

APPENDIX D

TRAINING LOCAL LABOUR AND EMEs / QSEs

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OBJECTIVE

As part of the SRVM's objectives to develop its communities, provision has been made in the Bills of Quantities to carry out skills audits and provide accredited training to local labour and EMEs/QSEs. This specification sets out the basic methods for carrying out skills audits and facilitating accredited training during the duration of the contract.

D1. SCOPE : TRAINING OF LOCAL LABOUR AND MES

The Contractor shall be responsible for providing diverse accredited training (2 to 3 day course on site) to various groups, including Local Labour, EME/QSE personnel and SRVM's operating and maintenance personnel. The Contractor shall develop and facilitate initial training sessions for all persons as approved by the Employer's Third Party Management Support Agent, as well as training sessions at specified intervals to revive and supplement the initial training. An accredited trainer shall present all training sessions.

This specification includes all requirements and methods to be employed, for the training of the Local Labour and EMEs / QSEs, as well as the measurement and payment.

D2. BASIC METHOD REQUIREMENT : TRAINING OF LOCAL LABOUR AND EMEs

The Contractor shall be responsible for conducting a complete investigation of the groups that need to be trained in order to compile an approved training plan.

The investigation shall cover at least the following aspects:

- (a) Assess likelihood of conformance to task-specific requirements (*status quo*) of capabilities in terms of a formal skills audit.
- (b) Identify minimum pre-qualification criteria in terms of existing knowledge and skill levels in relation to reaching target requirements.
- (c) Evaluate personnel in terms of pre-qualification criteria and tasks to be performed (skills profile).
- (d) Identify training needs.
- (e) Identify the appropriate accredited training courses in terms of task-specific activities and identified training needs. The Contractor is to ensure that the identified course content is as per the activities listed in C3.1.3.

The Contractor shall identify an accredited training service provider to assist in the above skills audit and to help finalise the compilation of a training plan setting out the proposed courses. Once the training plan and proposed courses have been approved by the Employer's Third Party Management Support Agent, the Contractor shall liaise with the accredited service provider to establish a date and appropriate training venue that would be conducive to learning and to perform training. On-site training is preferred.

The training shall be reviewed within one month after initial training to determine its effectiveness. Further regular training sessions shall be scheduled according to the

effectiveness of initial training. Further training material may be introduced to enhance the initial training material identified.

The Contractor will be responsible for recording all training sessions and shall keep an attendance register.

D3. MEASUREMENT AND PAYMENT

Item	Unit
D3.1.1 Conducting of skills audit and the development of a training plan.....	Provisional Sum

A provisional sum is allowed for the conducting of a skills audit of the Local Labour, as well as the compilation of a training plan.

The provisional sum shall include full compensation for identification of pre-qualification criteria and training needs, staff assessment and evaluation prior to training, all technical research, identification of accredited training courses, and all other actions necessary for commencement of official training sessions in accordance with the specification.

Any expenditure under this item requires the written prior approval of the Employer's Agent and Employer.

D3.1.2 Overheads, charges and profit on item F3.1.1	%
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Item	Unit
D3.1.3 Presenting accredited training course for Local Labour/EME/QSEs	Provisional Sum

The provisional sum shall include full compensation for presenting the courses, including lectures, demonstrations, on-site training and hands-on development.

The provisional sum shall also include full compensation for the Contractor's time, appointment of the accredited trainer for the course, and for all material expenses such as paper hand-outs and slides for the whole group of trainees, the number of which shall be determined during development of the training course.

Any expenditure under this item requires the written prior approval of the Employer's Agent and Employer.

D3.1.4 Overheads, charges and profit on item F3.1.3	%
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D3.1.5 Provision of training venue.....	Provisional Sum
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The provisional sum shall include full compensation for hiring a suitable training venue and all other proven direct costs associated with hiring of the venue.

Any expenditure under this item requires the written prior approval of the Employer's Agent and Employer.

D3.1.6 Overheads, charges and profit on item F3.1.5	%
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