**HUMAN CAPITAL REPORT**

**Name of College: CSET**

**Name of Department: Physics**

**Name COD etc: Dr Tibane (Acting)**

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|  | **PERMANENT ACADEMIC STAFF** | | | | | | | | | |
| Full Name , Surname and position of Permanent Staff Academic | | Module Allocation | Student Numbers | Type of assessment (formative)  Written, Portfolio, MCQs | Type of assessment (summative)  Written, Portfolio, MCQs | Full Name and Surman of IC allocated | Full Name and Surname of E-Tutor | Departmental Vacant academic positions | Vacancies to be advertised | COMMENTS |
| Example  1 Adam | | YOE3701 (Primary),  DST1501  (Secondary) | 100  17 000 | Written Assignment  MCQs | MCQs  Written exam | Ben  Alice  Mary | Ann  Alan  Sean | 1xProf  2xSL  1xL  2xJL |  |  |
| Example  2 Eve | | COP3701 (Secondary)  MNC1501 (Primary) | 100  300 | Written Assignment  Portfolio |  |  |  |  |
| 3 Langutani Eulenda Mathevula | | FIC1PRA  AMC1PRA  MCA1PRA  ENP2PRA | 87  6  28  11 | MCQ | Portfolio |  |  |  |
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|  | **FIXED TERM ACADEMIC** | | | | | | | | | |
| Name and position of Fixed term Academic | | Module Allocation | Student Numbers | Type of assessment (formative)  Essay, Portfolio, MCQs | Type of assessment (summative)  Essay, Portfolio, MCQs | Number of IC allocated | Number of E-Tutors | Departmental Vacant academic positions | Vacancies to be advertised | COMMENTS |
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| **PERMANENT ADMIN\_SUPPORT STAFF** | | | | | | | | | | |
| Name of Permanent Admin/Support Staff | | Position title |  |  |  | what tasks are performed |  | Departmental Vacant Admin\_Support positions | Vacancies to be advertised | COMMENTS |
| Hlela Rosemary Bongiwe | | Secretary |  |  |  | Secretarial and administrative tasks including contracts for Fixed term, independent and external examiners and claims independent contracts. RIMS capturing, preparing agendas and taking minutes. Assist in the administration of practicals and distribution of assignment, exam and portfolio scripts. Procurement, etc. |  |  |  |  |
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| **FIXED-TERM ADMIN\_SUPPORT STAFF** | | | | | | | | | | |
| Name of Fixed Term Admin/Support Staff | | Position title |  |  |  | what tasks are performed | Reason for appointment |  |  | COMMENTS |
| Mr Thato Mnisi | | Administrative officer |  |  |  | Booking system, assist with external examiner contracts and claims, |  |  |  |  |
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| **TECHNICAL STAFF** | | | | | | | | | | |
| Name of Permanent Technologist Staff | | Position title |  |  |  |  |  | Vacant Permanent Position |  | Comments |
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| Name of Fixed Term Technologist Staff | | Position title |  |  |  |  |  |  |  | Comments |
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**Please Note:**