SUPPLY CHAIN MANAGEMENT | TERMS OF REFERENCE (ToR) / RFQ SPECIFICATION

Capacity Building and Training of TVET College Lecturers on the Administration and Implementation of QCTO Occupational Programmes (NQF Levels 4 to 6)

College	Vuselela TVET College	**RFQ / Tender Ref No.:**	RFQ/QTCO Training/26
Requesting Unit:	Academic	**Issue Date:**	19 November 2026
Target Cohort:	Lecturers, HoDs and Admin Officers	**Closing Date & Time:**	26 November 2026 at 11:00
Intervention Duration:	2 Instructional Days (4 Phases)	**Validity Period:**	90 Days from Closing Date

1. BACKGROUND AND PURPOSE

Vuselela Technical and Vocational Education and Training (TVET) college is expanding their Programme Qualification Mix (PQM) to align with the Occupational Qualifications Sub-Framework (OQSF) governed by the Quality Council for Trades and Occupations (QCTO). Unlike legacy NATED (Report 191) and NC(V) programmes, occupational qualifications at **NQF Levels 2 to 5** (National Occupational Certificates, Higher Occupational Certificates, and National Occupational Diplomas) require lecturers to manage an integrated tripartite model comprising Knowledge, Practical Skills, and Work Experience Modules.

The purpose of this Terms of Reference (ToR) is to appoint a suitably qualified and accredited Skills Development Provider (SDP) or specialist consultancy to design, facilitate, and assess a practical training intervention for TVET college lecturers on administering and managing NQF Level 2–5 occupational programmes from learner enrolment through to External Integrated Summative Assessment (EISA).

2. OBJECTIVES OF THE INTERVENTION

By the end of the training intervention, participating lecturers, senior lecturers, and programme coordinators must be able to:

1. Interpret QCTO curriculum documents and align departmental operations with Skills Development Provider (SDP) accreditation standards.
2. Develop integrated master schedules covering Knowledge, Practical Skills, and Work Experience Modules at NQF Levels 2 to 5.
3. Administer Workplace Integrated Learning (WIL), including host employer vetting, Memoranda of Understanding (MOUs), and learner logbook verification.
4. Manage Portfolio of Evidence (PoE) compilation, internal assessment, moderation cycles, and Statement of Results (SoR) issuance for EISA readiness.

5. Maintain accurate learner records on College Management Information Systems (MIS) and SETA portals to ensure audit compliance and tranche claim accuracy.

3. SCOPE OF WORK

The appointed service provider will be responsible for designing and delivering a 2-day practical, outcomes-based training programme (structured across four progressive modules) covering the core administrative competencies outlined below:

Module 1: Regulatory Framework & Curriculum Architecture

- **Statutory Mandates:** Roles and regulatory oversight of DHET, QCTO, and SETAs under the Occupational Qualifications Sub-Framework (OQSF).
- **Curriculum Unpacking:** Deconstructing QCTO curriculum documents into Knowledge Modules (KM), Practical Skill Modules (PSM), and Work Experience Modules (WEM).
- **NQF Level 2–5 Progression:** Understanding credit structures, notional hours, entry requirements, and articulation pathways across National Occupational Certificates (NQF 2), and Higher Occupational Certificates (NQF 5).
- **SDP Accreditation Compliance:** Institutional accreditation criteria, physical workshop standards, and facilitator, assessor, and moderator registration requirements.

Module 2: Programme Scheduling, Simulation & WIL Administration

- **Integrated Master Timetabling:** Designing cohort master schedules and sequencing KM and PSM prerequisites prior to industry placement.
- **Simulated Work Environments:** Establishing, equipping, and administering simulated work environments where immediate host employer placement capacity is limited.
- **Workshop Resource Control:** Managing practical training consumables, tool inventories, and per-cohort operational budgets.
- **Host Employer Coordination:** Conducting workplace readiness vetting, verifying workplace mentor qualifications, and administering MOUs/SLAs.
- **Logbook & Stipend Tracking:** Issuing, monitoring, and verifying learner workplace logbooks, attendance registers, and monthly timesheets linked to SETA/NSF stipend disbursements.

Module 3: Assessment, Moderation & EISA Workflows

- **Portfolio of Evidence (PoE) Management:** Structuring, indexing, and auditing learner PoEs across Knowledge, Practical, and Work Experience components.
- **Internal Assessment & Moderation:** Executing internal formative and summative assessments, internal moderation cycles, and remediation protocols for Not Yet Competent (NYC) learners.
- **EISA Registration Workflows:** Institutional quality assurance procedures for issuing the Statement of Results (SoR) and registering candidates for the national QCTO EISA.

Module 4: MIS Data Administration, Reporting & Audit Readiness

- **Learner Data Capturing:** Capturing admissions, verifying entry qualifications, and managing cohort records on College MIS platforms (e.g.,ITS) and SETA Indicium portals.
- **Tranche & Financial Compliance:** Aligning attendance records, assessment reports, and PoE completions with SETA/NSF tranche payment milestones.
- **Audit & Record Retention:** Maintaining physical and digital archiving protocols to pass QCTO monitoring visits and DHET/SETA quality audits.

4. DELIVERABLES AND MILESTONES

The appointed service provider must submit and execute the following deliverables within the agreed project timeline:

Deliverable	Description & Quality Standard	Target Timeline
1. Inception Report & Implementation Plan	Detailed daily training schedule, instructional methodology, pre-training diagnostic tool, and resource checklist approved by the College.	Within 2 working days of appointment
2. Customised Training Material Pack	Facilitator Guide, Learner Manuals, and editable administrative templates (master timetable, host employer vetting checklist, logbook tracker, PoE index, EISA checklist).	During training day
3. Interactive Training Delivery	Facilitation of the 2-day practical workshop using actual QCTO NQF Level 2–5 curriculum documents as applied case studies.	Per approved training schedule
4. Competency Assessment & PoE	Practical workplace-simulated assessment of participating lecturers, culminating in individual competency feedback reports.	Final day of training
5. Close-Out Report & Certification	Post-training evaluation report (attendance registers, pre/post assessment scores, SOP recommendations) and Certificates of Competence/Attendance.	Within 10 working days of completion

5. SERVICE PROVIDER & FACILITATOR REQUIREMENTS

Bidders must meet the following mandatory criteria and attach verifiable supporting documentation to their submission:

5.1 Institutional Accreditation & Track Record

- **Accreditation Status:** Valid accreditation as a Skills Development Provider (SDP) with the QCTO or a relevant SETA (attach copy of accreditation letter/certificate).
- **Proven Track Record:** Demonstrable experience in capacitating TVET college academic staff or implementing NQF Level 2–5 occupational programmes (minimum of two contactable reference letters from TVET colleges, SETAs, or accredited institutions completed within the past 3 years).

5.2 Lead Facilitator Qualifications & Experience

- **Academic Qualification:** Minimum NQF Level 6 qualification in Education, Training and Development (ETD) or a relevant technical/vocational discipline (certified copies required).
- **ETQA Registration:** Registered Assessor and Moderator with ETDP SETA, QCTO, or a relevant SETA (attach registration letters).
- **Relevant Experience:** Minimum of five (5) years' direct experience in TVET curriculum management, QCTO programme administration, or SETA quality assurance.

5.3 Mandatory SCM / Statutory Compliance Documents

- **Tax Compliance:** Valid SARS Tax Compliance Status (TCS) PIN.
- **Supplier Registration:** Up-to-date Central Supplier Database (CSD) Summary Report.
- **Preferential Procurement:** Valid B-BBEE Status Level Certificate (SANAS accredited) or sworn affidavit.
- **Standard Bidding Documents:** Duly completed and signed SBD 4 and SBD6.1

6. DURATION, LOGISTICS & TARGET AUDIENCE

- **Training Duration:** Two (2) instructional days. Delivery may be structured as a single continuous block
- **Target Group:** 80 TVET College Lecturers, Senior Lecturers, Programme Coordinators, and Heads of Department (HoDs).
- **Venue & Catering:** To be provided by the College
- **Equipment & Materials:** Participants will bring institutional laptops. The service provider must supply printed participant manuals, workshop stationery, and a USB/cloud toolkit containing all editable administrative templates.

7. EVALUATION CRITERIA

Proposals will be evaluated in accordance with the Preferential Procurement Policy Framework Act (PPPFA) using a two-stage evaluation process:

Stage 1: Functionality / Technical Evaluation (100 Points)

Bidders must achieve a minimum qualifying score of 60 points out of 100 on functionality to advance to Stage 2 (Price and Specific Goals). Bidders scoring below 60 points will be disqualified.

Evaluation Criterion	Sub-Criteria & Evidence Required	Max Points
1. Company Experience & Track Record	Proven experience delivering QCTO/OQSF training in the TVET sector supported by signed reference letters (2 letters = 15 pts; 3+ letters = 30 pts).	30
2. Lead Facilitator Qualifications & Expertise	NQF Level 6+ qualification (10 pts), valid Assessor/Moderator registration (10 pts), and 5+ years' direct QCTO/TVET programme administration experience (15 pts).	35
3. Methodology, Training Plan & Sample Toolkit	Alignment of proposed 2-day training plan with all 4 scope modules (20 pts) and quality of sample NQF 2–5 administrative templates submitted with bid (15 pts).	35
TOTAL FUNCTIONALITY SCORE	**Minimum qualifying threshold to proceed to Stage 2: 60 Points**	**100**

Stage 2: Price and Specific Goals (80/20 Preferential Procurement System)

Qualifying bids will be evaluated on the 80/20 preference point system, where 80 points are allocated for price and 20 points are allocated for Specific Goals in accordance with the college's Supply Chain Management Policy and PPPFA Regulations.

8. PRICING SCHEDULE & SUBMISSION REQUIREMENTS

Interested service providers must submit a complete proposal package containing:

- **Technical Proposal:** Detailed training methodology, day-by-day facilitation plan, and sample administrative templates.
- **Facilitator Credentials:** Comprehensive CV(s) and certified copies of qualifications and Assessor/Moderator registrations.
- **Track Record Evidence:** Copy of QCTO/SETA accreditation letter and signed reference letters.
- **SCM Compliance Pack:** SARS TCS PIN, CSD report, B-BBEE certificate/affidavit, and signed SBD forms.
- **Financial Proposal:** Completed pricing schedule below, quoted in South African Rand (ZAR) inclusive of VAT.

Item	Cost Component Description	Unit / Qty	Total Amount (ZAR)
1	Programme Design, Customisation & Digital Template Toolkit	1 Lump Sum	R
2	Training Facilitation & Practical Assessment (7 Days)	65 Delegates	R
3	Printed Learner Manuals, Stationery & Certificates	1 Sets per delegate	R
4	Facilitator Travel, Accommodation & Disbursements (if applicable)	1 Lump Sum	R
	TOTAL BID PRICE (INCLUSIVE OF 15% VAT)		**R**

9. Submission

RFQ response must be sent via email to: molefi@vuselelacollege.co.za

Contact Mr Raymond Molefi on 018 150 0537