



EMPOWERED TO **INFLUENCE** AND **INSPIRE!**

EXPRESSION OF INTEREST

APPOINTMENT OF A SUBJECT MATTER EXPERT (SME) AND OR A QUALIFICATION DEVELOPMENT FACILITATOR (QDF) OR PROFESSIONAL BODY / ASSOCIATION TO PROVIDE FACILITATION SERVICES, RELATED TO , THE DEVELOPMENT AND REVIEW OF LISTED INSETA OCCUPATIONAL QUALIFICATIONS.

1. Qualification Development or Review

The appointed service provider will partake in the **planning, implementation and post implementation** of related services as meeting the requirements of the Quality Council for Trades & Occupations (QCTO) with a view to submit appropriate documentation to register qualifications .

The following activities shall form part of qualification development/review process:

1. Recruit other industry SMEs or individuals who are subject matter experts to participate as Community Expert Practitioners (CEPs) in developing or reviewing each of the occupational qualifications.
2. Facilitate sessions with Community Expert Providers (CEPs) to develop/review each of the occupational qualifications listed below.

2.1. This includes:

- 2.1.1. The provision of full administration activities during the review of each qualification at the services provider's own cost;
- 2.1.2. Scheduling review meetings with all CEP participants which must include a QCTO representative.
- 2.1.3. Verifying and critiquing existing curriculum documents for each of the qualifications and identify areas for improvement.
- 2.1.4. Verifying and critiquing the qualification document for each of the qualifications to identify improvement areas.
- 2.1.5. Prepare compliant reports and documents for submission to the INSETA and the QCTO for the registration of each developed/reviewed qualification.

Please note: Where necessary, QDF training will be arranged for the appointed SME or professional body.

2.2. Below are the occupational qualifications to be developed:

No.	QUALIFICATION TITLE & NQF LEVEL	SAQA ID	NUMBER OF CREDITS	STATUS
1.	OC: Insurance Administrator NQF L04	-	-	New
2.	OC: Short Term Insurance Practitioner NQF L04	-	-	New
3.	OC: Long-Term Insurance Practitioner NQF L05	-	-	New

NB: Realignment of existing legacy qualifications into occupational qualifications.

2.3. Below are the occupational qualifications to be reviewed:

No.	QUALIFICATION TITLE & NQF LEVEL	SAQA ID	NUMBER OF CREDITS	STATUS
1.	OC: Financial Advisor NQF L06	105026	515	Registered
2.	OC: Investment Advisor NQF L06	105021	213	Registered
3.	OC: Long-Term Insurance Adviser, NQF L05	105022	180	Registered

2.4. Deliverables – Administration

- 2.4.1. Development/review reports for each of the qualifications listed above. The reports are to include proof-reading services as related.
- 2.4.2. Deliver to INSETA hard copies x2 (bound) and an electronic version for each occupation qualification developed/reviewed as listed above.
- 2.4.3. Each qualification developed/reviewed must be packaged and labelled separately for delivery to INSETA.

3. Scope of Work

- 3.1. Maintain and submit to **INSETA** attendance registers for every development / review session for each of the above mentioned qualifications.
- 3.2. Submit a developed/reviewed curriculum scope and profile for each qualification signed-off by all CEP members.
- 3.3. Submit the QAS addendum and qualification documents for each qualification developed/reviewed and signed off by CEP members.
- 3.4. The qualification documents for each qualification must include international comparability.
- 3.5. Submit evidence of verification and sign-off for each of the completed occupational qualifications developed/reviewed.
- 3.6. Capture documents into the QCTO capturing tool and compile reports for each of the developed/reviewed occupational qualifications.
- 3.7. Prepare documents for submission to QCTO, incorporating comments received from QCTO and SAQA during review sessions.

4. Application Process

4.1. Applicants must **only** use the applicable reply/application form to respond to this advert by close of window.

4.2. The following must be attached to the completed reply/application form:

4.2.1. A detailed CV (must include contactable references) of SME Facilitator(s) to be used - showing industry expertise for any or all of the listed qualifications with a minimum 3 years previous experience in developing leaning content/materials.

4.2.2. A detailed CV (must include contactable references) of Proof-Reader(s) - showing previous experience in developing or proof-reading learning content/materials.

5. Application Submission Instructions

- a) Completed expression of interest forms, can be emailed to etgarsvp@inseta.org.za clearly stating the subject reference on the email subject line, on or before the submission due date.

5. Enquires

- a) Application enquires can be forwarded to Mr Nyiko Maholobela at etgarsvp@inseta.org.za

Applications will close on the 31st January 2023.