



TERMS OF REFERENCE

Training and Development Services
at Chrysalis Academy

Issued by:	Chrysalis Academy
Closing for proposal:	11 May 2022
Contact person:	George van der Berg
Contact Details:	021 712 1023 / george@chrysalisacademy.org.za

1. Introduction

Chrysalis Academy is an academy geared towards the development of young adults between the ages of 18-25. It provides a platform for youth to deepen their resilience and unleash their potential through mental, physical, emotional and spiritual development, enabling them to be role models and agents of positive change. The academy is a registered non-profit organisation which is governed by a Trust.

Chrysalis Academy's **Vision** is to become:

A recognised global leader in holistic youth development.

The CA offers a residential programme over three months, which consists of various phases: an **orientation phase** of three weeks, an **outdoor phase** of two weeks; a **technical and vocational phase** of four weeks and a **three-week community and exit phase**. Upon graduation, students are placed in a 12-month work placement to gain work experience. They are also provided with five years after care support. Chrysalis Academy students are not homogenous, and their qualifications range from a minimum Grade 9 to Matric, as well as a post matric qualification. The Academy has three (3) intakes per year - **2 male** intakes and **1 female** intake. Students select which skills phase they wish to register for, based on interest or prior learning and experience.

The Academy is accredited with the ETDP SETA: National Certificate in Youth Development

2. Purpose

The Academy seeks to appoint Training Providers to deliver both accredited and non-accredited Skills Courses in the listed areas in 3.2 below.

The skills phase takes place over a **4-week period** as part of the 3-month programme as listed in 3.1 below.

The Academy therefore requests proposals from service providers to be appointed for the duration of the **2022/23 financial year** accommodating the 3 course intakes per year.

3. Scope of Work

3.1. Skills Phase Courses

The following skills phase courses are offered at the Chrysalis Academy:

1. Early Childhood Development

2. Hair Skills Training and related courses

- Hair Skills
- Barbering and Grooming
- Nail Technician
- Massage Therapy

3. Office Administration

- Including Computer Fundamentals: MS Office.

4. Technical Training

- Electrical Circuitry

5. Coding

- MTA HTML5 Application Development Fundamentals.

6. Nature Conservation

7. Sewing Skills

- Basic and Advance Sewing Skills.

8. Call Centre Training

- Customer and Sales based training.

9. Skills outside of Skills Phase: These will be offered over weekends:

- Computer Literacy Programs.
- Community Sport and Fitness Training.
- Art and Photography Classes.
- Dance Classes.
- Learn to Swim Skills.

3.2. Skills Phase Content

The skills phase offering needs to be based on the learning outcomes, unit standards or aligned unit standards per course. Formative and summative assessments must take place during the 4-week period. Practical site visits or assessments off-site may take place by prior arrangement. In addition, Career Guidance and Coaching would be a welcome area of support offered by the Service Provider as part of the training offering.

3.3. Skills Phase programme structure:

The Skills Phase Programme should include Study Skills, Entrepreneurial Training and Career guidance for all students. We will also do some more advance Entrepreneurial Training.

- Classes take place from Monday to Friday, 09h00 to 15h00 every day.
- Each day includes the following breaks:
 - Tea break at 10h30 to 11h00;
 - Lunch break from 12h30 to 13h30;
 - Class resumes at 13h30;
 - Class ends at 15h00.

3.4. Skills Phase Venues

Skills Training takes place on the Academy's premises. There are a number of training venues, an Academic Block, Computer Laboratory and Technical Workshops. Some off-site classes, practical classes and assessments are allowed to take place. A **COMPULSORY SITE VISIT IS REQUIRED FOR ANY NEW SERVICE PROVIDERSUBMITTING A PROPOSAL(S). FOR THIS PURPOSE, KINDLY SET-UP AN APPOINTMENT WITH MR GEORGE VAN DER BERG AT TEL NR 021 7121023.**

3.5. Number of Students per course

The number of students enrolled per skills phase course varies with each course. It is dependent on learner interest, the industry requirements in terms of the facilitator-learner ratio as well as the venue or workshop constraints. Below is a guideline of the number of maximum number of students that can be accommodated per course based on venue suitability:

	Skills Phase Course	Approx. No of Student
1	Early Childhood Development	20
2	Hair Skills, Nail Technician, Massage Therapy	15
3	Barbering and Grooming	15
4	Office Administration	30
5	Electrical Circuitry	20
6	Call Centre Training	20
7	Sewing Skills Training	20
8	Nature Conservation	20
9	Coding	20

This table is merely a guide to the amount of students per class. Final numbers will be communicated per course depending on what courses students select.

3.6. Reporting and Certification Requirements

The Training Co-ordinator at the Academy will be accountable for the daily liaison and monitoring of the training and development contract. Feedback would be required on the following, should the need arise:

- Student response and participation during the course;
- Student conduct which is cause for concern;
- Feedback on the academy training logistics and support received
- Formative Assessment results which needs additional learner intervention
- Change in course plan.

On completion of the skills phase, the following needs to be completed:

- Facilitator to sign attendance registers for skills phase period;
- Student evaluation of training received (copies of evaluation forms to be made for academy record purposes);
- Report on training provided
- Assessment results, including the names of the 3 top students
- Certificates of attendance or completion for qualifying students to be delivered at most, 10 working days after completion of the course for non-accredited training. For accredited training, certificates of competence to be delivered 6 weeks after completion of the course.

4. The Proposal Format

Service providers should submit a proposal containing the following:

1. Course overview and learning outcomes (and whether the course is accredited, non-accredited or aligned to unit standards);
2. Proposed 4-week Programme Outline (including logistical requirements, i.e. data projector, screen, off-site practical's, etc.)
 1. Profile of company (if applicable) and CV(s) of facilitator/s
 2. Three (3) contactable References relevant to the skills phase offering.

3. Please indicate if your company has Liability Insurance and whether it extends to external venues other than your own premises (this would not be a selection criteria)
4. **The Quotation should include the following:**
- Costs** to be presented as an all-inclusive rate per student.
 - Quotation costs to be valid for the duration of the financial year, ending on 31 March 2023. This must be clearly stated in the costing section of the proposal.**
 - Any discounts or concessions offered voluntarily must be clearly detailed in the proposal submitted
 - All prices must be VAT inclusive, if applicable.
 - A valid Tax clearance certificate must be submitted, if applicable.
 - A BEE certificate must be submitted, if applicable (*Should your annual turnover not meet the threshold requirements for Tax clearance and BEE then kindly state this in your proposal*).
 - The cost is to include:
 - Issuing of delegate workbook or notes;
 - Facilitation costs (all inclusive);
 - Materials and supplies needed for technical training
 - Issuing of course certificates
 - Small gifts for 3 top students.

5. Submission Requirements and Dates:

- Incomplete applications will be excluded from further consideration.
- The deadline for the submission of proposals is **18 May 2022**.
- Proposals may be posted, hand-delivered or emailed to:

Postal Address:

Chrysalis Academy
Private Bag X2
TOKAI
7966

Physical Address:

Chrysalis Academy
Porter Estate
Tokai Road
TOKAI
7945

E-mail Address: george@chrysalisacademy.org.za Cc: newman@chrysalisacademy.org.za

Please note, the final Skills Phase courses can only be confirmed once the student profile is finalised at the start of each course. Chrysalis Academy therefore reserves the right not to make an appointment of a training service provider.

If you have any queries or need additional information please direct your query to the Training Co-ordinator, George van der Berg at tel nr. 021 7121023.