



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF THE CERTIFICATE OF COMPETENCY (MINES AND FACTORIES)
2019 EXAMINATIONS

Government Certificate of Competency (GCC)

2019 ACADEMIC YEAR

1. MOP-UP AND RE-MARKING PROCESSES OF THE NOVEMBER 2018 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer scripts for the 201811 cycle are not exempted from the onus of entering for the 201906 examination before the stipulated date in instances where the outcome of the 201811 mop-up and re-mark or re-check process has not been published before the closing date for the examinations.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	Staff commence at TVET Colleges (Semester 1 st) on 07 January 2019		
DHET	Release November 2018 results electronically	Examination Centres	31 December 2018
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <ul style="list-style-type: none"> ✓ Copy of the script (s) where applicable ✓ Copy of mark sheet (s) where applicable ✓ Copy of the seating plan and attendance register for exams ✓ Proof of scripts dispatched to Distribution Point / Marking Centre ✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward <p>FORMAT OF ENQUIRY</p> <p>All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings:</p> <ul style="list-style-type: none"> ✓ Examination Centre Number ✓ Examination Centre Name ✓ ID of candidate ✓ Name of subject ✓ Subject code ✓ Mark to be approved <p><u>No enquiries will be administered after 31 January 2019.</u></p>	DHET	14 – 31 January 2019

Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	18 January 2019
Examination Centres	Closing date for application of re-marks and re-checks at DHET.	DHET	21 January 2019
DHET	Re-Marking Process	Marking Centres	26 – 27 January 2019
DHET	Release results for re-marks, re-checks and mop-up	Examination Centres	08 February 2019
DHET	Create and print statements of results	QA / BETA	13 February 2019
DHET	Sorting and packing process	DHET	15 February 2019
DHET	Dispatch statements of results	Examination Centres	18 February 2019

JUNE 2019 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201811 cycle are not exempted from the onus of entering for the 201906 examination before the stipulated date in instances where the outcome of the 201811 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations.

No entries forms will be accepted without an acceptance letter from the Department of Minerals and Resources / Department of Labour

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	Staff commence at TVET Colleges	Examination Centres	07 January 2019
	Classes commence at TVET Colleges	Examination Centres	14 January 2019
Examination Centres	Down load entry forms from: www.tvetcolleges.co.za	Examination Centres	
Examination Centres	Closing date for registration of candidates at Examination Centres Admission to write the GCC examination is subject to an acceptance letter from the DoL / DMR along with an entry permit and an RSA identity document. Ensure compliance with the DMR approved Examination Centres	Examination Centres	11 March 2019
Examination Centres	Submit Candidate Entries to the DHET for capturing	DHET	15 March 2019
	TVET College Close		15 March 2019
	TVET Colleges Open (Staff) and Classes Commence		02 April 2019
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS Send preliminary entry schedule electronically to TVET Colleges for verification purposes. Examination Officers need to ensure that the correct E-mail addresses are forwarded to the DHET	Examination Centres	03 April 2019

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	<p>PRELIMINARY ENTRY MANAGEMENT PROCESS</p> <p>Examination Centres to effect corrections on the Word document and submit to Ms Gerda Grobler at grobler.g@dbe.gov.za</p> <p>It is mandatory that candidates sign the prelim to confirm the correctness of subjects enrolled for. The DCM (Academic) must sign off on the Prelims</p>	DHET	03 April – 18 April 2019
DHET	Examination Extracting and Printing processes	DHET	24 April 2019
DHET	Sorting and packing process	DHET	26 April 2019
DHET	Dispatch final entry schedule, final admission letters and written mark sheets to Examination Centres.	Examination Centres	06 May 2019
DHET	Examination in Session	Examination Centres	<p><u>03 June 2019</u></p> <p>Plant Engineering – Factories (8190316) Plant Engineering Mine and Works (8190306)</p> <p><u>10 June 2019</u></p> <p>Legal Knowledge – Mines (13050026) Occupational Health and Safety Act (13050046)</p>
TVET College Close			14 June 2019
DHET	Marking Process	Marking Centres	14 to 21 June 2019
TVET Colleges Open (Staff)			09 July 2019
DHET	Release schedule of results electronically to Examination centres	Examination Centres	15 July 2019
TVET Colleges Classes Commence for the 2 nd term			16 July 2019

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <ul style="list-style-type: none"> ✓ Copy of the script (s) where applicable ✓ Copy of mark sheet (s) where applicable ✓ Copy of the seating plan and attendance register for exams ✓ Proof of scripts dispatched to Distribution Point / Marking Centre ✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward <p>FORMAT OF ENQUIRY All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings:</p> <ul style="list-style-type: none"> ✓ Examination Centre Number ✓ Examination Centre Name ✓ ID of candidate ✓ Name of subject ✓ Subject code ✓ Mark to be approved <p><u>No enquiries will be administered after 26 July 2019</u></p>	DHET	16 – 26 July 2019
DHET	Create and print statements of results	QA / BETA	30 July 2019
DHET	Sorting and packing process	DHET	01 August 2019
DHET	Dispatch statements of results	Examination Centres	05 August 2019
Examination Centres	Closing date for application of re-marks and re-checks at Examination Centres	Examination Centres	08 August 2019
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	12 August 2019
DHET	Re-Marking Process	Marking Centres	19 – 22 August 2019
DHET	Release results for re-marks, re-checks and mop-up	Examination Centres	27 August 2019
DHET	Create and print statements of results	QA / BETA	29 August 2019
DHET	Sorting and packing process	DHET	30 August 2019
DHET	Dispatch statements of results	Examination Centres	02 September 2019

2. NOVEMBER 2019 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201906 cycle are not exempted from the onus of entering for the 201911 examination before the stipulated date in instances where the outcome of the 201906 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations.

No entries forms will be accepted without an acceptance letter from the Department of Minerals and Resources / Department of Labour

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	Staff commence at TVET Colleges	Examination Centres	09 July 2019
	Classes commence at TVET Colleges	Examination Centres	16 July 2019
Examination Centres	Down load entry forms from: www.tvetcolleges.co.za	Examination Centres	
Examination Centres	Closing date for registration of candidates at Examination Centres Admission to write the GCC examination is subject to an acceptance letter from the DoL / DMR along with an entry permit and an RSA identity document. Ensure compliance with the DMR approved Examination Centres	Examination Centres	02 September 2019
Examination Centres	Submit Candidate Entries to the DHET for capturing	DHET	09 September 2019
	TVET College Close		20 September 2019
	TVET Colleges Open (Staff) and Classes Commence		01 October 2019
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS Send preliminary entry schedule electronically to TVET Colleges for verification purposes. (Examination Officers need to ensure that the correct E-mail addresses are forwarded to the DHET)	Examination Centres	16 September 2019

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	<p>PRELIMINARY ENTRY MANAGEMENT PROCESS</p> <p>Examination Centres to effect corrections on the Word document and submit to Ms Gerda Grobler at grobler.g@dbe.gov.za</p> <p>It is mandatory that candidates sign the prelim to confirm the correctness of subjects enrolled for.</p> <p>The DCM (Academic) must sign off on the Prelims</p>	DHET	16 September – 04 October 2019
DHET	Examination Extracting and Printing processes	DHET	14 October 2019
DHET	Sorting and packing process	DHET	16 October 2019
DHET	Dispatch final entry schedule, final admission letters and written mark sheets to Examination Centres.	Examination Centres	18 October 2019
DHET	Examination in Session	Examination Centres	<p><u>11 November 2019</u></p> <p>Plant Engineering – Factories (8190316) Plant Engineering Mine and Works (8190306)</p> <p><u>18 November 2019</u></p> <p>Legal Knowledge – Mines (13050026) Occupational Health and Safety Act (13050046)</p>
TVET College Close			06 December 2019
DHET	Marking Process	Marking Centres	29 November to 06 December 2019
DHET	Release schedule of results electronically to Examination centres	Examination Centres	08 January 2020