



MANAGEMENT PLAN
FOR
THE ADMINISTRATION AND MANAGEMENT OF
THE
CERTIFICATE OF COMPETENCY
(MINES AND FACTORIES)
2020 EXAMINATIONS

Government Certificate of Competency

(GCC)

2020

Government Certificate of Competency

2020 Academic year

1. MOP-UP AND RE-MARKING PROCESSES OF THE NOVEMBER 2019 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer scripts for the 201911 cycle are not exempted from the onus of entering for the 202006 examination before the stipulated date in instances where the outcome of the 201911 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 13 January 2020		
DHET	Release November 2019 results electronically	Examination Centres	08 January 2020
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <p>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> <p>FORMAT OF ENQUIRY</p> <p>All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings: Examination Centre Number Examination Centre Name ID of candidate Name of subject Subject code Mark to be approved</p> <p><u>No enquiries will be administered after 31 January 2020.</u></p>	DHET	13 – 31 January 2020
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	29 January 2020
Examination Centres	Closing date for application of re-marks and re-checks at DHET.	DHET	03 February 2020
DHET	Re-Marking Process	Marking Centres	10 – 25 February 2020
DHET	Capturing of remarks	DHET	28 February 2020
DHET	Release results for re-marks, re-checks and mop-up	Examination Centres	13 March 2020
DHET	Create and print statements of results	QA/BETA	13 March 2020
DHET	Sorting and packing process	DHET	19 March 2020
DHET	Dispatch statements of results	Examination Centres	20 March 2020

2. JUNE 2020 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201911 cycle are not exempted from the onus of entering for the 202006 examination before the stipulated date in instances where the outcome of the 201911 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations.

No entry 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	13 January 2020
	Classes commence at TVET Colleges	Examination Centres	20 January 2020
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	13 March 2020
Examination Centres	Submit the following to DHET: <i>Txt files of GCC entries</i> <i>Hard copies of entry forms</i> <i>Acceptance letters</i>	DHET	20 March 2020
	TVET College Close		20 March 2020
	TVET Colleges Open (Staff) and Classes Commence		31 March 2020
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	30 March 2020
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to Ms Gerda Grobler at grobler.g@dbe.gov.za 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	DHET	30 March – 17 April 2020
DHET	Examination Extracting and Printing processes	DHET	24 April 2020
DHET	Sorting and packing process	DHET	28 April 2020
DHET	Dispatch final entry schedule, final admission letters and written mark sheets to Examination Centres.	Examination Centres	04 May 2020

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Examination in Session	Examination Centres	<u>01 – 08 June 2020</u> <u>01 June 2020</u> Plant Engineering – Factories (8190316) Plant Engineering - Mines and Works (8190306) <u>08 June 2020</u> Legal Knowledge Mines (13050026) Occupational Health and Safety Act (13050046)
TVET College Close			12 June 2020
DHET	Marking Process	Marking Centres	12 - 26 June 2020
TVET Colleges Open (Staff)			07 July 2020
DHET	Release schedule of results electronically to Examination centres	Examination Centres	08 July 2020
TVET Colleges Classes Commence for the 2 nd term			13 July 2020
Examination Centres	Mop-up Process to manage unresolved results: 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 FORMAT OF ENQUIRY All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings: Examination Centre Number Examination Centre Name ID of candidate Name of subject Subject code Mark to be approved <u>No enquiries will be administered after 28 July 2020</u>	DHET	13 – 28 July 2020
DHET	Create and print statements of results	QA / BETA	14 July 2020
DHET	Sorting and packing process	DHET	16 July 2020
DHET	Dispatch statements of results	Examination Centres	20 July 2020

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	Closing date for application of re-marks and re-checks at Examination Centres	Examination Centres	27 July 2020
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	31 July 2020
DHET	Re-Marking Process	Marking Centres	11 – 18 August 2020
DHET	Capturing of remark	DHET	21 August 2020
DHET	Release results for re-marks, re-checks and mop-up	Examination Centres	31 August 2020
DHET	Create and print statements of results	QA / BETA	31 August 2020
DHET	Sorting and packing process	DHET	03 September 2020
DHET	Dispatch statements of results	Examination Centres	07 September 2020

3. NOVEMBER 2020 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 2020/06 cycle are not exempted from the onus of entering for the 2020/11 examination before the stipulated date in instances where the outcome of the 2020/06 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 July 2020
	Classes commence at TVET Colleges	Examination Centres	13 July 2020
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	04 September 2020
Examination Centres	Submit the following to DHET: <i>Txt files of GCC entries</i> <i>Hard copies of entry forms</i> <i>Acceptance letters</i>	DHET	11 September 2020
	TVET College Close		18 September 2020
	TVET Colleges Open (Staff) and Classes Commence		28 September 2020
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	18 September 2020
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to Ms Gerda Grobler at grobler.g@dbe.gov.za 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	DHET	18 September – 09 October 2020
DHET	Examination Extracting and Printing processes	DHET	15 October 2020

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Sorting and packing process	DHET	19 October 2020
DHET	Dispatch final entry schedule, final admission letters and written mark sheets to Examination Centres.	Examination Centres	20 October 2020
DHET	Examination in Session	Examination Centres	<p><u>09-16 November 2020</u></p> <p><u>09 November 2020</u></p> <p>Plant Engineering – Factories (8190316) Plant Engineering Mine and Works (8190306)</p> <p><u>16 November 2020</u></p> <p>Legal Knowledge – Mines (13050026) Occupational Health and Safety Act (13050046)</p>
TVET Colleges Close			04 December 2020
DHET	Marking Process	Marking Centres	20 November to 07 December 2020
DHET	Final marks capturing process	DHET	11 December 2020
DHET	Release schedule of results electronically to Examination centres	Examination Centres	08 January 2021