

# SUBMISSION OF EXPRESSION OF INTEREST FOR WORKPLACE EXPOSURE TO HET LECTURERS BASED ON OCCUPATIONAL QUALIFICATION: RETAIL STORE MANAGER

The W&RSETA has recognised the need to capacitate HET lecturers on the subjects within the Occupational Qualification: Retail Store Manager, SAQA ID 91789. In further capacitating the HET lecturers and enhancing the W&RSETA’s capacitation project, the W&RSETA has identified the need of providing them with practical experience through exposure to the Retail Sector.

Hence the objective of this expression of interest is to extend a call to employers/retailers to provide workplace exposure to HET lecturers based on the **Occupational Qualification: Retail Store Manager, SAQA 91789**.

The capacitation of the HET lecturers through in-service training is scheduled for a period of 5-days. This is to be finalised by no later than **31 January 2022** and must be implemented in line with the COVID-19 regulations.

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 Occupational Qualification: Retail Store Manager, SAQA 91789 subject requirements.
- Sign-off of logbook by supervisor assigned to lecturers.
- Provide a report on the attendance and conduct of lecturers
- Make recommendations on improvement areas to the project
- Provide an attendance register signed by lecturers
- Employers/retailers will receive a total of R1, 000.00 per day as a hosting grant per lecturer
- Provide supervision, mentoring and coaching to the lecturers

**NOTE:**

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 HET institution indicated on 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 Days Service Programme Occupational Qualification: Retail Store Manager, SAQA	
DAY	TOPICS
1.	<ul style="list-style-type: none"> <li>• Meet Store team</li> <li>• Walk through the entire Store</li> <li>• Human Resource Management</li> <li>• Customer Service</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Asset and Risk Management</li> <li>• Inventory Management</li> </ul>
3.	<ul style="list-style-type: none"> <li>• Retail Operational Management</li> </ul>
4.	<ul style="list-style-type: none"> <li>• Cash Management</li> </ul>
5.	<ul style="list-style-type: none"> <li>• Merchandising</li> </ul>

HET INSTITUTION	PROVINCE	POSTAL AND PHYSICAL ADDRESS	NUMBER OF LECTURERS
Nelson Mandela University	Eastern Cape	2nd Avenue Campus, Main Administration Block, Office no. 232 , X Building	2
Walter Sisulu University	Eastern Cape	3 Merrifield Close, Rosedale, East London	2

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

**Submission Requirements:**

All applications must be submitted via email to [qualifications@wrseta.org.za](mailto:qualifications@wrseta.org.za)

The closing date for the submission of applications is Friday, **13 August 2021**. 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.

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](mailto:qualifications@wrseta.org.za)

[Click here](#) for the Application Form