

Year-end message from the Chairperson



Successful completion of the Three-year Recap Programme

EWC, the same as other colleges, had been involved in the recapitalisation programme since April 2006. The College Council had taken note of the execution of this programme and is grateful that the recapitalisation programme had been successfully completed at the end of March 2009 as far as the expenditure of the allocated funds was concerned. The non-completion of the workshops at Kempton and Tembisa Campuses still poses a challenge to the college.

The Council is of the opinion that this programme successfully contributed to enhancing teaching and learning on all 6 campuses.

Strategic Plan

The strategic plan, which had been drafted for the period from 2009 to 2012, had been challenged by the enormous cut in the equitable share allocation.

ISO Standard 18001

The Council is grateful to note the progress made on the strategic objective which had been set to work towards accreditation by SABS on ISO Standard 18001. Positive reports had been forthcoming on the movement towards achieving the goal of being the leading FET College.

Audit Committee

The unqualified audit report which had been tabled by the external auditors, successfully concluded the 2008 financial year.

Another strategic goal of the Council was to implement financial risk management at the college. The report from the Audit Committee indicated the progress that had been made in this regard. The College Council is looking forward to the successful execution of this development and the implementation of internal auditing.

HR Advisory Committee

Serious challenges had to be dealt with during 2009 on staff matters which highlighted that the strategic objective of the College Council "to ensure smooth transfer of employees from the previous employer" had not yet been met. The College Council is well aware of the fact that the OSD had not yet been finalised. Council was continuously kept informed of the latest developments. Progress in this regard will be monitored closely.

Planning and Resource Committee

Reports forthcoming from the Planning & Resource Committee, outlined progress made

with the implementation of the OHS Act at the college in an effort to ensure a safe working, teaching and learning environment at EWC.

Financial Committee

The contributions which had been made by the Financial Committee had been informed by requests from the campuses. A vast number of quotations and bids had been attended to during 2009 with the sole purpose of upgrading EWC for the benefit of students and staff members.

On behalf of the Council I would like to express my appreciation for the dedication of EWC staff members for the achievements of 2009. I look forward to a great 2010.

My best wishes to all staff members for this festive season. Enjoy a well-deserved break!

Mr Thembani Bukula
Chairperson

Editor's Note

Barbara J Henry said: "Words are powerful because they shape our thoughts, determine our actions, and chart the course of our lives." This is true whether the words are positive, giving hope and encouragement, or negative utterances that steal our joy and confidence.

We must remember this: Our words affect our thoughts, our actions, our very lives, and because of their power, we must choose them with the utmost care"

May you have a blessed festive period filled with love and peace!

Contributors:

- Chairperson's message: Mr Thembani Bukula
- Principal's message: Ms Hellen M Ntlatleng
- Academic Affairs: Ms Priscilla Lehoko and Academic division
- Estate Management: Mr Frank Duarte
- Human Resource Development: Dr Susan Ferreira
- Quality Assurance: Mr Robert Ehlers
- Student Support Services (SSS): Ms Corrie Müller
- Marketing: Mesdames Susan Dorfling and Nedi Moabelo

Campus News:

- Alberton: Ms Rosa Nöfke • Boksburg: Dr Andrew Moffat
- Germiston: Mr Gert Smit • Kathorus: Mr Tsepo Ngcobo
- Kempton: Ms Nomazwe Nzima • Tembisa: Ms Annelie du Plessis

Editor: Ms Susan Dorfling

Year-end message from the Principal

Colleagues

I need to say to you that "Change" is inevitable and permanent – actually there is nothing as permanent as change.

This requires of us to "bend" or "break".

"Things fall apart". It is said Okonkwo failed to bend, thus he broke.

The transformation landscape at FET Colleges can never be stopped to unfold – unfortunately when it unfolds, the road is not smooth.

Why don't we compare it with roads in South Africa in particular, which are not smooth at this point in time, but we know that the end result is bright and will pick up our economy.

The harsh realities of the implementation process of the transformation landscape are felt a lot by us on the ground.

We all believe and trust that the future is greater and brighter than the road we have travelled and that gives us hope not to turn back, not to falter, not to allow or wish the journey to end so that history must judge us fairly.

For these to be realised – it needs a collective.

Let us all come to work and do what is expected of us – simply work – because our mistake is not in the grave like those of doctors but moving with us everyday – we see them everyday.

Please bear with me, Ladies and Gentlemen, I do not want to complain – but let me talk about the workplaces.

"Workplace"

Missing from many workplaces are the basics that we were taught as children. Words such

as: "Please" and "Thank you"...
Common courtesy.

We see the evidence when people become frustrated, disillusioned, and fed up with the lack of common courtesies that make us civil when others cut in front of us, with no acknowledgement of our presence and in parking lots when someone takes the parking space for which we have clearly been waiting.

Our failure to speak and act in a manner that demonstrates our respect for others and their rights, may cause them to feel insignificant. Each of us wants to feel appreciated by others. Lack of respect from others can make us feel even more invisible than we may feel in our busy society.

So what is the source of this problem? The causes are many (perhaps values acquired as children – but mainly lack of respect for ourselves). The solution is simple...

- Think before you speak
- Make eye contact with others
- Say "Please" and "Thank you"
- Respect others

Our lives may be very busy and our time seemingly in short supply. However, kindness and consideration has a way of saying to each of us ...You matter!

It is easy to become negative when surrounded by the challenges in our personal or professional lives. Negativity can become habit forming.



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If unnoticed and unaddressed, negativity can lead to an unsatisfying life. Deliberately looking for the good in situations can neutralize negativity and its effects.

Here are a few examples:

Isn't it good that I had an upsetting conflict with a co-worker that gave me the opportunity to take active steps to resolve the problem leading to the conflict, thereby improving my relationship with this person?

Isn't it good that I have had the challenges in my life because they made me strive to become a person who can rise above and overcome those challenges?

When we switch from a negative state of mind to a more positive one, we may find that the problems are not as big, the risks are not as great, or life is not as difficult as we had perceived.

We also become more aware of the gifts that challenging situations bring to us, because we are looking for them and can see them. It is like the difference between night and day – darkness is a given, but seeing things in the light is a choice.

At times people feel that what they do is not very significant. It seems like they get very little recognition or respect for their work. Some even wonder why they keep coming to work. Who cares? What difference does it make?

Have you ever felt like that or heard people expressing similar statements? I know that I have had those same thoughts ... How others perceive our job is important, but unfortunately, we sometimes rely too much on what others think about us and what we are doing. "Support staff"

However, our attitude and belief systems have a great impact on our job self-worth.

The following story demonstrates this point very well:

A traveller came upon three individuals working with stone. Curious as to what these workers were doing, the traveller approached the first worker and asked, "What are you doing?" Without the slightest hesitation, the worker replied, "I am a stone cutter and I am cutting stones".

Still unclear of the worker's task, the traveller approached the second worker and asked the same question. To this the second worker thought for a moment, gazed briefly at the traveller and explained, "I am a stone cutter and I am cutting stones to earn money to support my family.

Perplexed by the two different responses, the sojourner approached the third worker and asked,

"What are you doing?" Stopping for a moment, the worker stared at the stone in his hand, slowly turned to the traveller, and said, "I am a stone cutter and I AM BUILDING A CATHEDRAL!"

We, as a society, seem to place great value on "high-profile" careers. We applaud and financially reward the efforts of athletes, business executives, politicians, entertainers and others. But we may not often acknowledge the efforts of the hotel maid who takes great pride in making the rooms clean and presentable; or the server who makes sure that our water glasses remain filled; or the comforting presence of a healthcare professional who reassures us during stressful times.

It is a great disservice to others, and to yourself, to minimize your efforts that provide a beneficial service to others. When you lift your eyes and maintain a bigger vision, like the third stone

cutter, your life and your job will be enriched and more satisfying than you can imagine.

Let us change our lives. At any time in our life, we have the opportunity to correct or improve those aspects of our lives that pinch us. We make resolutions to improve ourselves and, therefore, our opinion of ourselves. We often break those resolutions because we are not fully committed to them – they are not heartfelt desires. Let us resolve to make changes in our lives that allow us to live our lives to the fullest.

Tips for life changes:

Focus on what you want, and not what you don't want; see the big picture and keep your eyes upon it; create a plan for the change; Watch what you say – words are powerful messengers; recall a time when you were successful and build upon what worked, not on what did not work; choose what you are focusing on and thinking about.

Enjoy networking with each other and make the best of the day. During the holidays relax and recharge for 2010.

Merry Christmas and a prosperous and happy 2010

Hellen Manakedi Ntlatleng
PRINCIPAL

Academic Affairs

Academic activities in 2009

This Academic year has ushered in a continuation of the NC (V) offering from Levels 2 and 3 to a first time intake of Level 4, which is at a higher exit level of the programme. Challenges have not receded for the division, but maintenance and improvement on the good practices established in the past two years was very crucial.

Document Reviews:

Policies were reviewed, as expected/stipulated while guidelines and procedure documents were continually reviewed and improved upon whenever required. Numerous documents and forms were developed to keep up with the changes, demands and expectations of Assessment Policies and Examination Instructions.

Staff Training:

Training of new staff members and those who were previously lecturing in Report 190/191 programmes was identified and HRD has prioritized it. Subject/programme specific trainings were conducted by GDE throughout the academic year.

Moderation and Verification:

The 'Verification process' by Provincial Department of Education (GDE) on the College's readiness to conduct ISAT was met with hostility due to the Industrial action which was nationally wide-spread. The External Moderation processes by GDE as well as Umaluzi were conducted under the same cloud; which could have a negative bearing on the reports of the two moderation processes.

On a positive note: A positive change of the results from 2007 to 2008 was note-worthy. We are hoping for an even better performance in 2009 results. The Academic Division ends the year with a full complement of staff by the secondment of Mr Mark Bosch (Tembisa Campus) and Ms Elsabé Smit from Germiston Campus, to the division.

Priscilla Lehoko
Academic Affairs Manager

Human Resources

Retention

The retention committee has formulated its first proposal to Council with regard to retention. The report refers to the retention of specific skills in terms of support staff.

Task Teams

The projects were successfully closed out by the two task teams.

Training and Development

Most of the training objectives as per the training plan have been achieved. Some critical training as identified will be re-prioritised in 2010 due to budgetary constraints.

Quality Management

All HR and HR Administration Campus Quality Assurance visits were concluded on 13 October 2009.

Documents

Newly-generated documents include all the drafts, Human Resource policies, procedures and forms, as formulated by the provincial Task Teams, induction procedures and forms, protest action procedures and related forms. A number of new job descriptions were developed and finance and administration job descriptions were reviewed and amended.

A link was established for external documents on the manual. Objectives in terms of document management were met successfully.

Vacancy Lists 2009

The college advertised 68 lecturer posts, including some at management level, and 2 support staff posts in two vacancy lists. Staff turnover in 2009 has decreased by 10% (GDE payroll) in comparison to 2008.

Compiled by
Dr Susan Ferreira
Human Resource Manager

Quality Assurance

It is worth mentioning that the Extended Management under leadership of the Principal of EWC, had the annual Management review 8-9 October 2009 at the Mannah Guest House in Kempton Park. While Quality Assurance stipulates that there is always room for improvement, this review will be remembered for the obvious improvement made into Quality Objectives of all the Process Owners.

Process Owners refers to the six Campus Managers as well to the respective Managers of our Key Performance Areas: Academic Affairs, Administration, Administration Systems (better known as ITS), Estate Management, Finances, Human Resource, Marketing and Communication, Quality Assurance and Student Support Systems. The new addition to our KPAs was Occupational Health and Safety.

The 100% attendance, quality of the reports given, as well as the contribution of Executive Management, proved the corner stone of the ISO 9001 Standard: Management Commitment.

Robert Ehlers
Quality Assurance Manager

A tribute to Dr Susan Ferreira

At the end of 2009 Susan Ferreira will have been in the profession of Education for 25 years – 4 years at a high school and 21 years at the college – a career that she experienced as “inspiring and personally rewarding”.

She was appointed as the College Human Resource Manager by secondment on 18 August 2003, during the merger, and on 1 August 2006, by appointment. In this capacity she served on the Training Committee, Human Resource Advisory Committee of the Council, College Staff Development Team, Equity Committee, Transformation Committee and the Quality management committee as process owner.

During the merger she was appointed as the Convener of the College cluster Human Resource Merger Working Group (November 2001 to December 2002), leading all resultant planning, projects and policy making and compiling the respective merger plan to Council and the Gauteng Department of Education

Her career path included Head of Department, Strategic planning and Human Resource Management, later HOD of Business and Utility studies (1998 to 2006), Senior Lecturer (1993 to 1998), with portfolios National Examinations and Assessment, Timetabling and Part-time programmes and before that lecturer and teacher specialising in Languages and Communication.

During the FET Colleges Recapitalisation project she managed the Human Resource Development project – (2006-2009).

She was the Chairperson of the provincial FET Colleges Task Team responsible for drafting Human Resource Policies and procedures in 2009. The project was closed out successfully in May this year.

Dr Ferreira's qualifications include D Ed Socio-pedagogy (1996), M Ed Socio-pedagogy, 1992, B Ed (1989) and BA Ed, 1984, majoring in English and Psychology.

Dr Ferreira will be missed by EWC Management and staff!



Estate Management

Estate Management

- (a) Stocktaking has commenced according to the EWC year planner.
- (b) Risk (OHS) management visits by the company BRS is in progress and we are awaiting the final reports.

The safety signs that are necessary at the campuses have been placed.

The OHS officers are currently assisting with the closing of the OHS non-conformances at Campuses, Campus OHS Committee meetings as well as all the checklists are being dealt with on a monthly basis.

Many checklists have been created and placed on the quality manual for monthly checks as well as the evaluation of services rendered by suppliers.

Equitable Share Funding

The progress on the first batch of six tenders is as follows:

Professional services for the Tembisa Student Centre – Appointed and meeting to be scheduled for the final discussions for preparations of all necessary documents.

Top up simulated enterprise office furniture at all campuses, except Boksburg – final floor plans have now been drawn and delivery will commence soon.

Air-conditioners for all EWC simulated enterprise offices – contractors have completed Alberton, Kathorus and Kempton Campuses.

Extractor fans for all the workshops – the contractor has done his final preparations and has commenced on 19 October 2009 at Germiston, Kathorus and Boksburg.

Upgrading of power supply and articulation of existing power at all the campuses – the contractor has commenced at Kathorus on 13 October 2009.

Installation of power poles and skirting at all the simulated enterprise offices (Sims 1 & 2) – the contractor has completed one venue at Kempton, two venues at Boksburg and will be working at Kathorus next.

The installation of approximately 2600 safety signs for all the campuses is in progress – installation has been completed at Corporate Centre, Germiston and Boksburg. The contractor is currently busy cleaning the excess silicone and correcting any errors. The contractor will be moving to Alberton next.

The second round of tenders (two) has been published in the newspapers and the briefing session was held on 20 October 2009. The tenders are for industrial compressors at all campuses except Alberton and for the building contractor for the Motor Workshop at Germiston.

The second phase of the upgrading of the electricity at all the campuses will commence soon, the campuses that will be upgraded during this phase are Germiston and Kempton.

Frank Duarte
Estate Manager

Student Support Services (SSS)

Remedial Lectures

SSS would like to congratulate S'thandiwe Hlela who has been appointed as the Remedial Lecturer at Boksburg Campus from 1 September 2009. SSS now has a full compliment of Remedial Lecturers who will gladly assist students who encounter any academic or social challenges in finding the best approach and solution to their challenges.

Job Placement

The process of submitting applications and CVs of qualifying students to companies for consideration in learnership programmes or employment is ongoing. SSS have submitted a number of CVs to companies for learnerships and apprenticeships during the past three months. Students are therefore urged to ensure that they have submitted their CVs to the relevant Campus SSSO. Students must keep a sharp lookout on the notice boards as positions will be posted there from time to time.

Tertiary Governance Forum (21-23 September 2009) and NASDEV Conference (22-25 September 2009)

These two conferences were attended by various staff members from the SSS department. These conferences were very informative with a number of very knowledgeable speakers. Issues which were discussed were very relevant to the FET sector as well. At the Tertiary Governance Forum issues which were discussed included: "Critical Issues related to the Interface between Schooling and Higher Education", "Implementing a Student Tracking System: A University Of Stellenbosch Case Study" and "Using the First Year Experience as a Foundation for Student Retention and Success Workshop". One of the key points at NASDEV was how to re-align NASDEV to respond to challenges of both higher education and the FET sector. A representative from the FET sector was subsequently also appointed to the committee.

Sport, Arts and Culture

Mr & Miss EWC pageant

The event took place at Kempton Campus on Friday 11 September 2009 and it turned out to be a successful event. The following are the winners of Mr & Miss EWC 2009 beauty pageant:

Mr EWC 2009

Tshepiso Mothiba (Germiston)
1st runner-up: Alex Phiri (Kempton)
2nd runner-up: Thulani Tshabalala (Alberton)

Miss EWC 2009

Amanda Ndiki (Kempton)
1st runner-up: Phumzile Mogale (Boksburg)
2nd runner-up: Nolitha Nkomentaba (Germiston)



The following four gentlemen were selected to join the Exposé Modelling Company to be trained as professional models and to do fashion shows with that company.
Tokollo Mogale (Alberton)
President Nare (Kempton)
Alex Phiri (Kempton)
Monwabisi Burns (Tembisa)

The Sport, Arts and Culture staff and students have been involved in various activities both in-house and as per GUCOSCA league fixture for 2009. The GUCOSCA finals took place on 24 October 2009.

Corrie Müller
SSS Manager

EWC Marketing

Campaigns

The COMUTANET Road Show at the taxi ranks took place from 5 – 17 October 2009.

Community Days in cooperation with the Social Development division of Ekurhuleni Metropolitan Municipality took place on 10 October at the Clinic in the Winnie Mandela Section of Tembisa; on 24 October at Sam Hlalele Hall near Tembisa Mall in Tembisa; on 31 October at Tsoalo Hall in Katlehong and on 14 November at the Multi Purpose Hall in Tembisa.

The idea was to convey the message about the NC(V) programmes and the College within the communities.

Fieldwork had been done and proved to be a success due to the dedication of the Marketing team, the staff members and students of Tembisa, Kempton and Kathorus Campuses.



Pastors visiting the facilities at Kathorus Campus during the Pastors' session.

Pastoral information sessions took place at Tembisa, Kathorus, Boksburg and Alberton Campuses. The purpose of these information sessions was to inform the Pastors about the NC(V) as high standard qualification in order for the pastors to use their influence to spread the right message to their congregations and to the communities to ensure that the communities are well informed.

Research had been done amongst the Pastors and members of the communities, especially regarding the perception of the public regarding FET Colleges and EWC. Mr Matome Kganakga, the Marketing officer, was the project manager.

Ms Nedi Moabelo, (who had been promoted to Senior Marketing Officer), had been the project manager of the Community Days and the Pastoral sessions.

Susan Dorfling
Marketing Manager

Campus News

Alberton

Before we all knew, it is nearly the end of 2009 – exam time for our students and this also means lots and lots of marking for our staff.

This is the last month that the Clinic is on our premises as they will be moving back to their upgraded offices – thanks for assisting the students and for the great service. Our students will surely miss you.

On 5 October we celebrated Educator's Day by treating our staff during break.

We would like to introduce new staff members that joined our Campus: A Teiten (Mathematics/Mathematical Literacy) and V Makhubela (New Venture Creations and Operation Management). S Mdladlose was also appointed as the Administrative/Debtors Clerk and we were also fortunate to appoint a new Experiential Training Learner – N Sibonyoni and a capturer, J Selepe. May you enjoy your stay with us!

LTSM was viewed at the Campus by all subject specialists.

Our venue was also used for the Academic Affairs to set all assignments for Term 1, 2010 and for reviewing policies and procedures.

The Department of Education had a successful meeting with representatives from all Colleges.

Our condolences go out to C Nevhungoni who lost both his younger brothers during a car accident.

Everybody is preparing for the final examination. We would like to wish all our students every success with the examinations. To all our staff members – thank you for all your hard work and support, and success with all the marking.

Boksburg

Drug Abuse Awareness Campaign

A campaign was launched on 12 October 2009 emphasising the importance of awareness regarding drug abuse.

Members from different organizations attended and meaningful inputs were made. Captain Mack Mugowezulu from the South African Police, Ms Jenny Lewis from SANCO, Ms Stephanie Piek and her team from Correctional Services and Jerry Makhwili representing the Gauteng Government Department were present.

The aim was to facilitate and bring to the attention of the students the importance of drug prevention and the negative consequences that are associated with the abuse thereof. In partnership with them, Boksburg Campus established a forum that will hence look into and address all such related issues on campus. They will also facilitate tours to the Correctional Facility at Van Dyk Park to sensitise the students of how life would be behind bars.

The next meeting will take place early next year after the enrolment process has been completed.

Staff Matters

We bid the following staff members farewell: Ms Nkhabelane (an ETL whose contract expired) and Ms Ikaba who resigned.

We also welcome: Mr Ingram and Ms Ndlqngamandla who were appointed and Ms Hlela who joined our ranks as Remedial Lecturer.

Germiston

NC(V) ICASS Moderation

NC(V) staff all worked around the clock to prepare the PoE and PoA files for moderation after the September recess.

Principals' meeting: 14 October

Germiston Campus hosted the National College Principals' meeting on 14 October 2009. Seasons Restaurant was responsible for the catering. Level 3 Skills students and NC(V) Level 4 students and lecturers ensured that delegates received first-class treatment. NC(V) Level 4 students were given the opportunity to assume responsibility for various function duties in preparation for entering the Hospitality industry in 2010.



First class catering by the Germiston Hospitality Students

Student affairs

We are sad to report that some students passed away during the past months:

Phindile Zwane - NC(V) - Hospitality L4 – passed away on 2 September 2009
Pulane Mbele - NC(V) Finance, Economics & Accounting L3 – passed away on 19 October 2009
Thabiso Seems - EWC SRC Member – passed away on 24 September 2009.

Our deepest sympathy and condolences to their families and friends.

Kathorus

The Campus permanently appointed, Ms More, Messrs Boulton, Ntsoane and Uale from 1 August 2009. We welcome you to Kathorus Campus and congratulate you in your new employment.

Operations in the College necessitated that we release Mr Jack Masemola our HOD (Engineering Studies) to assume duty at Germiston Campus. We wish Mr Masemola every success in his appointment and thank him for serving the campus for more than 15 years.

We sadly lost Mrs Daleen van Zyl after a short illness. She served the campus for 18 years as a senior lecturer in the Communication department. May her soul rest in peace.

We would like to wish our students every success with the forthcoming examination. The campus wishes staff, students and stakeholders a happy festive season and prosperous 2010.

Kempton

Kempton and Germiston Campuses were privileged to be visited by overseas and local representatives from Barloworld Equipment and Caterpillar, on Tuesday 27 October. The visitors paid a visit to the workshops where lecturers explained their specific curriculum.

A follow up visit by EWC Management, Campus Managers and lecturers to the facilities of Barloworld Equipment and Caterpillar took place on Wednesday 4 November 2009. Their brand new accommodation facilities, technical training centre and workshops were visited amongst others. The possibility of a future training partnership was discussed.



Mr Hannes Wilke, Group Technical Training Manager and Ms Hellen Ntlotleng the principal of EWC at Barloworld after discussing the way forward.

Tembisa

Congratulations to all staff members who celebrated their birthdays during the last quarter of the year. We also keep Ms Tshaka and Mr Malope who are both in hospital, in our thoughts.

2009 is speeding to an end amidst the frenzy of capturing marks, marking, invigilating, stock taking, marketing, surveys, plumbing, planning and whatnot but we still have time to reflect on a very dramatic year.

My sincerest appreciation for every effort from every staff member who is making Tembisa the Campus it should be. Perhaps it is true that we cannot change the world, but what is true, is that we will change our world and, who knows, if we keep on changing our world, we might just one day wake up to a brand new and much finer world.