higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MNAMBITHI TVET COLLEGE
(TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING)
Skills and Education to Build a Better Nation

MNAMBITHI TVET

OPEN LEARNING UNIT

STUDENTS GUIDE

Please familiarise yourself with the contents of the Students Guide for Open Learning.

FAILURE TO ADHERE TO THE PROCEDURE COULD RESULT IN DISCIPLINARY PROCEDURES BEING IMPLEMENTED

Dear Student **congratulations** on your registration in Open Learning, Mnambithi TVET College we wish you a prosperous and beneficial time with us and we are excited to share in the teaching and learning experience with you.

As a student you are expected to familiarise yourselves with the rules and regulations, and agree to comply with the conditions as set out below.

1. STUDY MATERIAL

The following conditions will apply:

Text books will be provided to assist you in your studies with us.

What we supply you with is:

- Additional study material (where available)
- Assessments
- Copy of an ***assessment submission cover page*** and declaration of authenticity.
- Schedule of Work

2. ASSESSMENTS

Assessments will be sent to you at least 2 (two) weeks before the submission due date. You are more than welcome to find the documentation/resource material or do a rough draft of what you will be submitting.

2.1 MISSED ASSESSMENTS

Should you find that you have missed an assessment and have a valid reason as laid out in number **10.** in this guide. The following will apply:

- Inform the Open Learning Admin via email: mnambithi.openlearning@kzntvet.edu.za and include the evidence.

- Open learning will then reschedule your assessment due date and you will have to come in and complete the assessment at the venue indicated by Open Learning and under invigilation conditions. **NB. National Examination missed will be written on the following semester as this assessment is managed by DHET and have only two sessions per year.**

Assessments must have:

- A cover page with completed details – **Name, Surname and ID number, programme and subject** on, and the declaration must be signed.

- All assessments have to be submitted **on the due date** as indicated on the contact session schedule, during your scheduled session.

- All assessment cover pages must be completed in full, if this is not done it can result in your assessment not being marked.

3. INTERNAL EXAMINATION

The internal examination will be written on the Ladysmith Campus. The timetable is given to you during your enrolment. **It is your responsibility to inform the open learning team of any clashes so that you can be accommodated in the time-table.**

4. NATIONAL EXAMINATIONS

Please note that your external examination is a National Examination that is set and administered by the Department of Higher Education and Training. This means that if you cannot write an examination you will have to register to write the examination (on condition that you have passed your ICASS), during the next semester's examination cycle.

5. CONTACT SESSIONS

The following will apply:

Under no circumstances will you be allowed to attend formal classes.

Theory subjects will have virtual contact sessions and will be sent the link to log in, before the contact session the same link will be used for all the contact sessions in that semester.

Computer subjects like, Computer Practice and Computerised Financial Systems and practical subjects like Mathematics, introductory accounting and the financial accounting subjects will be conducted face-to-face.

All virtual contact sessions will be recorded and those who did not attend will be able to access them to ensure they did not miss out.

If a contact session needs to be rescheduled the Open Learning Team will inform you timeously.

5.1 Business Studies:

Theory Subjects:

Contact Session	Contact Session	Contact Session
1 hours	1 hours	1 hours

Practical Subjects:

Contact Session	Contact Session	Contact Session
2 hours	2 hours	2 hours

5.2 Engineering Studies:

Contact Session	Contact Session	Contact Session
1 hour	1 hour	1 hour

6. ICASS (year mark)

6.1 Business Studies:

Assessment	ICASS %
Assessment 1	20%
Assessment 2	30%
Internal Examination	50%
Total:	100%

6.2 Engineering Studies:

Assessment	ICASS %
Assessment 1	30%
Assessment 2	70%
Total:	100%

7. EXAMINATIONS

Please take note of the fact that you are registered at Mnambithi TVET College and will be given the option of which campus you would like to write your national examination on during the enrolment period. This will be where you are registered to write your National Examination.

Students will be requested to sign a proof of registration form on completion of registration, to ensure that they are registered for the correct course, subject and level.

Qualification for Internal Examination:

- Assessment 1, and Assessment 2 must have been completed and a mark allocated.

Qualification for National Examinations:
The following minimum pass requirements for ICASS are necessary for a student to be eligible to write the National Examination;

For you to qualify to sit for the National Examinations you have to have passed your ICASS.

You will receive your exam timetables as well as the rules and regulations (included at the back of this guideline) for examinations when you collect your personal examination timetable from the college.

If you have not qualified to sit for the examination as you have not passed your ICASS it will be crossed off of your permit and you will not be allowed into the examination venue, as per Examination instruction 1 of 2015.

Examination training will be scheduled virtually to ensure that you are ready to face the examination. The link will be sent to you the day before the examination training session.

Make sure you familiarise yourself with the examination rules and regulations and comply with them.

To gain access to the examination room you must have in your possession, a DHET issued examination permit and a valid Identity document.

Students will be informed when and where to collect their examination permits from.

8. RESULTS

8.1 ICASS

Assessments will be uploaded onto Moodle for students to access. Questions of clarity must be sent to the Open Learning Team and he/she will forward them for clarity from the appropriate people and provide feedback to you.

If a due date is missed and you have a valid reason this needs to be communicated to the Open Learning Team and proof needs to be submitted as soon as possible.

8.2 National Examination

A students' results will only be available at the beginning of the following semester/trimester when the results are released by the Department of Higher Education and Training. The student must collect his/her statement of results in person from the reception office or view the results on student portal.

You are more than welcome to phone **036 631 0262 (curriculum option)** or email: **mnambithi.openlearning@kzntvet.edu.za** for information concerning results.

Sadly if fees are not paid in full, you will not be allowed to register for the next semester.

9. DEREGISTRATION

If you for any reason need to deregister, the following needs to happen:

a) You can only deregister if you have not submitted any assignments. Which means this has to take place before the **first set of preliminary examination entries is sent to the Department of Higher Education and training**.

b) Inform the Open learning Administration.

c) Complete the de-registration form obtainable for the Open learning admin.

If you do not complete a deregistration form you will be liable for the full cost as per the financial agreement form.

10. AUTHORISED ABSENCES

As per the *Mnambithi TVET Assessment R191 Policy*, the following are considered valid reasons for missing an assessment:

An absence can only be authorised where:

- Sickness supported by a medical/registered traditional healer's certificate.
- Medical/registered traditional healer's appointments
- Court appearances
- Work or Higher Education Interviews
- Appointments with government or voluntary organisations
- Funerals
- Religious Holidays
- Curriculum agreed external events or work placement

11. FAILURE TO COMPLY WITH MINIMUM REQUIREMENTS.

Where a student does not comply with the **minimum requirements** of ICASS in the subject without a valid reason, a "0"(zero) is recorded and the "0" is used in the compilation of the mark for the particular component of the Internal Assessment (ICASS) as a whole.

12. PASS REQUIREMENTS

- A term mark of **40%** for a subject is required for a student to pass the final examination.

- A student will only receive a certificate for a particular level if he/she passes all 4 subjects with **40%.**

13. APPEALS

Students have a right to appeal if they are not satisfied with the assessment process. The appeals procedure can result in the:

- re-checking of marks and/or
- re-marking of the script and/or
- Moderation of the script by the subject specialist (moderator).

13.1 Appeals process:

- Send an email to: mnambithi.openlearning@kzntvet.edu.za to report the matter, including a short description of the problem.
- Each appeal will be handled on an individual basis.
- Feedback will be given to the student on the outcome of the appeals request.

14. COMPLAINTS

Complaints are taken very seriously in the Open Learning Unit and will be dealt with in the following way:

- **Complaint**: emailed to: mnambithi.openlearning@kzntvet.edu.za Subject: Complaint. Each complaint must be in writing, ID number/Student number, programme and nature of the complaint must be included in the email. Based on the nature of the complaint it will be dealt with at the Open Learning unit. If there are any issues that cannot be dealt with at this level it will then be escalated to the Deputy Principal: Academic Services. Progress of the lodged complaint will be communicated timeously.

15. GENERAL

Any complaints or queries must be directed to the Open Learning Team in writing or via email: mnambithi.openlearning@KZNTVET.EDU.ZA

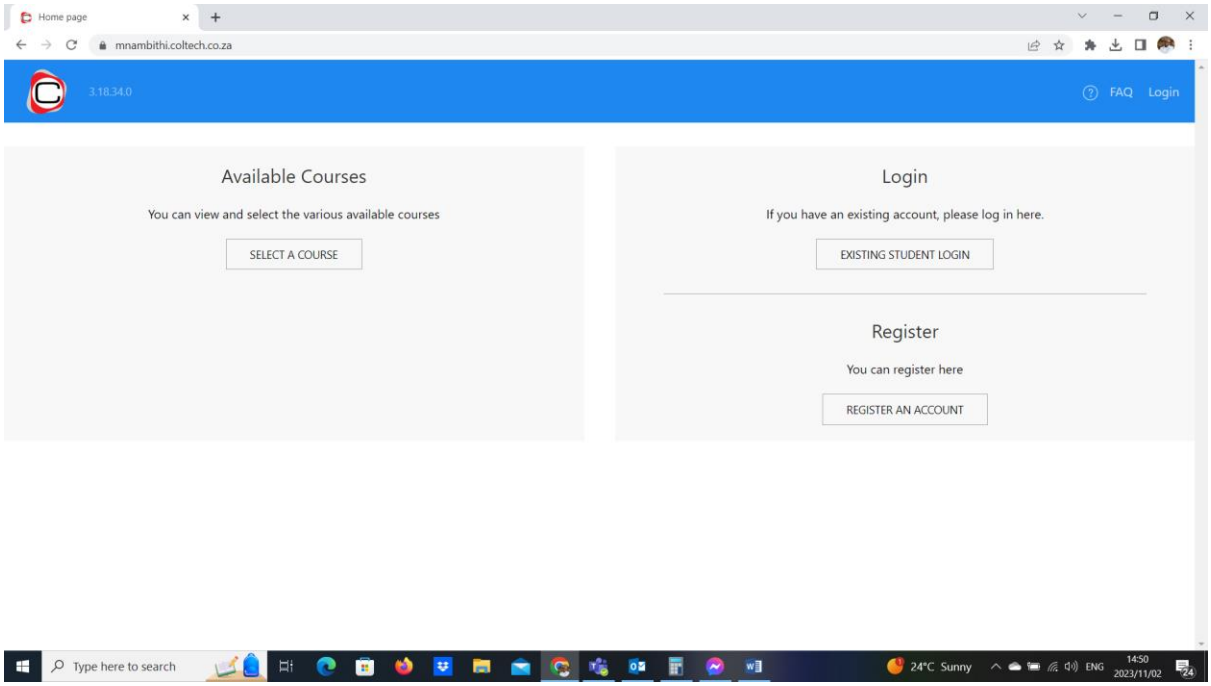
Studying through correspondence requires hard work and dedication. It is the students' responsibility to ensure that they are dedicated to their studies and try to succeed. Assistance can be offered, but the final result will be due to the student's work and dedication.

It is the student's responsibility to inform the Open Learning Team of any changes in contact details or personal information.

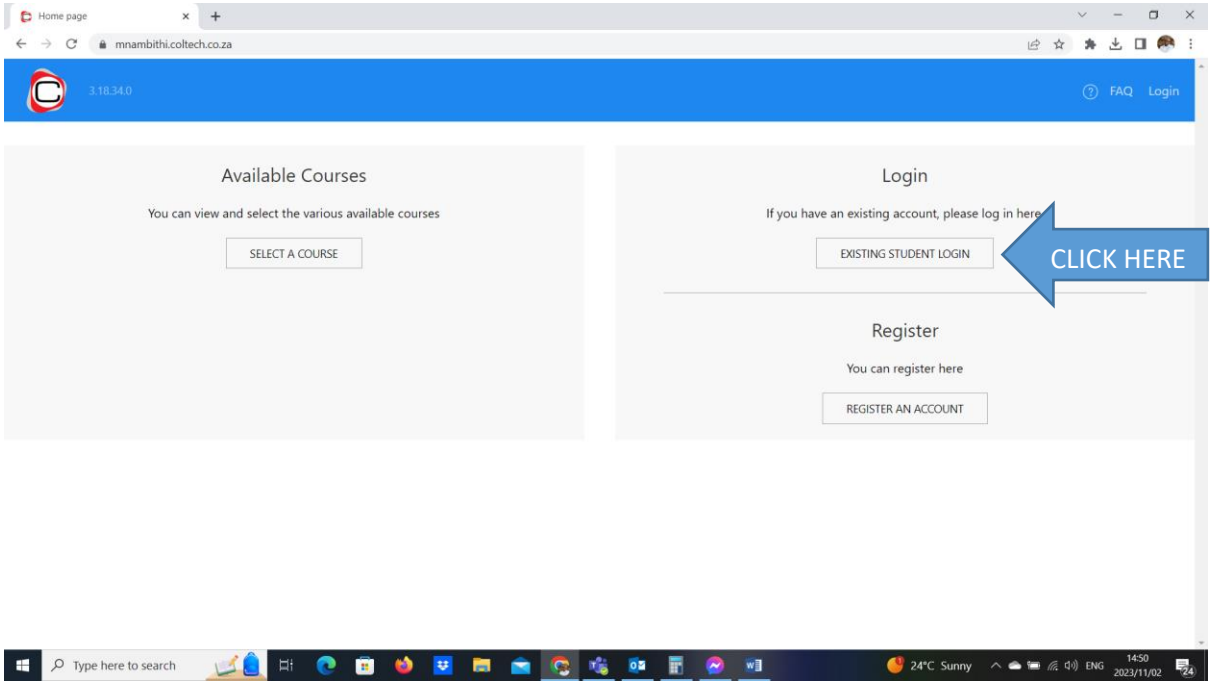
16. ANNEXURE A

HOW DO I GET MY ASSIGNMENT?

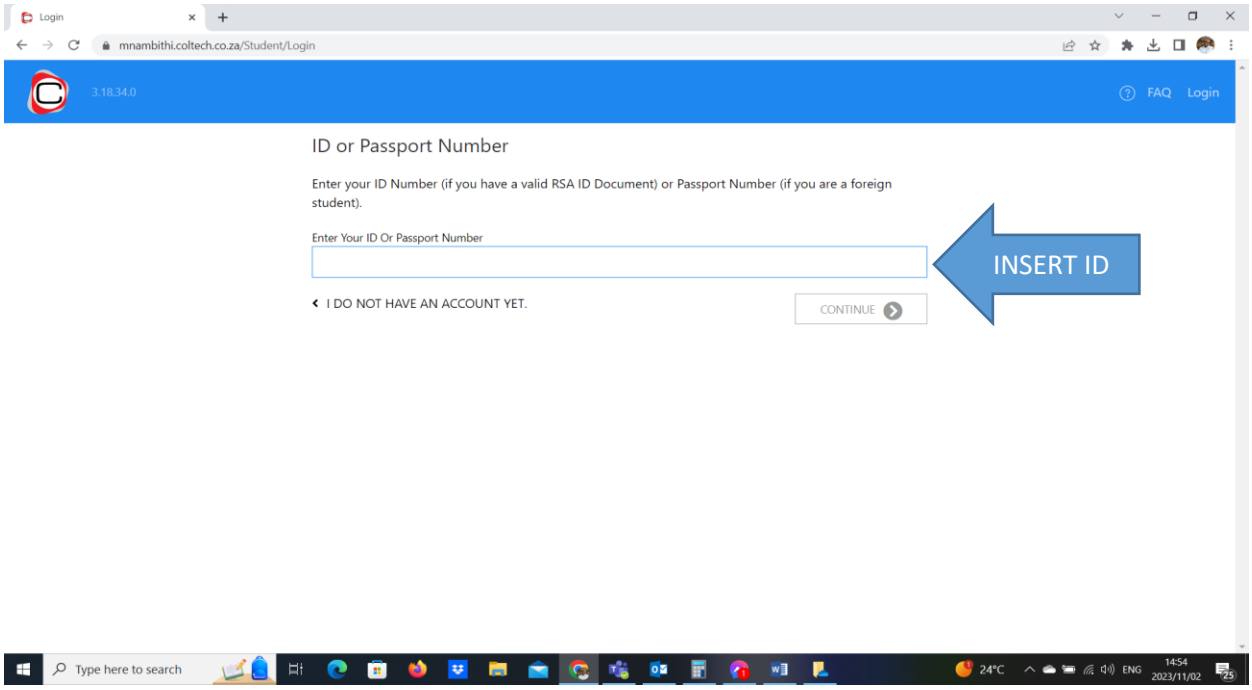
STEP 1 – KEY IN ON YOU BROWSER https://mnambithi.coltech.co.za :

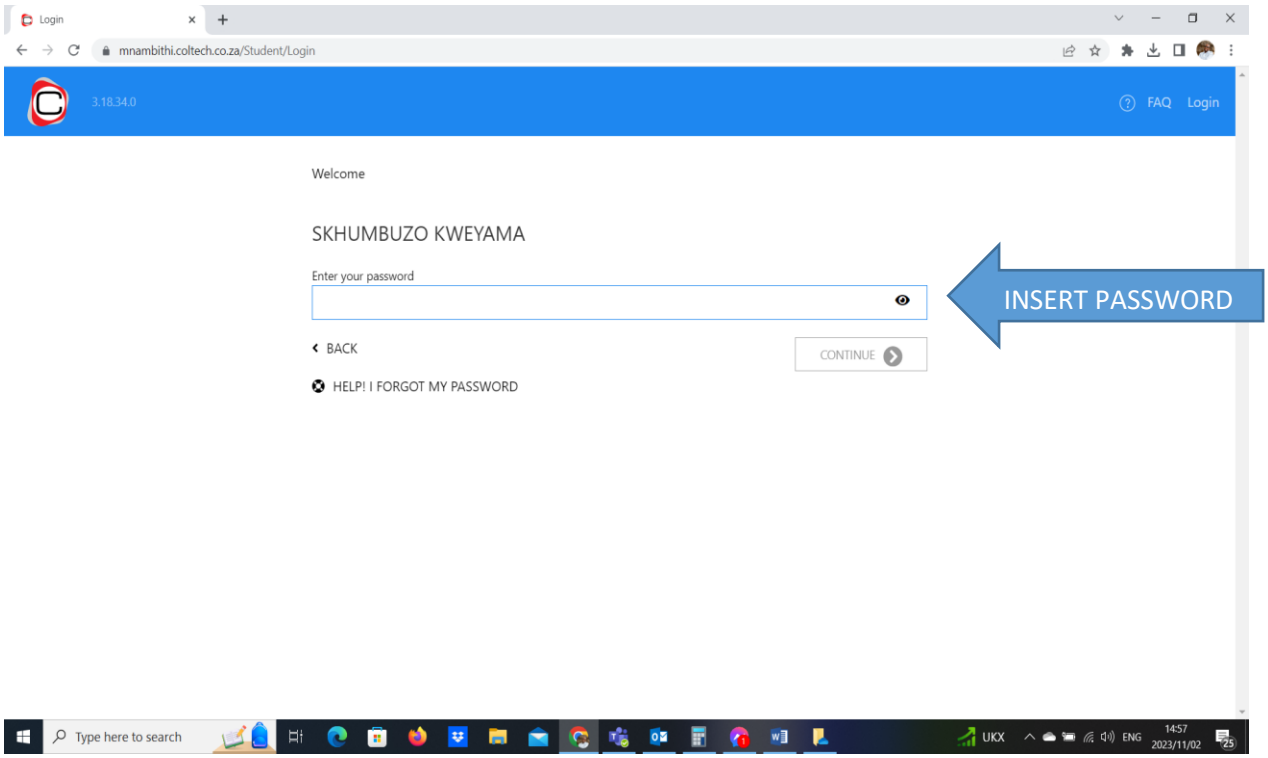


STEP 2 – SELECT EXISTING USER

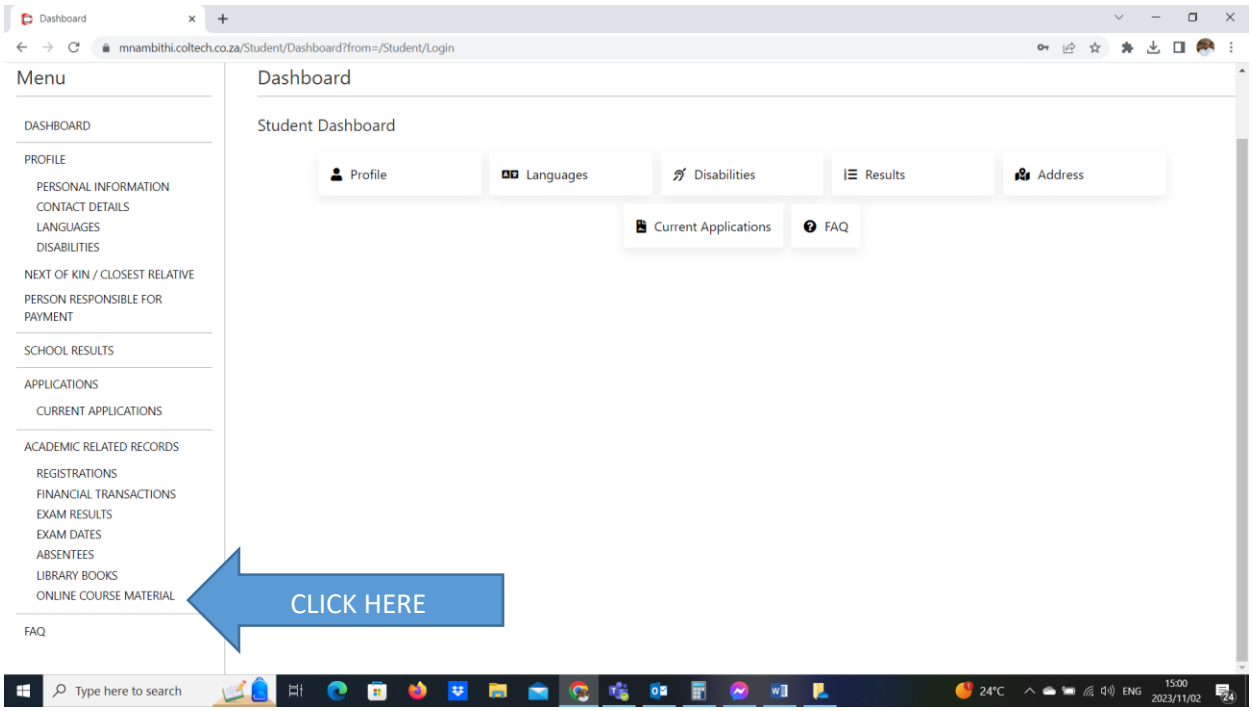


STEP 3 – INSERT YOUR USER NAME AND PASSWORD:

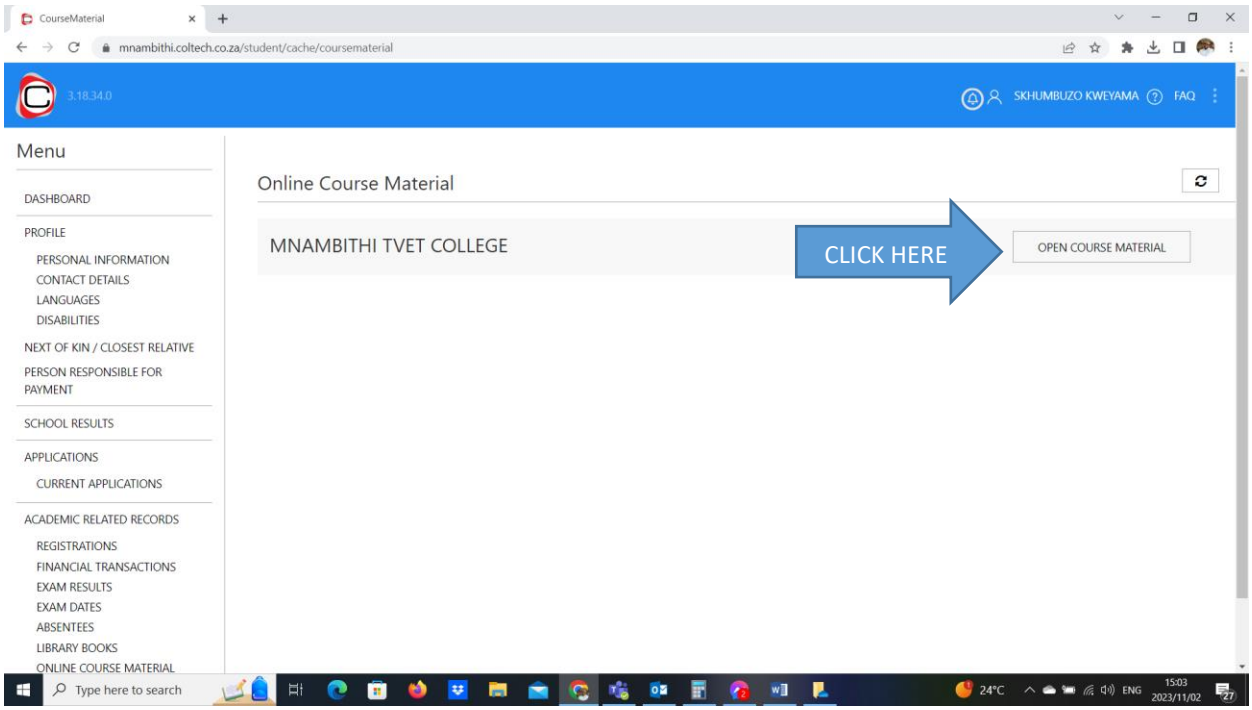




STEP 4


Dashboard
mnambithi.coltech.co.za/Student/Dashboard?from=/Student/Login
Menu
DASHBOARD
PROFILE
PERSONAL INFORMATION
CONTACT DETAILS
LANGUAGES
DISABILITIES
NEXT OF KIN / CLOSEST RELATIVE
PERSON RESPONSIBLE FOR PAYMENT
SCHOOL RESULTS
APPLICATIONS
CURRENT APPLICATIONS
ACADEMIC RELATED RECORDS
REGISTRATIONS
FINANCIAL TRANSACTIONS
EXAM RESULTS
EXAM DATES
ABSENTEES
LIBRARY BOOKS
ONLINE COURSE MATERIAL
FAQ
Dashboard
Student Dashboard
Profile
Languages
Disabilities
Results
Address
Current Applications
FAQ
CLICK HERE
Type here to search
24°C
ENG
15:00
2023/11/02

STEP 5


CourseMaterial
mnambithi.coltech.co.za/student/cache/coursematerial
3.18.34.0
SKHUMBUZO KWEYAMA
FAQ
Menu
DASHBOARD
PROFILE
PERSONAL INFORMATION
CONTACT DETAILS
LANGUAGES
DISABILITIES
NEXT OF KIN / CLOSEST RELATIVE
PERSON RESPONSIBLE FOR PAYMENT
SCHOOL RESULTS
APPLICATIONS
CURRENT APPLICATIONS
ACADEMIC RELATED RECORDS
REGISTRATIONS
FINANCIAL TRANSACTIONS
EXAM RESULTS
EXAM DATES
ABSENTEES
LIBRARY BOOKS
ONLINE COURSE MATERIAL
Online Course Material
MNAMBITHI TVET COLLEGE
CLICK HERE
OPEN COURSE MATERIAL
Type here to search
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ENG
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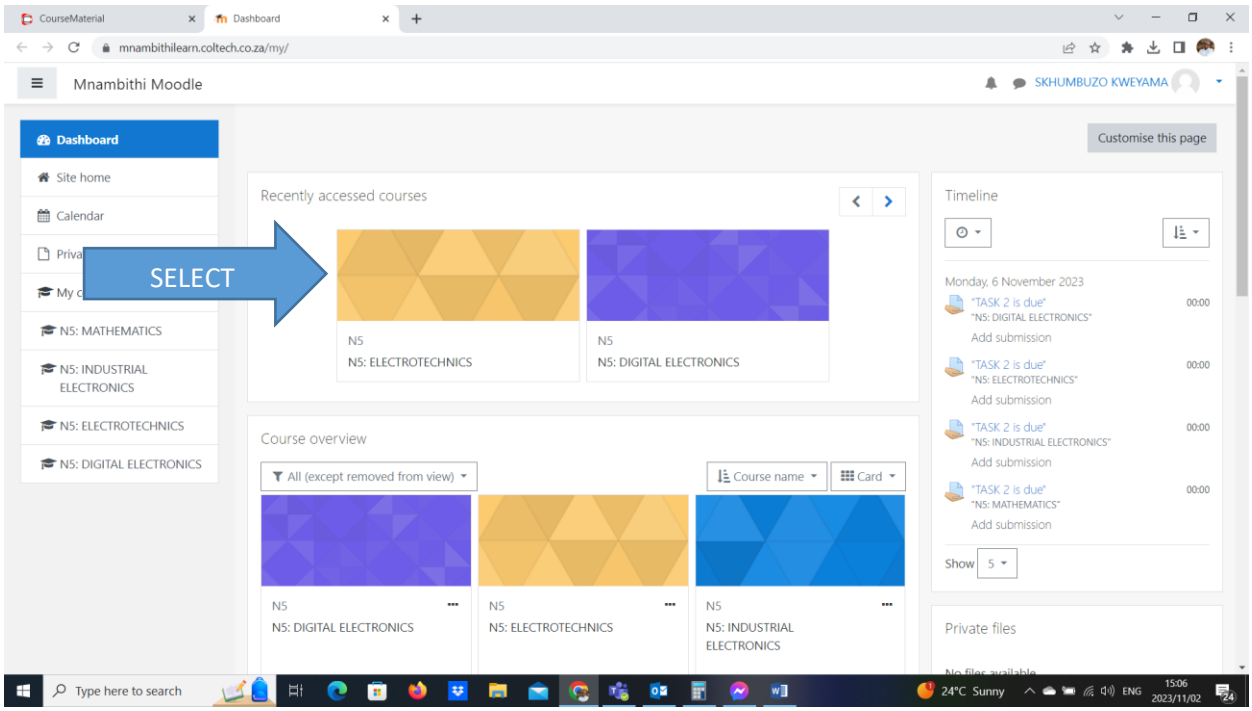
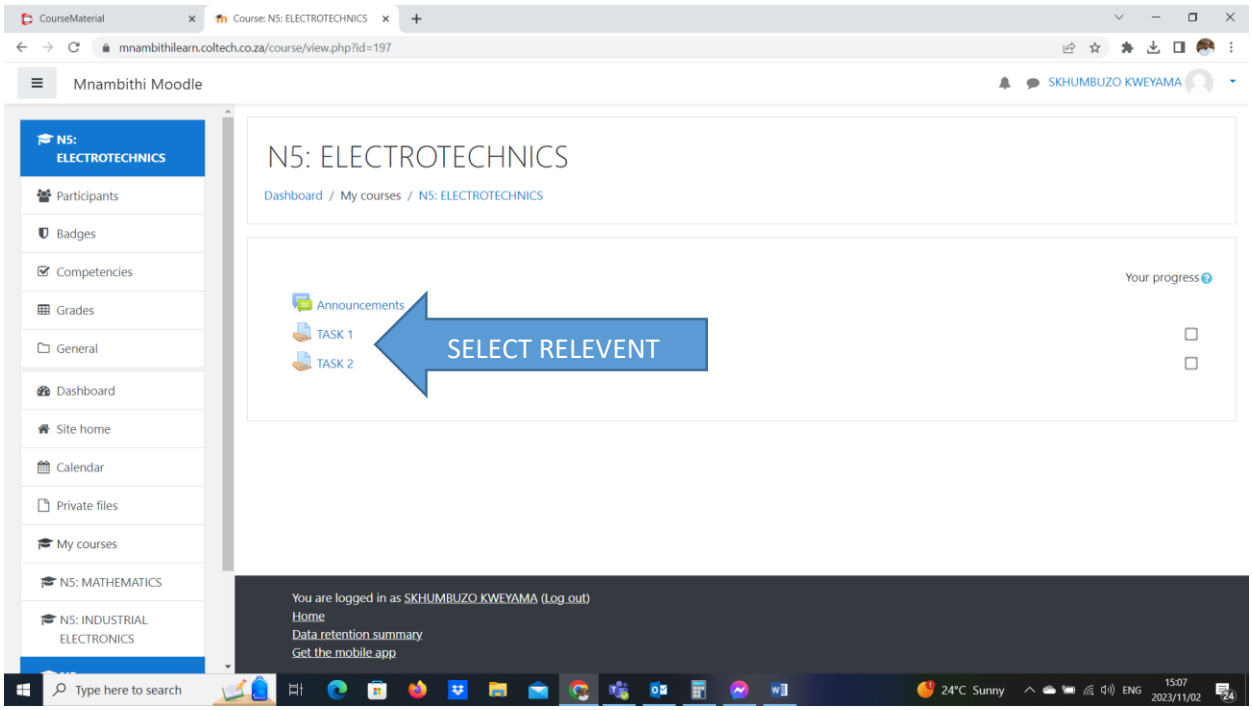
2023/11/02

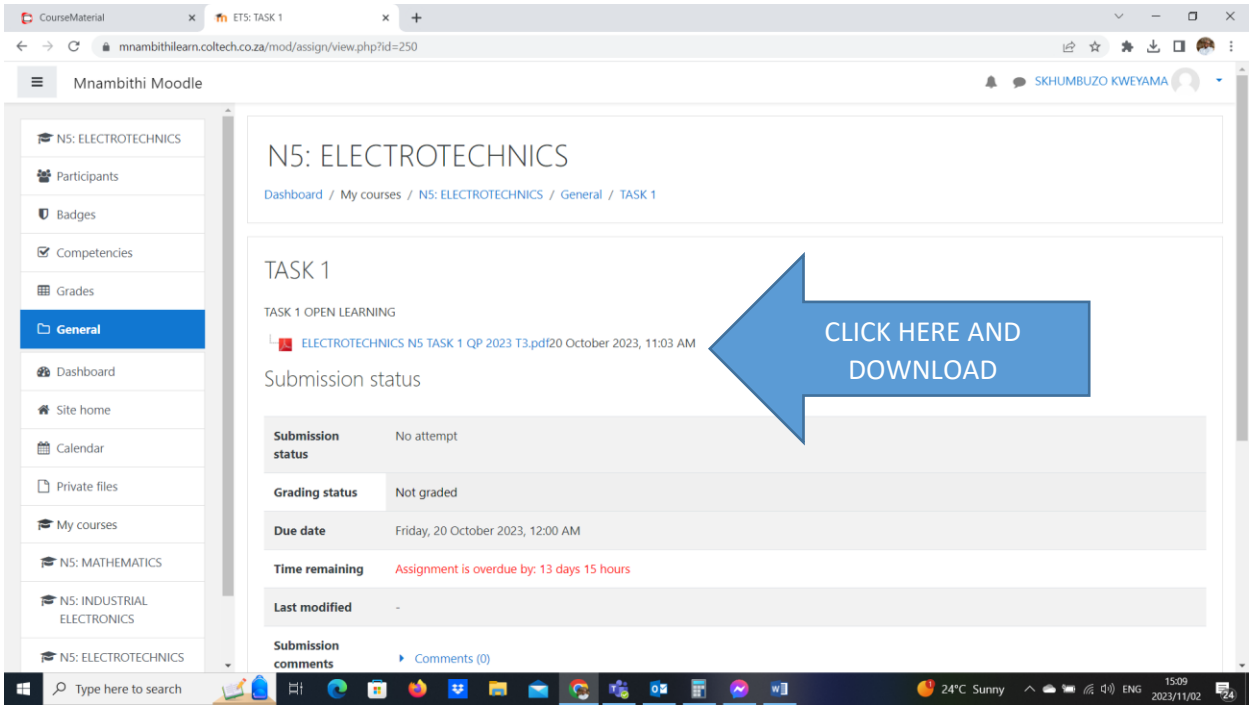
STEP 6


Mnambithi Moodle
SKHUMBUZO KWEYAMA
Dashboard
Site home
Calendar
N5: MATHEMATICS
N5: INDUSTRIAL ELECTRONICS
N5: ELECTROTECHNICS
N5: DIGITAL ELECTRONICS
SELECT
Customise this page
Recently accessed courses
N5
N5: ELECTROTECHNICS
N5
N5: DIGITAL ELECTRONICS
Timeline
Monday, 6 November 2023
"TASK 2 is due"
"N5: DIGITAL ELECTRONICS"
Add submission
"TASK 2 is due"
"N5: ELECTROTECHNICS"
Add submission
"TASK 2 is due"
"N5: INDUSTRIAL ELECTRONICS"
Add submission
"TASK 2 is due"
"N5: MATHEMATICS"
Add submission
Show 5
Course overview
All (except removed from view)
Course name
Card
N5
N5: DIGITAL ELECTRONICS
N5
N5: ELECTROTECHNICS
N5
N5: INDUSTRIAL ELECTRONICS
Private files
Type here to search
24°C Sunny
ENG
15:06
2023/11/02

STEP 7

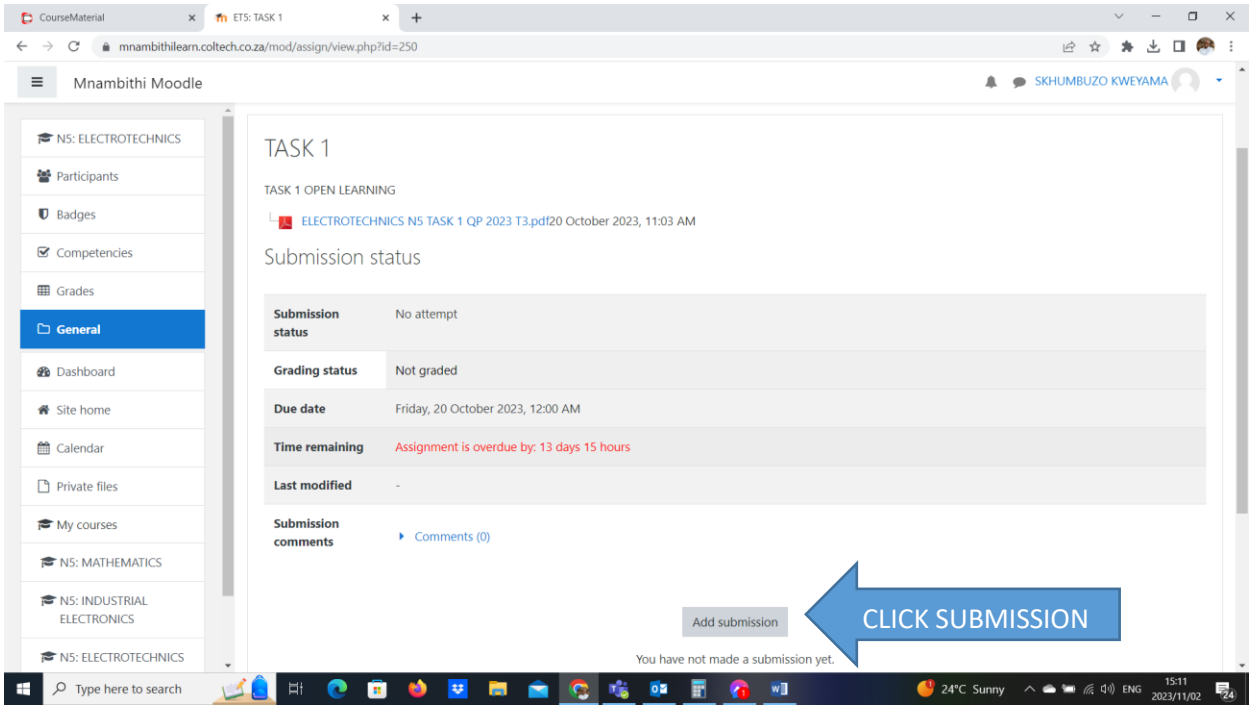

Mnambithi Moodle
SKHUMBUZO KWEYAMA
N5: ELECTROTECHNICS
Participants
Badges
Competencies
Grades
General
Dashboard
Site home
Calendar
Private files
My courses
N5: MATHEMATICS
N5: INDUSTRIAL ELECTRONICS
N5: ELECTROTECHNICS
Dashboard / My courses / N5: ELECTROTECHNICS
Your progress
Announcements
TASK 1
TASK 2
SELECT RELEVENT
You are logged in as SKHUMBUZO KWEYAMA (Log out)
Home
Data retention summary
Get the mobile app
Type here to search
24°C Sunny
ENG
15:07
2023/11/02

STEP 8

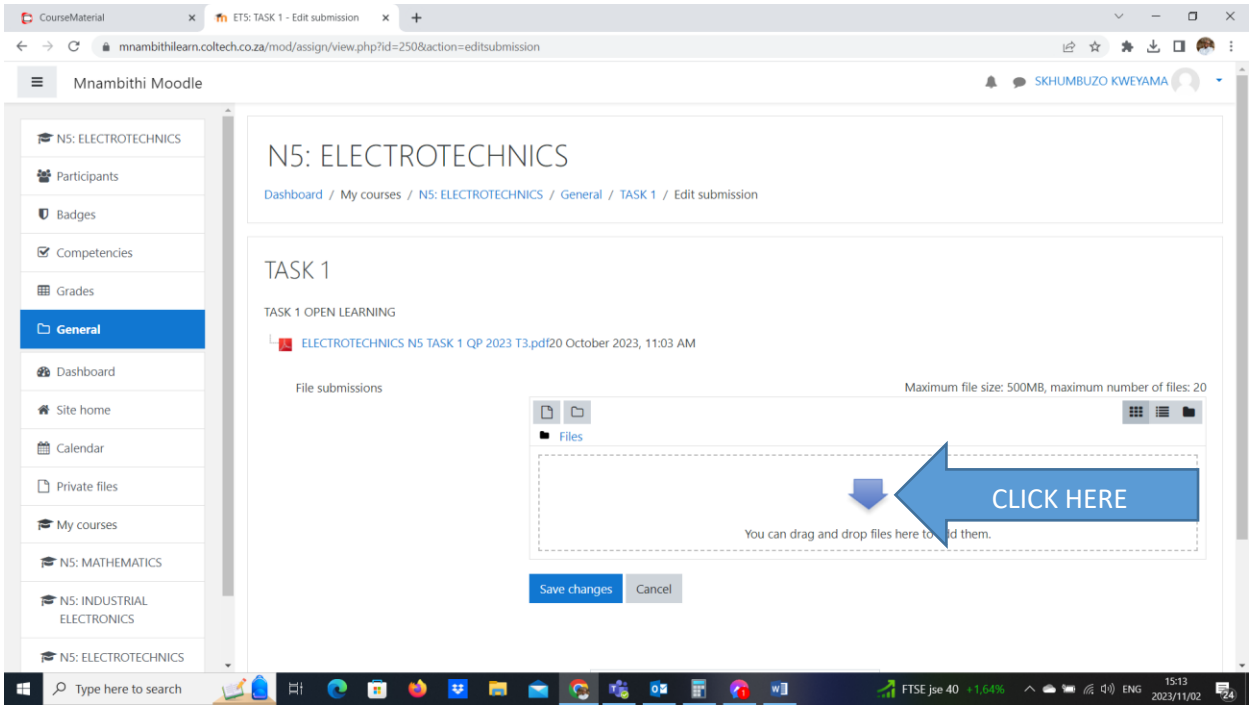


HOW DO I SUBMIT MY ASSIGNMENTS?

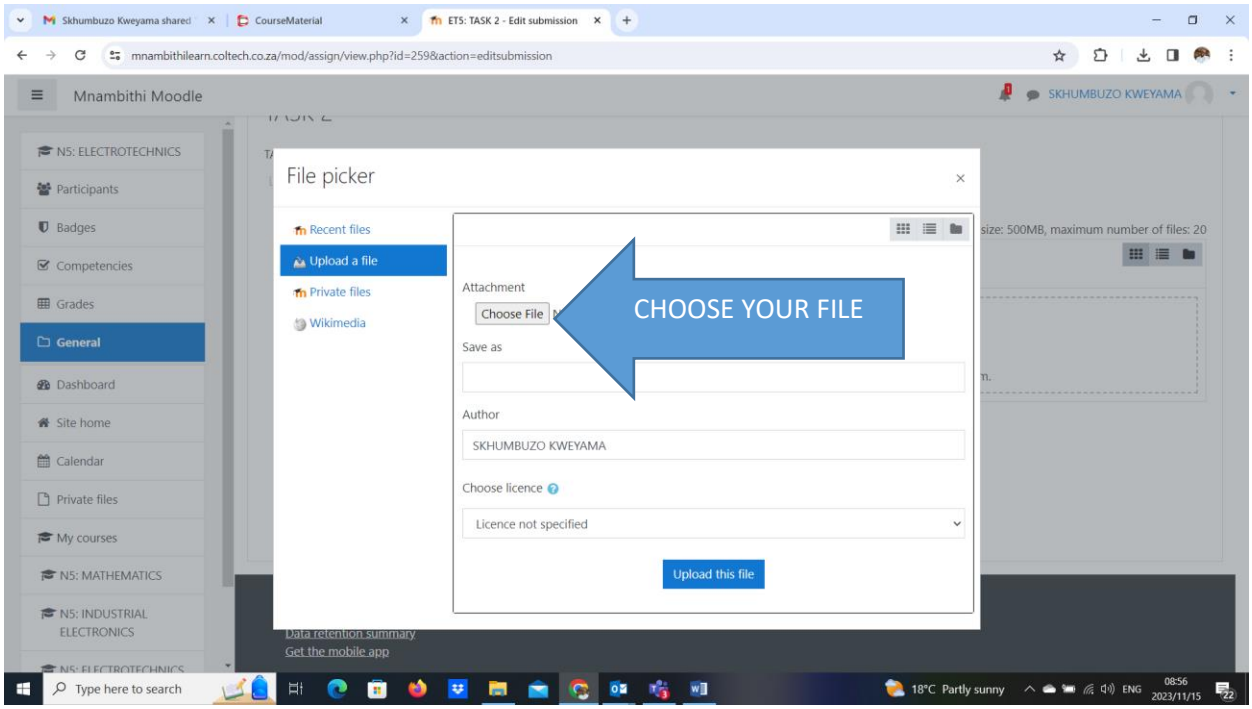
STEP 1



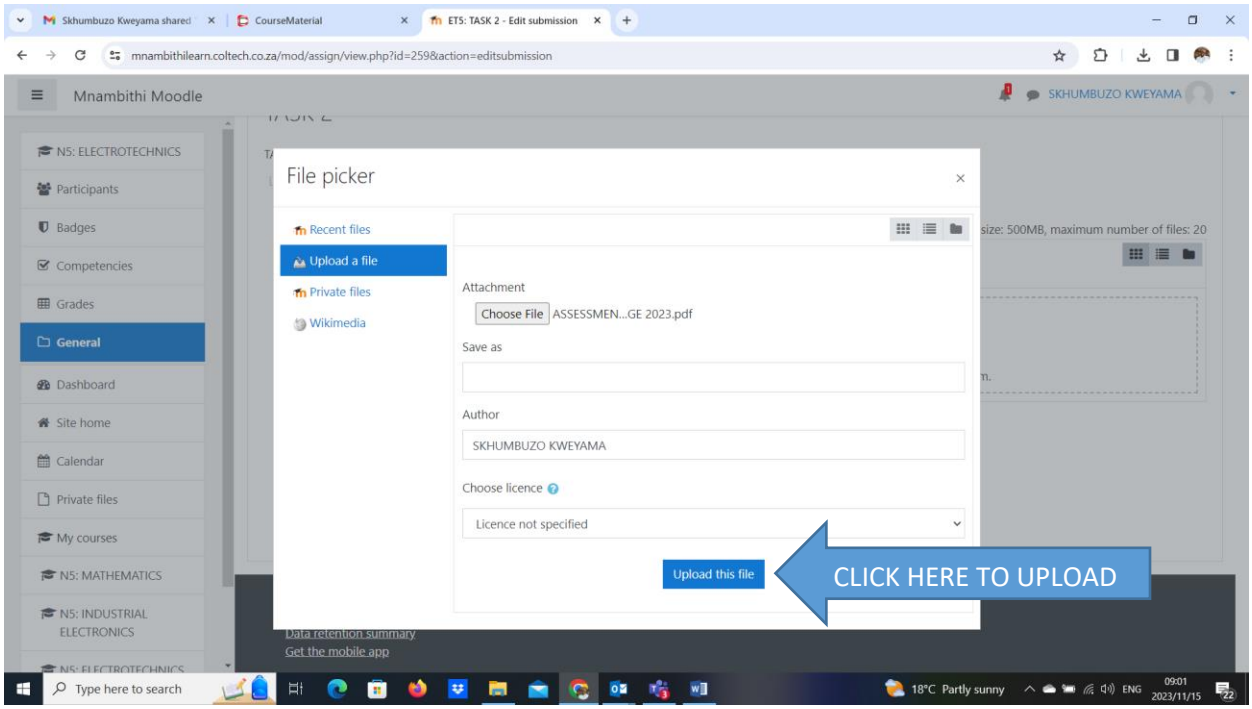
STEP 2


Mnambithi Moodle
SKHUMBUZO KWEYAMA
N5: ELECTROTECHNICS
Participants
Badges
Competencies
Grades
General
Dashboard
Site home
Calendar
Private files
My courses
N5: MATHEMATICS
N5: INDUSTRIAL ELECTRONICS
N5: ELECTROTECHNICS
Dashboard / My courses / N5: ELECTROTECHNICS / General / TASK 1 / Edit submission
TASK 1
TASK 1 OPEN LEARNING
ELECTROTECHNICS N5 TASK 1 QP 2023 T3.pdf20 October 2023, 11:03 AM
File submissions
Maximum file size: 500MB, maximum number of files: 20
Files
CLICK HERE
You can drag and drop files here to
them.
Save changes
Cancel

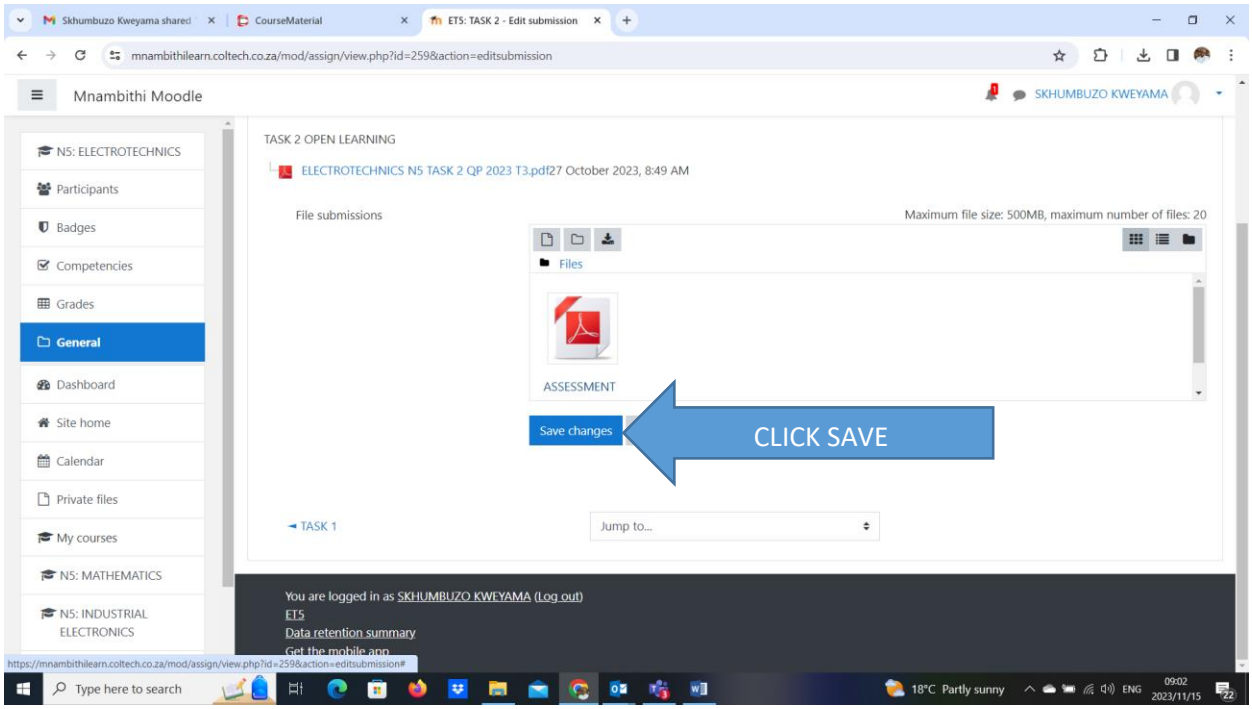
STEP 3


Mnambithi Moodle
SKHUMBUZO KWEYAMA
File picker
Recent files
Upload a file
Private files
Wikimedia
Attachment
Choose File
CHOOSE YOUR FILE
Save as
Author
SKHUMBUZO KWEYAMA
Choose licence
Licence not specified
Upload this file
Data retention summary
Get the mobile app

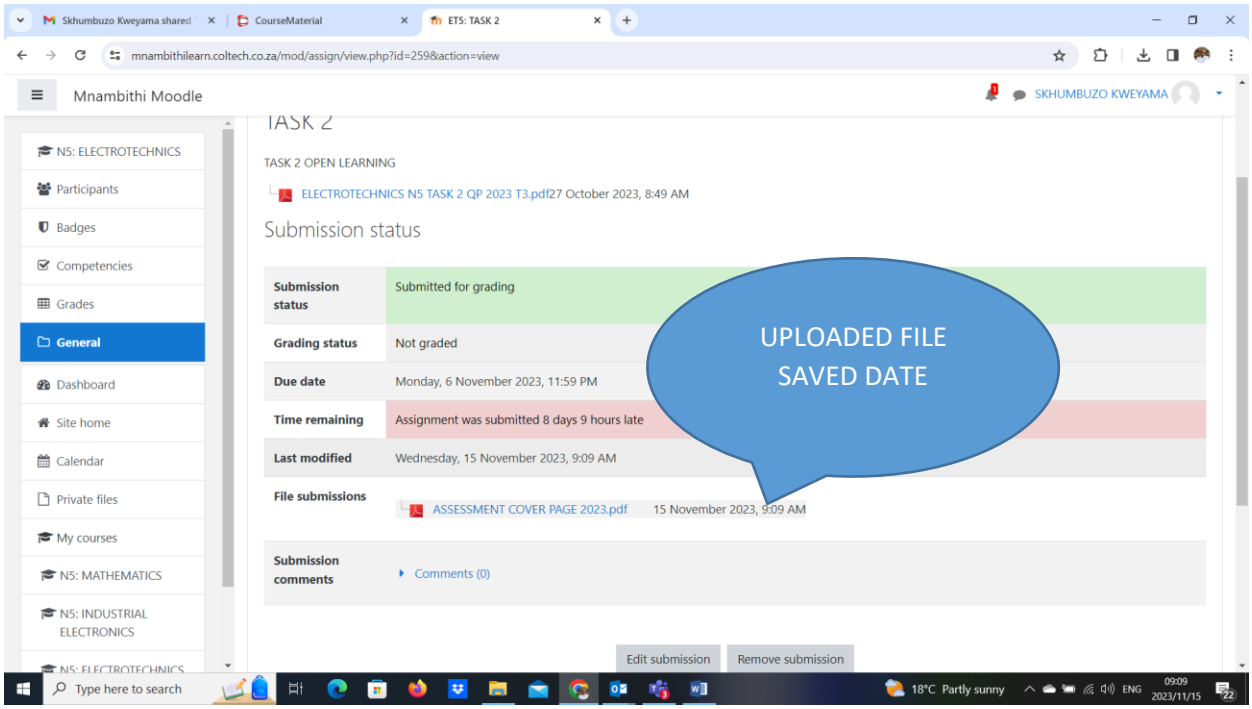
STEP 4


Mnambithi Moodle
SKHUMBUZO KWEYAMA
File picker
Recent files
Upload a file
Private files
Wikimedia
Attachment
Choose File
ASSESSMEN...GE 2023.pdf
Save as
Author
SKHUMBUZO KWEYAMA
Choose licence
Licence not specified
Upload this file
CLICK HERE TO UPLOAD

STEP 5


Mnambithi Moodle
SKHUMBUZO KWEYAMA
TASK 2 OPEN LEARNING
ELECTROTECHNICS N5 TASK 2 QP 2023 T3.pdf27 October 2023, 8:49 AM
File submissions
Maximum file size: 500MB, maximum number of files: 20
Files
ASSESSMENT
Save changes
CLICK SAVE
TASK 1
Jump to...

STEP 6


Mnambithi Moodle
SKHUMBUZO KWEYAMA
N5: ELECTROTECHNICS
Participants
Badges
Competencies
Grades
General
Dashboard
Site home
Calendar
Private files
My courses
N5: MATHEMATICS
N5: INDUSTRIAL ELECTRONICS
TASK 2
TASK 2 OPEN LEARNING
ELECTROTECHNICS N5 TASK 2 QP 2023 T3.pdf27 October 2023, 8:49 AM
Submission status
Submission status
Submitted for grading
Grading status
Not graded
Due date
Monday, 6 November 2023, 11:59 PM
Time remaining
Assignment was submitted 8 days 9 hours late
Last modified
Wednesday, 15 November 2023, 9:09 AM
File submissions
ASSESSMENT COVER PAGE 2023.pdf
15 November 2023, 9:09 AM
Submission comments
Comments (0)
UPLOADED FILE
SAVED DATE
Edit submission
Remove submission
Type here to search
18°C Partly sunny
ENG
09:09
2023/11/15

17. ANNEXURE B

higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MNAMBITHI TVET COLLEGE
(TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING)
Skills and Education to Build a Better Nation

EXAMINATIONS: INSTRUCTIONS TO CANDIDATES

1. Candidates shall NOT be admitted into the examination room without a valid identity document.

2. Candidates must be in the examination room at least 30 minutes before, the commencement of the examination session.

3. No candidate shall be admitted into the examination room if he/she arrives after the established start of the examination. Late arrival will result in the candidate having to register of the next examination cycle for that subject.

4. Candidates may not be in possession of any of the following whilst in the examination room: notes, textbooks, documents or any pieces of paper excluding paper supplied by the invigilator.

5. No candidate shall assist another candidate, or be assisted by a fellow candidate or any other person. Candidates requiring anything during the examination session should raise their hands to attract the attention of the invigilator. (No enquiry about the examination questions will be answered by the invigilator).

6. Candidates may only write in blue or black ink. No other colour is acceptable.

7. Candidates wishing to cancel an answer to any question must draw diagonal lines body across the answer. It is NOT sufficient to write the word “omit’ or ‘cancel’ at the end of an answer. No page(s) may be torn out of a script(s).

8. Before leaving the examination room, candidates must hand all answer books, whether used or unused, to the invigilator.

9. Candidates involving themselves in any irregular acts r actions, place ALL their results of the ENTIRE examination centre in serious jeopardy such as possible CANCELLATION. Such candidates also expose themselves to expulsion from the examination room as well as possible expulsion for a period of time to be determined by the Chief Directorate: Educational Measurement, Assessment and Public Examinations (CD: NEA) from participation in any future examinations. Said irregular acts or actions include the following (amongst others):

    9.1 Unruly, threatening, aggressive or intimidating behaviour

    9.2 Misbehaviour which disturbs fellow candidates and invigilators and which consequently disrupts the examination.

    9.3 Interfering, for whatever reason, with fellow candidates or invigilators.

    9.4 Involvement in any possible form of irregularity which is contrary to the rules and regulations laid down by the CD: NEA to ensure that everybody is given the opportunity of writing, fair, free, and honest examinations.

    9.5 Disobedience of any instruction(s) by the invigilator.

10. No cellular telephones or similar electronic devices (e.g. programmable calculators etc) may be taken into the examination room.