# ORBIT TVET COLLEGE

**2023 / 2024**

# PROSPECTUS

# VISION

A global institution of excellence, surpassing community needs
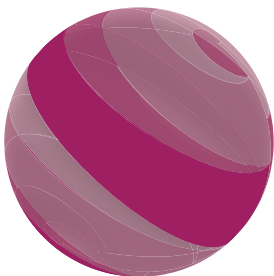
# MISSION

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
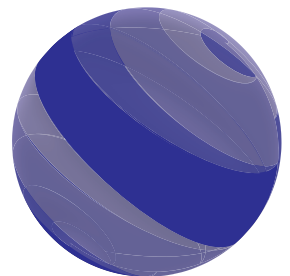- Appropriately skilled staff and
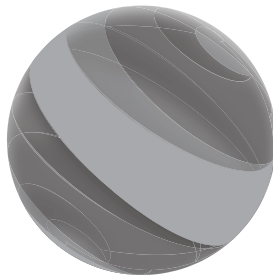- Community upliftment

# KEY VALUES
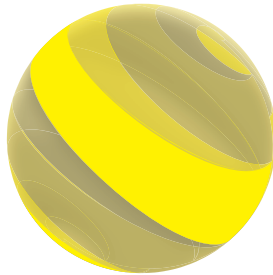
TEAMWORK

RESPECT

ACCOUNTABILITY

TRANSFORMATION

# INDEX

## WHO WE ARE

Public TVET Colleges form part of the Department of Higher Education & Training (DHET) together with public Universities, National Institutes for Higher Education, Trade Testing Centres, Skills Development Institute and Sector Education and Training Authorities (SETAs).

ORBIT College is one of 3 public TVET Colleges in the North West Province. The mandate of public TVET Colleges is to steadily increase the number of students enrolled and trained in priority and critical skills areas, putting TVET Colleges at the centre of skills development and more specifically the artisan development agenda of South Africa. This relates to equipping the unemployed, (specifically youth who are Not in Education, not in Employment and Training i.e. NEETs) with the requisite skills base to overcome poverty and the economic challenge of unemployment.

The specific focus of public TVET Colleges is to address the skills shortages in SA, by offering relevant and responsive vocational and occupational programmes.

ORBIT College has a Central Office in Rustenburg with 3 learning delivery sites:
• Rustenburg Campus
• Brits Campus
• Mankwe Campus

## WHAT WE DO AND HOW WE DO IT?

A diverse range of accredited vocational and occupational programmes are offered at ORBIT College.
1. All programmes offered at the respective campuses are registered on the National Qualifications Framework (NQF) and are fully accredited by UMALUSI and QCTO or by the relevant SETAs.
2. All National Certificate (Vocational) [NC(V)] Programmes are quality assured by UMALUSI (the ETQA).
3. Report 191 (N1-N3) programmes are quality assured by UMALUSI and Report 191 (N4-N6) programmes are quality assured by QCTO.
4. All occupational programmes are quality assured by the relevant SETA from which the College has been granted approval to offer the programme. With the establishment of the QCTO the quality assurance of occupational and trade-related programmes are housed under a single Quality Assurance Body.
5. ORBIT TVET College is ISO 9001:2015 compliant and is externally audited by SABS through annual surveillance audits and 3 year re-certification audits.
6. 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.

## WHY YOU SHOULD CHOOSE US?

Because @ ORBIT TVET COLLEGE we…
• Address the training needs of people from all walks of life
• 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

# ORBIT TVET COLLEGE SITES

## CENTRAL OFFICE

The Central Office is situated in Rustenburg, hosting Senior Management, Academic and Student Support Services, Finance, Supply Chain as well as Corporate Services Units. The Central Office is the administration and management hub of ORBIT TVET College from where support to all delivery sites from the different units is initiated and implemented.

# MANKWE CAMPUS

Situated just a few kilometres from Sun International's Sun City, Mankwe Campus hosts a wide range of student facilities including student accommodation and sporting grounds. A magnificent simulated workplace environment for Tourism and Hospitality students is a unique feature of the Mankwe Campus. The Campus boasts two unique simulated guesthouse facilities, which are serviced and managed by the Hospitality and Tourism students. The public can book these self-catering facilities at very affordable prices and enjoy a relaxing stay in a tranquil environment. The Tourism and Hospitality Training Centre consisting of conference facilities, and the restaurant expose students to real-life work experience while completing their studies.

Mankwe Campus also offers Automotive Repair and Maintenance, as well as Transport and Logistics as niche programmes and boasts a state-of-the-art Samsung Engineering and Electronics Academy. In addition, a number of relevant artisan development programmes are offered with the campus being awarded a Centre of Specialisation in Diesel Trade. Mankwe Campus is also an accredited Trade Test Centre for the Diesel Mechanic Trade.

# RUSTENBURG CAMPUS

The Rustenburg Campus is situated in an urban area surrounded by large mining operations. Unique aspects of the Rustenburg Campus include the Jewellery Design and Manufacture Training Centre next to *The Platinum Incubator* (TPI) where students are assisted in getting their own jewellery design and trade businesses off the ground. Not only is the Rustenburg Campus the ICT training hub of ORBIT College but programmes in Hairdressing and Beauty & Nail Technology are also offered.

Rustenburg Campus is the proud host of the Centre for Entrepreneurship. The purpose of this Centre is to provide Generic Enterprise Development, Intervention and Incubation services to ORBIT TVET College graduates and members from the community. In addition to the above, Rustenburg Campus serves the local mining industry by offering a variety of relevant artisan development programmes.

# BRITS CAMPUS

Brits Campus is situated in a semi-urban area, surrounded by the mining sector, businesses and industries and is the only institution in the Madibeng area offering Engineering-related studies in Civil Engineering and Building Construction and Electrical Engineering. Brits Campus was awarded a Centre of Specialisation in Electrical Trade. Brits Campus also hosts the Artificial Intelligence Future Workforce Programme in collaboration with the DHET and INTEL.

*The NQF is designed to contribute to the full personal development of each learner and the social and economic development of the nation at large.*

*Below is the NQF Structure:*



**NQF LEVELS**

1 2 3 4 5 6 7 8 9 10

**Council on Higher Education (CHE)**

- Doctoral Degree
- Doctoral Degree (Professional)
- Master's Degree
- Master's Degree (Professional)
- Bachelor Honours Degree
- Postgraduate Diploma
- Bachelor's Degree
- Bachelor's Degree
- Advanced Diploma
- Diploma
- Advanced Certificate
- Higher Certificate

**Quality Council for Trades and Occupations (QCTO)**

- Occupational Certificate
- Occupational Certificate
- Occupational Certificate
- Occupational Certificate
- Occupational Certificate
- Occupational Certificate
- Occupational Certificate
- Occupational Certificate

**Umalusi**

- National Senior Certificate
- National Senior Certificate
- National Certificate (Vocational)
- Intermediate Certificate
- Elementary Certificate
- General Certificate
- Occupational Certificate
- Occupational Certificate

**Adult Education and Training**

- ABET Level 3
- ABET Level 2
- ABET Level 1

E.9 National Senior for Adults

- Adult Education and Training is the foundation towards lifelong learning, and provides learning at ABET levels 1 - 3

- Umalusi is responsible for the General and Further Education and Training Qualifications Sub-Framework on NQF levels 1 - 4

- Council on Higher Education is responsible for the Higher Education Qualifications Sub-Framework on NQF levels 5 - 10

- Quality Council for Trades and Occupations is responsible for the Occupational Qualifications Sub-Framework on NQF levels 1 - 8

U M A L U S I

CHE

QCTO

*Where an occupational qualification is needed at NQF levels 9 and 10, the developers should contact SAQA and the Quality Council for Trades and Occupations to motivate.

saqainfo.org.za     www.saqa.org.za     Helpdesk 086 010 3188     Issued by: SAQA     Date: March 2017

# NATIONAL CERTIFICATE (VOCATIONAL) NQF LEVEL 2 - 4

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

NC(V) is the vocational programme offered 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 their 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

## PRE-VOCATIONAL LEARNING PROGRAMME (PLP)

This programme is designed to assist candidates who do not meet the minimum APS score required for entry into the NC(V) Programmes. Candidates are referred to study PLP in order to improve their subject achievement levels. The period of completion is one year. The programme consists of the following subjects:
• English
• Mathematics
• Science
• Life Skills (including Technology)

## 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 Skills & Computer Literacy
• English 1st Additional Language
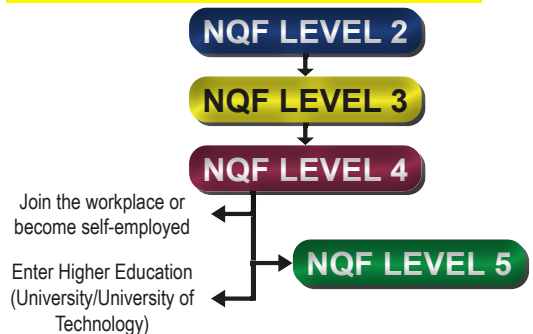• Mathematics (Engineering & ICT fields) OR Mathematical Literacy (Business & Services fields)

**Umalusi recognises the 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

**NQF LEVEL 2**
↓
**NQF LEVEL 3**
↓
**NQF LEVEL 4**

Join the workplace or become self-employed

Enter Higher Education (University/University of Technology)

**NQF LEVEL 5**

# D1 — NSC vs NC(V) QUALIFICATION

## NATIONAL SENIOR CERTIFICATE (GRADE 12)

**NQF LEVEL 4**

## NATIONAL CERTIFICATE (VOCATIONAL)

The National Senior Certificate and the National Certificate (Vocational) are registered on the same NQF Level (NQF L4), but serve different purposes

## PURPOSE OF QUALIFICATION

- Equip learners with skills, knowledge and values for self-fulfillment and meaningful participation in society
- Facilitate transition to the workplace
- Provide access to further education

- Equip learners with practical skills, applied competence and knowledge required for employment in a particular occupation or trade
- Facilitate transition to the workplace
- Provide access to further education

## YEARS TO COMPLETE

**3**

- Grade 10
- Grade 11
- Grade 12

Each grade takes minimum one year

- NC(V) Level 2
- NC(V) Level 3
- NC(V) Level 4

Each level takes minimum one year

## TO OBTAIN THE QUALIFICATION

**Register for 7 subjects:**

- Home Language
- First Additional Language
- Maths/Maths Literacy
- Life Orientation
- 3 subjects chosen from 1 of the 12 organising fields of learning including Agriculture, Services and Human and Social Studies

**Register for 7 subjects:**

- 1 Official language
- Life Orientation
- Maths/Maths Literacy
- 4 subjects chosen from 1 of the 19 learning programmes including Engineering, Finance, IT, Tourism, etc

## PASS REQUIREMENTS

- To obtain the qualification one must pass at least 6 subjects

- To obtain the qualification one must pass 7 subjects

**40%** minimum in 3 subjects including Home Language

**40%** in required official language

**40%** in Life Orientation

**30%** minimum in 3 subjects

**30%** minimum in Maths/ Maths Literacy

**50%** minimum in each of 4 vocational subjects

## WHERE IT IS OFFERED

Public Schools or Independent Schools accredited by Umalusi

Public or Private Technical and Vocational Education and Training (TVET) colleges accredited by Umalusi

*Source: www.saqa.org.za*

# NATIONAL CERTIFICATE (VOCATIONAL) NQF LEVEL 2 - 4

**ENGINEERING-RELATED & ICT PROGRAMMES**

| PROGRAMME | SUBJECTS | | | CAMPUS | Possible Career Opportunities |
|---|---|---|---|---|---|
| | LEVEL 2 | LEVEL 3 | LEVEL 4 | | |
| **FUNDAMENTAL SUBJECTS** | The following subjects are compulsory for each level and applicable in all NC(V) Engineering-related & ICT Programmes:<br>• English 1st Additional Language<br>• Mathematics<br>• Life Skills & Computer Literacy | | | | |
| **VOCATIONAL SUBJECTS** | | | | | |
| **ENGNEERING & RELATED DESIGN** <br><br>**(Fitting & Turning/ Fabrication/ Automotive Repair & Maintenance)** <br>NQF Level 2 – 4 | • Engineering Fundamentals<br>• Engineering Technology<br>• Engineering Systems<br>• Fitting & Turning OR<br>• Engineering Fabrication (Boilermaking) OR<br>• Automotive Repair & Maintenance | • Engineering Practice & Maintenance<br>• Materials Technology<br>• Engineering Graphics & Design (CAD)<br>• Fitting & Turning OR<br>• Engineering Fabrication (Boilermaking) OR<br>• Automotive Repair & Maintenance | • Engineering Process<br>• Professional Engineering Practice<br>• Applied Engineering Technology<br>• Fitting & Turning OR<br>• Engineering Fabrication (Boilermaking) OR<br>• Automotive Repair & Maintenance | **M** **R** *Automotive Repair and Maintenance option only available at Mankwe Campus* | • Aerospace Engineering<br>• Mining Metallurgy<br>• Geology<br>• Industrial Engineering<br>• Chemical Engineering<br>• Petroleum Engineering<br>• Engineering & Related Design |
| **ELECTRICAL INFRASTRUCTURE CONSTRUCTION** <br>NQF Level 2 – 4 | • Electrical Principles & Practice<br>• Electronic Control & Digital Electronics<br>• Workshop Practice<br>• Electrical Systems & Construction | • Electrical Principles & Practice<br>• Electronic Control & Digital Electronics<br>• Electrical Systems & Construction<br>• Electrical Workmanship | • Electrical Principles & Practice<br>• Electronic Control & Digital Electronics<br>• Electrical Workmanship<br>• Electrical Systems & Construction | **B** **M** **R** | • Electrical Engineering<br>• Digital Electronics<br>• Theatre Technology<br>• Electrician<br>• Instrumentation<br>• Sound Technology |
| **CIVIL ENGINEERING & BUILDING CONSTRUCTION** <br><br>**(Masonry/Carpentry & Roofwork)** <br>NQF Level 2 – 4 | • Construction Planning<br>• Plant & Equipment<br>• Materials<br>• Carpentry & Roof Work OR<br>• Masonry | • Construction Planning<br>• Plant & Equipment<br>• Materials<br>• Carpentry & Roof Work OR<br>• Masonry | • Construction Planning<br>• Construction Supervision<br>• Materials<br>• Carpentry & Roof Work OR<br>• Masonry | **B** | • Architectural Technology<br>• Quantity Surveying<br>• Building Construction<br>• Industrial Designing<br>• Town Regional Planning<br>• Sanitation Engineering<br>• Plumber<br>• Carpenter |
| **INFORMATION COMMUNICATION TECHNOLOGY AND COMPUTER SCIENCE** <br>NQF Level 2 -4 | • Electronics<br>• Introduction to Systems Development<br>• Introduction to Information Systems<br>• Multimedia Basics | • Systems Analysis and Design<br>• Computer Hardware and Software<br>• Principles of Computer Programming<br>• Multimedia Content | • Systems Analysis and Design<br>• Data Communication & Networking<br>• Computer Programming<br>• Multimedia Services | **R** | • Computer Programming<br>• Computers Systems<br>• Engineering<br>• Information Technology<br>• Management<br>• Data Processing |
| **ADMISSION REQUIREMENTS** | • Minimum Grade 9 year-end report (Must have passed Mathematics, NOT Mathematical Literacy)<br>• An NQF Level 1 Qualification<br>• Pre-Vocational Learning Programme (PLP)<br>• All entry applicants must adhere to placement assessment criteria before admission | • NQF Level 2 in the specific programme | • NQF Level 3 in the specific programme | **The College reserves the right to:**<br>• Only offer programmes that are justified by student numbers<br>• Change the location/ venue of the programme offering | |
| **DURATION** | 1 Year | 1 Year | 1 Year | | |

These programmes allow you the option of becoming an artisan after you have completed your trade test

**B** = BRITS     **M** = MANKWE     **R** = RUSTENBURG

# NATIONAL CERTIFICATE (VOCATIONAL) NQF LEVEL 2 - 4

| BUSINESS-RELATED PROGRAMMES | | | | | |
|---|---|---|---|---|---|
| | SUBJECTS | | | CAMPUS | Possible Career Opportunities |
| PROGRAMME | LEVEL 2 | LEVEL 3 | LEVEL 4 | | |
| FUNDAMENTAL SUBJECTS | The following subjects are compulsory for each level and applicable in all NC(V) Business-related Programmes:<br>• English 1st Additional Language<br>• Mathematical Literacy<br>• Life Skills & Computer Literacy | | | | |
| VOCATIONAL SUBJECTS | | | | | |
| FINANCE, ECONOMICS & ACCOUNTING NQF Level 2 – 4 | • Economic Environment<br>• New Venture Creation<br>• Applied Accounting<br>• Financial Management | • Economic Environment<br>• New Venture Creation<br>• Applied Accounting<br>• Financial Management | • Economic Environment<br>• New Venture Creation<br>• Applied Accounting<br>• Financial Management | **B** **R** | • Banking<br>• Insurance Services<br>• Private and Public Accounting<br>• Financial Services<br>• Investment Broking<br>• Bookkeeping |
| MANAGEMENT NQF Level 2 – 4 | • Financial Management<br>• Management Practice<br>• Operations Management<br>• Entrepreneurship | • Financial Management<br>• Management Practice<br>• Operations Management<br>• Project Management | • Financial Management<br>• Management Practice<br>• Operations Management<br>• Project Management | **B** | • Human Resource Management<br>• Entrepreneurship & Project Management<br>• Management Practice<br>• Financial Management |
| OFFICE ADMINISTRATION NQF Level 2 – 4 | • Business Practice<br>• Office Practice<br>• Office Data Processing<br>• New Venture Creation | • Business Practice<br>• Office Practice<br>• Office Data Processing<br>• New Venture Creation | • Business Practice<br>• Office Practice<br>• Office Data Processing<br>• Personal Assistance | **B** **M** **R** | • Accounting and Bookkeeping<br>• Frontline Reception<br>• Human Resource Management<br>• Recruitment or Employment Agent<br>• Office Management<br>• Personnel Management<br>• Legal Secretarial Services |
| ADMISSION REQUIREMENTS | • Minimum Grade 9 year-end report<br>• An NQF Level 1 Qualification<br>• Pre-Vocational Learning Programme (PLP)<br>• All entry applicants must adhere to placement assessment criteria before admission | • NQF Level 2 in the specific programme | • NQF Level 3 in the specific programme | **The College reserves the right to:**<br>• Only offer programmes that are justified by student numbers<br>• Change the location/venue of the programme offering | |
| DURATION | 1 Year | 1 Year | 1 Year | | |

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## D4 NATIONAL CERTIFICATE (VOCATIONAL) NQF LEVEL 2 - 4

| SERVICES-RELATED PROGRAMMES | | | | | |
|---|---|---|---|---|---|
| | SUBJECTS | | | CAMPUS | Possible Career Opportunities |
| PROGRAMME | LEVEL 2 | LEVEL 3 | LEVEL 4 | | |
| FUNDAMENTAL SUBJECTS | The following subjects are compulsory for each level and applicable in all NC(V) Services-related Programmes:<br>• English 1st Additional Language<br>• Mathematical Literacy<br>• Life Skills & Computer Literacy | | | | |
| VOCATIONAL SUBJECTS | | | | | |
| TRANSPORT & LOGISTICS NQF Level 2 – 4 | • Freight Logistics<br>• Transport Economics<br>• Transport Operations<br>• New Venture Creation | • Freight Logistics<br>• Transport Economics<br>• Transport Operations<br>• New Venture Creation | • Freight Logistics<br>• Transport Economics<br>• Transport Operations<br>• New Venture Creation | M | • Transport Systems Administration<br>• Logistical Control<br>• Transport Management<br>• Logistics Management |
| TOURISM NQF Level 2 – 4 | • Client Services and Human Relations<br>• Science of Tourism<br>• Sustainable Tourism in South Africa<br>• Tourism Operations | • Client Services and Human Relations<br>• Science of Tourism<br>• Sustainable Tourism in South Africa<br>• Tourism Operations | • Client Services and Human Relations<br>• Science of Tourism<br>• Sustainable Tourism in South Africa<br>• Tourism Operations | M | • Accommodation Management<br>• Conference & Events Planning<br>• Restaurant & Food Services<br>• Tourism Development<br>• Game Range and Safari Work<br>• Transportation Management |
| HOSPITALITY (Accommodation, Catering & Event Services) NQF Level 2 – 4 | • Client Services and Human Relations<br>• Food Preparation<br>• Hospitality Generics<br>• Hospitality Services | • Client Services and Human Relations<br>• Food Preparation<br>• Hospitality Generics<br>• Hospitality Services | • Client Services and Human Relations<br>• Food Preparation<br>• Hospitality Generics<br>• Hospitality Services | M | • Food & Beverage Management<br>• Hotel Management<br>• Accommodation Services<br>• Events Management<br>• Housekeeping |
| ADMISSION REQUIREMENTS | • Minimum Grade 9 year-end report<br>• An NQF Level 1 Qualification<br>• Pre-Vocational Learning Programme (PLP)<br>• All entry applicants must adhere to placement assessment criteria before admission | • NQF Level 2 in the specific programme | • NQF Level 3 in the specific programme | **The College reserves the right to:**<br>• Only offer programmes that are justified by student numbers<br>• Change the location/ venue of the programme offering | |
| DURATION | 1 Year | 1 Year | 1 Year | | |

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## 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 Skills & Computer Literacy          40%
• English 1st Additional Language         40%
• Mathematics/Mathematical Literacy    30%

Only one fundamental subject may be condoned for a maximum of 5%. No condonement is allowed for Vocational subjects. (Ts & Cs apply)
Should the student fail, he/she must repeat the failed subject to obtain valid Internal Continuous Assessment (ICASS) marks.

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

The final pass mark is compiled by ICASS, Integrated Summative Assessment (ISAT) and external examinations marks.

Internal assessment 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 continuous 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 summative 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 REQUIREMENTS |
|---|---|
| *HIGHER CERTIFICATE* | • Must meet NC(V) level 4 statutory requirements<br>• 40% in either home language or first additional language but one must be LOTL<br>• 30% in either Maths or Maths Literacy<br>• 40% in Life Skills & Computer Literacy<br>• 50% in the four other vocational subjects<br>• Submit a record of evidence for any subject failed |
| *DIPLOMA* | • Must meet NC(V) level 4 statutory requirements<br>• 50% in three fundamental subjects including LOTL<br>• 60% in three compulsory vocational modules |
| *BACHELOR'S DEGREE* | • Must meet NC(V) level 4 statutory requirements<br>• 60% in three fundamental subjects including LOTL<br>• 70% in four compulsory vocational modules |

**Additional requirements:**
• Applicants will only be considered for qualifications similar to their NCV qualifications
• Programme specific subject requirements must be met

# REPORT 191 (NATED) PROGRAMMES

Learners who have completed a Grade 12 Certificate with a minimum of a Higher Certificate achievement may 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 offered in Engineering, Business, Utility and Educational Studies. To complete the qualification, the student must complete the required 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, may apply to SETA and employers for possible selection into apprenticeship.

## WHICH REPORT 191 PROGRAMMES ARE OFFERED BY ORBIT TVET COLLEGE?

**Engineering Studies N1-N3:**
**(In the process of being phased out)**
• Automotive
• Boilermaking
• Electrical
• Fitting & Turning

**Business Studies N4-N6:**
• Human Resource Management
  (**Online only at Rustenburg Campus**)
• Financial Management
• Management Assistant
• Business Management
• Public Management

• Medical Secretary
• Legal Secretary

**Services/Utility Studies N4-N6:**
• Hospitality & Catering Services
• Tourism
• Art and Design (Jewellery)

**Engineering Studies N4-N6:**
• Mechanical
• Electrical

**Educational Studies N4-N6:**
• Educare

## 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 programmes is subject to the approved DHET prescripts and targets**

**N4-N6 PROGRAMMES/ ALTERNATIVE POST-MATRIC PROGRAMMES**

• Candidates must have a Grade 12 (NSC)
• Enrolment 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
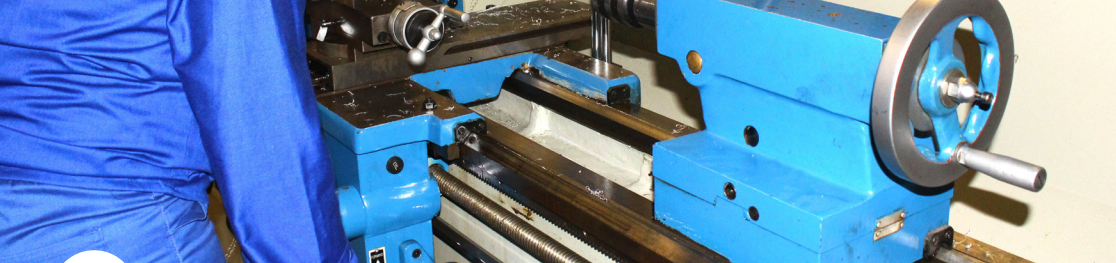
# REPORT 191 (NATED) PROGRAMMES

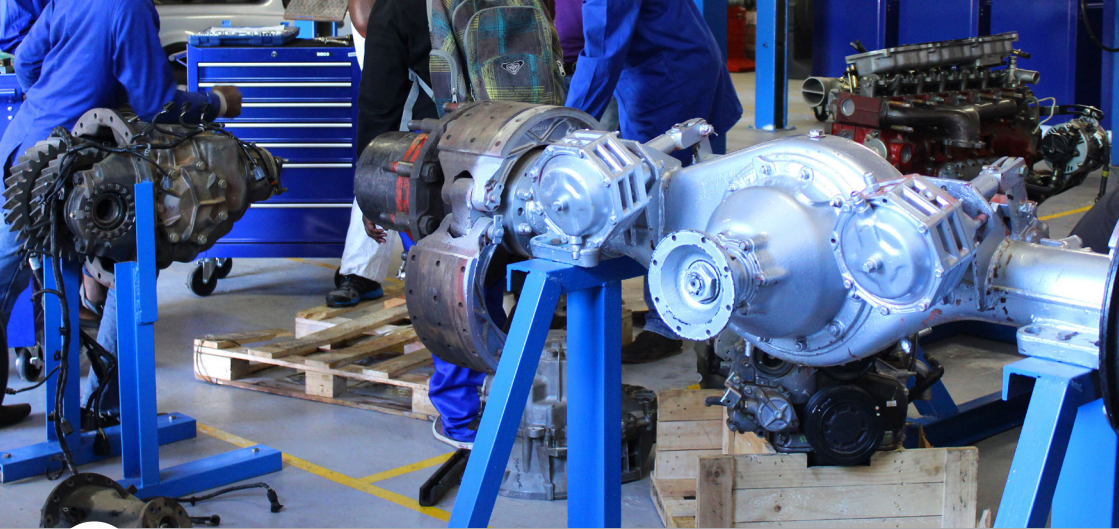| N1 - N3 ENGINEERING PROGRAMMES / ARTISAN DEVELOPMENT PROGRAMMES (In the process of being phased out) | | | | |
|---|---|---|---|---|
| | **SUBJECTS** | | | **CAMPUS** |
| **PROGRAMME** | **N1** | **N2** | **N3** | |
| **ELECTRICAL** | • Mathematics<br>• Engineering Science<br>• Industrial Electronics<br>• Electrical Trade Theory | • Mathematics<br>• Engineering Science<br>• Industrial Electronics<br>• Electrical Trade Theory | • Mathematics<br>• Engineering Science<br>• Industrial Electronics<br>• Engineering Drawing (optional for GCC)<br>• Electrotechnology | B M R |
| **FITTING AND TURNING** | • Mathematics<br>• Engineering Science<br>• Engineering Drawing<br>• Fitting & Machining | • Mathematics<br>• Engineering Science<br>• Engineering Drawing<br>• Fitting & Machining | • Mathematics<br>• Engineering Science<br>• Engineering Drawing<br>• Mechanotechnology | B M R |
| **BOILERMAKING** | • Mathematics<br>• Engineering Science<br>• Metal Workers Theory<br>• Plating & Structural Steel Drawing | • Mathematics<br>• Engineering Science<br>• Platers Theory<br>• Plating & Structural Steel Drawing | • Mathematics<br>• Engineering Science<br>• Engineering Drawing<br>• Mechanotechnology | M R |
| **MECHANIC (AUTOMOTIVE)** | • Mathematics<br>• Engineering Science<br>• Engineering Drawing<br>• Motor Trade Theory | • Mathematics<br>• Engineering Science<br>• Engineering Drawing<br>• Diesel Trade Theory | • Mathematics<br>• Engineering Science<br>• Engineering Drawing<br>• Mechanotechnology | B M |
| **ADMISSION REQUIREMENTS** | Preferably Grade 12 (National Senior Certificate) with Mathematics and Physical Science, NOT Mathematical Literacy | | | |
| **DURATION** | 1 Trimester | 1 Trimester | 1 Trimester | |

Obtain N2 Certificate in relevant trade with 3 years' relevant work experience to go for trade test

**B** = BRITS    **M** = MANKWE    **R** = RUSTENBURG

# REPORT 191 (NATED) PROGRAMMES

| N4 - N6 PROGRAMMES / ALTERNATIVE POST-MATRIC PROGRAMMES | | | | |
|---|---|---|---|---|
| | SUBJECTS | | | CAMPUS |
| **PROGRAMME** | **N4** | **N5** | **N6** | |
| **ELECTRICAL** | • Mathematics<br>• Engineering Science<br>• Industrial Electronics<br>• Electrotechnics | • Mathematics<br>• Power Machines<br>• Industrial Electronics<br>• Electrotechnics | • Mathematics<br>• Power Machines<br>• Industrial Electronics<br>• Electrotechnics | B<br>M<br>R |
| **MECHANICAL ENGINEERING** | • Mathematics<br>• Engineering Science<br>• Mechanotechnics<br>• Mechanical Draughting | • Mathematics<br>• Mechanotechnics<br>• Power Machines<br>• Strength of Materials | • Mathematics<br>• Mechanotechnics<br>• Power Machines<br>• Strength of Materials | B<br>M<br>R |
| **ADMISSION REQUIREMENTS** | Grade 12 (National Senior Certificate) with Mathematics and Physical Science, NOT Mathematical Literacy<br>N3 in relevant programme | N4 in the relevant programme | N5 in the relevant programme | |
| **DURATION** | 1 Trimester | 1 Trimester | 1 Trimester | |

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# REPORT 191 (NATED) PROGRAMMES

## N4 - N6 PROGRAMMES / ALTERNATIVE POST-MATRIC PROGRAMMES

| PROGRAMME | SUBJECTS | | | CAMPUS |
|---|---|---|---|---|
| | N4 | N5 | N6 | |
| **HUMAN RESOURCE MANAGEMENT** (Offered *online only at Rustenburg Campus*) **No N4 intake in 2023** | • Personnel Management<br>• Computer Practice<br>• Entrepreneurship & Business Management<br>• Management Communication | • Personnel Management<br>• Labour Relations<br>• Personnel Training<br>• Computer Practice | • Personnel Management<br>• Labour Relations<br>• Personnel Training<br>• Computer Practice | R |
| **FINANCIAL MANAGEMENT** | • Entrepreneurship & Business Management<br>• Financial Accounting<br>• Computerised Financial Systems<br>• Management Communication | • Financial Accounting<br>• Cost & Management Accounting<br>• Computerised Financial Systems<br>• Mercantile Law N4 | • Financial Accounting<br>• Cost & Management Accounting<br>• Computerised Financial Systems<br>• Income Tax | B R |
| **MANAGEMENT ASSISTANT** *(Students must pass Information Processing N6 to qualify for National N Diploma)* | • Information Processing N4 OR<br>• Introductory Information Processing<br>• Computer Practice<br>• Office Practice<br>• Communication | • Information Processing N5<br>• Computer Practice<br>• Office Practice<br>• Communication | • Information Processing N6<br>• Computer Practice<br>• Office Practice<br>• Communication | B M R |
| **BUSINESS MANAGEMENT** | • Entrepreneurship & Business Management<br>• Management Communication<br>• Computer Practice<br>• Introductory Accounting OR<br>• Financial Accounting | • Entrepreneurship & Business Management<br>• Sales Management<br>• Computerised Financial Systems N4<br>• Computer Practice | • Entrepreneurship & Business Management<br>• Sales Management<br>• Financial Accounting N5<br>• Computerised Financial Systems N5 | R |
| **MEDICAL SECRETARY** *(Students must pass Information Processing N6 to qualify for National N Diploma)* | • Office Practice<br>• Communication<br>• Information Processing<br>• Medical Practice | • Office Practice<br>• Communication<br>• Information Processing<br>• Medical Practice | • Office Practice<br>• communication<br>• Information Processing<br>• Medical Practice | B |
| **LEGAL SECRETARY** *(Students must pass Information Processing N6 to qualify for National N Diploma)* | • Office Practice<br>• Communication<br>• Information Processing<br>• Mercantile Law | • Office Practice<br>• Communication<br>• Information Processing<br>• Legal Practice | • Office Practice<br>• Communication<br>• Information Processing<br>• Legal Practice | B |
| **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 | |

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# REPORT 191 (NATED) PROGRAMMES

| PROGRAMME | SUBJECTS | | | CAMPUS |
|---|---|---|---|---|
| **N4 - N6 PROGRAMMES / ALTERNATIVE POST-MATRIC PROGRAMMES** | | | | |
| | N4 | N5 | N6 | |
| **PUBLIC MANAGEMENT** | • Public Administration<br>• Management Communication<br>• Computer Practice<br>• Entrepreneurship & Business Management | • Public Administration<br>• Computer Practice<br>• Public Finance<br>• Municipal Administration | • Public Administration<br>• Public Finance<br>• Public Law<br>• Municipal Administration | **M** |
| **EDUCARE** | • Day Care Personnel Development<br>• Education Didactics: Theory & Practice<br>• Education<br>• Child Health | • Entrepreneurship & Business Management N4<br>• Day Care Communication<br>• Education Didactics: Theory & Practice<br>• Educational Psychology | • Day Care Management<br>• Day Care Communication<br>• Education Didactics: Theory & Practice<br>• Education Psychology | **M** |
| **HOSPITALITY AND CATERING SERVICES** | • Applied Management<br>• Sanitation and Safety<br>• Nutrition and Menu Planning<br>• Catering: Theory and Practical | • Entrepreneurship & Business Management N4<br>• Applied Management<br>• Catering: Theory and Practical<br>• Food & Beverage Services | • Applied Management<br>• Communication & Human Relations<br>• Computer Practice N4<br>• Catering: Theory & Practical | **M** |
| **TOURISM** | • Travel Office Procedures<br>• Tourism Communication<br>• Travel Services<br>• Tourism Destination<br><br>• **Computer Practice - additional subject in order to qualify for the National N Diploma** | • Travel Office Procedures<br>• Tourism Communication<br>• Travel Services<br>• Tourism Destination | • Travel Office Procedures<br>• Hotel Reception<br>• Travel Services<br>• Tourism Destination | **M** |
| **ART AND DESIGN** | • Drawing<br>• Entrepreneurship & Business Management<br>• Jewellery Design<br>• Jewellery Manufacturing | • Drawing<br>• Jewellery Design<br>• Jewellery Manufacturing<br>• History of Art | • Drawing<br>• Jewellery Design<br>• Jewellery Manufacturing<br>• History of Art | **R** |
| **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 | |

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## F ARTISAN DEVELOPMENT AT ORBIT COLLEGE

### ARTISAN DEVELOPMENT REMAINS A PRIORITY

Research conducted by the DHET projected that a significant number of artisans will be needed by 2030 due to a shortage of artisans in the South African Labour Market. Addressing this projected shortfall of artisans has become a national priority.

Government aims to advocate apprenticeships to the young and to encourage employers to take on apprentices 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

The following routes are available at ORBIT TVET College to attain an artisanship:

**Access to Trade Test (Non-contracted learners)**
• N2 Certificate with trade theory and 3 years relevant work experience
• Technical trade theory programs 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
• Technical Grade 12 with Mathematics, Engineering Science and related trade theory subject and 3 years relevant work experience
• Grade 9 and a minimum of 4 years relevant work experience
• Relevant (directly related to the trade theory subjects) N6 Certificate or National Technical Diploma (S,T or N stream.) and 18 months relevant work experience

### 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 Progammes 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 needs of the labour market.

*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.*

# ARTISAN DEVELOPMENT AT ORBIT COLLEGE

## CENTRES OF SPECIALISATION

Centres of Specialisation is a national programme aimed at producing:
- A skilled and capable workforce to support inclusive economic growth
- Increased availability of intermediate-level technical skills
- Increased delivery of qualified artisan in 13 priority trades

The Centres of Specialisation are departments within the public TVET College Campuses dedicated to artisan development training in partnership with employers. These centres strive to produce successful quality artisans in one or more of the priority trades.

CoS programmes ensure a closer working relationship with industry, training centres and the Post School and Training (PSET) Sector

The curriculum offered consists of occupational qualifications designed by industry, for industry that are registered with the Quality Council for Trades and Occupations (QCTO)

### ORBIT TVET College boasts two Centres of Specialisation

**BRITS CAMPUS – ELECTRICIAN TRADE**
ORBIT College , in partnership with HWSETA, MQA, EWSETA, Affrox, Samancor, Tharisa Mining, TNJ Projects and the Department of Public Works is currently training thirty (30) employees to qualify as artisans in Electrical Trade.

### MANKWE CAMPUS – DIESEL MECHANIC TRADE
ORBIT College in partnership with HWSETA, Baloyi Master Trucks, Ditsibi, Garage Mechanics, Tlhabane Mechanics, Glencore, Tharisa Mining, Bell Equipment and Necsa is currently training thirty (30) employees to qualify as artisans in Diesel Mechanic Trade.
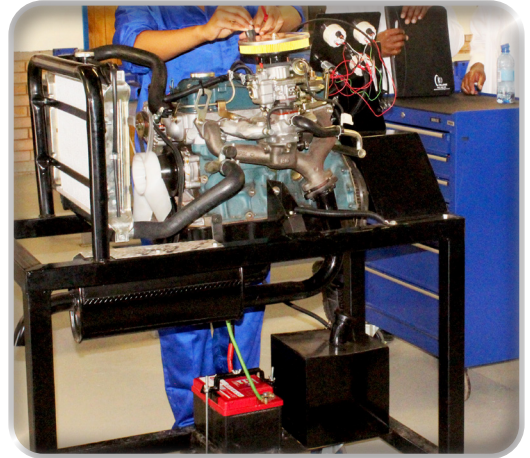


### How Does it Work?

Dual system apprenticeship that combine
- Technical education at a TVET College
- Simulated practical training
- Lots of authentic work experience in a single integrated learning programme
- Improved capacity of public TVET Colleges to train in skills in demand by industry
- **…with employers in the driver's seat!**

## G    CENTRE FOR ENTREPRENEURSHIP
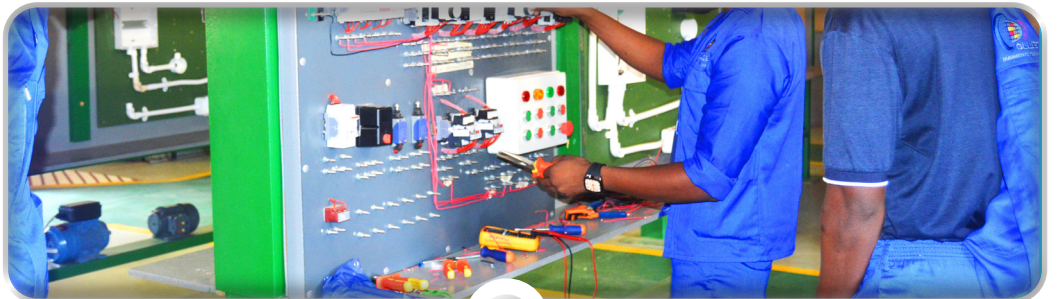
### 1. About the Centre

**Target market:** Enrolled College students, graduates & communities in the vicinity of our three campuses
**Aim:** Offering Entrepreneurship Training aimed at educating and enticing students who are not absorbed by the labour market or who are interested in entrepreneurship.
Providing them with entrepreneurship opportunities so that they can create jobs for themselves and others
We offer business registration services with CIPC

### 2. Service Offerings

Non-financial business support services which include:
- General business management training, customised per client's need
- Incubation programme for 12-18 months
- Mentoring & coaching
- Community Entrepreneurship information sharing-session
- Assistance with business compliance issues (Sector specific)

### 3. Automotive Incubation Programme - Mankwe Campus

**Target market:** Aspiring student entrepreneurs who are studying or have studied mechanical engineering or related studies. Students go through the incubation programme with the sole objective of starting business in the Automotive Sector
**Duration:** 18 months

## H    ARTIFICIAL INTELLIGENCE (AI) PROGRAMME

**Artificial Intelligence** is a collaborative between INTEL, the Department of Higher Education & Training (DHET) and the College. ORBIT College is the first institution in Africa to roll out the INTEL Artificial Intelligence (AI) Future Workforce Programme that was launched at Brits Campus on 19 July 2022. The purpose of the programme is to empower future workforce with the necessary AI skills for employability in a digital economy.

Participants gain practical skills in the following:

| Artificial Intelligence (AI) Future Workforce Programme | | | |
|---|---|---|---|
| STAGE | OUTCOMES | NO. OF MODULES & DURATION | CAMPUS |
| 1. AWARENESS | General awereness of AI | 6 Module: 6 hours | |
| 2. FOUNDATION | AI & programming fundamentals | 9 Modules: 50 - 57 hours | **B** |
| 3. EXPERIENCE | AI domains & technologies | 20 Modules: 41 - 129 hours | |
| 4. CAPSTONE | Build AI solutions with knowledge | 3 Modules: 24 hours | |

**Admission requirements:**
- must be over 16 years of age
- foundational mathematics and statistical skills
- applicants who have studied physical or natural sciences have an added advantage
- **no coding experience is required**

Duration:
- 121 - 216 hours
- 39 modules (including practicals)

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## 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 specific skills within a specific working environment related to a specific trade.

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.

Occupational Learning Programmes are offered at ORBIT TVET College either as 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.

**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 unit standards extracted from formal full qualifications registered with SAQA for which the College obtained approval from the relevant SETA or Accredited Body to offer the programme.

## WHICH OCCUPATIONAL PROGRAMMES ARE OFFERED BY ORBIT TVET COLLEGE?

| LEARNING INTERVENTIONS | SKILLS PROGRAMMES |
|---|---|
| Hairdressing NQF Level 2-4 (Services SETA) | Barber NQF Level 3 (QCTO) |
| Beauty or Nail Technology NQF Level 4 (Services SETA) | Shielded Metal Arc Welder NQF Level 2 (QCTO) |
| Jewellery Manufacturing NQF Level 2-4 (MQA) | Coded Welding NQF Level 4 (QCTO) |
| Automotive Repairs & Maintenance NQF Level 2-4 (merSETA) | Computer and Digital Support Assistant NQF Level 4 (QCTO) |
| Spray Painting NQF Level 2-4 (merSETA) | General Garden Maintenance Worker NQF Level 1 (QCTO) |
| Community Housebuilding NQF Level 2 (CETA) | General Residential Repairer NQF Level 2 (QCTO) |
| Community Development NQF Level 4 (ETDP SETA) | Basic Kitchen Appliance Repairer NQF Level 2 (QCTO) |
| New Venture Creation NQF Level 2 (Services SETA) | NB! 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. |
| Electrical Engineering NQF Level 2 & 4 (EW SETA) | |
| Early Childhood Development NQF Level 4-5 (ETDP SETA) | |
| Sports Management NQF Level 5 (CATHSSETA) | |
| Sports Administration NQF Level 4 (CATHSSETA) | Any other recognised skills programme for which the College is registered may also be offered, should the demand exist. |
| Welding Application NQF Level 2-3 (merSETA) | |
| Air-conditioning & Refrigeration NQF Level 2 (merSETA) | |

## I1 — HAIRDRESSING NQF Level 2 – 4 (Services SETA-accredited)

| PROGRAMME STRUCTURE | LEVEL 2 | LEVEL 3 | LEVEL 4 | CAMPUS | Possible Career Opportunities |
|---|---|---|---|---|---|
| HAIRDRESSING NQF Level 2 – 4 | National Certificate Hairdressing | National Certificate Hairdressing | Further Education Training Certificate Hairdressing | **R** | • Professional Hairdresser (Caucasian & Ethnic Hair) • Entrepreneur in Hairdressing Industry • Salon Management |
| MINIMUM ADMISSION REQUIREMENTS | Grade 9 | NC Hairdressing NQF Level 2 | NC Hairdressing NQF Level 3 | | |
| DURATION | College Training: 6 months per level (Full-time) — Salon Training: 6 months per level (Full-time) — After completing the programme at ORBIT TVET College, the student must work at an accredited salon for 18 months | | | | |
| ACCREDITATION | **Hairdressing Programmes are accredited by the SERVICES SETA (SAQA 65729)** | | | | |

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## I2 — BEAUTY OR NAIL TECHNOLOGY NQF Level 4 (Services SETA-accredited)

| PROGRAMME STRUCTURE | 1ST YEAR | ASSESSMENT | LEVEL 4 | CAMPUS | Possible Career Opportunities |
|---|---|---|---|---|---|
| BEAUTY & NAIL TECHNOLOGY NQF Level 4 | 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 International City & Guilds examination is written at the end of 1st year to obtain the International City & Guilds Certificate | | **R** | • Massage Therapist • Beauty Therapist • Nail Technology • Entrepreneur in Beauty Therapy Industry • Beauty Salon/Clinic Management |
| MINIMUM ADMISSION REQUIREMENTS | Grade 12 | | | | |
| DURATION | 1 year for Beauty Therapy and an additional two months for Nail Technology | | | | |
| ACCREDITATION | **Accredited by the Services SETA (SAQA 80646 & 65909)** | | | | |

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23

# STUDENT SUPPORT SERVICES

## WHAT SERVICES ARE OFFERED TO STUDENTS OF ORBIT TVET COLLEGE?

The Student Support Services endeavours to provide holistic services to ensure that campus life is balanced for all students. When 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 services:

| ACADEMIC SUPPORT AND CAREER DEVELOPMENT | SOCIAL SUPPORT |
|---|---|
| • Career Advisory Services<br>• Placement Assessments<br>• Peer Academic Leadership Development<br>• Academic Support<br>• Experiential Training & Internships & Job Placement<br>• Entrepreneurship Support<br>• Learner with Special Needs in Education (LSNE) Support<br>• Information on Higher Education Study Opportunities<br>• Graduate Tracking & Alumni Services | • Orientation and induction<br>• Student Counselling & Life Skills (Stress Management, Substance Abuse, Healthy Relationships, etc.)<br>• Student Health and Wellness Development Support<br>• Wellness Peer Mentors Programme (Peer to Peer Support) (WPM)<br>• Student Friendly Healthy Services (Testing & Screening)<br>• Health Talks (HIV, STI, Condom Use, Cancer Awareness, etc.) |

### EXTRA-CURRICULAR ACTIVITIES

- **Ball Games:** Aerobics, Athletics (incl. X-Country & Marathons), Badminton, Baseball, Basketball, Chess, Cricket, Football, Gymnastics, Netball, Rugby, Softball, Tennis, Tenniquoit, Table Tennis & Volleyball.
- **Performing Arts:** Comedy, Dance (all forms), Drama, Dramatised Poetry, Monologue, Music (all forms), Poetry & Storytelling.
- **Visual Arts:** Drawing (all forms), Graphic Design, Painting (all forms), Photography, Sculpting & Textiling.
- **Indigenous Games:** Dibeke/Skununu, Diketo/ Magave/ Upuca, Juk-Skei, Kgati/ Ntimo/ Ugqaphu, Kho-Kho, Morabaraba/ Ncuvu & Intonga.
- **Adventure & Recreation:** Egg Race, Hiking, Needle Race, Obstacle Course, Potato Race, Sack Race, Skating (Board & Roller) & Three Legged Race.

### STUDENT GOVERNANCE AND LEADERSHIP TRAINING

• SRC Leadership Development & Training

J

**STUDENT SUPPORT SERVICES**

**FINANCIAL ASSISTANCE / BURSARIES**

**ELIGIBILITY CRITERIA AND CONDITIONS FOR FINANCIAL AID (NSFAS)**

Bursaries will be awarded according to the 2023 NSFAS Eligibility Criteria and Conditions for Financial Aid

## 1. Who is eligible to apply for the NSFAS Bursary Scheme?

• Only South African Citizens qualify for this bursary scheme
• Applicants must be registered or intending to register on the NC(V), PLP or Report 191 programme at any of the public TVET Colleges in South Africa
• Applicants must demonstrate potential for academic success or proven academic success (academically deserving) and financial need
• Must not be enrolling for a qualification equivalent to previous learning that was state-funded
• **Applicants will qualify for funding if they fall within the maximum threshold of up to R350 000,00 of combined gross family income per annum**
• Persons with a disability with a combined household income of not more than R600 000,00 per annum qualify

## 2. Application period to apply for the NSFAS Bursary Scheme

• NSFAS Online Applications open annually in September. The information is communicated on the NSFAS website, Campuses, NYDA and Thusong Centres across the country
• TVET Walk-in Application dates are communicated on campus at the TVET College
• NSFAS students and prospective NSFAS students are required to open their MyNSFAS accounts to check the NSFAS funding decision related information
• To log into your myNSFAS go to www.nsafs.org.za, click on the myNSFAS tab and follow the log-in process explained on the screen

**NO LATE SUBMISSIONS WILL BE ACCEPTED AFTER THE APPROVED CLOSING DATE**
*NB: NSFAS Eligibility Criteria and Conditions for Financial Aid are available online on our website www.orbitcollege.co.za and Facebook page!*

## GUIDELINES ON DETERMINATION OF ALLOWANCES

### AWARDING OF ALLOWANCES

An allowance must NOT be perceived as an entitlement but rather as a means of support which may be awarded to a student on the basis of academic performance.

**The maximum amounts below are inclusive of meals:**

| Accomodation type | Allowance type | | | |
|---|---|---|---|---|
| | Living Allowance | Personal Care Allowance | Accomodation | Travel |
| TVET College own catered residence | n/a | n/a | R54 045 per annum | n/a |
| TVET College managed own and leased self-catered accomodation | R6000 | R3 045 | Maximum R45 000 plus living allowance paid to TVET College | n/a |
| Private accomodation | R6000 | R3 045 | R45 000 per annum | n/a |
| Residing less than 10 km from the College (this means from 0 km and beyond but up to 9.9 km) | R6000 | R3 045 | n/a | R7 718 |

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# STUDENT SUPPORT SERVICES

## 2023 NSFAS GUIDELINES ON AWARDING OF ALLOWANCES

### AWARDING OF ALLOWANCES

1. All NC(V) and Report 191 students are eligible for NSFAS bursaries provided they are registered for at least 5 NC(V) and 3 Report 191 subjects at the same level respectively.
2. The allowances have not been adjusted and is subject to change once the NSFAS budget allocation has been finalised for the 2023 academic year.
3. The standardised amounts for allowance are the only amounts that will be awarded and will not be reduced or exceeded.
4. Students who do not have contact classes will NOT be considered for allowances.
5. Colleges will not be permitted to change allowance types submitted within a particular academic year as these awards are based on supporting documentation.
6. The change of an allowance type will only be permitted in exceptional circumstances / change in living conditions.
7. Any allowance change requests must be submitted to the DHET for approval prior to implementation by NSFAS.
8. In respect of applications for allowances, supporting documents must only be submitted by students applying for accommodation. In this regard, a signed rental agreement and proof of the student's home address will be the only valid form of supporting documentation. All successful applicants who do not submit the above mentioned supporting documentation will be assumed to have applied for the transport allowance.

### TRAVEL ALLOWANCE

9. The standard rate for transport allowance for students residing fewer than 10km from the College is R7 718.00 per annum, i.e. 0km and beyond but up to 9.9km.

### ACCOMMODATION ALLOWANCE

10. Students must reside more than 10km from the College to qualify for accommodation allowances, i.e. 10km and beyond.
11. To qualify for accommodation allowances applicants must submit proof of home address and the rental agreement.

*2023 NSFAS Eligibility Criteria and Conditions for Financial Aid are available online via below link:*
*https://www.nsfas.org.za/content/downloads/Final%20NSFAS%20Eligibility%20Criteria%20and%20Conditions%20for%20Financial%20Aid_2023.pdf*

**Students who resides more than 10km from the College but who fail to submit a rental agreement before closing date will be awarded the travel allowance and not the accommodation allowance.**

- *The attendance record of all qualifying students will be taken into consideration when disbursing allowances on a monthly basis. All bursary beneficiaries must maintain the monthly 80% class attendance for all the subjects registered*
- *The first tranche of allowances will be paid in advance, i.e. it will not take into account the monthly 80% minimum class attendance*
- *In circumstances where attendance is compromised by the College, NSFAS and or Departmental inefficiencies, compliance to 80% minimum class attendance will not apply*

*The funds that would have accumulated from the allowances as a result of students failing to comply with the requirements of 80% minimum class attendance or dropping out of the College, will be returned to NSFAS at the end of the academic year.*

# STUDENT SUPPORT SERVICES

## FINANCIAL ASSISTANCE / BURSARIES

### COLLEGE BURSARY

Bursaries will be awarded according to the approved College Bursary Administration.

**1. Who is eligible to apply for the College Bursary Scheme?**
- College bursaries are available to compliant students, pending the recommendations of the Financial Aid Committee of the College
- The basic requirements of the NSFAS Bursary Scheme apply, namely proven good academic performance and proven financial need

**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

### GENERAL INFORMATION RE BURSARIES

**3. Please note:**
- Both the NSFAS and College bursaries are 100% non-refundable bursaries
- No applicants will be guaranteed bursaries since the awarding is 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:

- SA birth certificate (preferably unabridged) /ID/Smart ID (both sides must be visible on the copy)
- Certified copies of your latest results X2 (for College bursary only)

**If you are dependent on your parents/guardian/spouse, please provide:**
- Certified ID/Smart ID copies of parents/s, guardian, or spouse (proof of income such as pay advice, letter of employment, pension advice, or SASSA letter) (death certificate if applicable)

**If you are self-sufficient and/or unemployed please provide:**
- Proof of income (payslip or appointment letter)
- 1 year IRP5
- Declaration of parent(s) details for NON-SASSA applicants

**If you have a disability, please provide:**
- Medical proof of your condition
- Completed and signed Disability Annexure A Form (if your information is not pre-populated on the portal)

**If you are an Orphan please complete:**
- Vulnerable Child Declaration Form

**Other documents required, if applicable:**
- Retrenchment letter, Death Certificate/s, or Divorce Decree
- **Access to own cell phone number**

*Note: if you are a SASSA recipient then no proof of income is required.*

# APPLICATION AND REGISTRATION PROCEDURES

All students must apply for admission in the year/block **PRIOR TO THEIR INTENDED ENROLMENT** at the College

## Step 1

**Placement Assessment Tests**
It is mandatory for all new students to write a Placement Assessment Test which is completed online using the following link: https://learnerprofiler.co.za/?c=orb21stl
**Please note that placement assessment is a selection and placement tool, it does not test your IQ.**

## Step 2

All new students MUST apply for an NSFAS bursary first by accessing the following NSFAS Portal link: (https://www.nsfas.org.za/content/)

The below documentation will be required of you when you make an application.
**All Applicants:** Certified copy of your ID, Certified copy of your latest results
**If you have a disability, please provide:** Medical proof of your condition, Completed and signed disability Annexure A
(if your information is not pre-populated on the portal)
**Foreign students: (Documents must not be older than 3 months)**
Certified copies of passport, SAQA approved foreign qualification,
Proof of medical insurance or cover, Valid study permit

## Step 3

Apply online from home on your mobile phone/desktop/laptop by using the link to the College Application/Registration system:
https://ienabler.orbitcollege.co.za/pls/prodi41/w99pkg.mi_login
(Follow steps on the student application guide on the College website homepage to help you)
**IT IS MANDATORY TO CAPTURE SCHOOL LEAVING SUBJECTS FOR ALL NEW APPLICANTS**
*All documents will become the property of the College once submitted.*
*If documents are not in English they must be accompanied by a certified translation in English*

## Step 4

You will be required to upload your supporting documents (ID or passport, matric/latest results and proof of your NSFAS application) on the system under
**"CERTIFICATE SEEN"**
If you are a student from another college, and you wish to continue your studies with ORBIT you will be required to upload **all your results from your previous institution and a transfer letter
(these documents should be scanned as one pdf document)**.

## Step 5

Your application and academic records will be reviewed for selection.
The selection criteria is available on the College website.
If you meet the requirements, you will be notified of your application status via an SMS,
alternatively check your status on the i-enabler system under
**"REVIEW APPLICATION STATUS"** to see whether you have been provisionally accepted or rejected.
**Please make sure that the contact number you provide is valid.**

## Step 6

Once your application has been finally approved you will receive an SMS, alternatively check your status on the i-enabler system under **"REVIEW APPLICATION STATUS"** to see if your application has been successful.
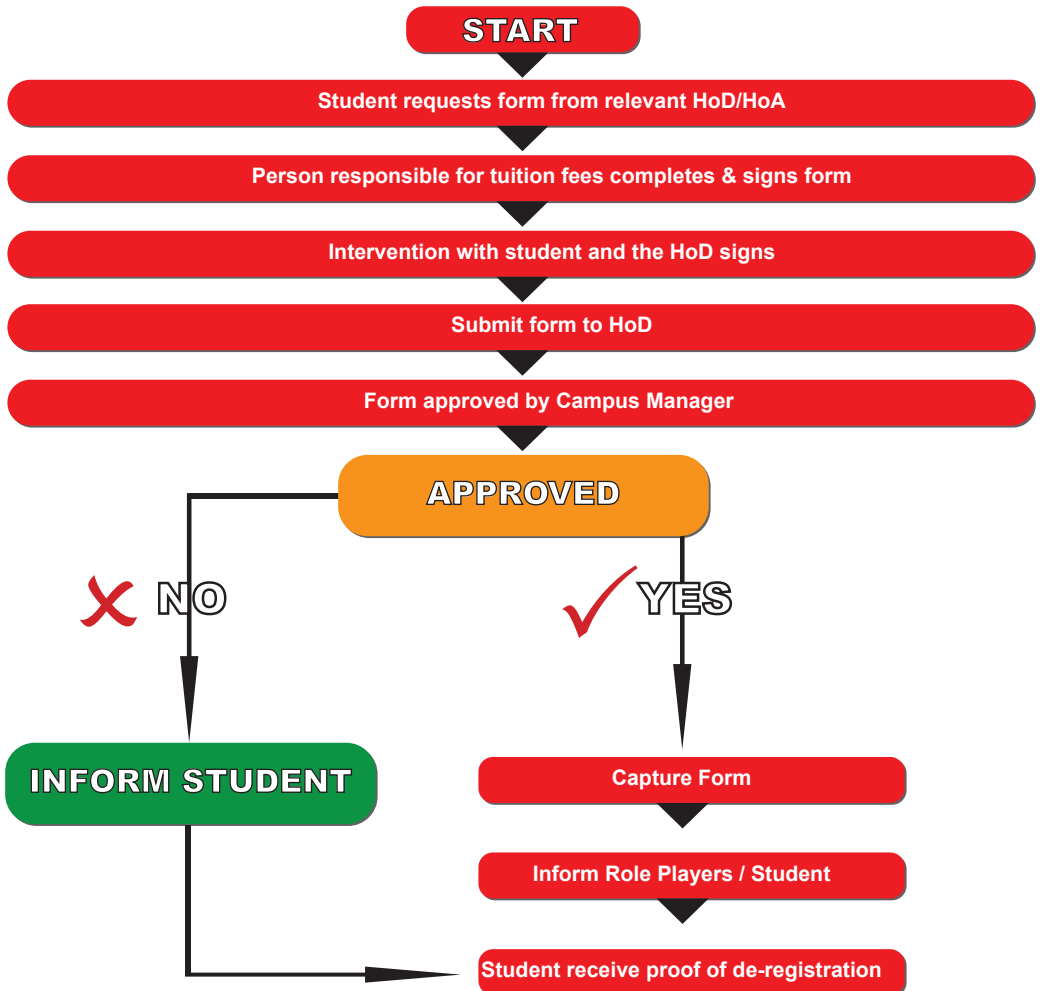
## Step 7

*Register ONLINE FROM HOME via Student Registration System
Student i-Enabler (self-help portal)*

**NB: Provisional acceptance of your application does not guarantee you a space as you will ONLY be considered registered once you have received a proof of registration and student card!
Final approvals for registration is dependent on final results and the College selection criteria.**

# CANCELLATION OF SUBJECTS PROCEDURE

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 registration** and the form must handed in to the relevant HoD.

After 21 days from the day of Registration the student is liable for the fees.

**START**

Student requests form from relevant HoD/HoA

Person responsible for tuition fees completes & signs form

Intervention with student and the HoD signs

Submit form to HoD

Form approved by Campus Manager

**APPROVED**

✗ NO

✓ YES

**INFORM STUDENT**

Capture Form

Inform Role Players / Student

Student receive proof of de-registration

# ORBIT COLLEGE ALUMNI ASSOCIATION

## BE A PROUD ORBITANT FOR LIFE!

The ORBIT College Alumni Association is committed to helping you maintain contact with the College and its community and to keeping you informed and engaged with what is happening in the life of the College. It provides a range of opportunities for you to stay involved and contribute to the College.

The involvement of alumni is crucial to the health and strength of the institution. Alumni not only provides important ties between the past and the present, but also building blocks for the future. The Alumni Association helps to serve alumni needs and encourage their involvement and support.



## WHAT IS AN ALUMNUS?

The term "alumni" is usually used to refer to a group of people who have graduated from school, college or university. The term 'alumnus' traditionally refers to a single male graduate, with the feminine term being 'alumna'.

## WHO QUALIFIES TO BE ORBIT ALUMNI?

All holders of Certificates and National Diplomas for programmes offered at ORBIT TVET College.

## BENEFITS OF BEING ORBIT ALUMNI

✓ 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 introduction to new programmes

*Want to know more?*
*Get in touch with us on alumni@orbitcollege.co.za*

| | |
|---|---|
| **AI** | Artificial Intelligence |
| **APS** | Admission Point Score |
| **BMS** | Business Management System |
| **BS** | Business Studies |
| **CAD** | Computer-Aided Design |
| **CATHSSETA** | Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority |
| **CETA** | Construction Education and Training Authority |
| **CfE** | Centre for Entrepreneurship |
| **CHE** | Council on Higher Education |
| **CoS** | Centres of Specialisation |
| **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 |
| **EW SETA** | Energy and Water Sector Education and Training Authority |
| **FASSET** | Finance and Accounting Services Sector Education and Training Authority |
| **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 |
| **ISO9001:2015** | International Quality Standard of the International Organisation for Standardisation |

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# GLOSSARY

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|---|---|
| **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) |
| **NEET** | Not in Employment, Education, nor in Training |
| **NOPF** | 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 |
| **PLP** | Pre-Vocational Learning Programme |
| **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 |

## CENTRAL OFFICE

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