



29 October 2024

DISCRETIONARY GRANTS: CALL FOR APPLICATIONS FROM QUALIFIED AND EXPERIENCED INDIVIDUALS TO FORM A PANEL OF SUBJECT MATTER EXPERTS TO SUPPORT QUALITY ASSURANCE FUNCTIONS FOR A PERIOD OF THREE YEARS BY PERFORMING THE FOLLOWING ACTIVITIES:

- **CONDUCT SITE VISITS TO EVALUATE SKILLS DEVELOPMENT PROVIDER ACCREDITATION APPLICATIONS**
- **CONDUCT SITE VISITS TO EVALUATE ASSESSMENT CENTRE ACCREDITATION APPLICATIONS**
- **CONDUCT MONITORING SITE VISITS FOR ACCREDITED SKILLS DEVELOPMENT PROVIDERS WITH LEARNER ENROLMENTS (QUALITY ASSURANCE)**
- **MODERATE LEARNER ACHIEVEMENTS FOR OCCUPATIONAL QUALIFICATIONS AND SKILLS PROGRAMMES POST EISA AND FISA ASSESSMENTS**
- **CONDUCT EXTERNAL MODERATION OF LEARNER ACHIEVEMENTS FOR HISTORICALLY REGISTERED QUALIFICATIONS.**

1. CALL FOR APPLICATIONS

The Services Sector Education and Training Authority (Services SETA) invites applications from suitably qualified and experienced individuals to apply for **Discretionary Grant** funding for appointment into a panel of Subject Matter Experts to support Quality Assurance functions as outlined below:

- Conduct site visits to evaluate Skills Development Provider accreditation applications
- Conduct site visits to evaluate Assessment Centre accreditation applications
- Conduct monitoring site visits for accredited Skills Development Providers with learner enrolments (Quality Assurance)
- Moderate learner achievements for occupational qualifications and skills programmes post EISA and FISA assessments
- Conduct external moderation of learner achievements for historically registered qualifications

Successful **Subject Matter Experts** will be constituted into a panel for the above listed deliverables over a period of **three (3) years** and be appointed to carry out assignments as-and-when-needed based on availability of budget and availability of assignable work 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 accreditation of skills development providers and assessment centres. Similarly, the Services SETA as Quality Partner – wishes to create capacity for the quality assurance of learning against qualifications that fall within the scope of the sector.

The Services SETA is the designated **Quality Partner (QP) - Development** and **Quality Partner (QP) - Assessment** 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)** and **Final Integrated Supervised Assessment (FISA)**.

To this end, the Services SETA wishes to appoint a panel of **Subject Matter Experts (SME)** through a Discretionary Grant Funding Call who will a) conduct site visits to evaluate Skills Development Provider accreditation applications b) conduct site visits to evaluate Assessment Centre accreditation applications c) conduct monitoring site visits for accredited Skills Development Providers with learner enrolments (Quality Assurance) d) moderate learner achievements for occupational qualifications and skills programmes post EISA and FISA assessments and e) conduct external moderation of learner achievements for historically registered qualifications. Successful subject matter experts will be constituted into a panel over a period of **three (3)** years and be allocated assignments on an as-and-when- needed basis.

3. SPECIFICATIONS

3.1. Conduct site visits to evaluate Skills Development Provider accreditation applications

The Services SETA wishes to appoint a panel of suitably qualified and experienced individuals to conduct site visits to evaluate Skills Development Provider accreditation applications. Accreditation applications are allocated by the QCTO to Services SETA monthly, following a desktop pre-compliance evaluation. Services, in turn, allocates and schedules these applications to Subject Matter Experts. The scope of work and deliverables from the site visits include:

- Confirmation of the date, time, and venue of the scheduled site visit.
- Use the prescribed QCTO template to conduct the accreditation site visit.
- Evaluate the SDP's premises and facilities for compliance with OHS Act.



- Confirm the SDP's compliance with relevant Acts and regulations.
- Confirm the SDP's access to approved and compliant workplaces for the workplace learning component of the curriculum.
- Confirm the SDPs access to qualified and experience Subject Matter experts for the facilitation learning and assessment of learners
- Evaluate learning material aligned to the qualification/s that the SDP applied for using the alignment matrix
- Sample modules from the SDP learning material to confirm alignment to the curriculum.
- Assess the suitability of the SDP's assessment tools to the occupational curriculum.
- Assess the SDP's QMS and other requirements.
- Compile the accreditation report with recommendations outlining both short- and long-term remediations, where applicable.
- Submit the report within the stipulated turnaround times.

3.1.2. Who can apply

Individuals who meet the following criteria may apply:

- Possess a Bachelor's degree/ National diploma (360 credits and above) in Public Management, Education, Business Administration, Human Resources, or any appropriate field.
- 5 years or more experience of working for a SETA, SDP, or any other relevant body/ or 5 years working experience working within a skills development environment.
- A thorough understanding of the skills development system and the accreditation process of a SETA or the QCTO
- Be available to conduct the assigned work and deliver the required outputs within the stipulated turnaround times.
- Be a South African citizen or have a valid work permit in case of a non-citizen.
- Have no criminal record/ submit valid police clearance certificate

3.1.3. Application process

- Please submit a letter of motivation – not exceeding 3 pages.
- A comprehensive and updated curriculum vitae, outlining the suitability of the applicant to the SME role applied for.
- Certified copies of ID, or Passport and Work permit (not older than 6 months), where applicable.
- Certified copies of qualifications (not older than 6 months)
- Clearly outline the role of SME applied for
- Failure to submit any of the required documents in the prescribed format will result in disqualification. No correspondence will be entered into with non-compliant applicants.



- No late applications or applications submitted through other means, other than the prescribed format and or email address will be considered.
- All applications should be submitted via the prescribed email address:
QAexperts2024@serviceseta.org.za

3.2. Conduct site visits to evaluate Assessment Centre accreditation applications

The Services SETA wishes to appoint a panel of suitably qualified and experienced individuals to conduct site visits to evaluate Assessment Centre accreditation applications. Assessment centre applications are allocated by the QCTO to Services SETA monthly, following a desktop pre-compliance evaluation. Services, in turn, allocates and schedules these applications to Subject Matter Experts. The scope of work and deliverables from the site visits include:

- Confirmation of the date, time, and venue of the scheduled site visit.
- Use the prescribed QCTO template to conduct the accreditation site visit.
- Evaluate the Assessment Centre's premises and facilities for compliance with OHS Act.
- Confirm the Assessment Centre's compliance with relevant Acts and regulations.
- Confirm the Assessment Centre's access to qualified and experience Subject Matter experts for the assessment of learners.
- Confirm the Assessment Centre's overall suitability for conducting assessments including availability of offices, equipment, systems, safe storage for assessment tools and learner scripts, appropriately lit and well-ventilated rooms, ablution facilities etc.
- Compile the accreditation report with recommendations outlining both short- and long-term remediations, where applicable.
- Submit the report within the stipulated turnaround times.

3.2.1 Who can apply

Individuals who meet the following criteria may apply:

- Possess a bachelor's degree/ national diploma (360 credits and above) in Public Management, Education, Business Administration, Human Resources, or any appropriate field.
- 5 years or more experience of working for a SETA, SDP, or any other relevant body/ or 5 years working experience working within a skills development environment.
- A thorough understanding of the skills development system and the accreditation process of a SETA or the QCTO
- Be available to conduct the assigned work and deliver the required outputs within the stipulated turnaround times.
- Be a South African citizen or have a valid work permit in case of a non-citizen.
- Have no criminal record/ submit valid police clearance certificate



3.2.2. Application process

- Please submit a letter of motivation – not exceeding 3 pages.
- A comprehensive and updated curriculum vitae, outlining the suitability of the applicant to the SME role applied for.
- Certified copies of ID, or Passport and Work permit (not older than 6 months) where applicable.
- Certified copies of qualifications (not older than 6 months)
- Clearly outline the role of SME applied for
- Failure to submit any of the required documents in the prescribed format will result in disqualification. No correspondence will be entered into with non-compliant applicants.
- No late applications or applications submitted through other means, other than the prescribed format and or email address will be considered.
- All applications should be submitted via the prescribed email address:
QAexperts2024@serviceseta.org.za

3.3. Conduct monitoring site visits for accredited Skills Development Providers with learner enrolments (Quality Assurance)

The Services SETA wishes to appoint a panel of suitably qualified and experienced individuals to conduct site visits to monitor accredited SDPs with learner enrolments. SDP monitoring site visits are allocated by the QCTO to Services SETA monthly. Services, in turn, allocates and schedules these monitoring site visits to Subject Matter Experts. The scope of work and deliverables from the site visits include:

- Confirmation of the date, time, and venue of the scheduled site visit.
- Use the prescribed QCTO template to conduct the monitoring site visit.
- Evaluate the SDP's premises and facilities for compliance with OHS Act.
- Confirm the SDP's compliance with relevant Acts and regulations.
- Confirm the credentials of personnel used by the SDP's facilitate and assess learning.
- Confirm alignment of learning material used to the curriculum.
- Confirm alignment of Internal Assessment Tools to assessment specifications of the curriculum.
- Confirm the learning delivery plan, assessments, and progression of learners aligned to the plan.
- Confirm the SDP's premises for overall suitability for conducting learning and assessment including availability of offices, equipment, systems, safe storage for assessment tools and learner scripts, appropriately lit and well-ventilated rooms, ablution facilities etc.
- Compile the accreditation report with recommendations outlining both short- and long-term remediations, where applicable.
- Submit the report within the stipulated turnaround times.



3.3.1 Who can apply

Individuals who meet the following criteria may apply:

- Possess a bachelor's degree (360 credits and above) in Education or Human Resources Development, or any appropriate field.
- 5 years or more experience of working for a SETA, SDP, or any other relevant body/ or 5 years working experience working within a skills development environment.
- A thorough understanding of the skills development system and the quality assurance (facilitation, assessment, and moderation) process of a SETA or the QCTO
- Be available to conduct the assigned work and deliver the required outputs within the stipulated turnaround times.
- Be a South African citizen or have a valid work permit in case of a non-citizen.
- Have no criminal record/ submit valid police clearance certificate

3.3.2 Application process

- Please submit a letter of motivation – not exceeding 3 pages.
- A comprehensive and updated curriculum vitae, outlining the suitability of the applicant to the SME role applied for.
- Certified copies of ID, or Passport and Work permit (not older than 6 months), where applicable.
- Certified copies of qualifications (not older than 6 months)
- Clearly outline the role of SME applied for
- Failure to submit any of the required documents in the prescribed format will result in disqualification. No correspondence will be entered into with non-compliant applicants.
- No late applications or applications submitted through other means, other than the prescribed format and or email address will be considered.
- All applications should be submitted via the prescribed email address:
QAexperts2024@serviceseta.org.za

3.4. Moderate learner achievements for occupational qualifications and skills programmes post EISA and FISA assessments

The Services SETA wishes to appoint a panel of suitably qualified and experienced individuals to moderate learner achievements for occupational qualifications and occupational skills programmes post EISA and FISA. EISA and FISA assessments are scheduled by Service SETA and are conducted by accredited Assessment Centres (EISA) accredited SDP's (FISA). On completion of the assessments, Services SETA schedules moderation of learner achievements and recommend certification to the QCTO. Services, in turn, allocates and schedules the moderations to Subject Matter Experts. The scope of work and deliverables from the site visits include:



- Confirmation of the date, time, and venue of the moderation site visit.
- Use the prescribed QCTO template to conduct moderation site visit.
- Sample learner scripts for Moderation
- Confirm the consistency of the marking to best practice, QCTO guidelines, assessment specifications etc.
- Uphold / reject the learner achievements.
- Compile the moderation report with recommendations.
- Submit the report within the stipulated turnaround times.

3.4.1 Who can apply

Individuals who meet the following criteria may apply:

- Possess an appropriate qualification in the field or area applied for that is at least 1 NQF level above the one applied for (e.g., 1. Qualification to be moderated: Business Operations Manager NQF 6: Qualification possessed by SME: Bachelor of Business Administration NQF 7, with Operations Management as a passed module. Example 2. Qualification to be moderated: Project Manager NQF 7: Qualification possessed by SME: Post-Graduate Diploma/ BCom Honours: Project Management/ BCom Honours: Business Administration with Project Management as a passed module etc.)
- 5 years or more experience of working in an operations/ project management environment, or working in SETA, SDP, or any other relevant body environment/ or 5 years working experience working within a skills development environment.
- An additional training as an ETDP practitioner (Assessor/Moderator) training.
- A thorough understanding of the skills development system and the quality assurance (facilitation, assessment, and moderation) process of a SETA or the QCTO
- Be available to conduct the assigned work and deliver the required outputs within the stipulated turnaround times.
- Be a South African citizen or have a valid work permit in case of a non-citizen.
- Have no criminal record/ submit valid police clearance certificate

N.B. A list of registered occupational qualifications that fall within the scope of Services SETA is attached for guidance to applicants.

3.4.2. Application process

- Please submit a letter of motivation – not exceeding 3 pages.
- A comprehensive and updated curriculum vitae, outlining the suitability of the applicant to the SME role applied for.
- Certified copies of ID, or Passport and Work permit (not older than 6 months), where applicable.



- Certified copies of qualifications (not older than 6 months)
- Clearly outline the role of SME applied for and, in this instance, the list of qualifications applied for. SME must ensure that they meet the specific requirements for the qualifications applied for.
- Failure to submit any of the required documents in the prescribed format will result in disqualification. No correspondence will be entered into with non-compliant applicants.
- No late applications or applications submitted through other means, other than the prescribed format and or email address will be considered.
- All applications should be submitted via the prescribed email address:
QAexperts2024@serviceseta.org.za

3.5. Conduct external moderation of learner achievements for historically registered qualifications

The Services SETA wishes to appoint a panel of suitably qualified and experienced individuals to conduct external moderation of learner achievements for historically registered qualifications and skills programmes. External moderations are scheduled by Service SETA and are conducted Subject Matter Experts. The scope of work and deliverables from the site visits include:

- Confirmation of the date, time, and venue of the moderation site visit.
- Use the prescribed QCTO template to conduct moderation site visit.
- Sample learner scripts for Moderation
- Confirm the consistency of the marking to best practice, QCTO guidelines, assessment specifications etc.
- Uphold / reject the learner achievements.
- Compile the moderation report with recommendations.
- Submit the report within the stipulated turnaround times.

3.5.1 Who can apply

Individuals who meet the following criteria may apply:

- Possess an appropriate qualification in the field or area applied for that is at least 1 NQF level above the one applied for (e.g., Qualification to be moderated: Business Operations Manager NQF 6: Qualification possessed by SME: Bachelor of Business Administration NQF 7, with Operations Management as a passed module)
- 5 years or more experience of working in an operations environment, or working in SETA, SDP, or any other relevant body environment/ or 5 years working experience working within a skills development environment.
- An additional training as an ETDP practitioner (Assessor/Moderator) training.
- A thorough understanding of the skills development system and the quality assurance (facilitation, assessment, and moderation) process of a SETA or the QCTO



- Be available to conduct the assigned work and deliver the required outputs within the stipulated turnaround times.
- Be a South African citizen or have a valid work permit in case of a non-citizen.
- Have no criminal record/ submit valid police clearance certificate

N.B. A list of registered occupational qualifications that fall within the scope of Services SETA is attached for guidance to applicants.

3.5.2. Application process

- Please submit a letter of motivation – not exceeding 3 pages.
- A comprehensive and updated curriculum vitae, outlining the suitability of the applicant to the SME role applied for.
- Certified copies of ID, or Passport and Work permit (not older than 6 months), where applicable.
- Certified copies of qualifications (not older than 6 months)
- Clearly outline the role of SME applied for and, in this instance, the list of qualifications applied for. SME must ensure that they meet the specific requirements for the qualifications applied for.
- Failure to submit any of the required documents in the prescribed format will result in disqualification. No correspondence will be entered into with non-compliant applicants.
- No late applications or applications submitted through other means, other than the prescribed format and or email address will be considered.
- All applications should be submitted via the prescribed email address:
QAexperts2024@serviceseta.org.za

4. DISCRETIONARY GRANTS BUDGET GUIDELINES

The Services SETA pays an output-based fixed rate for each workstream, which is payable upon completion of the assignment and delivery of the output/s linked to the assigned work. The rate will be communicated to successful applicants.

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 **01 November 2024** at **08:00** am and will close on **29 November 2024** at **16:00** pm
- All applications and relevant supporting documents must be submitted through the dedicated e-mail address: QAexperts2024@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, applicants must submit documents as specified under each workstream including the following mandatory supporting documents. Failure to do so may lead to immediate disqualification:

- Valid Tax Clearance or Exemption Certificate and Tax Pin
- Declaration of Interest (**Form 1a**)
- 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

End