

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 subjects within the retail sector. As part of the TVET lecturer capacitation project, the W&RSETA has prioritised the capacitation of 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 (wholesalers and retailers) to provide workplace exposure to TVET college lecturers based on the NCV Retail Subjects as follows: Level 2 = 22 lecturers and level 3 = 16 lecturers.

The 5-day in-service capacitation programme must commence by no later than 17 February 2020 and conclude by 06 March 2020.

Scope of Services:

The scope of the service is outlined as follows:

- Employers to avail workplaces for lecturers to obtain 5 days' workplace experience in line with the Level 2 and 3 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 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/wholesalers and retailers that have RMDP and/ or ILDP Alumni will be the desired employer. Employers must be in close proximity to the listed TVET Colleges as per table 2 below:

In relation to the scope of services, employers need to adhere to the 5-day capacitation programme as outlined in the table below to ensure uniformity.

5-Day In-service Programme		
Day	Level 2	Level 3
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. ▪ Observe the Dispatch person check and dispatch a delivery and dispatch a delivery
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
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
4	Shadow a cashier on a PoS	Receive and dispatch stock
5	Operate as a cashier and be cashed up	Build customer relations

TVET College	Province	Postal and Physical Address	Number of Lecturers	
			Level 2	Level 3
Buffalo City TVET College	Eastern Cape	Cnr Lukin Road & King Streets, Selbourne East London , 5201	1	1
Motheo TVET College	Free State	73 Douglas Street Bloemfontein , 9301	4	
Ekurhuleni West TVET College	Gauteng	Driehoek and Sol Roads Germiston , 1400		2
Esayidi TVET College	KwaZulu-Natal	3 Shooters Hill, Lot 462 Nelson Mandela Drive Port Shepstone , 4249	1	1
Majuba TVET College	KwaZulu-Natal	83 Allen Street Newcastle , 2940	6	3
Mthashana TVET College	KwaZulu-Natal	266 South Street Vryheid , 3100	2	2
Thekwini TVET College	KwaZulu-Natal	262 Daintree Avenue Asherville , 4091		1
Gert Sibande TVET College	Mpumalanga	18A Beyers Naudé Drive Standerton , 2429	1	1
West Coast TVET College	Western Cape	Clicks Building, 2nd Floor 48 Voortrekker Road Malmesbury , 7300		2
Ikhala TVET College	Eastern Cape	Queen Nonesi Campus Gqebenya Location, LADY FRERE		1
King Hintsha TVET College	Eastern Cape	Z18 Mthatha Road Butterworth, 4960		2
Tshwane South TVET	Gauteng	05 Khoza street Atteridgeville	2	
Sekhukhune TVET Campus	Limpopo	CN Phatudi Campus 2659 Praktiseer Burgersfort, 1150	3	
Vuselela TVET College	North West	c/o John ORR and OR Tambo Street, Klerksdorp, 2571	2	

Submission Requirements:

The closing date for the submission of applications is **14H00, Friday, 29 November 2019**. 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 at: 1303 Heuwel Avenue, Riverside Office Park, Hennops House Building, Centurion, 0167.