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Fax: (053) 832 0047

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Mokaba Street
Potchefstroom, 2531
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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU 07 – 2025/26

REQUEST FOR BIDS

**TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR TRAINING OF
UNEMPLOYED PEOPLE WITH DISABILITIES IN VARIOUS TECHNICAL SKILLS DEVELOPMENT
PROGRAMMES**

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce to benefit employers, workers and employees in the ETD sector and increase opportunities for employment.

The ETDP SETA will host a **NON-COMPULSORY** virtual briefing session for **BID NO: SCMU 07 - 2025/26 –ADVERTISEMENT** – for the Appointment of a service providers TO train four hundred and fifty (450) unemployed people with disabilities on various technical skills development listed in the table below. Non-compulsory briefing session will be held on **10 September 2025** at 11h00. Access details will be available on www.etdpseta.org.za as from **05 September 2025**. Kindly note that interested service providers may submit their questions by **11 September 2025**. ***No further questions will be answered after this date.*** We thank you for your cooperation

An email must be sent to Tenderers@etdpseta.org.za for any enquiries.



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2. PURPOSE & OBJECTIVES

2.1. PURPOSE OF THE PROJECT

2.1.1 The ETDP SETA seeks to appoint a Service Providers to training four hundred and fifty (450) unemployed people with disabilities on various technical skills development programmes listed in the table below.

Please clearly indicate the programmes that you are bidding for.

(Submit separate bids for each Technical Skill Programme)

	<u>Name of Technical Skills Programme</u>	<u>Indicate with X</u>	<u>Accredited Service Provider (Yes/No)</u>
<u>1</u>	<u>Information Technology</u>		
<u>2</u>	<u>Furniture Making</u>		
<u>3</u>	<u>South African Sign Language</u>		
<u>4</u>	<u>New Venture Creation</u>		

Table 2 List of Technical Skills Development Programmes and Target

No:	TITLE	NQF LEVEL	CREDITS	TARGET	PROVINCIAL & DISTRICT BREAKDOWN
1.	Information Technology SP 240202	4	20	130	Eastern Cape: 50 (Mthatha 25 & Buffalo City 25) Limpopo: 80 (Mopani & Vhembe 40, Sekhukhune & Capricorn 40)
2.	Furniture Making SP 191221	2	28	40	KwaZulu Natal: 40 (eThekweni Metro 40)
3	South African Sign Language US 115073, 115074, 115077	4	36	70	Limpopo: 20 Capricorn North West: 50 (Rustenburg)
4.	New Venture Creation SP 210401	2	32	210	Eastern Cape: 30 (Mthatha 30) Northen Cape: 40

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No:	TITLE	NQF LEVEL	CREDITS	TARGET	PROVINCIAL & DISTRICT BREAKDOWN
					(ZF Mgcawu 40) Mpumalanga: 50 (Ehlanzeni 25, Gert Sibande 25) Western Cape: 50 City of Cape Town Kwazulu Natal: 40 (eThekweni Metro)

PLEASE NOTE: The ETDP SETA will be responsible for recruitment of beneficiaries

TABLE 3: List of Technical Skills Development Programmes Duration and Learner Support Material

TITLE	TRAINING DAYS	LEARNER SUPPORT MATERIAL REQUIRED
Information Technology SP 240202 (QCTO)	40	Laptop and data
Furniture Making SP 191221 (QCTO)	35	Toolbox and PPE
South African Sign Language US 115073, 115074, 115077 (SETA)	60	Sign Language Interpreters
New Venture Creation SP 210401 (QCTO)	20 days	Laptop and data

3. PROJECT REQUIREMENTS

ETDP SETA is looking for training providers to facilitate the implementation of Technical Skills Development Programmes for the unemployed people with disabilities 2025/26 financial year.

A) ACCREDITATION

1. The training required is accredited. The Provider must be accredited for the relevant skills programme.

B) FUNCTIONAL RESOURCES

1. The Training Provider must be adequately equipped with the following physical resources in the province:

1.1. Fully equipped training venues

1.2. Access to fully equipped workshops

1.3. Resource packs to be given to learners, including a toolbox with tools and PPE as per Annexure provided.

NB: Condition of award: ETDP SETA reserves the right to conduct site inspection at the training venue and workshop before facilitation of training. If at the time of inspection, it is found that the facilities are not compliant, ETDPSETA reserves the right to cancel the award/contract

1.4. Secured Parking available

1.5. secured storage facility

1.6. Health and Safety Equipment (fire equipment, medical boxes, safety equipment)

1.7.

1.8. Ablution facilities

1.9. Disability access

2. The training provider must have the required Human Resource Capacity in the following areas:

2.1. Qualified Facilitators, Assessors and Moderators in terms of the relevant skills programmes.

2.2. Project Management Skills. No changes will be accepted without the prior written consent of the ETDP SETA.

2.3. Curriculum Vitae of staff that will be involved on the projects

3. Functional Quality Management System

C) PROOF OF SIMILAR PROJECTS

1. Must provide the SETA with proof of similar Skills programmes projects undertaken in the past five years indicating the success rates per project.

D) ADMINISTRATION OF THE SKILLS PROGRAMME

The provider must:

1. Establish and maintain the learner database.
2. Comply with training provider duties as per the signed SLA.
3. Monitor learner progress, resolve problems related to provisioning.
4. Submit reports as per the SLA.
5. Assist the ETDP SETA in conducting induction programmes for learners.

E) PLANNING AND SUPPORT

1. Develop rollout plans with time frames for the structured learning. The training schedule must clearly indicate theoretical session (contact and online/virtual), practical sessions and assessments

4. PROFILE OF SERVICE PROVIDER

The service provider must:

- be an accredited organisation for the respective skills programme they are bidding for.
- have access to facilities in provinces where the training of the skills programme will be conducted.
- have human resources (personnel with experience and accreditations) to undertake the training.
- Be able to provide all training material for the practical component tendered for.
- Be able to provide a toolbox with tools and safety gear/PPE and a laptop

(Specification for laptops and toolbox per programme has been provided as annexures)

5. COSTING MODEL (PRICING SCHEDULE)

COST COMPARISON FOR THE SKILLS PROGRAMMES 2025/26

THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED

COSTING FOR NUMBER OF LEARNERS AS PER TECHNICAL SKILL REQUIREMENTS				
NAME OF BIDDING ORGANISATION				
NAME OF SKILLS PROGRAMME				
NUMBER OF TRAINING DAYS				
ITEM DESCRIPTION:	NUMBER OF LEARNERS	UNIT COST	AMOUNT	COMMENTS
Training Costs (including training material, assessment, moderation, certification and any other related training costs)				
Toolboxes with tools and Personal Protective Equipment				
Only applicable to SPs: 191221,				
Laptops				
Only applicable to SPs: 240202, 210401				
SUB-TOTAL				
Admin Expenses (includes travel, venue hire and catering) excluding travelling by Trainees				NOT EXCEEDING 7.5%
TOTAL COSTS				
				COST PER LEARNER
ALL COSTS MUST BE INCLUSIVE OF VAT, IF THE BUSINESS IS VAT REGISTERED				

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NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.

PROPOSED STANDARD MENU FOR LEARNERS:

Breakfast: 2 slices of bread / sandwiches with tea/coffee/juice

Lunch: 1 meat dish, 1 starch, 1 salad, 1 vegetable dish, 1 soft drink

6. DURATION OF THE AGREEMENT

It is expected that the ETDP SETA will enter into a Service Level Agreement (SLA) with the successful service providers. The duration of the project will be **six (06)** months. The duration of the project will commence from date of last signature on the Service Level Agreement (SLA).

7. METHOD OF SUBMISSION

Bidders must submit bid proposal in either USB stick or physical document in a clearly marked envelope with bidder's details and bid reference number. Documents for Stage 1 (Administrative requirements and specific goals) must be submitted in physical form/documents.

There must be three folders in the USB cover the following stages.

Folder A: Stage 1: Administrative Requirements and Price and Specific Goal

Folder B: Stage 2: Mandatory Requirements

Folder C: Stage 3: Phase A: Functionality Evaluation Requirements
: Phase B: Price and Specific Goal

It is the responsibility of the bidder to ensure that all relevant documents are included in the USB to ensure efficient evaluation of its proposal. ETDP SETA will not take any responsibility for any missing information in the tender submissions

8. EVALUATION CRITERIA

The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal. Service Providers will be evaluated on functionality. The bidders that score points which equal to or exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals.

The Bid documents will be evaluated individually on a score sheet, by a representative of the evaluation panel according to the evaluation criteria indicated in the Terms of Reference.

THE ETDP SETA applies the provisions of the Preferential Procurement Policy Framework Act, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA SCM policy.

8.1. STAGE 1: Administrative Compliance

Bidders will be evaluated on the submission of the requested administrative documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

Description	Comply/Submitted
Completion in full the Request for Proposal document	
Completion of all SBD Forms - SBD 1 - Invitation to Bid - SBD 4 - Declaration of Interest - SBD 6.1 - Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - (If claiming preferential points) - this will be used to verify points to be allocated for specific goals - Signed General Condition of Contract	
Registration with Central Supplier Database (CSD) – provide CSD number or report	
Original or certified copy of B-BBEE Level of contribution Certificate OR A sworn affidavit –B-BBEE Exempted Micro Enterprise (Failure to attach certificate will lead to non- allocation of points)	

Submit a "Unique security personal identification number (PIN) issued by SARS"
which the SETA will use to verify the bidder's tax matters prior to the award

STAGE 2: MANDATORY REQUIREMENTS

Failure to comply with these requirements will lead to disqualification from further evaluation.

Mandatory Requirement		Method of Evaluation
a)	QCTO accreditation letter for one or all of the following SPs: 240202, 191221, 210401	Valid QCTO accreditation letter/s for the SPs applied for.
AND / OR		
b)	Relevant SETA accreditation letter against the following set of Unit Standards: 115073, 115074, 115077	Valid SETA accreditation letter for all unit standards making up the Skills Programmes.
c)	Training venue and workshop facilities NB: The proof must be in either of the format required and for each province where training will take place.	Lease agreement or letter of intent to lease or proof of ownership (e.g. municipal bill)

NB: The service provider must be an accredited organization for the respective skills programme they are bidding for.

NB: Failure to comply to the above-requested mandatory documents will lead to disqualification.

8.2. STAGE 2 - PHASE B_FUNCTIONALITY EVALUATION

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

1. The minimum qualifying score for functionality will be **70 points** and the bids that fail to achieve the minimum qualifying score will be disqualified.
2. Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
1	Business Experience: Proof of similar services rendered in in technical skills training (relevant to the SP being tendered for). Reference letters on the letterhead of the referee and signed demonstrating the business experience in rendering similar services must be attached . (25) *Each reference letter must clearly indicate: • Name of the project. • Nature of similar service rendered. • Date when the service was rendered. • Duration of the project. NB: Reference letters must be on a <u>company letter head, signed and dated</u>, otherwise they cannot be considered.	3 reference letters and above 2 reference letters= 1 reference letter 0 reference letter	25 20 15 0
2	Business Capacity: The business must have the capacity to deliver quality assured Skills Programme as listed hereunder (65) 2.1. Project Manager's Experience: (Please submit a copy of a CV with relevant project management experience)	• 5 years or more • 3-4 years • 1-3 years • Less than 1 year	15 10 5 0

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	2.2. Facilitators' Qualifications: <i>(Please submit relevant copies of the qualifications)</i>	National Diploma or higher relevant to the SP applied for	15
		Higher Certificate relevant to the SP applied for.	10
		National Certificate relevant to the SP applied for	5
	2.3. Facilitators' Experience: <i>(Please submit a copy of a CV with relevant experience)</i>	5 years or more	15
		3-4 years	10
		1-3 years	5
		Less than 1 year	0
	2.4. Maker's Qualifications	National Diploma or higher	5
		Higher Certificate	4
		National Certificate	3
	2.5. Markers Experience	5 years or more	5
		3-4 years	4
		1-3 years	3
		Less than 1 year	0
	2.6. Moderators' Qualifications	National Diploma or above	5
		Higher Certificate	4
		National Certificate	3

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	2.7. Moderators' Experience	• 5 years or more • 3-4 years • 1-3 years • Less than 1 years	5 4 3 0
	NB: Evidence for 2.4 to 2.7 is ONLY applicable to the following SPs: 240202, 191221, 210401		
	2.8. Valid Assessor/s' Registration Letter/s	• Valid assessor registration letters • No valid assessor/s registration letters	5 0
	2.9. Assessor/s' Experience	• 5 years or more • 3-4 years • 1-3 years • Less than 1 year	5 4 3 0
	2.10. Valid Moderator/s' Registration Letters	• Valid moderator/s registration letters • No valid moderator/s registration letters	5 0
	2.11. Moderators' Experience	• 5 years or more • 3-4 years • 1-3 years	5 4 3 0

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NO	QUALIFYING CRITERIA FOR SHORT LISTING	Method of evaluation	POINTS
	NB: Evidence for 2.8 to 2.11 is ONLY applicable to SP with the following Unit Standard Id numbers: 115073, 115074, 115077	Less than 1 year	
3	Financial Stability (10 points) Bidders to demonstrate financial stability over the past two (2) years and demonstrate compliance to the below financial ratios: Bidders to submit audited/reviewed financial statements (with a letter from the reviewer/auditors) for the two (2) most recent financial years. 2.2 Liquidity (5 Points) 2.2 Solvency (5 points) NB: Bidders to provide a letter with the calculations of the ratios as above.	Positive current ratio favourable debt to asset ratio	5 5
TOTAL			100

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

9. STAGE 3 Phase A PRICING & SPECIFIC GOALS

PRICING SCHEDULE DOCUMENTS

80/20 preference point system shall be applicable as follows:

☐	Price	80
☐	Allocation of specific goals	20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

10. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. *ETDP SETA does not bind itself to appoint a bidder with the highest points.*
2. *ETDP SETA reserves the right to negotiate the bidder's price.*
3. *ETDP SETA reserves the right to cancel the bid and not award the bid to any of the bidders.*
4. *Bids which are late, incomplete, unsigned will NOT be accepted.*
5. *ETDPSETA reserves the right to include a penalty fee should the training programme not be completed as per the service level agreement.*
6. *Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (CIPC) or a signed Sworn Affidavit for allocation of points for specific goals.*
7. *Specific goals shall not be allocated where supportive documents as stated in the bid documents are not provided as stated in the bid document.*
8. *Bids submitted are to hold good for a period of 90 days.*
9. *Companies who bid as a joint venture must submit a consolidated B-BBEE Verification certificate prepared for this bid only, from SANAS Accredited Verification Agency in order to be eligible for empowerment points. Companies who form part of this joint venture MUST provide an accreditation certificate with relevant authority as stated in Mandatory documents.*
10. *Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, sworn affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.*
11. *Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.*
12. *All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.*
13. *Companies that are in the process of de-registration in the CIPC will not be considered.*

14. *The ETDP SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP SETA. Should a service provider wish to have the ETDP SETA as a referral, permission for this must be sought.*

15. *The ETDP SETA will visit the short-listed training providers for verification of the premises (building), resources and equipment for final approval as part of the process of appointment of the training provider.*

11. DISCLAIMER

Protection of Personal Information Act 4 of 2013 (POPIA) and Promotion of Access to Information Act 2 of 2000 (PAIA) Disclaimer

1. By submitting your proposal, you grant the necessary consent as you acknowledge that:

- ETDP SETA treats data it gathers and personal information it collects, holds and/or processes as private.

2. Therefore:

Your right to privacy and security is very important to us. The ETDP SETA as a responsible party treats personal information of data subjects as private and confidential. To that end, we collect personal information for the purposes set out in this document or otherwise the specific purpose(s) communicated to you.

3. We may also use your information for a number of different purposes, for example to fulfil our legal and regulatory obligations of the SETA.

4. For more detailed information on how and why we may use your information, including the rights in relation to your personal data, and our legal grounds for collection, processing and using it, please view the ETDP SETA Protection of Personal Information Policy and Promotion of Access to Information Manual on our website: www.etdpseta.org.za "ETDP SETA PAIA Manual and POPIA Manual".

12. BID DOCUMENTS / PROPOSAL PACKS

Bid documents for participation must be downloaded from the ETDP SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Open Tenders as from 12h00 on 27 August 2025.

The financial proposal will only be opened when the tender is responsive or at the discretion of the ETDP SETA.

All Bids/Proposals (completed in [one (1) USB] must be courier or hand delivered to:

The ETDP SETA – Head Office
Hoskens House
45 Mooi Street
Johannesburg
2091

Submissions can be delivered into the tender box between 08h00 and 16h30 Monday to Friday BEFORE the closing date and time of 11h00 on 19 September 2025.

No late submission will be accepted!

13. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before 11h00 on 19 September 2025.

14. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Manager: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.

1. PROJECT MANAGER EXPERIENCE

Name of Project manager:

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

2. RELEVANT QUALIFICATIONS AND EXPERIENCE OF FACILITATORS

Name of Facilitator	Highest relevant qualification	Number of years experience

3. RELEVANT QUALIFICATIONS AND EXPERIENCE OF MAKERS

Names of Makers	Highest relevant qualification	Number of years experience

4. RELEVANT QUALIFICATIONS AND EXPERIENCE OF ASSESSORS

Names of Assessors	Highest relevant qualification	Number of years experience

5. RELEVANT QUALIFICATIONS AND EXPERIENCE OF MODERATORS

Names of moderators	Highest relevant qualification	Number of years experience

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6. ASSESSOR AND MODERATOR REGISTRATION LETTERS

Names of personnel	Indicate if assessor or moderator	Date of registration as per letter/credentials

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