



PLACING AN ADVERT TO APPOINT A SUBJECT MATTER EXPERT (SME) TO REVIEW ONE (1) OCCUPATIONAL QUALIFICATION AND ONE (1) PART-QUALIFICATION:

SAQA ID	Qualification Title	NQF Level	Number of Credits
104779	Occupational Certificate: Home Based Personal Care Assistant	2	68
104792	Occupational Certificate: Home based Personal Care Worker	3	135

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 (SME) TO REVIEW ONE (1) OCCUPATIONAL QUALIFICATION AND ONE (1) PART-QUALIFICATION
OCCUPATIONAL CERTIFICATE: HOME BASED PERSONAL CARE WORKER WITH SAQA ID 104792 AND OCCUPATIONAL CERTIFICATE: HOME BASED PERSONAL CARE ASSISTANT WITH SAQA ID 104779**

REQUIREMENTS:

- An understanding of the occupational qualifications sub-Frameworks (OQSF).
- An understanding of how occupational qualifications are developed and implemented.
- Experience in developing occupational qualifications.
- To provide a project plan and schedule
- To complete the review of the qualification/s within a six-month time frame.
- To prepare and facilitate the development of all sessions in line with QCTO processes.
- To develop occupational profiles
- To develop and complete the following documents.
 - i. **Qualification documents**
 - ii. **Curriculum documents**
 - iii. **External assessment specifications**
 - iv. **RPL Toolkit**

v. Qualification Assessment Specification (QAS) blueprint

vi. Process and progress reports

vii. Checklist for evaluation of qualification

- To submit the completed curriculum to the HWSETA within the stipulated timeframe
- To compile a separate report relating to the analysis of the sector and a recommended implementation plan/ as per HWSETA directive
- Follow up and liaise with QCTO where necessary.
- To provide support to the HWSETA where it is deemed necessary.

QUALIFICATIONS REQUIREMENTS

- **Qualifications:**
- Diploma or Degree in Education or related field.

WORK EXPERIENCE:

- **Experience:**
- Minimum 2 years' experience in the development of occupational qualifications

SECTOR EXPERIENCE:

- **Sector experience:**
- Prior work with relevant sector bodies (i.e. SETAs, Public or private institutions etc)

SPECIAL REQUIREMENTS TO ACCOMPANY THE APPLICATION:

- Project plan and timelines/schedule
- Three reference letters for qualifications developed from e.g. SETA's or other institutions
- Completed curriculum document
- Diploma or Degree in Education or related field
- Detailed Curriculum Vitae (CV) with specific reference to qualifications development
- SAQA registered qualification document for qualification/s that the SME has developed.
- Agreement (MOU) between the project manager and the owner of the business if the expert is contracted by the Director of the company.

- Proof of Central Systems Database (CSD)
- A valid Tax pin
- A valid BBBEE certificate
- An SBD form signed by (only the Director of the company)
- **Note: HWSETA will not do business with persons who are employed by the public sector.**
- Quotation of the required services

Please use the below table to guide you when preparing the quotes. The cost must be separated per qualification.

Deliverables		Estimated cost contract for 18 months contract	
Review of Occupational Qualification and Part-qualification	Number of occupational qualifications	Cost per qualification	Total cost
Occupational Certificate: Home based Personal Care Worker (Qualification)	1		
Occupational Certificate: Home Based Personal Care Assistant (Part-qualification)	1		

FUNCTIONALITY REQUIREMENTS

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

All bidders will be evaluated on the criteria indicated hereunder

1. Functionality	Points awarded
Criteria 1: Provide a detail project plan with schedule and implementation dates 1.1 20 points for a detailed project plan 1.2 10 points for undetailed project plan 1.3 0 point for no project plan	20 points

Criteria 2: Provide three signed reference letters for qualifications/ skills programmes developed. 2.1 10 points for each reference letter 2.2 0 point for no reference letter	30 points
Criteria 3: Evidence of one (1) completed curriculum submitted to QCTO (provide a complete curriculum document) 3.1 15 points for the curriculum document submitted 3.2 0 point for no curriculum document submitted	15 points
Criteria 4: Provide a detailed CV with experience in qualification development 4.1 20 points - 4 and more years 4.2 15 points – 3 to 4 years 4.3 10 points- 2 to 3 years 4.4 0 points - for less than 2 years	20 points
Criteria 5: Provide proof that the developed qualification/s is already registered with SAQA. 5.1. 5 points per registered qualification (maximum of 3 qualifications) 5.2 0 point for no registered qualification with SAQA	15 points
TOTAL	100 points

All providers that passed functionality criteria will further be evaluated on Price and HWSETA specific goals.

TOTAL POINTS FOR PRICE	80
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HWSETA Specific Goals	
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51% - 100% Black (3) Less than 51% (0)	3
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30% - 100% Women Ownership (3) Less than 30% (0)	3
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30% - 100% Youth (5) Less than 30% (0)	5
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20% or more Owned by people living with disability (4) Less than 20% (0)	4
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All SMEs and QSEs (5)	5
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TOTAL POINTS FOR HWSETA SPECIFIC GOALS	20
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The closing date: **31 August 2026**

Applications sent to Ms. Mbalenhle Baloyi on email
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