



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

**EXPRESSION OF INTEREST – REPLY/APPLICATION FORM  
DG 2022/23**

**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. ORGANISATIONAL DETAILS**

<b>Legal Name:</b>	<b>Company Registration Number:</b>	<b>Vat Reg Number:</b>	<b>Province:</b>

**2. CONTACT DETAILS:**

	<b>Full Name &amp; Designation</b>	<b>Telephone Number</b>	<b>Cellphone Number</b>	<b>Email address</b>
<b>Programme Coordinator</b>				
<b>Official authorized representative who will sign the funding contract</b>				

**3. DELIVERABLES AND ACTIVITIES**

Item	Activity	Evidence Required
<p><b>1. Development/Realigning Existing Legacy Qualifications to Occupational Qualifications</b></p>	<p>1.1. 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.</p> <p>1.2. Facilitate sessions with Community Expert Providers (CEPs) to develop each of the occupational qualifications listed.</p> <p>1.3. Prepare compliant reports and documents for submission to the <b>INSETA</b> and the <b>QCTO</b> for the registration of each developed qualifications</p>	<p>1.1.1. A detailed CV (must include contactable references) of Subject Matter Expert Facilitator(s) to be utilized - showing industry expertise for any or all listed qualifications with minimum 3 years previous experience in developing leaning content/materials.</p> <p>1.1.2. A detailed CV (must include contactable references) of Proof-Reader(s) - showing previous experience in developing or proof-reading learning content/materials.</p> <p>1.1.3. Evidence of previous qualification or training content development.</p> <p>1.2.1. Maintain and submit to <b>INSETA</b> attendance registers for every qualification development session for each of the above-mentioned qualifications.</p> <p>1.2.2. Provide Qualification Development reports for each of the qualifications listed above as per the scope of work.</p> <p>1.2.3. Deliver to INSETA hard copies x2 (bound) and an electronic version for each occupation qualification developed as listed.</p>

		<p>1.2.4. Deliver to the INSETA Final Qualification Development reports which are to include a report confirming proof-reading of developed qualification content.</p> <p>1.3.1 Prepare documents for submission to QCTO, incorporating comments received from QCTO and SAQA during review sessions.</p>
<p><b>2. Review registered/existing occupational qualifications</b></p>	<p>2.1. 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.</p> <p>2.2. Facilitate sessions with Community Expert Providers (CEPs) to develop/review each of the occupational qualifications listed.</p> <p>2.3. Prepare compliant reports and documents for submission to the <b>INSETA</b> and the <b>QCTO</b> for the registration of each developed/reviewed qualification.</p>	<p>2.1.1. A detailed CV (must include contactable references) of Subject Matter Expert Facilitator (s) to be used - showing industry expertise for any or all listed qualifications with minimum 3 years previous experience in developing leaning content/materials.</p> <p>2.1.2. A detailed CV (must include contactable references) of Proof-Reader(s) - showing previous experience in developing or proof-reading learning content/materials.</p> <p>2.1.3. Evidence of previous qualification or training content development.</p> <p>2.2.1. Maintain and submit to INSETA attendance registers for every qualification review session for each of the above-mentioned qualifications.</p> <p>2.2.2. Provide Qualification Development reports for each of the reviewed qualifications listed above as per the scope of work.</p> <p>2.2.3. Deliver to INSETA hard copies x2 (bound) and an electronic version for each reviewed occupation</p>

		<p>qualification as listed.</p> <p>2.2.4. Deliver to the INSETA Final Qualification Development reports which are to include a report confirming proof-reading of developed qualification content.</p> <p>2.3.1. Prepare documents for submission to QCTO, incorporating comments received from QCTO and SAQA during review sessions.</p>
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**QUOTATION PRICE****QUALIFICATION DEVELOPMENT/REALIGNMENT:**

No.	Name of Occupational Qualification Title to be Developed	SAQA ID Number	NQF Level	Total Price per Qualification to be developed (full set)
1.	OC: Insurance Administrator NQF L04 = 4 Part Qualifications	-	L4	
2	OC: Short Term Insurance Practitioner NQF L04 – 4 x Part Qualifications	-	L4	
3	OC: Long-Term Insurance Practitioner NQF L05 – 4 x Part Qualifications	-	L5	
Vat @15%				
Total Quotation Price				

**NB: Quotes include development, administration and delivery of full sets to INSETA (2 x hard copies & Electronic version)**

**QUALIFICATION REVIEWING:**

No.	Name of Occupational Qualification Title to be Reviewed	SAQA ID Number	NQF Level	Total Price per Qualification to be reviewed (full set)
1.	OC: Financial Advisor NQF L06	105026	L6	
2	OC: Investment Advisor NQF L05	105021	L5	
3	OC: Long-Term Insurance Adviser	105022	L5	
Vat @15%				
Total Quotation Price				

**NB: Quotes include development, administration and delivery of full sets to INSETA (2 x hard copies & Electronic version)**

All attachments to support application requirements must be clearly labelled and include the name of qualification (s) and services being responded to. Application enquires can be forwarded to Mr Nyiko Maholobela at [etqarsvp@inseta.org.za](mailto:etqarsvp@inseta.org.za) on or before the closing date.