



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: PROGRAMMES AND QUALIFICATIONS

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TO: HEADS OF PROVINCIAL DEPARTMENTS
FET COLLEGES ADVISORY COMMITTEE (ADCOM)
UMALUSI
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
EXAMINATION CENTRE MANAGERS
EXAMINERS AND MODERATORS
SOUTH AFRICAN COLLEGE PRINCIPALS ORGANISATION (SACPO)
SECTOR EDUCATION & TRAINING AUTHORITIES

EXAMINATION INSTRUCTION 02 OF 2010

This examination instruction serves to manage the extension of the National N Certificates: N1 – N3 (Engineering Studies) as tabled in Government Gazette No. 33200 of 17 May 2010.

The Department of Higher Education and Training (DHET) recommends that the Academic Board of an FET College will make recommendations to the Principal who in turn will approve the admission of candidates offering N- programmes within the following parameters:

A. INSTRUCTIONAL OFFERINGS GRANTED EXTENSION

1. The offerings of the following programmes, as listed in the National Education Policy : Formal Technical College Instructional Programmes in the RSA, Norms and Standards Report 190 (2000/03) and programmes as specified in Report 191 Part 1: N1 – N3 (2001/08) are granted extension:

50111000	NATIONAL CERTIFICATE: N1: ENGINEERING STUDIES
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CODE	INSTRUCTIONAL OFFERING	PROVISO
4110011	Industrial Orientation N1	
8190321	* Diesel Earthmoving Mechanics Theory N1	On request only
8200081	*Ferro Alloy Theory N1	On request only
8120011	Water and Waste-Water Treatment Practice N1	
8090261	Engineering Drawing N1	
8090091	Plating and Structural Steel Drawing N1	
8090001	Building Drawing N1	
8080641	Industrial Electronics N1	
8060111	*Road Construction Theory N1	On request only
10010091	*Upholstery and Trimming Theory N1	On request only
10010001	*Tailor's Theory N1	On request only
11021871	Fitting and Machining Theory N1	
11021651	*Pulp and Papermaking Theory N1	On request only

CODE	INSTRUCTIONAL OFFERING	PROVISO
11021631	*Furniture Makers' Theory N1	On request only
11021091	Aircraft Metalwork Theory N1	
11020551	Motor Machining Theory N1	
11020221	*Foundry Theory N1	On request only
11010091	Bricklaying and Plastering Theory N1	
11022171	*Woodworkers' Theory N1	On request only
11041861	Electrical Trade Theory N1	
11041841	Rigging Theory N1	
11041561	Refrigeration Trade Theory N1	
11041091	Aircraft Maintenance Theory N1	
11022041	Plumbing Theory N1	
11041011	Aircraft Electrical Theory N1	
11022061	*Metalworkers, Theory N1	On request only
11040851	*Radio Theory N1	On request only
11040821	*Radio Television Theory N1	On request only
11040651	Motor Trade Theory N1	
11040601	Motor Electrical Theory N1	
11040561	Motor Bodywork Theory N1	
11040141	*Diesel-Electrical Theory N1	On request only
11040061	*Armature Winding Theory N1	On request only
11040001	Plant Operation Theory N1	
11041061	Aircraft Instrument Trade Theory N1	
5110011	Communication Mining N1	
15070001	Building Science N1	
15070321	Industrial Science N1	
15070391	Engineering Science N1	
16030121	Mathematics N1	

50211003 NATIONAL CERTIFICATE: N2: ENGINEERING STUDIES

CODE	INSTRUCTIONAL OFFERING	
4110022	Industrial Orientation N2	
8090102	Plating and Structural Steel Drawing N2	
8200102	*Ferro Alloy Theory N2	On request only
8190352	*Instrument Mechanic Theory N2	On request only
8190332	*Diesel Earthmoving Mechanics Theory N2	On request only
8190172	Refrigeration Technology N2	
8180112	*Plastic Technology N2	On request only
8090272	Engineering Drawing N2	
8090012	Building Drawing N2	
8080602	Industrial Electronics N2	
8080262	Logic Systems N2	
8060132	*Road Construction Theory N2	On request only
8060122	*Road Construction Drawing N2	On request only
8120022	Water and Waste-Water Treatment Practice N2	
10010012	*Tailor's Theory N2	On request only
10010102	*Upholstery and Trimming Theory N2	On request only
11020462	*Furniture-Maker's Theory N2	On request only
11021152	*Moulders' Theory N2	On request only
11021102	Aircraft Metalwork Theory N2	
11020562	Motor Machining Theory N2	
11010102	Bricklaying and Plastering Theory N2	
11020202	Toolmakers' Theory N2	
11020042	*Armature Winding Theory N2	On request only
11022032	Fitting and Machining Theory N2	
11020532	*Patternmakers' Theory N2	On request only

CODE	INSTRUCTIONAL OFFERING	
11040662	Motor Trade Theory N2	
11041872	Electrical Trade Theory N2	
11041852	Rigging Theory N2	
11041572	Refrigeration Trade Theory N2	
11041102	Aircraft Maintenance Theory N2	
11041072	Aircraft Instrument Trade Theory N2	
11041022	Aircraft Electrical Theory N2	
11040992	Aircraft Electronics Theory N2	
11040862	*Radio Theory N2	On request only
11021662	*Pulp and Papermaking Theory N2	On request only
11040612	Motor Electrical Theory N2	
11022202	*Wood-machinery/Joinery and Shopfitting Theory N2	On request only
11022052	Plumbing Theory N2	
11022082	Welders' Theory N2	
11040832	*Radio and Television Theory N2	On request only
11022192	Carpentry and Roofing Theory N2	
11040572	*Motor Bodywork Theory N2	On request only
11040012	Plant Operation Theory N2	
11040152	Diesel-Electrical Theory N2	
11040192	*Diesel Trade Theory N2	On request only
11040242	*Electro-Mechanics Theory N2	On request only
11040452	Instrument Trade Theory N2	
11022182	Platers' Theory N2	
5110002	Communication N2	
15070012	Building Science N2	
15070342	Industrial Science N2	
15070402	Engineering Science Theory N2	
16030192	Mathematics N2	

50311003 NATIONAL CERTIFICATE: N3: ENGINEERING STUDIES

CODE	INSTRUCTIONAL OFFERING	
04090103	*Motor Workshop Organisation and Administration N3	On request only
04090113	Industrial Organisation and Planning N3	
04110033	Industrial Orientation N3	
04110053	Supervision in Industry N3	
08060143	*Road Construction Drawing N3	On request only
08080273	Logic Systems N3	
08080613	Industrial Electronics N3	
08090023	Building Drawing N3	
08090113	Plating and Structural Steel Drawing N3	
08090283	Engineering Drawing N3	
08120003	Waste-Water Treatment Practice N3	
08120033	Water Treatment Practice N3	
08180123	*Plastic Technology N3	On request only
08190183	Refrigeration Technology N3	
08190363	*Aluminium Technology N3	On request only
08190373	Mechano Technology N3	
08200093	*Ferro Alloy Technology N3	On request only
10010023	*Tailor's Theory N3	On request only
10010113	*Upholstery and Trimming Theory N3	On request only
11010273	Building and Civil Technology N3	
11020053	*Armature Winding Theory N3	On request only
11020473	*Furniture Makers' Theory N3	On request only
11020543	*Patternmakers' Theory N3	On request only
11020573	Motor Machining Theory N3	

11020803	*Sheetmetal Workers' Theory N3	On request only
11021113	Aircraft Metalwork Theory N3	
11021163	*Moulders' Theory N3	On request only
11021673	*Pulp and Papermaking Theory N3	
11040023	Plant Operation Theory N3	
11040163	*Diesel-Electrical Theory N3	On request only
11040253	*Electro Mechanics Theory N3	On request only
11040343	Electro Technology N3	
11040463	Instrument Trade Theory N3	
11040583	*Motor Bodywork Theory N3	On request only
11040623	Motor Electrical Theory N3	
11040673	Motor Trade Theory N3	
11040693	Motor Vehicle Technology N3	
11040843	*Radio and Television Theory N3	On request only
11040873	*Radio Theory N3	On request only
11041003	Aircraft Electronics Theory N3	
11041033	Aircraft Electrical Theory N3	
11041083	Aircraft Instrument Trade Theory N3	
11041113	Aircraft Maintenance Theory N3	
11041263	Electrical Trade Theory N3	
11041583	Refrigeration Trade Theory N3	
11041823	Diesel Trade Theory N3	
15070023	Building Science N3	
15070313	Industrial Science N3	
15070413	Engineering Science N3	
16030143	Mathematics N3	

2. Students enrolled on the N1 – N3 programmes must be indentured by industry prior to enrolment in the programmes listed.
3. The SETAS/COLLEGES must give an indication of the subjects and enrolments for this examination.
4. The SETAS/College Heads must certify that each student is an apprentice.
5. A revised Time Table will be tabled to include the examination of instructional offerings with reference to the November 2010 examinations related to specific N1 and N2 programmes as indicated in section 1.
6. The management plan (Examination Instruction 19 of 2009), page seven (07) is applicable and must be strictly adhered to for the November 2010 examinations.
7. It will be expected from examination centres to submit a detailed marking and moderation plan for N1 and N2 programmes to the Department of Higher Education and Training (DHET) prior to 10 November 2010, the date on which the examination commences.
8. Small enrolments for subjects / (subjects indicated with an asterix *) will only be accepted if applications are made 6 months in advance. This is done in order to have question papers set and moderated for such applicants in order to avoid setting papers for zero enrolments. It is the responsibility of the college to ensure that applications/correspondence in this regard reaches the Engineering section in the Directorate: Examination Administration Support & IT System Administration and a reply obtained within 10 days.

B ADVERTISEMENT FOR APPLICATIONS FOR EXAMINERS AND DEPARTMENTAL MODERATORS FOR N1 AND N2 INSTRUCTIONAL OFFERINGS

- 1 The Department of Higher Education & Training (DHET) invites experts (i.e. Lecturers, subject advisors, curriculum developers, examiners and moderators) with the necessary knowledge, skills and experience in the field of assessment in the FET College Sector, to serve as examiners and departmental moderators for the instructional offerings listed in the above-mentioned tables.
- 2 In order to be considered, the applicants must have:
 - At least a recognised three (3) year post matric qualification, which must include the instructional offering concerned at third year level.
 - Have experience as an educator in the particular subject or in a related area and at least two (2) years' teaching experience within the last five years at the College or Higher Education.
 - Experience in the marking of examination scripts.
- 3 Knowledge and experience of teaching, learning and assessment at college level as well as experience in the setting of FET college examination question papers or other equivalent question papers, will be an added advantage. The successful candidates (i.e. examiners) will be required to set the question papers and accompanying marking guidelines within very strict timelines. The first examination session for these instructional offerings will be the November 2010 examination.
- 4 Internal moderators will be required to provide an objective and critical review of the question papers in terms of DHET approved criteria. The successful applicants will also be required to sign a short-term contract for a minimum period of two years, together with an agreement of confidentiality.
- 5 All colleges are expected to list all applicants, shortlisted applicants and recommendations for setting and moderation of question papers. It must be noted that the final decision in respect of appointments will be the responsibility of the Dept. of Higher Education and Training.
- 6 Enquiries: Ms EM Malindi, Tel. (012) 357 3897

The Department of Higher Education and Training is committed to providing equal opportunity and practising affirmative action employment. Applications must be submitted on the attached application form or a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV and certified copies of qualifications.

Please submit your application to:

THE DIRECTOR: EXAMINATIONS ADMINISTRATION SUPPORT & IT SYSTEM ADMINISTRATION
PRIVATE BAG X110
PRETORIA
0002

OR HAND DELIVERIES AT RECEPTION:
222 STRUBEN STREET
PRETORIA
0001

CLOSING DATE: 30 June 2010



MR F PATEL

(A) DIRECTOR GENERAL: HIGHER EDUCATION AND TRAINING

DATE: 31/05/2010

APPLICATION TO BE PLACED ON PANEL OF EXAMINERS AND MODERATORS

1. PREFERENCE DESCRIPTION	PREFERENCE: Encircle your choice:		Initials
I apply for position as moderator	M		
I apply for position as examiner	E		

2. Instructional offering, paper no. and code:

	Code								
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3. Surname:																																												
Title:						Initials										Population Group					Encircle your choice:																							
4. ID Number																African					Asian					Coloured					White					Other								
5. Postal address of applicant															Examination Centre: Number, Name and Address																													
															Number																													
															Name & Address																													
Postal code															Postal code																													
Dialing code and tel. no.															Dialing code and tel. no.																													
Cellular number															E-mail address																													
6. Qualifications (Use abbreviated titles of university degrees and diplomas and indicate major subjects.)																																												
7. Teaching experience in instructional offering as applied for.																																												
Instructional Offering										Instructional Offering code										Institution										Date from										Date to				
8. Experience of external examination work undertaken																																												
Instructional offering										Instructional offering code										Examination Body					Marker years					Examiner years										Moderators years				

9. Signature of applicant Date

10. Recommended by Academic Board:

Name																College																Designation										
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Signature Date

Note: If this form is not properly, signed and recommended it will be rejected.

Completion instructions for the application to be placed on the PANEL OF EXAMINERS AND MODERATORS

- a. Complete the application form in print
- b. If this form is not properly completed, signed and recommended it will be rejected.
- c. Use separate form for each instructional offering, examination question paper and level.
- d. Encircle your choice where applicable.
- e. Certified copies of your ID. and qualifications, must be attached to the completed application form.
- f. No curriculum vitae (CV) are required.

d. Blocks marked as follows are for office use only

1. Preference: Encircle your choice.

2. Instructional offerings, paper no. and code

Applied Accounting N3; Paper 2	Code	4	0	1	0	1	4	3
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3. Wherever blocks are provided: use one character per block, for example:

3. Surname:	M	A	T	L	A	L	A												
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Title: For example: Mr., Dr, Ms

Population Group: Encircle your choice: African, Asian, Colored or White

4. ID. Number: Please supply your 13 digit identity number

5. Postal address of applicant and examination center number, name and address:

Postal address: Please supply your postal address.

Exam center: number, name and address: Please supply the number, name and the address of the FET College you work for.

Please supply all the telephone numbers, cellular and e-mail codes if applicable, please supply the area dialing codes where applicable.

6. Qualifications: Use abbreviated titles of university degrees & diplomas; indicate major Subjects, attach certified copies of certificates and diplomas.

The minimum requirement is a three-year qualification.

7. Teaching experience in instructional offering as applied for: For example

Instructional Offering	Instructional Offering Code								Institution	Date from	Date to
Applied Accounting	4	0	1	0	1	4	3		Falsebay FET College	2010/07	2012/07

8. Experience of external examination work undertaken: For example:

Instructional Offering	Instructional Offering Code								Examination Body	Marker year	Examiner year	Moderator year
Applied Accounting	4	0	1	0	1	4	3		DHET	3	2	0

9. Signature of applicant:

The applicant must remember to sign and date the application form.

10. Recommendation by Chairperson of Forum:

The applicant must hand his/her application in at his/her FET College Academic Board for recommendation: If the application is not properly recommended it will not be taken into consideration.