Tender Specification for Forklift Training (SAQA ID 244365)

1. Introduction

The purpose of this tender is to invite qualified training providers to submit proposals for the provision of forklift training in accordance with the South African Qualifications Authority (SAQA) Unit Standard 244365: "Lift and move material and equipment by means of a forklift."

2. Scope of Work

The training provider will be responsible for delivering comprehensive forklift training that covers the following key areas:

Scope of work	YES	NO
1.Explain the specified requirements pertaining to lifting, securing, transferring, and positioning of loads.		
2.Prepare for lifting, securing, transferring, and positioning of loads.		
3.Operate the forklift safely and efficiently.		
4.Perform post-lifting, securing, transferring, and positioning activities.		

3. Training Objectives

The training aims to equip learners with the necessary skills, knowledge, and understanding to:

Training Objectives	YES	NO
1.Safely and effectively operate a forklift.		
2.Understand and apply safety regulations and best practices.		
3.Perform pre-operational checks and maintenance.		
4.Handle various types of loads and materials.		
5.Ensure compliance with occupational health and safety standards.		

4. Target Audience

The training is intended for individuals who are responsible for lifting and moving materials and equipment using a forklift, particularly in the railway workshop repair bays area. Beneficiary learners will be attending forklift training for the first time with no prior knowledge of forklift operations. **This is not a refresher training.**

5. Duration and Delivery Method

- Duration: The training program should be designed to be completed within a reasonable time-frame, typically minimum 5 days or more.
- Delivery Method: The training should include a combination of theoretical instruction and practical hands-on training. Theoretical sessions can be conducted in a classroom setting, while practical sessions should be conducted in a controlled environment with access to forklifts and relevant materials. Training provider should make provision for practical's, it can be at their venue or bring fork lift at PRASA training venue for practical's at their own expenses.

6. Accreditation and Certification

- The training provider must be accredited by the relevant Sector Education and Training Authority (SETA) and comply with SAQA requirements.
- Upon successful completion of the training, learners should receive a certificate of competence in accordance with SAQA Unit Standard 244365.
- Experience and Qualifications: Demonstrated experience and qualifications of the training provider and instructors - **Submit three reference letters for verification.**
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7. Submission Requirements

Interested training providers are required to submit the following documents:

- Company profile and relevant experience.
- Detailed training proposal, including course outline and methodology.
- Proof of accreditation.
- Cost breakdown.
- References from previous clients.
- Certified copies of assessor and moderator