**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) | 10017 000 | Written AssignmentMCQs | MCQsWritten exam | BenAliceMary | AnnAlanSean | 1xProf2xSL1xL2xJL |  |  |
| Example2 Eve | COP3701 (Secondary)MNC1501 (Primary) | 100300 | Written AssignmentPortfolio |  |  |  |  |
| 3 Langutani Eulenda Mathevula  | FIC1PRAAMC1PRAMCA1PRAENP2PRA | 8762811 | 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:**