

Specification

Ref No: RFQ 2022/06/015

Career Guidance Training

1. **Conduct training of Registered Psychologists and Psychometrists, by Registered Psychologists on career guidance.**
2. **History of training within this particular field is mandatory.**
3. The training will include 30 Registered Psychologists and Psychometrists placed at Head Office: Inclusive Education, District Level, Circuit Management Level and at School Level.
4. The training will focus on the following broad categories namely:
 - a. Interest Batteries and Questionnaires
 - b. Aptitude Batteries and Questionnaires
 - c. Personality Assessment Batteries and Questionnaires.
 - d. Subject Choice at Grade 10 level
 - e. And career choice at Grade 12 level as it pertains to Higher Education training.
 - f. All training must have a focus area on Learners who experience barriers to learning.
 - g. Special emphasis must be placed on the application and assessment of learners for Technical Occupational Curriculum placements for learners with intellectual disabilities.
5. All training session must be recorded and made available to Psychologists.
6. A training manual must be provided to Psychologists.
7. Psychologists must be trained and orientated on new assessment tools (batteries) as per the categories stated in bullet number 3. The names of all “old” and “new” assessment batteries must be stated as part of the training plan.
8. The service provider must provide a Training Plan that will indicate the training content and training plan as well as the outcomes.

9. The outcomes of the training plan must include the following:
 - a. Psychologists will have an understanding of all the new assessment batteries within the categories as stated in bullet number 3;
 - b. Psychologists will be trained on relevant assessment batteries as indicated in bullet number 3;
 - c. Psychologists will be able to provide learners, in various grades, on advice, based on assessment batteries, on career and subject choices, as per personality type, aptitude and interests.
 - d. Psychologists will have an understanding of Higher Institutions admission criteria and relevant subject choices.
 - e. Psychologists will have an understanding career options and subject choices of learners with all forms of barriers to learning, inclusive of Intellectual barriers to learning.
10. The Psychologists who will be providing the training, must be registered with the Health Professions Council of South Africa (HPCSA). Please take note that all identified Psychologists must provide their proof of registration at the HPCSA.
11. The training must provide all participants with at least 30 CPD points as per the guidelines of the HPCSA.
12. No appointed Departmental Psychologists may be utilized for this intervention.
13. The training will be conducted within a period of a week (5 days). The training must be concluded within the month of July 2022.
14. Counsellor or Psychometrist and must cover the following:
 - a. All training materials that must be provide on a USB.
 - b. Training on assessment batteries although no test batteries have to be provided.
 - c. Training on subject choice and career choice.
 - d. Report writing on assessments.

Directorate	Name & Extension	End User/ Functionary	Signature	Date
Inclusive Education	Thembelani Tel: 040 608 4076	Approved / Not Approved L Putter		06/06/2022

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2.SUBMISSION OF QOUTATIONS

2.1. Quotation are to be deposited into a Silver-Grey Tender Box in the main building next to the security guards in the reception at Steve Vukile Tshwete Education Complex, Zone 6, Zwelitsha.

2.2 No faxed or emailed Quotations will be allowed.

2.3.Please use the New SBD Form that will be attached.

2.4To be completed by the Supply Chain Management Unit