



GAUTENG PROVINCE

TREASURY
REPUBLIC OF SOUTH AFRICA

HRD TRAINING SPECIFICATION FORM

Note: This document serves as a guide; it clearly describes the desired outcomes or deliverables of the service to be procured.

BUSINESS UNIT: CORPORATE SERVICES

SUB-UNIT: Security and Auxiliary Services

Part A TRAINING INFORMATION	
Training Programme:	Aircon and Refrigeration
Description of the Training:	Short course
Course Accreditation: YES NO <i>(If YES, Service Provider should attach Proof of Accreditation)</i>	YES
Date(s) of the Training:	TBC
Duration of Course: <i>(No. of days)</i>	15 Days
Number of Attendees: <i>(Attach name list)</i>	05
Is the Course Aligned to the Current Training Plan: YES NO <i>(If NO, attach approved memo)</i>	YES
Part B TRAINING CONTENT AND EXPECTATIONS	
Course Objectives	Expected Outcome
The objective of the course: Equip students with essential skills in a work place environment over a period of 15 days. After which students will be competent to start work immediately after receiving their semi skilled certificate.	At the end of the course, you will be able to: On the completion of the course the trainee will be competent in a specific field and will be able to start working immediately.
Delivery Method: <i>(Face2Face or Online)</i>	Face to Face
Is the training programme done by a sole service provider? YES NO <i>(If YES, attach a confirmation letter of sole provider)</i>	NO

HRD Contact Details:

Mr. M. Xulu –Mxolisi.Xulu@gauteng.gov.za | **Ms. S. Gama** –Siphesihle.Gama@gauteng.gov.za | **Ms. S. Ndudane** – Spokazi.Ndudane@gauteng.gov.za



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Part C ADDITIONAL INFORMATION			
No	Item Description	Yes/No	No. of People
1.	Catering: (attach the full specification for catering including dietary requirements)	Yes	05
2	Venues and Facilities:	Yes	05
3.	Other (Specify):		
<u>General Comments</u>			

Part D SIGNATORIES	
SIGNED BY SUPERVISOR /OR LINE MANAGER:	
Compiled by: T. Macingwane Mr / Ms. Designation: General Worker Date: 04/08/2025	<u>Supported</u> / Not Supported / Supported with Amendments T. Sentsho Mr / Ms. Designation: Date: 2025/08/12 <u>Comments:</u>
SIGNED BY THE DIRECTOR OF HRD:	
Approved/ Not Approved/ Approved with Amendments	
 Mr / Ms. Designation: Date: Comments: _____	

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LIST FOR TRAINING INTERVENTIONS (AIRCON AND REFRIGERATION)

NO.	NAME	SURNAME	POSITION	PERSAL NUMBER
1.	Phillip	Selemo	Cleaner	29299381
2.	Isaac	Tlhomelang	Cleaner	27829685
3.	Elias	Shabangu	Cleaner	27195945
4.	Pontsho	Aphane	Cleaner	29299187
5.	George	Tlalang	Cleaner	29300771



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GAUTENG PROVINCIAL TREASURY PROCUREMENT SPECIFICATIONS FORM

Directorate	Corporate service		
Date Prepared	12 August 2025		
Prepared by	Thabiso Sentsho		
Contact No.	065 577 6046		
Name of the meeting and duration	Aicon and Refrigeration 15 days (05 Officials)		
Description of goods/services required	QTY	Dates	
Breakfast Coffee/ Tea /Sugar/Honey/milk Scones Sandwich 02x Bottles (500ml) of Still Water Lunch 2x Starch (Rice /Pap) 2xProtein (Beef Stew, Grilled Chicken) 1x Veg 2x Salads (Spinach & Pumpkin) 2x Two juice 100% - (cans size 440ml) 02x Bottles (500ml) of Still Water NB: The Supplier is required to bring along cutlery	05	Date: TBC	

Approved ~~Not approved:~~

Signature: *J. W. W.*

Date: 2025/08/12