



APPOINTMENT OF A SUBJECT MATTER EXPERT/S TO DEVELOP LEARNING MATERIAL FOR THE FOLLOWING OCCUPATIONAL HEALTH AND SAFETY (OHS) QUALIFICATIONS:

SAQA ID	Qualification Title	NQF Level	Number of Credits
121527	Occupational Health and Safety Practitioner	5	120
121929	Occupational Health and Safety Officer	5	120
121930	Occupational Health and Safety Assistant	4	44

Our Vision: the creation of a skilled workforce to meet the health and social development needs of all South Africans.

Our Mission: The HWSETA endeavours to create and implement an integrated approach for the development and provision of an appropriately skilled workforce that will be empowered to render quality health and social development services that are comparable to world-class standards.

APPOINTMENT OF A SUBJECT MATTER EXPERT/S TO DEVELOP LEARNING MATERIAL FOR THE 121527: OCCUPATIONAL HEALTH & SAFETY PRACTITIONER; 121929: OCCUPATIONAL HEALTH AND SAFETY OFFICER; 121930: OCCUPATIONAL HEALTH AND SAFETY ASSISTANT

THE SCOPE OF WORK TO DEVELOP THE LEARNING MATERIALS PER QUALIFICATION ARE AS FOLLOWS:

- Formative assessments per knowledge modules
- Facilitator guides
- Learner guides
- Workplace guidelines
- Practical guidelines
- Mentoring guidelines
- Framework for the summative assessments

GENERAL REQUIREMENTS:

- An understanding of the occupational qualifications sub-Frameworks (OQSF).
- Teaching knowledge and experience in Occupational Health and Safety
- Previous work in the development of learning material.

- An understanding of how occupational qualifications are developed and implemented.
- Experience in the development of Learning Material.
- Knowledge of the Occupational Health and Safety Sector needs and the specific skills required by stakeholders.

QUALIFICATIONS REQUIREMENTS

For the Occupational Health and Safety background:

- Qualifications:
Diploma or Degree in Occupational Health and Safety (OHS)
- Experience
 - 3 years in occupational health and safety environment at management level
 - 3 years in developing learning material
 - 2 contactable reference letters for the development of learning material
- Professional registration:
Registered with applicable professional/regulatory bodies e.g. SAIOSH
- Sector experience:
Prior work with HWSETA, QCTO, or related sector bodies
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SPECIAL REQUIREMENTS TO ACCOMPANY THE APPLICATION:

- Application letter (clearly specifying what one is applying for e.g.)
- Curriculum Vitae (CV) reference to Education within the Occupational Health and Safety
- Two contactable references on learning material development
- Diploma or Degree in Occupational Health and Safety
- Proof of registration on Central Supplier Database (CSD)
- A valid Tax pin
- A valid B-BBEE certificate
- An SBD 4 form
- Quotation of the required services (development and moderation of assessment instruments or both)

FUNCTIONALITY REQUIREMENTS

Note: that bids will be evaluated on functionality separately first. Bids scoring less than 70% on functionality will not be considered further in the evaluation of price and HWSETA specific goals and will be disqualified.

All bidders will be evaluated on the criteria indicated hereunder

1. Functionality	Points awarded
Criteria 1: 1.1 Education (Degree /, Diploma) (10 points diploma; 15 points Degree)	15 points
Criteria 2: 2.1 3yrs Occupational Health and Safety experience or related workplace (20 points for 3yrs and more; 15 points for 2 years and 5 points for 1 year)	20 points
Criteria 3: Development of learning material experience 25 points for developing learning material for 3 qualifications 0 points for less than 3 qualifications	25 points
Criteria 4: 4.1 Two (2) X signed and dated contactable reference letters on development of learning material (7,5 per reference letter)	15points
Criteria 5 Professional registration with the Occupational Health and Safety regulatory/professional body in terms of qualification (10 point for registration; 0 point no registration)	10 points
Criteria 6: 3 yrs Teaching, facilitation, training, lecturing experience in the Occupational Health and Safety Sector 15 points for 3 years' experience 10 points for 2 years' experience 5 points for 1 year experience	15 points
TOTAL	100 points
2. TOTAL POINTS FOR PRICE	80

3. POINTS FOR HWSETA Specific Goals	20
51% - 100% Black (3) Less than 51% (0)	3
30% - 100% Women Ownership (3) Less than 30% (0)	3
30% - 100% Youth (5) Less than 30% (0)	5
20% or more Owned by people living with disability (4) Less than 20% (0)	4
All SMEs and QSEs (5)	5

The closing date: **Tuesday, 05 May 2026**

Applications sent to Ms. Mbalenhle Baloyi on email mbalenhleb@hwseta.org.za (011) 607 6981