



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

JOB DESCRIPTION

1. JOB INFORMATION SUMMARY

Name of Job Holder	
Job Title	Facilitator – Centre of Speciliation Plumber Trade
Core Code	
Post Level and Salary Code	SL 9
Occupational Class Code	
Name of Component	
Location	Flavius Mareka: Kroonstad Campus College of Cape Town: Thornton Campus
Post Reports To	
Date of Appointment/Entry Into Post	

2. JOB PURPOSE

To implement Occupational Training Programmes for the Plumbing trade and ensuring compliance with the entire scope of the curriculum.

3. MAIN OBJECTIVES

NO.	OBJECTIVES	Rating %
1.	Provide theoretical and practical training applicable to the Plumbing trade, and according to predetermined curriculums and lesson frameworks.	40%
2.	Assess and/or moderate theoretical and practical competencies of apprentices in the programme against pre-determined requirements.	10%
3.	Ensure that training equipment, workshops and related resources are available and in working order, and conduct regular inventory control.	10%
4.	Perform administrative and management functions, including preparing and submitting reports to relevant authorities, preparation of training registers, preparation and completion of apprentice files, and any other administration required by oversight bodies.	5%
5.	Attend industry and training workshops, as well as any other prescribed training to ensure own continuous professional development.	15%
6.	Ensure training environment and activities are compliant to all safety, health and environmental requirements.	5%
7.	Plan delivery of the occupational qualification in such a way that the apprentices are prepared to complete and pass the relevant assessments and trade test.	5%
8.	Manage scheduling of apprentices for theory and industry placement/practical components of programme.	10%

4. INHERENT REQUIREMENTS OF THE JOB

QUALIFICATIONS	SKILLS AND KNOWLEDGE	LEVEL OF EXPERTISE/EXPERIENCE	OTHER REQUIREMENTS
<ul style="list-style-type: none"> • A diploma or equivalent qualification at REQV 13 level. • Qualified Plumber, eg trade test passed. • Education, Training & Development Practice(ETDP) or related qualification would be advantageous. • Registered Assessor will be advantageous. • Registered Moderator would be advantageous. • Registration with Professional Body 	<ul style="list-style-type: none"> • Knowledge of the Plumbing Industry. • Analytical skills. • Legislative and regulatory environment, including Occupational Health & Safety regulations and requirements, and experience in implementation of these. • Planning and organizing skills including lesson planning skills. • Verbal and written communication skills, including presentation or lecturing skills and report writing skills. • Ability to assess apprentices in accordance with set requirements. • Interpersonal skills. 	<ul style="list-style-type: none"> • 3 – 5 years or appropriate artisan experience as a Plumber in industry eg Subject Matter Expert with specific experience in the following areas: <ul style="list-style-type: none"> - Tools, equipment, machinery and materials; - Cold water; - Hot water; - SANWARE; - Below Ground Drainage; - Above Ground Drainage; - Rain Water Goods; - Problem Solving. • 2 years or more training/workshop mentoring experience. • Computer literacy (Microsoft Office Suite). • Valid driver’s licence. • Quality control and assurance. 	<ul style="list-style-type: none"> • Leadership, mentorship and role model. • Conceptual Ability. • Customer service. • Continuous Improvement/ Development. • Discipline & professionalism.

5. LEARNING FIELDS AND INDICATORS

NO.	LEARNING INDICATORS
1.	Must undergo training and development in new or latest technologies/trends in the Plumbing trade.
2.	Obtain pedagogical experience where applicable.
3.	If no pedagogical qualification, must obtain such.
4.	Must undergo training in new curriculum with focus on modular teaching instead of subject matter teaching.
5.	Must provide proof of adequate and measurable industry workplace experience in the following areas: <ul style="list-style-type: none"> - Tools, equipment, machinery and materials; - Cold water; - Hot water; - SANWARE; - Below Ground Drainage; - Above Ground Drainage; - Rain Water Goods; - Problem Solving;

6. CAREER PATHING

Progression based on performance, qualification and experience as provided for in the Public Service Regulations and Departmental Performance Management and Development Policy.

7. AMENDMENTS TO JOB DESCRIPTION

The Director-General or his/her nominee (supervisor or manager) reserves the right to make changes and alterations to the job description, as she/he may deem reasonable, after due consultation with the job/post-holder.

8. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work-plan and targets, should be read as an extension of the job description.

9. JOB DESCRIPTION AGREEMENT

_____ SIGNATURE OF JOB/POST-HOLDER	_____ SIGNATURE OF SUPERVISOR/MANAGER
DATE:	DATE:

