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## **FINDING AVAILABLE PROGRAMMES**

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# HOW TO USE THE PROGRAMME LIST

SELECT THE 'AVAILABLE PROGRAMMES' ICON ON THE HOMEPAGE.

READ THE INSTRUCTIONS ON SCREEN AND THEN SELECT PROGRAMME LIST ON THE LEFT NAVIGATION BAR:

## 2.1.1 IF YOU KNOW THE PROGRAMME NAME ONLY

(A) ENTER THE 'PROGRAMME NAME' IN FIELD PROVIDED ON SCREEN.

(B) SELECT A SPECIFIC INSTITUTION IF YOU HAVE A PREFERENCE OR LEAVE 'ALL INSTITUTIONS' TO SEE WHICH INSTITUTIONS OFFER THE PROGRAMME.

(C) CLICK ON 'SEARCH'

(D) YOU WILL BE PRESENTED WITH THE RESULTS OF YOUR SEARCH IN A GRID AT THE BOTTOM OF THE SCREEN.

(E) CLICK ON 'SELECT' TO VIEW PROGRAMME INFORMATION AND ENTER YOUR EXAM TYPE E.G., NATIONAL SENIOR CERTIFICATE (NSC) OR SENIOR CERTIFICATE (SC) TO VIEW THE ENTRY REQUIREMENTS AND POINTS REQUIRED.

## 2.1.2 IF YOU DON'T KNOW THE PROGRAMME CODE OR NAME AND WANT TO SEE WHAT PROGRAMMES ARE AVAILABLE:

(A) USE THE SEARCH FILTERS IN THE PROGRAMME LIST PAGE TO SEARCH BY INSTITUTION, FACULTY, CAMPUS, PROGRAMME, ETC.

(B) ENTER YOUR EXAM TYPE E.G., NATIONAL SENIOR CERTIFICATE (NSC) OR SENIOR CERTIFICATE (SC)

(C) CLICK ON SUBMIT

(D) YOU WILL BE PRESENTED WITH THE RESULTS OF YOUR SEARCH IN A GRID AT THE BOTTOM OF THE SCREEN.

(E) CLICK ON 'SELECT' TO VIEW THE ENTRY REQUIREMENTS OF THE PROGRAMME YOU SELECTED.

# WHAT ARE THE ALTERNATE ACCESS PROGRAMMES (ALSO CALLED ACCESS ROUTES?)

AN ACCESS ROUTE IS AN ALTERNATIVE STUDY ROUTE THAT MAY LEAD TO YOUR ORIGINAL MAINSTREAM PROGRAMME OF STUDY.

**2.1.1** ACCESS ROUTE PROGRAMMES ARE SPREAD OVER A LONGER PERIOD THAN NORMAL AND ARE PROVIDED TO HELP APPLICANTS WHO MAY NOT MEET THE ENTRY REQUIREMENTS FOR SPECIFIC DEGREES AND DIPLOMAS.

**2.1.2** SOME PROGRAMMES DON'T HAVE ACCESS ROUTES BUT OFFER THREE - AND FOUR-YEAR OPTIONS BASED ON THE APPLICANT'S RESULTS IN THE NSC AND IN SELECTION TESTS. THESE PROGRAMMES ARE INDICATED BY '3/4 YRS' IN THE PROGRAMME CHOICE LIST UNDER 'DURATION'.

**2.1.3** FOR A LIST OF ALTERNATIVE ACCESS PROGRAMMES VIEW THE HANDBOOK ON OUR HOMEPAGE UNDER 'IMPORTANT NOTICES' (PG 213- 217)

# SECOND CHANCE APPLICATION

IF AFTER APPLYING YOU ARE UNSUCCESSFUL WITH ANY OF YOUR PROGRAMME CHOICES, YOU MAY COMPLETE AND SUBMIT A 'CHANGE OF MIND' (COM). THIS IS REFERRED TO AS A SECOND CHANCE APPLICATION.

**2.1.1** THE COM MUST BE DONE ONLINE.

**2.1.2** THEY ARE IMMEDIATELY AVAILABLE TO THE INSTITUTIONS TO WHICH YOU HAVE APPLIED WHEN RECEIVED WITH THE FULL COM ADMINISTRATION FEE

**2.1.3** COMS COMPLETED ONLINE AND PAID VIA EASYPAY ARE PROCESSED THE DAY AFTER RECEIPT OF THE COM ADMINISTRATION FEE.

# I NEED ASSISTANCE DECIDING WHAT TO STUDY OR I NEED TO KNOW FOR WHICH PROGRAMMES I MEET THE ENTRY REQUIREMENTS?

2.1.1 SELECT THE 'DON'T KNOW WHAT TO STUDY' ICON ON THE HOME PAGE

2.1.2 CLICK ON 'STUDY OPTIONS FOR ME' FROM THE MENU BAR ON THE LEFT OF THE SCREEN.

2.1.3 YOU WILL BE PRESENTED WITH TWO OPTIONS:

A) I AM A LEARNER LOOKING FOR HELP WITH SUBJECT CHOICES.

THIS OPTION WILL ASSIST LEARNERS IN GRADE 9 LOOKING FOR ASSISTANCE WITH SUBJECT SELECTION

OR

B) I ALREADY KNOW MY SCHOOL RESULTS OR THE SUBJECTS I AM WRITING IN GRADE 12

SELECT THE RELEVANT OPTION AND FOLLOW THE PROMPTS ON SCREEN TO ENTER INFORMATION SUCH AS THE SCHOOL LEAVING EXAM, SUBJECTS, PASS LEVELS ETC.

✓ SELECT THE TYPE OF INSTITUTION YOU WISH TO APPLY TO

✓ INDICATE WHICH PROGRAMMES YOU WOULD LIKE TO SEE.

✓ YOU WILL BE PRESENTED WITH A LIST OF ALL AVAILABLE CAREER DIRECTIONS.

SELECT A LIST OF PROGRAMMES WHICH YOU MEET ENTRY REQUIREMENTS FOR

# IS THERE SOMEONE WHO CAN ASSIST ME FURTHER WITH CAREER ADVICE?

THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING HAS A CAREER ADVICE SERVICE WHERE FULLY QUALIFIED CAREER ADVISORS PROVIDE CAREER INFORMATION, GUIDANCE AND ADVICE BY TELEPHONE.

## 2.1.1 THEIR CONTACT INFORMATION IS:

HELPLINE TELEPHONE NUMBER: 086 999 0123

HELPLINE SMS/TEXT MESSAGE/PLEASE CALL ME: 072 204 5056

EMAIL: [CAREERHELP@DHET.GOV.ZA](mailto:CAREERHELP@DHET.GOV.ZA)

FACEBOOK: [WWW.FACEBOOK.COM/CAREERHELP](http://WWW.FACEBOOK.COM/CAREERHELP)

TWITTER: [WWW.TWITTER.COM/RSACAREERHELP](http://WWW.TWITTER.COM/RSACAREERHELP)

WEBSITE: [WWW.CAREERHELP.ORG.ZA](http://WWW.CAREERHELP.ORG.ZA)