

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

The W&RSETA invites **retail companies** to submit expression of interest to provide workplace exposure to TVET college lecturers in line with the NCV Retail Subjects on Level 2 and Level 4 in order to expose them to the practical operations of the Wholesale and Retail Sector. 25 lecturers will be placed for the NCV Retail subjects on level 2 and 10 lecturers on level 4. This programme seeks to capacitate TVET college lecturers who deliver W&R qualifications.

The completion of the 5-day workplace experience capacitation programme for the TVET must commence by no later than 18 February 2019 and must be concluded by 08 March 2019.

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 and 4 Retail subject requirements.
- Sign off of logbook by supervisor assigned to the lecturer(s).
- Provide a report on the attendance and behaviour of the lecturer(s)
- Suggestions on any improvements to the project
- Provide attendance register signed by the lecturer(s)
- Employers/ retailers will receive a total amount of R1, 000.00 per day for each lecturer as a hosting grant

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

NOTE:

Lecturers must submit complete signed log books to the Quality Assurer in the relevant W&RSETA Regional Office. Preference will be given to retailers that have RMDP and/or ILDP Alumni. Companies must be in close proximity to the listed TVET Colleges below.

In relation to the scope of services, Employers/ Retailers must adhere to the 5-day programme as outlined in the table below to ensure uniformity.

| 5 Days Service Programme | | |
|--------------------------|---|--|
| Day | Level 2 | 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 supervise team Go through the legal environment within the wholesale and retail industry |
| 2 | Work in the stockroom Count Stock | Supervising Customer service |
| 3 | Merchandise on the shop floor Count stock | Improving the net profit of a wholesale and retail outlet |
| 4 | Shadow a cashier on a PoS | Supervising cash Supervising stock |
| 5 | Operate as a cashier and be cashed up | Supervising sales and promotions |

| TVET College | Province | Postal and Physical Address | Number of Lecturers | |
|------------------------------|---------------|---|---------------------|---------|
| | | | Level 2 | Level 4 |
| Buffalo City TVET College | Eastern Cape | Cnr Lukin Road & King Streets, Selbourne East London 5201 | 1 | 0 |
| Motheo TVET College | Free State | 73 Douglas Street Bloemfontein 9301 | 0 | 1 |
| Ekurhuleni East TVET College | Gauteng | Sam Ngema Road, Kwa-Thema, Springs 1560 | 2 | 0 |
| Ekurhuleni West TVET College | Gauteng | Driehoek and Sol Roads Germiston 1400 | 2 | 0 |
| Esayidi TVET College | KwaZulu-Natal | 3 Shooters Hill, Lot 462 Nelson Mandela Drive Port Shepstone 4249 | 4 | 4 |
| Majuba TVET College | KwaZulu-Natal | 83 Allen Street Newcastle 2940 | 3 | 2 |
| Mthashana TVET College | KwaZulu-Natal | 266 South Street Vryheid 3100 | 3 | 0 |
| Thekwini TVET College | KwaZulu-Natal | 262 Daintree Avenue Asherville 4091 | 1 | 1 |
| Gert Sibande TVET College | Mpumalanga | 18A Beyers Naudé Drive Standerton, 2429 | 1 | 0 |
| College of Cape Town | Western Cape | 334 Albert Road Salt River, 7925 | 0 | 2 |
| West Coast TVET College | Western Cape | Clicks Building, 2nd Floor 48 Voortrekker Road Malmesbury, 7300 | 2 | 0 |
| Ikhala TVET College | Eastern Cape | Queen Nonesi Campus Gqebenya Location, LADY FRERE | 1 | 0 |
| King Hintsha TVET College | Eastern Cape | Z18 Mthatha Road Butterworth 4960 | 2 | 0 |
| Ingwe TVET college | Eastern Cape | Badibanise A/A, Cancele Road, Mount Frere | 3 | 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 **Friday, 16 November 2018 by 14H00**. 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 on 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 the Application Form](#)