



## Education and Sport Development

Department of Education and Sport Development  
Departement van Onderwys en Sportontwikkeling  
Lefapha la Thuto le Tlhabololo ya Metshameko  
**NORTH WEST PROVINCE**

Inset Building, Dr Albert Luthuli Drive, Mmabatho,  
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Tel.: (018) 297-5211 / Fax: (018) 293-0199

### CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: ASSESSMENT

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#### ASSESSMENT INSTRUCTION NO 07 OF 2018 (FET)

TO: CHIEF DIRECTORS  
CES: CURRICULUM DEVELOPMENT SERVICES & DISTRICTS  
DISTRICT DIRECTORS  
DIRECTOR: CURRICULUM DELIVERY SERVICES  
DISTRICT ASSESSMENT MANAGERS  
SUB DISTRICT MANAGERS  
FET CURRICULUM COORDINATORS (HEAD OFFICE & SUBDISTRICTS)  
FET SUBJECT SPECIALISTS  
PRINCIPALS: SECONDARY SCHOOLS  
TEACHER UNIONS

#### SUBJECT: ADVERTISEMENT FOR SBA MARKERS POSTS FOR 2018

Suitably qualified individuals are hereby invited to apply for the marking of SBA evidence Grade 10/11 and 12. The marking is scheduled for **22 to 30 June 2018** and **28 September to 06 October 2018**.

The SBA marking will be conducted in the following subjects to cover the two sessions:

SUBJECTS	SUBJECTS
Accounting	Life Sciences
Business Studies	Mathematical Literacy
Economics	Technical Mathematics
Agric Sciences	Mathematics
Agricultural Management Sciences	Physical Sciences
Agricultural Technology	Technical Sciences
Consumer Studies	Setswana HL
Hospitality Studies	Sesotho HL
Tourism	IsiXhosa HL
Afrikaans HT/ SAL	Civil Technology
English HL /FAL	Engineering Graphics and Design
Geography	Dramatic Arts Music
History	Computer Applications Technology
Life Orientation	

## 1. Requirements:

### 1.1 SBA Marker

- 1.1.1 At least a recognised three year post matric qualification which must include the subject concerned at second or third year level.
- 1.1.2 Extensive experience as educator in the particular subject
  - 1.1.2.1 at least 3 years teaching experience in the last 5 years at the appropriate Grade or.
  - 1.1.2.2 being a Subject Advisor in the subject applied for
- 1.1.3 Experience during the last 3 years as:
  - (a) External SBA Marker (Umalusi or DBE Moderator)
  - (b) Provincial SBA Marker in Grade 11/12
  - (c) Cluster Moderator
- 1.1.4 Preference will be given to teachers with experience and qualification in quality assurance of SBA at school, District /Sub-District level.
- 1.1.5 SBA Markers will assist in writing detailed and meaningful reports on the evidence of learners' performance.
- 1.1.6 The SBA Markers must have attended all training workshops/information sessions on CAPS for the applicable subject.
- 1.1.7 Report Writing skills

## 2. Appointment of Provincial SBA Markers:

- 2.1. Preference will be given to Grade 12 teachers on the North West Persal System.
- 2.2. **No correspondence or dialogue will be entered into as to the reasons for not appointing a specific applicant.** Only successful candidates will be notified of their appointment by 12 June 2017. The names of applicants who qualify, but are not appointed, are automatically placed on the reserve list.
- 2.3. Only one application per subject will be considered.

## 3. Remuneration:

Remuneration will be in accordance with the levels (1 or 2) as outlined in the Personnel Administration Measures (PAM) document.  
or level 2.

## 4. APPLICATIONS

Each application must be accompanied by all the necessary certified documents:

#### 4.1 Documents:

(If any of these documents are not attached or not certified the application will not be considered)

- 4.1.1 Certified Copy of ID
- 4.1.2 Certified Copy of qualifications
- 4.1.3 Certified copy of salary advice
- 4.1.4 Certified copy of SACE certificate

4.2 A complete application form must be submitted in respect of each vacancy applied for.

4.3 Confirmation of attendance and release letter from the immediate supervisor (Principal/Curriculum Coordinator or CES) will be required from appointees to indicate their availability/non availability for the marking process. Failure to do so, will result in immediate replacement of individuals.

#### 5. Closing dates for applications:

**5.1** The closing date for all applicants is the **16 May 2018** at the Assessment Official at the **Sub-District Office**. This designated official will submit to the District FET SBA Coordinator on 17 May 2018.

**5.2 Late applications will not be considered**

#### 6. The following applications will not be considered:

- 6.1 Incomplete details on the application forms,
- 6.2 Where all required documents are not attached
- 6.3 Late applications,
- 6.4 Posted applications
- 6.5 Faxed applications or
- 6.6 Applications sent by electronic media.



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MRS OD GABORONE  
DIRECTOR: ASSESSMENT



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### CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: ASSESSMENT

## APPLICATION FOR APPOINTMENT: SBA MARKER

**SUBJECT:**

### 1. PERSONAL INFORMATION

Surname:													
First Names:													
ID No. (13 Digits)													
PERSAL No.													
SACE No. (South African Council for Educators)													
Designation / Rank (Tick the relevant level)	Teacher	Departmental Head		Deputy Principal		SES			DCES				
This section MUST be completed by <b>Teachers only</b>	Name of School:												
	District:												
This section MUST be completed by <b>Office Based Educators only</b>	Sub-District:												
	District:												

#### Tick the relevant box

- a) On Full time pay roll of the North West Education Department?  Yes  No
- b) Took the VSP?  Yes  No
- c) Retired?  Yes  No
- d) Employed by other institution?  Yes  No

### 2. CONTACT NUMBERS

<b>Work:</b>	<b>Fax:</b>	<b>Cell Number:</b>	<b>Email:</b>

**3. RELEVANT QUALIFICATIONS** (Attach certified photostat copies of all certificates)

<b>ACADEMIC</b> (e.g. B.A. etc.) Institution and Year obtained	<b>PROFESSIONAL:</b> (e.g. HDE; etc.) Institution and Year obtained

**4.** (This section **MUST** be completed by teachers only)

**4.1 TEACHING EXPERIENCE IN THE SUBJECT APPLIED FOR**

Number of years in teaching the subject applied for.	GRADE 10	GRAGE 11	GRADE 12

**4.2 GRADE 12 RESULTS IN THE IN THE SUBJECT APPLIED FOR**

No of candidates			No passed			Subject Average %			No. obtained a 70% rating or higher.		
2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017

**5.** (This section **MUST** be completed by Office Based Educators only)

**5.1 EXPERIENCE IN THE SUBJECT APPLIED FOR**

Number of years spent teaching at school	GRADE 10	GRADE 11	GRADE 12
Number of years spent supporting teachers	SUB DISTRCT		HEAD OFFICE

**5.2 GRADE 12 RESULTS IN THE IN THE SUBJECT APPLIED FOR**

No of candidates			No passed			Subject Average %			No. obtained a 70% rating or higher.		
2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017

**6 MARKING EXPERIENCE IN SBA EVIDENCE IN THE FET BAND**

(Please indicate year, subject and position held for past 5 years)

LEVEL (e.g School/ Sub District/ District/ Province/ Umalusi/DBE)	POSITION (e.g.Provincial SBA marker, Umalusi SBA Marker, National SBA Marker, Cluster moderator, Chief SBA Marker etc.)	GRADE/S	YEAR
Total years of experience in marking SBA evidence:			

**7. OTHER RELEVANT EXPERIENCE:**

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**8.. I hereby declare that the information provided above is correct**

SURNAME & INITIALS (Print)	SIGNATURE OF APPLICANT:	DATE:

**9. PRINCIPAL/CURRICULUM COORDINATOR/CES’S COMMENTS (Where relevant):**

Is the above information correct ?  Yes  No

Do you recommend the appointment of this official for the post applied for ?  Yes  No

.....  
**NAME (Print**

.....  
**SIGNATURE:.....**

**DATE:**

<b>STAMP</b>
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**CLOSING DATE: 16 MAY 2018**