



Transcend your dreams for the future

Contact details for enquiries

**The principal
JBAY Technical College (Pty) Ltd
20 Aandblom Street
Jeffreys bay
6330**

**Telephone: 042-9400086
E-Mail: techadmin@jbayacademy.co.za**



Prospectus 2023

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MISSION

To provide students with the best career related Education and Training in the field of Technology.

VISION

To be a leader in:

- Student Success
- Access to Higher Education
- Providing excellence in education and lifelong learning
- Innovation in the ever-evolving engineering demands
- Commitment to Diversity and Equity in Employment

VALUES

We believe in the following values that guide our work every day as we endeavour to realize our vision and achieve our mission.

- **Quality:** We are committed to the highest standards of excellence. We are accountable.
- **Learning:** We are learner-focused. We make informed decisions and take appropriate risks to enhance the student experience.
- **Responsiveness:** We monitor the global marketplace, respond quickly and we embrace innovation and creative thinking.
- **Teamwork:** We communicate effectively and honestly. We work collaboratively to achieve shared goals. We are open to each other's ideas, feedback and change.
- **Inclusion:** We embrace the principles of fairness and equity in everything we do. We treat each other with respect. We create and thrive in a stimulating, collegial, highly professional and receptive environment

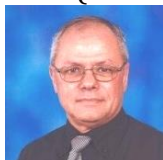
LEGAL STATUS

Registered Name: JBay Technical College (Pty) Ltd
Examination Centre number: 0499992426
Auditors: Isabel van Huyssteen
Trading Name: Lategan Professional Accountants
Name: JBay Technical College. No: 2017/659321/07
Legal Status: Private Company

JBay Technical College (Pty) Ltd is provisionally registered with the Department of Higher Education and Training as a Private Further Education and Training College under the Continuing Education and Training Act, No. 16 of 2006 and the Regulations. Registration number: 2022/FE07/005. Expiry date of provisional registration, 31 December 2024.

Senior Management and Academic staff

Director (Principal)



Mr G.J. Pietersen

Administrator



Me M.J. Pietersen
Secretarial Diploma



Mr A.E. Oliver
IT Consultant
(BSc Civil Eng. MEM.)

Business Studies
Hospitality & Catering



Me A. Du Plessis
Adv Dip Prof Cookery
Assessor
Moderator

Business Studies
Management Ass



Me J. Malan
(BA. Hons, PGCE,
MA Assessor)

Civil
Engineering



Mr J le Roux
(NTC4 Civil Eng.
HDE)

Electrical
Engineering



Mr D Cloete
(T4 Electrical
Engineer)

(Advisory)



Mr G.J. Gous
(BSc. Electronic Eng)

Mechanical
Engineering

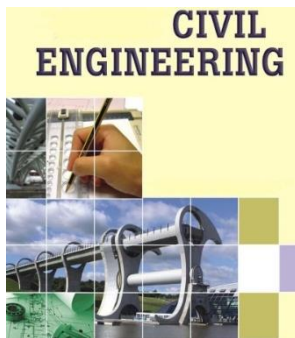
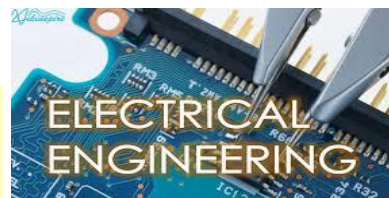


Mr G Pietersen
(NTD, HDE, PR
Arch Draught)

The language policy of JBay Technical College is English.

Fields of study:

- **Electrical Engineering,**
- **Civil Engineering,**
- **Mechanical Engineering.**
- **Hospitality & Catering**
- **Management Assistant**



COURSES OFFERED

National Certificates in Mechanical-, Electrical or Civil Engineering Studies (N2 – N3)

National Certificates in Mechanical-, Electrical or Civil Engineering Studies (N4– N6)

A National Engineering Diploma is achieved by passing 12 subjects from N4 to N6 with in-service training.

National Diploma in Hospitality & Catering N4 – N6

National Diploma in Managers Assistant N4 – N6

Technical Admission Requirements and Procedure

Minimum requirements

N2 - students who have passed N1 or Grade 10 with mathematics and science

N3 - students who have passed N2 or Grade 12 with mathematics, science and engineering drawing (IGD)

N4 – students who have passed N3

N5 – students who have passed N4

N6 – Students who have passed N5

National Certificate in Electrical Engineering, N2 - N3

Admission requirements: Grade 9 or its equivalent with Mathematics

Duration: 6 months

A student will qualify for a National N Certificate in Electrical Engineering after completion of a minimum of 4 subjects on N3 Level.

Certification Body: The N Certificate is issued by the Department of Higher Education and Training. It is accredited by Umalusi and recognized by Commerce and Industry.

Subjects for Electrical Engineering

<u>N2 Subjects</u>	<u>N3 Subjects</u>
<ul style="list-style-type: none"> • Mathematics • Engineering Science • Industrial Electronics • Electric Trade Theory 	<ul style="list-style-type: none"> • Mathematics • Engineering Science • Industrial Electronics * • Supervision in Industry * • Electro Technology * <p>*Choice subject</p>

National Certificate in Civil Engineering, N2 - N3

Admission requirements: Grade 9 or its equivalent with Mathematics, N2 – N1 passed, N3 – N2 passed.

Duration: 9 months

Award: A student will qualify for a National N Certificate in **Civil Engineering** on completion of a minimum of 4 subjects on N3 Level.

Certification Body:

The N Certificate is issued by the Department of Higher Education and Training. It is accredited by Umalusi and recognized by Commerce and Industry

Subjects for Civil Engineering

<u>N2 Subjects</u>	<u>N3 Subjects</u>
<ul style="list-style-type: none">• Mathematics• Building Science• Building Drawing• Plumbing Theory	<ul style="list-style-type: none">• Mathematics• Building Science• Supervision in industry *• Building Drawing• Building and civil technology * <p>*Choice subject</p>

National Certificate in Mechanical Engineering, N2 - N3

Admission requirements: Grade 9 or its equivalent with Mathematics, N2 – N1 passed, N3 – N2 passed.

Duration: 9 months

Award: A student will qualify for a National N Certificate in Engineering Studies on completion of a minimum of 4 subjects on N3 Level.

Certification Body: The N Certificate is issued by the Department of Higher Education and Training. It is accredited by Umalusi and is recognized by Commerce and Industry.

Subjects for Mechanical Engineering

<u>N2 Subjects</u>	<u>N3 Subjects</u>
<ul style="list-style-type: none">• Mathematics• Engineering Science• Engineering Drawing• Motor Trade Theory or Fitting & Machining	<ul style="list-style-type: none">• Mathematics• Engineering Science• Engineering Drawing• Mechanotechnology

National Certificate in Electrical Engineering, N4 – N6

Admission Requirements: N4 Grade 12 with Mathematics and Science or N3 N5 – N4 passed, N6 – N5 passed

Duration: 9 months

Award: A student will qualify for a National N Diploma Engineering Studies (Electrical Engineering) on completion of a minimum of 12 subjects, ranging from N4 to N6, together with a minimum of two years in-service training.

Certification Body: The N Diploma is issued by the Department of Higher Education and Training and is recognized by Commerce and Industry.

Subjects for Electrical Engineering

<u>N4 Subjects - 1st Trimester</u>	<u>N5 Subjects - 2nd trimester</u>	<u>N6 Subjects - 3rd Trimester</u>
<ul style="list-style-type: none"> • Electrotechnics • Industrial Electronics • Mathematics <p>Plus, any one of the following to continue to N6</p> <ul style="list-style-type: none"> • Supervisory Management • Engineering Science (only N4) 	<ul style="list-style-type: none"> • Electrotechnics • Industrial Electronics • Mathematics <p>Plus, any one of the following</p> <ul style="list-style-type: none"> • Supervisory Management • Engineering Physics 	<ul style="list-style-type: none"> • Electrotechnics • Industrial Electronics • Mathematics <p>Plus, any one of the following</p> <ul style="list-style-type: none"> • Supervisory Management • Engineering Physics

National Certificate in Civil Engineering, N4 – N6

Admission Requirements: N4 -Grade 12 with Mathematics and Science or N3. N5 – N4 passed, N6 – N5 passed

Duration: 9 months

Award: A student will qualify for a National N Diploma Engineering Studies (Civil Engineering) on completion of a minimum of 12 subjects, ranging from N4 to N6, together with a minimum of two years in-service training.

Certification Body: The N Diploma is issued by the Department of Higher Education and Training and is recognized by Commerce and Industry

Subjects for Civil Engineering

<u>N4 Subjects - 1st Trimester</u>	<u>N5 Subjects - 2nd trimester</u>	<u>N6 Subjects - 3rd Trimester</u>
<ul style="list-style-type: none"> • Mathematics <p>(Choose any 3 other subjects to continue to N6)</p> <ul style="list-style-type: none"> • Quantity Surveying • Building and Structural Surveying • Building and Structural Construction • Building Administration 	<ul style="list-style-type: none"> • Mathematics <p>(Choose any 3 other subjects)</p> <ul style="list-style-type: none"> • Quantity Surveying • Building and Structural Surveying • Building and Structural Construction • Building Administration 	<ul style="list-style-type: none"> • Mathematics <p>(Choose any 3 other subjects)</p> <ul style="list-style-type: none"> • Quantity Surveying • Building and Structural Surveying • Building and Structural Construction • Building Administration

National Certificate in Mechanical Engineering, N4 – N6

Admission requirements: N4 Grade 12 with Mathematics and Science or N3 N5 – N4 passed, N6 – N5 passed

Duration: 9 months

Award:

A student will qualify for a National N Diploma Engineering Studies (Mechanical Engineering) on completion of a minimum of 12 subjects, ranging from N4 to N6, together with a minimum of two years in-service training.

Certification Body: The N Diploma is issued by the Department of Higher Education and Training and is recognized by Commerce and Industry.

Subjects for Mechanical Engineering

<u>N4 Subjects - 1st Trimester</u>	<u>N5 Subjects - 2nd trimester</u>	<u>N6 Subjects - 3rd Trimester</u>
<ul style="list-style-type: none"> •Mathematics (Choose any 3 subjects to continue to N6) •Engineering Science • Mechanotechnics • Mechanical Draughting • Supervisory Management 	<ul style="list-style-type: none"> •Mathematics (Choose any 3 subjects) •Engineering Physics •Mechanotechnics •Mechanical Drawing and design •Strength of Materials and structures • Supervisory Management 	<ul style="list-style-type: none"> •Mathematics (Choose any 3 subjects) •Engineering Physics •Mechanotechnics •Mechanical Drawing and design •Strength of Materials and structures •Supervisory Management

Rules relating to assessment, academic credit accumulation, progression and qualification

Two tests and a final **National Examination** is written for each subject in every trimester. The first test is written in week 3 and the second test in week 6 of the trimester.

Marks are calculated as follows: Test 1 counts 30% and test 2 counts 70% of the total Trimester Test Mark. The *Trimester Test Mark* is sent to the Department and is recalculated so that a 100% mark in the tests will count 40% as a credit for the final examination in that subject. The National Examinations are written in weeks 11 and 12 at a Department of Higher Education and Training (DHET) examination centre.

The Final marks of the tests and the Examination adds up to 100% and the Department forwards the final results to the College at the start of the following trimester. A pass mark of 40% is required in the National Examination for each subject. After passing the subject the student can progress to the next level in that subject.

Student Financial aid:

Students are welcome to apply for a student loan at one of the local banks. Financial aid via our college is not available at this stage. Parents will be notified as soon as Student financial Aid becomes available.

Student Support Services

Pre –entry

New students are interviewed individually to determine their future career plans to be able to deliver advice on the field of study and subject choices available. The main purpose is to advise the students of the possibilities of a career in their specific field of interest.

An interview with the parents is vital so that the parents also know about all the possibilities available. If we have any concerns, we advise our students and parents to have a meeting with a professional person in order to arrange for an aptitude test.

Students with learning disabilities will be advised to speak to the administrator to make an appointment with the school/college psychologist. A report from the psychologist is then sent to the Department of Higher Education and Training to arrange a concession for the student to either have somebody reading the exam paper to him/ her, and/or to allow extra time for the student during the examinations.

During studies

Students are advised to do homework and **worked examples** plus **textbook activities** every day. We advise students to study in the *study room* of the College during off-periods in order to be close to the lecturers for study aid and advice where they might have homework problems. Students who entered and paid-up as full-time day students are welcome to attend after hour classes for the subject of their choice for free, if and when that subject is taught in an afternoon or evening class.

Future employment

When employers contact the College and request advertisement of vacant posts among the students, the students are notified of the job opportunities and advised to apply for the work if they are interested.

Complaints and Grievances.

Students or parents who have any complaint or grievance regarding the College in general or any occurrence, situation or "person at the College" are requested to report it to the Administrator as soon as possible. A written complaint must be addressed to the Principal of JBAY Technical College. A formal investigation will then be done and feedback will be given to the person who lodged the complaint. If JBAY Technical College is unable to satisfactorily resolve a complaint the registrar may, at own discretion and depending on the nature of the complaint, refer the matter to the consumer protector, CHE, SAPS or any other organisation for further advice and resolution.

Academic Calendar for 2023

TECHNICAL

Trimester	Staff Commences	Classes Commence	Classes End	Examination dates	College Close
1	16 January	18 January	26 March	27 March – 20 April	20 April
2	15 May	16 May	27 July	28 July – 18 August	18 August
3	11 September	13 September	17 November	20 November – 8 Dec	8 Dec

Year: 2023

Tuition Fees for full time classes per Trimester (Technical)

Registration per year: R1500

Tuition Fees for trimester 1: R15,750-00 (payable @ R5250/month)

Tuition Fees for trimester 2: R15,750-00 (payable @ R5250/month)

Tuition Fees for trimester 3: R15,750-00 (payable @ R5250/month)

Examination fees R160 per subject

Books: R480 per book

Evening-class fees: R250 per hour. A trimester consists of 40 evening class-hours per subject.

Additional fees:

Re-mark fee/subject: As per Department's instructions

Application for a Certificate: as per Departments instructions

All fees are payable in advance. If fees are not paid up to date before the second test, students will not be allowed back in class until all fees are paid in full.

National Certificate in Hospitality & Catering, N4 – N6

Admission Requirements: A National Certificate N3 Food Services *or* a National Senior Certificate Food Services *or* a Senior Certificate and the National Introductory Certificate N4 Food Services *or* a Senior Certificate with at least one of the following subjects: Cookery & Nutrition SG; Hotel-keeping and Catering SG; Housecraft SG; Home Economics HG/SG

Duration: 6 Months

Award: N4 Diploma, N5 Diploma & N6 Diploma

Certification Body: The N Diploma is issued by the Department of Higher Education and Training and is recognized by Commerce and Industry

National Certificate in Management Assistant, N4 – N6

Admission Requirements: A Senior Certificate *or* an appropriate National Certificate N3 or a National Senior Certificate *or* an equivalent qualification.

Duration: 6 Months

Award: N4, N5, N6 Diploma

Certification Body: The N Diploma is issued by the Department of Higher Education and Training and is recognized by Commerce and Industry

FEES FOR YEAR 2023

Tuition Fees for full time classes per Level

(Hospitality & Catering)

Subjects for Hospitality & Catering

<u>N4 Subjects -</u>	<u>N5 Subjects -</u>	<u>N6 Subjects -</u>
<ul style="list-style-type: none">• Applied Management N4• Sanitation & Housekeeping N4• Sanitation and Safety N4• Nutrition and Menu planning N4• Catering Theory & Practical N4• Applied Physiology N4	<ul style="list-style-type: none">• Entrepreneurship & Business Management N4• Applied Management N5• Catering Theory & Practical N5• Table Service N4• Food & Beverage Services N5• Applied General Science N4	<ul style="list-style-type: none">• Applied Management N6• Communication & Human Relations N6• Introductory Computer Practice N4• Computer Practice N4• Cater Client Relations N5• Catering Theory & Practical N6

Registration per trimester: R1500

Hospitality & Catering : R3500 per month for 6 months (includes all baking ingredients)

- This price might change, awaiting new information

Tuition Fees for full time classes per Level

(Management Assistant)

Subjects for MANAGEMENT ASSISTANT

<u>N4 Subjects -</u>	<u>N5 Subjects -</u>	<u>N6 Subjects -</u>
<ul style="list-style-type: none"> •Communication •Office Practice • Information Processing • Computer Practice 	<ul style="list-style-type: none"> •Communications •Office Practice •Information Processing •Computer Practice 	<ul style="list-style-type: none"> •Communication •Office Practice •Public Relations •Information Processing

Registration per trimester: R1500

Management Assistant : R2500 per month for 6 months

- This price might change, awaiting new information

All fees are payable in advance. If fees are not paid up to date before the second test, students will not allow back in class until all fees are paid in full.

ACADEMIC CALANDER FOR BUSINESS STUDIES 2023

Semester term	Staff commences	Classes commence	Classes end	Exam Dates	College Close
Semester 1 term 1	16 January	18 January	31 March		31 March
Semester 2 Term 2	11 April	11 April	19 May	23 May – 23 June	23 June
Semester 3 Term 3	20 July	24 July	22 Sept		22 Sept
Semester 4 Term 4	2 Oct	2 Oct	3 Nov	8 Nov – 8 Dec	8 Dec

We are looking forward to welcome you to our family in education.



Prepare well to secure a successful career