



To : SUPPLY CHAIN MANAGEMENT

Re : Training: Train the trainer

Date : 22 June 2022

**Specification:**

Description	Qty	Unit Price	Total Price (Per Unit)
<p><b>Request a service provider to provide the KwaZulu-Natal Film Commission with:</b></p> <p><b>An accredited training provider who will conduct the Train the Trainer Training for 5 participants. The participants must obtain the accredited qualification when completed.</b></p> <p>Topics to be covered</p> <ul style="list-style-type: none"> <li>• Introduction and objectives</li> <li>• Understanding learning and learning styles – how different styles affect how we learn</li> <li>• The training cycle</li> <li>• Equality, Diversity and Inclusion</li> <li>• Learning Assessment, principles, formative and summative methods</li> <li>• Communication technique for training</li> <li>• Listening to respond</li> <li>• Questioning skills for trainers</li> <li>• Asking probing, open and closed questions</li> <li>• Learner motivation and engagement</li> <li>• Training and Learning Methods</li> <li>• How to give effective feedback</li> <li>• Evaluation of training</li> <li>• Creating right training environment</li> <li>• Delivering training and using the resulting feedback to identify strengths and areas to work on.</li> </ul>	5		

OUR KINGDOM IS YOUR STAGE

Board members: N. Malange, J. Wills, M. Mzimela, N. Mthembu, L. Berning, V. Senna, L. Ngcobo, S. Zondi

KZN Film Commission • 10th floor Musgrave Towers, 115 Musgrave Road, Berea 4001, South Africa Tel: +27 31 003 9000 Email: info@kznfilm.co.za



<p><b>NB : This training must be conducted before end of July 2022</b></p> <p><b>NB: Training must be conducted virtually (The training to take place between (2-3) days</b></p>			
<b>Total Price (Exclusive of VAT)</b>			
<b>VAT @ 15%</b>			
<b>Grand Total (VAT Incl)</b>			

**End User Contact Details:**

Contact Person: Linda Cebekhulu Contact Number : 031 003 9000

**EVALUATION CRITERIA:**

- **Prequalification Criteria (Disqualifying Criteria)**  
B-BBEE status Level 1 or 2, an EME or QSE
- **Local production and Content: (If Applicable)**
- **Mandatory Requirement: (If Applicable)**
- **The service provider must provide a copy of their accreditation by the Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA) for the following qualifications:**
  - o Unit Standard: Facilitate Learning Using A Variety Of Given Methodologies. Unit Standard ID: 117871
  - o Unit Standard: Conduct Outcomes-Based Assessment. Unit Standard ID: 115753
- **Functionality (If Applicable)**
- **Price and Preference Points:**  
80/20 preference points will be applicable for the evaluation of this process in accordance with the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000 and B-BBEE Act.

All quotations with all the required documentation to be forwarded to [scmquotes@kznfilm.co.za](mailto:scmquotes@kznfilm.co.za) and for enquiries related to SCM to be forwarded to [scm@kznfilm.co.za](mailto:scm@kznfilm.co.za)

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