



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

BUSINESS UNIT: Sustainable Fiscal Resource Management

SUB-UNIT: Public Finance

Part A TRAINING INFORMATION	
Training Programme:	Leading Training: Microsoft Power BI Boot Camp
Description of the Training:	Microsoft Power BI is a comprehensive business intelligence (BI) platform designed to empowe
Course Accreditation: <u>YES NO</u> (If YES, Service Provider should attach Proof of Accreditation)	Yes
Date(s) of the Training:	TBC
Duration of Course: (No. of days)	3 days
Number of Attendees: (Attach name list)	18
Is the Course Aligned to the Current Training Plan: <u>YES NO</u> (If NO, attach approved memo)	Yes - please see attached
Part B TRAINING CONTENT AND EXPECTATIONS	
Course Objectives	Expected Outcome
The objective of the course: <ul style="list-style-type: none">- Become familiar and appreciate the importance of data driven analysis in the Microsoft Power BI platfor.- Make informed decisions: Data becomes the driving force behind every level, fostering better choices.- Streamline workflows: Processes become more efficient as insights guide resource allocation.- Boost productivity: Employees empowered to analyse data independently and contribute to a more productive environment.- The analysis advantage: Data-driven insights that fuel strategic decisions	At the end of the course, you will be able to: <ul style="list-style-type: none">- Being able to navigate and utilise the o Power BI platform.- Importing and cleansing data for use in;- Creating data models.- Creating interactive reports.- Sharing your reports with others (Pro Platform).
Delivery Method: (Face2Face or Online)	Face2Face
Is the training programme done by a sole service provider? <u>YES NO</u> (If YES, attach a confirmation letter of sole provider)	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	18
2	Venues and Facilities:	Yes	18
3.	Other (Specify):		

General Comments

Part D | SIGNATORIES

SIGNED BY SUPERVISOR /OR LINE MANAGER:

Compiled by: Marc Bothma

Supported / Not Supported / Supported with Amendments

Marc Bothma

DONALD ONYANGO

Mr / Ms.

Mr / Ms.

Designation: Deputy-Director

Designation: Chief Director

Date: 13 June 2025

Date: 202/06/13

Comments:

SIGNED BY THE DIRECTOR OF HRD:

Approved/ Not Approved/ Approved with Amendments

Mr / Ms.

Designation:

Date:

Comments:

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