



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF THE CERTIFICATE OF COMPETENCY

(MINES AND FACTORIES)

2022 EXAMINATIONS

Government Certificate of Competency

(GCC)

2022

Government Certificate of Competency

2022 Academic year

FINAL MANAGEMENT PLAN FOR GCC 2022

1. MOP-UP AND RE-MARKING PROCESSES OF THE NOVEMBER 2021 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer scripts for the 202111 cycle are not exempted from the onus of entering for the 202206 examination before the stipulated date in instances where the outcome of the 202111 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 17 January 2022		
DHET	Release November 2021 results electronically	Examination Centres	07 February 2022
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 28 February 2022</u></p>	DHET	07 February 2022 To 28 February 2022
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	01 March 2022
Examination Centres	Closing date for application of re-marks and re-checks at DHET.	DHET	07 March 2022
DHET	Re-Marking Process	Marking Centres	19-20 March 2022
DHET	Capturing of remarks	DHET	21-28 March 2022
DHET	Release results for re-marks, re-checks and mop-up	Examination Centres	31 March 2022
DHET	Create and print statements of results	QA/BETA	31 March 2022
DHET	Sorting and packing process	DHET	04 April 2022
DHET	Dispatch statements of results	Examination Centres	04 April 2022

2. JUNE 2022 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 202111 cycle are not exempted from the onus of entering for the 202206 examination before the stipulated date in instances where the outcome of the 202111 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	17 January 2022
	Classes commence at TVET Colleges	Examination Centres	24 January 2022
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	11 March 2022
Examination Centres	Submit Candidate Entries to the DHET for capturing	DHET	22 March 2022
TVET College Close			01 April 2022
TVET Colleges Open (Staff) and Classes Commence			11 April 2022
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	23-30 March 2022
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to Mr Kenneth Bopape at Bopape.k@dbe.gov.za and Ms du Plooy at duplooy.d@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 2022 To 19 April 2022
DHET	Examination Extracting and Printing processes	DHET	21 April 2022
DHET	Sorting and packing process	DHET	22 April 2022
DHET	Dispatch final entry schedule, final admission letters and written mark sheets to Examination Centres.	Examination Centres	25 April 2022

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Examination in Session	Examination Centres	<u>01 – 08 June 2022</u> <u>01 June 2022</u> Plant Engineering – Factories (8190316) Plant Engineering - Mines and Works (8190306) <u>08 June 2022</u> Legal Knowledge Mines (13050026) Occupational Health and Safety Act (13050046)
TVET College Close			15 June 2022
DHET	Marking Process	Marking Centres	15-29 June 2022
TVET Colleges Open (Staff)			04 July 2022
DHET	Release schedule of results electronically to Examination centres	Examination Centres	05 July 2022
DHET	Create and print statements of results	QA/BETA	05 July 2022
DHET	Sorting and packing process	DHET	07 July 2022
DHET	Dispatch statements of results	Examination Centres	07 July 2022
TVET Colleges Classes Commence for the 2 nd term			11 July 2022
<p align="center">3. MOP-UP AND RE-MARKING PROCESS FOR JUNE 2022 EXAMINATIONS</p> <p>Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer scripts for the 202206 cycle are not exempted from the onus of entering for the 202211 examination before the stipulated date in instances where the outcome of the 202206 mop-up and re-mark or re-check process has not been published before the closing date for the examinations.</p>			
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 /	DHET	05-25 July 2022

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	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 25 July 2022</u>		
Examination Centres	Closing date for application of re-marks and re-checks at Examination Centres	Examination Centres	26 July 2022
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	01 August 2022
DHET	Re-Marking Process	Marking Centres	13-14 August 2022
DHET	Capturing of remark	DHET	15-22 August 2022
DHET	Release results for re-marks, re-checks and mop-up	Examination Centres	25 August 2022
DHET	Create and print statements of results	QA / BETA	25 August 2022
DHET	Sorting and packing process	DHET	29 August 2022
DHET	Dispatch statements of results	Examination Centres	29 August 2022

4. NOVEMBER 2022 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 202206 cycle are not exempted from the onus of entering for the 202211 examination before the stipulated date in instances where the outcome of the 202206 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	10 August 2022
Classes commence at TVET Colleges		Examination Centres	15 August 2022

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
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	31 August 2022
Examination Centres	Submit Candidate Entries to the DHET for capturing	DHET	09 September 2022
TVET Colleges Open (Staff) and Classes Commence			15 August 2022
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	09-16 September 2022
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to Mr Kenneth Bopape at: Bopape.k@dbe.gov.za and Ms Dina du Plooy at: duplooy.d@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	16 Sept-05 October 2022
DHET	Examination Extracting and Printing processes	DHET	07 October 2022
DHET	Sorting and packing process	DHET	11 October 2022
DHET	Dispatch final entry schedule, final admission letters and written mark sheets to Examination Centres.	Examination Centres	11 October 2022
DHET	Examination in Session	Examination Centres	<u>09-16 November 2022</u> <u>09 November 2022</u> Plant Engineering – Factories (8190316) Plant Engineering Mine and Works (8190306) <u>16 November 2022</u>

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
			Legal Knowledge – Mines (13050026) Occupational Health and Safety Act (13050046)
TVET Colleges Close			02 December 2022
DHET	Marking Process	Marking Centres	21 November 2022 To 05 December 2022
DHET	Final marks capturing process	DHET	09 December 2022
DHET	Release schedule of results electronically to Examination centres	Examination Centres	16 January 2023