

FREQUENTLY ASKED QUESTIONS

1. Is IDC Technologies accredited to run these programs?

Yes, we have been provided accreditation to run the N4-N6 Engineering programs and our reference number for this is **QCTO NATED/15/0127**

2. What are the pre-requisites

To apply to study for the N4 Certificate, you'll need your Senior Certificate (Matric / Grade 12), with Maths and Science, each at a passrate of 40% or higher, OR your N3 Certificate with maths and Science.

To apply to study the N5 or N6 Certificates, you'll need to have the N certificate at the prior level (N4 for N5, N5 for N6).

3. What is the workload like?

If you choose to study over 18 months, we will have 3 six-month periods where we handle two subjects per week for two sessions of 1 hour 30 min. if you choose to study for 9 months, we will have 3 three-month periods covering 4 subjects per week – four sessions of 1 hour 30 min. per week. You will complete some assessment during the online sessions, plus assignments are given to complete later. We put together a portfolio of evidence which is sent to the examinations centre where you will write examination. IDC will provide additional online support via tutorials and subject problem solving discussion and support. We will also make a progress report available after three months so that your sponsor and you can identify your level of engagement and if additional support is required.

If successful you will enrol for the relevant subjects of the Certificate at the next level. After completing all the subjects' (minimum of four N4, four N5 and four N6 subjects) you then complete 24 months of work experience and can put a portfolio together signed by the employer. The portfolio is submitted to the Department of Education for the issuing of the relevant National Technical Diploma. It is important to note that the work experience must be in-line with the subjects passed at N4, N5 and N6 level

4. Can my older "T" qualification be converted to a N qualification?

The T Courses are the previous Technikon Courses before they were integrated into the Universities. The T courses cannot be converted to N Courses but we can do an assessment for Recognition of Prior Learning (RPL – see next question) and may be able to provide you with credits for the N courses.

5. What is RPL?

Recognition of Prior Learning (RPL) is a process through which "formal, non-formal and informal learning are measured...for recognition across different contexts and certified against the requirements for credit, access, ...or advancement in the formal education and training system or workplace." (Source: National Policy for the Implementation of RPL: par 30). The aim is to make it possible to obtain formal recognition for knowledge gained throughout life, such as in workplaces and own study or experiences. See more at:

<http://www.saqa.org.za/show.php?id=5688#sthash.gaynvubA.dpuf> .

6. Where to after I have completed my N4-N6?

When you have passed your N6 Certificate and added 2 years of relevant work experience, you have various options for further study as indicated in the table below. See also questions 5 and 6.:

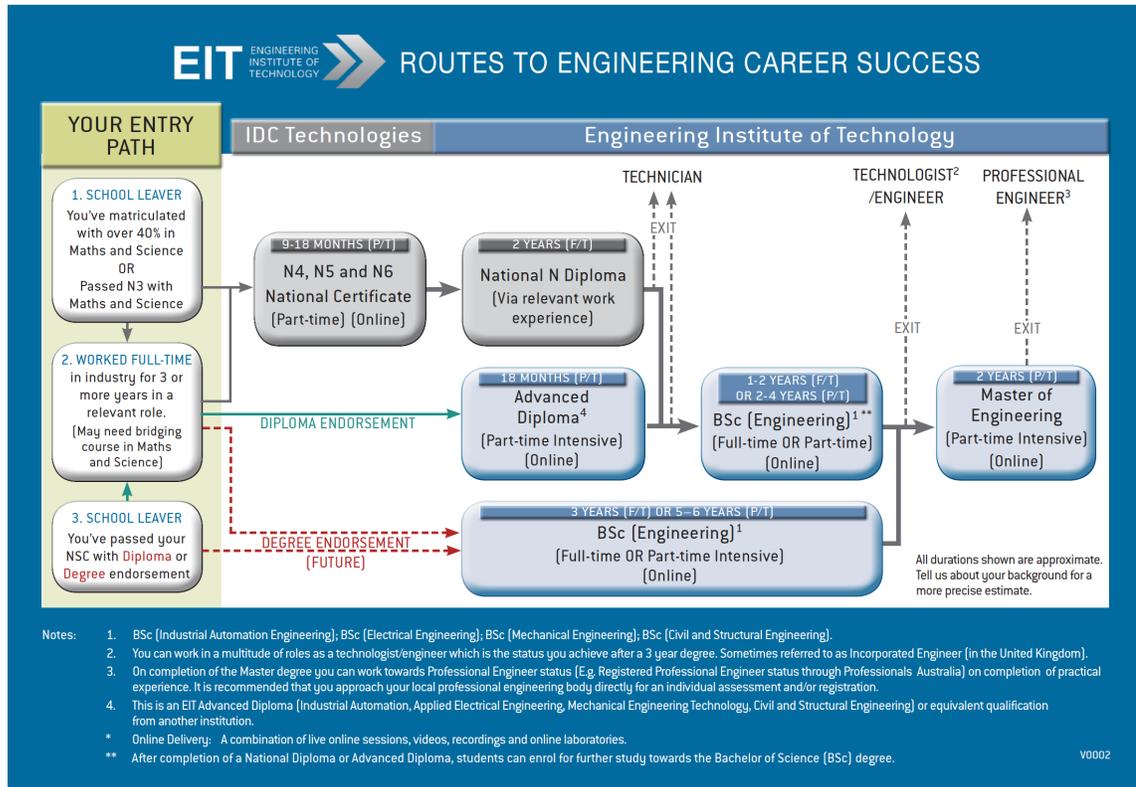
New NQF level	Vocational	Professional	General
10		Doctoral degree	Doctoral degree
9		Master's degree	Master's degree
8	Postgraduate diploma	Postgraduate diploma Bachelor's degree	Honours degree Bachelor's degree
7	Advanced diploma	Bachelor's degree Advanced diploma	Bachelor's degree
6	Diploma (240 credits and 360 credits)	Diploma (360 credits)	
6	Advanced certificate (120 credits)		
5	Higher certificate (120 credits)		

7. Will I receive Credits for the different subjects in these programs towards further study?

Many universities will provide a pathway for career-focussed degree study for graduates of the National N Diploma. Some universities do provide recognition and credits towards a degree. For example, the BTech program is often 4 years' duration, and the National N Diploma may provide credit for the first 3 years. IDC Technologies' sister organisation, Engineering Institute of Technology also offers credits to graduates that will reduce the time required to earn a prestigious Bachelor of Science (Engineering).

The process and the amount of credit will differ from one institution to the next.

See diagram following for further explanation.



8. Can I obtain a Government Certificate of Competency (GCC) after studying with IDC Technologies?

The Department of Labour administers exams for the GCC in mechanical or electrical. You will need to complete extra study and specific duties at work before you are eligible to sit for the examinations. For more information go to: <http://www.labour.gov.za/DOL/downloads/documents/forms/occupational-health-and-safety/ohsexambrochure.pdf>.

To apply to the Department of Labour download the brochure here: <http://www.labour.gov.za/DOL/documents/useful-documents/occupational-health-and-safety/certificate-of-competency-info-brochure>

The GCC is one route for your career development. There are other exciting study options for you – please see the diagram in our programme brochure.

9. What books are required

Assuming 4 subjects per level, you need to budget about R1000.00 per N4, N5 and N6 Certificate for books which you are required to obtain over and above the fees charged for the programs.

In addition IDC will provide you with a complimentary selection of valuable technical manuals from its library. Refer to the specific National Diploma streams in the brochure to see the recommended titles.

10. What are the Hardware and Software Requirements

Many lectures, tutorials and laboratories can be joined online. You need an adequate Internet connection, PC, speakers and a microphone. The software packages that are required to join these sessions will be sent to your prior to the start of the program with straightforward instructions.

11. What happens if I need to postpone or withdraw from an advanced diploma course?

1. Withdraw prior to course start:

On the enrolment forms we state: a “fee equivalent to 1 monthly instalment (approximately 6% of the total course fee) will apply for written cancellations received less than 14 days prior to the commencement date of the course. However substitutes are welcome.” This applies to all payment options.

2. Postponement after course has started:

If a student needs to suspend studies but definitely intends to re-join a future course, then at the time of postponement the student completes a course withdrawal declaration form. The student can re-join at the point where a subsequent class reaches the last Module in the course that he or she has successfully completed. A re-joining fee of R350.00 will apply a student to complete the course – in practice this means that students will need to re-join so that there is time to finish within 3 years of the original start date. Students can only postpone and re-join twice, and after this it is treated as a full withdrawal (please see item 3 below).

Any payments made in advance are held by the IDC Technologies in readiness for re-joining.

3. Full withdrawal:

If a student decides to withdraw completely from a National Technical Diploma course a R200.00 withdrawal fee may apply.

Students are asked to complete the withdrawal declaration form.

Students who have paid in advance (payment option 1) can apply for a pro-rata refund of the fee paid. The refund will consist of the balance after deductions for:

1. Modules attended by the student up to the point where the Course Coordinator receives written notice of the students request for withdrawal. The withdrawal declaration form must be received before the first topic is commenced (and even if no assignment is submitted) otherwise the module is deemed to have been attended and the full fee for that module is due. Therefore it is important to submit the form as soon as the decision is made.
2. The R200.00 withdrawal fee.
3. The value of any courses reference manuals supplied by the EIT in advance. This will be determined by the Course Coordinator.

Students who have chosen to pay monthly instalments do not receive a refund on full withdrawal. Payment of all instalments is required up to and including the Module where the student provided the IDC with the completed withdrawal declaration form. As applies to students who pay in advance, the withdrawal declaration form must be received before the first topic is commenced (and even if no assignment is submitted) otherwise the module is deemed to have been attended and the full fee for that module is due. Therefore it is important to submit the form as soon as the decision is made. If paying by instalments the course reference complimentary manuals are provided in batches in arrears, so there is no need for a deduction for those materials.

12. What is e-Learning?

Our e-Learning programs are designed for students who prefer not to be limited by time or distance and need to develop skills and knowledge in a particular subject.

E-Learning is a form of distance learning, where some or all of the course components are presented online. In the e-Learning environment the presenter of the material and the participants are not physically present in the same room. Instead, they can meet in a 'virtual' room. In our courses, the material is shared via the internet in a live session.

Our e-Learning courses incorporate a live approach. This ensures that the training is interactive, which maintains the motivation and discipline necessary for successful completion. The live sessions are supported with reading and assignment work.

You will be required to 'log in' to your session at a pre-arranged time together along with other students. Joining you will be a real instructor/presenter, qualified and experienced in the particular topic. The presentation (or live webinar) is usually between 60 and 90 minutes, but this can vary depending on the number of questions from students. At any stage the instructor can be signaled if queries on the course material exist. After each presentation there is a question and answer session where you can talk to the instructor, as well as to other participants.

13. How does it work?

The course consists of a number of modules (this varies from course to course) over a given time period involving live, interactive "webinar" tutorials, lectures, or workshops. Some modules may involve a practical component or group activity. For each module there is an initial reading assignment along with coursework or problems to be handed in and practical exercises in some cases. You will have access to ongoing support from instructors via e-mail, the IDC student portal or Skype.

14. What do live webinars involve?

These are live, interactive sessions over the Internet. You will join the instructor and other participants from around Africa in an online 'virtual classroom' where you are able to watch a presentation, and communicate with the instructor and other students via audio, text messaging or drawing on the whiteboard. Each live session is between up to 90 minutes in duration.

15. What if I cannot join or I miss a live webcast?

Online sessions are recorded and available to students upon request, however to receive the certificate at completion a minimum of 80% of must be attended. The live sessions offer the opportunity to interact with the instructor and other participants, which is an essential part of the learning process.

We do have a few students on the current courses who work on-site and therefore cannot always attend during the scheduled time. For special circumstances such as this we may negotiate the minimum attendance and usually agree that provided students watch the recordings and provide a point-form summary, attend when they can and do all assignments on time, then this may be acceptable. This is negotiated case-by-case.

16. Can I talk to my instructor throughout the session or is all the communication one-sided?

Communication with the instructor is encouraged via microphone, drawing on the whiteboard or by typing in the chat box.

17. Do I really need a headset?

Headsets are recommended for sound quality and to avoid feedback through the microphone. Built-in loudspeakers and microphones will work, but are not ideal. Even when microphone problems occur, the presentation can be followed with audio alone. Feedback or questions can be typed using the direct messaging tool. We do strongly recommend a microphone so that you can interact with the instructor and your fellow students. This gives to the best learning experience.

18. Who can assist me if I have technical difficulties with the software?

We ask that you install and test the software well before any webinars, tutorials or online laboratories. If you join from work rather than your home, then due to company firewalls you may experience initial problems which we will work through to correct well beforehand. It is recommended that you approach your company's IT department to assist with a test connection prior to the course start date.

19. What level of computer skills do I need to have?

The software is very user friendly and easy to use but we recommend that you have basic computer skills. Most problems are experienced during initial setup of the software (usually due to company firewalls) so if you have limited computer knowledge and plan to login at work we recommend you have some technical support nearby.

20. Are there exams?

There are exams and these are written in line with the Government Exam Calendar. There are a number of authorised centres around the country that we have entered into agreements with where you can write the exams with an invigilator present. A list of these centres will be made available to you prior to the exams.

21. How much time do I need to spend on the course every week?

Each N level will take either 3 months (one trimester) or 6 months – your choose the period. This means that studying all 3 N levels (N4, N5, and N6) will take you a total of 9 or 18 months. If you choose the shorter period, you'll need to study for more hours each week.

Within each level there are 4 subjects and each subject requires 30 hours' attendance per period. Attendance can be via online lectures, tutorials and workshops and adds to 120 hours for all 4 subjects. An additional 15 hours per subject is recommended for self-study (60 hours in total for 4 subjects). If you studied 4 subjects at once, that means during the period 120 hours attendance would be required, plus 60 hours for self-study. That adds to a **total commitment of 180 hours per N level for 4 subjects.**

If you aim for 9 months to study all 3 N levels, you'll need to allocate at least **15 hours per week** (180 hours per level each trimester, divided by 12 weeks). For the 18 month period, you'd allocate at least **7.5 hours per week** (180 hours per level divided by 24 weeks).

If you choose the 18-month option, you will attend four (4) online sessions per week each of 1.5 hours in length, usually in the evening after 6pm, studying two (2) subjects per trimester. In addition, you are required to spend another two to three (2 to 3) hours on assignments (mainly problem-solving), labs and self-study.

You will be required to attend at least 80% of these tutorial sessions (from any location as long as you have an internet connection).

The theoretical component is complemented with 24 months practical experience in your chosen stream of study which will lead to the achievement of the National N Diploma.

International students

22. Who must apply for a student number?

You must apply for IDC Technologies student number if you have never before registered a formal qualification with us. A formal qualification is a higher certificate, diploma, degree, honours degree, postgraduate certificate, master's degree or doctoral degree.

23. How do I apply for admission?

For more information or to apply, please email idc@idc-online.ac.za, or call Sisipho Phakmisa on 011 024 5520, or click "apply now" on the website www.idc-online.ac.za.

24. How do I pay the Registration fee?

The online application fee is R100, 00. You can pay the fee via SWIFT payment:

Beneficiary: IDC Technologies (Pty) Ltd
Bank: Standard Bank
Account number: xxxxxxxxxxxxxxxxxxxxxxxxxxxx
Branch code: 018105
SWIFT code: xxxxxxxxxxxxxxxxxxxxxxxxxxxx

25. What documents do I need to submit when applying for admission to IDC?

Undergraduate applications:

Certified copy of your school qualifications
Certified copy of your tertiary academic qualifications (if applicable)
Certified copy of your passport
Certified copy of your marriage certificate (if applicable) or divorce decree (if applicable)

Original sworn translations of documents if they are not in English or Afrikaans
Course Registration Form and Form B supplied with the registration forms.

*Certified copies are acceptable for the admission phase, but documents must be certified at a South African embassy or by a public notary.

25. How can I contact IDC Technologies?

Please visit the IDC website first for information related to your application. If you require additional information, however, please send your enquiry via e-mail to idc@idc-online.co.za. Be sure to add your student number and the name of your course in the subject line. Alternatively ccall us on +27 11 024 5520.