



DISCRETIONARY GRANTS: CALL FOR APPLICATIONS FROM ENTITIES/ SERVICE PROVIDERS TO FORM A PANEL OF PROVIDERS FOR THE FOLLOWING FOR A PERIOD OF THREE YEARS:

- **DEVELOP / REVIEW / RE-ALIGN OCCUPATIONAL QUALIFICATIONS,**
- **REMEDiate REGISTERED OCCUPATIONAL QUALIFICATIONS,**
- **DEVELOP / REVIEW SKILLS PROGRAMMES,**
- **DEVELOP QUALIFICATION ASSESSMENT BLUE-PRINT (QAS ADDENDUM), AND**
- **DEVELOP AND DESIGN ASSESSMENT INSTRUMENTS / TOOLS FOR THE REGISTERED OCCUPATIONAL QUALIFICATIONS**

1. CALL FOR APPLICATIONS

The Services Sector Education and Training Authority (Services SETA) invites suitably qualified and experienced service providers to apply for **Discretionary Grant** funding to:

- Facilitate the development/ review / realignment of occupational qualifications (inclusive of the QAS addendum) (specifications, refer to section **3.1** and budget guideline, refer to **4.1** below).
- Facilitate the remediation of registered occupational qualifications in line with the requirements of Government Gazette No 44031 of 24 December 2020 (specifications refer to section **3.2** and budget guideline, refer to **4.2** below).
- Develop / design skills programmes (specifications refer to section **3.3** and budget guideline, refer to **4.3** below).
- Provide Subject Matter Experts to develop Assessment Instruments/Tools for the sector's registered occupational qualifications (specifications refer to section **3.4** and budget guideline, refer to **4.4** below).

Successful **entities/ service providers** will be constituted into a panel for various deliverables over a period of **three (3) years** and be appointed to carry out assignments as and when needed as informed by prioritised list of qualifications for development in a given financial year.



2. BACKGROUND

The Services Sector Education and Training Authority (Services SETA) was established and registered in March 2000 in terms of the Skills Development Act of 1998. The SETA aims to provide for the skills development needs of the services sector through, among others, awarding Discretionary Grant funding for learning programmes such as bursaries, learnerships, Internships, skills programmes etc., including the creation of capacity for supply in the form of appropriate occupational qualifications, part qualifications, and skills programmes.

The Services SETA is the designated **Development Quality Partner (DQP)** and **Assessment Quality Partner (AQP)** for most of the sector's **Occupational Qualifications**. In these roles, the Services SETA is expected to, among others, fund and facilitate the development of the sector's occupational qualifications and skills programmes, register learnerships, and create the necessary capacity to conduct quality assurance activities against these qualifications, including conducting the **External Integrated Summative Assessments (EISA)**.

To this end, the Services SETA wishes to appoint a panel of service providers through a Discretionary Grant Funding Call who will a) facilitate the development/realignment of occupational qualifications, b) remediate the registered occupational qualifications developed before the publication of the Government Gazette No 44031 of 24 December 2020, c) design skills programmes, d) facilitate the design of QAS Addenda for registered occupational qualifications developed before the publication of the Government Gazette No 44031 of 24 December 2020, and e) provide Subject Matter Experts (SMEs) who will develop Assessment Tools/Instruments for the sector's registered occupational qualifications over a period of **three (3)** years.

3. SPECIFICATIONS

3.1. Qualification development: New/Realignment/Review

The Services SETA wishes to appoint a panel of appropriately qualified and experienced entities to facilitate the development/ realignment of occupational qualifications. The appointed panel of Qualification Development Facilitators (QDFs) will be expected to develop and provide support for the development/realignment of occupational qualifications and the Development of Qualifications Assessment Specification Addenda (QAS) using the Quality Council for Trades & Occupations (QCTO) model. Furthermore, the Qualification Development Facilitators (QDFs) will provide assistance through a focused intervention of specialized project unit support. The project will commence with the phases of preparation, capacitation, implementation and registration of qualification/s and the development of the QAS Addenda.



3.1.1. Qualification development scope of Work

- Project manage the development/ re-alignment of allocated occupational qualification/s.
- Facilitate the development of QAS Addenda for the allocated occupational qualification/s.
- Establish the required operational capacity for the development / re-alignment and future quality assurance of occupational qualifications.
- The initiate the occupational curriculum development projects in accordance with Quality Council for Trades & Occupation (QCTO) requirements.
- Establish and implement a mentorship structure for a Learner QDF.

3.1.2. Deliverables

(a) Development/ Re-alignment of allocated occupational qualification/s.

- Stakeholder consultation, project scoping and formation of Community of Experts (**CEP**)
- An evaluation of the status of past occupational qualifications development projects in related occupations
- Needs analysis.
- International comparability studies as per South African Quality Assurance (**SAQA**) criteria
- A project plan for the development of occupational qualifications
- Facilitating and finalising Quality Council for Trades & Occupations (**QCTO**) process agreements
- Development/re-alignment of allocates occupational qualification/s.
- Develop the QAS addendum for the allocated occupational qualification/s in line with the QCTO requirements.
- Draft a Learnership for each developed qualification.
- Attending to correspondence, meetings, reports, and information sessions as per Quality Council for Trades & Occupations (**QCTO**) requirements
- Establish the required operational capacity for the development and future QA of occupational qualifications e.g. assisting with processes, procedures for the QMD as per QCTO policies.
- Workshop Facilitator: Facilitate stakeholder consultation as per the project plan.
- Skills transfer (**QCTO**, **DQP** and Assessment Quality Partner (**AQP**) processes)
- Reporting to the **QCTO** as per Development Quality Partner (**DQP**) policy (Process Reports and close out reports)



(b) Development of a Qualification Assessment Addendum for the same qualification as mentioned above.

- Submit a project Plan.
- Engage with the Community of Expert Practitioners (CEP)
- Facilitate the design and develop of the QAS addenda using the QCTO approved template.
- Produce deliverables as contained and outlined in the Assessment Specifications and the QAS Addenda.
- The Service Provider shall have the following responsibilities for each of the Occupational Qualifications:
 - Facilitate the development of the QAS Addenda using the QCTO Qualification Assessment Specification requirements and guidelines.
 - Produce a Close out Report.

3.1.3 Who can apply?

The Services SETA is a public institution and is therefore obliged to avail opportunities to all South Africans who meet its requirements. The Services SETA invites applications from suitably qualified and experienced entities to provide Qualifications Development Facilitators services. The experience on Qualifications Development or relevant work associated with development of qualifications is needed. The entity/service provider must include the Testimonial or CV as a supporting document.

Those who meet the requirements must/can apply.

3.2. Remediation of registered occupational qualifications developed before the publication of the Government Gazette No 44031 of 24 December 2020.

The changes brought about by Government Gazette 44031 include:

- Prescribed minimum number of Credits for an Occupational Qualification to be 120 and 30 Credits for Part-Qualifications
- Changes the percentage (%) of credits at the level of a qualification to a minimum of 60%
- Prescribes that an occupational qualification must have between 5% and 10% of soft skills which may include inter alia personal development, self-learning, workplace preparation, personal finance management, basic entrepreneurship, or emotional intelligence, etc.
- Prescribes the naming convention for occupational qualifications to reflect the following:



Qualification name	NQF Level	Minimum number of credits	% of Credits at level of qualification
General Occupational Certificate	1	120	60
Elementary Occupational Certificate	2	120	60
Intermediate Occupational Certificate	3	120	60
National Occupational Certificate	4	120	60
Higher Occupational Certificate	5	120	60
Advanced Occupational Certificate	6	120	60
Occupational Diploma	6	360	60
Advanced Occupational Diploma	7	120	60
Specialized Occupational Diploma	8	120	60

The above changes require that registered occupational qualifications developed prior to the publication of Government Gazette 44031 be remediated to comply with its provisions in respect of the **nomenclature, minimum number of credits, percentage of credits at qualification level**, as well as the provision of **510% of credits being constituted by soft skills**.

The **deliverable from the remediation** of these qualifications will be an occupational qualification that complies with the provisions of Government Gazette 44031 in respect of:

- The minimum number of credits (120 for a full qualification and 60 for a part-qualification).
- In case of a qualifications classified as an Occupational Diploma it must carry not less 360 credits.
- The minimum number of credits at the level of qualification that is not less than 60%.
- 5-10% of credits in a qualification being constituted by soft skills.
- An occupational qualification with an appropriate name for its NQF Level and Number of Credits.

3.2.1. Who can apply?

The Services SETA is a public institution and is therefore obliged to avail opportunities to all South Africans who meet its requirements. The Services SETA invites applications from suitably qualified and experienced entities to provide Qualifications Development Facilitators services. The experience on Qualifications Development or relevant work associated with development of qualifications is needed. The entity/service provider must include the Testimonial or CV as a supporting document.

Those who meet the requirements must/can apply.



3.3. Development of Skills Programmes

The Services SETA wishes to appoint a panel of appropriately qualified and experienced entities to facilitate the development/ design of skills programmes. The appointed panel of Qualification Development Facilitators (QDFs)/ Skills Programmes Designers will be expected to develop and

provide support for the development/design of skills programmes aligned to occupations, using the Quality Council for Trades & Occupations (QCTO) model. Further the Qualification Development Facilitator (QDF) will provide assistance through a focused intervention of specialized project unit support. The project will commence with the phases of preparation, capacitation, implementation, and registration of the skills programmes, including the Assessment Specifications or QAS addendum, **where/ if applicable**.

Deliverable

The deliverable will be the developed and registered skills programmes that meet the requirements as stipulated by the Quality Council for Trades and Occupations (QCTO) in respect of:

- the number of credits (minimum of 08 and maximum of 60),
- number of credits at the level of the skills programmes,
- and the inclusion of soft skills etc.
- Skills Programme Curriculum
- Skills Programme QAS addendum, where **applicable/ or relevant**

3.3.1. Who can apply?

The Services SETA is a public institution and is therefore obliged to avail opportunities to all South Africans who meet its requirements. The Services SETA invites applications from suitably qualified and experienced entities to provide Qualifications Development Facilitators services. The experience on Qualifications Development or relevant work associated with development of qualifications is needed. The entity/service provider must include the Testimonial or CV as a supporting document.

Those who meet the requirements must/can apply.



3.4. Development of Assessment Tools/ Instruments

The Services SETA wishes to appoint entities to supply appropriately qualified and experienced **Subject Matter Experts (SMEs)** to develop **Assessment Tools/Instruments** for the sector's registered occupational qualifications.

- The Subject Matter Experts panel will consist of recognized professionals who possess the qualifications, experience, attributes, and standing within each occupation. They are appointed into a panel and allocated assignments as and when needed by the Development Quality Partner.
- Ideally, the SMEs should be members of relevant professional bodies in good standing, where a professional body for the occupation exists or where the Criteria for Registration as Assessor/Moderator prescribes so.

3.5.1. Entities should supply Subject Matter Experts who fit the following criteria:

- Hold appropriate qualifications in the field (i.e., hold an appropriate qualification that is 1 NQF level above the one applied for in the same or similar field, as a minimum).
- Possess the prescribed number of years of experience in the field (5 years and above or as prescribed in the Criteria for registration of Assessors and Moderators for the qualification applied for).
- Possess the prescribed number of years of experience in the Assessment and Moderation of learning (5 years or as prescribed in the Criteria for registration of Assessors and Moderators for the qualification applied for).
- Meet the requirements for registration as Assessors / Moderators for the occupational qualification/s applied for and be registered as such (submit proof of registration/registration report).
- Have no criminal record (submit Police Clearance Report).
- Be a South African Citizen (submit certified copy of RSA Identity document). If a foreign national, must hold a valid work-permit (submit certified copy of Work Permit) to work within the Republic or Permanent Resident (submit certified copy of Permanent Residency permit).
- Be a member of the appropriate professional body in good standing, where the criteria for registration as Assessor/ Moderator so requires (submit a certified copy of proof of Registration with a professional body relevant to the qualification applied for). This is not a compulsory requirement, however, applicants with professional body membership will be preferred.



3.5.2. Qualifications

The list of qualifications for which the Assessment Tools/Instruments will be delivered will be shared with the panel upon appointment.

3.5.3. Assignment/ project deliverables

Subject Matter Experts to develop Assessment Instruments/ Tools for the Services SETA (**Assessors -1 per qualification and Moderator - 1 per qualification**) for each of the listed occupational qualifications}, will be expected to perform the following functions:

The panel of SMEs will work together with the DQP (Services SETA) to:

- Design and develop Assessment Instruments for the sector's registered Occupational Qualifications.
- Produce deliverables as contained and outlined in the **Assessment Specifications** and the **Criteria, Guidelines for External Integrated Summative Assessment (EISA)**, and the **QAS Addendum**.

3.5.3.1 Assessment

The SMEs will specifically fulfil the following responsibilities for each Occupational Qualification with regards to the Assessment Instruments:

- Sign a Confidentiality/Non- Disclosure Agreement with the Services SETA as the **Assessment Quality Partner**
- Develop a Bank of Assessment Instruments (minimum of 6).
- Develop (1) Exemplar/s to be published on the Services SETA website.
- Develop and produce a couple of questions from a minimum of 10 to a maximum of 15 to 20 per ELO as instructed in the QAS Addendum (a minimum of 3) EISAs (External Integrated Summative Assessments) for each Occupational Qualification and/or Part Qualification.
- Develop a Marker's Memoranda (Model Answer Memo)
- Compile the Examiner's Report Template. ○ Compile the Assessors Report Template.
- Develop the Recognition of Prior Learning Assessment Toolkit/s ○ Produce a progress Report at prescribed intervals.
- Produce a Close-out Report at the conclusion of the assignment.



3.5.3.2. Moderation

The SMEs will specifically fulfil the following responsibilities for each Occupational Qualification with regards to the Moderation of the Assessment Instruments:

- Sign a Confidentiality/Non- Disclosure Agreement with the Services SETA as the **Assessment Quality Partner**
- Moderate the Bank of Assessment Instruments.
- Moderate the (1) Exemplar/s to be published on the Services SETA website.
- Moderate the (a minimum of 6) EISAs (External Integrated Summative Assessments) for each Occupational Qualification and/or Part Qualification.
- Moderate the Marker's Memoranda (Model Answer Memo)
- Moderate the Examiner's Report Template.
- Moderate the Assessors Report Template.
- Compile the Moderation Report Template.
- Moderate the Recognition of Prior Learning Assessment Toolkit/s.
- Produce a progress Report at prescribed intervals.
- Produce a Close-out Report at the conclusion of the assignment.

3.5.3.3. Who can apply?

The Services SETA is a public institution and is therefore obliged to avail opportunities to all South Africans who meet its requirements. The Services SETA invites applications from suitably qualified and experienced entities to supply Subject Matter Experts (SMEs) who meet the requirements to apply. For Assessment Instruments, entities must note the additional requirements and documents required for the Subject Matter Experts.

- Copies of Relevant Qualifications for SME
- Proof of registration with a professional where applicable
- Certified copies of ID for SMEs
- Complete CVs of SMEs
- Testimonials where needed

Those who meet the requirements must/can apply.



4. DISCRETIONARY GRANTS BUDGET GUIDELINES

The Services SETA seeks to manage the costs and encourage entities to provide detailed budget break down for each of the projects or activities applied for:

N.B. The services SETA will not take responsibility for any under-costing by providers.

4.1. Occupational Qualification Development

Entities are requested to make adequate provision in their budget to take into the account that new development/ realignment of occupational qualifications include the design of the QAS Addendum as part of deliverables and that such development may include the development of a part qualifications, linked to the main qualification. The budget breakdown must outline costs for development (full qualification plus part-qualification/s:) as well as for the QAS addendum for both the main occupational qualification and the part-qualification/s.

Activity	Unit	Budget
Full qualification development	1	
Part-qualification development	1	

4.2. Registered Occupational Qualifications remediation

Entities are requested to make adequate provision in their budget to take into the account that remediation of occupational qualifications may, in some instances, include the review of such

qualifications based on industry requirements or to update a qualification in line with recent developments or for other reasons. The budget breakdown must outline costs for remediation/ review of the main qualification (inclusive of a part-qualification/s, where applicable) as well as for the QAS addendum for both the main occupational qualification and the part-qualification/s.

Activity	Unit	Budget
Full qualification remediation	1	
Part-qualification remediation	1	



4.3. Development of skills programmes.

Entities are requested to make adequate provision in their budget to take into the account that design of skills programmes takes a shorter period, and the credits may not exceed 60. The budget

breakdown must outline costs for the design of the skills programmes (inclusive of the curriculum and the QAS addendum) if or where applicable. In instances where the QAS is not applicable, the allocation of work will **use/ apply the budget for development only**. (e.g., in instances where the skills programme is derived from an existing registered occupational qualification, which already has QAS addendum and Assessment Tools).

Activity	Unit	Budget
Skills programme development (<i>inclusive of curriculum</i>)	1	

4.4. Development of Assessment Tools/Instruments

Entities are encouraged to provide a detailed breakdown of activities associated with the design of Assessment Instruments considering that these include both the design of the instruments and the moderation of such. Accordingly, entities must apply to supply Subject Matter Experts (SMEs) for both sets of activities and not for one or the other. The following is provided as guide to the budget:

4.4.1. Assessment Tool design

ACTIVITY	BUDGET
Develop a Bank of Assessment Instruments.	
Develop (1) Exemplar/s to be published on the Services SETA website.	
Develop and produce (a minimum of 6) EISAs (External Integrated Summative Assessments) for each Occupational Qualification and/or Part Qualification.	
Develop a Marker's Memoranda (Model Answer Memo)	
Compile the Examiner's Report Template.	
Compile the Assessors Report Template.	
Compile the Moderation Report Template.	
Develop the Recognition of Prior Learning Assessment Toolkit/s	
Produce a progress Report at prescribed intervals.	
Produce a Close-out Report at the conclusion of the assignment.	



4.4.2 Moderation of Assessment Tools

ACTIVITY	BUDGET
Moderate the Bank of Assessment Instruments.	
Moderate the (1) Exemplar/s to be published on the Services SETA website.	
Moderate the Moderate the (a minimum of 6) EISAs (External Integrated Summative Assessments) for each Occupational Qualification and/or Part Qualification.	
Moderate the Marker's Memoranda (Model Answer Memo)	
Moderate the Examiner's Report Template.	
Moderate the Assessors Report Template.	
Compile the Moderation Report Template.	
Moderate the Recognition of Prior Learning Assessment Toolkit/s	
Produce a progress Report at prescribed intervals.	
Produce a Close-out Report at the conclusion of the assignment.	

Note:

The above Budget Guideline merely serves a guideline for applicants. The total budget for the assignment per qualification must include the costs for both the **Development** and **Moderation** of Assessment Instruments activities.



5. ACTIVITIES NOT ELIGIBLE FOR FUNDING FROM DISCRETIONARY GRANTS:

The Services SETA will not fund:

- Set-up costs, e.g., start-up costs.
- Capital expenditure, e.g., building costs, equipment such as computers, etc.
- Existing operating expenses of funded entities e.g., salaries of current employees undergoing training.
- Organisational policy development.

6. APPLICATION PROCESS

- The application period will open on **07 July 2024** at **08:00** am and will close on **31 July 2024** at **16:00** pm
- All applications and relevant supporting documents must be submitted through the dedicated e-mail address: [**QQExperts2024@serviceseta.org.za**](mailto:QQExperts2024@serviceseta.org.za) (No manual submissions will be accepted).
- Late, draft, or incomplete applications or those without all the supporting documents will not be considered for evaluation.
- The deadline will not be extended.
- Applicants are requested to read and familiarise themselves with the requirements/specifications and collect all the relevant supporting documents before attempting the applications process.

7. MANDATORY COMPLIANCE DOCUMENTS

In order to be considered for this Discretionary Grant, the following mandatory supporting documents need to be completed and submitted with this application. Failure to do so may lead to immediate disqualification:

- Valid Tax Clearance or Exemption Certificate and Tax Pin
- Company Registration Documents
- Declaration of Interest (**Form 1a**)
- Declaration of Authorised Person (**Form 1b**)
- Declaration of POPI (**Form 1c**)



Note: Allocation of Discretionary Grant funding is at the *sole discretion of the Services SETA*. Applications *undergo evaluation* according to a set of criteria including, but not limited to:

- The capacity to deliver the against the assignment, and
- Applicants that meet the transformational imperatives of South Africa

8. APPLICATIONS/ PROPOSAL DETAILS

Applications or proposal from qualifying entities should, among others, provide:

- High-level company/ entity profiles outlining previous related work experience and reference.
- Methodology to be followed in delivering the assignment deliverables/ project plan
- A breakdown of costs
- Timelines for delivering assignment deliverables
- High-level motivation (not more than 5 pages)