Go for it!
Achieve career success with Damelin Correspondence College, one of the most employer recognised colleges in Southern Africa.
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Message from the General Manager

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 as a private FET college with the Department of Higher Education and Training until 31 Dec 2014. Prov. Reg. No. 2008/FE07/037

• Damelin Correspondence College (Pty) Ltd Provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, www.umalusi.org.za. The provisional accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475 PA. 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.

• Damelin Correspondence College is a Registered Credit Provider, NCRCP 2325

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

Yours sincerely
Rakesh Patel
Damelin Correspondence College General Manager
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 branches in most major cities, Damelin Correspondence College has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin Correspondence College 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 Correspondence College 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 Correspondence College’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.
Providing for Students with Disabilities or Audio Needs
Damelin Correspondence College 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 Correspondence College 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.

Admission requirements – Recognition of Prior Learning
Damelin Correspondence College applies the South African Qualification Authority’s (SAQA) policy of recognising prior learning. Therefore, if students do not meet the admission requirements of a particular learning programme, as stated in the entrance requirements for each course, they should contact the College to evaluate their prior learning and experience and decide if they can gain admission to the programme of their choice.

For further information and distance learning guidance visit our website at:
www.dcc.edu.za
National qualifications are formal qualifications that are registered on the National Qualifications Framework (NQF), and that are accredited by a relevant quality assurance body, such as a SETA (for unit standard-based qualifications). In the case of national qualifications, certification is done by the quality assurance body. INTEC only issues a statement of results.

**Admission Requirements**

It is important that a student’s choice of learning programme is based on his or her current level of education and experience. It is often detrimental to study success if a student registers for a programme for which he or she doesn’t have the necessary educational background. It might also prove a blow to the student’s self-confidence. Therefore, we urge students to take a conservative, realistic approach, and in so doing build a solid foundation for further study.

We have outlined, in this prospectus, the admission requirements for each programme. However, if students have any doubts about admission requirements, they are encouraged to contact a Damelin Correspondence College Student Consultant, who will be able to answer any queries.

**Assessment methods**

Portfolios of evidence are submitted to the College for marking.

National qualifications assessments consist of portfolios of evidence (formative and summative assessments)

**Awards**

Upon successful completion of all the applicable assessment requirements and verification conducted by the relevant ETQA (Education Training Quality Authority) students will receive an ETDP Seta award.
The National Qualification in Early Childhood Development (ECD) has been designed for people who would like to work with children from the ages of 0 to 5 years. This course is aimed at people who are already working and need to up-skill and would like to work in an Early Childhood Development (ECD) Centre or for people wanting to start their own centre.

**Programme Type**
The FETC: Early Childhood Development NQF level 4 is a National Qualification. ID No: 58761

**Accreditation and Process**
Damelin Correspondence College has received full ETDP (Education Training & Development Practice) SETA approval for the National Qualification: FETC: Early Childhood Development, NQF Level 4, SAQA ID 58761, credits 140. Upon enrollment your learner details are loaded onto the ETDP SETA database. On successful completion of all the unit standards linked to this qualification, and an ETDP Verification Site visit, your learner records are uploaded onto the NLRD (National Learner Record Database)

**Entrance Requirements**
Communication and Maths Literacy at NQF level 3 Grade 11. (Std 9) and a second South African language NQF level 2 Grade 10. (Std 8).

**Course Duration**
You should be able to complete this course within 24 months.

**Course Content (unit standards)**

**Fundamentals**
- Maths Literacy
  - Maths for financial aspects
  - Knowledge of stats
  - Calculate shape and motion

**Communication**
- Engage in sustained oral/signed communication and devaluate spoken signed texts
- Read/view, analyse and respond to a variety of texts
- Use language in occupational learning programmes
- Write/present/sign for wide range of contexts

**Afrikaans**
- Akkommodering van die gehoor deur middel van mondelinge kommunikasie of lytaal om sodoende die spreker se boodskap duideliker oor te dra
- Skryf 'n reeks kommunikasietekste
- Taal en kommunikasie in beroepsgerigte leerprogramme
- Interpretasie en gebruik van tekste
Core & Electives
• Work with families and communities to support ECD
• Conduct a structured meeting
• Provide care for babies, toddlers and young children
• Support children and adults living with HIV AIDS
• Describe how to manage reactions arising from a traumatic event
• Facilitate the holistic development of babies, toddlers and young children
• Observe and report on child development
• Demonstrate knowledge and understanding of the development of babies, toddlers and young children
• Prepare Early Childhood Development programmes with support
• Prepare resources and set up the environment to support the development of babies, toddlers and young children
• Develop learning programmes to enhance participation or learners with special needs
• Design activities to support the development of babies, toddlers and young children

What will I achieve?
Upon successful completion of this course, you will be able to:
• work in an established ECD centre; or
• work in a community-based ECD centre

Practical
Practical tasks are required to be performed in an ECD centre throughout the duration of this course. It therefore essential that you are able to access an ECD centre to complete the course.

Assessment
The PoE (Portfolios of Evidence) include practical tasks conducted at an ECD center throughout the course. At the start of your studies it is advisable to identify an ECD centre and to arrange access in order to complete the required practical tasks required throughout your studies.

Awards
The ETDP SETA will award a National Qualification Further Education and Training Certificate in Early Childhood Development, NQF Level 4.
In today's economic environment parents or guardians often leave children in the care of others either in home-based care or a Pre-school centre while they are at work and given a choice they would prefer well trained and qualified staff for this important task. Enrolling on this course could give you the opportunity to enhance your knowledge, skills and competencies in the ECD field and to gain a national ECD qualification. The qualification will benefit people who are; experienced and skilled in early childhood development yet do not have a recognized ECD qualification; practitioners who have level 4 or equivalent in ECD and want to further their development in their ECD careers.

Programme Type
The Early Childhood Development NQF level 5 is a Higher Certificate Qualification. ID NO: 23117 (64649)

Accreditation and Process
Damelin Correspondence College has received full ETDP (Education Training & Development Practice) SETA approval for the National Qualification: Higher Certificate: Early Childhood Development, NQF Level 5, SAQA ID 23117, credits 120. Upon enrollment your learner details are loaded onto the ETDP SETA database. On successful completion of all the unit standards linked to this qualification, and an ETDP Verification Site visit, your learner records are uploaded onto the NLRD (National Learner Record Database).

Entrance Requirements:
Matric (Grade 12/Std 10) with English and Maths or Math’s Literacy at Grade 12 and second South African language at Grade 11; in addition, evidence of applied competence as outlined in the Core unit standards of ECD NQF Level 4.

Course Duration
You should be able to complete this course within 24 months.

Course Content
Fundamentals
- Communication
- Apply Workplace Communication Skills
- Present Information in a Public Setting

Core
- Mediate Active Learning in ECD Programme
- Promote Healthy Development in the ECD Programme
- Develop & Manage the ECD Learning Programme

Electives
- Facilitate the Program of Learning
- Organize the Program of Learning
- Facilitate a Literacy Learning Program in the Reception year
- Facilitate a Life Skills Learning Program in the Reception year
- Facilitate a Numeracy Learning Program in the Reception year
What you will achieve?
Once you have completed the course, you will be able to apply for work in various ECD environments such as a home-based centre and work as a school-based practitioner.

Practical
In order for you to complete the practical tasks required throughout your studies you are required to have regular access to an ECD center to perform these tasks. It is therefore essential that you identify an ECD center at the start of your studies at which you will perform these practical tasks.

Assessment
The prescribed Portfolios of Evidence must be submitted to the College for marking.

Award
The ETDP SETA will certify you and award you Higher Certificate Early Childhood Development, NQF Level 5.
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 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**

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 plus the certified copies of the relevant support documents to meet the entrance requirement of your chosen course to Damelin by:
- Posting it to Damelin Correspondence College, P.O Box 31001, Braamfontein, 2017, OR
- Taking it to your nearest Damelin office.

**Step 3**

Once the academic process has been successfully completed 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 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;
- Certification Road Map, 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.
Step 5
Decide on the study times that best suit your lifestyle. Then work out your own study timetable. Try to keep to your timetable! It is very difficult to catch up when you have fallen behind.

Step 6
Get down to the serious business of studying. The notes have been designed to take the place of a class teacher.

Step 7
Complete regular assignments to check how you are doing.
- Continuous assessment is an essential feature of distance learning. Our study material contains numerous self-assessment exercises, to help you to make sure that you are in control of your work at all times.
- At the end of each module, there is a progress assignment which you can complete and send to the College for marking and/or model answers.

Note that the assignments are not compulsory, for examinable courses, and you can register for exams when you are ready.

Step 8
Enter for the examinations
- Follow the instructions on your Certification Road Map on how and when to enter for your examinations.
- Remember that it is your own responsibility to register in time for a particular examination sitting.

Step 9
Write the examinations
- You will enter the examination room knowing that you have done the very best preparation that you are capable of, and you will face the exam paper with confidence.

Step 10
Qualify for your award
- Join the thousands of successful past students of Damelin Correspondence College who are making a success of their careers.

Help is only a phone call away!
Should you have any queries about the learning programme you are interested in, please do not hesitate to contact a Damelin Student Consultant at the following number:

0860 61 61 61
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Make your mark with Damelin

www.dcc.edu.za
info@damelin.edu.za

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