



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: FET EXAMINATIONS AND ASSESSMENT

Private Bag X110, Pretoria, 0001, South Africa, 222 Struben Street, PRETORIA, 0002.
Tel: +27 12 357 3892, Fax: 012 328 6878, <http://www.education.gov.za>

Enquiries: Pierre de Villiers
Tel.: (012) 357 3966 / 082 697 0982
Fax: (086) 714 0182
Email: devilliers.p@dhet.gov.za

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 16 OF 2011

MANAGEMENT OF THE PRELIMINARY ENTRY SCHEDULES: NC (V) NOVEMBER 2011 EXAMINATIONS

Please verify the preliminary entry schedules for the National Certificate (Vocational) [NC (V)] levels 2 - 4 for the November 2011 examination. Special attention should be given to the spelling of names, surnames, and identity numbers as well as the subject and programme codes.

Public FET Colleges must submit the preliminary entry schedules as a doc. file. Private FET Colleges and Correctional services are allowed to submit hard copy preliminary schedules. The faxing of the preliminary entry schedules to the Department of Higher Education and Training (DHET) is **not** permitted.

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 doc. files to the relevant staff member indicated in Annexure A.

Please note: Affect amendments only on the word document, since a **second** electronic file cannot be downloaded.

SUBMISSION OF HARD COPIES

When affecting changes, underline the original text (do not delete the original text) and then add or modify next to the original text. Hard copies must be submitted via speed post and be addressed to:

The Assistant Director: National Certificate (Vocational)
For Attention: Ms Mathilda Visser
222 Struben Street, PTA 0002
Work Station: SF 1009

ADDITIONAL ENTRIES

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

MANAGEMENT PLAN

Please ensure compliance in terms of Examination Instruction 10 of 2011. The **closing date** for receipt of the final preliminary schedules to the DHET is **01 August 2011**. Once this deadline lapses, you will not be allowed to make any further entries, withdrawals or amendments.

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

Kind regards

A handwritten signature in black ink, appearing to be 'N Pote', written in a cursive style.

Ms N Pote
Director: Examinations and Assessment (Colleges and ABET)
Date: 07 June 2011

Annexure A

National Certificate (Vocational)

Enquiries: Pierre de Villiers

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

Fax: (086) 714 0182

Email: devilliers.p@dhet.gov.za

FUNCTION	PROVINCE	NAME	TEL	EMAIL	FAX TO EMAIL
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	Northern Cape Province North West Province	Eugene Nkhwashu	012 357 3973	Nkhwashu.e@dhet.gov.za	086 628 8856
Entries L2 –L4 General Enquiries	Free State Province	Moses Ramalekana	012 357 3971	Ramalekana.m@dhet.gov.za	086 714 0301
Entries L2 –L4 General Enquiries	Eastern Cape Province	Martin Groenewald	012 357 3972	Groenewald.m@dhet.gov.za	086 628 8857
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	KZN Province Centres 5501 - 5554	Julia Mapatjie	012 357 3969	Mapatjie.j@dhet.gov.za	086 714 0156
Entries L2 –L4 General Enquiries	Mpumalanga Province	Mancha Moshokoa	012 357 3975	Moshokoa.c@dhet.gov.za	086 628 8854
Entries L2 –L4 General Enquiries Irregularities	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	086 714 0050
Entries L2 –L4 General Enquiries	Gauteng Centres 0883 - 5872	Lukas du Plooy	012 357 3977	Duplooy.l@dhet.gov.za	086 7140179