

Student Learning Unit

Teaching Assistant Training and Procedure

Purpose of a Teaching Assistant:

To assist and support a lecturer/senior lecturer/head of programme/head of department:

- a Teaching Assistant works under the guidance of a lecturer/senior lecturer/head of programme/head of department
- to assist and support the lecturer to implement programmes and classes for that could include those requiring detailed and specialist knowledge in particular areas;
- the Teaching Assistant assists in the whole planning cycle and the management/ preparation of teaching and learning;
- the TA may lecturer or facilitate classes as appropriate

Position in the Organisation:

A Teaching Assistant is a registered senior student at CPUT (preferably post-graduate) who works with and reports to a lecturer/senior lecturer/head of programme/head of department

Discipline Specific Tutorial Training (TA Training):

All teaching Assistants are required to attend the Discipline Specific training along with the Supervising Lecturer. This is a 1 day training programme. Discipline Specific Training - compulsory

Required Minimum Education/Qualification:

There are three levels of Teaching Assistant, dependant on qualification; Teaching Assistants are part-time staff expected to work for 10 hours per week (or equivalent over a 10 month contract period)

Qualification	In possession of an M degree, enrolled for Doctoral study	In possession of a B degree, enrolled for Masters study	In possession of National Diploma, enrolled for a B degree; or senior B student.
Current	10 months @ R4,000 (R40,000)	10 months @ R3,500 (R35,000)	10 months @ R3,000 (R30,000)

Steps in Training a Teaching Assistant:

1. Students are required to fill out a **TRAINING ENROLMENT FORM (download from the link below)**. Forms may be obtained from [Jean Collins](#) or [Onele Tshaka](#). The forms included the following:
 - Signed Training Enrolment forms – please ensure that the Teaching and Learning Co-ordinator is consulted with regards to the training and appointment of TAs
 - Proof of Registration – current year of study
 - Student Academic Record
 - A link will be sent to students to attend online training

TA TRAINING DATES 2020

Suggested Dates
11 th June 2020
19 th June 2020
8 th July 2020

Complete the training enrolment form [TA Training Enrolment Form](#)

Complete the application form

- NB* The **lecturer** as well as the **HOD** of the department should then sign the application form.
- Attach a copy of the student academic record.
- Return signed forms and copy of your academic record to Ms [Jean Collins](#) or [Ms Onele Tshaka](#)

Appointment of Teaching Assistant:

1. Only Students who have been trained may be appointed as TAs.
2. Lecturers are required to fill out a **TEACHING ASSISTANT APPOINTMENT** form. All teaching assistants appointments needs to be signed off by the Teaching and Learning Co-ordinator
Documentation required:
 - Appointment Form
 - Tax declaration Form
 - Banking detail Form
 - Proof of Registration of the current year
 - Certified copy of their highest qualification and I
 - Certified copy of Identity Document.

Appointment forms to be completed, signed by HOD/Teaching and Learning Co-ordinator and returned back Denise February at FUNDANI CHED.

3. TA appointment forms please contact Mziyanda Ndede Email: ndedeM@cput.ac.za

ENROLLMENT FORM
Discipline specific tutorial training for 2016

APPLICANT		HEAD OF DEPARTMENT/SUPERVISOR'S RECOMMENDATION & APPROVAL	
Surname		I recommend that the applicant be accepted on the TDP/HDHET; the applicant is able to attend TDP/HDHET sessions (Wed 2-4 pm)	
First name		Surname	
Dept/Faculty		Name	
Tel no.		Faculty/Dept	
E-mail		Designation	
Job Title		Signature*	
Nature of appointment (e.g. contract or permanent)			
Personnel (lecturer)/ Student No.(teaching assistant)		Date	
Qualification(s)			
Name to appear on certificate			
Applicant's Signature*			
PLEASE SEND THIS FORM TO:		FOR OFFICE USE ONLY:	
Sphokaxi Mboxela MboxelaS@cput.ac.za Tel: 021-4603610		Application received:	
		Attachment qualification(s)	
CONDITIONS			
<ul style="list-style-type: none"> ➤ Forms must be completed in full and signed by the applicant and his/her Head of Department or supervisor ➤ All student applicants (teaching assistants) must be in possession of an undergraduate qualification (eg B Tech) (please attach photocopy of all qualifications) 			

*Electronic signatures will be accepted