Contents

- Message from the General Manager 2
- Why choose Damelin Correspondence? 4
- Damelin Correspondence College High School Qualifications 6
- National Senior Certificate Grade 10 8
- National Senior Certificate Grade 11 8
- National Senior Certificate Grade 12 8
- National Senior Certificate Grade 12 Repeat Learners: Grade 12 16
- International General Certificate of Secondary Education (IGCSE) 18
- AS Level (Advanced Subsidiary) 20
- 10 Steps to Success 21
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/FEO7/037
• Damelin Correspondence College (Pty) Ltd is 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 30 campuses around the country, 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 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 Correspondence College tutors who can provide 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.
Damelin Correspondence College

High School Qualifications

Damelin Correspondence College 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.

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 external 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 be 24 months.

Students are required to complete ALL their assessments within a calendar year. This means, that students will start their studies in January / February and write the final examinations in October / November. Should students enrol **AFTER 15 February** they may not sit for the final examinations in that same year. Students may however continue working through their study material, but ALL assessments may only be done in the following year – the year in which students will write their final examinations.

**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.
The table below was compiled to guide students 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:

<table>
<thead>
<tr>
<th>LEARNING FIELDS</th>
<th>ENGLISH SUBJECTS</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCIENCES</strong></td>
<td>2 languages</td>
<td>A total of 7 subjects must be selected. At least one language must be a Home Language.</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Orientation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Sciences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Sciences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geography</td>
<td></td>
</tr>
<tr>
<td><strong>AGRICULTURE</strong></td>
<td>2 languages</td>
<td>A total of 7 subjects must be selected. At least one language must be a Home Language.</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Orientation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Agricultural Sciences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Sciences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Sciences</td>
<td></td>
</tr>
<tr>
<td><strong>HUMAN AND SOCIAL STUDIES</strong></td>
<td>2 languages</td>
<td>A total of 7 subjects must be selected. At least one language must be a Home Language.</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR Mathematical Literacy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Orientation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geography</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Sciences</td>
<td></td>
</tr>
<tr>
<td><strong>BUSINESS, COMMERCE AND MANAGEMENT STUDIES</strong></td>
<td>2 languages</td>
<td>A total of 7 subjects must be selected. At least one language must be a Home Language.</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR Mathematical Literacy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Orientation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics</td>
<td></td>
</tr>
</tbody>
</table>
Subject offerings:
The National Senior Certificate Grade 10, 11 and 12 is available in English ONLY. Subjects are NOT offered in Afrikaans.

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

| GROUP B          |          |              |
| **BUSINESS, COMMERCE MANAGEMENT STUDIES AND SERVICES** | Accounting Economics Business Studies | Students can choose a language from this group only if it was not chosen from Group A. |
| **HUMAN AND SOCIAL STUDIES AND LANGUAGES** | Geography History English Home Language (1st Language) |                       |
|                  | English First Additional Language (2nd Language) |                       |
|                  | Afrikaans Huis Taal (1st Taal) |                       |
|                  | Afrikaans Eerste Addisonele Taal (2de Taal) |                       |
|                  | Isixhosa Home Language (1st Language) |                       |

| PHYSICAL, LIFE AND AGRICULTURAL SCIENCES | Agricultural Sciences Physical Sciences Life Sciences |                       |
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 and final examinations in Grade 10 and 11) will be conducted by the College. The final mark for each subject will be determined by a combination of 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% towards a student’s total mark for a subject, and the final examination will contribute 75% towards the total mark.

Controlled Tests and Assessment
• Students must write controlled tests for all the subjects that they are studying. This will be in addition to the examinations that will also be written for each subject.
• Controlled tests are tests that will take place under supervised, examination conditions. Controlled tests will not be in the student’s study guide. It is a shorter version of an examination.
• The dates and times 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 and mid year examinations in the same year that they register for, and write the final examinations for a grade.
• 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 final examination.

Oral Components for Languages
• The College will appoint qualified language educators 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.
Life Orientation

- One of the tasks that you have to complete for Life Orientation, is a Physical Education Task (PET).
- This task has to be completed in three parts; one during each of the first three terms of the year.
- Students will be required to have face-to-face contact sessions with a Life Orientation educator for the evaluation of your Physical Education Task (PET).
- Additional information for the completion of this task is available from the College.

Learner Evidence of Performance File/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 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) – for each of the 7 subjects that the student is studying.
- The final examination for Grade 10 and 11 will be administered by Damelin Correspondence College.
- Final examinations will be conducted in October / November.
- Examination venues will be provided in major centres in each province.
- Examination fees are not included in the enrolments fees.
- The examination fees are R430 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 / progress report.
Grade 12

- Grade 12 students will write 2 full scale 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 Examinations

- The student must be registered with an external assessment body by 15 March for the October/November final external examinations. (Contact a Student Consultant for information on how to register for the final external examinations).
- 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 Grade 12 examinations for all required 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 March. Please visit the College’s website (www.dcc.edu.za) or contact a Student Consultant, for more information.
- Examination venues will be provided in major centres in each province.
• Examination fees are excluded from the enrolment fees. These examination fees are R430 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 / progress report 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%.

A student may obtain less than 30% for the seventh subject, but all assessments, including ALL continuous assessment tasks (CASS) and examinations must have been written for this subject.

These are also the minimum pass requirements for the National Senior Certificate (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, before being considered for further studies at a Higher Education institution.

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 before being considered for further studies at a Higher Education institute.
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 form 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)

<table>
<thead>
<tr>
<th>ACCOUNTING</th>
<th>INFORMATION TECHNOLOGY **</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURAL SCIENCE</td>
<td>LANGUAGES</td>
</tr>
<tr>
<td>BUSINESS STUDIES</td>
<td>LIFE SCIENCES</td>
</tr>
<tr>
<td>CONSUMER STUDIES **</td>
<td>MATHEMATICS</td>
</tr>
<tr>
<td>DRAMATIC ARTS **</td>
<td>MATHEMATICAL LITERACY</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>MUSIC **</td>
</tr>
<tr>
<td>ENGINEERING GRAPHIC AND DESIGN **</td>
<td>PHYSICAL SCIENCES</td>
</tr>
<tr>
<td>GEOGRAPHY</td>
<td>RELIGION STUDIES **</td>
</tr>
<tr>
<td>HISTORY</td>
<td>VISUAL ARTS **</td>
</tr>
</tbody>
</table>
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.

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 Basic Education, they will have to ensure that they register to rewrite the repeat subjects with the Department of Basic Education and Training 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 student 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. Students also have to ensure that the prescribed literature texts have not changed since they last wrote the final examination. This information can be verified with the Department of Basic Education or with the College.

- 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 13 and the minimum Higher Education admission requirements turn to page 14.
International General Certificate of Secondary Education (IGCSE)

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.

Subject Selection
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 of 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 Correspondence College 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 to the relevant statutory bodies, give a learner a qualification equivalent to Grade 12.

**Entrance Requirement**
An International General Certificate of Secondary Education.

**Duration**
The duration of the course will be 24 months, depending on the number of subjects selected.

**Student Assessment**
Continuous assessment through written assignments.

**Examination Information**
- Examinations are conducted in October/November each year.
- Depending on the subject selection, examinations are also conducted during June of each year.
- Examination registration closing date is during February.
- Examination Fees: Please contact Damelin Correspondence College to confirm the examination fees.
- Examinations are conducted at examination venues in South Africa that will be identified by Damelin Correspondence College.
- International students will need to liaise with the Damelin Correspondence College Examinations Department and with a CIE venue in the country where they reside, to make the necessary arrangements for the examinations that they wish to write.

**Grading**
A pass mark for an AS level subject is a Grade A to E (Grade A being the highest grade, and Grade E being the lowest grade). An ‘ungraded’ result indicates that the student has failed to meet the standard required for a pass on the AS Level. CIE does not combine grades on one certificate for subjects written during separate sessions. For example: If students write 3 subjects in the first year of enrolment of the course, and 2 subjects in the second year of enrolment, students will receive two SEPARATE certificates for the subjects written during the two examination sessions.

**Subject Selection and Subject combinations for further studies in South Africa**
A pass in Developmental Studies on IGCSE level will NOT be considered as a subject credit when applying to Higher Education South Africa (HESA) for a matriculation exemption.
Subjects with Practical Assessments on AS Level

Physics
Chemistry
Biology

Practical assessments are face-to-face sessions that will be conducted with external practical partners. Practical fees are not included in the course fees. (Please contact Damelin Correspondence College for more information)

University

Students will have to pass 5 AS Level subjects with a Grade D or higher. OR Pass 4 AS Level subjects (Grade D or higher) and 1 IGCSE subject (Grade C or higher)

• The student will have to obtain a Grade D or higher for AS Level subjects, and at least a Grade C on the IGCSE level subject to be considered for further study at a university.
• Four AS Level subjects must be selected from the required number of subject groupings. See subject offering below.
• One of the requirements to qualify for a Full Matriculation Exemption (upon application to the relevant statutory body), is the offering of a First Language AND a Second Language. In other words, the students MUST select a First Language AND a Second Language from the subject groupings.
• One of the requirements to qualify for a Conditional Matriculation Exemption is the selection and offering of a First Language. This must be the language of learning and teaching of the institution at which the student wishes to pursue his/her studies. A Conditional Exemption is only valid for 5 years.

Please note, that the university at which students want to pursue their studies, may have faculty requirements, in ADDITION to a matriculation exemption, for the field of study for which they wish to apply. In order for students to qualify for a matriculation exemption, students have to meet the necessary requirements within TWO (not more) examination sittings.

Technikons

• Students have to pass 3 AS Level subjects (with at least Grade D) and 2 IGCSE subjects (with at least Grade C).
• Students will also have to pass (Grade D) a First Language on the AS Level, which is the language of learning and teaching at the institution at which they wish to apply.
**Matric without Exemption**

- Students have to pass 2 AS Level subjects (Grade D) and 3 IGCSE subjects (Grade C).
- Students will also have to pass (Grade D) a First Language on the AS Level, which is the language of learning and teaching at the institution at which you wish to apply.

**Subject Offering**

**Group I**

English Language

**Group II**

Afrikaans Language

**Group III**

Mathematics

Biology

Chemistry

Physics

**Group IV**

Mathematics (if not offered under Group III)

Biology (if not offered under Group III)

Chemistry (if not offered under Group III)

Physics (if not offered under Group III)

Economics

**Group V**

Accounting

Business Studies
10 Steps to Success

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
Make your mark with Damelin Correspondence College, one of the most employer recognised colleges in Southern Africa.

**Register Today!**

**JOHANNESBURG**
1st Floor, Mineralia House
78 De Korte Street,
Braamfontein 2001
P.O. Box 31001, Braamfontein 2017
+27 11 712 2556
+27 11 712 2517

**PRETORIA**
Shop 6, 273 Andries Street,
Pretoria 0002
P.O. Box 1332, Pretoria 0001
+27 12 352 9111
+27 12 322 6369

**CAPE TOWN**
Shop 34, Matador Centre,
62 Strand Street, Cape Town 8001
P.O. Box 4180, Cape Town 8024
+27 21 417 8160
+27 21 417 0300

**DURBAN**
The Educor Gallery,
325 Anton Lembede (Smith) Street,
Durban 4001
P.O. Box 2553, Durban 4000
+27 31 374 9750
+27 31 301 0301

**PORT ELIZABETH**
246 Cape Road, Mill Park
Port Elizabeth 6001
P.O. Box 27067, Greenacres 6057
+27 41 363 0877
+27 41 363 0896

**NELSPRUIT**
25 Brown Street, Nelspruit 1201
+27 13 752 2400
+27 13 752 6184

**NAMIBIA**
Shop 17, Mezzanine Floor
BPI House, 269 Independence Ave.
Windhoek
+264 61 308 835
+264 61 308 691

Post your registration form to:
The Registrar, Damelin Correspondence,
P.O Box 31001, Braamfontein, 2017

Damelin Correspondence College (Pty) Ltd.
A company of Educor

Umalusi Prov. Accr. No. FET 00475 PA
DCC is a Registered Credit Provider: NCRCP 2325

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

Make your mark with Damelin
D15030 11-10