



COMMUNITY COLLEGE FUNCTIONALITY ASSESSMENT TOOL

1. COMMUNITY EDUCATION AND TRAINING COLLEGE DETAILS

1.1 REGION			COMMUNITY LEARNING CENTRE:
1.2 NAME OF THE COLLEGE			
1.3 CETC HETMIS NO.....			
1.4 PHYSICAL ADDRESS			
1.5 Telephone number		1.6 Cell phone	
1.7 Fax number		1.8 e-mail address	
1.9 website address			
1.10 face book page			

2. GOVERNANCE

2.1 Has the college council developed or adopted the College Statute as per CET, Act (verify)	1 = Yes; 2 = No	
2.2 Has the College Statute been mediated to all stakeholders and approved?	1 = Yes; 2 = No	
2.3 Has the Strategic plan of the college been approved by the Minister?	1 = Yes; 2 = No	
2.4 Has the college council appointed the Technical Team?	1 = Yes; 2 = No	
2.5 Has the plan to elect the full Governing Body completed?	1 = Yes; 2 = No	
2.6 Has the chairperson of the SRC been elected by the student body?	1 = Yes; 2 = No	
2.7 Does the council have a plan for the establishment of the academic board? (verify)	1 = Yes; 2 = No	
2.8 Has the council met with the staff? (verify)	1 = Yes; 2 = No	
2.9 Has the vision, mission of the college been communicated and adopted by stakeholders?	1 = Yes; 2 = No	
2.10 Has the budget for 2016/17 received?	1 = Yes; 2 = No	
2.11 Has the council adopted and approved the DHET financial policy with annexures?	1 = Yes; 2 = No	
2.12 Has the budget been tabled to stakeholders and approved by the council?	1 = Yes; 2 = No	
2.13 Has the council identified and approved non- formal programmes in the Programme Qualification Mix (PQM)?	1 = Yes; 2 = No	
2.14 Has the council identified potential partnerships to meet the objectives of the Strategic plans?	1 = Yes; 2 = No	
2.15 Has the council developed a communication strategy/plan, mediated to stakeholders and approved?	1 = Yes; 2 = No	
2.16 Has the council developed a strategy/plan to deal with unrest/conflicts/grievances in the college? (verify)	1 = Yes; 2 = No	
2.17 Has the council considered the reconfiguration of CLCs in 2016 to improve management and control?	1 = Yes; 2 = No	
2.18 Are there engagements with stakeholders in place?	1 = Yes; 2 = No	
Comments:		

3. MANAGEMENT PLAN

Does the college have 2016 management plans for the following?

3.1 approved College calendar of events for 2016? (verify)	1 = Yes; 2 = No	
3.2 Has it been communicated to all stakeholders? (verify)	1 = Yes; 2 = No	

3.3 Monthly/quarterly management meetings with CLC Managers? <i>(verify)</i>	1 = Yes; 2 = No	
3.4 International literacy celebrations?	1 = Yes; 2 = No	
3.5 Council meetings and sub-committee meetings for 2016? <i>(verify)</i>	1 = Yes; 2 = No	
3.6 Monitoring and support visits <i>(verify plans and completed tools)</i>	1 = Yes; 2 = No	
3.7 Internal and external examinations? <i>(verify)</i>	1 = Yes; 2 = No	
3.8 Marketing and career exhibition events? <i>(verify)</i>	1 = Yes; 2 = No	
3.9 Graduation events? <i>(verify)</i>	1 = Yes; 2 = No	
3.10 Has the college identified key areas for communication on quarterly basis?	1 = Yes; 2 = No	
3.11 Has the college approved the plan for the filling of vacant posts?	1 = Yes; 2 = No	
Comments:		

4. FINANCIAL SYSTEMS

4.1 Has the college developed or adopted the policies for financial systems? <i>(verify)</i>	1 = Yes; 2 = No	
4.2 Has this been communicated to stakeholders? <i>(verify)</i>	1 = Yes; 2 = No	
4.3 Has the college opened a bank account? <i>(verify)</i>	1 = Yes; 2 = No	
4.4 Has the college opened subsidiary accounts for CCLs? <i>(verify)</i>	1 = Yes; 2 = No	
4.5 Has the college been certificated as per section 38(1) (J) of the PFMA? <i>(verify)</i>	1 = Yes; 2 = No	
Comments:		

5. FINANCIAL PLANNING

5.1 Has the CET college collated Community Learning Centres (CLCs) needs and compiled the items for procurement by the relevant TVET college? <i>(verify)</i>	1 = Yes; 2 = No	
5.2 Has the college established Supply Chain Management (SCM) System? <i>(verify)</i>	1 = Yes; 2 = No	
5.3 Are all plans and strategies funded? e.g. communication plan?	1 = Yes; 2 = No	
5.3.11 Has the college developed and costed the operational plan for 2016?	1 = Yes; 2 = No	
5.4 Does the college have means to augment its budget to ensure its targets are met? <i>(verify)</i>	1 = Yes; 2 = No	
Comments:		

6. COLLEGE PLANNING

6.1 Has the enrolment plans and targets been communicated to all staff?	1 = Yes; 2 = No	
6.2 Have CLC Managers received their enrolment targets , retention and performance rates for 2016	1 = Yes; 2 = No	
6.3 Does the college have a plan for the distribution of Learning Teaching Support Material (LTSM)?	1 = Yes; 2 = No	
6.4 Has the college approved all CLC time tables in compliance to the time table norms?	1 = Yes; 2 = No	
6.5 Has the college secured /identified the space for teaching and learning?	1 = Yes; 2 = No	
6.6 Does the college anticipate over enrolments? If yes, what contingency plans are in place to ensure there is space?	1 = Yes; 2 = No	
6.7 Does the college have plans for adequate examination space?	1 = Yes; 2 = No	
6.8 Has the college planned for internal exams? Generation, moderation & printing of papers , issuing of letters to employed students, marking times , secured marking venue, number of markers , appointment letters, issuing of time tables , communication circular to staff and students , communication of results , Quality Assurance (QA) of results, resulting and certification etc.	1 = Yes; 2 = No	
6.9 Does the college have a long/mid-term strategy plan for lecturers' development?	1 = Yes; 2 = No	
6.10 Has the college identified capacity building areas for lecturers' development in 2016?	1 = Yes; 2 = No	
6.11 Has the college established relevant committees? e.g. LTSM committee	1 = Yes; 2 = No	
Specify?		

6.12 Has the college identified the learning streams (i.e. Science, Commerce & General) and the available capacity? See time table norms for General Education and Training Certificate (GETC) streams.	1 = Yes; 2 = No	
6.13 Do the plans for capacity building talk to the streams provision as in 6.10 above?	1 = Yes; 2 = No	
Comments: 		

7. ADMISSIONS AND ENROLMENT

7.1 Admissions

In preparation for academic year does the college....	1 = Yes; 2 = No	
7.1.1 Have systems and procedures to deal with admissions? <i>(verify policy)</i>	1 = Yes; 2 = No	
7.1.2 Have all students that applied been placed? <i>(verify using admission registers)</i>	1 = Yes; 2 = No	
7.1.3 Indicate the enrolment for the year (indicate actual numbers – <i>verify using class registers</i>)		
7.1.4 Does the college administer placement test to determine the level of placement? <i>(verify)</i>	1 = Yes; 2 = No	
7.1.5 Does the college have students who are younger than 19 years of age?	1 = Yes; 2 = No	
7.1.6 If yes, indicate the actual number of students who are younger than 19 years?		
7.1.7 Has the college communicated opportunities available in the college?	1 = Yes; 2 = No	
7.1.8 Has the college communicated information to the public on minimum requirements for enrolments?	1 = Yes; 2 = No	
7.1.9 Has the college communicated the fees structure for registration on certain programmes?	1 = Yes; 2 = No	
7.1.10 Is the account number of the college known to the students to deposits money for registration and tuition?	1 = Yes; 2 = No	
7.1.11 Has the college communicated the type of admission and fee exclusions to the staff and the students?	1 = Yes; 2 = No	
Comments: 		

7.2 Enrolment

Programmes	Male	Disabled	Female	Disabled	Total
Literacy Programmes					
NQF-sub Level 1					
NQF-sub Level 2					
NQF-sub Level 3					
NQF Level 1: AET Level 4					
Total					
Post Literacy Programmes					
Amended Senior Certificate (ASC)					
National Senior Certificate					
Total					

Vocational skills Programmes by Community College:

Skills programme	Male	Disabled	Female	Disabled	Total
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

11.					
12.					
Total					
Grand Total of all Males		Grand Total of all Females		Grand Total	

8. PROGRAMMES AND QUALIFICATIONS OFFERINGS

NSB Organising Field	Qualification	Formal/non-formal	SETA accredited Yes/No	No. of Credits	NQF level
e.g. Physical planning & Construction	Carpentry	Non-Formal	No	None	N/A
1. Agriculture & Nature					
2. Culture & Arts Design					
3. Business, Commerce and Management					
4. Communication Studies & Language					
5. Education, Training & Development					
6. Manufacturing, Engineering Technology					
7. Human & Social Studies					
8. Law, Military Science & Security					
9. Health Sciences & Social Services					
10. Mathematical, Physical, Computer & Life Sciences					
11. Services					
12. Physical Planning & Construction					

Comments:

9. RESULTS AND PERFORMANCE

9.1 Has the college received the National GETC, NSC and ASC results?	1 = Yes; 2 = No	
9.2 Have the results been analysed by the college per CLC/Subject/Learning Area/Gender/Age?	1 = Yes; 2 = No	
9.3 Have these results been communicated to the staff management and entire stake holders through circular or internal Memo or meeting?	1 = Yes; 2 = No	
9.4 Have the results improved or declined?	1 = Improved 2 = Declined	
9.5 If improved or declined indicate the percentage.		
9.6 Has the college displayed the results for student viewing?	1 = Yes; 2 = No	
9.7 Does a college have an automated system to communicate the results to students? e.g. short message service (sms), portal system	1 = Yes; 2 = No	
9.8 Does the college have improvement plan or strategy in place?	1 = Yes; 2 = No	
9.9 Has the college communicated the key performance indicators for the year to the staff in relation 9.8 above?	1 = Yes; 2 = No	
9.10 Do you still have backlog on subject combinations at your college?	1 = Yes; 2 = No	
9.11 Are there some steps you have taken towards the solution of the above challenge, in 9.10?	1 = Yes; 2 = No	
9.12 If yes to 9.10 above, are you still very far towards the completion of the Subject Combinations?	1 = Yes; 2 = No	

Comments:

10. COMMUNICATION

10.1 Has the college received a plan for Regional Roadshows for post function shift (PFS) from the Regional Office?	1 = Yes; 2 = No	
10.2 If yes, has the college developed a list of CET representatives to be part of Roadshows? (verify)	1 = Yes; 2 = No	
10.3 Has the college developed its plan to cascade the PFS to the entire staff and stakeholders? (verify)	1 = Yes; 2 = No	
10.4 Does the college have access to the DHET website?	1 = Yes; 2 = No	
10.5 Has the college communicated all relevant circulars to the staff members? (verify)	1 = Yes; 2 = No	
10.6 Has the college received the academic calendar for the year and communicated it to the entire staff and students?	1 = Yes; 2 = No	
10.7 Has the college communicated the approved strategic plan to the staff? (verify)	1 = Yes; 2 = No	
10.8 Has the college communicated a management plan for meetings to the staff? (verify)	1 = Yes; 2 = No	
10.9 Has the college communicated key priorities for the year? (verify)	1 = Yes; 2 = No	
10.10 Does the college have communication plan to the public and internal staff?	1 = Yes; 2 = No	
10.11 If yes what modalities and areas of communication?	1 = Yes; 2 = No	
10.11.1 Website	1 = Yes; 2 = No	
10.11.2 Facebook page	1 = Yes; 2 = No	
10.11.3 Print Media	1 = Yes; 2 = No	
10.11.4 other	1 = Yes; 2 = No	
10.12 Has the college communicated the branding / logo to the staff and what it represents?	1 = Yes; 2 = No	

Comments:

11. COLLEGE STRUCTURE AND CAPACITY

11.1 CETC information

CETC	Principal	Deputy Principal – Academic	PA to the Principal	Deputy Principal – Corporate Services	CFO	Finance Manager	Admin Assistant- Finance	Human Resources Manager	Admin Assistant- Human Resources	Receptionist	General Assistants	Driver/Messenger	Grand Total
Male													
Female													
Total													

11.2 CLC information

Number of approved post allocation			
	Male	Female	Total
Lecturers			
Administrative Assistant			
General assistant			
Total			

11.3 Distribution of hours (as indicated on the employment contract) for Lectures in 2016

	3/8 Non-professional	3/8 Professional	5/8	8/8	TOTAL STAFF
Male					
Female					

Total					

11.4 Lecturer Qualification Information

GENDER		Below 13	REQV 13	Above REQV 13
Male(n)				
Disabled				
Female(n)				
Disabled				
Comments:				

12. FILLING OF LECTURING VACANT POSTS

12.1 Does the college have vacancies for lecturer's posts?	1 = Yes; 2 = No	
12.2 If Yes how many hours of vacancies?		
12.3 Are there plans in place to advertise? E.g. approved submission or management plan for filling of post?	1 = Yes; 2 = No	
12.4 How will the college advertise the vacancies?		
12.5 Will the time-frames for filling of posts not compromise teaching and learning?	1 = Yes; 2 = No	
12.6 Has the College confirmed all lectures for the year by forwarding Excel Spreadsheet to DHET?	1 = Yes; 2 = No	
12.7 Has the College issued contract renewal letters to all returning staff? (verify)	1 = Yes; 2 = No	
12.8 Do the contracts indicate the number of hours for tuition in compliance to the time table norms?	1 = Yes; 2 = No	
Comments:		

13. NATIONAL POLICY ON LEARNING TEACHING AND SUPPORT MATERIALS (LTSM)

13.1 Does the college have a copy of the National policy on LTSM for CET Colleges?				1 = Yes; 2 = No	
13.2 Has the college ensured that LTSM management plan for the year is developed? (verify)				1 = Yes; 2 = No	
13.3 Does the LTSM plan include a section on issuing and retrieval procedures? (verify)				1 = Yes; 2 = No	
13.4 Does the college conduct annual inventory / stock-taking of LTSM? (verify using stock sheets)				1 = Yes; 2 = No	
13.5 Has the DHET supplied your college with the latest updated catalogue?				1 = Yes; 2 = No	
13.5 Has the college received all its LTSM materials (textbooks and stationery) for the year?				1 = Yes; 2 = No	
13.6 If no, were the LTSM... [1 = Undersupplied; 2 = Incorrectly delivered; 3 = Not delivered]				1 = Yes; 2 = No	
13.7 Specify the shortages in LTSM (indicate number short)				1 = Yes; 2 = No	
Textbooks			Workbooks		Stationery
13.8 In the event that Learner Teaching and Support Materials were not delivered on time, did the college have a contingency plan to ensure that teaching and learning was not hampered? (verify)				1 = Yes; 2 = No	
13.9 As part of LTSM, does your college have another Inventory book for recording other LTSM (e.g. Spades; Garden Forks; Manure, Seeds; Laboratory Utensils, etc.)?				1 = Yes; 2 = No	
13.9 Has the college prepared minimum resource packs for lecturers?					
Comments:					

14. MARKETING AND ADVERTISING

14.1 Does the College have a plan for marketing and advertising? (verify)	1 = Yes; 2 = No	
14.2 If yes, what modalities does the College use?		

14.2.1 Website	1 = Yes; 2 = No	
14.2.2 Facebook page	1 = Yes; 2 = No	
14.2.3 Print Media (specify)		
14.2.4 Pamphlets / flyers	1 = Yes; 2 = No	
14.2.5 Prospectus		
14.2.5 Open days	1 = Yes; 2 = No	
14.2.6 Other	1 = Yes; 2 = No	
Comments:		

15. MOBILISATION AND CAMPAIGNS

15.1 Does your college have a Mobilisation & Campaign Strategy	1 = Yes; 2 = No	
15.1. If yes, are your situation analysis, does your strategy reflect the external and internal scanning of your environment (urban, semi-urban, rural, semi-rural; staff capacity, Time factor, etc.)?		
15.1.2 Is your Strategic Vehicle (Primary Goal) very clear, e.g. Demand Creation in terms of Programmes?	1 = Yes; 2 = No	
15.1.3 Is your college strategy divided in terms of Short Term., Medium and long Term Goals?	1 = Yes; 2 = No	
15.1.4 Who is your Strategy targeting (Primary Decision makers, Secondary (Chamber of mines, Religious Leaders, Traditional Leaders) or audiences & grassroots)?		
15.1.5 Has your college considered geographical and demographical factors in the design of the Strategy?	1 = Yes; 2 = No	
15.1.6 Does your Strategy include the following Tactics and Activities:		
15.1.6.1 Coalition Building	1 = Yes; 2 = No	
15.1.6.2 Campaign Advertising (Posters)	1 = Yes; 2 = No	
15.1.6.3 Press Conference	1 = Yes; 2 = No	
15.1.6.4 Rallies (Fun Run/Fun Walk)	1 = Yes; 2 = No	
15.1.6.5 Participation in Specialised Research Conferences	1 = Yes; 2 = No	
15.1.6.6 Distribution of Campaign merchandise from partners – business (cabs)	1 = Yes; 2 = No	
15.1.6.7 Mobilisation of Volunteer campaign activists	1 = Yes; 2 = No	
15.1.6.8 Electronic Action Alerts (Mobile Phones and or Internet)	1 = Yes; 2 = No	
15.1.6.9 Responsibilities	1 = Yes; 2 = No	
15.1.6.10 Important Dates	1 = Yes; 2 = No	
15.1.6.11 Government Report Releases	1 = Yes; 2 = No	
15.2 Does your Campaign Structure and Operations include the following:		
15.2.2 Clear lines of Authority	1 = Yes; 2 = No	
15.2.3 The Voices/Faces of the Campaign	1 = Yes; 2 = No	
15.2.4 Management of Multiple campaign components	1 = Yes; 2 = No	
15.2.5 Protocols in terms of information dissemination among campaign members and stakeholders	1 = Yes; 2 = No	
15.2.6 An Advisory structure	1 = Yes; 2 = No	
15.2.7 Mechanisms of evaluating the campaign	1 = Yes; 2 = No	
15.2.8 Campaign budgets control and allocations	1 = Yes; 2 = No	

Comments:		

16. PARTNERSHIPS

16.1. Has your college managed to develop any form of partnership?	1 = Yes; 2 = No	
16.2 If yes, is it between any of the following?		
16.2.1 Individual/Private Business	1 = Yes; 2 = No	
16.2.2 Group of Firms	1 = Yes; 2 = No	
16.2.3 Chamber of Commerce	1 = Yes; 2 = No	
16.2.4 Industry Association	1 = Yes; 2 = No	
16.2.5 Sector Partnership	1 = Yes; 2 = No	
16.3. If your answer is "Yes" in 16.1 above, at which level of partnership is your community college?		
16.3.1 Level One (New Relationship)	1 = Yes; 2 = No	
16.3.2 Level Two (Working Relationship)	1 = Yes; 2 = No	
16.3.3. Level Three (Strategic Relationship)	1 = Yes; 2 = No	
16.4 Is the duration of your partnership/s:		
16.4.1 Short Term (Year – Two Years)	1 = Yes; 2 = No	
16.4.2 Medium Term (Three Years)	1 = Yes; 2 = No	
16.4.3 Long Term (Five Years and above)	1 = Yes; 2 = No	
16.5 What is your focus of your community college partnership/s?		
16.5.1 Curriculum and Instructional/Programme/s Transformation	1 = Yes; 2 = No	
16.5.2. Academic and Social Support	1 = Yes; 2 = No	
16.5.3. Professional Development	1 = Yes; 2 = No	
16.5.4 Shared Resources for Sustainability	1 = Yes; 2 = No	
16.5.5 Systemic Institutional Alignment/Improvement	1 = Yes; 2 = No	
16.6 Has the partnership developed a governance and accountability mechanism? (Provide a copy)	1 = Yes; 2 = No	
16.7 Has the partnership recognised local and regional economic development challenges? (Checklist)	1 = Yes; 2 = No	
16.8. Has the partnership recruited strong executive leadership from both sites?	1 = Yes; 2 = No	
16.9. Does the partnership meet the business imperatives by:		
16.9.1 Boosting performance and productivity?	1 = Yes; 2 = No	
16.9.2 Expanding employee diversity?	1 = Yes; 2 = No	
16.9.3 Improving skills and education levels?	1 = Yes; 2 = No	
16.9.4 Increasing employee retention rate?	1 = Yes; 2 = No	
16.10 Does the partnership meet community college imperatives by:		
16.10.1 Imputing, developing and validating the curriculum?	1 = Yes; 2 = No	
16.10.2 Supplying in-kind donations of equipment's and materials?	1 = Yes; 2 = No	
16.10.3. Increasing revenues?	1 = Yes; 2 = No	
16.10.4 Extending scarce classroom space?	1 = Yes; 2 = No	
16.10.5 Providing visibility?	1 = Yes; 2 = No	
16.11 Does the partnership have a schedule of Activities?	1 = Yes; 2 = No	
16.12. Does the partnership have clear roles and clear expectations from both?	1 = Yes; 2 = No	
Comments:		

Other comments :

Departmental official	
First name	
Surname	
Signature	
Date	

College Principal/Deputy/Assistant	
Signature	
Full Name in Print	
Date	
Cell Number	

Place college stamp here