

## Prospectus



## Entrepreneurship

Enrol Qualify Achieve

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Dear Student

Right now, you have your sights firmly set on exploring your career development. As you contemplate further study, you want to be certain that your hard work will enjoy the credibility and respect of employers.

Rest assured that Damelin Correspondence College is a learning institution that is employer-recognised and trusted. Damelin prides itself on offering you the very best learning programmes.

As you page through this prospectus, keep your career goals firmly in focus. This will enable you to identify the programme that will open the door to your career success.

Why study with Damelin Correspondence College?

- Damelin is the largest and most comprehensive offering in Southern Africa.
- Employers recognise and have confidence in a Damelin certificate as being academically sound and relevant to their needs.
- Damelin Correspondence College (Pty) Ltd is provisionally registered with the Department of Education until 31 December 2014. Registration no. 2008/FE07/037 - see [www.education.gov.za](http://www.education.gov.za).
- Damelin Correspondence College (Pty) Ltd has provisional accreditation with UMALUSI and is a confirmed candidate for full accreditation. UMALUSI is the Council for Quality Assurance in General and Further Education and Training in South Africa - see [www.umalusi.org.za](http://www.umalusi.org.za). The accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475PA. Employers are required to quote this number in their claims to the Skills Levy Fund, for investing in their employee's education as set out in the Skills Development Act No 31, 2003.
- Damelin Correspondence College offers you the flexibility to gain qualifications while you are working.
- Damelin focuses on providing you with programmes of study that are career-related, and academically driven.
- Damelin's expertise includes programme development, curriculum design, content, and student support methods that are right up to date.

Register now and be one step closer to the career position you desire, and the future you are aiming for.

Yours sincerely



Thivhudziwi Vele  
Damelin Correspondence College Principal



### DCC's Learning Opportunities

DCC caters for a wide variety of learner needs. This means that we offer both formal and non-formal programmes. It is important that you understand the type of programme for which you are enrolling.

#### **Damelin Correspondence College offers you the following learning opportunities :**

**National qualifications** are credit-bearing qualifications registered on the NQF and accredited by a Quality Assurance Body, such as a SETA. A skills programme is an accredited component of a national qualification. An example of a National Qualification offered by DCC is the National Certificate in Bookkeeping, NQF Level 3, SAQA ID 58375, accredited by FASSET.

**DCC Provider Programmes** are DCC's vocational certificates and diplomas that enhance your skills and improve your career opportunities. Provider Programmes are not linked to the NQF, but they are in high demand and carry the approval of the DCC Academic Board. An example of a DCC Provider Programme is the DCC Certificate in Professional Secretary.

**Agent Programmes** are programmes for which DCC offers tuition, but where DCC does not issue the final certificate. The agent body issues the final certificate and manages the final examinations. An example of an Agent Programme offered by DCC is the Microsoft Office User Specialist (MOUS) programme.

**Continuous Professional Development (CPD) Programmes** are short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career. An example of a DCC CPD programme is the DCC Short Course in Conflict Management.

**Orientation Programmes** are short courses that introduce you to a particular field or career, and that offer you the opportunity to explore an interest or skills set without having to enroll on a full programme. An example of a DCC Orientation Programme is the DCC Short Course: Introduction to Radio Broadcasting.

**Self-employment Programmes** were designed to refine your skills in a particular field of interest, to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business. An example of a DCC Self-employment programme is the DCC Diploma in Computerised Bookkeeping.

## Why Choose Damelin Correspondence?

### Employer Credibility

Today's job market is highly competitive, particularly for young people who are seeking their first job. In this environment, the most valuable asset that a job-seeker can have is a relevant qualification from an acclaimed and respected institution. Students can rest assured that, with over 40 years' experience in preparing students for employment, and 30 campuses around the country, Damelin has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin graduates.

### Flexibility and Commitment to the Student

Studying by correspondence has several advantages over attending classes at a campus:

- Students can register at any time of the year
- Students can learn at home, according to a convenient schedule, without having to incur the cost and inconvenience of travelling to classes at fixed times
- Students can continue to earn an income, while studying outside of working hours at home.
- Students have access to highly qualified and experienced Damelin tutors who can provide quick feedback by giving detailed comments on assignments and can provide telephonic tutorials on a one-to-one basis.
- Students can engage with study material that is divided up into logically sequenced, manageable units, which form part of an integrated and sound learning process of introduction, reinforcement and review, interspersed with student-centred exercises.

### Career Counselling & Development Service

Students are encouraged to make use of Damelin's free educational counselling service. Students can contact the Damelin Correspondence College Call Centre by telephone for referral to a Career Counsellor, or to make a personal appointment. Alternatively, students can e-mail queries to the College.

The Career Counsellor can assist students in choosing a career. The Career Counsellor can also provide additional academic support (such as study skills, tips for writing assignments and pre-exam techniques, life skills, time-management, coping with stress, and more), or can simply provide job-searching techniques.

## Why Choose Damelin Correspondence?

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## The Damelin Vocational Learning Programmes

### Providing for Students with Disabilities or Audio Needs

Damelin seeks to provide students who have disabilities with every opportunity to participate fully in the College. When registering, students are invited to disclose any disabilities that they may have, and to indicate any individual support or special examination arrangements that they may need. Students are also welcome to contact a Damelin Student Consultant for further information. In addition, students with disabilities are invited to discuss their particular needs with the Career Counsellor, who is available to assist with personal, academic and career choices.

Students who experience difficulty in studying from printed material, for whatever reason, are encouraged to contact the Education Desk of Tape Aids for the Blind, to arrange for printed material to be transferred to audio.

Phone 031 309 4800.

### Recognition of Prior Achievement

Our Internal Policy of recognition of prior achievements is applied to this programme. Therefore, should students not meet the admission requirements as described in the brochure, they should contact Damelin Correspondence College to evaluate their prior achievement, to decide if they can gain entrance to the course of their choice.

For further information and distance learning guidance visit our website at:

**[www.dcc.edu.za](http://www.dcc.edu.za)**

The Damelin Vocational Learning Programmes present studies in a range of careers including Interior Decorating and Small Business Management. Each of these fields offer the successful student a range of exciting career possibilities, nationally and internationally. With 40 years worth of experience in education, DCC ensures high-quality training and hands-on skills and knowledge, providing the successful student with an accredited and prestigious certification to advance their careers in any vocational environment.

### Admission Requirements

It is essential that once the student has decided on the learning programme they would like to enrol for, they must bear in mind their present level of education and experience. It would be to the detriment of their studies should they enrol in a learning programme for which they don't have the necessary educational background. It is far better to adopt a conservative approach and build a solid foundation for further study.

Admission requirements for each Learning Programme are outlined in this prospectus, however, should the student have any doubts, a DCC Student Consultant is available to answer any questions.

## Student Assessment

Upon enrolment the student will receive an examinations guide for their Damelin internal examinations. This examinations guide is updated every year and contains information regarding assignment deadlines; examination registration dates of the actual exam. It is therefore the student's responsibility to request an updated examination guide at the start of each year.

## Examination Information

For the student to qualify for a diploma or certificate they must have passed all their written assignments and have written and passed the Damelin examination with a mark of 50% or higher. Examinations are held during July and November of each year. Students are required to register for examinations with the college. The student must ensure that they have received an examination entry form from DCC and, together with the prescribed examination fee, register before the closing date for the next examination.

## Build a career in Interior Decorating with Damelin!

Damelin Correspondence College is proud to offer students the opportunity to learn the skills required for Interior Decorating, providing students with the access to one of the fastest growing industries in the world. The industry offers a diversity of career opportunities for those who enjoy people and service-orientated working environments.

Develop your natural skill and flair for Interior Decorating the distance learning way. You will learn about elements and finishes, fabrics, style and design. Learn how to create colour schemes for rooms and how to approach any decorating job. Learn all this from the comfort of your home, no class room required.

## Programme Type

The Interior Decorating is a **Provider Programme**.

## Admission Requirements

Grade 10 (Std. 8).

## Programme Structure

### Interior Décor Elements & Finishes

#### Décor Elements:

- Floor Finishes
- Wall Finishes
- Window Treatments
- Textiles and Their Uses
- Furniture Styles

#### Décor Finishes:

- Elements and Principles of Design
- Colour
- Accessories
- Lighting for Illumination and Special Effects
- Decorating with Crafts
- Low Cost Decorating

## Interior Décor Practice

### Décor Practice:

- Client Needs Analyser
- Meeting your Decorating Clients
- Building Plans
- Design of Furniture
- Business of Interior
- Reference: Speaking of Décor

### Electives: (choose any three)

- Joy of Antiques
- Plans/indoor plants
- Exciting Art
- Retail and Workspace Planning

## Programme Duration

Students should be able to complete this course in 12 months.

## Student Assessment

Students are required to submit and pass the written assignments. They will then be required to submit a portfolio of evidence for assessment and a portfolio show case final.

## Certification

On successful completion of this course the student will receive a Damelin Correspondence College Diploma in Interior Decorating.

## Build a career in Small Business Management with Damelin.

For those who enjoy people and business working environments; Damelin Correspondence College is proud to offer students the opportunity to learn essential skills in Small Business Management.

With Damelin, the student can build their career step-by-step in the Small Business Management environment. They will be exposed to decision making and planning of a small business.

## Career Prospects

With this Learning Programme students will acquire the solid theoretical foundation they need to succeed in: business planning, finance, management, marketing, advertising, selling and customer care. Upon completing this learning programme, students will be fully equipped to manage a business and address obstacles that may come their way.

## Programme Type

The Diploma in Small Business Management is a **Self-Employment Programme.**

## Admission Requirements

Grade 12 (Std. 10).

## Programme Structure

- Setting up a Small Business
- Marketing a Small Business
- Computers in the Small Business
- Financial Management
- Law of Employment

## Programme Duration

Students should be able to complete this course in 24 months.

## Damelin Diploma in Small Business Management

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### Student Assessment

Students are required to hand in written assignments and write 5 formal exams. Please note that exams are written in July and November of each year. Once students have passed all their assignments, they should complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

### Certification

On successful completion of this course the student will receive a Damelin Correspondence Diploma in Small Business Management.

## Damelin Certificate in Event Planning

### Build a career in Event Planning with Damelin

Organising an event is easier said than done. Through the help of Damelin Correspondence College, students will learn all the necessary skills required to ensure that they can arrange an event. This course consists of two subjects and the career opportunities are endless considering that South Africa is quickly becoming the fastest growing tourist destination in the world.

### Career Prospects

Up skill for students who are employed in the secretarial or human resource industry, will find this learning programme to be the perfect opportunity to arrange their annual staff functions. For students who are not employed, consider starting a small business, and arrange various corporate events. Within this industry lies a big opportunity for students to become a successful Event Planner.

### Programme Type

The Certificate in Event Planning is a **Self-Employment Programme.**

### Admission Requirements

Grade 10 (Std. 8).

### Programme Structure

#### Event Planning

- Introduction to the world of events
- The event role players
- Organising accounting and financial management
- Event sponsorship
- Event programming
- Risk Management
- Event planning and communication
- Catering Management
- Meeting Management
- Organising a carnival, sports event management, exhibition management or political event management

## Start your own Small Business

- Record business financial transactions
- Perform value added tax calculations and complete returns
- Cost and price a product
- Complete PAYE documents

The second subject in our Event Planning course is 'How to Start a Small Business', which is a skills programme that leads to a National Qualification. In order to earn credits towards the full qualification you have the option of sitting for the ICB Summative Assessment (examination) which is set by the ICB (Institute of Certified Bookkeepers) and on successful completion you will be awarded 23 credits with the FASSET Set.

PLEASE NOTE: Your enrolment with DCC does not include the registration with ICB. For more information, please contact the institute for details on exam registration.

## Programme Duration

Students should be able to complete this course in 18 months.

## Student Assessment

Students are required to submit their written assignments to the College for marking.

## Certification

On successful completion of this programme the student will receive a Damelin Correspondence College Certificate in Event Planning.

The accomplishment of any important goal in life requires two things: a plan, and a commitment to keep to that plan! What follows is a simple 10-step process that will guide you to achieving success in your chosen Damelin programme, so bringing you one step closer to the career of your choice, or the advancement that you aspire to.

## Step 1

Choose the programme that best suits you:

- Identify a career that best suits your natural interests and abilities.
- Choose a learning programme that is relevant to your chosen career, and for which you are able to meet the entrance requirements.

## Step 2

Decide how you wish to pay for your studies:

- You may pay the full fee in cash (which will save you interest charges), or on terms over an agreed period.
- You may choose to register now for the complete learning programme, even if you plan to do only some of the subjects this year, and the rest later. This will save you money in the long run.

## Step 3

Fill in your registration form. (You can phone one of our student consultants on 0860-61-61-61 to assist you in filling out the form.) Then send your completed registration form to Damelin by:

- Posting it to Damelin Correspondence College, P.O. Box 590, Cape Town, 8000, OR
- Taking it to your nearest Damelin office.

## Step 4

Once you have registered, Damelin will send you your first study pack containing the following:

- Your **Student Card**, which identifies you as a student wherever you go;
- Your **Damelin Study Notes**, which have been designed to make you feel as if you have your own personal teacher;
- Your **Study Methods Booklet**, which includes helpful study hints;
- Your **Information Guide**, a summary of important details;
- Your **Examinations Guide**, which tells you how to enter for your examinations;
- Your **Personal Study Programme**, which shows you the study units or items that you will need for each subject that you are studying; and
- Your **Assignment Covers, Student Query Forms and Envelopes**, to make it easy for you to send in your assignments and queries to the College.





# Damelin

correspondence

The Career Development College

## Register Today!

### Our branches:

#### **BRAAMFONTEIN**

1st Floor, Mineralia House, 78 De Korte Street,  
Braamfontein 2001

P.O. Box 31001, Braamfontein 2017

**Tel:** +27 11 712 2556, **Fax:** +27 11 712 2517

#### **PRETORIA**

Shop 6, 273 Andries Street, Pretoria 0002

P.O. Box 1332, Pretoria 0001

**Tel:** +27 12 352 9111, **Fax:** +27 12 322 6369

#### **CAPE TOWN**

Shop 34, Matador Centre, 62 Strand Street, Cape Town 8001

P.O. Box 4180, Cape Town 8024

**Tel:** +27 21 417 8160, **Fax:** +27 21 417 0300

#### **DURBAN**

The Educor Gallery, Educor House, 325 Smith Street,  
Durban 4001

P.O. Box 2553, Durban 4000

**Tel:** +27 31 374 9750, **Fax:** +27 31 301 0301

#### **PORT ELIZABETH**

246 Cape Road, Mill Park, Port Elizabeth 6001

P.O. Box 27067, Greenacres 6057

**Tel:** +27 41 363 0877, **Fax:** +27 41 363 0896

#### **NELSPRUIT**

25 Brown Street, Nelspruit 1201

**Tel:** +27 13 752 2400, **Fax:** +27 13 752 6184

#### **NAMIBIA**

Shop 17, Mezzanine Floor, BPI House,

269 Independence Avenue, Windhoek

**Tel:** +264 61 308 835

Post your registration form to:  
**The Registrar, Damelin Correspondence,  
P.O. Box 590, Cape Town 8024**  
Visit our website: [www.dcc.edu.za](http://www.dcc.edu.za)  
e-mail: [info@dcc.edu.za](mailto:info@dcc.edu.za)

Make your mark with **Damelin**