



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



MNAMBITHI TVET OPEN LEARNING UNIT STUDENT GUIDELINES

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 this is a hybrid course meaning: it is a combination of both virtual as well as face-to-face contact sessions, you will need to check the Moodle site consistently as this is where our communication with you will be found.

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.

Semester Students:	3 Assessments
Trimester Students:	2 Assessments

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 of valid reasons as laid out.
- In the case of a Valid Reason for missing the assessment, the Open Learning will then open Moodle to allow you to resubmit. If you have missed an internal examination, report it immediately and the Open Learning will try to accommodate you. **NB. National Examination missed will be written in the following semester as this assessment is managed by DHET and have only two sessions for Business studies, and three sessions for Engineering per year.**

2.2 Tasks:

Task 1 and Task 2 will be uploaded onto the Moodle system for you to access, and must include the following:

- 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, and closing time on Moodle.
- **Only PDF submissions will be accepted, and must be submitted as ONE document.**
- 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 (SEMESTER STUDENTS)

The internal examination will be written on the Ladysmith Campus for Business Studies. The timetable is available on Moodle and will be emailed. **It is your responsibility to inform the Open Learning team of any clashes so that you can be accommodated in the time-table.**

If there is a clash in your internal exam time table you need to report it immediately to the open learning office via email (so that you have proof) and an arrangement will be made with you to write the clash.

Failure to attend an examination **without a valid reason** will result in “Zero” for that subject.

4. NATIONAL EXAMINATIONS

National Examination papers will be written, on **the campus you registered for (Campus of choice)**. 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.

To gain access to the National Examinations, you need to have achieved a pass in your ICASS (year Mark). You will be notified when to collect your examination permits **before** you start with the examination cycle. **DO NOT collect it on the morning of your scheduled examination.**

5. CONTACT SESSIONS

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

The following will apply:

Theory subjects will have virtual contact sessions and will be scheduled to take place in the Moodle site.

Subjects that are PRACTICAL in nature like; Computer Practice, Computerised Financial Systems; Mathematics, Introductory Accounting and the Financial Accounting subjects will be conducted face-to-face at your campus.

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 then you will be notified timeously in Moodle.

5.1 Business Studies:

Theory Subjects:

Contact Sessions	4 x 1 hour
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Practical Subjects:

Contact Sessions	4 x 2 hours
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5.2 Engineering Studies:

Contact Sessions	4 x 1 hour
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6. ICASS (year mark)

6.1 Business Studies:

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

6.2 Engineering Studies:

Assessment	ICASS %
Task 1	30%
Task 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 on completion of registration, to ensure that they are registered for the correct course, subject and level. To verify your enrolment you will also be asked to check your preliminary enrolment and sign it off as correct

Qualification for Internal Examination:

- Task 1, and Task 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.

A week before the final examinations there will be a virtual meeting for examination training. You will receive your exam timetables as well as the rules and regulations (included at the back of this guideline) for examinations.

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.

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 via email 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 on final marks can be directed to the Open Learning Office

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 Moodle.

You are more than welcome to phone **036 631 0262/74 (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/trimester.

9. DEREGISTRATION

If you for any reason need to deregister/defer your studies, 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 at Mnambithi TVET 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

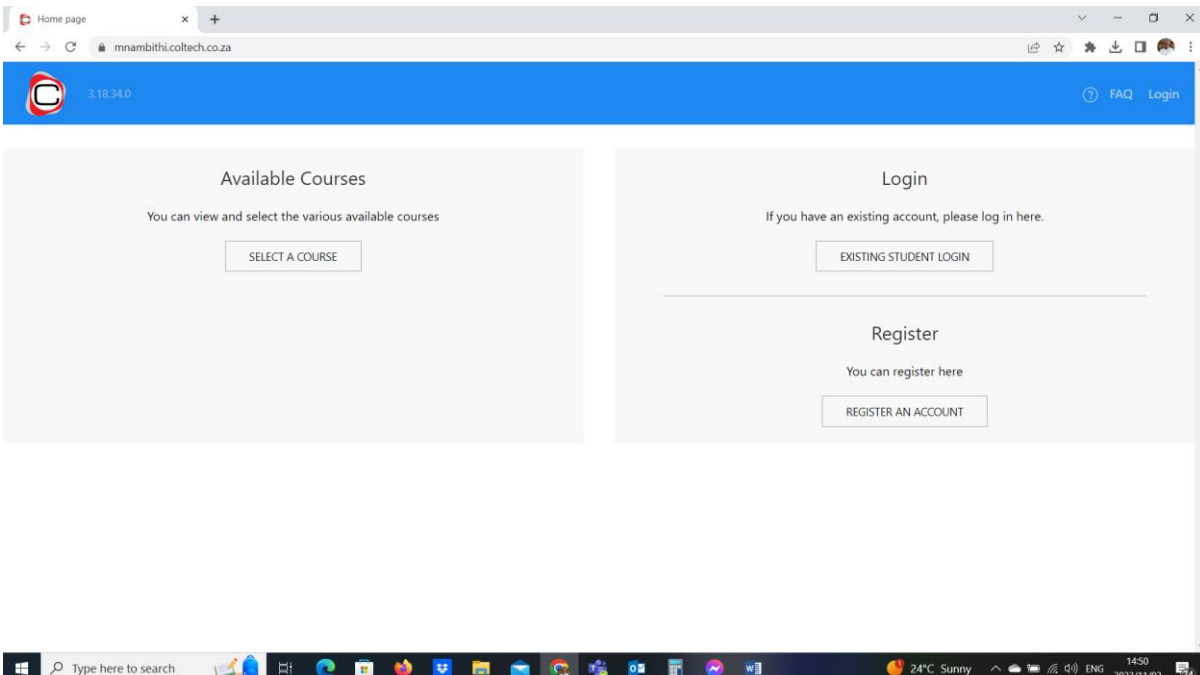
Any complaints or queries must be directed to the Open Learning Team in writing via email: mnambithi.openlearning@KZNTVET.EDU.ZA

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.

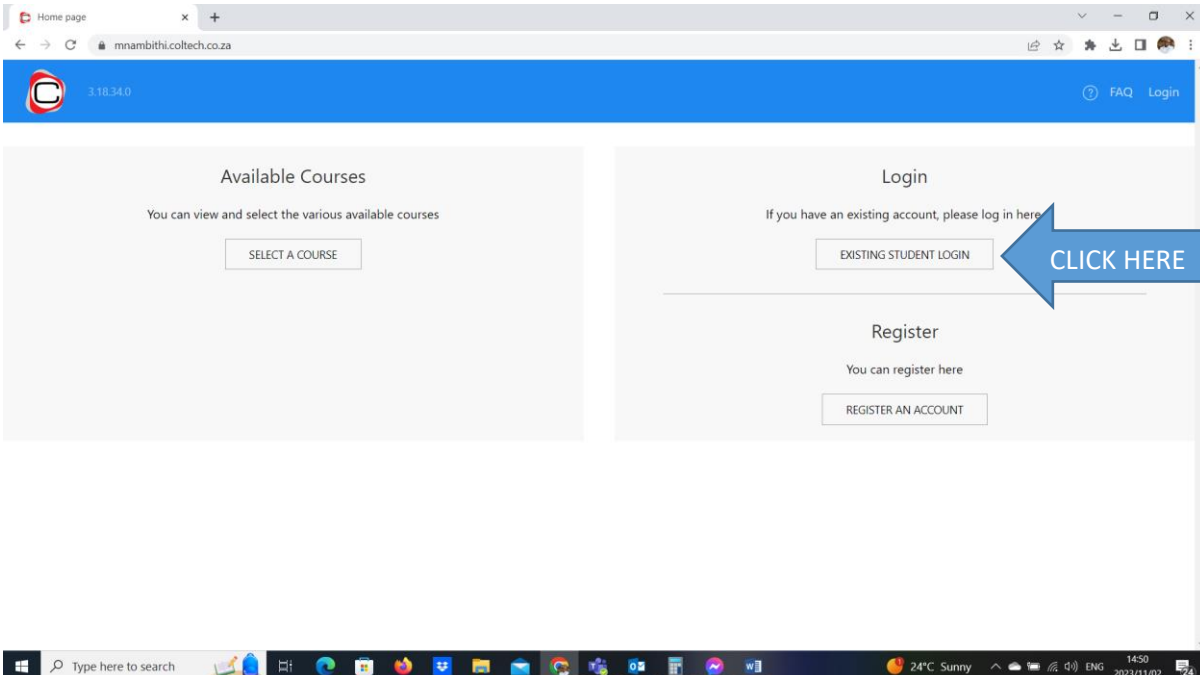
It is the student's responsibility to inform the Open Learning Team of any changes in contact details or personal information.

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:

Login

mnambithi.coltech.co.za/Student/Login

3.18.34.0

FAQ Login


ID or Passport Number

Enter your ID Number (if you have a valid RSA ID Document) or Passport Number (if you are a foreign student).

Enter Your ID Or Passport Number

← I DO NOT HAVE AN ACCOUNT YET.

CONTINUE



Login

mnambithi.coltech.co.za/Student/Login

3.18.34.0

FAQ Login

Welcome

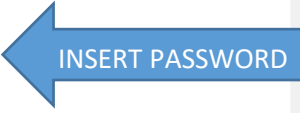
SKHUMBUZO KWEYAMA

Enter your password

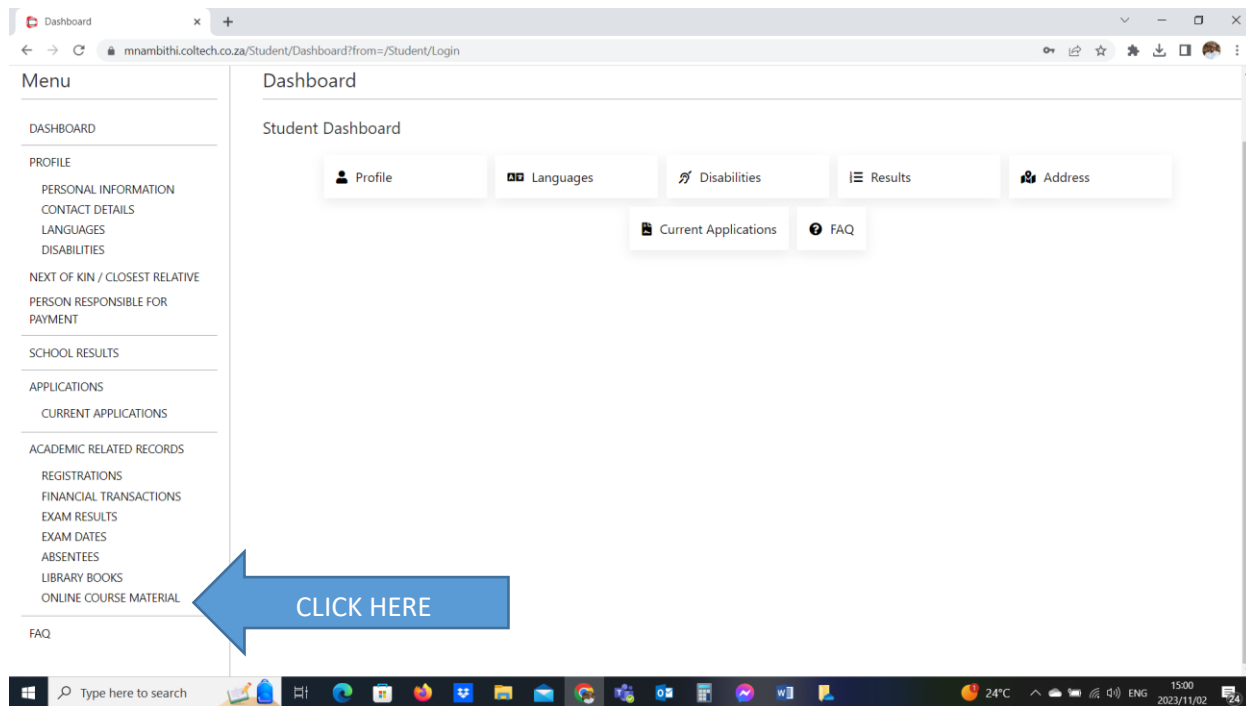
← BACK

HELP! I FORGOT MY PASSWORD

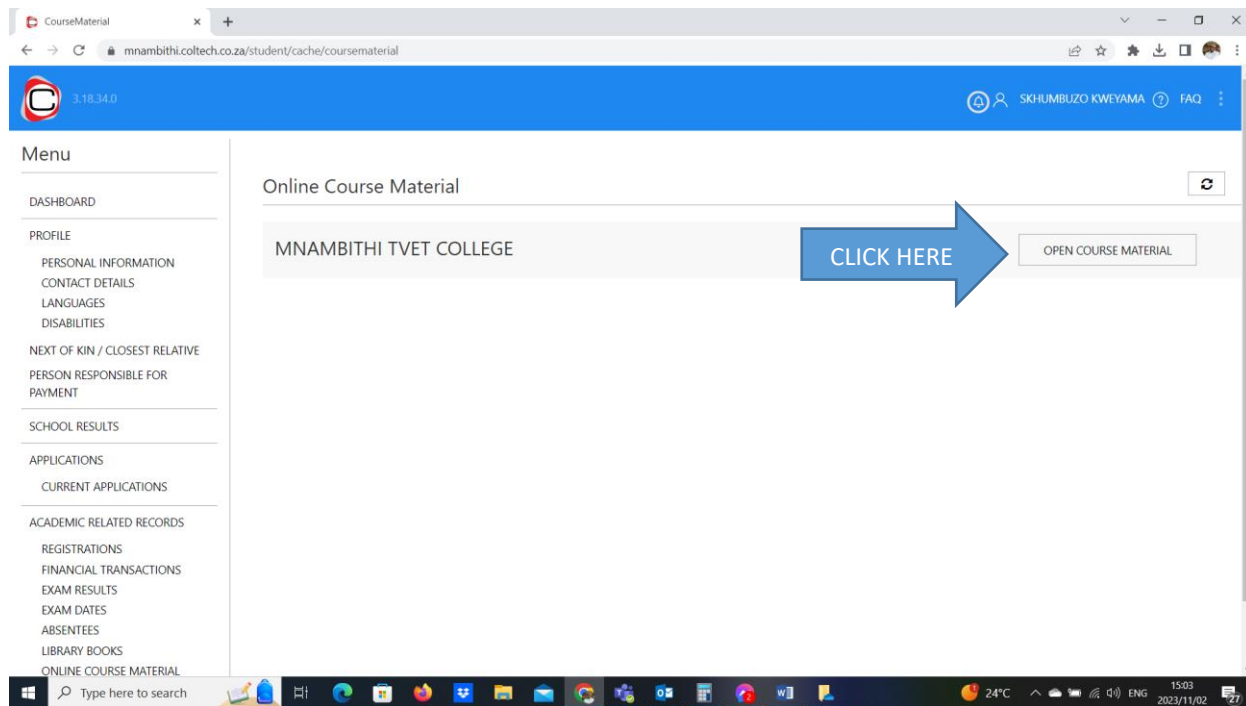
CONTINUE



STEP 4



STEP 5



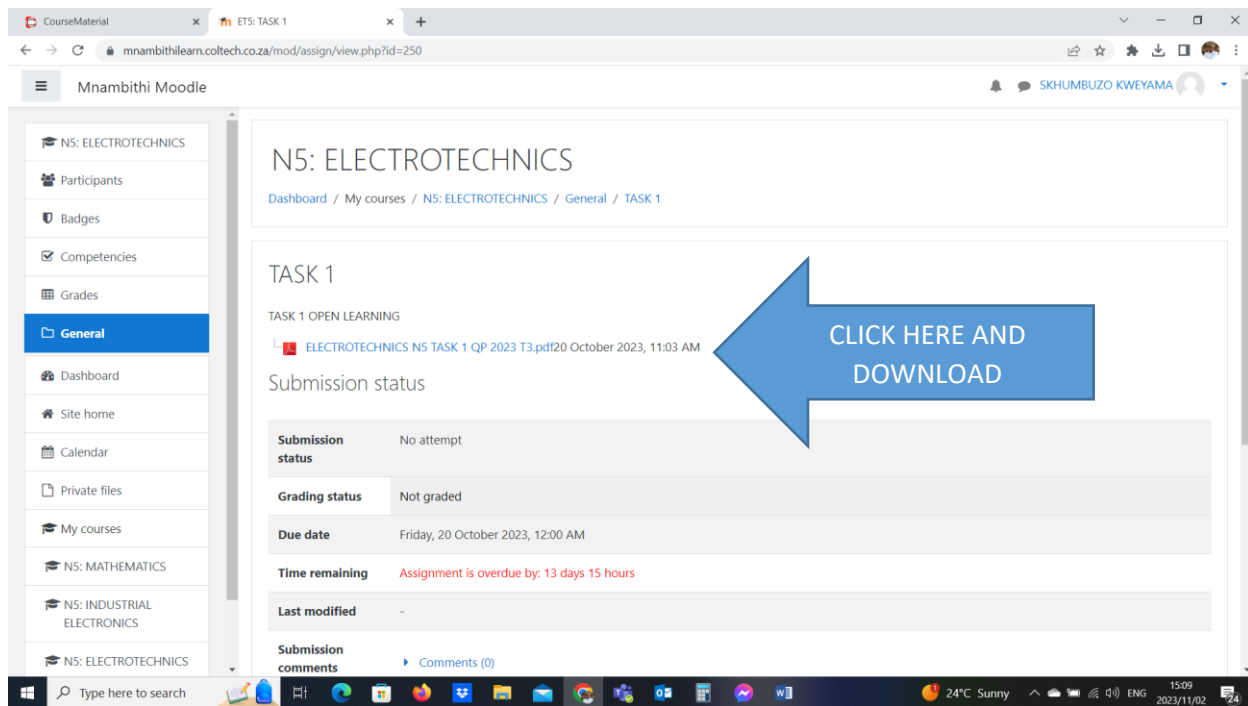
STEP 6

The screenshot shows the Moodle dashboard for user SKHUMBUZO KWEYAMA. The 'Recently accessed courses' section displays two course cards: 'N5: ELECTROTECHNICS' (orange) and 'N5: DIGITAL ELECTRONICS' (purple). A blue arrow labeled 'SELECT' points to the 'N5: ELECTROTECHNICS' card. The 'Course overview' section below shows three course cards: 'N5: DIGITAL ELECTRONICS', 'N5: ELECTROTECHNICS', and 'N5: INDUSTRIAL ELECTRONICS'. The right sidebar contains a 'Timeline' section with due dates for tasks in 'DIGITAL ELECTRONICS', 'ELECTROTECHNICS', 'INDUSTRIAL ELECTRONICS', and 'MATHEMATICS'. The Windows taskbar at the bottom shows the date as 2023/11/02 and the time as 15:06.

STEP 7

The screenshot shows the Moodle course page for 'N5: ELECTROTECHNICS'. The left sidebar lists various course elements like 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Dashboard', 'Site home', 'Calendar', 'Private files', and 'My courses'. The main content area shows the course title and a 'Your progress' section with two task cards: 'TASK 1' and 'TASK 2'. A blue arrow labeled 'SELECT RELEVANT' points to the 'TASK 1' card. A dark notification banner at the bottom states 'You are logged in as SKHUMBUZO.KWEYAMA (Log out)'. The Windows taskbar at the bottom shows the date as 2023/11/02 and the time as 15:07.

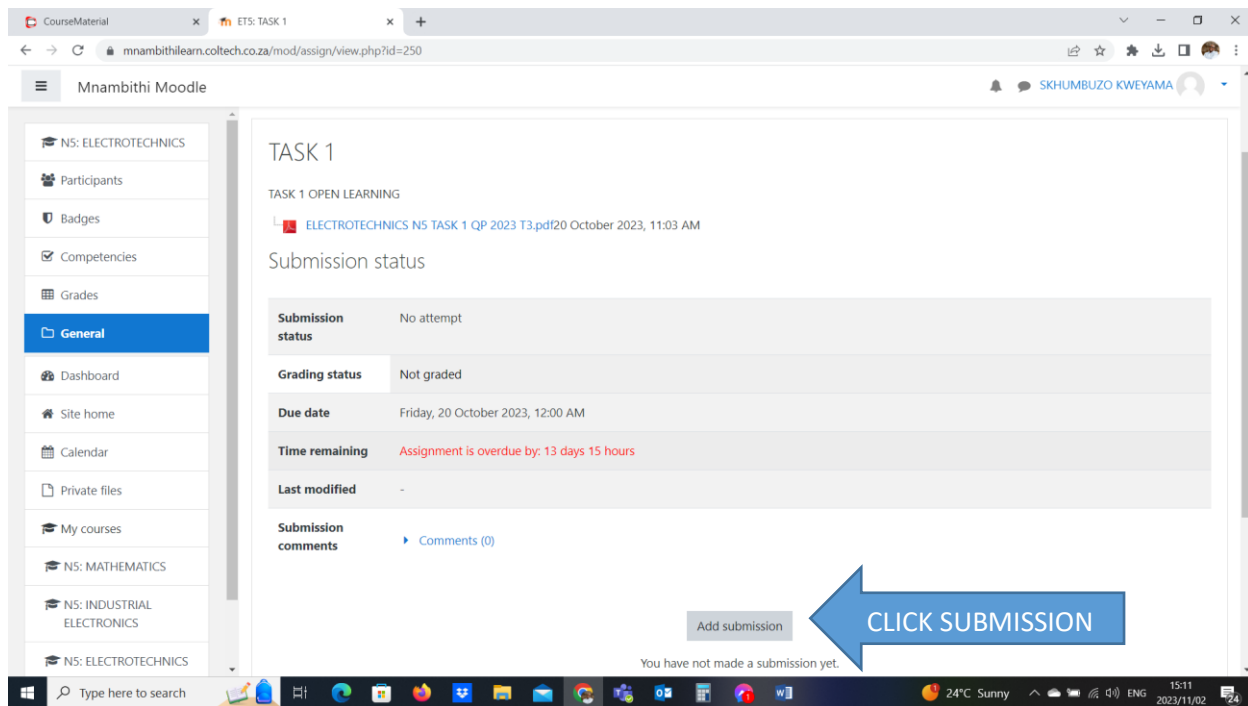
STEP 8



The screenshot shows a Moodle course page for 'N5: ELECTROTECHNICS'. The left sidebar contains a navigation menu with 'General' selected. The main content area displays 'TASK 1' with a PDF file 'ELECTROTECHNICS N5 TASK 1 QP 2023 T3.pdf' uploaded on October 23, 2023. Below the file, the 'Submission status' section shows: 'Submission status: No attempt', 'Grading status: Not graded', 'Due date: Friday, 20 October 2023, 12:00 AM', and 'Time remaining: Assignment is overdue by: 13 days 15 hours'. A blue arrow points to a button labeled 'CLICK HERE AND DOWNLOAD'.

HOW DO I SUBMIT MY ASSIGNMENTS?

STEP 1



This screenshot is identical to the one above, showing the Moodle assignment page. However, a blue arrow now points to the 'Add submission' button located at the bottom of the submission status section. Below the button, the text reads 'You have not made a submission yet.' A blue arrow also points to the text 'CLICK SUBMISSION'.

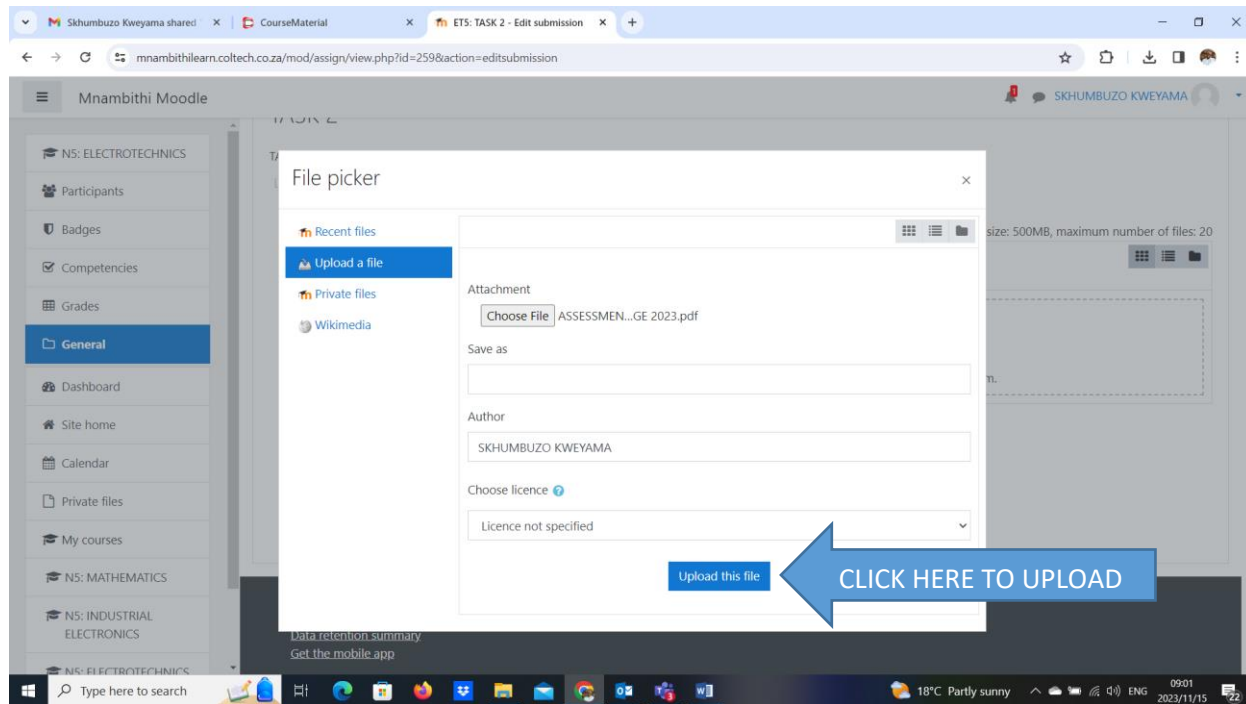
STEP 2

The screenshot shows a Moodle course page for 'N5: ELECTROTECHNICS'. The user is logged in as SKHUMBUZO KWEYAMA. The page displays 'TASK 1 OPEN LEARNING' with a file submission area. A blue arrow points to a dashed box with the text 'CLICK HERE' and 'You can drag and drop files here to add them.' Below the submission area are 'Save changes' and 'Cancel' buttons. The left sidebar shows course navigation options like 'Participants', 'Badges', and 'Grades'. The top navigation bar includes 'Dashboard / My courses / N5: ELECTROTECHNICS / General / TASK 1 / Edit submission'.

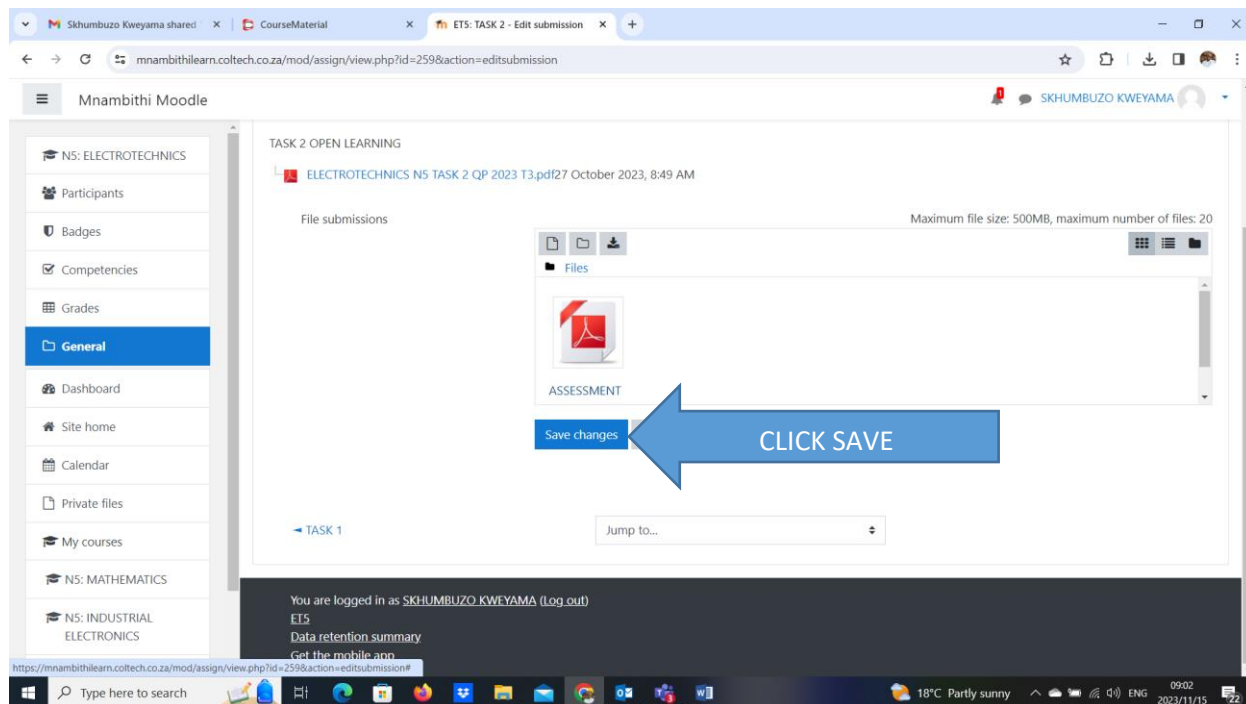
STEP 3

The screenshot shows the 'File picker' dialog box in Moodle. A blue arrow points to the 'Choose File' button with the text 'CHOOSE YOUR FILE'. The dialog includes fields for 'Attachment', 'Save as', 'Author' (SKHUMBUZO KWEYAMA), and 'Choose licence' (Licence not specified). An 'Upload this file' button is at the bottom. The background shows the same Moodle course page as in Step 2, but dimmed.

STEP 4



STEP 5



STEP 6

The screenshot shows a Moodle submission status page for 'TASK 2'. The page title is 'TASK 2' and it is categorized as 'TASK 2 OPEN LEARNING'. The submission is titled 'ELECTROTECHNICS N5 TASK 2 QP 2023 T3.pdf' and was submitted on 27 October 2023 at 8:49 AM. The submission status is 'Submitted for grading' (green bar), the grading status is 'Not graded', and the due date is 'Monday, 6 November 2023, 11:59 PM'. The submission is late, with a 'Time remaining' of 'Assignment was submitted 8 days 9 hours late' (red bar). The submission was last modified on 'Wednesday, 15 November 2023, 9:09 AM'. The 'File submissions' section shows one file: 'ASSESSMENT COVER PAGE 2023.pdf' submitted on '15 November 2023, 9:09 AM'. There are no comments yet. The page includes a left-hand navigation menu with options like 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Dashboard', 'Site home', 'Calendar', 'Private files', 'My courses', 'N5: MATHEMATICS', 'N5: INDUSTRIAL ELECTRONICS', and 'N5: ELECTROTECHNICS'. At the bottom, there are buttons for 'Edit submission' and 'Remove submission'. A blue speech bubble with the text 'UPLOADED FILE SAVED DATE' is overlaid on the submission status area. The Windows taskbar at the bottom shows the system tray with a temperature of 18°C, weather 'Partly sunny', and the date '2023/11/15'.

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

File name	Submitted
ASSESSMENT COVER PAGE 2023.pdf	15 November 2023, 9:09 AM

Submission comments

Comments (0)

[Edit submission](#) [Remove submission](#)



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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.