

ANNUAL

REPORT

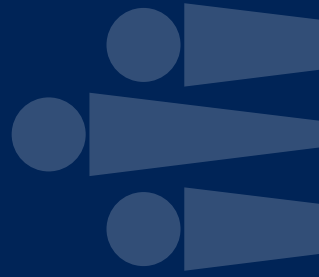


WATERBERG
FET COLLEGE

Together ensuring success

Together ensuring success

2009



VISION

The leader in the provision of quality learning and marketable skills.

MISSION

- To ensure quality Human Resources development through sound policies.
- To provide adequate, relevant and accreditable infrastructure
- To provide quality and effective management
- To ensure accessibility and affordability of programs
- To provide programs that meets the needs of the place of work
- To ensure sustainable partnerships

VALUES

The College lives the slogan: 'Together ensuring success.'

We recognize that our success in Further Education and Training requires:

- Honest dealings
- Excellent services
- Upholding integrity to build confidence
- Being accountable for own actions
- Accepting ownership of one's actions
- Unity in our work
- Recognition of richness in diversity
- Respect for differences of opinions

MOTTO

Together ensuring success.



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	The following supplementary information does not form part of the financial statements and is unaudited:
41	Detailed Income Statement



Introduction:

The Year 2009 was a challenging one both globally and locally. The economic climate impacted negatively on all of us, and highlighted the critical importance of literacy and Skills Training in South Africa.

FET Colleges are well placed to raise the literacy levels, develop skills at local level to build a pool of expertise to respond to the local demands of the economy thereby combating unemployment and poverty to ensure that the goal of a better life for all is realized and to sustain the local economy.

Early in 2009, South Africa also held its third democratic elections. The outcome of the elections ushered in a new administration. Significant for the education sector was the creation of two Ministries namely; Ministry of Basic Education and the Ministry of Higher Education and Training. This reconfiguration holds great promise for South Africa as far as the development of its human capital is concerned.

New administration:

From 1 November 2009, the Department of Higher Education and Training assumed responsibility for the skills development and training sector in government. This is an exciting development in the post-election restructuring of government to be more responsive to the developmental, social and economic needs of our country." The Department of Higher Education is now responsible for a range of institutions and public entities which were previously distributed across both the Departments of Education and Labour.

The creation of the Ministry and Department of Higher Education and Training provides an opportunity, at a critical moment in our history, for the creation of a coherent and single post-school education and training system that is structured both to meet the aspirations of youth and adults and to ensure that education, training and skills development initiatives respond to the requirements of the economy, our rural development challenges, and the need to develop an informed and critical citizenry.

Composition of Council:

External Council Members:

	Black	Coloured	Indian	White
Male	8	0	0	2
Female	2	0	0	0

- 12 External Council Members served on Council in 2009 (included Audit Committee)
- One member resigned due to work commitments
- Council Secretariat appointed from 1 February 2009

Internal Council Members:

	Black	Coloured	Indian	White
Male	2	0	0	0
Female	3	0	0	2

Committees and Meetings 2009:

Academic Board	Finance	Human Resource	EXCO	Council	Audit Committee
21/01	18/02	16/01	25/02	11/03	06/07
15/04	14/04	21/01	27/05	10/06	25/11
08/07	05/08	16/02	12/08	07/09	
07/10	28/10	20/04	04/11	18/11	
		22/07			
		21/10			

- In compliance with the FET Act, 16 of 2006 the Academic Board broadened the base of lecturing staff representation. Lecturing staff now have the majority representation on the Academic Board.

Policy Approvals:

Newly developed Policies:

- Language Policy
- Subsistence Allowance and Incidental Costs Policy
- RPL Policy
- Rental of Facilities Policy
- Student Debt Policy
- Residential and Accommodation Policy
- Tutor System Policy
- Code of Conduct for Council Members

Revised Policies:

- Moderation and Assessment Policy
- Certification Policy
- Finance Policy
- Death Policy
- College Statute

Council Activities:

Council Members attended the following College activities:

- Parents day: 30 May 2009
- Chamber of Business function: 23 July 2009
- Graduation Ceremony: 19 September 2009
- US Aid Launch: 20 October 2009

Employer Body Participation:

Two Council members regularly attend the scheduled FETCEO meetings and reported to Council.

Challenges:

Some of the key challenges facing our College are the attraction and retention of lecturing staff. A review of the current conditions of service is urgently required to prevent a situation where FET Colleges lose their critical mass because lecturing staff are leaving colleges for other sectors.

Ongoing review of student academic performance and impact is critical for the College to remain relevant to its environment. The alignment of programmes to achieve national targets and goals must be a priority. Significant levels of public investment in infrastructure and bursaries are unavoidable if the right to further education is to be enjoyed by especially the previously disadvantaged.

External Auditing:

The Auditing firm Diamond, Zimmerman and Bolink was appointed as External Auditors for the 2009 financial year. The College received an unqualified audit opinion. The audited Financial Statements appear on page 29 of this report.

Conclusion:

We are fortunate to have visionary Council members who show commitment to the long term success of the College. The quality of their contribution has been excellent. Management and staff have shown determination and perseverance under challenging times. Without their contribution we would not have delivered on our mandate.

We thank our students and parents, guardians and remain committed to meet their needs.

The financial support from both the Departments of Education in Limpopo and the Department of Higher Education and Training at National Level is appreciated.

IW MODISHA
CHAIRPERSON OF COUNCIL

2. PRINCIPAL'S REPORT



The FET sector has been positioned as one of the most important skills provisioning in government training institutions. This is seen through regular references made in Presidential speeches and even the level of funding made available to enable the delivery of government expectations. To prove government interest in the FET Colleges the President in his 2009 state of the nation address indicated that the Country has to ensure that training and skills development institutions in the country respond to the requirement of the economy. "The FET sector with its 50 Colleges and 160 campuses nationally is one of the primary site for skills development training".

The Limpopo Department of Education has funded the Waterberg FET College to the value of R15,541,000 for the College to be properly equipped to provide the skills required. The Department of Higher Education also funded the College to the value of R5,654,000 for bursaries to enable students access to the College.

The Waterberg FET College responded as follows to ensure meeting the expectations of government:

1. Increased its enrolment from the 2008 figure of 746 to a 2009 figure of 1927 students in the NCV programmes.
2. The College gave 1126 DoE bursaries, 24 College bursaries (which were paid out of Student Expenses) and 6 bursaries from private partners.
3. The College performed the following as per national mandate, the details are covered under each unit report:
 - 3.1 Build extra four classrooms to accommodate an increased number of students at the Business Studies Centre: R1,117,265.81
 - 3.2 Completion of Hotel School: R1,592,241.92
 - 3.3 Upgraded Virtual Private Network (connectivity between Centres) and Internet Access at Centres for R500,000.57
 - 3.4 Purchased equipment from College and Recap Funds to the value of R4,554,185.00 to enable simulation of practical experience in the field of Auto-motive Repairs, Civil Engineering, Business Studies and Agriculture.
 - 3.5 Purchased software for Curriculum delivery: R175,837.59

The FET Sector is expected to make a major contribution to the short term goals of poverty alleviation, job creation and the supply of critical skills required in the labour market.

The Waterberg FET College understands the need for focused vocational education and training that can produce the skills required to grow the local economy and achieve the goal of economic growth, poverty alleviation and a reduction in unemployment.

Our policies, strategies and programmes for the year under review were geared to address the challenges described above, to make an immediate contribution to the local economy.

The Waterberg FET College offers NCV programmes, which are funded by the Department of Education, in the three delivery sites: Engineering and Skills, Business Studies and IT and Computer Science Centres. In addition the College also offers Learnership and Skills programmes which are differently funded by SETA's or Various Government Departments.

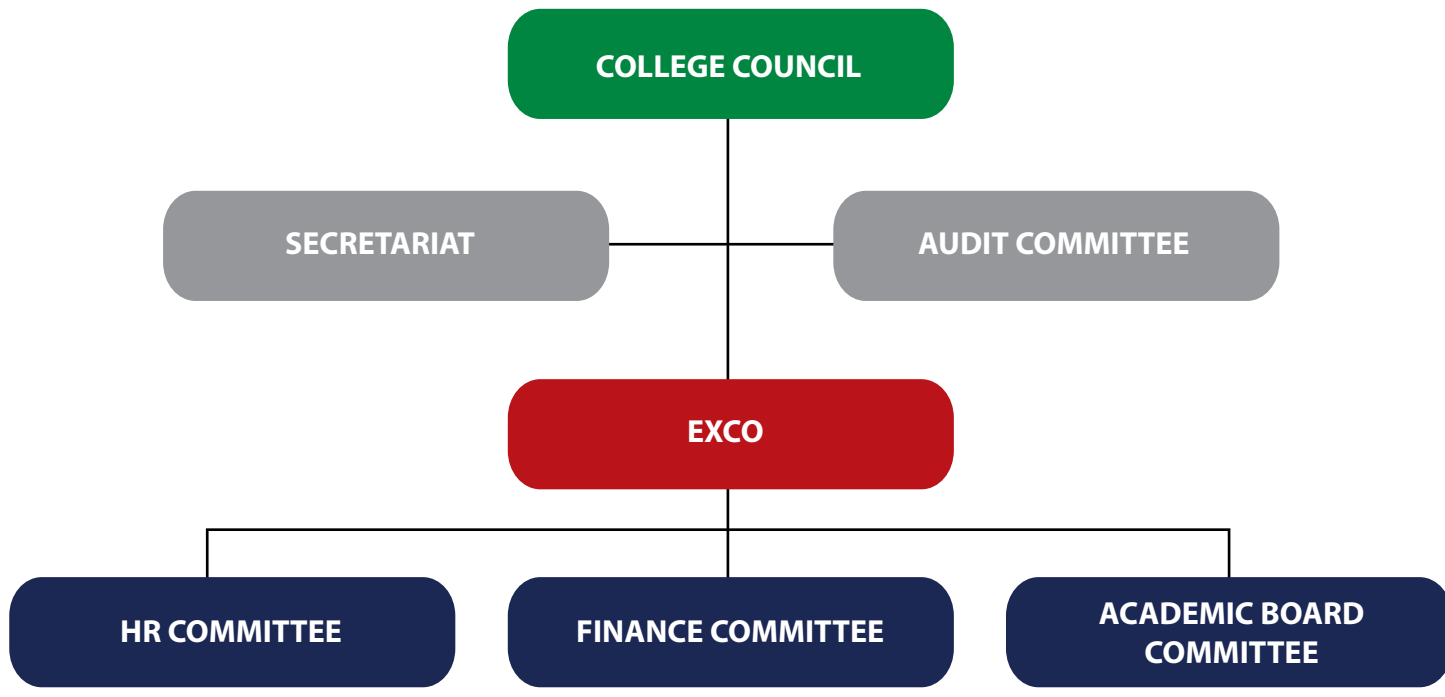
The College Vision is "The leader in the development of marketable skills". In order to achieve its vision the College has established the marketing, curriculum and student support units which are involved with the research, marketing, curriculum design and recruitment of students, who are regarded as important stakeholders.

Meetings 2009:

INTERNAL			EXTERNAL	
RECAP	MANAGEMENT	SUPPLY CHAIN (ADJUDICATION)	MEETING WITH DOE	INTER-PROVINCE PRINCIPAL MEETING
05/05	12/01	29/01	20/01 Funding Norms	09/02 Office Bearers
26/05	10/02	12/02	05/02 DoE inter-Provincial FET Committee	17/03 Office Bearers and National Executive Committee
09/06	03/03	26/02	19/02 FET College Principal	18-19/03 Student Support
23/06	21/04	12/03	23-24/04 Policy Data Collection	7-8/05 Marketing
07/07	11/05	26/03	24/04 Budget Allocation Review	25-26/05 ICT
21/07	02/06	29/03	16/04 FET College RECAP Principals Meeting	10/06 Office Bearers
04/08	28/07	16/04	12-13/05 FETC Remuneration Task Team	11/06 National Executive Committee
20/08	24-25/08 Strategic Planning Session	14/05	04/06 Provincial HR Meeting	12/06 National General Council
02/09	15/09	28/05	14-15/07 DoE Strategic Planning Session	18-19/06 Curriculum
22/09	13/10	18/06	06/08 DoE RECAP Monitoring Visit	11/08 Office Bearers
06/10	24/10	02/07	13/08 Meeting with Minister	12/08 National Executive Committee
20/10		16/07	17-18 Khanyisa Educational Support Programme Workshop	17-18 Staff Development
03/11		30/07	14/11 Inter Provincial Principals Meeting	12/10 Office Bearers
19/11		13/08	16/11 Meeting with DG of Higher Education	16/11 Office Bearers
		27/08		17/11 National Executive Meeting
		10/09		18/11 National General Council
		23/09		
		08/10		
		22/10		
		05/11		
		19/11		
		03/12		

The College was able to achieve all of the above due to the dedication and cooperation of students, staff and the continuous support and practical contributions from Council Members. The Department of Higher Education also ensured provision of the necessary funding for the College to meet all the set targets.

SP MAILULA
PRINCIPAL



CHAIRPERSON:
Mr. Isiaah Wilskut "Willie" Modisha

Mr. Modisha holds the following qualifications: Certificate in Accounting and Finance, Management Development Programme, Corporate Governance Certificate Programme, Certificate in Management of Minerals and Mining
His community involvement(s) includes: Chairperson of Limpopo Operating Licensing board, Chairperson of South African Red Cross Society
He is a member of the following professional bodies: Institute of People Management, Institute of Directors



DEPUTY CHAIRPERSON AND CHAIRPERSON: HUMAN RESOURCE COMMITTEE:
Mr. Sehlophe Emmanuel Maredi

Mr. Maredi holds the following qualifications: 1977- BA, 1981- BA Hons, 1969- PTC Hebron College of Education, 1993 -Management: Human Resources Manchester UK, Qualified Assessor, Qualified Moderator
His community involvement(s) includes: Chairperson: Mohlaletse Business Forum, Research Education Marula Platinum Mine



PRINCIPAL AND CHAIRPERSON: ACADEMIC BOARD
Mr. Selaelo Patrick Mailula

Mr. Mailula holds the following qualifications: B Com. *Short courses attended:* Project Management, Financial Management, Strategic Planning, Organisational Development, Change Management, Leadership
His community involvement(s) includes: Treasurer: SACPO
He is currently employed as: Principal of the Waterberg FET College (2003 – Date)



CHAIRPERSON: FINANCE COMMITTEE
Ms. Yvonne Stephina Mmadikgomo Mathabatha

Ms. Mathabatha holds the following qualifications: 1968 - B.Com Accounting, 1994 - B.Com Accounting Hons, 2006 - M.Com, 2003 - Diploma in Taxation, 2001 - Course in Taxation, 2004 - Diploma in Municipal Governance
She is currently employed as: Chief Financial Officer: Limpopo Gambling Board



MEMBER: ACADEMIC BOARD
Mr. Cornélius Jacobus du Toit

Mr. du Toit holds the following qualifications: 1973 - B Mil, 1991 – MBL, 1994 - Certificate in Defense Management, 1989 - Project Management, 1995 - Executive Course in Peace Operations, 2001 - Certificate in Estate Agency
His community involvement(s) includes: Limpopo Department of Agriculture and the Nguni Cattle Breeders Association, Vice President Mokopane Business Chamber, 2007
He is currently employed at: OLD Mutual since August 2002 to rebuild the company office in the Limpopo Province.



MEMBER: ACADEMIC BOARD
Prof. Lesiba Joseph Teffo

Prof. Teffo holds the following qualifications: 1978 - BA UNIN, 1983 - BA Hons, 1990 - B. Juris, 1993 – LLB, 1990 - PhD Philosophy, 1976 - Primary Teachers Certificate
He is currently employed as: Research Director of the Human Sciences Research Council (HSRC)



MEMBER: ACADEMIC BOARD
Mr. Niel Thomas Edward Burnett

Mr. Burnett holds the following qualifications: Higher National Diploma in Hotel and Catering Administration from the UK
He is currently employed as: Sales and Marketing Director of Protea Hotels the Ranch in Polokwane and The Park in Mokopane.



MEMBER: ACADEMIC BOARD AND HUMAN RESOURCE COMMITTEE
Ms. Makano Muriel Maja

Ms. Maja holds the following qualifications: 1980 – BA, 1981 – UED, 1987 - BA Hons, 1991 - MA
She was employed as: 2001-2007 – Facilitator: Various Projects like Vhutsila Skills Development Project, 1992-2000 – Principal: Boikhutjong High School



MEMBER: HUMAN RESOURCE COMMITTEE:
Dr. William Montgomery Bernard Mohapi

Dr. Mohapi holds the following qualifications: 1978 – BA, 1985 - B.Ed, 1968 - M.Sc Ed 1991 - D.Ed, 2000 - Master Diploma Human Resources Management
He is currently employed as: Director: Marketing and New Business: Thuthukani Consulting Engineers and Project Managers (2008 to Date)



MEMBER: FINANCE COMMITTEE
Mr. Matome Calvin Masoga

He is currently: The Major of Lepelle Nkumpi Municipality



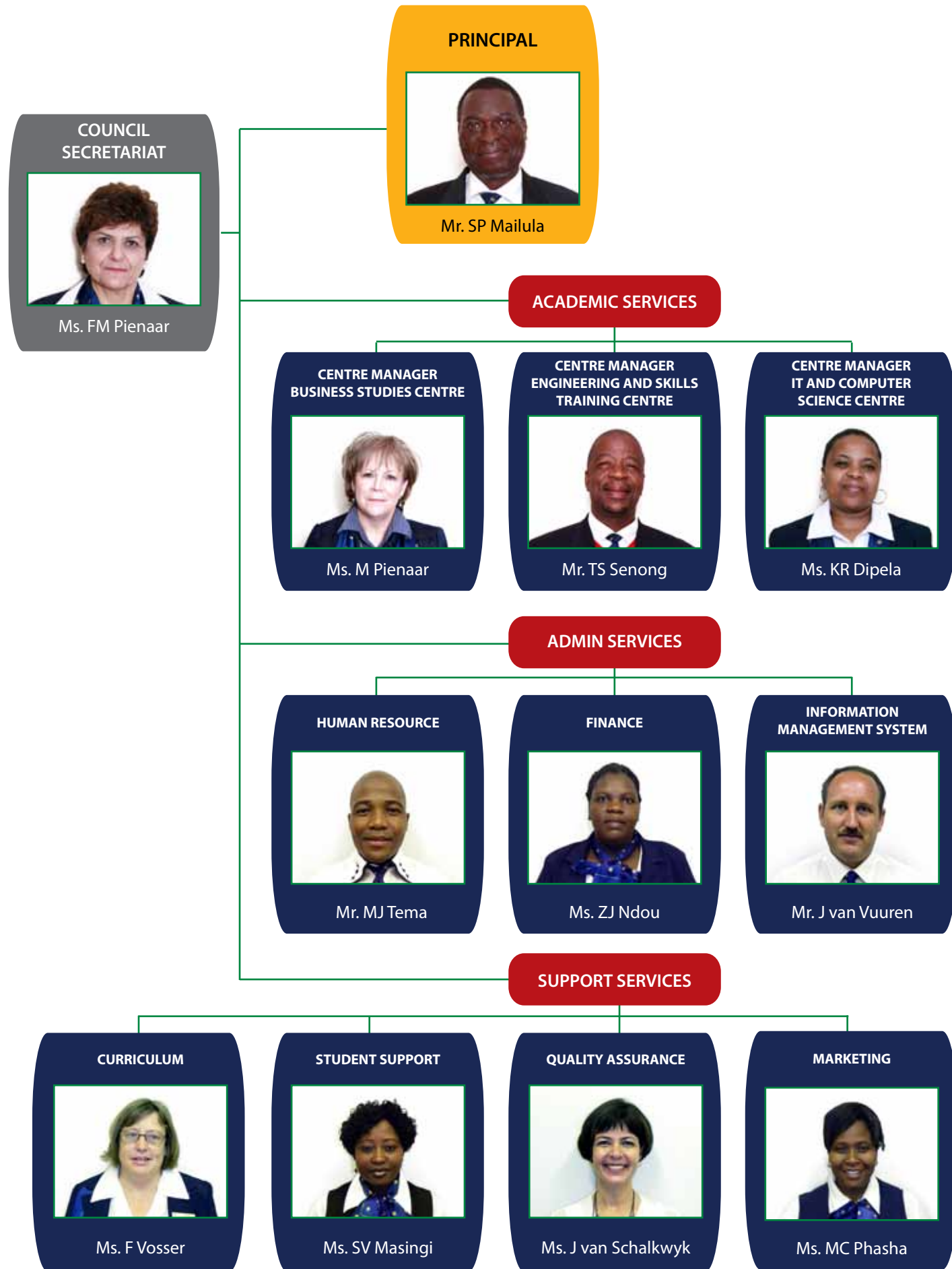
MEMBER: AUDIT COMMITTEE
Mr. Sentle Lavius Emmanuel Fenyane

Mr. Fenyane holds the following qualifications: 1983 – BA, 1984 (H.Ed), 1986 – B.Ed, 1997 – BBA, 1999 – MBA.
His community involvement(s) includes: Member of Parliament in 1994 and he served in the following committees: ADHOC Committee who drafted the PFMA, a member of the ICT Charter Working Group and a member of the CA Team that drafted the Constitution of South Africa. He is the founder member of SADTU.
As part of his community involvement he also: delivers Motivational Talks to pupils, students and professionals.
He is currently employed as: Client Executive: Public Sector at IBM South Africa



MEMBER: AUDIT COMMITTEE
Mr. Masoga Daniel Poopedi

Mr. Poopedi holds the following qualifications: B.Com (Accounting) Degree, Honours B.Compt.
His community involvement(s) includes: Member of the South African Institute of Professional Accountants and EXCO Member of the Institute's Limpopo Region. Member of the Limpopo Provincial Government Audit Committee as well as a member on three local Government Municipalities and a District Municipality. He also serves as Governing Body - Treasurer of Capricorn High School.
He is currently employed as: Auditing Lecturer at the School of Accounting and Auditing



The Waterberg FET College in response to the DOE and Government initiative was able to:

Introduce 10 new NCV programmes in 2009. The College offers the following programmes: Marketing, Finance, Economics and Accounting, Office Administration, Engineering and related design, Hospitality, Tourism, IT and Primary Agriculture Electrical Infrastructure and Construction and Civil Engineering and Building Construction (Plumbing). The selection of these programmes was guided by the availability of infrastructure in the College, the Provincial Growth and Development Strategy, the local community and industry skills needs.

Through Recapitalisation Construction of an Electrical and Welding Workshop was completed in 2009. An Electrical Infrastructure Construction and Engineering and Related Design (Welding) and Motor Mechanic workshops for Engineering and Related Design programme were constructed, Hotel school for Hospitality and Tourism programmes and a Simulation centre for Marketing, Office Administration, Finance, Economics and Accounting programmes.

6. RECAPITALISATION

STRATEGIC AREA	CAMPUS	BUDGET
The buying or building of new classrooms	Business Studies Centre	R 6,550,000.00
	IT and Computer Science Centre	R 2,146,192.00
	Engineering and Skills Training Centre	R 394,323.00
Refurbishment, alteration or modernisation of classrooms	Engineering and Skills Training Centre	R 500,000.00
Purchase of machinery and equipment	Business Studies Centre	R 761,000.00
	IT and Computer Science Centre	R 1,883,808.00
	Engineering and Skills Training Centre	R1,200,677.00
Upgrading of College Sites	IT and Computer Science Centre	R 1,200,000.00
Systems and connectivity	Business Studies Centre	R500,000.00
	IT and Computer Science Centre	
	Engineering and Skills Training Centre	
	Central Office	
Software and other intangible assets	IT and Computer Science Centre	R 405,000.00
		R 15,541,000.00

HIGHLIGHTS, ACHIEVEMENTS AND CHALLENGES**7.1.1 PROGRAMMES OFFERED IN 2009:****NCV Programmes:**

Programme	Business Studies Centre	Engineering and Skills Training Centre	IT and Computer Science Centre
Marketing	x		
Finance, Economics and Accounting	x		
Office Administration	x	x	
Engineering and Related Design (Auto-Motive Repair)		x	
Engineering and Related Design (Welding)		x	
Civil Engineering and Construction		x	
Electrical Infrastructure Construction		x	
Hospitality			x
Tourism			x
Primary Agriculture			x
Information Technology			x

NATED Programmes:

Programme	Business Studies Centre	Engineering and Skills Training Centre
Business Studies: N5 - N6	x	Exam Only

NON-NATED Programmes:

Programme	Business Studies Centre	Engineering and Skills Training Centre	IT and Computer Science Centre
ICDL Core and ICDL e-Learner	x	x	x
Motor Mechanical Skills		x	
Electrical Skills		x	
Table Attendant Skills		x	
Assistant Chef Skills		x	
Clothing Production Skills		x	
Community House Builder		x	
LandCare Facilitation Learnership (AGRI-SETA): NQF Level 4		x	
Road and Transport Supervision Learnership: NQF Level 4			x
Wholesale and Retail Distribution Learnership (W&R SETA): NQF Level 4			x

Challenge: Due to the phasing out of NATED programmes publishers stopped printing NATED textbooks and this resulted in a shortage of textbooks. Eskom Load Shedding also resulted in publishers delivering text books late.

7.2 ENROLMENT 2009**Business Studies Centre**

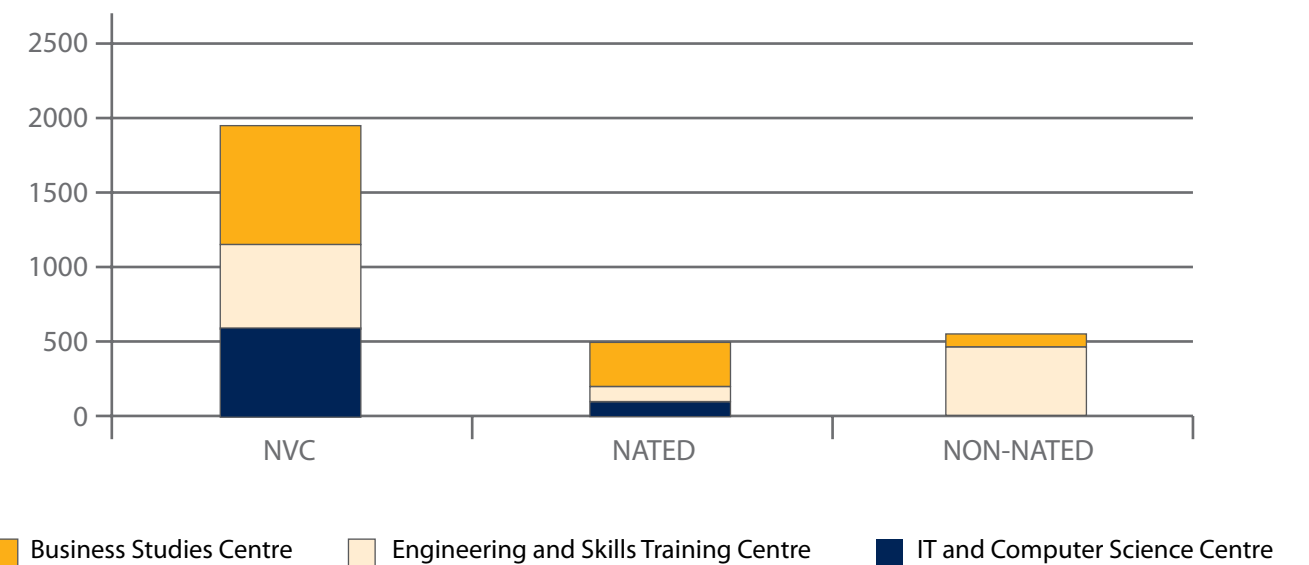
HEADCOUNT: NVC	751
HEADCOUNT: NATED	331
HEADCOUNT: NON-NATED	111
TOTAL	1193

Engineering and Skills Training Centre

HEADCOUNT: NVC	547
HEADCOUNT: NATED	111
HEADCOUNT: NON-NATED	456
TOTAL	1114

IT and Computer Science Centre

HEADCOUNT: NVC	653
HEADCOUNT: NATED	50
HEADCOUNT: NON-NATED	0
TOTAL	703



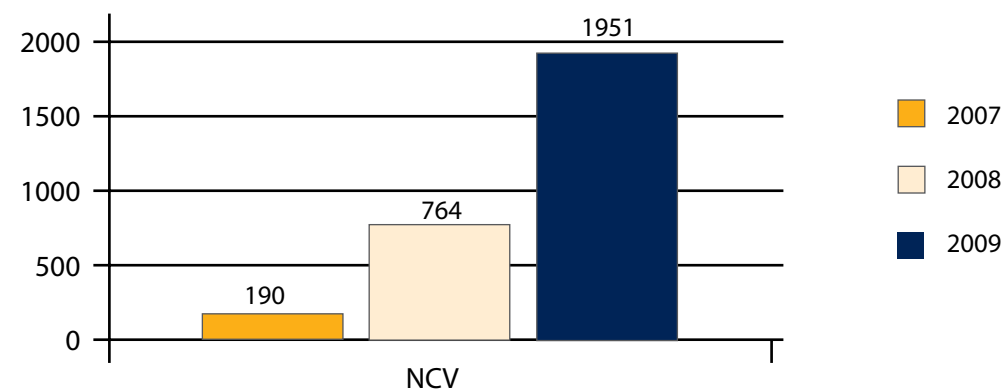
OVERALL Enrollment for 2009: 3010



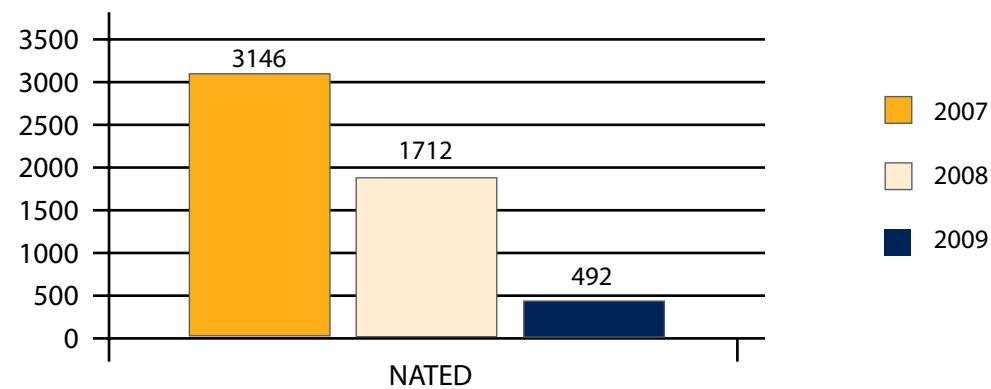
7.2.1 ENROLMENT COMPARISON 2008/2009

As a national mandate to expand FET College's to 1,000 000 students in 2014 the department was able to increase enrolments as shown below:

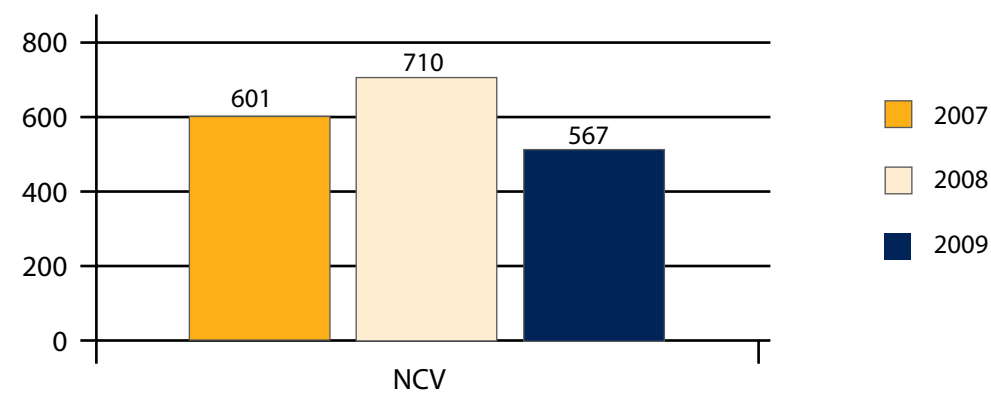
HEADCOUNT: NCV	YEAR 2008	YEAR 2009	% INCREASE or % DECREASE
	764	1951	61% Increase



HEADCOUNT: NATED	YEAR 2008	YEAR 2009	% INCREASE or % DECREASE
	1712	492	-71% Decrease



HEADCOUNT: NON-NATED	YEAR 2008	YEAR 2009	% INCREASE or % DECREASE
	710	567	-20% Decrease



7.2.2 NOTES ON ENROLMENT COMPARISON 2008-2009:

- Intake of students in NCV programmes increased with 61%.
- The phasing out of NATED programmes as per Department of Education and the implementation of NCV programmes as the core business of the College is the reason for the drop in NATED enrolment as well as the fact that no NATED Engineering Studies programmes were offered in 2009.
- No new learnership was implemented in 2009.

7.2.3 STUDENT MORTALITY

- 3 enrolled students passed away during the course of the year.

7.3 RESULTS 2009

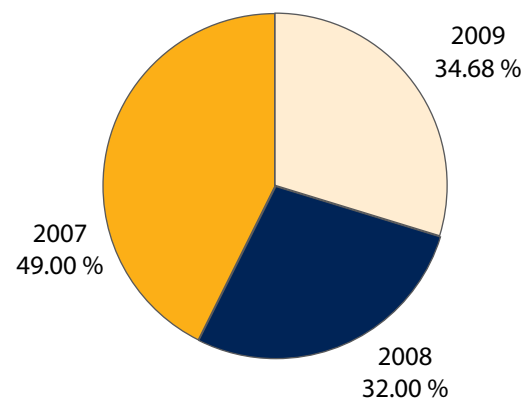
7.3.1 NCV RESULTS:

Programme	Level	Enrolment	Wrote	7 of 7	6 of 7	5 of 7	4 of 7	3 of 7	2 or less	Promotions	Promotion rate %	Retention Rate %	Certification Rate %
Engineering and Related Design	L 2	198	150	18	24	19	19	11	59	91	60.67 %	75.76 %	12.00 %
	L 3	54	41	0	1	8	9	5	18	23	56.10 %	75.93 %	0.00 %
Civil Engineering	L 2	138	86	5	7	8	12	18	36	50	58.14 %	62.32 %	5.81 %
Electrical Infrastructure Construction	L 2	157	110	8	19	10	12	19	42	68	61.82 %	70.06 %	7.27 %
Marketing	L 2	80	63	31	7	8	4	3	10	53	84.13 %	78.75 %	49.21 %
	L 3	32	25	18	4	0	2	0	1	24	96.00 %	78.13 %	72.00 %
Finance Economics and Construction	L 2	127	112	46	26	11	12	7	10	102	91.07 %	88.19 %	41.07 %
	L 3	52	48	38	6	3	1	0	0	48	100 %	92.31 %	79.17 %
Office Administration	L 2	126	241	146	31	18	8	9	29	212	87.97 %	92.34 %	60.58 %
	L 3	199	170	65	35	34	16	12	8	162	95.29 %	85.43 %	38.24 %
Hospitality	L 2	84	63	23	11	5	4	4	16	47	74.60 %	75.00 %	36.51 %
	L 3	25	25	12	2	2	4	2	3	22	88.00 %	100 %	48.00 %
	L 4	27	25	13	6	3	1	1	1	24	96.00 %	92.59 %	52.00 %
Tourism	L 2	136	113	70	17	7	2	1	16	97	85.84 %	83.09 %	61.95 %
	L 3	44	42	22	8	6	2	1	3	39	92.86 %	95.45 %	52.38 %
	L 4	16	15	9	3	2	1	0	0	15	100 %	93.75 %	60.00 %
Information Technology	L 2	94	94	8	14	20	15	29	8	86	91.49 %	100 %	8.51 %
	L 3	94	41	2	6	5	2	4	22	19	46.34 %	43.62 %	4.88 %
Primary Agriculture	L 2	91	84	12	21	16	3	3	29	55	65.48 %	92.31 %	14.29 %
	L 3	32	32	5	11	10	3	1	2	30	93.75 %	100 %	15.63 %
	L 4	10	9	0	6	3	0	0	0	9	100 %	90.00 %	0.00 %
TOTAL		1951	1589	551	265	198	132	130	313	1276	80.30 %	81.45 %	34.68 %

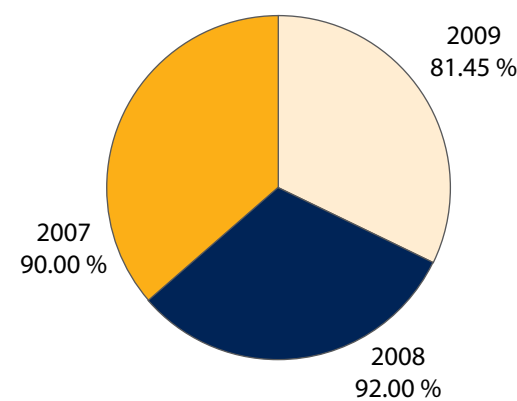
NCV Promotion Rate: 80.30 %
NCV Certification Rate: 37.68 % (Passed all 7 NCV subjects)
NCV Retention Rate: 81.45 %



CERTIFICATION RATE



RETENTION RATE



7.3.2 NOTES ON THE COLLEGE CERTIFICATION AND PROMOTION RATE

7.3.2.1 DEFINITIONS:

Certification/Throughput:

- When a student passes ALL 7 NCV subjects he/she is promoted to the next Level as per National Policy.

Promotion rate:

- When a student passed 4 subjects in 2007 he/she was promoted to the next Level.
- From 2008-2014 a concession was made, when a student passed 3 subjects he/she can be promoted to the next Level. A student can also be promoted to Level 4 if he/she has passed all Level 2 subjects and he/she carries Level 3 subjects.

7.3.2.2 NOTES:

- In 2009, 1589 students wrote NCV exams. 88% more than in 2007 and 50% more than in 2008.
- 551 students (34.68%) were certificated and 1276 (80.30%) promoted to the next levels.
- 40% of all the students in Level 3 and Level 4 were having 11 subjects (7 Level 3 and 4 Level 2 subjects) as per Exam Instruction 2 of 2009, paragraph 1 whereby students passing only 3 subjects could be promoted to the next level.
- Because students were promoted to the next level as per above-mention Exam Instruction, student now had to pass 11 subjects, 1 more that in 2008.
- As students could not even pass the required 7 subjects, the Promotion concession of students made it almost impossible for students to pass and to be certificated.

7.3.3 NATED RESULTS:

PROGRAMME	SUBJECTS ENROLLED FOR *	SUBJECTS WROTE	SUBJECTS PASSED	SUBJECTS FAILED
Business Management N4	16	16	7	9
Business Management N5	33	33	9	24
Management assistant N5	66	66	39	27
Business Management N6	52	52	48	4
Management assistant N6	61	61	46	15
Marketing management N4	1	1	1	0
Public Management N4	4	4	1	3
Marketing management N5	5	5	4	1
Public Management N5	11	11	6	5
Educare N5	1	1	0	1
Marketing Management N6	13	13	5	8
Public Management N6	18	18	8	10
Educare N6	1	1	0	1
Management Assistant N4	26	26	21	5
Total	308	308	198	113
			PASS RATE - 64%	

* No FULL course enrollments in December 2009

7.4 BURSARIES

	Students Received	Amount
DoE NSFAS	1126	R 5,654,000.00
College	24	R 77,000.00

- 100% of the allocated money from NSFAS was claimed by the College.
- Challenge: The amount allocated to the College is to low and still some needy students are not catered for.

7.5 FACILITIES

The 61% increase in the NCV enrolment for 2009 could be accommodated at the 3 centres using the following facilities:

7.5.1 BUSINESS STUDIES CENTRE:

Existing Facilities:

- The Business Studies Centre was used up to its full capacity in 2009.
- To accommodate the greater intake in NCV students the centre was operating using two time-tables for NCV classes in the mornings and NATED classes in the afternoons.
- Part time Computer Practice classes (ICDL and Computer Practice) were also offered from Monday to Thursday from 15:00-19:00.

Classrooms and Administration

TYPE OF FACILITY	QUANTITY
Classrooms - Main Building and Simulation Centre	16
Classrooms - Temporary Asbestos	4
Simulation Room	1
Admin / Curriculum Offices	8
Student Support Centre Office - Temporary Asbestos	1
Student Support Centre - Temporary Asbestos	1
Staff Room	1
Ablution block Staff	1
Ablution block Students	8
Boardroom	1
Kitchen	2
TOTAL	44

Challenge: To construct more classrooms in 2009 to accommodate higher intake as this centre is used to its full capacity.

Facilities acquired through Recapitalisation: SIMULATION CENTRE



Trading at the Moorddrift Dairy Sim started in 2009. The Moorddrift Dairy Sim forms part of a network of Simulated Enterprises, registered at SIMSA, in a simulated economy by interacting with the other SEs, service providers and public and private corporates such as SIMBank, SIMSARS, SIMMed, SIMPension, etc. The simulated economy results in a natural flow of typical business operations. This ensures that students (i.e. SE employees) must respond to external or internal communications (e.g. paying an account or processing an order). They must also generate internal operations (e.g. process salary slips, engage in marketing activities, pay over unemployment insurance funds and tax amounts to avoid penalties) to ensure the continued existence of the business.

**7.5.2 ENGINEERING AND SKILLS TRAINING CENTRE:****Existing Facilities:**

The Engineering and Skills Training Centre was used up to its full capacity in 2009.

Classrooms and Administration

TYPE OF FACILITY	QUANTITY
Classrooms	17
Computer Labs	4
Hospitality Centre	1
Clothing Production Centre	1
Science Laboratory	1
Media Room	1
Workshop 1 : ERD workshop with 1 Office and 1 classroom and 2 storage rooms	1
Workshop 2: Electrical and Welding workshop with 1 classroom and 2 storage rooms	1
Workshop 3 : Skills workshop	1
Civil Engineering Skills Structure	1
Admin Offices	4
HOD Offices	4
Student Support Centre Offices	2
Photocopy room	1
Strong room	1
Kitchen	2
Boardroom	1
TOTAL	44

Media Room

1 Classroom was turned into a Media Room and 1 classroom into a computer lab for NCV Life Orientation.

Hostel

	CAPACITY	STUDENT ACCOMMODATED
2009	210	186

Facilities acquired through Recapitalisation: ERD MECHANICAL WORKSHOP

The ERD workshop at the Engineering and Skills Training Centre was officially handed over in March 2008. Students studying NCV Engineering and Related Design (Auto-Motive Repair) will make use of the centre for all practical purposes once all equipment is acquired. Equipment and tools were purchased from the recapitalisation allocation during the year but intern arrangement were made for students to complete all required practical training through practical training at companies:

- 24 students for ERD did practical training at Limpopo Toyota during the June and December holidays.

- Practical training was also arranged for 16 ERD students at GJC Hydraulics at Lebowakgomo Industrial Area.
- Gautrain Housing Project: Bokang Kekana and Vincent Mphahlele – who passed Level 2 in 2009; did practical training in December 2009 at the Gautrain Housing Project at Hamanskraal. Both were appointed as subcontractors for plumbing in a RDP Housing and Water Supply Project under Gautrain in Hamanskraal. Bokang Kekana has employed 9 workers.
- Ledwaba Richard – who passed Level 2 in 2009, did practical training with WBHO in Polokwane and is currently part of the building team who are building the bridge to Polokwane Railway Station behind the GAME shopping complex.

Facilities acquired through Recapitalisation: ELECTRICAL AND BOILER MAKING/WELDING WORKSHOP

The construction of the Electrical and Boiler making workshop at the Engineering and Skills Training Centre commenced in July 2008 and was handed over in 2009.

7.5.3 IT AND COMPUTER SCIENCE CENTRE:

Existing Facilities:

Classrooms and Administration

Since the centre relocated in 2007 to Mokopane EMPC, the Centre has utilized and maintained to full capacity the following facilities:

TYPE OF FACILITY	QUANTITY
Classrooms	22
Computer Labs	4
Practical Labs	5
Tourism Room	1
Admin Offices	4
Student Support Centre Offices	3
Photocopy room	1
Curriculum Offices	3
Ablution Blocks	6
Boardroom	1
Kitchen	1
Library	1
Media Room	1
TOTAL	53

The centre is well constructed with ample facilities with an imposing reception area for students, large lecture halls, pleasing landscaped grounds, which provide recreation for students between lectures, and office facilities for staff and students, a library, classrooms and a hostel.

Library

- Resources in the library are limited but student use it for reading purposes.
- Challenge: To raise sufficient funds to resource to standard of FET Colleges with recent and relevant materials.
- To activate and raise funds to repair the lift used for disabled students

Media Room

- A well resourced media room equipped with 25 computers with internet access for students in research and demonstration activities.

Hostel

	CAPACITY	STUDENT ACCOMMODATED
2009	208 Male	126
	208 Female	196
TOTAL	416	322

Challenge: This facility is being shared by different Government Departments and only a part of the Hostel is available for Waterberg FET College students.

IT Labs

- Each Lab is equipped with 30 Computers with internet access.
- Challenge: To upgrade the bandwidth for more sufficient internet access and to accommodate the greater intake and demand for connectivity.

7.6 ACADEMIC ACHIEVEMENTS:

7.6.1 NEW NCV PROGRAMME INTRODUCED:

- The College implemented Electrical Infrastructure Construction NCV L2 and Civil Engineering and Building Construction at the Engineering and Skills Training Centre in 2009. Currently 10 NCV programmes are running. Within the Engineering and Related Design programmes a new subject namely Welding was also introduced to give students a broader choice of specialisation within the programme.

7.6.2 ICDL ACCREDITATION:

- The College continued with ICDL (International Computer Drivers License) accreditation through ICDL South Africa and offered ICDL programmes on a Part Time basis at the Business Studies Centre and the Engineering and Skills Training Centre.
- Enrolled 177 students for ICDL in 2009.

7.6.3 MARKING CENTRE

- All three Centres were used as marking Centres for the NCV L2-3 marking for November 2009.





7.6.4 GRADUATION CEREMONY

- The IT and Computer Science Centre hosted the Annual Graduation ceremony where 44 students received their Diplomas and 31 N6 certificates were confirmed.
- 51 NCV students received the CEO awards for obtaining the certification rate (all seven NCV subjects passed with at least a distinction).

7.7 GOVERNANCE:

7.7.1 COLLEGE COUNCIL

- 6 Educators (2 per centre) were elected to serve on the Academic Board to be representative of the educator component
- 1 Educator and 1 Support Staff member were elected to serve on the College Council as Internal Members

7.7.2 STUDENT REPRESENTATIVE COUNCIL

- 23 Students were elected as Class Representatives and 30 as Centre SRC and all were trained in leadership development.
- Mr. Brian Monyamane was elected as the Central Student Representative Chairperson and therefore served as a member of Council

7.7.3 STAFF FORUM

- 2 Lecturers and 1 Support Staff member (per Centre) were elected to serve on the College Staff Forum

8. HIGHLIGHTS, ACHIEVEMENTS AND CHALLENGES

8.1 CURRICULUM

MANDATE:

To provide intermediate knowledge and skills for young people and adults so that they can participate actively in the economy and ensure the College have the necessary infrastructure, equipment and programmes relevant to the needs of the economy.

8.1.1 ACCREDITATION:

The Waterberg FET College is fully accredited with UMALUSI. The College is also accredited with:

ACCREDITATION BODY	PROGRAMME
UMALUSI	NATED and NCV Programmes
W & R SETA	for offering Wholesale Distribution Level 2
ETDP SETA	for offering ECD Level 4
AgriSETA	for offering Landcare Facilitation Level 5 and Horticulture Level 1
ICDL	for offering ICDL and e-Learner
ISO 9001:2008	Quality Management Systems
PASTEL	Pastel Accounting and Pastel Payroll
TETA	for offering Transport and Supervision - NQF Level 4

Above mandate was achieved through the following:

8.1.2 PARTNERSHIPS

The College was engaged in the following partnerships in 2009:

PARTNERSHIP	RELATIONSHIP
USAID	To strengthen the FET College Sector's institutional capacity in Student Support Services programmes and offer a wide range of professional development programmes for college lecturers.
Department of Roads and Transport	Learnership NQF Level 4 for 40 students
Department of Education	Learnership NQF Level 4 for 150 students
Department of Public Works	Learnership NQF Level 5 for 63 students
University of Limpopo	Student Practical Training – NCV Primary Agriculture
The Ranch Hotel	Student Practical Training and placement of students – NCV Hospitality, Assistant Chef Skills and Table Attendant Skills
Protea Park Hotel	Student Practical Training and placement of students – NCV Hospitality, Assistant Chef Skills and Table Attendant Skills
Limpopo Toyota - Polokwane	13 Students in Engineering and Related Design did practical training at Limpopo Toyota in Polokwane. D Phasha was absorbed for permanent employment and L Nkhumane has been employed in Johannesburg.
NTT Mokopane	3 students in ERD L3 did practical training in Automotive Repair and Maintenance at NTT (Toyota) in Mokopane.
Autec Services - Mokopane	2 students in ERD, FI Gwangwa and DH Banda, did practical training at Autec Services in Mokopane.
WBHO Polokwane	2 students in Civil Engineering, R Ledwaba and P Lekgau, who did practical training at WBHO in Polokwane were absorbed for permanent employment.
Office Angels	Work placement of students
EDTP SETA	Accreditation for offering of ECD Level 4
AGRI-SETA	Accreditation for offering Landcare Facilitation Level 5 and Horticulture Level 1
W & R SETA	Accreditation for offering Wholesale Distribution Level 2
TETA	Accreditation for offering Transport and Supervision – NQF Level 4
BankSETA Insight Strategies	New Venture Creation Project
Moorddrift Diary	Mentor Company for Simulation Centre
Kopane Development and Projects	Moderation of Landcare Learnership
EDUTEL	Learning Material for Wholesale and Distribution Learnership
Red Cross Society	First Aid Certification
Torga Optical	Free eye tests for students and assistance with spectacles
Galileo	Training and Certification of Tourism Level 4 Students
Opera	Training and Certification of Hospitality Level 4 Students

8.1.3 CURRICULUM ACTIVITIES DURING 2009:

National Department of Education Interventions:

- Phase 9 Monitoring visit on 12 February 2009 - to observe and verify if the College have:
- Enrolled students as approved by the Department
- Made adequate staff preparations
- Purchased textbooks
- Set up measures to ensure pass rate improvements
- Set up measures to deal with repeaters
- Commenced with teaching and learning
- Met their recap outputs 2006-2009
- Examination Readiness for NCV Examination 6 August 2009

Limpopo Department of Education Interventions:

- Maths/Maths Literacy 10 March 2009 and 24 July 2009
- Electrical Infrastructure 11 March 2009
- Engineering and Related Design 20 March 2009
- Workshops to develop common work schedules for the Province – 27 August 2009, 3 and 11 September 2009
- ISAT Moderation 1-23 September 2009 and sample moderation for ICASS

Umalusi Moderation and Monitoring:

- ICASS Monitor Physical Science Level 3 – 28 August 2009
- ISAT Moderation Food Preparation Level 2 – Level 4
- ICASS Final Moderation Farm Mechanization Level 4, Maths Level 4, Physical Science Level 3 – 15-17 October 2009

Other Interventions:

- Khanyisa Intervention ends (three year project, assisting Colleges on Writing of Learning Material and Developing Student Support Services – 17- 18 September 2009
- SACPO Workshops: Accelerated Grade 12 Programme 18-19 June 2009, 28 October 2009
- USA/PSKD Partnership:
- Visit Central Office on 14 September 2009 and Engineering and skills Training Centre on 21 September 2009
- Launch visit IT Centre Venue 7 October 2009
- Launch 20 October 2009

College Activities:

- Book display by Praesidium Books to staff at All Centre's- Resource material for staff
- LOLT Presentation on 23/4/2009 Central Office

(how do I teach students who speaks another language than English)

- Develop common tasks for Colleges in Limpopo (Tourism, Hospitality, Primary Agriculture, Finance Economics and Accounting and Office Administration
- Curriculum Monitoring Teaching and Training: 11-14 May 2009, 18-22 May 2009
- Curriculum Monitor PoA's and PoE's ; 22-25 June 2009, 21-23,29 July 2009,15-17 July 2009
- Develop Internal NCV Exam Time Table for all Centre's 10 July 2009
- Assessments:
 - Test 1 and Assignment 1 - 23 -27 March 2009
 - Test 2 and Assignment 2 - 11-15 May 2009
 - Test 3 and Assignment 3 - 1-5 June 2009
 - Internal NCV Exam 11- 27 September 2009
- Moderation
 - Centre ICASS/ISAT 14-18 September 2009 (subject committees)
 - Central ICASS/ISAT 21-23 September and 5-7 October 2009 (HoD's)
- Marking NCV Exams L2-3 October –November 2009 all Centre's
- Monitor External NCV Examinations and Marking October –November 2009
- Provincial Skills Development Meetings held by the Premiers Office (twice-semester)
- Opera Training Hospitality L4 Students 5- 9 October 2009
- Galileo Training Tourism L4 Students December 2009
- Meetings all Centre's HoD's and Staff (subject Committees)
 - HoD's Business Studies Centre 16 February 2009 (Curriculum invited by HoD)
 - Staff, Business Studies Centre invited QMS and Curriculum – 24 February 2009
 - Staff IT Centre 16 April 2009
 - Staff Business Studies Centre and Engineering and Skills Training Centre 20 April 2009
 - Staff Business Studies Centre and Engineering and Skills Training Centre 27 May 2009
 - Staff IT Centre 28 May 2009

8.2 HUMAN RESOURCE

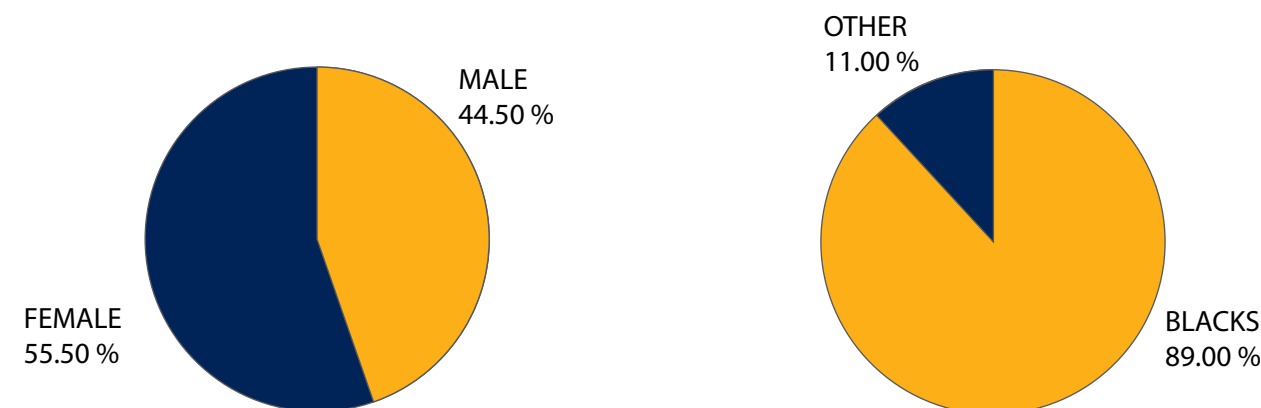
MANDATE

To provide an efficient and effective Human Resource Management Service in order to support the achievements of the organizational objectives through a competent workforce in compliance with legislation

8.2.1 COLLEGE EQUITY 2009

RANK	BLACK		ASIAN		WHITE		TOTAL		
	Male	Female	Male	Female	Male	Female	Male	Female	Total
CEO	1								1
Centre Managers	1	1				1			3
Council Secretariat						1			1
Unit Managers	2	4			1	2	3	6	9
Support Staff (Administrative Staff and General Workers)	31	48			1	1	32	49	81
Lecturers	44	34		1	3	9	47	44	91
SUB TOTAL	79	87	0	1	4	14	84	102	186
PERCENTAGE	42%	47%	0%	0.5%	2.5%	8%	44.5%	55.5%	100%

8.2.2 COLLEGE RATIO FOR EMPLOYMENT EQUITY 2009:



8.2.3 STAFFING

- Since the beginning of 2009, a total of 42 new staff members were appointed.
- 8 Existing staff members were absorbed into permanent positions within the College structures
- 5 Former students were engaged in Administrative, Financial and Secretarial duties at Centres with the aim to assist students to complete their 18 months experiential learning (practical) as a requirement for a National Diploma.
- 4 Students were engaged on a College Internship Programme and 3 got permanent employment with the College
- 4 ETDP-SETA Internship students did their Internship Programme at the College. 1 Students was permanently employed by the College.
- The 2009 appointments are categorized as follows:

	MALE	FEMALE
Educators	20	11
Administrative Staff	7	4
TOTAL	27	15

TOTAL Staff members employed: 186

Challenges:

- The salary package offered to educators especially those in specialized fields makes it harder to recruit the skilled personnel.
- Disparities in salary scales of educators in schools after OSD demoralized lecturers and resulted in others opting for resignations to join the school sector.
- The Upgrading of College delayed the absorption of support staff and even permanent employment of administrative staff.
- The establishment of the FETCEO as the bargaining body for FET Colleges and start of negotiations on the working conditions for lecturers.
- The Unit had one permanent staff member which led to the appointment of two staff members in September 2009 to alleviate pressure and to ensure all functions are catered for.

8.2.4 COMMUNICATION

- The unit made means to improve INTERNAL communications within the College by having contact sessions with staff members to discuss HR related issues and share ideas and inform staff on issues affecting them and the functioning of the College.
- The use of notice boards across all Centres within the institution was also promoted and encouraged
- There is improved communication with regard to facilitation of new appointments through the Department of Education.
- The Unit encouraged protocol in reporting issues related to HR from staff members.

8.2.5 STAFF TURNOVER

	Resignation	Contract Expire	Retired	Mortality	Transfer
Educator	3		1	1	
Admin Staff	6	7			4
General Workers	1				
TOTAL	10	7	1	1	4

OVERALL percentage staff turnover: 12%

- A lecturer from Business Studies Centre, Mr DT Mapheto lost his life in a car accident in December 2009

OVERALL percentage staff turnover: 30.4%

8.2.6 TRAINING AND DEVELOPMENT

- An amount of R240,000.00 for training and related expenses during 2009 was spent
- A total of 66 staff members were trained on Skills programmes ranging from:
 - Financial management
 - Counseling
 - SIMSA training
 - Assessors
 - Moderators
 - Project Management
 - Mentoring and Coaching
 - NCV programme training.
- Partnering with bodies like the ETDP SETA also paved the way in realizing some of the college's commitment to staff training.

8.3 STUDENT SUPPORT

MANDATE:

The Student Support Service sees itself as facilitating an educational situation that will enable the students of the college to function at optimum levels so that they can receive the maximum benefit from the education situation. The assistance is therefore focused on meeting the needs of the student both as an individual and as part of the student community and member of the community.

8.3.1 STUDENT SUPPORT PARTNERSHIP:

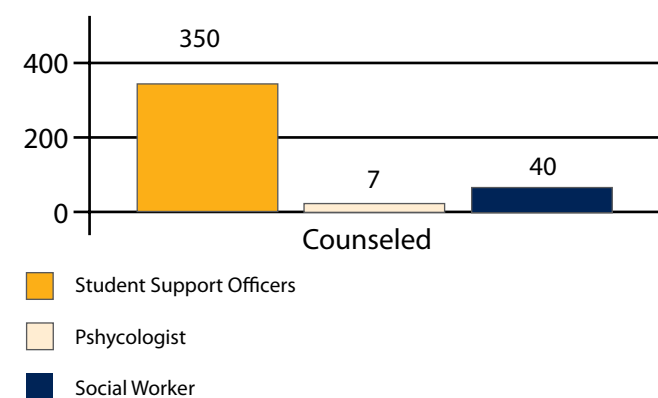


- A bilateral INTERNATIONAL PARTNERSHIP between the Government of South Africa, the Department of Higher Education and Training and the United States Agency for International Development (USAID), was launched on 20 October 2009 at the IT and Computer Science Centre of the Waterberg FET College.
- This partnership will operate over a three year period at 12 FET Colleges in Limpopo, Mpumalanga and the Northern Cape and will be implemented by the American Council on Education and American Association of Community Colleges. The Waterberg FET College is one of the 12 Colleges in South Africa that will benefit from this programme.
- The programme will work to strengthen the FET College Sector's institutional capacity in Student

Support Services programmes and offer a wide range of professional development programmes for college lecturers. The team will also provide consultative support through partnerships with the private sector and exchange opportunities with US colleges and universities.

8.3.2 EMOTIONAL SUPPORT:

- 350 students were counseled at the Student Support Centres by Student Support Officers, 40 by a social worker and 7 students were referred and attended to by a Psychologist



- 13 Students were trained as Peer-Educators by Love Live from 24-29 September 2009

8.3.3 PERSONAL AND HEALTH SUPPORT:

- Students were given the opportunities to participate in sporting activities by taking part in Inter-College matches in soccer, volleyball, netball, chess and softball.
- 4 Sport teams, soccer, netball, volleyball and pool, participated in the Limpopo FET College Sport Tournament. The Soccer team won silver medals and the netball team was crowned overall winners and received a flouting trophy and gold medals.
- The netball teams also represented Limpopo FET Colleges during the Nationals in September in Bloemfontein
- The College Soccer Team also participated in the Standard Bank Soccer Challenge and received R9,000.00 for their participation. Washing machines for the Centres were purchased to assist in the maintenance of all sport equipment and gear.
- The Business Studies Centre formed a New Generation Talk Show that challenges students to exercise



The Minister of Higher Education, the honourable Dr Blade Nzimande, addressed delegates at the launch of the USAID/SA Partnership hosted by the Waterberg FET College, IT and Computer Science Centre.



TOP: The 5 students who participated in the second round of the Maths Olympiad.

MIDDLE: The College Soccer team who won medals during the Limpopo FET College Sport Tournament.

BOTTOM: College Choir.

- their moral and ethical rights through debating, drama, music, story telling and poetry. 2 Debate events were organised in 2009.
- A Cholera Awareness Campaign was launched in June and the College celebrated Breast Cancer Month in October.
 - Centres celebrated Arbour Day by planting trees that were donated by the Department of Forestry and Agriculture.
 - All Centres took part in the Blood Donation Drives organized by SANBS.
 - Student Support Services at the Engineering and Skills Training Centre assisted, with the help of Mphahlele Optometrist in Lebowakgomo, a NCV student in Electrical Infrastructure and Construction, Lucky Koma, with a free eye test and spectacles.

8.3.4 FINANCIAL SUPPORT:

- 1126 Students received financial support through DoE bursaries, 24 from College bursaries and 6 from private institutions.

8.3.5 ACADEMIC ASSISTANCE:

- 2348 NCV students wrote placement tests.
- Student Support Services launched an Orientation Programme for newly enrolled students at all the centres from 14-16 January 2009.
- 42 Students participated in the first round of the Math Olympiad held on 13 March 2009 at the IT and Computer Science Centre
- 5 students progressed to the second round of the Maths Olympiad on District Level and 1 student, David Masenya participated in the third round (Province Level)
- 2 Maths Lecturers, Mr MD Modiba and Mr Maafa also participated in the AMESA conference at Northern Academy during the Spring Holidays.
- Student Support Centres at all three centres were used to study after hours
- A tutor system was established where achievers can assist their peers.
- New Venture Creation students organised for the second year a Flea Market Day with the purpose to convert the theory that was taught in class into practicals and into a real-life situation.
- ERD students visited the AA Academy in Midrand on 26 March 2009 to experience the Motor and Electrical Industry first hand.

8.3.6 LEADERSHIP DEVELOPMENT:

- The 23 students elected as Class Representatives and 30 as Centre SRC went for training on leadership at Schoemansdal.

8.3.7 WORK PLACEMENT SUPPORT:

- 20 Students from the Engineering and Skills Training Centre participated in the Take a Girl Child to Work campaign on 28 May 2009.
- All students who have finished their studies were assisted with preparation of CV's and with employment interviews and have also been registered as work seekers at the DoL.

8.4 MARKETING

MANDATE

To provide effective and efficient marketing for the college by establishing information needs through internal and external consultation of stakeholders and the process of organising and directing all college activities which relate to determining the market demand and converting the students to choose Waterberg FET College as their College of Choice.

8.4.1 BRANDING:

- To ensure maintenance and improvement of branding of the College, the following activities were carried out:
- The wow factor was introduced as an inclusion on the college logo. All documentation has to have that factor when printed or reproduced.
 - Staff members continued to put on corporate wear

when attending college events and selected week-days. This showcases a strong corporate image.

8.4.2 MARKETING ACTIVITIES:

- 65 radio and newspapers advertisements done
- 16 exhibitions attended reaching 20,000 prospective students as opposed to 10 career exhibitions attended in 2008 reaching 17,700 students.
- 30 school visited in the following areas: Lepelle Nkumpi Municipality (Zebediela, Mphahlele area), Mogalakwena Municipality (Steilloop, Bakenberg, Mosejane, Ga Masenya, Rapadi) and an estimated 1546 students reached

8.4.3 MARKETING INITIATIVES:

- 8000 SMS messages were sent to prospective and existing students as a tool to increase communication and awareness.
- Back to School posters were put up during December holidays at strategic areas such as Mmapela, Mosesetjane, Mahwelereng, Mokopane, Janefurse, Moletlane, Lebowakgomo and Apel to name but a few.
- Sponsorships were secured from Future Managers, Polokwane Wholesalers, Diemont, Zimmerman and Bolink, Limpopo Security and Woolworths, to celebrate the College's year end function and Women's day.
- For the first time in the College history Women's Day was celebrated. The purpose of this day was three-fold (1) Restoration of women dignity (2) Recognition of the important role women play in society and (3) To urge women to participate actively in socio-economic matters.



Traditional dancers during the USAID Launch.



The Marketing Department organised Women's Day Celebrations on 28 August 2009.

8.4.4 EVENTS CONDUCTED:

1. Open Day
 - 550 students attended the Open Days held at all the three Centres on 29 and 30 April 2009.
 - Prospective students were exposed to the daily operations of the College and career paths of their choice.
2. Business Day
 - The Mokopane Chamber of Business offered local businesses the opportunity to profile their companies on 23 July 2009. The CEO profiled the College and exposed the local business men to the opportunities offered at the College.
3. Year End Function
 - Year End Functions were held on 2 -3 December 2009 on the College Farm , Rooywal, whereby 180 staff members attended the function.

8.4.5 CHALLENGES

- Further study opportunities - To convince students that on completion of NCV Level 4, students will be able to access Higher Education Institutions
- Grade 12 students are dissatisfied when they have to repeat subjects already passed in Grade 12, and as a result some feels mislead and opt for de-registration.
- Misconceptions of NCV programmes Due to the misconceptions amongst the general public on the programmes offered at the FET Colleges students and parents do not choose the College as their institution of first choice

- The visibility of the IT and Computer Science centre in the Mokopane EMPC complex is still a big challenge for the Marketing Department due to the sharing of the centre.
- Facilities at Centres are not friendly to physically disabled people.

8.5 QUALITY ASSURANCE**MANDATE**

To establish, document, implement and maintain a quality management system and continually improve its effectiveness in accordance with set standards.

QUALITY MANAGEMENT SYSTEMS

- The College received again a three year certification from Alpha Certification for the ISO 9001:2008 standard done on 13 - 16 October 2009. Internal Audits - Diemont Zimmerman & Bolink Chartered Accounts were contracted to assist the College with Internal Audits as no Internal Audit Unit was established in 2009 as per requirements of the FETC Act no 16 of 2006. The College has since 2003 received unqualified financial reports.
- The College engaged an External Auditor, Ms Fuso, to assist with Internal Audits within the College and the development of a Risk Assessment Document
- QMS in terms of monitoring of Exams - Examinations were conducted according to policies and no irregularities occurred.
- QMS in terms of Registration – The enrolment process was performed according to Policy.



*OPEN Days held on 29 and 30 April 2009.
School visits.*



*2009 Student Representative Council
(SRC) from the Business Studies Centre.*

2009

For The Year Ended 31 December



General Information

Country of Incorporation and domicile Type of organisation Council Members	South Africa Educational Institution Y.S.M. Mathabatha S.P. Mailula N.T.E. Burnett I.W. Modisha E.S. Maredi C.J. du Toit T.S. Senong F.M. Pienaar M.C. Masoga M. Pienaar M.M. Maja K.R. Dipela
Business Address	36 Hooge Street Mokopane 0600
Postal Address	Postnet Suite #59 Private Bag X2449 Mokopane 0600
Bankers	First National Bank
Auditors	Diemont Zimmerman & Bolink Chartered Accountants (S.A.) Registered Auditor

Report of Independent Auditors

To the council members of Waterberg FET College

We have audited the accompanying financial statements of Waterberg FET College, which comprise the council members' report, the balance sheet as at 31 December 2009, the income statement, the statement of changes in equity and cash flow statements for the year then ended, a summary of significant accounting policies and other explanatory notes, as set out on pages 34 to 42

Councilors' Responsibility for the Financial Statements

The College's council members are responsible for the preparation and fair presentation of these financial statements in accordance with the South African Statement of Generally Accepted Accounting Practice for Small and Medium-sized Entities, and in the manner required by the Further Education and Training Colleges Act (Act no 16 of 2006). This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial

statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the trustees, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the college as of 31 December 2009, and of its financial performance and its cash flows for the year then ended in accordance with the South African Statement of Generally Accepted Accounting Practice for Small and Medium-sized Entities, and in the manner required by the Further Education and Training Colleges Act (Act no 6 of 2006).

Supplementary Information

We draw your attention to the fact that the supplementary information set out on page 42 does not form part of the financial statements and is presented as additional information. We have not audited this information and accordingly do not express an opinion thereon.

Diemont Zimmerman & Bolink
Chartered Accountants (S.A)
Registered Auditor

02 July 2009
 25 Watermelon Street
 Platinum Park
 Bendor
 Polokwane
 0699

The reports and statements set out below comprise the financial statements presented to the council members:

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Income Statement	7
Statement of Changes in Equity	8
Cash Flow Statement	9
Accounting Policies	10-11
Notes to the Financial Statements	12-14
The following supplementary information does not form part of the financial statements and is unaudited:	
Detailed Income Statement	15



Councils’ Responsibilities and Approval

The council are required to maintain adequate record and are responsible for the content and integrity of the financial statements and related financial information included in this report. It is their responsibility to ensure that the financial statements fairly present the state of affairs of the college as at the end of the financial year and the results of its operations and cash flows for the period then ended, in conformity with the South African Statement of Generally Accepted Accounting Practice for Small and Medium-sized Entities. The external auditors are engaged to express an independent opinion on the financial statements.

The financial statements are prepared in accordance with the South African Statement of Generally Accepted Accounting Practice for Small and Medium-sized Entities and are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgements and estimates.

The council acknowledge that they are ultimately responsible for the system of internal financial control established by the college and place considerable importance on maintaining a strong control environment. To enable the council to meet these responsibilities, the college sets standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the college and all employees are required to maintain the highest ethical standards in ensuring the trust’s business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management is the college is on identifying, assessing, managing and monitoring all known forms of risk across the college. While operating risk cannot be fully eliminated, the college endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behavior are applied and managed within predetermined procedures and constraints.

The council are of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement of loss.

The external auditors are responsible for independently reviewing and reporting on the college’s financial statements. The financial statements set out on pages 34 to 42, which have been prepared on the going concern basis, were approved by the board on 02 July 2010 and were signed on its behalf by:

S.P. Mailula

Y.S.M. Mathabatha

Council Members’ Report

The council members submit their report for the year ended 31 December 2009.

1. Review of activities

Main business and operations
The college is engaged in educational institution and operates principally in South Africa. The operating results and state of affairs of the college are fully set out in the attached financial statements and do not in our opinion require any further comment.

2. Going concern

The financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

3. Post balance sheet events

The council members are not aware of any matter of circumstance arising since the end of the financial year.

4. Council Members

The council members during the year and to the date of this report are as follows:

- Y.S.M. Mathabatha
- S.P. Mailula
- N.T.E. Burnett
- I.W Modisha
- E.S. Maredi
- C.J. du Toit
- T.S. Senong
- F.M. Pienaar
- M.C. Masoga
- M. Pienaar
- M.M. Maja
- K.R. Dipela

5. Auditors

Diemont Zimmerman & Bolink will continue in office for the next financial period.



Balance Sheet

Balance Sheet			
	Note(s)	2009 R	2008 R
Assets			
Non-Current Assets			
Property, plant and equipment	2	36,011,822	25,578,605
Current Assets			
Trade and other receivables	3	3,265,751	2,209,944
Cash and cash equivalents	4	17,357,368	15,066,235
		20,623,119	17,276,179
Total Assets		56,634,941	42,854,784
Equity and Liabilities			
Equity			
Reserves		3,596,564	3,596,564
Accumulated surplus		50,633,281	27,717,936
		54,229,845	31,316,500
Liabilities			
Non-Current Liabilities			
Recapitalisation Fund			9,616,618
Finance lease obligation	5	118,066	158,770
		118,066	9,775,388
Current Liabilities			
Finance lease obligation	5	40,704	48,418
Trade and other payables	6	2,246,326	1,716,478
		2,287,030	1,764,896
Total Liabilities		2,405,096	11,540,284
Total Equity and Liabilities		56,634,941	42,854,784

Income Statement

Income Statement			
	Note(s)	2009 R	2008 R
Revenue	7	13,706,977	8,008,453
Other income		23,318,291	13,750,833
Operating expenses		(23,841,272)	(21,579,591)
Operating Surplus	8	13,183,996	179,695
Investment revenue	9	467,068	550,187
Finance costs	10	(28,004)	(30,075)
Surplus for the year from continuing operations		13,623,060	699,807
Income from recapitalization		9,292,285	9,791,158
		22,915,345	10,490,965

Statement of Changes in Equity

Statement of Changes in Equity			
	Capital Replacement Reserve R	Accumulated Surplus R	Total Equity R
Balance at 01 January 2008	2,263,504	17,226,971	19,490,475
Changes in equity			
Surplus for the year	-	10,490,965	10,490,965
Transfer to Capital Replacement fund	1,333,060	-	1,333,060
Total changes	1,333,060	10,490,965	11,824,025
Balance at 01 January 2009	3,596,564	27,717,936	31,314,500
Changes in equity			
Surplus for the year	-	22,915,345	22,915,345
Total changes	-	22,915,345	22,915,345
Balance at 31 December 2009	3,596,564	50,633,281	54,229,845
Note(s)			

Cash Flow Statements

Cash Flow Statements			
	Note(s)	2009 R	2008 R
Cash flows from operating activities			
Cash receipts from customers		19,603,588	21,151,636
Cash paid to suppliers and employees	12	8,031,737	(8,101,466)
Cash generated from operations		27,635,325	13,050,170
Interest income		467,068	550,187
Finance costs		(28,004)	(30,075)
Net Cash from operating activities		28,074,389	13,570,282
Cash flows from investing activities			
Purchase of property, plant and equipment	2	(13,370,557)	(12,191,272)
Sale of property, plant and equipment	2	65,591	79,220
Net cash from investing activities		(13,304,966)	(12,112,052)
Cash flows from financing activities			
Repayment of beneficiary loan		(9,616,618)	6,408,066
Finance lease payments		(48,418)	167,214
Net cash flows of recapitalization fund		(2,813,254)	(1,766,125)
Net Cash from financing activities		(12,478,290)	4,809,155
Total cash movement for the year		2,291,133	6,267,385
Cash at the beginning of the year		15,066,235	8,798,851
Total cash at end of the year	4	17,357,368	15,066,236



Accounting Policies

1. Presentation of Financial Statements

The financial statements have been prepared in accordance with the South African Statement of Generally Accepted Accounting practice for Small and Medium-sized Entities. The statements have been prepared on the historical cost basis, and incorporate the principal accounting policies set out below. They are presented in South African Rands.

These accounting policies are consistent with the previous period.

1.1 Property, plant and equipment

Cost include costs incurred initially to acquire or construct and item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

Property, plant and equipment is carried at cost less accumulated depreciation and any impairment losses.

Depreciation is provided using the straight-line method to write down the cost, less estimated residual value over the useful life of the property, plant and equipment, which is as follows:

Item	Average useful life
Improvement on leased properties	20%
Motor vehicles	25%
Furniture & fittings	20%
Computer equipment	33.33%
Computer software	100%
Operational equipment	16.67%

The residual value, depreciation method and the useful life of each asset are reviewed at each financial period-end.

Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cast of the item is depreciated separately.

1.2 Financial Instruments

Financial instruments at amortised cost

Financial instruments may be designated to be measured at amortised cost less any impairment using the effective interest method. These include trade and other receivables, loans and trade and other payables. At the end of each reporting period, the carrying amounts of assets held in this category are reviewed to determine whether there is any objective evidence of impairment. If so, an impairment loss is recognised.

Financial instruments at fair value

All other financial instruments are measured at fair value through profit and loss.

1.3 Leases

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership.

Finance leases - lessee

Finance leases are recognised as assets and liabilities in the balance sheet at amounts equal to the fair value of the leased property of, if lower, the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet as a finance lease obligation.

The lease payments are apportioned between the finance charge and reduction of the outstanding liability. The finance charge is allocated to each period during the lease term so as to produce a constant periodic rate of on the remaining balance of the liability.

Operating leases - lessee

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. The difference between the amounts recognised

as an expense and the contractual payments are recognised as an operating lease asset. This liability is not discounted.

1.4 Employee benefits

Short-term employee benefits

The cost of short-term employee benefits, (those payable within 12 months after the service is rendered, such as paid vacation leave and sick leave, bonuses, and non-monetary benefits such as medical care), are recognised in the period in which the service is rendered and are not discounted.

1.5 Provisions and contingencies

Provisions are recognised when:

- the college has a present obligation as a result of a past event;
- it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation; and
- a reliable estimate can be made of the obligation.

Contingent assets and contingent liabilities are not recognised.

1.6 Government grants

Government grants are recognised when there is reasonable assurance that:

- the college will comply with the conditions attaching to them; and
- the grants will be received.

Government grants are recognised as income over the periods necessary to match them with the related costs that they are intended to compensate.

Government grants related to assets, including non-monetary grants at fair value, are presented in the balance sheet by setting up the grant as deferred income or by deducting the grant in arriving at the carrying amount of the asset.

Grants related to income are presented as a credit in the income statement.

1.7 Revenue

Revenue is recognised to the extent that it is probable that economic benefits will flow to the organization and the revenue can be reliably measured. The following specific recognition criteria must be met before revenue is recognised

Subsidies are recorded in the financial statements at the date the subsidy amount is transferred in the bank account.

Revenue is measured at the fair value of the consideration received or receivable and represents the amounts receivable for goods and services provided in the normal course of business, net of trade discounts and volume rebates, and value added tax.

Interest is recognised, in profit or loss, using the effective interest rate method.

Revenue from boarding and tuition fees are recognised over the period of instruction.

1.8 Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred.



Notes to the financial statements

				2009 R	2008 R	
2. Property, plant and equipment						
		2009		2008		
	Cost / Valuation	Accumulated depreciation	Carrying value	Cost / Valuation	Accumulated depreciation	Carrying value
Land & Buildings	30,248,545	(1,560,076)	28,688,469	21,432,172	(1,251,193)	20,180,979
Plant and machinery	32,920	(32,877)	43	32,920	(32,877)	43
Motor vehicles	1,374,959	(1,076,021)	298,938	1,506,382	(963,789)	542,593
Office equipment	2,718,531	(2,277,232)	441,299	2,634,123	(2,085,390)	548,733
IT equipment	6,827,721	(5,552,458)	1,275,263	6,557,648	(4,461,225)	2,096,423
Computer software	53,431	(53,413)	18	53,431	(53,413)	18
Skills training & Kitchen equipment	1,251,392	(652,070)	599,322	825,492	(494,432)	331,060
Equipment & operational equipment	6,653,376	(1,944,906)	4,708,470	2,879,569	(1,000,813)	1,878,756
Total	49,160,875	(13,149,053)	36,011,822	35,921,737	(10,343,132)	25,578,605
Reconciliation of property, plant and equipment - 2009						
	Opening Balance	Additions	Disposals	Depreciation	Total	
Land & Buildings	20,180,979	8,816,372	-	(308,882)	28,688,469	
Plant and machinery	43	-	-	-	43	
Motor vehicles	542,593	-	(2)	(243,653)	298,938	
Office equipment	548,733	84,407	-	(191,841)	441,299	
IT equipment	2,096,423	270,082	-	(1,091,242)	1,275,263	
Computer software	18	-	-	-	18	
Skills training & Kitchen equipment	331,060	425,900	-	(157,638)	599,322	
Equipment & operational equipment	1,878,756	3,773,796	-	(944,082)	4,708,470	
Total	25,578,605	13,370,557	(2)	(2,937,338)	36,011,822	
Reconciliation of property, plant and equipment - 2009						
	Opening Balance	Additions	Disposals	Depreciation	Total	
Land & Buildings	12,183,009	8,276,114	-	(278,144)	20,180,979	
Plant and machinery	494	-	-	(451)	43	
Motor vehicles	426,663	353,910	(1)	(237,979)	542,593	
Office equipment	567,117	215,857	-	(234,241)	548,733	
IT equipment	1,742,267	1,371,511	(26,678)	(990,677)	2,096,423	
Computer software	1,378	-	-	(1,360)	18	
Skills training & Kitchen equipment	346,628	108,771	-	(124,339)	331,060	
Equipment & operational equipment	299,500	1,865,109	-	(285,853)	1,878,756	
Total	15,567,056	12,191,272	(26,679)	(2,153,044)	25,578,605	

Notes to the financial statements

		2009 R	2008 R
3. Trade and other receivables			
Trade receivables		3,173,423	1,913,518
Prepayments		-	300
Deposits		67,928	67,928
Other Receivables		24,400	228,198
Total		3,265,751	2,209,944
4. Cash and cash equivalents			
Cash and cash equivalents consist of:			
Cash on hand		3,255	12,791
Bank balances		17,354,113	15,053,444
Total		17,357,368	15,066,235
5. Finance lease obligation			
Minimum lease payments due			
- within one year		40,704	48,418
- in second to fifth year inclusive		118,066	158,770
Present value of minimum lease payments		158,770	207,188
Non-current liabilities		118,066	158,770
Current liabilities		40,704	48,418
Total		158,770	207,188
6. Trade and other payables			
Trade payables		617,714	1,117,283
Student creditors		1,628,612	599,195
Total		2,246,326	1,716,478
7. Revenue			
Tuition and boarding fees		13,671,494	8,008,453
Other income		15,483	-
Total		13,706,977	8,008,453



Notes to the financial statements

	2009 R	2008 R
8. Operating surplus		
Operating profit for the year is stated after accounting for the following:		
Operating lease charges		
Premies		
- Contractual amounts	-	336,992
Equipment		
- Contractual amounts	736,752	377,488
Total	736,752	714,480
Surplus on sale of property, plant and equipment	65,589	52,541
Depreciation on property, plant and equipment	2,937,341	2,153,042
Employee costs	2,095,239	2,180,608
9. Investment revenue		
Interest revenue		
Bank	467,068	550,187
10. Finance costs		
Interest paid	28,004	30,075
11. Auditors' remuneration		
Audit fees	106,311	60,135
Accounting fees	123,886	-
Total	230,197	60,135
12. Cash generated from operations		
Surplus before taxation	13,623,060	699,807
Adjustments for:		
Depreciation and amortisation	2,937,341	2,153,042
Surplus on sale of assets	(65,589)	(52,541)
Interest received	(467,068)	(550,187)
Finance costs	28,004	30,075
Income on recapitalization	12,105,536	9,791,159
Changes in working capital:		
Trade and other receivables	(1,055,807)	(431,332)
Trade and other payables	529,848	1,410,147
Total	27,635,325	13,050,170

Detailed Income Statement

	Note(s)	2009 R	2008 R
Revenue			
Tuition and boarding fees		13,671,494	8,008,453
Farming income		35,483	
Total	7	13,706,977	8,008,453
Other Income			
Subsidy tuition fees		5,379,000	6,466,250
Gains on disposal of assets		65,589	52,541
Interest received	9	467,068	550,187
Subsidy on recapitalization		15,541,000	-
Other income		2,332,702	7,232,042
Total		23,785,359	14,301,020
Operating expenses			
Advertising		566,870	641,797
Auditors remuneration	11	230,197	60,135
Bad debts		1,152,181	489,063
Bank charges		141,813	128,587
Cleaning		153,603	188,658
Council expenses		190,626	271,052
Depreciation, amortisation and impairments		2,937,341	2,153,042
Employee costs		2,095,239	2,180,608
Insurance		240,051	208,047
Learnership expenses		2,728,433	6,201,285
Lease rentals on operating lease		736,752	714,480
Legal and consulting expenses		336,235	209,579
Licenses		199,599	115,049
Personal expenses		851,133	568,135
Printing and stationery		708,543	490,483
Repairs and maintenance		423,195	664,588
Student Bursaries		-	75,110
Security		945,379	671,648
Student expenses		4,135,391	1,693,365
Subscriptions		82,456	45,286
Telephone and fax		810,505	676,989
Textbook purchase		3,085,718	2,342,902
Travel - local		356,861	364,768
Utilities		733,151	424,935
Total		23,841,272	21,579,591
Operating Surplus	8	13,651,064	729,882
finance costs	10	(28,004)	(30,075)
Surplus for the year from continuing operations		13,623,060	699,807
Income from recapitalization fund		9,292,285	9,791,158
Surplus for the year		22,915,345	10,490,965

Diemont, Zimmerman & Bolink

GEOKTROOIEERDE REKENMEESTERS (S.A.)
CHARTERED ACCOUNTANTS (S.A.)

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WATERBERG FET COLLEGE - DEPARTMENT OF EDUCATION

21 June 2010

Report of the independent auditors to the Department of Education

In accordance with your request as communicated to the Waterberg FET College, we have carried out agreed procedures on their accounting records as described below in connection with expenditure incurred on designated programs.

The financial information is the responsibility of the Waterberg FET College's management. Our responsibility is to report on the result of the agreed procedures. The procedures were carried out solely to assist you in evaluating the reasonableness of the expenditure incurred.

Our review was limited to the review and analysis of payment claims submitted for expenditure within the approved conditions of the FET College Operational Plan. It should be recognized that our view did not constitute audit and may not necessarily have revealed all material facts.

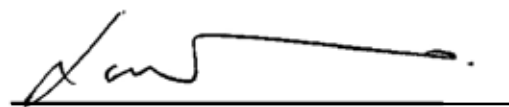
Agreement procedures are summarized as follows:

- We traced on a test basis expenses claimed to the College's financial records for the period ended 31 March 2010
- We examined expense vouchers, as we considered necessary to ensure that expensed incurred in connection with the designated operational plan.
- We ensured that funds were accounted for in accordance with the financial policy of the Waterberg FET College.

- We ensured that the accrual concept has been properly applied.
- We investigated whether proper financial control has been exercised over the operational plan.
- We checked the accuracy of calculations on the expenditure schedules.

Our findings are as follows:

1. Expenses are in accordance with the College's financial records for the year ended 31 March 2010.
2. The funds were accounted for in accordance with the financial policy of the Waterberg FET College.
3. The accrual concept has been properly applied.
4. Proper financial control has been exercised over FET College Operational Plan.
5. The calculations on the expenditure schedules were accurate.
6. Interest accrued for the 2008/2009 financial year in the bank account was paid back to the government. The interest accrued on the current funds received will not be paid back to the government as this in no longer a conditional grant but part of the equitable share allocation as stated in the memorandum by the Department of Education.



DIEMONT, ZIMMERMAN & BOLINK
CHARTERED ACCOUNTANTS (S.A)
REGISTERED ACCOUNTANTS AND AUDITORS

OPERATION PLANNING TEMPLATES FOR 2009/2010 WATERBERG FET COLLEGE

	Budget Allocated	Spent by the FET College
Table Strategic Area		
Systems and Connectivity	500,000.00	500,000.57
The Buying or Building of New Classrooms, Labs, Offices, ect.	9,090,515.00	2,709,507.73
Refurbishment, Atleration or Modernisation of Classrooms	500,000.00	
Upgrading of College Sites	1,200,000.00	
Software and other Intangible Assets	405,000.00	175,837.59
The Puchasing of Machinery, Equipment and Furniture	3,845,485.00	533,714,060.17
	15,541,000.00	3,919,060.17

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