



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE**

EDUCATION OF DISTINCTION

2019 INTEGRATED ANNUAL REPORT



The background of the cover is a photograph of the college's main building, a large structure with a stone-clad section and a dark upper section. Three flagpoles with flags are visible in the foreground. A stone wall with a sign for the 'HEAD OFFICE' is in the lower left, and a sign for 'SOUTH WEST GAUTENG COLLEGE' is on the right. The text is overlaid in white, bold, sans-serif font.

**ANNUAL REPORT
FOR
SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE
2019**



TABLE OF CONTENTS

1. <u>INTRODUCTION</u>	1	7.4 <u>STUDENT REPRESENTATIVE COUNCIL REPORT</u>	17 - 19
2. <u>ABBREVIATIONS AND ACRONYMS</u>	1	<u>PART C: PERFORMANCE INFORMATION</u>	20
<u>PART A: GENERAL OVERVIEW</u>	2	8. <u>REPORT BY PRINCIPAL ON MANAGEMENT AND ADMINISTRATION</u> ..	20-21
3. <u>MESSAGE FROM THE COUNCIL CHAIRPERSON</u>	2	9. <u>COLLEGE PERFORMANCE AND ORGANISATIONAL ENVIRONMENT</u>	21
4. <u>THE ACCOUNTING OFFICER'S FOREWORD</u>	3 - 4	10. <u>PERFORMANCE REPORTING</u>	21 - 84
5. <u>STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY</u>	4	10.1 <u>ANNUAL PERFORMANCE ACHIEVEMENTS</u>	84 - 87
6. <u>LEGISLATION AND OTHER DIRECTIVES</u>	5	10.2 <u>COLLEGE ACHIEVEMENT IN TERMS OF TVET SYSTEM TARGETS</u> .	88 - 89
6.1 <u>LEGISLATIVE FRAMEWORK</u>	6	10.3 <u>STRATEGY TO DEAL WITH UNDERPERFORMANCE</u>	89
6.2 <u>LEGISLATIVE AND OTHER MANDATES</u>	6		
<u>PART B: GOVERNANCE</u>	7		
7. <u>REPORT OF COUNCIL CHAIRPERSON</u>	7 - 12		
7.1 <u>CONSTITUTION OF THE COLLEGE COUNCIL AND GOVERNANCE STRUC- TURES</u>	7 - 12		
7.2 <u>REPORTS BY COMMITTEES OF COUNCIL</u>	12 - 14		
7.3 <u>ACADEMIC BOARD REPORT</u>	14 - 17		

1. INTRODUCTION

The template serves as a guide for Technical and Vocational Education and Training (TVET) colleges in the compilation of annual performance report. It aims to bring about uniformity and logic in the organisation and presentation of the annual performance reports by TVET colleges. It also aims to address issues of content and format of the TVET colleges' annual performance reports and bring about standardisation and uniformity thereon.

NB. For every section there will be text boxes which provide the college with guidelines as to how to approach the required narrative presentations on the identified areas. These boxes must be deleted upon completion of the relevant section of report

2. ABBREVIATIONS AND ACRONYMS

APP	Annual Performance Plan
COS	Centre of Specialisation
DHET	Department of Higher Education and Training
HRDS-SA	Human Resource Development Strategy for South Africa
M&E	Monitoring and Evaluation
MTEF	Medium Term Expenditure Framework
MTSF	Medium Term Strategic Framework
NDP	National Development Plan
NEET	Not in employment nor in education and training (youth)
NSDS	National Skills Development Strategy
NSF	National Skills Fund
NSFAS	National Student Financial Aid Scheme
OPS Plan	Operational Plan

PQM	Programme Qualification Mix
PSET	Post-School Education and Training
SETA	Sector Education and Training Authority
SNE	Special Needs Education
SSP	Sector Skills Plan
SWOT	Strengths, weaknesses, opportunities, threats
TVET	Technical and Vocational Education and Training
WIL	Work Integrated Learning
WPBL	Workplace-based Learning
PC	Personal Computer
LAN	Local Area Network
WAN	Wide Area Network
MAN	Metro Area Network
VLAN	Virtual Local Area Network
VPN	Virtual Private Network
VOIP	Voice Over Internet Protocol
IP	Internet Protocol
AP	Access Point
TCPIP	Transmission Control Protocol/Internet Protocol
CAT 6	Category 6
UTP	Unshielded Twisted Pair
STP	Shielded Twisted Pair
HP	Hewlett Packard
AI	Artificial Intelligent
4IR	Fourth Industrial Revolution
IoT	Internet of Things
DHET	Department of Higher Education and Training
ICT	Information Communication and Technology
DR	Data Recovery

PART A: GENERAL OVERVIEW

3. MESSAGE FROM THE COUNCIL CHAIRPERSON



It is an honour and a privilege for me as a Chairperson of South West Gauteng TVET College to present an Annual Performance Report for the period of 2019. We are a fairly new Council, duly appointed by the former Higher Education and Training Minister, Honourable Dr. Naledi Pandor in March, 2019. Together with my colleagues in the Council of South West Gauteng TVET College, we are committed in ensuring that we remain the best College not only in South Africa but in the African continent. We have, however understood from the beginning of our tenure that we will, as is the norm and wisdom, build on the work of our predecessors. As a new Council we have looked at the resolutions as well as the work that was not concluded by the previous Council.

In the year under review, the long serving Principal of the college, Mr. Dan L Nkosi took early retirement due to his health. However, before he left he deposited a lot institutional knowledge to the new Council. We have also been fortunate in the sense that his Deputy Principal Mr. Monyamane J.M who has also been a long serving servant of the College has accepted the position of Acting Principal. He has also been instrumental in ensuring that the new Council is up to speed with its functions. As the new College Council Chairperson, together with MY colleagues, and Senior Management we are aware of the tasks and responsibilities placed on our shoulders. We are determined to make South West Gauteng TVET College the best and ensuring that members of the community in our jurisdiction and outside wanting to be associated with the College. Surely, achieving this feat will be done by focusing on teaching and learning and teaching with pride and humility.

The records and reports of the College indicate that in the year, 2019, the college continued to be driven by the aspirational vision of striving to be the benchmark TVET College in the delivery of quality Vocational Education and Training and the mission of wanting to innovatively mobilise all College resources to ensure excellence in the College's delivery, employability and embracing of entrepreneurship among students and ISO consistency in the service delivered. The main focus of all the stakeholders of the College is to the focus on core business which is the delivery of education and training and related programmes and on improving the academic results of students, coupled with the objective of connecting the students with the economy, through experiential learning, work and entrepreneurship opportunities.

The report will articulate and quantify details of how the College fared in terms of the set key results areas, key among which are the certification rate, throughput rate, workplace integration and employability. It is enough here to say there were, as in many instances in life, many hits and a few misses in some of these and the misses will be areas of focus in the New Year. However, I must also mention the challenges that the College faced in the 2020 period COVID-19 which impacted negatively all the gains we have achieved in 2019. Nevertheless, this will be captured in our 2020 annual report.

In particular, the College continued to improve on its students' results in the National Certificate (Vocational) and Report 191 programmes. The NC(V) certification rate increased from 50.27 to 50.86 on written, a 1% increase whilst the Report 191 certification rate decreased from 46.63 to 42.62 on written, a 4.01% decrease. There is general acceptance amongst all College stakeholders, namely, governors, management, personnel and students that the College's academic result need to be improved by bigger margins. The College Council, do welcome the fact that the College led all Gauteng Colleges on aggregate for both the NC(V) and Report 191 programmes. This is a good and solid foundation that the Council intends to build-on.

Like all College stakeholders, we are concerned about the area of financial management in the College. This has not shown improvement in the last three years, this is mainly attributed to absence of a permanently appointed Chief Financial Officer (CFO). The College has mainly utilised Acting CFOs sourced from SAICA, resulting in the College having four CFOs within a period of five years and without a CFO for nearly a year in between. Management has explained that this situation has resulted in lack of consistency and depth in putting up systems in the finance division, with the recent audit opinions by the Auditor General, including the one of 2018 having shone the spotlight on this critical area.

This report is also an opportunity to thank all College stakeholders for walking the mile with the College, from our predecessors, the previous governors, the Department of Higher Education and Training, industry partners, personnel, students and all.

A handwritten signature in black ink, appearing to be 'Z Dlamini', written over a horizontal line.

Z Dlamini | Chairperson of Council |

4. THE ACCOUNTING OFFICER'S FOREWORD



The academic year 2019 marked 16 years of existence of the South West Gauteng TVET College since the proclamation of the Further Education and Training Act of 1998 that created a merger of former Technical Colleges in the nine Provinces of the country. The "SWGC" TVET College as it is known by its students and staff members, was formed by Dobsonville Technical College, George Tabor Technical College, Molapo Technical College, Roodpoort Technical College, Krugersdorp College. Later the two (2) Krugersdorp campuses were transferred to WESTCOL

TVET College and Technical College was then incorporated into SWGC.

The College has grown significantly since its merger, from less than 340 staff members and 6 000 registered students in 2003. However, in 2019 the College had 700 staff members, inclusive of interns and 27 170 registered students in both Ministerial and Non-Ministerial Programmes (Occupational and Learnership Programmes). In addition to this growth, the Primary Agricultural Training Centre which was established in 2013 to offer training in agriculture has grown significantly, the student enrolment increased from 70 to 210 students, with potential to grow higher should funding be available. Parallel to the above growth, there was also increment in partners and accreditations by various SETAs in the country. In the year under review (2019), the College signed a total of 92 MOUs whilst the accreditation in various skills programmes by SETAs also increased. The College had a total of 50 accredited short skills by various SETAs. Furthermore, the College was accredited by QCTO for the following programmes; Bookkeeper – Level 5, Electricians – Level 4, Early Childhood Development Practitioner – Level 4, Computer Technicians – Level 5, Project Management – Level 5, Training and Development Practitioner – Level 5.

The above partners were enablers for the WIL/WBE programmes, resulting in the

placement of the students in companies for either 5 days or 18 months internship for the purpose of obtaining their National Diploma. The College lecturers also benefited from these partnerships since they were also placed at various host employers for industry exposure. Two of the College engineering lecturers were placed with Clover SA for 18 months' apprenticeship. The exposure to the world of industry motivated students and minimized the drop-out rate and on the other hand lecturers also realised the importance of not limiting their lessons to the prescribed textbooks but rather complementing them by infusing various teaching methodologies and materials that would bring the world of work in the classroom.

In 2019, the College academic performance was below the expected standards in comparison to previous years, with particular reference to 2012 and 2018. In those years prodigious progresses were achieved which in 2012, the College's National Certificate (Vocational) students' results were the highest in the Gauteng Province, despite the fact that this was a time when the performance in NC(V) was generally poor, country wide. In 2018, though the college's results in the exit levels of Level 4 (NCV), N3 and N6 (Report 191), were not at the top, however, the College's aggregate results for all levels in both NC(V) and Report 191 were the highest in the Gauteng Province. However, in 2019 the College achieved a certification rate of 50.86% in National Certificate Vocational programme whilst in Report 191 programme the certification rate was at 42.62%. The 2019 retention rate of the NC(V) programme was 77.76% in comparison with the 73.95 of 2018 whilst the report 191 was 88.79% in comparison with the 2018 which was 88.55%.

In terms of partnerships, the College has learnt the importance of partnership and the role played by this partnership plays in improving the quality of teaching and learning. It has always been known to those in the College that such extra-curricular benefit derived from these partners cannot be attained without building of partnership with industry, the community, local government, institution of higher learning, sister institutions in and outside the country, local schools and community based organisations. The College's list of partners had become quite extensive and varied. It included sector education and training authorities (SETAs), the two municipalities / metros surrounding the College, Johannesburg and Mogale City, financial institutions, industry, and commerce organisations.

Over time, these partnerships not only influenced the College's programme and qualification mix (PQM), but saw the College adjusting and augmenting its programmes and adding or prioritizing elements in the programmes that were highlighted by some of the partners, all with a view to ensuring relevance. For an example, the qualifications taught by the College are mostly developed by the Department of Higher Education and Training, the College took a decision, as part of its strategic planning process for 2020, that all its Level 3 NC(V) and N5 Report 191 students would be encouraged and assisted to do the online Google Digital Skills for Africa modules. Level 3 and N5 Report 191 Marketing students were persuaded and assisted to also enrol for the online Google Digital Marketing modules. A partnership with UIPATH in the US enabled the College to plan to introduce the 4th Industrial Revolution relevant course of Robotics Process Automation (RPA) on a pilot for 40 students at each of the College's six campuses, with the intention to roll-out the programme at all College sites at a higher scale.

It is regrettable that with all the efforts and the commitment by the College management to obtain a clean audit, the result of the audit by AGSA came out negative. This can be attributed to the fact that the last time the College had a permanent Chief Finance Officer was in 2010, to date the College is operating with temporary Chief Finance Officer which create some instability in the finance unit. The other factors contributing to the negative audit is prior era balances, skills, capacity and internal control. Both the College management and College Council with the assistance of the DHET the hunt for a permanent Chief Finance Officer has since intensified and this can be achieved, the College will without a doubt improve its showing in the area of audit.

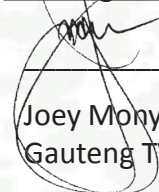


Joey Monyamane | Acting Principal / Accounting Officer |
South West Gauteng TVET College

5. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY

To the best of my knowledge and belief, I confirm the following:

1. All information and amounts disclosed throughout annual report are consistent.
2. The annual report has been prepared in accordance with the guidelines issued by the Department of Higher Education and Training.
3. The annual financial statements have been prepared in accordance with the relevant standards, frameworks and guidelines issued by National Treasury.
4. The accounting officer, i.e. the principal, is responsible for the preparation of the annual financial statements and for the judgements made in this document.
5. The accounting officer, i.e. the principal, is responsible for establishing and implementing a system of internal control that has been designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the annual financial statements.
6. The Auditor-General and/or external auditors express an independent opinion on the annual financial statements. In my opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of South West Gauteng TVET College for the financial year ended 31 December 2019



Joey Monyamane | Acting Principal / Accounting Officer | South West
Gauteng TVET College

6. LEGISLATION AND OTHER DIRECTIVES

College Profile

South West Gauteng College is a public Technical and Vocational Education and Training (TVET), formerly, FET college, operating under the auspices of the Department of Higher Education and Training (DHET) in terms of the Continuing Education and Training Act, Act No.16 of 2006, as amended. The College is accredited by Umalusi and several Sector Education and Training Authorities (Seta's) to offer education and training, mostly in the FET band (NQF Level 2 to 4). Some programmes are offered in the Higher Education band i.e. the N4 to N6 levels. At over 30 000 enrolments, the college is one of the biggest colleges in the country

With its head office located at Molapo Campus, Soweto and campuses spread through Soweto (3) to Roodepoort (2) and Randburg (1), Including the "LAND IS WEALTH FARM" in Sterkfontein, the College is a real citadel of education and training for communities in its wide catchment area and beyond.

With the Distance learning and e-learning mode, driven through the Technisa Campus in Randburg, it is no exaggeration to say "we now surface everywhere!"

Starting from 2007, the (FET) TVET colleges have been offering the new three year TVET curriculum, which culminates in the awarding of the National Certificate (Vocational) [NC (V)] to students. This qualification is opening two doors to the successful students. Since their education will have had a deliberate vocational slant, the students completing the NC (V) Level 4 qualification are able to enter the job market. The first cohort of NC (V) graduates came out at the end of 2009 and was re-

ceived well by the economy.

The Level 4 NC (V) graduates are also able to proceed to the Higher Education and pursue some post-NQF Level 4 education at Universities or Universities of Technology, depending on their results in Level 4. If they choose this route, they do so on a very strong technical foundation, which they have obtained from their three years at the College. The entry requirements for Higher Education for students who have completed NC (V) Level 4 qualification can be obtained from the College's website, Student Support or Marketing Offices and in the College Prospectus.

The important thing is that if one wants to follow a vocational direction, either in Engineering Studies, Business Studies, or Utility Studies, one does not need to stay at school until one has passed Grade 12, since colleges are offering a three-year vocational qualification. To enrol for this qualification, one only needs to have passed the minimum of Grade 9, but the qualification is more suitable for learners with a higher school grade, e.g. Grade 11 or even Grade 12.

In 2018 the college began offering 'fee-free' education to South Africa's poor and working class people, with and joint family annual income below the threshold of R 350 000, supported by government and the Department of Higher Education and Training.

6.1 LEGISLATIVE FRAMEWORK

South West Gauteng TVET College is enjoined by Section 44(3) of the Act, read in conjunction with section 25(3) of the same Act to prepare and submit to the Minister for Higher Education and Training an annual report.

In terms of Sections 25(3) and 25(4) of the Continuing Education and Training (CET) Colleges Act, No 16 of 2006 (as amended), public technical and vocational education and training (TVET) colleges are required to produce annual financial reports and to comply with any reasonable additional reporting requirement established by the Minister. Moreover, Section 44 of the Act requires colleges to annually report to the Minister in respect of its performance and its use of available resources.

In addition, these pieces of legislation govern and steer the college in terms of achievement of its strategic and performance objectives.

6.2 LEGISLATIVE AND OTHER MANDATES

In terms of Sections 25(3) and 25(4) of the Continuing Education and Training (CET) Colleges Act, No 16 of 2006 (as amended), public technical and vocational education and training (TVET) colleges are required to produce annual financial reports and to comply with any reasonable additional reporting requirement established by the Minister. Moreover, Section 44 of the Act requires colleges to annually report to the Minister in respect of its performance and its use of available resources. In addition, these pieces of legislation govern and steer the college in terms of achievement of its strategic and performance objectives.

The Constitution of the Republic of South Africa (Section 29(1)-(4)) provides for the right of basic and further education to everyone in the official language of their choice provided equity, redress and practicability are taken into

account. In addition, the Continuing Education and Training (CET) Colleges Act (No 16 of 2006) provides for the regulation of continuing and further education and training through the establishment, governance and funding of public technical and vocational education and training (TVET) colleges and the promotion of quality in continuing and further education and training.

Further sets of legislation that impact on the TVET colleges sector and its strategic and national imperatives are listed below:

- National Qualifications Framework (NQF) Act (No 67 of 2008);
- Higher Education (HE) Act (No 101 of 1997);
- Skills Development Act (No 97 of 1998);
- Skills Development Levies Act (no 9 of 1999); and
- General and Further Education and Training Quality Assurance Act (No 58 of 2001).

In addition, the White Paper for Post-School Education and Training mandates delivery and strategic priorities in the TVET colleges sector. Other policy mandates include:

- National Trade Testing Regulations;
- SETA Grant Regulations;
- National Skills Development Strategy;
- Public TVET College Attendance and Punctuality Policy; and
- Policy on the Conduct of National Examinations and Assessment.

PART B: GOVERNANCE

7 REPORT OF COUNCIL CHAIRPERSON

7.1 CONSTITUTION OF THE COLLEGE COUNCIL AND GOVERNANCE STRUCTURES

• REPORT OF COUNCIL CHAIRPERSON

• INTRODUCTION

- The South West Gauteng TVET College Council is a statutory body established and defined under the Continuing Education and Training and Training Act, 2006 (Act No.16 of 2006). The College Council is the highest decision making body of the College. The annual report covers the activities for the 2019 academic year.

• College Council Mandate

- The purpose of the College Council is to perform all the functions which are necessary to govern the College, including the development of a College statute. The College Council in concurrence with the other statutory bodies, namely, the Academic Board and the Student Representative Council develop amongst other things, the following:
 - The College Strategic Plans which must incorporate the vision, mission, values, goals and financial planning of the College.
 - Ensure safety measures which are conducive for a safe teaching and learning environment for students, lecturers and support staff.
 - Ensure compliance with the accreditation requirements necessary to provide learning Programmes in terms of standards and qualifications as registered on the National Qualifications Framework.
 - Provide a suitable structure to advice on policy for the student support services within the College.
- Briefly, the College Council act in five different areas, namely, Development, Monitoring, Approval, Compliance and Financial Oversight.

• Mandatory College Council Meetings

- The College Council as a governing body of the College needs to meet as often as required to execute its statutory functions. A minimum of four (4) mandatory ordinary meetings per year. The College Council 4 mandatory meetings were scheduled and held as follows:

1st Meeting: 27 March 2019

2nd Meeting: 26 June 2019

3rd Meeting: 25 September 2019

4th Meeting: 4 December 2019

• Optional/Discretionary College Council Meetings

- In addition to the mandatory ordinary College Council meetings, the Council convened special meetings and /or trainings/workshops to deal with specific matters. The College held one (1) special meeting held on the 9th September 2019

• Special Meetings

- 09 September 2019: Discuss the appointment of four additional council members.

• Training/Works

- 3rd - 4th May 2019: Council induction

• The Composition of the College Council

- According to the Act, the College Council consists of sixteen (16) members which includes internal and external members. The SWG TVET College Council comprise of the following Members:
 - The College Principal: Mr. Nkosi DL
 - A member of the Academic Board, elected by the Academic Board: Mr. Mosiane RT
 - A Lecturing Staff member of the College, elected by the lecturers: Mr Tshoko L
 - A Support Staff member of the College, elected by the support staff: Mr.

Maisela M

- Two (2) Students of the College elected by the SRC: Mani H (President), Mkhatswa P (Secretary General).
- Five (5) Appointments by the Minister of Higher Education and Training: Mr. Dlamini ZL; Prof Moloji T. Ms Liau M, Mrs. Mazibuko F, and Mrs. Lamula N.
- Four (3) Appointments by the Council in concurrence with the Minister: Adv. LT Khorommbi, Mr Netshimbupfe AG, and Magoele MM.
- A Representative of the donors of the College: The position was vacant for the whole year 2019.
- The College Deputy Principals have standing invitation of Council meetings for reporting purposes but with no voting powers. The Deputy Principals are Mr. Schlemmer A (Corporate Affairs and Planning), Monyamane JM (Academic Affairs and Operations) and Makaula P (Acting Finance) who later resigned and replaced by Ms Qwesha Z.
- **The Summary Roles and Responsibilities of the College Council**
 - The College Council members are jointly responsible and accountable for decisions which includes:
 - Provide strategic vision and leadership for the development of the institution.
- Ensure the alignment and support of all internal and external stakeholders behind the college vision and mission.
- Provide oversight of the college operational plan.
- Ensure that quality management systems are implemented by the college.
- Ensure the attainment of the targets as expressed in the strategic plan within the allocated budget.
- Ensure good management oversight and the implementation of performance monitoring and evaluation systems.
- Reflect the responsible deployment of college resources and assets in the support of the goals of the strategic and operational plans of the college.
- Assist the Academic Board to implement relevant teaching and learning didactics and methodologies.
- Reflect accountable stewardship of public resources, responsible financial (fiduciary) oversight of the college budget, income and expenditure, and the compilation and approval of financial statements.
- Ensure student access, retention, certification, progression, throughput, and successful articulation with the workplace and/or higher education and training.

- Attendance for College Council Meetings (Mandatory Meetings)

Surname & Initials	Portfolio	Type of Appointment	Attendance				Attendance Rate (%)
			1 st quarter	2 nd Quarter	3 rd quarter	4 th quarter	
			27 March 2019	26 June 2019	25 September 2019	4 December 2019	
Tsokolibane PN	Chairperson	10(4)(b): Ministerial Appointments	√	Term of office ended.	Term of office ended.	Term of office ended.	25%
Shange XE	Vice Chairperson	10(4)(b): Ministerial Appointments	√	Term of office ended.	Term of office ended.	Term of office ended.	25%
Motlogelwa RJ	ARC Chairperson	10(6) Ministerial Concurrence A	√	Term of office ended.	Term of office ended.	Term of office ended.	25%
Nkosi DL	Principal	Principal	√	√	√	√	100%
Sekobane TM	Secretary (Academic Board Representative)	10(4)(c) Academic Board Representative	√	Term of office ended.	Term of office ended.	Term of office ended.	25%
Zwane JV	Finco Chairperson	10(4)(b): Ministerial Appointments	√	Term of office ended.	Term of office ended.	Term of office ended.	25%
Barnard FP	HR Chairperson	10(4)(b): Ministerial	N/A (Resigned)	Term of office ended.	Term of office ended.	Term of office ended.	0%

Amos WT	Planco Chairperson	10(6) Ministerial Concurrence	√	Term of office ended.	Term of office ended.	Term of office ended.	25%
Dr. Msibi MG	Employability Chairperson	10(6) Ministerial Concurrence	√	Term of office ended.	Term of office ended.	Term of office ended.	25%
Advocate Kganedi M	HR Chairperson	10(6) Ministerial Concurrence	x	Term of office ended.	Term of office ended.	Term of office ended.	25%
Mukhadakhomu AI	Student Support Services Chairperson	10(4)(b): Ministerial Appointments	X	Term of office ended.	Term of office ended.	Term of office ended.	25%
Ramono CN	Educator Representative	10(4)(e) Lecturer Representative	x	Term of office ended.	Term of office ended.	Term of office ended.	25%
Suping V	Support Staff Representative	10(4)(f) Support Staff Representative	√	Term of office ended.	Term of office ended.	Term of office ended.	25%
Mani H	SRC President	10(4)(g) Lecturer Representative	x	√	√	√	75%
Mr ZL Dlamini	Chairperson	10(4)(b): Ministerial Appointments	Not yet appointed	√	√	√	75%
Ms N Lamula	Deputy Chairperson	10(4)(b): Ministerial Appointments	Not yet appointed	√	√	√	75%
Ms M Liau	External member	10(4)(b): Ministerial Appointments	Not yet appointed	√	√	√	75%
Prof T Moloji	External member	10(4)(b): Ministerial Appointments	Not yet appointed	√	x	√	50%

Ms FM Mazibuko	External member	10(4)(b): Ministerial Appointments	Not yet appointed	√	X	√	50%
Adv LT Khorommbi	External member	10(6): Ministerial concurrence	Not yet appointed	Not yet appointed	Not yet appointed	√	25%
Mr M Magoele	External member	10(6): Ministerial concurrence	Not yet appointed	Not yet appointed	Not yet appointed	√	25%
Mr AG Netshimbupfe	External member	10(6): Ministerial concurrence	Not yet appointed	Not yet appointed	Not yet appointed	√	25%
Mr MJ Monyamane	Deputy Principal (Academic Affairs & Operations)	Co-Opted Members	√	√	√	√	100%
Mr A Schlemmer	Deputy Principal (Corporate Affairs & Planning)	Co-Opted Members	x	√	√	√	75%
Makaula P	Deputy Principal (Acting Finance)	Co-Opted Members	√	√	Resigned	Resigned	50%
Mr TR Mosiane	Internal member	Academic board	x	√	x	√	50%
Mr M Maisela	Council Secretary (Internal member)	Staff representative	x	√	√	√	75%
Mr L Tshoko	Internal member	Lecture representative	X	√	x	√	50%
Ms P Mashabela	Internal member	SRC representative	x	x	x	x	0%

√ Present X Absent

• **Summary of College Council Resolutions Actions in 2019**

- **EXCO:** Council resolved to discontinue with Exco and ensure that there is a quarterly assessment of the sub-committees in order to assist the council to determine any needs for interventions (06 June 2019: Resolution 1:2019).
- **Appointment of interim CFO:** Council resolved to appoint interim Chief financial officer due to resignation of Mr Mkaula (25 September 2019: Resolution 2:2019).
- **Audit outcomes by AGSA:** Council resolved to appoint two consultants to assist the college with accounting and auditing in addressing the audit findings (25 September 2019: Resolution 3:2019).
- **Investment Policy:** Council resolved that interim CFO must present the investment policy to the next finance committee meeting for discussion and to determine if there is a need for changes and whether the current status of investment is still relevant or not (04 December 2019: Resolution 14:2019).
- **Donation of books:** Council resolved that to approve the donation of old books and requested that the college must keep a record of all institutions whom the college has donated to (04 December 2019: Resolution 18:2019).

7.2 REPORTS BY COMMITTEES OF COUNCIL

The Act enables the College Council to establish the College Council Committees and the College Council is, by and large, in compliance with the Act in this regard. The first five (5) committees are mandatory and the last two (2) Committees are established by the College Council on the basis of need in line with the Act.

Mandatory Committees - 2019

- Executive Committee (Exco)
- Finance Committee (Finco)
- Audit and Risk Committee (ARC)
- Human Resources and Remuneration Committee
- Planning Committee (Planco)

Discretionary/Optional Committees

- Student Support Services Committee
- Employability Committee
- Additional Revenue Committee

The Purpose of the Committee

- The main function of the College Council committees is to assist the Council in the performance of its statutory functions.
- The Act permits the College Council to appoint a person (s) who is not a member of the Council to be a member (s) of the Council Committee based on expertise.
- The College Council, is however, not divested of the responsibility for the performance of any function delegated to a committee.
- All the College Council Committees were chaired by an External Council Member as prescribed by the Act.

Composition of Council Committees and Attendance

Audit and risk committee - 2019

This was a year of transition for the Audit and Risk Committee (ARC) and saw the old committee's term end in March 2019 with the new committee commencing in June 2019.

The Audit and Risk Committee is required to meet at least four times per year, as per the approved Audit and Risk Committee Charter, and the first meeting was held by the old committee, whilst the last 3 meetings were held by the new committee. The names of Committee members and attendance details, are listed hereunder:

Name of Member	Number of Meetings Attended
Ms. M. Liau (Chairperson)	3
Mr. MM. Magoele*	0
Prof. T. Moloi**	1

The members were appointed at different times throughout 2019. The term of office for the previous members, ended on the 31st of March 2019.

* Appointed after the last meeting of 2019

** Re-assigned to the Finance Committee, hence only attended one meeting.

Previous members, whose term of office ended in March 2019 are as follows:

Mr. R. Motlogelwa (Chairperson)

Mr. T. Matabane

Mr. V. Zwane

Ms A. Mukoma (Secretary)

The Committee's primary mandate is to provide oversight and to assist the College Council in matters relating to the effectiveness of internal controls. This was done to a limited extent in 2019, as the committee was not adequately constituted for half of the financial year.

Furthermore, 2019 has been a challenging year for the college with a key focus on addressing internal control deficiencies that currently exist. The following key resolutions were taken by the Audit and Risk committee:

- Recommendation to council to appoint a CFO with experience to capacitate the finance team and support in addressing the current key control deficiencies
- Recommendation to council to have a policy workshop in order to review all policies
- Recommendation to council to obtain technology skills in the committee

Although there was no material change to the control environment,

the above are key building blocks to improving the control environment.

Finance Committee Report - 2019

This report covers the activities of the previous finance committee which its term ended on 31 March 2019. The new council appointed by the Minister of Higher Education and Training, and it resumed its duties in April 2019. The ministerial council nominees immediately nominated members of the finance committee. Prof. T. Moloi was nominated as the Chairperson of the finance committee.

In terms of the finance committee charter, the committee needs to have two external members. On his appointment as a council member, Mr. Magoele was seconded to the finance committee late in 2019. In this regard, Prof. Moloi and Mr. Magoele are the external members of the finance committee.

The finance committee has to be attended by the Chief Financial Officer and the Principal of SWGC TVET College. By virtue of being the principal of the SWGC TVET College, Mr. D. Nkosi resumed the finance committee members.

For quite some time, the SWGC TVET College had Mr. Dlamini, the SWGC TVET College Finance Manager, holding the fort until the CFO's appointment. Ms. Zintle Qweshsha was appointed as the Acting CFO of SWGC TVET College. She resumed the membership of the finance committee.

In terms of the Finance Committee charter, the committee is obligated to meet at least four times per year. The previous finance committee had already met twice during the year.

Members of the committee were appointed at different times throughout the year 2019, as constituting a fully functioning college council was ongoing. The names of Committee members and attendance is as follows:

Name of Member Number of Meetings Attended

Prof. T. Moloi (Chairperson)	2
*Mr. MM. Magoele (External member)	0
Mr Nkosi (Principal)	3
Zintle Qweshsha (ACFO)	2
Mr Dlamini (Finance manager)	3

* Mr. Magoele was appointed after the last meeting of 2019. This explains the non-attendance of 2019 meetings.

The previous finance committee members, who attended the first two meetings until the end of their term are as follows:

Mr. Zwane (Chairperson) Mr. Makaula

Mr. Nkosi

Mr. Monyamane

In terms of the approved finance committee charter, the finance committee's primary responsibilities are:

To provide oversight and monitoring the implementation of the delegation of authority framework (DAF) prescribed by the DHET.

To take overall responsibility for reviewing the appropriateness and applicability of financial policies and recommend suitable changes. To oversee and approve College budget submissions, deviations, and quarterly revisions and ensure that the delivered outputs are specific and consistent with the desired outcomes.

The committee could not deliver on some of these responsibilities as it was new and had not been fully constituted. In terms of the finance committee charter, the committee needs to have two external members. Mr. Magoele was appointed after the last meeting of 2019.

Following the inherited system where the SWGC TVET College had not performed well in the external audit, among other things due to: late capturing of information, system errors, manual entries, and balancing errors among other challenges, addressing the deficiencies identified and recommending internal controls and policies to address the shortcomings were considered the primary focus areas for the SWGC TVET College to recognize the improvements.

In this regard, the finance committee that took over from the previous finance committee recognized that these challenges required an experienced and qualified CFO. The new finance committee's main recommendation was that the council of the SWGC TVET College had to appoint a qualified and experienced CFO to lead the finance team.

Prof. T Moloi | Chairperson: Finance Committee Johannesburg

Conclusion

The South West Gauteng TVET College Council always act in accordance with legislation, namely, the Continuing Education and Training and Training Act, 2006 (Act No.16 of 2006) as amended. In addition, the College Council is in compliance with the Council Operating Procedures which further reinforces the essential principle of effective and transparent reporting mechanisms.

7.3 ACADEMIC BOARD REPORT

Academic Board Report

Introduction

- Subject to the Act, every Technical and Vocation Education and Training college should establish an Academic Board. The Academic Board is the principal forum of the college with the College Principal as the Chairperson.

Composition

- The Academic Board of the college must consist of—
 - (a) The Principal
 - (b) The deputy principals (including the CFO)
 - (c) Lecturers at the college
 - (d) Members of the College Council
 - (e) Members of the SRC and
 - (f) Such additional persons as may be determined by the College Council.
 - The majority of members of the Academic Board must be lecturers.
 - The manner of election and appointment of members must be determined by the College Council.
 - The number of persons contemplated in (c) to (f) above, must be determined by the College Council.

Functions

- The Academic Board has the following powers and duties:
 - To report to the Council and provide it with appropriate and timely information on academic matters, including academic priorities and the Board's contribution to the academic aspect of the college's strategic plan.
 - To promote research within the College and receive reports on statistics and trends per Campus/Units
 - To receive reports from, and to give guidance and direction to campuses and other Academic Support Units.
 - To approve or disapprove new programmes and to phase out programmes based on research results and recommendations.
 - To promote implementation of policies
 - To monitor and uphold academic standards at the College and to regulate teaching and learning.
 - To determine all matters related to programmes and subjects, admission and enrolment of students as well as assessments.

- Members**

Surname & Initials	Designation	Campus/Site
Nkosi DL (Chairperson)	CEO/Principal	Head Office
Monyamane J (Deputy)	Deputy Principal: Academic Affairs & Operations	Head Office
Schlemmer A	Deputy Principal: Corporate Affairs & Planning	Head Office
Makaula P	Chief Financial Officer	Head Office
Mosiane TR (Secretary)	Campus Manager	George Tabor
Manthata S	Campus Manager	Molapo
Mashale SK	Campus Manager	Roodepoort
Mvinjelwa ND	Campus Manager	Roodepoort West
Makola MJ	Campus Manager	Technisa
Statu B	Campus Manager	Dobsonville
Dhlamini S	Finance Manager	Head Office

Surname & Initials	Designation	Campus/Site
Madubung TM	Manager: Student Support Services	Head Office
Khuse T	Manager: Human Resources & Development	Head Office
Magagula WG	Manager: Quality Assurance	Technisa
Siboto N	Manager: New Business Development	Roodepoort
Sekobane T	Manager: Curriculum Unit	Head Office
Sepato B	Assistant Director: ICT	Head Office
Mereko N	Deputy Campus Manager	Dobsonville
Diphare A	Deputy Campus Manager	George Tabor
Cameron R	Deputy Campus Manager	Molapo
Marais CB	Deputy Campus Manager	Roodepoort
Ngwenya PN	Deputy Campus Manager	Technisa
Mazomba M	Deputy Campus Manager	Roodepoort West
Nevhondwe NT	Head of Department	Roodepoort
Makhasa SC	Head of Department	Technisa
Zondi S	Head of Department	Roodepoort West
Vilana MD	Head of Department	Dobsonville
Magxunyane CN	Senior Lecturer	Molapo
Mogotshi OL	Senior Lecturer	George Tabor
Palayandi M	Acting Senior Lecturer	Molapo
Mangena MM	Senior Lecturer	Roodepoort
Mabunda B	Senior Lecturer	Roodepoort West
Rammutla NMN	Lecturer	Dobsonville
Mere NK	Lecturer	George Tabor
Tshoko SL	Lecturer	Roodepoort
Ndlovu J	Lecturer	Molapo
Motswagae L	Lecturer	Roodepoort West
Nkau S	Lecturer	Technisa
Somo MT	SRC Member: President	Dobsonville
Mkatshwa B	SRC Member: Secretary General	George Tabor
Amos W	Council representative	College Council
Shange XM	Council representative	College Council
Mohadi LS	Lecturer	Roodepoort
Melusi SG	Lecturer	Roodepoort

Surname & Initials	Designation	Campus/Site
Motloung JK	Senior Lecturer	Molapo
Vilana MD	Head of Department	Dobsonville
Dlamini PT	Senior Lecture	George Tabor
Dlikilili MP	Lecturer	Dobsonville
Lekoloane TA	Lecturer	Roodepoort West
Ngcobo K	Senior Lecturer	Technisa
Snyman NGS	Head of Department	Roodepoort
Potsanyane TR	New Business Development	George Tabor
Mokoena TL	Head of Department	George Tabor
Phokanoka TD	Lecturer	George Tabor
Mafafo MR	Lecturer	Roodepoort
Ncanyana J	Head of Department	George Tabor
Qweshia L	Acting Deputy Principal: Finance	Head Office
Makhasa SC	Head of Department	Technisa
Sebe A	Acting: Head of Department	Dobsonville

7. Attendance

Surname & Initials	05 Feb 2019	14 May 2019	02 Dec 2019
Nkosi DL (Chairperson)	Absent	Absent	Absent
Monyamane J (Deputy)	Present	Present	Present
Schlemmer A	Present	Absent	Present
Makaula P	Absent	Absent	Absent
Mosiane TR (Secretary)	Present	Present	Present
Manthata S	Present	Present	Present
Mashale SK	Present	Present	Absent
Mvinjelwa ND	Present	Present	Present
Makola MJ	Present	Present	Present
Statu B	Present	Absent	Present
Dhlamini S	Present	Absent	Absent
Madubung TM	Absent	Present	Present
Khuse T	Absent	Absent	Absent
Magagula WG	Present	Present	Present
Siboto N	Absent	Present	Absent

Surname & Initials	05 Feb 2019	14 May 2019	02 Dec 2019
Sekobane T	Present	Present	Present
Sepato B	Present	Present	Absent
Mereko N	Absent	Present	Absent
Diphare A	Present	Absent	Absent
Cameron R	Present	Present	Absent
Marais CB	Absent	Present	Absent
Ngwenya PN	Absent	Present	Present
Mazomba M	Present	Present	Absent
Nevhondwe NT	Present	Present	Present
Zondi S	Present	Present	Absent
Magxunyane CN	Absent	Present	Present
Mogotshi OL	Present	Absent	Absent
Palayandi M	Present	Absent	Absent
Mangena MM	Present	Present	Present
Mabunda B	Present	Absent	Absent
Rammutla NMN	Present	Absent	Absent
Mere NK	Present	Absent	Absent
Tshoko SL	Present	Absent	Absent
Ndlovu J	Absent	Present	Absent
Motswagae L	Absent	Absent	Absent
Nkau S	Present	Absent	Absent
Somo MT	Present	Absent	Absent
Amos W	Present	Absent	Absent
Shange XM	Present	Absent	Absent
Mohadi LS	Absent	Present	Absent
Melusi SG	Absent	Present	Absent
Motloung JK	Absent	Present	Absent
Vilana MD	Absent	Present	Absent
Dlamini PT	Absent	Present	Present
Dlikilili MP	Absent	Present	Absent
Lekoloane TA	Absent	Present	Absent
Ngcobo K	Present	Present	Present
Snyman NGS	Absent	Absent	Present

Surname & Initials	05 Feb 2019	14 May 2019	02 Dec 2019
Potsanyana TL	Present	Absent	Absent
Mokoena TL	Present	Absent	Absent
Phokanoka TL	Absent	Present	Present
Mafafo MR	Absent	Present	Present
Ncanyana	Absent	Present	Present
Qwasha L	Absent	Absent	Present
Mapina S	Absent	Absent	Present
Peyana IM	Absent	Absent	Present
Makhasa SC	Present	Present	Absent
Sebe A	Absent	Present	Absent
Mkatshwa B	Absent	Present	Absent

- Chairperson, deputy chairperson and secretary
- The principal is the chairperson of the Academic Board and shall preside at meetings of the Academic Board.
- The deputy principal is the deputy chairperson of the Academic Board and shall preside at meetings of the Academic Board in the absence of

7.4 STUDENT REPRESENTATIVE COUNCIL

1. LIST OF 2019 EXCO SRC MEMBERS:

NAME AND SURNAME	PORFOLIO	CAMPUS	EMAIL ADDRESS	PROGRAMME	GENDER	CELLPHONE
Nondumiso Mazibuko	Deputy President	Roodepoort	depPresident@swgc.co.za	Primary Health L4	Female	0824267416
Betty Busisiwe Ndaba	Gender, disability and transformation co-ordinator	Roodepoort West	disability@swgc.co.za	Electrical Eng N5	Female	0730394312
Ilysia Sibusiso Masia	Employability/Job Shop Coordinator	Molapo	employability@swgc.co.za	Machanical Eng N4	Male	0817235335
Sihle Nkonki	Health and Safety	Technisa	healthsafety@swgc.co.za	Office Adm L3	Male	0631644039

the chairperson.

- The secretary of the Academic Board is elected by the Academic Board and he or she will perform functions as the board may decide.
- The chairperson presides at the meetings of the subcommittees of the
 - Academic Board if the Academic Board considers it appropriate for him or her to do so.
- The chairperson and deputy chairperson shall perform such other functions as the Academic Board may determine.
- If both the chairperson and the deputy chairperson are absent, the Academic Board must elect from among its members a chairperson for the meeting concerned.

Conclusion

The Academic Board considers, directs and recommends to council on all major issues affecting the academic life of the College and its development. The Academic Board meets every quarter in an academic year.

Banele Ndlovu	Arts and Culture	Dobsonville	arts@swgc.co.za	Marketing L4	Male	0642782171
Phindy Mashabela	Deputy Secretary General	Technisa	dsg@swgc.co.za	Management L3	Female	0760902686
Yolanda Ndlovu	Events and communications Coordinator	George Tabor	events@swgc.co.za	ICT L3	Female	0717406998
Nombulelo Busi Khumalo	Sports Coordinator	Roodepoort	arts@swgc.co.za	Educare N6	Female	0849910569
Bonginkosi Mkatshwa	Academic General	George Tabor	academicg@swgc.co.za	Transport and Logistics	Male	0725238943
Hulisani Mani	President	Dobsonville	srcpresident@swgc.co.za	Business Management N6	Male	0783004006
Sipho Mdimma	Secretary General	Roodepoort West	treasuregen@swgc.co.za	Electrical N6	Male	0624893059
Entle Robert Nyamane	Treasurer General	Molapo	treasuregen@swgc.co.za	Civil Eng N3	Male	0799153832

- **2. The statue of the institution under which each member serves:**

CET Act 16 of 2006, SRC Constitution and College Policies

- **3. LAUNCH OF FIRST ACADEMIC CONFERENCE:**

The previous SRC members noted with concern that there is low progress in academics because the students populace does not have an opportunity to meet under one roof with College Management, Lectures and Support Staff to collectively engage/deliberate on challenges facing academics of the students and ultimately come up with possible solutions to address such challenges .In 2019 the College held Annual Academic Conference at College Farm, the conference

was attended by various stakeholders such as College Management, Broader Management Team, Guest from National DHET, Guest from NSFAS, Various Campus Lectures and Student Representative Council Members from all Campuses. After serious deliberations resolutions were reached and we wish to encourage all parties to ensure that all resolutions are implemented as agreed to improve the results of the College at large.

- **TUTORIAL CLASSES:**

We are worried about college academic performance, therefore we made a plea in various meetings where we represent students to

look into the issue of Tutorial Classes especially for subjects which are failed the most. We further requested that the category of people to offer such classes should be our college students who are academically excelling and our previous students who had done well in particular subjects during their study period. Study groups organized by students should also be given support by campuses where at all times.

- **STUDENT CLUBS:**

College Extra Mural activities does not cater for all students, introduction of Debate, reading Clubs and student Buddy Groups etc. can be another way to encourage students to come to college, knowing that they will part-take in college extra mural activities.

- **FEEDING SCHEME**

The College had signed MOU with Non-Government Organization but no progresses made. Establishment of Feeding Schemes is very crucial noting that most of our students are from high schools which are government funded and were able to benefit from the provided feeding schemes, we are of the believe that the new 2020 SRC members will follow-up on this and ensure that it is activated

- **REGISTRATION ASSISTANTS**

SRC members and students are temporarily hired and given a stipend by the college during registration period/s to co-ordinate long queues and also assist generally where need arise so that classes are able to commence on time as planned. This process is very effective in the college at large and we ask the College Management to keep it in the near future.

- **CONCLUSION:**

“Do not go where the path may lead; go instead where there is no path and leave a trail”

SWGCG PERIOD ENOUGH SAID

#TVETsMustRise | Mr Hulisani Mani | SRC President 2019

PART C: PERFORMANCE INFORMATION

8. REPORT BY PRINCIPAL ON MANAGEMENT AND ADMINISTRATION

The academic year 2019 marked 16 years of existence of the South West Gauteng TVET College since the proclamation of the Further Education and Training Act of 1998 that created a merger of former Technical Colleges in the nine Provinces of the country. The “SWGK” TVET College as it is known by its students and staff members, was formed by Dobsonville Technical College, George Tabor Technical College, Molapo Technical College, Roodepoort Technical College, Krugersdorp College. Later the two (2) Krugersdorp campuses were transferred to WESTCOL TVET College and Technical College was then incorporated into SWGC.

The College has grown significantly since its merger, from less than 340 staff members and 6 000 registered students in 2003. However, in 2019 the College had 700 staff members, inclusive of interns and 27 170 registered students in both Ministerial and Non-Ministerial Programmes (Occupational and Learnership Programmes). In addition to this growth, the Primary Agricultural Training Centre which was established in 2013 to offer training in agriculture has grown significantly, the student enrolment increased from 70 to 210 students, with potential to grow higher should funding be available. Parallel to the above growth, there was also increment in partners and accreditations by various SETAs in the country. In the year under review (2019), the College signed a total of 92 MOUs whilst the accreditation in various skills programmes by SETAs also increased. The College had a total of 50 accredited short skills by various SETAs. Furthermore, the College was accredited by QCTO for the following programmes; Bookkeeper – Level 5, Electricians – Level 4, Early Childhood Development Practitioner – Level 4, Computer Technicians – Level 5, Project Management – Level 5, Training and Development Practitioner – Level 5.

The above partners were enablers for the WIL/WBE programmes, resulting in the placement of the students in companies for either 5 days or 18 months internship for the purpose of obtaining their National Diploma. The College lecturers also benefited from these partnerships since they were also placed at various host employers for industry exposure. Two of the College engineering lecturers were placed with Clover SA for 18 months’ apprenticeship. The exposure to the world of industry motivated students and minimized the drop-out rate and on the other hand lecturers also realised the importance of not limiting their lessons to the prescribed textbooks but

rather complementing them by infusing various teaching methodologies and materials that would bring the world of work in the classroom.

In 2019, the College academic performance was below the expected standards in comparison to previous years, with particular reference to 2012 and 2018. In those years prodigious progresses were achieved which in 2012, the College’s National Certificate (Vocational) students’ results were the highest in the Gauteng Province, despite the fact that this was a time when the performance in NC(V) was generally poor, country wide. In 2018, though the college’s results in the exit levels of Level 4 (NCV), N3 and N6 (Report 191), were not at the top, however, the College’s aggregate results for all levels in both NC(V) and Report 191 were the highest in the Gauteng Province. However, in 2019 the College achieved a certification rate of 50.86% in National Certificate Vocational programme whilst in Report 191 programme the certification rate was at 42.62%. The 2019 retention rate of the NC(V) programme was 77.76% in comparison with the 73.95 of 2018 whilst the report 191 was 88.79% in comparison with the 2018 which was 88.55%.

In terms of partnerships, the College has learnt the importance of partnership and the role played by this partnership plays in improving the quality of teaching and learning. It has always been known to those in the College that such extra-curricular benefit derived from these partners cannot be attained without building of partnership with industry, the community, local government, institution of higher learning, sister institutions in and outside the country, local schools and community based organisations. The College’s list of partners had become quite extensive and varied. It included sector education and training authorities (SETAs), the two municipalities / metros surrounding the College, Johannesburg and Mogale City, financial institutions, industry, and commerce organisations.

Over time, these partnerships not only influenced the College’s programme and qualification mix (PQM), but saw the College adjusting and augmenting its programmes and adding or prioritizing elements in the programmes that were highlighted by some of the partners, all with a view to ensuring relevance. For an example, the qualifications taught by the College are mostly developed by the Department of Higher Education and Training, the College took a decision, as part of its strategic planning process for 2020, that all its Level 3 NC(V) and N5 Report 191 students

would be encouraged and assisted to do the online Google Digital Skills for Africa modules. Level 3 and N5 Report 191 Marketing students were persuaded and assisted to also enrol for the online Google Digital Marketing modules. A partnership with UIPATH in the US enabled the College to plan to introduce the 4th Industrial Revolution relevant course of Robotics Process Automation (RPA) on a pilot for 40 students at each of the College's six campuses, with the intention to roll-out the programme at all College sites at a higher scale.

It is regrettable that with all the efforts and the commitment by the College management to obtain a clean audit, the result of the audit by AGSA came out negative. This can be attributed to the fact that the last time the College had a permanent Chief Finance Officer was in 2010, to date the College is operating with temporary Chief Finance Officer which create some instability in the finance unit. The other factors contributing to the negative audit is prior era balances, skills, capacity and internal control. Both the College management and College Council with the assistance of the DHET the hunt for a permanent Chief Finance Officer has since intensified and this can be achieved, the College will without a doubt improve its showing in the area of audit.

9. COLLEGE PERFORMANCE AND ORGANISATIONAL ENVIRONMENT

9.1 PERFORMANCE REPORTING

Assessment and Curriculum Unit

Strategic Goal 1:

Increase the number of skilled youth by expanding access to education and training for the youth.

Strategic Objective: To provide quality technical and vocational education and training services and academic achievement and success for students. D

Measurable activities as per College Implementation Plan:

- **Classroom Teaching and Support**
- Support the realization of the Attendance and Retention; Certifica-

tion; Progression and Throughput targets set by the College and DHET respectively.

- Develop Pacing Documents (Year Plans/ Work Schemes) per subject to ensure that proper teaching and learning takes place.
- Implement a process to track and record lecturer attendance
- Develop contingency Plans to ensure that learning continues in classes where lecturers are absent, e.g substitute lecturers, work sheets, assignments
- Student Assessments: On-site and continuous assessments
- Continuously amend the Assessment and Moderation Policies to comply with ICASS Guidelines.
- Facilitate the development of Assessment Plans and Schedules for all the subjects indicating the learning outcomes and objectives to be covered by each assessment.
- Facilitate and ensure that the training for lecturers on the application of ICASS Guidelines is conducted.
- Monitoring the Implementation of ICASS Guidelines at all the campuses.
- Develop the ICASS Time Tables outlining the assessments to be done for the calculation of ICASS marks.
- Quality assure the developed assessments to ensure that they meet the expectations of the ICASS Guidelines and related policy prescripts.
- Ensure that the developed assessments are accompanied by quality compliance documents such as the pacing document, assessment plan, assessment schedule, analysis grid and pre- and post-moderation reports etcetera.

2019 Academic Results

National Certificate for Vocational (NC(V) Results

- The number of heads that the College passed in 2019 is 2283 across the sites. Chiefly, the College Certification Rate, in comparison with the 2018, slightly increased/improved by 0.59%. Therefore, the Certification Rate improved from 50.27% to 50.86%. Technisa had the highest Certification Rate of 71.98%.
- The College Retention Rate, in comparison to 2018, slightly improved by 3.81%. That is, it improved from 73.95% to 77.76%. Technisa Campus had the best Retention Rate of 84.69%.
- The number of heads that the College progressed in 2019 is 3525 across the sites. Chiefly, the College Progression Rate, in comparison with the 2018, slightly increased/improved by 0.2%. Therefore, the

Progression Rate improved from 78.33% to 78.53%. Technisa had the highest Progression Rate of 95.20%.

- The College distinctions decreased by 670 in comparison with 2018. That is, it decreased from 3079 to 2409. George Tabor Campus had the most distinctions of 843.
- The 2019 improved campus was Molapo Campus. The Certification Rate of Molapo Campus in 2018 was 26.53% and in 2019 was 44.48%, an improvement by 17.95%. 2019 College Academic Performance 2019 National Certificate for Vocational: NC (V)

Campus	No. of Heads Enrolled	No. of Heads Written	Retention Per Head	No. of Heads Passed	% of Heads Passed on Written	No. of Heads Certified	% Heads Certified on Written	Distinctions
Dobsonville	1312	918	69.97	676	73.64	426	46.41	485
George Tabor	2194	1715	78.17	1328	77.43	853	49.74	843
Molapo	479	362	75.57	260	71.82	161	44.48	210
Roodepoort	956	792	82.85	636	80.30	403	50.88	358
Roodepoort West	192	160	83.33	114	71.25	50	31.25	60
Technisa	640	542	84.69	516	95.20	390	71.96	453
Total	5773	4489	77.76	3525	78.53	2283	50.86	2409

Report 190/1 Results

- The number of heads that the College passed in 2019 is 3886 across the sites. Chiefly, the College certification rate on written, in comparison with the 2018, decreased/declined by 4.01%. That is, it declined from 46.63% to 42.62%. George Tabor Campus had the highest certification rate of 56.07%.

- The College certification rate on written, in comparison with the 2018, The College retention rate, in comparison to 2018, slightly increased/improved by 0.24%. That is, it increased from 88.55% to 88.79%. Roodepoort West had the best retention rate of 92.66%.
- The number of heads that the College progressed in 2019 is 5894 across the sites. Chiefly, the College Progression Rate, in comparison with the 2018, decreased/declined by 3.3%. Therefore, the Progress-

sion Rate declined from 67.95% to 64.65%. George Tabor had the highest Progression Rate of 89.10%.

- The College distinctions declined by 395 in comparison with 2018. That is, it declined from 2419 to 2024. Molapo Campus had the high-

est distinctions of 643.

- The 2019 improved campus was George Tabor Campus. The Certification Rate of George Tabor Campus in 2018 was 49.07% and in 2019 was 56.07%, an improvement by 7%. 2019 Report 190/1

Campus	No. of Heads Enrolled	No. of Heads Written	Retention Per Head	No. of Heads Passed	% of Heads Passed on Written	No. of Heads Certified	% Heads Certified on Written	Distinctions
Dobsonville	2318	2008	86.63	1503	74.85	1030	51.29	560
George Tabor	392	321	81.89	286	89.10	180	56.07	41
Roodepoort	2839	2462	86.72	1856	75.39	1269	52.64	387
Molapo	2347	2128	90.67	1227	57.66	793	37.27	643
Roodepoort West	2372	2198	92.66	1022	46.50	614	27.93	393
Total	10268	9117	88.79	5894	64.65	3886	42.62	2024

Comparative Performance of Ministerial Programmes Offered at the College

- Enrolments:** The Report 190/1 Programme had higher enrolments figures of 10 268 whilst the NC(V) enrolments were at 5 773. That is, Report 190/1 Programme had more than 4 495 enrolment figures in comparison to the NC(V) programme.
- Retention:** Report 190/1 Programme had a higher Retention Rate of 88.79% (9117 heads) in comparison with the 77.76% (4489) of the NC(V) Programme. That is, the Report 190/1 Programme was 11.03% above the NC(V) Programme.
- Progression:** NC(V) Programme had a higher Progression Rate of 78.53% (3525 heads) in comparison with the 64.65% (5894) of the

Report 190/1 Programme. That is, the NC(V) Programme was 13.88% above the Report 190/1 Programme.

- Certification:** NC(V) Programme had a higher Certification Rate of 50.86% (2283 heads) in comparison with the 42.62% (3886) of the Report 190/1 Programme. That is, the NC(V) Programme was 8.24% above the Report 190/1 Programme.
- Distinctions:** The NC(V) Programme achieved more distinctions, with a total of 2409 whilst the Report 190/1 achieved a total of 2024. That is, NC(V) Programme had more than 385 distinctions in comparison to the Report 190/1 Programme. Consolidated NC (V) & Report 190/1

Programme	No. of Heads Enrolled	No. of Heads Written	Retention	No. of Heads Passed	% Passed on Written	No. of Heads Certified	% Certified on Written	Distinctions
NC(V)	5773	4489	77.76	3525	78.53	2283	50.86	2409
Report 190/1	10268	9117	88.79	5894	64.65	3886	42.62	2024
Total	16041	13606	84.82	9419	58.72	6169	45.34	4433

Monitoring and Evaluation

Assessment and Examinations

Internal Assessments

The Assessment and Curriculum Unit managed the administration of Internal Assessments for all the programmes throughout the whole 2019 academic year. Furthermore, the Unit conducted the moderation of site based assessments across all the college learning sites. The purpose of the moderation, was amongst other things, aimed at ensuring that the College complies with the ICASS Guidelines and adhering to the College Teaching and Learning Plan and other curriculum policies and protocols.

National Examinations

The Assessment and Curriculum Unit monitored all the 2019 External National Examinations, namely, the NC(V) February/March Supplementary Examinations and November/December Final Examinations, Natural Science Studies, Trimester 1;2 and 3 National Examinations and General Science Studies, Semester 1 and 2 National Examinations. During all the monitoring support visits to Examination Centres, the monitoring tool was completed, feedback and support provided to centres and the reports submitted to DHET and respective Examination Centres. Daily examination reports were sent to DHET on the general conduct of the examination. The Delivery Points of the College were also supported and there were no irregularities registered at these Delivery Points. All the examination officials were trained and appointed in writing to ensure compliance with National Examination protocols.

The Unit provided adequate curriculum support to all the College Learning sites and Delivery Points in an endeavour to ensure the achievement of all College set academic targets as outlined in the College Strategic Plan, Annual Plan, Implementation and Teaching and Learning Plan.

Conclusion

Below is a list of some of the Plans which were developed by the Assessment and Curriculum Unit for the 2019 academic year:

- College Academic Management Plan
- The College Teaching and Learning Plan
- The Academic Implementation Plan

The College ICASS Time Tables

Compiled: Sekobane Tiisetso

Campuses Reports

Dobsonville Campus

• Introduction

- The year 2019 has been a stable year with no serious students' unrests. The campus has seen a huge turnout of applicants who wanted to enrol in the Report 191 Programme N4 and N6. However, the National Elections had an impact on Teaching and Learning. The campaigns by Political Organisations and different students' formations who would now and then request to come and present to students disturbed the core business of our campus.

• Academic Performance

- The campus offers two streams of learning, Report 191 and NC (V). The campus was rated position four in terms of certification overall performance within the college. In Report 191 Certification the campus took position three (3) with 47.86% average while NC (V) took position four (4) with the average of 39.44%. The Campus had obtained 798 distinctions. The campus further obtained an Award of Best Improved Campus in terms of Academic Performance.
- The Report 191 has shown a progressive improvement in the academic performance, while NC (V) has shown a decline compared to 2018.
- Five of the campus lecturers were rated the best performers within the college; Mr Mandula A, Mr Coka S, Mr Sibuyi B, Ms Ncube A, Ms Malefo K. They added to the College Prestigious Club 100.

• Developments

- The campus managed to build the practicum room as well as the SMME Centre. The hydroponic tunnels were let to an ex-student of the college Tshepo, who is doing urban farming specialising in lettuce and supplying the restaurants around Johannesburg. The second hydroponic tunnel was used to train students and the community around the campus on Aquaponics. This was possible because of the partnership with Belgium University. The

• Partnerships

- The campus formed the following partnerships with Blind SA and Beyond Ability an organisation that train students with special needs to become entrepreneurs.
- Academic Solutions, an education programme run by the campus ex-student. Academic Solutions assist the school learners with their studies especially Mathematics and Accounting. The campus offered a venue to house Academic Solutions and in turn they help teach the campus students Mathematical Literacy and Accounting. This has helped in the improvement of results in these subjects.
- Belgium University a partnership that assisted in the development of the community around the campus with farming and fishing using rocks.

• Student Placements

- The campus had place 180 Post L4 students for work expo-

sure, 195 post N6 students by the end of March 2019 and had signed 13 Memorandums of Understanding. The campus managed to place four of the campus Visually Impaired students on internship.

- **Conclusion**

- The campus is looking forward to doing even better in 2020 although the campus was disturbed by the pandemic which contributed to a high dropout rate in the entry levels of both streams.

MOLAPO CAMPUS

- **Introduction**

As staff members and students of Molapo Campus we are looking at expanding our teaching and learning structures by applying technology that relates to the Fourth Industrial Revolution. The Fourth Industrial Revolution represents a fundamental change in the way we live, work and relate to one another. It is a new chapter in human development, enabled by extraordinary technology advances commensurate with those of the first, second and third industrial revolutions. The Fourth Industrial Revolution is about more than just technology-driven change; it is an opportunity to help everyone students and staff, to harness converging technologies in order to create an inclusive, human-centred future.

- **Academic Performance**

During the year 2019 the academic performance of Molapo Campus was one of experiencing good and bad results in the general campus programmes. During the year recovery plans were implemented for poor performing results and other corrective measures as to help lecturers and students to get better results. The promising factors was that the performance of the campus is always put first as the goal is

to be the number one campus in the college. By looking into this goal the campus did obtain second highest number of distinctions 790 in the college during 2019. The campus also had the top student in the college for the year 2019.

- **ISAT tasks**

During 2019 the students put all effort into their ISAT tasks as it is part of their final mark for progression to 2020. It is really a blessing to see the commitment of the students and how they enjoy doing these tasks, as it forms part of their careers they chose for the future. On NC(V) at Molapo Campus we offer the programmes:

- Plumbing
- Masonry
- Carpentry and Roof work
- Fitting and Turning
- Welding
- Automotive Repair and Maintenance

Masonry

The tasks the students have to complete for Masonry is on:

L2: Installation of a door and window

L3: Building an arc

L4: Tiling a wall

The picture below shows the arc and door frame at the back



Fitting and Turning

The tasks the students have to complete for Fitting and Turning is on:

L2: Manufacturing a hammer

L3: Using the milling machine to cut grooves, keyway, triangle and square on a shaft

L4: Manufacturing a vice

Fitting

Picture below is a student busy with filing of a plate



Turning

Picture below indicating the vice made by L4 students with the CNC machines in the background.



Carpentry and Roof work

The tasks the students have to complete for Carpentry and Roof work is on:

L2: Assemble a gable to gable roof

L3: Assemble a hipped roof

L4: Do door fittings.

Picture below is the assembly of a gable structure.



Automotive Repair and Maintenance

The tasks the students have to complete for Automotive Repair and Maintenance is on:

- L2: Battery test
- L3: Engine measurements
- L4: Diagnostic test on motor vehicles.

Picture below indicating engines used for the ISAT



The tasks the students have to complete for Welding is on:

- L2: Welding a T-joint using arc welding
- L3: Doing a butt joint using oxy-acetylene gas and CO₂ MIG welding
- L4: Doing a butt joint using CO₂ MIG welding

Picture below showing T-joint welding and CO₂ MIG welding



Plumbing

The tasks the students have to complete for Plumbing is on:

- L2: Piping and sheet metal
- L3: Drainage
- L4: Solar panels

Picture below showing the piping and sheet metal project



- **International Exchange Programme**

When looking at the performance of individuals the campus had the best two students in the college out of the Best Top Ten (10) students selected to go to Netherlands for the 2019 Annual Exchange Programme. The campus is very proud of these students as they are

setting the bench mark for other students to perform and also work towards this achievement.

From Molapo Campus 4 students were identified and sent to China to learn more about the latest technological skills or machinery. It is a year programme but because these students are doing so well there, there time period was extended for another 6 months on which they will also receive a diploma from China.

- **The use of Technology**

In keeping up with latest trends in Technology, Molapo Campus recently introduced 3D modelling to the students. There was eight (8) computers purchased which involved designing a model of some sort on the computer and then forwarding it to the printer from where the material used being plastic the model is designed. The initiative was the step in the right direction of applying the 4th industrial revolution dimension. It also gave the students the opportunity to apply their ideas into design their own models.

Picture below showing the computer and 3D model machine used for manufacturing.



Simulation Workshop

At Molapo Campus we are currently busy with a simulation workshop where different machines and models will be used to demonstrate to students the different parts and components of various machines.

Picture below shows a centre lathe and a milling machine used for demonstration.



EXCURSIONS

Molapo Campus had a good year when it came to excursions as there was nearly 350 students that went on excursions during 2019. It was a great experience for these students in terms of seeing the reality of the outside world and what is happening there. The following sites were visited:

- 126 L2 and L4 students Wits Planetarium on the 13 August 2019
- 30 Diesel N2 students visited Centurion College on the 22 July 2019.
- 63 Fitting and Turning students visited South African Airways Technical Institute 8 & 9 October 2019.
- 54 Students Mechanical Engineering N4-N6 students visiting SCI BONO AIDC in Pretoria on the 14 October 2019.
- 91 N2-N3 Mechanical Students visited SCI-BONO in NEWTOWN on the 12 November 2019.

N2 DIESEL STUDENTS VISITED CENTURION COLLEGE

Students were exposed to Diesel machines

Diesel Engine e,g Trucks and operations of engines

Gear Boxes

Real Wheel Excel

Testing of injectors

Operation of Gear and different components



MECHANICAL ENGINEERING N4-N6 AT AUTOMATIVE INDUSTRY DEVELOPMENT CENTRE

On the 14th October 2019 , 54 learners were taken for an excursion at the Automotive Industrial Development Cooperation. The reason for this excursion was to expose them to different trades and opportunities available in the engineering sector.

However, they learned the different trades, which includes assembling or manufacturing of motor vehicle, Diesel engines, fitting & turning, mechatronics machines, electronics and panel beating & spray painting.



MECHANICAL ENGINEERING

SOUTH AFRICAN AIRWAYS TECHNICAL

63 fitting and turning students visited SAA technical on the 8th and 9th October 2019.

- They were introduced to SOUTH AFRICAN AIRWAYS careers and those that they specialize in.
- They were different fields and Exhibitions in the centre.
- They were exposed to the field of technical engineering e.g Apprenticeship/internships
- Advice to apply to the fields they qualify in if they meet the requirements.
- SAA invited their stakeholders which is South African Defence Force, Education which is Minister of Education, Health and safety etc. In order for them to explain how to pursue their trade and to increase the economy of the country within those sectors. It helped students to understand how the various sectors work and the requirements within the sector and expose them to sponsors that the journey is not limited to quality of being artisan or technician.
- At the end of the session students were given packages that consist of booklets and mathematical instruments and information.



WBEReport

During 2019 students were placed at various companies during their recess to be exposed to industry and the practical side of it. The following companies took in some of Molapo Campus students to assist them with practical experience.

- Toyota – Lens - 5 students
- FUNDUTHANDO (jengo) – 7 students
- TANGO CONSULTING COMPANY – 1 student
- KROON CONSTRUCTION – 1 student
- TIMMAS HOLDING COMPANY – 1 student
- UMBUSO TRAINING SERVICES – 35 students
- JRE JOHANNESBURG ROAD AGENCY – 1 student
- GC TECHNICAL MAINREEF – 6 students
- MGT AUTO CARE – 4 students
- TOROPA TRADING MIDWAY – 3 students
- UNIVERSITY OF JOHANNESBURG – 2 students
- SHARPEL – 1 student
- TOP WORLD PLUMB CITY – 3 students

- LUFERENG – 2 students
- MAGNET SERVICE BINGER – 1 student
- FREEDOMWON – 1 student
- MGT AUTO CARE – 4 students
- CHINESSE CULTURE – 3 students
- Urban dynamics – 1 student
- Rubex Construction– 1 student
- WISEMAN CONSTRUCTION – 1 student
- NEVES PLUMBLING – 3 students

National TVET students debate competition

SWGC and Molapo Campus in particular, is an active participant in the Annual National TVET Student Debate Competition hosted by the Department of Higher Education. The recent competition was held from the 29th August 2019 to the 30th August 2019 in Cape Town. The campus was represented by one student namely; Karabo Mnisi who was selected after the inter campus competition held at Molapo Campus. Mr Mtshali (Mentor) and Mr Mojela (DHET debate coordinator) accompanied the student. The team itself did very well and was eliminated in the semi-final and obtained the 3rd place.

• Conclusion

In conclusion we want to say that we did not yet achieve the results we all hope for but that we continuously encourage one another not to give up and press through every obstacle we face in order to realize the goals set for us as a campus. The real opportunity is to look beyond technology, and find ways to give the greatest number of our students the ability to positively impact their families and communities.

Division	Excursion	Work placement	ISAT
ITC	<p>2019: ITC Level 3</p> <p>21 top students were visiting Samsung Academy at Midrand for experiential training.</p>	<p>2019: ITC Level 3, 21 top students were placed at Samsung Academy in Midrand for experiential training for period of two years.</p>	<p>The administration of the ISAT has been a success and we did not experience problems</p> <p>No ISAT moderation was conducted</p>
	<p>2019:</p> <p>IBM excursion</p> <p>Level 2 = 20 Students</p> <p>Level 4 = 18 Students</p> <p>We visited the IBM premises in Sandton. From 29-30 July and 01 August 2019</p>	<p>2019:</p> <p>IBM Work placement ITC Level 2 (20 Students) and 4 (18 Students) from 29-30 July and 01 August 2019</p> <p>2019 Resolution Circle with Partnership New Business Unit train two of our ITC graduates.</p> <p>2019: 3 ITC Lecturer attended Cisco Safari Conference at Cape Town Redison Hotel from 25-27 March 2020</p> <p>2019: 5 ITC Lecturers attended MICTSETA TVET Lecturer Development at University of Johannesburg from August – October 2019</p>	

<p style="text-align: center;">Agriculture</p>	<p>23 July –level 2- went to arc for plant production excursion</p> <p>24 July –level 2- went to arc for plant production excursion (80 students)</p> <p>25 July- level 4- went to for plant production excursion (42 Students)</p> <p>6 August- level 4- went to(ARC) Onderstepoort farmers’ day in Pretoria</p>	<p>We have built a relationship with ARC (Agricultural Research Council) where we send our student to get farming practices, ARC also provides guest lecturers to use on new farming technologies in 2019.</p> <p>In 2019 we secured 30 agricultural related students learnerships for 2020 which were based on Animal production and landscaping learnership.</p> <p>44 Students and 1 lecturer (Mr Dlamini) were placed at Manaka farms a vegetable farm situated in Tarlton for 3 days (10-12 July 2019)</p>	<p>The following subject was moderated by UMALUSI during 2019</p> <p>Plant Production L2 to L4 (Satisfactory report)</p> <p>Animal Production (Satisfactory report)</p>
<p style="text-align: center;">Safety in Society</p>	<p>Constitutional hill and Cape Town (133 Students)</p>	<p>SAPS Placed Safety in Society students for Internship (28 Students)</p>	<p>The following subject was moderated by UMALUSI during 2019</p> <p>APPLIED GOVERNANCE LEVEL 04 (Satisfactory report)</p> <p>APPLIED POLICING LEVEL 04 (Satisfactory report)</p> <p>CRIMINAL LAW LEVEL 3 (Satisfactory report)</p>

Transport and Logistics Departmental

<p>We had the following excursions for students:</p> <p>Level 2 went to SAA museum and OR Tambo International airport. (100 students)</p> <p>Level 3 went to students Edcon distribution centre Crown Mines. (70 students)</p>	<p>We placed the level 4 students for Work integrated learning as follows:</p> <p>Molwantwa Transport Vanderbijlpark (12 students)</p> <p>STARBUS Mayfair (30 students)</p> <p>SSACI also organised a Work Integrated Learning in KZN (5 lecturers and 1 HOD from 27/07/2019 to 03/08/2019)</p> <p>The delegates were exposed to the internal operations of the following companies:</p> <p>The port of PE</p> <p>Port of NQURA</p> <p>VECTOR LOGISTICS</p> <p>SPAR distribution</p> <p>SAB</p> <p>Coega Dairy</p>	<p>The administration of the ISAT has been a success and we did not experience problems.</p> <p>We did not have any Umalusi moderation.</p>
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<p>CLOTHING PRODUCTION</p>	<p>Visited Morgan Pillay Clothing manufacturers for excursion in Johannesburg in April 2019</p> <p>Intro N4 and N4 (30 Students)</p> <p>N5 (22 Students)</p> <p>N6 (16 Students)</p>	<p>N6 learners (67) on internship placement under Seta</p> <p>N6 learners (06) completed internship, submitted log books and application for National Diploma</p>	<p>Not applicable for the division</p>
<p>TOURISM</p>	<p>We had the following excursion for students at Cape Town: (40 Students)</p> <p>Parliament, Robin Island, Table Mountain, Muizenberg beach, Mzolis Place and seal Island</p>	<p>No Students were placed for work placement</p>	<p>The administration of the ISAT has been a success and we did not experience problems</p> <p>No ISAT moderation was conducted</p>
	<p><u>Total number went for excursions</u></p> <p>Students = 594</p>	<p><u>Total number went for Work Placement</u></p> <p>Students = 244</p> <p>Lecturers = 15</p>	

ROODEPOORT CAMPUS

This report outlines the achievement of the Campus in 2019 the campus Operational plan in terms of academic delivery and a holistic view of all the operations.

The campus prides itself with the quality and the range of programs that are offered. The diversity of our campus profile is contributing to a new generation that will soon be entering the world of work.

ACADEMIC PERFORMANCE

National Certificate Vocational NC(V) Level 2, 3 and 4

PROGRAM	% PASSED ENROLLED	% PASSED WRITTEN	% RETENTION	NO. ENROLLED (Certification)	NO. WRITTEN (Certification)	DISTINCTIONS
Education & Development	77,5	84,7	91,4	60,8	66,5	126
Primary Health	77,1	91,1	84,6	43,6	51,5	162
Hospitality	51,6	62,7	82,3	29,0	35,3	21
Management	53,9	73,8	73,1	32,9	45,1	42
	66,5	79,5	83,7	42,2	50,4	351

NC(V) TOP STUDENT

1 st Place	2 nd Place	3 rd Place
Surname & Initials: Mokgadi R	Surname & Initials: Phukubye T	Surname & Initials: Masemola MS
Distinctions: 7	Distinctions: 6	Distinctions: 6
Average % in 7 Subjects: 90%	Average % in 7 Subjects: 87,00%	Average % in 7 Subjects: 84,86%
Course: NC(V) Management Level 3	Course: NC(V) P/Health Level 2	Course: NC(V) Education & Development Level 2

Report 191 N4, N5 & N6 (SEMESTER 1)

PROGRAM	% Passed Enrolled	% Passed Written	% Passed Enrolled (Certification)	% Passed Written (Certification)	% Retention	Distinctions
Business Management	50,3	62,4	30,0	37,2	80,6	23
Educare	77,8	85,2	61,9	67,8	91,3	77
Financial Management	58,7	72,2	42,6	52,4	81,3	40
Hospitality	50,0	60,1	25,4	30,5	83,2	9
Management Assistants	71,4	78,0	52,0	56,8	91,6	49
	62,9	72,8	43,5	50,4	86,4	198

NC(V) National Certificate (Vocational)

Report 191 N4, N5 & N6 (SEM 2 OF 2019)

PROGRAM	% Passed Enrolled	% Passed Written	% Passed Enrolled (Certification)	% Passed Written (Certification)	% Retention	Distinctions
Business Management	59,7	70,4	37,4	44,1	84,9	25
Educare	78,0	91,4	63,1	73,9	85,4	81
Financial Management	71,1	82,1	42,2	48,7	86,7	25
Hospitality	55,8	64,8	31,3	36,3	86,1	11
Management Assistants	72,6	79,8	49,6	54,5	91,0	17
	68,0	78,1	46,1	53,0	87,1	159

LTSM AND METHODOLOGY OF TEACHING

In order to improve teaching and learning the campus introduced the use of simple technology.

The success in the Business & Financial Management division was to push for

network ports in classes which was realised in 2019. The internet ports were installed and 2019 was concluded on a high note and hunger for 4IR.

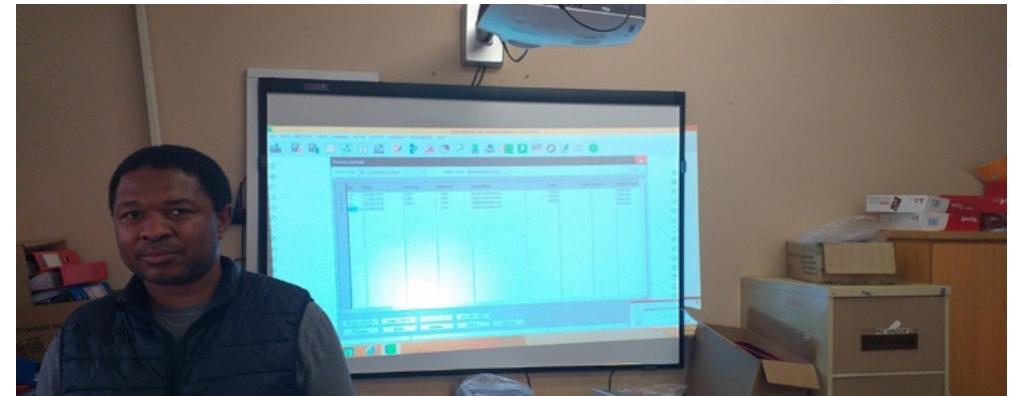
This was the first initiative on board and whiteboard marker down and the rise of projector emerging in Business management division.

The lecturers were able to research and incorporate their research in their lessons to intensify the interest of the lessons.

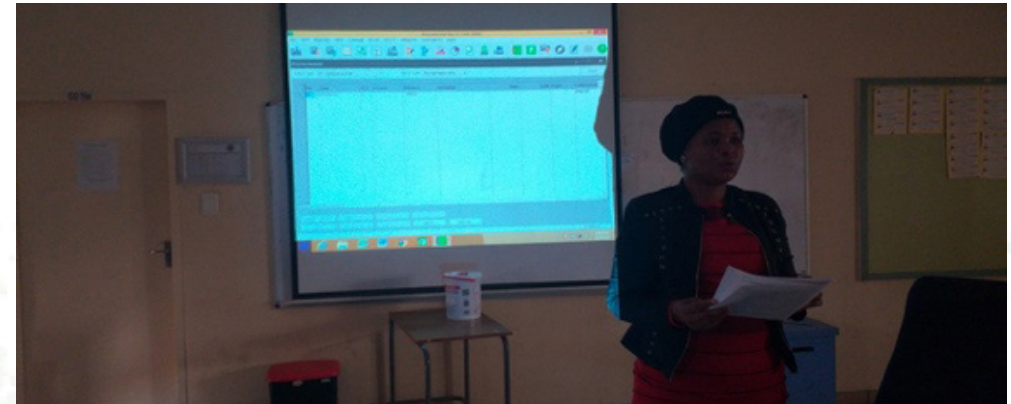


Mr. Mosiane in 2019 on an introductory Accounting lesson which was on a power point and that made him finish the lesson quicker and be able to revise with the students

When asked, he said " teaching using power point was a challenge when I started but with the assistance of the Senior lecturers, I began to like using power point and teaching lesson became easy"



Ms Simelane who had Computerized Financial System lesson on the way, She too was enjoying using power point. She already used it before but now she was also assisting in persuading other lecturers in her division on using this technology.



WORK BASED EXPERIENCE

The Hospitality NC(V) department had a very successful year with all the events they partook in, both for lecturers and students. They had very productive excursions for level 4 students as they combined the students getting exposure from Hotel establishments, with teaching for specific subjects also taking place on site. The students got to experience the service given to

guests for both conference bookings and restaurant services, which is what will be expected of them once they are working in the industry. The hotels that the level 4 students visited were namely; The Aviator, Indaba Hotel, City Lodge Sandton and Town Lodge Sandton.

There were top 30 Level 3 students to go out to The Aviator Hotel in preparation for them moving to level 4. This was done as a form of encouragement to do well at the end of the year also as a reward for their good performance. The Integrated NC(V) Level 3 ISAT for Food Preparation & Hospitality Services went down smoothly and successfully.

The NC(V) level 2 students got to go to the Rhino & Lion park as well as Maropeng Caves.

The Hospitality team were hosted for WIL, by two hotels, namely Thaba Eco Hotel and The Aviator. The department also participated in the College Open Day which was held in Technisa campus.



Ms Malanda and Ms Ntseke on WIL (DESIGNATIONS)



WIL – Work Intergrated Learnig





Primary Health NC(V) Level 4 Students placements during June 2019 holidays



2019 Primary Health Achievements

Trip to Maropeng and Sterkfontein Caves in February 2019



COPC Garden



EXCURSIONS

Education & Development Level 2's (Human & Social Development)



Education & Development NCV Level 3 students to lion & nature reserve

Students were taken to a game reserve, to give them the experience of game driving and other activities.



STAFF ACHIEVEMENTS

Mr CB Marais (Deputy Campus Manager) was nominated to accompany a delegation of 4 College Representatives to attend their 4IR Conference in Cape Town. More info on the conference.



Three of our lecturers (Ms. L Byliefeldt, Ms. L Tabane & Ms. R Mogapi) were able to attend the ECD conference which was held at Cape Town in September 2019.



Platinum Club 100 Members

Three of our NC(V) Education & Development lectures (Highlighted in GREY) became members of the College Platinum Club 100 for the first time in year 2019 and are part of the Top 10 lectures in the campus.

RANK	LECTURER NAME	% PASS ON ENROLLED	% PASS ON WRITTEN	AVE % PASS ENROLLED & WRITTEN	DIST	PROGRAM
1	MNQANQENI LT	89	100	95	34	ECD
2	TABANE L	91	98	95	3	ECD
3	GERTZEN IF	91	97	94	27	L.O.
4	PIENAAR H	90	97	93	18	ECD
5	MOLUSI MV	81	99	90	1	MATHS
6	SNYMAN NGS	79	100	90	5	L.O.
7	MOREI TR	82	96	89	0	ENG
8	NDADZA TD	81	96	89	12	ENG
9	BYLIEFELDT LH	82	95	88	8	ECD
10	DLAMINI AS	78	96	87	5	PH

CAMPUS ACTIVITIES

The campus participated in the celebrations of Youth day, Cancer day and Mandela Day. It is the tendency of lecturers to lead in celebrations and the students always part take part in the activities.

CONCLUSION

Looking back at 2019 we want to salute all staff, students and parents of Roodepoort Campus for all the hard work done, and as we have proven, we do perform better every year in many areas and most of all we are a happy campus knowing how fortunate we are to be part of SWGC and Education in South Africa.

Education is not preparation for life; education is life itself. – John Dewey

Compiled by

Ms Mashale | Campus Manager

ROODEPOORT WEST CAMPUS

• **Introduction**

It is our greatest pleasure to present our 2019 annual report to the stakeholders of the college. We also had our last farewell for our 02 students (girls) who were brutally killed in their accommodation and 02 who died in a train accident. The year has been very eventful with a variety of great achievements, and great efforts to transform our campus - and most our endeavours were successfully achieved. Apart from not being the best achieving campus in the college, special efforts are being made continuously, to enable our students to face the competitive world. It is a matter of great importance to the campus

that students who pass out from our campus should carry forward the values they have inherited, excel in whatever they do and be role models in the society and the worldwide.

- **Workshop Accreditation**

We managed to get accreditation for our workshops with QCTO in the year 2019, Successfully. The accreditation will expire in 2024 and these / this accreditation opens an opportunity for occupational health programmes and currently we are busy with the finalisation of the trade centre accreditation with Indlela and have finally gotten accreditation with Energy and Water Seta (EW Seta) for water and waste – water practice in zozo, programme earlier which will this expire in 2023.

NB Pictures attached.

- **New building project**

Our new structure of four classrooms and a workshop was finalised in 2019, even though there are still some challenges that saw the campus being unable to occupy the classes till now.

- **Induction of the Students**

On the 10 February 2020 the campus welcomed new students, Starting with Report 191 programmes, Followed by NC(V) programme. They were inducted on various issues of importance, that included general academic issues, Students conduct and general procedures of the campus as well as of the college. We were also honoured to have the local SAPS officers in our mist as per DHET instructions.

- **Psycho Social Support Services**

Every quarter, the student support services unit - psychosocial engages in a dialogue, screening and testing process. This screening and testing process is done under strict consenting agreement between the College, HEAIDS and the student and this was done on the 16 until 18 March 2020.

- **Students' Entertainment (Campus Beauty Pageant)**

Though it is entertainment, the Roodepoort West Campus beauty pageant requires the winners of the contest to Join in the student representative council as ambassadors. This helps to improve students' moral and encourages them to partake in related activities while teaching and learning takes place and it was hosted on the 13th of September 2019 at the campus sports ground.

- **Social Responsibility Project**

The Campus comprising of staff members and SRC visited the nearest community NGO, and donated some groceries in the month of July (During Mandela day)

- **Isat /Practical for NC(V)**

NC(V) Level 2 - was done from 05-14/08/2020 (6 groups)

NC(V) Level 3 – done from the 15-16/08/2020 (2 groups)

NC(V) Level 4 – done from the 19 -23/08/2020 (4 groups)

- **Excursion: Students at Lethabo Power Station**

Roodepoort West Campus students were given an opportunity to visit Lethabo Power station in the Vaal area. The first group went on the 19/02/2020, 27/02/2020 and 04/03/2020. Students were taken

through different electrical departments such as; water recycling, respirators, turning of turbines and boilers. Students are able to implement the knowledge they have gained at the power station and it relates well to their curriculum. Also Report 191 student got an opportunity to visit Pratley Electrical company on the 29 and 30 October 2019 as well as on the 5,7,12 &14 November 2019.

- **Students' Work Place Exposure**

80 NATED students were placed at Resolution Circle for a 2 weeks' skills Programme namely on, **PLC, Fibre Optic, PV Solar & Arduino**; this was a real exposure for them as the training was talking to their syllabus.

We managed to place our students for WIL at the following companies:

- Radel – 13
- Verifone – 6
- Altron Bytes – 15
- Mukona Technology – 4
- Resolution Circle – 5
- 9 NC(V) Students were also placed at our new building for WBE -09 students

Partnered with MICT Seta & Digilab Communication Academy. The campus ran a 3 months' skills Programme on Certified Satellite Installer. We recruited 61 students of those 61, 23 were our students and 38 were from the community this initiative was not meant to benefit only our students but to also give back to the community. The campus partnership with Samsung Academy continued and 17 of our students

took part in the electronics programme even though there were a few drop outs due to various reasons.

- **Farewell Function for Students Who Went To China**

In 2019 the Campus recruited and sent 65 Electrical Engineering students who completed National Technical Certificate N6 to China for a year internship programme in Xianlin university, Nanjing institute of technology and the other group in Changzhou vocational institute of mechatronics. For the first six months they were designated to be in their respective institution to align our theory with theirs and the other six months would be exposure to the operations of key Chinese Companies

The first group (40 students) was supposed to return at the end of May 2020 but due to COVID 19 restrictions and they came back on the 19/06/2020 arrived at OR Tambo on the 20/06/2020 and being in quarantine for 14days. They have all graduated in Ninjing Institute of Technology

- **SMME**

Our NBU has managed to assist students with business related knowledge through NYDA and it has assisted a lot of them as well as also community members to be able to register their businesses and successfully managed to secure some funding. Mr Lundi Petse facilitated work readiness programmes for our students, Such as work ethics, work mental fitness and etc for N6 and NC(V) Level4 students.

- **Campus students and staff Awards Function**

Best performing students and lecturers were recognised and awarded

certificates for their good work vs good performance in **September 2019**

Two of our students were among the best performing students college wide and were awarded an opportunity to visit our partner college in Netherlands. Mr Mopai, got an award that saw him landing in Cape Town for a short vacation.

- **Campus Farewell function for N6 and NC(V) Level 4 students**

On the 06 December 2019 the Campus held a farewell function for our exit students –N6 and NC(V) Level 4.

The ceremony was blessed by the presence of our ex-student who is now one of the managers at Clover- Ms Bridgette Vilakazi who was also the guest speaker of the day.

- **Roodepoort West Campus Choir**

Roodepoort West has a choir that represented the college with certain choristers. The choir that consists of about 15 members has been functional in key events at the Campus.

- **Conclusion**

We are for the people and we put our students first nothing will stop us from planning and achieving our goals.

SWGC ENOUGH SAID!

TECHNISA CAMPUS

- **Introduction**

The 2019 academic year proved to be, again a busy and successful year for the campus and its academic year endeavours. A simple look at the campus result for the three years tells how successful the campus is, academically as it has been leading all other college campuses. In 2019, the campus performed best in terms of certification (66%) rate. This remarkable excellence contributes positively to the success of the college. The HOD is holding the first position at college Rankings in terms of results for the past 3 years, which gave her the chance to visit Noorderpoort College in Netherlands in 2019.

- **ISAT**

Management NC(V) students held their Entrepreneurship day on 01 of August 2019 and the NC(V) Level 4 Office Administration students had their cultural day ISAT project on 14 August 2019.



- **TOURISM NC(V)**

Tourism NC(V) students attended the National Tourism Careers Expo (NTCE), which was hosted by the Department of Tourism in partnership with North West Department of Economic Development, Environment, Conservation and Tourism (DEDECT) Culture, Arts, Tourism, Hospitality and Sports Sector Education and Training Authority (CATHSSETA) on the 21 September 2019 at Royal Marang

Hotel, North West Province.

All NC(V) Level 2 Technisa Campus Tourism students attended National Travel Expo on 09 February 2019 at TicketPro Dome near Northgate, the largest Travel Expo in the Country.

The Campus had 90 NC(V) Level 2 students in attendance and two staff members,

Mr. Sefatsa & Miss Makolana. Our students managed to get expert advice with over 120 travel exhibitors in attendance all under one roof ranging airlines, cruise liners, resorts and hotels, tour and adventure companies, tourism boards and much more.

They also interacted with various sectors of the industry and collected sufficient material, which will assist them in completion of the ISAT. We had no incident. The all came back safe.

• **OFFICE ADMINISTRATION**

Office administration level four students attended the business expositions in Gallagher estate Midrand on 21 February 2019. This was the event with a commercial undertone that is used to bring buyers and sellers together. The students got the opportunity to meet different business owners whom they interacted with, since they are doing new venture creations, which is about starting their own businesses.

• **MARKETING**

On the 31 May 2019, NC(V) Level3 and Level4 Marketing students went for their first excursion at the SABC.

• **MANAGEMENT**

On the 28 of February 2019, Management Programme went on excursion to Coca Cola Africa of South Africa in Olifantsfontein. The tour was a real success; we spent 2 hours inside the plant. Students have to ask questions and we were taken for a presentation. In total, it was 52 Level 2 learners and 5 lecturers. We started the tour 11h30 and it ended at 14h30. We were back at Campus by 15h30

and all learners returned home safely



• **Staff development**

Ms A Mabunda, Mr. R Mafofo and Mr. T Qxungu attend the Power Point Presentation training held at Molapo Campus from the 6 – 8 August 2019.

The following Lecturers: Ms S Makwena, Ms Buthelezi, Ms Mathe, Ms Nkosi, Mr. R Mafofo and Mr. T Qxungu attend the Bankseta Future Leaders in Digital Business 2019/20 Programme held at Wits Business School on the 22 –24 & 30 August 2019.

The following lecturers attended the coaching and mentoring training at Molapo from 4 – 8 November 2019, Mokhomo M, Gaya N, Leve LL and Nobela KF.

• **Work Placement and Work Exposure**

The National Certificate Vocational programmes dictates that students are prepared for the workplace whilst they are learning and beyond.

DESCRIPTION	TARGET	ACTUAL
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Place students in workplaces for on-course exposure NC(V) Level 2-Level 4	380	220
Place students in workplace for Learnership (Level 2 –Level 4)	22	32
Place post NC (V) Level 4 students in workplaces for experiential training	130	104
Partnerships signed (MOU or expressions of interest.)	10	31
Lecturer placement	16	5

- **Tools of Work**

Fifteen Senior lecturers received their new desktop and printers to use in their offices as well as 1 overhead projector per Senior in addition to what they already received.

- **Academic performance 2019**

The college set a target of 65% certification rate; the campus managed to achieve the set target (Certification on enrolled: 60.94%, Certification on Written: 71.96%, Certification on Average: 66.45% and that lead the campus to be the best performing campus of the college for the year 2019. These good results are attributed to the dedication of both the staff members and students. The Campus had two students namely: Monareng Kgomotso and Mudzingwa Luckmore featured first on the College Top Ten Students list. The two had enrolled for Management and Marketing NC(V) programmes respectively.



Technisa Campus Staff receiving an award for Best Performing Campus in 2019

- **Distance Learning Highlights**

Commencement of online payments

Distance learning students now have an option to make their payments via PayGate an online payment system from March 2019.

- **E - Tutor Training 2019**

All eTutors participate in an online orientation training which introduces the eTutors to the college LMS and prepares them for working online. In addition to the online training, 31 eTutors also had a face to face session on the 8 July 2019 at Roodepoort Campus

REPORT COMPILED BY CAMPUS MANAGEMENT.

NEW BUSINESS DEVELOPMENT UNIT

- **Introduction**

The New Business Development Unit would want to present the achievement

and the challenges encountered in the year 2019 as outlined in the Annual Performance Plan of the College submitted to DHET. This report must be read in conjunction with the Strategic Objectives of the College. Remaining attuned to the demands of the real world is regarded as crucial at South West Gauteng TVET College. In this regard strong ties with industry and the community ensure that we continue to serve both our students and prospective employers with training that is both relevant and effective. The Unit Core Functions as mandated by SWGC Strategic Plans and Annual Performance Plan Manifest the Following:

- Strengthening collaborations, advocacy and networking
- Initiating and strengthening partnerships with relevant organizations
- Enhancing staff capacities through partner-funded programs
- Improving the centre's goal on partnerships
- Leveraging on international relations to increase partnership networks

• **Background**

South West Gauteng Tvet College prides itself on the vast range of partnerships it has that ranges from training suppliers to work integrated learning placement both national and international. One of the eight identified millennium goals alert to the establishment of a global partnership for development which South West Gauteng Tvet College embraces in strengthening our mandate with industry. Through industry, companies can collaborate with us to build the capacity to deliver the skills that the different sectors require.

These mutually rewarding relationships provide a sustainable partnership, which will be of wider social and economic benefit to the country. As we are striving to uphold the theme of DHET stating that the workplace should be turned into a training space, we have had to focus on sourcing

relevant partners to enable our exit-level and occupational students to gain relevant working experience. WIL (Work Integrated Learning) is seen as an important way to improve the quality of teaching and learning, as well as to attain greater alignment between the theoretical component and the skills needs prescribed by industry. As our placement market changed, we had to critically look at our product, as well as our brand.

The transition of students from a theoretical training environment into the world of work can be an unsettling experience for students who are not prepared for the complexities and rigors of entering the job market, hence our constant interventions in the form of job readiness workshops and interventions. South West Gauteng Tvet College is constantly busy to partner with industry in order to increase our footprint in education are aiming to ensure that we provide our learners with the best opportunities whilst at the college and when they graduate.

• **Legislation**

- The Continuing and Further Education and Training (CET) Act, No 16 of 2016 and as amended, provides for South West Gauteng Tvet College to operate as a public TVET college under the auspices of the Department of Higher Education and Training. It Further sets of legislation that impact on the TVET Colleges Sector and its Strategic and National Imperatives. In addition, the White Paper for Post-School Education and Training mandates delivery and strategic priorities in the TVET colleges sector and the NBDU subscribe to the following policy mandates
- General and Further Education and Training Quality Assurance Act (No 58 of 2001)
- Higher Education (HE) Act (No 101 of 1997)
- National Qualifications Framework (NQF) Act (No 67 of 2008)
- Public Service Regulations (2016)
- Public Finance Management Act (1999)

- Skills Development Act (No 97 of 1998);
- Skills Development Levies Act (No 9 of 1999)
- National Development Plan 2030
- National Skills Development Strategy
- National Youth Policy
- National Trade Testing Regulations
- National Skills Development Plan
- Workplace Based Learning Programme Agreement Regulations
- SETA Grant Regulations
- **DHET Outcomes**
- **Improved responsiveness of TVET colleges to the world of work**
 - Occupational Programmes - **QCTO**
 - We have been working with the QCTO for the College to be Accredited to offer the QCTO approved qualification in response to the 14 Priority skills as outlined by the DHET in their Strategic document called Enrolment Planning and Occupations in high demand.
 - Here under are the qualifications as approved:
 - Bookkeeper – Level 5 – 98959 - Dobsonville Campus
 - Electricians – Level 4 - 91761 - Roodepoort West Campus
 - Early Childhood Development Practitioner – Level 4 -97542- Roodepoort Campus
 - Computer Technicians – Level 5 – 101408 - George Tabor Campus
 - Project Management – Level 5 - 101869 - Technisa Campus
 - Training and Development Practitioner – Level 5 – 101321 – Roodepoort Campus
 - Boilermaker – Level 5 – 93626 – Molapo Campus – Pending the results
 - George Tabor Campus is the only **Approved Assessment Centre** for the following Qualifications from QCTO in Gauteng:
 - Occupational Certificate: Library Assistant - Level 5
 - Occupational Certificate: Career Development Information Officer - Level 5
- Occupational Certificate: Community Development Practitioner - Level 5
- Occupational Certificate: Community Development Worker - Level 4
- Occupational Certificate: Early Childhood Development Practitioner - Level 4
- **Occupational Programmes – SETA’s**
- **ETDP SETA – Not Campus Linked**
 - 58761 - Further Education and Training Certificate: Early Childhood Development NQF Level 4
 - 50334 – National Certificate: Occupationally Directed Education and Training Development Practices NQF Level 4
 - Assessor
 - Moderator
 - Facilitator
 - RPL
 - Mentoring and Coaching
- **FP& M SETA – Molapo and George Tabor Campus**
 - 49091 National Certificate: Furniture Making: Wood NQF: Level 2 and 3
 - 58227 National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes: NQF Level 1 and 2
 - We have received the Funding from FP& M SETA for the Learnership of 20 Learners on level 1 to the value of **R524,000.00** that we are currently completing the project and George Tabor Campus. The same SETA also provided the 18 Months Work Integrated Learning to the value of **R1,080,000.00** for 20 learners in the various programmes. Department of Agriculture, Land Reform and Rural Development through Narysec funded the following Programmes:

- Clothing Production Level 2 for 20 Learners at the Value of **R543 000.00**
– Eastern Cape Province Learners
- Furniture Making Level 2 for 47 Learners at the value of **R1 175 000.00**
– North West Province Learners
- **LGSETA – Dobsonville Campus**
 - 57823 National Certificate: Ward Committee Governance
 - 36436 National Certificate: Local Economic Development
 - 36438 National Certificate: Local Economic Development
 - 49752 National Certificate: Environmental Practice
 - 50309 Further Education and Training Certificate: Environmental Practice
 - 49605 National Certificate: Environmental Practice
 - 58578 National Certificate: Local Government Councillor Practices
 - 50081 Further Education and Training Certificate: Leadership Development

Project Management Skills Programme for 20 Lecturers to the value of **R144 000.00**

100 Public Management Learners N6 for 18 Months WIL – **R4 789 125.00**

11 NCV Finance, Economics and Accounting 12 Months WIL – **R354 750.00**

20 Electrical Engineering NCV learners for 12 Months WIL – **R645 000.00**

150 National Certificate: N6: Engineering Studies for 24 Months WIL – **R9 675 000.00**
- **SERVICES SETA – Roodepoort Campus**
 - 93997 LP 80566: National Certificate: Contact Centre and Business Process Outsourcing Support: NQF Level3
 - 71490 LP 73269: National Certificate: Contact Centre Support: NQF Level 2
- 61593 LP 20900: National Diploma: Marketing Management: NQF Level 5
- 67465: National Certificate: Business Administration Services: NQF Level 3
- General Education and Training Certificate: Business Practice: NQF Level 1
- 59201 LP 60269: National Certificate: Generic Management: NQF Level 5
- 58395: National Certificate: Project Management: NQF Level 5
- 93993 LP 48641: National Certificate: Labour Relations Practice: NQF Level 4
- 79626: Further Education and Training Certificate: Commercial Property and Facilities Management NQF Level: 4
- **CETA – Construction SETA – Molapo Campus**
 - Building and Civil Construction
 - Community House Building
 - Civil Engineering and Building Construction, the project has started on the 04th March 2019 the learners commenced their internship at Protea North hosted by Retlosebetsa Consortium. 10 Learners. Building and Civil Construction Level 3 for 15 Learners and Community House Building 15 Learners. The total project for CETA allocated is **R2 000 000.00**.
- **BANKSETA – Roodepoort Campus**
 - 96099: National Certificate: Generic Management: Customer Management: Banking
 - 96100: National Certificate: Generic Management: General Management: Banking
 - 96101: National Certificate: Generic Management: Skills Development Management: Banking
 - 96102: National Certificate: Generic Management: Strategic Management: Banking
 - Generic Management in Banking learnership is currently underway at

Roodepoort Campus for 24 Learners at the value of **R478 800.00** from Bankseta.

- **TETA – George Tabor Campus**
 - 50285 – National Certificate: Professional Driving – L3
 - Received WIL Study Tour and placement for 11 Tvet Lecturer to the value of **R529 000.00**
- **W&R SETA – Dobsonville and Technisa Campus**
 - 58206 – National Certificate: Wholesale & Retail Chainstore Operations – Level 2
 - The wholesale and retail learnership on Operations Management Level 2 for 40 Learners which were divided into Two Campuses for 20 learners each at Technisa and Dobsonville for the value of **R2 160 000.00**.
- **INSETA**
 - The Insurance SETA has funded the College on the following Learning Interventions:
 - Customer Service, Business Communications and Introduction to Insurance for 100 Learners in a period of 10 Days to the value of **R540 000.00**. We have also trained the Insurance Examination Invigilation for 10 days to the value of **R127 500.00**. The Work Integrated Learning allocation is 33 Learners for the value of **R2 182 950.00**, While the other allocation for WIL of 32 learners for **R2 106 000.00** in the same Financial year.
- **Cathsseta**
 - Cook Convenience – Skills Programmes for 20 Learners to the value of **R88 130.00**
 - Department of Agriculture, Land Reform and Rural Development through Narysec: Professional Cookery Level 4 learnership for Free State Province Learners to the value of **R1 173 400.00**
 - 12 Months WIL Programme for 20 learners to the Value of **R984 000.00**
 - 5.2.11 **Foodberv SETA**
 - We have received funding to place 50 learners on Work Integrated

Learning for 18 Months to the value of **R2 250 000.00**.

- **PSETA**
 - We have submitted the accreditation applications for the following learning interventions:
 - 57804 Further Education and Training Certificate: Public Administration Level 3
 - 57824 National Certificate: Public Administration Level 4
 - 50080 National Certificate: Public Administration Level 5
 - 58346 Further Education and Training Certificate: Public Administration Management Level 4
 - 57897 National Diploma: Public Administration Level 6
 - 57827 National Diploma: Public Administration level 7
 -
 - The applications have been verified and pending the outcome of the evaluation. In 2019 we have received the grant to the value of **R4 350 000.00** to place 50 learners for 18 Months WIL with a stipend of **R4 500.00** per month.
- **HWSETA**
 - The letter of Intent has been submitted to HWSETA to request the permission to be accredited in one of their qualifications and up to now we have not yet any feedback.

They have funded the college in the following interventions:

 - 10 Lecturer Development for the value of **R80 000.00**
 - Internship for Tvet Diploma Graduate **R338 625.00**
 - Occupational Qualifications – Management Administration Air-Condition, Refrigeration and Ventilations Boilermaker (Engineering Fabrication) Value of **R3 410 000.00**.
- **MICTSETA**
 - We have also submitted the accreditation request to MICTSETA pending

verification

- Further Education and Training Certificate: Information Technology: Systems Development
- Further Education and Training Certificate: Electronics
- National Certificate: Information Technology: End User Computing
- Further Education and Training Certificate: Information Technology: Technical Support
- National Certificate: Broadcast Engineering

We implemented the Skills Programmes for 100 learners for the value of **R4 040 000.00** funded by the MICTSETA.

• **Entrepreneurship and Business Development (SMME)**

- The following Cooperatives were established and supported by the college (**EP2019**)
- Clothing Production Cooperative – **George Tabor Campus**

Members: Baloyi Tshiwela

Mpumelelelo
Keitumele
Makumela
Sibongile

• Cafeteria Cooperative - **Dobsonville Campus - Tuma Dichabeng Primary Co**

Members: Lutendo Mulaudzi

Mncube Mpho
Madonsela Candy
Mahlangu Tougheedah

• Cafeteria Cooperative - **Roodeport Campus – THEMEME**

Members: Marvel Mudau

Carol Mokgobedi
Kefilwe Gaubusiwe

Patricia Dintwe
Zameka Xabanisa

• Cafeteria Cooperative - **Roodeport West Campus**

Members: Faith Jongaman
Neo Molifi
Keamogetse Phefo
Katlego Ntimbane
Thamsanqa Mantante

The above mentioned were trained by ABSA for extensive training on Customer Service, Compliance, Social Media Marketing, Costing and Pricing.

The following workshops were conducted by the SMME with various student from the campuses:

Number of Learners	Programme	Initiator
180 student assisted to register their business and supported on the management	Entrepreneurship Development Programme	ABSA
	Job Creator	Moripe Holdings
	Financial Management	Avo Vision
		NYDA
		MSV

47 Community members were assisted to open their businesses and **6** community cooperatives were also registered. Inseta and SWGC trained **150** Community members on how to insure their small business for the period of 15 days.

The Chinese expo was arranged of which **300** learners from the college attended at the Nasrec Expo in Johannesburg.

5 Entrepreneurship Lecturers attended the Absa business Expo Shows in Gallagher Estate for the period of 5 Days. 40 Soweto Community members also benefited from Job Creator, BBBEE and IISA funded by Inseta.

- **Workplace for Lecturer and Student**

- **7.1. Lecturer Placements**

- 12 Lecturers were trained on Assessment and Moderation for 5 days on Capacity Building

- 2 Lectures were placed at **Clover** for One Months from Molapo campus

- 15 Lecturers attended the **Educare and Business Management** practicals at various centers around Roodepoort for a period of one day per week.

- Received Grant to place **11 Logistics** Lecturers at the workplace from **TETA**

- Received Grant to place **10 Financial Accounting** lecturers with Accounting Firms from **Fasset**

- Received Grant to place **10 IT** Lecturers with IT Logistics from **MICTSETA**

- **NCV and Nated Placements**

- We have placed **2037** Students for NCV Level 2-4, Engineering N1-N2, Engineering and Business Studies N4-N6 for on course exposure.

- We have placed **389** students for NCV level 4 for the Work Integrated Learning on the experiential learning for the period of 12 Months.

- For the learners who need 18 Months Exposure to qualify for the National N Diploma in both the business and engineering studies is **605**.

- **Apprenticeship, Learnerships and Skills Programmes**

- **60** Learners were registered and placed in the organization in order to attain their apprenticeship which are Boilermaker (Engineering Fabrication) and Air-Condition, Refrigeration and Ventilation.

- **389** Learners has been enrolled on the learnerships for various learning intervention.

- **405** learners participated in the Skills Program offered at various campuses

- **China Students**

- **04** Learners in Hangzhou Polytechnic University in China from Molapo Campus

- **65** learners in Nanjing institution of Technology in China from Roodepoort West Campus

- **MOU, Excursions and Partnerships**

- **181** Educational excursions were arranged such as Clover head office, IT Adapter, Vodacom, Reserve Bank, Bidvest Imperial Trucks, Stabus etc.

- Collaboration Agreement was signed with Tswane University of Technology to offer the NQF Level 5 and 6 Entrepreneurship Programmes.

- Collaboration Agreement was signed with EWSETA to strengthen the relationship and also to collaborate with them for Skills Development Facilitation

- **92** Memorandum of Understanding has been signed to offer the collaboration and partnerships in implementing the educational qualifications and accreditation

- **National Skills Fund Learning Interventions**

- National Certificate: Contact Centre Support Level 2 for **22** Learners

- National Certificate: Professional Cookery Level 4 for **15** Learners

- Further Education and Training Certificate: Business Administration Services L4 of **23** Learners

- Further Education and Training Certificate: Public Administration L4 for **23** Learners

- National Certificate: Community Health Work Level 2 for **29** Learners

The activities listed above are for the academic year 2019.

The report is Compiled by

Mr Aubrey Sebe

STUDENT SUPPORT SERVICES ANNUAL REPORT 2019

The mission of the college's Student Support Services is to promote development, give support resources and measures central to students and institutional needs

The key role of Student Support Services is to ensure comprehensive support to students with regard to successful engagement with academic and vocational education. Student Support Officers coordinate these functions by facilitating all student related activities, both academic and social.

NATIONAL STUDENT FINANCIAL AID SCHEME



(NSFAS Drive) SSS Team and SRC from Various campuses

The provision of student Financial Aid is critical for enabling access to TVET Colleges. The role of TVET Colleges as the nucleus of skills development in South Africa is explicitly contained in the National Skills Development Strategy (NSDS) III published in January 2011. The challenge of access to post-school education and training opportunities for academically deserving students but financially needy students is addressed by the bursary scheme. The year 2019 11563 students were funded by NSFAS and the remaining applicants will be funded according to the eligibility criteria set by the scheme. The following challenges were identified amongst the students:

- Misunderstanding what scheme covers/entails
- Misinterpreting Individual Student Financial Statement
- Less informed on the process to receive allowances

To tackle the above challenges, the Student Support Services Unit together with the Campus SRCs went on a drive to all college campuses to share bursary information and allow students to interact freely with the Team.

RESOURCE CENTRES

Our Campus Resource centers have limited capacity to accommodate all students, however we have made available previous question papers, News papers, reference study materials available to support our students. The College Management in consultation with the Student Representative Council therefore extended Resource Centers working hours (Mon-Fri) in trying to accommodate as many students as possible:

- Technisa Campus-07h30-16h00
- Rooderpoort Campus-07h30-18h00
- Rooderpoort West Campus-07h30-17h00
- Dobsonville Campus-07h30-18h00
- Molapo Campus-07h30-18h00
- George Tabor Campus-07h30-16h00

ACADEMIC SUPPORT



Launching of Academic Conference 2019

All College Campuses have Remedial Lectures where students are either referred by lecturer or self-referral. Students are always encouraged to take advantage of below services offered so that they can improve in their studies and ultimately excel in their academic journey:

- Basic Language Skills (reading and spelling)
- Basic Numeracy
- Study Skills and Metacognition
- Conceptual Support
- Disability related issues
- Remedial Support

PSYCHO SOCIAL SUPPORT

The College employed 2 (two) Student Counselors alternating all college sites to ensure that students Health and Wellbeing is taken care of, the said officials are working tirelessly to ensure that they bring as many health partners as possible to the college so that other Health matters can be addressed by specialists. Services offered by the office through Health Partners:

- HIV and Aids Tests
- Blood Pressure
- Blood Donor
- Pap Smear
- Health Talks(Dialogues and Activations)
- Counselling and referrals

(Psycho-social) Ladies Pyjamas Talk at the Farm and Men's Talk at Goerge Tabor



SPORT ARTS AND CULTURE

Education is partial without student's extra-mural activities, students activities are crucial in the college as it encompasses more than just the benefits of physical activity but increases mental alertness and boosts self-esteem.

MZANSI COLLEGE TOURNAMENT @ UNIVERSITY OF JOHANNESBURG FROM THE 1ST OCTOBER 2019 – 4TH OCTOBER 2019

The tournament consisted of twelve colleges around Gauteng province. Six were from TVETs and the other six from Private colleges.

Teams participated in the tournament:

GROUP A	GROUP B	GROUP C
<ul style="list-style-type: none"> EKURHULENI WEST TVET COLLEGE CENTRAL JOHANNESBURG TVET COLLEGE JEPPE COLLEGE RICHFIELD COLLEGE 	<ul style="list-style-type: none"> BOSTON CITY COLLEGE DAMELIN COLLEGE EKURHULENI EAST TVET COLLEGE TSHWANE SOUTH TVET COLLEGE 	<ul style="list-style-type: none"> ETA COLLEGE SOUTH WEST GAUTENG TVET COLLEGE TSHWANE NORTH TVET COLLEGE VARSITY COLLEGE

South West Gauteng TVET College were in group C alongside ETA, Tshwane North TVET College and Varsity College.

Date	Time	Results
30 September 2019	15:00 – 16:45	SWGC 2 - Varsity College 0
01 October 2019	15:00 – 16:45	SWGC 2 - Tshwane north TVET College 0
02 October 2019	15:00 – 16:45	SWGC 2 - ETA 4

South West Gauteng College qualified for the quarterfinals

Date	Time	Results
03 October 2019	13:30-15:15	SWGC 4 Damelin College 0

Semi finals

Date	Time	Results
04 October 2019	13:30 – 15:15	SWGC 2 (4) CJC 2 (5)

Two of our Central defenders were selected in the team of the tournament. This means they will play against Mamelodi Sundowns.

Finals of this tournament were played by Central Johannesburg College vs Boston City College and Central Johannesburg College won the game 3-2 on penalties



Sports activities-Female George Tabor Campus Team

Report Compiled: Mr T Madubung

Student Support Services Unit

CORPORATE AFFAIRS AND PLANNING

INTRODUCTION

The Corporate Affairs and Planning directorate of South West Gauteng TVET College consists of the following administrative / support units:

- Human Resources (Administration, Training and Development, Labour Relations)
- Marketing and Communications
- Administration (general- as well as Student Administration)
- ICT and MIS
- Quality Assurance and Health and Safety

Over and above these units, the directorate is also responsible for the annual Strategic Planning rollout, and the production of a Strategic Plan, an APP and an Operational Plan for the College.

2019 was a very eventful year for the College, commencing with the fact that the President announced the Early Retirement without Penalisation initiative, a new Post Provisioning Norms structure for TVET Colleges were launched, the DHET, together with SANREN launched the SABEN 200mbps per campus project, and the College, for the first time in its history, held a student graduation ceremony for more than 1000 students.

Each unit indicated above will briefly report on the performance of the unit during 2019, and I, as DPC will therefore only summarize the highlights of the units that report to me, as well as indicate the highlights of the 2019 plans.

A: HUMAN RESOURCES

During 2019, the College employed 11 educators (7 x PL1; 3 x PL2; 1 x PL3), and 12 support staff members (1 x SL4; 7 x SL5; 4 x SL7).

We employed a total of 593 permanent staff members, both via the College Council and the Department of Higher Education and Training (PER-SAL), but this figure excludes the 60+ interns and the part-time lecturers and invigilators appointed on a temporary basis during 2019.

The College duly submitted its WSP to the ETDPSETA at the end of April 2019, and subsequently trained and developed 684 staff members to the value of R 1 719 870,00 during the 2019 financial year.

Unfortunately, at a College that employs near to 600 staff members, there will be some labour issues during the year, and 2019 was no exception.

During the year being reported on, the College had 11 disputes, 24 grievances, 14 misconduct charges, and 4 cases being referred to the Labour Court.

It must be indicated here that many of the Industrial Relations cases referred to above, has been resolved on by the College, but has been referred to Council (GPSSBC, ELRC, CCMA) for conciliation and / or arbitration, and as such, has spilled over to 2020.

It should also be mentioned in this report that the President of the country did make an announcement early in January 2019 that, in order to curb the Government's salary expenditures, he had launched an Early Retirement without Penalisation project, in which Government employees between the age of 55 and 59 could apply to go on early retirement without having to pay the penalty that is usually associated with early retirement applications.

By the 30th of September 2019, 13 staff members of this College had submitted their applications to be considered for this venture, which included the current Principal of the College, as well as the Campus Manager of

Molapo Campus.

By the end of 2019, the College was informed that all 13 applications had been approved, and that these 13 staff members would start exiting the College by 30 April 2020.

Another exiting development on the Human Resources front during 2019, was that the Department had updated its Post Provisioning Norms (PPN) for TVET Colleges, which saw this College now qualifying for 261 posts more than our 2019 staff allocation (150 CS educators and 120 PS Support staff).

The actual work and consultations regarding this new PPN, which includes migrating all staff members currently being paid by the College Council to the employ of the Department of Higher Education and Training, will take effect in 2020.

B: MARKETING and COMMUNICATION

As can be imagined, the majority of the energy in the College's Marketing and Communications unit was spent on student recruitment drives during 2019.

The unit undertook 4 road shows, 7 career expos, 3 church visits, 12 community expos and more than 21 school visits during 2019, during which visits they saw more than 52 000 prospective learners and a huge number of community leaders.

Over and above their role of student recruitment, the unit also advertised the College on radio, print media, as well as electronic media, and were also responsible for the College taking part in the following social responsibility projects during 2019:

- Cyclone Idai
- Alexandra Fires
- Mandela day

They furthermore ensured that thousands of student packs, prospectuses, calendars, diaries, brochures and flyers were designed and printed and available for distribution to staff, students and the college community at large.

Over and above all of this, the Marketing unit was also responsible for the organising events such as the Staff Opening and Welcoming function for 2019, the Student Awards ceremony, the 2 graduation ceremonies which saw in excess of 1000 students being graduated, the ABSA Premiership Woza Noza Activation campaign, a career wellness expo in conjunction with JPMD, and a march against Gender Based Violence and Femicide.

Last, but not least, this unit was responsible college publications such as newsletters, publishing in the TVET Times, and also publishing the 2018 Annual Report (June 2019).

During 2019 the unit also ensure that the College's logo and slogans are officially trade marked

C: ADMINISTRATION

The College derives the majority of its income from student enrolments, and these enrolments for 2019 were planned for since August 2018.

The College's approved student enrolment targets for 2019 is as follows, as per the letter of approval issued by the DG on the 19th of March 2019:

- Total projected headcounts: 27 787 Total projected FTEs 17 638

- Total funded headcounts: 18 943 Total funded FTEs 12 024
- Total unfunded headcounts: 8 844 Total unfunded FTEs 5 614

The College’s final, actual student enrolment figures for 2019, were as follows:

HEAD COUNTS [HCs]

PROGRAMME	ENROLMENT PROJECTION	ACT ENROLS (1)	ACT ENROLS (2)	ACT ENROLS (3)	TOTAL ENROLMENT	DIFFER
NCV (Y1)	10109	8405	0	0	8405	-1704
N1 – N3 ENG	4796	1847	1867	1474	5188	392
N4 – N6 ENG	3365	1054	1082	1073	3209	-156
N4 – N6 BUS	9417	5148	5016	0	10164	747
PLP	100	74	0	0	74	-26
TOTALS	27787	16528	7965	2547	27040	-747

FULL TIME EQUIVALENTS [FTEs]

PROGRAMME	PROJECTION	ACT FTEs (1)	ACT FTEs (2)	ACT FTEs (3)	TOTAL FTEs	DIFFER
NCV (Y1)	10109	6404,541	0	0	6404,541	-3704,459
N1 – N3 ENG	1598	452,434	459,987	366,780	1279,201	-318,799

N4 – N6 ENG	1122	229,412	241,281	233,894	704,587	-417,413
N4 – N6 BUS	4709	1819,375	1730,875	0	3550,250	-1158,750
PLP	100	74,000	0	0	74,000	-26,000
TOTALS	17638	8979,762	2432,143	600,674	12012,579	-5625,421

NOTES TO THE ABOVE ENROLMENT STATISTICS

- The above statistics therefore indicate that the College enrolled a total of 27 040 full- and part-time students during 2019, which were 747 students short of our projection of 27 787 students for 2019, and this under-enrolment was mostly due to the lower uptake of the NCV programmes at the College.
- However, the statistics further indicate that in terms of Full Time Equivalents (FTEs), the College in actual fact enrolled 5 625,421 less FTEs in 2019 than its projected FTE enrolment figure of 17 638. At an average value of R 50 000 per FTE, this indicates that the College suffered a shortage of R 281 271 050,00 from student enrolments during the 2019 academic year.
- The major differences between the Headcount enrolment figures and the FTE values as indicated above is due to the fact that a high number of students are not enrolling for a full programme, but only for a number of subjects in a programme.

D: ICT and MIS

The exiting news on the ICT front during 2019 was that the Department of Higher Education and Training and their ICT partner SANREN, had extended the TVET College SABEN connectivity project from 100mbps per campus to 200mbps per campus.

During 2019, all college campuses were inspected, and landlord lease

agreements issued for the required site upgrades, which happened during the latter part of 2019, and would continue to mid-2020, by which time the project is supposed to roll the 200mbps connectivity out to all college campuses.

Furthermore, the College launched a tender for 1417 laptops to replace old and obsolete laptops, and subsequently made an ICT investment in excess of R 20 million rand to upgrade the laptops at the College.

The unit also contracted specific ICT service providers to draft an ICT Change Management policy, as well as a Data Backup and Recovery policy for the College

Surveillance systems at the College Farm was installed, and CAT6 network cables installed at Molapo Campus to improve LAN communication speed at said campus.

On the MIS front, the College was in its 7th year of using ADAPT-IT's ITS system as its Management Information System, and embarked on some high level training of its staff members in the Finance unit to master the ITS system's financial modules.

The College uses its <IS system as the only official data system, and as such has produced 6 TVETMIS reports, and 4 quarterly Monitoring and Evaluation reports during the year under review.

These reports are used by the DHET to monitor and measure the College in the reaching of its objectives and projections.

E: QUALITY ASSURANCE and HEALTH and SAFETY

The College subscribes to the ISO9001:2015 quality assurance standard, and were monitored and assessed against this standard by the SABS

during 2019.

We are proud to say that the SABS recertified the College on the ISO9001:2015 standard, which recertification is valid for 3 years until September 2022.

The College had applied to receive its Occupational Health and Safety (ISO45001) certification during 2019, but the number of non-conformances raised by the SABS had meant that this OHS certification could not be conferred during 2019.

The College was therefore sent back to the drawing board to work towards achieving this coveted certification during 2020.

F: STRATEGIC PLANNING

As indicated under the Administration subsection, the College commenced with its 2019 strategic planning process as early as August 2018, and this process was commenced with a 2-day workshop with all stakeholders to relook the College's vision, mission and objectives for the next 5 years (as 2019 was the commencement of the 6th administration).

The College submitted its draft plans for Ministerial approval at the end of October 2018, but only received the official approval of its 2019 plans during March 2019.

The 2019 approval indicated the approval for the College to enrol the 27 787 students as indicated above, together with the College's approved financial allocation, as follows:

- Budget requested: R 823 445 000
- Budget Allocated: R 561 359 000
- Budget Shortfall: R 262 086 000

The budget allocation for 2019 of R 561 359 000 was furthermore subdivided as follows:

- Cost of Employment/Remuneration: R 226 155 000
- Cash Transfer/subsidies: R 162 682 000
- NSFAS tuition allocation: R 172 522 000

As has also been indicated under the Administration subsection above, the College attained a final student enrolment figure of 27 040 students, but because of the way in which the students enrolled themselves at the College, we did not attain the resultant Full Time Equivalent enrolment value of

17 638 FTEs, which, in effect meant that we had, in financial terms, un-

der-enrolled students to the value of approximately R 281 271 050 during the 2019 academic year.

CONCLUSION

As can be seen from the above report, 2019 was a very full and busy year, with many new directions being taken.

I wish to thank my team in the Corporate Affairs directorate for all the hard work that they have put into the 2019 academic year that made it as successful as it ultimately was.

Andre Schlemmer

Deputy Principal: Corporate Affairs and Planning

Human Resource

POSTS FILLED FOR SOUTH WEST GAUTENG COLLEGE 2019

No	NAME OF CANDIDATE	POST LEVEL/ SL	GENDER	RANK	PERSAL / ID	POST DESCRIPTION	REFERENCE NO.	ASSUMPTION OF DUTY
1	Mokhabuki Y.Q	SL5	F	Student Support Service	8712240772089	Student Support Service	RW/SSSO/01/2018	01/01/2019
2	Molebatsi S.P	SL5	F	Exam Officer	8504290848087	Curriculum	HO/EXO/2018	01/02//2019
3	Ndlanlenze RT	SL5	F	Exam Officer	8112190673082	Curriculum	HO/EXO/2018	01/02/2019
4	Mabotja T.J	SL5	M	Student Support Services	8705276235088	Student Support Services	MOL/SSSO/01/2018	01/01/2019
5	Mosimane M.E	SL5	M	IT Technician	9403185144083	IT Technician	RDP/IT/01/2018	01/02/2019
7	Moagi TZ	SL4	M	General assistant	8606135701087	Driver	TECH/DRV/01/2018	01/05/2019
8	Mapatha Y	PL2	M	Education	8608026027088	Senior Lecturer Marketing	TECH/SL/01/2018	01/04/2019
9	Sebe A	PL3	M	Assistant Director	8306025606081	NBD Manager	HO/NBD/01/2018	01/07/2019

10	Dlamini PT	PL2	M	Education Specialists	8510315545087	Senior lecturer Primary agriculture	GT/PA/01/2018	01/06/2019
11	Musubi M	SL7	M	Chief admin officer	9103126363087	Asset supervisor	HO/ASS/01/2018	01/06/2019

No	NAME OF CANDIDATE	POST LEVEL/ SL	GENDER	RANK	PERSAL / ID	POST DESCRIPTION	REFERENCE NO.	ASSUMPTION OF DUTY
1	Booi C	1	M	Lecturer	83479996	Marketing	DOB/MARK/01/2019	10/08/2019
2	Nkosi T	S/L5	M	Admin	8904275324080	Exam officer	HO/EXO/01/2019	01/09/2019
3	Mziza AM	S/L7	F	Admin	9007200447080	WBE	WBE/WIL Coordinator	01/08/2019
4	Mtshali MJ	S/L7	M	Admin	8301055463081	WBE	WBE/WIL Coordinator	01/08/2019
5	Sondlani NG	1	M	Lecturer	8406095559085	Fitting and turning workshop	MOL/FTW/01/2019	01/09/2019
6	Mohlala A	1	F	Lecturer	8509190411084	Life Orientation	RDW/LO/01/2019	01/08/2019
7	Masiza S	S/L7	M	Admin	8110195611081	Governance Coordinator	HO/GOV/01/2019	01/08/2019
8	Kekana LT	S/L5	F	Admin	9401030460084	Human Resource Clerk	HO/HRO/01/2019	01/09/2019
9	Nobela KF	1	F	Lecturer	9107100845084	Remedial	TECH/REM/01/2019	01/08/2019
10	Phakoago B	1	F	Lecturer	9303210783089	Life Orientation	GT/LO/01/2019	01/08/2019
11	Moiloa EM	2	F	Lecturer	7905126162083	Business Studies and Part Time Coordinator	RDP/SL/2019	01/09/2019
12	Masea Z	1	F	Lecturer	9401200264084	EBM	DOB/EBM/01/2019	01/08/2019
13	Dube R	1	F	Lecturer	9212281377087	English	DOB/ENG/00/2019	01/10/2019

VACANCIES ADVERTISED 2020

ADMINISTRATION POSTS

1. Campus manager (PL 5)
2. Head of Department (PL 3)
3. Lecturer - Public management (PL 1)

4. Lecturer - Quantity Surveying / Building and Structural Construction
5. Student administration officer x 2
6. Bookshop officer X 2
7. Data capturing officer
8. Student support/Financial services officer

9. Student support officer
10. Secretary
11. Driver
12. General assistants X 5
13. Internal Auditor
14. Project Manager: **post finalised, the candidate assumed duty on the 09th of September 2020.**

LECTURERS (PL1) POSTS

Molapo Campus

1. Life Orientation
2. Strength of Material/Engineering Science
3. Entrepreneurship/WBE

George Tabor Campus

1. Tourism
2. Mathematics

Roodepoort Campus

1. English and Communication
2. Entrepreneurship
3. Educare

Roodepoort West Campus

1. ECDE
2. Industrial Electronics

EDUCATION SPECIALIST (PL2):

Dobsonville Campus

1. Public Management

George Tabor Campus

1. English

Roodepoort Campus

1. Management Assistant

EMPLOYMENT EQUITY as at 31 December 2019

EEA12 - PERSAL

OCCUPATIONAL CAT	S/LEVELS	M/A	M/C	M/I	M/W	F/A	F/C	F/I	F/W	TOTALS
TOP MANAGEMENT	SL 14 - 16	0	0	0	0	0	0	0	0	0
SNR MANAGEMENT	SL 13	1	0	0	0	0	0	0	0	1
PROF QUALIFIED	SL 12	1	0	0	1	0	0	0	0	2
PROF QUALIFIED	SL 11	0	0	0	0	0	0	0	0	0
SKILLED TECHNICAL	SL 10	0	0	0	0	1	0	0	0	1
SKILLED TECHNICAL	SL 9	5	0	0	0	1	0	0	0	6

SKILLED TECHNICAL	SL 8	2	0	0	1	5	0	1	0	9
SKILLED TECHNICAL	PL 5	3	0	0	0	3	0	0	0	6
SKILLED TECHNICAL	PL 4	0	0	0	0	0	0	0	0	0
SKILLED TECHNICAL	PL 3	11	1	0	2	6	0	0	0	20
SKILLED TECHNICAL	PL 2	22	1	0	0	23	0	0	3	49
SKILLED TECHNICAL	PL 1	92	0	0	1	108	0	0	6	207
SEMI-SKILLED	SL 7	10	0	0	1	15	1	0	3	30
SEMI-SKILLED	SL 6	2	0	0	0	1	0	0	0	3
SEMI-SKILLED	SL 5	35	0	0	1	55	1	0	0	92
UNSKILLED	SL 4	4	0	0	0	0	0	0	0	4
UNSKILLED	SL 3	14	0	0	0	10	0	0	0	24
UNSKILLED	SL 2	0	0	0	0	0	0	0	0	0
UNSKILLED	SL 1	0	0	0	0	0	0	0	0	0
TEMPS [PERSAL]	PL 1	20	0	0	0	22	0	0	0	42
TEMP Non-SA [PERSAL]	PL 1	2	0	0	0	6	0	0	0	8
TOTALS		224	2	0	7	256	2	1	12	504
EEA 12 Non-PERSAL										
SKILLED TECHNICAL	PL 1	43	0	0	0	33	1	0	2	79
SKILLED TECHNICAL	SL 10	0	0	0	0	1	0	0	0	1
SEMI-SKILLED	SL 5	3	0	0	1	3	0	0	0	7
TEMPS Non-SA	PL 1	3	0	0	0	1	0	0	0	4
TOTALS		49	0	0	1	38	1	0	2	91
PERSAL [A]										
		222	2	0	7	249	2	1	12	495
NON-PERSAL [B]										
		54	0	0	1	40	1	0	2	98
TOTALS		276	2	0	8	289	3	1	14	593

TYPE OF TRAINING	TRAININGS 2019						Provider	
	Management	Support staff	Educators	Cost	Value	No. trained		
Lesson Planning		1	27	R0,00		28	In-house facilitator	
Classroom management		1	27	R0,00		28	In-house facilitator	QUARTER 1
Effective lesson delivery to inspire students		1	27	R0,00		28	In-house facilitator	
Formative assessment development		1	27	R0,00		28	In-house facilitator	
Powerpoint development		1	27	R0,00		28	In-house facilitator	
Consultative workshop by the department	2		20	R0,00		22	DHET	
Library- acquiring basic information literacy)		7		R38 949,36		7	Universal Knowledge Software (UKS)	
Water waste and treatment practice			4	Funded		4	Stellenbosh university/Rand water	R55 934,86
Electrical engineering			1	Funded		1	Foodbev/Clover	
Artisan training			4	Funded		4	Atrisan Training Academy	
Internal auditing	1			R4 186,00		1	Institute of internal auditors public sector forum	
Advanced law of evidence		2		R12 799,50		2	Meridian	
PMDS refresher training	3	110		R0,00		113	In-house facilitator	
Fire Marshall				R36 628		35	Makrosafe	
PMDS refresher training	8	1		R0,00		9	DHET	QUARTER 2
Labour relations survey meeting				R3 967,50			Tony Healy	
Leadership/ supervisory skills training	4	16		R70 000,00		20	Tonex management solutions	
Report writing				R27 370,00		17	Resonance	
CCNA workshop			2	R11 000,00		2	Digititan	
Communication in the workplace		16		R58 633		16	VCM	R457,348.50

Professional etiquette	11			R47 400	11	Y-Connect	
Assessor			20	R86 000	20	Macmillan	
Moderator			22	R65 000,00	22	Academy Training Group	
SDF			16	R130 950	16	Academy Training Group	QUARTER 3
ISO 15090012015	2		3	R100 000	5	SABS (ETDP Seta funding)	
Digital Business Management			33	Funded	33	WITS Business School	
LR procedures/grievance/disciplinary			6	R0	6	Inhouse	
Assessment Development			22	R0	22	Inhouse	
Recods keeping/ Filing		18		R36 800	18	Khula Konke	
Powerpoint presentation		1	14	R94 950	15	Tonex management solutions	R736, 950
Procurement training		20		R0	20	Adapt IT	
POPI	4	4		R41 400	8	JP Executive communications	
Assessor			17	R69 800	17	Macmillan- in progress	
Moderator			18	R69 000	18	Assessment College/ City Guilds	
Facilitator			12	R70 000	12	Daleseb- in progress	
Supply Chain Management			25	R125.000	25	National School of Government (scheduled)	
Engineering and Building Sciences N1			8	Free	8	Macmillan	QUARTER 4
Infrastructure Training	1	2		Free	3	ITS	
Capacity building workshop	3	8	1	Free	12	Yellow media	
			used	R1,719,870,72			

LABOUR RELATIONS ANNUAL REPORT FOR THE YEAR 2019/20

1. DISPUTES

- N PHANDU, Unfair dismissal, submitted closing arguments, awaiting arbitration award (GPBC CASE NO 212/2016)
- S MAHLASELA, Unfair dismissal, To submit closing arguments (ELRC CASE NO 91-16/17 GP)
- S MOTAUNG, Unfair labour practice, arbitration award issued in favor of the employer (GPBC CASE NO 1109/2017)
- E LESEJANE, Unfair dismissal, Con / pre arb set down for 29 April 2019. Arbitration set down for 30 May 2019 (ELRC CASE NO PSES 987-18/19 GP).
- E NEGOTA, Unfair dismissal, Con / pre arb set down for 24 April 2019 Arbitration set down for 29 May 2019 (ELRC CASE NO PSES 889-

18/19GP)

7. J NGWENYAMA, Unfair labour practice, Con / arb set down for 28 February. Non resolution, awaiting arbitration set down (ELRC CASE NO PSES 863 – 18/19 GP)
8. R MADZENA, Unfair labour practice, Awaiting set down from GPSSBC (GPSSBC CASE NO TBC)
9. L KHOYO (non persal) Unfair labour practice, Con / arb set down for 28 February. Matter remains unresolved. Awaiting set down for arbitration (ELRC CASE NO PSES 870 -18/19 GP)
10. MASOMBUKA obo 2 others, Unfair labour practice, non resolution on 13 June, awaiting set down for arbitration (GPBC 960/2019) – **Pending still not finalized in year 2020**
11. M VILANA, Unfair labour practice, conciliation / pre arbitration scheduled for 14 October 2019 (ELRC CASE PSES 535 – 19/20 GP). – **Finalized in 2020**

T SHUMBA, Unfair labour practice, conciliation / pre arbitration scheduled for 14 October 2019 (ELRC CASE NO PSES 548 – 19/20 GP). – **Finalized in 2020**

1. LABOUR COURT

2. M NKABINDE, Unfair dismissal applicant to file reply affidavit. Labour Court will determine date (ELRC CASE NO 28 16/17) – Finalized
3. T KHUSE, Unfair labour practice, awaiting arbitration set down (GAJB4212-18) – Pending
4. S MHIZE, Unfair dismissal, arbitration award in favour of employee on 7 July 2018, referred to DHET Legal services for LC review (GPBC2319/2016) – Pending

E MOEKETSI, (*non persal*), College review of arbitration award at Labour Court, pending (ELRC R1280/17) – Pending

1. GRIEVANCES

2. NEHAWU George Tabor Campus, Finalized

3. NEHAWU Dobsonville Campus, Finalized
4. SALIPSWU Technisa Campus, Finalized
5. SALIPSWU Technisa Campus (acting allowance), Finalized
6. SALIPSWU, Technisa Campus Pending (Acting allowances), Finalized
7. NEHAWU, George Tabor Campus, Pending (Working hours), Still pending in 2020
8. DOBSONVILLE, Finalized
9. S MALOKA, Finalized
10. M MAISELA, FINALISED
11. NEHAWU OBO S SEBOLA, Finalized
12. NEHAWU OBO TECHNISA STAFF, Finalized
13. SEBOKO, Finalized
14. S MALOKA, Finalized
15. S SEBOLA, Finalized
16. F MESO, Finalized
17. L SEHOLOHO, Finalized
18. S NKAU, Finalized
19. S RADEBE, FINALISED
20. N HLONGWANE, FINALISED
21. L BYLIEFELDT, Finalized in 2020 August
22. N MVINJELWA, Still Pending in 2020
23. M PALAYANDI, Still Pending in 2020
24. ROODEPOORT / MOLAPO / HEAD OFFICE / DOBSONVILLE / NEHAWU OBO 95 MEMBERS, Still Pending in 2020

SALIPSWU obo of Dobsonville Senior Lecturers, Finalized in 2020

1. MISCONDUCT

2. R GWABENI, Awaiting sanction from the presiding officer, Finalized
 3. F MABASA, disciplinary hearing scheduled on the 05th March 2019 has been postponed, new date will be communicated in due course, Finalized
 4. M MOOKO, disciplinary hearing scheduled on the 12th March 2019 has been postponed, new date will be communicated in due course, Finalized
 5. J VABAZA, disciplinary hearing scheduled on the 14th March 2019 has been postponed, new date will be communicated in due course, Finalized
 6. I MOTLHATLHEDI, Finalized
 7. M TSHABALALA, Finalized in 2020
 8. S SEBOLA, Finalized in 2020
 9. D VILANA, Still pending in 2020
 10. Z MAGESESELA. Pending (Investigation) Suspension, Still pending in 2020
 11. M MHLONGO, Pending (Investigation) Suspension, still pending in 2020
 12. L MAJOE, Pending (Investigation) , Finalized in 2020
 13. M MANGANYI, Pending (Investigation) , still pending in 2020
 14. J MASHELE , Pending (Investigation), still in pending in 2020
- N MVINJELWA, Pending (Investigation), still pending in 2020

1. APPEALS

R GWABENI, Appeal lodged at DHET, still pending in 2020

• ICT

INTRODUCTION

The purpose of this document is to provide a detailed ICT report on the year 2019 to give a status report on the main objectives defined for the year 2019 in the previous ICT Report: missions accomplished, uncompleted and/or non-initiated missions.

An overview of the significant events in the year 2019 as part of the Information and Communication Technology of the College and its resources.

It also provides information about the previous process undertaken to improve the ICT governance policy framework, infrastructure and future objectives.

After the budget was set aside priority was given to upgrading of connectivity from the then 20Mbps to minimum 100Mbps for the entire College and refurbishment of Local Area Network for Molapo Campus was also concluded.

SERVICE DELIVERY OVERVIEW

In the year of review, the College made an investment of more than 20 Million to procure 1417 laptops to replace the old obsolete hardware. That undertaking benefited Students community, Lecturers and administration or support staff in general.

The provision came with an improvement in teaching and learning, ensuring that adequate required resources are provided. Furthermore, after that large purchase was made the environment proved to be conducive and impacting directly on the throughput.

MOLAPO CAMPUS LOCAL AREA NETWORK

The refurbishment of network cables to Cat6 media was undertaken successfully by service provider namely, Yarona Core. After the completion of the project, has seen the Campus improve in communication speed within the Local Area Network and stable distribution of resources.

- Project closure was done after all milestones were achieved to the satisfactory of the College according to scope of work and specifications.

SABEN COLLEGE CONNECTIVITY PROJECT

The SABEN/DHET College Project Sites or Campuses are 95% commission ready. Eight Fortinet Firewalls were received from SABEN and distributed to various Campuses.

Status of the build and backhaul are indicated below:

Head Office/Molapo Campus

The build has been completed. Awaiting for lighting of the point of presence. Link infrastructure provided by Openserve (Vendor).

Roodepoort Campus

The build has been completed. Awaiting for lighting of the point of presence.

Link infrastructure provided by Openserve (Vendor).

Technisa Campus

The build has been completed. Awaiting for lighting of the point of presence. Link infrastructure provided by Link Africa (Vendor).

Roodepoort West Campus

The build has been completed. Awaiting for lighting of the point of presence. Link infrastructure provided by Openserve (Vendor).

George Tabor Campus

The build has been completed. Awaiting for lighting of the point of presence. Link infrastructure provided by DFA (Vendor).

Dobsonville Campus

The build was not completed. Still waiting for the Service Provider to finalise paper work for implementation. Link infrastructure to be provided by MTN (Vendor).

Contact Centre

The build has been completed. Awaiting for lighting of the point of presence. Link infrastructure provided by DFA (Vendor).

Land is Wealth

The build was not completed. Still waiting for the Service Provider to finalise paper work for implementation. Link infrastructure to be provided by MTN (Vendor).

SURVEILLANCE SYSTEM

At the farm cameras were installed in various building blocks within the vicinity and are effective. Rest of the Campus's cameras were serviced by different Suppliers who initially installed them and currently are still functional until the next service dates which is to be determined by the state of working condition.

ICT GOVERNANCE AND POLICY FRAMEWORK

The College has sourced or acquired the services of external provider to develop governance policy documents. Those policies were developed

and submitted to the College as follows:

- Data Backup and Recovery Policy

ICT Change Management Policy

ICT CHALLENGES DURING THE YEAR OF REVIEW

ICT policies were developed as required by legislation, but to date were never approved by College Council despite of been presented to the policy committee.

Office space is still a challenge for ICT, the manager sharing an office with Junior Technicians and Intern. The level of noise and frequency of colleagues visiting the office for one reason to another makes it difficult for the Manager to concentrate when writing reports.

The Unit is running with skeleton staff and is incapacitated, thus making it difficult sometimes to render effective support to the College.

CONCLUSION

The College SMT should consider constructing an office for the ICT Manager like they do with other Units.

ICT policies should be submitted to the College Council to seek approval. The ICT staff complement should be considered and the Unit be capacitated accordingly.

Report Prepared by:

Assistant Director: ICT

BM Sepato

Duly Signed

MANAGEMENT INFORMATION SYSTEM (MIS)

2019 ANNUAL REPORT FOR MIS

INTRODUCTION

To ensure continuous business excellence in terms of good corporate governance and effectual management of all college resources as well as information and data reporting.

Summary of the year

Enrolments for NCV, semester 1 and 2 and also trimester 1, 2 and 3 took place during the year. Statistics was send 6 times to DHET on a quarterly basis during the year. Student enrolments was send to DHET examination department after each closing date of enrolments. Year marks were send to the examination department and examination results were uploaded on the MIS system. 4 Quarterly reports was done for M&E.

Workshop for TVETMIS

Workshop for TVETMIS was conducted during the year. The college did upload all student data on EDUkitV in 2019 and DHET will do their own statistics.

iEnabler – Online registration

Preparation for the online applications started in August 2019 and registration did start in January 2020.

Access to ITS and training

129 staff member did get access to use AdaptIT (ITS) in the following units (e.g. finance, registration, student support, human recourse and lecturers).

Alida Sinden

MIS Supervisor

2020-10-20

Marketing and Communications Annual 2019 Report

Introduction

In the office of Marketing and Communications, it is our job - and our great privilege - to tell the story of the college. When we tell the story of South West Gauteng TVET College, we must remain ever mindful of our tradition and the immense pride of our students and staff have in the college. The 6 talented staff members in the unit team takes this charge very seriously.

On the coming pages, you will see the ways in which we measure our work across a variety of a marketing and communication platforms and the impact of that work. Furthermore, we have outlined just a few of the innovative approaches we are taking to communicate what's best for the college.

I hope you enjoy more learning about SWGC and how we tell its story - a story that challenges and inspires us to be The Difference.

- The Marketing and Communication Department is responsible for various internal and external marketing and communication functions. The department is divided into these functional areas:
- Advertising - including branding
- Communication - internal and external
- Corporate website - including social media
- Signage
- Media liaison
- Publications - internal and external
- Public relations and event management

Student recruitment

1.

2019 APPLICATIONS

2019 Application [NC(V), First Trimester & First Semester]

When the college opened for registration on the 07 January 2019, students who had already applied in 2018 came to the college in large numbers to finalize their enrolment, surprisingly it took a week for some campuses to reach their projections especially Report 191/ NA-TED programmes. They were allocated classes and their classes commenced on 14 January 2019.

Extension of 2019 NC (V) Application

Due to low NC (V) Numbers that were alarming, we had to extend the application for NC (V) in all programme.

Second Trimester Application

Applications inviting all eligible and interested prospective students to apply are officially opened on **18 March 2019** and closed on **26 April 2019**

Applicants were notified of their acceptance / non-acceptance status by the **10th May 2019**

Second Semester Application

Applications inviting all eligible and interested prospective students to apply are officially opened from **02 May** and closed on **12 JULY 2019**

- **3rd Trimester Application**
- Application officially Opened on 29 July and the process closed on 29 August
- Applicants were notified of their acceptance / non-acceptance

tance statuses by 04 September

- Registration took place from 04 – 06 September

Classes Commences – 09 September

2020 Application

The application officially opened on the 01 August 2019 and we will run with this campaign until the end of the year.

Advertising

To advertise the above-mentioned application campaigns, we relied heavily on different media houses such as the following:

Type of Media	Actual Media House	Number of Inserts
Radio	Eldos Fm, Jozi fm, Rainbow fm, Cosmo fm, Alex fm, Sloot fm	4 - in all application cycles
Print		
Magazine	Commuter	8
	Hola Ma High School	1
Study Guides	Proverto (Grade 12 and Grade 9)	1
Newspapers	Caxton Media (Roodepoort Record, Randburg Sun & Krugersdorp News), Caxton local Media (Soweto), Bantu World	4 - in all application cycles
Electronic Media	Website	25
	Junk-mail	1
Social Network	Facebook	Daily

2019 REGISTRATION

• **Registration Process Meeting**

The team attended the 2019 registration process meeting to discuss what the college and certain departments need to do to ensure the smooth running of the registration process, the dates of the registration process. The meeting was also to plan ahead and see what challenge might arise and how can we handle them as well as avoid mishaps.

• **Registration Campaign**

The Marketing team re – opened on the 4th of January and were tasked with making sure that all prospective students are aware of the registration dates and where they need to register. Advertisements we sent to various media in order to spread the message across. We also distributed 400 Poster in and around the areas where the college campuses are based.

• **Observations during the Registration Period Campus Visits**

The Unit took some time to move around the campuses to assess the registration processes and we found all systems ready and we spoke to the few students who were excited about being enrolled in the college.

• **Print Advertising**

- Commuter Magazine
- Hola Ma-High School.
- Proverto Study Guides
- Junk Mail

- **Street Pole Advertisements**

We were tasked with ensuring that all prospective students are aware of the registration dates in all registration cycles, namely, 1st & 2nd Trimesters, 1st & 2nd Semesters and NC (V). Distribution of Street Pole adverts was done in and around the areas where the college campuses are based in all the above mentioned registration cycles.

- **SOCIAL RESPONSIBILITY PROJECTS**

- **Cyclone Idai**

Cyclone Idai struck Zimbabwe, then moved to Malawi with strong winds and heavy rain and later moved to Mozambique where it caused the greatest destructions.

The college showed its solidarity with its staff members and the students that could be coming from any of the affected neighbouring and SADC Countries and requested support in all forms of donations possible, i.e. Clothing and non-perishable food items, such as tinned food, beans, etc. These were collected and sent to the Department of International Relations and Cooperation.

- **Alexandra Fires**

- From Monday, 10 December to 14 December, 2018, when the college closed, the college staff and students all joined forces to show that SWGC cares! Managers, staff, students and all, brought non-perishable foodstuffs, clothing and usable items to their nearest campus/site (Dobsonville, Molapo, George Tabor, Roodepoort, Roodepoort West, Technisa, Head Office and “Land is Wealth” Farm where there was collection boxes) to be taken on the afternoon of 14 December, 2018 for distribution to the fire devastated communities in Alexandra, East of Johannesburg, where over 500 structures/shacks were ripped off! The parcels were taken to

Gift of the Givers as they were the ones facilitating the hand over.

- **Mandela day**

Some of the Head Office Staff members spent time with the aged people in ‘Soweto Home for the Aged’ in Central – Jabavu, Soweto. This is an organization that supports the elderly, welfare and caring facilities for the old-age. The staff painted and cleaned one of the block residence within the home and we were able to interact with them.

This was an indication that every individual has the ability and responsibility to impact positive change.

- **Student Packs**

The following was given to the students as the Student Pack Items to the students:

Pencils, Pens, Back Packs, Lanyards, License card holders, Memory Sticks.

- **Designing and Printing of the College Promotional Material**

Literature Printed:

- Prospectus – 30000
- Virtues – 20000
- Calendars – 1500
- Staff Diaries – 800
- Desk Pads – 1500
- Flyers – 20 000
- Certificates – 10 000
- Brochures – 15000

- Student Recruitment

Activities	Locations	Dates	Number	Comments
Road Show	Diepsloot Honeydew Cosmocity and Alexandra	17 – 21 January 2019	+2000 Communi- ty Members	The Marketing embarked on an intense marketing campaign with Technisa Campus in their minds, the campaign was intended to improve enrolments in the NC(V) programmes, not only in Technisa Campus though but all the College N C(V) Programmes across the college.

Career Expos	Greenhill stadium hall in Randfontein	12-14 March 2019	7000 learners	It was a striking moments for the college as we made the acquaintance of such great number from various schools within the reach of our catchment vicinities. And that was attested by 2 silverware certificates awarded to the College for an outstanding branding techniques, and for active interactions with the learners in all days in question.
	Birchwood hotel in Boksburg	14 -15 March 2019	1500 learners	The expo was organised by the office of the Minister of Higher Education and Training. Everything went well given the fact that we robustly interacted with learners from different Provinces in that 2-day event.
	Rand Easter Show	10 April 2019	5000 people	This is an annual Expo that attracting people from different areas of Johannesburg
	Nasrec Expo Centre (Rand Show)	19 – 28 April 2019	1000	Rand show exhibition is an annual event that is attended by thousands residents of Gauteng province, given the number of people visiting the show, it was an opportunity for the college to showcase the programmes particularly the second semester registration and promoting the college brand.
	Kagiso Memorial Centre	13 – 15 May 2019	8000 learners and youth out of School	The career expo was organised by Mogale City Municipality with the aim to empower learners and youth out of school with the academic information and educational institutions, the career expo was a success taking into consideration the number of schools and communities that attended the exhibition.
	Dlamini Hall Business Unit of South Africa	26 April 2019	4000	The Recruitment Team attended the career exhibition that was organised by the Business Unit of South Africa(BOSA) for the grade 10 – 12 learners in and around Soweto schools the exhibition went well given the questions that were received during the event.

	Career Expo and Wellness	12 April 2019	4000	The college hosted a successful career exhibition in conjunction with JMPD, Liquor Board, SAB and other stakeholders, the exhibition was aimed at exposing industries to the NC(V) Level 4 and Report 190/1 N6 student from all campuses, community members and high school's learners around Dube Area, the respond was positive taking into consideration the number of attendance, students were excited to interacted with officials from government department and private sector.
Church visit	S.t hilda Anglican church in Sinawana	2019 – 06 - 15	60 youth members	Things went well given that our academia information shared with the youth of the church
	Kagiso zion Christian church	18 May 2019	100	
	The lighthouse ministries Christian fellowship in Orange farm	2019 June 22	40	Student recruitment team visited the church and relayed academic information to the youth of the church

Community expo	Kagiso memorial centre	13 - 15 may 2019	1000 youth	
	Manzville community hall	2019 June 25	80 people	Student recruitment team addressed 80 people about programs and career opportunities available at the college.
	Jabulani Civic centre	5 June 2019	350 Community Members	
	Feat sports centre in meadowlands zone 9	2019 June 26	3500 (in and out of school youth)	College exhibited the college information to massive number of youth on the day
	Diepsloot community hall	2019 June 26	100 youth	Everything went well considering that all in attendance received information about the college
	Protea South Multi – purpose hall	2019 July 11	300 Grade 12 Learners	We interacted with the Grade 12 Learners from the Surrounding community
	Diepkloof Hall	11 – 13 September 2019	7000 School Learners and youth	The Career Expo was organised by Each One Teach one foundation, in conjunction with Department of Cooperative Governance and Traditional Affairs and SWGC, the aim was to empower grade 9 – 12 learners and youth with the different career choice, the event was a success given the number of those who attended the event.
	Orlando West Uncle Toms Hall	14 September 2019	100 youth	The Student Recruitment Team attended a Career Exhibition organised by SAASTA with the aim of promoting vocational education or TVET colleges, SWGC was well represented.

Community expo	Zola Malebese Feeding Scheme	02 October 2019	2000 Learners youth	School and	The Career Expo was organised by Social Development Region D, the purpose of the event was to assist young people about with TVET 2020 academic year application, the events were successful.
	White City Malebese Feeding Scheme	03 October 2019			
	Ipelegeng Community Centre	04 October 2019			
Career EXPO	Carnival City Casino	10 October 2019	5000		Student Recruitment team attended a career expo that was organised the Learning and Development Unit Carnival City Casino, the target was the grade 9 -11 learners from various high schools, the event was well organised.

School Proposals

Student Recruitment Team has a mandate to visit schools in order to recruit college potential students, and for that reason, the student recruitment team embarked on the school proposal campaign to secure a much needed oppor-

tunities to address learners about the career opportunities available at the college. And we remain hopeful that the campaign will yield good results in 2020 enrolment circles. The schools that were visited are as follow:

School Visit	Location	Date	Number of Learners	Notes
	Madebane Secondary School	January 2019	600	The School presentation are organized by schools Life Orientation Teachers, the purpose is always to help Grade 10 – 12 learners who have shown interest in furthering their studies with TVET Colleges.
	PJ Semelane	11 January 2019	400	
	Matseliso Secondary School in Meadowlands	2019 – 03 - 06	75 grade 12 learners	
	Mokgome Secondary School Meadowlands	2019 – 05 – 02	350 grade 10 - 12 learners	
	Nova Pioneer School for Innovation	25 September 2019	400 grade 9 – 11 Learners	Student Recruitment Team attended career exhibitions that was organised in partnership with Life Orientation teachers, the exhibition was meant to educate grade 10 – 12 learners about the career opportunities that are offered at the TVET sector. The exhibition was a success

	PJ Simelane Secondary School	04 October 2019	2000 grade 9 – 12 learners	The indigenous Tribe organised Career exhibition for grade 9 -11 learners, the purpose of the event to expose learners to different career path and inform them about 2020 application.
	Pro – Practicum School	08 October 2019	200 Learners	Student Recruitment Team presented the college programmes at the exhibition which was organised by school life orientation teachers, the aim was assist learners who are exiting the system with the career choices, the exhibition went well.

Name of School	Date
<input type="checkbox"/> Kwena – Molapo Secondary School	21 August 2019
<input type="checkbox"/> St Angars Secondary School	
<input type="checkbox"/> Kwena – Molapo Secondary School	27 August 2019
<input type="checkbox"/> Azara Secondary School	20 August 2019
<input type="checkbox"/> Trinity Secondary School	
<input type="checkbox"/> Mandisa Shiceka High School	22 August 2019
<input type="checkbox"/> Kagisa Senior Secondary School	
<input type="checkbox"/> Madiba Secondary School	
<input type="checkbox"/> Mosupatsela Secondary School	
<input type="checkbox"/> Diepsloot Combined School	02 September 2019
<input type="checkbox"/> Sun – Rise Secondary School	
<input type="checkbox"/> Iterele – Zenzele High School	
<input type="checkbox"/> Kgothlang Secondary School	03 September 2019
<input type="checkbox"/> Simunye Secondary School	
<input type="checkbox"/> T.M Letlhake Secondary School	

2. College Events

2.1. Opening and Welcoming Function

The College had its yearly function, ‘Personnel Opening and Welcoming’ on the 01 March 2019, successfully. It has become imperative that we apply through Jo’burg Organising Committee for all the event we are doing, whether they are involving the Internal Stakeholder only OR external. The Bi-laws are indicating that, as long as you will be hosting more than 300 people in a venue, there are procedures that needs to be followed in order to comply, so that should anything unbecoming happen, we are covered!

2.2. Graduation Ceremonies

The two College Graduation Ceremonies that were held at Walter Sisulu Square Hall, Kliptown as follows:

2.2.1. Engineering and Utility Studies - 24 May 2019

The morning of the 24th May 2019 was a special and joyous one for the Graduates as the college held its first graduation where over 447 students that have successfully met their requirements to be conferred as graduates, for both National Certificate (Vocational) NC(V) and Report 190/1

2.2.2. Business Studies – 07 June 2019

588 students met the requirement and were officially conferred as the graduates for both in NC (V) and Report 190/1 in Business Studies.

2.3. Awards Ceremony – 16 August 2019

The Awards Ceremony was held on the 16th August 2019 at Walter Sisulu Square Hall. The number of students that were awarded were 365 and 90% of them attended. Few Sponsorships were secured, ABSA with a generous amount of R10 000, McMillian with 5x I-pads and Trophies, Pearson with 2 trophies and House of Print with printing of the certificates.

2.4. Career Wellness/ Expo

The College hosted the Career Wellness/ Expo in conjunction with JMPD and supported by Liquor Board on the 12 April 2019.

The objective of this Campaign was to afford college students, Grade 12 Learners from the surrounding schools and members of the local community, the opportunity to learn more about the different career opportunities available in the participating organizations.

The campaign was also aimed at educating students and the community about the dangers of substance abuse and how it can affect their wellbeing as well as that of their families. The Department of Health conducted health screenings and promoted healthy living, while the JMPD drill squad demonstrated their drills to the audience.

2.5. ABSA Premiership Woza Nazo Activation Campaign

The College – Molapo Campus was chosen by ABSA to be hosting the on the 07th February 2019.

They brought the Soccer Legends on site – one from Kaizer Chiefs and the other from Orlando Pirates.

2.6. March against Gender-based Violence and fermicide

A proposal from the SRC president was submitted to go on a strike against Gender-based Violence, Femicide and xenophobia attacks. The necessary steps were taken to plan for the march and a section 205 Gathering application form was submitted to the JMPD and permission was granted for the March.

The march began at George Tabor Campus where students were addressed by the Principal of the college, Mr. Dan L. Nkosi, Student Representative Council President, Mr. Hulisani Mani, Ward Councilor and members of the civil organizations. The march proceeded to Orlando Police Station where a memorandum was handed over. Jozi fm, Gauteng News, Soweto TV, Urban News where some of the media that covered the event.

2.7. Technisa Campus Open Day

The college hosted an Open Day at its Technisa Campus in Randburg on 25 October 2019, to bring information about career and study options to the surrounding communities. The Open Day targeted out of school, unemployed youth and school learners between Grades 9 to 12 and the public as a whole.

The purpose of this event was to showcase all our various programmes to the targeted market and empower them to make informed career choices and for them to be able to interact with the lecturers and the students who are currently enrolled at the College on a range of programmes, also bursary information and Student Support Services available at the College.

3. Trainings

3.1. Report/Business Writing Training

The Public Relations Officer, Mr. Sabelo Tshabalala and the Graphic Designer, Mr. Thato Shakong, attended a two-day training on the 24th and 25th April 2019 to enhance their report writing skills as well as refresh their knowledge about minutes writing.

3.2. Leadership Training

Ms. Makhaphela attended the Leadership Training: In today's business arena, challenges can arise at any time, and to be an effective leader one need to be able to respond to those challenges with intelligence, strategy, and expertise. This training assisted in that regard.

4. PUBLICATIONS

4.1. TVET Times

The College has complied in all the compulsory four submissions on TVET Times.

4.2. Newsletter

The first Semester Newsletter was published on the 21st August 2019. Our thanks-giving goes to all the contributors and the Editorial Committee for ensuring that the newsletter is realized

4.3. Annual Report

We are proud to announce that the college was able to submit the 2018 Annual Report to the Department according to the set date (30 June 2019). We would like to thank the Campuses and the Unit Managers for ensuring that they cooperated throughout the process.

5. Trade mark registration for College logo's and slogans

- The Unit undertook to research an agency that would be best suitable to assist the college to register its trade marks for the college slogans and logos and Myers IP was selected to register the Trade

Mark for the college after satisfying candle light gender based violence poster for the SRC

Quality Assurance and Health and Safety

Introduction

The College Quality Management System has been Quality Assured South African Bureau of Standards for the past 13 years. We went through the 4 re-certification since the College was Certified by SABS in 2007. We are proud to maintain our certification for all these years showing the Quality Services that the College provide. We strive to make sure that our processes are monitored and evaluated both internally and External by South African Bureau of Standards (SABS).

For the year under review it was our re-certification Audit year to satisfy that our Quality Management System still subscribe to the ISO 9001:2015. We successfully retained the certificate for the next 3 years after the rigorous External Audit by SABS and closing of the Findings.

The department main focus is make sure that our clients are satisfied about the servers rendered to them and have recourse on things gone wrong. We also are in the forefront to making the College sites safe and a place to enjoy without any Hazards.

An Over view of the service delivery during the past year

We had 10 Strategic Activities that we had to undertake. All the activities are linked to servicing our customers. Our service delivery was making sure that our customer experience at different sites are met and exceeds their expectation. If there were problems these are flagged out in customer satisfactory

surveys and where there are gaps, these are investigated root cause analyzed and close according to ISO 9001:2015 processes.

The department also delivered the reasonably safe and free of hazards infra-structure thereby making sure that monthly inspection is conducted and raise the findings where the site does not meet the Health and Safety standards.

Conclusion

We retained our SABS certificate after working tirelessly to close all the findings raised. We will be re-certified again in three years' time. The Unit will endeavor to Maintain the College Quality Status Higher as it has always done. We will make sure that our stakeholders and visitors are safe at all time by adhering to the prescripts of Occupational Health and Safety.

PROFIN Unit (Procurement and Finance Unit)

1. Key Measurable Objective

Our key objective is to ensure a sound financial management environment which includes an effective risk management environment by establishing an efficient and effective system in terms of the Generally Recognised Accounting Practice (GRAP), the Continuing Education and Training Act No.16 of 2006 as amended (CET Act) that is in line with the Public Finance Management Act (PFMA).

The Finance Unit is responsible for the promotion of the adherence to sound corporate practices, risk management processes and a culture of compliance through the following units:

- Supply Chain Management Unit
- Finance Unit

- Asset Management Unit
- Payroll Unit

The office of the Chief Financial Officer provides strategic guidance and direction to the unit as a whole and includes managing the central budget. This office has a mandate to promote the finance and supply chain management policies, manage the budget preparation process and ensure transparency, efficient and effective management of the revenue, expenditure, assets and liabilities.

2. PROFIN functions

- The procurement of goods and services, payments of the creditors, maintenance of the asset register, tender evaluation and tender adjudication are done centrally at the head office
- The management of the college's working capital and liquidity are done at head office
- The collection of debts (done by the call centre) are done at head office. Finance unit is being doing collection for salary advance at head office
- Receipting and student debts are handled at the campuses
- Reconciliations of control accounts and bank accounts
- Asset management, Insurance and fleet management.

3. Summary of highlights

- Monthly reports were being presented at SMT and BMT meetings.
- Monthly and quarterly financial reports submitted to DHET on time.
- Final budget for the 2020 year was finalized and presented at SMT, BMT and FINCO and Council for approval.
- Stock count was done, and the inventory register was updated bi-an-

nually as required by the policy.

- Fixed asset register of the College was updated after a physical verification process was conducted bi-annually as required by the policy.
- Basic accounting and GRAP training were held for all finance staff at head office and at the campuses.
- The 2019 financial statement was submitted to AGSA on time for the external audit to commence with the audit.
- Suppliers were paid within 30 days.

4. Summary of Challenges

- Finance unit had a backlog and monthly closures did not occur timeously.
- The backlog led to non-completion of monthly reconciliations.
- The bulk of 2019 transaction was captured in early 2020, leading to delays for 2020 capturing.
- The overall impact was a disclaimer of the audit outcome.
- Consultants were utilised to assist with the audit readiness and preparation of Annual Financial Statements, but this is not sustainable.
- Human Resources in Finance is a challenge, which leads to excess work for the current skilled staff.
- The unit is allocated Interns, but are not fully trained as the Mentors are chasing targets, thus not able to spare sufficient time for training & review.
- In June 2019, the contract of the acting CFO (Mr Makaula), seconded by SAICA lapsed, leaving the College without a CFO, till October 2019, when Ms Qweshwa joined the College.

5. Financial summary

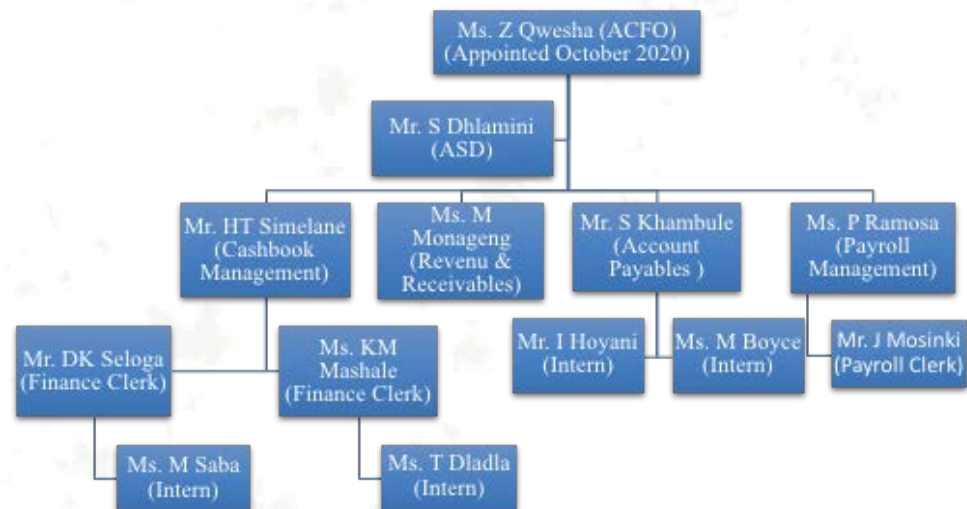
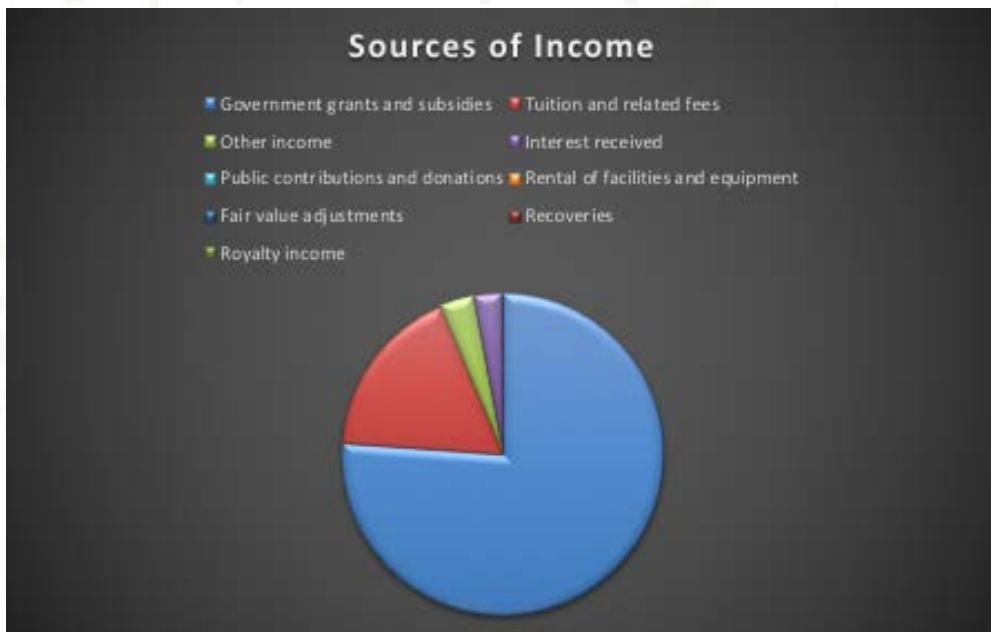
1.1 Key Financial Ratios

The College achieved the following financial indicators:

Key Ratios	Current Year	Prior Year
LIQUIDITY RATIOS		
Current Ratio	2,66	2,10
Working Capital	331 601 054	178 683 501
Quick Ratio	2,53	1,88
ACTIVITY RATIOS		
Accounts Receivable Turnover	3,78	4,47
Days Sales in Receivables	96,52	81,68
Asset Turnover	0,62	0,60
PROFITABILITY		
Net Profit Margin	26,96	- 0,36
Return on Assets	0,17	-
Return on Investment	0,22	-
COVERAGE		
Debt Ratio	0,22	0,24

Income and Expenditure Summary Report

Income



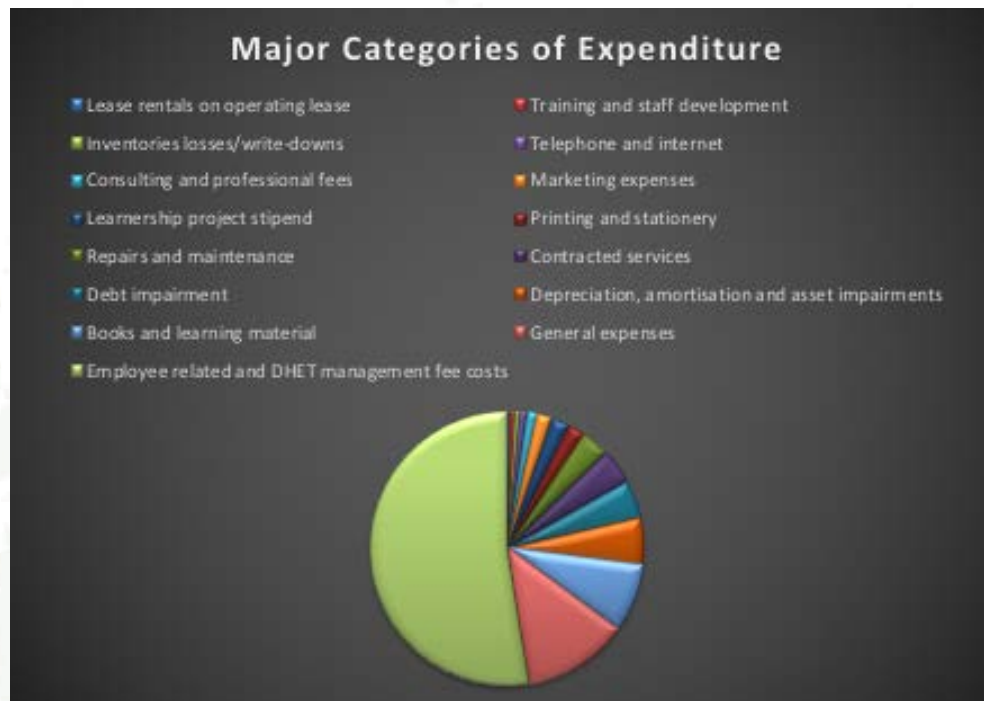
Expenditure

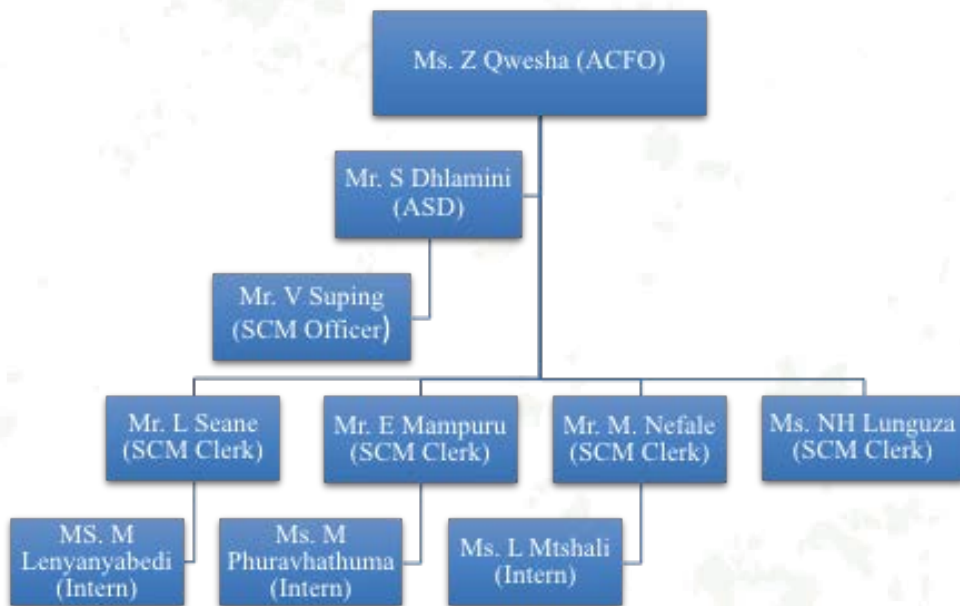
6. The Unit Overview

The success of the finance department is attributed to the following team:

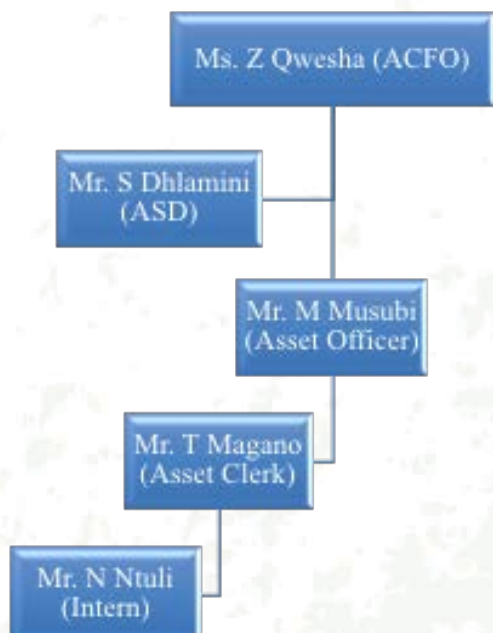
6.1. Finance Unit

6.2. Supply Chain Unit





6.3. Asset Unit



7. Conclusion

As PROFIN we will continue to strive to offer excellent service to all our stakeholders. We further commit to ensure that goods and services are procured and delivered within 10 days, creditors are paid within 30 days and the funds of the college are utilised effectively and efficiently.

I thank you

Mr S Dhlamini

Assistant Director: PROFIN

9 ANNUAL PERFORMANCE ACHIEVEMENTS

Use the table below to report on achievements of annual performance targets.

Note: This part is drawn from the performance reporting system (reports on Survey Hub) and other official reporting and planning platforms.

STRATEGIC OBJECTIVES	PERFORMANCE INDICATORS	TVET COLLEGE 2019 PLANNED TARGET	TVET COLLEGE 2019 ACHIEVEMENT	EXPLANATORY REMARKS
<p>SO 1</p> <p>To provide quality technical and vocational education and training services and increase academic achievement and success of students</p>	Appropriate teaching and learning support plan developed and implemented (n)	3	3	
	Appropriate student support plan developed and implemented (n)	1	1	
	Improved certification rates in:			
	NC(V) L4	65%	38%	
	N3 &	65%	29%	
	N6 (%)	65%	21%	
	Throughput rate for NC(V) L4 (%)	35%	11%	Negatively affected by high drop-outs, failure to meet attendance sub-minimum, ICASS sub-minimum and progression requirements.
	Funded NC(V) L4 students obtaining qualification within stipulated time (%)	720	427	
TVET students enrolled in PLP (n)	100	74	Students' drop-out due to various reasons.	
Students completing artisan-related programmes (n)	15	0		
Established centre/s of specialisation (COS) (n)	0	0		

STRATEGIC OBJECTIVES	PERFORMANCE INDICATORS	TVET COLLEGE 2019 PLANNED TARGET	TVET COLLEGE 2019 ACHIEVEMENT	EXPLANATORY REMARKS
SO2 To have adequate infrastructure and systems in place to increase access and provide effective services to students	2019 Headcount enrolment (n) -state funded	18943	18943	
	2019 Headcount enrolment (n) - college funded	8844	8023	
	2019 Headcount enrolment (n) - funded from other sources	709	817	
	Percentage occupation rate of college accommodation (%)	100%	100%	
	Qualifying students obtaining financial assistance (n)	19379	11563	
SO3 To develop partnerships and maintain good stakeholder relations to increase the number of students who are adequately prepared to enter the labour market or further and higher learning opportunities	Beneficial and functional college partnerships (n)	90	92	
	TVET lecturers placed in workplaces for specified periods (n)	100	12	
	TVET students placed in workplaces/ industry for specified periods for work exposure, experiential learning and/or certification purposes (n)	1344	994	

STRATEGIC OBJECTIVES	PERFORMANCE INDICATORS	TVET COLLEGE 2019 PLANNED TARGET	TVET COLLEGE 2019 ACHIEVEMENT	EXPLANATORY REMARKS
SO4 To ensure continuous business excellence in terms of good corporate governance and effectual management of all college resources as well as information and data reporting	Compliance to governance standards (%)	100%	90%	
	Compliance to policies and regulations applicable to the TVET College sector (%)	100%	90%	
	Obtaining unqualified audits or assessments (n)	1	0	
	Compliance with national policy of college examination centres conducting examinations and assessments (%)	100%	92%	
SO5 To monitor and evaluate all college processes in terms of the framework for TVET college performance and report quarterly in this regard	Accurate performance quarterly reports submitted for M&E purposes (n)	4	4	

10 COLLEGE ACHIEVEMENT IN TERMS OF TVET SYSTEM TARGETS

Use the table below to report on achievement of TVET college system targets.

System Target	2019/2020 planned National Target (TVET Branch)	TVET College 2019 Planned Target	TVET College 2019 Achievement	Explanatory Remarks
2018 Headcount enrolment (n) - state funded [must be audited]	493 991	18943	18943	
2018 Headcount enrolment (n) – college funded [must be audited]	170 757	8844	8023	
2018 Headcount enrolment (n) – funded from other sources [must be audited]	45 787	709	817	
Certification rate NC(V) L4 (%)	50%	65%	38.26%	Students not qualifying to sit for examinations due to attendance policy and examination sub-minimum.
Certification rate N3 (%)	65%	65%	29.24%	Students not qualifying to sit for examinations due to attendance policy and examination sub-minimum.
Certification rate N6 (%)	65%	65%	21.32%	Students not qualifying to sit for examinations due to attendance policy and examination sub-minimum.
Throughput rate for NC(V) L4 (%)	38%	80%	11%	Negatively affected by high drop-outs, failure to meet attendance sub-minimum, ICASS sub-minimum and progression requirements.

System Target	2019/2020 planned National Target (TVET Branch)	TVET College 2019 Planned Target	TVET College 2019 Achievement	Explanatory Remarks
College examination centres compliant with national policy (%)	100%	100%	92%	
Qualifying TVET students obtaining NSFAS financial assistance (n)	484 111	19379	11563	

11. STRATEGY TO DEAL WITH UNDERPERFORMANCE

According to the Wallace Foundation (2013), improving campus leadership ranks high on the list of priorities for reformation of TVET colleges. Accordingly, most research singles out campus management among the most pressing matters on a list of issues in public TVET colleges. It is true that lecturer quality stands above everything else, but campus management comes next, outstripping matters including dropout rates, engineering and mathematics education, student testing, and preparation for university and work.

The College continued to improve on its students' results in the National Certificate (Vocational) and Report 191 programmes. The NC(V) certification rate increased from 50.27 to 50.86 on written, a 1% increase whilst the Report 191 certification rate decreased from 46.63 to 42.62 on written, a 4.01% decrease. There is general acceptance amongst all College stakeholders, namely, governors, management, personnel and students that the College's academic result need to be improved by bigger margins

Campus Managers have the greatest impact on the campus results because they influence everything else at each campus. The following roadblocks have been identified

- Inefficient instructional leaderships skills by campus managers
- Reluctance of campus managers to utilize distributive(collaborative) leadership at campus level
- Absence of effective continuous professional development of campus managers
- Heavy reliance on hierarchical control in the TVET system by campus managers

- Absence of professional learning communities at campuses
- Campus Managers are urged to embrace the following five key responsibilities to bring about improvement:
 - Shaping a vision of academic success for all students, one based on high standards.
 - Creating a climate hospitable to education in order that safety, a cooperative spirit and other foundations of fruitful interaction prevail.
 - Cultivating leadership in others so that teachers and other adults assume their parts in realizing the school vision.
 - Improving instruction to enable teachers to teach at their best and students to learn to their utmost.
 - Managing people, data and processes to foster school improvement.

PART D: FINANCIAL INFORMATION

1. FINANCIAL REPORTING

11.1 REQUIRED ATTACHMENTS FOR FINANCIAL REPORTING

A. Council's Responsibilities and Approval

The College Council is required by the Continuing Education and Training Act (Act 16 of 2006), to maintain adequate accounting records and is responsible for the content and integrity of the Annual Financial Statements and related financial information included in this report. It is the responsibility of the College Council to ensure that the Annual Financial Statements fairly present the state of affairs of the College as at the end of the financial year and the results of its operations and cash flows for the period then ended. The external auditors are engaged to express an independent opinion on the Annual Financial Statements and were given unrestricted access to all financial records and related data.

The Annual Financial Statements have been prepared in accordance with Standards of Generally Recognised Accounting Practice (GRAP), including any interpretations, guidelines, and directives issued by the Accounting Standards Board (ASB).

The Annual Financial Statements are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgments and estimates.

The College Council acknowledges that it is ultimately responsible for the system of internal financial control established by the entity and place considerable importance on maintaining a robust control environment. To enable the College Council to meet these responsibilities, the College sets standards for internal control aimed at reducing the risk of material errors tolerable in a cost-effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure a tolerable level of risk. These controls are monitored throughout the College and all employees are required to maintain the highest ethical standards in ensuring the College's business is conducted in a manner that in all reasonable circumstances, is above reproach. The focus of risk management in the College is on identifying, assessing, managing and monitoring risks across the College. While op-

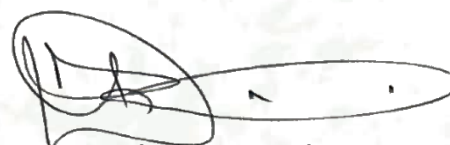
erating risk cannot be fully eliminated, the College endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The College Council is of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the Annual Financial Statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or deficit.

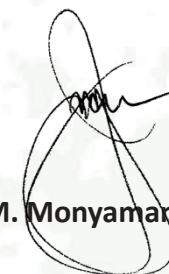
The College Council has reviewed the College's cash flow forecast for the year to 31 December 2020 and, in the light of this review and the current financial position, it is satisfied that the College has access to adequate resources to continue in operational existence for the foreseeable future.

The College is wholly dependent on the Department of Higher Education and Training (DHET) for continued funding of operations. The Annual Financial Statements are prepared on the basis that the College is a going concern and that the DHET has neither the intention nor the need to liquidate or curtail the scale of the College materially.

The Annual Financial Statements set out forth, which have been prepared on the going concern basis, were approved by the College Council on 29 May 2020 and were signed on its behalf by:



Z. Dlamini (Chairperson)



J.M. Monyamane (Acting Principal)



WINNIE MANDÉLA
BUILDING

HEAD OFFICE
WINNIE MANDÉLA
BUILDING

SOUTH WEST GAUTENG COLLEGE
Department of Information Technology
Department of Business Administration
Department of Education
Department of Health
Department of Law
Department of Social Work
Department of Training
Department of Transport





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