

IKHALA TVET COLLEGE

ONLINE APPLICATIONS GUIDELINES

STEP 1 – ACCESS THE COLLEGE WEBSITE

Go to <u>www.ikhala.edu.za</u> and click on Courses. *Please note*: If you are using a mobile phone, from the website (www.ikhala.edu.za), click on Courses, then click on the plus (+), then click on APPLY NOW (see on the right below).

NB! For the steps you need to follow to finish the application and registration, please click on **How To Apply**.





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STEP 2 – TAKE CAREER QUESTIONNAIRE

Click on the https://gostudy.net.ikhala link to start with the Compulsory Career Questionnaire

step 1. career guidance

Are you not sure about what to study? Do you have an idea of what you want to study? The career questionnaire will help you make an informed career decision by at you like to do. The results will help you determine what programme to enrol for. Click on this link to access the Career Questionnain: https://gostudy.net/ikhala Click on Start the questionnaire. **Career Questionnaire** This Career Guidance Questionnaire is a 'Global Questionnaire' that links your interests to all possible career opportunities both at the College and outside of the College. To do a questionnaire that links your interests to courses specific to the College, click on the Questionnaire tab on the menu. Click on Take the Take the questionnaire questionnaire Select the second option The TVET College Questionnaire... Select Questionnaire: Career Guidance Questionnaire **Click on The TVET College** The TVET College Questionnaire - Do this guestionnaire if you want to study at TVET College Questionnaire... ALA

Click on ✓ if the statement in Question aligns with your career interests, if not, click on ×

Career Questionnaire : The TVET College Questionnaire

Question 1 of 80	
Monitor and control the storage of goods inside a warehouse	
✓ ×	

When you are done with all the questions, a list of Programmes that meet your selection will be displayed with the highest possible course indicated (See below). Click on the course of choice to see what it is all about, and the career choices available for that course, then follow the following instructions:

Career Questionnaire Results	Email my assessment results to me. (Your closest campus will also receive a copy).	Click on Email my assessment results to smeseYour closest campus will also receive a copy)
You can click on your highest fields to get more information on suitable ca	leers.	
TVET College Office Administration		100%
TVET College Travel and Tourism		100%
TVET College Management		100%
TVET College Human Resources		100%
TVET College Information Technology		100%
TVET College Financial		100%
TVET College Marketing		80%
TVET College Hospitality		40%
TVET Transport and Logistics		40%

After click on *Email my assessment...* a screen (see below) will appear. Key in your details as required.

Email Results First Name Ayanda Last Name Damini Your Email Address ayandadlamin@gmail.com Your Mobile Number 0731234567 10 Number 8001234567089 Last Grade Completed 12 Name of Campus you are applying to (Leave empty if you don't know) Queenstown Campus Send Results to College Click on Send Results to College	Career Questionnaire Results	Email my assessment results to me. (Your closest campus will also receive a copy).	Print Save Results	
First Name Ayanda Last Name Damini Your Email Address (ayandadlamini@gmail.com Your Mobile Number (0731234567 ID Number (0731234567 ID Number (201234567089) Last Grade Completed 12 Name of Campus you are applying to (Leave empty if you don't know) Queenstown Campus Send Results to College Click on Send Results to College	Email Results		•	
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Queenstown Campus Click on Send Send Results to College Click to College	12			
Send Results to College	Queenstown Campus	9		_
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Home Questionnaire - Occupations Progra	mmes Bursaries Apply			
<mark>STEP 3</mark> – CREATE AN ONLINE	APPLICATION FOR AD	NISSION		
After clicking on Apply, you will t	e redirected to the followir	g page: Click on	SELECT A COU	RSE
← → C 🔒 ikhala.coltech.co.za				Q \$
3.16.11.0				
AVAIIADIC COURSE You can view and select the various av	S ailable courses	lf you ha	LOGIN ve an existing account, please lo	og in here.
SELECT A COURSE			EXISTING STUDENT LOGIN	
<u>1</u>			Register	
Click on SELECT	A		You can register here	
000/102			REGISTER AN ACCOUNT	
Select the Academic year (2023) ala.coltech.co.za/Student/Brochure Brochure Selection	as indicated below:			ର୍ ଜ
Select the Academic year (2023) ala.coltech.co.za/Student/Brochure Brochure Selection YEAR > COURSE TYPE > CAMPUS > REGIS In which Year should your studie	as indicated below:	IRSE >		Q 12
Select the Academic year (2023) ala.coltech.co.za/Student/Brochure Brochure Selection	as indicated below: TRATION TYPE > STUDY DIRECTION > COU s begin?	IRSE >		Q (2)
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STEP 4: All the campuses that offer NC(V) (OR Business Studies if you selected Business Studies) will be displayed. Select the campus of your choice. Aliwal North Campus has been selected for the purpose of these guidelines:

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C	3.16.11	.0		
			Brochure Selection	
			*> 2022 > NCV > CAMPUS > REGISTRATION TYPE > STUDY DIRECTION > COURSE >	
			At which Campus do you want to study?	
_			ALIWAL NORTH CAMPUS	
			EZIBELENI CAMPUS	
			NONESI CAMPUS	
			QUEENSTOWN CAMPUS	
			STERKSPRUIT CAMPUS	
			BAC	c –

STEP 5: NC(V) is offered on FULL TIME basis (in this example) at Aliwal North, so select FULL TIME. Otherwise for Report 191 – Business Studies, there will also be PART-TIME

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	Brochure Selection	
	> 2022 > NCV > ALIWAL NORTH CAMPUS > REGISTRATION TYPE > STUDY DIRECTION > COURSE >	
	How would you like to study?	
\rightarrow	FULL TIME	

STEP 6: Select the course of your choice. OFFICE ADMINISTRATION has been selected for the purpose of these guidelines.

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	Brochure Selection	
	*> 2022 > NCV > ALIWAL NORTH CAMPUS > FULL TIME > STUDY DIRECTION > COURSE >	
	Which Study Direction are you interested in?	
	HOSPITALITY	
\longrightarrow	OFFICE ADMINISTRATION	
	TOURISM	

STEP 7: Select the level of study.

Please Note: If you are a first-time applicant, select L2 (Level 2) because L3 and L4 are for applicants who have already obtained Level 2. Select N4 if you selected Business Studies.

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	Brochure Selection	
	★> 2022 > NCV > ALIWAL NORTH CAMPUS > FULL TIME > OFFICE ADMINISTRATION > COURSE >	
	For which Course do you want to apply?	
	OFFICE ADMINISTRATION	
	L2:OFFICE ADMINISTRATION: Grade 09 or NQF Level 1 Qualification or higher	
	L3:OFFICE ADMINISTRATION: Pass five (5) or all the Level 2 Subjects	
	L4:OFFICE ADMINISTRATION: Pass five (5) or all the Level 3 Subjects	
	Cannot find what you are looking for? Click here for more options.	BACK

STEP 8: Click on APPLY FOR THIS COURSE on your bottom-right.

C 🔒 ikhala.	ikhala.coltech.co.za/Student/Brochure				
	L2:OFFICE ADMINISTRATION: Grade 09 or NQF Level 1 Qualification or higher				
	Subjects	Ref# OFADL2			
	SUBJECT NAME Fundamental Language	SUBJECT PRICE			
	ENGLISH FIRST ADDITIONAL LANGUAGE L2	R 0			
	Fundamental Math				
	MATHS LITERACY L2	R 0			
	Mandatory				
	BUSINESS PRACTICE L2	R 0			
	ENTREPRENEURSHIP L2	R 0			
	LIFE SKILLS AND COMPUTER LITERACY L2	R 0			
	OFFICE DATA PROCESSING L2	R 0			
	OFFICE PRACTICE L2	R 0			
	Course				
	COURSE FEES	R 0			
		APPLY FOR THIS COURSE			

STEP 9: A DISCLAIMER will appear. Read it through and ensure that you understand, then click OK

Please Note: You need to ensure that you have a <u>valid e-mail address</u>, valid <u>cellphone number</u>, valid ID <u>(ID copy)</u> and a copy of the <u>Next of Kin ID</u>. Please click OK if you have the underlined details.

The following screen will appear:

 $\leftarrow \rightarrow$



STEP 10: After clicking OK, the following screen will appear. If you are a first-time applicant, click on I DO NOT HAVE AN ACCOUNT YET

← → C	dent/Signup/?returnurl=/student/application/create/24906		
3.16.11.0			
	Register Student Profile		
	Step 1 of 3		
	ID Type Required		
	SOUTH AFRICAN ID	¢	
	Id Number Required. Valid South African ID		
	000000000000		Kev in vour ID Number
	Enter Password Required		Koy in your porconal
	Confirm Your Password Remained		password and confirm it.
		ø	Click CONTINUE
	< BACK	CONTINUE	

STEP 11: After clicking on CONTINUE, the following screen will appear:

Key in your personal information and click on **CONTINUE**.

halo coltach co za/Studau	t/Figure (Instrument - /student (annihistion /seasts /24006
hala.coltech.co.za/studen	t/ signup/ returnun=/student/application/create/24906
	Register Student Profile
	Step 2 of 3
	Your Personal Information
	Initials Required.
	N
	Preferred Name Required.
	NTLANTLA
	Sumame Required
	MAJOLA
	Email Required. Make sure you have access to this account.
	MONJUST@GMAIL.COM
	Confirm Email Required.
	MONJUST@GMAIL.COM
	Mobile Required. Make sure you have access to this number
	0721234567
	BACK CONTINUE

STEP 12: Select your highest qualification, highest grade and year passed as indicated below and click REGISTER PROFILE:

ikhala.coltech.co.za/Student/Signup/?returnurl=/student/application/create/24906	
Pagistar Student Profile	
Step 3 of 3	
Your highest qualification	
Highest Grade Required	
GKADE 11	•
Vear Passed Required	
2019	
< BACK	REGISTER PROFILE

STEP 13: The following message will be displayed. Click OK.

STEP 14: Select your school subjects (click on the + to add a subject) as they appear on your School Report. Click on SAVE.

Please Note: Ensure that you key in the marks as they appear on your report. Keying in incorrect marks may render your application invalid when the copy of results in being verified.

Aenu Dashroard	Latest Results	Key in your marks Please note: NOT	s (%) here, LEVELS			
ROFILE PERSONAL INFORMATION CONTACT DETAILS LANGUAGES DISABILITIES	Qualification Name Please supply us with your latest results (perce SUBJECT	ntage) as per the qualification.	Add Subject	Q		
EXT OF KIN / CLOSEST RELATIVE IRSON RESPONSIBLE FOR PAYMENT	ACCOUNTING	56 % AFRIKAANS O AGRICULTURAL MANAGEMENT PRA				
HOOL RESULTS	BUSINESS STUDIES	60 %	AGRICULTURAL SCIENCES AGRICULTURAL TECHNOLOGY			
PLICATIONS CURRENT APPLICATIONS	COMPUTER APPLICATIONS TECHNOLS	0GY 70 %	 CIVIL TECHNOLOGY 	NOLOGY Select your sc		
ACADEMIC RELATED RECORDS	ENGLISH	76 %	CONSUMER STUDIES CREATIVE ARTS		subjects from this	
XAM RESULTS XAM DATES	LIFE ORIENTATION	80 %	DANCE STUDIESDESIGN		list	
IBRARY BOOKS INLINE COURSE MATERIAL	MATHEMATICAL LITERACY	52 %	DRAMATIC ARTS ECONOMIC MANAGEMENT S	CIENCES		
	 ISIXHOSA 	72 %		CIENCES		
	ADD	SAVE	ENGINEERING GRAPHICS AND	D DESIGN		

STEP 15: Ensure that all the seven subjects as they appear below have been selected as shown below and click on SUBMIT APPLICATION

\leftrightarrow \rightarrow C $$ ikhala.coltech.co.za/	/student/application/create/24906		० 🖈 🕼 🗯 🕕
NEXT OF KIN / CLOSEST RELATIVE PERSON RESPONSIBLE FOR PAYMENT	Select Subjects		
SCHOOL RESULTS			
APPLICATIONS	OPTIONAL SUBJECTS		
CURRENT APPLICATIONS	MANDATORY		
ACADEMIC RELATED RECORDS	☑ ENTREPRENEURSHIP L2	NQF Level 2	R 0,00
EXAM RESULTS	BUSINESS PRACTICE L2	NQF Level 2	R 0,00
LIBRARY BOOKS	☑ OFFICE PRACTICE L2	NQF Level 2	R 0,00
UNLINE COURSE MATERIAL	☑ OFFICE DATA PROCESSING L2	NQF Level 2	R 0,00
	☑ LIFE SKILLS AND COMPUTER LITERACY L2	NQF Level 2	R 0,00
	FUNDAMENTAL LANGUAGE		
	ENGLISH FIRST ADDITIONAL LANGUAGE L2	NQF Level 2	R 0,00
	FUNDAMENTAL MATH		
	MATHS LITERACY L2	NQF Level 2	R 0,00
			TOTAL PRICE R 0,00
			SUBMIT APPLICATION

STEP 16: The next message will appear. Click on CONFIRM

Confirm	
You are about to submit the following application	
IKHALA TVET COLLEGE ALIWAL NORTH CAMPUS 50203060: L2:OFFICE ADMINISTRATION: Grade 09 or NQF Level 1 Qualification or higher SUBJECT	
Total estimated price R 0,00	
CANCEL CONFIRM	

STEP 17: If you have copies of your ID, Results/Report and Next of Kin ID, click on "YES, LET'S DO IT NOW", otherwise click on "NO, I WILL DO THIS LATER".

Documents Required

There are documents required for this application.	
Can we take you the to upload page?	

NO, I WILL DO THIS LATER.

O IT NOW.

STEP 18: If you selected "YES, LET'S DO IT NOW", the following screen will appear. Click on "SELECT FILE" and browse to get to your document and upload it. Click OK after uploading your documents. Please note that the fourth document is your Selfie and to take it, follow the following instructions:

STUDENT PHOTO Student Photo	
	The Document is going through Approval phase.
	Click on <i>Take Picture</i>

The following screen will appear. Please ensure that your shoulders and face are in the space provided below.



Please Note: Your application WILL NOT be processed if you have not attached the three compulsory documents as indicate below.

	Upload Documents		
ASHBOARD			
ROFILE PERSONAL INFORMATION	COPY OF ID Certified Copy of Id		
CONTACT DETAILS LANGUAGES DISABILITIES		CP Upload the file by dropping it here or SELECT FILE	
XT OF KIN / CLOSEST RELATIVE RSON RESPONSIBLE FOR PAYMENT			
HOOL RESULTS			
PLICATIONS CURRENT APPLICATIONS	COPY OF RESULTS Certified Copy of results		
ADEMIC RELATED RECORDS FINANCIAL TRANSACTIONS EXAM RESULTS		GD Upload the file by dropping it here or SELECT FILE	
EXAM DATES LIBRARY BOOKS ONLINE COURSE MATERIAL			
	COPY OF NOK ID Certified copy of ID of Next of Kin		
		Collinioard the file by dranning it here or SELECT FILE	English (South Africa)

Please Note: Ensure that the documents you attach are of quality. i.e., VISSIBLE/CLEAR FOR US TO SEE THE CONTENTS IN THAT DOCUMENT.

STEP 19: Please Note: To continue with your application, use the MENU on the left of the screen (PERSONAL INFORMATION, CONTACT DETAILS, LANGUAGES, DISABILITIES, NEXT OF KIN, PERSON RESPONSIBLE FOR PAYMENT, APPLICATIONS) and always click on SAVE.

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Menu	Dashboard				
DASHBOARD	Student Dashboard				
PROFILE PRESONAL INFORMATION CONTACT DETAILS LANGUAGES DISABILITIES NEXT OF KIN / CLOSEST RELATIVE PERSON RESPONSIBLE FOR PAYMENT SCHOOL RESULTS APPLICATIONS CURRENT APPLICATIONS ACADEMIC RELATED RECORDS FINANCIAL TRANSACTIONS EXAM RESULTS	▲ Profile Use these options on the MENU to finalise your application	00 Languages	 Disabilities Current Applications 	i≣ Results	Address

STEP 20: Please ensure that all the stages have Green Ticks (\checkmark) for your application to be complete. Your application will then be processed.

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Menu	Application Wizar	d					
DASHBOARD	\odot	\odot	\odot	\odot	\odot	\odot	\odot
PROFILE	Results	Docs	Profile	Addr.	NoK	Guard.	Appl.

PLEASE NOTE:

- This is only an application. Completing an online application and complying with the minimum requirements does not necessarily mean you have been accepted to study at Ikhala TVET College.
- ALL the applications will be processed, and a notification will be sent to the applicant.
- It is your responsibility to ensure that your application is complete.

STATUS EXPLANATION:

STATUS	EXPLANATION
International Desk:	All Foreign Students will fall under this category – the user must confirm if all the relevant documentation is in order to qualify as a foreign student and as per DHET procedures and processes.
	The documentation will be checked and approved or rejected. The applicant will have to reload correct documents.
Pending Verification:	All RSA Students will fall under this category – the user must confirm if all the relevant documentation is in order, to qualify as per DHET procedures and processes.
	The documentation will be checked and approved or rejected. The applicant will have to reload correct documents.
Document Reloaded:	The applicant did not attach the documents and reloaded them later. OR the attached documents were rejected, and the applicant reloaded the correct documents.
Pending Review:	The applicant's documents were approved, and the application is awaiting the selection process.
Provisionally Accepted:	The application has been accepted by the Selection Team and an offer is made to the applicant.
Pre-Enrolled:	The applicant has accepted the offer from the College and is waiting for the last phase which is Registration. The applicant will have to visit the campus