

# MASTER PLUMBER TRAINING RFP



## Overview

In order to get the Master Plumber Programme started, IOPSA and PIRB are providing a financial incentive for an initial cohort of candidates to go through a pilot programme. The right to offer the Master Plumber Programme to this initial cohort will be awarded to the successful respondent to this RFP.

## Key Dates and Details

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|-------------------------|--|
| <i>Title</i>            | Master Plumber Pilot Programme   |
| <i>Description</i>      | Request for proposal, to training providers, to launch the first Master Plumber learning programme in South Africa.  |
| <i>RFP Number</i>       | RFP_MP_0001  |
| <i>Published Date</i>   | 30 October 2019  |
| <i>Opening Date</i>     | 1 November 2019  |
| <i>Closing Date</i>     | 18 November 2019   |
| <i>Closing Time</i>     | 5pm CAT  |
| <i>Briefing Session</i> | Master Plumber Launch Event: Training Providers<br>31 October 2019 - Workshop17, Rosebank<br>Contact Adam Collier - adam.collier@blulever.com  |
| <i>Submission</i>       | Proposals must be submitted electronically via email, with the follow in the title: <b>RFP_MP_0001 - [Company Name]</b><br><br>The proposal must be submitted in PDF format to the following email address: <b>info@iopsa.org</b><br><br>Proposals submitted in any manner other than as detailed in this section, or that are submitted after the deadline, shall be deemed invalid and may be excluded from consideration. |
| <i>Contact</i>          | <b>info@iopsa.org</b>  |

## Master Plumber Programme Overview

The Master Plumber Designation is intended to provide a career progression pathway for professionals within the plumbing industry. The curriculum is targeted primarily at plumbing business owners or plumbers with business responsibility in their organisation. The intention of the Master Plumber designation is to recognise people who are experts in their field, upskill them in areas they may not have had an opportunity to have formal training on previously, and develop them as leaders and role models for the industry. Master candidates are technically excellent already, and this is their opportunity to round out their technical knowledge with additional key skills to help them succeed in all areas of business. As part of this designation, we aim to build a culture of learning and development within the industry, both by providing this opportunity for Masters to continue to upskill themselves, and by equipping them with training and mentoring skills so that they can continue to develop others. While this course does cover a variety of skills (largely non-technical), it is focused more on application in the real world than on learning theory. The intention of this course is to give Masters an opportunity to consolidate and solidify the knowledge they may have learnt along the way into clear and useful frameworks that they can easily apply in their day to day. Master Plumbers are intended to be role models, teachers and custodians of the industry, and this course ensures that they play that role effectively and in a well-rounded manner.

The purpose of this qualification is to prepare a qualified and Licensed Plumber to operate at the highest point in their plumbing career.

## Proposal Process

You will be required to submit a digital written proposal as part of the response to the form set out below. Please make sure to submit your proposal to **info@iopsa.org** with the title in your email as - **RFP\_MP\_0001 - [Company Name]**. The proposal should be between 1000 and 2000 words and between 2 and 4 pages long.

The final date and time for the submission is the 18th of November 2019 at 5pm CAT. You should expect to get feedback on your proposal after the 7th of December 2019.

You are expected to supply all required information with your proposal, or clearly state the reason for being unable to do so. This includes full and accurate answers to all questions posed in this document. Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.; maps, brochures, organisation charts, CVs etc. should be included with your proposal.

Should you wish to propose a deviation from the specifications, please ensure that you clearly identify and highlight where appropriate in your response. By submitting a response, you are committing that you understand the requirement and have sufficiently addressed all aspects of the RFP.

## Respondent Profile

All respondents will need to have a registered company, that is currently doing business in South Africa, within the training or education sectors.

## Request For Proposal Instructions

You will need to address the following elements / questions in your proposal. Please be sure to use the below elements / questions as headings in your proposal.

1. Respondent representative details
  - a. Name, company name and registration number, contact details (phone number and email address), and job title of the proposal representative
  - b. Word count of your entire proposal
    - i. Section limit of no more than 100 words
2. Company overview
  - a. Please give a brief overview of your business, such as: type of legal entity, services offered, location, any other relevant information etc.
    - i. Section limit of no more than 150 words
3. Approach to training and a brief summary of your proposal
  - a. Please provide the approach you have to training / education
  - b. Please give a high level overview of your proposal
  - c. Please describe your vision for the Master Plumber Programme
    - i. Section limit of no more than 200 words
4. Structure of delivery
  - a. Please explain in detail your proposal for delivering this learning programme
  - b. Please make sure to include: how you would structure the course; timing; methodology; where the course will be delivered; platforms / tools used, student journey; etc.
    - i. Section limit of no more than 1000 words, please feel free to include any necessary graphs, diagrams etc.
5. The team behind the proposal
  - a. Please provide details as to who the key players behind this proposal are and why they would be successful in building and delivering this programme
  - b. Please describe the skills and experience the team members have - you can include CVs as supporting documents if you would like to
    - i. Section limit of no more than 200 words
6. Financial plan
  - a. Please include your cost of course to students and any information on financial sustainability
    - i. No more than 150 words

## Assessment for proposals

A set of detailed evaluation criteria has been prepared. The evaluation criteria will be based on the following aspects:

1. The organisation or the key players
  - a. Demonstrated ability to provide adequate management and support to deliver the Programme. Personnel nominated to provide the services have strong familiarity and experience within the curriculum areas and knowledge of best practices within the training environment.
2. The organisation meets the specified profile of the respondent
3. The proposal is submitted within the deadline and within the proposal's parameters
4. Proposal had adequate flexibility for part time students
  - a. Such as use of online learning, block releases, blended learning etc.
5. The proposal has clearly demonstrated a well thought-out and cohesive student experience
6. The proposal shows that the course is pitched at the right level, with the right intensity
7. The proposal demonstrates a future-orientation
  - a. Such as use of technology, delivering that is setting the Master Plumber up for success in the future
8. The proposal indicates a viable financial sustainability and costing

## Next steps

A contract will be drawn up between the successful respondent and IOPSA / PIRB that awards the initial Accreditation to offer the Master Plumber Programme. Final confirmation of Accreditation and award will be subject to a site visit. This contract will include a financial incentive or bursaries for an initial cohort of candidates. Further next steps will be agreed by the successful respondent and IOPSA/ PIRB.