

TUTORIAL ASSISTANCE

The Grain Milling Federation can now offer the learner on-the-spot tutorial assistance during the semester.

- The purpose of this service is to:
 - prepare the learners for the semester test by ensuring that he/she understands the subject matter covered in the module. This can be done after the marked progress questions have been received by learners and just prior to the examination;
 - prepare the candidates for the Trade Test.
- The Grain Milling Federation will make use of the skilled group of tutors who have made themselves available for this work.
- Tuition will be conducted either at the learners' mill or at a central venue.
- Duration of the tuition would be dependent on the number of learners as well as the number of modules to be covered.
- It would be impossible for the tutor to cover the entire contents of each module. It would be a requirement that the learner make a list of items he/she requires tuition in and forward it to the Grain Milling Federation at least two weeks before the training session.
- The above list should be compiled in such a manner that the subjects be listed in order of significance. This would give the tutor time to prepare the necessary material to present at the session.
- Course material, such as writing equipment, flipcharts, textbooks, etc. will be the responsibility of the respective milling concern.
- The learners' training officer/manager should make a request for tutorial assistance in advance. This should be forwarded directly to the Grain Milling Federation's Course Administrator.

TUTORIAL ASSISTANCE FEES

Administration fee (<i>NCM Members</i>)	R131-48 (excluding VAT per learner)
Administration fee (<i>Non-members</i>)	R197-21 (excluding VAT per learner)
Administration fee (<i>Outside South Africa</i>)	R197-21 (per learner)
Examiners fee	R1 753-33 (per day)
Travel allowance	R75-76 (per hour)
Actual travels	R3-05 (per kilometer)

The company/mill will be responsible for the booking and payment of accommodation, car hire and air tickets (where applicable).

Contact the Course Administration for more information or to make a booking on:

Tel: +27 (0)12 663 1660/1

Fax: +27 (0)83 615 7839

E-mail: gmf@grainmilling.org.za