

Tender Specification for Provision of Emergency Preparedness Training, SAQA ID 259597.

1. Introduction

The purpose of this tender is to invite qualified training providers to submit proposals for the provision of emergency preparedness training in accordance with the South African Qualifications Authority (SAQA) Unit Standard ID 259597: "Explain emergency preparedness and response procedures."

2. Scope of Work

The successful service provider will be required to deliver comprehensive training that covers the following key areas:

Scope of work	YES	NO
1.Types of Emergencies: Explain different types of emergencies that may be encountered in a workplace.		
2.Emergency Alarms: Explain various responses to an alarm.		
3.Assembly Area Procedures: Explain actions required of a safety officer in an assembly area.		
4.Emergency Control Centre Functions: Explain the functions of an emergency control centre.		
5.Types of Emergencies: Explain different types of emergencies that may be encountered in a workplace.		

3. Training Objectives

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

Training Objectives	YES	NO
1.Distinguish between an emergency and an incident.		
2.Identify probable types of emergencies in a specific workplace.		
3.Respond appropriately to different types of emergency alarms.		
4.Understand and execute the procedures required in an assembly area.		
5.Comprehend the roles and functions of an emergency control centre.		

4. Target Audience

The training is intended for employees at all levels within the organization, particularly those responsible for health and safety, emergency response, and risk management. Beneficiary learners will be attending provision of emergency preparedness for the first time with no prior knowledge of emergency preparedness and response procedures. **This is not a refresher training.**

5. Duration and Delivery Method

- Duration: The training program should be designed to be completed within a reasonable timeframe, typically 4 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 provision of emergency preparedness and relevant materials. Training provider should make provision for practical's, it can be at their 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 259597.
- Experience and Qualifications: Demonstrated experience and qualifications of the training provider and instructors - **Submit three reference letters for verification.**

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