

Lecturing and Tutoring at TSiBA Education

Tertiary School in Business Administration (TSiBA) has an innovative and holistic approach to education that seeks to develop future leaders out of South Africa's talented historically disadvantaged leaders. One of the critical components of our approach is the modelling and encouraging of the emergence of a Profile of Graduateness (attached).

To create an environment that would truly enhance the development of the student into an employable graduate, all members of the TSiBA community and especially the lecturers need also to focus on developing their own selves. As lecturers, modeling values and behaviour that inspire others is as critical as the delivery of sound academic content.

TSiBA offers a three-year BBA degree, entry of which is contingent upon passing the Higher Certificate in Business Administration. Thus, upon enrolment, successfully students embark on a 4-year journey with TSiBA.

Higher Certificate in Business Administration (HCBA)

This qualification prepares students for entry into higher education level studies, the world of work or into the entrepreneurial environment. The focus of the HCBA is to foster advanced and independent learning techniques and time management skills. In addition, the course integrates the development of a Profile of Graduateness through the integrated practice of the attributes of initiative, communication, responsibility, resilience, tenacity, and integrity. The guiding and integrative question for this foundation year is "Who Am I?"

Bachelor of Business Administration (BBA) Degree

TSiBA's unique BBA degree has been developed to address the industry need for employable graduates who:

- Understand the components of business and can 'speak the language',
- Have practical business experience and acumen,
- Have an entrepreneurial mindset,
- Can think critically and systemically,
- Have well developed team and leadership skills and are emotionally intelligent
- Are inspired to have an impact in the workplace, to be lifelong learners and to consider further post-graduate studies.

The TSiBA BBA has a strong experiential learning component with practical work and field experience forming an integral part of the curriculum. Integrated systems thinking, problem solving, creativity, and ethics underpin all subjects and learning.

During the three-year span of the BBA curriculum, all students are guided through the development of the self in relation to the world, in the following manner:

- 1) In the first year of the degree, the development of the student's capacity to implement projects successfully is highlighted with a focus on continuous learning, collaboration, networking, creativity and independence. The guiding question for this year is *"What is Success?"*
- 2) In the second year of the degree, students are expected to display higher order thinking skills such as discernment, systems awareness and the ability to deal with complexity. The guiding question for this year is *"How Do I Add Value?"*
- 3) In the third year of the degree, students are expected to be able to ultimately integrate values, beliefs, feelings, rational observations and analysis (head, heart, and hands) into an effective and authentic way of being in the world. The guiding question for this year is *"What Is My Work?"*

Lecturing & Tutoring Responsibilities

What does it mean to commit to lecturing?

You can choose your input – and volunteer for anything from 1 hour a week of class time to 1 day a week, to 2 months full time – the choice is yours. However, the commitment to volunteer requires consistency and reliability from you for a minimum of 1 semester, which equates to 15 academic weeks of tutoring.

Generally, people choose to volunteer for 1 tutorial session once a week. The tutorial sessions are held during office hours.

Should you lecture or tutor at TSiBA, you are expected to:

1. Prepare your lecture/tutorial material according to the course outline.
2. As a tutor, keep in contact with the lecturer and other tutors to co-ordinate the delivery of the material to the students.
3. Attend a lecturer development session of one and a half hours at TSiBA and attend a one-on-one induction session prior to tutoring.
4. Commit to attend all scheduled classes/lectures and to find a suitable replacement if you are unable to attend a session.
5. As a lecturer, set all the assessments for the course.
6. Mark the above as applicable.
7. Submit marks to the Registrar by the deadline requested.
8. Participate in at least one lecturer evaluation feedback session, quarterly subject meetings and be involved in the annual curriculum review.
9. Provide your Curriculum Vitae, as well as certified copies of your qualifications, and sign a lecturer contract before lectures commence.



What qualifications do I need?

1. To lecture on the Higher Certificate (HCBA) you need a minimum qualification of a Diploma and to tutor on the Higher Certificate you need a minimum qualification of a Higher Certificate.
2. To lecture on the Degree you need a minimum qualification of Honours and to tutor on the Degree you need a minimum qualification of a Degree.

We look forward to your participation in the bright young futures of our students.

For queries, please contact:

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