

## **Practice Note (For Professional Services):**

### **Implementation of the Standard for Developing Skills through Infrastructure Contracts, published in Gazette Notice 48495 of 28 April 2023**

#### **1. Introduction**

This Practice Note provides guidance to Clients and Professional Service Providers on the application of the cidb Standard for Developing Skills through Infrastructure Contracts, published in **Gazette Notice No.48491 of 28 April 2023** (herein after referred to as the Standard).

This standard should be applied to a contract, or an order issued in terms of a framework that has a duration of 12 months or more and a minimum contract amount R5 million and above for public sector projects in the case of professional services or service contract or an order issued in terms such a contract engineering and construction works, or design and build contract or an order issued in terms of such contract. The Standard is applicable to all cidb Classes of Works in public sector.

This standard should be applied to a contract, or an order issued in terms of a framework that has a duration of 12 months or more and a minimum contract amount R10 million and above for private sector projects in the case of professional services or service contract or an order issued in terms such a contract engineering and construction works, or design and build contract or an order issued in terms of such contract. The Standard is applicable to GB and CE Classes of Works for private sector.

This standard establishes a minimum contract skills development goal to be achieved in the performance of a contract in relation to the provision of different types of workplace opportunities, linked to work associated with a contract culminating in or leading to:

- a) a national diploma registered on the National Qualification Framework; and
- b) registration in a professional category by one of the professional bodies listed in the standard

The Client shall ensure that the professional service provider achieves the contract skills development goals (CSDG) on the contract.

The standard is obtainable from the cidb's website [www.cidb.org.za](http://www.cidb.org.za)

#### **T1.2 Tender Data**

##### **Part T2: Returnable documents**

###### **T2.1 List of Returnable Documents**

Ensures that everything the employer requires a tenderer to submit with his/her tender is included in, or returned with, his/her tender submission. In the case of the Standard there are no returnable documents, notwithstanding this the Employer shall, after the award of the contract, provide the proforma documents that shall be completed by the contractors. (Refer to Annexure 1–5 Proforma documents, In the case of the Standard there are no returnable schedules)

###### **T2.2 Returnable Schedules**

Contains documents that the tenderer is required to complete for the purpose of evaluating tenders, and other schedules which upon acceptance become part of the contract. (In the case of the Standard there are no returnable schedules)

## Part C1: Agreement and Contract Data

### C1.1 Form of offer and Acceptance

Formalises the legal process of offer and acceptance

Note: Tenderer signs offer and employer signs acceptance to form the contract

### C1.2 Contract data

States the applicable conditions of contract and associated contract specific data that collectively describe the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the contract

It will be a condition of contract that:

The professional service provider shall, in the performance of the contract, achieve the Contract Skills Development Goal (CSDG) established in the Standard.

## Part C2: Pricing data

### C2.1 Pricing assumptions

Provides the criteria and assumptions (in the contract) that the tenderer has considered when developing his/her prices.

#### **The employer shall include the following statement in the pricing assumptions:**

The professional service provider shall determine the CSDG, in the case of professional services contracts the contract skills development goals, expressed in hours, shall be not less than the professional fees in millions of Rand multiplied by 150.

For example: the contract amount for a professional services contract is R5.6million. the contract skills development in hours is  $R5.6m \times 150 = 840$  hours.

## The Final Tender Summary

The professional service provider's 'attention is brought to the following:

The Employer shall include a line item under the Skills Development in the Final Tender Summary section described as "Minimum Contract Skills Development Goal (CSDG)" as illustrated in table 1.1 and 1.2 below:

**To prevent a tender being non-responsive, the Employer shall bring to the Professional Service Provider's attention the requirements of the CSDG as prescribed in the final tender summary section.**

**Table 1**Final Tender Summary – Contract Skills Development Goal Example

Item	Description	Constant factor as per skills standard	Sub-total of professional fees	Professional fees in millions of Rands	Hours of placement provided
16	Skills Development				
16.1	Minimum Contract Skills Development Goal (CSDG) (professional fees in millions of Rands x 150 = number of hours of placement (R5,6m x 150 = 840 hours)	150	R5 600 000.00	R5,6m	840 hours

**Table 2:** Contract skills development goal

Item	Description	Placement hours	Number of learners	Rate per month per learner	Months	Total cost
16	Skills development					

16.1	Minimum Contract Skills Development Goal (CSDG)	840				
	Method 3	840	1	R16 167	4.85	R 78 409.95

The client shall bring to the professional service provider's attention the training method as described in the skills standard.

Calculation of hosting a learner/candidate in months:

840 hours / 8 hours per day = 105 days  
105 days / 21.67 working days per month = 4.85 months

Cost of hosting a learner / candidate using Table 3 of the skills standard:

For example, using:

Method 3: P1 and P2 learners, or a 240 credits qualification

$R48\,500 / 3 = R16\,167$  (total cost per month to host a learner)

$R16\,167 \times 4,85 \text{ months} = R\,78\,409.95$

Item 16.1 from Table 2 refers to the placement of one (1) unemployed learner that requires work placement in order to meet the P1 & P2 (Method 3) for the academic requirements to complete the qualification. The learner is placed for a period of 4.85 months at R16 167 per month which will amount to a total cost of R78 409.95 (this includes the learner stipend, mentorship, provision for additional cost as described in the skills standard).

**Table 3: The notional cost of providing training opportunities per quarter.**

Type of Training Opportunity	Provision for stipends (Unemployed learners only)	Provisions for mentorship	Provisions for additional costs*	Total costs	
				Unemployed learners	Employed learners
Method 1					
Occupational qualification	R 7 000	R0	R 9 000	R16 000	R9 000
Method 2					
TVET College graduates	R14 000	R0	R 9 000	R23 000	N/A
Apprenticeship	R14 000	R0	R12 000	R26 000	R12 000
Method 3					
P1 and P2 learners	R24 000	R20 000	R4 500	R48 500	N/A
Method 4					
Candidates with a 3 year diploma	R37 000	R20 000	R4 500	R61 500	R20 000
Candidates with 4 year qualification	R47 000	R20 000	R4 500	R71 500	R20 000

**Table 4 Final Tender Summary**

Item	Description	Unit	Rate	Quantity	Amount
	Sub-total				R5 600 000
	CSDG ()				R78 409.95

	VAT (15%)				R840 000
	Total Tender amount				R6 518 409.95

**Note the CSDG achieved on the contract must be equal to or higher than the minimum CSDG**

The Employer must determine the skills training Methods to be implemented on the professional services contract as per the skills standard. The pricing for the training Methods to be implemented is provided in Table 3 of the Standard for the applicable training method .

**Table 3: The notional cost of providing training opportunities per quarter.**

Type of Training Opportunity	Provision for stipends (Unemployed learners only)	Provisions for mentorship	Provisions for additional costs*	Total costs	
				Unemployed learners	Employed learners
Method 1					
Occupational qualification	R7 000	R0	R9 000	R16 000	R9 000
Method 2					
TVET College graduates	R14 000	R0	R9 000	R23 000	N/A
Apprenticeship	R14 000	R0	R12 000	R26 000	R12 000
Method 3					
P1 and P2 learners	R24 000	R20 000	R4 500	R48 500	N/A
Method 4					
Candidates with a 3 year diploma	R37 000	R20 000	R4 500	R61 500	R20 000
Candidates with 4 year qualification	R47 000	R20 000	R4 500	R71 500	R20 000

The Employer shall use the same approach as above when determining the CSDG for other Methods as per the Standard.

## **C2.2 Pricing schedules / Activity Schedule or Bills of Quantities**

Records the professional services provider prices for providing professional services which are described within the Scope of Work section of the appointment.

The professional service provider shall be paid as follows:

Payment to the professional service provider to accommodate for Work Integrated Learners (Method 3) and Candidates for professional registration (Method 4) for Stipends and Provision for Additional Costs.

Based on the agreed training methods, the employer shall make provision for payment to the professional service provider for learner and candidate stipends for unemployed persons and a provision for additional cost such as medical assessments and personal protective equipment, as indicated in Table 3 in the Standard as provided in the Final Tender Summary section for the CSDG.

### **Provision of payment to Mentors**

**Payment to the professional service provider for Mentorship to accommodate Work Integrated Learners (Method 3) and Candidates for professional registration (Method 4) only.**

The professional service provider shall be paid as follows:

Should Work Integrated Learners and/or Candidates for professional registration form part of the agreed training Method, the Employer shall make provision for payment of the mentor as indicated in Table 3 in the Standard.

Mentoring associated with structured workplace learning for candidates shall be in accordance with the prescripts of the relevant professional body or statutory council.

The professional service provider shall carry out all the requirements under clause 4.3 Structured Workplace Learning for Candidates in the Standard. The professional service provider shall:

- a) Identify a suitable mentor for the candidate.
- b) Issue each candidate with a portfolio of evidence file.
- c) Ensure the mentor provides an updated workplace training plan for a candidate.

### **Part C3: Scope of Work**

#### **C3: Scope of work**

Specifies and describes the professional services to be provided and any other requirements and constraints relating to the manner in which the appointment work is to be performed.

#### **DESCRIPTION OF THE APPOINTMENT**

##### **Employer's objectives**

The employer should include the following statement in the tender data, should the employer wish to have specific training Methods carried out as an objective of the project:

One of the objectives of the project is to train .... Work Integrated Learners – P1 and P2 Learners (Method 3) and/or Professional Candidates (Method 4).

**Note: Delete that which is not applicable.**

### **Part C4: Site information**

#### **PROCUREMENT**

Based on the agreed training methods the professional service provider may employ Work Integrated Learners and/or Candidates (**delete that which is not applicable**) directly or through a Skills Development Agency (SDA), training provider or skills development facilitator (Form A1 - List of cidb accredited SDAs). The professional service provider shall ensure that no more than one Method shall be applied to any individual concurrently in the calculation of the CSDG for the contract.

The professional service provider may only place 33% employees employed by him or that of his subcontractors contributing to the CSDG.

#### **MANAGEMENT**

##### **State the requirements for Training:**

The professional service provider shall achieve the measurable CSDG by providing opportunities to learners requiring structured workplace learning using one or a combination of any of the Skills Methods as agreed: Work Integrated Learners (Method 3) and/or Candidates (Method 4) as per the Standard in relation to work directly related to the contract or order as indicated under **clause 4.3 in the Standard**.

**The professional service provider must ensure all beneficiaries of the Standard are registered with CIDB Skills Development Agency (SDA)**

### **The Format of Communications:**

The professional service provider shall, within 30 days of award of the contract and in the specific format **(Form A2 Baseline Training Plan (PSP))**, submit to the Employer's representative a baseline training plan.

The professional service provider shall submit to the Employers Representative:

- an interim contract compliance training report in the specific format **(Form A3 Project Interim Report)** at intervals which do not exceed 3 months; and
- a final contract compliance training report, in the specific format **(Form A5 Project Completion Report)**. This report shall, respectively, be submitted within 15 days of; reaching completion, end of the service, the delivery date for all work required or practical completion (in the case of professional service), service, design and construct contracts, and engineering and construction works contracts,.

### **The Key Personal:**

For Structured Workplace Learning for Students or Candidates (Method 3 and Method 4)

The professional service provider shall:

- a) appoint a supervisor who is actively engaged in work directly associated with the contract to issue tasks,
- b) appoint a suitable mentor as required by the professional body or statutory council.

### **Management Meetings:**

The professional service provider shall report to the Employer's Representative on the implementation and progress of the CSDG

### **The Forms for contract administration:**

The professional service provider shall submit to the Employer's Representative the following proformas:

- Form A2 Baseline Training Plan
- Form A3 Project Interim Report
- Form A5 Project Completion Report

### **Records:**

The professional service provider shall:

- keep records for students and candidates of the hours worked and registration with the cidb SDA, professional statutory councils (where required) particulars towards compliance with this Standard.
- ensure all the documentation required in terms of clause 4 in the Standard is provided in a timely manner and according to a prescribed format where applicable.
- upon termination of the opportunities provided to satisfy the CSDG, certify the quantum and nature of the opportunity and submit the certificate and counter-certified by the relevant individual, to the Employer's representative for record-keeping purposes.

### **Payment Certificates:**

The professional service provider shall:

- achieve the measurable CSDG as agreed by providing opportunities to student or candidates requiring structured workplace learning using one or a combination of any of the Skills Methods as per the Standard in relation to work directly related to the contract or order as indicated under **clause 4.3 in the Standard**.
- submit payment certificates to the Employer's Representative at intervals determined in the Contract.

## PRO-FORMA DOCUMENTS

Annexure 1 - Form A1 List of Recognised Skills Development Agencies

Annexure 2 - Form A2 Baseline Training Plan

Annexure 3 - Form A3 Project Interim Report

Annexure 4 - Form A4 Supervisor Agreement

Annexure 5 - Form A5 Project Completion Report

### Annexure 1 Form A1 List of Recognised Skills Development Agencies

CIDB Recognised Skills Development Agencies								
No	Name of SDA	SDA Registration Number	Status	Recognition Date End	Province	Contact Person	Contact Number	Email Address
01	CIDB SDA	SDA/ZA/16/00001	Active	01/04/2025	National	Pranveer Harriparsadh	012 482 7230	pranveerh@cidb.org.za
02						Thabelo Ramaru	012 482 7249	thabelor@cidb.org.za
03								
04								

Annexure 2 - Form A2 Baseline Training Plan

# CIDB SKILLS STANDARD

## BASELINE TRAINING PLAN

Contractor Details						
Contractor Name:	123Building and construction					
Project Number:	0000000					
Estimated start date	1 April 2021					
Estimated Completion date	2 May 2022					
Size of Organisation	Small (1-49 employees)		Medium (50-149 employees)		Large (≥150 employees)	
				✓		

Contractor Contact Details	
Name of Contact Person	Mr Xolani Smith
Designation of Contact Person	Construction Manager
Contact Details	Cell Number: XXX XXXX XXX
	Landline Number: XXX XXXX XXX
	Email address: <a href="mailto:Smith@123building.co.za">Smith@123building.co.za</a>



Contract Data	
Project Name	JHB Central Homes
Project Number	#ZZ ZZZZ ZZ
Name of Client:	Gauteng Department of Infrastructure Development
Project Description	Recreational Centre
Final Tender Sum (at tender award)	R65 700 000
Project Location	Johannesburg Central 1234 Main Street Plot 879
Project duration	12 months
Estimated start date	1 April 2021
Estimated Completion date	2 May 2022

Description	Constant factor as per skills standard	Sub-total of professional fees	Professional fees in millions of Rands (R1m) (A)	Min no. of hours of placement (B) $B = A \times 150$
Minimum Contract Skills Development Goal (CSDG) (professional fees in millions of Rands x 150 = number of hours of placement)  E.g. (R5,6 x 150 = 840 hours)	150 hrs placement per R1 million of Professional Fees	R5 600 000.00	$R5\ 600\ 000 / R1\ 000\ 000 = R5,6$	$R5,6 \times 150 = 840\ \text{hours}$

Description	Min no. of hours of placement  (B)	No. of days of placement	No. of months of placement
Minimum Contract Skills Development Goal (CSDG) (professional fees in millions of Rands x 150 = number of hours of placement  E.g. (840 hours / 8 /21.67) = duration in months	840 hours	840 hours / 8 (No. of working hours per day) = 105 days	105 days / 21.67 (working days per month) = 4.85 months

Description of Training Method as per the Skills Standard	Total Cost in Rands per person Quarter as per Table 3 of the skills standard Unemployed Person	Total Cost in Rands per person Month as per Table 3 of the skills standard Unemployed Person	Total Cost in Rands per person Quarter as per Table 3 of the skills standard Employed Person	Total Cost in Rands per person Month as per Table 3 of the skills standard Employed Person
Method 3 – P1 and P2	R48 500	R16 167	N/A	N/A
Method 4 – Candidate with 360 credit qualification	R61 500	R20 500	R20 000	R6 667
Method 4 – Candidate with 480 or more credit qualification	R71 500	R23 833	R20 000	R6 667

Construction Skills Development Goal (CSDG) Baseline Training Plan							
Training Method	Number of Unemployed Learners	Number of Employed Learners	Area/s of Specialisation/Trade	Monthly Cost Unemployed	Monthly Cost Employed	Duration of Placement	Total Notional Cost
Method 3: P1 and P2 learners or a 240 credit qualification	0	0	-			-	-
Method 4: Candidacy with 360 credit qualification	1	0	Construction Project Management	R20 500	R6 667	4.85 months	R99 425
Total	1	0					R99 425

Note: Refer to Table 3 in the Standard for Developing Skills through Infrastructure Contracts Government Gazette 48491 of 28 April 2023 for the notional costs

Professional Service Provider Rep. \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer's Representative Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use for SDA				
Action	Status			
Project verified on CIDB Register of Projects (RoP)	Yes		No	
Training plans developed	Yes		No	
Appropriate beneficiaries available	Yes		No	
Target beneficiaries sent to PSP	Yes		No	
SDA and LMS processes explained to PSP	Yes		No	
Placement plan developed	Yes		No	
Training Method	Hours contributed to the CSDG			
Method 1				
Method 2				
Method 3				
Method 4				
Total				

CIDB SDA Contact Person: Mr Pranveer Harriparsadh or Thabelo Ramaru

Email address: [pranveerh@cidb.org.za](mailto:pranveerh@cidb.org.za) or [thabelor@cidb.org.za](mailto:thabelor@cidb.org.za) Tel. 012 482 7230/7249

SDA Representative Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[illegible]

## Supervisor/Learner Agreement

### Memorandum of understanding between Supervisor and Learner

The professional service provider is responsible for the effective management of the learning opportunities provided through the cidb *Standard for the Development of Skills through Infrastructure Contracts* (cidb Skills Standard). The attainment of successful learning outcomes and professional development of the learners is largely dependent on the relationship between the assigned Supervisor and the Learner. As a participant in the implementation of the cidb Skills Standard you agree to the Supervisor relationship and commit to endeavour through the challenges of a construction project to give value to the training programme.

#### The Responsibilities of a Supervisor to the Learner include:

- stimulating a passion for construction,
- sharing technical and practical knowledge,
- fostering the development of technical and leadership skills,
- facilitating networking within the working community,
- instilling an expectation of personal growth and learning by the Learner,
- developing knowledge and understanding in the areas of health, safety, environment, quality and production,
- inculcating professionalism and a desire for continual improvement by the Learner,
- creating a nurturing relationship that instils a sense of discipline and professional pride,
- giving constructive feedback and
- signing the Learners logbook.

Supervisor's name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### The Responsibilities of a Learner are:

- adhere to the Host Employer's onsite rules and policies,
- have an expectation of personal growth and learning,
- to be enthusiastic and motivated,
- to be open and accept supervision from the Supervisor and other colleagues,
- to develop a thorough understanding of health, safety, environment, quality and production,
- to have a positive attitude,
- to display a strong sense of discipline and to be conscious of time management,
- to operate within the team,
- to take the time to learn and practice new skills,
- to make time to fill in your logbook and obtain the Supervisor's signature for completed tasks.

Intern's Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Annexure 5 - Form A5 Project Completion Report

FORM A5: FINAL TRAINING REPORT

Section A: Employer Information

cds Employer Number

Employee Name

Section B: Contract Data

cds Contract Number

Contract Title

Tender Value (R)

Contract Skills Development Goal (R)

SIP Number (if Applicable)

SIP Project Code (if Applicable)

SECTION C: Definitions and Supporting Information

Training Methods:  
Method 1(WP): situational workplace learning opportunities for learners towards the attainment of a part or a full occupational qualification.  
Method 2(WP): situational workplace learning opportunities for apprentices or other students/learners towards the attainment of a whole qualification leading to a listed trade subject to at least 65% of the work/learners being holders of public TVET college qualifications.  
Method 3(WP): work integrated learning opportunities for University of Technology or Comprehensive University students completing their national diplomas.  
Method 4(WP): situational workplace learning opportunities for candidates towards registration in a professional category by a statutory council listed in Table 1 in the CIDB Standard for Developing Skills Through Infrastructure Contracts Gazette No. 43426.

Learner/Candidate Full Name and Surname	Gender		Ethnic Group					Identity Number	Training Method (Please tick)				Placement Start Date	Placement End Date	Placement Duration	Occupational Trade Description	Description of Practical Task Completed (see per taskbook or POE)	Status	Supporting documents available on request (Results or N/A)																																																																																									
	Male	Female	Afrikaans	Arabic	White	Coloured	Indian		Other	M1	M2	M3							M4	Training Plan	Attendance Register	Signed Register	Employment Certificate	Entry Document	Exit Medical Assessment	Candidate Interview Assessment	Site Induction	Training and Safety	Acquisition with Relevant SETA	PPE Register	Sign-off Register with CIDB/SDA																																																																													
Eg. Xolani Smith	1				1				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100