	<b>Scope of work</b>	<b>Camden Power Station</b>
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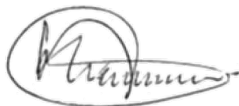
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## **1. Introduction**

Camden Power Station has a serious constraint and has critical vacancies that need to be filled to ensure continuity of the training service to the BU and maintain the EWSETA Accreditation status as a training and assessment centre for the five registered Operating qualifications. Presently Camden is at 20% and can either present NQF 4 Power Plant Operator or NQF 5 Power Plant Controller training.

To be able to provide competent and **qualifies** operator we need to enter into a contract with a suitably qualified, experienced and established contractor with the capacity to execute the scope of work as listed below

## **2. Supporting Clauses**

This document will be effective after it has been signed for authorisation.

### **2.2 Normative/Informative References**

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

#### **2.2.1 Normative**

- [1] ISO 9001 Quality Management Systems
- [2] OHSACT

#### **2.2.2 Informative**

- [3] EWSETA - The Energy & Water Sector Education Training Authority
- [4] QCTO - Quality Council for Trades and Occupations
- [5] NQF – National Qualification Framework
- [6] SAQA – South African Qualification Authority

## **2.3 Definitions**

None

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## 2.4 Abbreviations

Abbreviation	Explanation
ISO	International Organisation for Standardisation
OHSACT	Occupational Health and Safety Act

## 2.5 Document

None

## 3. Roles and Responsibilities

Learning Liaison and Implementation Management Manager – Issuing Scope of Work

Operating Manager – End-user.

Human Resource Manager – Support

### 3.1 Process for Monitoring

All monitoring activities will be carried out by the Learning Liaison and Implementation Management Manager (Training Department).

### 3.2 Related/Supporting Documents

All monitoring activities will be carried out by the Learning Liaison and Implementation Management Manager (Training Department).

## 4. Scope of work: Provision of Training Services

Provide end to end (all inclusive) Training services as per the Operating Process Control Manual for the following Registered Operating Qualifications e.g., Coordination and liaison of all training requirements; all require ETDP roles and all administrative duties/requirements as per the job Profile.

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**The Qualifications are:**

- a) National Diploma: Power Plant Process Control Operations with SAQA Qualification ID 61570.
- b) Further Education and Training Certificate Electrical Networks Control and Legislative training with SAQA Qualification.
- c) Further Education and Training Certificate: Power Plant Operations with SAQA Qualification ID 61569.
- d) National Certificate: Power plant Auxiliary System Operations with SAQA Qualification ID 61549.
- e) National Certificate: Industrial Water Treatment Support System Operations with SAQA Qualification ID 77163.
- f) National Certificate: Fossil Power Plant Operator with QCTO Qualification ID 313102001.
- g) National Certificate: Fossil Power Plant Process Controller with QCTO Qualification ID 313102000.

**4.1 Training delivery and facilitation of workgroups by:**

- Conducting pre-intervention analyses to determine how to effectively transfer learning to meet the diverse profile of learner needs.
- Determining appropriate methodologies and learning techniques in order to facilitate interventions / training programs.
- Applying appropriate learning techniques to transfer learning according to the levels and development needs of learners.
- Facilitate learning transfer.

**4.2 Perform training and development assessments and evaluations by:**

- Conducting pre-course evaluations to assess learner competence levels.
- Assess learner progress throughout the learning process and implementing corrective actions.
- Conducting formative, summative and integrated assessments for statutory courses, Skills Programs, Occupational Qualifications and Part Qualifications where applicable.
- Conducting moderation of assessment results.
- Developing and implementing processes for continuous evaluation for delivery of training.

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- Evaluating and ensuring that interventions are needs-driven and contribute to organizational goals.
- Adapting interventions according to specific needs / requirements.
- Monitoring the effectiveness of technical training interventions to identify trends and initiate corrective action.
- Participating on internal and external Provider Peer Evaluation Teams to quality assure accredited programs.

**4.3 Apply current relevant training and development technologies and methodologies for effective learning transfer by:**

- Designing and developing training programs and modules at the appropriate level according to Curriculum Design Documents and ETD standards and guidelines.
- Reviewing and revising / updating courses and programs within prescribed processes.
- Keeping abreast of new technology and ensure that it is integrated into training material
- Designing and developing of assessment instruments at the appropriate level to determine student's competency levels.
- Identify appropriate technologies to facilitate learning processes (both internal and external).

**4.4 Ensuring end-to-end Training Administration is concluded by:**

- Scheduling training courses and programs in accordance with the Micro Training Plan.
- Initiating the Training Administration process with Learning Delivery.
- Monitoring Learner Feedback from interventions and take corrective action to ensure maximum Learner satisfaction.
- Monitoring course and program KPI's and statistics and taking corrective action

**4.5 Customer liaison and communication by:**

- Planning courses and programs to address Customer needs in line with the Training Macro and Micro plans
- Communicating with line on learner progress and advising on alternatives.
- Advising line on individual learner development plans for workplace and further learning.
- Communicating with Training staff in other fields of learning to share interventions and ensure uniformity and consistency.
- Creating and supporting a conducive blended learning environment for optimal skills transfer

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**4.6 Adherence to and compliance with any training related request from Training Management.****5. Revisions**

Date	Rev.	Compiler	Reason for change	
10/06/2022	1	NP Nkabinde	First draft of new document – Provision of Training services	

**6. Development Team**

The following people were involved in the development of this document:

- NP Nkabinde

**7. Acknowledgements**

- None

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