



# Marlene Roux

Curriculum Vitae (CV)

**What job i'm looking for? My positive points**

- **Organisational and Time Management Skills:** Efficient in planning and organising lessons, managing classroom activities, and handling administrative tasks such as recordkeeping and documentation.
- **Adaptability and Problem-Solving:** Flexibility to adapt to new teaching methods, industry developments, and educational challenges, with a problem-solving approach to overcome barriers in teaching and learning.
- **Continuous Professional Development:** Commitment to ongoing professional growth through workshops, training, and staying updated with the latest trends in both education and the culinary field.
- **Ethical Standards and Policy Adherence:** Strong adherence to ethical standards, safety protocols, and institutional policies, ensuring a respectful and compliant educational environment.

My skills and experience align well with the requirements for a chef educator/lecturer role, making me a strong candidate for a position where both culinary expertise and educational excellence are crucial.

Preferred occupation	Training Teaching jobs
Preferred work location	Pretoria / Tshwane Gauteng

**Contacts and general information about me**

Day of birth	1975-12-30 (48 years old)
Gender	Female
Residential location Teacher/Lecturer/Educator/Trainer/Moderator/Facilitator/Assessor:	Pretoria / Tshwane Gauteng

Telephone number *Information is available only for registered users.*

I am an experienced educator with [Sign in](#) 26 years of dedicated service in secondary and tertiary

Education, specializing in business studies, hospitality, tourism, computer skills, and educational methodology. Demonstrates extensive expertise in curriculum development, assessment design,

**Work experience**

and practical teaching. Proven leadership as a National Examiner and Moderator for the Department of Higher Education and Training. Known for effective curriculum implementation, student mentorship, and integration of educational technologies. Holds a Postgraduate Diploma in Tertiary Education and a Higher Diploma in Secondary Education (Home Economics). Committed to ethical standards and continuous professional development. I can offer the following skills to your organisation, which will enrich the students' learning experience:

- **Curriculum Development and Expertise:** My extensive background in curriculum development, practical teaching, and assessment provides a robust foundation for delivering high-quality culinary education. I am an expert in creating lesson plans, developing practical sessions, and integrating industry trends.
- **Practical Teaching and Demonstrations:** Skilled in teaching both theoretical knowledge and hands-on culinary skills, ensuring students gain a comprehensive understanding of food preparation, safety, and management.
- **Assessment and Evaluation:** Expertise in evaluating student performance through various assessment techniques, providing constructive feedback, and ensuring quality assurance.

Working period	<b>nuo 2024.02 iki 2024.05</b>
Company name	Uitsig High School
You were working at:	Teachers
Occupation	Teacher - Hospitality Studies
What you did at this job position?	Subjects: Hospitality Studies Gr 10 – 12 Duties and responsibilities: • Develop lesson plans and instruction materials. • Plan and organise practical sessions/demonstrations. • Teach theoretical knowledge and practical skills. • Conduct lectures/discussions/hands-on activities. • Evaluate and monitor students' progress and behavior using various assessment techniques. • Provide constructive feedback on students' performance. • Foster a positive, supportive and inclusive classroom environment. • Stay updated with industry trends and advancements. • Participate in workshops, roadshows and training sessions to enhance teaching skills and knowledge. • Collaborate with other teachers and staff to integrate cross-curricular activities and projects. • Communicate with parents/guardians regarding students' progress/achievements/behaviour. • Adherence and upholding ethical standards, safety protocols, institution policies and -procedures. • Accurate recordkeeping of attendance, marks (progress reports), and student performance. Achievement: • First time setting Gr 10 – 12 PATs (Practical Assessment Tasks) – Audited and signed off by DBE Subject Adviser on first site visit.

Working period	<b>nuo 2013.01 iki 2024.01</b>
Company name	Department of Higher Education:Tshwane South TVET College
You were working at:	Teacher
Occupation	Lecturer - NATED
What you did at this job position?	<p>NATED Hospitality Subjects (Intro – N6): Catering Theory and Practical, Sanitation/Hygiene and Safety, Nutrition and Menu Planning, Food and Beverage Management, Servicing Techniques. Business-/Commercial related subjects: Applied Management, Entrepreneurship and Business Management, Computer Practice Duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• Design lesson plans (content, learning objectives, teaching resources, teaching methodology).</li> <li>• Follow and test new/trendy developments in the Hospitality - and in Education industry.</li> <li>• Subject specialist - assist fellow educators and instruct them in the development and use of quality learning and assessment tools/methods/techniques.</li> <li>• Compile and moderate assessment tasks and control instruments (Formative/Summative/Practical).</li> <li>• Plan and conduct practicals according to the syllabus/budget.</li> <li>• Collect evidence on learner performance and resources (photos of practicals, learner portfolios, analysis of results, record sheets).</li> <li>• Establish a positive and stimulating learning environment assisting/motivating students to engage in learning.</li> <li>• Identify/support students with learning difficulties – remedial teaching/tutorial guidance.</li> <li>• Facilitating and monitoring learners who participated in extracurricular activities such as World skills competitions.</li> <li>• Book screening – comparing different resources/study material versus the syllabus.</li> <li>• Conducting and signing of subject policies.</li> <li>• Selection committee - Registration and enrolment of learners.</li> <li>• Marking, remarking, and moderating of external/internal papers, test and assignments.</li> </ul> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• World Skills Competition - Provincial Judge (Assessing/Moderating) 14 – 16 September 2023.</li> <li>• Appointed as National Examiner for DHET, setting: Intro Servicing Technique Practical N4, Sanitation and Safety N4 and Catering Theory and Practical N4.</li> <li>• Appointed as National Moderator for DHET, moderating: Caterer and Client Relations N5 and Catering Theory and Practical N6.</li> <li>• Appointed as Chief Marker and Internal Moderation for National Marking (DHET) for various subjects.</li> <li>• Content development – PowerPoint slideshows – which are now used by several sister campuses.</li> </ul>

Working period **nuo 2006.07 iki 2012.12**  
 Company name Centurion Academy - Now NBI  
 You were working at: Teachers  
 Occupation Lecturer - Hospitality Management  
 What you did at this job position? Hospitality Subjects: Food Studies (Theory and Practical), Food and Beverage Management Theory and Practical, Nutrition Business-/Commercial related subjects: Hospitality Legislation, Consumer Psychology/Behaviour, Event Management, Lodge Management. Duties and responsibilities: • Coordinating and facilitating theoretical classes, practical's, tests, examinations, and assignments. • Purchases and stock control • Writing and designing of learning material. • Co-ordinate and monitor the implementation and maintenance of teaching and learning. • Identify and address of barriers/challenges. • Collect and capture support documents/-data. • Setting, translating, and moderating of all assessments • Arrange and attend excursions. Achievements: • Quality Assurer/Moderator – Mentoring and monitoring sister campuses. • Course re-accreditations: (research and rewriting). • Compiling course guides (control training materials).

Working period **nuo 1998.01 iki 2006.06**  
 Company name Verwoerdburg Technical College - Now TSC  
 You were working at: Teachers  
 Occupation Lecturer - NCV and NATED  
 What you did at this job position? Hospitality Subjects (NIC – N6): Secretarial Catering, Catering Theory and Practical, Sanitation/Hygiene and Safety, Nutrition and Menu Planning, Food and Beverage Management, Servicing Techniques) Business-/Commercial related subjects: Business Practice, Office Practice (content include basic accounting: e.g. Cash receipt - and cash payment journal, salary - and wages journal), Applied Management, Entrepreneurship and Business Management, Computer Practice Duties and responsibilities: • Preparation of teaching material e.g. lesson plans. • Teaching and facilitating • Student support • Assessing all assessment tasks Achievements: • Master double medium teaching (English and Afrikaans) • Lecturer of the year - 2000

**Education**

Educational period **nuo 2011.01 iki 2012.05**  
 Degree Honours  
 Educational institution UNISA  
 Educational qualification Postgraduate Diploma in Tertiary Education

Educational period **nuo 1994.01 iki 1997.12**  
 Degree Diploma  
 Educational institution University of Pretoria (UP)  
 Educational qualification Higher Diploma in Secondary Education (Domestic Science)

Educational period	<b>nuo 1989.01 iki 1993.12</b>
Degree	Grade 12 / Matric
Educational institution	Volksrust High School
Educational qualification	Nasional Senior Certificate
Educational period	<b>nuo 2005.01 iki 2005.03</b>
Degree	Certificate
Educational institution	ETDP - SETA (Maccauvlei)
Educational qualification	Moderate Assessment - Moderator (US 7977)
Educational period	<b>nuo 2003.01 iki 2003.03</b>
Degree	Certificate
Educational institution	ETDP - Assessment College SA
Educational qualification	Plan and Conduct Assessment of LO - Assessor (US 7978)
Educational period	<b>nuo 2007.01 iki 2007.03</b>
Degree	Certificate
Educational institution	SSETA
Educational qualification	Domestic Services (SAQA ID 23853)

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
Afrikaans	fluent	very good	very good

### Computer knowledge

Microsoft:

- Word (Advanced)
- PowerPoint (Advanced)
- Excel (Advanced)
- Outlook (Advanced)
- Teams (Advanced)

Other:

- D6 – School Management Software (Advanced)
- Coltech – Enrolment and Marksheets (Advanced)
- Google classroom (Advanced)
- Zoom (Advanced)
- Future Managers – E-learning material/resource (Advanced)

### Conferences, seminars

PAT Gr 10 - 12 (DBE - Gauteng), 2024  
 Secondary School Improvement Program B (DBE - Gauteng), 2024  
 Examiners & Moderators Training (DHET - Setting Unit), 2024  
 Hosting MS Teams Meetings (DHET - Examinations), 2023  
 Digital Transformation (TSC), 2020  
 Get Connected (Cisco Networking Academy), 2020  
 Basic Fire Fighting Training - JHB/2019/BFF05/03, (St John), 2019  
 IQMS (TSC), 2005  
 Workplace Conduct and Discipline (Lwazi-Tsebo Business Enterprise), 2005  
 The phasing in of OBE into the FET College Sector (DBE - Gauteng), 2004  
 International Computer Drivers License - (ICDL.Africa), 2003  
 Basic Principles in Mentorship (Centurion College), 2002  
 Tourism: Management, Marketing and Ecotourism (Potchefstroom University for Christian Higher Education), 2000  
 Designing Learning Programmes/Designed a Learning Programme using a unit standard/s (Technisa), 2000  
 MS Excel, - Intro to PowerPoint, - Word, Windows (Centurion College), 1999 - 2000  
 N4 - N6 Computer Practice (Centurion College), 1999 - 2000

**Recommendations**

Contact person	Ilze Stander
Occupation	HOD
Company	Uitsig High School
Telephone number	082 372 4453
Email address	ilze.stander@hs-uitsig.co.za

Contact person	J Theron,
Occupation	Senior Administration Officer: General Studies/PLP
Company	Tshwane South TVET College (Head Office)
Telephone number	012 4015156/082 997 8777
Email address	josie@tsc.edu.za

**Additional information**

Your hobbies	Baking and Gardening
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1994-01-00 (30 years)
Salary you wish	25000 R per month
How much do you earn now	21000 R per month