extensive project scope * 3 points = Vision, extensive project scope and planned deliverables * 4 points = Vision, extensive project scope, planned deliverables, activities and risk management plan * 5 points = Vision, extensive project scope, planned deliverables, activities, risk management plan, and a reporting plan | 40% |
| History of successful implementation of the same or similar project(s). | Reference Letters: submission of reference letters proving history of implementing NQF aligned learning programmes. The following should be listed on the reference letters   * Name of the project/company * Nature of work conducted * Date of when project was undertaken   Reference letters must be on company letter head, signed and dated. Letters that do not meet the above conditions will not be considered. | * 1 point = One reference letter. * 2 points = Two reference letters with at least one of the letters relating to the implementation of an NQF aligned learning programme. * 3 points = Three reference letters with at least two of the letters relating to the implementation of an NQF aligned learning programme. * 4 points = Four reference letters with at least two of the letters relating to the implementation of an NQF aligned learning programme and at least one letter relating to the implementation of a Learnership project. * 5 points = Five or more reference letters with at least two of the letters relating to the implementation of an NQF aligned learning programme and at least two letters relating to the implementation of a Learnership project. | 60% |
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| Total |  |  | 100% |

1. **FUNDING FRAMEWORK**
2. The allocation of funding for this Learnership Programme is a maximum of R25 200.00 per learner.
3. This allocation is inclusive of all expenditure (including training, venues, catering, incidental costs, disbursements, etc.)
4. **IMPORTANT INFORMATION FOR APPLICANTS**
5. Applications must be submitted on the dedicated email address [dg@pseta.org.za](mailto:dg@pseta.org.za) (NB: No applications will be accepted if submitted through any other means).
6. Application Forms are obtainable from the PSETA website: [www.pseta.org.za](http://www.pseta.org.za)
7. Late applications will not be accepted.
8. PSETA reserves the right not to award a grant towards this programme.

**For enquiries, please contact the following persons:**

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| Mr. Sibusiso Ndaba: Projects | [sibusisond@pseta.org.za](mailto:sibusisond@pseta.org.za) |
| Ms. Nthabiseng Mogale: Projects | [nthabisengk@pseta.org.za](mailto:nthabisengk@pseta.org.za) |

**CLOSING DATE: 27 OCTOBER 2023 at 16h00**

**The allocation of a grant is dependent on the availability of funds and is at the discretion of the PSETA Accounting Authority. PSETA reserves the right to cancel /not award grants.**