

HIGH SCHOOL

PROGRAMME TITLE	SAQA ID	NQF LEVEL	CREDITS
NATIONAL SENIOR CERTIFICATE – GRADE 12 CAPS	49647	N4	130

DESCRIPTION

The National Senior Certificate (NSC) is a 3-year programme that consists of Grades 10, 11 and 12. This means that each grade has to be completed and passed separately. A National Senior Certificate will be awarded to you after successful completion of the National Senior Certificate Grade 12 examinations. The final examinations in Grade 12 will be administered by the Department of Basic Education. The National Senior Certificate is awarded by UMALUSI. (The National Senior Certificate is the minimum requirement for entrance to Higher Education.)

The National Senior Certificate curriculum is designed for learners residing in South Africa. All face-to-face assessments will ONLY be conducted in South Africa by designated NSC educators in their subject of expertise.

CAREER FIELDS/FURTHER STUDIES

Please enquire at your nearest Damelin Correspondence College branch for the prospectus containing information with regard to further studies.

MINIMUM PASS REQUIREMENTS

You need to complete all the required assessments for 7 subjects, 4 of which are compulsory subjects, and are called fundamentals. The other 3 subjects are called electives. The Fundamentals are: a Home Language, a First Additional Language, Life Orientation, and Mathematics OR Mathematical Literacy. You need to obtain 40% for 3 subjects, one of which must be a Home Language. The other 2 can be any other 2 subjects. You will be required to obtain 30% for 3 other subjects.

In summary

You need to pass 3 subjects with 40% (of which one must be a Home Language) and 3 with 30%. Even though you need not meet the minimum pass requirement (30%) for the 7th subject, you MUST have completed all the continuous assessment requirements, including examinations for the 7th subject, in order to pass Grade 12.

20-credit NSC Subject list

(** Subjects not offered at Damelin Correspondence College)

Accounting / Information Technology ** / Agricultural Sciences / Languages / Business Studies / Life Sciences / Consumer Studies ** / Mathematics / Dramatic Arts ** / Mathematical Literacy / Economics / Music ** / Engineering Graphic & Design ** / Physical Sciences / Geography / Religion Studies ** / History / Visual Arts **

SUBJECT SELECTION PROCESS

Make sure that you select the same subjects that you selected in Grades 10 and 11.

SUBJECT SELECTION

All subjects are available in English only, with the exception of Language subjects. Two Languages from Group A must be chosen, one of which must be a Home Language, Mathematics OR Mathematical Literacy AND Life Orientation are compulsory. Mathematics *must* be chosen if you choose Physical Sciences. We also strongly recommend that you choose Mathematics if you choose Accounting.

CAREER CHOICES

If you have decided upon a career path in one of the following fields, you may register for subjects from the following proposed lists:

You must register for a total of 7 subjects and at least one language must be a Home Language.

Sciences

2 Languages, Mathematics, Life Orientation, Physical Sciences, Life Sciences, Geography

Human and Social Studies

2 Languages, Mathematics or Mathematical Literacy, Life Orientation, Geography, History, Life Sciences

Business, Commerce and Management Studies

2 Languages, Mathematics or Mathematical Literacy, Life Orientation, Accounting, Business Studies, Economics

SUBJECT SELECTION

Group A

Compulsory Subjects

English Home Language, English First Additional Language, Afrikaans Huistaal, Afrikaans Eerste Addisionele Taal
AND
Mathematics OR Mathematical Literacy
AND
Life Orientation

Group B

Business, Commerce and Management Studies

Accounting, Economics, Business Studies

Human and Social Studies, and Languages

(Choose a language from this group only if it is not already chosen from Group A.)

Geography, History, English Home Language, English First Additional Language, Afrikaans Huistaal, Afrikaans Eerste Addisionele Taal

Physical and Life Sciences

Physical Sciences, Life Sciences

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DURATION

The academic year ends on **31 December 2019**. Learners are required to complete ALL their assessments within a calendar year. This means that you will start your studies in January/February 2019 and write your final examinations in October/November 2019.

Should you enrol **AFTER February 2019**, you may not sit for the examinations, write Controlled Tests or submit Assessment Tasks in that same year. You may, however, continue working through the study material, but ALL assessments may only be done the following academic year (2020) – the year in which you will write your final examinations.

ADMISSION REQUIREMENTS

A certified, official Grade 11 National Senior Certificate report, which indicates promotion to Grade 12.

LEARNING MATERIAL AND TEXTBOOKS

Quality learning materials designed specifically for distance study are provided to you via the college's Online Student Portal. Please access through www.dcc.edu.za.

Additional study aids for all subjects are **not** included in this course. Additional study aids and equipment will have to be sourced and purchased for the required practical tasks, experiments, projects and other types of assessment from external suppliers and publishers.

Please Note: Maps for Geography will be provided by the College

Please refer to Annexure A for the prescribed list of **additional items/equipment** required for this course.

Prescribed Textbooks (All textbooks are subject to change)			
Subjects	Title	ISBN Numbers	Publisher
Accounting	Study & Master Accounting Grade 12 Learner's Book	9781107666900	Cambridge University Press
Afrikaans EAT	Afrikaans Sonder Grense Afrikaans Eerste Addisionele Taal Graad 12 Leerderboek	9780636142534	Maskew Miller Longman
Afrikaans HT	Platinum Afrikaans Huistaal Graad 12 Leerderboek	9780636142510	Maskew Miller Longman
Business Studies	Platinum Business Studies Grade 12 Learner's Book	9780636140127	Maskew Miller Longman
Economics	Focus Economics Grade 12 Learner's Book	9780636142121	Maskew Miller Longman
English FAL	English First Additional Language Grade 12 Learner's Book	9780796236999	Heinemann
English HL	English in Context Home Language Grade 12 Learner's Book	9780636140028	Maskew Miller Longman
Geography	Via Afrika Geography Grade 12 Learner's Book	9781415422717	Via Afrika
Geography (Map 1)	3318DB 25 Paarl orthophoto map, map scale 1:10 000 3rd edition (School Map)		
Geography (Map 2)	3318DB Paarl topographical map, scale 1:50 000 (6th ed 2000) (School Map)		
History	History Grade 12 Learner's Book	9780796248121	Heinemann
Life Orientation	Oxford Successful Life Orientation Grade 12 Learner's Book	9780199048649	Oxford University Press
Life Sciences	Via Afrika Life Sciences Grade 12 Learner's Book	9781415439630	Via Afrika
Mathematics	Platinum Mathematics Grade 12 Learner's Book	9780636143319	Maskew Miller Longman
Mathematical Literacy	Via Afrika Mathematical Literacy Grade 12 Learner's Book	9781415423431	Via Afrika
Physical Sciences	Study & Master Physical Sciences Grade 12 Learner's Book	9781107629394	Cambridge University Press

*Recommended: Teachers Guides for the above mentioned subjects.

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It is important for you to make sure that you are using the correct prescribed literature textbooks to prepare for your examinations. You will be examined on prescribed literature for all languages that you select. Prescribed textbooks and additional study aids for prescribed literature are NOT included in the course. You will have to source and purchase prescribed textbooks and additional study aids from external suppliers and publishers. Information on the Prescribed Literature Textbooks to be provided by the college.

All subjects apart from your language subjects are available in English ONLY.

Prescribed Literature Textbooks (All textbooks are subject to change)				
Subjects	Genre	Title	ISBN Number	Publisher
Afrikaans EAT	Novel	Lien se lankstaanskoene	978-1-4305-4290-2	Lectio Publishers (Pty) Ltd
	Drama	Fiela se kind – Die Drama	978-0-624-07363-5	NB Publishers
Afrikaans HT	Poetry Anthology	Verse in my inboks	978-1-4307-3755-1	Vivlia Publishers & Booksellers (Pty) Ltd
	Novel	Onderwêreld	978-1-4305-4289-6	Lectio Publishers (Pty) Ltd
	Drama	Krimis van Map Jacobs	987-0-6240-4623-3	Tafelberg
English FAL	Novel	Cry, the Beloved Country	978-0-636-18692-7	Maskew Miller Longman (Pty) Ltd
	Drama	Shakespeare 2000 Macbeth	978-1-920542-11-5	Marumo Publishing
English HL	Poetry Anthology	Imagined Worlds: An Anthology of Poetry	978-1-4310-3728-5	Macmillan South Africa (Pty) Ltd
	Novel	The Picture of Dorian Gray	978-1-4310-3724-7	Macmillan South Africa (Pty) Ltd
	Drama	Hamlet	978-0-636-18000-0	Maskew Miller Longman (Pty) Ltd

PRICING

Enquire at your nearest Damelin Correspondence College branch for a current programme pricelist. The course fees are all inclusive of:

Study Material (excluding Textbooks)

Tuition

Academic Support and Tutoring

Exam and Assessment Fees

Your tuition fees exclude any additional cost.

Oral Examinations and Life Orientation sessions set out for the academic year are included in your course fees. However, if you do not attend these sessions, you will be liable for costs incurred, which will be added to your account with the College. Prescribed Literature textbooks and additional study aids for all language subjects are **not** included with this course. You will have to source and purchase these from external suppliers and publishers. Additional requirements as per subject selected are indicated in Annexure A.

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TUITION

Whilst Damelin Correspondence College offers a distance learning mode of teaching and learning delivery, we believe it is important that you be offered all possibilities and support in completing their studies successfully. It is with this in mind that the Dial-A-Tutor (DAT) service is consistently available to you. When studying, should you experience any difficulties and /or challenges, you should contact the College, and through the Student Support Services Department, you are put in contact with suitably qualified and experienced tutors and other support mechanisms.

ASSESSMENT

School-Based Assessment (SBA)

School-Based Assessment is assessment that takes place throughout the year. It consists of various types of assessment tasks, such as research projects, controlled tests, investigation tasks, and written reports. All assessments for Grade 12 will be internally conducted by Damelin Correspondence College. You will be provided with a study schedule (which can be found in your study guide) AND an assessment timetable, which will be in the enrolment pack that you will receive after enrolment. The assessment timetable will also be available on the College website. If you enrol in the year preceding the start of your academic year, **you must contact the College for a timetable that is applicable to the year in which you will be doing your assessments.** All School-Based Assessment (SBA) tasks have to be completed and submitted for marking within the timeframes prescribed by the College. The SBA mark contributes 25% towards your total mark and the final examination contributes 75% towards your total mark for each subject.

Controlled Tests

You must write Controlled Tests for all the subjects that you are studying. This will be in addition to the examinations that will also be written for each subject that you are studying. Controlled Tests are tests that take place under supervised examination conditions. A Controlled Test is a shorter version of an examination. The dates and times for Controlled Tests will be in the enrolment pack that you will receive after enrolment. It will also be posted on the College website. These dates and times are subject to change. You must consult the College website (www.dcc.edu.za) for the most up-to-date information.

The College will only provide Controlled Test venues in major centres in each province. Special arrangements cannot be made for learners who live on the outskirts of major centres. If you do not write your Controlled Tests, Internal Examinations and do the other School-Based Assessment tasks for all the subjects that you are studying, your final mark will be incomplete, and you will not be given a result by the College. All Controlled Tests and examinations for the subjects that you are studying must be written in the same year. Controlled Tests will NOT be in your study guide. You will be provided with a study schedule, which can be found in your study guide.

Life Orientation

One of the tasks that you have to complete for Life Orientation is a Physical Education Task (PET). This task comprises 3 sections. One section will be completed for each of the 3 terms. You have to attend face-to-face contact sessions throughout the year, with a Life Orientation educator, for the evaluation of your Physical Education Task (PET). The mark obtained for your Physical Education Tasks (PETs) will form part of your SBA mark. Your study guide for Life Orientation will stipulate the number of compulsory contact sessions for each section of this task. Life Orientation (PET) sessions will take place on Saturdays. The dates on which assessments for the PET tasks will take place will be in the Orientation Guide that will be included with your enrolment pack.

The College will inform you if there are any changes to these dates. You must also check the College website regularly for the latest available information. It is important that you attend EVERY contact session. If you fail to attend a contact session, then you will receive a zero for that particular session. In addition to this, you will be liable for the costs incurred for the assessment. There will be a compulsory external examination hosted by the Department of Education for this subject. It is your responsibility to register with the Department of Education for this examination and arrange your own venue/school at which you will write this examination. Visit the Damelin Correspondence College website (www.dcc.edu.za) for more information regarding this compulsory examination session. The external examination forms part of your final mark. Additional information for the completion of this task is available from the College.

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Oral Component for Languages

You will be required to do assessments for the Oral Component of the languages that you are studying. These will be face-to-face contact sessions with qualified language educators. The assessment for the Oral Component of languages is a formal examination that is compulsory. It will form part of your SBA mark and part of your final examination mark. The Oral Examinations are part of a formal examination session and therefore it is compulsory that you attend these. Should you not attend any of the Oral Examinations, you will fail the entire subject and will have to repeat the subject the following year. Should you not be present on the day that your Oral Examinations take place, you will not have a complete mark for the subject and you will not be given a result for the subject. A zero mark for the Oral Examination means that the learner will have to repeat the entire subject. When a learner fails a Home Language, he/she will have to repeat the Home Language the following year. You will be liable for costs incurred for this assessment if you do not attend your Oral Exams. The dates on which the Oral Examination will take place will be in the enrolment pack that you will receive after enrolment. These dates are subject to change. You must consult the College website (www.dcc.edu.za) for the latest available information. Venues at which Oral Examinations will take place will be provided by Damelin Correspondence College. Venues will be in major centres only. Special arrangements cannot be made for learners who live on the outskirts of major centres.

Physical Science Practical Session

Physical Science Grade 12 learners will be required to complete a Practical Assessment in a face-to-face (contact) session with a qualified Physical Science educator. This session will be held on a Saturday – refer to the table of *Important Dates for Grade 12*, further on in this section. Also please contact the College for more details.

Learner Evidence of Performance File/Portfolio

- As part of your studies, the College will compile a Portfolio of Evidence which can be selected to be internally moderated.
- Copies of submitted assignments should be kept for referral purposes as they will be inserted into the Portfolio of Evidence.
- Portfolios selected for internal moderation will be submitted to the Department of Basic Education for external moderation.
- No email assignments can be accepted for the Portfolio of Evidence. Only original assignments will be accepted.
- The College will keep the Portfolio of Evidence for each subject neatly filed and in a secure location.

EXAMINATIONS

Grade 12 learners will write **3 full scale examinations per subject:** (1) an internal mid-year examination administered by the College, (2) an internal mock examination later in the year administered by the College and (3) a final external examination administered by the Department of Basic Education. Examination fees for the final external examination are excluded from the enrolment fees. However, exam fees for all internal exams are included in your course fees.

External Examinations

External Grade 12 examinations are conducted by the Department of Basic Education. You must be registered for these examinations by **15 March 2019** to write the October/November 2019 final external examinations. Contact a Student Consultant for information on how to register for the final external examinations. An external examination process for each province is available on the College's website (www.dcc.edu.za). Even though the College is providing you with the necessary guidelines on external examination registration, it is your responsibility to register for the final external examinations with the Department of Basic Education or an external examination venue offering the NSC Grade 12 examinations, as indicated for your province. **The examination fees for the final external examination will be determined by the examination venue at which you will write.** You will have to contact the College to inform us of the venue at which you will be writing your final external examinations. You will be examined on prescribed literature for all languages that you select.

Prescribed textbooks and additional study aids for prescribed literature are NOT included in the course. You will have to source and purchase prescribed literature textbooks and additional study aids from external suppliers and publishers. UMALUSI will issue you with a National Senior Certificate after it has been determined that you meet the minimum pass requirements for the National Senior Certificate. Please note that the College's closing date for the external examination registration is the **22nd February 2019**. More information regarding this process to follow shortly.

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Internal Examination

You must write the internal mid-year and mock examination in the same year that you register to write the final external examinations. The internal mid-year examination is administered in May/June and the internal mock examination is administered in August/September by the College. Your enrolment with the College and registration for examinations are two separate processes. However, the examination registration form and the enrolment form **MUST** be submitted to the College together. It is compulsory that you complete the examination registration form to ensure that you are registered for the Mock and Mid-year Examinations, Controlled Tests, Oral Examinations and Life Orientation PET sessions. Upon **FINAL** acceptance of your enrolment with the College, you will automatically be registered for these assessment tasks.

Examination venues will be provided in major centres in each province in South Africa. Special arrangements cannot be made for learners who live on the outskirts of major centres. You will be examined and assessed on prescribed literature for all languages that you select. Prescribed textbooks and additional study aids for prescribed literature are **NOT** included in the course. You will have to source and purchase prescribed literature textbooks and additional study aids from external suppliers and publishers. The College will issue you with a progress report for the mid-year and mock examinations.

NB: Registration with the College for internal examinations and registration with the Department of Basic Education for external national examinations are two **SEPARATE** processes.

CERTIFICATION

UMALUSI will issue you with a National Senior Certificate after it has been determined that you meet the minimum pass requirements for the National Senior Certificate.

A National Senior Certificate will be awarded to you after successful completion of the National Senior Certificate Grade 12 examinations. The final examinations in Grade 12 will be administered by the Department of Basic Education.

A National Senior Certificate with Endorsement for learners who Experience Barriers to learning will be issued to learners who has complied with the programme and promotion requirements of a National Senior Certificate with Endorsement. (The College accommodate learners with special needs experiencing a specific barrier to learning, but the enrolment must be accompanied by supporting documentation. All applications will be renewed on a case to case basis by the Academic Committee. The College cannot accommodate learners who need individual specialised support on a high-frequency basis. These learners are accommodated in special schools to assist with their barrier to learning.)

The National Senior Certificate is a 130 credit certificate at Level 4 on the National Qualifications Framework (NQF).

COLLEGE ACCREDITATION

Damelin Correspondence College (Pty) Ltd has been awarded provisional accreditation by Umalusi. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa. Provisional Accreditation No. FET 00037 PA – see www.umalusi.org.za

COLLEGE REGISTRATION

Damelin Correspondence College (Pty) Ltd has been granted provisional registration by the Department of Higher Education and Training as a private FET College. Provisional Registration No. 2008/FE07/025 – see www.dhet.gov.za

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Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Damelin Correspondence College's control (such as environmental, regulatory, or technical changes) may cause the contents of this fact sheet and/or of the programme to change. In the event of any such change, Damelin Correspondence College will attempt to formally notify current learners. All possible measures will be taken to minimise inconvenience to learners. All course requirements, including hardware and software requirements, should be acknowledged and adhered to, as per the course brochure. Damelin Correspondence College reserves the right to change kit items without prior notification.

LEARNER ACKNOWLEDGEMENT

Name of learner: I,....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above and below pertaining to this course. I understand that the programme I am enrolling for is a/an:

- National Qualification
- Agent Programme
- DCC College Programme

The value and status of the course type is explained in the course brochure, which I have read.

Name of learner: Signature:

Name of legal guardian: Signature:
(if applicable)

Name of student consultant: Signature:

Date:

* Please note the original signed copy should be kept on the learner's record file.

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ANNEXURE A – High School 2019: Grade 12 Additional Items for CAPS

Subject	Assessments Tasks
English Home Language	<p>Due to updating of Assessment Tasks for each subject, a new list will be provided in the Assessment instructions found in the Assessment Booklet for each Assessment Task.</p>
English First Additional Language	
Afrikaans Huistaal	
Afrikaans Eerste Addisionele Taal	
Mathematics	
Mathematical Literacy	
Life Orientation	
Life Sciences	
Physical Sciences	
Business Studies	
Economics	
Accounting	
Geography	
History	