TECHNICAL EVALUATION CHECKLIST FOR SKILLS DEVELOPMENT PROVIDERS OFFERING ELECTRICAL APPRENTICE IN TRAINING AND TRADE TESTING

Name of Technical Evaluator: _____

Signature of Evaluator: _____

Unique No of Evaluator: _____

Date of Evaluation: _____

Training Provider Name: _____

3.2 Site Evaluation phase		
Criteria	**Acceptance Yes/No**	**Comments from Technical Evaluator**
Health, Safety and Risk assessment considerations,		
Environmental considerations,		
Training, Assessment and Moderation delivery		
Resources – Human, tools and equipment		

3.3.1 Evaluation criteria for Training Centres 3.3.1.1 Mandatory Technical Evaluation criteria for Skills Development Providers (SDPs) offering Electrical Apprentice in training and Trade Testing – QCTO Registration code 91761 for Electrical Apprentice Training Skills Development Provider (SDP)		
Criteria	**Acceptance Yes/No**	**Comments from Technical Evaluator**
Is the Skills Development Provider (SDP) accredited with Quality Council for Trades and Occupations (QCTO 91761)?		
Was proof of accreditation submitted?		
Does the accreditation include the Electrician curriculum (QCTO Registration code 91761)?		
Does the Skills Development Provider (SDP) have an implemented Quality system in line with ISO 9000?		
Does the Skills Development Provider (SDP) have at least a minimum of Two (2) valid registered Assessors with Quality Council for Trades and Occupations (QCTO)?		
Does the Skills Development Provider (SDP) have at least a minimum of one (1) valid registered moderator with Quality Council for Trades and Occupations (QCTO)?		
Comprehensive Curriculum Vitae (CV) and certified copies of Identity Document (ID) and all relevant qualifications for all accredited Facilitators/Assessors/ Moderators submitted?		

Criteria	Acceptance Yes/No	Comments from Technical Evaluator
Does the Skills Development Provider (SDP) have training facilities in the Western Cape? Provide proof of address.		

3.3.1.2 Qualitative Technical Evaluation criteria for Electrical Apprentice Training Skills Development Provider (SDP)

Criteria	Acceptance Yes/No	Comments from Technical Evaluator
Did the Skills Development Provider (SDP) submitted evidence to proof that it has the administrative resources for data capturing tool, learner information and learner records and results across the knowledge and practical skills curriculum components?		
Did the Skills Development Provider (SDP) submit a Learner Policy in electronic format?		
Was an Assessment and Moderation process submitted in electronic format?		
Did the Skills Development Provider (SDP) submit details of the workshop floor layout?		
Did the Skills Development Provider (SDP) submit a process for assessment and appointment of facilitators?		
Was a detailed list of training panels submitted?		
Was a detailed list of tools submitted?		
Was a detailed list of test instruments submitted?		
Was a detailed curriculum submitted in line with the Quality Council for Trades and Occupations (QCTO) Electrician curriculum?		
Did the Skills Development Providers (SDP) submit a detailed training delivery plan?		
Does the Skills Development Providers (SDP) offer accommodation for students attending the training programs?		

3.3.2 Evaluation criteria for Trade Test Centres
3.3.2.1 Mandatory Technical Evaluation Criteria for Trade Test Centre (TTC) for Electrical Apprentice in training and Trade Testing – QCTO Registration code 91761

Criteria	Acceptance Yes/No	Comments from Technical Evaluator
Is the service provider registered as an accredited Trade Test Centre (TTC) with National Artisan Moderation Body (NAMB)?		
Was proof of accreditation submitted?		
Does the accreditation include Trade testing of Electricians?		
Does the TTC have at least One (1) registered Trade Test Assessor with National Artisan Moderation Body (NAMB)?		
Does the service provider have at least one (1) registered moderator with National Artisan Moderation Body (NAMB)?		

Criteria		
Comprehensive Curriculum Vitae (CV) and certified copies of Identity document (ID) and all relevant qualifications of all Trade Test Officers submitted?		
Does the Skills Development Providers (SDP) have an accredited Trade Test Centre (TTC) in the Western Cape?		

3.3.3 Qualitative Technical Evaluation Criteria		
Criteria	**Acceptance Yes/No**	**Comments from Technical Evaluator**
Did the Skills Development Provider (SDP) submitted evidence to proof that it has the administrative resources for data capturing tool, learner information and learner records and results across the knowledge and practical skills curriculum components?		
Did the Skills Development Provider (SDP) submit an Assessment policy in electronic format?		
Was an Assessment and Moderation process submitted in electronic format?		
Did the Skills Development Provider (SDP) submit details of the floor layout of the Trade Test Centre (TTC)?		
Did the Skills Development Provider (SDP) submit a process for assessment and appointment of facilitators?		
Was a detailed list of training panels submitted?		
Was a detailed list of tools submitted?		
Was a detailed list of test instruments submitted?		
Does the Trade Test Centre (TTC) have at least one valid accredited Recognition for Prior Learning (RPL) assessor that is registered with National Artisan Moderation Body (NAMB)?		
Does the Trade Test Centre (TTC) have an implemented Quality system in line with ISO 9000?		
Does the Skills Development Provider (SDP) offer accommodation for students attending the training programs?		

Certified Copies - to be submitted as proof for each dimension (Qualifications, Registrations, Organogram, etc)
Copies of Training material for the Scope of work tendering
Available lesson and Assessment plans
Assessment Procedure / assessment Formative & Summative
Available administrative system reports
Available list of training panels & tools