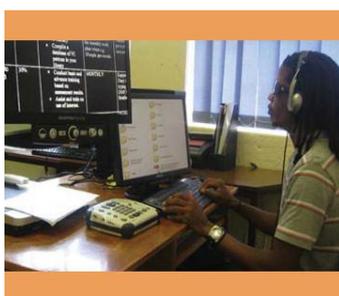


# SANCB OPTIMA COLLEGE

## PROSPECTUS 2018



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## 1. BACKGROUND, VISION, MISSION

Optima College was established in 1985 in Baileys Muckleneuk in Pretoria and is the training facility of the South African National Council for the Blind. It provides training to blind and partially sighted persons who are in need of independence and/or work related skills. It is one of the only Colleges in South and Southern Africa that caters exclusively for blind and partially sighted persons.

Although the facilities and training programmes are in the first place for the benefit of South African citizens, a small percentage of students from other African countries may also be admitted annually. South African students are drawn from all provinces of South Africa and there is no discrimination in terms of gender, race, language, religion, etc, although English is the language of instruction of all courses. With its limited residential facilities, students can be accommodated at the College for the duration of their courses.

The College has committed itself to providing relevant training to all students, based on the assessment of their needs. Coming to the College is about moving in for the period of training, and then moving on, whether a student is a school leaver, or is returning to education or work. The commitment to each student is that an opportunity will be created that they can achieve their goals and hopefully reach their full potential.

### VISION

Optima College is a centre of excellence, which offers development opportunities, training and support to visually impaired persons in South and Southern Africa, and serves as a bridge to new beginnings.

### MISSION

Optima College is committed to:

Creating training opportunities for blind and partially sighted persons to develop relevant independence and work related skills, which will enable them to maximise their potential and to function as independently as possible, by using a comprehensive assessment process to identify their training needs and applying an individualised training approach.

## 2. APPLICATION PROCESS

General Enquiries, Applications and Admission procedures and student administration are to be directed to the College Administrator.

To enrol at the College an application form, obtainable from the Administration Office, has to be completed in full. **Incomplete applications will NOT be processed.** Application forms can be received and returned by post, e-mail or in person.

**Please note:** Admission to study at the College is subject to passing a competency and profile test. The following areas are assessed:

- Cognitive Assessment
- Physical Assessment
- Life Skills Assessment
- Social Skills Assessment
- Activities of Daily Living Assessment

## 3. ACCOMMODATION FACILITIES

Accommodation is reserved for Unemployed students first. Students can be accommodated in the hostel for the duration of their courses. Accommodation includes: A room, bed, bedding, laundry and cleaning services once a week, students are also provided with three meals a day.

In most cases two students share a bathroom and toilet but have their own private rooms. Each room has lockable cupboards as well as a chair, desk and a bedside pedestal.

Students are required to bring along the following:

- Your own bath towel, toiletries and personal items (toilet paper will be provided);
- Comfortable clothing, clearly marked with your name and surname, preferably with a black waterproof koki pen;
- A swimming costume for use during summer;
- Raincoat, umbrella for mobility training when it rains;
- Washing powder, fabric softener, clothes pegs for washing underwear and socks;
- Alarm clock, radio;
- R70-00 refundable key deposit

## 4. ACADEMIC PROGRAMMES

### 4.1. Introduction to Computers – Short Skills Programme.

#### **Introduction:**

As with most things in life, if you want to become an expert in computers, you will need to start at the beginning. Introduction to Computers is designed to familiarize students with computers and their applications. Learners will learn fundamental concepts of computer hardware and software and become familiar with a variety of computer applications including MS Word and MS Excel. Learners will also investigate Internet-based applications, working with email and learning how to browse the web.

Computer literacy training is outcomes based, aligned to SAQA (South African Qualifications Authority) unit standards and presented at an NQF (National Qualifications Framework Level) 1, 2 & 3.

#### **Admission requirements:**

- Grade 10 (old standard 8)
- English passed at school as a second language

**Duration:** The course runs for three (03) months.

#### **Class Assessments:**

Candidates are subjected to both formative and summative assessment on each of the modules presented. Learners should obtain 70% for all knowledge assessments and 100% on all practical assignments. Learners are required to compile a Portfolio of Evidence. (POE).

#### **Modules presented during this short skills programme:**

Module 1: Computer Fundamentals

Module 2: Operate a Personal Computer

Module 3: Use Generic functions in a Graphical User Interface (GUI) environment

Module 4: Managing files in a Graphical User Interface (GUI) environment

Module 5: Use a (GUI) based word processor to create and edit documents

## 4.2 National Certificate: Contact Centre & Support SAQA Qualification ID 71490 | NQF Level 2 | 128 credits

### **Introduction:**

This program is designed to meet the needs of those learners who enter the field of Contact Centres. Contact Centres have become key business tools - integral to the way organisations achieve their business objectives. Contact Centres is a growing and competitive industry, increasing the need for skilled people and the development of formal career paths in this field.

### **Admission requirements:**

- Grade 10 (old standard 8)
- English passed at school as a second language
- Mathematical Literacy (Grade 7)
- Communication (Grade 7)
- Computer Literacy – Certificate of Competence in Introduction to computers

**Duration:** The course runs for six (6) months.

### **Class Assessments:**

Candidates are subjected to both formative and summative assessment on each of the modules presented. Learners should obtain 70% for all knowledge assessments and 100% on all practical assignments. Learners are required to compile a Portfolio of Evidence. (POE).

### **Modules presented during this course:**

- Module 1: Orientation to Contact Centres
- Module 2: Occupational Learning
- Module 3: Numeracy Skills
- Module 4: Service Excellence
- Module 5: Problem-Solving Skills
- Module 6: Business Writing Skills
- Module 7: Inbound Contact Centre Skills
- Module 8: Outbound Contact Centre Skills

### 4.3 National Certificate: Business Administration SAQA Qualification ID 23833 | NQF Level 2 | 130 credits

#### **Introduction:**

It is unfortunate to discover that many Grade 12 learners and students have difficulty in finding employment after school or after completing their studies. Although learners and students typically have academic and technical skills, they often lack those basic workplace skills, also referred to as employability or work readiness skills.

This workplace readiness program, National Certificate in Business Administration, was developed to bridge this gap between that of school/studies and work, and aims to equip learners with the skills as required in securing gainful employment.

#### **Admission requirements:**

- Grade 10 (old standard 8)
- English passed at school as a second language
- Mathematical Literacy (Grade 7)
- Communication (Grade 7)
- Computer Literacy – Certificate of Competence in Introduction to computers

**Duration:** The course runs for six (6) months.

#### **Class Assessments:**

Candidates are subjected to both formative and summative assessment on each of the modules presented. Learners should obtain 70% for all knowledge assessments and 100% on all practical assignments. Learners are required to compile a Portfolio of Evidence. (POE).

#### **Modules presented during this course:**

- Module 1: Record Keeping
- Module 2: Understanding the Business Environment
- Module 3: Working in a Team
- Module 4: Professionalism
- Module 5: Customer Service Excellence
- Module 6: Business Equipment
- Module 7: Telephone and Mail Etiquette
- Module 8: Business Finance

## 4.4 Braille Literacy

### **Introduction:**

Learners are introduced to Braille as a reading/writing medium so that they will be better equipped to read books and magazines for leisure; to function independently by recording information for personal use; and for study purposes. Braille training is offered in accordance with the needs of each person and could entail the following:

### **Course Outline:**

- Module 1: Introduction to Braille and reading techniques
- Module 2: Grade 1 Braille reading and writing
- Module 3: Grade 2 Braille reading and writing
- Module 4: Additional Braille writing equipment
- Module 5: Application of Braille skills

## 5. ENRICHMENT PROGRAMME

### 5.1 Orientation & Mobility

#### **Introduction:**

This component of the course is aimed at equipping blind students with skills that would enable them to navigate independently, in familiar and unfamiliar surroundings. The following aspects are addressed:

#### **Course Outline:**

- Module 1: General Orientation to premises
- Module 2: Sighted Guide Skills
- Module 3: Pre-Cane Skills
- Module 4: Cane Skills – Indoor Travel
- Module 5: Introduction to outdoor travel
- Module 6: Quiet Residential area
- Module 7: Street crossing in a quiet area
- Module 8: Traffic Light crossings
- Module 9: Travelling in a busy area
- Module 10: Shopping Malls, Soliciting Aid, Escalators, Elevators
- Module 11: Public Transport

### 5.2 Activities of Daily Living

#### **Introduction:**

In this component blind and partially sighted persons are taught to perform essential activities of daily living, including money identification, making tea, etc focused on:

#### **Course Outline:**

- Module 1: Personal Management
- Module 2: Financial Management
- Module 3: Home Management
- Module 4: Kitchen Management
- Module 5: Communication Skill

## 6. COLLEGE FEES

Please contact the College for the costs of the training.

All students must sign a fee payment agreement.

It is the student's responsibility to ensure that their College fees are paid timeously.

If students are being sponsored, they must provide the College with a signed letter from their employer/sponsor stating that their fees will be paid by the employer/sponsor

### Banking Details

Name of Account: SANCB ILLUMI OPTIMA  
Name of Bank: Standard Bank  
Account Number: 011 270 055  
Branch Name: Arcadia  
Branch Code: 010845  
Reference: Name & Surname & Year

Proof of payment must be faxed for Attention of Mika Dowling on:  
**Fax:** 086 732 1746 or **Email:** [mika@sancb.org.za](mailto:mika@sancb.org.za)

## 7. FINANCIAL ASSISTANCE

If you require financial assistance, please contact the Optima FET College Administration Office. Financial assistance will only be given to South African students who are unemployed and meet the qualifying criteria.

The following documents must accompany your application for financial assistance:

Please ensure that the following documents are attached:

- Two Certified copies of Your ID
- Proof of parent/s income (payslips)
- If unemployed, an affidavit confirming this must be attached
- If collecting a social grant, proof of this must be attached

## 8. CONTACT DETAILS

The College can be reached in one of the following ways listed below:

**Postal Address:**

PO Box 11149  
Hatfield,  
Pretoria,  
0028,  
Gauteng,  
South Africa

**Physical Address:**

514 White Street,  
Baileys Muckleneuk,  
Pretoria,  
0181,  
Gauteng,  
South Africa

**Telephone:**

(012) 452 3811

**Fax:**

086 732 1746

**Email:**

[ocapplications@sancb.org.za](mailto:ocapplications@sancb.org.za)

**Website Address:**

[www.sancb.org.za](http://www.sancb.org.za)