



Terms of Reference

CONTRACTING OF SERVICE PROVIDER FOR CAREER GUIDANCE RESEARCH PROJECT



1. Brief background

- 1.1 The QCTO is the custodian of the Occupational Qualifications Sub-Framework (OQSF), and the qualifications thereon. As the Quality Council responsible for the Occupational Qualifications Sub-Framework, the QCTO needs to conduct advocacy and awareness-raising around its qualifications and how learners can access them. This remains a challenge for the QCTO as there is limited information available to the general public on how to access qualifications on the OQSF and what opportunities are available for learners who pursue occupational qualifications, part-qualifications, or skills programmes.

- 1.2 In order to address these challenges, the QCTO needs to develop resources that can be used to raise awareness for learners and their parents around the career pathways that can be accessed through occupational qualifications, part-qualifications, and skills programmes, as well as educate them on how they can access these programmes. These resources can be circulated to schools and used at events such as Career Expos that the QCTO's Marketing Unit participates in.

- 1.3 The focus of this project is on the development of user-friendly resources for career guidance that can be used by external stakeholders – specifically learners, their parents, and teachers – to navigate the QCTO's qualifications and gain an understanding of the occupational sector. Building on the work of the previous Articulation Research Project, the first part of the project aims to develop out clear examples of how qualifications on the OQSF can be used to as pathways into careers by learners. This research will then be captured as part of a guide for learners on how to access qualifications on the OQSF including aspects such as finding accredited SDPs, accessing funding, and understanding the NQF. The learner guide will be supported by a teacher manual for high schools that can be circulated at Career Expos by the Marketing Unit to support teachers in giving career guidance and advice to their learners.

2. Technical specifications

- 2.1 This project will require input from a professional service provider with expertise in career guidance for vocational education and training, career pathing, and an understanding of the OQSF context. The service provider must ensure that the lead staff member assigned to this project is in possession of a minimum of a Masters Degree in Education/Social Sciences or a related discipline, with a demonstrated track



record of working in the field of Career Guidance and exposure to Occupational/ Vocational Education and Training.

- 2.2 This is a qualitative research project that involves:
 - 2.2.1 A desktop review of currently available career guidance resources for the OQSF sector which should be captured in a report.
 - 2.2.2 The development of a high-level career guidance strategy document incorporating learnings from the desktop review to guide the development of the career guidance resources.
 - 2.2.3 The development of a set of career guidance resources including:
 - a. a comprehensive information guide on the OQSF sector and how to access qualifications and funding on the OQSF for learners and their parents,
 - b. a manual for FET phase teachers on how to incorporate the OQSF into their career guidance lessons,
 - c. at least 3 single page resources on career pathways on the OQSFin user-friendly formats with easy to understand language and graphics; and
 - 2.2.4 Professional graphic design, proofreading and editing of the full document pack before final submission.
 - 2.2.5 Facilitation of one capacitation workshop for teachers on how to use the developed resources, which may be recorded.

3. Work schedule

- 3.1 The service provider will report to the Deputy Director: Research & Analysis as the project manager and must provide regular reports and project status updates.
- 3.2 The service provider will consult with the project manager regarding the delivery format of the required documents but all documents must be provided in both electronic and print-ready formats.
- 3.3 The project timeline will be agreed upon between the project manager and the service provider, once appointed.



4. Pricing Schedule

- a) Agreement Term: up to 6 Months
- b) Payment Frequency: Tranche payments as follows – 5% upon delivery of the project plan/inception report, 30% upon delivery of the desktop review and strategy document, 30% upon delivery of the draft document pack, 30% upon approval of the final, edited documents, and 5% after the teacher capacitation workshop.

Technical queries should be sent via email to the Deputy Director: Research & Analysis: Dr Colette Tennison at tennison.c@qcto.org.za.