

# APPLICATION WIZARD AT VHEMBE TVET COLLEGE

Since 2019 - 2022

# LOCALITY OF VHEMBE TVET COLLEGE

- ▶ The college is found in Limpopo Province in the district called VHEMBE
- ▶ The College has 7 campuses and one satellite namely:
  - ▶ Makwarela Campus
  - ▶ Mashamba Campus
  - ▶ Mavhoi Campus
  - ▶ Musina Campus
  - ▶ Shingwedzi Campus
  - ▶ Thengwe Campus and
  - ▶ Tshisimani Campus
  - ▶ And one satellite at Makhado

# How do we communicate with our clients?

The following are some of our communication tools:

- ▶ Website: [www.vhembecollege.edu.za](http://www.vhembecollege.edu.za)
- ▶ Online Application: [https://ienabler.vhembecollege.edu.za/pls/prodi41/gen.gw1pkg.gw1startup?x\\_processcode=ITS\\_OAP](https://ienabler.vhembecollege.edu.za/pls/prodi41/gen.gw1pkg.gw1startup?x_processcode=ITS_OAP)
- ▶ Staff and student iEnabler: [https://vhem41app.vhembecollege.edu.za/pls/prodi41/w99pkg.mi\\_login](https://vhem41app.vhembecollege.edu.za/pls/prodi41/w99pkg.mi_login)
- ▶ Moodle: [Training.vhembecollege.edu.za](http://Training.vhembecollege.edu.za)
- ▶ Also using Social Media tools

# Back ground about Application Wizard

- ▶ The college introduce Online Application since 2017, SECOND Semester and Trimester THREE.
- ▶ During 2018 we suspended Online Application in order to upgrade the college Network infrastructure.
- ▶ During 2019 we introduce Application Wizard

# Network Infrastructure

- ▶ We are using South African Broadband Education Network (SABEN) as our internet backbone
- ▶ All 9 sites/ campuses are connected through VPN
- ▶ The minimum internet speed in campuses is 60Mbps

# Maintain System Cycle

- ▶ System Cycle must be maintained for the upcoming academic year in order to allow the applicants to have access to the system
- ▶ This is controlled by the setup of the start and end date of application.
- ▶ The system will open by the start date before dawn and close at midnight of the closing date.

# Opening and Closing dates for 2022 Application

View Detach



Cycle	Function Name	Academic Year	Application Type	Qualification	Qualification Type	Post/Under Graduate Indicator	* Block Code	Offering Type	Exam Type	Start Date	End Date
V	Web Application	2022		NC2OA	U - UnderGraduate	0	3F			01-Sep-2021	30-Sep-2021
V	Web Application	2022		NC2OA	22	U - Un	0	2F		01-Sep-2021	30-Sep-2021
V	Web Application	2022		NC2MGM	22	U - Un	0	2F		01-Sep-2021	30-Sep-2021
V	Web Application	2022		NC2MAR	22	U - Un	0	2F		01-Sep-2021	30-Sep-2021
V	Web Application	2022		NC2PPO	22	U - Un	0	2F		01-Sep-2021	30-Sep-2021
V	Web Application	2022		NC4ELE	36	U - Un	T1	5F		01-Sep-2021	30-Sep-2021
V	Web Application	2022		NC1BCE	5	U - Un	T1	5F		01-Sep-2021	30-Sep-2021
V	Web Application	2022		NC1MES	5	U - Un	T1	8F		01-Sep-2021	30-Sep-2021
V	Web Application	2022		NC4MEC	36	U - Un	T1	8F		01-Sep-2021	30-Sep-2021

















































































# Which Qualifications are opened to be applied?

- ▶ Application will only be opened for the Entry Level as per the strategic plan. E.g. NC(V) Level 2, Engineering Studies N1, N4 and Business Studies N4.
- ▶ Applicants will only be able to select the active qualifications as shown on the next slide.



# Sample of qualifications activated to be applied

View   Detach

Cycle	Function Name	Academic Year	Application Type	Qualification	Qualification Type	Post/Under Graduate Indicator	* Block Code	Offering Type	Exam Type	Start Date	End Date
V	Web Application	2022		NC20A	22 	U - Un 	0 	5F 		01-Sep-2021 	30-Sep-2021 
V	Web Application	2022		NC2TOU	22 	U - Un 	0 	5F 		01-Sep-2021 	30-Sep-2021 
V	Web Application	2022		NC2CEB	22 	U - Un 	0 	4F 		01-Sep-2021 	30-Sep-2021 
V	Web Application	2022		NC20A	22 	U - Un 	0 	3F 		01-Sep-2021 	30-Sep-2021 
V	Web Application	2022		NC20A	22 	U - Un 	0 	2F 		01-Sep-2021 	30-Sep-2021 
V	Web Application	2022		NC2MGM	22 	U - Un 	0 	2F 		01-Sep-2021 	30-Sep-2021 
V	Web Application	2022		NC2MAR	22 	U - Un 	0 	2F 		01-Sep-2021 	30-Sep-2021 
V	Web Application	2022		NC2PPO	22 	U - Un 	0 	2F 		01-Sep-2021 	30-Sep-2021 
V	Web Application	2022		NC4ELE	36 	U - Un 	T1 	5F 		01-Sep-2021 	30-Sep-2021 
V	Web Application	2022		NC1BCE	5 	U - Un 	T1 	5F 		01-Sep-2021 	30-Sep-2021 

# Extraction of Application Progress Report

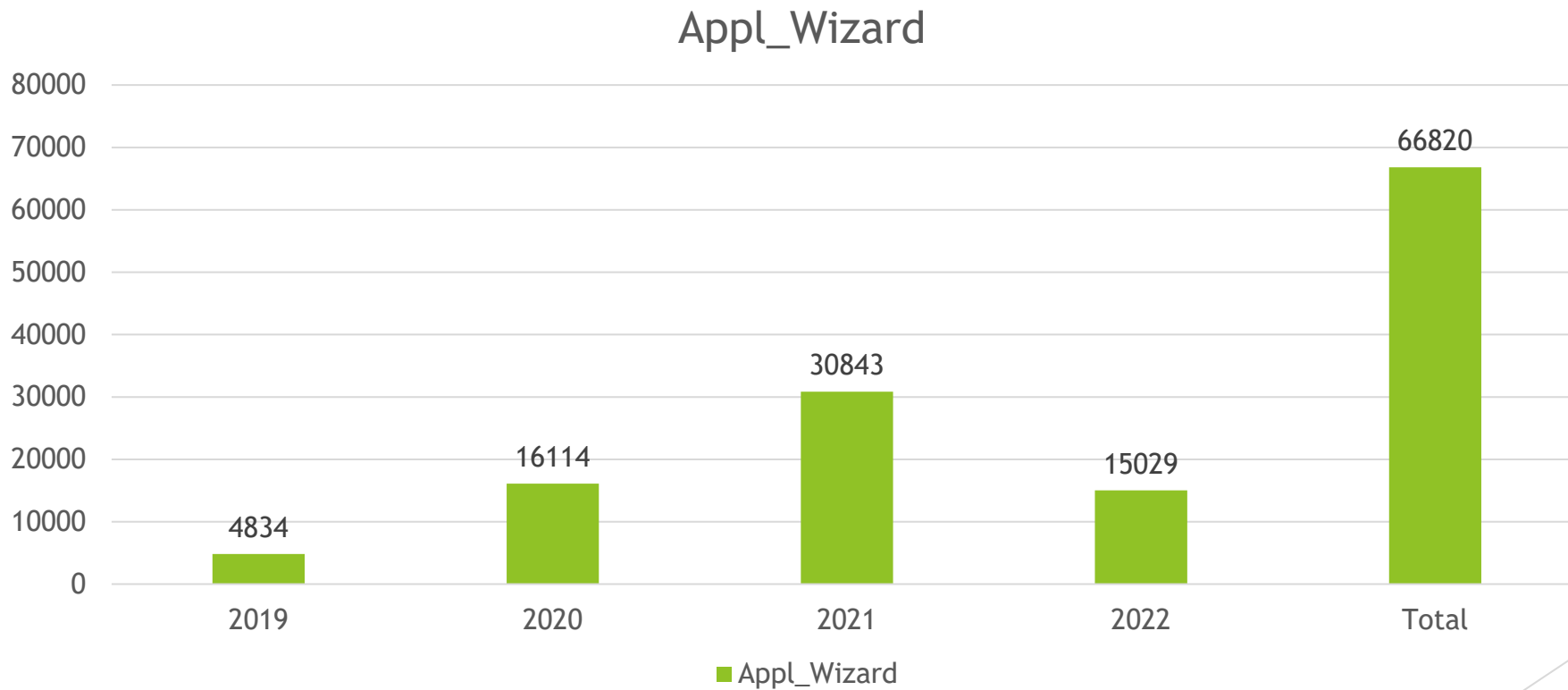
- ▶ Application progress report can be generated regularly in order to monitor the number of applicants applying for different qualifications per campus.
- ▶ A Jasper sub-system integrated with ITS may be used to generate the applicants records as per specification or required fields as per the next slide.

# Sample of extracted Application Progress Report

BACK OFFICE VS ONLINE APPLICATIONS 2022

CAMPUS_NAME	QUALIFICATION_CODE	QUALIFICATION_NAME	ACADEMIC_BLOCK_NAME_DESC	BACK OFFICE	ONLINE	TOTAL
MAKWARELA	NC2CEB	NCV: CIV ENG BUILD CONSTRUCTION L2	NCV YEAR (JAN - DEC)	0	150	150
	NC2EIC	NCV: ELECTRIC INFRASTRUCT CONSTRUCT L2	NCV YEAR (JAN - DEC)	0	138	138
	NC2ERD	NCV: ENGINEERING RELATED DESIGN L2	NCV YEAR (JAN - DEC)	0	191	191
	NC2FEA	NCV: FINANCE, ECONOMICS ACCOUNTING L2	NCV YEAR (JAN - DEC)	0	104	104
	NC2HOS	NCV: HOSPITALITY L2	NCV YEAR (JAN - DEC)	0	588	588
	NC2ITC	NCV: INFO TECH COMPUTER SCIENCE L2	NCV YEAR (JAN - DEC)	0	214	214
	NC2MAR	NCV: MARKETING L2	NCV YEAR (JAN - DEC)	0	240	240
	NC2MGM	NATIONAL CERTIFICATE: MANAGEMENT L2	NCV YEAR (JAN - DEC)	0	455	455
	NC2OA	NCV: OFFICE ADMINISTRATION L2	NCV YEAR (JAN - DEC)	0	521	521
	NC2PPO	NCV: PROCESS PLANT OPERATIONS L2	NCV YEAR (JAN - DEC)	0	83	83
	NC2TOU	NCV: TOURISM L2	NCV YEAR (JAN - DEC)	0	302	302
		<b>Totals</b>	<b>Totals</b>	<b>Totals</b>	<b>0</b>	<b>2 962</b>
MASHAMBA	NC2OA	NCV: OFFICE ADMINISTRATION L2	NCV YEAR (JAN - DEC)	0	151	151
	NC2PAG	NCV: PRIMARY AGRICULTURE L2	NCV YEAR (JAN - DEC)	0	259	259
	<b>Totals</b>	<b>Totals</b>	<b>Totals</b>	<b>0</b>	<b>410</b>	<b>410</b>
MAVHOI	NC2CEB	NCV: CIV ENG BUILD CONSTRUCTION L2	NCV YEAR (JAN - DEC)	0	145	145

# Number of Application Wizard received per Academic Year



# Number of Online Application received per Campus in different Academic year

Campus Name	2017	2019	2020	2021	2022	Total
Makwarela	1050	11720	15456	34507	19026	<b>81759</b>
Mashamba	634	1110	1524	2880	2373	<b>8521</b>
Mavhoi	557	1002	1380	3459	2265	<b>8663</b>
Musina		351	1002	2690	1283	<b>5326</b>
Shingwedzi	129	686	1102	6615	3305	<b>11837</b>
Thengwe	145	527	737	2182	1381	<b>4972</b>
Tshisimani	641	3605	6265	8930	5397	<b>24838</b>
<b>Total</b>	<b>3156</b>	<b>19001</b>	<b>27466</b>	<b>61263</b>	<b>35030</b>	<b>145916</b>

# Extract Application Records for sifting

- ▶ On the 1<sup>st</sup> of October the EMIS manager extract all the applicants records with required fields per Campus for sifting.
- ▶ The EMIS manager will compile the spreadsheet with the list of all subjects for all grades and the Admission Point Score.
- ▶ The spreadsheet will be email to each campus in order for the selection team to process them.



# Verifying of uploaded documents by the selection team using SREGB-8

- ▶ The selection team will use the student number in order to verify all uploaded documents by an applicant using the provided spreadsheet given to them.
- ▶ If the Applicant has some missing documents, he/she will be contacted to upload them.
- ▶ After viewing each document, they change the SEEN status to Yes and save.

Student Number  Certificate

Advanced

Search Results      Documents and Notes

Student Number	Student Name	Certificate	Description	Seen	Council Number
512200807	MISS R. NELUKALO	AR	Accept Registration Rules	Y - Yes	<input type="text"/>
512200807	MISS R. NELUKALO	BD	Proof of banking details	N - No	<input type="text"/>
512200807	MISS R. NELUKALO	ID	IDENTIFICATION DOCUMENT	Y - Yes	<input type="text"/>
512200807	MISS R. NELUKALO	LI	Maintain Banking details	N - No	<input type="text"/>
512200807	MISS R. NELUKALO	LS	LATEST STATEMENT OF RESULTS	N - No	<input type="text"/>
512200807	MISS R. NELUKALO	MC	MATRIC CERTIFICATE	Y - Yes	<input type="text"/>
512200807	MISS R. NELUKALO	ND	NEXT OF KIN (GUARDINA) ID	N - No	<input type="text"/>
512200807	MISS R. NELUKALO	PA	PROTECTION OF PERSONAL INFORMA	Y - Yes	<input type="text"/>
512200807	MISS R. NELUKALO	PP	PASSPORT	N - No	<input type="text"/>
512200807	MISS R. NELUKALO	PR	PROOF OF RESIDENCE	Y - Yes	<input type="text"/>



# Sample Report of Certificate Seen Generated using Jasper

2022 CERTIFICATES SEEN REPORT

STUDENT_NUMBER	TITLE	FIRST_NAME	SURNAME	CERTIFICATE_CODE	CERTIFICATE_DESCRIPTION	FILE_NAME	USER_CODE	LAST_UPDATED	VERIFIED
51140021	MISS	GUIDANI	NETSHANDAMA	ID	IDENTIFICATION DOCUMENT	CamScanner 02-02-2020 10:37_1.pdf	WEB	02 Dec 2020	Y
51140018	MISS	MUDANALWO FELICIA	MUKWEVHO	ID	IDENTIFICATION DOCUMENT	IMG_20200926_0005.pdf	WEB	26 Sep 2020	Y
51140003	MISS	THASELO	BAMBILE	ID	IDENTIFICATION DOCUMENT	ID COPY BAMBILE THASELO.pdf	WEB	26 Sep 2020	Y
51141034	MR	TAHLELA MARCUS	MACMBE	ID	IDENTIFICATION DOCUMENT	Guardian copy.jpg	WEB	03 Dec 2020	Y
51141034	MR	TAHLELA MARCUS	MACMBE	ID	IDENTIFICATION DOCUMENT	id copy.jpg	WEB	03 Dec 2020	Y
51141034	MR	TAHLELA MARCUS	MACMBE	ID	IDENTIFICATION DOCUMENT	Proof of resident.jpg	WEB	03 Dec 2020	Y
51141034	MR	TAHLELA MARCUS	MACMBE	ID	IDENTIFICATION DOCUMENT	Results.jpg	WEB	03 Dec 2020	Y
511411305	MISS	MULALO	MUDANALWO	ND	NEXT OF KIN (GUARDINA) ID	1600280329997.jpg	WEB	28 Sep 2020	Y
511411305	MISS	MULALO	MUDANALWO	ND	NEXT OF KIN (GUARDINA) ID	1600280329997.jpg	WEB	03 Dec 2020	Y
511411305	MISS	MULALO	MUDANALWO	PR	PROOF OF RESIDENCE	1600280417428.jpg	WEB	28 Sep 2020	Y
511411305	MISS	MULALO	MUDANALWO	PR	PROOF OF RESIDENCE	1600280417428.jpg	WEB	03 Dec 2020	Y
511411305	MISS	MULALO	MUDANALWO	ID	IDENTIFICATION DOCUMENT	1600280561503.jpg	WEB	28 Sep 2020	Y
511411305	MISS	MULALO	MUDANALWO	ID	IDENTIFICATION DOCUMENT	1600280561503.jpg	WEB	03 Dec 2020	Y
511411305	MISS	MULALO	MUDANALWO	MC	MATRIC CERTIFICATE	1600280737870.jpg	WEB	28 Sep 2020	Y
511411305	MISS	MULALO	MUDANALWO	MC	MATRIC CERTIFICATE	1600280737870.jpg	WEB	03 Dec 2020	Y
511411305	MISS	MULALO	MUDANALWO	MC	MATRIC CERTIFICATE	1600280737870.jpg	WEB	03 Dec 2020	Y
511411305	MISS	MULALO	MUDANALWO	ID	IDENTIFICATION DOCUMENT	SCX4623_20191010_13340602.pdf	WEB	10 Oct 2019	Y
51150319	MR	VHAKANGWELE THOMAS	MAUMELA	ID	IDENTIFICATION DOCUMENT	2020031614360789_0001.pdf	WEB	16 Mar 2020	Y
51150319	MR	VHAKANGWELE THOMAS	MAUMELA	MC	MATRIC CERTIFICATE	2020031614360789_0002.pdf	WEB	16 Mar 2020	Y
51150319	MR	VHAKANGWELE THOMAS	MAUMELA	PR	PROOF OF RESIDENCE	2020031614360789_0001.pdf	WEB	16 Mar 2020	Y

# Sending of SMS to Applicants

- ▶ Once the selection team are done, they send THREE different spreadsheet to ICT to send SMS to Applicants.
- ▶ The first spreadsheet will have all applicants who qualified and will be admitted
- ▶ The second spreadsheet will have all applicants who qualified, but will be on the waiting list.
- ▶ The third spreadsheet will have all applicants who did not qualify due to different reasons, such as missing documents, some did not qualify due to Point Score, Some of this students will be referred to PLP programme.

# Advantages of using Application Wizard

- ▶ It has reduced the work load of capturing forms
- ▶ It saves stationery
- ▶ Complete registration within the specified period
- ▶ It reduces the errors that we mostly experienced when utilising back office.

# How Application Wizard assist in decision making.

- ▶ Only visible qualifications can be accessed by the applicants. This assist us to extract the correct records when reporting
- ▶ Verify the progress of applications entering into the system regularly using Jasper.
- ▶ Throughput rate: Identify all the entry level registered students by the student number for that academic year using Jasper. This assist us to determine the students who completed the qualification with a period of three years.

THE END

▶ ***Thank You***