SANCB OPTIMA COLLEGE

PROSPECTUS 2021

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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);
- 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; Handy Andy/Domestos (to clean the bathroom);
- Alarm clock, radio;
- A 8Gig USB Memory stick
- A good quality pair of ear/headphones
- R100-00 refundable key deposit

4.   ACADEMIC PROGRAMMES

4.1   National Certificate ABET Practice L4

Introduction:
The programme is for anyone wishing to build a career in training, or HR development. The training is generic and flexible so it is suitable for all types of businesses. People who have completed the Level 4 Occupationally Directed ETD Practices qualification are eligible to continue to the Level 5. This qualification is suitable for trainers and facilitators who would like to enhance their skills into the management of ETD.
It is action orientated, balancing theory with practical exercises and experiential learning.

The National Certificate in ABET Practice have the following purposes:
a. Facilitates an adult learning group effectively using a ready-made programme or materials package.
b. Facilitates a learning area or areas at ABET levels 1 and 2.
c. Ideally works under the ongoing supervision of a more senior practitioner.

The practitioner will be qualified to teach in one or two of the elective learning areas at ABET levels 1-2, using prescribed materials and methodology. These pre-packaged materials and teaching aids would include suggested lesson plans, learning activities, assessment instruments, and so on.

Admission requirements:
- Grade 12 (old standard 10)
- English passed at school as a second language
- Mathematical Literacy
- Communication
- Computer Literacy – Certificate of Competence in Introduction to computers

Duration: The course runs for twelve (12) 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:
1. Mathematics Literacy
2. Communication Skills
3. Record and organise learner administrative information
4. Organise and plan a learning event
5. Facilitate a programme of learning

4.2 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 equipped 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

4.3 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

4.4. National Certificate Information Technology: End User Computing
SAQA Qualification ID 49077 | NQF Level 3 | 130 credits

Introduction:
The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in the South African community and to respond to the challenges of the economic environment.

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: Word Processing
Module 2: Presentations
Module 3: Spreadsheets
Module 4: E-mail
Module 5: Internet
Module 6: Communication
Module 7: Maths Literacy
Module 8: Use ICT
Module 9: Advanced Unit Standards

5. ENRICHMENT PROGRAMME

5.1 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

5.2 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

5.3 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

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

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 contacted 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
mika@sancb.org.za

Website Address:
www.sancb.org.za