

## LEARNERSHIP SPECIFICATION 2024-25

**CLOSING DATE: 16 JULY 2024**

### **SPECIFICATION FOR THE APPOINTMENT OF QCTO - ACCREDITED SKILLS DEVELOPMENT PROVIDER(S) TO PROVIDE A LEARNERSHIP PROGRAMME ON OCCUPATIONAL CERTIFICATE - PUBLIC SERVICE ADMINISTRATOR NQF LEVEL 5 AND OR GENERAL MANAGER PUBLIC SERVICE 6 FOR THE 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**

- 1.1. 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).
- 1.2. Candidates for the Learnership programme must be employed in the public service sector:
- 1.3. The implementation of this programme must commence in the 2024-25 financial year.
- 1.4. PSETA will indicate the provinces in which training is expected to take place at contracting stage.
- 1.5. Upon completion, learners shall be awarded an Occupational Certificate: Public Service Administrator at NQF Level 5 or Occupational Certificate: General Manager Public Service at NQF Level 6.

**TABLE 1: LEARNERSHIP DETAILS**

<b>Qualification Code</b>	<b>Learnership Title</b>	<b>NQF Level</b>	<b>Credits</b>
118791	Occupational Certificate: General Manager Public service	6	150
118766	Occupational Certificate: Public Service Administrator	5	120

## 2. 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.

### 2.1. PHASE 1 – MANDATORY EVALUATION CRITERIA

Criteria for Mandatory Evaluation	Yes	No
The applicant is a targeted stakeholder		
Completed and signed PSETA application		
Application aligned to PSETA advertised field of study		
SDP 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 (The accreditation letter must be attached to the proposal) - (The PSETA <b>QA department will verify the accreditation for the relevant programme</b> ).		

2.1.1. Applications that do not meet any one of the above mandatory criteria shall be immediately disqualified and shall not be evaluated further.

2.1.2. Applications that qualify in terms of the mandatory criteria shall be evaluated for functionality in terms of the functionality criteria set below.

## 4.2 PHASE 2 – FUNCTIONALITY EVALUATION

4.2.1 Application(s) must meet the minimum eligibility criteria in respect of functionality of 70% before they are considered for recommendation.

4.2.2 The functionality criteria together with the maximum points to be awarded are set out below:

Domain	Evaluation Method	Criteria	Weight
Methodology and Approach	<ul style="list-style-type: none"> <li>• Project Vision: what are you trying to accomplish, and why?</li> <li>• Project Scope: This is clearly defined and limited to the work that must be done to meet the goals at hand.</li> <li>• Planned Deliverables: Project deliverables are defined by a given project's tangible result or outcome.</li> <li>• Risk Management Plan: Risks identified and mitigation plan</li> <li>• Reporting Plan: Key reports and proposed timelines</li> <li>• Demonstrate understanding of the implementation of occupational</li> </ul>	<ul style="list-style-type: none"> <li>• 1 point = Vision Methodology not covering all areas of Guidelines. General understanding of the scope of work is poor</li> <li>• 2 points = Vision, extensive project scope Methodology covering few areas of Guidelines. Guidelines are fully addressed. Showing lack of understanding of the scope of work</li> <li>• 3 points = Vision, extensive project scope and planned deliverables Methodology covering most areas of Guidelines but does not fully demonstrate extensive understanding of the scope of work</li> <li>• 4 points = Vision, extensive project scope, planned deliverables, activities and risk management plan Methodology covering all areas of Guidelines but not in depth.</li> </ul>	50

Domain	Evaluation Method	Criteria	Weight
	<p>qualifications (this should include the final external assessment conducted).</p>	<ul style="list-style-type: none"> <li>5 points = Vision, extensive project scope, planned deliverables, activities, risk management plan, and a reporting plan Excellent detailed methodology with all areas thoroughly addressing Guidelines</li> </ul>	
<p>History of successful implementation of the same or similar project(s).</p>	<p>Reference Letters: submission of reference letters proving the history of implementing NQF-aligned learning programmes. The following should be listed on the reference letters.</p> <ul style="list-style-type: none"> <li>Name of the project/company</li> <li>Nature of work conducted</li> <li>Date of when the project was undertaken.</li> <li>Duration of the project</li> </ul> <p>Reference letters must be on company letterhead, signed and dated. Letters that do not meet the above conditions will not be considered.</p>	<ul style="list-style-type: none"> <li>1 point = One reference letter or no reference letter.</li> <li>2 points = Two reference letters with at least one of the letters relating to the implementation of an NQF-aligned learning programme.</li> <li>3 points = Three reference letters with at least two of the letters relating to the implementation of an NQF aligned learning programme.</li> <li>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.</li> <li>5 points = Five or more reference letters with at least one of the letters relating to the implementation of an NQF aligned learning programme, at least two letters relating to the implementation of a Learnership project and one</li> </ul>	<p>20</p>

Domain	Evaluation Method	Criteria	Weight
		letter relating to implementation of an occupational qualification	
Expertise in related field. Qualifications and experience of the Facilitators	<p>The facilitators must be subject matter experts. The following should be submitted:</p> <ul style="list-style-type: none"> <li>• Comprehensive CVs</li> <li>• Copies of qualifications for Public Administration or related qualifications at NQF level 7 or higher</li> <li>• PSETA Registration as an Assessor and/or Moderator</li> <li>• Proof of 5 years or more working experience in training in the Public Service Sector</li> </ul>	<ul style="list-style-type: none"> <li>• 1= At least 1 facilitator with 1 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</li> <li>• 2= At least 1 facilitator with 2 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</li> <li>• 3 = At least 2 facilitators with 3 years' experience, as assessors and moderators registered, PSETA registration and Public Administration qualification at NQF Level 7</li> <li>• 4 = At least 2 facilitators with 4 years' experience, and as assessors registered PSETA registration and Public Administration qualification at NQF Level</li> <li>• = At least 3 facilitators with 5 years or more experience, as assessors registered PSETA registration and Public Administration qualification at NQF Level 8</li> </ul>	30
Total			100

### 3. FUNDING FRAMEWORK

- 3.1. The allocation of funding for this Learnership Programme is a maximum of R25 200.00 per learner.
- 3.2. This allocation is inclusive of all expenditure (including training, venues, catering, incidental costs, disbursements, etc.)

### 4. IMPORTANT INFORMATION FOR APPLICANTS

- 4.1. Applications must be submitted to the dedicated email address [dq@pseta.org.za](mailto:dq@pseta.org.za) (NB: No applications will be accepted if submitted through any other means).
- 4.2. Application Forms are obtainable from the PSETA website: [www.pseta.org.za](http://www.pseta.org.za)
- 4.3. Late applications will not be accepted.
- 4.4. PSETA reserves the right not to award a grant towards this programme.

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

Mr. Sibusiso Ndaba: Projects	<a href="mailto:sibusisond@pseta.org.za">sibusisond@pseta.org.za</a>
Ms. Nthabiseng Mogale: Projects	<a href="mailto:nthabisengk@pseta.org.za">nthabisengk@pseta.org.za</a>

**CLOSING DATE: 16 JULY 2024 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.**