



Student Learning Unit

Online Tutor Training Application Procedure

1. Tutor Training will commence in June 2020?

Online Tutor Training will resume in June 2020 as the university transitions to remote learning. The training is available 2nd year, 3rd year, B.Tech, M.Tech and D.Tech students. Students will be trained over a period of 12 hours (2 days) using the experiential model online via Blackboard Collaborate Ultra. At this stage only students who have access to the internet will be able to attend the tutor training. All students who successfully complete the required modules will receive a Tutor Certificate.

2. Tutor Training Enrolment and Appointment Process:

Tutor Training Enrolment form

Procedures to apply:

Send an email to Mrs. Jean Collins at, collinsj@cput.ac.za (Bellville) or Ms Onele Tshaka at, TshakaO@cput.ac.za (Cape Town)

1. Lecturer identify students to be tutors or students who qualify may ask for permission to tutor in a subject.
2. Request a tutor training enrolment form from one of the administrators above or download here [STUDENT TUTOR Application form 2020](#)
3. Complete the application form
4. NB* The **lecturer** as well as the **HOD** of the department should then sign the application form.
5. Attach a copy of the student academic record.
6. Return signed forms and copy of your academic record to [Jean Collins](#) or [Onele Tshaka](#)
7. Electronic copies over the documents with digital signatures will be accepted.

Tutor Training Dates

Please find attach training dates as well as application form. These dates will be amended as the year progresses:

Dates
Day 1 - 9 th June
Day 2 - 10 th June
Day1- 17 th June
Day 2 - 18 th June
Day 1 - 2 nd July
Day 2- 3 rd July
Day 1- 14 th July
Day 2- 15 th July

Students who have missed day two before the university closure may register to attend day 2 only to complete the programme.

3. Accessing Tutor Training via Blackboard

- Learn more about how to access Blackboard by referring to the [BB Student Guide here](#).
- Once you have completed the tutor training enrolment form, a link will be sent to you to access the training online.
- A reminder will be sent to all students that have been successfully registered. Only students registered to attend will receive the link and this link cannot be shared with anyone else.

4. Work-study Appointment forms

It is important to note the following:

- [APPOINTMENT FORM \(TUTOR & MENTOR\)](#) should be completed and signed by HOD
- We require an Income tax number – [TAX DECLARATION](#)
- Certified copy of ID/Study permit (Foreign students)
- Proof of registration
- [New Banking Detail Form](#)
- [CLAIM FORM STUDENT ASSISTANT & LAB ASSISTANT](#)
- [TERMS AND CONDITIONS OF THE WORKSTUDY PROGRAMME](#)
- All appointment/claim forms should be sent directly to [Curtis Pietersen](#), for processing. Please do not send these forms to Student Learning.

5. Workstudy Payroll Dates ([WORKSTUDY Pay dates 2020](#))

Due dates for claims should be strictly adhered to. Late claims will be processed the following month..

MONTH	WORKSTUDY CONSTRUCT DUE DATE (Final date for submission of documents to WORKSTUDY OFFICE)	WORKSTUDY CLAIMS DUE DATE (Final date for submission of documents to Workstudy Office)	PAYDATE
January 2020	Thu -05/12/2019	Tue -07/01/20	Fri -24/01/20
February 2020	Tue -14/01/20	Wed -29/01/20	Tues-25/02/20
March 2020	Fri -07/02/20	Wed -26/02/20	Wed - 25/03/20
April 2020	Fri - 13/03/20	Fri - 27/03/20	Fri - 24/04/20
May 2020	Thurs - 09/04/20	Fri - 24/04/20	Mon - 25/05/20
June 2020	Fri - 08/05/20	Thurs - 28/05/20	Thurs - 25/06/20
July 2020	Thur - 11/06/20	Mon - 29/06/20	Fri - 24/07/20
August 2020	2020 contracts closed	Wed - 29/07/20	Tues - 25/08/20
September 2020	2020 contracts closed	Fri - 28/08/20	Fri - 25/09/20
October 2020	2020 contracts closed	Mon - 28/09/20	Fri - 23/10/20
November 2020	2020 contracts closed	Wed - 28/10/20	Wed - 25/11/20
December 2020	2020 contracts closed	Mon - 16/11/20	Fri - 11/12/20

The payroll process is deadline driven and it is imperative that the dates above be adhered to in order for the Payroll Section to deliver a service of excellence. The Payroll Section's objective is to ensure that each staff member receives the correct salary on time each month.

6. Contact Details

Cape Town: Onele Tshaka Student Learning District 6 TshakaO@cput.ac.za	Bellville: Jean Collins Student Learning Bellville collinsj@cput.ac.za
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