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Higher Education and Training
REPUBLIC OF SOUTH AFRICA



EZIBELENI ENGINEERING CAMPUS

Zone D, Gwadana Drive
P O Box 277 Ezibeleni 5326

Tel: 047 873 1295

Email: mathemba.dywili@ikhala.edu.za

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NEW STUDENT ORIENTATION PROGRAMME 12-15 JANUARY 2026 09:00

WELCOME TO EZIBELENI ENGINEERING CAMPUS

EZIBELENI ENGINEERING CAMPUS STUDENT ORIENTATION HANDBOOK 2026

This handbook provides essential information to guide students during their studies at Ezibeleni Engineering Campus of Ikhala TVET College. It is aligned with official college policies and supports a smooth transition into college life.



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1. Welcome to Ikhala TVET College

We warmly welcome you to Ezibeleni Engineering Campus. As a student of Ikhala TVET College, you are part of an institution committed to quality teaching and learning, discipline, and holistic student support. This handbook outlines what is expected of you and the support available to ensure your success.

2. Vision, Mission & Values

Vision:

A leading institution in offering lifelong quality Technical and Vocational Education and Training, becoming the institution of first choice for workforce realization.

Mission:

To provide quality, community-responsive programs through efficient management, consolidated stakeholder relations, and business excellence, equipping students



with practical skills for economic growth.

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Values:

Honesty, transparency, flexibility: Upholding integrity in operations and interactions.

- **Respect for dignity:** Valuing others in a democratic community.
- **Socially responsive:** Being accountable and responsible to the community.
- **Harnessing creative thinking:** Fostering innovation and critical thinking.
- **Quality learning:** Creating a stable and harmonious environment for learning.

3. Organisational Structure

Ikhala TVET College operates across multiple campuses including Ezibeleni Engineering Campus, Aliwal North, Queen Nonesi, Queenstown, and Sterkspruit. The

College is led by the Principal, supported by Deputy Principals, Campus Managers, and Heads of Department.

4. Office & Lecturing Hours

Administration Offices:

Monday – Thursday: 08:00 – 16:30

Friday: 08:00 – 13:00

Lecturing Hours:

Monday, Tuesday & Thursday: 08:00 – 15:10

Wednesday: 09:30 – 15:10

Friday: 08:00 – 13:15

5. Admission & Registration

Admission is based on minimum entry requirements, merit, and space availability. Placement tests may be required.



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Registration is compulsory at the start of each academic year. Returning students are admitted subject to academic performance, discipline, and space availability.

Students with outstanding fees or unreturned textbooks may be denied registration. Reasonable accommodation is provided for students with disabilities.

6. Attendance, Punctuality & Academic Rules

- Attendance of all classes is compulsory
- Minimum 80% attendance is required to write examinations
- Late-coming is recorded and monitored
- Absence requires valid proof (e.g. medical certificate)
- Poor attendance may lead to disciplinary action or NSFAS suspension

7. Assessment & Examinations

Assessment includes ICASS and external examinations. All tasks must be completed honestly and on time.

Examination admission depends on attendance compliance. Cheating, plagiarism, or misconduct will result in disciplinary action or cancellation of results.

8. Code of Conduct

Students must uphold the dignity, safety, and reputation of the College.

Prohibited behaviour includes:

- Alcohol or illegal drugs
- Violence or intimidation
- Theft or vandalism
- Weapons or dangerous objects
- Cheating or plagiarism
- Disrespect toward staff or students

9. Disciplinary Procedures

Serious misconduct is referred to the Student Disciplinary Committee (SDC). Students are entitled to a fair hearing.



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Sanctions may include:

- Warnings
- Suspension
- Exclusion
- Repayment of damages
- Recommendations towards withdrawal of bursary support

10. Student Support Services (CGO)

Services include:

- Career guidance & placement testing
- Academic & personal counselling
- Health, wellness & Higher Health programmes
- Disability support & exam concessions
- Gender mainstreaming & LGBTQI+ support
- Job readiness, CV & interview preparation
- Career exhibitions, SRC support & GBV awareness

11. Student Representative Council (SRC)

The SRC represents students and acts as a link between students and college management. Members are democratically elected.

12. Student Responsibilities

Students must:

- Attend classes regularly
- Complete assessments honestly
- Respect staff, students, and property
- Follow college rules and policies
- Behave professionally at all times

13. Facilities, Textbooks & Parking

- Textbooks must be returned in good condition
- Photocopied textbooks are prohibited
- Students may not park on campus
- College facilities must be protected



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14. Engineering Workshop Safety & PPE

- Workshop safety induction is compulsory
- PPE is mandatory (safety shoes, overalls, goggles, gloves, hearing protection)
- No PPE = no practical work
- Unsafe behavior results in removal and disciplinary action



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10. Student Support Services – Career Guidance Office (CGO)

The Career Guidance Office (CGO) plays a critical role in supporting students academically, socially, emotionally, and in preparing them for the world of work. The CGO operates through the following Key Performance Areas (KPA's):

10.1 Career Guidance and Testing of Prospective Students

- Assist students with making informed career choices.
- Provide advocacy for financial aid to all new students.
- Administer placement tests to all new students.
- Co-facilitate induction and orientation sessions for new and returning students.
- Provide telephonic career guidance to prospective students.
- Assist students with Coltech logins.

10.2 Student Academic, Counselling, Health and Wellbeing Support

- Provide individual and group counselling services.
- Provide grief, trauma, and bereavement counselling.
- Provide couples' counselling where applicable.
- Develop referral systems for ongoing student care and support.
- Distribute emergency sanitary wear to students in need.
- Promote sexual health awareness, including condom distribution.
- Assist students with social support such as food and clothing banks.
- Advocate for destitute students to receive college bursaries.
- Support Higher Health activation programmes.
- Assist students in creating customised timetables for effective time management.
- Co-facilitate and host student wellness days with the SRC.



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- Work closely with student forums and representative structures.

10.3 Career Exhibition Services and Campus Events

- Assist students with SRC nomination forms.
- Organise campus career open days involving local schools and stakeholders.
- Identify, develop and maintain external stakeholder partnerships.
- Host and co-facilitate Gender-Based Violence (GBV) awareness events.
- Co-facilitate examination preparation, life skills and study skills workshops.

10.4 Job Readiness Support

- Assist students with compiling professional CVs.
- Provide interview readiness and career preparation support.
- Assist students with documentation for work-readiness placement.

- Encourage and support student participation in inter-college entrepreneurship competitions.

10.5 Student Disability and Gender Mainstreaming

- Advocate for disclosure of disabilities in a safe and supportive environment.
- Promote inclusivity across campus programmes and activities.
- Register Students with Disabilities (SwDs) on disability audit assessment forms.
- Assist SwDs to attend disability-related events and programmes.
- Refer SwDs to the Financial Aid Office where applicable.
- Refer SwDs for specialised professional care when required.
- Assist SwDs with examination and test concessions.
- Facilitate procurement of assistive devices for Students with Disabilities.



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- Work closely with organisations and students within the LGBTQI+ community.



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STUDENT REPORTING PROTOCOL – FLOWCHART

This flowchart shows the correct reporting channels, the role of the Class Representative (Class Rep), the Student Representative Council (SRC), and recommended time frames.

START

Is the issue INDIVIDUAL or CLASS-RELATED?

INDIVIDUAL ISSUE

- Academic (marks, attendance, assessments)
Student → Subject Lecturer (24–48 hrs)
→ Senior Lecturer / HOD (3–5 days if unresolved)
- Counselling / Health / Financial
Student → CGO / Student Counsellor (Immediate)
- Disciplinary / Harassment / GBV
Student → Lecturer / Security / CGO (Immediate)
→ Student Disciplinary Committee (SDC)

CLASS / COLLECTIVE ISSUE

- Student → Class Representative (within 24 hrs)
→ Subject Lecturer (1–2 days)
→ Senior Lecturer (3 days)
→ Head of Department (5 days)

Still unresolved or affects many classes?

- Student Representative Council (SRC) (5–7 days)
- Campus / College Management

WORKSHOP SAFETY INCIDENT

- Student → Workshop Lecturer (Immediate)
→ Class Rep (Same day)
→ HOD / Campus Management (within 24 hrs)

END (Feedback provided via Class Rep / SRC)



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Closing Message

We strive to be rainbows in our students' clouds.
We wish you a disciplined, productive, and successful
academic journey at Ezibeleni Engineering Campus.