



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

TERMS OF REFERENCE

**FOR THE EVALUATION OF TVET AND CET
COLLEGES FUNDED TO DELIVER MERSETA
OCCUPATIONAL PROGRAMMES, INCLUDING
PROVISION OF TOOLS, EQUIPMENT, AND
WORKSHOP INFRASTRUCTURE**

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1. **Acronyms**

APP : Annual Performance Plan

CET: Community Education and Training

DG : Discretionary Grant

DGD: Discretionary Grant Guidelines

DGD-PL: Discretionary Grant Policy

ISO: International Organization for Standardization

merSETA: Manufacturing, Engineering and Related Services Sector Education and Training Authority

NQF National Qualifications Framework

OQSF Occupational Qualifications Sub-Framework

QCTO Quality Council for Trades and Occupations

QMS Quality Management System

QP Quality Partner

SAQA South African Qualifications Authority

TVET Technical and Vocational Education and Training

2. Definitions

1.1.1. **Funding Window (Window 5):** A designated funding mechanism under the Discretionary Grant framework aimed at supporting TVET and CET Colleges to deliver merSETA-aligned occupational programmes, including the provision of tools, equipment, and infrastructure.

Infrastructure Upgrades (Excluding Bricks and Mortar Construction): Improvements or enhancements to existing training facilities and infrastructure required to support programme delivery, excluding any new building construction or structural development.

Pre-Screening: The mandatory initial compliance assessment stage, which is non-scoring, used to verify whether an application meets the minimum requirements such as qualification alignment, provision of SAQA and NQF details, component alignment, and submission of a complete budget.

Proposal: A formal application submitted by an institution under Window 5, detailing qualification alignment, tools and equipment requirements, infrastructure readiness, and a fully itemised budget for funding consideration.

Technical Evaluation: The formal assessment stage in which compliant applications are evaluated against the approved criteria, including qualification alignment, adequacy of tools and equipment, infrastructure readiness, and budget justification.

Tool List: A detailed, itemised list of tools and equipment required for training delivery, including the description, quantity, unit cost, total cost, purpose, and priority area alignment, as submitted by the applicant.

Workshop: A designated training facility or technical environment where the practical components of occupational qualifications are delivered, including the use of tools, equipment, and machinery.

3. Introduction

Window 5 is specifically designed to support Technical and Vocational Education and Training (TVET) Colleges, and Community Education and Training (CET) Colleges, recognising their central role in delivering structured, institution-based learning programmes that respond to industry needs and occupational qualification requirements.

This Terms of Reference establishes a structured, transparent, and auditable framework for the evaluation of applications submitted under Window 5. The framework ensures that funding decisions are:

- Based on accredited institutional capacity and compliance requirements
- Aligned to occupational qualifications developed by merSETA or within its Quality Partner scope
- Supported by adequate tools, equipment, and workshop infrastructure
- Underpinned by realistic, itemised budgets, including project administrative costs
- Focused on strengthening institutional capacity and quality training delivery

Furthermore, the evaluation framework is designed to directly support the achievement of key APP indicators, specifically:

APP Indicator 4.2: Number of TVET Colleges funded to deliver merSETA occupational programmes, including provision of tools, equipment, and workshop infrastructure

APP Indicator 4.5: Number of CET Colleges funded to deliver merSETA occupational programmes, including provision of tools, equipment, and workshop infrastructure.

4. Purpose

The purpose of these terms of reference are to ensuring that funding decisions are based on institutional capacity, alignment to merSETA-supported occupational qualifications, and compliance with Discretionary Grant policies, while promoting quality programme delivery, infrastructure readiness, and value-for-money utilisation of resources. Provide a structured, transparent, and auditable framework for the evaluation of funding applications under Window 5.

5. Scope

5.1 These terms of reference is applicable to the Evaluation Committee will assess applications from:

5.1.1 Technical and Vocational Education and Training (TVET) Colleges

5.1.2 Community Education and Training (CET) Colleges

6. Authority and Governance

6.1 The Evaluation Committee members are collectively responsible and accountable for the fair, transparent, and consistent implementation of these Terms of Reference, including the assessment of applications in line with approved criteria, compliance requirements, and merSETA governance processes.

7. Legislative and Regulatory Requirements

7.1 These Terms of reference derives its authority from:

7.1.1 Occupational Qualifications Sub-Framework (OQSF)

7.1.2 merSETA DG Policy (DGD-PL-001)

7.1.3 merSETA DG Guidelines (DGD-GL-002)

8.1 Mandatory Proposal Alignment (CRITICAL)

8.1.1 The All proposals must be aligned to:

8.1.1.1 Occupational Qualifications developed by merSETA; or

8.1.1.2 Qualifications where merSETA is linked to priority occupations.

8.1.2 Provide: SAQA ID or NQF Level, Qualification title

8.1.3 Alignment to knowledge, practical, and work experience components

8.1.4 Non-aligned proposals will be disqualified

8.2 Tools, Equipment and Infrastructure Requirements

Applicants must submit a detailed tools and equipment list, including:

Item	Description	Quantity	Unit Cost	Total Cost	Purpose	Priority Area Alignment

Must demonstrate:

8.2.1 Alignment to training delivery

8.2.2 Adequacy for learner numbers

8.2.3 Readiness of workshops/facilities

8.3 Budget Requirements (MANDATORY)

8.3.1 Applicants must submit a fully itemised budget, including:

8.3.2 Tools and equipment

8.3.3 Infrastructure upgrades (excluding bricks and mortar constructions)

8.3.4 Project administrative cost

8.4 STAGE 1: PRE-SCREENING (MANDATORY – NO SCORE)

Requirement	Compliance Check	YES / No
8.4.1 Qualification Alignment	Aligned to merSETA Occupational Qualification / QP scope	
8.4.2 Qualification Details	SAQA ID / NQF Level / Qualification Title provided	
8.4.3 Component Alignment	Knowledge, Practical, Work Experience alignment	
8.4.4 Budget Submission	Fully itemised budget submitted	

8.5 STAGE 2: TECHNICAL EVALUATION (SCORING GRID)

Requirement	Yes / No	Comments
8.5.1 Aligned to merSETA Occupational Qualification / QP scope		
8.5.2 SAQA ID / NQF Level / Qualification Title provided		
8.5.3 Alignment to Knowledge, Practical and Work Experience components		
8.5.4 Fully itemised budget submitted		

8.6 Tools, Equipment & Infrastructure

Criteria	Yes / No	Comments
8.6.1 Detailed tools and equipment list provided		
8.6.2 Tools/equipment align to Accreditation training delivery requirements		
8.6.3 Tools/equipment adequate for number of learners		
8.6.4 Workshop/facilities are available or identified for upgrades		

9 Budget & Costing (Including Administrative Costs)

Criteria	Yes / No	Comments
9.1 Budget is fully itemised (tools, infrastructure, delivery costs)		
9.2 Tools and equipment costs are realistic and justified		
9.3 Infrastructure costs are clearly described and justified		
9.4 Project administrative costs are included and clearly defined		
9.5 Budget demonstrates value for money and alignment to outputs		

10 Institutional Capacity & Compliance

Criteria	Yes / No	Comments
Institution meets accreditation and compliance requirements		
Demonstrated track record in programme delivery		

ANNEXURE: merSETA Priority Areas: Tools & Equipment

1. Upgrading Training Infrastructure (Workshops)

- **Focus:** Modernisation of workshops in TVET colleges and training centres
- **Purpose:** Enable delivery of occupational programmes (artisan, trade, learnerships)
- **Key emphasis:**
 - Provision and utilisation of **updated tools and training equipment**
 - Ensuring facilities align with **industry standards and emerging technologies**

2. Funding of Equipment for Occupational Programmes

- **Focus:** Direct funding support to institutions
- **Purpose:** Improve capacity for practical, work-integrated learning
- **Measured through:**
 - Number of colleges funded for **equipment and workshop infrastructure**

3. Tools & Equipment for Schools (Pipeline Development)

- **Focus:** Early exposure at high school level
- **Purpose:** Prepare learners for **technical careers and trades**
- **Example initiative:**
 - Provision of **technical tools and equipment to technical schools**

4. Support for Centres of Specialisation (CoS)

- **Focus:** Priority trades and occupations

- **Purpose:** Establish specialised training hubs with appropriate equipment
- **Includes:**
 - Sector-aligned workshops
 - Industry-standard machinery and tools

5. Future Skills & 4IR Equipment Investment

- **Focus:** Emerging and advanced technologies
- **Purpose:** Align training with industrial transformation needs
- **Examples include:**
 - **Simulation tools (AR/VR platforms)**
 - Digital training environments

6. Sector-Specific Equipment for Priority Skills

- **Focus:** Equipment linked to high-demand sectors
- **Purpose:** Address national priorities such as industrialisation and energy
- **Examples include:**
 - Renewable energy equipment (e.g., **Solar PV training tools**)
 - Engineering and technical equipment for artisan training

7. Lecturer and Trainer Exposure to Equipment

- **Focus:** Human capacity alongside infrastructure
- **Purpose:** Ensure lecturers can effectively use modern tools/equipment
- **Includes:**

- Industry exposure for TVET lecturers
- Practical upskilling on new technologies