



## CAPRICORN COLLEGE FOR TVET

ISO 9001:2008 Certificated

### CENTRAL OFFICE

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Fax (015) 291 2767

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## SPECIFICATION

### 1. LEARNERSHIP PROGRAMMES

- 1.1 Provide training for learners.
- 1.2 Conduct Baseline/Pre-assessment, induction and Orientation
- 1.3 Upload learners on the SETA Management System during registration
- 1.4 Upload learner achievements on the Management System.
- 1.5 Provide learner guides, facilitator and assessment guides. (training material)
- 1.6 Provide classroom facilitation and secure work placement for learners.
- 1.7 Provide training venue (within Polokwane Municipality).
- 1.8 Provide support to the College in terms of accreditation.
- 1.9 Provide Learner PPE's (except for ECD L4& 5, Municipal Governance and LED).
- 1.10 Provide Learner Toolkits (except for ECD L4& 5, Municipal Governance and LED).
- 1.11 Provide Consumables (except for ECD L4& 5, Municipal Governance and LED).
- 1.12 Conduct formative and summative assessment.
- 1.13 Moderate learner Portfolios of Evidence
- 1.14 Provide regular progress reports
- 1.15 Provide work place assessment tools e.g. logbooks etc.
- 1.16 Provide SETA Certificates & SOR.

***Please note that quotation should be based on the following:***

1. Facilitation
2. Assessment
3. Moderation
4. PPE's (except for ECD L4& 5, Municipal Governance and LED).
5. Toolkits (except for ECD L4& 5, Municipal Governance and LED).
6. Consumables (except for ECD L4& 5, Municipal Governance and LED).
7. Training Venue
8. College accreditation support
9. Certification

**POLOKWANE CAMPUS**  
C/o Dorp & College Streets  
0699 POLOKWANE  
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**SENWABARWANA CAMPUS**  
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**RAMOKGOPA CAMPUS**  
Next to Mokomene High School  
0811 RAMOKGOPA  
Tel: (015) 526 2750 / 2670

## 2. ARTISAN DEVELOPMENT PROGRAMMES

- 2.1. Provide Institutional training for learners.
- 2.2 Provide Workplace Training for Learners
- 2.3 Conduct Baseline/Pre-assessment, induction and Orientation.
- 2.4 Upload/register learners on the SETA / MQA / QCTO Management System during registration.
- 2.5 Provide learner, facilitator and assessment guides. (Training material)
- 2.6 Provide institutional learning and secure work placement for learners at an approved workplace.
- 2.7 Provide accredited training venue for institutional learning (within Polokwane Municipality).
- 2.8 Provide support to the College in terms of accreditation.
- 2.9 Provide Learner PPE's.
- 2.10 Provide Learner Toolkits.
- 2.11 Provide Consumables.
- 2.12 Provide work place assessment tools e.g. logbooks etc
- 2.13 Provide Trade preparation.
- 2.14 Book learners for trade test
- 2.15 Provide QCTO Trade Certificates.

***Please note that quotation should be based on the following:***

1. Institutional Training
2. PPE's
3. Toolkits
4. Consumables
5. Training Venue
6. College accreditation support
7. Trade Certificate (Certification)

## 3. SHORT SKILLS PROGRAMMES

- 3.1 Provide training for learners. (Institutional and Workplace)
- 3.2 Conduct Baseline/Pre-assessment, induction and Orientation
- 3.3 Upload learners on the SETA Management System during registration
- 3.4 Upload learner achievements on the Management System.
- 3.5 Provide learner, facilitator and assessment guides. (Training material)
- 3.6 Provide classroom facilitation and secure Workplace Placement for Learners.
- 3.7 Provide training venue (within Polokwane Municipality).
- 3.8 Provide support to the College in terms of accreditation.
- 3.9 Provide Learner PPE's.
- 3.10 Provide Learner Toolkits.

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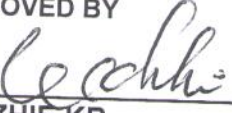
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- 3.11 Provide Consumables.
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- 3.15 Provide work place assessment tools e.g. logbooks etc.
- 3.16 Provide SETA Certificate/ SOR.

*Please note that quotation should be based on the following:*

- 1. Facilitation
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- 7. Training Venue
- 8. College accreditation support
- 9. Certification/SOR

APPROVED BY

  
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**MADZHI KR**  
 CEO/ PRINCIPAL

15/11/2016  
 DATE

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