



a world class African city

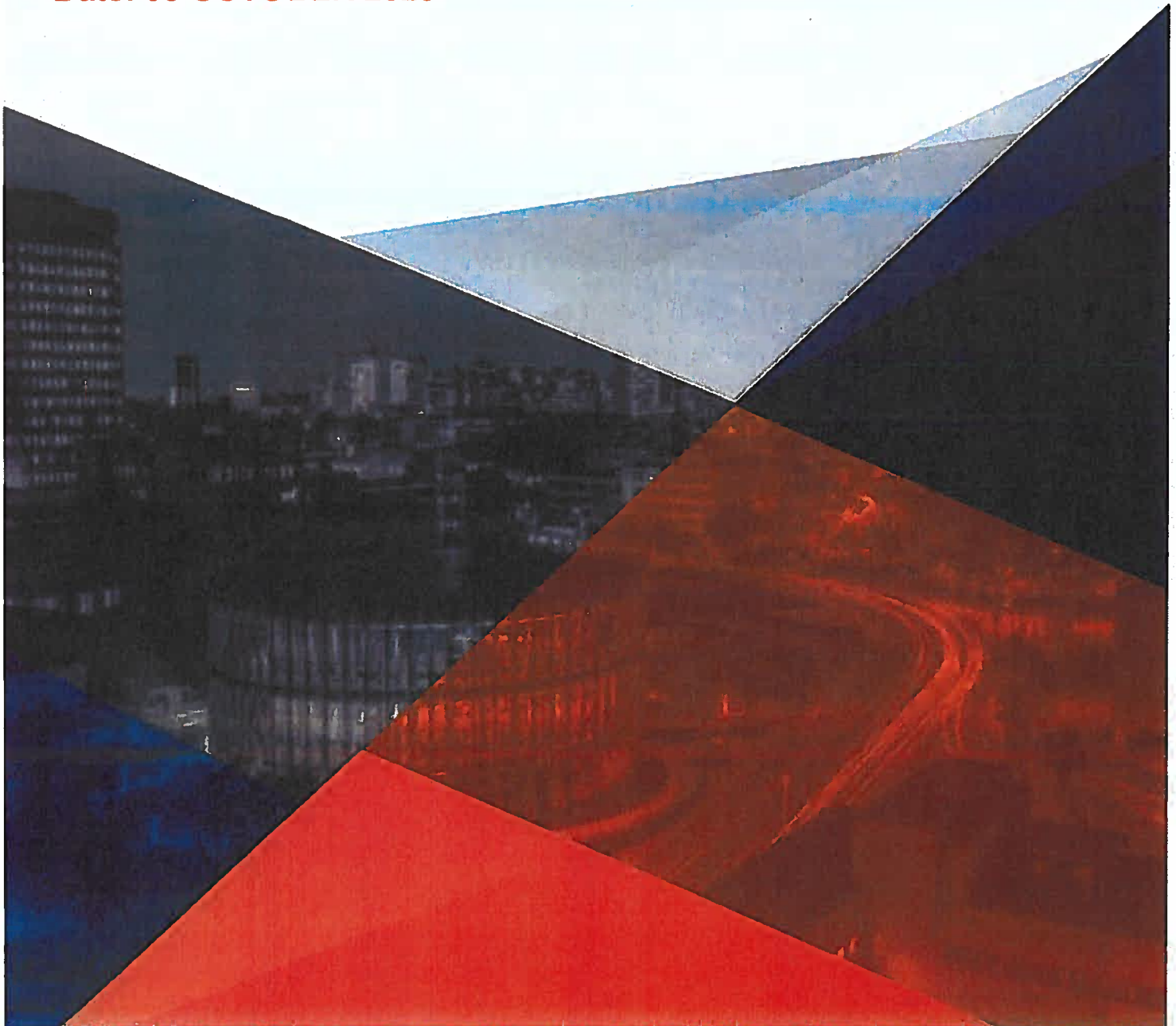


City Power  
Johannesburg

# CITY POWER PANEL OF SERVICE PROVIDERS

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Date: 03 OCTOBER 2023



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## **1. INTRODUCTION**

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This memo seeks to procure a panel of experts to provide Training services and knowledge transfer in order to enhance the transformation objectives as an ongoing process. This is amongst others, influenced and/or driven by the fact that City Power as a business is going through a large scale of transformation.

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## **2. BACKGROUND**

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City Power under Skills Development did not have services rendered through panel of service providers, and would like to explore services by means of providers through competitive bidding for specific services of goods (Training and Development).

City Power is in a dire need for various service providers to assist in driving transformation from the lowest level to the highest level of employees. As a result of the large scale of transformation, the business needs to train a large number of employees who have ascended to new responsibilities and also provide development to those who have been in the same positions.

In cases where skills audit is conducted and the gaps are identified, the business would need to respond with exigency through service providers in order to close those gaps as and when required to do so.

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## **3. DISCUSSION**

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As a public entity, the ability to quickly respond to and address effectively address the needs of society is always in sharp focus. This key driver necessitated changes to the operating model to a more agile model which has seen the utility shift to running of Service Delivery Centres (SDC) to ring-fenced Profit Centre.

The expected benefit of the agile operation model is to improve responsiveness and better manage:

- Customer Experience
- Technical Maintenance Dynamics
- Decentralisation of Technical Maintenance

- Collection at Service Delivery Centres (SDC)

The HR strategy plays a key role in the realisation of the benefits of the new operating model and overall business direction as it will see the optimal resourcing of key operations. To be able to achieve this, the HR strategy underpinned and shaped by the following key factors (5Cs):

- Capacity Management
- Capability building
- Commitment (Culture)- employee value proposition
- Compliance and Governance
- Continuous improvement

To enable effective response to the strategy, it is imperative the City Power has the capacity and capability to support business through a resourced Training and Knowledge Transfer capability internal to the organization. City Power seeks the support of capable service providers to be part of a panel that will bolster its Training and Skills Transfer capability and capacity.

#### **4. SCOPE OF WORK AND SPECIFIC REQUIREMENTS FROM BIDDERS**

4.1 The project scope is to implement and operationalise initiatives in the following key focus areas:

No.	Project	Services
1.	Training and Knowledge Transfer Capability and Capacity	<ul style="list-style-type: none"> <li>• <b>Management Development:</b> <ul style="list-style-type: none"> <li>○ Executive development</li> <li>○ Leadership development</li> <li>○ Management development</li> <li>○ Supervisory development</li> <li>○ <b>Ad-hoc Training as and when required</b></li> </ul> </li> </ul>



- **Business Management:**

- Business planning
- Monitoring and Evaluation of Projects
- Performance Management and Development
- Resource Planning
- Delegation of Authority
- Productivity Studies
- Continuous Improvement
- Predictive Analytics
- **Ad-hoc Training as and when required**

- **Non-Technical Training:**

- Change Management
- Team Effectiveness
- Business Report Writing Skills
- Strategic Management
- Risk Management
- Contract management
- Impact and Value Management
- Outcome based management.
- Project Management
- Customer Service / Service delivery
- Financial Management
- Finance for non-financial managers
- Recognise Prior Learning (RPL)
- **Ad-hoc Training as and when required**

- **General Training**

- Employment Equity (Equity, Empowerment and inclusiveness)
- Incident Investigation and Report writing
- Presenting and Presiding in the disciplinary hearing
- Collective Bargaining
- Conflict Resolution Management
- Ethics institute, EMMA and ERA training
- Occupational Directed- Education, Training and Development practices
- Other Soft skills training
- **Ad-hoc Training as and when required**




- **Governance and Compliance**
  - Electricity Regulations Act 4 of 2006
  - Electricity Regulations Act 28 of 2007, as amended
  - Companies Act 71 of 2008
  - National Energy Act 34 of 2008
  - NRS 047 -1: 2002 (Electricity Supply Quality of Services)
  - NRS 048 -2: 2003 (Electricity Supply – Quality of Supply)
  - Municipal Finance Management Act 56 of 2003
  - Occupational Health and Safety Act 85 of 1993
  - Occupational Health and Safety Act 85 of 1993
  - National Environment Management Act 107 of 1998
  - Basic Condition of Employment Act 75 of 1997
  - Employment Equity Act 55 of 1998
  - Municipal System Act 32 of 2000
  - Disaster Management Act 57 of 2002
  - 
  - Protection of Personal Information Act 4 of 2013
  - Decision making and Implementation
  - Rule of Law
  - ISO - Training
- **Ad-hoc Training as and when required**




- **Technical Training:**

- Basic hand and power tools
- Low Voltage circuit breaker
- Low Voltage overhead line (bare)
- Low Voltage aerial bundle conductors (ABC)
- Low Voltage fault finding
- LT/LV cables -jointing & terminations (below 1000v)
- Pole planting
- Public lighting
- High mast
- Metering (post-paid)
- Metering (pre-paid metering)
- Metering (LPU)
- Medium & High Voltage overhead line
- (Medium Voltage) Switchgear maintenance
- (High voltage) Switchgear maintenance
- (Medium Voltage) Transformer - maintenance
- (High voltage) Power Transformer - maintenance
- Battery maintenance
- Intermediate Protection
- Advanced protection
- DC supply maintenance
- HT/MV cables -jointing & terminations (6.6kv - 33kv)
- HT/HV cables -jointing & terminations (33kv and above)
- Cable spiking
- Cable - testing
- Test instrument
- Solar Installation and maintenance

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- **Canteen / Kitchen- vegetation control**
    - Working in confined spaces
    - Hazmat (Food Industry)
    - Food Safety Practices in the workplace
    - Safety and Hygiene in the hospitality industry
    - Perform quality control practices in a food or sensitive consumer product operation
    - Receive stock
    - Dispatch Stock

- **Facilities Management / Cleaning**
  - Understand basic cleaning principles
  - Use chemicals in the cleaning services environment
  - Clean floors using a single disc machine
  - Identify and process waste
  - Portray a professional image within a cleaning team
  - Landscaping
  - Prune shrubs and other ornamental plants
  - Mow and de-thatch grassed areas
  - Operate chainsaws for limbing and logging at ground level



- 
- **Customer Services**
    - Communications Skills
    - Customer Centricity
    - Proactive support
    - Agility
    - Empathy and Listening Skills
    - Understanding the Business (Brand Ambassador)
    - Problem Solving Skills
    - Time Management Skills
    - Ability to read customers
    - Goal oriented focus
    - Product Knowledge
    - Persuasion Skills
    - Emotional Intelligence
    - Essential Skills for Media and Communication
    - Telephone etiquette

## **4.2 Mandatory Training**

Detailed specifications and requirements per training intervention

As set out on each of the different training courses below:

### **4.2.1 SECTION 1 - LIFTING**

#### **4.2.1.1 Operating Lift Truck (forklift) Training: City Power Premises and/or Training Provider Premises**

Lift Truck (Forklift) Operator Training is required by nominated staff in City Power. The purpose of the course is to operate lift trucks for the safe and efficient movement and stacking of freight in a variety of work environments, and to take basic care of the equipment in compliance with the lift truck manufacturer's specifications and legislated standards. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

**Note:** Course content should include but not be limited to:

- Types of lift trucks
- Legislative compliance in terms of safe operating process
- Daily pre use checks
- Counterbalance Lift Truck operating controls and truck components
- Lift Truck principles of balance, centre of gravity, stability, capacity and capacity plate/charts
- Counterbalance Lift Truck front and rear wheel steering systems
- Hazards associated with Lift Trucks
- Safe load indicators

- Lifting Procedures
- Personal Protective Equipment (PPE)
- Certification

#### **4.2.1.2 Operating Lift Truck (forklift) Training recertification: City Power Premises and/or Training Provider Premises**

Lift Truck (Forklift) Operator Training is required by nominated staff in City Power. The purpose of the course is to operate lift trucks for the safe and efficient movement and stacking of freight in a variety of work environments, and to take basic care of the equipment in compliance with the lift truck manufacturer's specifications and legislated standards. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

**Note:** Course content should include but not be limited to:

- Types of lift trucks
- Legislative compliance in terms of safe operating process
- Daily pre use checks
- Counterbalance Lift Truck operating controls and truck components
- Lift Truck principles of balance, centre of gravity, stability, capacity and capacity plate/charts
- Counterbalance Lift Truck front and rear wheel steering systems
- Hazards associated with Lift Trucks
- Safe load indicators
- Lifting Procedures
- Personal Protective Equipment (PPE)
- Certification

#### **4.2.1.3 Operate a Truck-mounted Crane Training: City Power Premises and/or Training Provider Premises**

Truck Mounted Operator Training is required by nominated staff in City Power. The purpose of the course is to operate truck mounted cranes for the safe and efficient movement of equipment in a variety of work environments, and to take basic care of the equipment in compliance with the manufacturer's specifications and legislated standards. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

**Note:** Course content should include but not be limited to:

- Demonstrate knowledge of the functions of a truck mounted loader crane
- Safety features and warning devices on the crane are identified, and their purposes explained in accordance with manufacturer's specifications
- React to recognised hand signals (and other methods of communication) and to direct the crane movements accordingly, whilst considering and/or adjusting to circumstances in the interests of safety
- Maximum operating capacities are explained in terms of the designed crane capabilities
- Demonstrate the ability to assess operational capability of lifting equipment (e.g. correct SWL of slings etc).
- Apply the recognised methods for inspecting and recording the operational fitness of all components of the crane. Pre-operational checks are carried out according to an appropriate checklist
- Demonstrate and operate a truck mounted loader crane in accordance with the manufacturer's specifications with specific attention to the functions and purpose of the various controls and deployment of outriggers
- Safe working procedures are followed according to manufacturer's specifications, site specific and statutory requirements
- Crane performance is monitored and corrective action is taken when necessary, in accordance with manufacturer's specifications
- Hazards specific to operating Truck Mounted Loader Crane's and ways to minimise these are explained in terms of potential damage to machine and property, and injury to people

#### **4.2.1.4 Operate a Truck-mounted Crane Training recertification: City Power Premises and/or Training Provider Premises**

Truck Mounted Operator Training is required by nominated staff in City Power. The purpose of the course is to operate truck mounted cranes for the safe and efficient movement of equipment in a variety of work environments, and to take basic care of the equipment in compliance with the manufacturer's specifications and legislated standards. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

**Note:** Course content should include but not be limited to:

- Demonstrate knowledge of the functions of a truck mounted loader crane
- Safety features and warning devices on the crane are identified, and their purposes explained in accordance with manufacturer's specifications
- React to recognised hand signals (and other methods of communication) and to direct the crane movements accordingly, whilst considering and/or adjusting to circumstances in the interests of safety

- Maximum operating capacities are explained in terms of the designed crane capabilities
- Demonstrate the ability to assess operational capability of lifting equipment (e.g. correct SWL of slings etc).
- Apply the recognised methods for inspecting and recording the operational fitness of all components of the crane. Pre-operational checks are carried out according to an appropriate checklist
- Demonstrate and operate a truck mounted loader crane in accordance with the manufacturer's specifications with specific attention to the functions and purpose of the various controls
- Safe working procedures are followed according to manufacturer's specifications, site specific and statutory requirements
- Crane performance is monitored and corrective action is taken when necessary, in accordance with manufacturer's specifications
- Hazards specific to operating Truck Mounted Loader Crane's and ways to minimise these are explained in terms of potential damage to machine and property, and injury to people

#### **4.2.1.5 Overhead Crane Training: City Power Premises and/or Training Provider Premises**

Overhead Crane Training is required by nominated staff in City Power. The following specification must be used by training providers. Training will be theoretical as well as practical.

Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

**Note:** Course content should include but not be limited to:

- Induction
- Legislative compliance in terms of safe operating process
- Operating Controls
- Servicing and inspection
- Daily pre use checks
- Hand signals
- Principles of leverage
- Ground Support
- Safe load indicators/ duties charts
- Load charts
- Lifting Procedures
- Calculations
- Personal Protective Equipment (PPE)
- Up to 20 ton lifting authorisation/ reassessment
- Up to 100 ton lifting authorisation/ reassessment
- Certification

#### **4.2.1.6 Rigging and Slings: City Power Premises and/or Training Provider Premises**

Overhead Crane Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist training

Course content outline:

- Induction
- Legislative compliance and Safety Standards in terms of safe operating process
- Personal Protective Equipment
- Basic rigging principles
- Slings
- Connectors
- Adjusters
- Hoist and Come-along
- Theory on slings, chains and hooking devices / Practical maintenance
- Up To 5 ton lifting authorisation/ re-authorisation assessment
- Up to 20 ton lifting authorisation/ re-authorisation assessment
- Up to 100 ton lifting authorisation/ re-authorisation assessment
- Certification / Recertification

#### **4.2.2 HEALTH AND SAFETY**

##### **4.2.2.1 SHEQ Representative: City Power Premises and/or Training Provider Premises**

SHEQ representative training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical.

Training videos will be used to assist for unschooled students.

Course content outline:

- The worker and the Law
- Functions and duties/ managing legal risk
- Hazard ID and techniques
- Environmental impact and assessment and aspect identification
- Causes and effects of accidents
- Investigations (Documentation and analysing)
- Inspections (Prevention and cost control)
- Communications (Skills and techniques)
- Task analysis and observations
- Colour codes and Symbolic Signs
- Emergency Preparedness and response

- Fire loss control (How to deal with changing conditions)
- The worker and the SHEQ Rep. (Understanding rights and powers)
- Certification

#### **4.2.2.2 Hazard Identification and Risk Awareness Course: (HIRAC): City Power Premises and/or Training Provider Premises**

Hazard Identification and Risk Awareness Course is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Introduction and administration
- The worker and the law (Theory and discussions on duties and responsibilities of employees Section 8 and 14)
- Causes and effects of accidents and incidents (video)
- Accident/ incident investigation and reporting procedure
- Verbal testing/ questioning
- Effective communications (Practical toolbox talks in groups)
- Colour codes and Symbolic signs / PPE
- Emergency preparedness and response, Fire loss control (video)
- Occupational Health including personal hygiene
- Hand tool limitations
  - Power and hand tools,
  - Power actuated tools,
  - Cutting tools,
  - Clamps,
  - Portable grinders
  - Ladders,
  - Machine guarding,
  - Portable electrical equipment
  - Material handling
  - Lifting equipment
- Hazard identification / unsafe behaviors
- Certification

#### **4.2.2.3 First Aid: City Power Premises and/or Training Provider Premises and/or Training Premises**

First aid training level 1 is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical.

Training videos will be used to assist for unschooled students.

Course content outline:

- Introduction
- Principles of emergency care, safety and emergency scene management
- Artificial Respirations
- One man CPR
- Airway obstruction
- Wounds and bleeding
- Shock, unconsciousness and fainting
- Fractures and splinting
- Burns
- Head and spinal injuries
- Practical demonstrations and participation by each learner in the practical exercises
- Certification

#### **4.2.2.4 Fire Fighting Level 1 (F1): City Power Premises and/or Training Provider Premises**

Fire Fighting Training level 1 is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical.

Training videos will be used to assist for unschooled students.

Course content and outline:

- Introduction
- Theory of fire, fire triangle
- Classes of fire
- Common Extinguishers in the workplace
- Correct selection of extinguishers
- How extinguishers extinguish fires
- Risks associated with fire and fire extinguishers
- Corrective action with regards risk
- Visual checks on fire extinguishers
- Procedures relating to the use of fire extinguishers
- Practical use of extinguishers
- Hose reel use — Demonstration if available
- Certification

#### **4.2.2.5 Ladder Training: City Power Premises and/or Training Provider Premises**

Ladder Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Introduction
- Legislative components with regards to ladders. Regulation 13A
- Types of ladders
  - Step-, Extension-, straight ladders
- Correct use of ladders
  - Ascending and descending
  - General recommendation practices
  - Electrical hazard and metal ladders
  - Do's and don'ts when using ladders
  - Storage of ladders
  - Inspection for safe use
- Ladder inspections and log sheets
- Certification

#### **4.2.2.6 Signage and Barricading: City Power Premises and/or Training Provider Premises**

Barricading Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Introduction
- Legislative components with regards to barricading
- All aspects of barricading in the distribution field should be catered for.
- Specific attention should be given to isolated plant in an MV/ HV environment as per Operating Regulations for High Voltage Systems.
- Certification

#### **4.2.2.7 Working at Heights (Aerial Platform): City Power Premises and/or Training Provider Premises**

Working at Height Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

**Note:**

Course content should include but not be limited to:

- Introduction to Tower Wagons (Cherry Pickers, elevated platforms)
- Legislation related to working at height
- Personal Protective Equipment Start and Travel Controls
- Operating the Work Platform Emergency Lowering system
- Servicing and Inspection

**Practical**



Trainees must be assessed practically for competency

- Certification

#### **4.2.2.8 Working in Confined Spaces: City Power Premises and/or Training Provider Premises**

Working in confined spaces Training is required by nominated staff in City Power to ensure competency to perform activities relevant to their entry and work associated with confined spaces. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

**Note:**

Course content should include but not be limited to:

- Identifying the hazards of a confined space
- Risk assessment procedures
- Risk control measures
- Emergency procedures
- Checklist elements
- Permits (isolation methods)
- Atmospheric safety and ventilation (cleaning and purging)
- Interactive exercises, tests, certification and recertification

#### **4.2.2.9 Traffic Accommodation and Road Safety: City Power Premises and/or Training Provider Premises**

Road safety training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

- Induction
- Legislation
- Road Traffic Act, Act 93 of 1996
- Traffic Control Devices
- Road Signs
- Control Methods and road layout
- Compiling a Checklist
- Final evaluation
- Certification

#### **4.2.2.10 Scaffolding Training: City Power Premises and/or Training Provider Premises**

Scaffold Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Induction
- Types of Scaffold
- Construction Regulation legislation and SABS Codes
- Personal Protective Equipment
- Theory on scaffolds and their uses
- Tube and fitting
  - Independent and Putlog
- System Scaffold
  - Cup lock and quick-stage
- Frames
  - Inter locking
  - Walk through, part walk through
- Fittings
  - Band and Plate
  - Brace coupler
  - Double coupler
  - Swivel coupler
  - Sleeve coupler
  - Internal joint pin
  - Podger bar
- Main
  - Foundation
  - Sole boards
  - Base plates
  - Standards
  - Ledgers
  - Transoms
  - Bracing
  - Ties
  - Platforms
  - Guardrails
  - Toe boards
- Free standing Towers

#### **Practical**

Trainees must erect scaffold (Three bays, three lifts)

- Certification

#### **4.2.2.11 Stacking and Storing Training: City Power Premises and/or Training Provider Premises**

Stacking and storing Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical.

Training videos will be used to assist for unschooled students.

Course content outline:

- Induction
- Related theory to stacking and storing
- Construction Regulation legislation and SABS Codes
- Personal Protective Equipment

#### **Practical**

Trainees must be assessed practically for competency

- Certification

#### **4.2.2.12 HAZMAT Training- Oil handling and management: City Power Premises and/or Training Provider Premises**

HAZMAT Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Environmental legislation and Pollution prevention
- Causes and impacts of spillages
- Safe handling of hazardous chemicals/ products
- Spillage containment
- Incident management and reporting
- Bio-remediation of contaminated sites using natural biodegradable cleaning products
- Disposal of contaminated products
- Preventative measures to alleviate re-occurrence

### **4.2.3 SECTION 2 – TECHNICAL**

#### **4.2.3.1 Trenching and Backfilling: City Power Premises and/or Training Provider Premises**

Trenching and Backfilling Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical.

Training videos will be used to assist for unschooled students.

Course content outline:

- Introduction
- Legislative components with regards to Trenching and Back filling
- Survey and marking of the trench
- Pilot holes
- Barricading
- Shoring
- Safety around the trench
- Hazardous conditions
- Backfilling and the importance thereof
- Dampness of soil and material used for backfilling
- Stabilising of backfill
- Compacting
- Roller maintenance
- Safety around mechanical aids
- Full understanding of the roller and operation thereof
- Waste management and cleaning the site
- Certification

#### **4.2.3.2 Angle Grider Training: City Power Premises and/or Training Provider Premises**

Angle Grinder Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Introduction
- OSH Act compliance
- Personal Protective Equipment
- The dangers associated with angle grinders
- Correct handling
- Correct storage
- Blade selection and fitting
- Certification

#### **4.2.3.3 Chain Saw and Brush Cutting Training: Training Provider Premises**

Chain Saw and brush cutting Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Induction
- Job hazard analysis
- Safe working and operating procedures

- Emergency evacuation plan
- Personal Protective Equipment
- General requirements
- Specific requirements and equipment safety
- Situational awareness
- Checklist for personal safety considerations and attitude
- Evaluation the complexity of the Assignment
- Selecting the correct chain saw
- Chain saw components
- Chain saw operation
- Chain saw maintenance, stacking and storing
- Chain saw transportation
- Re-fuelling and environmental protection
- Brushing and slashing
- Basic felling
- Understanding how a saw cuts (crosscut saw)
- Saw maintenance
- Saw related tools and equipment
- Axes
- Wedges
- Bucking and felling preparation and techniques
- Kickbacks and Pushback
- Certification

**Chain saw training should be done at provider's premises and include providing chain saws, fuels, oils, wood and or trees.**

#### **4.2.3.4 Exothermic Welding: City Power Premises and/or Training Provider Premises**

Exothermic welding training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

- Induction
- Legislation
- Personal Protective Equipment
- Tools required
- Moulds and handle clamps required
- Methods and process to be undertaken
- Cleaning equipment
- Standard packing and weight packaging
- Theory on advantages of Exothermic welding
- Various types of Exothermic connections and welds and maximum temperatures
  - Mechanical and pressure type
  - Brazed connections
  - Exothermic connections

- Testing of joints
- Certification

#### **4.2.3.5 Vessels under Pressure: City Power Premises and/or Training Provider Premises**

Vessels under pressure Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Induction
- OSH Act requirements and safety regulations
- Risks associated with pressurised systems, vessels and portable gas containers
- Manufacturers particulars
  - Vessels expiry dates
  - Scope and application
  - Door interlocks
  - Modification and repair
- Maximum permissible operating pressure (MPOP)
- Internal and external plates inspection
- Chemical reactive matters
- Maintenance Inspections
  - Internal Pitting
  - Welding inspections
  - Corrosion internal and external
- Gauge calibration and operation
- Safety valve set, locked, sealed and calibrated
- Drain cock inspection
- Stop valve inspection
- Leak detection
- Registers/ record keeping on test pressures
- Storage
- Safe Transportation
- Certification

#### **4.2.3.6 Cutting Torch and Oxyacetylene Cutting: City Power Premises and/or Training Provider Premises**

Cutting Torch Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Induction
- OSH Act requirements and safety to minimise accidents

- Personal Protective Equipment
- Types of Oxyacetylene devices and related theory
  - Inspection of equipment prior to use
  - Pressurising equipment
  - Placement of cylinders
  - Correct VS incorrect gas mixtures (Practical and theory)
  - Correct light-up sequence
  - General operation
- Safe working procedures to minimise accidents.
- Transporting of cylinders
- Method of assembly to be demonstrated.
- Recognition of faulty equipment
- Student participation assessment to prove competency.
- Certification

#### **4.2.3.7 Jack Hammer Training: City Power Premises and/or Training Provider Premises**

Jack Hammer Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Introduction
- OSH Act compliance
- Personal Protective Equipment
- The dangers associated with Jack Hammers
- Correct handling
- Correct storage
- Tip selection and fitting
- Assessed practically to prove competency.
- Certification

#### **4.2.4 ELECTRICAL**

##### **4.2.4.1 Overhead Line Training: City Power Premises and/or Training Provider Premises**

Overhead line Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Introduction
- Personal Protective Equipment
- Correct selections of poles
- Erecting wooden and steel poles

- Pole planting depth
- Erecting wooden and steel poles
- Correct stringing and sagging procedures
- Training should include practical
- Certification

#### **4.2.4.2 Aerial Bundle Conductor (ABC) Training: City Power Premises and/or Training Provider Premises**

Aerial Bundle Conductor Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical.

Training videos will be used to assist for unschooled students.

Course content outline:

- Introduction
- Personal Protective Equipment
- Tools and equipment
- Selection of equipment and tools
- Stringing and sagging procedures
- Practical application
- Certification

#### **4.2.4.3 Battery Training: City Power Premises and/or Training Provider Premises**

Battery Maintenance Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical.

Training videos will be used to assist

Course content outline:

- Introduction
- Personal Protective Equipment
- Importance of batteries
- Tools and equipment
- Selection of equipment and tools
- Correct handling procedures
- Types of batteries
- Maintenance of batteries
- SG and Acid levels
- Charging of batteries
- Disposal of redundant batteries
- Certification



#### **4.2.4.4 High Mast Training: City Power Premises and/or Training Provider Premises**

City Power uses high masts for area lighting purposes. The majority of these structures are HI masts with an above ground height of 30 m. Since failure of the masts would represent a significant risk to life and property, an inspection and certification training program needs to be put into place to mitigate the risks involved. High Mast Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

Course content should include but not be limited to:

- Introduction
- Safety procedures and worksite risk assessment
- Electrical safety
- Tools and Equipment
- Road safety
- Characteristics of High Masts to be trained:
  - Door opening
  - Base plate and foundation bolts checked for corrosion tightness and signs of stress and/or elongation which could lead to failure
  - Integrity of the concrete foundation checked
  - Connection between mast and substructure
  - Thorough internal and external inspection wherever possible
  - Joints in Masts
  - Ventilation
  - Winch and equipment mountings
  - Winches and mechanics
- Raising and lowering of RAILO type mast fittings
- Ring type mast
- Mid hinge mast
- Certification

#### **4.2.4.5 Low Voltage (LV) metering course: City Power Premises and/or Training Provider Premises**

Low volt meter training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will include theoretical and practical. Training videos will be used to assist for unschooled students.

Course Content outline:

- Induction
- Basic electrics
- Electrical Test Instruments

- Operating
- Fault Finding
- Hand Tools
- Installation Procedures for Prepaid, Conventional and SMART meters
- Certification

#### **4.2.4.6 Intermediate Protection: City Power Premises and/or Training Provider Premises**

Intermediate Protection Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will include theoretical and practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Induction
- Protection Schemes
- Non unit protection
- Protection Equipment
- Relays
- Unit Protection
- Certification

**Intermediate Protection training is specialised and should include protection devices used in City Power.**

#### **4.2.4.7 Artisan Recognition of Prior Learning**

City Power requires accredited Service Provider to provide Artisan Recognition of Prior Learning (ARPL) for City Power employees.

To develop Artisan Recognition of Prior Learning toolkit and model for Electrical training and Trade test in line with the appropriate EWSETA and other relevant regulation.

- ✓ To develop the following guides as part of the RPL toolkit and learning material against the targeted qualification.
  - (a) Learner guide
  - (b) Facilitator guide
  - (c) Assessor guide
  - (d) Moderator guide
  - (e) RPL implementation guide
- ✓ Collaborate with sector / industry based subject matter experts to ensure the Recognition of Prior Learning (RPL) toolkit and learning material is aligned to workplace practices and needs.
- ✓ Service provider must arrange on site summative assessment on every Learner for competence.

We therefore require the service provider to comply with the following and other relevant requirements:

- Appropriate EWSETA accreditation for selected training
- Trainers need to show/demonstrate with examples where possible, e.g. electrical tool and equipments
- Training should occur in the vernacular spoken by most of the trainees where necessary
- Trainees should be given a simple assessment to determine their understanding of the subject matter/content
- An easy/user friendly guide/manual to follow steps of the training given to team leaders/supervisors/managers/Learning Academy
- Training will include theoretical and practical. Training videos will be used to assist for unschooled students.
- OBE (outcomes based education) must be implemented where required
- The services provider must be accredited and should have track record similar projects in the past
- The provider must be skilled in doing gap assessments analysis
- The provider should be able to issue certification for electrical and trade testing bookings
- The provider must do trade test preparations
- The provider must do trade test and certification

#### **4.2.5 SECTION 3 – CANTEEN / KITCHEN**

##### **4.2.5.1 Working in confined spaces.**

Working in confined spaces Training is required by nominated staff in City Power to ensure competency to perform activities relevant to their entry and work associated with confined spaces. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

**Note:**

Course content should include but not be limited to:

- Identifying the hazards of a confined space
- Risk assessment procedures
- Risk control measures
- Emergency procedures
- Checklist elements
- Permits (isolation methods)
- Atmospheric safety and ventilation (cleaning and purging)
- Interactive exercises, tests, certification and recertification

#### **4.2.5.2 HAZMAT Training- Oil handling and management: City Power Premises and/or Training Provider Premises**

HAZMAT Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Environmental legislation and Pollution prevention
- Causes and impacts of spillages
- Safe handling of hazardous chemicals/ products
- Spillage containment
- Incident management and reporting
- Bio-remediation of contaminated sites using natural biodegradable cleaning products
- Disposal of contaminated products
- Preventative measures to alleviate re-occurrence

#### **Practical**

Trainees must be assessed practically for competency

- Certification

#### **4.2.5.3 Food Safety Practices in the workplace: City Power Premises and/or Training Provider Premises**

Food safety practices in the workplace training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist.

Course content outline:

- The Certificate of Acceptability
- Food Safety Hazards, pathogens and food poisoning
- GMPs
- Food Safety Policy, Document and Record control
- Facilities and premises
- Equipment and utensils
- Incoming raw material control
- Process Control and calibration
- Pest Control
- Personal Hygiene and Grooming
- Cleaning and Sanitation
- Traceability and Product Recall
- Temperature Control and monitoring procedures
- Thawing and Defrosting

- Serving and Display of Food
- Staff training
- Storage and distribution
- Food Fraud and Food Defence
- Personal safety practices, protective clothing, and safety gear
- Safety emergencies and safety signs
- Certification

#### **4.2.5.4 Safety and Hygiene / Quality control: City Power Premises and/or Training Provider Premises**

Kitchen sanitation requires appropriate disinfection chemicals to ensure food safety. Here are some guidelines to prepare before sanitizing the kitchen.

Course content should include but not be limited to:

- Keeping it clean
- Separating raw from cooked food
- Cooking thoroughly
- Keeping food safe at temperatures
- Use safe water and raw materials
- Certification

#### **4.2.5.5 Receive and dispatch stock: City Power Premises and/or Training Provider Premises**

### **4.2.6 VEGETATION CONTROL**

#### **4.2.6.1 Clean and maintain area of responsibility: City Power Premises and/or Training Provider Premises**

A qualifying learner assessed as competent against this unit standard will be able to clean and maintain area of responsibility within controlled environments for plants

Course content outline:

- Select and use correct cleaning material and equipment.
- Follow safety and hygiene procedures.
- Evaluate and maintain area of responsibility within facility.
- Mix and apply appropriate disinfectants
- Dispose of waste as prescribed by the organisation
- Maintain and request stocks
- Certification

#### **4.2.6.2 Prune Shrubs and other ornamental plants: City Power Premises and/or Training Provider Premises**

Prune Shrubs and other ornamental plants Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Assess the pruning needs of ornamental plants and shrubs.
- Prune ornamental shrubs that flower on the new season's growth.
- Prune shrubs.
- Prune shrubs and trees that produce flowers on their spurs.
- Use specialist pruning techniques on ornamental shrubs and trees.
- Prune climbing roses.
- Certification

#### **4.2.6.3 Mow and de-thatch grassed areas: City Power Premises and/or Training Provider Premises**

Mow and de-thatch grassed areas Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist

Course content outline:

- Implement and monitor safety procedures in the workplace
- Monitor and maintain the quality of mowing to the prescribed standards
- Monitor the effectiveness of the scarifying and de-thatching operations to minimise the build-up of thatch in turfgrass.
- Monitor the preventative maintenance tasks that are carried out on the mowers and de-thatching machinery.
- Certification

#### **4.2.6.4 Conduct controlled tree felling in various locations: City Power Premises and/or Training Provider Premises**

Tree felling Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

Course content should include but not be limited to:

- Apply chainsaw safety practices for tree felling.
- Prepare for tree felling
- Perform controlled hinged tree felling
- Perform back cutting techniques for tree felling
- Utilise felling wedges for controlled felling
- Certification

### **4.2.7 SECTION 4 – FACILITIES MANAGEMENT**

#### **4.2.7.1 Understand Basic Cleaning Principles: City Power Premises and/or Training Provider Premises**

Basic Cleaning Principles Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical.

Training videos will be used to assist for unschooled students.

Course content outline:

- Describe the purpose of organisations operating in the cleaning services industry
- Describe the essential components required for any cleaning task in a cleaning services environment
- Understand the principles of planning and preparing for a cleaning task
- Understand the principles of cleaning
- Understand the principles of performing end of task procedures after cleaning
- Certification

#### **4.2.7.2 Use chemicals in the cleaning services environment Training: City Power Premises and/or Training Provider Premises**

Use chemicals in the cleaning services environment Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Demonstrate an understanding of the action of cleaning chemicals during a cleaning process
- Demonstrate an understanding of the use of cleaning chemicals on a range of surface types
- Demonstrate an understanding of how cleaning chemicals remove the different types of dirt
- Demonstrate an understanding of the correct handling of cleaning chemicals
- Stringing and sagging procedures
- Practical application
- Certification

#### **4.2.7.3 Clean floors using a single disc machine Training: City Power Premises and/or Training Provider Premises**

Clean floors using a single disc machine Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist

Course content outline:

- Plan and prepare to clean floors using a single disc machine
- Buff floors
- Scrub floors
- Perform end of task procedures after maintaining floors
- Certification

#### **4.2.7.4 Identify and process waste Training: City Power Premises and/or Training Provider Premises**

Identify and process waste Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical.

Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

Course content should include but not be limited to:

- Demonstrate an understanding of water, effluent, waste, solids and gas handling and treatment method
- Identify and separate waste
- Process and dispose of waste
- Work safely with due care for self, fellow workers, equipment, materials and the environment
- Recognise and report environmentally damaging practices
- Discuss and explain incidents and problems related to waste disposal
- Certification

#### **4.2.7.5 Portray a professional image within a cleaning team: City Power Premises and/or Training Provider Premises**

Portray a professional image within a cleaning team training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course Content outline:

- Take accountability for his/her own cleaning tasks.
- Understand the importance of contributing to the achievement of the objectives of a cleaning team.
- Take pride in being a member of a cleaning team.
- Certification

#### **4.2.7.6 Landscaping Training: City Power Premises and/or Training Provider Premises**

Landscaping Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist in training.

Course content outline:

- Ensure health and safety standards in the horticultural industry.
- Maintain practices of providing plant care and nutrition for ornamental plants and landscapes.
- Shape trees and shrubs to promote flowering.
- Ensure that alien invader plants are controlled.



- Recognize a range of ornamental plants used in horticulture and care for plants that require special attention.
- Ensure that grassed areas are maintained through the application of mowing and de-thatching practices.
- Ensure that the irrigation systems installed in landscaped areas are properly maintained.
- Certification

#### **4.2.7.7 Prune Shrubs and other ornamental plants: City Power Premises and/or Training Provider Premises**

**Prune Shrubs and other ornamental plants** Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist for unschooled students.

Course content outline:

- Assess the pruning needs of ornamental plants and shrubs.
- Prune ornamental shrubs that flower on the new season's growth.
- Prune shrubs.
- Prune shrubs and trees that produce flowers on their spurs.
- Use specialist pruning techniques on ornamental shrubs and trees.
- Prune climbing roses.
- Certification

#### **4.2.7.8 Mow and de-thatch grassed areas: City Power Premises and/or Training Provider Premises**

**Mow and de-thatch grassed areas** Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training videos will be used to assist.

Course content outline:

- Implement and monitor safety procedures in the workplace.
- Monitor and maintain the quality of mowing to the prescribed standards.
- Monitor the effectiveness of the scarifying and de-thatching operations to minimise the build-up of thatch in turfgrass
- Monitor the preventative maintenance tasks that are carried out on the mowers and de-thatching machinery.
- Certification

#### **4.2.7.9 Operate Chainsaws for limbing and logging at ground level: City Power Premises and/or Training Provider Premises**

**Chainsaw** Training is required by nominated staff in City Power. The following specification should be used as a guideline for training providers to formulate training material. Training will be theoretical as well as practical. Training Providers must provide each Learner with a Learner manual. Training Providers to state training aids used for this training intervention i.e. cards, videos and team sessions.

Course content should include but not be limited to:

- Apply chainsaw safety practices for tree felling.
- Prepare for tree felling
- Perform controlled hinged tree felling
- Perform back cutting techniques for tree felling
- Utilise felling wedges for controlled felling
- Certification

#### **4.2.8 RPL and ARPL**

**4.2.8.1** City Power seeks to appoint an accredited Service Provider to deliver, through RPL and ARPL an assessment of employees to identify qualifying.

**4.2.8.2** City Power has intentions of entering a contract with a maximum of two (2) service provider for the provision of RPL and ARPL. We therefore require the supplier to comply with the following and other relevant requirements.

- Appropriate SETA accreditation.
- Trainers need to demonstrate with examples where possible.
- Training should be conducted in vernacular spoken by most of the trainees where necessary.
- Trainees should be given an assessment to determine their understanding of the subject matter / content.
- A user-friendly guide to be utilised.
- Outcomes Based Education (OBE) must be implemented where required.
- The training provider must arrange on site formative and summative assessment on every Learner for competence.
- When training is required, training should be both practical and theoretical.

**4.2.8.3** RPL can include any type of prior learning (non-formal, informal and formal) across all ten levels of the NQF.

#### **4.2.9 Training Categories and Accreditations Required**

The bidder shall offer relevant training to address the required services listed above. The training offered by bidders shall be in line with the requirements above, and must be accredited by the relevant SETA's, for example:

- PSETA (PUBLIC SECTOR)
- EWSETA (ENERGY AND WATER)
- MERSETA (MANUFACTURING, ENGINEERING AND RELATED)
- SSETA (SERVICES)
- LGSETA (LOCAL GOVERNMENT)
- MICT SETA (MEDIA ICT)
- HWSETA (HEALTH AND WELFARE)
- CETA