

CAPRICORN TVET COLLEGE



POLICY ON ENGAGEMENT OF NATED LECTURERS

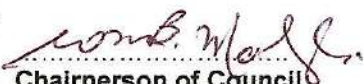
CENTRAL OFFICE
CAMPUSES:
POLOKWANE
SESHEGO
SENWABARWANA
RAMOKGOPA

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Chairperson of Council

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VISION OF CAPRICORN TVET COLLEGE



“A dynamic Technical Vocational Education and Training Institution of Excellence”

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

Values

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

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ACADEMIC SERVICES

POLICY ON ENGAGEMENT OF NATED LECTURERS

1. PREAMBLE

Nated / Report 191 Curriculum Delivery (CD) is currently implemented through part-time lecturers who are remunerated on an hourly basis, although the programme seems to run fairly well. The

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college frequently experiences challenges which impact negatively on the success rates of students and limit the college's potential to achieve academic excellence.

Challenges include, among others:

- a) Delays in renewing or finalizing appointments of lecturers on a trimester or semester basis.
- b) Delays in processing claims for payment of wages on a monthly basis.
- c) Fluctuations in student enrolment.
- d) Prioritization of internal versus external staff members.
- e) Demand for increase in hourly rates.
- f) Demand for more subjects to teach on the side of lecturers.
- g) Lecturers' unhappiness with the 60% performance as a precondition for engagement on the Nated programme.
- h) Lack of honesty in a desperate bit to satisfy the 60% pass rate threshold.
- i) The insufficient supervisory role played by Senior lecturers and HODs.
- j) Low certification rates experienced in the programmes.

All these lead to labour instability and influence the College's performance in delivering the curriculum project of the Nated Programme. The ideal solution would therefore be the appointment of full-time qualified (National Diploma with methodology and or Artisan) Nated lecturers that would be dedicated to teach all Nated subjects. This move would ensure stability and improved performance.

2. THE SCOPE OF APPLICATION

The Policy Applies to:

Lecturers, Senior Lecturers, HODs, Assessors and Moderators conducting assessment and moderation of Report 191. Also to all staff members

3. LEGISLATIVE FRAMEWORK

The activities of the College are controlled and managed mainly in terms of the following Legislative Framework:

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- 3.1 CET Act 16 of 2006, as amended
- 3.2 Further Education and Training (FET) Act No. 98 of 1998
- 3.3 Employment of Educators (EEA) Act No. 76 of 1998
- 3.4 Terms of Conditions of Employment of Educators determined in terms of the Employment of Educators Act No. 22 of 1999
- 3.5 Employment Equity Act No. 55 of 1998
- 3.6 South African Schools (SASA) Act No. 84 of 1996
- 3.7 Public Finance and Management Act (PFMA) Act no 1 of 1999
- 3.8 South African Qualifications (SAQA) Act 58 of 1995
- 3.9 Skills Development (SDA) Act 97 of 1998
- 3.10 Skills Development Levies Act (SDL) Act no 9 of 1999
- 3.11 Employment Equity Act No 55 of 1998
- 3.12 Labour Relations (LRA) Act no 66 of 1995
- 3.13 Occupational Health & Safety (OHS) Act 85 of 1993

4. ABBREVIATIONS:

- 4.1 **DHET** Department of Higher Education and Training
- 4.2 **TVET** Technical, Vocational Education and Training
- 4.3 **NATED** National Accredited Technical Education Diploma
- 4.4 **FET** Further Education and Training
- 4.5 **ICASS** Internal Continuous Assessment
- 4.6 **NCV** National Certificate Vocational
- 4.7 **RPL** Recognition of Prior Learning
- 4.8 **POA** Portfolio of Assessment
- 4.9 **POE** Portfolio of Evidence
- 4.10 **QCTO** Quality Council for Trades and Occupations

5. RECRUITMENT AND SELECTION OF LECTURERS

- 5.1 Interested lecturers and staff members shall register for inclusion on the Campus Database (CD).
- 5.2 A Comprehensive Curriculum Vitae (CV) reflecting qualifications and Subject of Specializations (SS) must be submitted.
- 5.3 Preference shall be given to internal staff members.
- 5.4 External staff Members shall only be considered under extra-ordinary circumstances, in which case a submission is to be made to the office of the Principal for approval. Maximum 2 groups

- 5.5 A lecturer that was teaching a NCV subjects must have achieved at least 60% pass rate in the NC (V) teaching responsibilities to be considered for appointment in the Nated Programme. Capacitation i.e content training for lecturer on suspension before uplifting suspension.
- 5.6 A lecturer that was teaching a Nated subject must have achieved at least 60% or a percentage above or equal mostly recent national average.
- 5.7 A lecturer who was teaching two or more subjects must have achieved 60% pass rate for those subjects before being considered for re-appointment.
- 5.8 Minimum requirement for newly external appointees should be 60% for the subject/s appointed to teach.
- 5.9 A lecturer who was teaching Nated subject will only be re-appointed if:
- He or She must produce an average of 60% plus in the same subject taught at different groups.
 - N.B. If he or she is teaching two different subjects, he/she will only be re-appointed in the subject in whom he or she produced 60%.
- 5.10 An appointed lecturer shall be expected to exercise all relevant teaching and learning responsibilities, including assessment, compilation of POAs, offering extra- lessons/ etc. without additional remuneration.
- 5.11 A lecturer shall be allocated a maximum of two (2) groups. However, the ideal is one (01). A maximum of three (3) may be allocated at the discretion of Campus Management, only under compelling circumstances, for example scarce skill subjects. However, this should be done in a fair and transparent manner, taking into account proven previous performance of the person to be allocated.
- 5.12 Campuses shall compile lists of recommended staff members with supporting documentation to Central Office for approval and generation appointment letters.
- 5.13 Labour unions shall form part of recruitment process
- 5.14 It would be desirable to invite unions to observe the selection process

6. SENIOR LECTURERS / HODS

- 6.1 Senior Lecturers should be allocated two (02) groups three (3) to teach and the rest of the time to conduct supervision daily.
- 6.2 An appointed Senior Lecturer shall be expected to produce evidence of supervision done on a weekly basis.
- 6.3 When claiming remuneration, all Sen. Lecturers and HODs shall attach proof of supervisory activities conducted to validate their claims.
- 6.4 HODs shall NOT be allocated any subjects as they will assume overall supervision of curriculum delivery. HOD should be allocated minimum of 1 and maximum 2 groups to teach.
- 6.5 All HODs for Nated shall be dedicated to the Programme only and shall report on and be performance-assessed on Nated teaching and Learning.

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6.6 It remains the sole prerogative of management to appoint or reappoint staff members. However, this prerogative shall be exercised without bias against or for anyone.

7. WORKING HOURS

7.1 Nated classes shall start at 15:00 and end at 19:00

7.2 Senior Lecturers shall start at 15:00 and end at 19:00

7.3 Where there are two HODs, a Nated HOD shall report for work at 12:00 daily and shall observe (7) hours, translating into a thirty-five (35) hour-work week.

8. REMUNERATION AND PAYMENT OF STAFF

8.1 Lecturers shall be remunerated according to college annually reviewed tariffs.

8.2 An HOD who is only dedicated to the Nated programme shall NOT be remunerated additionally to the salary paid to them on a monthly basis.

8.3 It is the duty of staff to complete payment claims on time and submit to Campus Management for further processing and the Campus Management to process and submit such claims in good time and submit to Central Office for processing and payment.

9. POLICY IMPLEMENTATION AND REVIEW

9.1 This policy will be implemented the day on which it has been ratified by the College Council

9.2 This policy will be subject to a review every 3 years or as and when a need arises by College management to ensure its relevance and effect any suggested changes in the reviewed version.

9.3 Consultations with relevant stakeholders regarding the policy will be conducted for possible inputs before it is suggested to the College Policy Review Committee, Academic Board and College Council for approval and ratification respectively.

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