



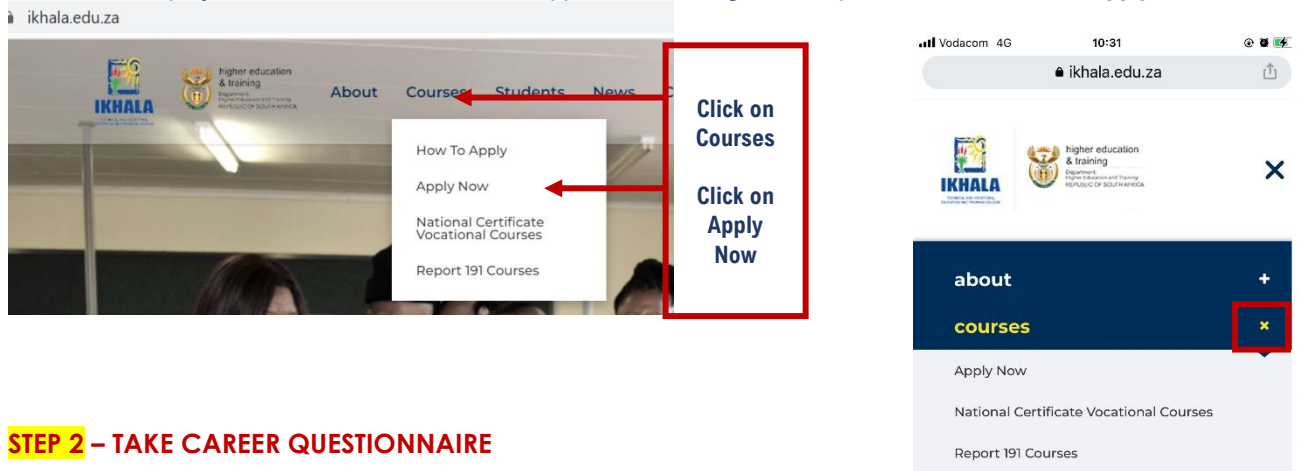
IKHALA TVET COLLEGE

ONLINE APPLICATIONS GUIDELINES

STEP 1 – ACCESS THE COLLEGE WEBSITE

Go to www.ikhala.edu.za 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**.



STEP 2 – TAKE CAREER QUESTIONNAIRE

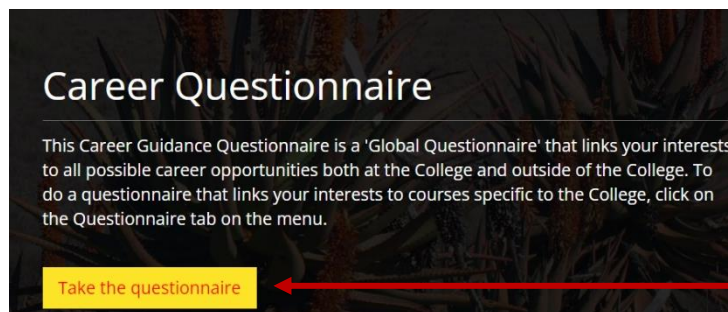
Click on the <https://gostudy.net.ikhala> link to start with the Compulsory Career Questionnaire

step 1. career guidance

- Are you not sure about what to study?
- Do you have an idea of what you want to study?

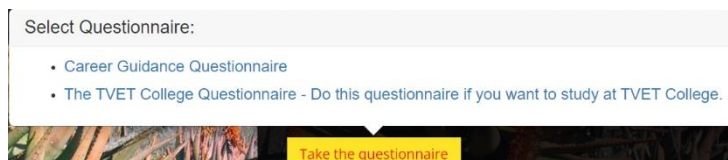
The career questionnaire will help you make an informed career decision by asking you questions about what you like to do. The results will help you determine what programme to enrol for. Click on this link to access the Career Questionnaire: <https://gostudy.net/ikhala>

Click on **Start the questionnaire**.



Click on **Take the questionnaire**

Select the second option **The TVET College Questionnaire...**



Click on **The TVET College Questionnaire...**

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 me.** (Your closest campus will also receive a copy)

You can click on your highest fields to get more information on suitable careers.

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.

Career Questionnaire Results

Email my assessment results to me.
(Your closest campus will also receive a copy).

Print Save Results

Email Results

First Name

Ayanda

Last Name

Dlamini

Your Email Address

ayandadlamini@gmail.com

Your Mobile Number

0731234567

ID 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

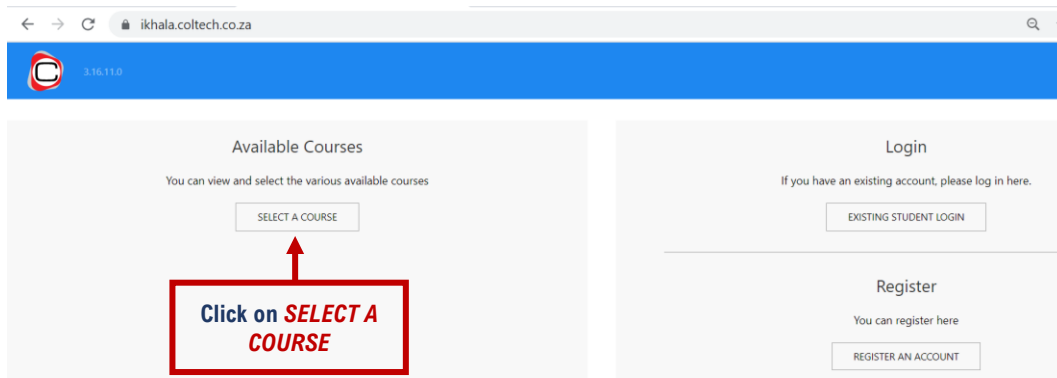
Click on **Send Results to College**

Key in your details

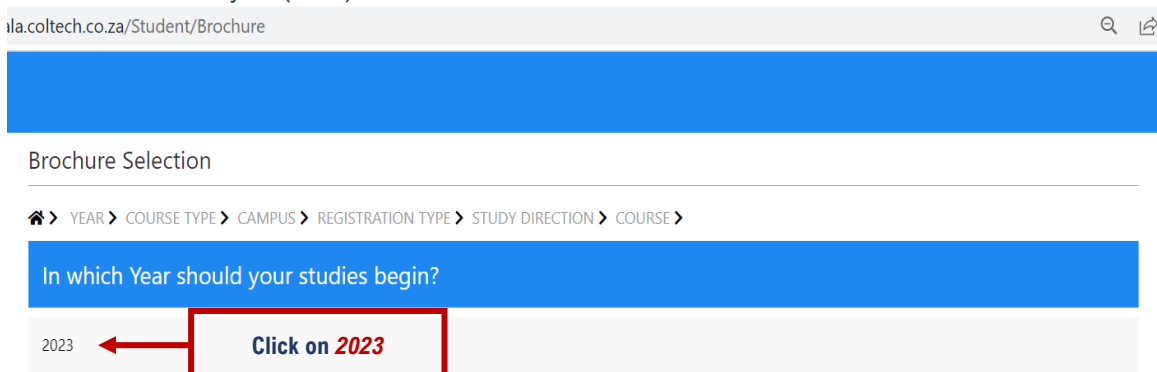


STEP 3 – CREATE AN ONLINE APPLICATION FOR ADMISSION

After clicking on Apply, you will be redirected to the following page: **Click on SELECT A COURSE**



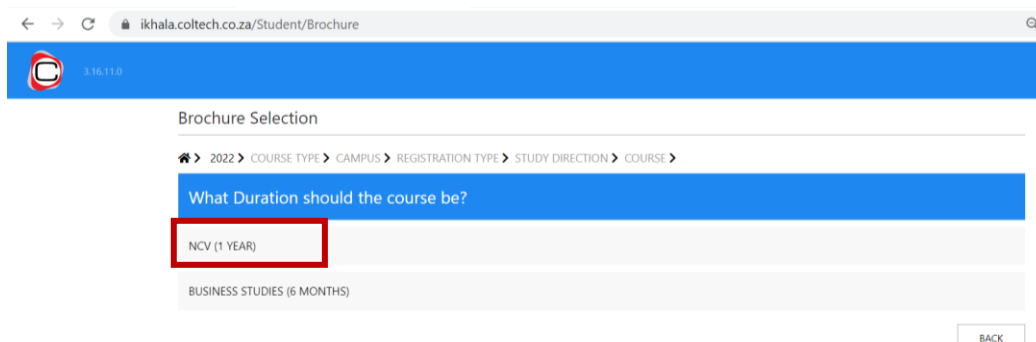
Select the Academic year (2023) as indicated below:



Different options will appear. Click on one of the relevant option.

Please Note: **NC(V)** is meant for applicants with Grade 9 to Grade 11 (without Grade 12) and **Business Studies** is meant for applicants who have passed Grade 12. **Engineering Studies N1** is also meant for those applicants with Grade 09 to 12.

For the purpose of these guidelines, **NC(V)** will be selected:



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:

Browser address: ikhala.coltech.co.za/Student/Brochure

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

BACK

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

Browser address: ikhala.coltech.co.za/Student/Brochure

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Brochure Selection

2022 > NCV > ALIWAL NORTH CAMPUS > REGISTRATION TYPE > STUDY DIRECTION > COURSE >

How would you like to study?

- FULL TIME

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

Browser address: ikhala.coltech.co.za/Student/Brochure

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Brochure Selection

2022 > NCV > ALIWAL NORTH CAMPUS > FULL TIME > STUDY DIRECTION > COURSE >

Which Study Direction are you interested in?

- HOSPITALITY
- 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.

Browser address: ikhala.coltech.co.za/Student/Brochure

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Brochure Selection

2022 > NCV > ALIWAL NORTH CAMPUS > FULL TIME > OFFICE ADMINISTRATION > COURSE >

For which Course do you want to apply?

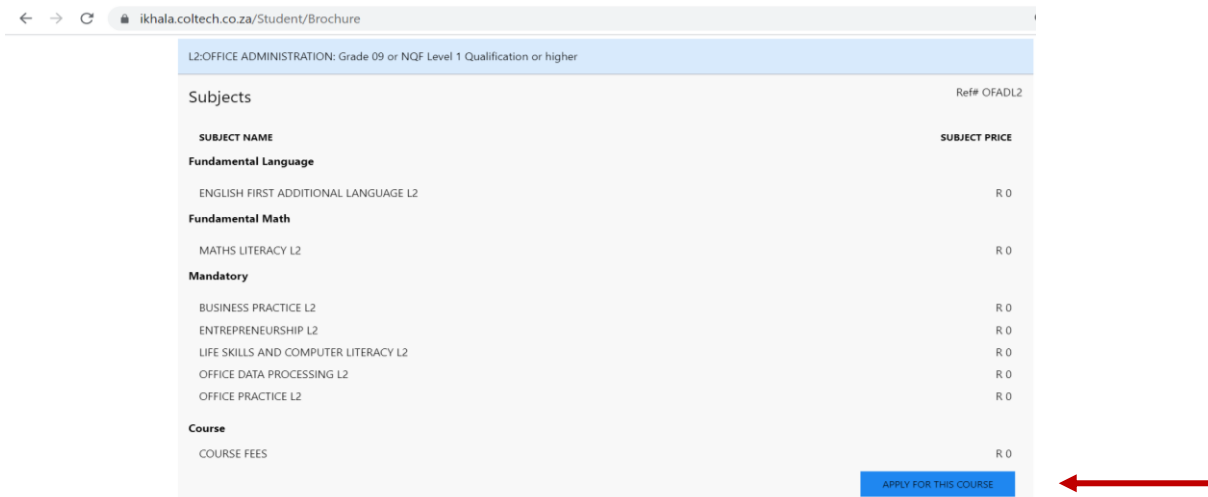
OFFICE ADMINISTRATION

- 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

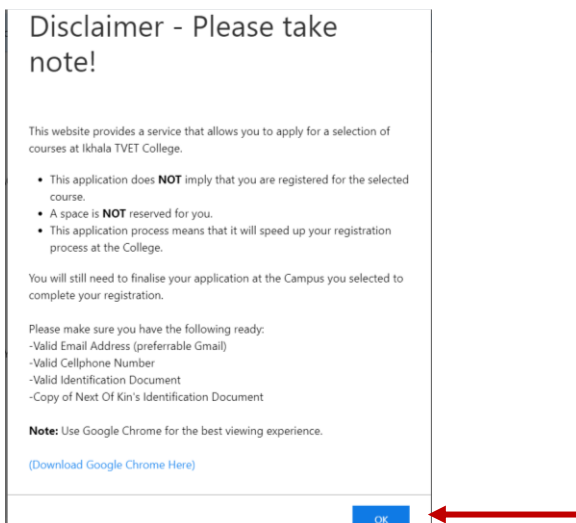
STEP 8: Click on **APPLY FOR THIS COURSE** on your bottom-right.



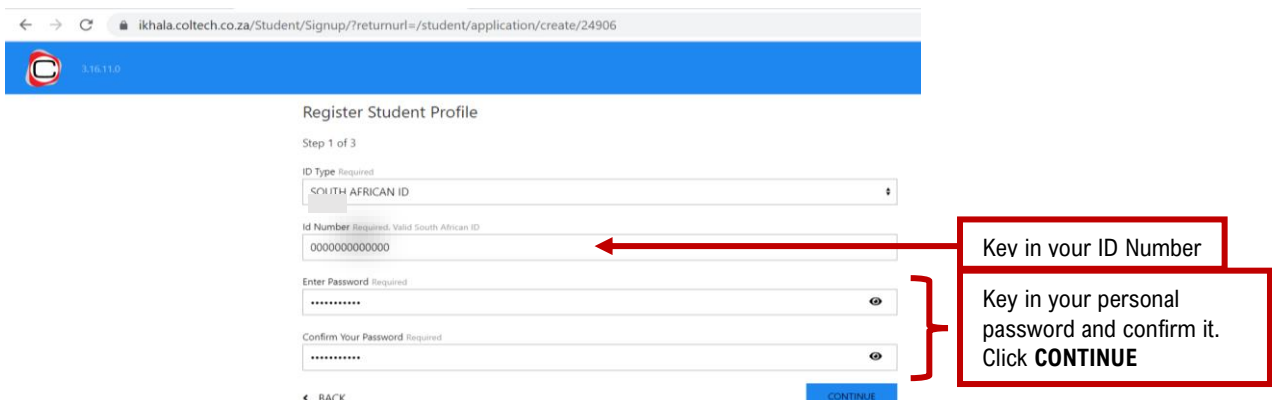
STEP 9: A **DISCLAIMER** will appear. Read it through and ensure that you understand, then click **OK**

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

The following screen will appear:



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**



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

Key in your personal information and click on CONTINUE.

ikhala.coltech.co.za/Student/Signup/?returnurl=/student/application/create/24906

Register Student Profile
Step 2 of 3

Your Personal Information

Initials Required.
N

Preferred Name Required.
NTLANTLA

Surname 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

Register Student Profile
Step 3 of 3

Your highest qualification

Highest Grade Required.
GRADE 11

Year Passed Required.
2019

← BACK REGISTER PROFILE

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

We see that you have not yet captured your highest school qualification. We will first redirect you to that page before you can apply.

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 is being verified.

Menu

DASHBOARD

PROFILE

- PERSONAL 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
- EXAM DATES
- LIBRARY BOOKS
- ONLINE COURSE MATERIAL

Latest Results

Qualification Name

Please supply us with your latest results (percentage) as per the qualification.

SUBJECT	RESULT
ACCOUNTING	56 %
BUSINESS STUDIES	60 %
COMPUTER APPLICATIONS TECHNOLOGY	70 %
ENGLISH	76 %
LIFE ORIENTATION	80 %
MATHEMATICAL LITERACY	52 %
ISIXHOSA	72 %

ADD SAVE

Add Subject

- AFRIKAANS
- AGRICULTURAL MANAGEMENT PRACTICES
- AGRICULTURAL SCIENCES
- AGRICULTURAL TECHNOLOGY
- CIVIL TECHNOLOGY
- CONSUMER STUDIES
- CREATIVE ARTS
- DANCE STUDIES
- DESIGN
- DRAMATIC ARTS
- ECONOMIC MANAGEMENT SCIENCES
- ECONOMICS
- ELECTRICAL TECHNOLOGY
- ENGINEERING GRAPHICS AND DESIGN

Key in your marks (%) here, Please note: NOT LEVELS

Select your school subjects from this list

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

ikhala.coltech.co.za/student/application/create/24906

SELECT NEXT ADMINISTRATION: Grade 09 or NQF Level 1 (administration of higher)

Select Subjects

OPTIONAL SUBJECTS		
MANDATORY		
<input checked="" type="checkbox"/>	ENTREPRENEURSHIP L2	R 0,00
<input checked="" type="checkbox"/>	BUSINESS PRACTICE L2	R 0,00
<input checked="" type="checkbox"/>	OFFICE PRACTICE L2	R 0,00
<input checked="" type="checkbox"/>	OFFICE DATA PROCESSING L2	R 0,00
<input checked="" type="checkbox"/>	LIFE SKILLS AND COMPUTER LITERACY L2	R 0,00
FUNDAMENTAL LANGUAGE		
<input checked="" type="checkbox"/>	ENGLISH FIRST ADDITIONAL LANGUAGE L2	R 0,00
FUNDAMENTAL MATH		
<input checked="" type="checkbox"/>	MATHS LITERACY L2	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**

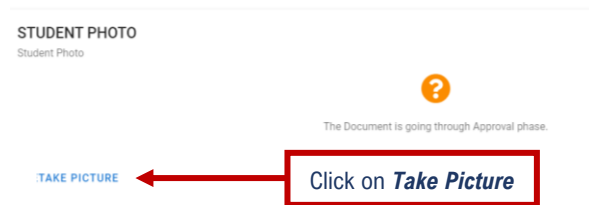
STEP 17: If you have copies of your ID, Results/Report and Next of Kin ID, click on **“YES, LET’S DO IT NOW”**, otherwise click on **“NO, I WILL DO THIS LATER”**.

Documents Required

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

NO, I WILL DO THIS LATER. **YES, LET’S DO IT NOW.**

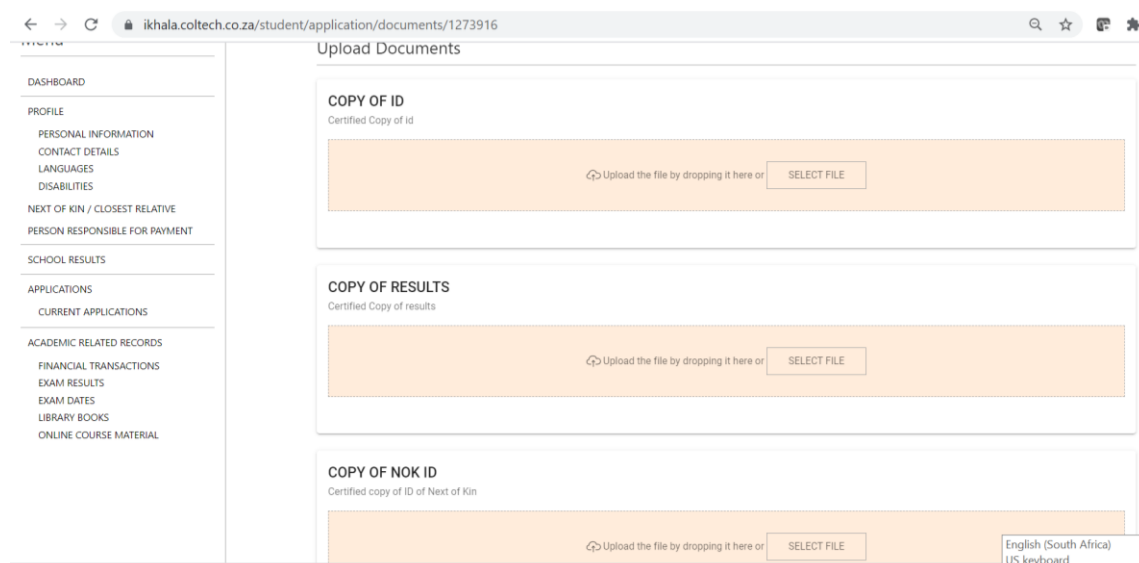
STEP 18: If you selected **"YES, LET'S DO IT NOW"**, the following screen will appear. Click on **"SELECT FILE"** and browse to get to your document and upload it. Click OK after uploading your documents. Please note that the fourth document is your Selfie and to take it, follow the following instructions:



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.



Please Note: Ensure that the documents you attach are of quality. i.e., **VISIBLE/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**.

ikhala.coltech.co.za/Student/Dashboard

3.16.11.0

TAKE TOUR NTLANTLA MAJOLA

Menu

- DASHBOARD
- PROFILE
 - PERSONAL INFORMATION
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 - EXAM DATES
 - LIBRARY BOOKS
 - ONLINE COURSE MATERIAL

Dashboard

Student Dashboard

Profile Languages Disabilities Results Address Current Applications

Use these options on the MENU to finalise your application

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

ikhala.coltech.co.za/student/application/application/1273916

3.16.11.0

TAKE TOUR NTLANTLA MAJOLA

Menu

- DASHBOARD
- PROFILE

Application Wizard

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