



## ELANGENI TVET COLLEGE REQUIRES STAFF FOR OCCUPATIONAL PROGRAMMES – 2018

**Facilitator - Minimum Requirements:** Relevant diploma / degree (M + 3 REQV 13) with facilitation certificates and registered with relevant Seta. Previous experience in facilitation.

**Key performance areas - Facilitator**

- Apply various facilitation methodologies in teaching and learning
- Classroom management and record keeping
- Provide up to date and accurate documents for SETA and College
- Facilitation may include both theory and practical components of the unit standard

**Assessor - Minimum Requirements:** Relevant diploma / degree (M + 3 REQV 13) with both facilitation and assessor certificates and registered with relevant Seta. Minimum of two years in facilitation/assessor experience.

**Key performance areas - Assessor**

- Plan, prepare and review the assessment against unit standard being assessed
- Assess both formative and summative assessments as per unit standard requirements
- Conduct assessment in accordance with assessment plans and instructions
- Evaluate the evidence and make an assessment decision in accordance with the assessment criteria and guidelines
- Record assessments results as per college assessment policy
- Monitor and Evaluate Learners at Workplace. Conduct Site visits. Act as workplace mentor, where necessary.

**Moderator - Minimum Requirements:** Relevant diploma / degree (M + 3 REQV 13) with both assessor & moderator certificates and registered with relevant Seta.

**Key performance areas - Moderator**

- Pre-moderation meeting with Facilitator/Assessor/Learner.
- Conduct moderation in accordance with relevant Seta.
- Record assessments results and provide in depth moderation report as per college moderation policy.
- Be present for external verification visit and provide closing out report.

**PLEASE NOTE THE FOLLOWING**

- All occupational programmes are unit standard based and Seta aligned
- Applicants must be qualified and registered as both facilitator & assessor for each programme.
- Campus / Site may be subject to change
- Certified copies of SETA registration and numbers must be provided

SKILLS PROGRAMME	CAMPUS / SITE	FACILITATOR/ ASSESSOR REQUIRED	MODERATORS REQUIRED	Approved SETA Registration		
Plumbing Level 4	Qadi Project skills/ self-funded	Ref no: HRM 22/2018	Ref no: HRM 23/2018	CETA		
Plumbing Level 4	Ntuzuma Project skills/self-funded	Ref no: HRM 24/2018				
Building and Civil construction Level 3	Qadi Project Skills	Ref no: HRM 25/2018	Ref no: HRM 26/2018	CETA		
Building and Civil construction Level 3	Ndwedwe Project Learnership	Ref no: HRM 27/2018				
Community House building Level 2	Ntuzuma Project Learnership	Ref no: HRM 28/2018				
End User Level 3	Qadi Project skills & learnership	Ref no: HRM 29/2018	Ref no: HRM 30/2018	MICTSETA		
End user level 3	Ntuzuma Project skills & Learnership	Ref no: HRM 31/2018				
End User level 3	Ndwedwe Project Skills & Learnership	Ref no: HRM 32/2018				
End User Level 3	Pinetown Project skills	Ref no: HRM 33/2018				
End User Level 3	Mpumalanga Project skills & Learnership	Ref no: HRM 34/2018				
End User Level 3	Kwamashu Project Learnership	Ref no: HRM 35/2018				
End User Level 3	Kwadabeka Project Learnership	Ref no: HRM 36/2018				
End User Level 3	Inanda Project Learnership	Ref no: HRM 37/2018				
Technical Support Level 4	Mpumalanga Project Learnership	Ref no: HRM 38/2018			Ref no: HRM 39/2018	MICTSETA
Technical Support Level 4	Inanda Project Learnership	Ref no: HRM 40/2018				
Technical Support Level 4	Ndwedwe Project Learnership	Ref no: HRM 41/2018				
Technical Support Level 4	Kwamashu Project Learnership	Ref no: HRM 42/2018				
Electronics Manufacturing	Kwadabeka Project Learnership	Ref no: HRM 43/2018	Ref no: HRM 47/2018	MERSETA		
Electronics Manufacturing Level 3	Mpumalanga Project Learnership	Ref no: HRM 44/2018				
Welding Level 3	Ntuzuma Project skills	Ref no: HRM 45/2018				
Automotive Repair & Maintenance level 2	Ntuzuma Project & self-funded skills	Ref no: HRM 46/2018				
Automotive Repair & Maintenance Level 2	Kwadabeka Project skills	Ref no: HRM 48/2018				
Automotive Spray Painting Level 3	Kwamashu skills and learnership	Ref no: HRM 49/2018	Ref no: HRM 50/2018	MERSETA		
Airconditioning Refrigeration & Ventilation Level 3	Kwamashu Project Skills	Ref no: HRM 50/2018				
Furniture making Level 2	Ntuzuma Project / self-funded skills	Ref no: HRM 51/2018			Ref no: HRM 52/2018	FPMSETA
Assistant chef Level 2	Pinetown Project skills	Ref no: HRM 53/2018	Ref no: HRM 54/2018	CATHSSETA		
Table Attendant Level 2	Pinetown Project skills	Ref no: HRM 55/2018				
Kitchen Cleaner Level 2	Pinetown Project Skills	Ref no: HRM 56/2018				
Cook Convenience Food Level 2	Pinetown Project skills	Ref no: HRM 57/2018				
New Venture Creation Level 2	Qadi Learnership	Ref no: HRM 58/2018			Ref no: HRM 59/2018	Services SETA
New Venture Creation Level 2	Ntuzuma Learnership	Ref no: HRM 60/2018				
New Venture creation Level 2	Kwamashu Learnership	Ref no: HRM 61/2018				
New Venture creation Level 2	Kwadabeka Learnership	Ref no: HRM 62/2018				
New Venture Creation Level 2	Mpumalanga Learnership	Ref no: HRM 63/2018				
New Venture Creation Level 2	Inanda Learnership	Ref no: HRM 64/2018				
New Venture Creation Level 2	Ndwedwe Learnership	Ref no: HRM 65/2018				
Plant Production Level 1	Mpumalanga UIF Learnership	Ref no: HRM 66/2018	Ref no: HRM 67/2018	AGRISETA		
NC: Wholesale & Chainstore Operations	Pinetown	Ref no: HRM 67/2018	Ref no: HRM 68/2018			
NC: Wholesale Retail Sales	Pinetown	Ref no: HRM 69/2018				

**Enquiries: Ms. ZD Gwala – Tel: 031 716 6700**

Applications must be submitted on the prescribed Z83 form available at all government departments, applications MUST be accompanied by a comprehensive CV and certified copies of your ID and qualifications with academic records.

Direct your applications quoting the relevant reference number to: The HR Assistant Manager, Elangeni College for TVET, Private bag X9032, Pinetown 3600 or hand delivered to 15 Portsmouth Road, Pinetown (Monday-Friday 7:30-16:00)

**Closing Date: 06 June 2018**

Should a response to the application not be received within three (3) months of the closing date, kindly regard your application as being unsuccessful. The college reserves the right not to make any appointments