



## TUTORIAL GUIDELINES

Dear Student

Welcome to the open learning of JFa² Technical Training Institution. This is a quick overview of what to expect with the online classes of subjects under JFa² Technical Training Institutions accreditation.

All engineering subjects under NATED (N1-6) are trimester subjects and fall under Umalusi (N1-3) and QCTO (N4-6) Quality Councils. JFa² Technical Training Institution, is accredited by both Councils and registered with the DHET.

### **Accreditation numbers:**

Umalusi – 14 FET02 0009

QCTO – QCTO NATED/15/0109

DHET – 2015/FE08/001

### **Orbition Academy (Blended learning – Online)**

Orbition Academy is the online platform for JFa² Technical Training Institutions 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 deadlines** for 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 JFa<sup>2</sup> Technical Training Institution**

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 20 (Twenty) tutorial videos. Every two/three tutorial video's will be followed up with an interactive support session of 1.5 hours, 10 (TEN) session in total, 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.

Assessments (ICASS) are compulsory as these are used to derive at the term mark that gets sent to the DHET.

All subjects will have a minimum of TWO assessments (ICASS) to derive a term mark. These assessments may not be omitted as the learner can be disqualified from writing the examination.

A minimum of 40% needs to be obtained for the term mark to allow the learner to qualify for the National Examinations at the end of the term.

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 to see it. 80 % attendance is also criteria for the National Examination.

Assessments for blended learning (also known as hybrid learning) will be done online with results available immediately. 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 you subject. You will only be putting yourself at a disadvantage.

## **Examinations**

All National examinations are currently written at JFa<sup>2</sup> Technical Training Institution, as these Institution is the registered examination center. Therefore, when you enroll, make sure you would be able to attend the exams at the Institution.

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

## **Contact:**

Christie Jonker at 011 894 6917 or 067 232 6194

## **Enrolment form**

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

[info@jfa2training.co.za](mailto:info@jfa2training.co.za)

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:

Textbooks for the subjects enrolled for is now available from JFA Square Technically Training Institution bookshop.

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