higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

IKHALA
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE

CENTRAL OFFICE
Zone D. Gwadana Drive, Ezibeleni
Private Bag X7110, Komani
Tel: 047 873 8833
Email:
Nondumiso.Makwezela@ikhala.edu.za
A better future with **IKHALA**

Reference: Specification for an Occupational Therapist **Enquiries:** NP Makwezela **Date:** 12 August 2026

SPECIFICATION FOR THE APPOINTMENT OF A POOL OF FREELANCE OCCUPATIONAL THERAPISTS ON A SEASONAL BASIS

Department: Student Support Services

PURPOSE OF THE SPECIFICATION

Ikhala TVET College invites suitably qualified and experienced Occupational Therapists to submit proposals for the provision of a pool of Occupational Therapy services to students across all 6 campuses for a period of 36 months.

1. **THE PURPOSE**

- To support the College to meet its mandate in terms of the DHET Disability Policy Framework for PSET and to ensure students with barriers to learning have access, support and reasonable accommodations.
- To conduct and produce reports on clinical assessments for students who will be studying towards the trade programmes.

2. **SCOPE OF WORK / TERMS OF REFERENCE**

The appointed service provider will be required to deliver the following on an "as and when required" basis:

2.1 Clinical Services
Conduct occupational therapy assessments for students with physical, sensory, cognitive, psychosocial and learning barriers.
Develop and implement individual and group intervention plans.
Provide therapy sessions on campus for a minimum of 6 hours per visit per campus.

2.2 Clinical Assessment Reports

Produce reports on students eligibility to study and partake in certain trades as stipulated by the QCTO framework.

2.2 Academic & Assessment Support

Assess students and recommend reasonable accommodations for ICASS, ISAT and QCTO EISA/Trade Tests.
Advise lecturers on classroom and workshop adaptations, ergonomics and drafting of specification for assistive devices.
Assess fitness/functional capacity of students for specific trades and WIL placements.

2.3 Health Promotion & Capacity Building

Facilitate workshops for students on stress management, study skills, mental health and injury prevention.
Provide 1 x training sessions per term to lecturers and SSS staff on inclusive teaching and identifying at-risk students.

2.4 Administration & Reporting

Maintain confidential client records in line with HPCSA and POPIA.
Submit a monthly report including: number of students seen, interventions, recommendations, and referrals.
Submit a termly impact report with recommendations to the Deputy Principal: Registration Services.

DELIVERY LOCATIONS

Services will be required at the following campuses: Queenstown, Ezibeleni, Aliwal North, Queen Nonesi and Sterkspruit.
Travel between campuses is the responsibility of the service provider and will be reimbursed at DHET rates.

CONTRACT PERIOD

12 months for each Occupational Therapist from date of appointment, based on performance and budget.

SPECIAL CONDITIONS

The service provider must adhere to HPCSA Ethical Rules, POPIA and College policies at all times.
All records remain the property of Ikhala TVET College.
The service provider must sign a Service Level Agreement before commencement.
The College reserves the right to appoint more than one service provider.