

Briefing Session

FAS/AN/PROJECTS/BUDGETANDTAX UPDATE2020/CON2085/20

Presented by Sello Malatsi

24 January 2020

Make the future count

086 101 0001 • fassetcallcentre@fasset.org.za • www.fasset.org.za



F A S S E T

Background

- Budget and Tax Update is part the free training (Lifelong Learning) offered by the SETA which assists its members in remaining upskilled in a range of subject areas
- Lifelong Learning may comprise courses which deal with financial, legislative, management and leadership, human resource or soft skills
- Budget and Tax Update in this case falls under both financial and legislative
- Budget and Tax Update is one of the most prominent trainings
- Highest recorded attendance was 7286 in 2017/2018

Summary of Event Spec

Requirement	Details
Event	Budget and Tax Update to interested and registered Fasset members
Target Audience	Employees working for firms registered with Fasset
Accreditation Requirement	N/A
Skills Level	High
Trainers Required	3 trainers and 2 additional backup
Dry-Run	Yes



Training Provider Responsibility

- Submit a comprehensive training programme (plan) for the provision of a half-day course on Budget and Tax Update 2020 for firms registered with Fasset of which majority are SMMEs.
- Handbook (word document)
- Slide presentation
- Facilitators
- Draft Invitation and Article
- Previous material accessible on Fasset website
- Fasset is responsible for all the logistics, i.e. travel, accommodation and venue arrangements (IdeaHub and Call Centre)

Functionality Scores

Criteria for Functionality	Maximum points to be awarded
Experience	20
Experience in arranging courses, course developers and trainers	10
Demonstrated capacity/ability to manage a project of this size	10
Technical Approach	20
Proposed project plan and approach to project management	10
Proposed course outline and draft invitation	5
Contingency Planning	5

Functionality Scores (Cont.)

Criteria for Functionality	Maximum points to be awarded
Capability of staff and trainers to be used and CV's	50
Expertise in the content of the subject and experience in training	30
Appropriateness of trainers (incl. backup trainers) to the Fasset sector	20
Contactable References	10
Detail of reference letters or assignment undertaken on a similar work in the past 4 years with contact information from 2 clients for each of the trainers/facilitators proposed	5
Detail of reference letters or assignment undertaken on a similar work in the past 24 months with contact information from 3 clients for the company proposed	5

General

- Use the pricing sheet as presented
- Ensure that the tender document is presentable and easy to follow to BEC
- Do no compromise on the quality of CVs included in the tender
- Finance and Accounting sector expectations are very high
- Read the tender spec thoroughly

QUESTIONS...

