



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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TO: EXAMINATION OFFICERS
EXAMINATION CENTRES
CAMPUS MANAGERS
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
FET COLLEGES ADVISORY COMMITTEE
UMALUSI

MEMORANDUM 08 OF 2012 (PRELIMINARY ENTRY SCHEDULES: NC (V) NOVEMBER 2012 EXAMINATIONS)

1. MANAGEMENT OF THE NC (V) PRELIMINARY ENTRY SCHEDULES

DHET will submit preliminary schedules to examination centres after uploading the files on the examination mainframe system. FET institutions are requested to submit amended preliminary entry schedules (***word document / hard copies**) to the DHET on or before 24 July 2012 to the relevant staff members indicated in annexure A.

Prelims need to be checked thoroughly and special attention should be given to the spelling of names, surnames, identity numbers and subject and programme codes (Memorandum 22 of 2011).

Preliminary schedules will be forwarded to FET Institutions on 15 August 2012 for final approval. These finally approved schedules must reach the DHET on or before 30 August 2012. Once this deadline lapses, you will not be allowed to make any further entries, withdrawals or amendments.

Public FET Colleges must submit the amended preliminary entry schedules as a doc. file (Word document). Private FET Colleges and Correctional Services are allowed to submit hard copy preliminary schedules. The faxing of the preliminary entry schedules to the DHET is **not** permitted since in most cases the amendments are not readable.

1.1 SUBMISSION OF DOC. FILES

All changes / additions to the preliminary entry schedules need to be indicated in **bold and the font colour must be black**. Do not delete or type over the original text, just add or modify next to the original text. Please email the ***word document** to the relevant staff member in annexure A.

****Please note: Effect amendments only on the word document / hard copy since a second electronic txt file cannot be downloaded. The second download overwrites the first txt file. The DHET is in the process of addressing this challenge.***

1.2 SUBMISSION OF HARD COPIES

When effecting changes, underline the original text (*do not delete the original text*) and then add or modify next to the original text. Submission of hard copies via speed post must be addressed to the relevant staff member in annexure A.

2. ADDITIONAL ENTRIES

If examination centres need to add additional *candidates* the **official entry form for all additional candidates** must be submitted with the preliminary entry schedules.

3. MANAGEMENT PLAN

Please ensure compliance in terms of Examination Instruction 27 of 2011.

Please direct your enquires to the relevant staff members indicated in Annexure A.

Kind regards



Ms N Pote
Director: FET Examinations and Assessment (Colleges and ABET)
Date: 01 June 2012

Enquiries: Pierre de Villiers

Tel.: (012) 357 3966 / 082 697 0982

Fax: (086) 714 0182

E-mail: devilliers.p@dhet.gov.za

ANNEXURE A: NATIONAL CERTIFICATES (VOCATIONAL)

FUNCTION	PROVINCE	NAME	TEL	E-MAIL	FAX TO E-MAIL
Entries L2 –L4 General Enquiries	Western Cape	Andriëtte Nel	012 357 3968	Nel.a@dhet.gov.za	086 714 0128
Entries L2 –L4 General Enquiries Re-marking / Re-checking Amanuensis / Concessions	Northern Cape Province	Mathilda Visser	012 357 3978	Visser.m@dhet.gov.za	086 714 0050
Entries L2 –L4 General Enquiries Subject clashes	Free State Province	Elizabeth Phago	012 357 3967	Phago.e@dhet.gov.za	086 628 8859
Entries L2 –L4 General Enquiries	Eastern Cape Province	Martin Groenewald	012 357 3972	Groenewald.m@dhet.gov.za	086 714 0174
Entries L2 –L4 General Enquiries	KZN Province Centres 0502 - 0562	Mabel Sibeko	012 357 3970	Sibeko.m@dhet.gov.za	086 714 0085
Entries L2 –L4 General Enquiries Verifications of Qualifications	KZN Province Centres 5501 - 5554	Michelle Malherbe	012 357 3482	Malherbe.m@dhet.gov.za	086 515 9638
Entries L2 –L4 General Enquiries	Mpumalanga Province	Julia Mapatjie	012 357 3969	Mapatjie.j@dhet.gov.za	086 714 0156
Entries L2 –L4 General Enquiries	Limpopo Province	Eugene Nkhwashu	012 357 3973	Nkhwashu.e@dbe.gov.za	086 628 8856
Entries L2 –L4 General Enquiries	Gauteng Centres 0801 – 0899	Mancha Moshokoa	012 357 3975	Moshokoa.c@dhet.gov.za	086 628 8854
Entries L2 –L4 General Enquiries	Gauteng Centres 5801 - 8865	Lukas du Plooy	012 357 3977	Duplooy.l@dhet.gov.za	086 7140179
Entries L2 –L4 General Enquiries	North West Province	Moses Ramalekana	012 357 3971	Ramalekana.m@dhet.gov.za	086 714 0301

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