

**EXPRESSION OF INTEREST – REPLY/APPLICATION FORM**

**DG 2024/25**

APPOINT AN SUBJECT MATTER EXPERT (SME) OR A QUALIFICATION DEVELOPMENT FACILITATOR (QDF) OR PROFESSIONAL BODY OR ASSOCIATION TO PROVIDE SERVICES OF FACILITATING THE DEVELOPMENT AS WELL AS REVIEW OF LISTED INSETA OCCUPATIONAL QUALIFICATIONS. WHERE NECESSARY.

1. **ORGANISATIONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Legal Name:** | **Company Registration Number:** | **Vat Reg Number:** | **Province:** |
|  |  |  |  |

1. **CONTACT DETAILS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Full Name & Designation | **Telephone Number**  | **Cellphone Number** | **Email address** |
| **Programme Coordinator**  |  |  |  |  |
| **Official authorized representative who will sign the funding contract**  |  |  |  |  |

1. **DELIVERABLES AND ACTIVITIES**

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| --- | --- | --- |
| **Item** | **Activity** | **Evidence Required** |
| 1. Development/Realigning Existing Legacy Qualifications to Occupational Qualifications
 | * 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.
* Facilitate sessions with Community Expert Providers (CEPs) to develop/review each of the occupational qualifications listed.
* Prepare compliant reports and documents for submission to the QCTO for the registration of each developed/reviewed qualification.
 | * Profile of SME 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.
* Profile of Proof-Reader(s) - showing previous experience in developing or proof-reading learning content/materials.
* Evidence of previous qualification or training content development.
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| 1. Review registered/existing occupational qualifications
 | * 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.
* Facilitate sessions with Community Expert Providers (CEPs) to develop/review each of the occupational qualifications listed.
* Prepare compliant reports and documents for submission to the QCTO for the registration of each developed/reviewed qualification.
 | * Profile of SME 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.
* Profile of Proof-Reader(s) - showing previous experience in developing or proof-reading learning content/materials.
* Evidence of previous qualification or training content development.
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**QUOTATION PRICE**

**QUALIFICATION DEVELOPMENT/REALIGNMENT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name of Occupational Qualification Title to be Developed/Reviewed** | **SAQA ID Number** | **NQF Level** | **Total Price per Qualification to be developed (full set)** |
| **1.** | **REVIEW:**OC: Insurance Agent - Insurance Underwriter (117329) | **117329** | **5** |  |
| **2** | **REVIEW:**OC: Professional Principal Executive Officer (Retirement Fund Trustee) 99574 | **99574** | **6** |  |
| **3** | **REVIEW:**OC: Professional Principal Executive Officer (93602) | **93602** | **7** |  |
| **4** | **DEVELOP:**OC: Professional Principal Executive Officer (Trainee Trustee - **New Entry Level**) NQF L04. | **New** | **4** |  |
| **Vat = 15%** |  |
| **Total Quotation Price** |  |

**NB:** quotes include review/development, administration and submission of reports compliant with QCTO requirements.

This application and all requested attachments to support the application must be forwarded to etqarsvp@inseta.org.za on or before the closing date.