

EXPRESSION OF INTEREST

Appointment of Professional Bodies or Associations to Develop learner materials for listed Occupational Qualifications

Development of EISA examination instruments/tools

The learner materials comprise of:

- Learner guides/workbooks
- Logbooks for workplace and practical modules
- Formative assessment instruments
- Recognition of Prior Learning (RPL) guidelines
- Other supplementary and supporting resources.

QUALIFICATION TITLE & NQF LEVEL	SAQA ID	NUMBER OF CREDITS	STATUS
1. Insurance Agent: Insurance Underwriter NQF Level 5	117329	163	Registered
2. Health Care Benefits Advisor NQF Level 5	105030	102	Under review
3. Employee & Pension Fund Benefit NQF Level 5	105025	110	Under review

Related Administration:

- Development reports for each of the qualification listed above. The report to include proof-reading services as related.
- Deliver to INSETA 2 hard copies (binded) & electronic version for each occupation qualification developed as listed above.
- For ease of delivery to INSETA, packaging and labelling of materials for each of the qualifications developed.

SCOPE OF WORK:

- a. Develop full set/content of learner materials against modules as aligned to the approved curriculum.
- b. Supply any supplementary materials and resources that would ensure learner full exposure to literature related to the occupational requirements.
- c. Develop learner evidence collection tools/templates i.e., workplace logbooks, guidelines etc for the learner Port of Evidence (PoE).
- d. The Developed materials and resources must lead to a full set of learner materials adopted by INSETA for use by Skills Development Providers (SDPs) to implement Occupational Qualifications.
- e. Any prospective applicant SME or Professional Body/Association must use **only** the applicable reply/application form to respond to this advert by close of advert window. The learner materials must comply with the demands of the related qualification curriculum for each of the qualifications.
- f. The SME must submit to INSETA a project plan highlighting development timeline to completion.

APPLICATION PROCESS



- Applicants must use **only** the applicable reply/application form to respond to this advert by close of window. The following must be attached to the completed reply/application form:
- Profile of Developer(s) - showing industry expertise for any or all listed qualifications with minimum 3 years previous experience in developing leaning content/materials.
- Profile of Proof-Readers - showing previous experience in developing or proof-reading learning content/materials.

APPLICATION SUBMISSION INSTRUCTIONS

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

ENQUIRES

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

APPOINTMENT OF PROFESSION BODIES/ASSOCIATIONS IN THE SECTOR FOR THE PROVISION OF SERVICES TO ASSESS/MARK AND MODERATE EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA) EXAMINATION SCRIPTS FOR REGISTERED OCCUPATIONAL QUALIFICATIONS FOR A PERIOD OF 2-YEARS WITH MAXIMUM OF SIX EISA EXAMINATIONS SCHEDULED FOR THE DURATION

NB: SERVICES WILL BE UTILISED AS AN WHEN REQUIRED

1. Related Administration:

1.1 Provision of services (**as at when required: 2-year appointment**) to assess/mark and moderate examination scripts for the following list of registered Occupational Qualifications:

SAQA ID Code	Qualification Title
91784	Occupational Certificate: Insurance Agent – Insurance Underwriter
117329	Occupational Certificate: Insurance Agent – Insurance Underwriter (REVIEWED)
99668	Occupational Certificate: Claims Administration – Claims Assessor
105026	Occupational Certificate: Financial Advisor
105030	Occupational Certificate: Health Care Benefits Advisor
105022	Occupational Certificate: Long-Term Insurance Advisor
105025	Occupational Certificate: Employee and Pension Fund Benefits Advisor
105021	Occupational Certificate: Investment Advisor

1.2 Related Administration:

- Develop marking and moderation reports for each of the examination qualifications marked/moderated.
- Prepare, attend and present results at examination results adoption panel meetings as scheduled by INSETA for each examination marked/moderated.

2. SCOPE OF WORK

The appoint PROFESSIONAL BODY/ASSOCIATION will be required to successfully complete the following assignments:

1. Ensure that Industry Experts/Subject Matter Experts with relevant experience are available to undertake the project.
2. Assess/mark 100% scripts for each of the (any or all) occupational qualifications listed as per the table above.
3. Moderate a minimum 30% of the scripts for each of the occupational qualifications as per table above.

4. Develop marking and moderation reports for the script marking process as conducted for each of the occupational qualifications marked/moderated.
5. Meet scheduled deadlines in terms of marking and / or moderation of examination scripts as allocated.
6. Provide any other related administrative services i.e. completing mark sheets, non-disclosure agreements etc.
7. Develop and submit a project closure report highlighting the successes and challenges experienced during the script marking process.

3. APPLICATION PROCESS



- Applicants must use **only** the applicable reply/application form to respond to this advert by close of window. The following must be attached to the completed reply/application form:
- Profile of script Marker(s) - showing industry expertise for any or all listed qualifications with minimum 3 years relevant-work experience in the occupation.
- Profile of script marking Moderator(s) - showing industry expertise for any or all listed qualifications with minimum 3 years relevant work-experience in the occupation.

4. APPLICATION SUBMISSION INSTRUCTIONS

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5. ENQUIRES

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

SECTION C

APPOINTMENT OF PROFESSIONAL BODIES/ASSOCIATIONS TO DEVELOP INSTRUMENTS & TOOLS (FOR IMPLEMENTATION OF EXTERNAL INTERGRATED SUMMATIVE ASSESSMENTS (EISA) EXAMINATIONS FOR REGISTERED OCCUPATIONAL QUALIFICATIONS – BANK OF 10 x SETS OF QUESTION PAPERS PER OCCUPATIONAL QUALIFICATION AND RELATED MODEL ANSWERS

SERVICES INCLUDE DEVELOPING ANSWER BOOK TEMPLATES & THE REQUIRED ADMINISTRATION FOR EACH QUESTION PAPER DEVELOPED IN THE SET

1. DELIVERABLES

1.1 Development of EISA examination instruments/tools

Develop banks of 10 x unique EISA ready examination instruments/tools for each of the registered Occupational Qualifications – see list of qualifications below.

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105021	Occupational Certificate: Investment Advisor

1.2 Related Administration:

- Develop instrument and moderations reports for each of the question papers as well as model answer for each bank.
- Develop answer book templates for each question paper developed and sign a declaration for confidentiality/non-disclosure.

2. SCOPE OF WORK

Develop banks of EISA Instruments/Tools for each of the listed occupational qualifications:

1. Develop a bank of 10 x unique EISA ready instruments (question papers) for each of the listed OQs.
2. Develop a bank of 10 x unique EISA ready tools (model answers) for each of the OQs listed above.
3. Develop relevant exam script answer books/templates that candidates will use when writing examinations for each of the qualification paper developed.
4. Develop relevant development and moderation reports for each of the question papers developed within a bank.
5. The instruments/tools must comply with the Qualification Assessment Specification (QAS Addendum) for each OQ. The QAS addendum is a blueprint used to develop instruments for each OQ. The QAS addendum will be provided by INSETA to the selected SME(s).
6. The SME must submit to INSETA a project plan highlighting development timelines.
7. The SME must also be prepared to sign an INSETA confidentiality agreement. The confidentiality agreement will be provided by INSETA to the selected SME(s).

3. APPLICATION PROCESS



- Applicants must use **only** the applicable reply/application form to respond to this advert by close of window. The following must be attached to the completed reply/application form:
- Profile of Instrument Developer(s) - showing industry expertise for any or all listed qualifications with minimum 3 years relevant-work experience in the occupation.
- Profile of Instrument Development Moderation - showing industry expertise for any or all listed qualifications with minimum 3 years relevant work-experience in the occupation.

4. APPLICATION SUBMISSION INSTRUCTIONS

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5. ENQUIRES

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