

PARENT ORIENTATION INFORMATION GUIDE 2026



TABLE OF **CONTENTS**

*CLICK ON THE HEADING TO GO TO THE PAGE

About Us.....	3
Executives.....	3
Blended Teaching and Learning Strategy	4
Student Rules and Regulations.....	4
Student Calander.....	4
Student Time Table	5
Progress Reports, Transcripts and Academic Records.....	5
Graduation and Academic Records.....	5
Student Platforms.....	5
International Exams.....	6
National Exams on Campus.....	6
EISA Exam.....	6
Certification for SETA, NATED, and Occupational Programmes.....	7
IT Support on Campus.....	8
Student Support.....	8
Academic Support.....	8
Attendance & Work-Back Agreement.....	8
Exams & Final Assessments.....	8
MyCTU Friend – First-Year Support.....	8
Campus Safety.....	8
Workplace Integrated Learning (WIL).....	9
Field Trips.....	11
Certification.....	11
Graduation.....	11
National Footprint.....	12
Campus Contact Details.....	12
Contact Us.....	12

ABOUT US

Our Vision

We empower people through education.

Our Mission

To design, develop & deliver an exceptional learning experience that will cultivate educated and skilled citizens who will contribute to socio-economic growth.

CTU Training Solutions is where creative thinking meets cutting-edge technology to enhance the learning experience. Our qualification division offers diverse study options across multiple faculties, providing the perfect platform for you to achieve your career goals. At CTU, we're committed to equipping students with the skills and knowledge needed to thrive in today's fast-evolving, technology-driven world.

With faculties spanning IT, Design, Engineering, Business Management, Humanities, and Sustainability, we offer both full time and part time study options where you can acquire national qualifications and international vendor-related certifications.

[CLICK HERE to read more on our website](#)

Our Executives



Ronald Meeske
Chief Executive Officer



Bonita Brown
Sales & Marketing Director



Erna Ferreira
Chief Operating Officer



Renée Botha
Academic Dean

BLENDED TEACHING AND LEARNING STRATEGY

It is important that you read the Teaching and Learning Strategy for 2026. This will explain the Teaching and Learning methodology CTU will apply in 2026. Should you have any questions please contact your Principal.

CLICK HERE to view our Teaching and Learning Strategy Guide 2026

STUDENT RULES AND REGULATIONS

The CTU student Rules and Regulations for 2026 provide very important information regarding the rules and regulations to be followed based on the CTU policies and procedures. Studying this document will assist students to adhere to the requirements to achieve their qualifications.

CLICK HERE to view our Rules and Regulations Guide 2026

STUDENT CALENDAR MID-YEAR

VOCATIONAL, OCCUPATIONAL & HIGHER EDUCATION

- 2nd semester classes commence: **20 July 2026**

Midyear

- 1st Year Student Orientation: **6 - 17 July 2026**
- Parent Orientation: **11 July 2026**
- Classes commence: **20 July 2026**

DISTANCE LEARNING

Midyear

- Occupational Student Orientation: **16 July 2026**
- Engineering Student Orientation: **17 July 2026**
- Classes commence: **20 July 2026**

HUMANITIES

Midyear

- 1st Year Student Orientation: **6 - 17 July 2026**
- Classes commence: **20 July 2026**

ENGINEERING

Midyear

- 1st Year Student Orientation: **6 - 17 July 2026**
- N4 Classes commence: **20 July 2026**
- Roll Over N5 - N6 Classes commence: **7 September 2026**

PART TIME

- Student Orientation: **18 July 2026**
- Classes commence: **21 July 2026**

Student Holidays:

21 September – 25 September 2026 | 4 November 2026

STUDENT TIMETABLE

Timetables will include sessions for:

- Theory (VLIT)
- Practicals
- Labs
- Group activities
- Research activities
- Master classes (where applicable)

NB. Students will be expected to attend practical, group and some student support extra classes on campus for a minimum of TWO days a week as per campus schedule.

All timetables are available on **CampusOnline** and the campus notice boards as well as in the **TEAMS** virtual sessions.

PLEASE NOTE THAT CLASSES MIGHT BE SCHEDULED AFTER 17:00, AS WELL AS SATURDAYS (IN SOME CASES).

PROGRESS REPORTS, TRANSCRIPTS AND ACADEMIC RECORDS

Students will have continuous access to their progress throughout the year via CampusOnline. This platform allows each student to view their progress and receive a full transcript after completing each module or semester.

If a parent or sponsor has not received a copy of the transcript, they are encouraged to contact the campus for assistance.

GRADUATION AND ACADEMIC RECORDS

Upon graduation, students will receive a complete academic record, reflecting their achievements and progress throughout their studies.



STUDENT PLATFORMS

The following teaching and learning systems are available to our students. Students must log onto these systems to access their study materials; complete their assessment and get feedback and results of their assessment i.e transcripts, progress and academic records. These platforms are also used as the primary communication platform for all important information.

- CampusOnline
- Teams
- O'Reilly
- Office 365

**Teaching and Learning Systems Helpline:
WhatsApp 083 626 2620**

CLICK HERE to view our Prospectuses for 2026

INTERNATIONAL EXAMS

The international exams that will be compulsory for all students to pass. Note that the recommended international certification although they are optional and at additional cost to the student could improve the students opportunity to find employment.

NATIONAL EXAMS ON CAMPUS

The national exam timetables and dates are available on CampusOnline. The national exams are always followed by a second sitting for those students who qualify for supplementary exams

EISA EXAM

The External Integrated Summative Assessment (EISA) is the final national examination that every student must complete in order to obtain an Occupational Certificate qualification. The EISA is not set or managed by CTU, but by the QCTO (Quality Council for Trades and Occupations), the national body responsible for occupational qualifications in South Africa.

Please note that EISA examination dates and times are determined by the QCTO, not by CTU. Student may only write the EISA once they have been found competent meaning that their full academic year and all required assessments including their Workplace Based Learning Logbooks must be completed to enter the EISA and their records were verified by the QCTO.

For most Occupational Certificate qualifications, learners are allowed a maximum of three (3) attempts to pass the EISA. If unsuccessful on the first or second attempt, learners may rewrite at the next available national sitting. A third attempt is the final opportunity to pass the examination.

If a learner does not pass the EISA after the third attempt, they are generally required to restart the Occupational Certificate qualification, including the required learning components, before becoming eligible to write the EISA again. It is therefore important to prepare thoroughly and make the most of each attempt.



CERTIFICATION FOR SETA, NATED, AND OCCUPATIONAL PROGRAMMES

1. Issuing Authority

Certification are NOT done by CTU but officially printed and issued by:

- The relevant SETA (depending on the programme).
- Department of Higher Education & Training (DHET) for NATED programmes.
- For Occupational Qualifications (OC), certificates are issued by the QCTO (Quality Council for Trades and Occupations).

2. Certification Process Occupational Programmes:

Certification is only finalized after:

- After a student completed and passed all the modules in an Occupational qualification the Quality assurance Partner appointed by the QCTO will verify the student record and confirm admission to the EISA/ FISA exams.
- A FISA (Final Integrated Summative Assessment) or EISA (External Integrated Summative Assessment) is written and assessed on dates determined by the QCTO.
- For EISA, the 6-month period is calculated from the time of completing studies
- Once the EISA/FISA is passed by the student the QCTO? QAP will issue the Programme Certificate to CTU Head Office .
- All students will be informed as soon as the Certificate is ready for collection at the campus.



IT SUPPORT ON CAMPUS

CTU provides IT technical support on campus. Please see the campus organogram. Note that only CTU-related support will be provided. Any hardware problems on the student's device can not be assisted with.



STUDENT SUPPORT

The purpose of the Student Support Policy is to offer guidance and support to students to promote academic success and personal well-being. This will be provided by the campus as required. Student support information will be available under the Noticeboard tab on CampusOnline. Campuses will also have a Student Support notice board available to communicate all Student Support information.

Sponsors and students are welcome to discuss student concerns with the Principal. Student Support to prepare for exams will be held a week prior to the exams, and dates are available on the academic calendar.

ACADEMIC SUPPORT

CTU Training Solutions monitor student progress, identify at risk students and implement structured and customized student support.

ATTENDANCE & WORK-BACK AGREEMENT

Regular class attendance is monitored, and students are required, as part of institutional policy, to attend all scheduled classes. In cases of illness or emergencies, students may consult with the Principal.

Students who are frequently absent will be required to catch up on missed work through a formal work-back agreement.

EXAMS & FINAL ASSESSMENTS

Students are required to meet the prescribed examination entrance mark and attendance requirements to qualify for their summative examinations. Eligible students will be issued with an exam permit, which serves as confirmation of their eligibility to write the summative assessment.

MYCTU FRIEND – FIRST-YEAR SUPPORT

The MyCTU Friend programme helps first-year students adjust to tertiary education by building a sense of belonging, providing guidance and support, and encouraging active engagement in campus life to improve student success and retention.

CAMPUS SAFETY

Student safety is a priority at all CTU Training Solutions campuses. Campus access is controlled, and students are issued with student cards for identification and secure entry. Each campus complies with National Occupational Health and Safety requirements.

WORKPLACE INTEGRATED LEARNING (WIL)

Legacy Programmes: Workplace Experience Requirements

Each student is required to complete a minimum of 80 hours of workplace experience, or as stipulated by the programme they are enrolled in.

Guidelines for Workplace Experience

1. Scheduling:

- Workplace experience can be completed during college holidays or during half-days on weekdays.
- It should not conflict with lecture times, practical sessions, or group activities.

2. Year-Specific Requirements:

- First-Year Students: Will complete a workplace assignment aligned with the academic schedule.
- Second-Year Students: Will attend workplace experience in their relevant industry, gaining practical exposure.

3. Shadowing:

- Students should be prepared to "shadow" another individual in the workplace to observe and learn.

Responsibilities of the Host Company

Once the workplace experience is completed, the company must:

- Complete the Student's Workplace Logbook: Document the student's activities and hours.
- Provide a Reference Letter: Include an evaluation of the student's performance and key observations.

Occupational Qualifications: Workplace Experience Requirements

As part of their programme, each student is required to complete workplace experience as stipulated by the curriculum.

Key Requirements:

- **Placement:**
Each student will be assigned to a Host Company for their workplace experience.
- **Logbook Completion:**
Students are required to document their workplace activities in the provided logbook.
- **Submission:**
The completed logbook must be submitted at the end of each module for review and verification.

This process ensures students gain practical industry experience while maintaining alignment with their academic progress.

Higher Education Qualifications: Evidence requirements

After completion of the WPL component, students need to supply the following evidence compiled in one PDF document. Please take note that one set of forms should be completed per employer. All the documents should however be compiled into **one PDF document**.

Only one overall reflection report should be completed and included in the compiled document.

- This document should be saved as: YourName_WPL632.
- Completed contract: Signed by WPL employer, Student and guardian (should the student be under the age of 21)
- Completed Student information and feedback form
- Completed WPL employer information and feedback form
- Completed Indemnity form (should the student be under the age of 21)
- Completed log sheets

WPL Hours

As part of the requirements to qualify for the Diploma, students are required to complete 160 hours of workplace learning (WPL632).

Students may split the number of required hours between their 2nd and 3rd year of study.

The WPL needs to be completed at a company or organisation who operates in a field relevant to the qualification. Students may further choose to complete sections of the WPL at a variety of companies.

As part of the WPL process, students are required to source relevant companies and organise temporary employment.

NATED Programmes

After the successful achievement of the N6 National Certificate, it is compulsory for learners to complete 18 months or 24 months, practical learning. Depending on the NATED Programme enrolled for, during In-Service Training, to obtain a National N Diploma. Please refer to the Work Integrated Learning Policy for detail regarding the In-Service Training.





FIELD TRIPS

Field trips take place during a normal college day where the lecturer will provide students with more details. CTU campuses aims to arrange field trips and/or guest speakers/seminars where possible. Students are expected to be on their best behavior during these events.

If students or parents have references to good excellent companies, please recommend them to the facilitator or campus manager.

Field trips could have a cost implication e.g., transport costs.

CERTIFICATION

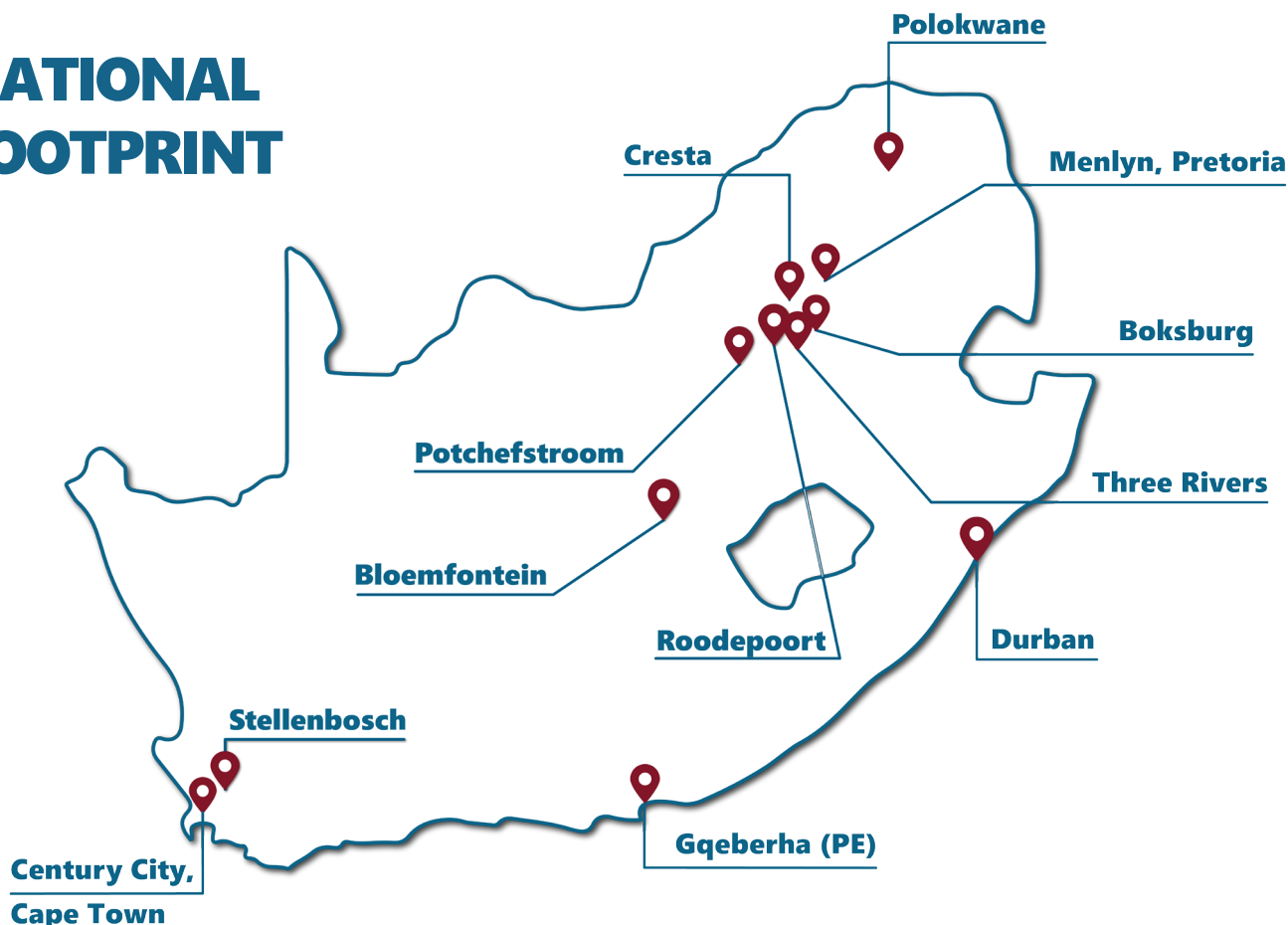
CTU does not issue certificates for SETA and NATED programmes. The relevant SETA and Department of Basic Education (DBE) will print certificates after a verification process.

Note that verification will only take place after all national assessments have been completed successfully (including supplementary exams). Duration: 3-24 months (depending on SETA). Timelines vary and depends on the various SETAs and the DBE.

GRADUATION

Graduation will take place in 2027 for the class of 2026. The date and invites will be communicated to all students in time. Note that students are responsible for the costs for gown and sash hire, as well as for personal photos taken on the day.

NATIONAL FOOTPRINT



VISIT A CAMPUS NEAR YOU

Bloemfontein

Tel: 051 451 2210
1st Floor, Pretty Suites Office Block,
Pretty Gardens Lifestyle Centre,
Du Plessis Road, Langenhoven Park

Boksburg

Tel: 011 918 1176
36 Edgar Street, Eveleigh

Century City (CPT)

Tel: 021 671 0280
The Estuaries, Building 13,
13 Oxbow Crescent, Century City

Durban

Tel: 031 303 1280
Building 1, Office 5, The Old
Factory Lion Match Office Park, 892
Umgeni Road, Durban

Gqeberha (PE)

Tel: 041 363 2911
26 Worraker Street, Newton Park

Polokwane

Tel: 015 297 3250
2 Pro Park, 31 Bendor Drive,
Bendor Park

Potchefstroom

Tel: 018 290 5340
39 Buskus Street, Baillie Park

Menlyn (PTA)

Tel: 012 361 6688
Glen Manor Office Park, Block 6,
Frikkie de Beer Street, Menlyn

Roodepoort

Tel: 011 760 4321
Shop 59, The Village
@ Horizon, Cnr. Sonop &
Ontdekkers Road, Horizon

Stellenbosch

Tel: 021 887 5372/3
1st Floor, Memory Lane Building,
Cnr. Andringa & Banghoek Street

Three Rivers (VRG)

Tel: 016 423 7341
140 Genl. Hertzog Avenue,
Three Rivers

CONTACT US

customerservice@ctutrainig.co.za

National Contact Centre: 0861 100 395