



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**

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### **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

| <b>DATE</b>   | <b>ACTIVITY</b>  | <b>ACCOUNTABILITY LEADER</b>  |
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| 2025/08/04-2025/10/22   | Planning of College Enrolment Targets  | COLLEGE PRINCIPAL<br>DEPUTY PRINCIPAL: CORPORATE<br>DEPUTY PRINCIPAL: REGISTRAR<br>DEPUTY PRINCIPAL: ACADEMIC<br>DEPUTY PRINCIPAL: FINANCE<br>CAMPUS MANAGERS |
| 2025/08/01 (Continuous)   | <b>1. MARKETING &amp; ADVOCACY</b> (Recruit recent high school graduates for Report 191 as well as Passed Grade 9-11 for NCV) <ul style="list-style-type: none"> <li>Marketing: Website; Newspapers; Radio; social media etc.</li> <li>Advocacy</li> </ul> | DEPUTY PRINCIPAL: CORPORATE SERVICES<br>ASD: MARKETING  |
| 2025/09/01  | <b>2. Appointment of Campus Selection Committee</b><br><b>3. Appointment of Appeals Committees</b>   | CAMPUS MANAGERS<br>DEPUTY PRINCIPAL: REGISTRAR & CAMPUS MANAGERS  |
| 2025/09/01-2025/10/31   | <b>4. Campus Preparation Meeting</b> <ul style="list-style-type: none"> <li>Submission of Campus Enrolment Plan to Central Office</li> </ul>   | CAMPUS MANAGERS   |
| (Daily)   | <b>5. ENQUIRIES MANAGEMENT</b>   | MARKETING UNIT<br>REGISTRATION UNIT<br>CAMPUSES   |
| 2025/09/01-2025/10/31<br>2026/02/01-2026/02/28 (T2)<br>2026/03/01-2026/03/31 (S2)<br>2026/06/01-2026/06/30 (T3) | <b>6. STUDENT SUPPORT SERVICES</b> <ul style="list-style-type: none"> <li>Provision of Career and Programme Advisory Services</li> <li>Student Support Enquiries for Returning Students</li> <li>Student Support Assistance Services (NSFAS)</li> </ul>    | ASD: STUDENT SUPPORT SERVICES<br>ASD: REGISTRATION  |
| 2025/09/01-2025/10/31<br>2026/02/01-2026/02/28 (T2)<br>2026/03/01-2026/03/31 (S2)                               | <b>7. APPLICATION</b> <ul style="list-style-type: none"> <li>Opening the Management Information System for Application (New Students)</li> </ul>   | ASD: MANAGEMENT INFORMATION SYSTEMS (MIS)   |

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| 2026/06/01-2026/06/30 (T3)  | <ul style="list-style-type: none"> <li>Opening the Management Information System for Application (Returning Students)</li> <li>Placement Testing of Applicants</li> <li>On-line Application by Applicants</li> </ul>   | ASD: STUDENT SUPPORT SERVICES & CAMPUS MANAGER                        |
| 2025/11/01-2026/01/09<br>2026/03/01-2026/05/16 (T2)<br>2026/04/01-2026/07/14 (S2)<br>2026/07/01-2026/09/11 (T3) | <b>8. ADMISSION</b> <ul style="list-style-type: none"> <li>Selection, Admission &amp; Awarding Acceptance Status of New Students</li> <li>Admission of Returning Students</li> </ul>   | CHAIRPERSONS OF CAMPUS SELECTION COMMITTEES                           |
| 2026/01/06-2026/01/09<br>2026/05/11-2026/05/15 (T2)<br>2026/07/07-2026/07/14 (S2)<br>2026/09/07-2026/09/11 (T3) | <b>9.</b> Completion of Instalment Agreement/Submission of proof of funding to Campus  | CAMPUS FINANCE CLERKS   |
| 2025/11/01-2026/01/09   | <b>10. Referral of applicants to PLP Programme</b>   | CHAIRPERSONS OF CAMPUS SELECTION COMMITTEES                           |
| 2026/01/06-2026/01/09<br>2026/05/11-2026/05/15 (T2)<br>2026/07/07-2026/07/14 (S2)<br>2026/09/07-2026/09/11 (T3) | <b>11. REGISTRATION</b> <ul style="list-style-type: none"> <li>Selection Committee awards the WR (Web Registration) Status to admitted students (New &amp; Returning Students).</li> <li>Acceptance of awarded WR (Web Registration) by Students and &amp; Self-Registration.</li> </ul> | CHAIRPERSONS OF CAMPUS SELECTION COMMITTEES<br><br>STUDENTS           |
| 2026/01/12-2026/01/16<br>2026/05/18-2026/05/22 (T2)<br>2026/07/15-2026/07/21 (S2)<br>2026/09/14-2026/09/18 (T3) | <b>12. STUDENT INDUCTION</b> <ul style="list-style-type: none"> <li>Divisional Inductions</li> <li>Campus Inductions</li> </ul>  | ASD: REGISTRATION<br>ASD: STUDENT SUPPORT SERVICES<br>CAMPUS MANAGERS |
| 2026/01/12<br>2026/05/18 (T2)<br>2026/07/15 (S2)<br>2026/09/14 (T3)   | <b>13. COMMENCEMENT OF CLASSES</b>   | ALL CAMPUSES  |
| 2026/01/06-2026/01/09<br>2026/05/11-2026/05/15 (T2)<br>2026/07/08-2026/07/14 (S2)<br>2026/09/07-2026/09/11 (T3) | <b>14. CONDUCT STUDENT SATISFACTION SURVEY</b>   | QUALITY ASSURANCE UNIT  |
| 2026/01/12-2026/01/16<br>2026/05/18-2026/05/22 (T2)   | <b>15. ANALYSIS OF SURVEY RESULTS</b>  |   |

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| 2026/07/15-2026/07/21 (S2)<br>2026/09/14-2026/09/18 (T3)  |   |   |
| 2025/09/01-2025/10/31<br>2026/02/01-2026/02/28 (T2)<br>2026/03/01-2026/03/31 (S2)<br>2026/06/01-2026/06/30 T3)<br>202 (DHET Verification to be confirmed) | <b>16. VERIFICATION</b> <ul style="list-style-type: none"> <li>College Verification</li> <li>DHET Verification</li> </ul> | ASD: REGISTRATION<br>ASD: MIS<br>DEPUTY PRINCIPAL: REGISTRAR<br>CAMPUS MANAGERS |
| 2026 (To be confirmed by DHET)  | <b>17. REPORTING</b><br>TVETMIS Reporting   | ASD: MIS<br>ASD: REGISTRATION<br>DEPUTY PRINCIPAL: REGISTRAR                    |

## **SELECTION COMMITTEES**

| <b>CAMPUS</b>             | <b>COMMITTEE MEMBERS</b>  |
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| <b>TECHNISA CAMPUS</b>    | <p>Ms. Makhasa S – Campus Manager (Acting)</p> <p><b><u>SELECTION COMMITTEE</u></b><br/> Mrs. Sebola S – Head of Administration (Acting)<br/> Mrs. Ngwenya P - HOD<br/> Dr Maseko V - HOD<br/> Dr Muthumuni M – HOD (Acting)</p> <p><b><u>Senior Lectures</u></b><br/> Mr. Semele N<br/> Ms. Mabunda A<br/> Ms. Mphuthi L<br/> Ms. Bembele J<br/> Mr. Shipalana K<br/> Ms. Buthelezi B<br/> Ms. Le Roux M<br/> Ms. Mncwangi S<br/> Mr. Mohadi L</p> <p><b><u>Lecturers</u></b><br/> <br/> Ms. Kubalo C<br/> Ms. Mochongoane J</p> <p>Scribe: Ms. Sirakalala E</p> |
| <b>DOBSONVILLE CAMPUS</b> | <p>Mr. Sekobane T – Campus Manager</p> <p><b><u>SELECTION COMMITTEE</u></b><br/> Ms. Mzondi M – Head of Administration (Acting)</p>   |

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|  | <p><b><u>NCV PROGRAMME</u></b><br/> Ms. Mereko CN – HOD<br/> Ms. Mehlomakhulu P - HOD (Acting)</p> <p><b><u>Office Administration</u></b><br/> Ms. Raphela V – Senior Lecturer<br/> Ms. Padi T<br/> Ms. Tshikororo M<br/> Mr. Nosengela B</p> <p><b><u>Marketing</u></b><br/> Ms. Bambo MM – Senior Lecturer<br/> Ms. Mkhonza S<br/> Ms. Khalishwayo L</p> <p><b><u>Finance, Economics &amp; Accounting</u></b><br/> Ms. Malefo K – Senior Lecturer<br/> Mr. Matsetse T<br/> Ms. Khechane M<br/> Ms. Masapo K</p> <p><b><u>REPORT 191</u></b></p> <p>Ms. Sani AM – Senior Lecturer<br/> Mr. Raphasha C<br/> Mr. Makulani I</p> <p>Ms. Qhinebe KB - Senior Lecturer<br/> Mr. Nhlapo S<br/> Mr. Sehoole C<br/> Mr. Sokhela L<br/> Ms. Mutavhi R</p> |
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|                            | <p>Ms. Buthelezi Z – Senior Lecturer (Acting)<br/> Ms. Lesia A<br/> Ms. Mokgothu K<br/> Mr. Maphanda R</p> <p>Ms. Cele A – Senior Lecturer<br/> Mr. Maseloa GC<br/> Ms. Buthelezi LZ<br/> Ms. Masea Z</p> <p>Mr. Kheswa M – Senior Lecturer<br/> Mr. Kganyago K<br/> Mr. Mosetlha T</p> <p>Scribe: Ms. Manase L</p>   |
| <b>GEORGE TABOR CAMPUS</b> | <p>Mr. Mosiane R– (Campus Manager)</p> <p><b><u>SELECTION COMMITTEE</u></b><br/> Ms. Maphale N – Head of Administration (Acting)<br/> Mr. Mokoena L – (H.O.D)<br/> Mr. Diphare A – (H.O.D)<br/> Mr. Ncanyana J– (H.O.D)<br/> Mr. Phokanoka T – (H.O.D)</p> <p><b><u>Senior Lecturers</u></b><br/> Mr. Mogotshi O<br/> Mr. Masokwe J<br/> Ms. Maja S<br/> Ms. Chibase N<br/> Ms. Thokoa V<br/> Mr. Moshoele T<br/> Mr. Dlamini P</p> |



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|                      | <p><b><u>Lecturers</u></b><br/> Mr. Maluleka F<br/> Mr. Mothiba M<br/> Ms. Mabanda T<br/> Mr. Mtshali S<br/> Mr. Nkuna S<br/> Ms. Mokhachane M<br/> Mr. Manyama S</p> <p>Scribe: Ms. Kgatitswe S</p>  |
| <b>MOLAPO CAMPUS</b> | <p>Ms. Magxunyane C – Campus Manager (Acting)</p> <p><b><u>SELECTION COMMITTEE</u></b><br/> Ms. Mosiane F – Head of Administration (Acting)</p> <p><b><u>Report 191 –</u></b><br/> Mr. Selemi W – HOD</p> <p><b><u>Senior Lecturers</u></b><br/> Mr. Seema J<br/> Mr. Manganyi N</p> <p><b><u>Lecturers</u></b><br/> Mr. Maponya LS<br/> Mr. Nkeneza M<br/> Mr. Mosia TB<br/> Mr. Kgapole GM<br/> Mr. Muvevi J</p> <p><b><u>NC(V) PROGRAMME</u></b><br/> Mr. Monametse VO – (HOD)</p> |

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|                          | <p><b><u>Senior Lecturers</u></b><br/> Mr. Tema SE<br/> Mr. Mwelase JS<br/> Mr. Motloun JK<br/> Mr. Palayandi MA</p> <p><b><u>Lecturers</u></b><br/> Mr. Poee J<br/> Mr. Mutede R<br/> Mr. Sondlane NG<br/> Ms. Mufamadi S.D<br/> Ms. Ketshabile L.N<br/> Ms. Makeketlane G.M<br/> Ms. Muvhango M.C<br/> Mr. Mtshali L.I.Z<br/> Mr. Mbele R.N<br/> Mr. Tsolo T.M<br/> Ms. Mangole T</p> <p>Scribe: Ms. Moses T</p> |
| <b>ROODEPOORT CAMPUS</b> | <p>Mr. N Snyman – Campus Manager (Acting)</p> <p><b><u>SELECTION COMMITTEE</u></b><br/> Ms. Ramosa P – Head of Administration (Acting)<br/> Mr. Nevondwe NT - HOD<br/> Mr. Marais CB - HOD<br/> Ms. Bayliss S - HOD (Acting)</p> <p><b><u>Senior Lecturers NC(V) PROGRAMME</u></b><br/> Ms. Khunyeli M<br/> Ms. Kekae S<br/> Mr. Matlala K<br/> Ms. Swart C</p>  |

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|                               | <p>Dr Harmse L</p> <p><b><u>Senior Lecturers Report 191</u></b></p> <p>Ms. Mngqanqeni L<br/>Mr. Ripa E<br/>Ms. Mabaso F</p> <p><b><u>Lecturers</u></b></p> <p>Mr. Ncobela M<br/>Mr. Mosiane J<br/>Mr. Sibeko L<br/>Ms. Tabane L<br/>Ms. Mbatha N<br/>Ms. Ntseke B<br/>Ms. Nkala E.N<br/>Ms. Kubeka N<br/>Ms. Seolwana D<br/>Ms. Bana N<br/>Ms. Doman C<br/>Ms. Zwane P</p> <p>Scribe: Ms. Lebereko C</p> |
| <b>ROODEPOORT WEST CAMPUS</b> | <p>Ms. Mazomba M – Campus Manager</p> <p><b><u>SELECTION COMMITTEE</u></b></p> <p>Ms. Seokwang P – Head of Administration (Acting)</p> <p><b><u>Report 191</u></b></p> <p>Mr. Zondi S – (H.O.D)<br/>Mr. Nevhutalo T<br/>Mr. Mabunda B<br/>Mr. Madikwe L</p>  |

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|  | <p>Ms. Mokobane L<br/>Ms. Mazibuko C</p> <p><b><u>NC(V) PROGRAMME</u></b></p> <p>Ms. Lekoloane T – (H.O.D)<br/>Ms. Ngubane B<br/>Ms. Langa R<br/>Ms. Ndou E<br/>Ms. Diyane X<br/>Ms. Matebele N</p> <p>Scribe: Ms. Pilane K</p> |
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### **INTERNAL MONITORING & SUPPORT VISITS**

| <b>CAMPUS</b>          | <b>YEAR PROGRAMMES</b> |            | <b>BUSINESS &amp; UTILITY STUDIES</b> |            | <b>ENGINEERING STUDIES</b> |            |            |
|------------------------|------------------------|------------|---------------------------------------|------------|----------------------------|------------|------------|
|                        | <b>NCV</b>             | <b>PLP</b> | <b>S1</b>                             | <b>S2</b>  | <b>T1</b>                  | <b>T2</b>  | <b>T3</b>  |
| <b>DOBSONVILLE</b>     | 2026/01/07             |            | 2026/01/07                            | 2026/07/08 |                            |            |            |
| <b>GEORGE TABOR</b>    | 2026/01/07             |            | 2026/01/07                            | 2026/07/09 |                            |            |            |
| <b>MOLAPO</b>          | 2026/01/06             | 2026/01/06 |                                       |            | 2026/01/06                 | 2026/05/19 | 2026/09/08 |
| <b>ROODEPOORT WEST</b> | 2026/01/08             | 2026/01/08 |                                       |            | 2026/01/08                 | 2026/05/21 | 2026/09/10 |
| <b>ROODEPOORT</b>      | 2026/01/08             | 2026/01/08 | 2026/01/08                            | 2026/07/10 |                            |            |            |
| <b>TECHNISA</b>        | 2026/01/09             |            | 2026/01/09                            | 2026/07/13 | 2026/01/09                 | 2026/05/22 | 2026/09/11 |

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**MR. MAKOLA J.**  
**DEPUTY PRINCIPAL REGISTRAR**