



20 AUGUST 2021

2021-22 DISCRETIONARY GRANTS: CALL FOR APPLICATIONS FROM SUBJECT MATTER EXPERTS TO DEVELOP ASSESSMENT INSTRUMENTS/TOOLS FOR THE SERVICES SECTOR' REGISTERED OCCUPATIONAL QUALIFICATIONS

1. CALL FOR APPLICATIONS

The Services Sector Education and Training Authority (Services SETA) invites suitably qualified and experienced **Subject Matter Experts (SMEs)** to apply for **Discretionary Grant** funding to develop **Assessment Instruments/Tools** for the sector's registered occupational qualifications.

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 bursaries, learnerships, Internships, etc.

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 fund and facilitate the development of the sector's occupational qualifications and create the necessary capacity to conduct quality assurance activities against these qualifications, including conducting the **External Integrated Summative Assessments (EISA)**.

To be able to conduct credible External Integrated Summative Assessments (EISA) against the sector' occupational qualifications, the Services SETA needs to develop a **Bank of Assessment Instruments/Tools** for all the occupational qualifications, against which it has been designated as the Assessment Quality Partner (AQP). To this end, the Services SETA wishes to appoint a panel of **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

The Services SETA wishes to appoint appropriately qualified and experienced **Subject Matter Experts (SMEs)** to partner with in developing **Assessment Tools/Instruments** for the sector's



registered occupational qualifications or those that are in the process of being registered.

- 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 (DQP).
- 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.

Applications are invited from Subject Matter Experts who fit the following criteria:

- 3.1. Hold appropriate qualifications in the field (i.e., hold an appropriate qualification that is, at least, 1 NQF level above the one applied for in the same or similar field, as a minimum).
- 3.2. 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).
- 3.3. 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).
- 3.4. 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).
- 3.5. Applicants to submit a valid Police Clearance Report (not older than 3 months).
- 3.6. Be a South African Citizens (submit certified copy of RSA Identity document), if a foreign national, 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).
- 3.7. 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).



4. QUALIFICATIONS

Applications are invited from Subject Matter Experts in the following fields of study/ occupational qualifications or occupations:



Applications are invited from Subject Matter Experts in the following fields or occupations:

	Qualification Name and ID (<i>where applicable</i>)	NQF Level	Credits	Nature of Qualification Full or Part Qualifications	Status
1	Contact Centre Manager SAQA ID 99687	5	285	Full Qualification	Registered
2	Garden Service Worker SAQA ID 99692	2	69	Full Qualification	Registered
3	Facilities Manager SAQA ID 102147	6	262	Full Qualification	Registered
4	Mortician SAQA ID104621	3	150	Full Qualification	Registered
5	Project Manager SAQA ID 101869	5	240	Full Qualification	Registered
6	Quality Manager	6	270	Full Qualification	Registered
7	Embalmer SAQA ID 117469	6	180	Full Qualification	Registered
8	Embalmer's Assistant SAQA ID 117470	5	54	Part Qualification	
9	Laundry Worker SAQA ID 117369	2	60	Full Qualification	Registered
10	Laundry Sorter SAQA ID 117370	2	23	Part Qualification	
11	Laundry Washer SAQA ID 117371	2	26	Part Qualification	
12	Laundry Finisher SAQA ID 117372	2	28	Part Qualification	
13	Labour Recruitment Manager	4	140	Full Qualification	Registered
14	Beauty Therapist	4	158	Full Qualification	In registration phase
15	Beauty Technologist	3	112	Part Qualification	
16	Body Therapist	4	78	Part Qualification	
17	Manual Skincare Therapist	4	60	Part Qualification	
18	Eye Grooming Therapist	3	38	Part Qualification	
19	Make-Up Consultant	3	47	Part Qualification	
20	Nail Therapist	3	47	Part Qualification	
21	Temporary Hair Removal Therapist	3	48	Part Qualification	
22	Body Care Therapist	3	50	Part Qualification	

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23	Massage Therapist	4	60	Part Qualification	
24	Health Care cleaner	2	74	Full Qualification	In registration phase
25	Labour Inspector	5	205	Full Qualification	In registration phase
26	Office Supervisor	5	240	Full Qualification	In registration phase
27	Real Estate Agent	4	150	Full Qualification	In registration phase
28	Payroll Manager	6	240	Full Qualification	In registration phase
29	Funeral Director	5	160	Full Qualification	In registration phase
30	Image Consultant	5	120	Full Qualification	In registration phase
31	Commercial Cleaner	1	94	Full Qualification	In registration phase
32	Postal Frontline Worker	4	120	Full Qualification	In registration phase
33	Sales and Marketing Coordinator	5	175	Full Qualification	In registration phase
34	Market Research Analyst	5	Unknown	Full Qualification	In registration phase
35	Small Business Consultant / Mentor	5	242	Full Qualification	In registration phase
36	Quality Assurer	5	106	Part Qualification	In registration phase
37	Auctioneer (NQF Level 4)	Unknown	Unknown	Full Qualification	Planned for 2021/2022
38	Business Operations Manager (formerly Generic Management NQF Level 5)	Unknown	Unknown	Full Qualification	Planned for 2021/2022
39	Cleaning Practitioner (NQF Level 3)	Unknown	Unknown	Full Qualification	Planned for 2021/2022
40	Contact Centre Agent NQF (NQF Level 4)	Unknown	Unknown	Full Qualification	Planned for 2021/2022
41	Franchise Manager (NQF Level 5)	Unknown	Unknown	Full Qualification	Planned for 2021/2022
42	Real Estate Agency Principal (NQF Level 5)	Unknown	Unknown	Full Qualification	Planned for 2021/2022
43	Small Business Manager (NQF Level 5)	Unknown	Unknown	Full Qualification	Planned for 2021/2022



5. ASSIGNMENT/ PROJECT DELIVERABLES

5.1. The panel of Subject Matter Experts to develop Assessment Instruments/ Tools for the Services SETA (**Assessors -1 per qualification and Moderators - 1 per qualification**) for each of the listed occupational qualifications}, maybe appointed through an **ENTITY**, or in their **INDIVIDUAL CAPACITY**, and 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 and those that are completed and in registration phases.
 - Produce deliverables as contained and outlined in the **Assessment Specifications** and the **Criteria, Guidelines for External Integrated Summative Assessment (EISA)**, and the **QAS Addendum**.

5.2. ASSESSMENT

The SMEs will specifically fulfil the following responsibilities for each of the listed Occupational Qualifications 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.
- Develop (1) Exemplar/s to be published on the Services SETA website.
- Develop and produce (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.

5.3. MODERATION

The SMEs will specifically fulfil the following responsibilities for each of the listed Occupational Qualifications 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 Moderate the (a minimum of 3) 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.

6. 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 encourages Subject Matter Experts (SMEs) from industry bodies affected by the respective occupational qualifications (i.e., Professional Bodies, Industry Associations etc.) who meet the requirements to apply.



7. DISCRETIONARY GRANTS BUDGET GUIDELINES

The Services SETA seeks to manage the costs of developing Assessment Tools/Instruments. This is necessitated by the varying prices that are charged across the industry for the same outputs. As such, the SETA has determined unit costs per qualification to assist applicants in the preparation of their budget plans.

7.1. ASSESSMENT

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 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.	
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.	

7.2. MODERATION

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 3) 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 Toolkits	
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 as a guideline for applicants for both the **Development** and **Moderation** of Assessment Instruments activities.

8. 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.

9. APPLICATION PROCESS

- The application window will open on **Monday, 23 August 2021 at 08:00 am** and will close on **Monday, 20 September 2021 at 16:00 pm**.
- Please submit all applications to the following e-mail address: SMEapplications@serviceseta.org.za
- Applications submitted, in part or via post, courier, or hand delivery will **NOT** be accepted.
- Late, draft, or incomplete applications 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.



10. 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, if applying through an entity
- Declaration of Interest (Form 1a)
- Declaration of Authorised Person (Form 1b)

Below is a checklist indicating the complete list of documents to be submitted by applicants

The following documents are attached to the application	Yes	No
High-level resume of the applicant (Not more than 5 pages)/ plus company profile (in instances where the application is through an entity)		
Certified copies (not older than 3 months) of appropriate qualifications in the field (refer to Criteria under point 3 (specifications))		
Company registration documents (if application is through an entity)		
Tax clearance certificate		
Reference letters (not less than 3 confirming the claimed years of experience in the field and claimed years of experience in Assessment and Moderation)		
Proof of registration (certificate of registration/registration report) as an Assessor/Moderator (current registration- not expired) relevant to the field/occupation applied for		
Police Clearance Report (not older than 3 months).		
Certified copy of RSA ID (not older than 3 months) or a certified copy of Work a Permit (current – not expired) or a certified copy of Permanent Residency Permit.		
Certified copy of the Certificate of Registration with a Professional Body/ or Proof of Registration with professional body, relevant to the qualification/s applied for (not older than 3 months), where such is required (refer to Criteria under point 3 specifications)		



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

11. APPLICATIONS/ PROPOSAL DETAILS

Applications or proposal from qualifying Subject Matter Experts should, among others, provide:

- High-level resume/s or curriculum vitae of the Expert/s relevant to the occupational qualification applied for.
- 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)