LEARNERSHIP SPECIFICATION 2027-28

CLOSING DATE: 10 DECEMBER 2026

SPECIFICATION FOR THE APPOINTMENT OF QCTO - ACCREDITED SKILLS DEVELOPMENT PROVIDER(S) TO PROVIDE A LEARNERSHIP PROGRAMME ON ADVANCED OCCUPATIONAL DIPLOMA: SENIOR GOVERNMENT OFFICIAL NQF LEVEL 7 FOR 100 PUBLIC SERVICE EMPLOYEES FOR THE 2027-28 FINANCIAL YEAR

The Public Service Sector Education and Training Authority (PSETA) invites QCTO-accredited Skills Development Provider(s) to apply for discretionary grant funding in respect of the Learnership programme as set out 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 2027-28 financial year.

1.4. PSETA will indicate the provinces in which training is expected to take place at the contracting stage.

1.5. Upon completion, learners shall be awarded an Advanced Occupational Certificate: Senior Government Official at NQF Level 7.

TABLE 1: LEARNERSHIP DETAILS

Qualification Code	Learnership Title	NQF Level	Credits
121166	Advanced Occupational Diploma: Senior Government Official	7	244

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		
Valid QCTO accreditation with relevant scope (the accreditation letter must be attached to the proposal).		
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).		

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

3. PHASE 2 – FUNCTIONALITY EVALUATION

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

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

Domain	Evaluation Method	Criteria	Weight
Methodology and Approach	The applicant must submit a detailed implementation plan covering the following elements: • Project vision and objectives. • Project scope and implementation approach. • Implementation methodology for the Learnership Programme. • Project activities, timelines and milestones. • Learner recruitment, induction and support strategy. • Workplace learning and monitoring approach. • Planned deliverables and expected outputs. • Quality assurance measures. • Risk management plan, including identified risks and mitigation measures. • Reporting plan indicating reporting frequency and deliverables.	• **1 Point** – Submission addresses less than 40% of the required methodology elements and demonstrates poor understanding of the scope of work. • **2 Points** – Submission addresses 40%-59% of the required methodology elements and demonstrates limited understanding of the scope of work. • **3 Points** – Submission addresses 60%-79% of the required elements, including project vision, scope and deliverables, and demonstrates an adequate understanding of the scope of work. • **4 Points** – Submission addresses 80%-99% of the required elements, including implementation methodology, activities, risk management and reporting requirements, and demonstrates a good understanding of the scope of work.	50

Domain	Evaluation Method	Criteria	Weight
	• Demonstrated understanding of Occupational Qualifications, QCTO requirements and Learnership implementation. • Previous experience in implementing similar occupational qualifications, including challenges encountered and corrective actions	• **5 Points** – Submission comprehensively addresses all required elements, including implementation methodology, risk	
Demonstrated Experience in Learnership and Occupational Qualification Implementation.	Applicants must submit reference letters confirming successful implementation of learnerships and/or occupational qualifications. Reference letters must: • Be on official client letterhead. • Be signed and dated. • State the qualification implemented. • Include client contact details.	• **1 point =** One or no valid reference letter submitted. • **2 points** = Two valid reference letters for NQF-aligned qualifications or learnership implementation. • **3 points** = Three valid reference letters for NQF-aligned qualifications or learnership implementation. • **4 points** = Four valid reference letters, including at least one occupational qualification learnership project. • **5 points =** Five or more valid reference letters, including at least two occupational qualification learnership projects	20
ETD Team Capacity and Expertise	The applicant must demonstrate availability of suitably qualified personnel who will be assigned to the project. The following must be submitted: • Comprehensive CVs • Certified qualifications at NQF 7 or higher.	• **1 point** = No ETD practitioners submitted or practitioners do not meet minimum requirements. • **2 points** = One facilitator registered as an assessor, with at least 5 years' experience as a Senior Government	30

Domain	Evaluation Method	Criteria	Weight
	• SAQA evaluation letter for foreign qualifications. • PSETA Assessor registration letter • PSETA Moderator registration letter. • Evidence of public service sector experience. **Only ETD practitioners proposed for this project with proof of at least 5 years of working experience as a Senior Government Official in the Public Service Sector will be considered**. *ETD Practitioners proposed must be part of the implementation of this project. No substitution of practitioners will be allowed without prior approval from PSETA.*	Official in the Public Service Sector and a relevant qualification at NQF Level 7 or higher • **3 points** = Two facilitators registered as assessors and one registered moderator. All of whom have at least 5 years' experience as a Senior Government Official in the Public Service Sector, and possess relevant qualifications at NQF Level 7 or higher • **4 points** = Three facilitators registered as assessors and two registered moderators. All of whom have at least 5 years' experience as a Senior Government Official in the Public Service Sector, and possess relevant qualifications at NQF Level 8 or higher • **5 points** = Four facilitators registered as assessors and two registered moderators. All of whom have at least 5 years' experience as a Senior Government Official in the Public Service Sector and possess relevant qualifications at NQF Level 8 or higher.	
Total			100

4. FUNDING FRAMEWORK

The allocation of funding for this Learnership Programme is R43 960.00 per beneficiary in line with the approved PSETA DG Funding Framework 2027/28. This allocation is inclusive of all expenditure (including training, venues, catering, incidental costs, disbursements, etc.)

5. IMPORTANT INFORMATION FOR APPLICANTS

5.1. Applications must be submitted to the dedicated email address dg@pseta.org.za (NB: No applications will be accepted if submitted through any other means).

5.2. Application Forms are obtainable from the PSETA website: www.pseta.org.za

5.3. Late applications will not be accepted.

5.4. PSETA reserves the right not to award a grant towards this programme.

For enquiries, please contact the following person:

Ms. Nthabiseng Mogale: Projects	nthabisengk@pseta.org.za

CLOSING DATE: 10 DECEMBER 2026 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.

Bontle Lerumo

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