

## **SAQA**

### **Kha ri Gude Site Visits**

#### **TERMS OF REFERENCE**

##### **Preparation of Sets of Learner Records for the Moderation Event**

###### **Overview**

The contract will require the completion of five tasks:

1. Extraction of site identity data for submission to SAB&T and Bongani Rainmaker – the logistics company and warehouse Company handling the portfolios. This information must be copied to Edward French and David Adler of SAQA;
2. Tally of sets of learner records in terms of overall numbers, province and language.
3. Analysis of key cover sheet data from each set of records
4. Assistance at 'Bongani Rainmaker' Warehouse (Modderfontein) with the matching of site visit sets with portfolio sets for issuing at the moderation event.
5. Preparation and presentation of a short talk and answer session by the Contractor at the moderation event on 31 March 2012

###### **Detail of the above**

1. The site code number (Voluntary Educator number in the system) should be sufficient to allow identification of the portfolio sets to be extracted by Bongani Rainmaker. Where the site code is not available, the contractor will either establish it by contacting the relevant supervisor or coordinator, or will supply SAB&T and/or Bongani Rainmaker with alternative identification data. The contractor will communicate with SAB&T or Bongani Rainmaker to sort out any problems in locating matching sets of portfolios. The Identification data should be emailed to Bongani Rainmaker in short sets, as it becomes available, to facilitate speedy extraction of matching portfolios. It is essential that this step be completed by 16 March 2012.
2. For planning and record purposes, a tally of the overall number of sets of site visit records is needed, as well as the number of sets from each province and in each language. A tally should also be made of the number of actual learner records. This could be a rough estimate and does not need to be exact. Precise numbers should emerge from the moderation workshop. This step could be carried out at the same time as step 1.
3. The cover of each site visit set contains comments by the visitor. These comments will be encoded numerically and recorded by the contractor on a spreadsheet. Comments that are uniquely interesting or vivid will be typed up in a separate text record. Codes and procedures will be established under the guidance of one of the SAQA Senior

Verifiers. This step will need to be completed before the sets of site visit records are taken to Modderfontein for step 4.

4. As soon as Bongani Rainmakers have extracted most of the matching sets of portfolios the contractor, accompanied by one of the SAQA Senior Visitors, will work at the warehouse in Modderfontein to link sets of portfolios with matching sets of site visit records. These will be held together with tape or elastic bands, and stored so that the language of the sets is clearly marked. The task may include assisting in finding missing sets of portfolios, should this be the case. Bongani Rainmaker will then deliver the matching sets to the moderation event venue. It is essential that this work be completed by 23 March 2012.
5. A short presentation of 10-15 minutes must be prepared and delivered to the moderation event by the contractor. This must provide insight to the participants into the design, running and experience of the site visits. A question answer and discussion session will follow the presentation. The contractor will be provided with guidelines and advice through this task by a SAQA Senior Verifier.

## **FEES**

Contract personnel cost	R 30 000.00
VAT of 14%	R 4 340.00
<b>TOTAL Personnel Costs</b>	<b>R 34 340.00</b>
Courier, Transport and Communication Costs	R 17 00.00 (evidence to be provided)