



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: PROGRAMMES AND QUALIFICATIONS

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TO: FET COLLEGE PRINCIPALS
CAMPUS MANAGERS
EXAMINATION ADMINISTRATORS

MEMORANDUM 02 OF 2010

THE MANAGEMENT OF CANDIDATE ENROLMENTS AND PRELIMINARY ENTRY SCHEDULES

The Department of Higher Education and Training (DHET) is implementing the following management principles to improve upon the delivery of candidate enrolments and preliminary entry schedules between examination centres and the FET College Examinations section.

1. CANDIDATE ENROLMENTS AND PRELIMINARY ENTRY SCHEDULES

- Please ensure compliance in terms of Examination Instructions 18 and 19 of 2009.
- Candidate enrolments may be forwarded to the DHET using option 1.1 **or** 1.3 (not both).
- Preliminary entry schedules may be forwarded to the DHET using option 1.2 **or** 1.3 (not both).
- **The faxing of candidate enrolment / preliminary entry schedules to the DHET is not permitted.**

1.1 TXT FILES (Candidate enrolments)

Submission of txt files can be emailed to any of the following officials:

Ms Sharon Harmse: harmse.s@dhet.gov.za
Mr Jerome Bukes: bukes.j@dhet.gov.za
Ms Hannie Venter: venter.h@dhet.gov.za

1.2 DOC. FILES (Preliminary entry schedules)

*All changes / additions to the preliminary entry schedules need to be indicated in **bold**. Do not delete or overtype the original text, just add or modify next to the original text. The official entry form of all additional candidates must be submitted with the preliminary entry schedules. Submission of doc files can be emailed to the following sections/officials:*

1.2.1 National Certificates (Vocational) Please refer to Annexure A

1.2.2 General Studies
Ms Florence Morotoba: morotoba.f@dhet.gov.za
Ms Sandra Soteriou: soteriou.s@dhet.gov.za
Ms Sharon Harmse: harmse.s@dhet.gov.za
Mr Jerome Bukes: bukes.j@dhet.gov.za
Ms Hannie Venter: venter.h@dhet.gov.za

1.2.3 Natural Sciences Studies
Ms Helen Lombaard: lombaard.l@dhet.gov.za
Mr Hendrik de Beer: debeer.h@dhet.gov.za
Ms Sharon Harmse: harmse.s@dhet.gov.za
Mr Jerome Bukes: bukes.j@dhet.gov.za
Ms Hannie Venter: venter.h@dhet.gov.za

1.3 HARD COPIES (Candidate enrolments and preliminary entry schedules)
Submission of hard copies via courier / fast post, addressed to the Assistant Director:

• National Certificate (Vocational):	Ms Mathilda Visser	222 Struben Street PTA 0002	Work Station: SF 1009
• General Studies:	Ms Ada Kruger	222 Struben Street PTA 0002	Work Station: SF 983
• Natural Sciences Studies:	Mr Wilhelm Oelofse	222 Struben Street PTA 0002	Work Station: SF 971

2. THE MANAGEMENT PROCESS OF CANDIDATE ENROLMENTS & PRELIMINARY ENTRY SCHEDULES

2.1 ELECTRONIC SUBMISSION

- 2.1.1 One of the three staff members in paragraph 1.1 receives the txt file.
- 2.1.2 Receipt of the txt files is acknowledged.
- 2.1.3 A validation process follows.
- 2.1.4 The txt file is downloaded on the examinations mainframe system.
- 2.1.5 A doc. file (preliminary schedules) is created and is emailed back to the examination centres for amendments where necessary. The examination centre verifies the correctness and number of candidate entries on the preliminary entry schedules and makes amendments / additions where necessary. *All changes / additions to the preliminary schedules need to be indicated in **bold**. Do not delete or overtype the original text, just add or modify next to the original text. The official entry form of all additional candidates must be scanned and submitted.*
- 2.1.6 The examination centre then returns the amended doc. file to **one** of the staff members in paragraph 1.2, indicating that these are the final amendments to be corrected.
- 2.1.7 DHET acknowledges receipt of the amended doc. file and updates the schedules.
- 2.1.8 A final schedule, inclusive with the admission permits and mark sheets, is posted (courier / fast post) to the examination centre.

2.2 HARD COPIES

- 2.2.1 One of the three Assistant Directors in paragraph 1.3 receives the post for his/her section.
- 2.2.2 The waybills are filed for controlling purposes.
- 2.2.3 The entries / preliminary schedules are captured on the examinations mainframe system.
- 2.2.4 DHET will submit hard copies to the examination centre via courier / fast post for amendments.
- 2.2.5 The examination centre verifies the correctness and number of candidate entries on the preliminary entry schedules and makes amendments / additions where necessary. *All changes / additions to the preliminary schedules need to be clearly indicated. Do not delete the original text, just add or modify next to the original text. The official entry form of all additional candidates must be submitted with the preliminary entry schedules.*
- 2.2.6 The examination centre then returns the amended preliminary schedules via courier / fast post to **one** of the three Assistant Directors in paragraph 1.3, indicating that these are the final amendments to be corrected.
- 2.2.7 The waybills are filed for controlling purposes and DHET updates the schedules.
- 2.2.8 A final schedule, inclusive of the admission permits and mark sheets, is posted (courier / fast post) to the examination centre.

No entries / preliminary schedules will be accepted after the closing date (Examination Instructions 18 and 19 of 2009). Once the respective entry and amendment deadline has passed, you will not be able to make any further entries, withdrawals or amendments.

Your cooperation in the management of examination enrolments is highly appreciated.

Kind regards



Director: Examination Administration Support and IT System Administration

Ms EM Malindi

Date: 20/4/2010



Director: FET Examinations and Assessment Colleges and ABET

Ms N Pote

Date: 16/4/2010

Annexure A

National Certificates (Vocational)

FUNCTION	PROVINCE	NAME	TEL	E-MAIL	FAX TO E-MAIL
Entries L2 –L4 General Enquiries Postal Applications G - L	Western Cape Centres 0104 - 5139	Andriette Nel	012 357 3968	Nel.a@dhet.gov.za	086 620 9049
Entries L2 –L4 General Enquiries	Western Cape Centres 5142 - 5196	Eugene Nkhwashu	012 357 3973	Nkhwashu.e@dhet.gov.za	086 628 8856
Entries L2 –L4 General Enquiries Postal Applications A - F	North Cape Province North West Province	Sydney Maaga	012 357 3974	Maaga.s@dhet.gov.za	086 271 7229
Entries L2 –L4 General Enquiries Postal Applications S - V	Free State Province	Moses Ramalekana	012 357 3971	Ramalekana.m@dhet.gov.za	086 628 8858
Entries L2 –L4 General Enquiries Postal Applications W - Z	Eastern Cape Province Centres 0403 - 0441	Moses Makhubu	012 357 3976	Makhubu.m@dhet.gov.za	086 271 7230
Entries L2 –L4 General Enquiries	Eastern Cape Province Centres 5401 - 5436	Martin Groenewald	012 357 3972	Groenewald.m@dhet.gov.za	086 628 8857
Entries L2 –L4 General Enquiries Postal Applications Ma	KZN Province Centres 0502 - 0562	Mabel Sibeko	012 357 3970	Sibeko.m@dhet.gov.za	086 628 8855
Entries L2 –L4 General Enquiries Postal Applications Mo	KZN Province Centres 5501 - 5554	Julia Mapatjje	012 357 3969	Mapatjje.j@dhet.gov.za	086 628 8803
Entries L2 –L4 General Enquiries Postal Applications Mb – Mz (except Mo)	Mpumalanga Province	Mancha Moshokoa	012 357 3975	Moshokoa.m@dhet.gov.za	086 628 8854
Entries L2 –L4 General Enquiries	Limpopo	Elizabeth Phago	012 357 3967	Phago.e@dhet.gov.za	086 628 8859
Entries L2 –L4 General Enquiries	Gauteng Centres 0801 - 0882	Mathilda Visser	012 357 3978	Visser.m@dhet.gov.za	086 628 8987
Entries L2 –L4 General Enquiries Postal Applications N - R	Gauteng Centres 0883 - 5872	Lukas du Plooy	012 357 3977	Duplooy.l@dhet.gov.za	086 624 7561