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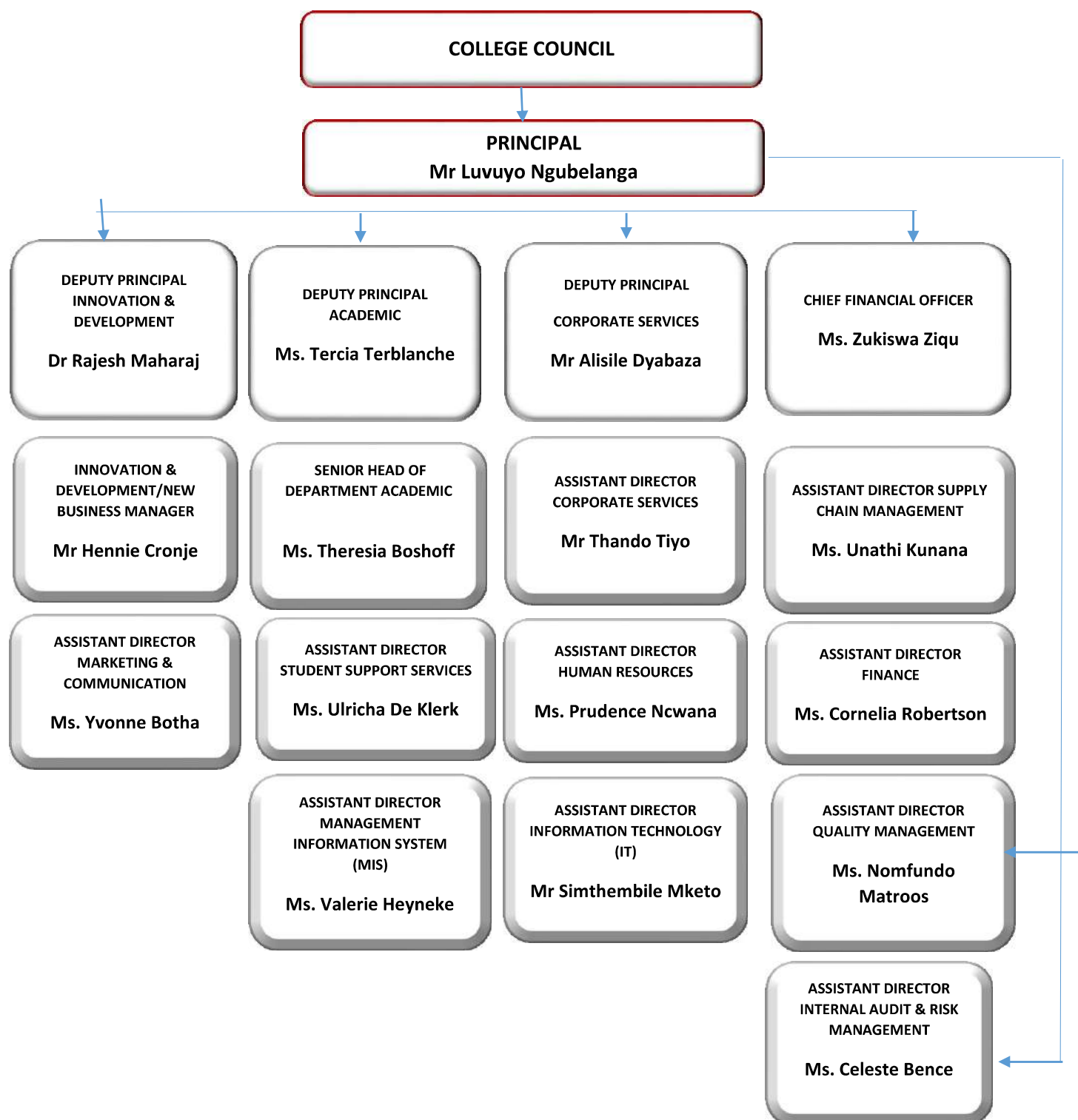
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## **SOUTH CAPE TVET COLLEGES COUNCIL (2014-2019)**



## SOUTH CAPE TVET COLLEGE MACRO STRUCTURE





## South Cape TVET College

### BACKGROUND BASICS

South Cape TVET College is one of the fifty registered and accredited public TVET Colleges in South Africa, the catchment area of the College is 80 822km<sup>2</sup> that is the largest of the six TVET Colleges within the Western Cape. The College operate on six campuses, namely Beaufort West Campus, Bitou Campus in the Plettenberg Bay area, George Campus, Mossel Bay Campus, Hessequa Campus in Riversdale and Oudtshoorn Campus. The aforementioned Campuses are spread across the rural and urban areas of the Garden Route and Little Karoo. Moreover, the College has a Central Office situated in George.

The College, as part of the Public TVET Colleges is established and operated under the authority of the Continuing Education and Training Act 16 of 2006 and resorts under the Department of Higher Education and Training. Public TVET College's NCV and Report 191 courses are subsidized by the state.

#### Quality

The policies and procedures back-up and encapsulate the institution's operations from a professional and competent approach. Courses offered are externally and independently quality assured by the Quality Assurer under whom the particular Education and Training programme or course resorts.

South Cape TVET College will strive to be an institution for world class Technical and Vocational Education and Training, through achieving the following objectives:

- ❖ Exceeding the expectations of our customers;
- ❖ Continuous improvement and review of our processes and objectives;
- ❖ Offering demand driven courses;
- ❖ Putting people first;
- ❖ Providing a supportive environment for Education and Training;
- ❖ Committed to comply with the requirements of ISO 9001:2008 standards.

Please visit the following link to obtain more information regarding South Cape College, the first choice provider in the TVET sector located in the breathtaking Eden District: [www.sccollege.co.za](http://www.sccollege.co.za)





## MESSAGE FROM THE CHAIRPERSON

It gives me great pleasure as the newly elected Chairperson of Council, to present the Annual Report and to reflect on the achievements of the 2014 academic year.

The newly appointed Council effectively took office from September 2014. However, the Honorable Minister Dr. B. Nzimande approved some members during March and others were appointed sometime later in the year. The Council is now fully constituted and all sub-committees of Council have been established with clear terms of reference. Moreover, the Council Statute and Code of Conduct was adopted for all Council members.

It was with regret that the newly formed Council had to bid farewell to the former Principal, Mr L. Ngubelanga who has been transferred to Lovedale TVET College in the Eastern Cape by the DHET.

Thus far, the Council has established a good and effective professional working relationship with College management since the roles and responsibilities became clear to both parties. The Academic Branch reported improved quality of programme delivery with increased student certification and retention rates in most of the programmes that were on offer during 2014. Some programmes need targeted interventions for improved results. The quality of occupational programme delivery was also improved upon; whilst challenges persisted with payments from specific, SETAs were not made in the 2014 financial year.

The number of scheduled Council meetings of the 3<sup>rd</sup> term of 2014 were exceeded due to challenging demands of critical matters such as finance and labour relation's cases that necessitated Council's attention and intervention. The DHET/SAICA Council Induction Training took place in October 2014 and ninety nine percent of all Council members attended.

Council approved the College budget as well as strategic plans and reviewed the staff structures for 2015. A myriad of policies and processes are currently under review to ensure compliance with the latest development in the TVET sector.

To date, the Council focused on the following key strategic areas: A new revised five-year infrastructure development plan, the sourcing of private funding to supplement the NSFAS bursaries to include accommodation and transport costs and student work placement for experiential learning and workplace exposure.

I wish to thank the outgoing SRC of 2014 who played a vital and integral part in the College governance, management and student structures. My sincere appreciation to all our College business partners and civil society such as the local Municipalities, Petro SA, Department of Rural Development and Land Reform, Nelson Mandela Metropolitan University (George campus) and our newly formed international partner in the UK named Stockport College.

Lastly, I wish to express my heartfelt thanks to all Council members, Management and Staff and Students for their dedication and hard work displayed during 2014.

I thank you.

**Ms. N. Lichaba**



## COLLEGE COUNCIL CHAIRPERSON



# MESSAGE FROM THE ACTING PRINCIPAL

It is a profound honour for me to report on the 2014 academic year where South Cape TVET College achieved a number of outstanding achievements amidst a few challenges.

The **quality management** Department ensured that the College remain compliant with ISO 9001:2008 accreditation through their stringent quarterly internal quality assurance audits across all Branches of the college. The **internal audit and risk management** function of the College under leadership of our full time appointed internal auditor is taking place according to a 3 year audit plan. Risk based internal audits were conducted to minimize high risk areas for the various Branches of the College. Professional electronic risk templates are populated, reviewed and monitored on an ongoing basis and reported to the Audit and Risk sub-committee of Council and the Council Board.

The **Academic** Branch shows consistent improvement through the application of a variety of teaching and learning interventions that resulted in improved certification and retention rates in comparison with the 2013 examination results. The overall student examination results compares well with annual certification and retention targets of 2014 as per the DHET strategic plan. The student administration and management Department in conjunction with the various Campuses performed above 80% compliance during the 2014 DHET student registration and enrolment audit and verification process. The student support service Department provided outstanding service to our students via career and personal counselling, HEAIDs, SRC leadership training and support, NSFAS online registration and financial advice. The placement unit annually places a substantial number of students for workplace exposure for a minimum of five days according to the SACCI model. The College employer database and placement rate of students funded by the various SETAs and NSF on internships and apprenticeships are improving annually. The **Corporate Services Branch** ensured through constant planning and updated staff statistics and timeous submission of data to DHET that the College staff and records were ready to migrate to DHET on 1 April 2015 with minor challenges. The infrastructure and IT equipment improved through the addition of a new classroom block constructed at the Mossel Bay campus, installation of sixty interactive electronic white boards and a Mathematics Smart board. Various staff development programmes took place including professional development of staff through formal studies at various institutions of higher learning.

The various WCED, SETA and NSF funded projects under the auspices of the **Innovation and Development** Branch made a significant contribution to the financial health of the College with revenue of R64, 4 million, up from R48, 8 million in 2013. This Branch expanded their strategic partners during 2014 from the traditional existing partners such as the Department of Rural Development and Land Reform (DRDL), WCED, Extended Public works, Services SETA, National Skills Fund, INSETA to the likes of South African Oil and Gas Alliance (SAOGA), THETA SETA and Department of Economic Affairs and Tourism (DEDAT). The quality improvement measures for occupational delivery are compliant with SETA requirements and accreditation processes. The marketing and communication Department achieved the planned student enrolment targets for 2014. The aforementioned Department commenced with short-term changes to gear the College towards re-branding of the newly pronounced TVET from FET Colleges by DHET.

According to the audited **Annual Financial Statement (AFS) of 2014**, the financial position of the College improved and is illustrated by an increase in total net assets from R130, 9 million in 2013 to R131, 1 million in 2014. Furthermore, the cash and cash equivalents increased from R25, 8m to R27, 9 million over the same period. This is a clear indication

that the cost savings measures that management have implemented during the 2014 financial year are bearing fruit. The AFS 2014 were conducted based on GRAP. The College received an un-qualified audited annual financial statement for the 2014 financial year.

We remain steadfast in our vision to become a world class institution for TVET amidst some **key challenges** such as infrastructure needs to increase our provision of specialized programmes. The specialized programmes such as engineering and scarce skills training lead to Artisanal development. Hostel accommodation facilities are needed as well.

The need for additional land to construct new buildings to aid expansion of programmes and increased student numbers remain a challenge but we are in final negotiation with local Municipalities such as Bitou, Beaufort West and George to acquire land as a donation or for a nominal fee. The College experienced budgetary limitations, hence could not assist more students with accommodation and transport. The rural nature of our catchment area with vast distances between Campus towns and surrounding towns of the Southern Cape and Klein Karoo Region add to the challenge.

Cash flow challenges due to a variety of reasons were experienced during 2014. Nevertheless, with the support of all internal and external stakeholders, we mitigated these challenges by means of various cost-cutting measures and other activities that successfully contributed to the positive audited AFS 2014.

In conclusion, I wish to express my heartfelt gratitude to our newly elected College Council Board, Senior Management, Staff members, Students and our key strategic partners that supported the College by working tirelessly to ensure that it achieved most of its objectives during 2014. All your efforts, dedication and loyalty towards the College is noticed and highly appreciated.

Yours in quality provision of public TVET.

**Ms. T.E. Terblanche**

**ACTING PRINCIPAL**



# QUALITY MANAGEMENT

## **Introduction, Role, Function and Responsibilities**

The Department has a responsibility to ensure that the College is in compliance and with internal and DHET policies, procedures and processes, relevant regulations and the requirements of ISO 9001 standard. The strategic role of the Department is to ensure that excellence with regard to quality measures is achieved through the implementation and continuous review and improvement of the college Quality Management System (QMS).

The ISO 9001:2008 Quality Management system provides an integrated and defined set of requirements for a Quality Management System. These requirements have been adapted to suit the operating system of the College as a provider of Technical and Vocational, Education and Training (TVET) and related services.

The quality management underlying principles include: i) Focus on your customers, ii) Provide leadership, iii) Involve your people, iv) Use a process approach, v) Take a systems approach, vi) Encourage continual improvement, vii) Get the facts before you decide, viii) Work with your suppliers. The College practice is informed by these principles and thus the Quality Department adopts a systems approach to its internal audits, involving personnel at different levels.

The ISO 900:2008 Quality Management system provides an integrated and defined set of requirements for managing quality. These requirements have been adapted to suit the modus operandi of the College as a provider of Technical and Vocational, Education and Training and related services.

## **Milestones reached in 2014**

Due to the College's quality management system's level of maturity and developed policies, SAICA requested to use South Cape College's policies as a baseline for developing and standardising of TVET policies for DHET.



Audits were conducted with process owners/implementers in all six Campuses and at the Central Office based on the sample drawn from core and support processes.

Documents of external origin were better controlled and uploaded on the system compared to the previous year.

The majority of the records audited were available (control of records).

A Management Review Meeting was held in July 2014 where SMT reviewed the College's QMS suitability, adequacy and effectiveness for improvement.

The SABS external audit conducted in November 2014 identified nine minor non-conformances, which were corrected timeously.





Each Branch reviews its policies to ensure relevance and alignment with relevant regulations. This is an ongoing process and is gaining momentum in spite of the constant changes in overarching DHET policies.

The Audit Committee (AC) was established later in the year after the full constitution of Council, thus only one successful AC meeting was convened. The Audit Committee has an oversight role on compliance matters and is constituted with a majority of external Council members.

## **Key Challenges experienced in 2014**

The policy changes are inevitable as the TVET sector is in a transitional period. However, ongoing and rapid changes pose serious challenges to staff in keeping up with the pace of changes in practice. As such, corrective actions to be made on or before the agreed dates continues to be a challenge.

## **Goals set for 2015**

-  Continue to introduce and embed necessary improvement standards – including ensuring continual policy reviews, establishing and implementing procedures to ensure certainty of acceptable practices, and clarifying and / or re-defining roles and responsibilities to promote accountability.
-  Building synergy between quality management compliance and risk management in order to align reporting to the Audit and Risk Management Committee.
-  Establish a cross-functional team that meets and determines which of the problems should be addressed with resources of the College per priority.
-  To publicise best practices and reward practices that provide savings, and add to the efficiencies of the College.

## **Conclusion**

The Quality Department continues to promote an environment in which internal controls and continual improvement thrives. The College Management System did attain an acceptable maturity, which can be attributed to high awareness of processes. However, practice and execution in the context of sound control environment is no yet embedded in the fibre of the college.

**Ms. N Matroos**

**ASSISTANT DIRECTOR QUALITY MANAGEMENT**



# INTERNAL AUDIT

## **Introduction, role, functions and responsibilities**






The College Council, Principal, and SMT are ultimately responsible for overseeing the establishment of effective systems of internal control in order to provide reasonable assurance that the College's financial and non-financial objectives are achieved. Executing this responsibility includes the establishment of an Internal Audit function.





Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the College's operations.

It helps the College accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management and control to management.

Audits were conducted during 2014 on high risks areas as indicated in the risk registers. The purpose of this exercise was to identify new risks and to implement controls to mitigate these risks as far as possible in order to achieve the objectives of South Cape TVET College. All the risks in the risk register are aligned to the strategic goals of South Cape TVET College and processes and policies on the QMS. Risk management is a compliance matter in the PFMA Section 38 (1) (a) (i) and states that: "The accounting officer has and maintains effective, efficient and transparent systems of financial risk management and internal control."

## **Milestones reached in 2014**

-  Formulated monitoring template for management report 2013;
-  Investigation and recommendations on cellular phone overspending;
-  Mapping of 2013 financial statements;
-  Clean audit report;
-  Actively participated in various committees and meetings.



-  Audited procurement, contract management, supply chain, bookkeeping and reconciliation of creditors, expenses and payments;
-  Updated policies for the Internal Audit function on the QMS;
-  Audited College funded bursaries for transport and accommodation;
-  Compiled the strategic and operational plan for the Department.

## **Key Challenges Experienced in 2014**

Staff finding it difficult to take corrective and preventive action per agreed upon timeframes. Also, do follow up to the audits.

Due to the shortage of staff in the Internal Audit Department, audits are time consuming and the reports take time to finalize.

## **Goals set for 2015**

-  Implement audits according to our risk based Internal Audit plan.
-  In spite of being under-resourced, to provide quality Audits that would benefit the College in decision-making.

## **Conclusion**

A key thrust is that all the Departments handle their risk registers as a living document and keep it updated so that audits may target critical risk areas first. With the shortage of staff in the Department, the outsourcing of certain tasks is on the cards. The outsourced companies will work with the Internal Auditor for more effectiveness.

This Department is appreciative of every individual staff member for the positive attitude towards the audit responsibilities and for the contribution to the establishment of our Risk Management Process.

**Ms. C Immink**

**ASSISTANT DIRECTOR INTERNAL AUDIT**





# ACADEMIC

## Introduction, Role, Functions and Responsibilities

The Academic Branch consists of three Departments:

**Teaching and Learning**  
**Student Support Services**  
**Student Administration**

The strategic objective of the Teaching and Learning Department is to implement relevant, quality and accredited programmes through different modes of delivery, which address the needs of all stakeholders. Continuous improvement of the following key strategic areas took place during the 2014 academic year:

- The provision of high quality academic programmes as determined by the niche areas and demand in the market;
- Determining and monitoring the programme qualification mix for Vocational and Report 191 programmes; and
- Increased establishment of academic partnerships with Higher Education Institutions e.g. Nelson Mandela Metropolitan University (NMMU) and an international partnership with Blackburn College, Stockport in the United Kingdom and Lycee le Castel in France










The strategic objective of the Student Support Services division is to offer relevant and holistic support services of world-class quality. Quality interventions should enable students to meet learning challenges and maximise their potential in answer to labour needs. The strategic, key priority areas are personal support, academic support, selection and course appropriate placement, career and vocational support, the election of a Student Representative Council (SRC) along with their continued mentoring and development, leadership training and financial support. Students also enjoy sport and cultural events on Campus. The aforementioned being aimed at increasing student retention in classes.

In the Student Administration section, the Team strives to fulfil the role of ensuring an efficient and standardized student administration system. The aim is to manage, support and administer the full scope of all vocational and occupational programme delivery. Accurate statistical reporting to internal and external stakeholders forms part of daily operations. Core functions include the monitoring of enrolment processes, examinations and student








results at all exit levels.


## Milestones reached in 2014

-  Teaching and Learning improvements;
-  Good NCV November examination results, which include the following statistics:
  - A total of 25 students achieved A-aggregate symbols.
  - A total of 568 individual subject distinctions were achieved.
  - The college certification rate based on the number of students who wrote 7/7 subjects are L2: 48.98 %, L3: 57.43% and L4 59.44 %.
  - The overall certification rate (L2-L4) = 53.42%. This is a decrease of 3.06 % on the 2013 overall certification rate.
  - The overall retention rate is 71.83%. This is an increase of 8.37% in comparison with the 2013 results.
-  Good Report 191 N1-N3 Natural Science (Engineering) results, which include the following statistics:
  - A total of 2 students achieved A-aggregate symbols.
  - Retention rate on enrolment: 88.94%. This is an increase of 4.17% from 2013.
  - Certification rate on number of students written: 46.75 %. This is an increase of 15.26% in comparison with the 2013 results.
-  Good Report 191 N4-N6 General Studies (Business and Utility) results, which include the following statistics:
  - A total of 47 students achieved A-aggregate symbols.
  - Retention rate on enrolment: 91.54%.
  - Certification rate on number of students written: 58.59%.
-  Improved quality assurance, academic standards, assessment and moderation processes;
-  Excellent feedback report from Umalusi regarding the ISAT and ICASS moderation of Safety in Society, Tourism, Human Resource Management, Educare and Hospitality;
-  Obtained signed partnership agreements with NMMU and Stockport College; Lycee le Castel in France
-  Installed Interactive Electronic White Boards (X60) across all Campuses;
-  Installation of Hospitality Demonstration Equipment for Practical Tasks.




## Student Support Services:

-  A successful orientation programme was conducted across all the Campuses;
-  The Job Placement unit has been actively involved in the placement of students in permanent employment, work place based experience and internships;
-  An employer database was successfully built, including industry partners and prospective employers and this database continues to expand aggressively;
-  Continuous curriculum-based extra classes were regularly conducted by lecturing staff ensuring an integrated academic support approach;
-  The College was selected to be one of only five colleges in South Africa to pilot the new DHET, TVET

Colleges NSFAS Bursary scheme and the process continues to improve as we move towards a new, updated bursary application system.

-  The SRC received intense training at their annual camp in February, as well as throughout the year where they gained knowledge about the FET White Paper and the SRC constitution.

### **Student Administration:**

-  Standardized enrolment processes introduced at Campus level in order to ensure DHET compliance and external audit requirements.
-  Internal student administration audits conducted in order to ensure quality assurance of all student related documentation.
-  The uploading of student information and competencies on the SETA system improved the receipt of students' certificates for occupational programmes offered.

### **Key Challenge Experienced in 2014**

- Absenteeism and poor class attendance of NCV level 2- L4 students.

The year 2014 was inundated with many challenges but also created opportunities for growth and the strengthening of processes.

### **Goals set for 2015**

#### **Teaching and Learning**

- Increase average certification rate of all programmes (NCV and Report191) by 5%;
- Increase average student retention of NCV Level 2-4 programmes by 10 %;
- Increase NCV, L2-4 student class attendance rate by 20 %;
- Improved lecturer support;
- Enhance teaching and learning via ICT infrastructure in theory classrooms;
- Improved monitoring of academic improvement plan for 2015; and
- Implementation and monitoring of the impact of the Interactive Electronic White Boards and Mathematics SMART Board.

#### **Student Support Services**

- Focus strongly on daily student attendance, both per class and per day. The prevention of student dropouts through regular contact with them and their parents; monthly attendance reporting on all students.

- Increased number of student work placements.
- Improved Student Support services e.g. personal support, counselling, Financial Aid, Career Guidance, etc.

### **Student Administration**

- To maintain the Integrated Tertiary System (ITS) (management information system - (MIS)) and to ensure the accuracy of all data;
- Build staff capacity both centrally and at Campus level;
- To manage SETA programmes and upload students onto the SETA databases; and
- To ensure uniformity and standardized procedures with special reference to student registration(s) and the Management thereof.

### **Conclusion**

The dedication of the Academic Team and the passion with which they execute their work on a daily basis remains an inspiration and example for all to emulate. A famous writer once said: “We will either find a way – or make one”. This quote epitomizes this team of people as they always place the best interests of the student first. The Academic Branch expresses its heartfelt thanks to every individual staff member who has consistently contributed wholeheartedly to the success and further development of the individual and the unit as a whole.

**Ms. T. Boshoff**

**ACTING DEPUTY PRINCIPAL ACADEMIC DEPARTMENT**



# INNOVATION AND DEVELOPMENT

## Introduction: Roles, functions and responsibilities






The Innovation and Development (I&D) Branch consists of three main Departments:

**Marketing and Communication,**

**New Business,**

and Programmes' Implementation.

The main strategic objectives and key performance areas of the Branch being:

-  The introduction of new business and the subsequent implementation of quality, accredited and relevant occupationally directed Education and Training interventions;
-  Increased brand awareness (for recruitment) and relationship building through enhanced **communication** strategies both internally and externally;
-  Increased **student recruitment** efforts to achieve projected student numbers;
-  The administering and reporting on the findings of the **Customer Satisfaction Survey**;
-  The successful hosting of both internal and external **events and functions**.

## Marketing and Communication

**Marketing Material** such as flyers, brochures, etc. are strategically distributed on an ongoing basis.

**Media employment:** Different kinds of media are employed via print media, audio and visual means for both editorial and advertising coverage as applicable.

**TVET Times – A DHET Publication:** Achieved a drastic change in publication of the College's newsworthy articles from a situation of one or two articles to all of the articles submitted.

## Relationship building to enhance the College brand

### **External Stakeholder Relations and Community liaison:**

Successful collaboration with various organizations and individuals within the College's catchment area (CDW's, Peer Educators, Museum Society, Cultural Societies and School Boards).

Hosting of Principals/Stakeholders Breakfast meeting in conjunction with Roadshows throughout all Campus vicinities.

### **Student Recruitment**

**Student Recruitment Campaigns:** All possible marketing means - such as but not limited to door-to-door campaigns, Community meetings, erection of poster boards on Municipality Street Poles - were used to encourage student recruitment.

### **Events and Functions**

The usual College events were successfully arranged. Participated in the Decade of the Artisan joint event of WP Colleges (DHET inspired), and the subsequent hosting of a successful Open Week at Campuses.

### **Compliance**

**External Audit findings:** Achieved 100% compliance as regards QA audited processes of the M&C Department.

## **Milestones reached in 2014**

New Business and Programmes' Implementation

### **The Youth Focus Programme of the WCED**

The Youth Focus project, an innovative project funded by the WCED, is on track to career path (in the occupational pathway) Learners from Grade 9 and 10 who have failed multiple times. Learners have progressed to the extent that in 2015 two level 2 programmes are set to roll out with five groups of Level 1 Learners already recruited.

### **DRDLR: Department of Rural Development and Land Reform:**

The partnership that was established with the Department of Rural Development has grown and apart from the occupational delivery on the cards, the College has entered into an agreement with the Department to lease the Beaufort West Hub.

The Hub comprises ultra-modern facilities including a large swimming pool, gym and training centre. The College will lease the training centre and the DRDLR will provide 200 Learners per annum for the next three years. The Learners will engage in a medley of appropriate and responsive occupationally directed courses that might include engineering, business administration, tourism and others per demand.

### **Extended Public Works, WCED and Social Services:**

A total of 1622 learners were enrolled for the Early Childhood Development programme, many of whom will complete at the end of 2014. These participants are also placed with various crèches to gain experiential learning and upon completion, and being found competent, will receive their official certificates from the ETDP SETA.

### **Services SETA:**

The following training occurred in 2014:

Gardening services (25 learners for Bredasdorp and 20 learners for Plettenburg Bay). Cleaning Services (25 learners for Bredasdorp and 20 learners for Plettenburg Bay).

### **National Skills Fund:**

The implementation of various full time (NCV, N1-N3 and N4-N6), Learnership and Skills programmes is ongoing. Three hundred and thirty one (331) learners completed both NCV and various Report 191 ("N") courses.

The number of N4-N6 learners placed in businesses is 28.

### **INSETA:**

A group of 20 employed participants underwent training in Wealth Management NQF Level 5 with the primary purpose of delivering better quality service to their respective clients.

### **INDUSTRY, COMMERCE and COMMUNITIES:**



South Cape College has commenced training for the Department of Transport in the George Mobility Strategy ('Go George" bus service) for the George municipal area.

The College is an active participant in the Provincial Artisan Development Steering Committee and is set to make a meaningful contribution in the training and placement of Artisans. To date a number of apprentices were placed in Industry and received a stipend of R5500 per month.

A DEDAT, THETA and SAOGA Partnership for Artisan Development proposal was engaged in with a possible roll-out in 2015.

The above illustrates excellent Branch performance perhaps on par with many top performing acknowledged corporates!








### **Key Challenges Experienced in 2014**

-  The dire need for infrastructure for the delivery of Occupationally Directed Courses, with particular reference to Engineering Related courses.
-  The need for a core key staffing structure to ensure that the positive trajectory of the Branch is maintained and surpassed going forward.



## Goals set for 2015

Improve on the aforementioned milestones;

-  Successful re-branding of the College from acronym FET to TVET.
-  Setting, monitoring and achieving timely, attainable and sustainable student numbers as per the annual PQM.
-  Cementing and maintaining favourable good working relationships with Local Government and Municipality Departments, youth leadership and local communities.
-  Encouraging support of staff and students through much improved internal communication to create good inter-working and publicity of the College.
-  Continue to source new demand-led business and expand the service delivery of the Branch and College with a focus on quality, access and redress for Staff and Learners;
-  Brand the College as a DHET preferred provider within the catchment area and Province;
-  Lease the ultra-modern Beaufort West Hub's Training Centre for innovative occupational training programmes in partnership with the DRDLR.

## Conclusion

The Branch: Innovation and Development, as a key role-player in acquiring new business, student recruitment, events management and accredited occupational service delivery, still remains committed and confident to play a vital role in achieving the respective DHET aligned goals.

**Dr. R Maharaj**

**DEPUTY PRINCIPAL: INNOVATION & DEVELOPMENT BRANCH**



# CORPORATE SERVICES













## **Introduction: Roles, functions and responsibilities**

The Corporate Service's Branch is made up of the following Departments: Human Capital, Vehicle Fleet Management, Physical facilities and Occupational Health & Safety, Asset Management and Disposal as well as Information Communication and Technology. The various Departments of the Branch are interdependent and rely on supporting each other to function seamlessly for the College.

## **Human Capital**

Various critical posts had to be filled through the College recruitment and selection processes. Significant progress was made with the planning and submissions of DHET migration statistics.

The following training interventions took place in 2014:

-  Organizational Design;
-  Leave and absence Management;
-  First Aid Level 1 training;
-  Mathematics and Mathematical Literacy Training.
-  Recruitment & Selection
-  Certiport IC3
-  Recruitment & Selection
-  Educational Teaching Tools
-  Mathematics & Mathematical Literacy Training ( Stellenbosch University)
-  Evaluation Of Qualifications
-  Automotive Repair and Maintenance
-  Teaching, Learning & Internal assessments Quality Improvement (Electrical Infrastructure Construction L2 – L4)

- FO  
ET Teaching, Learning & Internal Assessments Quality Improvement ( Engineering & Related Design L2 – L4)
- FO  
ET Integrated Quality Management
- FO  
ET Math & Math Lit, mentoring

### **Information, Communication and Technology**

- FO  
ET Implementation of the tag system (vehicle tracking) for monitoring purposes and to reduce road offences and violations.
- FO  
ET Install (x60) electronic interactive whiteboards

### **Fleet Management, Logistics, Facilities and Occupational Health and Safety**

- FO  
ET Student Transportation operated smoothly in spite of some challenges.
- FO  
ET Continuous improvement and enforcement of vehicle use regulation, Traffic regulations and adherence to trip authorizations and routes;
- FO  
ET Management of the vehicle booking system that is efficient and effective;
- FO  
ET Staff transportation is closely monitored to ensure effective and efficient delivery of services to the College and the surrounding communities.

### **Physical Facilities**

- FO  
ET All our buildings are maintained regularly i.e. Bitou, Mossel Bay, Oudtshoorn, Beaufort West, George, Hessequa, Central Office and Forster's Manor.
- FO  
ET The College has engaged with Bitou and George Municipalities on the acquisition of land and the College and aforementioned Municipalities have signed MOUs. The transfer of the land to the College from the two Municipalities is anticipated to be completed by June 2015.
- FO  
ET Re-introduction of the electronic Asset register that reflects all the assets of the College and inventory list of items in the College premises;
- FO  
ET Finalisation of an Integrated Infrastructure Development Plan for the entire College.

### **Occupational Health & Safety**

- FO  
ET This has been an area that needs more of our efforts to ensure that in all our Campuses we are fully compliant.
- FO  
ET The access control measures need thorough improvement across the College.
- FO  
ET The College have a first Aid kit that will be accessible to all College employees that need medical attention.
- FO  
ET Health & Safety Officers were appointed at each site.

## Milestones reached in 2014





- ☐ Provided solid leadership and the required information in the migration process to DHET.
- ☐ Conducted information session across the College and offered relevant information regarding DHET Migration
- ☐ Continuous review of the HR related Policies in line with recent trends and the Bargaining Council Resolution.
- ☐ Corporate Services Strategic Planning that was people-centred and focused on solutions to challenges that the College encounters.
- ☐ Implemented Collective Agreements issued by DHET.

## Key Challenges Experienced in 2014

- ☐ Lack of adequate funds for maintenance and upgrade of facilities and ICT Infrastructure;
- ☐ Acting positions to be filled by permanent staff;
- ☐ Restructuring of the Corporate Services Branch.

## Goals set for 2015

- ☐ Develop, implement and monitor a new Vehicle, Facilities and Leave Management Administrative System;
- ☐ Stringent measures to be introduced to transport management and administration for effective service delivery;
- ☐ Development of a comprehensive, practical Employment Equity Plan with attainable targets as required;
- ☐ Recruitment of suitably qualified personnel;
- ☐ Effective management of Labour Relations matters within timeline;
- ☐ Implementation of the Collective Agreements to their entirety;
- ☐ Effective Training and Development as per the needs of our workforce;
- ☐ Adherence to the Quality Management System of the College and promote the Vision, Mission and Values of the College at all times.
- ☐ Staff wellness as one of the focus areas
- ☐ Performance Management System to be enhanced and exit interviews to be conducted to minimize staff attrition.
- ☐ Drastic reduction of absenteeism through effective and sound HR Administration.
- ☐ Upgrading of at least three of the four computer labs as part of the College's four year plan
- ☐ Installation of all the ITS printing over the Wide Area Networks.

-  Step closer to the ideal classroom concept as a reality rather than a dream.
-  Have an off-site back-up arrangement for the Central office server, as it the main core of South Cape College.
-  Campuses to be compliant in as far as Occupational Health & Safety imperatives are concerned.
-  The College is in a process of conducting a workshop on Health and Safety measures in the Workplace.

## Conclusion

The attainment of targets set and the success of the Branch will only come through working together to meet the requirements. Corporate Service remains ready to render support to other Branches and Departments towards successfully achieving our core business of Teaching and Learning. My sincere gratitude goes to all staff for their dedication and co-operation.

**Mr LD Majola**

**ACTING PRINCIPAL CORPORATE SERVICES BRANCH**



# FINANCIAL ADMINISTRATION AND MANAGEMENT

## Introduction, Role, Functions and Responsibilities

The primary objective of the Financial Administration and Management function is to establish effective and efficient procedures, systems and controls aligned to the Public Finance Management Act (PFMA), Technical and Vocational Education and Training (TVET) Act and Generally Recognized Accounting Practice (GRAP). Such procedures, systems and controls are designed to identify, manage and mitigate potential financial risks to the College by preventing fraud, safeguarding assets and ensuring that the College meets its financial obligations and addresses the needs of all stakeholders. The College uses the Integrated Tertiary System (ITS) to record all financial transactions that are included in the compilation of monthly, quarterly and annual reports.

Continuous improvement of the following key strategic areas took place during the 2014 financial year:

- On-time delivery of teaching and learning materials;
- Allocating bursaries within seven (7) days as per the guideline;
- Sending out debtor accounts monthly;
- Processing payments as per prescribed guidelines.

## Milestones reached in 2014

- Unqualified audit for the year 2014;
- The College ended the year financially sound;
- Project Gqwesa that was structured in 2013 for improvement on 2012 audit report excelled with evidence of an improved audit report in 2014.



## Key Challenges Experienced in 2014

- The teething challenges of being part of NSFAS Pilot project;
- Staff deviating from SCM processes;
- Compiling GRAP compliant financial statements.

## Goals set for 2015

- Maintain an unqualified audit;
- Regularly maintain our GRAP compliant asset register;
- Ensure regular training of finance staff;
- Staff awareness workshops to improve SCM compliance;
- Improve contract management with suppliers;
- To implement cost saving measures as well as to permanently cut on unnecessary expenses;
- Deliver an improved service to our client/ customers e.g. Students.

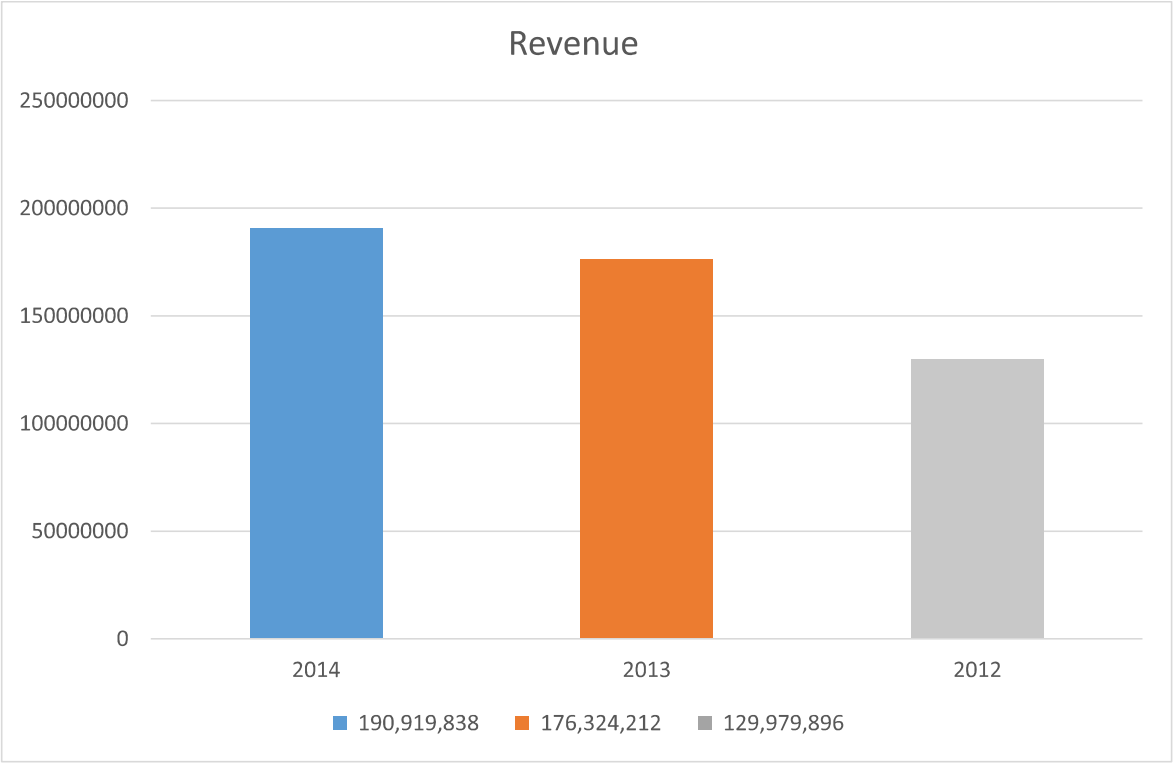
## FINANCIAL ANALYSIS 2014

The **total income of the College** amounted to **R190.9m**, (2013: R176.3m), an increase of 8.3% over 2013, in the form of tuition fees, revenue from the College Business unit (Innovation & Development) and Government funding. The Government funding amounted to **R 72.7m**.

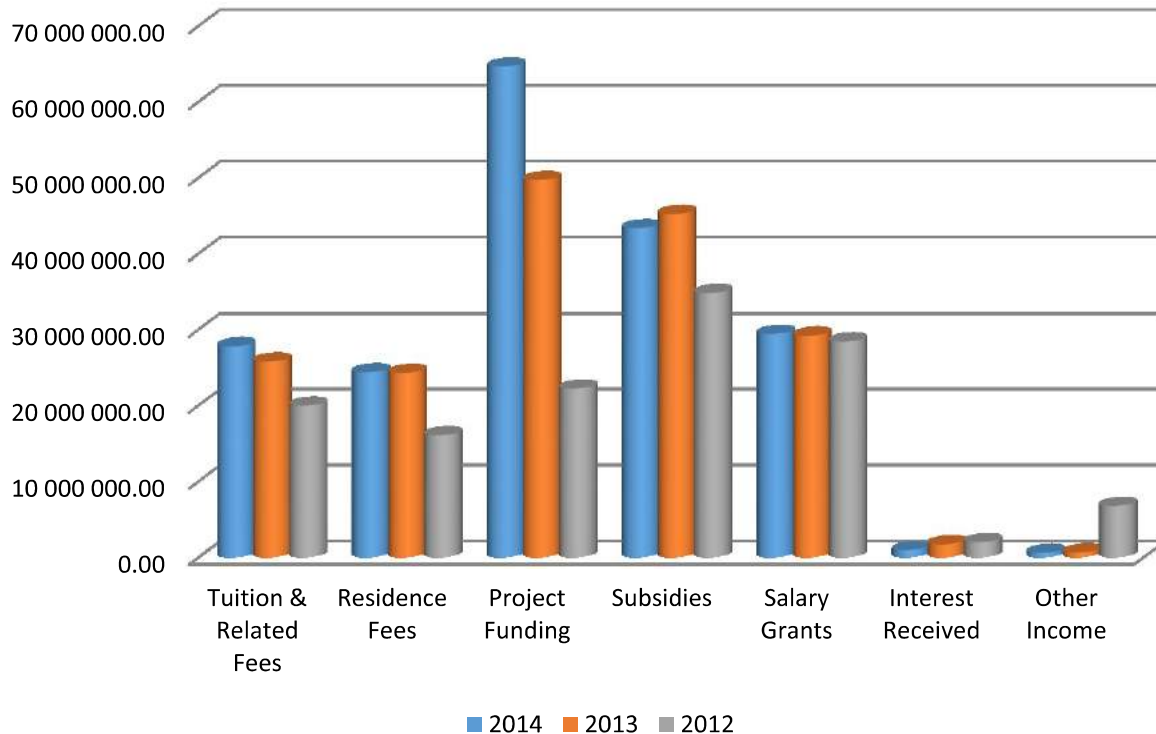
There was an increase of 5% in the **2014 NSFAS** allocation but the College still had a shortfall on the amount required to fund the targeted number of students who qualify for state bursaries.

The **cash and cash equivalents** increased by R2.1m as compared to 2013, reflecting the impact of the cost saving measures implemented by management during 2014.

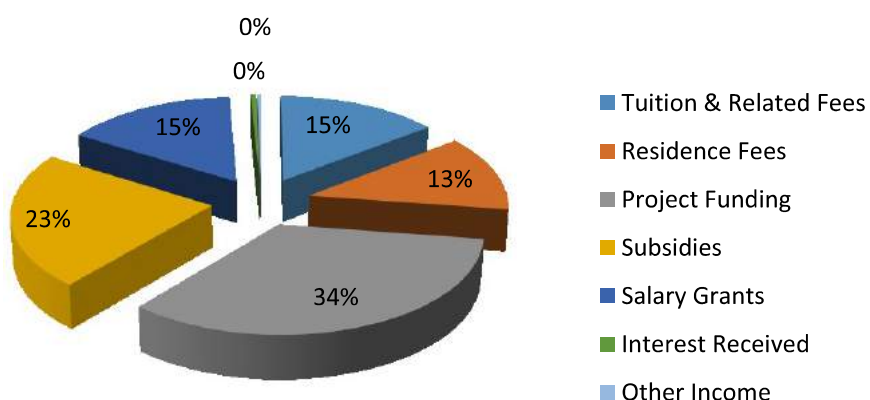
**The Innovation and Development Branch** forms an important source of revenue, having exponentially increased its revenue since 2008. During 2014 it contributed R10.5m (2013: R12.7m) to the reserves of the College. Most of these projects are NSF and SETA related reflected by the NSF / SETA project revenue of R64.5m (2013: R48.8m).



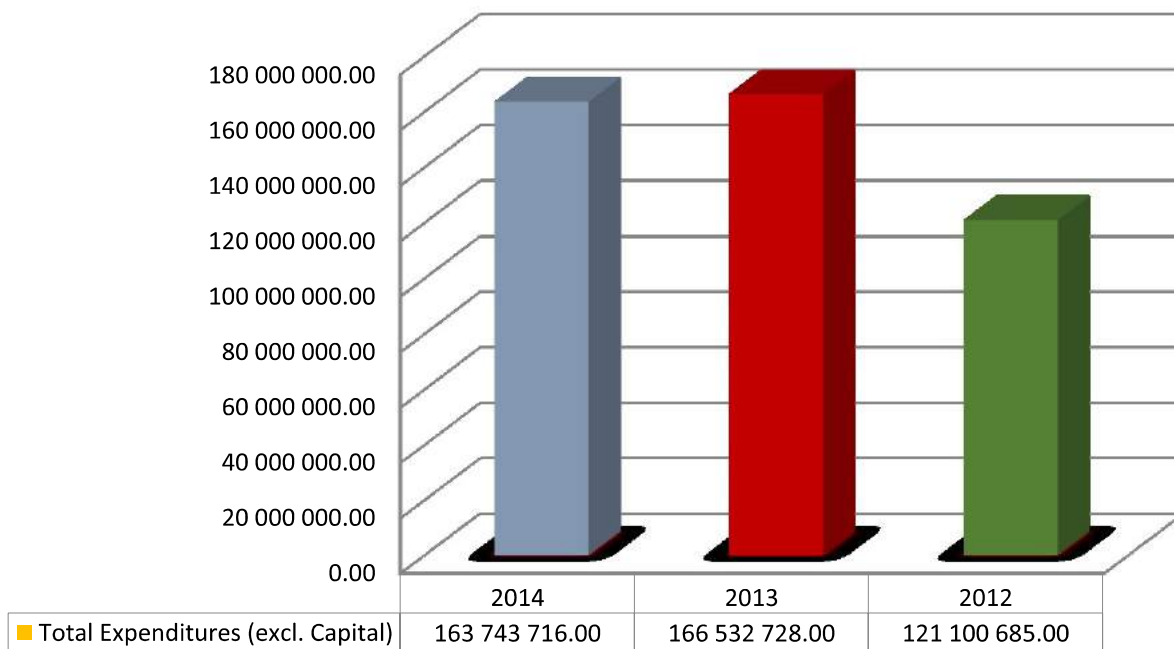
## Major Income Drivers - Comparative Years



## Major Income Drivers - 2014

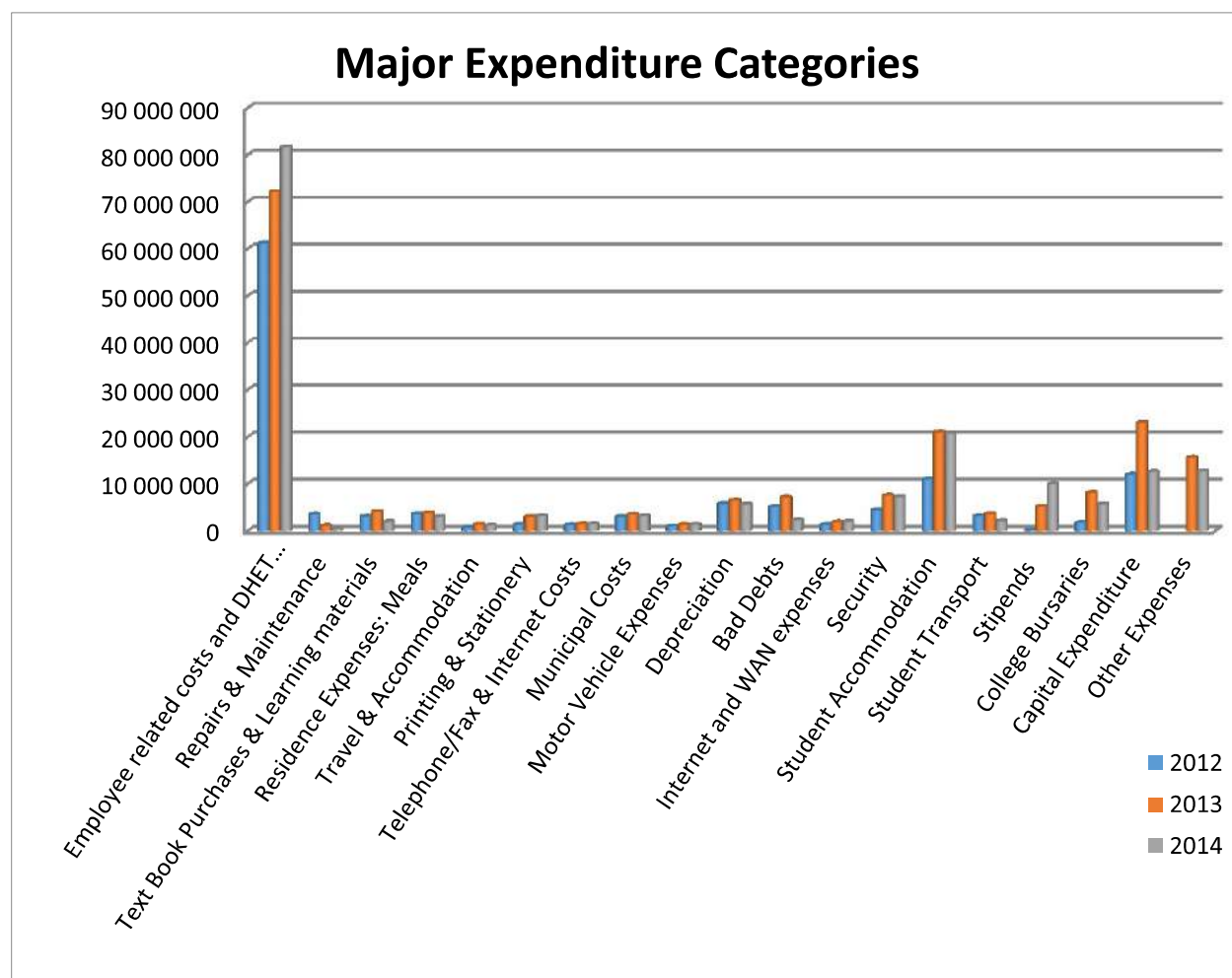


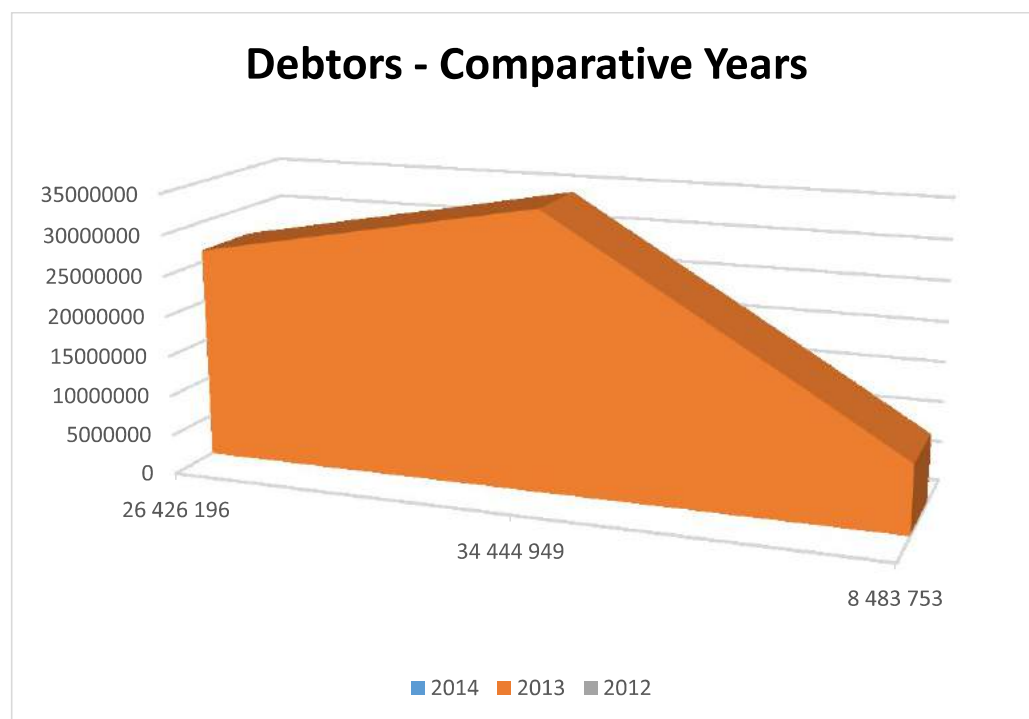
## Total Annual Expenditures



The total expenditure of the College amounted to **R163.7m (2013: R166.5m)**.

Expenditure decreased by 1.7%, mainly due to cash flow challenges faced by the College and cost saving measures implemented by management as suggested by National Government.





Although receivables have decreased as a number of students received bursaries from the NSF, NSFAS and the College to the amount of **R 52.7m**, improving the debt collection process remains a high priority.

## Conclusion

I wish to thank all Finance staff, the Senior Management Team as well as the other College colleagues without whose contribution it would not have been possible to end the year on such a high note.

**Thank you/ Dankie/ Siyabonga/ Enkosi!**

**Ms. C. Robertson**

**ACTING CFO**



# HIGHLIGHTS OF 2014

THE COLLEGE's TOURISM DEPARTMENT RECEIVED AN ACCOLADE for their outstanding achievements as a result they will form part of the "National examination's setting Team" within the National Certificate Vocational NQF Level 2 to Level 4.

**THE BURGUNDY CHEF SKILLS PROGRAMME** is the exchange agreement by the Western Cape Government and the Regional Council of Burgundy, France, finalized in February 2014. The agreement was fuelled by the need to expose South African lecturers - in Hospitality Studies, specifically **Food Preparation** - to education provided in this field in France. South Cape TVET College joined the programme along with West Coast and Boland TVET Colleges.



(From left to right) Mr Ryno Bredenkamp (South Cape College), Mr Fabrice Ricord, Mr Franck Beherac, Ms Veronique Dufour, Mr Serge Demolliere & Ms Natalie Bernardin (France).

## SUPPORT TOWARDS THE NATIONAL AND PROVINCIAL BLOOD DONATION INITIATIVES

College students at various Campuses once again showed their compassion for meritorious causes when they donated blood recently. **Donating blood** however is always a challenge; the initial fear of needles is often replaced by the resolve to contribute to this worthy intervention. Awareness of the blood shortage and cultivating commitment towards alleviating this problem, are the primary aims of the donation event at the College. The College is proud to be associated with such an event and wishes to expand it to all its other Sites and Campuses.

## WORKING WORLD ISSUES ARE PORTRAYED

**Real working world issues are portrayed** through students being taught and exposed to health related issues, social responsibility and exploring the job market. Experts from various sectors are invited to share their knowledge and expertise of the world of work. Exit Level students (NCV Level 4 and N6) are subsequently taken to visit industry on excursion from time to time.



**Mossel Bay  
Campus visit to  
PetroSA  
accompanied by  
a Campus  
lecturer, Mr  
Lewis Nzira.**



**Excursions by  
Riversdale  
Campus  
Electrical  
Engineering N1  
students.**

## **OCCUPATIONAL PROGRAMMES**

SETA and other funded project rollouts took place in 2014 viz. **Assistant Chef, Youth Focus Programme, New Venture Creation** etc. This is another poverty alleviation initiative facilitated by the College to the youth and adults within the catchment areas. To boot, the College's financial standing is boosted because of the efficient, effective, ecological and economical use of the funds and the generation of operating income.

Moreover, the **socio-economic impact** of the aforementioned Occupational Programme delivery is substantial: Approximately 3000 Learners were provided with stipends averaging R1500 per month thereby providing the College's catchment area population with a R4.5 million boost per **month**.



**Assistant Chef Skills Facilitator Mr Norman Hlophe with some of the students in Oudtshoorn.**



***New Venture Creation Facilitator Ms. Raldia Jeneker with students during the Heritage Week in Thembaletu Township in George.***





### Narysec Project in George

#### WEALTH MANAGEMENT SKILLS OFFERED

Twenty- four students, most of whom are **Financial Advisors**, participated in a one-year Learner-ship Programme, funded by the Insurance SETA. This edifying occupationally related course provides a balanced learning experience and an opportunity for students to apply their skills in relation to the workplace. Hannatjie Campher with a final mark of 92% won the top achiever award in the Western Cape during the certificate ceremony held at the Belmont Conference Centre in Rondebosch on 15 October 2014. The proud facilitator in the striped purple tie (see picture below) is the facilitator Dr. Gerrit Mallinson. Well done to all concerned.

Front row sitting from left to right) Ms. Hannatjie Campher, Top Achiever; facilitator Dr. Gerrit Mallinson, Wealth Management Facilitator; Ms. Tumi Peele - from INSETA, funder of training programme and Mr Hennie Cronje, South Cape TVET College New Business Manager



## THE DECADE OF THE ARTISANS UNVEILING



South Cape TVET College's representatives during the unveiling of the Decade of the Artisans held at College of Cape Town were the Ex-College Principal Mr Luvuyo Ngubelanga and Mr Hennie Cronje the New Business Manager.

## MULTIFACET BUZZ CREATED BY OPEN WEEK

"Assessing the students intellectual capacity within the Numerical and Literacy skills", "Career related choices", "planting seeds with the purpose of donating to charities", "social responsibility and cultural diversity" were the themes of the Open Week in August 2014 (See some Open Week Pictures below).

**Students receiving instruction on how to drill during Open day at Oudtshoorn Campus.**





**Learners from George and Mossel Bay Schools visiting George and Mossel Bay Campuses respectively during the TVET Colleges Open Week.**

#### **BRIDGING THE GAP OF UNEMPLOYMENT THROUGH JOB PLACEMENT**

To date many students within the exit levels of NCV Level 4 or Post-Matric, N6 are initial placed for intention with many gaining permanent positions.



**From Left to Right: Mr Riaan Malan (Student: Tourism N6), Ms. Nel (Mayoress: Hessequa Municipality), Mr Chris Onrust (Manager: Community Services & Housing).**





Back row, from Left to Right: Mr Dewald de Waal (Redi-Pac), Mr Selwyn Kiewiet (South Cape College: Job Placement Officer. Ms. Sisanda Gomo, Ms. Liz-Marie Bester, Ms. Judy Marais and Mr Raymond Smallberger.

Front Row Ms. Rosie Wentzel (Redi-Pac).

### SOUTH CAPE COLLEGE'S STUDENTS AS AMBASSADORS IN THE UNIVERSITY SECTOR

Nine students that **articulated** from South Cape TVET College to complete the Diploma Management at the NMMU George Campus passed all their modules with excellent marks. As a direct result of this success, NMMU intends to increase the number of students that they can accommodate in the programme in 2015.

### EX-STUDENT LIFTING THE COLLEGE'S FLAG HIGH NATIONALLY

Ms. Phindiwe Raga (see left) scooped the Western Cape title of "Excellence in Grade R Teacher" category in the National Teaching Awards. The prestigious event took place late last year in Cape Town. Despite the adversity of her physical condition, having been chronically diagnosed with polio, Ms. Raga is making her dreams a reality. She obtained her Early Childhood Development (ECD) Diploma from South Cape TVET College In 2010.

### The elated Ms. Phindiwe Raga



## CHANGE IN GOVERNANCE AND MANAGEMENT OF THE COLLEGE



College Welcomes its Acting Principal (picture above) and bid Farewell to the Ex-Principal respectively.



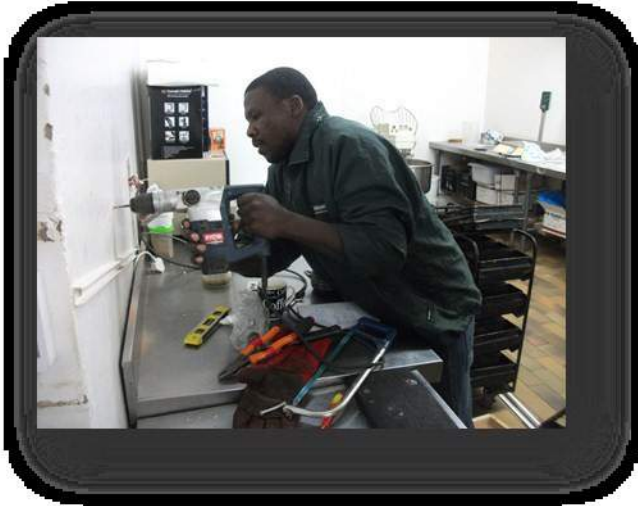
## NSF 2013 APPRENTICESHIP: JUNE 2013

South Cape TVET College's students at the respective companies where they are doing their practical experiential learning that is required for completing the TRADE TEST in APPRENTICE disciplines viz. ELECTRICAL, WELDING and BOILER-MAKING /FABRICATION. This will enable students to gain the relevant work experience that contributes to their future employability.

The purpose of this Apprenticeship is to address the skills shortage(s) in our country. After successfully completing all the institutional practical modules for 9 months at the College and 18 months experiential learning at a company, the student will be legible to undergo a relevant trade test.



**Ralton Alfredo Abrahams and Nelisa Sepuka with Trade link Textiles Manager, George.**



**Wanda Mgoqi from ILI Electrical and Hans Jacobs De Villiers from Hans Electrical, Mossel Bay.**



**Daniel Van Tonder and Phindiwe Vivian Qoba from Denron, Plettenberg Bay.**



Nthabiseng Mirriam Mapono from SERVILITE Engineering and Luvuyo Sontshebe from Vans Electrical, Mossel Bay.