



REQUEST TO SUBMIT PROPOSALS FOR SKILLS TRAINING

TERMS OF REFERENCE

Training and Development Services

at Chrysalis Academy

Issued by : Chrysalis Academy on 24 March 2023
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Closing Date : 17 April 2023

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 to offer the National Certificate in Youth Development.

2. Purpose

The Academy seeks to appoint Training Providers to deliver both accredited and non-accredited Skills Courses over a 4-week period as part of the 3-month programme as listed in Section 3 below.

The Academy therefore requests proposals from suitably qualified training service providers to be appointed for the duration of the 2023/24 financial year accommodating the 3 course intakes per year.

3. Scope of Work

3.1. Skills Phase Calendar

The Skills Phase calendar for the 2023/24 financial year is as follows:

CA Course Name	Skills Phase Start Date	Skills Phase End Date	Total Number of students
23 ALPHA	12 June 2023	7 July 2023	230 male students
23 BRAVO	9 October 2023	3 November 2023	230 female students
23 CHARLIE	20 February 2024	15 March 2024	230 male students

Students, at the start of the course, select their skills phase course based on interest at eligibility.

3.2. Skills Phase Courses

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

	Skills Phase Courses	Number of Training Days	Approximate Number of Students Per Course
1	Call Centre Training (including Sales Training)	20	30
2	Coding and Related IT Skills Training	20	45
3	Early Childhood Development	20	30
4	Electrical Circuitry	20	20
5	Field Ranger Training	20	20
6	First Aid Level 3	3	60
7	Hair Skills Programme – hairstyling, barbering, grooming, related grooming skills (nail care, skin care)	20	20
8	Hospitality Training	20	
9	Office Administration, including Computer Literacy Training	20	45
10	Physical Fitness and Sports Facilitation	20	30
11	Retail Training	20	30
12	Security Training – PSIRA Grade E, D, C, B, A	20	30
13	Tourism & Events Management	20	30
14	Wellness Training – HIV Counselling, Home-based care, community health and wellness interventions		20
15	Welding	20	20
16	Youth Development *	20	30
General Skills Training offered throughout the 3 months courses			
17	Digital Literacy Training/Introduction to Computer Literacy	1	230
18	Entrepreneurship Training	3	230
19	Financial Literacy	1	230
20	First Aid Level 1	3	230
21	Anger and Conflict Management	4	230
21	Food Gardening	5	50

*Please see additional specifications on the Youth Development Course which is offered by the Chrysalis Academy. Facilitators, Assessors and Moderators for this qualification are invited to submit their CVs/Profiles as well as their facilitation rates per course.

3.3. 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 as well as related entrepreneurial skills for the skills sector needs to form part of the skills training.

3.4. Skills Phase programme structure:

The Skills Phase Programme should include Study Skills, Entrepreneurial Training and Career guidance for all students.

Classes take place from Monday to Friday, 09h00 to 15h00 every day excluding on a Thursday when classes ends at 12h30.

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.

3.5. Skills Phase Venues

Skills Training takes place on the Academy's premises. There are a number of training venues, an Academic Block, Computer Laboratories and Technical Workshops. Some off-site classes, practical classes and assessments are allowed to take place by prior arrangements.

3.6. 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. The number of students per course listed in 3.2. above serve as a projection only. The exact number of students per course will be communicated ahead of each Skills Phase.

3.7. 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 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, 7 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:

- Course overview and learning outcomes (and whether the course is accredited, non-accredited or aligned to unit standards);
- Proposed 4-week Programme Outline (including logistical requirements, i.e. data projector, screen, off-site practical's, etc.)
- Profile of company (if applicable) and CV(s) of facilitator/s
- Three (3) contactable References relevant to the skills phase offering.
- Please indicate if your company has Liability Insurance and whether it extends to external venues other than your own premises (this does not form part of the selection criteria, however the information is needed for record purposes).

The Quotation should include the following:

- **Costs** to be presented as an all-inclusive rate per student or per course (please state this clearly).
- **Quotation costs to be valid for the duration of the financial year, ending on 31 March 2024. 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 training manuals, portfolio of evidence workbooks, and any supplementary notes and materials;
- Facilitation costs (all inclusive);
- Materials and supplies needed for technical training;
- Issuing of course certificates;
- Small gifts for 3 top students.

SUBMISSION DATES

Incomplete applications will be excluded from further consideration.

The deadline for the submission of proposals is **17 April 2023**.

All proposals will be acknowledged and confirmation of registration onto the Academy's database of service providers will be communicated by **12 May 2023**.

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: training@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.**
- **A compulsory site visit and service provider briefing session will take place with all appointed service providers prior to the start of training.**

For any queries, please contact the Training Co-ordinator, George van der Berg at tel no. 021 7121023 or george@chrysalisacademy.org.za.