

**INDEPENDENT CONTRACTORS (EXTERNAL MARKERS)
DEPARTMENT OF SOCIAL WORK
SCHOOL OF SOCIAL SCIENCES
COLLEGE OF HUMAN SCIENCES
(Ref: CHS/SOCL/MKR/10-2023BM)**

Assessment is an integral part of curriculum development as outlined in the Curriculum Policy. During curriculum development, an assessment strategy is developed that is aligned to the ODeL Policy and strategy of UNISA. Assessment can have different focuses, namely to:

- improve the quality of students' learning experiences by focusing on significant knowledge, skills, attitudes and values, and providing motivation to work through the material through tasks and feedback, known as assessment for learning.
- b) focus on the ability to transfer knowledge to new contexts and to apply knowledge in specific contexts in line with the NQF level descriptors and other taxonomies of learning.
- c) focus on programmatic and graduate attributes and critical cross-field outcomes in assessment of learning.
- d) make academic judgements related to diagnostics, placements competence, progression and/or qualification completion; and as a feedback mechanism to improve curricula, known as assessment of learning; and to
- e) create opportunities for students to engage with the content, with their context, with the lecturer and with fellow students (**Unisa Assessment Policy, 2011**).

The Department of Educational Foundations is inviting suitable applicants for providing assessment services to be appointed as independent contractors (markers) on a yearly basis. The purpose of this positions is to appoint competent and suitable candidates to complete and execute assessment task professionally and ethically align to the Assessment Policy and Guidelines.

Requirements:

- Applicable and relevant equivalent to NQF level 9 (Master's degree in Specifically Social Work OR NQF level 10 (PhD, DSW in Social Work)
- At least 3 years applicable experience in the social work field work
- Proof of annual registration with the professional body (SACSSP)

Duties:

- Complete and execute assessment task professionally
- Comply and adhere to all Unisa tuition, assessment and examination and plagiarism policies and guidelines
- Act in the ethical and professional manner dealing with all assessment tasks
- Execute duties as stipulated in contract and task agreement
- Marking of assessment tasks fairly and consistently
- Meet deadlines of allocated assessment task
- Attend markers meeting and submit marking reports timeously
- Maintain confidentiality of all assessment tasks

Knowledge, skills and abilities

- Basic knowledge of the discipline applying for
- Basic knowledge of assessment and assessment practices
- Basic knowledge of marking and procedures
- Basic knowledge of constructive feedback on assessment tasks
- Basic knowledge of academic dishonesty and plagiarism
- Knowledge of teamwork/leadership skills
- Good interpersonal and communication skills (listening, speaking, reading and writing)
- Must be honest / ethical and show empathy when required to mark assessment tasks
- Must have good problem-solving and decision-making skills
- Must be service orientated (Actively looking for ways to help and support lecturer or students)
- Must have good time management skills
- Ability to resolve conflict and maintain confidentiality of all assessment tasks
- Ability to work under pressure with adherence to deadlines

Recommendations:

- Computer and Internet skills
- Have own desktop computer or laptop and internet connectivity (no computers or data bundles will be provided)
- Advanced communication skills and proficiency in English
- Digital literacy skills – competent in ICT and online learning environments
- Experience in online marking tools or software or LMS (Moodle will be an advantage)
- Commitment to marking and meeting deadlines for all assessments
- Friendly, patient, and sensitive to a diversity of students

To apply, you need to submit the following:

1. An application letter indicating willingness to mark assignments and/or exam scripts for any of the modules listed below.
 2. Comprehensive **Updated** and signed curriculum vitae (most recent)
 3. Within 6 months certified copies of-
 - Identity document/passport
 - **Highest** qualification as per requirement
 - SAQA verification of foreign qualifications (if applicable)
 - valid permit (foreign applicants).
- 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
 - Unisa is not obliged to fill an advertised position

Note: The required documents should be submitted as a single file (**one PDF**) to the email provided below.

Applicants are expected to first complete the form on the **Portal** <https://forms.office.com/r/4G2hSdqpQ7> and thereafter forward the supporting documents to the attention of chsmarkers@unisa.ac.za



We welcome applications from persons with disabilities.

Assumption of duty: The candidates will have to undergo **an interview (either face-to-face or Microsoft Teams)** and **online Moodle training sessions**. Completion of the prescribed training on various aspects of Marking on the Moodle platform is compulsory.

Closing date: 27 October 2023

Applications sent to the incorrect email address will not be considered.
Late, incomplete and incorrect applications will not be considered

Independent Contractor (Marker) positions are available in the modules listed in the Department of Social Work:

Name of Qualification: BACHELOR OF SOCIAL WORK

Module Code	Module Name	Purpose of module	Name of Department/ School	Number of independent contractors required
BSW 1503	Introduction to the Landscape of Social Work	To introduce students to social work practice field by placing them in an organisation for 2 days during which they experience social work and a community work project.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	3 Markers
BSW 2602	Focus Areas and Fields of Social Work Practice	To introduce students to different practice fields of social work and thereby ensuring their knowledge skills on these fields and different focus areas in social work practice.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	3 Markers
BSW 2603	Social Welfare Policy within the South African Context	To introduce students to the context of policies in terms of social welfare and development related to South African legislation.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	1 Marker
BSW2604	Social Work Management, Administration, Supervision and Ethics	To introduce students to the basic skills of managing social workers in work environment, social work administration in and the legislation regulating ethical conduct in practice.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	2 Markers

BSW2605	Social Work Practice	To expand student experience in social work practice by exposing them to work place based learning at a welfare organisation focussing on group work.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	3 Markers
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BSW 3701	Case Work: Theories, Approaches and Methods	To introduce students to different theories regulating social work practice and the approaches used in case work method.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	2 Markers
BSW 3702	Group Work: Theories, Approaches and Methods	To introduce and expose students to different theories and practices in group work related social work.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	3 Markers
BSW 3703	Community Work: Theories, Approaches and Methods	To introduce and evaluate students on on Weyers' theory on community work practice.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	3 Markers
BSW 3704	Child, Youth, Family Care and Related Legislation	To educate students on legislation within South African context regulating Child, Youth and Family Care such as the Children's Act.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	3 Markers
BSW 3705 MARKERS	Integrated Social Work Practice	To place students for practicum exposure to case-, group- and community work, ensuring the integration of theory and practice on 3 rd level.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	3 Markers
BSW 3705 SUPERVI- SION	Integrated SocialWork Practice	To provide supervision services by a registered and appointed Unisa supervisor on student practicum activities. Supervision entails the regular online meeting of students and marking of reports.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	15 Supervisors

BSW 4801	Social Work Research Report	To teach students the basic skills in conducting a full research project, from proposal phase to implementation and compiling a research report.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	3 Markers
BSW 4802	Integrated Service Delivery in Social Work	To ensure in-depth understanding from students regarding different integrated service delivery methods to client systems.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	1 Marker
BSW 4803	Social Welfare Macro Policy	To expose students to understanding the context and implementation of social welfare policy when conducting social work.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	1 Marker
BSW 4804	Social Work Management, Administration	To teach social work management of practice experience and the administrative duties of a social worker.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	2 Markers
BSW 4805 MARKERS	Advanced Integrated Social Work Practice	To expose students to work integrated learner by attendance at a welfare organisation for practicum placement in terms of all methods of social work.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	3 Markers
BSW 4805 SUPERVISORS	Advanced Integrated Social Work Practice	To ensure in-depth and regular supervision of student social work practicum integration of theory and practice models.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	20 Supervisors

BSW 4806	Statutory Work and Report Writing	To equip students with knowledge of the different pieces of legislation pertaining to children and families who require statutory intervention and with knowledge and skills in report writing for statutory purposes.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	2 Markers
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QUALIFICATION: HIGHER CERTIFICATE IN SOCIAL AUXILIARY WORK

SAW 1501	Introduction to Social Auxiliary work	To define concepts in Social Auxiliary Work as well as the functions of Social Auxiliary workers within social work.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	2 Markers
SAW 1502	Human Development and Fields of Practice in Social Auxiliary Work	To teach the application of human development in different fields of practice in social work where social auxiliary services are applied.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	2 Markers
SAW 1503	Social Auxiliary Work and Practice Skills	To ensure practicum experience in an organisation where students are exposed to social work fields and conduct simulations.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	3 Markers
SAW 1504	Introduction to Social Welfare, Social Work and Social Auxiliary Work	To expose students to practicum work where they conduct certain tasks under the supervision and monitoring of a registered social worker in the organisation.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	3 Markers
SAW 1505	Introduction to Social Welfare, Social Work and Social Auxiliary Work	To introduce students to concepts of social welfare, social work and where social auxiliary services fit.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	2 Markers

SAW 1506	Introduction to Social Auxiliary Work to Social Work Profession	To teach the understanding of Social Auxiliary Work as a profession within the social work context.	DEPARTMENT OF SOCIAL WORK SCHOOL OF SOCIAL SCIENCES CHS	2 Markers
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