



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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## MANAGEMENT PLAN AND TIME TABLE

FOR

THE ADMINISTRATION AND MANAGEMENT OF THE CERTIFICATE OF COMPETENCY (MINES AND FACTORIES)  
2018 EXAMINATIONS

# Government Certificate of Competency (GCC)

## 2018 ACADEMIC YEAR

### 1. MOP-UP AND RE-MARKING PROCESSES OF THE NOVEMBER 2017 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer scripts for the 201711 cycle are not exempted from the onus of entering for the 201806 examination before the stipulated date in instances where the outcome of the 201711 mop-up and re-mark or re-check process has not been published before the closing date for the examinations.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	Staff commence at TVET Colleges (Semester 1 <sup>st</sup> ) on 08 January 2018		
DHET	Release November 2017 results electronically	Examination Centres	31 December 2017
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <ul style="list-style-type: none"> <li>✓ Copy of the script (s) where applicable</li> <li>✓ Copy of mark sheet (s) where applicable</li> <li>✓ Copy of the seating plan and attendance register for exams</li> <li>✓ Proof of scripts dispatched to Distribution Point / Marking Centre</li> <li>✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward</li> </ul> <p><b>FORMAT OF ENQUIRY</b></p> <p>All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings:</p> <ul style="list-style-type: none"> <li>✓ Examination Centre Number</li> <li>✓ Examination Centre Name</li> <li>✓ ID of candidate</li> <li>✓ Name of subject</li> <li>✓ Subject code</li> <li>✓ Mark to be approved</li> </ul> <p><b><u>No enquiries will be administered after 31 January 2018.</u></b></p>	DHET	17 – 31 January 2018

Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	19 January 2018
Examination Centres	Closing date for application of re-marks and re-checks at DHET.	DHET	22 January 2018
DHET	Re-Marking Process	Marking Centres	27 – 28 January 2018
DHET	Release results for re-marks, re-checks and mop-up	Examination Centres	09 February 2018
DHET	Create and print statements of results	QA / BETA	12 February 2018
DHET	Sorting and packing process	DHET	15 February 2018
DHET	Dispatch statements of results	Examination Centres	19 February 2018

## 2. JUNE 2018 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201711 cycle are not exempted from the onus of entering for the 201806 examination before the stipulated date in instances where the outcome of the 201711 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations.

*No entries forms will be accepted without an acceptance letter from the Department of Minerals and Resources / Department of Labour*

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	Staff commence at TVET Colleges	Examination Centres	08 January
	Classes commence at TVET Colleges	Examination Centres	15 January
Examination Centres	Down load entry forms from: <a href="http://www.tvetcolleges.co.za">www.tvetcolleges.co.za</a>	Examination Centres	
Examination Centres	Closing date for registration of candidates at Examination Centres  Admission to write the GCC examination is subject to an <b>acceptance letter</b> from the DoL / DMR along with an entry permit and an RSA identity document.  Ensure compliance with the DMR approved Examination Centres	Examination Centres	12 March
Examination Centres	Submit Candidate Entries to the DHET for capturing	DHET	16 March
	TVET College Close		23 March
	TVET Colleges Open (Staff) and Classes Commence		09 April
DHET	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b>  Send preliminary entry schedule electronically to TVET Colleges for verification purposes.  Examination Officers need to ensure that the correct E-mail addresses are forwarded to the DHET	Examination Centres	10 April

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	<p><b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b></p> <p>Examination Centres to effect corrections on the Word document and submit to Ms Gerda Grobler at <a href="mailto:grobler.g@dbe.gov.za">grobler.g@dbe.gov.za</a></p> <p>It is mandatory that candidates sign the prelim to confirm the correctness of subjects enrolled for. The DCM (Academic) must sign off on the Prelims</p>	DHET	10 April – 18 April
DHET	Examination Extracting and Printing processes	DHET	24 April
DHET	Sorting and packing process	DHET	26 April
DHET	Dispatch final entry schedule, final admission letters and written mark sheets to Examination Centres.	Examination Centres	02 May
DHET	Examination in Session	Examination Centres	<p><b><u>04 June</u></b></p> <p>Plant Engineering – Factories (8190316) Plant Engineering Mine and Works (8190306)</p> <p><b><u>11 June</u></b></p> <p>Legal Knowledge – Mines (13050026) Occupational Health and Safety Act (13050046)</p>
TVET College Close			22 June
DHET	Marking Process	Marking Centres	15 to 22 June
TVET Colleges Open (Staff)			16 July
DHET	Release schedule of results electronically to Examination centres	Examination Centres	18 July
TVET Colleges Classes Commence for the 2 <sup>nd</sup> term			23 July

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <ul style="list-style-type: none"> <li>✓ Copy of the script (s) where applicable</li> <li>✓ Copy of mark sheet (s) where applicable</li> <li>✓ Copy of the seating plan and attendance register for exams</li> <li>✓ Proof of scripts dispatched to Distribution Point / Marking Centre</li> <li>✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward</li> </ul> <p><b>FORMAT OF ENQUIRY</b> All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings:</p> <ul style="list-style-type: none"> <li>✓ Examination Centre Number</li> <li>✓ Examination Centre Name</li> <li>✓ ID of candidate</li> <li>✓ Name of subject</li> <li>✓ Subject code</li> <li>✓ Mark to be approved</li> <li>✓</li> </ul> <p><b><u>No enquiries will be administered after 27 July 2018.</u></b></p>	DHET	19 – 27 July
DHET	Create and print statements of results	QA / BETA	30 July
DHET	Sorting and packing process	DHET	01 August
DHET	Dispatch statements of results	Examination Centres	06 August
Examination Centres	Closing date for application of re-marks and re-checks at Examination Centres	Examination Centres	08 August
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	13 August
DHET	Re-Marking Process	Marking Centres	20 – 22 August
DHET	Release results for re-marks, re-checks and mop-up	Examination Centres	28 August
DHET	Create and print statements of results	QA / BETA	28 August
DHET	Sorting and packing process	DHET	31 August
DHET	Dispatch statements of results	Examination Centres	03 September

### 3. NOVEMBER 2018 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201806 cycle are not exempted from the onus of entering for the 201811 examination before the stipulated date in instances where the outcome of the 201806 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations.

*No entries forms will be accepted without an acceptance letter from the Department of Minerals and Resources / Department of Labour*

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	Staff commence at TVET Colleges	Examination Centres	16 July
	Classes commence at TVET Colleges	Examination Centres	23 July
Examination Centres	Down load entry forms from: <a href="http://www.tvetcolleges.co.za">www.tvetcolleges.co.za</a>	Examination Centres	
Examination Centres	Closing date for registration of candidates at Examination Centres  Admission to write the GCC examination is subject to an <b>acceptance letter</b> from the DoL / DMR along with an entry permit and an RSA identity document.  Ensure compliance with the DMR approved Examination Centres	Examination Centres	03 September
Examination Centres	Submit Candidate Entries to the DHET for capturing	DHET	07 September
	TVET College Close		28 September
	TVET Colleges Open (Staff) and Classes Commence		08 October
DHET	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b>  Send preliminary entry schedule electronically to TVET Colleges for verification purposes.  (Examination Officers need to ensure that the correct E-mail addresses are forwarded to the DHET)	Examination Centres	17 September

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	<p><b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b></p> <p>Examination Centres to effect corrections on the Word document and submit to Ms Gerda Grobler at <a href="mailto:grobler.g@dbe.gov.za">grobler.g@dbe.gov.za</a></p> <p>It is mandatory that candidates sign the prelim to confirm the correctness of subjects enrolled for.</p> <p>The DCM (Academic) must sign off on the Prelims</p>	DHET	17 September – 05 October
DHET	Examination Extracting and Printing processes	DHET	15 October
DHET	Sorting and packing process	DHET	17 October
DHET	Dispatch final entry schedule, final admission letters and written mark sheets to Examination Centres.	Examination Centres	19 October
DHET	Examination in Session	Examination Centres	<p><b><u>12 November</u></b></p> <p>Plant Engineering – Factories (8190316) Plant Engineering Mine and Works (8190306)</p> <p><b><u>19 November</u></b></p> <p>Legal Knowledge – Mines (13050026) Occupational Health and Safety Act (13050046)</p>
TVET College Close			07 December
DHET	Marking Process	Marking Centres	30 November to 07 December
DHET	Release schedule of results electronically to Examination centres	Examination Centres	08 January 2019