UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF EDUCATION

(Ref: Independent ContraAllColl/E-Tutor 2018)

UNISA is the only publicly funded institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for services as Online Tutors (E-tutors) on an independent contract basis.

- A qualification as per specific requirements determined by the College on the Unisa website
- Ability to work with diverse students
- Willingness to undergo training on various aspects of tutoring

E-Tutors will have the following duties:
- Facilitate online delivery of tutorials
- Manage students’ online learning experiences
- Facilitate students’ online interactions with their peers
- Provide students with online academic and technical support

As an Independent Contractor, you will:
- Not be regarded as an employee of Unisa
- Not be entitled to any benefits such as medical aid, office space, equipment, leave (including sick leave), in terms of the UNISA conditions of service
- Be expected to provide your own infrastructure i.e. your own computer, your own Internet access, work space and any other office-related equipment
- Work in your own time in completing online teaching tasks to a total of 75hrs per semester (excluding marking)
- You may also be required to mark students’ assignments and examinations. If this is the case, this will be specified in an independent task agreement with its own remuneration

If you are already appointed for the E-Tutor /Teaching Assistant position please do not apply again

E-tutoring positions are available in the College of Education in the following Departments per NQF level

**NQF LEVEL 5**

**ABET AND YOUTH DEVELOPMENT**

Specific requirements:
- Must be a qualified professional teacher
- Must have good computer skills

B.Ed. with specialization in Adult Education; or B.Ed. in any subject plus a diploma or National Higher Certificate in ABET; or a 3 year diploma in education plus a diploma in ABET.

- ABT1511 Developing Academic Skills for studying ABET
- ABT1512 Contextual Studies
- ABT1513 Exploring Adult Learning
- ABT1515 Planning and administering ABET classes and projects
- ABT1516 Introduction to Assessment in ABET
- ABT1517 Teaching Literacy to Adults
- ABT1518 Teaching Numeracy to Adults
- ABT1519 Teaching Adult Basic Education
- ABT1520 Building a Portfolio of ABET Practice

**SCIENCE AND TECHNOLOGY EDUCATION**

B.Ed. (Foundation phase)/Undergraduate degree + PGCE (Foundation phase)

- PFC101Q Professional Studies Theme A: Social Sciences and Environmental Education
EARLY CHILDHOOD EDUCATION
B.Ed. (Foundation phase)/Undergraduate degree + PGCE (Foundation phase)

- **PRS101Y** Early Childhood Teaching
- **PRS1023** Health, in Early Childhood Education A
- **PRS1034** Art and Handwork
- **HEC101V** Health Education
- **EDT101G** Child Development
- **EDT102H** Guidance, Counselling and Life Skills Development

LANGUAGE EDUCATION, ARTS AND CULTURE
B.Ed. (Foundation phase)/Undergraduate degree + PGCE (Foundation phase)

- **PST131J** Language Teaching
- **LPENGTS** Language Proficiency (English Communication for Education)

CURRICULUM AND INSTRUCTIONAL STUDIES
B.Ed. (Foundation phase)/Undergraduate degree + PGCE (Foundation phase)

- **PST103E** Teaching Social Sciences

EDUCATIONAL FOUNDATIONS
B.Ed. (Undergraduate degree) with Philosophy of Education/Theoretical Frameworks in Education

- **EDC1015** Theoretical Frameworks In Education (Educational Foundations 101 (Bed))

PSYCHOLOGY OF EDUCATION
B.Ed. (with Psychology 2)/ Undergraduate degree+ PGCE (with Psychology 2) and/or B.Ed. Hons (Educational Psychology)

- **ETH102L** The Learning Child

NQF LEVEL 6

SCIENCE AND TECHNOLOGY EDUCATION

- **EDA3046** Environmental Education
- **PST202G** Teaching Natural Sciences

EARLY CHILDHOOD EDUCATION
B.Ed. (Foundation phase)/Undergraduate degree + PGCE (Foundation phase) and B.Ed. Hons degree

- **EDT304R** Social Education
- **EDT305S** Management of Early Childhood Development Instruction
- **PRS2038** The Reception Year
- **PRS303B** Reading, Writing & Spelling – Second Language
- **PRS302A** Reading, Writing & Spelling – First Language
- **EDT201K** The Young Child & Learning
- **PRS2015** Music and movement activities
- **PRS2026** Children’s literature

LANGUAGE EDUCATION, ARTS AND CULTURE
B.Ed. (with Subject didactics (Languages) module(s))/ Undergraduate degree+ PGCE (with Subject Didactics (Languages) module(s)) and B.Ed. Hons degree/B.Ed. Hons (Language education, Music Education and/or Arts Education)

- PST210G Arts & Culture

CURRICULUM AND INSTRUCTIONAL STUDIES
- PST311L Economic Literacy & Entrepreneurship

MATHEMATICS EDUCATION
- PST201F Mathematics Teaching

EDUCATIONAL FOUNDATION
- ETH305V Multicultural Education

PSYCHOLOGY OF EDUCATION
B.Ed. (with Psychology 2)/ Undergraduate degree+ PGCE (with Psychology 2) and/or B.Ed. Hons (Educational Psychology)
- EDT1601 Child Development
- EDT1602 Learning & Teaching Strategies

INCLUSIVE EDUCATION
B.Ed. in Education
- ETH302S Inclusive Education A
- ETH306W Inclusive Education B (Educational Themes 306)

NQF LEVEL 7
CURRICULUM AND INSTRUCTIONAL STUDIES
- EDPHOD8 Educator in a Pastoral role
- EDAHOD5 The Educator as Assessor
- EDDHODJ The Educator as Learning Programme Developer
- EDMHODR Educator as Mediator of Learning

EARLY CHILDHOOD EDUCATION
B.Ed. (Foundation phase)/Undergraduate degree + PGCE (Foundation phase) and B.Ed. Hons degree
- PGC4019 Psychology of Education & Socio-Pedagogics
- PGC404C Health, Safety & Nutrition
- PCF4065 Reception year & Foundation Phase Didactics
- PGC4088 Teaching Mathematics, Science & Technology
- PGC402A Philosophy & History of Education
- PGC405D Management & Assessment
- PRS401C Mathematics Teaching
- PRS402D Science & Technology
- PCF4099 Music and Movement/ Art and Handwork

LANGUAGE EDUCATION, ARTS AND CULTURE
B.Ed. (with Subject didactics (Languages) module(s))/ Undergraduate degree+ PGCE (with Subject Didactics (Languages) module(s)) and B.Ed. Hons degree/B.Ed. Hons (Language education, Music Education and/or Arts Education)
- SDLANGT FET Subject Didactics Languages (Home, 1st & 2nd additional language)

MATHEMATICS EDUCATION
B.Ed. Hons /Hons Degree in Mathematics Education
Undergraduate degree (with a minimum of Mathematics 2) + PGCE / B Ed degree (with a minimum of Mathematics 2)

- LADMMM6: Teaching Mathematics (SP Subject Didactics)
- SDMAT04: FET Subject Didactics Mathematics Education

SCIENCE AND TECHNOLOGY EDUCATION

Bachelor of Education in Technology Education/ Bachelor of Technology (Technology Education) /Undergraduate degree (Technology Education) + PGCE and B.Ed. Hons (Technology Education)

Undergraduate degree (Computer Integrated Education/E-learning) + PGCE/ B.Ed. (Computer Integrated Education/E-learning) and B.Ed. Hons (Computer Integrated Education/E-learning)

- LADTECX: Teaching Technology (SP Subject Didactics)
- SDBIOLJ: FET Subject Didactics Life Sciences
- LANDNSCC: Teaching Natural Sciences (Sp Subject Didactics)

PSYCHOLOGY OF EDUCATION

B.Ed. (with Psychology 2)/ Undergraduate degree+ PGCE (with Psychology 2) and/or B.Ed. Hons (Educational Psychology)

- SDSGC0D: FET Subject Didactics Life Orientation

EDUCATIONAL FOUNDATION

- EDRHODG: The Educator As Researcher, Scholar And Lifelong Learner

EDUCATIONAL LEADERSHIP AND MANAGEMENT

- EDLHODM: The Educator As Leader, Manager And Administrator

Your application form must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;

- identity document (including passport, work permit, permanent residence permit or proof of nationalisation if applicable) (certified copies within the previous six months);
- all educational qualifications (certified copies within the previous six months);
- academic transcripts/records (certified copies within the previous six months);
- proof of SAQA verification for foreign qualifications (if applicable) (certified copies within the previous six months)

Application Form together with attachments to be send to the following e-mail address: CEDUtutorials@unisa.ac.za

- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided, one of which must be from your present employer excluding your current line manager if you are an internal Unisa applicant
- Late, incomplete and incorrect applications will not be considered.
- Unisa is not obliged to fill an advertised position

Appointments will be made in accordance with Unisa’s Employment Equity Plan and other applicable legislation

Closing Date: 04 August 2017

Assumption of duty: February 2018

General Enquiries: Ms N Maswanganye: Tel: (012) 481 2706
Mr T Maphala: Tel (012) 481 2857
Mr D Tjikana: Tel (012) 481 2913
### UNISA

#### APPLICATION AND PERSONAL INFORMATION

**Form: E-Tutor**

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<tr>
<th>SURNAME</th>
<th>Title</th>
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<tr>
<th>FULL NAMES</th>
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<tr>
<th>College/Faculty</th>
<th>University Learning Centre (see advert)</th>
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<th>Academic Department</th>
<th>Position Reference</th>
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<th>Modules (Max of 3)</th>
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<th>2</th>
<th>3</th>
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<th>B</th>
<th>C</th>
<th>I</th>
<th>W</th>
<th>Female</th>
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<th>Disability</th>
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<th>Country of birth</th>
<th>Nationality</th>
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<th>Are you a South African citizen by birth?</th>
<th>Yes</th>
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### Foreign Nationals

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<th>Postal code</th>
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<th>Telephone numbers</th>
<th>Home</th>
<th>Work</th>
<th>Cell</th>
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### Emergency Contact Details

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<tr>
<th>Relationship</th>
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<th>Friend</th>
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<table>
<thead>
<tr>
<th>Initials &amp; surname</th>
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<th>Current Studies</th>
<th>Qualification</th>
<th>Institution</th>
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### Qualifications

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<th>Institution</th>
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### Signature

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<tbody>
<tr>
<td>Claim System number/Oracle number</td>
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1. To be completed by incumbent
2. From higher to lowest

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Personal Information