

ORBIT TVET COLLEGE



2017

PROSPECTUS



VISION

A global institution of excellence, surpassing community needs



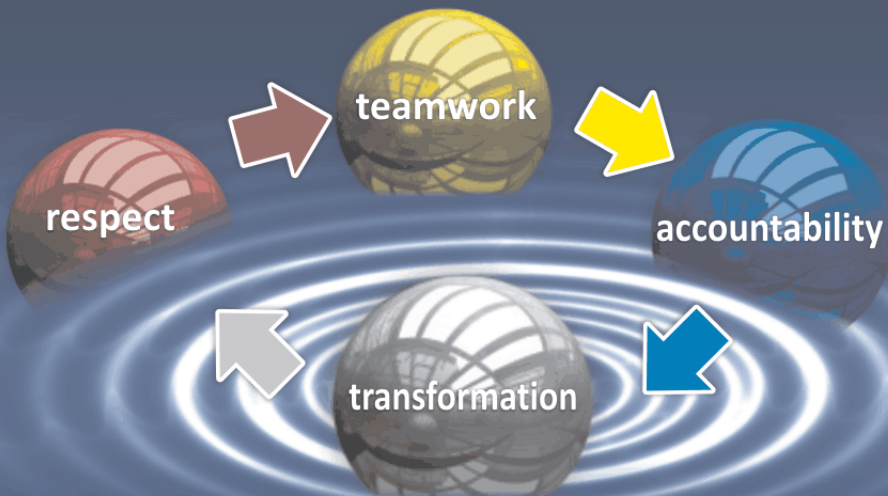
MISSION

To provide high quality Education and Training that is affordable, relevant, learner-centred and that contributes to the total development of individuals through

- Optimal utilisation of resources
- Creative and innovative modes of delivery
- Appropriately skilled staff and
 - Community upliftment



KEY VALUES



INDEX

	PAGE
A ABOUT ORBIT TVET COLLEGE	2
B NATIONAL QUALIFICATIONS FRAMEWORK (NQF)	3
C1 NATIONAL CERTIFICATE (VOCATIONAL) NQF Level 2 - 4	4
C1.1 ENGINEERING & RELATED DESIGN NQF Level 2 - 4	5
C1.2 ELECTRICAL INFRASTRUCTURE CONSTRUCTION NQF Level 2 - 4	6
C1.3 CIVIL ENGINEERING AND BUILDING CONSTRUCTION NQF Level 2 - 4	7
C1.4 INFORMATION COMMUNICATION TECHNOLOGY AND COMPUTER SCIENCE NQF Level 2 - 4	8
C1.5 FINANCE, ECONOMICS AND ACCOUNTING NQF Level 2 - 4	9
C1.6 MANAGEMENT NQF Level 2 - 4	10
C1.7 OFFICE ADMINISTRATION Level 2 - 4	11
C1.8 TRANSPORT AND LOGISTICS Level 2 - 4	12
C1.9 TOURISM Level 2 - 4	13
C1.10 HOSPITALITY (Accommodation, Catering & Events Services) NQF Level 2 - 4	14
C1.11 NC(V) PASS REQUIREMENTS & HIGHER EDUCATION PORTABILITY	15
C2 REPORT 191 (NATED) PROGRAMMES	16
C2.1 REPORT 191 (NATED) PROGRAMMES N1-N3	17
C2.2 REPORT 191 (NATED) PROGRAMMES N4-N6	18 - 19
C3 ARTISAN DEVELOPMENT	20 - 21
C4 OCCUPATIONAL LEARNING PROGRAMMES	22 - 23
C4.1 HAIRDRESSING NQF Level 2 - 4	24
C4.2 BEAUTY & NAIL TECHNOLOGY NQF Level 4	25
C4.3 JEWELLERY DESIGN AND MANUFACTURE NQF LEVEL 2 - 4	26
D STUDENT SUPPORT SERVICES	
D1 WHAT SERVICES ARE OFFERED TO STUDENTS OF ORBIT TVET COLLEGE?	27
D2 FINANCIAL ASSISTANCE/BURSARIES	28 - 32
E APPLICATION & REGISTRATION PROCEDURES	33 - 35
F GLOSSARY	36 - 37



ABOUT ORBIT TVET COLLEGE

WHO WE ARE

We are one of 50 public Technical and Vocational and Training (TVET) Colleges countrywide that specialises in priority skills development. ORBIT TVET College is one of three public TVET Colleges in the North West Province with campuses in Rustenburg, Brits and Mogwase. Students who study at ORBIT College get a headstart to great career due to the focus on responsive, relevant programmes that develop critical and scarce skills.

TVET Colleges are part of the Department Higher Education and Training (DHET). Also part of this

Ministry are Universities, Universities of Technology and Sector Education and Training Authorities (SETAs). The focus of the DHET is set on addressing the skills shortages of our country by steadily increasing the number of students enrolled and trained in priority and critical skills areas.

Youth, who are categorised as NEETs (those not in Education, not in Employment and not in Training) is the niche target market that the DHET wishes to equip with the requisite skills base to overcome poverty and the dilemma of unemployment.

WHAT WE DO AND HOW WE DO IT

A diverse range of accredited vocational and occupational programmes are offered at ORBIT College.

- All programmes offered at the respective campuses are registered on the National Qualifications Framework (NQF) and are fully accredited and certified by UMALUSI and QCTO in the case of Occupational Learning Programmes or an International Accreditation Body
- All National Certificate (Vocational) [NC(V)] Programmes are quality assured by UMALUSI (the ETQA)
- All occupational programmes are quality assured through the relevant SETA for which the programme approval is obtained. With the establishment of the QCTO the quality assurance

of occupational programmes is housed under a single Quality Assurance Body

- ORBIT TVET College is ISO 9001:2008 compliant and is externally audited by SABS every six months
- Service delivery in the classroom and to clients in general is quality assured through the implementation of the Quality Management System (QMS) of the College
- Report 191 (N1-N3) programmes are quality assured by UMALUSI and Report 191 (N4-N6) programmes are quality assured by QCTO
- The individual statement of results issued by the DHET is a legal document and is to be used as proof of subject performance in achieving all the requirements related to the NC(V) qualifications and Report 191 Programmes



WHY YOU SHOULD CHOOSE US

Because @ ORBIT TVET COLLEGE we...

- Address the training needs of people from all walks of life
- Skill, up-skill and re-skill whatever your need
- Offer a diverse range of vocational and occupational programmes
- Believe in serving our community to enhance national economic growth
- Advocate the principle of life-long learning
- Offer affordable quality tuition
- Adopt a holistic approach to the development of our students
- Provide students with the necessary practical learning environment to master the skills they acquire



LEVEL	PRIMARY / SECONDARY EDUCATION	TVET / WORKPLACE	QUALIFICATIONS	LEVEL
10			Doctorate	10
9			Masters Degree eg MA, Msc, M.Phil Postgraduate Certificates, Postgraduate Diplomas	9
8			Bachelor with Honours, Conversion Programmes	8
7			Bachelor (ord. Degree)	7
6		DIPLOMA	DIPLOMA	6
5	HSC / GCE 'A' Level / BAC / IBAC	CERTIFICATE	CERTIFICATE	5
4				4
3	SC / GCE 'O' Level			3
2				2
1	CERTIFICATE OF PRIMARY EDUCATION			1



NATIONAL CERTIFICATE (VOCATIONAL) NQF Level 2 - 4

WHAT IS THE NATIONAL CERTIFICATE (VOCATIONAL) [NC(V)] QUALIFICATION?

The NC(V) is the vocational programme at Level 2-4 of the National Qualifications Framework (NQF) and is offered by all public TVET Colleges countrywide. The qualification is intended to directly address the priority skills demands of the modern South African economy.

The NC(V) Qualification is designed to provide both theory and practice, thus granting students an opportunity to gain work experience during the period of study. Practical experience may be gained in either a simulated or real workshop environment.

WHICH NC(V) PROGRAMMES ARE OFFERED BY ORBIT COLLEGE?

Engineering-related & ICT Field:

- Engineering and Related Design (Fitting and Turning OR Fabrication OR Automotive Repair and Maintenance)
- Electrical Infrastructure Construction
- Civil Engineering and Building Construction (Carpentry & Roof Work OR Masonry)
- Information Communication Technology and Computer Science

Business-related Field:

- Management
- Finance, Economics and Accounting
- Office Administration

Services-related Field:

- Tourism
- Hospitality (Accommodation, Events and Catering Services)
- Transport and Logistics

CURRICULUM

Each NC(V) Qualification has a total of 7 SUBJECTS per NQF Level

Three of these subjects are called FUNDAMENTAL SUBJECTS, i.e. they are common for all learning fields and are COMPULSORY. The Fundamental Subjects are:

- Life Orientation
- English 1st Additional Language

- Mathematics (Engineering & ICT fields) OR Mathematical Literacy (Business & Services fields)

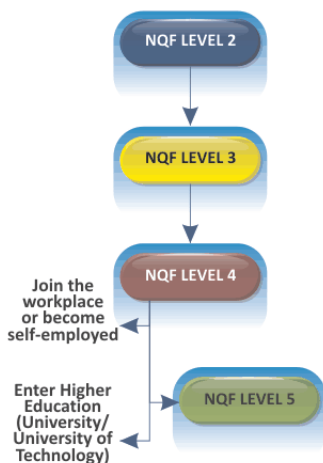
Umalusi has officially communicated to the DHET its recognition of credit transfer between the NSC and the NC(V) in the following subjects:

- English Home Language or FAL (passed at 40% and above)
- Mathematics (passed at 30% and above)
- Mathematical Literacy (passed at 30% and above)
- Physical Science (passed at 50% and above)

It is important to note that this concession applies only to the National Senior Certificate (NSC) and NOT to its predecessor, the Senior Certificate (SC)



The other four subjects per NQF level are called VOCATIONAL SUBJECTS and these are aimed at preparing students for the world of work within the field of their choice. A specialisation vocational subject (Elective) forms part of the 4 vocational subjects in some qualifications, allowing a student to specialise in a specific sub-field.

CAREER PATHING



C1.1 ENGINEERING & RELATED DESIGN

(Fitting & Turning/Fabrication/Automotive Repair & Maintenance) NQF Level 2 - 4

	Level 2	Level 3	Level 4	Campus
Fundamental Subjects	The following subjects are compulsory for each level: <ul style="list-style-type: none"> English 1st Additional Language Mathematics Life Orientation 			  Automotive Repair and Maintenance option only available at Mankwe Campus
Vocational Subjects per Level	<ul style="list-style-type: none"> Engineering Fundamentals Engineering Technology Engineering Systems Fitting & Turning OR Engineering Fabrication (Boilermaking) OR Automotive Repair & Maintenance 	<ul style="list-style-type: none"> Engineering Practice & Maintenance Materials Technology Engineering Graphics & Design (CAD) Fitting & Turning OR Engineering Fabrication (Boilermaking) OR Automotive Repair & Maintenance 	<ul style="list-style-type: none"> Engineering Process Professional Engineering Practice Applied Engineering Technology Fitting & Turning OR Engineering Fabrication (Boilermaking) OR Automotive Repair & Maintenance 	
Admission Requirements	<ul style="list-style-type: none"> A year-end report for Grade 9, 10, 11 or 12 Certificate (Must have passed Mathematics) An NQF Level 1 Qualification A Recognition of Prior Learning (RPL) assessments for NQF Level 2 An approved bridging programme designed for the specific purpose to access NQF Level 2 All entry applicants must adhere to placement assessment criteria before admission 	<ul style="list-style-type: none"> NQF Level 2 in the specific programme 	<ul style="list-style-type: none"> NQF Level 3 in the specific programme 	
Duration	1 year	1 year	1 year	

The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

Possible Career Opportunities

- Aerospace Engineering
- Mining Metallurgy
- Geology
- Industrial Engineering
- Chemical Engineering
- Petroleum Engineering

- Engineering & Related Design

This programme allows you the option of becoming an artisan after you have completed your trade test

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C1.2 ELECTRICAL INFRASTRUCTURE CONSTRUCTION NQF Level 2 - 4

	Level 2	Level 3	Level 4	Campus
Fundamental Subjects	<p>The following subjects are compulsory for each level:</p> <ul style="list-style-type: none"> • English 1st Additional Language • Mathematics • Life Orientation 			
Vocational Subjects per Level	<ul style="list-style-type: none"> • Electrical Principles & Practice • Electronic Control & Digital Electronics • Workshop Practice • Electrical Systems & Construction 	<ul style="list-style-type: none"> • Electrical Principles & Practice • Electronic Control & Digital Electronics • Electrical Systems & Construction • Electrical Workmanship 	<ul style="list-style-type: none"> • Electrical Principles & Practice • Electronic Control & Digital Electronics • Electrical Workmanship • Electrical Systems & Construction 	
Admission Requirements	<ul style="list-style-type: none"> • A year-end report for Grade 9, 10, 11 or 12 Certificate (Must have passed Mathematics) • An NQF Level 1 Qualification • A Recognition of Prior Learning (RPL) assessments for NQF Level 2 • An approved bridging programme designed for the specific purpose to access NQF Level 2 • All entry applicants must adhere to placement assessment criteria before admission 	<ul style="list-style-type: none"> • NQF Level 2 in the specific programme 	<ul style="list-style-type: none"> • NQF Level 3 in the specific programme 	
Duration	1 year	1 year	1 year	

The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

Possible Career Opportunities

- Electrical Engineering
- Digital Electronics
- Theatre Technology
- Electrician
- Instrumentation

- Sound Technology

This programme allows an option of becoming an artisan after you have completed your trade test



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C1.3 CIVIL ENGINEERING AND BUILDING CONSTRUCTION NQF Level 2 - 4 (Masonry / Carpentry & Roofwork)

	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>	<i>Campus</i>
Fundamental Subjects	The following subjects are compulsory for each level: <ul style="list-style-type: none"> • English 1st Additional Language • Mathematics • Life Orientation 			
Vocational Subjects per Level	<ul style="list-style-type: none"> • Construction Planning • Plant & Equipment • Materials • Carpentry & Roof Work OR <ul style="list-style-type: none"> • Masonry 	<ul style="list-style-type: none"> • Construction Planning • Plant & Equipment • Materials • Carpentry & Roof Work OR <ul style="list-style-type: none"> • Masonry 	<ul style="list-style-type: none"> • Construction Planning • Construction Supervision • Materials • Carpentry & Roof Work OR <ul style="list-style-type: none"> • Masonry 	
Admission Requirements	<ul style="list-style-type: none"> • A year-end report for Grade 9, 10, 11 or 12 Certificate (Must have passed Mathematics) • An NQF Level 1 Qualification • A Recognition of Prior Learning (RPL) assessments for NQF Level 2 • An approved bridging programme designed for the specific purpose to access NQF Level 2 • All entry applicants must adhere to placement assessment criteria before admission 	<ul style="list-style-type: none"> • NQF Level 2 in the specific programme 	<ul style="list-style-type: none"> • NQF Level 3 in the specific programme 	
Duration	1 year	1 year	1 year	

The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

Possible Career Opportunities

- Architectural Technology
- Quantity Surveying
- Building Construction
- Industrial Designing
- Town Regional Planning
- Sanitation Engineering

- Plumber
- Carpenter

This programme allows you the option of becoming an artisan after you have completed your trade test



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C1.4 INFORMATION COMMUNICATION TECHNOLOGY AND COMPUTER SCIENCE NQF Level 2 - 4

	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>	<i>Campus</i>
Fundamental Subjects	The following subjects are compulsory for each level: <ul style="list-style-type: none"> • English 1st Additional Language • Mathematics • Life Orientation 			
Vocational Subjects per Level	<ul style="list-style-type: none"> • Electronics • Introduction to Systems Development • Introduction to Information Systems • Multimedia Basics OR • Electronic Control and Digital Electronics 	<ul style="list-style-type: none"> • Systems Analysis and Design • Computer Hardware and Software • Principles of Computer Programming • Multimedia Content OR Electronic Control and Digital electronics 	<ul style="list-style-type: none"> • Systems Analysis and Design • Data Communication & Networking • Computer Programming • Multimedia Services OR Electronic Control and Digital Electronics 	
Admission Requirements	<ul style="list-style-type: none"> • A year-end report for Grade 9, 10, 11 or 12 Certificate (Must have passed Mathematics) • An NQF Level 1 Qualification • A Recognition of Prior Learning (RPL) assessments for NQF Level 2 • An approved bridging programme designed for the specific purpose to access NQF Level 2 • All entry applicants must adhere to placement assessment criteria before admission 	<ul style="list-style-type: none"> • NQF Level 2 in the specific programme 	<ul style="list-style-type: none"> • NQF Level 3 in the specific programme 	
Duration	<i>1 year</i>	<i>1 year</i>	<i>1 year</i>	

The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

Possible Career Opportunities

- Computer Programming
- Computers Systems
- Engineering
- Information Technology
- Management
- Data Processing



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C1.5 FINANCE, ECONOMICS AND ACCOUNTING NQF Level 2 - 4

	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>	<i>Campus</i>
Fundamental Subjects	The following subjects are compulsory for each level: <ul style="list-style-type: none"> • English 1st Additional Language • Mathematical Literacy • Life Orientation 			
Vocational Subjects per Level	<ul style="list-style-type: none"> • Economic Environment • New Venture Creation • Applied Accounting • Financial Management 	<ul style="list-style-type: none"> • Economic Environment • New Venture Creation • Applied Accounting • Financial Management 	<ul style="list-style-type: none"> • Economic Environment • New Venture Creation • Applied Accounting • Financial Management 	
Admission Requirements	<ul style="list-style-type: none"> • A year-end report for Grade 9, 10, 11 or 12 Certificate • An NQF Level 1 Qualification • A Recognition of Prior Learning (RPL) assessments for NQF Level 2 • An approved bridging programme designed for the specific purpose to access NQF Level 2 • All entry applicants must adhere to placement assessment criteria before admission 	<ul style="list-style-type: none"> • NQF Level 2 in the specific programme 	<ul style="list-style-type: none"> • NQF Level 3 in the specific programme 	
Duration	<i>1 year</i>	<i>1 year</i>	<i>1 year</i>	

The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

Possible Career Opportunities


- Banking
- Insurance Services
- Private and Public Accounting
- Financial Services
- Investment Broking
- Bookkeeping

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C1.6 MANAGEMENT NQF Level 2 - 4

	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>	<i>Campus</i>
Fundamental Subjects	The following subjects are compulsory for each level: <ul style="list-style-type: none"> • English 1st Additional Language • Mathematical Literacy • Life Orientation 			
Vocational Subjects per Level	<ul style="list-style-type: none"> • Financial Management • Management Practice • Operations Management • Entrepreneurship 	<ul style="list-style-type: none"> • Financial Management • Management Practice • Operations Management • Project Management 	<ul style="list-style-type: none"> • Financial Management • Management Practice • Operations Management • Project Management 	
Admission Requirements	<ul style="list-style-type: none"> • A year-end report for Grade 9, 10, 11 or 12 Certificate • An NQF Level 1 Qualification • A Recognition of Prior Learning (RPL) assessments for NQF Level 2 • An approved bridging programme designed for the specific purpose to access NQF Level 2 • All entry applicants must adhere to placement assessment criteria before admission 	<ul style="list-style-type: none"> • NQF Level 2 in the specific programme 	<ul style="list-style-type: none"> • NQF Level 3 in the specific programme 	
Duration	<i>1 year</i>	<i>1 year</i>	<i>1 year</i>	

The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

Possible Career Opportunities

- Human Resource Management
- Entrepreneurship & Project Management
- Management Practice
- Financial Management



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C1.7 OFFICE ADMINISTRATION Level 2 - 4

	Level 2	Level 3	Level 4	Campus
Fundamental Subjects	The following subjects are compulsory for each level: <ul style="list-style-type: none"> • English 1st Additional Language • Mathematical Literacy • Life Orientation 			
Vocational Subjects per Level	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation 	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • New Venture Creation 	<ul style="list-style-type: none"> • Business Practice • Office Practice • Office Data Processing • Personal Assistance 	
Admission Requirements	<ul style="list-style-type: none"> • A year-end report for Grade 9, 10, 11 or 12 Certificate • An NQF Level 1 Qualification • A Recognition of Prior Learning (RPL) assessments for NQF Level 2 • An approved bridging programme designed for the specific purpose to access NQF Level 2 • All entry applicants must adhere to placement assessment criteria before admission 	<ul style="list-style-type: none"> • NQF Level 2 in the specific programme 	<ul style="list-style-type: none"> • NQF Level 3 in the specific programme 	
Duration	1 year	1 year	1 year	

The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

Possible Career Opportunities

- Accounting and Bookkeeping
- Frontline Reception
- Human Resource Management
- Recruitment or Employment Agent
- Office Management
- Personnel Management

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C1.8 TRANSPORT AND LOGISTICS Level 2 - 4

	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>	<i>Campus</i>
Fundamental Subjects	The following subjects are compulsory for each level: <ul style="list-style-type: none"> • English 1st Additional Language • Mathematical Literacy • Life Orientation 			
Vocational Subjects per Level	<ul style="list-style-type: none"> • Freight Logistics • Transport Economics • Transport Operations • New Venture Creation 	<ul style="list-style-type: none"> • Freight Logistics • Transport Economics • Transport Operations • New Venture Creation 	<ul style="list-style-type: none"> • Freight Logistics • Transport Economics • Transport Operations • New Venture Creation 	
Admission Requirements	<ul style="list-style-type: none"> • A year-end report for Grade 9, 10, 11 or 12 Certificate • A n N Q F Level 1 Qualification • A Recognition of Prior Learning (RPL) assessments for NQF Level 2 • An approved bridging programme designed for the specific purpose to access NQF Level 2 • All entry applicants must adhere to placement assessment criteria before admission 	<ul style="list-style-type: none"> • NQF Level 2 in the specific programme 	<ul style="list-style-type: none"> • NQF Level 3 in the specific programme 	
Duration	<i>1 year</i>	<i>1 year</i>	<i>1 year</i>	

The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

Possible Career Opportunities

- Transport Systems Administration
- Logistical Control
- Transport Management
- Logistics Management



B

Brits



R

Rustenburg



M

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C1.9 TOURISM Level 2 - 4

	<i>Level 2</i>	<i>Level 3</i>	<i>Level 4</i>	<i>Campus</i>
Fundamental Subjects	The following subjects are compulsory for each level: <ul style="list-style-type: none"> • English 1st Additional Language • Mathematical Literacy • Life Orientation 			
Vocational Subjects per Level	<ul style="list-style-type: none"> • Client Service and Human Relations • Science of Tourism • Sustainable Tourism in South Africa • Tourism Operations 	<ul style="list-style-type: none"> • Client Service and Human Relations • Science of Tourism • Sustainable Tourism in South Africa • Tourism Operations 	<ul style="list-style-type: none"> • Client Service and Human Relations • Science of Tourism • Sustainable Tourism in South Africa • Tourism Operations 	
Admission Requirements	<ul style="list-style-type: none"> • A year-end report for Grade 9, 10, 11 or 12 Certificate • An NQF Level 1 Qualification • A Recognition of Prior Learning (RPL) assessments for NQF Level 2 • An approved bridging programme designed for the specific purpose to access NQF Level 2 • All entry applicants must adhere to placement assessment criteria before admission 	<ul style="list-style-type: none"> • NQF Level 2 in the specific programme 	<ul style="list-style-type: none"> • NQF Level 3 in the specific programme 	
Duration	<i>1 year</i>	<i>1 year</i>	<i>1 year</i>	

The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

Possible Career Opportunities

- Accommodation Management
- Conference & Events Planning
- Restaurant & Food Services
- Tourism Development
- Game Range and Safari Work
- Transportation Management


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C1.10 HOSPITALITY (Accommodation, Catering & Events Services) NQF Level 2 - 4




	Level 2	Level 3	Level 4	Campus
Fundamental Subjects	<p>The following subjects are compulsory for each level:</p> <ul style="list-style-type: none"> • English 1st Additional Language • Mathematical Literacy • Life Orientation 			
Vocational Subjects per Level	<ul style="list-style-type: none"> • Client Service and Human Relations • Food Preparation • Hospitality Generics • Hospitality Services 	<ul style="list-style-type: none"> • Client Service and Human Relations • Food Preparation • Hospitality Generics • Hospitality Services 	<ul style="list-style-type: none"> • Client Service and Human Relations • Food Preparation • Hospitality Generics • Hospitality Services 	
Admission Requirements	<ul style="list-style-type: none"> • A year-end report for Grade 9, 10, 11 or 12 Certificate • An NQF Level 1 Qualification • A Recognition of Prior Learning (RPL) assessments for NQF Level 2 • An approved bridging programme designed for the specific purpose to access NQF Level 2 • All entry applicants must adhere to placement assessment criteria before admission 	<ul style="list-style-type: none"> • NQF Level 2 in the specific programme 	<ul style="list-style-type: none"> • NQF Level 3 in the specific programme 	
Duration	1 year	1 year	1 year	

The College reserves the right to:

- Only offer programmes that are justified by student numbers
- Change the location/venue of the programme offering

Possible Career Opportunities

- Food & Beverage Management
- Hotel Management
- Accommodation Services
- Events Management
- Housekeeping

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C1.11 NC(V) PASS REQUIREMENTS & HIGHER EDUCATION MOBILITY

WHAT ARE THE PASS REQUIREMENTS FOR NC(V) NQF LEVEL 2 - 4?

In order to progress to the next NQF Level students have to pass all SEVEN subjects. Once all 21 subjects have been passed successfully the NC(V) Qualification is obtained.

The pass rate requirement for the four vocational subjects is 50% per subject

The pass requirement for the fundamental subjects is as follows:

- Life Orientation 40%
- English 1st Additional Language 40%
- Mathematics/Mathematical Literacy 30%

Only one fundamental subject may be condoned for a maximum of 5%. No condonement for Vocational subjects. (T's & C's apply)

Should the student fail, he/she may be required to repeat the failed subject to obtain valid ICASS marks.

HOW ARE ASSESSMENTS AND EXAMINATIONS CONDUCTED FOR THE NC(V) QUALIFICATION?

The final pass mark is compiled by Internal Continuous Assessment, Integrated Summative Assessment and External Examinations marks.

Internal Assessment (ICASS) is conducted on a continuous basis while the External Examination is written in November every year. The practical assessment is conducted during the year in one sitting during September/October.

INTERNAL CONTINUOUS ASSESSMENT (ICASS)

The Internal Assessment comprises the following:

- 6 Assessment tasks consisting of 3 written tests, assignments and research/practical projects
- 1 Internal Examination

All of the above are contained in a Portfolio of Evidence (PoE) which counts as follows towards the final pass mark:

- Fundamental Subjects : 25% of the final mark
- Vocational Subjects : 50% of the final mark

INTERNAL SUMMATIVE ASSESSMENT (ISAT)

The internal assessment comprises:

- One practical assessment for the three core subjects
- One practical assessment for the elective subject

EXTERNAL EXAMINATION

A national External Examination is set by the Directorate: Examinations & Assessment of the DHET. The same examination paper for a particular subject is written by all students on the same day. This sets national standards for assessments and achievement.

The External Examination counts as follows towards the final pass mark:

Fundamental Subjects

Integrated Continuous Assessment (ICASS) POE: 25% + National Examination: 75% = Pass Mark

Vocational Subjects

National Examination: Theory 70% + Integrated Summative Assessment Tasks (ISAT): Practical: 30% + (ICASS) POE: 50% = Pass Mark

CAN I JOIN A HIGHER EDUCATIONAL INSTITUTION (HEI) HAVING OBTAINED AN NC(V) QUALIFICATION?

Specific requirements must be met in accordance with the Government Gazette no. 32745 for portability into Higher Education for specific NC(V) programmes:

Guidelines for admission to undergraduate programmes:

The table below explains what you will need to achieve in order to meet the minimum statutory requirements for each type of qualification. It is important to note that the table below refers to the *minimum requirements*

Qualification	Minimum entry requirement
Higher Certificate	<ul style="list-style-type: none"> • Must meet NC(V) level 4 statutory requirements • 40% in either home language or first additional language but one must be LOTL • 30% in either Maths or Maths Literacy • 40% in Life Orientation • 50% in the four other vocational subjects • Submit a record of evidence for any subject failed
Diploma	<ul style="list-style-type: none"> • Must meet NC(V) level 4 statutory requirements • 50% in three fundamental subjects including LOTL • 60% in three compulsory vocational modules
Bachelor's Degree	<ul style="list-style-type: none"> • Must meet NC(V) level 4 statutory requirements • 60% in three fundamental subjects including LOTL • 70% in four compulsory vocational modules

Additional requirements:

- Applicants will only be considered for similar qualifications
- Programme specific subject requirements must be met

C2 REPORT 191 (NATED) PROGRAMMES

Learners who have completed a Grade 12 Certificate with a minimum of a Higher Certificate achievement can consider studying further at a TVET College for a National Diploma. The Report 191 (NATED) N4-N6 Programmes, also known as ALTERNATIVE POST-SCHOOL PROGRAMMES, are available in Engineering, Business, Performing Arts, Utility and Educational Studies. To complete the qualification, the student must complete the required 2000 working hours in the relevant field of study.

The Report 191 (NATED) N1-N3 Programmes in Engineering Studies are offered to those who wish to study towards an apprenticeship to become an artisan in the Civil, Mechanical Automotive and Electrical career fields. After completion of a minimum of an N2 (with four relevant subjects), successful candidates who are not yet employed, can apply to SETA and employers for possible selection into apprenticeship.

WHICH REPORT 191 PROGRAMMES ARE OFFERED BY ORBIT TVET COLLEGE?

Engineering Studies N1-N3:

- Mechanical
- Electrical
- Civil
- Automotive

Business Studies N4-N6:

- Human Resource Management
- Financial Management
- Management Assistant
- Business Management

Utility Studies N4-N6:

- Hospitality & Catering Services
- Tourism
- Art and Design (Jewellery)

Engineering Studies N4-N6:

- Mechanical
- Electrical
- Civil
- Automotive

Educational Studies N4-N6:

- Educare

Performing Arts Studies N4-N6:

- Popular Music Performance

WHO MAY ENROL FOR THE REPORT 191 (NATED) PROGRAMMES?

N1-N3 ENGINEERING PROGRAMMES / ARTISAN DEVELOPMENT PROGRAMMES

- Access to these programmes is only for those who wish to pursue an artisan pathway
- Candidates must preferably have a Grade 12 (NSC) with Mathematics and Physical Science, NOT Mathematical Literacy
- New students must enrol for all 4 subjects in the particular field, of which Mathematics is mandatory
- After completing N2, students must be placed at an employer for work experience for a period of 2 years in preparation for the trade test
- **The number of enrolments in these programme is subject to the approved DHET prescripts and targets**

N4-N6 PROGRAMMES / ALTERNATIVE POST-MATRIC PROGRAMMES








- Candidates must have a Grade 12 (NSC)
- Enrolments in the N4 – N6 Engineering Programmes is subject to candidates having passed the relevant school subjects
- New students must enrol for all 4 subjects in the particular field
- **The number of enrolments in these programmes is subject to the approved DHET prescripts and targets**
- Students who enrol for N4 – N6 Programmes must comply with the required number of working hours in the relevant field of study before a National N Diploma will be issued (18 months / 2000 hours for semester programmes and 24 months / 2670 hours for trimester programmes)



C2.1 REPORT 191 (NATED) PROGRAMMES

N1 - N3 ENGINEERING PROGRAMMES/ARTISAN DEVELOPMENT PROGRAMMES




TRIMESTER PROGRAMMES

Programme	Subjects			Campus
	N1	N2	N3	
Electrical	<ul style="list-style-type: none"> Mathematics Engineering Science Industrial Electronics Electrical Trade Theory 	<ul style="list-style-type: none"> Mathematics Engineering Science Industrial Electronics Electrical Trade Theory Instrument Trade Theory 	<ul style="list-style-type: none"> Mathematics Engineering Science Industrial Electronics Instrument Trade Theory Electrical Trade Theory / Engineering Drawing (optional for GCC) Logic Systems Electrotechnology 	 Brits  Rustenburg  Mankwe
Fitting and Turning / Boilermaking	<ul style="list-style-type: none"> Mathematics Engineering Science Engineering Drawing Fitting & Machining Metal Workers Theory Plating and Structural/ Steel Drawing 	<ul style="list-style-type: none"> Mathematics Engineering Science Engineering Drawing Fitting & Machining Plating & Structural Steel Drawing Rigging Theory Plater's Theory 	<ul style="list-style-type: none"> Mathematics Plating & Structural Steel Drawing Engineering Science Engineering Drawing Mechanotechnology 	 Rustenburg
Mechanic (Automotive)	<ul style="list-style-type: none"> Mathematics Engineering Science Engineering Drawing Rigging Theory Motor Trade Theory 	<ul style="list-style-type: none"> Mathematics Engineering Science Engineering Drawing Diesel Trade Theory Motor Trade Theory 	<ul style="list-style-type: none"> Mathematics Engineering Science Engineering Drawing Motor Trade Theory Diesel Trade Theory Mechanotechnology 	 Rustenburg  Mankwe
Civil Engineering (Plumbing)	<ul style="list-style-type: none"> Mathematics Plumbing Theory Building Drawing Building Science 	<ul style="list-style-type: none"> Mathematics Plumbing Theory Building Drawing Building Science 	<ul style="list-style-type: none"> Mathematics Building Science Building Drawing Building & Civil Technology 	 Brits
Admission Requirements	Preferably Grade 12 (National Senior Certificate) with Mathematics and Physical Science, NOT Mathematical Literacy			
Duration	1 trimester	1 trimester	1 trimester	

C2.2 REPORT 191 (NATED) PROGRAMMES

N4 - N6 PROGRAMMES/ALTERNATIVE POST-MATRIC PROGRAMMES

TRIMESTER PROGRAMMES

Programme	Subjects			Campus
	N4	N5	N6	
Electrical	<ul style="list-style-type: none"> Mathematics Engineering Science Industrial Electronics Electrotechnics Computer Principles Digital Electronics Communication Electronics Fault Finding & Protective Devices Industrial Instruments Logic Systems Supervisory Management 	<ul style="list-style-type: none"> Mathematics Industrial Instruments Industrial Electronics Electrotechnics Communication Electronics Computer Principles Supervisory Management Digital Electronics 	<ul style="list-style-type: none"> Mathematics Industrial Instruments Industrial Electronics Electrotechnics Communication Electron Computer Principles Control Systems Digital Electronics Logic Systems Supervisory Management Engineering Physics 	
Mechanical Engineering	<ul style="list-style-type: none"> Mathematics Engineering Science Mechanotronics Mechanical Draughting Supervisory Management (Optional for GCC) Industrial Electronics (Optional for GCC) Electrotechnics (Optional for GCC) 	<ul style="list-style-type: none"> Mathematics Mechanical Drawing & Design Mechanotronics Internal Combustion Engine Fault Finding & Protective Devices Supervisory Management (Optional for GCC) Power Machines Strength of Materials Fluid Mechanics Electrotechnics (Optional for GCC) 	<ul style="list-style-type: none"> Mathematics Internal Combustion Engine Mechanotronics Mechanical Drawing & Design Supervisory Management (Optional for GCC) Engineering Physics Fluid Mechanics Fault Finding & Protective Devices Power Machines Strength of Materials Control Systems 	
Civil Engineering	<ul style="list-style-type: none"> Mathematics Building & Structural Construction Building & Structural Survey Building Administration Quantity Surveying Supervisory Management 	<ul style="list-style-type: none"> Mathematics Building & Structural Construction Building & Structural Survey Building Administration Quantity Surveying Supervisory Management 	<ul style="list-style-type: none"> Mathematics Building & Structural Construction Building & Structural Survey Building Administration Quantity Surveying Supervisory Management 	
Admission Requirements	Preferably Grade 12 (National Senior Certificate) with Mathematics and Physical Science, NOT Mathematical Literacy	N4 in the relevant programme	N5 in the relevant programme	
Duration	1 trimester	1 trimester	1 trimester	

C2.2 REPORT 191 (NATED) PROGRAMMES N4 - N6 PROGRAMMES/ALTERNATIVE POST-MATRIC PROGRAMMES

SEMESTER PROGRAMMES

Programme	Subjects			Campus
	N4	N5	N6	
Human Resource Management	<ul style="list-style-type: none"> Personnel Management Computer Practice Intro Computer Practice Entrepreneurship & Business Management Management Communication/ Bestuurskommunikasie 	<ul style="list-style-type: none"> Personnel Management Labour Relations Personnel Training Computer Practice (O) Entrepreneurship & Business Management (O) 	<ul style="list-style-type: none"> Personnel Management Labour Relations Personnel Training Computer Practice (O) Entrepreneurship & Business Management (O) 	
Financial Management	<ul style="list-style-type: none"> Entrepreneurship & Business Management Financial Accounting Computerised Financial Systems Management Communication/ Bestuurskommunikasie (O) Mercantile Law (O) 	<ul style="list-style-type: none"> Financial Accounting Cost & Management Accounting Computerised Financial Systems Entrepreneurship & Business Management (O) Mercantile Law (O) 	<ul style="list-style-type: none"> Financial Accounting Cost & Management Accounting Computerised Financial Systems Entrepreneurship & Business Management (O) Mercantile Law (O) Income Tax (O) 	
Management Assistant	<ul style="list-style-type: none"> Information Processing Introductory Information Processing Computer Practice Introductory Computer Practice Office Practice Communication/ Kommunikasie 	<ul style="list-style-type: none"> Information Processing N4 Computer Practice Office Practice Communication/ Kommunikasie 	<ul style="list-style-type: none"> Information Processing Computer Practice Office Practice Communication/ Kommunikasie 	
Business Management	<ul style="list-style-type: none"> Entrepreneurship & Business Management Introductory Accounting (O) Financial Accounting (O) Management Communication/ Bestuurskommunikasie (O) Introductory Computer Practice (O) Computer Practice (O) Computerised Financial Systems (O) Personnel Management (O) 	<ul style="list-style-type: none"> Entrepreneurship & Business Management Sales Management Financial Accounting N4 (O) Financial Accounting (O) Economics (O) Computerised Financial Systems N4 (O) Computer Practice N4 (O) Computer Practice N5 (O) Economics N5 (O) 	<ul style="list-style-type: none"> Entrepreneurship & Business Management Sales Management Financial Accounting N5 (O) Computerised Financial Systems N5 (O) Computer Practice (O) Personnel Management N4 (O) 	
Popular Music Performance	<ul style="list-style-type: none"> Music Business & Styles Aural & Ensemble Improvisation Practical: Vocal (O) Practical: Guitar (O) Practical: Piano/Keyboard (O) Practical: Bass Guitar (O) Practical: Woodwind (O) Practical: Brass (O) 	<ul style="list-style-type: none"> Music Business & Styles Aural & Ensemble Improvisation Practical: Vocal (O) Practical: Guitar (O) Practical: Piano/Keyboard (O) Practical: Bass Guitar (O) Practical: Woodwind (O) Practical: Brass (O) 	<ul style="list-style-type: none"> Music Business & Styles Aural & Ensemble Improvisation Practical: Vocal (O) Practical: Guitar (O) Practical: Piano/Keyboard (O) Practical: Bass Guitar (O) Practical: Woodwind (O) Practical: Brass (O) 	
Educare	<ul style="list-style-type: none"> Day Care Personnel Development Education Didactics: Theory & Practice Education Child Health 	<ul style="list-style-type: none"> Entrepreneurship & Business Management N4 Day Care Communication Education Didactics: Theory & Practice Educational Psychology 	<ul style="list-style-type: none"> Day Care Management Day Care Communication Education Didactics: Theory & Practice Education Psychology 	
Hospitality and Catering Services	<ul style="list-style-type: none"> Applied Management Sanitation and Safety (O) Nutrition and Menu Planning Catering: Theory and Practical Introductory Computer Practice (O) Computer Practice (O) 	<ul style="list-style-type: none"> Entrepreneurship & Business Management N4 Applied Management Catering: Theory and Practical Food & Beverage Services (O) 	<ul style="list-style-type: none"> Applied Management Communication & Human Relations Intro Computer Practice N4 (O) Computer Practice N4 (O) Catering: Theory & Practical 	
Tourism	<ul style="list-style-type: none"> Travel Office Procedures Tourism Communication Travel Services Tourism Destination 	<ul style="list-style-type: none"> Travel Office Procedures Tourism Communication Travel Services Tourism Destination 	<ul style="list-style-type: none"> Travel Office Procedures Hotel Reception Travel Services Tourism Destination 	
Art and Design	<ul style="list-style-type: none"> Drawing Entrepreneurship & Business Management Jewellery Design Jewellery Manufacturing 	<ul style="list-style-type: none"> Drawing Jewellery Design Jewellery Manufacturing History of Art 	<ul style="list-style-type: none"> Drawing Jewellery Design Jewellery Manufacturing History of Art 	
Admission Requirements	Grade 12 / National Senior Certificate with relevant school subjects	N4 in the relevant programme	N5 in the relevant programme	
Duration	1 semester	1 semester	1 semester	

C3 ARTISAN DEVELOPMENT AT ORBIT TVET COLLEGE

ARTISAN DEVELOPMENT REMAINS A PRIORITY

Research conducted by the DHET projected that a significant number of artisans will be needed by 2020 due to a shortfall of artisans in the South African Labour Market. Addressing this projected shortfall of artisans has become a National priority.

The White Paper for Post-School Education and Training – Building an Expanded, Effective and Integrated Post-School System, as approved by Cabinet on 20 November 2013, has re-affirmed that establishing a good artisan system is an urgent priority for South Africa. In addition to this, the Medium Term Strategic Framework for 2014 – 2020, approved by Cabinet, has brought forward the National Development Plan target of 30 000 qualified artisans per annum by 2026 – 2030.

On 3 February 2014 the Deputy Minister, The Honourable Mr M Mduduzi Manana, of Higher Education and Training launched the Decade of the Artisan at Ekurhuleni East College, Kwa-Thema Campus. The aim of this campaign is to advocate apprenticeships to the young and to encourage employers to take on apprenticeships at an increased rate.

In order to implement the National Artisan Development Process in the TVET College system, a formal Memorandum of Understanding has been signed between the DHET and each of the fifty public TVET Colleges in the country to establish a Provincial Artisan Development Committee (PADC) in each province.

WHAT IS AN ARTISAN?

An artisan is a skilled, well-trained and tested individual who is qualified in a specific trade, e.g. Bricklayer, Electrician, Carpenter etc. An artisan crafts, maintains and repairs items that may be functional or decorative. Artisan trades extend beyond the scope of the Engineering field – gold smiths, hairdressers and beauticians are also regarded as artisans.

ARTISAN DEVELOPMENT ROUTES AT ORBIT TVET COLLEGE

Up and until the occupational curricula and/RPL toolkits for Artisan Development have been developed the following routes are available at ORBIT TVET College to attain an artisanship:

- **N2 Certificate with trade theory and 3 years relevant work experience**
- **Technical trade theory quality-assured by a SETA and a minimum of 3 years relevant work experience (NQF Level 3)**
- **Relevant National Certificate (Vocational) Level 3 Engineering qualification and 3 years relevant work experience**
- **Relevant National Certificate (Vocational) Level 4 Engineering qualification and 18 months relevant work experience**

C3 ARTISAN DEVELOPMENT AT ORBIT TVET COLLEGE

QUALITY-ASSURANCE OF ARTISAN DEVELOPMENT

Artisan Development Programmes in South Africa are assessed and moderated by NAMB (the National Artisan Moderation Body) as follows:

- Coordination of Artisan Development in SA
- Monitoring the performance of Accredited Trade Test Centres
- Moderation of Artisan Trade Tests
- Recording Artisan Achievements
- Recommending certification of Artisans to the QCTO
- Development, maintenance and application of a national data bank of assessment instruments for assessment and moderation of Artisan Trade Tests

Quality assurance of Artisan Development Programmes is done by the Quality Council for Trade and Occupational Programmes (QCTO). This body ensures the availability, relevance and quality of Occupational Qualifications to meet the needs of industry. It also ensures that fit-for-purpose qualifications are registered to respond to the labour market needs.

In terms of the quality assurance of Report 191 NATED Programmes a transitional measure is currently in place that allows UMALUSI to quality-assure N1-N3 Report 191 Programmes and QCTO to quality-assure the N4-N6 Report 191 Programmes.



C4 OCCUPATIONAL LEARNING PROGRAMMES

WHAT ARE OCCUPATIONAL LEARNING PROGRAMMES?

Occupational Learning Programmes include Apprenticeships, Learnerships and Skills Programmes. The focus of these programmes is geared towards preparing students for a specific skills within a specific working environment related to a specific trade.

Occupational Learning Programmes are offered at the ORBIT TVET College as either FULL QUALIFICATIONS or as ACCREDITED SKILLS PROGRAMMES.

LEARNERSHIPS that are offered by the College combines theory at the College or Training Centre with relevant practice on-the-job. Occupational programmes are based on legally binding agreements between an employer, a student and a training provider. It is designed to ensure the quality of the training and to protect the interests of each individual party.

In order to become qualified, students must be assessed against unit standards registered with SAQA

SKILLS PROGRAMMES are unit-standard-based programmes that are demand-driven as determined by community needs. Such skills programmes offered by ORBIT TVET College are units standards extracted from formal full qualifications registered with SAQA for which the College obtained programme approval from the relevant SETA or Accredited Body.

WHICH OCCUPATIONAL LEARNING PROGRAMMES ARE OFFERED BY ORBIT TVET COLLEGE?

- Hairdressing NQF Level 2-4 (Services SETA)
- Jewellery Design and Manufacture NQF Level 2-4 (MQA)
- Beauty & Nail Technology NQF Level 4 (Services SETA)
- Automotive Repair and Maintenance NQF Level 2-4 (merSETA)
- Automotive Manufacturing and Assembly NQF Level 2 (merSETA)
- Furniture Making Wood NQF Level 3 (FP&M SETA)
- Community Housebuilding NQF Level 2 (CETA)
- Building and Civil Construction NQF Level 3 (CETA)
- New Venture Creation NQF Level 2 (Services SETA)
- Public Administration NQF Level 4-5 (PSETA)
- Plumbing NQF Level 4 (CETA)
- Electrical Engineering NQF Level 2-4 (EW SETA)
- Community Development NQF Level 4 (ETDP SETA)

C4 OCCUPATIONAL LEARNING PROGRAMMES

WHICH OCCUPATIONAL LEARNING PROGRAMMES ARE OFFERED BY ORBIT TVET COLLEGE?

- Early Childhood Development NQF Level 4-5 (ETDP SETA)
- Sports Management NQF Level 4 (CATHSSETA)
- Welding Application NQF Level 2-4 (merSETA)
- Autotronics NQF Level 2-4 (merSETA)
- Engineering: Fitting & Machining NQF Level 2 & 3 (merSETA)
- Engineering: Fabrication: Manufacturing & Engineering NQF Level 2-4 (merSETA)
- Engineering: Fitting: Manufacturing & Engineering NQF Level 2 (merSETA)

OTHER ACCREDITED LEARNING PROGRAMMES


- ICDL (Core & Advanced)
- E-Learner (Introduction to ICDL)
- Pastel Version 11 (Intermediate & Advanced)
- Accounting Technician NQF Level 4 (AATSA)
- Driver's Licence NQF Level 2 (TETA)

NB! Please take note that some of these programmes are only offered on a project-basis which involves MoUs having been signed with businesses, government departments or other institutions. This implies that although the College has the Programme Approval to offer the programmes, these are not currently offered to the public

Any other recognised skills programme for which the College is registered may also be offered, should the demand exist.



C4.1 HAIRDRESSING NQF Level 2 - 4 (Services SETA-accredited)

	Level 2	Level 3	Level 4	Campus
Programme Structure	National Certificate Hairdressing	National Certificate Hairdressing	Further Education Training Certificate Hairdressing	
Minimum Admission Requirements	Grade 9	NC Hairdressing NQF Level 2	NC Hairdressing NQF Level 3	
Duration	<p>College Training: 6 months per level (Full-time)</p> <p>Salon Training: 6 months per level (Full-time)</p> <p>After completing the programme at ORBIT TVET College, the student must work at an accredited salon for 18 months</p>			
Accreditation	Hairdressing Programmes are accredited by the SERVICES SETA Accreditation Number 1466			


Possible Career Opportunities

- Professional Hairdresser (Caucasian & Ethnic Hair)
- Entrepreneur in Hairdressing Industry
- Salon Management

<input type="checkbox"/>		Brits
<input checked="" type="checkbox"/>		Rustenburg
<input type="checkbox"/>		Mankwe



C4.2 BEAUTY & NAIL TECHNOLOGY NQF Level 4 (Services SETA - accredited)

	1st Year	Assessment	Campus
Programme Structure	<ul style="list-style-type: none"> • Manicure & Pedicure • Make-up • Waxing • Eyelash & Eyebrow Tinting & Grooming • Facial Skin Care • Manual Massage 	Theoretical and Practical Examinations are done on completion of every module. The Beauty & Nail Technology examination is written to obtain the Services SETA Certificate	
Minimum Admission Requirements	Grade 12		
Duration	<ul style="list-style-type: none"> • 1 year for Beauty Therapy and an additional two months for Nail Technology 		
Accreditation	Accredited by Services SETA (SAQA 80646)		

Possible Career Opportunities

- Massage Therapist
- Beauty Therapist
- Nail Technology
- Entrepreneur in Beauty Therapy Industry
- Beauty Salon/Clinic Management



Brits




Rustenburg



Mankwe



C4.3 JEWELLERY DESIGN & MANUFACTURE NQF LEVEL 2-4 (MQA - accredited)

	Training @ ORBIT TVET College			Assessment	Learnership opportunity @ SEDA Platinum Incubator	Campus
Programme Structure	Level 2	Level 3	Level 4	<p>Theory is assessed by means of a Knowledge Test on every unit standard</p> <p>Practical performance is assessed by observation of tasks as the candidate performs them and by finished pieces of jewellery manufactured addressing specific outcomes within one or more Unit standards.</p> <p>A panel of experts from MQA verifies the students' Portfolios of Evidence (POEs) and if enough evidence (Both knowledge-test and Practical-finished jewellery pieces) is found, students are declared competent and certification is approved.</p>	<p>SEDA PLATINUM INCUBATOR (SPI), as a Skills Development Levy – paying organisations, applies for funding from MQA to train / provide workspace training to students.</p> <p>Should the funding be approved from MQA, SPI conducts a screening process to identify students who are fit to enter into a signed learnership contract with SPI.</p> <p>One advantage of this learnership is that students get the opportunity to work with precious metals such as Platinum, Palladium and Gold while being exposed to industrial machinery / equipment which actually prepares them for the real work environment.</p>	
	<p>National Certificate NQF Level 2: Jewellery Manufacturing (SAQA ID 65049)</p>	<p>National Certificate NQF Level 3: Jewellery Manufacturing (SAQA ID 65209)</p>	<ul style="list-style-type: none"> FETC NQF Level 4: Jewellery Design (SAQA ID 57875) FETC NQF Level 4: Jewellery Setting Processes (SAQA ID 58274) FETC NQF Level 4: Jewellery Manufacturing Operations (SAQA ID 57876) 			
Minimum Admission Requirements	For NQF Level 2: Grade 9/NQF Level 1 with basic artistic skills and good communication skills	National Certificate NQF Level 3: Jewellery Manufacturing (SAQA ID 65209) For NQF Level 3: Grade 10/NQF Level 2 with basic artistic skills and basic communication skills	For NQF Level 4: Grade 11/NQF Level with basic artistic skills and communication skills			
	A screening test is done prior to admission					
Accreditation	MQA					

Possible Career Opportunities

- Professional Jeweller
- Goldsmith
- Designer / Computer Aided Designer
- Gemstone Setter
- Jewellery Machine Operator



Brits



Rustenburg



Mankwe



STUDENT SUPPORT SERVICES

D1

WHAT SERVICES ARE OFFERED TO STUDENTS OF ORBIT TVET COLLEGE?

The Student Support Services endeavours to provide holistic services so that our students' time at ORBIT TVET College is peaceful, fulfilling and productive. In case relevant information is required, or if students feel challenged or unable to cope with their studies, they are always welcome to contact the Campus Student Support Services Team for assistance.

The Student Support Services Unit provides the following:

ACADEMIC SUPPORT AND CAREER DEVELOPMENT PROGRAMMES	SOCIAL SUPPORT PROGRAMMES
<ul style="list-style-type: none"> • Career Advisory Services • Placement Assessments • Peer Academic Leadership Development • Academic Support Programmes • Experiential Training & Internships • Job Placements • Entrepreneurship Development • Information on Higher Education Studies opportunities • Graduate Tracking • Alumni Services 	<ul style="list-style-type: none"> • Orientation and Induction • Counselling and Life Skills Services • Health and Wellness programmes including: <ul style="list-style-type: none"> - Wellness Peer Mentor Programme (WPM) - HEAIDS Activation and Mobile Clinic Services
FINANCIAL AID ASSISTANCE	STUDENT GOVERNANCE AND LEADERSHIP DEVELOPMENT
<p>The following Financial Aid Assistance is available to deserving students:</p> <ul style="list-style-type: none"> • DHET TVET College Bursaries (NSFAS) for NC(V) and Report 191 NATED students • College Bursaries • Ts & Cs apply 	<ul style="list-style-type: none"> • SRC Leadership Development & Training
<ul style="list-style-type: none"> • Sports and Recreation Development – Athletics, Soccer, Rugby, Table Tennis, Chess, Volleyball, Cricket, Basketball and Netball • Arts & Culture Development – Music, Dance, Drama, Dramatised Poetry, Gumboots Dance 	



DHET TVET College bursary applications can be submitted to NSFAS by using the available link on the College website.

A. DHET TVET COLLEGE BURSARIES FOR NC(V) AND REPORT 191

Bursaries will be awarded according to the 2017 DHET TVET College Bursary Guidelines

1. Who is eligible to apply for the DHET TVET College Bursary Scheme?

- Only South African Citizens qualify for this bursary scheme
- Applicants must be registered on the NC(V) or Report 191 programme at any of the (50) public TVET Colleges in South Africa
- Financially needy students with academic potential (a Means Test is administered to determine whether or not a student meets this criterion)
- Students with evidence of good academic performance
- Bursary Application forms can be completed by prospective qualifying students during the registration period

2. Application period to apply for the Bursary Scheme

Details regarding bursary application periods and availability of application forms can be obtained from Student Support Officials at the respective campuses

NO LATE SUBMISSIONS WILL BE ACCEPTED AFTER THE DHET APPROVED CLOSING DATE

3. Who qualifies for the DHET TVET College Bursary Scheme?

- The financial need of the student must be assessed using the NSFAS Means Test tool of each academic year when awarding bursaries to students
- Students **MUST** provide details on the employment status of their parents or guardian as these impacts on the eligibility for bursaries. In this regard, students must submit a death certificate if one/both parent(s) is/are deceased or an affidavit if they do not know their whereabouts
- An application that does not have particulars of both parents is incomplete and will **NOT** be accepted
- The academic merit of a student is assessed using an academic record or statement of results when awarding bursaries to students. To this end, students must be given priority in terms of their academic ratings
- Both the criteria for financial need and the academic merit must be applied. Students are categorised and prioritised in terms of their eligibility weightings. Students who have the greatest financial need (EFC rating A) and the highest academic rating (academic rating 1) must be in the top category and they must be given first priority accordingly
- Bursaries are awarded to the most deserving students on the basis of their highest degree of financial need and best academic performance



- All NC(V) and Report 191 bursary recipients who FAIL to progress to the next level of their studies will NOT be awarded a bursary to repeat a level that they failed
- The bursaries should be awarded against an approved and signed agreement between NSFAS and the student - this agreement is referred to as the Schedule of Particulars (SoP). It is important to note that only the students who have been awarded bursaries are required to sign the SoP
- **Colleges must first and foremost prioritise the awarding of class fees to qualifying students. Colleges may consider the applications for travel and accommodation allowances subject to the availability of funds**
- For new NC(V) Level 2 and Report 191 (N1 and N4) students, academic criteria must be applied using the school report, National Senior Certificate, N3 statement of results and the selection and placement tool results
- The College Financial Aid Committee must review documented evidence of satisfactory academic performance in awarding bursaries to students enrolling in Level 2 and N1 and N4 programmes
- Colleges are required to verify authenticity of schools and/or school reports that appear suspicious (i.e. without a school logo, address, Headmaster signature, etc.). To this end, colleges must contact the Provincial Education Department where the public or independent school is located
- Applicants who were awarded bursaries for NC(V) Level 2 and 3 in the previous year, and who have performed well academically in the previous academic year, and are therefore progressing to the next level, should be prioritised for bursaries for NC(V) Level 3 and Level 4 in the current year taking into account the college policy on student progression and the availability of funds
- On application, Report 191 programme students apply for all semester or trimester courses in the calendar year of study. Applicants who were awarded bursaries for Report 191 N1 to N5 in the previous semester/trimester, and, who have performed well academically in the previous semester/trimester, and are therefore progressing to the next N level, should be prioritised for bursaries for Report 191 N2 to N6 in the current semester/trimester taking into account the availability of funds
- The granting of a bursary in the current academic year (for students who were granted bursaries in the previous academic year) is subject to the student's financial situation not having improved. The student will have to provide evidence thereof (all income-related supporting documents) and complete all required forms



STUDENT SUPPORT SERVICES

D2

FINANCIAL ASSISTANCE/BURSARIES

- Students may be awarded bursaries up to a maximum of four years for the NC(V) programme. Bursary should be awarded only in the fourth year of study (after Level 4) to allow students to complete any outstanding subjects. This provision is only applicable to continuous study.
- No bursaries should be awarded in the fifth year of study
- Report 191 students may also be awarded bursaries if they have successfully completed N3 and N6 and have outstanding subjects for full certification. This provision is made for a period of six months and it is applicable to continuous study which will be paid at pro-rata, i.e. proportional to 6 months
- With effect from 2013 bursary recipients who switch from one programme to another (i.e. from NC(V) to Report 191 programme N1 to N3 or (vice-versa) or change programmes within an NC(V) or Report 191 programme during the course of their studies are not eligible for financial assistance. Furthermore, bursary recipients who complete NC(V) Level 4 are not eligible for financial assistance should they want to enrol for another NC(V) programme or Report 191 programme N1 - N3; similarly bursary recipients who complete Report 191 N4 - N6 are not eligible for financial assistance should they want to enrol for another Report 191 N4 - N6 or an NC(V) programme. However, bursary recipients who complete NC(V) Level 4 are eligible for financial assistance should they want to enrol for Report 191 N4 - N6
- DHET Bursary (NSFAS) regulations state that no funds will be made if there is a balance in the student's account after his/her account has been settled
- No student will receive cash payment or refund from NSFAS/the college at the end of the year in respect of a bursary award granted to the student for the payment of fees or other expenses
- Re-allocation of unutilised bursary funds of students who drop out from the college during the course of their studies has audit implications, and such, the college must not consider that course of action. Colleges must return unutilised funds to the NSFAS for redistribution
- A physical verification of student financial status will be done



B. COLLEGE BURSARY

Bursaries will be awarded according to the College Bursary and Administration Policy

1. Who is eligible to apply for the College Bursary?

- College bursaries are available to compliant students who do not qualify for DHET bursaries
- Bursaries will be awarded according to the 2017 College Bursary and Administration Policy

2. Application period to apply for the Bursary Scheme

Details regarding bursary application periods and availability of application forms can be obtained from Student Support Officials at the respective campuses

SUBMISSIONS WILL BE ACCEPTED BETWEEN FEBRUARY AND OCTOBER OF THE ACADEMIC YEAR

3. Who qualifies for the College Bursary Scheme?

- The College must be satisfied that the student meets the criteria for academic capability using evidence of good academic performance
- The financial need of the student will be assessed by the Financial Aid Committee
- The bursaries shall be awarded against an approved application procedure
- Students will be duly informed on the status of the application after submitting all required information and documentation
- For new NC(V) Level 2 foreign students, academic criteria must be applied using the previous school report and the selection and placement tool results
- NC(V) Level 2, Level 3 and Level 4 foreign students who were awarded bursaries in the previous year and were unable to progress to NC(V) Level 3 and Level 4 respectively, cannot be awarded bursaries to repeat NC(V) Level 2, or Level 3



4. Please note:

- These are 100% non-refundable bursaries
- No applicants will be guaranteed bursaries since the awards are subject to bursary administration processes and the availability of funds
- Always adhere to closing dates as late applications or late submissions of required documents will result in forfeiture of financial assistance
- Incomplete applications will not be accepted

LEGAL DOCUMENTS REQUIRED FOR BURSARY APPLICATIONS

Certified copies (not older than three months) by the South African Police Services (SAPS) of the following documents need to accompany the completed application form:

- ID of the applicant (x2) (Birth Certificate if NOT older than 18 years)
- Registration documents (Statement of Results/Academic Record/Printed Proof of Registration)
- ID of both parents/guardian/spouse
- Death Certificate if one or both of the parents is/are deceased
- Affidavit if the student does not know the whereabouts of one or both of their parents
- ID of other members in the household (Birth Certificate if NOT older than 18 years)
- Employment documents (Salary advice slips of the guardian or both parents/SASSA letter or pension slip/Affidavit if guardian or parents are unemployed)
- Proof of residential address (any FICA approved related documentation)
- Travel and Accommodation documents (if applicable) attached as copies of rental agreements

REGISTRATION FLOW FOR NEW STUDENTS

NATIONAL CERTIFICATE (VOCATIONAL) & REPORT 191 (NATED) PROGRAMMES

NEW AND FOREIGN STUDENTS PLEASE NOTE!

TO APPLY FOR REGISTRATION YOU NEED:

Certified copies (not older than three months) by the South African Police Services (SAPS) of the following documents:

- 2X copies of Identity Document/Card or Passport
- Latest copy of results
- Study Permit (Foreign Students Only)
- Application procedures may differ depending on specific programmes administration processes

ENTRY

Capture Detailed Biographical Info on College Student Registration System (Student i-Enabler)

Placement Assessment, General Information and Career Guidance

Placement Letter

Apply and Register via Student Registration System (Student i-Enabler)

Print Proof of Registration

Apply for Bursary

Print Student Card

Attend Classes

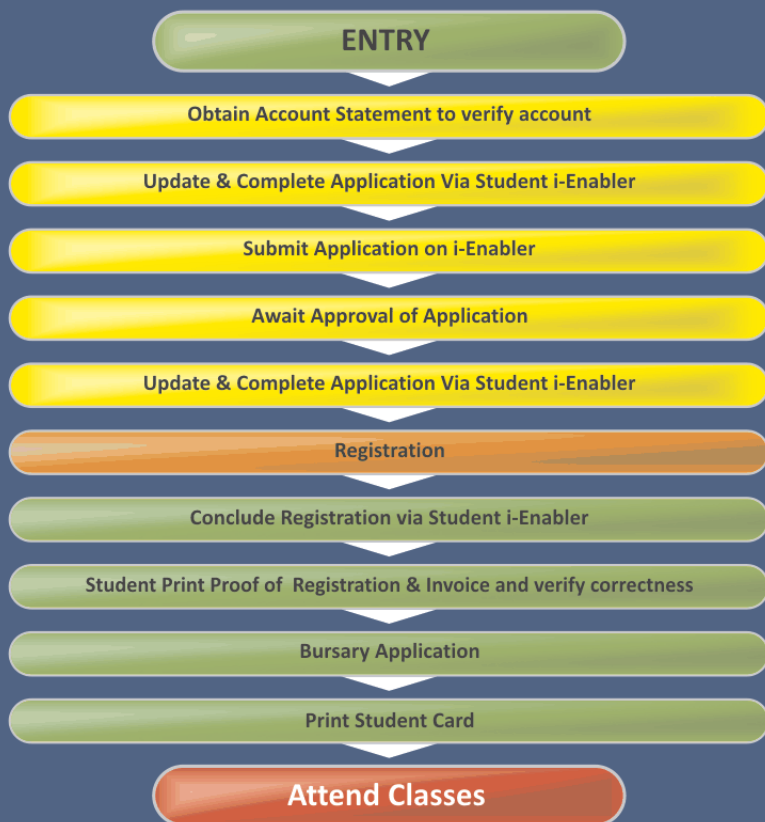
- You will apply & register at the Campus by capturing your own information on a Computer under College staff guidance
- Contact Student Support Office and book your placement assessment!

NB: please note that you are ONLY considered REGISTERED with the College if you have received proof of registration and student card!



REGISTRATION FLOW FOR SENIOR/RETURNING STUDENTS

ALL PROGRAMMES



- All senior students must apply and register by making use of the online link on College website / FB
- Should you encounter any challenges; please contact your respective student support offices!

NB: Please note that you are **ONLY** considered **REGISTERED** with the College if you have received proof of registration and student card!

The College reserves the right to:

- Only offer programmes that are justified by student numbers
 - Change the location/ venue of the programme offering

CANCELLATION OF SUBJECTS

Should a need arise to de-register, a de-registration form must be completed & signed by the person responsible for the tuition fees **within three weeks after the commencement of registration** and handed in to the relevant HoD or HoA

START

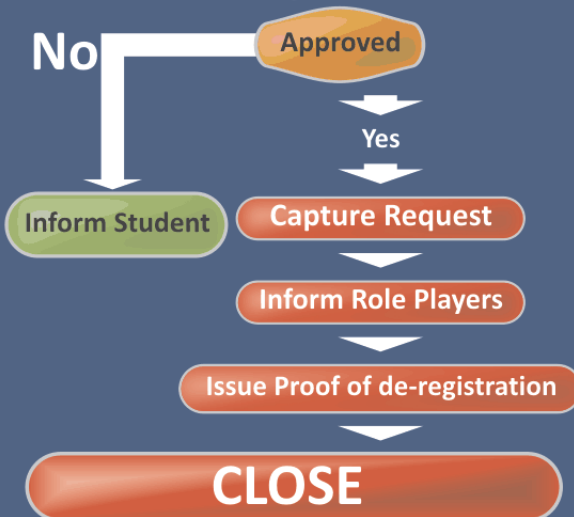
Student requests form from relevant HoD/HoA

Person responsible for tuition fees completes & signs form

Verification (lecturer signs)

Submit form to HoD/HoA

Form approved by HoD/HoA





GLOSSARY

BMS	Business Management System
BS	Business Studies
CAD	Computer-Aided Design
CHE	Council on Higher Education
DHET	Department of Higher Education and Training
DP	Deputy Principal
ECD	Early Childhood Development
ES	Engineering Studies
ETDP SETA	Education, Training and Development Practices Sector and Training Authority
ETQA	Education and Training Quality Assurance Bodies
FLC	Foundation Learning Competence
GFETQF	General Education and Training Qualifications Framework
HEI	Higher Education Institution
HEQF	Higher Education Qualifications Framework
HoA	Head of Administration
HoD	Head of Department
ICASS	Internal Continuous Assessment
ICDL	International Computer Driving Licence
ICT	Information and Communication technology
ISAT	Integrated Summative Assessment Tasks
ISO9001:2008	International Quality Standard of the International Organisation for Standardisation
LOTL	Language of Teaching and Learning
MerSETA	Manufacturing, Engineering and Related Services Sector and Training Authority
MQA	Mining Qualifications Authority
NAMB	National Artisan Moderation Body
NATED	National Department of Education 190/191 Programmes
NC	National Certificate
NC(V)	National Certificate (Vocational)

GLOSSARY



NEET	Not in Employment, Education, nor in Training
NOFP	National Occupation Pathway Framework
NQF	National Qualifications Framework
NSC	National Senior Certificate
NSFAS	National Student Finance Assistance Scheme
OQF	Occupational Qualifications Framework
PADC	Provincial Artisan Development Committee
PALs	Peer Academic Leaders
POE	Portfolio of Evidence
QCTO	Quality Council for Trades and Occupational Programmes
QMS	Quality Management System
SABS	South African Bureau of Standards
SAQA	South African Qualifications Authority
SC	Senior Certificate
SETA	Sector Education and Training Authority
SoP	Schedule of Particulars
SRC	Student Representative Council
SSS	Student Support Services
TVET	Technical Vocational Education and Training
Umalusi	Quality Assurance Body for the General and Further Education and Training Sectors in South Africa



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