



ORBIT TVET COLLEGE

ANNUAL GRADUATION CEREMONY 2025

Congratulations! All of the hard work you have put in has paid off, and graduating will be only the first of many proud, successful moments for you.

This page is aimed at providing you with all the information you need to prepare well for your graduation ceremony. To ensure that everything runs smoothly on your big day, please read and familiarise yourself with the information below.

PREPARATIONS FOR YOUR GRADUATION

1. CEREMONY DATES AND TIMES

The Annual Graduation Ceremony for 2025 will take place on **11 & 12 September 2025**

**Venue: Hedgehog's Nest Wedding, Conference & Function Centre
Donkerhoek Road, RUSTENBURG**

Thursday, 11 September 2025

- Session 1- 10:00 – 12:00 (***Report 191 Diplomandi***)
- Session 2- 14:00 – 16:00 (***NCV Level 4- FEA, Management, Office Administration***)

Friday, 12 September 2025

- Session 3- 10:00 – 12:00 (***NCV Level 4 -Civil, EIC, ERD, ICT, Hospitality, Tourism, Transport & Logistics***)

2. INVITATION, REGISTRATION & PROGRAMME

You will receive a formal invitation to your graduation ceremony during the months of July/August. Please make sure that your contact details are correct in order to receive the necessary information. Compliant candidates must RSVP via the online link by no later than **Friday, 29 August 2025**

All eligible candidates—both Report 191 diplomandi and NC(V) graduates—must register their own attendance, as well as that of their guests, before the ceremony. This must be done using the ONLINE LINK PROVIDED IN THE OFFICIAL INVITATION. Please remember to bring your tickets to the ceremony, either printed or available on your mobile device.

The **provisional** graduation programme is available on the graduation page of the college website.

On the day of your graduation, you are required to report at your programme registration desk at least one hour before the commencement of your ceremony. You will also be able to access the **final programme** by scanning a QR code that will be made available to you. **No printed** programmes will be provided.

3. COMPLIANCE CRITERIA FOR COLLEGE GRADUATION CEREMONY

- Compliant candidates who will be invited to attend the College Ceremony are those who have met the requirements for being awarded the **full qualification at exit level**.
- Graduating NC(V) Level 4 candidates must have passed all 21 subjects for the National Certificate (Vocational) programmes in one seating.
- The National Diploma candidates must have **received** their Diplomas from the Department of Higher Education and Training and must have complied with all the necessary requirements.
- Candidates must have met the requirements to be awarded their qualification in **2024**.
- Candidates who met the criteria in years prior to 2024 and who could not attend their graduation ceremony in the following year (e.g. in 2024) will NOT be invited.
- **One** top achiever per individual programme will be recognised at the College Ceremony. One Dux student will be recognised for NCV Level 4 programmes and one Dux student will be recognised for Report 191 programmes.
- The minimum criteria to be recognised as a top achiever for a programme is an average of 70% for all subjects.

Any enquiries regarding academic compliance criteria must be directed to campuses as follows:

<i>Brits Campus:</i>	<i>Ms M Khala</i>
<i>Mankwe Campus:</i>	<i>Ms C Mosime</i>
<i>Rustenburg Campus:</i>	<i>Ms M Dithebe</i>

4. OFFICIAL ACADEMIC REGALIA

Academic dress is compulsory for all graduates and may be rented at their own expense from **KENAKO t/a CHRI-LÈ GRADUATION WEAR** at a fee as outlined below. Graduates may hire or purchase the regalia at the prices as indicated below. Cash and card payments will be accepted. **PLEASE NOTE THAT CASH PAYMENTS FOR HIRING ARE PREFERRED TO ENABLE THE PROVIDER TO REFUND YOU WITH THE R100 FEE UPON RETURNING YOUR REGALIA.**

Price to hire gown, mortar board/cap & shoulderband (**DIPLOMANDI ONLY**): R450 (R100 is a REFUNDABLE deposit)

Price to hire gown & sash (**NCV GRADUATES**): R450 (R100 is a REFUNDABLE deposit)

Price to buy the gown: R780.00

Price to buy the mortar board/cap: R300.00

To view full details on academic regalia hiring and purchase prices, [click here](#)

Should you have any questions please feel free to whatsapp Lettie on 071 530 0819 or send an e-mail to chrileorders@gmail.com

Hired gowns must be handed back to the service provider directly after the ceremony upon which the R100.00 deposit fee will be refunded.

Alternatively, **graduates may bring their own academic regalia** (gown and/or mortar board), however, **should your regalia not meet the required standards as set out below, you will not be allowed to go on stage** and will have to hire the correct regalia from the available service provider on the day.

IMPORTANT

The College sternly caution students NOT to purchase incorrect academic regalia from unauthorised providers. No student will be allowed to go on stage, wearing a hood or sash OTHER than that of the College. Gowns and mortar boards that DO NOT meet the criteria below will NOT BE allowed on stage.

4.1 ACADEMIC REGALIA FOR REPORT 191 DIPLOMANDI

Diploma graduates must wear a **gown, shoulderband and mortar board**



Example of correct gown and mortar board (see length & style of gown)

SHOULDERBAND REQUIREMENTS:

ALL SHOULDERBANDS MUST be hired or bought from KENAKO t/a CHRI-LÈ GRADUATION WEAR on the day of the ceremony (see prices listed above)

Faculty colours:

Engineering Studies:	Royal Blue
Business Studies:	Burgandy/Maroon
General Studies (Tourism and Hospitality):	Yellow
Educare and Art and Design:	White

NO SHOULDERBANDS FROM OTHER INSTITUTIONS WILL BE ALLOWED ON STAGE!

4.2 ACADEMIC REGALIA FOR NCV LEVEL 4 GRADUATES

NC(V) graduates wear **ONLY a gown and a sash (NO mortar board)**

All (NCV) graduates wear a burgundy sash

The same criteria apply for gown as for Diplomandi (see picture above)

ALL SASHES MUST be hired or bought from CHRI-LÈ GRADUATION WEAR on the day of the ceremony (see prices listed above)

NO SASHES OR SHOULDERBANDS FROM OTHER INSTITUTIONS WILL BE ALLOWED ON STAGE!

[Click here](#) to access the academic regalia information or the Graduation Wear Order Form

5. OFFICIAL PHOTOGRAPHERS

The official photographer for ORBIT TVET College is ***Gordon Harris Photographic (GHP) 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!**

Gordon Harris Photographers will accept orders before and after each graduation ceremony. Cash and card payments will be accepted on the day.

Graduates are welcome to email GHP on info@ghphoto.co.za or call on 012 430 3725.

The photographers will be at the venue +-4 hours before the start of the ceremony and can assist clients from 2 hours before the start of the ceremony. Family photographs are only taken before and after the ceremony, never during. Each graduate will be requested to complete a yellow card regardless if they are ordering photographs or not. This card will have to be taken with them to stage where one of GHP staff members will collect the cards before they walk on stage. Graduates are identified by means of these yellow cards, allowing GHP to process orders accordingly, even for those who did not order but who call later in the year or even 4 years from now to order photos.

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

6. GENERAL ENQUIRIES

Tel: 014 597 5522

E-mail: graduation@orbitcollege.co.za

Please do not direct academic-related or compliance-related enquiries to the above telephone number or email. Contact the campuses directly for such, as indicated under point 3.

7. DIRECTIONS TO HOSTING VENUE

IF YOU ARE USING PUBLIC TRANSPORT:

If you are **not** using your own or other private transport to get to Hedgehog's Nest you may make use of the following public transport (taxis) that travel in that direction:

From Rustenburg taxi rank:

Use the taxis travelling to Proteapark and to Rustenburg Kloof Resort which you can get at Platform 1(one) at the Rustenburg Taxi Rank.

You need to be **five or more people making use of such a taxi at the same time, in order for the taxi driver to drive a little further from Rustenburg Kloof to drop you off at Hedgehog's Nest**

From Mogwase & Brits:

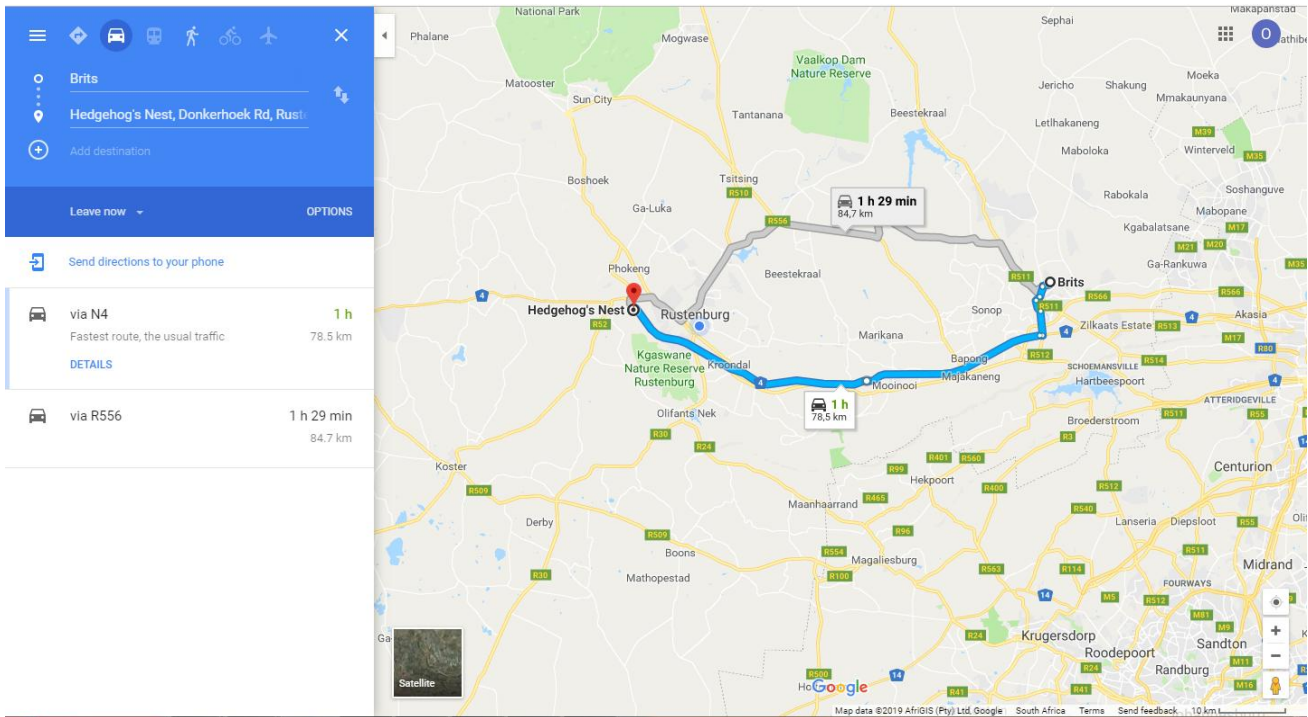
Travel to the Rustenburg Taxi Rank and then take a taxi going to Proteapark and Rustenburg Kloof at platform one (1)

You need to be four or more people making use of such a taxi at the same time, in order for the taxi driver to drive a little further from Rustenburg Kloof to drop you off at Hedgehog's Nest

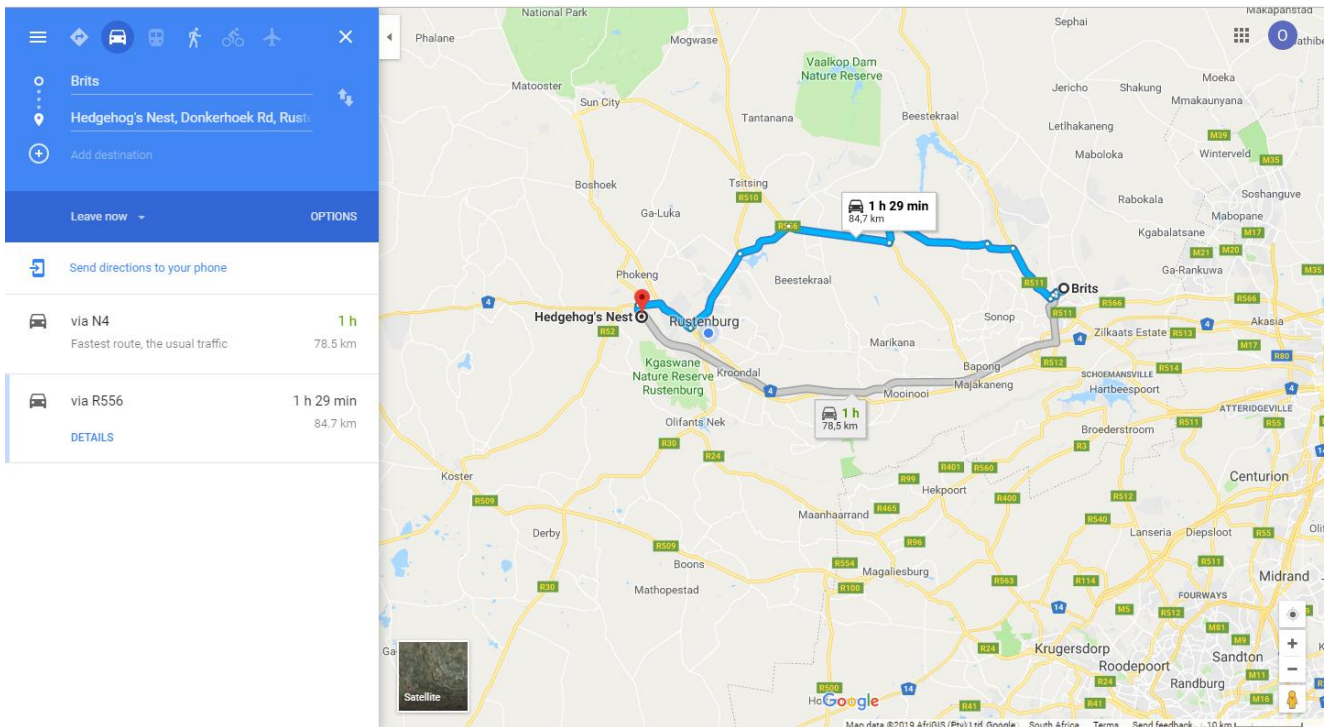
IF YOU ARE MAKING USE OF PRIVATE TRANSPORT PLEASE NOTE:

There are **six (6) alternative routes** to get to Hedgehog's Nest from the Brits, Mogwase & Rustenburg areas respectively:

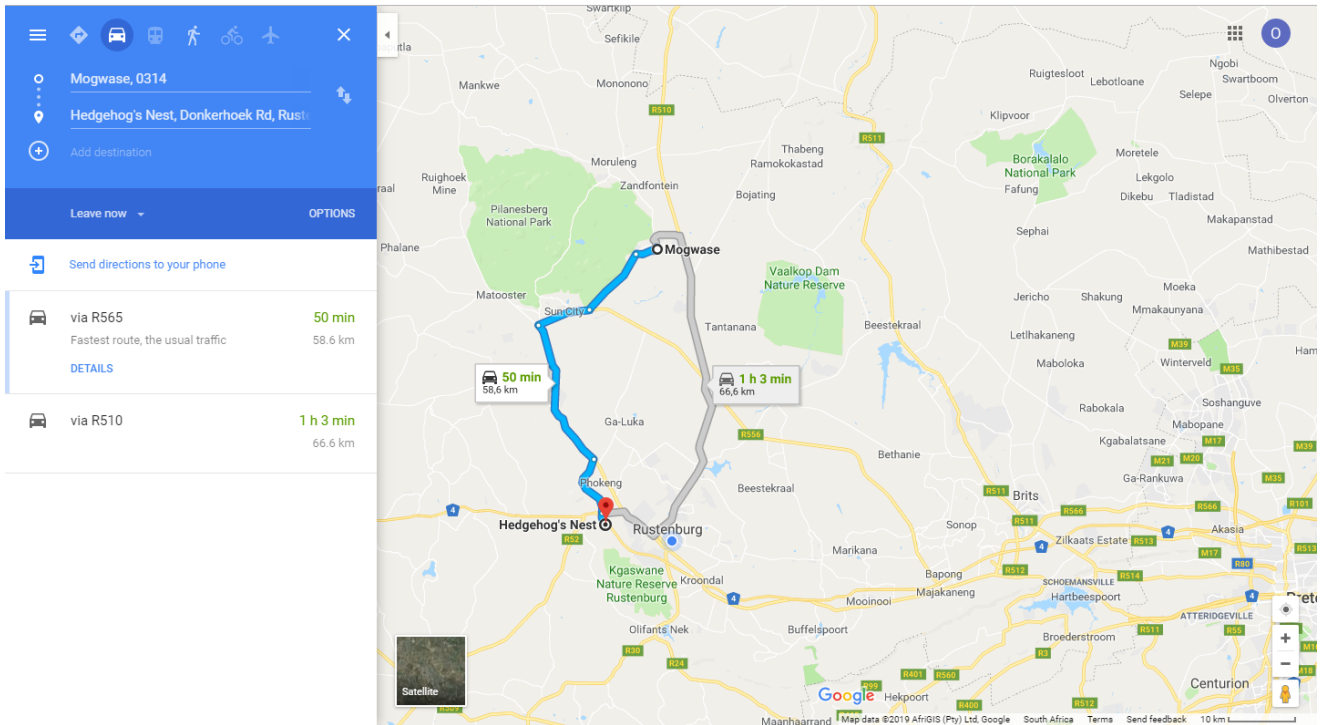
ROUTE 1 BRITS TO HEDGEHOG'S NEST: Via the N4



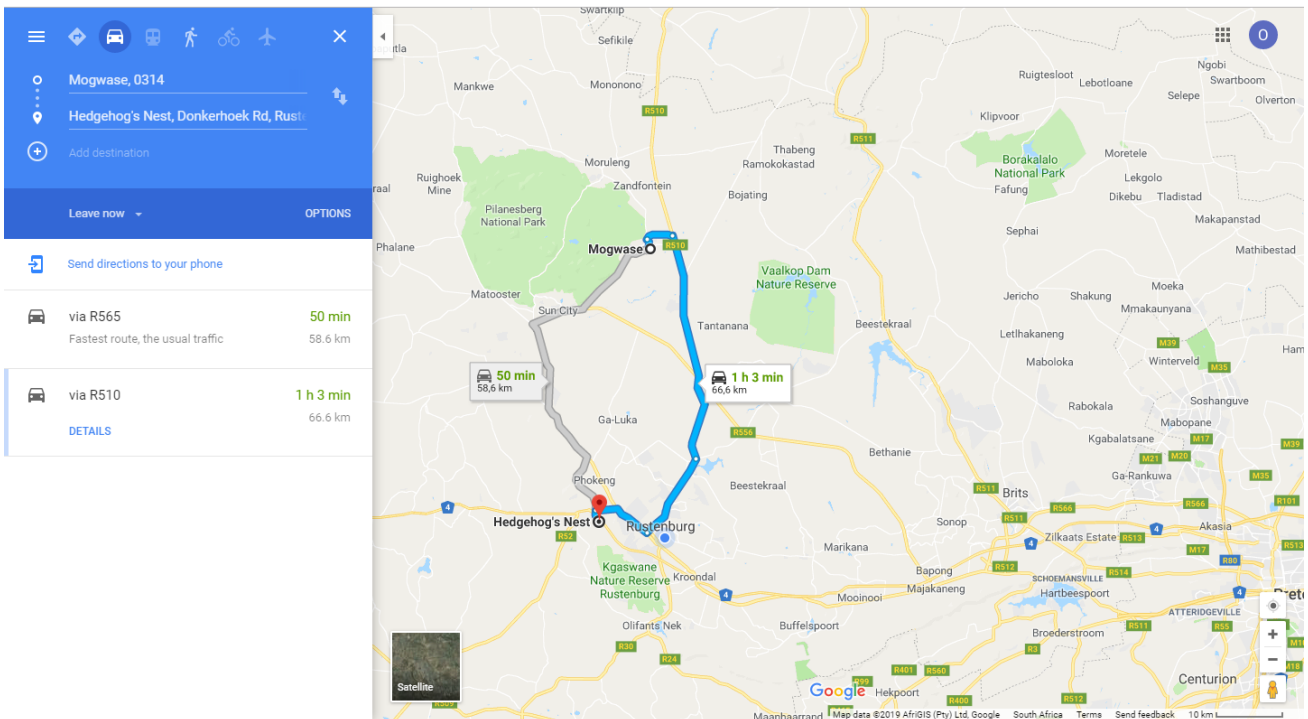
ROUTE 2 BRITS TO HEDGEHOG'S NEST: Via the R566



ROUTE 3 MOGWASE TO HEDGEHOG'S NEST: Via the R565



ROUTE 4 MOGWASE TO HEDGEHOG'S NEST: Via the R510



ROUTE 5 RUSTENBURG AREAS TO HEDGEHOG'S NEST: Via President Mbeki Drive & N4

from Rustenburg
to Hedgehog's Nest, Donkerhoek Rd, Rustenburg Rural.

19 min (13.7 km)
via President Mbeki Dr and N4

Rustenburg

- Get on N4 in Rustenburg Rural from President Mbeki Dr, Watsonia Rd and Dr Moroka St
14 min (8.4 km)
- Follow N4 to Donkerhoek Rd. Take exit 169 from N4
3 min (4.9 km)
- Turn left onto Donkerhoek Rd
34 s (450 m)

Hedgehog's Nest
Donkerhoek Rd, Rustenburg Rural, Rustenburg

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2019 AfriGIS (Pty) Ltd, Google South Africa Terms Send feedback 1 km

ROUTE 6 Rustenburg areas to Hedgehog's Nest: Via the N4

Rustenburg

Hedgehog's Nest, Donkerhoek Rd, Rustenburg Rural

Add destination

Leave now OPTIONS

Send directions to your phone

- via Swartruggens Rd/R104 **19 min**
Best route 14.1 km
- via N4 **18 min**
13.7 km
DETAILS
- via President Mbeki Dr and N4 **19 min**
13.7 km

Map data ©2019 AfriGIS (Pty) Ltd, Google South Africa Terms Send feedback 1 km

FREQUENTLY ASKED QUESTIONS

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

The Graduation Ceremony for 2025 will take place on 11 & 12 September at Hedgehog's Nest Wedding, Conference and Function Centre.

- **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 step-on-card, wristbands for guests to allow them entry and refreshment tickets at the relevant registration desk before the ceremony commences and should be seated at least 10 minutes before the ceremony commences.

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

- **What about the online tickets I obtained when registering to attend?**

Candidates will be required to show the QR code/online tickets they obtained when registering themselves and their guests to attend. The codes will be checked at the registration desk to record attendance.

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

No entrance fee is payable. Guests will be required to wear the coloured arm band obtained from registration desks to allow them entry into the hall.

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

No, you are allowed to bring a maximum of two (2) guests only. There will be entrance control at the venue and at the doors of the hall.

- **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 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 and Diplomas are issued by the DHET.**

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

Name lists of compliant graduates and diplomandi are uploaded on the College website and these are updated on a weekly basis. You will be notified via SMS when the lists are available. Please make sure that all your information (mobile number/email address and postal address) is correct on the College Business Management System, otherwise you may not receive the SMS with the invitation as well as the link to register for the event.

Please make sure that you respond to our request to join a dedicated Whatsapp group once you receive such a request via an SMS. If you fail to do so, you will not receive the necessary information about the ceremony.

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

No. Once you have received a link to an invitation and RSVP link via SMS stating that you meet the requirements and are invited, please confirm whether you will/will not be attending the ceremony by registering your and your guests' attendance by clicking on the link, completing the RSVP form in full and submitting it.

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

Students may not keep the gown, mortar boards and hoods or sashes unless these were purchased. The regalia (gowns, mortar boards and hoods/sashes must be returned to KENAKO t/a *CHRI-Le GRADUATION WEAR* directly after the ceremony. **You will be allowed to wear your own gown, provided that it meets the necessary requirements as explained under point 4. You will not be allowed to wear hoods or sashes other than those of ORBIT College on stage.**

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

If you have not heard from us by **31 July 2025** and you expect to graduate, please contact the relevant person as indicated under point 3 at your respective campus.

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

You will need to arrange the [Official Academic Regalia](#) (click here) for your ceremony. Please do so as early as possible.

You should arrange for professional photos to be taken [with Gordon Harris Photographer](#) (click here)

You should also familiarise yourself with the procedures to be followed on the [Day of Graduation](#) as outlined above.

- **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, but you will still need to register online so that your attendance can be recorded.

- **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 venue for the 2025 Graduation Ceremony is Hedgehog's Nest Wedding, Conference and Function Centre, Rustenburg. The ceremony will last approximately two hours.

ON GRADUATION DAY

1. TIME

Please arrive at least one hour before the start of the ceremony. Your travel arrangements should allow for rush hour traffic, road conditions and distance. Also, please ensure that your guests are informed of the appropriate arrival time or they may be refused admission and will not be able to share in your graduation experience.

2. ENTRANCE

Only graduates and their two guests will get access into the venue. There will be security at the main gate to control access into the venue. This will include vehicle access. A drop-off zone will be made available on the premises for graduates and guests travelling by taxi.

3. REGISTRATION

All compliant candidates (NC(V) graduates and Report 191 Diplomandi) are required to register online prior to their graduation ceremony. You will also be required to visit your programme registration desk on the day of their ceremony upon arrival:

Thursday, 11 September 2025

- Session 1- 10:00 – 12:00 (***Report 191Diplomandi***)
- Session 2- 14:00 – 16:00 (***NCV Level 4 - FEA, Management, Office Administration***)

Friday, 17 May 2024

- Session 3- 10:00 – 12:00 (***NCV Level 4- Civil, EIC, ERD, ICT, Tourism, Transport & Logistics, Hospitality***)

4. DRESS

The graduation ceremony is a **formal occasion**. graduates, diplomandi and guests must dress formally, semi-formally or in traditional wear. Denims, t-shirts and sport shoes are not permitted.

ORBIT TVET College reserves the right to refuse entry to a person not adhering to the dress code. Likewise, the College may also refuse to formally confer or award a qualification to a candidate not wearing the prescribed academic regalia as explained under point 4.

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

5. 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 with them **prior to or on the morning of graduation.**

A family photo studio will also be made available on the day.

As the official photographer takes photographs of all graduates 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 any of the ceremonies.

6. PRESENTATION (STEP-ON) CARDS & SEATING ARRANGEMENTS

Graduates

- During registration, step-on cards (inclusive of seat number), entrance wristbands and refreshment vouchers (for candidates & guests), will be issued at the respective registration desks. Graduates should collect these at least an hour before the commencement of the proceedings.
- ***Please note that no additional or extra refreshment voucher will be available if you lose yours after having signed for it. Once you have signed for your tickets, it is your responsibility to keep them 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. Extra tickets are not available
- The admission wristbands will allow the guest/s entry into the Graduation Hall- no card, no admission! **Please note that GUESTS' SEATS ARE NOT RESERVED AND LATE COMERS WILL NOT BE ALLOWED ENTRY INTO THE HALL! Please inform your guests accordingly**
- No food or drink may be taken into the hall.

- Guests should be seated at least 30 minutes before the ceremony starts, and are requested to remain seated for the duration of the ceremony. Guests may only leave the hall once the congregation has been dissolved and the Academic Procession has left the hall.

Children

Since a graduation ceremony is a formal occasion, babies and toddlers are not permitted into the hall. Older children (over the age of 12) allowed into the hall will be required to obtain a guest ticket and are thus included in the maximum number of guests allowed per graduate

7. REFRESHMENTS

- Free coffee and/or tea will be served to candidates and guests before the start of the ceremony.
- A refreshment voucher (for each graduate & his/her two guests) will be issued out during registration. The light refreshment packs will be collected by graduates upon leaving the hall after the ceremony and producing the voucher to staff handing out the food packs.

8. MOBILE PHONES

Please switch of your mobile phone when entering the graduation hall.

9. BAGS

Handbags and bags may not be taken onto the stage. These should be left under your seat or with one of your guests.

10. PROCEEDINGS 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.

10.1 REPORT 191 DIPLOMA CANDIDATES:

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

Drape your hood over your left arm.

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 receive an alumnus token of appreciation at the relevant collection point

You will move to the back of the hall where a head and shoulder photo will be taken of you by Gordon Harris Photographers

Top achievers will hand in the floating trophies at a collection this point that will be set up for this purpose. You may keep the small keepsake trophy and certificate that you will also receive on stage.

You will be ushered back to your seat.

YOU WILL NOT BE ALLOWED TO LEAVE THE HALL DURING THE PROCEEDINGS AS ALL OF THE ABOVE WILL TAKE PLACE INSIDE THE HALL. PLEASE REMAIN SEATED UNTIL THE END OF THE CEREMONY

10.2 CERTIFICATE CANDIDATES:

As you walk onto the stage, hold your step-on card in your right hand. Make sure that you are wearing your sash.

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 receive an alumnus token of appreciation at the relevant collection point

You will move to the back of the hall where a head and shoulder photo will be taken of you by Gordon Harris Photographers

Top achievers will hand in the floating trophies at a collection this point that will be set up for this purpose. You may keep the small keepsake trophy and certificate that you will also receive on stage. You will be ushered back to your seat.

YOU WILL NOT BE ALLOWED TO LEAVE THE HALL DURING THE PROCEEDINGS AS ALL OF THE ABOVE WILL TAKE PLACE INSIDE THE HALL. PLEASE REMAIN SEATED UNTIL THE END OF THE CEREMONY

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!**

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 4000 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, SMSes 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

How to communicate with us

Staying in touch with our alumni is very important to us! We would love to hear about some of your professional accomplishments since becoming an ORBIT graduate.

- Where you and what are you doing?
- Would you like to share with new and incoming students any advice for making the most of their experience the College?
- Do you have any employment tips regarding interviewing, job searching, etc., now that you are out in the real world?

Please feel free to email us at alumni@orbitcollege.co.za or call 014 597 5521, and tell us all about it!