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GETTING STARTED

Welcome

Thank you for choosing Springfield FET College as your gateway to success and academic excellence; we are a private further education and training institution. The college is registered by the department of higher education and training, according to the private FET act and accredited by UMALUSI quality council and qcto as a skills provider.

Vision statement

Springfield College is the best open-enrollment college in city. Excellence in learning, skilling and work for personal, community and economic prosperity. We ought to go all out to meet our client's needs providing educational programs that equip and empower to face and adapt to the 4IR environment.

Strategic intent

Skilling the surrounding community and equipping them with valuable skills that will empower them in their quest to serve the South African economy.

Professionalism

We subscribe to the highest professional standards set by the industry and government.

Service excellence

As Springfield College we strive to exceed our client's expectations.

Innovation and creativity

We believe that innovation is critical for growth and survival, so we continuously redefine and redesign our products and services to meet the challenges of tomorrow.

Value and money

We provide an excellent service to our clients at highly competitive prices and our courses adhere to international standards.

Enrollment requirements

To enable our friendly team of expert consultants to assist you in enrolling for any of the courses we offer, prospective students are advised to provide the following documentation:

1. Two id photos(applicant)
2. Academic transcript or report or statement of results
3. Copy ID/Passport
4. Fully completed application form (online registration)

Note: registration fee is non re-fundable

Learner support

The institution offers a variety of learner support activities to stimulate and enhance the learning culture of its students, below are a few services provided to all our registered students:

- Bursaries are provided to qualifying applicants or students to assist in catering either for tuition or textbooks.
- Springfield College offers scholarships to academically excelling students.
- Extended classes for our slow learner students who need more time to master different academic concepts.
- Assistance with career development and placement and practical training.
- In-house practical training.

Training partners & student placement

As per department of education guideline all our nated students are required to complete 18 on the job training after their successful completion of the n6 course. The institution has approached a variety of companies and industry leaders in the kosh area to assist with our student's placements. Our current placement partners are:

- Archer mining and engineering
- Kingdom accountants
- Fairview skills academy
- Solid technologies
- Solid hygiene and security services

Benefits of being a student:

Enrolling with one of the best private further education training college in the republic comes standard with the following benefits, guaranteed to all registered students :

- Free stationery.
- Free revision kit.
- Free college regalia(school t-shirt, cap, draw string bag)
- Free driver's license training to excelling students (only applicable to students who successfully complete their course N4-N6).
- Assistance in job placement, work experiential training.
- Free Wi-Fi.

Our models of learning:

❖ Full Time

Reach your full potential through our Myway Instructor-led or Mentorship based classes combined with interactive lessons, practical assignments and in-field experience. Our full time offering, consist of learning sessions that make up a full day or selective days within a week, classes run from 8am till 2pm weekdays only.

❖ Part Time

Designed for the working professional, our part time program covers the same amount of information as our full time offering. Combined with our Myway Blended Learning, at home exercises/assignments and in-class lectures, this will have you ready for examination in no time. Sessions depend on what qualification you do, classes run from 4pm till 6pm weekdays only.

❖ Correspondence

We have redefined distance learning studies. Our Myway Distance Learning ensures that the student never gets left alone to do only self-study by taking a blended learning approach, combining online Virtual Classrooms and at home exercises and assignments, all managed by our My.springfield.co.za Student Portal

❖ Blended learning

This pioneering learning model is best suited for flexibility in the learning environment with some session undertaken on normal face to face presentation, coupled with intensive online learning and mix of workshops for revision and exam preparation sessions.

STUDENT SUPPORT

The student support

The overview

At Springfield TVET College, we have an effective learner retention program for all our students. There is high level of interaction and support from the institution through its administrative staff and lecturers. To this end, no student will feel isolated, lack of self-direction and management, and external decrease in motivation levels. This article describes the types of learner support services strategies that we implement to effectively address these retention challenges.

Learner Support Services Strategies

The institution provides various learner support services that help students to successfully participate on their learning activities. These interactive strategies, which provide students with self-directed learning skills and reduce the feeling of isolation, are summarized in:

The benefits of being our student
The recruitment and admission process
Orientation to online resources
Career guidance
One-on-one advising
Access to community of learners

The benefits of being our student

There are several benefits of enrolling with Springfield College. To begin with, the college has recorded high pass rate in the past years, thanks to its highly qualified lecturers and tutors. Moreover, we provide unlimited web browsing and internet access to our student which allows them to conduct researches on their studies. The learning environment is friendly and our classrooms are well refurbished. Finally, we offer free computer literacy course; free study package and an affordable monthly installment which are flexible.

The summarized benefits of being a Springfield student:

- High pass rate
- Free computer literacy
- Unlimited web browsing and internet access
- Qualified lecturers and tutors
- Subsidized study material cost
- Refurbished class rooms
- Affordable monthly 5 instalments which are flexible
- Free study package

The recruitment and admission process

Enrollment counselors and other learner support services personnel must be trained to help learners identify their learning needs by asking them questions that require reflection on their current competencies and their desired goals in order to better identify the knowledge gap and plan for instructional opportunities that will

address the gap. All new Springfield students are required to complete an intake interview with an enrollment counselor. During the intake interview, an enrollment counselor contacts the student via phone to discuss the program in greater detail, help the student assess fit with the institution, and clarify expectations regarding the personal and professional commitment needed to succeed. The enrollment counselors ask the following types of questions.

Orientation to online resources

Prepare learners for the responsibilities and expectations of participating in an online course or program in a low-stake, less-threatening environment.

Career guidance

Learner support services start with making sure that there is an appropriate fit between the students' learning and professional goals and current capabilities with the offerings and structure of the education provider's online programs. This interaction with potential students not only helps them feel immediately connected with the learning community, but the diagnostic activities help them reflect on their learning goals and strategies, a process important to self-directed learning. Our student advisors ensure that students enrolled in right courses that match their expected personal career path and professional needs.

One-on-one advising

The lecturers provide academic and personal advices which are attuned to the student's academic needs or personal situation. They help to resolve the problems that they students are having and create a sound relationship between the staff and students. Finally, the advisors provide information about rules, regulations and requirements governing specific degree programs.

Access to community of learners

Successful completion of and satisfaction with an academic experience is directly related to students' sense of belonging and connection to the program and courses. All of Springfield students have access to a learning community based on the program in which they are enrolled. The learners are introduced to the tools and skills required to actively participate in the community during the orientation course, so most are comfortable with the technology and primarily need support accessing the community itself. This allows learners to share ideas and have a connection with other learners who have similar learning plans.

YEAR PLANNER

MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF MATRIC STUDIES [OLD SYLLABUS/ NEW SYLLABUS]

2021

2021	MATRIC STUDIES
DATES	TERM 1 – 4 EVENTS/ACTIVITIES
	TERM 1
05 JANUARY 2021	COLLEGE OPENING
05 JANUARY 2021	REGISTRATION FOR 2021 NSC EXAMINATION
ON REGISTRATION	OPENING OF BANK ACCOUNTS
ON REGISTRATION	COLLECTION OF STUDY MATERIALS & TIMETABLES
ON REGISTRATION	COLLECTION OF REGALIA
25 JANUARY 2021	ORIENTATION DAY
27 JANUARY 2021	COMMENCEMENT OF FORMAL CLASSES
08 FEBRUARY 2021	COLLECTION OF REVISION MATERIALS
12 FEBRUARY 2021	FRESHERS BASH (PAINT THE SCHOOL IN RED IN THE NAME OF LOVE)
TBA	INTERNAL PRELIMINARY PROCESSES
TBA	CLOSING DATE FOR REGISTRATION FOR 2021 NSC EXAMINATION
TBA	PRELIM 1 FOR JUNE AND SC AND NSC TO SCHOOLS
TBA	PRELIM 1 RETURN FROM SCHOOLS VIA DISTRICTS
TBA	FINAL CLOSING OF ENTRIES FOR 2021 NSC EXAMINATION
08 MARCH 2021	TRAINING SESSION FOR INTERNAL EXAMINATION
15-26 MARCH 2021	INTERNAL EXAMINATION
20 MARCH 2021	ADJUDICATION OF BURSARY APPLICATION FORMS
26 MARCH 2021	SELECTION OF SRC REPRESENTATIVES
01-12 APRIL 2021	COLLEGE BREAK
08 APRIL 2021	UPLOADING OF ASSESSMENT TASKS
14 APRIL 2021	COLLECTION OF ACADEMIC TRANSMIT
	TERM 2
13 APRIL 2021	COLLEGE OPENING
TBA	PREPARATORY
TBA	NSC/SC MAY/JUNE EXAMINATION
12JUE 2021	COLLEGE BREAK
	TERM 3
13 JULY 2021	COLLEGE OPENING
TBA	NSC GR 12 PREPARATORY EXAMINATION
24 SEPTEMBER 2021	COLLEGE BREAK
	TERM 4
05 OCTOBER 2021	COLLEGE OPENING
TBA	TRAINING SESSION FOR NOVEMBER FINAL NATIONAL EXAMINATION
TBA	COLLECTION OF FINAL ADMISSION PERMITS (TIME-TABLES)
TBA	COMMENCEMENT OF FINAL NATIONAL EXAMINATION
TBA	END OF EXAMINATION
	COLLEGE CLOSES

MANAGEMENT PLAN
FOR
ADMINSTRATION AND MANAGEMENT OF ENGINEERING STUDIES
2021

2021	ENGINEERING STUDIES
	FIRST TRIMESTER
DATES	1ST TRIMESTER EVENTS/ACTIVITIES
05 JANUARY 2021	COLLEGE OPENING
05 JAN-04 FEBRUARY 2021	DHET REGISTRATION & CLOSING DATE FOR ENTRY FORMS
ON REGISTRATION	OPENING OF BANK ACCOUNTS
ON REGISTRATION	ISSUING OF CLASS ATTENDANCE TIME TABLE
ON REGISTRATION	COLLECTION OF STUDY MATERIAL
ON REGISTRATION	COLLECTION OF REGALIA
25 JANUARY 2021	ORIENTATION DAY
27 JANUARY 2021	COMMENCEMENT OF FORMAL CLASSES
04-11 FEBRUARY 2021	INTERNAL PRELIM PROCESS
08 FEBRUARY 2021	COLLECTION OF REVISION MATERIALS
08 FEBRUARY 2021	TRAINING SESSION FOR INTERNAL EXAMINATION
08 FEBRUARY 2021	COLLECTION OF INTERNAL PERMITS FOR TEST 01
12 FEBRUARY 2021	FRESHER'S BASH
15 FEBRUARY 2021	CLOSING DATE FOR APPLICATION OF RE-MARKS AND RE-CHECKS
15-19 FEBRUARY 2021	COMPULSORY FIRST PREPARATION EXAMINATION TEST 01
03 MARCH 2021	COLLECTION OF ACADEMIC TRANSCRIPTS TEST 01
15 MARCH 2021	COLLECTION OF INTERNAL PERMITS FOR TEST 02
20 MARCH 2021	ADJUDICATION OF BURSARY APPLICATION FORMS
22-26 MARCH 2021	COMPULSORY SECOND PREPARATORY EXAMINATION TEST 02
26 MARCH 2021	SELECTION OF SRC REPRESENTATIVES
31 MARCH 2021	TRAINING SESSION FOR APRIL EXAMINATION
31 MARCH 2021	COLLECTION OF FINAL ADMISSION PERMITS (TIME TABLES)
31 MARCH 2021	END OF CLASSES
31 MARCH 2021	SUBMISSION OF STUDENT FILES
01 APRIL 2021	COMMENCEMENT OF FINAL NATIONAL EXAMINATION
07 APRIL 2021	COLLECTION OF ACADEMIC TRANSCRIPTS TEST 02
23 APRIL 2021	END OF NATIONAL EXAMINATION
23 APRIL 2021	COLLEGE CLOSES

MANAGEMENT PLAN
FOR
ADMINISTRATION AND MANAGEMENT OF ENGINEERING STUDIES
2021

2021	ENGINEERING STUDIES
	SECOND TRIMESTER
DATES	2nd TRIMESTER EVENTS / ACTIVITIES
03 MAY 2021	COLLEGE OPENING
03 MAY-25 JUNE 2021	DHET REGISTRATION & CLOSING DATE FOR ENTRY FORMS
ON REGISTRATION	COLLECTION OF STUDY MATERIAL
ON REGISTRATION	COLLECTION OF REGALIA
ON REGISTRATION	ISSUING OF CLASS ATTENDANCE TIME TABLE
24 MAY 2021	ORIENTATION DAY
26 MAY 2021	COMMENCEMENT OF FORMAL CLASSES
28 MAY-02 JUNE	INTERNAL PRELIM PROCESS
07 JUNE 2021	TRAINING SESSION FOR INTERNAL EXAMINATION
07 JUNE 2021	COLLECTION OF INTERNAL PERMITS FOR TEST 01
07 JUNE 2021	COLLECTION OF REVISION MATERIALS
14 JUNE 2021	CLOSING DATE FOR APPLICATION OF RE-MARKS AND RE-CHECKS
14-18 JUNE 2021	COMPULSORY FIRST PREPARATORY EXAMINATION TEST 01
30 JUNE 2021	COLLECTION OF ACADEMIC TRANSCRIPTS TEST 01
05 JULY 2021	COLLECTION OF INTERNAL PERMITS FOR TEST 02
12-16 JULY 2021	COMPULSORY SECOND PREPARATORY EXAMINATION TEST 02
22 JULY 2021	TRAINING SESSION FOR AUGUST FINAL NATIONAL EXAMINATION
22 JULY 2021	COLLECTION OF FINAL ADMISSION PERMITS (TIME-TABLES)
22 JULY 2021	SUBMISSION OF STUDENT FILES
22 JULY 2021	END OF CLASSES
23 JULY 2021	COMMENCEMENT OF FINAL NATIONAL EXAMINATION
28 JULY 2021	COLLECTION OF ACADEMIC TRANSCRIPTS TEST 02
13 AUGUST 2021	END OF NATIONAL EXAMINATION
13 AUGUST 2021	COLLEGE CLOSES

MANAGEMENT PLAN
FOR
ADMINISTRATION AND MANAGEMENT OF ENGINEERING STUDIES
2021

2021	ENGINEERING STUDIES
	THIRD TRIMESTER
DATES	3rd TRIMESTER EVENTS / ACTIVITIES
23 AUGUST 2021	COLLEGE OPENING
23 AUG-28 SEPTEMBER 2021	DHET REGISTRATION & CLOSING DATE FOR ENTRY FORMS
ON REGISTRATION	ISSUING OF CLASS ATTENDANCE TIME TABLES
ON REGISTRATION	COLLECTION OF STUDY MATERIAL
ON REGISTRATION	COLLECTION OF REGALIA
04 SEPTEMBER 2021	CLOSING DATE FOR APPLICATION OF RE-MARKS AND RE-CHECKS
13 SEPTEMBER 2021	ORIENTATION DAY
15 SEPTEMBER 2021	COMMENCEMENT OF FORMAL CLASSES
17-21 SEPTEMBER 2021	INTERNAL PRELIM PROCESS
22 SEPTEMBER 2021	SUBMISSION OF VERIFIED PRELIMINARY SCHEDULE
27 SEPTEMBER 2021	TRAINING SESSION FOR INTERNAL EXAMINATION
27 SEPTEMBER 2021	COLLECTION OF REVISION MATERIALS
28 SEPTEMBER 2021	COLLECTION OF INTERNAL PERMITS FOR TEST 01
04-08 OCTOBER 2021	COMPULSORY FIRST PREPARATORY EXAMINATION TEST 01
08 OCTOBER 2021	GRADUATION CEREMONY
20 OCTOBER 2021	COLLECTION OF ACADEMIC TRANSCRIPTS TEST 01
25 OCTOBER 2021	COLLECTION OF INTERNAL PERMITS FOR TEST 02
01-05 NOVEMBER 2021	COMPULSORY SECOND PREPARATORY EXAMINATION TEST 02
08 NOVEMBER 2021	SUBMISSION OF STUDENTS FILES
12 NOVEMBER 2021	TRAINING SESSION FOR NOVEMBER FINAL NATIONAL EXAMINATION
12 NOVEMBER 2021	CLASSES END
12 NOVEMBER 2021	COLLECTION OF FINAL ADMISSION PERMITS (TIME-TABLES)
15 NOVEMBER 2021	COMMENCEMENT OF FINAL NATIONAL EXAMINATION
17 NOVEMBER 2021	COLLECTION OF ACADEMIC TRANSCRIPTS TEST 02
03 DECEMBER 2021	END OF NATIONAL EXAMINATION
08 DECEMBER 2021	COLLEGE CLOSES

MANAGEMENT PLAN

FOR

ADMINISTRATION AND MANAGEMENT OF BUSINESS STUDIES

2021

2021	BUSINESS STUDIES
	FIRST SEMESTER
DATES	1 st SEMESTER EVENTS/ACTIVITIES
05 January 2021	COLLEGE OPENING
05 JAN-26 FEBRUARY 2021	DHET REGISTRATION PROCESS & CLOSING DATE FOR ENTRY FORMS
ON REGISTRATION	OPENING OF BANK ACCOUNTS
ON REGISTRATION	COLLECTION OF STUDY MATERIAL
ON REGISTRATION	COLLECTION OF REGALIA
ON REGISTRATION	ISSUING OF CLASS ATTENDANCE TIMETABLE
25 JANUARY 2021	ORIENTATION DAY
25 JANUARY 2021	ISSUING OF ASSIGNMENTS
27 JANUARY 2021	COMMENCEMENT OF FORMAL CLASSES
08 FEBRUARY 2021	COLLECTION OF REVISION MATERIALS
12 FEBRUARY 2021	FRESHERS BASH (PAINT THE SCHOOL IN RED ,IN THE NAME OF LOVE)
15 FEBRUARY 2021	CLOSING DATE FOR APPLICATION OF RE-MARKS AND RE-CHECKS
26 FEB – 12 MAR 2021	INTERNAL PRELIM PROCESS
01 MARCH 2021	TRAINING SESSION FOR INTERNAL EXAMINATION
01 MARCH 2021	COLLECTION OF INTERNAL PERMITS FOR TEST 01
08 – 12 MARCH 2021	COMPULSORY FIRST PREPARATORY EXAMINATION TEST 01
20 MARCH 2021	ADJUDICATION OF BURSARY APPLICATION FORMS
24 MARCH 2021	COLLECTION OF ACADEMIC TRANSCRIPT FOR TEST 01
26 MARCH 2021	SELECTION OF SRC REPRESENTATIVES
26 MARCH 2021	COLLEGE BREAK
06 APRIL 2021	COLLEGE OPENS
16 APRIL 2021	SUBMISSION OF ASSIGNMENT
28 APRIL 2021	COLLECTION OF INTERNAL PERMITS FOR TEST 02
03-07 MAY 2021	COMPULSORY SECOND PREPARATORY EXAMINATION 02
12 MAY 2021	TRAINING SESSION FOR FINAL NATIONAL EXAMINATION
12 MAY 2021	COLLECTION OF FINAL ADMISSION PERMITS (TIME-TABLES)
14 MAY 2021	COMMENCEMENT OF FINAL NATIONAL EXAMINATION
18 MAY 2021	SUBMISSION OF TERM MARKS TO STUDENTS
19 MAY 2021	SUBMISSION OF STUDENT FILES
19 MAY 2021	COLLECTION OF ACADEMIC TRANSCRIPT FOR TEST 02
11 JUNE 2021	END OF NATIONAL EXAMINATION
11 JUNE 2021	COLLEGE CLOSES

MANAGEMENT PLAN

FOR

ADMINISTRATION AND MANAGEMENT OF BUSINESS STUDIES 2021

2021	BUSINESS STUDIES
	SECOND SEMESTER
DATES	2 nd SEMESTER EVENTS/ACTIVITIES
05 JULY 2021	COLLEGE OPENING
07-30 JULY 2021	DHET REGISTRATION PROCESS & CLOSING DATE FOR ENTRY FORMS
ON REGISTRATION	OPENING OF BANK ACCOUNTS
ON REGISTRATION	COLLECTION OF STUDY MATERIAL
ON REGISTRATION	ISSUING OF CLASS ATTENDANCE TIMETABLE
ON REGISTRATION	ISSUING OF ASSIGNMENTS
12 JULY 2021	ORIENTATION DAY
14 JULY 2021	COMMENCEMENT OF FORMAL CLASSES
23 JULY 2021	CLOSING DATE FOR APPLICATION OF RE-MARKS AND RE-CHECKS
30 JULY – 18 AUG 2021	INTERNAL PRELIM PROCESS
23 AUGUST 2021	TRAINING SESSION FOR INTERNAL EXAMINATION
23 AUGUST 2021	COLLECTION OF INTERNAL PERMITS FOR 01
30 AUG – 03 SEPT 2021	COMPULSORY FIRST PREPARATORY EXAMINATION 01
15 SEPTEMBER 2021	COLLECTION OF ACADEMIC TRANSCRIPT FOR TEST 01
17 SEPTEMBER 2021	COLLEGE BREAK
27 SEPTEMBER	COLLEGE OPENS
01 OCTOBER 2021	DUE DATE OF SUBMISSION OF ASSIGNMENT
08 OCTOBER 2021	GRADUATION CEREMONY & PRIZE GIVING
13 OCTOBER 2021	COLLECTION OF ACADEMIC TRANSCRIPT FOR ASSIGNMENT
18-22 OCTOBER 2021	COMPULSARY SECOND PREPARATORY EXAMINATION 02
29 OCTOBER 2021	TRAINING SESSION FOR NOVEMBER NATIONAL EXAMINATION
29 OCTOBER 2021	COLLECTION OF FINAL ADMISSION PERMITS (TIME-TABLES)
03 NOVEMBER 2021	COLLECTION OF ACADEMIC TRANSCRIPT FOR TEST 02
08 NOVEMBER 2021	SUBMISSION OF STUDENT FILES
02 NOVEMBER 2021	COMMENCEMENT OF FINAL NATIONAL EXAMINATION
30 NOVEMBER 2021	END OF NATIONAL EXAMINATION
03 DECEMBER 2021	COLLEGE CLOSES

ASSESSMENTS SCHEDULE

INTERNAL EXAMINATIONS SYNDICATE: TEST 01-30% FIRST SEMESTER BUSINESS STUDIES

DATE	SUBJECTS	FULL-TIME	PART-TIME
08 MARCH 2021	COMMUNICATION N4-N6 MANAGEMENT COMMUNICATION N4 INCOME TAX N6 PERSONNEL TRAINNING N5-N6 MARKETING COMMUNICATION N6 COMPUTERISED FINANCIAL SYSTEMS N5 PUBLIC FINANCE N5 -N6	09:00-10:30	16:00;17:30
09 MARCH 2021	OFFICE PRACTICE N4 & N6 PERSONNEL MANAGEMENT N4-N6 INTRODUCTORY ACCOUNTING N4 FINANCIAL ACCOUNTING N4-N6 MARKETING MANAGEMENT N4-N6 PUBLIC ADMINISTRATION N4-N6 MEDICAL PRACTICE N5	09:00-10:30	16:00-17:30
10 MARCH 2021	PUBLIC RELATIONS N5-N6 ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4-N6 MUNICIPAL ADMINISTRATION N5-N6 MEDICAL PRACTICE N6	09:00-10:30	16:00-17:30
11 MARCH 2021	COMPUTERISED FINANCIAL SYSTEMS N4 INFORMATION PROCESSING N4-N6 COMPUTER PRACTICE N5-N6 MARKETING RESEARCH N6 COST & MANAGEMENT ACCOUNTING N5	09:00-10:30	16:00-17:30
12 MARCH 2021	COST & MANAGEMENT ACCOUNTING N6 OFFICE PRACTICE N5 SALES MANAGEMENT N5-N6 MEDICAL PRACTICE N4 COMPUTER PRACTICE N4 PUBLIC LAW N6 LABOUR RELATIONS N5-N6	09:00 -10:30	16:00-17:30

NB// ASSGNMENT TO BE COLLECTED ON REGISTRATION
ASSIGNMENT SUBMISSION DUE DATE 16 APRIL 2021

INTERNAL EXAMINATIONS SYNDICATE: TEST 02-50% FIRST SEMESTER BUSINESS STUDIES

DATE	SUBJECTS	FULL-TIME	PART-TIME
03 MAY 2021	COMMUNICATION N4-N6 MANAGEMENT COMMUNICATION N4 INCOME TAX N6 PERSONNEL TRAINING N5-N6 MARKETING COMMUNICATION N6 COMPUTERISED FINANCIAL SYSTEMS N5 PUBLIC FINANCE N5-N6	09:00-11:00	16:00 -18:00
04 MAY 2021	OFFICE PRACTICE N4 & N6 PERSONNEL MANAGEMENT N4-N6 INTRODUCTORY ACCOUNTING N4 FINANCIAL ACCOUNTING N4-N6 MARKETING MANAGEMENT N4-N6 PUBLIC ADMINISTRATION N4-N6 MEDICAL PRACTICE N5	09:00-11:00	16:00-18:00
05 MAY 2021	PUBLIC RELATIONS N5-N6 ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4-N6 MUNICIPAL ADMINISTRATION N5-N6 MEDICAL PRACTICE N6	09:00-11:00	16:00-18:00
06 MAY 2021	COMPUTERISED FINANCIAL SYSTEMS N4 INFORMATION PROCESSING N4-N6 COMPUTER PRACTICE N5-N6 MARKETING RESEARCH N6 COST & MANAGEMENT ACCOUNTING N5	09:00-11:00	16:00-18:00
07 MAY 2021	COST & MANAGEMENT ACCOUNTING N6 OFFICE PRACTICE N5 SALES MANAGEMENT N5-N6 MEDICAL PRACTICE N4 COMPUTER PRACTICE N4 PUBLIC LAW N6 LABOUR RELATIONS N5-N6	09:00 -11:00	16 :00 -18:00

INTERNAL EXAMINATIONS SYNDICATE: TEST 01-30% SECOND SEMESTER BUSINESS STUDIES

DATE	SUBJECTS	FULL-TIME	PART-TIME
30 AUGUST 2021	COMMUNICATION N4-N6 MANAGEMENT COMMUNICATION N4 INCOME TAX N6 PERSONNEL TRAINNING N5-N6 MARKETING COMMUNICATION N6 COMPUTERISED FINANCIAL SYSTEMS N5 PUBLIC FINANCE N5-N6	09:00-10:0=30	16:00 -17:30
31 AUGUST 2021	OFFICE PRACTICE N4 & N6 PERSONNEL MANAGEMENT N4-N6 INTRODUCTORY ACCOUNTING N4 FINANCIAL ACCOUNTING N4-N6 MARKETING MANAGEMENT N4-N6 PUBLIC ADMINISTRATION N4-N6 MEDICAL PRACTICE N5	09:00-1030	16:00-17:30
01 SEPTEMBER 2021	PUBLIC RELATIONS N5-N6 ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4-N6 MUNICIPAL ADMINISTRATION N5-N6 MEDICAL PRACTICE N6	09:00-10;30	16:00:17:30
02 SEPTEMBER 2021	COMPUTERISED FINANCIAL SYSTEMS N4 INFORMATION PROCESSING N4-N6 COMPUTER PRACTICE N5-N6 MARKETING RESEARCH N6 COST & MANAGEMENT ACCOUNTING N5	09:00-10:30	16:00-17:30
03 SEPTEMBER 2021	COST & MANAGEMENT ACCOUNTING N6 OFFICE PRACTICE N5 SALES MANAGEMENT N5-N6 MEDICAL PRACTICE N4 COMPUTER PRACTICE N4 PUBLIC LAW N6 LABOUR RELATIONS N5-N6	09:00 -10:30	16 :00 -17:30

NB// ASSIGNMENTS TO BE COLLECTED ON REGISTRATION
ASSIGNMENT SUBMISSION DUE DATE 01st OCTOBER 2021

INTERNAL EXAMINATIONS SYNDICATE: TEST 02-50% SECOND SEMESTER BUSINESS STUDIES

DATE	SUBJECTS	FULL-TIME	PART-TIME
18 OCTOBER 2021	COMMUNICATION N4-N6 MANAGEMENT COMMUNICATION N4 INCOME TAX N6 PERSONNEL TRAINING N5-N6 MARKETING COMMUNICATION N6 COMPUTERISED FINANCIAL SYSTEMS N5 PUBLIC FINANCE N5-N6	09:00-11:00	16:00 -18:00
19 OCTOBER 2021	OFFICE PRACTICE N4 & N6 PERSONNEL MANAGEMENT N4-N6 INTRODUCTORY ACCOUNTING N4 FINANCIAL ACCOUNTING N4-N6 MARKETING MANAGEMENT N4-N6 PUBLIC ADMINISTRATION N4-N6 MEDICAL PRACTICE N5	09:00-11:00	16:00-18:00
20 OCTOBER 2021	PUBLIC RELATIONS N5-N6 ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4-N6 MUNICIPAL ADMINISTRATION N5-N6 MEDICAL PRACTICE N6	09:00-17:30	16:00-18:00
21 OCTOBER 2021	COMPUTERISED FINANCIAL SYSTEMS N4 INFORMATION PROCESSING N4-N6 COMPUTER PRACTICE N5-N6 MARKETING RESEARCH N6 COST & MANAGEMENT ACCOUNTING N5	09:00:17:30	16:00-18:00
22 OCTOBER 2021	COST & MANAGEMENT ACCOUNTING N6 OFFICE PRACTICE N5 SALES MANAGEMENT N5-N6 MEDICAL PRACTICE N4 COMPUTER PRACTICE N4 PUBLIC LAW N6 LABOUR RELATIONS N5-N6	09:00-17:30	16 :00-18:00

INTERNAL EXAMINATIONS SYNDICATE: TEST 01-30% FIRST TRIMESTER ENGINEERING STUDIES

DATE	SUBJECTS	FULL-TIME	PART-TIME
15/02/2021	BRICKLAYING & PLASTERING THEORY N1- N2 CIVIL TECHNOLOGY N3 MOTOR TRADE THEORY N1-N3 DIESEL TRADE THEORY N1- N3 ELECTRICAL TRADE THEORY N1-N2 ELECTRO-TECHNOLOGY N3 ELECTRO-TECHNICS N4-N6 FITTING AND MACHINING THEORY N1- N2 MECHANOTECHNOLOGY N3 MECHANOTECHNICS N4-N6 BUILDING ADMINISTRATION N4- N6 METAL WORKERS' THEORY N1 PLATERS' THEORY N2 RIGGING THEORY N1- N2 INSTRUMENT TRADE THEORY N2-N4 INDUSTRIAL ORIENTATION N3	09:00-10:30	16:00 -17:30
16/02/2021	ENGINEERING DRAWING N1- N3 MECHANICAL DRAUGHTING N4-N6 INDUSTRIAL ELECTRONICS N1- N6 BUILDING DRAWING N1- N3 BUILDING AND STRUCTURAL CONSTRUCTION N4- N6 PLATING AND STRUCTURAL STEEL DRAWING N1- N3 INDUSTRIAL ORGANISING AND PLANNING N3	09:00-10:30	16:00 -17:30
17/02/2021	ENGINEERING SCIENCE N1- N4 POWER MACHINES N5-N6 BUILDING SCIENCE N1- N3 ENGINEERING PHYSICS N5- N6 QUANTITY SURVEYING N4- N6 INSTALLATION RULES PAPER 1	09:00-10:30	16:00 :17:30
18/02/2021	MATHEMATICS N1- N6 BUILDING AND STRUCTURAL SURVEYING N4- N6 INSTALLATION RULES PAPER 2 SUPERVISORY MANAGEMENT N3- N6	09:00-10:00	16:00 -17:30
19/02/2021	INDUSTRIAL INSTRUMENTS N4- N6 FAULT FINDING AND PROTECTIVE DEVICES N4- N6 DIGITAL ELECTRONICS N4- N6 FLUID MECHANICS N6 CONTROL SYSTEMS N4- N6 STRENGTH OF MATERIALS AND STRUCTURES N4- N6 SUPERVISION IN INDUSTRY N3	09:00-10:30	16:00 :17:30

INTERNAL EXAMINATIONS SYNDICATE: TEST 02-70% FIRST TRIMESTER ENGINEERING STUDIES

DATE	SUBJECTS	FULL-TIME	PART-TIME
22/03/2021	BRICKLAYING & PLASTERING THEORY N1- N2 CIVIL TECHNOLOGY N3 MOTOR TRADE THEORY N1-N3 DIESEL TRADE THEORY N1- N3 ELECTRICAL TRADE THEORY N1-N2 ELECTRO-TECHNOLOGY N3 ELECTRO-TECHNICS N4-N6 FITTING AND MACHINING THEORY N1- N2 MECHANOTECHNOLOGY N3 MECHANOTECHNICS N4-N6 BUILDING ADMINISTRATION N4- N6 METAL WORKERS' THEORY N1 PLATERS' THEORY N2 RIGGING THEORY N1- N2 INSTRUMENT TRADE THEORY N2-N4 INDUSTRIAL ORIENTATION N3	09:00-12:00	14:00-18:00
23/03/2021	ENGINEERING DRAWING N1- N3 MECHANICAL DRAUGHTING N4-N6 INDUSTRIAL ELECTRONICS N1- N6 BUILDING DRAWING N1- N3 BUILDING AND STRUCTURAL CONSTRUCTION N4- N6 PLAITING AND STRUCTURAL STEEL DRAWING N1- N3 INDUSTRIAL ORGANISING AND PLANNING N3	09:00-12:00	14:00-18:00
24/03/2021	ENGINEERING SCIENCE N1- N4 POWER MACHINES N5-N6 BUILDING SCIENCE N1- N3 ENGINEERING PHYSICS N5- N6 QUANTITY SURVEYING N4- N6 INSTALLATION RULES PAPER 1	09:00-12:00	14:00-18:00
25/03/2021	MATHEMATICS N1- N6 BUILDING AND STRUCTURAL SURVEYING N4- N6 INSTALLATION RULES PAPER 2 SUPERVISORY MANAGEMENT N3- N6	09:00-12:00	14:00-18:00
26/03/2021	INDUSTRIAL INSTRUMENTS N4- N6 FAULT FINDING AND PROTECTIVE DEVICES N4- N6 DIGITAL ELECTRONICS N4- N6 FLUID MECHANICS N6 CONTROL SYSTEMS N4- N6 STRENGTH OF MATERIALS AND STRUCTURES N4- N6 SUPERVISION IN INDUSTRY N3	09:00 -12:00	14 :00 -18:00

INTERNAL EXAMINATIONS SYNDICATE: TEST 01-30% SECOND TRIMESTER ENGINEERING STUDIES

DATE	SUBJECTS	FULL-TIME	PART-TIME
08/06/2020	BRICKLAYING & PLASTERING THEORY N1- N2 CIVIL TECHNOLOGY N3 MOTOR TRADE THEORY N1-N3 DIESEL TRADE THEORY N1- N3 ELECTRICAL TRADE THEORY N1-N2 ELECTRO-TECHNOLOGY N3 ELECTRO-TECHNICS N4-N6 FITTING AND MACHINING THEORY N1- N2 MECHANOTECHNOLOGY N3 MECHANOTECHNICS N4-N6 BUILDING ADMINISTRATION N4- N6 METAL WORKERS' THEORY N1 PLATERS' THEORY N2 RIGGING THEORY N1- N2 INSTRUMENT TRADE THEORY N2-N4 INDUSTRIAL ORIENTATION N3	09:00 -10:30	16:00 :10:30
09/06/2020	ENGINEERING DRAWING N1- N3 MECHANICAL DRAUGHTING N4-N6 INDUSTRIAL ELECTRONICS N1- N6 BUILDING DRAWING N1- N3 BUILDING AND STRUCTURAL CONSTRUCTION N4- N6 PLAITING AND STRUCTURAL STEEL DRAWING N1- N3 INDUSTRIAL ORGANISING AND PLANNING N3	09:00-10:30	16:00-10:30
10/06/2020	ENGINEERING SCIENCE N1- N4 POWER MACHINES N5-N6 BUILDING SCIENCE N1- N3 ENGINEERING PHYSICS N5- N6 QUANTITY SURVEYING N4- N6 INSTALLATION RULES PAPER 1	09:00-10:30	16:00:17:30
11/06/2020	MATHEMATICS N1- N6 BUILDING AND STRUCTURAL SURVEYING N4- N6 INSTALLATION RULES PAPER 2 SUPERVISORY MANAGEMENT N3- N6	09:00-10:30	16:00-17:30
12/06/2020	INDUSTRIAL INSTRUMENTS N4- N6 FAULT FINDING AND PROTECTIVE DEVICES N4- N6 DIGITAL ELECTRONICS N4- N6 FLUID MECHANICS N6 CONTROL SYSTEMS N4- N6 STRENGTH OF MATERIALS AND STRUCTURES N4- N6 SUPERVISION IN INDUSTRY N3	09:00 -10:30	16 :00 -17:30

INTERNAL EXAMINATIONS SYNDICATE: TEST 02-70% SECOND TRIMESTER ENGINEERING STUDIES

DATE	SUBJECTS	FULL-TIME	PART-TIME
06/07/2020	BRICKLAYING & PLASTERING THEORY N1- N2 CIVIL TECHNOLOGY N3 MOTOR TRADE THEORY N1-N3 DIESEL TRADE THEORY N1- N3 ELECTRICAL TRADE THEORY N1-N2 ELECTRO-TECHNOLOGY N3 ELECTRO-TECHNICS N4-N6 FITTING AND MACHINING THEORY N1- N2 MECHANOTECHNOLOGY N3 MECHANOTECHNICS N4-N6 BUILDING ADMINISTRATION N4- N6 METAL WORKERS' THEORY N1 PLATERS' THEORY N2 RIGGING THEORY N1- N2 INSTRUMENT TRADE THEORY N2-N4 INDUSTRIAL ORIENTATION N3	09:00-12:00	14:00 -18:00
07/07/2020	ENGINEERING DRAWING N1- N3 MECHANICAL DRAUGHTING N4-N6 INDUSTRIAL ELECTRONICS N1- N6 BUILDING DRAWING N1- N3 BUILDING AND STRUCTURAL CONSTRUCTION N4- N6 PLAITING AND STRUCTURAL STEEL DRAWING N1- N3 INDUSTRIAL ORGANISING AND PLANNING N3	09:00-12:00	14:00-18:00
08/07/2020	ENGINEERING SCIENCE N1- N4 POWER MACHINES N5-N6 BUILDING SCIENCE N1- N3 ENGINEERING PHYSICS N5- N6 QUANTITY SURVEYING N4- N6 INSTALLATION RULES PAPER 1	09:00-12:00	14:00-18:00
09/07/2020	MATHEMATICS N1- N6 BUILDING AND STRUCTURAL SURVEYING N4- N6 INSTALLATION RULES PAPER 2 SUPERVISORY MANAGEMENT N3- N6	09:00-12:00	14 ;00-18:00
10/07/2020	INDUSTRIAL INSTRUMENTS N4- N6 FAULT FINDING AND PROTECTIVE DEVICES N4- N6 DIGITAL ELECTRONICS N4- N6 FLUID MECHANICS N6 CONTROL SYSTEMS N4- N6 STRENGTH OF MATERIALS AND STRUCTURES N4- N6 SUPERVISION IN INDUSTRY N3	09:00 :12:00	14:00 -18:00

INTERNAL EXAMINATIONS SYNDICATE: TEST 01-30% THIRD TRIMESTER ENGINEERING STUDIES

DATE	SUBJECTS	FULL-TIME	PART-TIME
04/10/2021	BRICKLAYING & PLASTERING THEORY N1- N2 CIVIL TECHNOLOGY N3 MOTOR TRADE THEORY N1-N3 DIESEL TRADE THEORY N1- N3 ELECTRICAL TRADE THEORY N1-N2 ELECTRO-TECHNOLOGY N3 ELECTRO-TECHNICS N4-N6 FITTING AND MACHINING THEORY N1- N2 MECHANOTECHNOLOGY N3 MECHANOTECHNICS N4-N6 BUILDING ADMINISTRATION N4- N6 METAL WORKERS' THEORY N1 PLATERS' THEORY N2 RIGGING THEORY N1- N2 INSTRUMENT TRADE THEORY N2-N4 INDUSTRIAL ORIENTATION N3	09:00-10:30	16:00 :17:30
05/10/2021	ENGINEERING DRAWING N1- N3 MECHANICAL DRAUGHTING N4-N6 INDUSTRIAL ELECTRONICS N1- N6 BUILDING DRAWING N1- N3 BUILDING AND STRUCTURAL CONSTRUCTION N4- N6 PLAITING AND STRUCTURAL STEEL DRAWING N1- N3 INDUSTRIAL ORGANISING AND PLANNING N3	09:00-10:30	16:00-17:30
06/10/2021	ENGINEERING SCIENCE N1- N4 POWER MACHINES N5-N6 BUILDING SCIENCE N1- N3 ENGINEERING PHYSICS N5- N6 QUANTITY SURVEYING N4- N6 INSTALLATION RULES PAPER 1	09:00:-10:30	16:00-17:30
17/10/2021	MATHEMATICS N1- N6 BUILDING AND STRUCTURAL SURVEYING N4- N6 INSTALLATION RULES PAPER 2 SUPERVISORY MANAGEMENT N3- N6	09:00-17:30	16:00-10:30
18/10/2021	INDUSTRIAL INSTRUMENTS N4- N6 FAULT FINDING AND PROTECTIVE DEVICES N4- N6 DIGITAL ELECTRONICS N4- N6 FLUID MECHANICS N6 CONTROL SYSTEMS N4- N6 STRENGTH OF MATERIALS AND STRUCTURES N4- N6 SUPERVISION IN INDUSTRY N3	09:00-17:30	16 :00:17:30

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INTERNAL EXAMINATIONS SYNDICATE: TEST 03-70% THIRD TRIMESTER ENGINEERING STUDIES

DATE	SUBJECTS	FULL-TIME	PART-TIME
08/11/2021	BRICKLAYING & PLASTERING THEORY N1- N2 CIVIL TECHNOLOGY N3 MOTOR TRADE THEORY N1-N3 DIESEL TRADE THEORY N1- N3 ELECTRICAL TRADE THEORY N1-N2 ELECTRO-TECHNOLOGY N3 ELECTRO-TECHNICS N4-N6 FITTING AND MACHINING THEORY N1- N2 MECHANOTECHNOLOGY N3 MECHANOTECHNICS N4-N6 BUILDING ADMINISTRATION N4- N6 METAL WORKERS' THEORY N1 PLATERS' THEORY N2 RIGGING THEORY N1- N2 INSTRUMENT TRADE THEORY N2-N4 INDUSTRIAL ORIENTATION N3	09:00-10:30	14:00: 18:00
09/11/2021	ENGINEERING DRAWING N1- N3 MECHANICAL DRAUGHTING N4-N6 INDUSTRIAL ELECTRONICS N1- N6 BUILDING DRAWING N1- N3 BUILDING AND STRUCTURAL CONSTRUCTION N4-N6 PLAITING AND STRUCTURAL STEEL DRAWING N1-N3 INDUSTRIAL ORGANISING AND PLANNING N3	09:00-12:00	14:00:18:00
10/11/2021	ENGINEERING SCIENCE N1- N4 POWER MACHINES N5-N6 BUILDING SCIENCE N1- N3 ENGINEERING PHYSICS N5- N6 QUANTITY SURVEYING N4- N6 INSTALLATION RULES PAPER 1 AFRIKAANS BUSINESS ENGLISH	09:00-12:00	14:00-18:00
11/11/2021	MATHEMATICS N1- N6 BUILDING AND STRUCTURAL SURVEYING N4- N6 INSTALLATION RULES PAPER 2 SUPERVISORY MANAGEMENT N3- N6	09:00-12:00	14:00-18:00
12/11/2021	INDUSTRIAL INSTRUMENTS N4- N6 FAULT FINDING AND PROTECTIVE DEVICES N4- N6 DIGITAL ELECTRONICS N4- N6 FLUID MECHANICS N6 CONTROL SYSTEMS N4- N6 STRENGTH OF MATERIALS AND STRUCTURES N4-N6 SUPERVISION IN INDUSTRY N3	09:00	14 :00 -18:00

TIME TABLES

ELECTRICAL ENGINEERING N1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
09:00 – 09:45	Engineering Science	Engineering Science	Industrial electronics	Engineering Science	Engineering Science
09:45 – 10:30	Study	Study	Study	Study	Study
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Electrical trade theory	Industrial electronics	Electrical trade theory	Industrial electronics	Electrical trade theory
11:45 – 12:30	Study	Study	Study	Study	Study
12:30 – 13:15	Revision	Revision	Revision	Revision	Revision

MECHANICAL ENGINEERING (BOILER MAKER) N1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
09:00 – 09:45	Engineering Science	Engineering Science		Engineering Science	Engineering Science
09:45 – 10:30	Study	Study	Study	Study	Study
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Metal work	Study	Metal work	Study	Metal work
11:45 – 12:30	Study	Study	Plating and structural steel drawing	Study	Study
12:30 – 13:15	Study	Plating and structural steel drawing	Study	Plating and structural steel drawing	Study

MECHANICAL ENGINEERING (FITTER/DIESEL) N1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
09:00 – 09:45	Engineering Science	Engineering Science		Engineering Science	Engineering Science
09:45 – 10:30	Engineering Drawing	Diesel	Engineering Drawing	Diesel	Engineering Drawing
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Fitting and machining	Study	Fitting and machining	Study	Fitting and machining
11:45 – 12:30	Study	Study	Study	Study	Study
12:30 – 13:15	Revision	Revision	Revision	Revision	Revision

MECHANICAL ENGINEERING (RIGGER) N1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
09:00 – 09:45	Engineering Science	Engineering Science		Engineering Science	Engineering Science
09:45 – 10:30	Engineering Drawing		Engineering Drawing		Engineering Drawing
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Study	Rigging theory	Study	Rigging theory	Study
11:45 – 12:30	Study	Study	Study	Study	Study
12:30 – 13:15	Revision	Revision	Revision	Revision	Revision

CIVIL ENGINEERING N1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
09:00 – 09:45	Building drawing	Study	Building drawing	Study	Building drawing
09:45 – 10:30	Brick laying and Plastering theory	Building Science	Brick laying and Plastering theory	Building Science	Brick laying and Plastering theory
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Study	Study	Building Science	Study	Study
11:45 – 12:30	Study	Study	Study	Study	Study
12:30 – 13:15	Revision	Revision	Revision	Revision	Revision

CIVIL ENGINEERING N2

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Mathematics	Mathematics	Mathematics	Mathematics	Study
09:00 – 09:45	Building science	Building drawing	Building science	Building drawing	Building science
09:45 – 10:30	Study	Study	Study	Study	Building drawing
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Brick laying and Plastering theory	Brick laying and Plastering theory	Study	Brick laying and Plastering theory	Study
11:45 – 12:30	Study	Study	Study	Study	Study
12:30 – 13:15	Revision	Revision	Revision	Revision	Revision

MECHANICAL ENGINEERING [BOILER MAKER] N2

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Mathematics	Mathematics	Mathematics	Mathematics	Study
09:00 – 09:45	Study	Study	Study	Study	Study
09:45 – 10:30	Engineering Science	Engineering Science	Engineering Science		Engineering Science
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	REVISION	REVISION	REVISION	REVISION	Study
11:45 – 12:30	Study	Platting structural steel drawing	Platting structural steel drawing	Platers Theory	Platting structural steel drawing
12:30 – 13:15	Study	Study	Study	Study	Platers Theory

ELECTRICAL ENGINEERING [HEAVY /LIGHT CURRENT / INSTRUMENTATION] N2

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Mathematics	Mathematics	Mathematics	Mathematics	
09:00 – 09:45	Study	Study	Study	Study	Study
09:45 – 10:30	Engineering Science	Engineering Science	Engineering Science	Study	Engineering Science
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Study	Study	Study	Study	Study
11:45 – 12:30	Electrical trade theory	Study	Electrical trade theory	Electrical trade theory	Study
13:15 – 14:00	Industrial Electronics	Instrument trade theory	Industrial Electronics	Instrument trade theory	Industrial Electronics

MECHANICAL ENGINEERING [FITTER / DIESEL /RIGGER /] N2

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Mathematics	Mathematics	Mathematics	Mathematics	Study
09:00 – 09:45	Study	Study	Study	Study	Study
09:45 – 10:30	Engineering Science	Engineering Science	Engineering Science	Study	Engineering Science
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Study	Diesel	Study	Diesel	Study
11:45 – 12:30	Engineering drawing	Engineering drawing	Study	Engineering drawing	Engineering drawing
12:30 – 13:15	Fitting and machining/ Rigging	Study	Fitting and machining/ Rigging	Study	Fitting and machining/ Rigging
13:15 – 14:00	Study	Study	Study	Study	Diesel

ELECTRICAL ENGINEERING N3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Engineering Science		Engineering Science	Engineering Science	Engineering Science
09:00 - 09:45					
09:45 - 10:30	Mathematics	Mathematics	Mathematics		Mathematics
10:30 - 11:00	B	R	E	A	K
11:00 - 11:45	Study	Study	Study	Study	Study
11:45 - 12:30	Study	Study	Study	Study	Industrial electronics
12:30 - 13:15	Electro-technology	Industrial electronics	Electro-technology	Industrial electronics	Electro-technology

MECHANICAL ENGINEERING N3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Engineering Science		Engineering Science	Engineering Science	Engineering Science
09:00 - 09:45	Mechano technology	Mechano technology	Mechano technology	Mechano technology	Mechano technology
09:45 - 10:30	Mathematics	Mathematics	Mathematics		Mathematics
10:30 - 11:00	B	R	E	A	K
11:00 - 11:45	Study	Study	Study	Study	Study
11:45 - 12:30	Study	Study	Study	Study	Study
12:30 - 13:15	Engineering drawing	Engineering drawing	Study	Engineering drawing	Study

CIVIL ENGINEERING N3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00					
09:00 - 09:45	Study	Civil Technology	Study	Civil Technology	Study
09:45 - 10:30	Mathematics	Mathematics	Mathematics		Mathematics
10:30 - 11:00	B	R	E	A	K
11:00 - 11:45	Building drawing	Building drawing	Building drawing	Building drawing	Civil Technology
11:45 - 12:30	Study	Study	Study	Study	Study
12:30 - 13:15	Building science	Study	Building science	Study	Building science

MATRIC STUDIES [OLD / NEW / TECHNICAL]

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Maths Lit A/ Physical Science A/ Mathematics A/ Industrial organising & planning	Maths Lit A/ Mathematics A/ Industrial organising & planning	Physical Science A/	Maths Lit A/ Physical Science A/ Mathematics A Industrial organising & planning	Maths Lit A/ Physical Science A/ Mathematics A Industrial organising & planning
09:00 – 09:45	Supervision in industry / Physical Science B/ Mathematics	Supervision in industry / Mathematics B	Supervision in industry / Physical Science B	Physical Science B/ Mathematics B	Supervision in industry/ Physical Science B/ Mathematics B
09:45 – 10:30	Life Sciences A Maths Tech N3	Life Sciences A Maths Tech N3	Life Sciences A Maths Tech N3	Maths Tech N3	Life Sciences A / Maths Tech N3
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Life Sciences B Accounting Geography	Life Sciences B Accounting Geography	Life Sciences B Accounting Geography	Agricultural Sciences	Life Sciences B Accounting Geography
11:45 – 12:30	Business Studies	English Home/ Industrial orientation	Business Studies / Industrial orientation	Business Studies / English Home/ Industrial orientation	Business Studies / English Home/ Industrial orientation
12:30 – 13:15	History/ Sake Afrikaans	History/ Sake Afrikaans	Agricultural Sciences/ Sake Afrikaans	Sake Afrikaans	History / Sake Afrikaans
13:15 – 14:00	Economics / Bus English N3	Economics / Bus English N3	Economics / Bus English N3	Economics	Bus English N3
14:00 – 14:45	English FAL /	English FAL /	English FAL /	English FAL /	

BASIC COMPUTING COMPUTER LITERACY: MS OFFICE 2010: GROUP A

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 – 09:00	MS WORD	INTERNET & EMAIL	MS WORD	INTERNET & EMAIL	MS WORD
09:00 – 09:45	INTRO TO PERSONAL COMPUTER	MS EXCEL	INTRO TO PERSONAL COMPUTER	MS EXCEL	TYPING SKILLS

BASIC COMPUTING COMPUTER LITERACY: MS OFFICE 2010: GROUP B

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:00 – 11:00	MS WORD	INTERNET & EMAIL	MS WORD	INTERNET & EMAIL	MS WORD
11:00 – 12:00	INTRO TO PERSONAL COMPUTER	MS EXCEL	INTRO TO PERSONAL COMPUTER	MS EXCEL	TYPING SKILLS

BASIC COMPUTING COMPUTER LITERACY: MS OFFICE 2010: GROUP C

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16:00 – 17:00	MS WORD	INTERNET & EMAIL	MS WORD	INTERNET & EMAIL	Study
17:00 – 18:00	INTRO TO PERSONAL COMPUTER	MS EXCEL	INTRO TO PERSONAL COMPUTER	MS EXCEL	Study

HUMAN RESOURCE MANAGEMENT N4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Management comm.	Management comm	Management comm.	Management comm.	Management comm.
09:00 – 09:45	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt
09:45 – 10:30	Study	Study	Study	Study	Study
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Computer practice	Computer practice	Computer practice	Computer practice	Computer practice
11:45 – 12:30	Personnel Management	Personnel Management	Personnel Management	Study	Personnel Management
12:30-13:45	Study	Study	Study	Study	Study

BUSINESS MANAGEMENT N4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Management comm.	Management comm	Management comm.	Management comm.	Management comm.
09:00 – 09:45	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt
09:45 – 10:30	Study	Study	Study	Study	Study
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Computer practice	Computer practice	Computer practice	Computer practice	Computer practice
11:45 – 12:30	Introductory accounting	Study	Introductory accounting	Introductory accounting	Introductory accounting
12:30-13:45	Study	Study	Study	Study	Study

MANAGEMENT ASSISTANT N4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Communication	Communication	Communication	Communication	Communication
09:00 – 09:45	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt
09:45 – 10:30	Information processing	Information processing	Information processing	Information processing	Information processing
10:30 – 11:00	B	R	E	A	K
11:00 – 11:45	Study	Office practice	Office practice	Office practice	Office practice
11:45 – 12:30	Study	Study	Study	Study	Study
12:30 – 13:15	Study	Study	Study	Study	Study

PUBLIC RELATIONS N4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Management comm.	Management comm.	Management comm.	Management comm.	Management comm.
09:00 - 09:45	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt
09:45 - 10:30	Information processing	Information processing	Information processing	Information processing	Information processing
10:30 - 11:00	B	R	E	A	K
11:00 - 11:45	Study	Office practice	Office practice	Office practice	Office practice
11:45 - 12:30	Study	Study	Study	Study	Study
12:30 - 13:15	Revision	Revision	Revision	Revision	Revision

PUBLIC ADMINISTRATION N4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Management comm.	Management comm.	Management comm.	Management comm.	Management comm.
09:00 - 09:45	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt
09:45 - 10:30	Study	Study	Study	Study	Study
10:30 - 11:00	B	R	E	A	K
11:00 - 11:45	Computer practice	Computer practice	Computer practice	Computer practice	Computer practice
11:45 - 12:30	Study	Study	Study	Study	Study
12:30 - 13:15	Public administration	Public administration	Public administration	Public administration	Study

FINANCIAL MANAGEMENT N4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Management comm.	Management comm	Management comm.	Management comm.	Management comm.
09:00 - 09:45	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt
09:45 - 10:30	Financial accounting n4	Study	Financial accounting n4	Financial accounting n4	Financial accounting n4
10:30 - 11:00	B	R	E	A	K
11:00 - 11:45	Study	Study	Study	Study	Study
11:45 - 12:30	CFS N4	CFS N4	CFS N4	CFS N4	CFS N4
12:30 - 13:15	Revision	Revision	Revision	Revision	Revision

MARKETING MANAGEMENT N4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15 - 09:00	Management comm.	Management comm.	Management comm.	Management comm.	Management comm.
09:00 - 09:45	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt	Entrepreneurship & Business Mgnt
09:45 - 10:30	Study	Study	Study	Study	Study
10:30 - 11:00	B	R	E	A	K
11:00 - 11:45	Computer practice	Computer practice	Computer practice	Computer practice	Computer practice
11:45 - 12:30	Marketing Management	Marketing Management	Marketing Management	Study	Marketing Management
12:30 - 13:15	Study	Study	Study	Study	Study