



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
2025/08/04-2025/10/22	Planning of College Enrolment Targets	COLLEGE PRINCIPAL DEPUTY PRINCIPAL: CORPORATE DEPUTY PRINCIPAL: REGISTRAR DEPUTY PRINCIPAL: ACADEMIC DEPUTY PRINCIPAL: FINANCE CAMPUS MANAGERS
2025/08/01 (Continuous)	<ol style="list-style-type: none"> 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
2025/09/01	<ol style="list-style-type: none"> Appointment of Campus Selection Committee Appointment of Appeals Committees 	CAMPUS MANAGERS DEPUTY PRINCIPAL: REGISTRAR & CAMPUS MANAGERS
2025/09/01-2025/10/31	<ol style="list-style-type: none"> Campus Preparation Meeting <ul style="list-style-type: none"> Submission of Campus Enrolment Plan to Central Office 	CAMPUS MANAGERS
(Daily)	5. ENQUIRIES MANAGEMENT	MARKETING UNIT REGISTRATION UNIT CAMPUSES
2025/09/01-2025/10/31 2026/02/01-2026/02/28 (T2) 2026/03/01-2026/03/31 (S2) 2026/06/01-2026/06/30 (T3)	<ol style="list-style-type: none"> 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
2025/09/01-2025/10/31 2026/02/01-2026/02/28 (T2) 2026/03/01-2026/03/31 (S2)	<ol style="list-style-type: none"> APPLICATION <ul style="list-style-type: none"> Opening the Management Information System for Application (New Students) 	ASD: MANAGEMENT INFORMATION SYSTEMS (MIS)

2026/06/01-2026/06/30 (T3)	<ul style="list-style-type: none"> Opening the Management Information System for Application (Returning Students) Placement Testing of Applicants On-line Application by Applicants 	ASD: STUDENT SUPPORT SERVICES & CAMPUS MANAGER
2025/11/01-2026/01/09 2026/03/01-2026/05/16 (T2) 2026/04/01-2026/07/14 (S2) 2026/07/01-2026/09/11 (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
2026/01/06-2026/01/09 2026/05/11-2026/05/15 (T2) 2026/07/07-2026/07/14 (S2) 2026/09/07-2026/09/11 (T3)	9. Completion of Instalment Agreement/Submission of proof of funding to Campus	CAMPUS FINANCE CLERKS
2025/11/01-2026/01/09	10. Referral of applicants to PLP Programme	CHAIRPERSONS OF CAMPUS SELECTION COMMITTEES
2026/01/06-2026/01/09 2026/05/11-2026/05/15 (T2) 2026/07/07-2026/07/14 (S2) 2026/09/07-2026/09/11 (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
2026/01/12-2026/01/16 2026/05/18-2026/05/22 (T2) 2026/07/15-2026/07/21 (S2) 2026/09/14-2026/09/18 (T3)	12. STUDENT INDUCTION <ul style="list-style-type: none"> Divisional Inductions Campus Inductions 	ASD: REGISTRATION ASD: STUDENT SUPPORT SERVICES CAMPUS MANAGERS
2026/01/12 2026/05/18 (T2) 2026/07/15 (S2) 2026/09/14 (T3)	13. COMMENCEMENT OF CLASSES	ALL CAMPUSES
2026/01/06-2026/01/09 2026/05/11-2026/05/15 (T2) 2026/07/08-2026/07/14 (S2) 2026/09/07-2026/09/11 (T3)	14. CONDUCT STUDENT SATISFACTION SURVEY	QUALITY ASSURANCE UNIT
2026/01/12-2026/01/16 2026/05/18-2026/05/22 (T2)	15. ANALYSIS OF SURVEY RESULTS	

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

SELECTION COMMITTEES

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

NCV PROGRAMME

Ms. Mereko CN – HOD

Ms. Mehlomakhulu P - HOD (Acting)

Office Administration

Ms. Raphela V – Senior Lecturer

Ms. Padi T

Ms. Tshikororo M

Mr. Nosengela B

Marketing

Ms. Bambo MM – Senior Lecturer

Ms. Mkhonza S

Ms. Khalishwayo L

Finance, Economics & Accounting

Ms. Malefo K – Senior Lecturer

Mr. Matsetse T

Ms. Khechane M

Ms. Masapo K

REPORT 191

Ms. Sani AM – Senior Lecturer

Mr. Raphasha C

Mr. Makulani I

Ms. Qhinebe KB - Senior Lecturer

Mr. Nhlapo S

Mr. Sehoole C

Mr. Sokhela L

Ms. Mutavhi R

	<p>Ms. Buthelezi Z – Senior Lecturer (Acting) Ms. Lesia A Ms. Mokgothu K Mr. Maphanda R</p> <p>Ms. Cele A – Senior Lecturer Mr. Maseloa GC Ms. Buthelezi LZ Ms. Masea Z</p> <p>Mr. Kheswa M – Senior Lecturer Mr. Kganyago K Mr. Mosetlha T</p> <p>Scribe: Ms. Manase L</p>
GEORGE TABOR CAMPUS	<p>Mr. Mosiane R- (Campus Manager)</p> <p><u>SELECTION COMMITTEE</u> Ms. Maphale N – Head of Administration (Acting) Mr. Mokoena L – (H.O.D) Mr. Diphare A – (H.O.D) Mr. Ncanyana J– (H.O.D) Mr. Phokanoka T – (H.O.D)</p> <p><u>Senior Lecturers</u> Mr. Mogotshi O Mr. Masokwe J Ms. Maja S Ms. Chibase N Ms. Thokoa V Mr. Moshoette T Mr. Dlamini P</p>

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

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

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

Ms. Mokobane L
Ms. Mazibuko C

NC(V) PROGRAMME

Ms. Lekoloane T – (H.O.D)
Ms. Ngubane B
Ms. Langa R
Ms. Ndou E
Ms. Diyane X
Ms. Matebele N

Scribe: Ms. Pilane K

INTERNAL MONITORING & SUPPORT VISITS

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

MR. MAKOLA J.
DEPUTY PRINCIPAL REGISTRAR