

CIDB SKILLS STANDARD

CIDB RECOGNISED SKILLS DEVELOPMENT AGENCIES

## CIDB Recognised Skills Development Agencies

No	Name of SDA	SDA Registration Number	Status	Recognition Date End	Province	Contact Person	Contact Number	Email Address
01	CIDB SDA	SDA/ZA/16/00001	Active	01/04/2025	National	Pranveer Harriparsadh	012 482 7230	pranveerh@cidb.org.za
02						Thabelo Ramaru	012 482 7249	thabelor@cidb.org.za
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# CIDB SKILLS STANDARD

## BASELINE TRAINING PLAN

# CIDB SKILLS STANDARD

## BASELINE TRAINING PLAN

Contractor Details						
Contractor Name:						
CRS Number:						
Estimated start date						
Estimated Completion date						
Size of Organisation	Small (1-49 employees)		Medium (50-149 employees)		Large (≥150 employees)	
				✓		

Contractor Contact Details	
Name of Contact Person	
Designation of Contact Person	
Contact Details	Cell Number:
	Landline Number:
	Email address:

Contract Data				
Project Name				
CIDB Contract Number				
Name of Client:				
Project Description				
Tender Sum (at tender award excluding VAT)				
Project Location				
Project duration				
Estimated start date				
Estimated Completion date				
Description	Designation	Project Value	CSDG %	Min CSDG Target
Civil Eng.	CE		0.25	
General Building	GB		0.50	
Electrical Eng.(Building)	EB		0.25	
Electrical Eng.(Infrastructure)	EP		0.25	
Mechanical Eng.	ME		0.25	
Specialist	SW		0.25	
Total				

Construction Skills Development Goal (CSDG) Baseline Training Plan					
Training Method	Number of Employed Learners	Number of Unemployed Learners	Area/s of Specialisation/Trade	Duration of Placement	Total Notional Cost
Method 1: Skills Programme					
Method 2: FET College Graduates/ Apprenticeship					
Method 3: P1 and P2 learners or a 240 credit qualification					
Method 4: Candidacy with 360 credit qualification					
<b>Total</b>					

Note: Refer to Table 3 in the Standard for Developing Skills through Infrastructure Contracts Government Gazette 48495 28 April 2023 for the notional costs

Contractor's Representative Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer's Representative Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use for SDA

Action	Status			
Project verified on CIDB Register of Projects (RoP)	Yes		No	
Training plans developed	Yes		No	
Appropriate learners available	Yes		No	
Target learners sent to contractor	Yes		No	
SDA processes explained to contractor	Yes		No	
Placement plan developed	Yes		No	
Training Method	Percentage (%) contribution to the CSDG			
Method 1				
Method 2				
Method 3				
Method 4				
Total				

CIDB SDA Contact Person: Mr Pranveer Harriparsadh or Thabelo Ramaru  
 Email address: [pranveerh@cidb.org.za](mailto:pranveerh@cidb.org.za) or [thabelor@cidb.org.za](mailto:thabelor@cidb.org.za) Tel. 012 482 7230/7249

SDA Representative Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FORM A3: PROJECT INTERIM TRAINING REPORT

Section A: Employer Information

cldb Employer Number

Employer Name

Section B: Contract Data

cldb Contract Number

Contract Title

Tender Value (R)

Contract Skills Development Goal (R)

SIP Number (If Applicable)

SIP Project Code (If Applicable)

SECTION C:Definitions and Beneficiary Information

Training Methods:

Method 1(M1): structured workplace learning opportunities for learners towards the attainment of a part or a full occupational qualification;

Method 2(M2): structured workplace learning opportunities for apprentices or other artisan learners towards the attainment of a trade qualification leading to a listed trade subject to at least 60% of the artisan learners being holders of public TVET college qualifications;

Method 3(M3): work integrated learning opportunities for University of Technology or Comprehensive University students completing their national diplomas;

Method 4(M4): structured workplace learning opportunities for candidates towards registration in a professional category by a statutory council listed in Table 1 in the CIDB Standard for Developing Skills Through Infrastructure Contracts Gazette No. 43495

Learner/Candidates Full Name and Surname	Gender		Ethnic Group					Identity Number	Training Method (Please tick)				Placement Start Date	Placement End Date	Occupation/Trade Description	Description of Practical Task Completed (as per logbook or POE)	Status	Supporting documents available on request (Yes,No or N/A)																																																																																																																																																																																																									
	Male	Female	Black	White	Coloured	Indian	Other		M1	M2	M3	M4						Training Plan	Attendance Register	Signed Logbooks/PO Entry Medical Assessments	Exit Medical Assessment	Conducted Summative Assessment	Site Induction	Health and Safety Registered with Relevant	PPE Register	Register Beneficiaries with CIDB SDA																																																																																																																																																																																																	

Section D: Declaration; Contractor Representative

Name of Contractor Rep

Title

Initials

Surname

Designation

e-mail

Mobile

Office Telephone

Date

I, the undersigned warrant that:

I am duly authorised to submit this notice on behalf of the Contractor

The contents of this notice are within my personal knowledge, and are to the best of my belief both true and correct.

Signature

Date completed

Section E: Declaration; Employer's Representative

Name of Representative

Title

Initials

Surname

Designation

e-mail

Mobile

Office Telephone

Date

I, the undersigned warrant that:

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Signature

Date completed



# SUPERVISOR/LEARNER AGREEMENT

## Memorandum of understanding between Supervisor and Learner

The Contractor is responsible for the effective management of the learning opportunities provided through the cidb *Standard for the Development of Skills through Infrastructure Contracts* (cidb Skills Standard). The attainment of successful learning outcomes and professional development of the learners is largely dependent on the relationship between the assigned Supervisor and the Learner . As a participant in the implementation of the cidb Skills Standard you agree to the Supervisor relationship and commit to endeavour through the challenges of a construction project to give value to the training programme.

### The Responsibilities of a Supervisor to the Learner include:

- stimulating a passion for construction
- sharing technical and practical knowledge
- fostering the development of technical and leadership skills
- facilitating networking within the working community
- instilling an expectation of personal growth and learning by the Learner
- developing knowledge and understanding in the areas of health, safety, environment, quality and production
- inculcating professionalism and a desire for continual improvement by the Learner
- creating a nurturing relationship that instils a sense of discipline and professional pride
- giving constructive feedback and
- signing the Learners logbook.

Supervisor's name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Responsibilities of a Learner are:**

- adhere to the Host Employer's onsite rules and policies
- have an expectation of personal growth and learning
- to be enthusiastic and motivated
- to be open and accept supervision from the Supervisor and other colleagues
  
- to develop a thorough understanding of health, safety, environment, quality and production
- to have a positive attitude
- to display a strong sense of discipline and to be conscious of time
- to operate within the team
- to take the time to learn and practice new skills
- to make time to fill in your logbook and obtain the Supervisor's signature for completed tasks

Intern's Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FORM A5: FINAL TRAINING REPORT

Section A: Employer Information

cidb Employer Number

Employer Name

Section B: Contract Data

cidb Contract Number

Contract Title

Tender Value (R)

Contract Skills Development Goal (R)

SIP Number (If Applicable)

SIP Project Code (If Applicable)

SECTION C: Definitions and Beneficiary Information

Training Methods:

**Method 1(M1):** structured workplace learning opportunities for learners towards the attainment of a part or a full occupational qualification;  
**Method 2(M2):** structured workplace learning opportunities for apprentices or other artisan learners towards the attainment of a trade qualification leading to a listed trade subject to at least 60% of the artisan learners being holders of public TVET college qualifications;  
**Method 3(M3):** work integrated learning opportunities for University of Technology or Comprehensive University students completing their national diplomas;  
**Method 4(M4):** structured workplace learning opportunities for candidates towards registration in a professional category by a statutory council listed in Table 1 in the CIDB Standard for Developing Skills Through Infrastructure Contracts Gazette No. 43495

Learner/Candidates Full Name and Surname	Gender		Ethnic Group					Identity Number								Training Method (Please tick)				Placement Start Date	Placement End Date	Placement Duration	Occupation/Trade Description	Description of Practical Task Completed (as per logbook or POE)	Status	Supporting documents available on request (Yes,No or N/A)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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Date completed

Section E: Declaration: Employer's Representative

Name of Representative

Title

Initials

Surname

Designation

e-mail

Mobile

Office Telephone

Date

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Signature

Date completed