

TERMS OF REFERENCE FOR CETA PROJECTS

Introduction

These Terms of Reference apply to some of the projects advertised in the CETA's Request for Project Proposals as advertised on the organisation's website.

The specific projects are:

- *PROJECT 014/11-12*
- *PROJECT 015/11-12*
- *PROJECT 016/11-12*
- *PROJECT 017/11-12*
- *PROJECT 018/11-12*
- *PROJECT 019/11-12*

The relevant Terms of Reference are as follows:

PROJECT 014/11-12: Establishment of Skills Development Centres

- Identification of relevant locations
- Analysis of relevant local economies
- Analysis of relevant Integrated Development Plans
- Consultation with local communities
- Consultation with relevant local governments
- Determination of relevant SETAs for possible partnerships
- Conceptualisation of the Centres, including management thereof

PROJECT 015/11-12: CETA Provider Monitoring and Evaluation

- Monitoring and evaluation of private and public providers, learning sites, as well as learnerships, skills programmes and other learning pathways
- Focus on accreditation and Quality Assurance of Learner Achievement
- Data gathering and formulation of Monitoring and Evaluation criteria and indicators
- Determination of provider and programme strengths and weaknesses
- Determination of development, empowerment and support needs of providers, including employers providing workplace training
- Analysis of general compliance with quality assurance requirements
- Development of Monitoring and Evaluation instruments
- Consultation with relevant provider representative bodies
- Transfer of skills to relevant CETA staff
- Writing of Project Report, including recommendations

PROJECT 016/11-12: Development of a Construction Sector Skills Plan (SSP) and Career Guide (for the years 2012 to 2016)

- Development of an SSP development model and plan
- Analysis of CETA WSPs and ATRs past and present
- Research into the sector for a macro view
- Consultation with the Skills Branch in DHET

- Consultation with key employer, voluntary and professional bodies as well as trade unions for micro elements
- Analysis of other research on the sector for referencing and benchmarking
- Analysis of infrastructural development and other national construction plans post-2011 and their skills implications for the sector
- Scenario planning and predictions re the sector
- Development of an implementation plan for career guidance on construction

PROJECT 017/11-12: Development and Delivery of a Skills Development Empowerment Programme for CETA-related Unions

- Consultation with relevant unions
- Analysis of relevant legislation
- Analysis of relevant policies
- Engagement with key employer bodies
- Alignment with NSDS 3
- Recommended delivery model

PROJECT 018/11-12: New CETA Project Management Unit Establishment and Management Support

- Relevant benchmarking
- Development of project management policy and procedures
- Development of a project management strategy
- Review of project commitment schedule

- Provision of support for auditing of current project
- Development of management plan for current projects
- Development of SOPs and relevant templates
- Development of management plan for future projects
- Relevant training and skills transfer
- Alignment with NSDS 3

PROJECT 019/11-12: Review and Auditing of current CETA Core Business Policies and Procedures, as follows:

The expected deliverables in relation to this project are a general analysis and review of the CETA policies and procedures listed hereunder, accompanied by recommendations for their improvement with a view to enhancing the performance of the organisation.

Also required is:

- Relevant benchmarking
- Consultation with internal staff
- Alignment with relevant legislation
- Alignment with relevant policy guidelines from relevant institutions
- Consideration of evolving processes, including those relating to the OCTO and NAMB

The policies and procedures to be reviewed are:

- Research Policy
- Quality Assurance Forms, Guidelines, Policies and Procedures

- Moderation Instruments
- Monitoring Instruments
- Provider Non-Compliance Action Plan
- Internship Application Forms and Contracts
- Site Visit Reporting Template
- Learnership Policy
- Procedures for Learnerships
- Learnership Registration Process Flow
- Learnership Agreement Template
- Learnership Contract of Employment Template
- Learnership Implementation and Monitoring Form
- Mandatory Grant Policy
- Discretionary Grant Policy
- Skills Programmes Policy
- Procedures for Skills Programmes
- Procedures for Apprenticeships
- Guidelines on Workplace Experience Placement
- Bursary Policy