

**TUTORIAL GUIDELINES**

Dear Student

Welcome to the open learning of ProUlwazi College. This is a quick overview of what to expect with the online classes of subjects under ProUlwazi College accreditation.

**Orbition Academy (Open learning – Online)**

Orbition Academy is the online platform for ProUlwazi College subjects and therefore all policies and procedures for the LMS are those of the Institution.

**What to expect?**

Our online courses are structured to let you study at times most convenient to you. We do however require an online presence during assessments, question and answer sessions and assignments.

Our courses will be structured in a manner that will allow you to complete certain content prior to each scheduled assessment. You have an opportunity to learn at your own pace and to plan your own time to meet the required deadlinesfor assessments.

**Little need to travel**

You don’t have to leave your home or work to pursue your chosen qualification. Those who would benefit greatly from this mode of study would be the individuals who work full- time. You can access your courses from work, on your mobile phone or from a notebook. There is no need to rush after work for fear of being late for class.

**You choose the courses**

All our programs provide a range of fields to choose from. You can select a course that best suits your interests, which develops your skills set and enhances your knowledge base.

**What do you need to successfully complete the online courses?**

1. An internet connection (2 MB line)
2. A Headset with a microphone.

**Open learning (Online) classes for ProUlwazi College**

Classes will be offered in the form of Flip Class, this means a learner will be following the class given in a video format, followed by supportive live interactive sessions.

All subjects will be subjected to 1 (One) tutorial video, followed up with an interactive support session of 1.5 hours, which will also be recorded and released in the form of a video for those learners who might have missed the session or would like to review it again.

Interactive sessions are done at a specific time and date, where the learner will then log on and be able to ask questions from the lecturer on that specific subject to assist with the work done in the two/three previous tutorial videos worked through.

**Assessments**

Please check your schedule at the beginning of your course or included in your subject tutorial letter for the dates of your assessments.

All subjects will have a Summative assessment in some modules there will be a Practical Project, a minimum of 50% needs to be obtained.

An attendance of 80% is required by the DHET, therefore the learner will be marked present when logging on for all lectures (Video’s), under your username and password. This electronic register will serve as evidence of attendance should the DHET require.

Assessments for open learning (also known as blended learning) will be done online with results available within seven days of submittal. These assessments can take on different formats from multiple choice to time restriction to prevent the learner from doing an open book test. Rather learn for your tests and do not underestimate your subject. You will only be putting yourself at a disadvantage.

Learners will be enrolled by the Institutions administration staff and registration; results and dates can be verified at the Institution.

**Contact:**

Nico van Niekerk 0726125344

**Enrolment form**

Should you wish to enroll for the open learning (Online) subjects, please fill in the enrolment form and return with the following documentation to:

[**info@orbitionacademy.com**](mailto:info@orbitionacademy.com)

Please attach the following documentation to your enrolment form.

* Copy of your ID
* Copy of the highest qualification obtained

**Payment**

With submittal of the enrolment form and the relevant documentation an invoice will be generated. Upon payment of this invoice and submittal of proof of payment the username and password will be forwarded to the learner to commence training in the subjects registered.

**PLEASE NOTE:**

Should you wish to order the textbook from Orbition Academy, for the subject enrolled for, a shipping fee will be charged.

The textbook will then be shipped to the learner. Please supply a delivery address if different from the address on the enrolment form.

We hope that you will enjoy these modules and we wish you the best.