



XXX PROVINCE OR MUNICIPALITY

INVITATION FOR TRAINING ON XXXXX CONTRACTOR DEVELOPMENT PROGRAMME

XXXXX Province or
Municipality LOGO

The XXXXX Province or Municipality is embarking on a contractor-training programme that is part of the Expanded Public Works Programme. This is structured as a learnership programme and is a joint initiative of the XXXXX Province or Municipality, National Department of Public Works and the Construction Education and Training Authority (CETA). The programme intends to develop emerging contractors into fully-fledged contractors able to execute labour-intensive projects. The emphasis of the programme is to develop entrepreneur, business and technical skills.

SELECTION CRITERIA

A. Requirements for Applicants

1. The applying contractor must be willing to form a new closed corporation for the purposes of the Learnership and will have 100% shareholding of the closed corporation formed. The applying contractor should indicate the preferred name of the closed corporation to be formed.
2. The applying contractor needs to apply as a team of three persons: one manager who will enter a NQF level 2 manager learnership and two site supervisors who will enter a NQF level 4 site supervisor learnership.
3. The person applying as a **contractor** should meet the following requirements:
 - Be literate and numerate.
 - Have academic qualifications of Grade 10 (Standard 8) or higher. (Applicants with qualification below Grade 10 should obtain Recognition of Prior Learning and submit before the closing dates).
 - Be willing to enter into a full time up to two-year learnership contract for Construction Contractor NQF Level 2.

In the event that the total number of applicants who meet the above bulleted requirements are less than the total number of available learnership programme contractor positions, the XXXX Province or Municipality, National Department of Public Works, and the Construction Education and Training Authority may agree to short-list applicants, who do not meet the above criteria, to the learnership programme, on the basis of reasons that are open, transparent, and objectively reasonable.

4. The two persons applying as **site supervisors** should meet the following requirements:
 - Be literate and numerate.
 - Have academic qualifications of Matric (Grade 12) or higher. (Applicants with qualification below Matric should obtain Recognition of Prior Learning and submit before the closing dates).
 - Be willing to enter into a full time, up to two-year learnership contract for Construction Site Supervisor at NQF Level 4.
 - Be employed by the contractor for at least the learnership agreement.
 - Preference will be given to applicants who have attended a Tertiary / Technical Civil Engineering courses.

In the event that the total number of applicants who meet the above bulleted requirements are less than the total number of available learnership programme site supervisor positions, the XXXX Province or Municipality, National Department of Public Works, and the Construction Education and Training Authority may agree to short-list applicants, who do not meet the above criteria, to the learnership programme, on the basis of reasons that are open, transparent, and objectively reasonable.

B. B- Affirmative Action Criteria

Applications will be evaluated according to the following affirmative action criteria:

- At least 85% of the selected learners should be historically disadvantaged individuals
- At least 50% of the selected learners should be women and/or disabled.
- At least 50% of the learners should be youth (younger than 35 years).

In the event that the total number of applicants who meet the above bulleted requirements are less than the total number of available learnership programme positions, the XXXX Province or Municipality, National Department of Public Works, and the Construction Education and Training Authority may agree to admit applicants to the learnership programme, with the above desired affirmative action criteria not met, on the basis of reasons that are open, transparent, and objectively reasonable.

C. Experience of applicants

This learnership programme targets those people, within the affirmative action framework described above, that will have the best chances of succeeding as a small contractor. The following characteristics of applicants will therefore count in their favour in the selection process:

- Experience in the construction or contracting sector
- Experience in owning/ running or managing a business
- Higher qualifications than the minimum specified
- Access or ownership of capital or assets that would be useful for the contracting company.

D. Completion of Forms

All the forms listed on the application form must be completed. Non-completion or non-submission of these forms will result in disqualification.

E. Written Assessments

Short-listed applicants will be required to sit a written assessment.

F. Evaluation

Final selection will be done based on (i) desk top evaluation, (ii) written assessments and (iii) interviews. The following weightings will apply:

Phase 1: Desk top evaluation

- Affirmative action: 10%
- Experience: 10%
- Qualifications: 5%
- Location: 5% (discretion of the XXXX Province or Municipality)

Phase 2: Written Assessments

- Written Assessments Results: 20%

Phase 3: Interview

- Interview: 50% (Qualification ¹/₇; Experience ¹/₇; Staff Supervision / Leadership Skills ¹/₇; Contract Management ¹/₇; Learnership Interest ¹/₇; Technical ¹/₇; English I ¹/₇)

G. Available Learnership Programme Positions

Learners will be called upon only when the XXXX Province or Municipality) require candidates.

H. Compulsory briefing sessions will be held as follows:

Region	Venue	Date	Time
XXXXX	XXXXX	XXXXX	XXXXX
Closing Date:	XXXXX	Time:	XXXXX
Place of submission:	XXXXX		

NB: Application forms will only be distributed at these compulsory meetings and people who do not attend compulsory meeting will be disqualified.

Enquiries: Contact XXXXX at XXXXX