

SUBMISSION OF EXPRESSION OF INTEREST FOR WORKPLACE EXPOSURE TO TVET LECTURERS BASED ON NCV RETAIL SUBJECTS

The W&RSETA recognized that there is a need to capacitate TVET lecturers on NCV Retail subjects within the retail sector. In further implementing the project, W&RSETA identified the need to capacitate the TVET lecturers by exposing them to practical experience in the retail sector.

Hence the objective of this expression of interest is to call for Employers/ Retailers to provide Workplace Exposure to TVET Lecturers based on the NCV Retail Subjects (namely Level 2 = 15 learners, level 3 = 13 learners and level 4 = 32 learners).

The completion of capacitation of the TVET Lecturers in-service training for the 5 days period must commence by no later than 22nd February 2018 and must conclude by the 09th March 2018.

Scope of Services:

The scope of the service is outlined as follows:

- Employers/ Retailers to avail workplaces for lecturers to obtain 5 days' workplace experience in line with the Level 2, 3 and 4 Retail subject requirements.
- Sign off of logbook by supervisor assigned to lecturers.
- Provide a report on the attendance and behaviour of lecturers
- Suggestions on any improvements to the project
- Provide attendance register signed by lecturers
- Employers/ Retailers will receive a total of R1, 000.00 per day as hosting grant per lecturer

This capacitation will include supervision, mentoring and coaching by the hosting employer/ retailers.

NOTE:

Lecturers must submit complete signed log books to the Quality Assurer in the relevant W&RSETA Regional Office. Where possible employers/ retailers who have RMDP and/ or ILDP Alumni will be the desired employer. Employers/ Retailers must be in close proximity to the listed TVET Colleges as per table 2 below:

In relation to the scope of services, Employers/ Retailers need to adhere to the 5 day Service Programme as outlined in the table below to ensure uniformity.

5 Day Service Programme			
Day	Level 2	Level 3	Level 4
1	Meet Store team Walk through entire store following <ul style="list-style-type: none"> - Flow of stock through the store - Have discussion with Manager as per logbook 	Meet the DC Team Walk through the entire DC following the flow of stock from receipt to being picked and to dispatch Observe the receiving person receive stock and receive a delivery Observe the dispatch person check and dispatch a delivery	Meet the supervise team Go through the legal environment within the wholesale and retail industry
2	Work in the stockroom Count Stock	Break bulk Pick Bulk Count Stock	Supervising Customer service
3	Merchandise on the shop floor Count stock	Meet the retail store team Cash up cashiers	Improving the net profit of a wholesale and retail outlet
4	Shadow a cashier on a PoS	Receive and dispatch	Supervising cash Supervising stock
5	Operate as a cashier and be cashed up	Build customer relations	Supervising sales and promotions

TVET College	Province	Postal and Physical Address	Number of Lecturers		
			Level 2	Level 3	Level 4
Buffalo City TVET College	Eastern Cape	Cnr Lukin Road & King Streets, Selbourne East London 5201	0	0	5
Motheo TVET College	Free State	73 Douglas Street Bloemfontein 9301	1	1	1
Ekurhuleni East TVET College	Gauteng	Sam Ngema Road, Kwa-Thema, Springs 1560	0	1	2
Ekurhuleni West TVET College	Gauteng	Driehoek and Sol Roads Germiston 1400	0	0	2
Esayidi TVET College	KwaZulu-Natal	3 Shooters Hill, Lot 462 Nelson Mandela Drive Port Shepstone 4249	1	1	4
Majuba TVET College	KwaZulu-Natal	83 Allen Street Newcastle 2940	0	7	2
Mthashana TVET College	KwaZulu-Natal	266 South Street Vryheid 3100	1	1	1
Thekwini TVET College	KwaZulu-Natal	262 Daintree Avenue Asherville 4091	1	0	1
Gert Sibande TVET College	Mpumalanga	18A Beyers Naudé Drive Standerton, 2429	1	0	2
Vuselela TVET College	North West	8 Bram Fischer Street Klerksdorp, 2571	1	1	1
College of Cape Town	Western Cape	334 Albert Road Salt River, 7925	0	1	3
West Coast TVET College	Western Cape	Clicks Building, 2nd Floor 48 Voortrekker Road Malmesbury, 7300	0	0	8
Tshwane North College	Gauteng	52 Cnr Kgosi Mamapuru and Pretorius Streets Pretoria, 0001	3	0	0
Tshwane South college	Gauteng	85 Francis Baard Street Pretoria, 0001	3	0	0
Lephalale TVET College	Limpopo	Cnr Nelson Mandela Lane & Ngoako Ramathodi Drive, Lephalale, 0555	1	0	0
Ehlanzeni TVET College	Mpumalanga	29 Bell Street Ehlanzeni TVET College Central Office Nelspruit, 1200	2	0	0

Applications must reach the W&RSETA Head office on or before closing date and hour.

Submission Requirements:

The closing date for the submission of applications is **14:00, Friday, 12 January 2018**. Any application not meeting the eligibility and application criteria will be rendered null and void by the W&RSETA and applications received after the closing date will not be considered. **Should you wish to make use of the postal service or courier service to mail your application, it is your responsibility to ensure that the proposal reaches the address below before the closing time** Allocations are subject to the availability of funds and are at the sole discretion of the W&RSETA.

All enquiries relating to this advert must be addressed to: Aphia Serumula
Email: qualifications@wrseta.org.za

All applications must be submitted to the W&RSETA HEAD OFFICE. 1303 Heuwel Avenue, Riverside Office Park, Hennops House Building, Centurion, 0167.

[Click here for Application Form](#)



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA
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ABOUT W&RSETA

The Wholesale and Retail Sector Education and Training Authority is a public entity which was established to address skills development within the Wholesale and Retail Sector through the implementation of Learning programmes, disbursement of grants and monitoring of education and training. The W&RSETA aims to increase the level of investment in education and training in the Sector and to ensure the return on that investment. Our mission is to develop a skilled and capable workforce in the Wholesale and Retail Sector, thereby contributing to the sustainable socio-economic development and growth of the country