



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SOUTH WEST GAUTENG COLLEGE
EDUCATION OF DISTINCTION

MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF SOUTH WEST GAUTENG TVET COLLEGE ENROLMENT

ENROLMENT MANAGEMENT PLAN

Enrolment Management Planning is most effective when it includes the following methodologies:

- Academic integrity that leads to student success, such as balanced and relevant programme and course offerings, diverse modes of delivery, proactive advising, early alert systems, and student support programmes.
- An evidence-based system that is data-driven to reflect the needs of a diverse student population.
- An inclusive plan that promotes a culture of ownership and integrates and aligns all student support services for the benefit of the students.
- Ongoing enrolment management planning and regular reviews and updates.

Areas of Focus

The purpose of Enrolment Management Plan is to improve student success with focus on the following student life-cycle:

- Student Enquiries Management
- Student Application
- Student Admission
- Student Registration
- Student Attendance

DATE	ACTIVITY	ACCOUNTABILITY LEADER
2024/07/30-2024/08/08	Planning of College Enrolment Targets	COLLEGE PRINCIPAL DEPUTY PRINCIPAL: CORPORATE DEPUTY PRINCIPAL: REGISTRAR DEPUTY PRINCIPAL: ACADEMIC DEPUTY PRINCIPAL: FINANCE CAMPUS MANAGERS
2024/08/01 (Continuous)	1. MARKETING & ADVOCACY (Recruit recent high school graduates for Report 191 as well as Passed Grade 9-11 for NCV) <ul style="list-style-type: none"> ▪ Marketing: Website; Newspapers; Radio; social media etc. ▪ Advocacy 	DEPUTY PRINCIPAL: CORPORATE SERVICES ASD: MARKETING
2024/09/01	2. Appointment of Campus Selection Committee 3. Appointment of Appeals Committees	CAMPUS MANAGERS DEPUTY PRINCIPAL: REGISTRAR & CAMPUS MANAGERS
2024/09/01-2024/09/30	4. Campus Preparation Meeting <ul style="list-style-type: none"> ▪ Submission of Campus Enrolment Plan to Central Office 	CAMPUS MANAGERS
2024/01/05-2025/12/15 (Daily)	5. ENQUIRIES MANAGEMENT	MARKETING UNIT REGISTRATION UNIT CAMPUSES
2024/09/01-2024/10/31 2025/02/01-2025/02/28 (T2) 2025/03/01-2025/03/31 (S2) 2025/06/01-2025/06/30 (T3)	6. STUDENT SUPPORT SERVICES <ul style="list-style-type: none"> • Provision of Career and Programme Advisory Services • Student Support Enquiries for Returning Students ▪ Student Support Assistance Services (NSFAS) 	ASD: STUDENT SUPPORT SERVICES ASD: REGISTRATION
2024/09/01-2024/10/31 2025/02/01-2025/02/28 (T2) 2025/03/01-2025/03/31 (S2) 2025/06/01-2025/06/30 (T3)	7. APPLICATION <ul style="list-style-type: none"> ▪ Opening the Management Information System for Application (New Students) ▪ Opening the Management Information System for Application (Returning Students) 	ASD: MANAGEMENT INFORMATION SYSTEMS (MIS)

	<ul style="list-style-type: none"> ▪ Placement Testing of Applicants ▪ On-line Application by Applicants 	ASD: STUDENT SUPPORT SERVICES & CAMPUS MANAGER
2024/11/01-2025/01/10 2025/03/01-2025/05/16 (T2) 2025/04/01-2025/07/18 (S2) 2025/07/01-2025/09/12 (T3)	8. ADMISSION <ul style="list-style-type: none"> • Selection, Admission & Awarding Acceptance Status of New Students • Admission of Returning Students 	CHAIRPERSONS OF CAMPUS SELECTION COMMITTEES
2024/11/01-2025/01/10 2025/03/01-2025/05/16 (T2) 2025/04/01-2025/07/18 (S2) 2025/07/01-2025/09/12 (T2)	9. Completion of Instalment Agreement/Submission of proof of funding to Campus	CAMPUS FINANCE CLERKS
2024/11/01-2025/01/10	10. Referral of applicants to PLP Programme	CHAIRPERSONS OF CAMPUS SELECTION COMMITTEES
2025/01/06-2025/01/10 2025/05/12-2025/05/16 (T2) 2025/07/15-2025/07/18 (S2) 2025/09/08-2025/09/12 (T3)	11. REGISTRATION <ul style="list-style-type: none"> ▪ Selection Committee awards the WR (Web Registration) Status to admitted students (New & Returning Students). ▪ Acceptance of awarded WR (Web Registration) by Students and & Self-Registration. 	CHAIRPERSONS OF CAMPUS SELECTION COMMITTEES STUDENTS
2025/01/13-2025/01/17 2025/05/19-2025/05/23 (T2) 2025/07/21-2025/07/25 (S2) 2025/09/15-2025/09/19 (T3)	12. STUDENT INDUCTION <ul style="list-style-type: none"> ▪ Divisional Inductions ▪ Campus Inductions 	ASD: REGISTRATION ASD: STUDENT SUPPORT SERVICES CAMPUS MANAGERS
2025/01/13 2025/05/19 (T2) 2025/07/21 (S2) 2025/09/15 (T3)	13. COMMENCEMENT OF CLASSES	ALL CAMPUSES
2025/01/06-2025/01/13 2025/05/12-2025/05/19 (T2) 2025/07/15-2025/07/21 (S2) 2025/09/08-2025/09/15 (T3)	14. CONDUCT STUDENT SATISFACTION SURVEY	QUALITY ASSURANCE UNIT
2025/01/20-2025/01/24 2025/05/26-2025/05/30 (T2) 2025/07/28-2025/08/01 (S2) 2025/09/22-2025/09/26 (T3)	15. ANALYSIS OF SURVEY RESULTS	

<p>2025/02/01 – 2025/02/28 2025 (To be confirmed by DHET)</p>	<p>16. VERIFICATION</p> <ul style="list-style-type: none"> ▪ College Verification ▪ DHET Verification 	<p>ASD: REGISTRATION ASD: MIS DEPUTY PRINCIPAL: REGISTRAR CAMPUS MANAGERS</p>
<p>2025 (To be confirmed by DHET)</p>	<p>17. REPORTING TVETMIS Reporting</p>	<p>ASD: MIS ASD: REGISTRATION DEPUTY PRINCIPAL: REGISTRAR</p>

SELECTION COMMITTEES

CAMPUS	COMMITTEE MEMBERS
TECHNISA CAMPUS	<p>Acting Campus Manager- Dr. VJ Maseko HOA – Mrs. S Sebola HOD – Mrs P Ngwenya HOD- Mrs S Makhasa</p> <p><u>Senior Lectures</u> Mr. Semele Nkau - (Tourism NCV) Ms. Mbatha - (Tourism Nated) Dr. Mapaseka Muthumuni – (EFAL) Ms. Bulelwa Gonyela - (Life Skills & Computer) Ms. Jeanette Bembele - (Maths) Mr. Kenneth Shipalana - (Marketing) Ms. Busisiwe Buthelezi - (Office Admin) Ms. Le Roux - (Management) Mr S Koza (Engineering) Mr L Mohadi (Business)</p> <p><u>Lecturers</u> Ms N Mncwangi (Engineering) Ms C Kubalo (Business) Ms J Mochongoane (Business)</p>
DOBSONVILLE CAMPUS	<p><u>NCV PROGRAMME</u> Mereko CN – Chairperson (H.O.D) Mzondi M – Head of Administration</p> <p><u>Senior Lecturers</u> Ms. Malefo K – (Finance, Economics & Accounting) Mr. Hlabisa L.P – (Finance, Economics & Accounting) Ms. Mehlomakhulu NP – (Office Administration) Ms. Thipe V – (Office Administration)</p>

	<p>Mr. Bambo MM – (Marketing) Ms. Thage MS – (Marketing)</p> <p><u>Lecturers</u> Ms. Buthelezi Z – (Finance, Economics & Accounting) Ms. Raphela V – (Office Administration) Ms. Khalishwayo K – (Marketing) Ms. Rammese M – (Scribe)</p> <p><u>REPORT 191</u> Ms. Mabunda AM – Chairperson (H.O.D)</p> <p><u>Senior Lecturers</u> Ms. Maleka K – (Business Management) Ms. Chueu MJ – (Human Resource Management) Ms. Sani AM – (Marketing Management) Mr. Kheswa SM – (Music) Ms. Cele AA – (Public Management)</p> <p><u>Lecturers</u> Ms. Ncube I – (Business Management) Ms. Lesia AM – (Human Resource Management) Mr. Mandula O – (Marketing Management) Mr. Kganyago MT – (Music) Mr. Maseloa CG – (Public Management) Ms. Ntshingwa T – (Scribe)</p>
GEORGE TABOR CAMPUS	<p>Mr. Mosiane – (Campus Manager) Mr. Mokoena – (H.O.D) Mr. Diphare – (H.O.D) Mr. Ncanyana – (H.O.D) Mr. Phokanoka – (H.O.D) Ms. Maphale – (Administration)</p>


	<p><u>Senior Lecturers</u> Mr. Mogotshi - (Information Tech) Mr. Masokwe - (Safety in Society) Ms. Maja - (Clothing Production) Ms Chibase - (Tourism) Ms Hlungwani - (Tourism) Mr Mpakwa - (Transport & Logistics) Mr Dlamini - (Primary Agriculture)</p> <p><u>Lecturers</u> Mr Maluleka - (Agriculture) Mr Mothiba - (Safety) Mr Mapukata - (Tourism) Mr Mtshali - (Tourism) Mr Nkuna - (Transport & Logistics) Ms Mokhachane - (Information Tech) Mr Manyama - (Clothing)</p>
MOLAPO CAMPUS	<p><u>Report 191 –</u> Mr. Seema – Chairperson (HOD)</p> <p><u>Senior Lecturers</u> Mr. Nxumalo – (Civil) Mr. Nakedi – (Mechanical) Mr. Manganyi – (Engineering Science & Mathematics)</p> <p><u>Lecturers</u> Mr. Silima – (Civil) Mr. Mogopodi – (Electrical) Mr. Mosia – (Mechanical) Ms. Motshwaedi – (Scribe)</p>

	<p><u>NC(V) PROGRAMME</u> Mr. Magxunyane – Chairperson (HOD)</p> <p><u>Senior Lecturers</u> Mr. Tema – (Civil) Mr. Monametsi – (ERD) Mr. Motloug – (Life Skills & Computer) Mr. Palayandi – (Mathematics)</p> <p><u>Lecturers</u> Mr. Pooe – (Civil) Mr. Mutede – (Civil) Mr. Sondlane – (ERD) Ms. Magoba – (Scribe)</p>
ROODEPOORT CAMPUS	<p>Mr. Nevondwe NT (HOD Report 191/ ACM) Mr. Marais CB (HOD-Fundamentals) Mr. Snyman N HOD-NCV: Academic) Ms. Dlamini S: AHOD</p> <p><u>Senior Lecturers NC(V) PROGRAMME</u> Ms. Bayliss D Mr. Tshoko L Mr. Matlala K Ms. Swart C Ms. Mngaqeni L</p> <p><u>Senior Lecturers Report 191</u> Ms. Simelane C Mr. Ripa E Ms. Mabaso F</p>
ROODEPOORT WEST CAMPUS	<p><u>Report 191</u> Mr. Zondi – Acting Campus Manager Ms. Mazomba – Chairperson (H.O.D)</p>

	<p>Mr. Nevhutalo – (Senior Lecturer) Mr. Mabunda – (Senior Lecturer) Mr. Madikwe – (Lecturer) Ms. Mokobane – (Lecturer) Ms. Mazibuko C – (Lecturer) Ms. Ndlovu – (Scribe)</p> <p><u>NC(V) PROGRAMME</u> Ms. Lekoloane – Chairperson (H.O.D) Ms. Ngubane – (Senior Lecturer) Mr. Sibiya – (Lecturer) Ms. Ndamane – (Scribe)</p>
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INTERNAL MONITORING & SUPPORT VISITS

CAMPUS	YEAR PROGRAMMES		BUSINESS & UTILITY STUDIES		ENGINEERING STUDIES		
	NCV	PLP	S1	S2	T1	T2	T3
DOBSONVILLE	2025/01/06		2025/01/06	2025/07/15			
GEORGE TABOR	2025/01/07		2025/01/07	2025/07/10			
MOLAPO	2025/01/08	2025/01/08			2025/01/08	2025/05/12	2025/09/08
ROODEPOORT WEST	2025/01/09	2025/01/09			2025/01/09	2025/05/13	2025/09/09
ROODEPOORT	2025/01/09	2025/01/09	2025/01/09	2025/07/16			
TECHNISA	2025/01/10		2025/01/10	2025/07/17	2025/01/10	2025/05/14	2025/09/10



MR. MAKOLA J.
DEPUTY PRINCIPAL REGISTRAR