

PROSPECTUS

Mandeni Technical Training Centre

2009

Umfolozi College

FOR FURTHER EDUCATION AND TRAINING





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Contact Details


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PHYSICAL ADDRESS

Umfolozi College FET
Mandeni Campus
End of Anderson Road
Mandeni
4490

Contact Details

Accreditation

MERSETA

The Mandeni Technical Training Centre has Merseta accreditation to train and carry out Trade Tests for the following trades:

- Electrician
- Fitter
- Instrument Mechanician

Merseta Certificate No. 17-QA/ACC/0288/08

Other Accreditations

In addition, the Centre is accredited for the following learnerships:

- **CHIETA (Chemical Industries)**
GETC Chemical Operations, NQF L1

Accreditation



1 Courses

1.1 Trades

Training is available for the following trades:

- Electrician
- Fitter
- Instrument Mechanician

1.2 Additional Training Programmes

The following additional programmes are available:

- Pre-Trade Test preparation
- Trade Test preparation
- Semi-skilled upliftment courses
- Learnerships/skills programmes

1.3 Assessment of Employees

Where assessment of employees' work place skills is required, a special programme can be developed in conjunction with your company to meet your specific needs. The following is an example of such an assessment programme:

- A visit to your company by our assessment team in order to evaluate the type of equipment used on the plant in your company
- Confirmation of the skills expected from your employees by your company
- Theoretical and practical assessment of employees' workplace skills
- Determine skills gaps of each person, if any
- Written report on the assessment of your employees
- Proposed planning of training required for your employees
- Training programme for employees implemented.

Training can be adapted to suit your specific needs.



1.4 Pre-Employment Assessment

Theoretical & Practical Assessment for competency can be conducted for the following trades:

- Electrician
- Fitter
- Instrument Mechanician

2 Important Information

2.1 Course Duration

Due to the diverse range of courses and qualifications, the duration of courses vary and can be negotiated to meet your needs. Refer to the attached course schedule.

2.2 Course Assessment

Assessment takes place at regular intervals throughout the training period in order to determine if a candidate is competent. The candidate's progress is monitored throughout their training with the necessary feedback being provided to the client.

Modules and task books will be issued throughout the training period. All trainees receive a valid certificate of recognition for the successful completion of courses.

2.3 Terms of Payment

2.3.1 Skills Programmes/Assessments

Full course fees payable before/on registration

2.3.2 Registration Deposit

A registration deposit of 50% of the full course fee is payable on registration. If booked by a company the deposit or an order number, prior to registration will be acceptable.

The following documents are necessary for registration:

- Proof of qualifications
- ID Document

2.3.3 Proof of Payment

Payment may be made by cheque or direct deposit. Proof of payment must be presented on registration.

Banking Details

Bank: ABSA Bank
Account Name: Mandeni Campus
Branch Name: Durban North
Branch Code: 63 46 56
Account Number: 4056689090
Reference: ID Number of student

2.3.4 Outstanding Fees

Any fees and/or other charges outstanding must be settled in full, failing which, examination results, reports and certificates will be withheld and interest will be charged at the prevailing prime overdraft rate.

The cost of each course can be calculated by multiplying the number of days training by the cost per day quoted and the once off registration and insurance fee. Refer to the attached schedule.

2.4 Cancellations/Non-Arrivals

Any cancellation of a course may result in a cancellation fee being charged. This will normally not be less than 50% of the Course fee. Each case will be dealt with on merit and will be at the discretion of the College. Learners who do not arrive for assessments will be charged the full course fee.

2.5 Terms and Conditions

- Umfolozi College Management reserves the right to amend fees, without giving prior notice, during the Academic year
- All fees are payable in full, irrespective of whether the training programme is interrupted by factors beyond the Training Centre's control, e.g. strikes, civil unrest, or other disruptions on the campus. All fees are payable in the case of suspension or expulsion resulting from any disciplinary measures.
- By virtue of signing the registration form, the student (if self supporting) or parent or company (supporting the student) accepts responsibility for payment of the fees by the due date, irrespective of whether an invoice, account had been received or not.
- Learners are allocated tools. Upon issuing these tools become the responsibility of the learner. Lost tools will be charged for at market related rates. Payment of lost tools is for the learners account unless stipulated otherwise by parent or company. Full payment for lost tools has to be made before the end of the course.

2.3 Equipment Required

Students must provide their own:

2.5.1 Stationery:

- Pen
- Pencil
- Eraser
- Calculator
- Ruler
- Note book (Examination pad)

2.5.2 Personal Protective Clothing:

- Overall
- Safety shoes

2.5.3 General:

- Padlock and Keys

3 Employer Responsibilities

Should you as employer decide to make use of Umfolozi College FET – Mandeni campus Training Centre as a Training Provider we would like to bring the following aspects to your attention.

3.1 Payments

Registration deposit must be paid before a learner will be allowed on course. All course fees must be paid on completion of the course. No refunds will be paid where learners have been withdrawn from a course.

3.2 Transport

The College is under no obligation to arrange or provide any kind of transport for learners.

3.3 Accommodation

Accommodation arrangements can be provided, if available, at an additional cost.

3.4 Withdrawal and Absenteeism

Any withdrawal of a learner by the employer or absenteeism of the learner must be brought to the attention of the College. Learners will be required to complete a leave form. Payments will still be due according to paragraph 2.4.

3.5 Safety Equipment

The employer must equip the Learner with the necessary safety clothing /equipment such as:

- An overall
- Safety shoes

3.6 Complaints

Complaints about the training standards, discipline, training facilities, or any other matter must please be directed to the Campus Manager – Umfolozi College FET – Mandeni Campus.

3.7 **Apprentice Contracts / Learnership Agreements**

It is the employers responsibility to conclude a Training Contract with the Learner. Should you, the employer require the College contract with the appropriate SETA, and do the necessary administration, please make the necessary arrangements with the College

Learners / Employees defaulting on any of the above arrangements / undertakings may be de-registered.

The College, as training provided, will be responsible for all other administration related to the training.

4 Training Courses

4.1 Trade: Electrician	Duration
Basic Hand Tools	20 days
Welding & Gas Cutting	13 days
Basic Lifting Technique	2 days
Materials	3 days
Cables and Conductors	5 days
Electrical Testing Instruments (portable)	2 days
Wiring	15 days
Drawing & Sketches	3 days
Electrical Measuring Instruments (panel mounted)	2 days
Installations	10 days
AC Machines	20 days
DC Machines	3 days
Fault Finding	5 days
Electronics	6 days
Trade Finishing	4 weeks
Total Duration	

4.2 Fitter	Duration
Hand Tools Hand Skills Workshop Tools	20 days
Gas Welding Arc Welding Gas Cutting and Heating	13 days
Basic Lifting Techniques	2 days
Materials	2 days
Drawings & Sketches	3 days
Marking Off	3 days
Measuring Equipment	4 days
Lubrication	2 days
Bearings	5 days
Couplings	5 days
Keys and Locking Devices	3 days
Drives	4 days
Assemblies	3 days

Lubrication	2 days
Bearings	5 days
Couplings	5 days
Keys and Locking Devices	3 days
Drives	4 days
Assemblies	3 days
Brakes & and Clutches	4 days
Pumps	4 days
Pneumatics	5 days
Hydraulics	5 days

4.3 Instrument Mechanician	Duration
Basic Hand Tools	10 days
Hand Skills	7 days
ARC Welding	2 days
Materials	2 days
Cables	2 days
Pneumatics	15 days
Basic Electrical	7 days
Intro to Process Control Instruments	10 days
Pressure Measurement	13 weeks
Force, weight & Motion Measurement	3 days
Flow Measurement	5 days
Level Measurement	5 days
Temperature Measurement	3 days
Final Control Elements	7 days
Controllers	8 days
Control Loops	5 days
Electronics	10 days
Electrical Electronics & Pneumatic Applications	10 days
Micro Processors	10 days

- * All training will include an induction programme.
- * Schedules are available on request.

5 Training Tariffs

Courses	Course Fee Per person
Admin Fee	R120
Insurance	R110
Electrical Courses 3 Week courses (15 days) @ R265 per day	R265 per day
Instrumentation, Electronics, Fitting Courses	R265 per day
Trade assessment preparations; Section 28 Pre-assessment; Skills gap assessments & Assessment of semi-skilled workers	R300 per day
Trade Assessment Applications 1st Attempt Application Re-application	R1300
Short Courses (5 days)	R265 per day
Customised courses on special request	R265 per day

Learnerships: Fundamental Unit Standards	COURSE FEE Per person, per day
Facilitation & Assessment (Full Programme)	R150 per credit
RPL	R330 per unit standard
Assessment only	R200 per unit standard



Umfolozi College

FOR FURTHER EDUCATION AND TRAINING

CAMPUSES

Mandeni Campus	Tel: 032 456 3626	Fax: 032 456 5777
Esikhawini Campus	Tel: 035 796 5568/76	Fax: 035 796 5530
Eshowe Campus	Tel: 035 474 2304/6	Fax: 035 474 2817
Richtek Campus	Tel: 035 902 9500	Fax: 035 789 7011

SKILLS CAMPUSES

Albert Luthuli	Tel: 032 559 9087
Sundumbili	Tel: 032 454 1407
Isithebe	Tel: 032 459 2954
Jininindomnyama (Eshowe)	Tel: 035 474 4022
Nseleni	Tel: 035 795 1482
Sikhanyisele (Ntambanana)	Tel: 083 403 0858
Thubelihle (Esikhawini)	Tel: 035 796 0803
ZCBF	Tel: 035 797 4313

STUDENT SUPPORT SERVICES

035 902 9597

WEBSITE

www.umfolicollege.co.za