



ORBIT TVET COLLEGE

ANNUAL AWARDS & CERTIFICATION CEREMONY 2018

PREPARATIONS FOR GRADUATIONS

1. Ceremony dates and times

The Annual Awards & Certification Ceremony (AA & CC) for 2018 will take place on Thursday, 24 May 2017 at Rustenburg Civic Centre (City Hall) as follows:

- **SESSION 1: REPORT 191 (NATED) GENERAL & BUSINESS STUDIES N6 GRADUATES & DIPLOMANDI ONLY**
Time: 8:30 – 11:00
Report 191 graduates invitation [jpg format](#) and [pdf format](#)
- **SESSION 2: REPORT 191 (NATED) ENGINEERING STUDIES GRADUATES ONLY**
Time: 12:00 – 14:00
Report 191 graduates invitation [jpg format](#) and [pdf format](#)
- **SESSION 3: NC (V) GRADUATES ONLY**
Time: 15h00 - 17h00
Invitation to NC (V) Graduates [jpg format](#) and [pdf format](#)

Compliant candidates must RSVP by no later than Friday, 20 April 2017

2. Compliance Criteria

2.1 COLLEGE AWARDS & CERTIFICATION CEREMONY

- Compliant candidates who will be invited to attend the **College Ceremony** are those who have met the requirements for the **full qualifications** at exit level. Graduating NC(V) Level 4 candidates must have passed all 21 subjects for the National Certificate (Vocational) programmes. Compliant N6 Certificate candidates must have passed all 12 subjects for the respective N6 Certificates. The National Diploma candidates must have **received** their Diplomas from the Department of Education and have complied with all the necessary requirements.

- Candidates must have met the requirements to be awarded their qualification in **2017**.
- Candidates who met the criteria in years prior to 2017 and who could not attend their graduation ceremony in the following year will NOT be invited.
- Top Achievers in all NC(V) Level 4 & N6 programmes will be recognised at the College Ceremony. The Top Achievers in the Business Studies, General Studies & Engineering Studies National Diploma programmes will also be acknowledged.
- The minimum criteria for Top Achievers is an average of 70% for all subjects.

Any enquiries regarding compliance criteria should be directed to the respective HoDs at Campuses.

3. Academic Regalia

Academic dress is compulsory for all graduates and must be rented at their own expense from **CHRI-Le GRADUATION WEAR** at a fee of R250.00. (The R250.00 fee includes a R100.00 refundable deposit). Graduates must bring along the money to the ceremony to receive their regalia.

Hired gowns must be handed back to **CHRI-Le GRADUATION WEAR** directly after the ceremony upon which a R100.00 deposit fee will be refunded.

IMPORTANT

Please note that CHRI-Le GRADUATION WEAR is our only official supplier and the only company with our prescribed hoods in the correct style and colour. We wish to caution students NOT to purchase incorrect hoods from unauthorised people selling cheap unacceptable hoods.

- Diploma graduates: A **gown, hood and mortar board** must be worn.
- NC (V) and N6 graduates: **Only a gown** must be worn.

Note: ONLY CASH WILL BE ACCEPTED (NO CHEQUES, CREDIT OR DEBIT CARDS). THE RATES ARE SUBJECT TO CHANGE.

[Click Here for the Graduation Wear Order Form](#)

4. Official Photographers

The official photographer for ORBIT TVET College is **Gordon Harris Photographic Studio** (Tel: 012 430 3725, Fax: 012 430 4300). They will be available to take photographs on the day of the ceremony. Arrangements should be made prior to graduation day or on the morning by graduates. **The College is not responsible for making these arrangements on your behalf!**

Click here for the Order Form [STAGE SPECIAL](#) or [FAMILY FORM](#) and [photographic information](#)

5. General Enquiries

Tel: 086 1000 305 or 014 597 5520

E-mail: graduation@orbitcollege.co.za

6. Frequently Asked Questions

• **When is the Graduation Ceremony taking place?**

The Annual Awards & Certification Ceremony (AA & CC) for 2018 will take place on Thursday, 24 May 2018 at Rustenburg Civic Centre (City Hall) as follows:

Morning session: Report 191 (Nated) N6 Graduates and Diplomandi ONLY

Time: 09h00 - 12h00

Afternoon session: NC(V) graduates ONLY

Time: 14h00 - 16h00

• **What time should my guests and I arrive for my Ceremony?**

The doors will be open one hour before the start of each ceremony. Graduates must collect their programme, step-on-card, entrance and meal vouchers at the relevant registration desk before the ceremony commences and should be seated at least 15 minutes before the ceremony commences.

Candidates will be required to sign an attendance register.

Meal vouchers will also be signed for. **Please note that no additional or extra meal vouchers will be available if you lose your voucher after having signed for it. Once you have signed voucher, it is your responsibility to keep it safe**

• **Must guests pay any entrance fee?**

No entrance fee is payable.

• **May I bring more than the allocated number of guests?**

No, you are allowed to bring a maximum of two (2) guests only.

• **What do I do during the ceremony?**

Everything you need to know regarding the formal proceedings will be explained on the day of the graduation ceremony. Please make sure you are at the venue on time!

• **Will professional photographs be taken?**

Yes, during the graduation ceremony the official photographer (Gordon Harris Photographic) will take photographs of all graduates.

• **I have met my programme requirements. When will I receive my graduation certificate/diploma?**

If you comply with all the requirements of the programme, your certificate/diploma will be made available to you once the College has received them from the Department of Higher Education and Training. Certificates and/or diplomas are not issued out on the day of the Ceremony. **Umalusi is the Quality Assurance Body for NC(V) in terms of issuing Certificates. N6 Certificates are issued by the QCTO and Diplomas are issued by the DHET.**

- **Will I be told if I'm going to graduate?**

An SMS will be sent out to all compliant candidates. Please make sure that all your information (mobile number/email address and postal address) is correct on the system. Please check our FB page for regular updates regarding the Graduation Ceremony.

- **Will I need to complete any forms?**

No. Once you have received an SMS stating that you meet the requirements, please confirm that you will/will not be attending the ceremony by replying to the SMS received with **YOUR INITIALS & SURNAME, PROGRAMME AND CAMPUS AND THE WORD Attending or Not Attending (e.g J. Doe, OA, Rustenburg Campus, Attending).**

- **Where will I get my academic regalia?**

CHRI-Le GRADUATION WEAR is the only provider of the official academic regalia. Academic dress is compulsory for all graduates and must be rented at their own expense from CHRI-Le GRADUATION WEAR for a fee of R250.00. (The R250.00 fee includes a R100.00 refundable deposit). Purchase option is also available. Please arrange with CHRI-Le GRADUATION WEAR. Graduates must bring their money to the Ceremony to receive their regalia. Academic regalia will be available on the day of graduation ceremony.

Hired gowns must be handed back to CHRI-Le GRADUATION WEAR directly after the Ceremony upon which a R100.00 deposit fee will be refunded.

- **To whom do I return my gown and hood?**

Students may not keep the gown, belts and mortar boards unless these were purchased. The regalia must be returned to CHRI-Le GRADUATION WEAR directly after the ceremony.

- **What should I do if I do not hear from the College?**

If you have not heard from us by Thursday, 26 April 2017 and you expect to graduate, please contact us on 086 1000 305 or 014 597 5520.

- **I'm attending my graduation ceremony, what else do I need to do?**

You will need to arrange the Official Academic Regalia for your ceremony. Please do so as early as possible. You should also familiarise yourself with the procedures to be followed on the Day of Graduation.

- **I will not be able to attend the graduation ceremony, what do I need to do?**

You will graduate in absentia.

- **I informed the College that I will not attend the ceremony, but changed my mind and want to attend. What now?**

You may attend the ceremony without any notice.

• **If I miss my graduation ceremony, may I attend the next one a year later?**

No. You may only attend the ceremony indicated, and will not be permitted to attend another one the following year.

• **What should I do if I have special needs?**

If you or any of your guests have mobility difficulties or require special facilities, please inform us well in advance by sending an email to graduation@orbitcollege.co.za

• **Where will the ceremony take place and how long will it last?**

The 2018 Graduation Ceremony will take place at the Rustenburg Civic Centre in the City Hall. The ceremony will last approximately two (2) hours. Separate ceremonies will be hosted for NC(V) and Report 191 graduates on the same day.

Due to the large number of Report 191 graduates, the morning session may last between 2 - 3 hours.

ON GRADUATION DAY

1. Registration

All compliant candidates are required to register on the day of the ceremony, (Thursday, 24 May 2018) as follows:

Report 191 graduates & Diplomandi: 07h30 – 08h30

NC (V) graduates: 12h30 – 13h30

2. Official Academic Regalia

Please note that Chri-Lé is our only official supplier and the only company with our prescribed hoods in the correct style and colour. We wish to caution students NOT to bring their own gowns. [Click here for the full prices \(hiring or purchasing options\)](#)

- Diploma graduates- A **gown, hood and mortar board** must be worn.
- NC (V) and N6 graduates- **Only a gown** must be worn.

Note: ONLY CASH WILL BE ACCEPTED (NO CHEQUES, CREDIT OR DEBIT CARDS). THE RATES ARE SUBJECT TO CHANGE.

3. Official Photographers

The official photographer for ORBIT TVET College is Gordon Harris Photographic Studio (tel: 012 430 3725 or 086 1467 366). They will be available

to take photographs on the day of the ceremony. Arrangements should be made prior to or on the morning of graduation.

As the official photographer takes photographs of all graduates/certificate and diploma candidates during the ceremony, **no other private photographers will be allowed to take photographs during the ceremony.** *Gordon Harris Photographic Studio* will also be available to take photos after the ceremony.

No video recordings will be allowed during the ceremonies.

4. Presentation cards & seating arrangements

Graduates

- During registration, step-on cards (inclusive of seat number), entrance tickets and meal vouchers (for candidates & guests), will be issued out at the respective registration desks. Graduates should collect these at least an hour before the commencement of the proceedings.
- Meal vouchers will also be signed for by each graduate. **Please note that no additional or extra meal vouchers will be available if you lose your voucher after having signed for it. Once you have signed voucher, it is your responsibility to keep it safe**
- Graduates must be seated at least **15 minutes** before the start of the ceremony.
- *Candidates must return to their seats after receiving their certificates. NO ONE WILL BE PERMITTED TO LEAVE THE HALL BEFORE THE ENTIRE CEREMONY HAS BEEN CONCLUDED.*

Guests

- Only two (2) entrance tickets for the candidates' guests will be issued.
- The admission cards will allow the guest/s entry into the Campus Hall- no card, no admission! **Please note that GUESTS' SEATS ARE NOT RESERVED!**
- No food or drink may be taken into the hall.
- Guests are requested to remain seated for the duration of the ceremony and may only leave the hall once the congregation has been dissolved and the Academic Procession has left the hall.

YOU ARE KINDLY REQUESTED NOT TO BRING CHILDREN UNDER THE AGE OF TWELVE (12) YEARS TO THE CEREMONY!

5. Refreshments & meals

- Free coffee and/or tea will be served to candidates and guests before the start of the ceremony.

- A meal voucher (for graduate & his/her two guests) will be issued out during registration.
- The food voucher/card is valued at R300 (for the graduate & her/his two guests), and can be used at any of the fast food outlets mentioned on it.

6. Directions

[Click here for GPS coordinates and road map to Rustenburg Civic Centre](#)

7. Procedure for the graduates during the ceremony

Walk onto the stage from the right-hand side (as seen from the audience).

Please note: You should have only your step-on-card with you when you go on stage as this will be used to introduce you

7.1 DIPLOMA CANDIDATES:

As you walk onto the stage, hold your step-on card in your right hand.

Point 1 (Candidate introduction)

- This is where the person standing at the podium will introduce you
- You will give your step-on card to the representative who will read out your name
- After your name has been read out, you proceed to the next point

Point 2 (Capping of graduates by the College Council Chairperson)

- Move to the College Council Chairperson's chair (who will be seated)
- Turn to face the College Council Chairperson
- Kneel on the kneeling stool in front of the College Council Chairperson's chair
- The College Council Chairperson then confers the diploma on you

Point 3 (College Principal drapes hoods)

- You move to the College Principal
- Hand the hood (which is over your left arm) to the College Principal
- Turn to face the audience
- The College Principal then drapes the hood over your shoulders from behind
- At the same time, a photo will be taken

Point 4 (Congratulates the candidate)

- Move to the representative who will congratulate you
- You will be congratulated with a handshake
- At the conclusion of the handshake, a scroll will be handed to you
- At the same time, a photo will be taken

When leaving the stage

You will then leave the stage on the side opposite to that from which you entered

You will be ushered back to your seat

7.2 CERTIFICATE CANDIDATES:

As you walk onto the stage, hold your step-on card in your right hand.

Point 1 (Candidate introduction)

- This is where the person standing at the podium will introduce you
- You will give your step-on card to the representative who will read out your name
- After your name has been read out, you proceed to the next point

Point 2 (Congratulates the candidate)

- Move to the College Council Chairperson and Principal, who will both congratulate you with a handshake

Point 3 (Second congratulations)

- Move to the next representative who will congratulate you with a handshake
- At the conclusion of the handshake, a scroll will be handed to you
- At the same time, a photo will be taken

When leaving the stage

You will then leave the stage on the side opposite to that from which you entered

You will be ushered back to your seat

Please note: Nobody will be permitted to leave the auditorium before the entire ceremony has been concluded.

AFTER GRADUATION

1. Join ORBIT College Alumni Association

Welcome to ORBIT TVET College alumni family!

Congratulations on obtaining your qualification at ORBIT TVET College. You are now a member of our alumni family, and wherever opportunity takes you, you will always be a member of the ORBIT College family. **Be a proud ORBITANT for life!**

On the day of graduation, please visit the Alumni Desk and ensure that you leave your details (email address and mobile number) to enable the College to keep in touch with you.

What does it mean to be an alumnus of ORBIT College?

Former students have played an enormous role in the development and growth of ORBIT TVET College and continue to do so with an increased impact on our society and even beyond our borders.

Contributions and benefits

ORBIT TVET College has over 3000 graduates (alumni) who represent the College locally and abroad. Your continued involvement as an alumnus/alumna can help ORBIT remain a College of excellence.

Alumni receive the following benefits:

- News from departments about student life, sport and culture
- Sustained contact with *ORBIT TVET College* through emails, SMSs and publications
- Invitations to social functions and reunions and the tracing of old friends
- Opportunities to build career and professional networks
- Access to career services and mentorships
- Information and introductions to new programmes