

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

The Wholesale and Retail SETA (W&RSETA) has recognised the need to capacitate TVET college lecturers on the NCV Retail subject. As part of the TVET lecturer capacitation project, the W&RSETA has prioritised the capacitation of the TVET college lecturers by exposing them to practical experience of the Wholesale and Retail Sector.

The objective of this expression of interest is to call for Employers/ Retailers and Wholesalers to provide workplace exposure to TVET college lecturers based on the NCV Retail Subjects as follows: Level 2 = 18 lecturers and level 3 = 10 lecturers and level 4= 7 lecturers.

The five 5-day capacitation programme must commence on **07 March 2022** and conclude by **11 March 2022**.

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 logbooks by supervisor assigned to the lecturers.
- Provide a report on the attendance and behaviour of lecturers
- Suggest improvements to the project
- Provide attendance register signed by lecturers
- Employers/ Retailers will receive a total of R1, 000.00 hosting grant per day for each lecturer

The capacitation programme must 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. Where possible employers/ retailers that 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-days capacitation programme as outlined in the table below to ensure uniformity.

5-DAY CAPACITATION PROGRAMME				
DAY	Level 2	Level 3	Level 4	
1	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Meet the DC team • Walk through the entire DC following the flow of stock from receipt to it being picked and to dispatch. • Observe the Receiving person receive stock and receive a delivery. 	<ul style="list-style-type: none"> • Meeting with the Manager and his/her store team • Familiarisation tour of the various departments and sections within the store. 	
2	<ul style="list-style-type: none"> • Work in the stockroom • Count Stock 	<ul style="list-style-type: none"> • Break bulk • Pick stock • Count stock 	<ul style="list-style-type: none"> • Identify career opportunities in the Wholesale and Retail Industry and draw career path. 	
3	<ul style="list-style-type: none"> • Merchandise on the shop floor • Count stock 	<ul style="list-style-type: none"> • Meet the retail store team • Cash up cashiers 	<ul style="list-style-type: none"> • Analyse the store's gross and net profits and suggest areas of improvement. 	
4	Shadow a cashier on a PoS	Receive and dispatch stock	Supervise stock control activities	
5	Operate as a cashier and be cashed up	Build customer relations	Analyse the sales targets for staff.	

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	1	1	1
Motheo TVET College	Free State	73 Douglas Street Bloemfontein, 9301	2	2	
Ekhurhueni East TVET College	Gauteng	Sam Ngema Road, 700 Scheme		1	1
King Dalindyebo TVET College	Eastern Cape	Z18 Mthatha Road Butterworth, 4960	7		
Vuselela TVET College	North West	c/o John ORR and OR Tambo Street, Klerksdorp, 2571		3	1

Submission requirements:

The closing date for the submission of applications is **17H00, Friday, 25 February 2022**. 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: Patience Maota

Email: pmaota@wrseta.org.za

All applications must be submitted to the W&RSETA Head Office at the following address: 1303 Heuwel Avenue, Riverside Office Park, Hennops House Building, Centurion, 0167

Click here for the Application Form