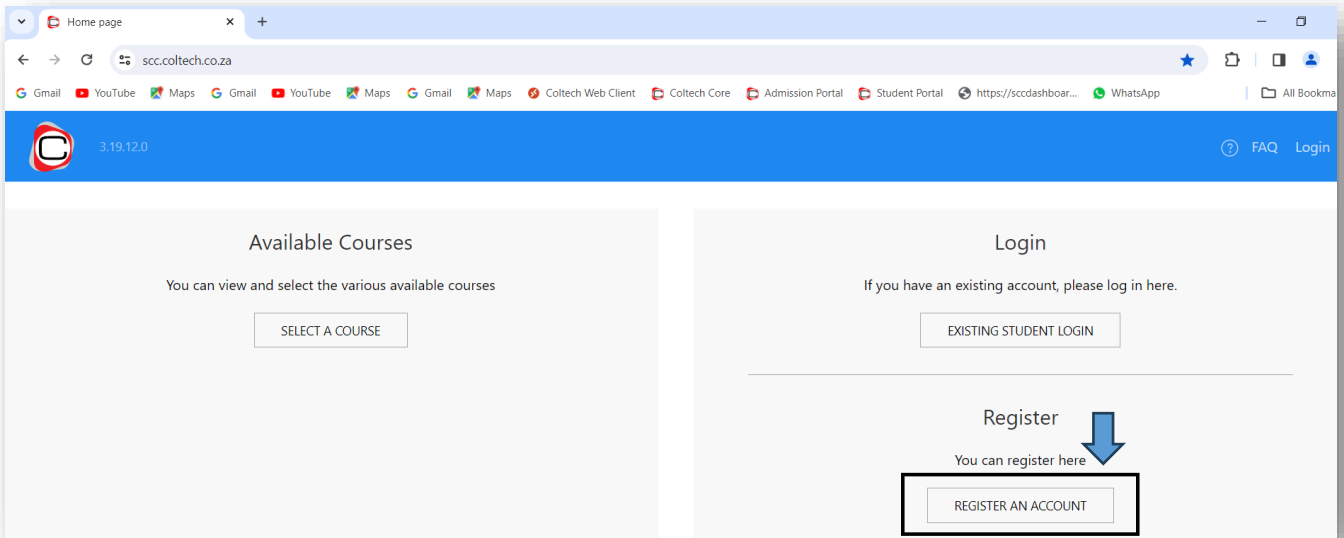


# STUDENT GUIDE – HOW TO APPLY

1. Applicant to log onto the College Website (<https://sccollege.co.za/>). Click on 'Coltech Student Portal'.
2. Applicant to register a new account:



3. Applicant to accept the Terms and Conditions:

Terms and Condition

I, the applicant (duly assisted by a competent person where I am under the age of 18), hereby agree to the processing of my personal information for the purposes of considering admission into this institution.

The college will process and retain personal information concerning you as an applicant, and appropriate security measures will be taken to prevent unauthorised disclosure in accordance with the Protection of Personal Information Act, no 4 of 2013. The college has an obligation to ensure that the personal information of students is kept safe and secure.

The college will also submit your information to the Department of Higher Education and Training in accordance with Continuing Education and Training Act, no 16 of 2016 (as amended) and the Post-School Education and Training Information Policy, 2019. Your Personal information will also be used for the purposes of research and/or to inform policy development.

## 4.1 Applicant to Register a new Student Profile (Step 1 – 3):

### Register Student Profile

Step 1 of 3

ID Type Required

SOUTH AFRICAN ID

Id Number Required. Valid National ID

0000000000000

Enter Password Required

.....



Confirm Your Password Required

.....



← BACK

CONTINUE

Step 2 of 3

### Your Personal Information

Initials Required.

T

Preferred Name Required.

TARREN

Surname Required

ROUX

Email Required. Make sure you have access to this account.

tarren.roux@gmail.com

Confirm Email Required.

tarren.roux@gmail.com

Mobile Required. Make sure you have access to this number

 +27 356244590



← BACK

CONTINUE

## Register Student Profile

Step 3 of 3

### Your highest qualification

Highest Grade Required

GRADE 12 NOT EXEMPT

Year Passed Required

2021

< BACK

REGISTER PROFILE

#### 4.2 Applicant will receive an e-mail notification – successful profile registration:

**From:** Student Portal <DoNotReply@umceli.com>  
**Sent:** Thursday, April 4, 2024 10:09 AM  
**To:** <tarren.roux@gmail.com>  
**Subject:** SOUTH CAPE TVET COLLEGE - Student Portal Profile created

Hello TARREN,

Welcome to your Student Portal.

Regards,

SOUTH CAPE TVET COLLEGE Admin.

#### 5. Log on to the Student Portal: Applicant to complete all required information e.g. Profile, Next of Kin, Person Responsible for Payment and School Results:

Menu

DASHBOARD

PROFILE

- PERSONAL INFORMATION
- CONTACT DETAILS
- LANGUAGES
- DISABILITIES
- NEXT OF KIN / CLOSEST RELATIVE
- PERSON RESPONSIBLE FOR PAYMENT
- SCHOOL RESULTS

Latest Results

Qualification Name

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

SUBJECT	RESULT % (0-100%)	RESULT LEVEL (1-7)	RESULT SYMBOL (A-G)
ADD			SAVE

Add Subject

- ACCOUNTING
- AFRIKAANS
- AGRICULTURAL MANAGEMENT PRACTICES
- AGRICULTURAL SCIENCES
- AGRICULTURAL STUDIES

Suggested guideline for symbols:

## 6.1 Applicant to create a new application:

Menu

DASHBOARD

PROFILE

- PERSONAL INFORMATION
- CONTACT DETAILS
- LANGUAGES
- DISABILITIES

NEXT OF KIN / CLOSEST RELATIVE

PERSON RESPONSIBLE FOR PAYMENT

SCHOOL RESULTS

APPLICATIONS

CURRENT APPLICATIONS

Browse Applications

CREATE NEW APPLICATION

Show Archived Applications (no longer in use)

## 6.2 Application selection:

**Year:** 2024  
**Course Type:** NCV  
**Campus:** BFW  
**Registration Type:** Full-Time  
**Study Direction:** Secretarial  
**Course:** NCV: Office Administration L2

3.19.12.0

Menu

DASHBOARD

PROFILE

- PERSONAL INFORMATION
- CONTACT DETAILS

New Application

Home > 2024 > NCV > BFW > FULL TIME > SECRETARIAL > COURSE >

For which Course do you want to apply?

NCV: OFFICE ADMINISTRATION L2

Subjects

Ref# OAL2FA

**SUBJECT NAME**

**Fundamental Language**

- ENGLISH FIRST ADD LANGUAGE L2

**Fundamental Math**

- MATHEMATICAL LITERACY L2

**Mandatory**

- BUSINESS PRACTICE L2
- LIFE SKILLS AND COMPUTER LITERACY LEVEL 2
- NEW VENTURE CREATION L2
- OFFICE DATA PROCESSING L2
- OFFICE PRACTICE L2

APPLY FOR THIS COURSE

## 7. Applicant to take note of the disclaimer:

### Disclaimer - Please take note!

This website provides a service that allows you to apply for a selection of courses at a specific TVET Colleges.

- This application does **NOT** imply that you are registered for the selected course.
- A space is **NOT** reserved for you.
- This application process means that it will speed up your registration process at the College.

You will still need to finalise your application at your selected College to complete your registration.

Note\*\* Use Google Chrome for the best viewing experience.

[\(Download Google Chrome Here\)](#)



OK

## 8. Applicant to submit and confirm application:

SOUTH CAPE TVET COLLEGE

OAL2FA

BFW  
50203060  
NCV: OFFICE ADMINISTRATION L2  
Select Subjects

#### OPTIONAL SUBJECTS

##### MANDATORY

<input checked="" type="checkbox"/>	NEW VENTURE CREATION L2	NQF LEVEL 2 & NCV
<input checked="" type="checkbox"/>	BUSINESS PRACTICE L2	NQF LEVEL 2 & NCV
<input checked="" type="checkbox"/>	OFFICE PRACTICE L2	NQF LEVEL 2 & NCV
<input checked="" type="checkbox"/>	OFFICE DATA PROCESSING L2	NQF LEVEL 2 & NCV
<input checked="" type="checkbox"/>	LIFE SKILLS AND COMPUTER LITERACY LEVEL 2	NQF LEVEL 2 & NCV

##### FUNDAMENTAL LANGUAGE

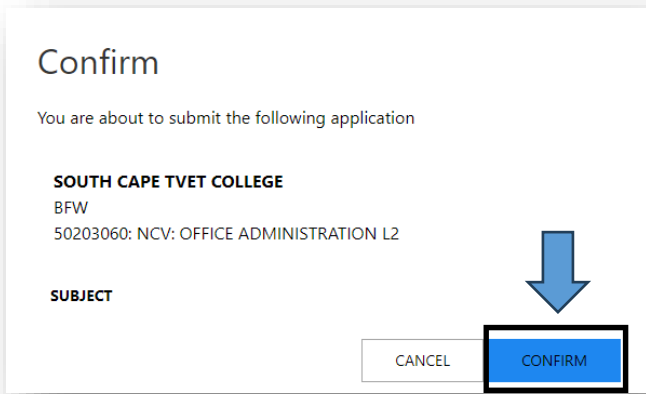
<input checked="" type="checkbox"/>	ENGLISH FIRST ADD LANGUAGE L2	NQF LEVEL 2 & NCV
-------------------------------------	-------------------------------	-------------------

##### FUNDAMENTAL MATH

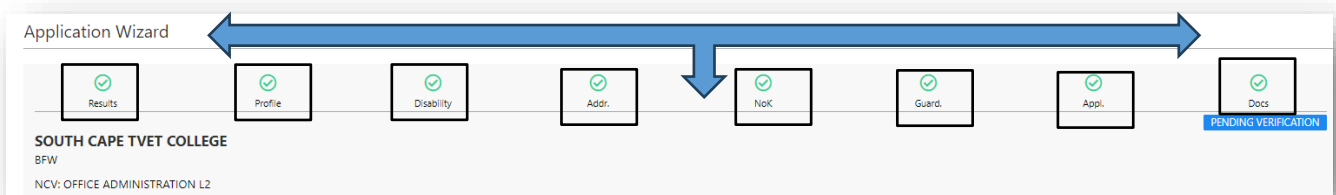
<input checked="" type="checkbox"/>	MATHEMATICAL LITERACY L2	NQF LEVEL 2 & NCV
-------------------------------------	--------------------------	-------------------



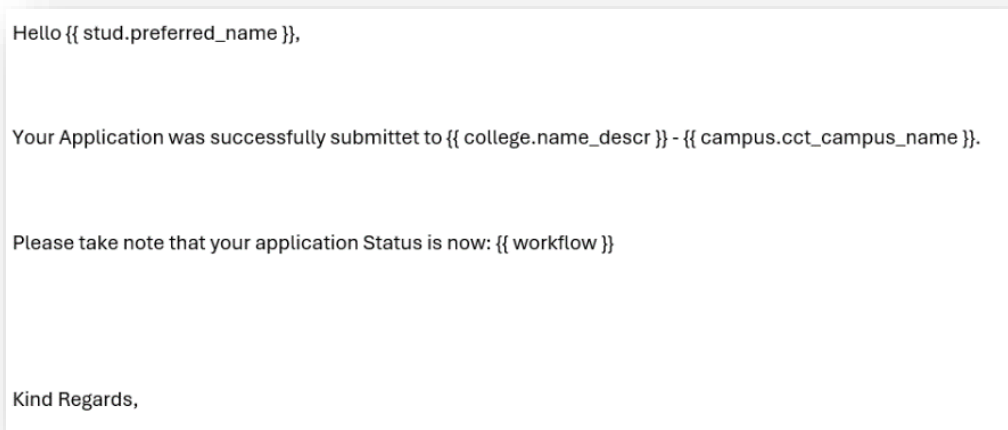
SUBMIT APPLICATION



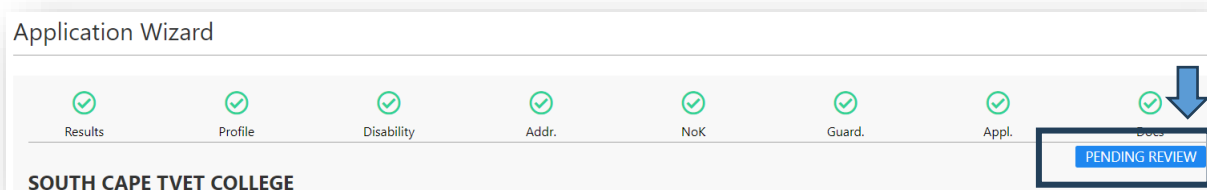
**9. Applicant to ensure that all required information is captured and/or uploaded (PDF documents):**



**Applicant to receive an e-mail notification w.r.t. the successful application:**



**10. The application will be moved from pending verification to pending review, after the verification process by a College Official. The applicant will receive an e-mail notification. Status on Application Wizard: PENDING REVIEW**



**From:** Student Portal <DoNotReply@umceli.com>  
**Sent:** Wednesday, March 20, 2024 2:54 PM  
**To:** <tarren.roux@gmail.com>  
**Subject:** 000000000000 Application Ref #7174815 - PENDING\_REVIEW

Hello TARREN,

Your application is now in PENDING\_REVIEW. We will update you once there is progress.

Regards,

SOUTH CAPE TVET COLLEGE Admin

11. The application will be moved from **pending review to provisionally accepted**, after the verification process by a College Official. The applicant will receive an e-mail notification. It is vital for the applicant log onto the student portal before the offer expires. Applicant will accept and submit their acceptance.  
**Status on Application Wizard: PROVISIONALLY ACCEPTED**

Browse Applications

CREATE NEW APPLICATION

Show Archived Applications (no longer in use)

Results	Profile	Disability	Addr.	NoK	Guard.	Appl.	Docs
✓	✓	✓	✓	✓	✓	✓	✓

**PROVISIONALLY ACCEPTED**

SOUTH CAPE TVET COLLEGE

CANCEL THIS APPLICATION

ACCEPT AND SUBMIT

You are about to accept this offer and submit your registration to the college.  
The following pending applications will be cancelled:  
Do you want to continue?

CANCEL

YES, CONTINUE

**From:** Student Portal <DoNotReply@umceli.com>  
**Sent:** Thursday, April 4, 2024 1:58 PM  
**To:** <tarren.roux@gmail.com>  
**Subject:** 000000000000 Application Ref #7227846 - PROVISIONALLY\_ACCEPTED

Hello TARREN,

Your application for NCV: OFFICE ADMINISTRATION L2 has been provisionally accepted.

Should you want to accept this application, please go to your Current Applications on the Portal, or follow this link <https://SCC.COLTECH.CO.ZA/>

**Important.** This acceptance will auto expire should you not accept it soon.

Regards,  
SOUTH CAPE TVET COLLEGE Admin

12. The application will be moved from **provisionally accepted to pre-enrolled**, after the verification process by a College Official. The applicant will receive an e-mail notification.

**Status on Application Wizard: PRE-ENROLLED**

Application Wizard

Results Profile Disability Addr. NoK Guard. Appl. Docs

**SOUTH CAPE TVET COLLEGE**  
BFW  
NCV: OFFICE ADMINISTRATION L2

CANCEL THIS APPLICATION

PRE-ENROLLED

**From:** Student Portal <DoNotReply@umceli.com>  
**Sent:** Thursday, April 4, 2024 2:26 PM  
**To:** <tarren.roux@gmail.com>  
**Subject:** Application Ref# 7227846 - PRE\_ENROLLED

Hello TARREN,

Congratulations! You have been successfully Pre Enrolled at SOUTH CAPE TVET COLLEGE - BFW for the following course:

- NCV: OFFICE ADMINISTRATION L2

Visit BFW to finalize your application.

Please take note that your application Status is now: PRE\_ENROLLED

Kind Regards,

SOUTH CAPE TVET COLLEGE Admin.