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BOARD NOTICE 913 OF 2026**Construction Industry Development Board****Standard for Developing Skills through
Infrastructure Contracts****31 March 2026**

In terms of sections 5(2) of the Construction Industry Development Board Act, 2000 (Act no. 38 of 2000) (the Act), the Construction Industry Development Board is empowered to promote best practice Standards. This best practice Standard for developing skills through infrastructure contracts, establishes the minimum contract skills development goals to be achieved in the performance of such contracts relating to the provision of workplace opportunities, linked to or leading to:

- a) a part or full occupational qualification registered on the National Qualification Framework;
- b) a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012);
- c) a national diploma or degree registered on the National Qualification Framework; and
- d) registration in a professional category by any of the professional bodies listed in the standard.

Mr Khulile Nzo

Chairperson: Construction Industry Development Board



Standard for developing skills through infrastructure contracts

(31 March 2026)

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Introduction

Procurement may be defined as the process which creates, manages and fulfils contracts. Procurement accordingly commences once a need for goods, services or works has been identified and it ends when the goods are received, or the services or construction works are completed. Public procurement can have a significant impact on social and economic development, if it is used to leverage social and development objectives.

The South African government requires that its considerable expenditure on the delivery, maintenance and operation of infrastructure (fixed assets that are constructed or result from construction operations) contribute to an increase in the number of people who have part or full occupational qualifications registered on the NQF or professional designations awarded by professional bodies or statutory councils. This standard has been prepared to leverage contributions towards the increase of the pool of qualified skilled people, and where required professionally registered, through training on professional services, design and build or engineering and construction works contracts associated with such expenditure. This Standard for developing skills through infrastructure contracts, establishes the minimum contract skills development goals to be achieved in the performance of such contracts relating to the provision of workplace opportunities, linked to or leading to:

- a) a part or full occupational qualification registered on the National Qualification Framework.
- b) a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012);
- c) a national diploma or degree registered on the National Qualification Framework; and
- d) registration in a professional category by any of the professional bodies listed in Table 1 of this standard.

The Client is responsible for achieving the contract skills development goals through the appointment of a contractor and are provided with a number of methods for measuring their achievements. The client should determine the feasibility of what methods can be applied based on the project.

This standard should be applied to;

A contract or an order issued in terms of a framework agreement that has a duration of 12 months or longer, and:

- a) a contract of R5 million or more, in the case of a professional service or service contract or an order issued in terms of such a contract; or
- b) a cidb grading designation of grade 7 or higher, in case of an engineering and construction works, or design and build, or develop and construct, or management contractor contracts or design by employer or an order issued in terms of such a contract.

This Standard will be subject to review every five years, or sooner if required.

Standard for developing skills through infrastructure contracts

1 Scope

This standard establishes a key performance indicator;

- a) in the form of a contract skills development goal (CSDG) relating to the structured workplace learning of occupational or professional learning, which enables learners to make measurable progress towards the attainment of:
 - (i) a part or full occupational qualification registered on the National Qualification Framework; or
 - (ii) a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012); or
 - (iii) a national diploma or degree registered on the National Qualification Framework; or
 - (iv) registration in a professional category by any of the professional bodies listed in Table 1 of this standard.
- b) in the delivery, maintenance and operation of infrastructure through the performance of professional service, engineering and construction works, or design and build or develop and construct, or management contractor contracts or design by employer or an order associated with such a contract and
- c) sets out the methods by which the key performance indicator is established, measured, quantified and verified in the performance of the contract or the execution of an order.

NOTE 1: Guidance on the manner in which this standard should be incorporated into procurement documents is provided in Annex A.

NOTE 2: This standard can be applied to contracts or to orders (call-offs) issued in terms of framework agreements. Framework agreements are well suited to situations in which long-term relationships are entered into. They offer flexibility in attaining contract skills development goals as requirements can be adjusted from one order to another, thus allowing key performance indicators to be improved upon over time.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply:

allowance

amount provided for in the contract or an order by the employer relating to one or more of the following:

- a) the performance by the contractor of work or services that are foreseen but cannot be accurately specified at the time that the contract was entered into or the order issued;
- b) work or services to be performed, or goods provided, by a subcontractor who is either nominated by the employer or is selected by the employer in consultation with the contractor after the award of the contract or the issuing of an order;
- c) provision for price adjustment for inflation; or
- d) other budgetary provisions intended to cover the employer's contractual risks

artisan

a person who has been certified as competent to perform a listed trade in accordance with Section 26B of the Skills Development Act of 1998 (Act No. 97 of 1998)

black people black people: is a generic term which refers to Africans, Coloureds and Indians

(a) who are citizens of the Republic of South Africa by birth or descent; or

(b) who became citizens of the Republic of South Africa by naturalisation (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

candidate

a person who is registered in a category of registration which ultimately leads to registration in a professional category by any of the professional bodies listed in Table 1

cidb

Construction Industry Development Board, established in terms of the Construction Industry Development Board Act of 2000 (Act 38 of 2000)

class of construction works

the class of construction works referred to in Schedule 3 of the Construction Industry Development Regulations 2004, as amended from time to time

contract amount

financial value of the contract at the time of the award of the contract or an order at the time of issue, including value added tax but excluding all allowances and expenses

contract skills development goal (CSDG)

number of people benefiting through the skills development opportunities that a contractor contracts to provide in relation to work directly related to the contract or order, up to:

- a) completion, in the case of a professional service contract;
- b) the end of the service period, in the case of a service contract; and
- c) practical completion, in the case of an engineering and construction works contract

contractor

person or organization that contracts to provide professional services, goods and related services, or engineering and construction works

design and build contract

engineering and construction works contract where both the design and the construction are the responsibilities of the same contractor

design by employer

Contract under which a contractor undertakes only construction based on full designs issued by the employer

develop and construct

Contract based on a scheme design prepared by the employer under which a contractor produces drawings and constructs

employed learner

a learner who was in the employment of an employer prior to the commencement of the contract or execution of the order. Learners deployed from the public sector, other organisations, or other contractors for the purposes of gaining structured workplace learning shall also be considered to be an employed learner, albeit their employer remaining unchanged.

employer

person or organization entering into a contract with the contractor for the provision of professional services, goods and related services, engineering and construction works (commonly referred to as the client)

employer's representative

person authorized to represent the employer in terms of the contract

engineering and construction works contract

contract for the provision of a combination of goods and services arranged for the manufacture, development, extension, refurbishment, rehabilitation or demolition of a fixed asset, including building and engineering infrastructure expenses
costs incurred by the contractor in the performance of the contract or order, which are in terms of the contract recoverable from the employer

framework agreement

agreement between an employer and one or more contractors, the purpose of which is to establish the terms of the governing orders to be awarded during a given period, with regard to price and, where appropriate, the quantity envisaged

management contractor / construction management

Contract under which a contractor provides consultation during the design stage and is responsible for planning and managing all post contract activities for contractors and the performance of the whole contract

mentor

a qualified and experienced person, in the case of professionals, registered person, designated to guide a learner or candidate through a structured work experience learning component of a learning programme required for the acquisition of a part or full qualification or professional designation

notional cost of training

the monetary value dedicated to workplace training, used to meet contract skills development goals and ensure employees gain skills

occupational qualification

occupational qualification registered on the National Qualifications Framework Act (Act No. 67 of 2008)

order

the instruction to carry out construction works, services or professional services under a framework agreement

organ of state

an organ of state as defined in section 239 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996)

part qualification

an assessed unit of learning that is registered on the National Qualifications Framework as part of an occupational qualification

practical completion

the state of completion at the end of construction required in terms of an engineering and construction works contract

Note: Practical completion is commonly understood to be a state of readiness for occupation of the whole works although some minor work may be outstanding. Practical completion in an engineering and construction works contract occurs when:

- a) FIDIC Short Form of Contract: the date when the Employer considers that the Works have been completed in accordance with the Contract, except for minor outstanding work and defects which will not substantially affect the use of the Works for their intended purpose.
- b) FIDIC Red, Silver and Yellow Book: the date when the Engineer determines that the Works have been completed in accordance with the contract except for minor outstanding works and defects which will not substantially affect the use of the works for their intended purpose.
- c) GCC 2025: the date when the Engineer certifies that the whole or portion of the Works has reached a state of readiness, fit for the intended purpose, and occupation without danger or undue inconvenience to the Employer, although some work may be outstanding.
- d) JBCC 6.2 Principal Building Agreement and JBCC Minor Works Agreement: the date when the principal agent decides that the completion of the works has substantially been reached and can be used for the purpose intended.
- e) NEC4 Engineering and Construction Contract: the date when the Project Manager decides that the Contractor

- has reached Completion as defined in the contract.
- f) NEC4 Engineering and Construction Short Contract: the date when the Employer decides that the Contractor has completed the works in accordance with the Works Information except for correcting notified Defects which do not prevent the Employer from using the works and others from doing their work.

professional category

a category of registration identified in Table 1 or such other category recognised by the Employer in the application of this standard

Table 1: Categories of registration

Profession	Category of registration	Act
Architectural	Architect, Senior Architectural Technologist, Architectural Technologist or Architectural Draughtsperson	Architectural Profession Act of 2000 (Act No. 44 of 2000)
Construction Health and Safety	Construction Health and Safety Agent, Construction Health and Safety Manager or Construction Health and Safety Officer	Project and Construction Management Professions Act of 2000 (Act No. 48 of 2000)
Construction Project Management	Construction Project Manager	
Construction Management	Construction Manager	
Engineering	Engineer, Engineering Technologist, Engineering Technician or Certificated Engineer	Engineering Profession Act of 2000 (Act No. 46 of 2000)
Landscape Architectural	Landscape Architect, Landscape Technologist, Landscape Technician or Landscape Assistant	Landscape Architectural Profession Act of 2000 (Act No. 45 of 2000)
Planning	Planner or Technical planner	Planning Profession Act, 2002. (Act No. 36 of 2002)
Quantity Surveying	Quantity Surveyor	Quantity Surveying Profession Act of 2000 (Act No. 49 of 2000)
Scientists	Natural Scientists	Natural Scientific Professions Act (Act No. 27 of 2003)
Surveying	Land Surveyor, Engineering Surveyor or Technician Engineering Surveyor	Professional and Technical Surveyors' Act (Act No. 40 of 1984)
Valuers	Valuer or Associate Valuer	Property Valuers Profession Act (Act No. 47 of 2000)

professional fees

financial value of a professional service contract at the time of the award of the contract or an order at the time of issue, excluding value added tax (VAT), allowances and expenses

professional service contract

contract for the provision of services with the skill and care normally delivered by professionals

Sector Education and Training Authority (SETA)

an institution established under section 9 of the Skills Development Act, Act 97 of 1998 and which has the responsibility under this Act to register learners on learning programmes

service contract

contract for the provision of labour or work, including knowledge-based expertise, carried out by hand or with the assistance of equipment and plant

site

means the land or place made available by the employer, for the purposes of the contract or order, on, under, over, in or through which the works or services are to be executed

statutory council

a council established as follows:

- South African Council for the Architectural Profession, established by the Architectural Profession Act of 2000 (Act No. 44 of 2000);
- South African Council for the Project and Construction Management Professions, established by the Project and Construction Management Professions Act of 2000 (Act No. 48 of 2000);

- c) Engineering Council of South Africa, established by the Engineering Profession Act of 2000 (Act No. 46 of 2000);
- d) South African Council for the Landscape Architectural Profession, established by the Landscape Architectural Profession Act of 2000 (Act No. 45 of 2000);
- e) South African Council for the Quantity Surveying Profession, established by the Quantity Surveying Profession Act of 2000 (Act No. 49 of 2000);
- f) South African Council for Professional and Technical Surveyors, established by the Professional and Technical Surveyors' of 2000 (Act No. 40 of 1984);
- g) South African Council for Planners, established by the Planning Professions Act of 2002 (Act No. 32 of 2002);
- h) South African Council for Natural Scientific Professions, established by the Natural Scientific Professions Act (Act No. 27 of 2003); or
- i) South African Council for the Property Valuers Profession, established by the Property Valuers Profession Act (Act No. 47 of 2000)

structured mentorship

mentorship provided by a person who is registered in a suitable category of professional registration by a professional body or statutory council who leads and directs a candidate towards professional registration

structured workplace learning

component of learning in an occupational qualification or work placement for a trade, occupation or professional designation whereby a learner is mentored by a suitably qualified, and where required, registered mentor in the application and integration of the knowledge and practical skills learnt, under supervision, in the actual context of a workplace in accordance with the prescripts set by the relevant qualifying authority, professional body or statutory council

final summary sub-total

financial value of all the items in the Bills of Quantities or Schedule of Rates or Pricing Schedule, excluding value added tax, allowances and expenses

supervisor

a supervisor is a person in the particular workplace charged with the responsibility of allocating workplace tasks to a learner that are aligned to the prescriptions of their learning programme and of overseeing and reporting on that learning using a formally agreed record keeping system

Tender sum

the overall pricing figure proposed by a tendering contractor in accordance with the tender pricing document

unemployed learner

a learner who was not in the full-time employment of the contractor prior to the commencement of the contract or execution of the order and is appointed by the contractor or SDA on a limited duration employment contract linked to the prescriptions of a structured workplace learning programme. Their conditions of employment shall not be less favourable than those set out for such learners on learnerships set out in section 18 (3) of the Skills Development Act (Act 97 of 1998)

work integrated learning

the workplace learning component required by learners completing a national diploma or bachelor's degree at a University of Technology or Comprehensive University

3 Requirements

3.1 Contract skills development goal (CSDG)

3.1.1 The contractor shall attain or exceed the contract skills development goal in the performance of the contract or the execution of an order.

3.1.2 The contract skills development goal shall be expressed as in 3.1.2.1 for engineering and construction works and services contracts, and as in 3.1.2.2 for professional services contracts.

3.1.2.1 In the case of engineering and construction works contracts, design and build or develop and construct, or management contractor contracts or design by employer or services contracts the contract skills participation goals, expressed in Rand, shall be no less than the final summary sub-total multiplied by a minimum percentage (%) factor outlined in Table 2 below for the applicable class of construction works used in the application of the Construction Industry Development Regulations, issued in terms of the Construction Industry Development Board Act of 2000.

How to calculate the CSDG:

$$\text{CSDG} = \text{St} \times \text{Pf}$$

Where:

St = Final Summary Sub-total (BoQ items)

Pf = Percentage Factor (derived from Table 2)

Example:

$\text{CSDG} = \text{St} \times \text{Pf}$

St = R65 700 000.00

Pf = 0,5% (GB Class of Works)

$$\begin{aligned}\text{CSDG} &= \text{St} \times \text{Pf} \\ &= \text{R65 700 000.00} \times 0.5\% \\ &= \text{R328 500.00}\end{aligned}$$

Therefore R328 500.00 is the minimum budgeted amount for CSDG, which is the amount for skills development on the project. This amount will then have to be used to determine the number of beneficiaries based on the different training methods 1 to 4 or a combination as shown under Table 3. (Notional Cost of Providing Training)

Table 2: Contract skills development goals for different classes of engineering and construction works contracts

Class of construction works as identified in terms of Regulation 25(3) of the Construction Industry Regulations 2004		Minimum Construction skills development goal (CSDG) (%)
Designation	Description	
CE	Civil engineering	0.25%
EE	Electrical Engineering works (buildings)	0.25%
EP	Electrical Engineering works (Infrastructure)	0.25%
GB	General Building	0.50%
ME	Mechanical Engineering works	0.25%
Specialist Works	Specialist class of construction works	0.25%
PS	All Built Environment Professional Services or a Service Contract	2%

Example 1: The final summary sub-total of the tender sum for an engineering and construction works contract in the GB class of construction works is R65,7m. The contract skills development goal in Rands is $\text{R65,7m} \times 0.5\% = \text{R328 500}$. **The Client may determine the skills Method/s to be implemented on the contract or the Client may elect the contractor to determine the skills Methods to be implemented as per the Standard, provided the CSDG is achieved.** The pricing for the skills Methods to be implemented is provided in Table 3 of the Standard.

3.1.2.2 In the case of professional services contracts the contract skills development goals, expressed in rands, shall be not less than the professional fees (excluding disbursements) in millions of Rands multiplied by the percentage factor of 2 % as per Table 2.

Where:

PSF = Professional Service Fees (excluding disbursements)

Pf = Percentage Factor (derived from Table 2)

Example:

$CSDG = PSF \times Pf$

PSF = R5 600 000.00

Pf = 2% (PS)

$$\begin{aligned} CSDG &= PSF \times Pf \\ &= R5\,600\,000.00 \times 2\% \\ &= R112\,000.00 \end{aligned}$$

Therefore R112 000.00 is the minimum budgeted amount for CSDG, which is the amount for skills development on the project. This amount will then have to be used to determine the number of beneficiaries based on training method 3 or 4 or a combination as shown under table 3. (Notional Cost of Providing Training)

3.1.2.3 The percentage factor applied for the contract skills development goal shall be revised as the need arises and will be published in a Gazette notice.

3.1.3 Where required in terms of the contract or order, a specified proportion of the learners and candidates shall be selected from persons in the employ of an organ of the state who meet the relevant eligibility criteria for the relevant programme.

3.2 Achieving the contract skills development goal (CSDG)

3.2.1 The contractor shall achieve the measurable contract skills development goal by providing opportunities to learners requiring structured workplace learning using one or a combination of any of the following in relation to work directly related to the contract or order:

Method 1: structured workplace learning opportunities for learners towards the attainment of a part or a full occupational qualification;

Method 2: structured workplace learning opportunities for apprentices or other artisan learners towards the attainment of a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012) subject to at least 60% of the artisan learners being holders of public TVET college qualifications;

Method 3: structured workplace experience for University of Technology or Comprehensive University students requiring work integrated learning as part of their national diploma or degree programme, and/or learners that have completed N4, N5 and N6 that require 18 months of relevant workplace experience to convert their qualification into a National Diploma

Method 4: structured workplace learning opportunities for candidates towards registration in a professional category by a statutory council listed in Table 1 above.

3.2.2 Employed learners may not account for more than 33 percent of the contract skills development goal.

3.2.3 Not more than one method may be applied to any individual concurrently in the calculation of the contract skills development goal.

NOTE: The principle is that an individual can only be counted once towards the CSDG.

3.3 Contract skills development goal

3.3.1 Contract skills development goal will not be awarded for learners enrolled as beneficiaries of other funded or subsidised programmes.

3.3.2 In the case of engineering and construction works, design and build or develop and construct, or management contractor contract or an order issued in terms of such a contract:

- a) The contract skills development goals shall be granted by multiplying the number of people placed by the contractors by the duration and the notional values contained in Table 3, or as revised in a Gazette notice.
- b) The contractor may source beneficiaries of the contract skills development goal directly.
- c) All beneficiaries of the Standard must be registered with the cidb.

Table 3: The notional cost of providing training opportunities per month

Type of Training Opportunity	Provision for stipends (Unemployed learners only)	Provisions for mentorship	Provisions for additional costs*	Total costs	
				Unemployed learners	Employed learners
Method 1					
Occupational qualification	R5 000	N/A	R3 000	R8 000	R3 000
Method 2					
TVET College graduates	R7 000	N/A	R3 000	R10 000	N/A
Apprenticeship	R7 000	N/A	R4 000	R11 000	R4 000
Method 3					
P1 and P2 learners, or a 240 credits qualification	R9 000	R7 000	R2 000	R18 000	N/A
Method 4					
Candidates with a 360 credits qualification	R13 000	R7 000	R2 000	R22 000	R7 000
Candidates with 480 or more credits qualification	R16 000	R7 000	R2 000	R25 000	R7 000

***Provision for additional Costs include provisions for personal protective equipment, insurance, medical assessments, course fees and trade tools (where applicable), assessment, reporting, monitoring and other related costs.**

NOTE:

i) the contractor shall pay the stipend directly to learners, employed learners receive a salary/wage therefor the stipend is not applicable.

The notional cost of providing training opportunities will be reviewed as and when required. The new, revised costs will be published as revised in a Gazette notice.

Example 1: Training Target Calculation for a R65,7m GB contract

Final Summary Sub-total	R65 700 000
Contract duration	12 Months
Percentage Factor	0,50%
Minimum CSDG target	0,50% x R65 700 000
	R328 500

In order to determine the number of training opportunities to be provided on the above budget allocation of R328 500. Where the client/contractor preference is Method 4 for a duration of 12 months. The notional cost of training will be calculated as follows:

Method 4 (360 credits):

St - Stipend per month	: R13 000
Mt – Mentorship per month	: R7 000
PaC - Provision for additional cost	: R2 000
NCT – Notional Cost of Training	: Duration x (St + Mt +PaC)
Duration in this case is 12 months.	

$$\begin{aligned} \text{NCT} &= 12 \times (\text{R13 000} + \text{R7 000} + \text{R2 000}) \\ &= \text{R 264 000} \end{aligned}$$

Therefore R328 500 divided by R264 000 = 1,24, so the budget can only provide 1 opportunity for Method 4 for a duration of 12 months. This will leave you with a balance of R 64 500, you can then utilize that to train one person for a period of 7 months on Method 2.

Method 2:

St - Stipend per month : R7 000
 PaC - Provision for additional cost : R3 000
 NCT – Notional Cost of Training : Duration x (St + PaC)
 Duration in this case is 7 months.

$$\begin{aligned} \text{NCT} &= 7 \times (\text{R7 000} + \text{R3 000}) \\ &= \text{R 70 000} \end{aligned}$$

Note:- The contractor must attain or exceed the contract skills development goal in the performance of the contract or the execution of an order. In this example the contractor needs to spend a minimum of R 328 500. Therefore, the total notional cost of training for Method 4 and Method 2 is equal to R334 000. The contractor must initiate a negotiation process with the Client to increase the budget or reduce the placement duration to suit the available CSDG budget.

Skills Method	Number of learners	Notional Cost / Learner / month	Placement Duration in months	Total Notional Cost over 12 months Contract
Method 4: Candidacy for an unemployed learner with a 3-year qualification (360 credit)	1	R22 000	12	R264 000
Method 2: Workplace learning opportunities, with unemployed TVET graduates	1	R10 000	7	R 70 000
Total	2			R334 000

Example 2: Training Target Calculation for a R5,6m Professional Service Contract

CSDG = PSF x Pf
 PSF = R5 600 000.00
 Pf = 2% (PS)

$$\begin{aligned} \text{CSDG} &= \text{PSF} \times \text{Pf} \\ &= \text{R5 600 000.00} \times 2\% \\ &= \text{R112 000.00} \end{aligned}$$

Therefore, the possible workplace opportunities for this project are

Method 4 (360 credits):

St - Stipend per month : R13 000
 Mt – Mentorship per month : R7 000
 PaC - Provision for additional cost : R2 000
 NCT – Notional Cost of Training : Duration x (St + Mt + PaC)
 Duration in this case is 6 months.

$$\begin{aligned} \text{NCT} &= 6 \text{ months} \times (\text{R13 000} + \text{R7 000} + \text{R2 000}) \\ &= \text{R132 000} \end{aligned}$$

Therefore R112 000 divided by R132 000 = 0,85, so the budget can only provide 1 opportunity for Method 4 for a period of 6 months.

Note:- The professional service provider must attain or exceed the contract skills development goal in the performance of the contract or the execution of an order therefore the professional service provider must initiate a negotiation process with the Client to increase the budget or reduce the placement duration to suit the available budget for this specific case.

3.4 Non-achievement of the CSGD

Achievement towards the contract skills development goal shall be denied, should:

- a) the opportunities not be provided on site or the opportunities cannot be directly linked to the contract or order in the case of an engineering and construction works, or design and build, or develop and construct, or management contractor contracts or design by employer or an order issued in terms of such a contract;
- b) there be a failure to register all beneficiaries of the Standard with the cidb;
- c) there be a failure to submit a copy of the final contract compliance training report, within 30 days of practical completion;
- d) the following not be provided:
 - 1) the required contract compliance baseline plan, an interim contract compliance report or a final contract compliance report;
 - 2) the required mentorship plan for a candidate;
 - 3) the required training plan for learners;
 - 4) the training reports covering a period;
 - 5) the required records, specified documents and signatures;
 - 6) the structured mentorship in accordance with the requirements of the applicable professional body, statutory council or qualifying authority;
 - 7) the structured workplace learning, in accordance with the curriculum requirements of the part qualification or occupational qualification or work integrated learning requirements or prescription for professional registration for which the learner is registered;
- e) conditions of employment and rates of allowances for learners not be in accordance with legislative provisions; and
- f) the contractor does not maintain the required training records, or an audit reveals that there is insufficient information to substantiate claims for achieving the CSDG.
- g) the contractor claims for learners enrolled as beneficiaries on a programme that is funded or subsidised from another source.
- h) the contractor fails to provide sufficient evidence of disciplinary actions taken against a learner who fails to present their interim reports or credentials for assessment, when they have had sufficient structured work experience or structured mentorship to do so.

4 Compliance with requirements

4.1 General

4.1.1 The contractor shall:

- a) within 30 days of the contract coming into effect or the issuing of an order, submit to the employer's representative a contract compliance baseline training plan, taking into account the skills mix, duration and type of workers that are to be engaged;

- b) at intervals not exceeding three (3) months, submit to the employer's representative interim contract compliance training reports; and
- c) shall within 30 days of reaching completion, end of the service, the delivery date for all work required or practical completion in the case of professional service, design and construct contracts, and engineering and construction works contracts, respectively, submit to the employer's representative a final contract compliance training report

4.1.2 The information contained in the final contract compliance training report shall include the contract skills development goal achieved (in Rands) in the performance of the contract and a breakdown of the goals achieved in respect of the following:

- a) the name and contact details of the contractor,
- b) the skills mix and skills types achieved on the contract; and
- c) the names, Identity numbers and period of placement of each beneficiary.

4.1.3 The contractor shall keep records of the hours worked and registration particulars in compliance with this standard. The contractor shall allow the employer's representative to inspect or audit such training records at any time.

4.1.4 The employer's representative shall undertake suitable random audits on records to confirm compliance with requirements.

4.1.5 The learners shall be directly employed by the contractor and the contractor may enter into a contract agreement with a service provider, training provider or skills development facilitators of their choice, participating in the implementation of this standard, enabling such contractor to:

- a) prepare training plans for learners, including details of the scope of experiential work to be covered and expected outcomes;
- b) register learners with the appropriate Sector Education and Training Authority, established in terms of the Skills Development Act of 2008 (Act 37 of 2008) where applicable;
- c) manage learner registration with appropriate trade testing authorities as well as preparation for the trade test where applicable;
- d) liaise with the supervisor to monitor onsite training progress of learners;
- e) liaise with the supervisor to arrange for summative assessments at appropriate stages of the training; and
- f) liaise with the supervisor to prepare reports for the employer or employer's representative.

4.2 Structured workplace learning opportunities for learners

4.2.1 Structured workplace learning opportunities shall be aligned to the curriculum requirements set for the part or full occupational qualification or professional designation for which the learner is registered.

4.2.2 A responsible supervisor will be appointed to allocate work tasks, under the guidance of a competent person, to learners in line with their training plans.

4.2.3 Supervision associated with structured workplace learning for artisan learners shall be undertaken by an artisan in the applicable trade with a minimum of 3 years of trade specific experience.

The number of artisan learners supervised by a single supervisor shall, unless otherwise permitted by the National Artisan Moderation Body, not exceed 4 at any one time.

4.2.4 Mentoring associated with structured workplace learning for learners leading to a part or full occupational qualification other than artisan learners shall be undertaken by a person qualified in the applicable discipline and having a minimum of 3 years of post-qualification experience.

4.2.5 The contractor shall, within one month of commencing work directly related to the contract or order and in respect of each learner, submit to the employer's representative,

- a) a workplace training plan together with name of the learner's mentor and/or supervisor.
- b) proof of registration as a learner with the relevant SETA where applicable;
- c) a copy of the mentorship agreement entered into with the learner, or the company mentorship agreement entered into with the relevant qualified agency for method 3 and method 4; and
- d) shall, within two weeks of updating and revising the workplace training plan, and at the end of the structured mentorship period, submit to the employer's representative;
 - (i) a quarterly progress report,
 - (ii) a final report (including a log of exposure and interactions with the mentor), signed off by the mentor, the supervisor and the learner, demonstrating compliance with requirements,

4.2.6 Learners shall, whenever a substantial activity or training period has been completed, be required by the supervisor to complete training reports required by the relevant qualifying authority.

4.2.7 The mentor and supervisor shall sign off all reports and logbooks to allow the learner to move to other projects or employment and continue the path towards qualification.

4.3 Structured workplace learning for candidates

4.3.1 Mentoring associated with structured workplace learning for candidates shall be in accordance with the prescripts of the relevant professional body or statutory council.

4.3.2 The contractor shall:

- a) appoint a supervisor who is actively engaged in work directly associated with the contract to issue tasks, oversee their implementation and provide input to the candidate on an on-going basis;
- b) identify a suitable mentor for the candidate. If the contractor does not have an in-house mentor, the contractor shall enter into a mentoring agreement with the candidate and with an external company as required by the professional body or statutory council; and
- c) issue each candidate with a portfolio of evidence file which is to be kept up to date with all the documentation issued or prepared including the workplace training plan and all revisions thereof as well as copies of the logbook entries and training experience reports.

4.3.3 The mentor shall from time to time provide an updated workplace training plan for a candidate outlining the activities in which the candidate will be involved, including activities required by the relevant professional body or statutory council. The mentor shall require candidates to maintain a logbook/portfolio of evidence issued by the relevant professional body or statutory council. The mentor shall sign off such logbook/portfolio of evidence at quarterly presentations and progress review meetings.

NOTE: The mentor shall, where the duration of the contract or order exceeds the minimum time to register in a professional category of registration that candidates are exposed to the full range of activities and work towards

assuming the full level of responsibility recommended by the relevant professional body or statutory council. This may require rotations and secondments.

4.3.4 The contractor shall, in respect of each candidate and within one month of commencing work directly related to the contract or order, submit to the employer's representative:

- a) a workplace training plan, together with name of the candidates' mentor and supervisor;
- b) proof of registration, as a candidate, with the relevant professional body or statutory council;
- c) a register of all beneficiaries of the Standard, enrolled with the cidb;
- d) a copy of the mentorship agreement entered into with the candidate, or the company mentorship agreement entered into with a professional body or statutory council and
- e) shall, within two weeks of updating a workplace training plan and at the end of the structured mentorship period, submit to the employer's representative;
 - (i) quarterly progress reports,
 - (ii) a final report (including a log of exposure and interactions with the mentor), signed off by the mentor, the supervisor and the learner, demonstrating compliance with requirements,

4.3.5 Candidates shall be required by the mentor to complete training reports required by the relevant professional body or statutory council whenever a substantial activity or training period has been completed.

4.3.6 The mentor and supervisor shall, in the event of the contract ending, sign off all reports and logbooks to allow the candidate to move to other projects or employment.

5 Records

5.1 The contractor shall, in a timely manner and where a prescribed format is available, submit all the documentation required in terms of clause 4.

5.2 The employer's representative shall certify the value towards the contract skills development goal, if any, whenever a claim for payment is issued to the employer, and shall notify the contractor of this amount.

5.3 To satisfy the contract skills development goal, the contractor shall upon termination of the opportunities provided, certify the quantum and nature of the opportunity and shall submit the certificate, counter-certified, issued by the relevant individual to the employer's representative, for record-keeping purposes.

6 Sanctions

In the event that the contractor fails to provide a reasonable explanation to the employer for any failure to achieve the contract skills development goal, the sanctions as provided in the contract or order shall apply.

NOTE: The contract establishes the sanctions that apply. These are set out in a tender evaluation schedule, the scope of work or contract data. Sanctions where tender evaluation points are granted with respect to a tendered CSDG or where a minimum CSDG is specified are usually applied in the form of:

- a) financial penalties (low performance damages), typically formulated on the difference between the contracted CSDG and the CSDG achieved in the performance of the contract; and
- b) the issuing of completion certificates only after the certificates described in clause 5 are received.

Annex A: Incorporating this standard in a procurement document

(Informative)

A1 General

A1.1 The following clause should be added to the scope of work of a contract or order to establish requirements:

Skills development requirements

The contractor shall achieve in the performance of the contract the contract skills development goal established in this Standard for developing skills through infrastructure contracts

Note: Depending on the context and the form of contract adopted, the term contractor may be changed to “consultant” or “professional service provider” or “supplier” and the term “performance of the contract” may, where the scope of work forms part of an order, be replaced with “execution of an order”.

A1.2 Where an employer requires that employees of an organ of state be seconded to the contractor in order to be provided with structured workplace learning opportunities, in accordance with the provisions of this standard, the following clause should be included in the scope of work:

The specified number of employees of an organ of state is The employer must provide a list of persons for selection by the contractor as prescribed in the implementation guidelines. Persons selected by the contractor shall be seconded to the contractor under the terms and conditions prescribed in the implementation guidelines.

A2 Sanctions

In the event that the contractor fails to provide reasonable explanation to the employer for any failure to achieve the contract participation goal, the sanctions as agreed in the contract shall apply.