



# Services SETA Tender Briefing 07 Aug 2020

## *Four eLearning Programmes/Courses*



- PROC T600: Appointment of a service provider to develop and pilot an elearning course/programme on **starting a business** (Closes 28-Aug-2020 at 11h00)
- PROC T599: Appointment of a service provider to develop and pilot an elearning course/programme on **non-profit organisational sustainability** (Closes 28-Aug-2020 at 11h00)
- PROC T598: Appointment of a service provider to develop and pilot an elearning course/programme on a **range of entrepreneurial skills** (Closes 27-Aug-2020 at 11h00)
- PROC T597: Appointment of a service provider to develop and pilot an elearning course/programme on **cooperative governance and entrepreneurial mindsets** (Closes 27-Aug-2020 at 11h00)
- Can apply for **ONE** or **MORE**

- 4-month Skills Development Levy Holiday reduces SETA revenue by 33%
- 33% of Services SETA levy revenue is R557 million / R1 672 million
- Economic decline within sectors (reductions in payrolls) may increase losses by up to 50%
- Lockdown affected practical and work experience learning
- Skills development demand has shifted towards short programmes
- Demand for Online Learning has increased
- Access to devices, connectivity and data remains variable
- Entrepreneurship Development is high on the agenda

Focus of Content	Associated target
<b>Cooperative Governance and Entrepreneurial Mindsets:</b> legislative amendments (recent) and implications, legislative and regulatory requirements, governance structures and practices, contractual matters, membership, ownership, ethics, savings and investment, adopting entrepreneurial mindsets, leveraging resources	300 Cooperatives
<b>Entrepreneurial Skills:</b> complex problem solving, critical thinking, creativity, innovation, judgement and decision making, cognitive flexibility, storytelling (pitching and selling)	100 People
<b>Non-profit Sustainability:</b> applying for donor funding, proposal development, donor requirements, donor mapping, diversifying revenue sources/streams, hybrid models, ideation for revenue generation	100 Non-profits
<b>Business Startup:</b> ideation, business concept development, product testing, lean startup methodology	100 Startups

- Part 1: non-credit bearing, self-paced or self-based, with formative assessments. Outcome: Certificate of Completion
- Part 2: learners successful in part 1 have option to progress to credit-bearing, with integrated summative assessments, packaged for NQF level units. Outcome: Certificate of Competence
- Content must be outcomes based and align to unit standards of occupational qualifications
- Content may vary from NQF level 4 to 6, not for qualifying criteria
- Content volume between 35 to 50 credits
- Instructional design principles and strategies applied for interactive online learning experience
- Content accessible from various devices – laptops to smart phones
- Post piloting, Part 1 will be freely available to individuals and entities

- Map curriculum to NQF
- Consult panel of technical experts
- Develop learning material
- Develop multimedia material
- Develop practical/applied/simulation material
- Develop formative assessment material
- Validate through stakeholder engagement

*Skills required: Subject Matter and Learning Material Development experts*

- Format material for digital platform – SCORM compliant or similar
- Customise and align registration functionality to reporting requirements
- Upload material onto Services SETA eLearning Platform
- Enable course evaluation and learner feedback
- Enable or customise all other system functionalities/capabilities required
- Test and validate system

*Skills required: eLearning Instructional Designer and Systems Content Developer (Authoring Tool Expert)*

- Recruit and register learners
- Validate learner information and documentation
- Manage completion of eLearning Programme to achieve minimum number of learners within timeframe
- Generate report on course evaluation and learner feedback

*Skills Required: Project Management*



- Consolidate learner information for reporting to DHET
- Compile and store learner supporting documentation
- Verify 100% of the above records

*Skills Required: Data and Information Management and Data Verification*

- Effect improvements
- Generate report on learner feedback and improvements
- Prepare part 1 close-out report including usage and performance data, and recommendations for improving eLearning Platform

*Skills Required: Learning Material Development expert and Project Management*

- Develop/customise additional registration requirements
- Develop integrated summative assessments for individual NQF level units
- Enable functionality for learner PoE submission
- Enable capability for accredited SDP to assess and moderate learner PoE
- Test for pilot learners from part 1
- Submission of results for external moderation
- Issuing of certificates

*Skills Required: Learning Material Development, eLearning Instructional Design and Systems Content Development (Authoring Tool Expert)*

18 months from October 2020 to March 2022:

- Development phase (deliverables 1 & 2) – October to December 2020
- Implementation phase (deliverables 3 & 4) – January to March 2021
- Improvement phase (deliverable 5) – April to June 2021
- Conversion phase (deliverable 6) – July to March 2022

- Services SETA ECD Division Accountable
- ECD Division to facilitate support from experts, Chamber Operations & ICT
- Project plan and risk mitigation plan
- Status report every two weeks (verbal and in writing)
- Cover project management, briefing, reporting and other costs in budget
- User acceptance of deliverables and sub-deliverables prerequisite for payment
- Bidders to indicate how to remedy deficiencies in final product
- Bidders to consider penalty costs for failure to meet the minimum performance targets within the specified timeframe

- **Client References:** provide three (3) formal testimonials/reference letters for **similar** work/services commissioned
- **Methodology and Project Approach:** motivate ability and propose methodology for each of the six (6) deliverables and sub-deliverables. Ability (proven skills and proficiency) informed by similar work done for other clients. Methodology (process and approach) informed by lessons learnt and efficiency in executing the project plan within the required timeframes
- **Experience and diversity of skills and Human Resources:** demonstrate diversity of skills in table summarising key personnel; each person's highest qualification, experience in years, skills in terms of the minimum set required. Include organogram, showing levels of responsibility and accountability