

YEAR PROGRAMME – 2018

JANUARY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 New Year's Day	2	3	4 College re-opens for Central Office & Campus Management	5	6
7	8 College re-opens for staff members	9	10	11	12	13
14	15 R191 Eng Studies – classes commence, registration, induction of students R191 Buss Studies – classes commence, registration, induction of students NC(V) – classes commence, induction of students, registration	16 NC(V) – induction of students, registration R191 Buss Studies – registration, induction of students R191 Eng Studies – registration, induction of students	17 NC(V) – induction of students, registration R191 Buss Studies – registration, induction of students R191 Eng Studies – registration, induction of students	18 NC(V) – induction of students, closing date for registration of supplementary exam at Exam Centre, registration R191 Buss Studies – registration, induction of students R191 Eng Studies – registration, induction of students	19 NC(V) – induction of students, registration R191 Buss Studies – registration, induction of students R191 Eng Studies – registration, induction of students	20
21	22 NC(V) – HODs & Programme Managers meeting, submit entries for supplementary exam to DHET R191 Buss Studies – HODs & Programme Managers Meeting R191 Eng Studies – HODs & Programme Managers meeting	23	24	25 Quarterly CET Meeting Academic Board Meeting	26 NC(V) – closing date for re-marks & re-check of Nov 2017 exam at Exam Centre, faculty meeting per campus R191 Buss Studies –faculty meeting per campus R191 Eng Studies – submit staff procurement for part-time classes, faculty meeting per campus	27
28	29 Quarterly TVET Meeting R191 Eng Studies – closing date for re-marks & re-checks for Nove 2017 exam, submit Test 1 & Test 2 QP & MG for pre-moderation OH&S – induction CC	30 Closing date for SRC nomination forms R191 Buss Studies – closing date for applications of re-marks & re-checks of Nov 2017 examination at Exam Centres	31 Planning & Resource Committee Meeting R191 Buss Studies – campuses submit their request for possible part-time classes OH&S committee meeting (1)			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				<p>1 Display of SRC candidates</p> <p>R191 Buss Studies – analysis of part-time enrolments & allocation of part-time classes</p>	<p>2 Display of SRC candidates</p> <p>R191 Buss Studies – Closing date for application of re-marks & re-checks at DHET, analysis of part-time enrolments & allocation of part-time classes</p> <p>R191 Eng Studies – closing date for registration at Examination Centres</p>	<p>3</p>
<p>4</p>	<p>5 Display of SRC candidates</p> <p>NC(V) – submit completed & signed State of Readiness tool to DHET</p> <p>R191 Eng Studies – internal verification of enrolment entries</p>	<p>6 Display of SRC candidates</p> <p>R191 Eng Studies – conduct Test 1</p> <p>Conditions of Employment Committee Meeting</p> <p>QMS – internal risk management meeting</p>	<p>7 Display of SRC candidates</p> <p>R191 Eng Studies – registration entries to DHET, conduct Test 1</p> <p>R191 Buss Studies – approved part-time classes commence</p> <p>HIRA & OH&S induction Klerksdorp</p>	<p>8 NC(V) – dispatch admission letters & mark sheets for supplementary exam to Exam Centres (DHET)</p> <p>R191 Eng Studies – conduct Test 1</p> <p>QMS rep training</p>	<p>9 NC(V) – ISAT planning & subject requisitions for ISAT consumables</p> <p>R191 Eng Studies – conduct Test 1</p> <p>Submit info for Vuselela Newsletter 1</p>	<p>10 NC(V) – re-marking process</p>
<p>11 NC(V) – re-marking process</p>	<p>12 SRC selection</p> <p>R191 Buss Studies – class visit, PoE, subject file & PoA control by Senior Lecturer/HOD</p> <p>R191 Eng Studies – marking & moderation Test 1, class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD</p> <p>Finance Committee Meeting</p>	<p>13 R191 Buss Studies – class visit, PoE, subject file & PoA control by Senior Lecturer/HOD</p> <p>R191 Eng Studies – marking & moderation Test 1, class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD</p> <p>HIRA & OH&S induction Jouberton</p>	<p>14 Canvassing of SRC candidates</p> <p>R191 Buss Studies – class visit, PoE, subject file & PoA control by Senior Lecturer/HOD</p> <p>R191 Eng Studies – marking & moderation Test 1, class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD</p> <p>HIRA & OH&S induction Potchefstroom</p>	<p>15 NC(V) – supplementary exam</p> <p>Academic Services Meeting</p> <p>Canvassing of SRC candidates</p> <p>R191 Buss Studies – class visit, PoE, subject file & PoA control by Senior Lecturer/HOD</p> <p>R191 Eng Studies – marking & moderation Test 1, class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD</p>	<p>16 NC(V) – supplementary exam</p> <p>Canvassing of SRC candidates</p> <p>R191 Buss Studies – class visit, PoE, subject file & PoA control by Senior Lecturer/HOD</p> <p>R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD</p> <p>TVETMIS submission 1</p>	<p>17 R191 Business Studies – re-marking process</p>
<p>18 R191 Business Studies – re-marking process</p>	<p>19 NC(V) – supplementary exam, student PoE file control by lecturers</p> <p>R191 Buss Studies – class visit, PoE, subject file & PoA control by Senior Lecturer/HOD</p> <p>R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, receive preliminary entry schedules from DHET for verification</p> <p>Audit & Risk Management Committee Meeting</p>	<p>20 NC(V) – supplementary exam, , student PoE file control by lecturers</p> <p>SRC elections</p> <p>R191 Buss Studies – class visit, PoE, subject file & PoA control by Senior Lecturer/HOD</p> <p>R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, entry schedules & subject confirmation forms to be verified by exam centres & signed by students</p> <p>HIRA & OH&S induction Taung</p>	<p>21 NC(V) – supplementary exam, , student PoE file control by lecturers</p> <p>R191 Buss Studies – class visit, PoE, subject file & PoA control by Senior Lecturer/HOD</p> <p>R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, entry schedules & subject confirmation forms to be verified by exam centres & signed by students</p> <p>HIRA & OH&S induction Matlosana</p>	<p>22 NC(V) – supplementary exam, , student PoE file control by lecturers</p> <p>Financial Aid Committee Meeting</p> <p>Council Executive Committee Meeting</p> <p>R191 Buss Studies – class visit, PoE, subject file & PoA control by Senior Lecturer/HOD</p> <p>R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, entry schedules & subject confirmation forms to be verified by exam centres & signed by students</p>	<p>23 NC(V) – supplementary exam, , student PoE file control by lecturers</p> <p>SRC training and team building exercise</p> <p>R191 Buss Studies – class visit, PoE, subject file & PoA control by Senior Lecturer/HOD, closing date for registration of candidates at Examination Centres, verification of prelims before submitting txt file to DHET</p> <p>R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, entry schedules & subject confirmation forms to be verified by exam centres & signed by students</p>	<p>24 SRC training and team building exercise</p>

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25	<p>26 NC(V) – supplementary exam, , student PoE file control by lecturers</p> <p>R191 Buss Studies – verification of prelims before submitting txt file to DHET</p> <p>R191 Eng Studies – entry schedules & subject confirmation forms to be verified by exam centres & signed by students</p>	<p>27 NC(V) – supplementary exam, , student PoE file control by lecturers</p> <p>R191 Buss Studies – verification of prelims before submitting txt file to DHET</p> <p>R191 Eng Studies – entry schedules & subject confirmation forms to be verified by exam centres & signed by students</p>	<p>28 NC(V) – supplementary exam, , student PoE file control by lecturers</p> <p>Support visit to Campuses – DPA</p> <p>R191 Buss Studies – verification of prelims before submitting txt file to DHET</p> <p>R191 Eng Studies – entry schedules & subject confirmation forms to be verified by exam centres & signed by students</p>			

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				<p>1 NC(V) – supplementary exam, , student PoE file control by lecturers</p> <p>R191 Buss Studies – verification of prelims before submitting txt file to DHET</p> <p>R191 Eng Studies – EMIS submit verified entry forms to DHET, examination centres submit request for subject clashes & concessions to DHET for approval</p>	<p>2 NC(V) – supplementary exam, student PoE file control by lecturers, subject assessment plan & year plan must be completed, post-moderation schedule must be completed & submitted to Programme Managers</p> <p>R191 Buss Studies – verification of prelims before submitting txt file to DHET, subject assessment plan must be completed, post-moderation schedule must be completed & submitted to Programme Managers</p> <p>R191 Eng Studies – submit marking plan for National Examination T1 to Programme Manager, submit invigilation time table for National Exam to Programme Manager, submit procurement for external invigilators</p>	3
4	<p>5 NC(V) – supplementary exam, release results for re-marks & re-checks (DHET)</p> <p>R191 Buss Studies – verification of prelims before submitting txt file to DHET</p> <p>R191 Eng Studies – internal exam (Test 2)</p> <p>College Council Meeting</p>	<p>6 NC(V) – supplementary exam</p> <p>QMS Audit – Klerksdorp</p> <p>ISRC & SMT Committee Meeting</p> <p>R191 Buss Studies – verification of prelims before submitting txt file to DHET</p> <p>R191 Eng Studies – internal exam (Test 2)</p>	<p>7 NC(V) – supplementary exam</p> <p>R191 Buss Studies – verification of prelims before submitting txt file to DHET</p> <p>R191 Eng Studies – internal exam (Test 2)</p>	<p>8 NC(V) – supplementary exam</p> <p>QMS Audit – Taung</p> <p>R191 Buss Studies – verification of prelims before submitting txt file to DHET</p> <p>R191 Eng Studies – internal exam (Test 2)</p>	<p>9 NC(V) – supplementary exam</p> <p>R191 Buss Studies – verification of prelims before submitting txt file to DHET, submit A1 marks</p> <p>R191 Eng Studies – internal exam (Test 2)</p>	10
11	<p>12 NC(V) – supplementary exam, term test (T1)</p> <p>R191 Buss Studies – verification of prelims before submitting txt file to DHET, term test 1 (T1)</p> <p>R191 Eng Studies – invigilators & marking centre training on campus for all Eng Report 191 lecturers</p>	<p>13 NC(V) – supplementary exam, term test (T1)</p> <p>QMS Audit – Potchefstroom</p> <p>R191 Buss Studies – submit candidate entries to DHET, term test 1 (T1)</p> <p>R191 Eng Studies – invigilators & marking centre training on campus for all Eng Report 191 lecturers</p>	<p>14 NC(V) – supplementary exam, dispatch statements of results for amended marks (DHET), term test (T1)</p> <p>R191 Buss Studies – term test 1 (T1)</p> <p>R191 Eng Studies – invigilators & marking centre training on campus for all Eng Report 191 lecturers</p> <p>QMS Audit – Jouberton</p>	<p>15 NC(V) – supplementary exam, term test (T1)</p> <p>Academic Board Meeting</p> <p>R191 Buss Studies – term test 1 (T1)</p> <p>R191 Eng Studies – invigilators & marking centre training on campus for all Eng Report 191 lecturers</p>	<p>16 NC(V) – term test (T1)</p> <p>R191 Buss Studies – term test 1 (T1)</p> <p>R191 Eng Studies – invigilators & marking centre training on campus for all Eng Report 191 lecturers, test 2 assessments marked, filed & post moderated</p> <p>TVETMIS submission 2</p>	17
18	<p>19 NC(V) – term test (T1)</p> <p>R191 Buss Studies – term test 1 (T1)</p> <p>R191 Eng Studies – distribute admission letters for examination to students, capturing & verification of SBA marks (test 2) before submitting txt file</p>	<p>20 QMS Audit – Matlosana</p> <p>NC(V) – term test (T1)</p> <p>R191 Buss Studies – term test 1 (T1), preliminary entry schedule to Examination Centres (DHET)</p> <p>R191 Eng Studies – exam Eng Drawings N3 (X), Building Drawing N3 (X), submit verified marks (test 1 & test 2) to EMIS</p>	21 Human Rights Day	<p>22 Quarterly CET meeting</p> <p>NC(V) – term test (T1)</p> <p>R191 Buss Studies – term test 1 (T1)</p> <p>R191 Eng Studies – exam Eng Drawings N2 (X), Building Drawings N2 (X)</p>	<p>23 R191 Eng Studies – classes end, exam Eng Drawing N1 (X), Building Drawing N1 (X), EMIS submit verified tem marks (ICASS) and txt file to DHET</p> <p>R191 Buss Studies – College closes, term test 1 (T1)</p> <p>NC(V) – College closes, term test (T1), submission of L2 & L3 txt files to DHET</p>	24

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25	26 R191 Eng Studies – exam, submit claims for part-time & flexi classes Quarterly TVET meeting	27 R191 Eng Studies - exam	28 R191 Eng Studies - exam	29 R191 Eng Studies - exam	30 Good Friday NC(V) – dispatch certificates per level for candidates who passed all subjects in 1 examination sitting (DHET)	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Easter Sunday	2 Family Day	3 R191 Eng Studies – exam, campuses submit planning documents & time tables for T2	4 R191 Eng Studies - exam	5 R191 Eng Studies - exam	6 R191 Eng Studies – exam	7
8	9 R191 Eng Studies – exam R191 Buss Studies – staff commences, classes commence NC(V) – staff commences, classes commence	10 R191 Eng Studies - exam	11 R191 Eng Studies - exam	12 R191 Eng Studies - exam	13 R191 Eng Studies – exam, College closes, all N1 marks submitted to DHET R191 Buss Studies – submit T1 marks	14
15	16 Conditions of Employment Committee Meeting NC(V) – all lecturer’s PoA & subject files control by Senior Lecturer/HOD	17 NC(V) – all lecturer’s PoA & subject files control by Senior Lecturer/HOD	18 Planning & Resource Committee Meeting NC(V) – dispatch statements of results of supplementary exam (DHET), all lecturer’s PoA & subject files control by Senior Lecturer/HOD R191 Buss Studies – submit preliminary entry schedule to DHET	19 NC(V) – all lecturer’s PoA & subject files control by Senior Lecturer/HOD	20 NC(V) – all lecturer’s PoA & subject files control by Senior Lecturer/HOD	21
22	23 Council Executive Committee Meeting NC(V) – all lecturer’s PoA & subject files control by Senior Lecturer/HOD	24 NC(V) – all lecturer’s PoA & subject files control by Senior Lecturer/HOD	25 NC(V) – all lecturer’s PoA & subject files control by Senior Lecturer/HOD	26 NC(V) – all lecturer’s PoA & subject files control by Senior Lecturer/HOD, submit T1 & PAT1 marks OH&S Committee Meeting (2)	27 Freedom Day	28
29	30 College Holiday					

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		1 Workers' Day	2 NC(V) –closing date for application of re-marks & re-check of supplementary exam R191 Buss Studies – campuses submit request for subject clashes & concessions to DHET for approval, internal exam	3 Taletso & NW CET quarterly visit QMS Follow-up Audit – Matlosana R191 Buss Studies – internal exam	4 NC(V) – closing date for re-marks & re-checks of supplementary exam at DHET R191 Buss Studies – internal exam	5
6	7 R191 Eng Studies – staff commence, registration R191 Buss Studies – internal exam	8 QMS Follow-up Audit – Klerksdorp Finance Committee Meeting R191 Buss Studies – internal exam R191 Eng Studies – registration, release schedule of results by DHET	9 NC(V) – submit completed & signed State of Readiness document to DHET R191 Buss Studies – submit completed & signed State of Readiness document to DHET R191 Eng Studies – registration, submit completed & signed State of Readiness document to DHET	10 Diploma & Certificate Ceremony R191 Eng Studies – registration	11 Support visit to Campuses – DPA R191 Buss Studies – submit invigilation timetable to Programme Manager, dispatch final entry schedule, admission letters & mark sheet to Examination Centres (DHET) R191 Eng Studies – registration, faculty meeting per campus	12
13	14 R191 Eng Studies – classes commence, induction of students Audit & Risk Management Committee Meeting NC(V) – class visit by Snr Lecturer/HOD, report term 1 handed out to students, parents' evening	15 QMS Follow-up Audit – Potchefstroom NC(V) – class visit by Snr Lecturer/HOD, parents' evening R191 Eng Studies – induction of students	16 ORBIT, Vuselela quarterly visit NC(V) – class visit by Snr Lecturer/HOD, parents' evening R191 Buss Studies – submit internal exam & final ICASS marks to EMIS R191 Eng Studies – induction of students	17 QMS Follow-up Audit – Jouberton Financial Aid Committee Meeting NC(V) – class visit by Snr Lecturer/HOD, parents' evening R191 Eng Studies – induction of students, submit staff procurement for part-time classes	18 NC(V) – class visit by Snr Lecturer/HOD, parents' evening R191 Eng Studies – induction of students, submit subject assessment plans to Programme Manager	19
20	21 College Council Meeting NC(V) – class visit by Snr Lecturer/HOD R191 Buss Studies – handle appeals on Memo 46 of 201, feedback on internal exam	22 QMS Follow-up Audit – Taung NC(V) – class visit by Snr Lecturer/HOD R191 Buss Studies – handle appeals on Memo 46 of 201, feedback on internal exam	23 Academic Services Meeting NC(V) – class visit by Snr Lecturer/HOD R191 Buss Studies – handle appeals on Memo 46 of 201, feedback on internal exam R191 Eng Studies – closing date for application for re-mark & re-checks of April 2016 exam	24 NC(V) – class visit by Snr Lecturer/HOD R191 Buss Studies – feedback on internal exam, handing out of admission permits	25 NC(V) – class visit by Snr Lecturer/HOD R191 Buss Studies – feedback on internal exam, exam IP N4 R191 Eng Studies – submit test 1 & test 2 QP & MG for pre-moderation, closing date for registration on campus	26
27	28 R191 Buss Studies – exam IP N5 R191 Eng Studies – internal verification of enrolment entries	29 R191 Buss Studies – exam CP N4	30 Support visit to Campuses – DPA R191 Buss Studies – exam CP N5	31 R191 Buss Studies – classes end, exam CP N6 NC(V) – closing date for registration of candidates at exam centres, internal prelim process at exam centres R191 Eng Studies – submit registration entries to DHET		

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					1 R191 Business Studies – exam	2
3	4 R191 Business Studies – exam NC(V) – submit candidates entries to DHET R191 Eng Studies – test 1	5 R191 Business Studies – exam ISRC & SMT Committee Meeting NC(V) – student PoE, PoA & subject file moderation by Senior Lecturer/HOD R191 Eng Studies – test 1	6 R191 Business Studies – exam NC(V) – student PoE, PoA & subject file moderation by Senior Lecturer/HOD R191 Eng Studies – test 1	7 R191 Business Studies – exam NC(V) – student PoE, PoA & subject file moderation by Senior Lecturer/HOD R191 Eng Studies – test 1	8 R191 Business Studies – exam, submit all completed ICASS/ term marks txt files to DHET NC(V) – student PoE, PoA & subject file moderation by Senior Lecturer/HOD R191 Eng Studies – test 1	9
10	11 R191 Business Studies – exam NC(V) – student PoE, PoA & subject file moderation by Senior Lecturer/HOD, term test (T2) R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, marking & moderation test 1	12 R191 Business Studies – exam NC(V) – student PoE, PoA & subject file moderation by Senior Lecturer/HOD, term test (T2) R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, receive entry schedule & subject confirmation from DHET for verification, entry schedules & subject confirmation forms to be verified by exam centres & signed by students, marking & moderation test 1	13 R191 Business Studies – exam QMS Management Review NC(V) – student PoE, PoA & subject file moderation by Senior Lecturer/HOD, term test (T2) R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, entry schedules & subject confirmation forms to be verified by exam centres & signed by students, marking & moderation test 1	14 R191 Business Studies – exam NC(V) – student PoE, PoA & subject file moderation by Senior Lecturer/HOD, term test (T2) R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, entry schedules & subject confirmation forms to be verified by exam centres & signed by students, marking & moderation test 1	15 R191 Business Studies – exam NC(V) – student PoE, PoA & subject file moderation by Senior Lecturer/HOD, term test (T2) R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, entry schedules & subject confirmation forms to be verified by exam centres & signed by students, marking & moderation test 1 TVETMIS submission 3	16 Youth Day
17	18 R191 Business Studies – exam Academic Board Meeting NC(V) – term test (T2) R191 Eng Studies – entry schedules & subject confirmation forms to be verified by exam centres & signed by students	19 R191 Business Studies – exam NC(V) – term test (T2)	20 R191 Business Studies – exam NC(V) – term test (T2)	21 R191 Business Studies – exam NC(V) – term test (T2), receive preliminary entry schedule from DHET	22 R191 Business Studies – exam, College closes NC(V) – College closes, term test (T2) R191 Eng Studies – EMIS submit verified preliminary entry schedules to DHET	23
24	25 R191 Eng Studies – internal exam (test 2)	26 R191 Eng Studies – internal exam (test 2)	27 R191 Eng Studies – internal exam (test 2)	28 R191 Eng Studies – internal exam (test 2)	29 R191 Eng Studies – internal exam (test 2), submit marking plan to Programme Manager, submit invigilation time table to Programme Manager, submit procurement for external invigilators	30

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1	2 Quarterly CET meeting	3	4	5	6 R191 Eng Studies – test 2 assessments marked, filed & post moderated	7
8	9 R191 Eng Studies – invigilators & marking centre training on campus for all Eng R191 lecturers	10 R191 Eng Studies – exam centres submit request for subject clashes & concessions to DHET for approval, – invigilators & marking centre training on campus for all Eng R191 lecturers	11 TVET quarterly meeting R191 Eng Studies – invigilators & marking centre training on campus for all Eng R191 lecturers	12 R191 Eng Studies – invigilators & marking centre training on campus for all Eng R191 lecurers	13 R191 Eng Studies – capturing & verification fo SBA marks (test 2) before submitting txt file, – invigilators & marking centre training on campus for all Eng R191 lecturers	14
15	16 R191 Buss Studies – staff commences, registration NC(V) – staff commences	17 Planning & Resource Committee Meeting R191 Eng Studies – distribute admission letters for exam to students R191 Buss Studies – registration	18 R191 Eng Studies – exam Eng Drawing N3 (X), Building Drawing N3 (X) R191 Buss Studies – registration	19 R191 Eng Studies – Eng Drawing N2 (X), Building Drawing N2 (X) R191 Buss Studies – registration	20 R191 Eng Studies – classes end, submit verified marks (test 1 & test 2) to EMIS, Eng Drawing N1 (X), Building Drawing N1 (X) Council Executive Committee Meeting R191 Buss Studies – registration	21
22	23 R191 Eng Studies – exam, EMIS submit verified term marks & txt file to DHET, submit claims for part-time & flexi classes R191 Buss Studies – classes commence, induction Conditions of Employment Committee Meeting NC(V) – classes commence, submit preliminary entry schedule to DHET.	24 R191 Eng Studies – exam R191 Buss Studies – induction	25 R191 Eng Studies – exam R191 Buss Studies – induction	26 R191 Eng Studies – exam R191 Buss Studies – induction	27 Extended TVET & CET quarterly meeting R191 Eng Studies – exam NC(V) – submit T2 & PAT 2 marks, faculty meeting per campus R191 Buss Studies – induction, faculty meeting per campus	28
29	30 R191 Eng Studies – exam, campuses submit planning documents & time tables for T3	31 R191 Eng Studies – exam R191 Buss Studies – closing date for re-marks & re-checks of June 2018 at exam centres				

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			1 R191 Eng Studies – exam Academic Services Meeting	2 R191 Eng Studies – exam QMS Audit - Klerksdorp	3 R191 Eng Studies – exam R191 Buss Studies – closing date for re-marks & re-checks of June 2018 at DHET, campuses submit their request for possible part-time classes	4
5	6 R191 Eng Studies – exam R191 Buss Studies – analysis of part-time enrolments & allocation of part-time classes	7 R191 Eng Studies – exam QMS Audit – Jouberton Finance Committee Meeting	8 R191 Eng Studies – exam, College closes R191 Buss Studies – closing date for registration of candidates at exam centres, verification of prelims before submitting txt file to DHET	9 Women’s Day	10 College Holiday Audit & Risk Management Committee Meeting	11
12	13 R191 Buss Studies – verification of prelims before submitting txt file to DHET, approved part-time classes commence, class visit, PoE & PoA control by Senior Lecturer/HOD NC(V) – report term 2 handed out to students, parents’ evening	14 QMS Audit – Potchefstroom R191 Buss Studies – verification of prelims before submitting txt file to DHET, class visit, PoE & PoA control by Senior Lecturer/HOD NC(V) – parents’ evening	15 R191 Buss Studies – verification of prelims before submitting txt file to DHET, class visit, PoE & PoA control by Senior Lecturer/HOD NC(V) – parents’ evening	16 QMS Audit – Matlosana Financial Aid Committee Meeting R191 Buss Studies – verification of prelims before submitting txt file to DHET, class visit, PoE & PoA control by Senior Lecturer/HOD NC(V) – parents’ evening	17 R191 Buss Studies – verification of prelims before submitting txt file to DHET, class visit, PoE & PoA control by Senior Lecturer/HOD NC(V) – parents’ evening	18
19	20 R191 Buss Studies – verification of prelims before submitting txt file to DHET, class visit, PoE & PoA control by Senior Lecturer/HOD	21 QMS Audit – Taung R191 Buss Studies – verification of prelims before submitting txt file to DHET, class visit, PoE & PoA control by Senior Lecturer/HOD	22 R191 Buss Studies – verification of prelims before submitting txt file to DHET, class visit, PoE & PoA control by Senior Lecturer/HOD	23 R191 Buss Studies – verification of prelims before submitting txt file to DHET, class visit, PoE & PoA control by Senior Lecturer/HOD	24 TVETMIS submission 4 R191 Buss Studies – verification of prelims before submitting txt file to DHET, class visit, PoE & PoA control by Senior Lecturer/HOD	25
26	27 R191 Buss Studies – submit student entries to DHET	28 Support visit to Campuses - DPA	29	30 College Council Meeting ISRC & SMT Committee Meeting	31 NC(V) – ISAT completed	

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						1
2	<p>3 R191 Eng Studies – staff commence, registration</p> <p>NC(V) – ISAT moderation by Senior Lecturer</p> <p>R191 Buss Studies – preliminary entry schedule to exam centres (DHET)</p>	<p>4 R191 Eng Studies – release schedule of results by DHET, registration</p> <p>NC(V) – ISAT moderation by Senior Lecturer</p>	<p>5 Taletso & NW quarterly visit</p> <p>R191 Eng Studies – registration</p> <p>NC(V) – ISAT moderation by Senior Lecturer</p>	<p>6 R191 Eng Studies – registration</p> <p>NC(V) – ISAT moderation by Senior Lecturer</p>	<p>7 R191 Eng Studies – registration, faculty meeting per campus</p> <p>NC(V) – ISAT moderation by Senior Lecturer</p> <p>R191 Buss Studies – submit A1 marks</p>	8
9	<p>10 R191 Eng Studies – classes commence, induction</p> <p>NC(V) – ISAT moderation by Senior Lecturer, dispatch final entry schedules, admission letters & mark sheets to exam centres (DHET)</p> <p>R191 Buss Studies – submit preliminary entry schedule, submit preliminary entry schedule to DHET, submit completed & signed State of Readiness document to DHET</p>	<p>11 Open day – Klerksdorp</p> <p>R191 Eng Studies – submit completed & signed State of Readiness document to DHET, induction</p> <p>NC(V) – ISAT moderation by Senior Lecturer, submit completed & signed State of Readiness document to DHET, internal exam</p>	<p>12 R191 Eng Studies – induction</p> <p>NC(V) – ISAT moderation by Senior Lecturer, internal exam</p>	<p>13 R191 Eng Studies – induction</p> <p>NC(V) – ISAT moderation by Senior Lecturer, internal exam</p>	<p>14 R191 Eng Studies – induction R191 Eng Studies – induction, submit staff procurement for part-time classes</p> <p>NC(V) – ISAT moderation by Senior Lecturer, internal exam</p> <p>Open day – Taung</p>	15
16	<p>17</p> <p>NC(V) – internal exam</p> <p>R191 Buss Studies – term test 1</p>	<p>18 Open day – Potchefstroom</p> <p>R191 Eng Studies – closing date for application of re-mark & re-check of August 2018 exam at exam centres</p> <p>NC(V) – internal exam</p> <p>R191 Buss Studies – term test 1</p>	<p>19</p> <p>NC(V) – internal exam</p> <p>R191 Buss Studies – term test 1</p>	<p>20 Open day - Jouberton</p> <p>NC(V) – internal exam</p> <p>R191 Buss Studies – term test 1</p>	<p>21 TVETMIS submission 5</p> <p>R191 Eng Studies – submit test 1 & test 2 QP & MG for pre-moderation, closing date for registration on campus, closing date for re-mark & re-check of exams at DHET, internal verification of enrolment entries</p> <p>NC(V) – internal exam, all ISAT post-moderation checklists completed by Senior Lecturer/HOD, campuses submit request for subject clashes & concessions to DHET for approval</p> <p>R191 Buss Studies – term test 1</p>	22
23	<p>24</p> <p>Heritage Day</p>	<p>25 NC(V) – internal exam, exam material procurement to DHET</p> <p>R191 Buss Studies – term test 1, exam material procurement to DHET</p>	<p>26 NC(V) – internal exam, submit completed & signed Section B: exam centre audit of the compliance tool to DHET</p> <p>R191 Buss Studies – term test 1</p>	<p>27 R191 Eng Studies – submit entries to DHET</p> <p>NC(V) – internal exam, dispatch exam material/stationery to exam centres (DHET)</p> <p>R191 Buss Studies – term test 1</p>	<p>28 R191 Buss Studies – classes end, College closes, term test 1, dispatch exam material/stationery to exam centres</p> <p>NC(V) – classes end, College closes, internal exam, dispatch exam material/stationery to exam centres (DHET), submit marking plans & invigilation timetables to Programme Managers</p>	29
30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<p>1 Support visit to Campuses – DPA</p> <p>R191 Eng Studies – test 1</p> <p>NC(V) – dispatch exam material/stationery to exam centres (DHET)</p> <p>R191 Buss Studies – dispatch exam material/stationery to exam centres</p>	<p>2 R191 Eng Studies – test 1</p> <p>NC(V) – dispatch exam material/stationery to exam centres (DHET)</p> <p>R191 Buss Studies – dispatch exam material/stationery to exam centres</p>	<p>3 R191 Eng Studies – test 1</p> <p>NC(V) – dispatch exam material/stationery to exam centres (DHET)</p> <p>R191 Buss Studies – dispatch exam material/stationery to exam centres</p>	<p>4 R191 Eng Studies – test 1</p> <p>NC(V) – dispatch exam material/stationery to exam centres (DHET)</p> <p>R191 Buss Studies – dispatch exam material/stationery to exam centres</p>	<p>5 R191 Eng Studies – test 1</p> <p>NC(V) – dispatch exam material/stationery to exam centres (DHET)</p> <p>R191 Buss Studies – dispatch exam material/stationery to exam centres</p>	6
7	<p>8 R191 Buss Studies – staff commences, classes commence, dispatch exam material/stationery to exam centres</p> <p>NC(V) – staff commences, classes commence, dispatch exam material/stationery to exam centres (DHET)</p> <p>R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, marking & moderation of test 1</p>	<p>9 Academic Board Meeting</p> <p>R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, marking & moderation of test 1</p> <p>NC(V) – dispatch exam material/stationery to exam centres (DHET)</p> <p>R191 Buss Studies – dispatch exam material/stationery to exam centres, submit completed & signed Section B: exam centre audit of the compliance tool to DHET, receive final entry schedule, admission letters & mark sheets from DHET</p>	<p>10 R191 Eng Studies – class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, marking & moderation of test 1</p> <p>NC(V) – dispatch exam material/stationery to exam centres (DHET)</p> <p>R191 Buss Studies – dispatch exam material/stationery to exam centres</p>	<p>11 R191 Eng Studies – receive entry schedules & subject confirmation from DHET for verification, entry schedules & subject confirmation forms to be verified by exam centres & signed by students, class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, marking & moderation of test 1</p> <p>NC(V) – dispatch exam material/stationery to exam centres (DHET)</p> <p>R191 Buss Studies – dispatch exam material/stationery to exam centres, internal exam</p>	<p>12 R191 Eng Studies – entry schedules & subject confirmation forms to be verified by exam centres & signed by students, class visit, lecturers subject file control & PoE control by Senior Lecturer/HOD, marking & moderation of test 1</p> <p>NC(V) – dispatch exam material/stationery to exam centres (DHET), all assessments marks submitted</p> <p>R191 Buss Studies – dispatch exam material/stationery to exam centres, submit T1 marks, internal exam</p>	13 NC(V) – dispatch exam material/stationery to exam centres (DHET)
14	<p>15 R191 Eng Studies – entry schedules & subject confirmation forms to be verified by exam centres & signed by students</p> <p>R191 Buss Studies – internal exam</p>	<p>16 R191 Eng Studies – entry schedules & subject confirmation forms to be verified by exam centres & signed by students</p> <p>R191 Buss Studies – internal exam</p>	<p>17 QMS Management Review</p> <p>R191 Eng Studies – entry schedules & subject confirmation forms to be verified by exam centres & signed by students</p> <p>NC(V) – finalising ICASS marks</p> <p>R191 Buss Studies – internal exam</p>	18	<p>19 Council Executive Committee Meeting</p> <p>R191 Eng Studies – EMIS submit verified entry forms to DHET</p> <p>NC(V) – closing date for capturing & verification of ISAT marks per campus</p>	20
21	<p>22 R191 Eng Studies – internal exam, submit marking plan to Programme Manager, submit invigilation time table to Programme Manager, submit procurement for external invigilators</p> <p>NC(V) – handle appeals to Memo 46 of 2015, report term 3 handed out to students</p> <p>R191 Buss Studies – submit invigilation time-table to Programme Manager</p>	<p>23 R191 Eng Studies – internal exam</p> <p>NC(V) – handle appeals to Memo 46 of 2015</p>	<p>24 Planning & Resource Committee Meeting</p> <p>R191 Eng Studies – internal exam</p> <p>NC(V) – handle appeals to Memo 46 of 2015, handing out admission permits, notify students who did not meet the requirements for admission to external exams</p> <p>R191 Buss Studies – submit internal exam & final ICASS marks to EMIS</p>	<p>25 NC(V) – LO P2, submit all completed ICASS & ISAT txt files & mark sheets to DHET</p> <p>R191 Eng Studies – internal exam</p>	<p>26 NC(V) – LO P2</p> <p>R191 Eng Studies – internal exam</p> <p>R191 Buss Studies – campuses submit request for subject clashes & concessions to DHET for approval</p>	27

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	<p>29 NC(V) – LO P2</p> <p>Conditions of Employment Committee Meeting</p> <p>R191 Eng Studies – invigilators & marking centre training on campus for all Eng R191 lecturers</p> <p>R191 Buss Studies – handle appeals to memo 46 of 2015</p>	<p>30 NC(V) – LO P2, classes end</p> <p>BSI Audit</p> <p>ISRC & SMT Committee Meeting</p> <p>R191 Eng Studies – invigilators & marking centre training on campus for all Eng R191 lecturers</p> <p>R191 Buss Studies – handle appeals to memo 46 of 2015</p>	<p>31 NC(V) – exam</p> <p>BSI Audit</p> <p>R191 Eng Studies – invigilators & marking centre training on campus for all Eng R191 lecturers</p> <p>R191 Buss Studies – handle appeals to memo 46 of 2015</p>			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 NC(V) – exam BSI Audit Support visit to Campuses – DPA R191 Eng Studies – invigilators & marking centre training on campus for all Eng R191 lecturers R191 Buss Studies – handing out of admission permits	2 NC(V) – exam BSI Audit R191 Eng Studies – exam centre submit request for subject clashes & concessions to DHET for approval, test 1 & test 2 assessments marked, filed & post moderated, invigilators & marking centre training on campus for all Eng R191 lecturers	3
4	5 NC(V) – exam R191 Eng Studies – distribute admission letters for exam to students R191 Buss Studies – exam IP N4	6 NC(V) – exam Audit & Risk Management Committee Meeting R191 Eng Studies – test 1 & test 2 marks verified & captured on campus R191 Buss Studies – exam IP N5	7 ORBIT, Vuselela quarterly visit NC(V) – exam R191 Buss Studies – exam CP N4	8 NC(V) – exam R191 Buss Studies – exam CP N5	9 R191 Business Studies – classes end, exam CP N6, submit all completed ICASS/term marks txt files to DHET NC(V) – exam Finance Committee Meeting R191 Eng Studies –submit verified marks (T1 & T2) to EMIS, exam Eng Drawing N3 (X), Building Drawing N3 (X)	10
11	12 R191 Business Studies – exam NC(V) – exam R191 Eng Studies – exam Eng Drawing N2 (X), Building Drawing N2 (X)	13 R191 Eng Studies – classes end, Eng Drawing N1 (X)m Building Drawing N1 (X) R191 Business Studies – exam NC(V) – exam QMS Follow-up Audit - Jouberton	14 R191 Eng Studies – exam R191 Business Studies – exam NC(V) – exam QMS Follow-up Audit - Klerksdorp	15 R191 Eng Studies – exam, EMIS submit verified term marks & txt file to DHET R191 Business Studies – exam NC(V) – exam QMS Follow-up Audit – Matlosana Academic Services Meeting	16 NW CET & Taletso quarterly visit R191 Eng Studies – exam, campuses submit planning documents & teme tables for T1 of 2019 R191 Business Studies – exam NC(V) – exam	17
18	19 R191 Eng Studies – exam, submit claims for part-time & flexi classes R191 Business Studies – exam NC(V) – exam	20 R191 Eng Studies – exam R191 Business Studies – exam NC(V) – exam QMS Follow-up Audit – Potchefstroom College Council Meeting Financial Aid Committee Meeting	21 R191 Eng Studies – exam R191 Business Studies – exam NC(V) – exam QMS Follow-up Audit - Taung	22 R191 Eng Studies – exam R191 Business Studies – exam NC(V) – exam	23 R191 Eng Studies – exam NC(V) – exam R191 Business Studies – exam TVETMIS submission 6	24
25	26 R191 Eng Studies – exam R191 Business Studies – exam NC(V) – exam	27 R191 Eng Studies – exam R191 Business Studies – exam NC(V) – exam	28 R191 Eng Studies – exam R191 Business Studies – exam NC(V) – exam	29 R191 Eng Studies – exam R191 Business Studies – exam NC(V) – exam	30 R191 Eng Studies – exam R191 Business Studies – exam NC(V) – exam	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6 R191 Eng Studies – College closes	7 R191 Business Studies – College closes NC(V) – College closes	8
9	10	11 Council Executive Committee Meeting	12	13	14 College closes for Central Office	15
16 Day of Reconciliation	17 Public Holiday	18	19	20	21	22
23	24	25 Christmas Day	26 Day of Goodwill	27	28	29
30	31					