

Corporate Office Park: 42 Johnstone Street, RANDONTEIN; Private Bag X17, RANDONTEIN, 1760; Tel: (011) 692-4004; Fax: (011) 692-3404; e-mail: ceo@westcol.co.za; website www.westcol.co.za

WESTERN TVET COLLEGE INVITES UNEMPLOYED, QUALIFYING, FORMER STUDENTS TO APPLY FOR A TUTORING POSITION:

MINIMUM REQUIREMENTS (Report 191 Engineering)	<p>Minimum requirements: Must have passed all subjects with the following average. TUT/RFT/20/03/2025</p> <ul style="list-style-type: none"> • 2X - N3 all subjects – 65% 1X - N4 Engineering Science and Mechanotechnics N4 - 65% • 1X - N5 Fluid Mechanics and Strength of Materials 50% • 1X - N6 Fluid Mechanics and Strength of Materials – 50%
MINIMUM REQUIREMENTS (National Certificate Vocational)	<p>Minimum requirements: Must have passed all subjects and have a 65% average on the subject applying for.</p> <p>Fundamentals REF: TUT/RFT/20/03/2025</p> <ul style="list-style-type: none"> • 2X - Mathematics • 1X-Mathematical Literacy • 1X - English (FAL) • 1X- Engineering Related Design • 1X - Welding • 1X- Automotive x1 • 1X - ERD x1 <p>Office Administration REF: TUT/RFT/20/03/2025</p> <ul style="list-style-type: none"> • 2X – Office Data Processing
MINIMUM REQUIREMENTS (Report 191 Business Studies)	<p>Minimum requirements: Must have passed all subjects with the following average. 70%</p> <p>REF (TUT/RFT/20/03/2025, TUTKC/20/03/2025 AND TUT/CVILLE20/03/2025</p> <ul style="list-style-type: none"> • 3X - N4 Computer Practice or Information Processing • 3X - N5 Computer Practice or Information Processing • 3X - N6 Computer Practice or Information
STIPEND/REMUNERATION	R 150 per session
SESSION	<ul style="list-style-type: none"> • 1 hour
SKILLS	<ul style="list-style-type: none"> • Communication skills • Problem solving • Decision making • Teamwork

	<ul style="list-style-type: none"> • Presentation/ Facilitation • Computer literate as per the subject requirements
DUTIES/RESPONSIBILITIES	<ul style="list-style-type: none"> • Analyse the classroom/curricular topics and assignments. • Assisting students with homework, projects, preparing for ISATS and tests, research and other academic tasks. • Explaining key concept, especially those learnt in the classroom as per the subject requirements. • Demonstrating academic best practices for specific subjects and assignments, including research and writing tactics. • Working closely with the subject lecturer/mentor lecturer to ensure that the relevant subject matter is tutored. • Preparing and maintaining a tutoring file for monitoring. • Monitoring student progress and applying intervention strategies after planning with the subject lecturer/mentor lecturer. • Sharing skills to improve academic performance, including study strategies, note taking skills and approaches to answering test questions. • Provide feedback on progress to the lecturers and students where appropriate. • Completing reports. • Recording student attendance and punctuality and submitting registers • Preparing for each session. • Maintain confidentiality regarding the student's records, results and progress.

APPLICANTS MUST TAKE NOTE OF THE FOLLOWING:

1. Applications must be submitted by completing **Z83 form** obtained from the College website: www.westcol.co.za.
2. Applicants must also submit the following supporting documents:
 - Updated CV.
 - Certified copies of Matric/Grade 12 or NCV Level 4 Certificate
 - Qualifications with academic records/transcripts and
 - Certified South African ID.
3. Applications must be submitted at the SSS Office in the following Campuses:
 - Carletonville Campus
 - Krugersdorp Central Campus
 - Krugersdorp West Campus
 - Westonaria Campus
 - Randfontein Campus
4. For any enquiries kindly contact Ms Thandeka Swelinkomo via email at thandekas@westcol.co.za at Corporate Office (011) 692 4004 Ext. 1052

Closing date: 01 September 2025