Quality Council for Trades & Occupations
www.qcto.org.za
256 Glyn Street, Hatfield, Pretoria, 0083
Private Bag X278, Pretoria, 0001
+27 12 003 1800

PROVISION OF SKILLS DEVELOPMENT FACILITATOR (SDF) TRAINING

1. PURPOSE

The Quality Council for Trades and Occupations (QCTO) hereby invites suitably qualified and experienced training service providers for the provision and facilitation of Skills Development Facilitator (SDF) Training for designated HR officials and members of the Training and Development Committee.

The purpose of the training is to equip the HR Unit with the knowledge and skills required to support effective skills development processes and compliance requirements.

2. SCOPE OF WORK

The appointed service provider will be required to provide **Skills Development Facilitator (SDF) training for fourteen (14) officials**.

The training programme must, at a minimum, cover the following areas:

- Workplace Skills Plans (WSPs);
- Preparation and submission of Annual Training Reports (ATRs);
- Overview of the Skills Development Act;
- Overview of the National Qualifications Framework (NQF);
- Organising Framework for Occupations (OFO) Codes;
- Grant Management;
- Skills development compliance requirements; and
- Other relevant SDF-related topics necessary to enhance the knowledge and competency of participants.

3. TRAINING METHODOLOGY AND DELIVERY

The training must be conducted physically/in person.

The service provider must propose an appropriate training methodology that promotes practical understanding and active participation by attendees.

The service provider must also recommend the appropriate duration of the training programme, based on the content and learning outcomes to be covered.

4. TRAINING DATES

The final training dates will be determined by QCTO in consultation with the successful service provider.

The training must take place before the end of the current financial year.

5. SERVICE PROVIDER REQUIREMENTS

Interested service providers should provide the following information as part of their quotation:

- Company profile and contact details;
- Relevant experience in providing Skills Development Facilitator or related training;
- Details and qualifications of the proposed facilitator(s);
- Proposed training programme/course outline;
- Proposed duration of the training;
- Training methodology;
- Details of training materials to be provided;
- Confirmation that the training will be conducted physically;
- Details of certificates of attendance and/or competence to be issued, where applicable;
- Total cost for training fourteen (14) officials;
- A detailed breakdown of all costs, including facilitation, training materials, travel and any other applicable costs;
- Applicable VAT, where relevant; and
- Validity period of the quotation.

6. DELIVERABLES

The successful service provider will be expected to provide:

1. A detailed training programme and schedule;
2. Training/facilitation for fourteen (14) officials;
3. Relevant learner or training materials;
4. Practical guidance relating to WSPs, ATRs, OFO Codes, grant management and relevant legislative requirements;
5. Attendance registers;
6. Certificates for participants, where applicable; and
7. A brief training completion/report or participant evaluation summary, where required.

8. PRICING

The quotation must clearly indicate the total cost of the training for fourteen (14) officials.