



higher education

Department:  
Higher Education  
REPUBLIC OF SOUTH AFRICA



**westcol**

Technical and Vocational Education and Training College

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

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

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

**CARLETONVILLE  
CAMPUS**

20 South Street  
CARLETONVILLE  
Tel: 018 787 4012

**KRUGERSDORP  
CAMPUS**

32 Von Brandis Street  
KRUGERSDORP  
Tel: 011 953 1140

**KRUGERSDORP WEST  
CAMPUS**

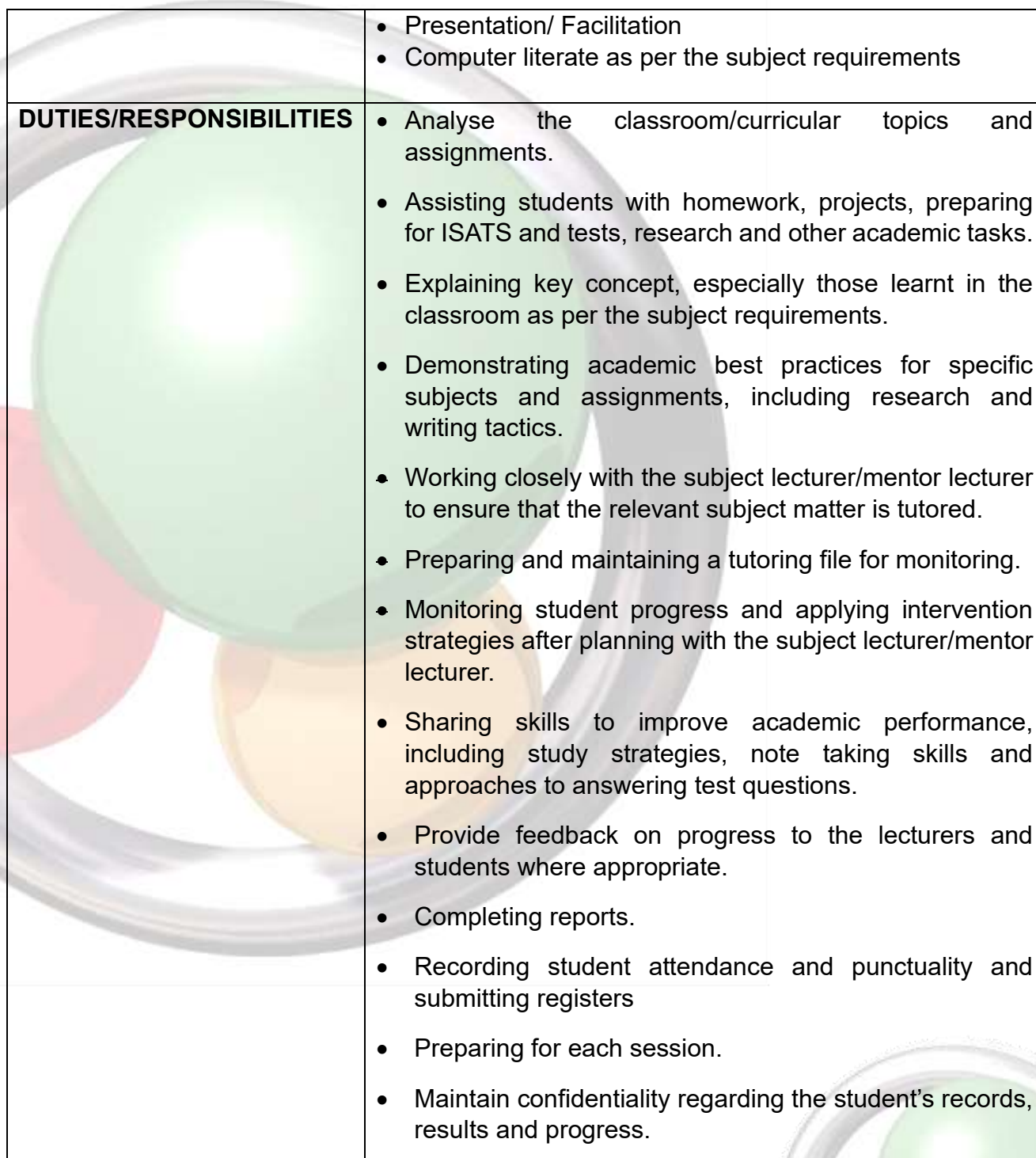
69 Flemming Street  
KRUGERSDORP WEST  
Tel: 011 660 1709

**RANDFONTEIN  
CAMPUS**

5 Kiewiet Street  
RANDFONTEIN  
Tel: 011 693 3608

**WESTONARIA  
CAMPUS**

109 Botha Street  
WESTONARIA  
Tel: 011 754 1089



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

### **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](http://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](mailto:thandekas@westcol.co.za) at Corporate Office (011) 692 4004 Ext. 1052

**Closing date: 01 September 2025**

