Terms of Reference

CONTRACTING OF SERVICE PROVIDER FOR OCCUPATIONAL QUALIFICATION DESIGN APPROACHES RESEARCH PROJECT

1. Brief background

1.1 The QCTO is the custodian of the Occupational Qualifications Sub-Framework (OQSF), and the qualifications thereon. Part of the QCTO's mandate according to the Skills Development Act is to establish and maintain occupational qualifications and standards. The current OQSF Policy was Gazetted in 2021 and provides clear standards and nomenclature for qualifications, part-qualifications and skills programmes.

1.2 The QCTO, through signed Service Level Agreements (SLAs), works with the SETAs as Quality Partners for the development of these qualifications, part-qualifications, and skills programmes. Currently, each SETA approaches this based on their own guidelines and development models. Although the sectoral differences and challenges faced by the different Quality Partners need to be considered in the process of developing qualifications, it is necessary support the Quality Partners who are facing challenges in fulfilling their role in the qualification development process and ensure an standardised approach to qualification development overall.

1.3 The aim of this research project is to provide a strong conceptual basis, together with practically implementable recommendations, for the future design and development of QCTO qualifications in order to meet the QCTO's mandate and provide qualifications that are both industry-aligned and educationally strong.

2. Technical specifications

2.1 This project will require input from a professional service provider with expertise in educational quality assurance 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 Masters Degree in Education/Social Sciences or a related discipline. They must also have a demonstrated track record of working in the field of Occupational/ Vocational Education and Training, particularly related to qualification design and/or curriculum development.

2.2 This is a qualitative research project that involves:

2.2.1 A desktop review and document analysis to produce a literature review on approaches to qualification design in the vocational education and training sector both locally internationally.

2.2.2 Write ups of case studies of qualification design models for a minimum of two (2) different sectors and industries, decided in consultation with the QCTO Research Unit. The development of qualification design models for

each case study that integrates the sector/industry's qualification design needs with the QCTO's qualification development approach. These case studies will require interviews with relevant stakeholders in the selected sectors/industries.

    2.2.3   A final report to be delivered to the QCTO in an agreed upon format; and

    2.2.4   Professional proofreading and editing of the final report before final submission.

3. Work schedule

    3.1   The service provider will report to the Deputy Director: Research & Analysis as the project manager.

    3.2   The service provider will consult with the project manager regarding the analysis and format of the final report.

    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 9 Months
b)	Payment Frequency:	Tranche payments as follows – 10% upon delivery of the project plan/inception report, 30% upon delivery of a first draft report, 30% upon delivery of the final draft report, and 30% upon approval of the final, edited report.

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