

## Prospectus



High School

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 traveling 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. He or she 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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### 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.

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

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

## Damelin High School Qualifications

Damelin has played a major role in education and training for over 40 years. It provides high-quality education for those who need the foundation qualifications to advance their future towards careers in the South African business environment.

### South African Qualifications

Damelin Correspondence College offers the following South African Qualifications to students who wish to gain entrance into local tertiary education institutions:

#### Academic High School

- National Senior Certificate Grade 10, Grade 11 and Grade 12.
- Senior Certificate Grade 12 (conditions apply).

### International Qualifications

Students and educators have expressed the need for a wider curriculum specifically tailored to international needs. Due to popular demand, Damelin Correspondence College offers the student the Cambridge internationally-recognised learning programme: the International General Certificate of Secondary Education (IGCSE)

The University of Cambridge, England, a world leader in educational assessment, sets the curriculum and administers the examinations for these learning programmes. The IGCSE syllabi encourage the development of oral and practical skills, an investigative approach, the initiative needed to solve problems, the application of skills, knowledge and understanding, and the ability to produce extended pieces of written work.

The curriculum and programme structure are designed according to the latest developments in outcomes-based education. This system rewards candidates for positive achievement – it shows what they know, understand and can do, as opposed to only testing whether candidates can recall information.

Students must complete their studies within the tuition period allowed by Damelin Correspondence College.

The National Senior Certificate (NSC) is a 3 year programme that gives the student access to Higher Education. It consists of Grade 10, 11 and 12. This means that each Grade has to be completed and passed separately. A National Senior Certificate will be awarded to the student after the successful completion of the National Senior Certificate Grade 12 external examinations. The examinations will be administered by an external assessment body accredited by UMALUSI. UMALUSI will certificate a learner upon successful completion of Grade 12.

**Students may not enrol on Grade 10, Grade 11 and Grade 12 simultaneously.**

### Admission Requirements Grade 10:

The minimum entrance requirement for Grade 10 is an official Grade 9 school report which indicates promotion to Grade 10, or a General Education and Training Certificate (GETC) for Adult Basic Education and Training (ABET), or a NQF Level 1 Certificate, or a recognised equivalent qualification obtained at NQF Level 1.

### Admission Requirements Grade 11:

The minimum entrance requirement for Grade 11 is an official National Senior Certificate Grade 10 school report which indicates promotion to Grade 11.

### Admission Requirements Grade 12:

The minimum entrance requirement for Grade 12 is an official National Senior Certificate Grade 11 school report which indicates promotion to Grade 12.

### Programme Duration

The duration of the student's programme will range from 18-24 months. Students who work hard and consistently may complete it sooner.

### Selection Process

Students need to make sure that they select the same subjects in Grade 10, Grade 11 and Grade 12 (Different subject selections in different Grades are not allowed). Students will need to choose the subjects that they will require for the career that they would like to pursue beyond Grade 12.

- Students have to choose 7 subjects.
- 2 Languages from Group A must be chosen. One of the languages must be a Home Language.
- Mathematics OR Mathematical Literacy AND Life Orientation are compulsory.
- Mathematical Literacy may not be chosen with Physical Sciences or Agricultural Sciences.
- Mathematics must be chosen with Physical Sciences.
- We strongly recommend that students choose Mathematics with Accounting.

# National Senior Certificate – Grade 10; 11 and 12

cont...

The table below was compiled to guide a student in their selection of subjects. The combinations are linked to career paths that a student may wish to pursue. For further guidance, contact the College.

## Career Choices:

LEARNING FIELDS	ENGLISH SUBJECTS	REQUIREMENTS
<b>SCIENCES</b>	2 languages Mathematics Life Orientation  Physical Sciences Life Sciences Geography	A total of 7 subjects must be selected. At least one language must be a Home Language.
<b>AGRICULTURE</b>	2 languages Mathematics Life Orientation  Agricultural Sciences Physical Sciences Life Sciences	A total of 7 subjects must be selected. At least one language must be a Home Language.
<b>HUMAN AND SOCIAL STUDIES</b>	2 languages Mathematics OR Mathematical Literacy Life Orientation  Geography History Life Sciences	A total of 7 subjects must be selected. At least one language must be a Home Language.
<b>BUSINESS, COMMERCE AND MANAGEMENT STUDIES</b>	2 languages Mathematics OR Mathematical Literacy Life Orientation  Accounting Business Studies Economics	A total of 7 subjects must be selected. At least one language must be a Home language.

# National Senior Certificate – Grade 10; 11 and 12

cont...

## Subject offerings:

*(Subjects marked with \*\* are available in Afrikaans for Grade 10 only. Please note that these subjects will not be offered in Afrikaans for Grade 11 and Grade 12)*

LEARNING FIELDS	SUBJECTS	REQUIREMENTS	
<b>GROUP A</b>	<b>COMPULSORY SUBJECTS: LANGUAGES</b>	English Home Language (1st Language) English First Additional Language (2nd Language) Afrikaans Huis Taal (1st Taal) Afrikaans Eerste Addisionele Taal (2de Taal) Isixhosa Home Language (1st Language)  Mathematics ** OR Mathematical Literacy **  AND Life Orientation **	Two languages need to be chosen. At least one language must be a Home Language.  Prescribed literature textbooks and study guides are not provided by the College, and will have to be purchased.  Choose either Mathematics OR Mathematical Literacy.  A non-programmable calculator is required for Mathematics and Mathematical Literacy.

## GROUP B

<b>BUSINESS, COMMERCE MANAGEMENT STUDIES AND SERVICES</b>	Accounting ** Economics ** Business Studies **	
<b>HUMAN AND SOCIAL STUDIES AND LANGUAGES</b>	Geography ** History ** English Home Language (1st Language) English First Additional Language (2nd Language) Afrikaans Huis Taal (1st Taal) Afrikaans Eerste Addisionele Taal (2de Taal) Isixhosa Home Language (1st Language)	Students can choose a language from this group only if it was not chosen from Group A.
<b>PHYSICAL, LIFE AND AGRICULTURAL SCIENCES</b>	Agricultural Sciences ** Physical Sciences ** Life Sciences **	

# National Senior Certificate – Grade 10; 11 and 12

cont...

## Continuous Assessment (CASS)

- Continuous Assessment is assessment that takes place throughout the year.
- It consists of various types of assessment tasks like research projects, controlled tests, investigation tasks, written reports etc.
- All internal assessment (CASS) will be conducted by the College. The pass mark for each subject will be determined by a CASS mark, and the final examination mark.
- All continuous assessment tasks have to be completed and submitted for marking in order for the student to be resulted.
- The CASS mark will contribute 25% to a student's total mark for a subject, and the final examination will contribute 75% to the total mark.

## Controlled Tests

- Students must write a minimum of 3 controlled tests for each subject except Life Orientation.
- Life Orientation has two examinations, unlike the other subjects for which students have to write controlled tests AND examinations.
- Controlled tests are tests that will take place under supervised, examination conditions.
- Controlled tests will be done via **private invigilation**.
- Students will be **responsible for arranging private invigilation** for controlled tests.
- The student will take **responsibility for any costs attached to private invigilation**. (This includes: returning the controlled test via courier or registered mail, paying the private invigilator, and for the assessment venue if necessary)
- Controlled tests will NOT be in the student's study guide.
- Information on controlled tests, and the rules attached to private invigilation, can be found in the study guide for each subject, or may be obtained from the Student Counselor at Damelin Correspondence College.

# National Senior Certificate – Grade 10; 11 and 12

cont...

## Additional information for Grade 12 students only

- The dates for the controlled tests will be communicated to the student by the College. It will also be available on the College website.
- Students must write all controlled tests in the same year that they register for, and write the internal mock examination and final external examination.
- If students do not write all controlled tests (and do the other continuous assessment tasks for all the subjects that they are studying), their CASS mark will be incomplete, and they will not be resulted by the College for the internal mock examination, nor will they be resulted for the external examination that will be conducted by an external assessment body like the Department of Education.

## Oral Examinations for Languages

- The student will be required to do an assessment for the Oral component of the languages that they are studying. This will be face-to-face contact sessions with qualified Grade 10 - 12 language educators.
- In **Grade 10 and 11** it will be the student's responsibility to find and make the necessary arrangements with appropriately qualified Grade 10-12 language educators, who are currently teaching the language (at the required level) for which he/she has to be assessed. (Consult your language study guides for additional information)
- The assessment for the Oral component for languages is a formal examination that is compulsory. It will form part of the student's CASS mark, and part of the student's final examination mark.
- The student will be provided with an oral assessment pack which will contain a voucher for remuneration of the educator.

## Grade 12 students only

- The College will appoint a qualified Grade 12 language educator who will conduct the assessment for the oral component of the languages that the student has chosen to study.
- The dates for the oral components for the languages will be communicated to the student by the College. It will also be available on the College website.

# National Senior Certificate – Grade 10; 11 and 12

cont...

## Portfolio

- Students will have to compile a portfolio for each subject as part of their studies.
- A portfolio for a particular subject will contain ALL the required continuous assessment tasks/assignments for that subject.
- Students must keep their portfolio for each subject, neatly filed in a safe place for the duration of their studies (and at least 6 months after the final external examinations have been written), because the College may, at any time, request that they submit it for moderation.
- Portfolios will be internally moderated by the College (for Grade 10, 11 and 12) AND externally moderated by an external assessment body.

## Examinations

### Grade 10 and 11:

- Students will write a final/end-of-the-year compulsory examination in Grade 10 and Grade 11.
- The examination will contribute 75% towards the total mark for each subject.
- Progress to Grade 11 and 12 is determined by a final examination mark, as well as the completion of ALL the required continuous assessment tasks (CASS) .
- The final examination for Grade 10 and 11 will be administered by Damelin Correspondence College.
- Examinations will be **conducted twice a year: June/July and October/November.**
- This means that students will have an opportunity to either write final examinations for subjects at the end of the year or the middle of the year.
- Examination venues will be provided in major centres in each province.
- **Examination fees are not included** in the enrolments fees.
- The examination fees are R390 per subject and are subject to change.
- Prescribed Literature textbooks and study guides are not included in the course, and will need to be sourced and purchased from external suppliers or publishers.
- Upon successful completion of Grade 10 and 11, students will be issued with a statement of results.

# National Senior Certificate – Grade 10; 11 and 12

cont...

## Grade 12

- **Grade 12 students** will write **2 examinations.** An **external examination** administered by an external examination body, like the Department of Education, and an **internal mock examination** administered by the College.
- All examination fees are not included in the enrolment fees.

### External Examination

- The student must register with an external assessment body by **15 March** for the **October/November** final external examination. (Contact a Student Consultant for information on how to register for the final external examination).
- The **examination fees** for the final external examination will be determined by the examination venue at which the student will write.
- Students will be examined on **prescribed literature** for all languages that they select. Prescribed textbooks and additional study aids for prescribed literature are NOT included in the programme. Students need to **source and purchase** prescribed literature textbooks and additional study aids from external suppliers and publishers.
- UMALUSI will issue a National Senior Certificate after successful completion of the final external examination for all subjects.

### Internal Mock Examination

- The internal mock examination for subjects must be written in the same year that the student registers to write these subjects in the final external examinations.
- If students do not register and write the mock examination, their CASS mark will be incomplete, and they will not be resulted.
- The internal mock examination is administered by the College in August/September.
- The registration closing date for the mock examination will be in April. Please visit the College's website ([www.dcc.edu.za](http://www.dcc.edu.za)) or contact a Student Consultant.
- Examination venues will be provided in major centres in each province.

## National Senior Certificate – Grade 10; 11 and 12

cont...

- Examination fees are excluded from the enrolment fees. These examination fees are R350 per subject, and are subject to change.
- Students will be examined and assessed on prescribed literature for all languages that they select. Prescribed textbooks and additional study aids for prescribed literature are NOT included in the course. Students need to source and purchase prescribed literature textbooks and additional study aids from external suppliers and publishers.
- The College will issue students with a statement of results for the mock examination.

### Minimum Pass Requirements for Grade 10, Grade 11 and Grade 12

- A student needs to write examinations for 7 subjects; 4 of which are compulsory subjects, and are called fundamentals. The other three subjects are called Electives.
- The Fundamentals are: A Home Language, A First Additional Language, Life Orientation, Mathematics OR Mathematical Literacy.
- A student needs to obtain 40% for 3 subjects, one of which must be a Home Language. The other 2 can be any other 2 subjects.
- A student has to obtain 30% for 3 other subjects.

In summary: a student has to pass 3 subjects with 40% (of which one must be a Home Language) and 3 with 30%.

These are also the minimum pass requirements for the National Senior Certificate (Grade 12)

## National Senior Certificate – Grade 10, 11 and Grade 12

### Minimum Higher Education admission requirements

#### Higher Certificate

- The minimum admission requirement is a National Senior Certificate with a minimum of 30% in the language of learning and teaching of the Higher Education Institution at which the student wishes to pursue his/her studies.  
**NB: One of the minimum requirements for obtaining a National Senior Certificate is a minimum achievement rating of 3 (Moderate achievement, 40-49%) in a Home Language.**
- The Higher Education Institution may have requirements, in addition to the minimum requirements for the National Senior Certificate, which the student may have to fulfill for the field of study which he/she wishes to pursue. The student may have to have a certain combination of recognised NSC subjects, and levels of achievement in those subjects, as determined by the Higher Education Institution of the student's choice.

#### Diploma

- The minimum admission requirement is a National Senior Certificate with a minimum of 30% in the language of learning and teaching of the Higher Education Institution at which the student wishes to pursue his/her studies. This must be coupled with an achievement rating of 3 (Moderate achievement, 40-49%) or better in four (4) recognised NSC 20-credit subjects.  
**NB: One of the minimum requirements for obtaining a National Senior Certificate is a minimum achievement rating of 3 (Moderate achievement, 40-49%) in a Home Language.**
- The Higher Education Institution may have requirements, in addition to the minimum requirements for the National Senior Certificate, which the student may have to fulfill for the field of study which he/she wishes to pursue. The student may have to have a certain combination of recognised NSC subjects, and levels of achievement in those subjects, as determined by the Higher Education Institution of the student's choice.

# National Senior Certificate – Grade 10, 11 and Grade 12

cont...

## Bachelor's Degree

- The minimum admission requirement is a National Senior Certificate with a minimum of 30% in the language of learning and teaching of the Higher Education Institution at which the student wishes to pursue his/her studies. This must be coupled with an achievement rating of 4 (Adequate achievement, 50-59%) or better, in four (4) subjects chosen from the recognised 20 credit NSC subject designated list below.
- The Higher Education Institution may have requirements, in addition to the minimum requirements for the National Senior Certificate, which the student may have to fulfill for the field of study which he/she wishes to pursue. The student may have to have a certain combination of recognised NSC subjects, and levels of achievement in those subjects, as determined by the Higher Education Institution of the student's choice.

## 20-credit NSC Subjects

( \*\* Subjects not offered at Damelin Correspondence College)

ACCOUNTING	INFORMATION TECHNOLOGY **
AGRICULTURAL SCIENCE	LANGUAGES
BUSINESS STUDIES	LIFE SCIENCES
CONSUMER STUDIES **	MATHEMATICS
DRAMATIC ARTS **	MATHEMATICAL LITERACY
ECONOMICS	MUSIC **
ENGINEERING GRAPHIC AND DESIGN **	PHYSICAL SCIENCES
GEOGRAPHY	RELIGION STUDIES **
HISTORY	VISUAL ARTS **

# National Senior Certificate – Repeat Learners: Grade 12

This programme is designed for students who require credits in order to obtain their National Senior Certificate, because they did not meet the minimum pass requirements. These students would already have completed the CASS component for all the subjects for which they have written the final external Grade 12 examinations.

These students can enroll for the subjects that they wish to repeat without having to re-do the CASS component.

## Entrance Requirements

A Grade 12 Statement of Results confirming the results for the subjects for which they students want to enroll.

## Course Duration

The study period may range from 12 months, depending on the number of subjects the students wish to repeat.

## Subjects Selection

Students may only select subjects that they already studied in Grade 12, and for which they wrote the external final National Senior Certificate Grade 12 examinations.

**Subjects are not offered in Afrikaans in Grade 12.  
Subjects are available in English only.**

Turn to page 25 and 26 to see the subject offering.

## Continuous Assessment

A student's continuous assessments (CASS) marks are valid for 2 years from the date that he/she wrote the final National Senior Certificate Grade 12 examinations for specific subjects. This means that students do not have to re-do the CASS component of the subjects that they need to repeat. Students need only re-write the final external examinations for these subjects.

### Examinations

- If students wrote the National Senior Certificate examinations administered by the Department of Education, they will have to ensure that they register to rewrite the repeat subjects with the Department of Education before **15 March**, for the October/November final external National Senior Certificate Grade 12 examinations.
- The **examination fees** for the final external examination will be determined by the examinations venue at which the students will write.
- Students will be examined on **prescribed literature** for the language subjects that they need to repeat. **Prescribed textbooks** and additional study aids for prescribed literature are NOT included in the course. Students will have to **source and purchase** prescribed literature textbooks and additional study aids from **external suppliers publishers**.
- UMALUSI will issue students with a National Senior Certificate after the pass requirements for this qualification have been met.

**For the minimum pass requirements for a National Senior Certificate turn to page 15 and the minimum Higher Education admission requirements turn to page 16.**

The Damelin Correspondence College Grade 12 material follows the same syllabi and regulations as set by the Department of Education, so that each student can be assessed by the Department of Education. After successful completion of the final annual examinations for all subjects, the Senior Certificate will be awarded by UMALUSI.

Students can choose between a Senior Certificate without endorsement and a Senior Certificate with endorsement. A Senior Certificate (Grade 12) allows students entrance to specific courses at Universities of Technology, Technical Colleges and Professional Institutes. A Senior Certificate (Grade 12) with an endorsement, issued by UMALUSI, allows access to Universities. Students need to make sure exactly what the admission requirements are for their chosen career-related studies and choose their subjects accordingly.

### Admission Requirements

Students need to provide proof of having registered and sat for a previous Senior Certificate examination. (Please refer to the exam info on page 21).

### Programme Duration

The duration of a students programme may range from 12 to 16 months.

### Selection Process

A student's choice of subjects is critical if he/she wants to pursue further studies. They need to choose subjects that they will need for the career that they want to pursue. Students need to establish whether they need an endorsement or not, and then choose their subjects accordingly. It is usually easier for students to choose their subjects if they know where and what they want to study after they have completed their Grade 12. The Higher Education and Training Institution of a student's choice will be able to guide them in terms of the institution's admission requirements.

### To pass without an endorsement

- Students need to register and write a total of 6 subjects chosen from Groups A to F (page 20).
- The last Senior Certificate examination will be in May/June 2011.
- Students must choose 2 subjects from Group A and 4 subjects from Groups B, C, D, E and F (page 20).
- Students must choose two official languages from Group A; one First Language and one First or Second Language.

## Senior Certificate - Grade 12 cont... Old Curriculum

- The student may select any combination of subjects from Groups B, C, D, E, and F (page 20).
- Students must obtain at least 720 marks in the aggregate of six subjects.

### To pass with an endorsement

- Private students will qualify for an endorsement provided they write the 6 subjects at a maximum of 2 consecutive examination sittings.
- The student has to pass three subjects with 40% at the first sitting, and pass the remaining 3 subjects at a second sitting.
- Students must pass 2 subjects from 2 groups on the Higher Grade in one examination sitting
- The student may choose 2 subjects from Group A and one subject each from 3 of the following groups: B, C, D, E and F (page 20). The sixth subject may be selected from any group. In total at least 4 of the 6 subjects must be selected on the Higher Grade. Afrikaans offered as a First Language HG and English offered as a Second Language HG are regarded as Higher Grade subjects.
- An official First Language on Higher Grade and an official Second Language on Higher Grade, or 2 First Languages on Higher Grade of Group A; and the remaining 4 subjects from 3 of the groups, B, C, D, E and F should be passed.
- In total at least 5 of the 6 subjects must be passed with a minimum of 40%, and a sub-minimum of 20% must be obtained in the 6th subject.
- The student has to obtain an aggregate of at least 950 marks.
- The student should obtain a minimum of 40% (160/400) per Higher Grade subject and a minimum of 33,3% (100/300) per SG subject.

## Senior Certificate - Grade 12 cont... Old Curriculum

### Subject Choice

Six subjects must be chosen as follows:

- Two Languages from Group A. isiXhosa and isiZulu may not be taken together (see below). At least one Language must be at First Language level.
- A third Language may be chosen from Group D if not chosen either at the First Language or Second Language level from Group A.
- The rest of your subjects must be chosen from Groups B, C, D, E and F (see below).
- It is strongly recommended that Mathematics must be done if Physical Science, Accounting or Agricultural Science is chosen.
- Agricultural Science will only count as a Higher Grade subject if either Biology, Physical Science or Mathematics is passed on the Higher Grade or Standard Grade level.

GROUP	ENGLISH SUBJECT LIST	AFRIKAANS SUBJECT LIST	GRADE	ENDORSEMENT REQUIREMENTS
A	Afrikaans 1ste Taal Afrikaans 2de Taal	Afrikaans 1ste Taal Afrikaans 2de Taal	HG or SG HG or SG	Xhosa and Zulu may not be taken together.
	English 1st Language English 2nd Language	English 1st Language English 2nd Language	HG or SG HG or SG	At least one language must be a First Language.
	isiXhosa 1st Language	isiXhosa 1st Language	HG only	
B	Mathematics	Wiskunde	HG or SG	Strongly recommended if choosing ACCOUNTING or PHYSICAL SCIENCE.
C	Biology Physical Science	Biologie Natuur- en Skeikunde	HG or SG HG or SG	
D	Afrikaans 1ste Taal Afrikaans 2de Taal	Afrikaans 1ste Taal Afrikaans 2de Taal	HG or SG HG or SG	May only be chosen if not taken at First or Second Language Level in Group A.
	English 1st Language English 2nd Language	English 1st Language English 2nd Language	HG or SG HG or SG	
	isiXhosa 1st Language	isiXhosa 1st Language	HG only  HG only	
E	History Economics Geography	Geskiedenis Ekonomie Geografie	HG or SG HG or SG HG or SG	
F	Business Economics Accounting Agricultural Science Geography	Bedryfsekonomie Rekeningkunde Landbouwetenskap Geografie	HG or SG HG or SG HG or SG HG or SG	AGRICULTURAL SCIENCE will only count as a HG subject if either BIOLOGY, PHYSICAL SCIENCE or MATHEMATICS is passed on either HG or SG.

# Senior Certificate - Grade 12 Old Curriculum

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## Examination Information

- The last examination for the Senior Certificate (Grade 12) will be held in **May/June 2011**. This means that students will have an opportunity until **May/June 2011** to complete their Senior Certificate.
- The closing date for registration with the DoE for the final Senior Certificate examination is the **30 September 2010**. Only students registered with the DoE, in other words, students who have registered and sat for previous Senior Certificate examinations will be allowed to register and write these examinations.
- No late examination registration applications will be accepted by the Department of Education. Students are required to source their own Department of Education registered examination venue.

The student has to take responsibility for registering for the May/June Senior Certificate examinations with the Provincial Department of Education, or their local District Office.

The Grade 12 Senior Certificate examinations are administered by the Department of Education and certified by UMALUSI.

A Damelin consultant will provide students with assistance or any additional information that they may require.

## Grade 12 X-Kit: The definitive exam preparation kit for the current Senior Certificate

The X-kit is an examination preparation tool. It is a high-quality learning resource respected by educators and specialists.

### Each X-kit contains the following:

- Revision notes covering the whole syllabus.
- Notes that are carefully structured and expressed in a simple, easy-to-understand language.
- Step-by-step revision questions and solutions on all sections of the syllabus.
- Sample examination papers with full marking memoranda to test students' knowledge and give them valuable practise in a mock examination situation.

# Senior Certificate - Grade 12 Old Curriculum

cont...

The following X-Kit Grade 12 items are available for some of the subjects students selected from the table on page 20.

## English Titles

- Accounting Grade 12 X-Kit
- History Grade 12 X-Kit
- Geography Grade 12 X-Kit
- Business Economics Grade 12 X-Kit
- Biology Grade 12 X-Kit
- Chemistry Grade 12 X-Kit
- Physics Grade 12 X-Kit
- Economics Grade 12 X-Kit
- English Main Language Grade 12 X-Kit
- English Second Language Grade 12 X-Kit

## Afrikaans Titles

- Rekeningkunde Graad 12 X-Kit
- Geskiedenis Graad 12 X-Kit
- Geografie Graad 12 X-Kit
- Bedryfseksonomie Graad 12 X-Kit
- Biologie Graad 12 X-Kit
- Chemie Graad 12 X-Kit
- Fisika Graad 12 X-Kit
- Ekonomie Graad 12 X-Kit
- Afrikaans Hooftaal Graad 12 X-Kit
- Afrikaans Addisionele Taal Graad 12 X-Kit

## Student Assessment

- Students will be required to submit assignments to the College in order to receive feedback on their progress. These assignments do however not contribute to final marks.
- Study material also contains self-assessment exercises and answers for students to measure their progress.

## Subject List

### Languages

Damelin does not offer tuition for the literature component of the language subjects. However, along with the study material, students receive a booklet which sets out the prescribed list for a specific year. An updated booklet for the following year is required, if the language exam is not written in the year that the student enrolls. It is the student's responsibility to obtain the updated prescribed list from the college or the Provincial Department of Education. Different provinces have different prescribed lists.

### Mathematics and Physical Science

These are difficult subjects, and it is recommended that students take them only if it is the intention to study for a scientific or technical qualification after Grade 12. Mathematics and Physical Science need to be passed at Grade 10 level, in order to enrol for these subjects for Matric.

### Biology

Biology includes the study of plants and animals. It is a very useful subject to take if the student wishes to qualify for Matriculation Exemption (University Entrance).

### Business Economics

Business Economics deals with the practical aspects of the business world, and covers topics such as forms of business ownership, stock and cash management, production, distribution channels, marketing, principles of management, modern office mechanisation and financial institutions.

### Accounting

Accounting covers basic concepts, including the principles of double-entry bookkeeping, and goes on to more advanced principles, and a number of specialised accounts. A knowledge of mathematics is not necessary for Accounting Standard Grade, but students must select Mathematics (HG or SG) if they wish to succeed in Accounting Higher Grade.

### Agricultural Science

Agricultural Science would appeal to the Agriculturalist of the future. The syllabus is divided into two parts. The first part covers Soil and Animal Studies. The second part covers Plant Studies and Agricultural Economics.

## Subject List

### Geography

The inherent nature of Geography has changed a lot in recent years. It has become more scientific, and covers topics such as geomorphology (the study of the earth's form), climatology (the study of climates and weather patterns throughout the world), ecology (the study of the interaction between living organisms and non-living aspects of the earth), the physical geography of South Africa and the internal and functional structure of cities.

### Economics

Economics is essentially a problem-solving discipline. It involves the study of how to overcome the 'scarcity' problem. In other words, how best to meet growing needs and unlimited demands on scarce resources. It covers the structure of the economy, national income, the role of money, economic wants, utilities, demand and supply.

### History

The syllabus is divided into two parts. The first part covers the social, political and economic development of South Africa. The second part covers aspects of world history.

# International General Certificate of Secondary Education (IGCSE)

# (IGCSE)

cont...

IGCSE is a Certificate that is equivalent to the South African Grade 10 and Grade 11. It is also internationally recognised as equivalent in standard to the British GCSE and international GCE O-Level (Ordinary Level) examinations.

## Admission Requirements

The student must have completed Grade 9 or an equivalent qualification.

## Selection Process

Mature students with working experience, who do not meet the admission requirements, must complete an exemption form that can be obtained from the branch.

A student's choice of subjects is crucial if he/she wants to study further. Students have to ensure that they choose subjects that will allow them entrance to the course they wish to study at the tertiary institution of their choice.

## Programme Duration

The duration of a student's programme may range from 18-24 months.

## Student Assessment

Continuous assessment through written assignments.

## Examination Information

- Examinations are conducted in June and November each year, depending on a student's subject selection.
- Examination registration closing dates are early February and late July. (Refer to the website)
- Examination fee: Please contact Damelin Correspondence College for exam fees.
- Examinations are conducted at various Damelin examination centres in South Africa.

## Grading

Grades will be awarded on one of seven levels (A to G) in each subject. The highest grade is A. IGCSE certificates list results in all subjects in which the student has attained a Grade G or better. Candidates who fail to achieve the minimum satisfactory standard of work in a subject, will not be given a grade in that subject.

If you offer a subject on core level, you cannot obtain a grading higher than a C symbol. The **core level** is intended for students who do not wish to continue with specific courses at tertiary institutions. Students who wish to continue with higher grade studies or professional training, must offer their subjects on the **extended level of IGCSE**.

Some subjects do not allow you to choose between either the core or the extended level.

**Damelin Correspondence College only offers the Extended Syllabus.**

## Subject Choice

\*First Language Afrikaans is NOT offered on IGCSE level.

To obtain the full Certificate, students must pass 7 subjects; at least 1 from each of the 5 groups listed below. Two languages must be chosen from Group 1; One must be a First Language and the other a second Language.

### Group 1:

- English 1st Language (HIGCSE material used)
- English 2nd Language
- Afrikaans 2nd Language\* (HIGCSE material used)

### Group 2:

- Development Studies
- Geography

### Group 3:

- Biology

### Group 4:

- Mathematics

### Group 5:

- Business Studies
- Accounting

The international AS (Advanced Subsidiary) Level is a qualification that is offered by Cambridge University International Examinations (CIE). It is a qualification that enjoys widespread international recognition, with syllabi that have been specifically created for an international audience. It is recognised by universities as equivalent in value to UK AS Levels. A combination of AS Level subjects will, upon application, give a learner a qualification equivalent to Grade 12.

## Availability

Damelin Correspondence College will be offering this sought-after qualification towards the latter part of 2010.

## Entrance Requirement

An International General Certificate of Secondary Education.

## Duration

The duration of the course will range from 12 to 24 months, depended on the number of subjects selected.

## Subject Offering

English Language  
Afrikaans Language  
Mathematics  
Business Studies  
Economics  
Accounting  
Geography  
History

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, therefore bringing you one step closer to the career of your choice, or the advancement to which you aspire.

## 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 **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 and Envelopes**, to make it easy for you to send in your assignments and queries to the College.





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**