

A step-by-step guide on how to APPLY on the Wizard


Step 1: Complete your career guidance questionnaire by clicking here and completing the questions - <https://bit.ly/PACECG>

NB: AFTER THE COMPLETION OF THE CAREER GUIDANCE QUESTIONNAIRE THEN PLEASE PROCEED WITH STEP 2

Step 2: Then log in to the website www.westcoastcollege.co.za then click **Apply Online**

Step 3: Do you already have a student number? and Returning to complete Application? Select no for both if you do not have a student number and not returning to complete an application

Comprehensive Web Application Process



Academic Application Process

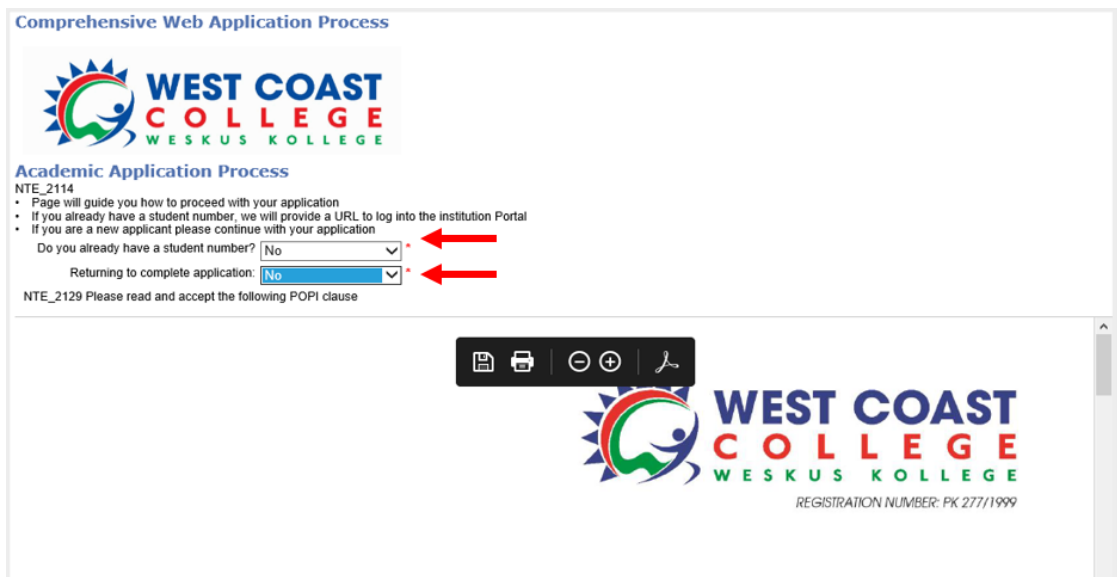
NTE_2114

- Page will guide you how to proceed with your application
- If you already have a student number, we will provide a URL to log into the institution Portal
- If you are a new applicant please continue with your application

Do you already have a student number? * ←

Returning to complete application: * ←

NTE_2129 Please read and accept the following POPI clause



WEST COAST
COLLEGE
WESKUS KOLLEGE
REGISTRATION NUMBER: PK 277/1999

Step 4: On the Condition of handling Data, Select ***I Accept***

WEST COAST TVET COLLEGE DATA MANAGEMENT PROTOCOL

1. Conditions of handling data

- 1.1 Data should be protected from inappropriate access, use and disclosure by ensuring that personal laptops, unencrypted memory sticks and data stored on cellphones are password protected to prevent unauthorized and illegitimate access.
- 1.2 Workstations/offices must be locked if the user is leaving the computer unattended.
- 1.3 When completed questionnaires are being destroyed, they should be disposed of in a manner that does not compromise the confidentiality of

I Accept: 

I do not Accept:

Next

Step 5: Ensure Biographical details, ensure that you capture all details correctly. Indicate whether you will require funding for your studies.

Biographical details

In this section you are required to enter your biographical details.

NTE_2116 Please enter your biographical details

Nationality

NTE_2123 Please select your current nationality and capture your ID or passport number

Are you a SA Citizen in possession of a valid SA ID/Birth Certificate? Yes *

ID Number: 8 *

Personal Information

NTE_2124 Please enter your personal information

Gender: Female *

Date of birth (DD-MON-YYYY): 27-MAY-1989 *

Title: MISS *

Initials: p *

Surname: *

First names: *

Maiden name:

Marital status: Single *

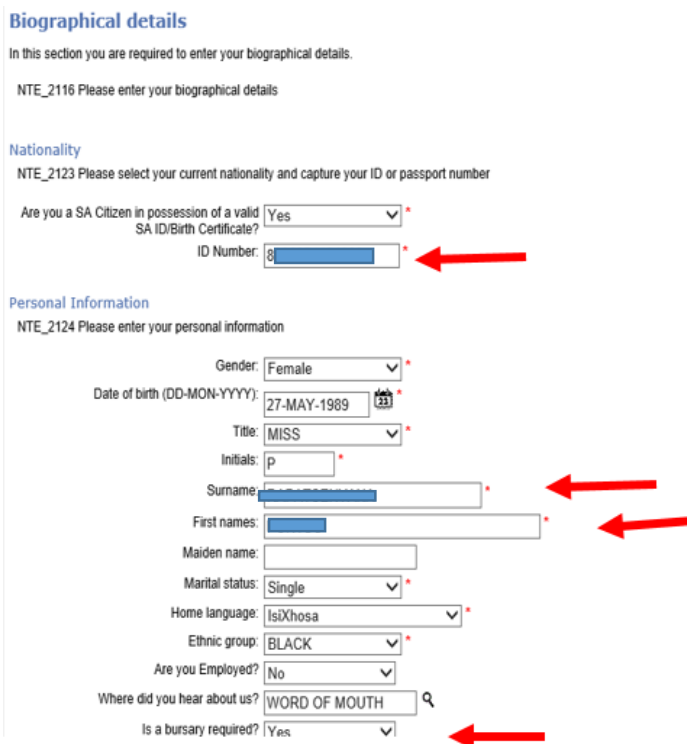
Home language: IsiXhosa *

Ethnic group: BLACK *

Are you Employed? No

Where did you hear about us? WORD OF MOUTH ?

Is a bursary required? Yes *



Step 6: Ensure that you capture all details including your own cellphone number

Street Address

Street Address Line 1(e.g. Street Name): *

Street Address Line 2(e.g. Suburb Name): ZWELETEMBA *

Street Address Line 3(e.g. Town Name): ZWELETEMBA

Street Address Line 4(e.g. Province Name): WESTERN CAPE

Postal Code: 6852 ZWELETEMBA *

Tick if your Postal Address is different from your Street Address

Contact Information

NTE_2126 Please enter your contact information

Do you have a South African Cell Phone Number? Yes *

South African Cell Phone Number: *

Work Telephone Number:

Home Telephone Number:

Email: *

Verify email: *

Residence Information

NTE_2127 Please select whether you want to apply for residence

Do you want to apply for residence? Yes *

Disability Information

NTE_2128 Please indicate whether you have any disabilities

Do you have a disability or impairment? *

Step 7: Capturing Next of Kin details: Ensure that it is different from your own details

Next of Kin Details

NTE_2132 Please enter the information of your Next of Kin. This can be a parent or a guardian.

Next of Kin Personal and Contact Information

Next of kin's name(s): *

Next of kin's mobile/cellular phone number: *

Next of kin's home phone number: 0224821143 *

Next of kin's work phone number:

Next of Kin Address Information

Postal address Line 1(e.g. Street Name and Number): 2 LOEDOLF STREET *

Postal address Line 2(e.g. Suburb Name): DE MOLEN *

Postal address Line 3(e.g. Town Name): MALMESBURY

Postal address Line 4(e.g. Province Name): WESTERN CAPE

Postal Code: 7300 MALMESBURY *

Email address: *

Account Contact Details

NTE_2133 Please enter the information of the person responsible for any payments made to this institution. This can be yourself or any other party

Account Contact Information

Account Contact's name(s): *

Account Contact's mobile/cellular phone number: *

Account Contact's home phone number: *

Account Contact Address Information

Postal address Line 1(e.g. Street Name and Number): 2427 WESBANK STREET *

Postal address Line 2(e.g. Suburb Name): ILINGELETHU *

Postal address Line 3(e.g. Town Name): MALMESBURY

Postal address Line 4(e.g. Province Name): WESTERN CAPE

Postal Code: 7300 MALMESBURY 🔍 *

Email address: [redacted] x *

Step 8: Capturing Results Details, ensure that you state clearly you are applying for Undergraduate, not upgrading, select the correct School Leaving Subjects and select the correct Grade. When done, click Add Subject

Results Details

NTE_2118 Please select whether you are applying for a postgraduate or undergraduate qualification

School Leaving/Grade 12 Year (YYYY) 2010 *

Are you applying for Undergraduate or Post-graduate? Undergraduate ▾ *

Are you Upgrading? No ▾ *

Are you completing or have completed a South African or International Matric Not Applicable ▾ *

Matric/Grade 12 Examination Number [redacted]

Final School Leaving Certificate: Other Senior Certificates 🔍 *

Subject details

NTE_2109

- Fill in or select the requested information.
- Click on the "Add" button in order to add your subject detail.
- You can add more subjects by repeating the steps listed above and clicking the Add button.
- Once a record has been added to the list of subjects, you can remove it by clicking the Remove checkbox to the right of that entry.

School Leaving Subject: ACCOUNTING 🔍 *

Grade: STANDARD GRADE 🔍 *

Result: 54 🔍

Symbol: 5 🔍 *

←

Step 9: Adding school attended, ensure that you have searched and selected the correct school you attended. State clearly with Yes or No if you previously studied at another institution and click Next

Educational Institution/s

NTE_2119 Please enter details of your previous secondary school studies

School details

Which school did you attend last:

What are you currently doing?

Other Tertiary Institution details

Have you studied at Another institution previously?

School Attend Codes - Google Chrome

wcc41app.westcoastcollege.co.za:444/pls/testi41/gen...

List of Values: School Attend Codes

Please click the relevant *Which school did you attend last* to select the appropriate value:

Which school did you attend last

- [1000 HILLS COLLEGE](#)
- [21 BATTALION ADULT CENTRE](#)
- [AB PHOKOMPE SECONDARY SCHOOL](#)
- [ABA FINISHING SCHOOL](#)
- [ABAMRO HIGH](#)
- [ABANTUNGWA HIGH SCHOOL](#)
- [ABAQULUSI HIGH SCHOOL](#)
- [ABBOTSFORD CHRISTIAN SCHOOL](#)
- [ABBOTSS COLLEGE: SUIDERROOD](#)
- [ABBOTT'S COLLEGE - SILVER LAKES](#)
- [ABBOTTS COLLEGE CLAREINCH MAIN CAMPUS](#)
- [ABBOTTS COLLEGE: NORTHCLIFF](#)
- [ABC ACADEMY - PRIVATE](#)

Step 10: Academic Qualification, select the correct programme you are applying for, correct academic year, correct campus, period, how you would like to study, and when you would like to study for the qualification. When you are done click **Add Qualification**

Academic Application

Qualification details

NTE_2112

- The list of qualifications provided can in some cases only be the qualifications you qualify for.
- If you have written a South African matric we will take the subjects and marks on the Matric page as the guide to determine for which qualification you qualify.
- If you have not written a South African matric or if you are applying for a post-graduate qualification the list will be exhaustive.

Academic Year:

Limit your selection to a specific Faculty/School:

Choose a programme:

For which period are you applying?

How would you like to study for this programme?

When would you like to study for the qualification?

Application Type	AT	Application Type Description	Number of Applications Allowed
Number of applications allowed for this Application type	2		

Number of applications allowed for this Application type:

Online wizard application offering type - new - Google Chrome

wcc41app.westcoastcollege.co.za:444/pls/testi41/gen.gw1pkg...

List of Values: Online wizard application offering type - new

Please click the relevant *How would you like to study for this programme?* to select the appropriate value:

How would you like to study for this programme?

- [ATLANTIS FULL TIME](#)
- [CITRUSDAL FULL TIME](#)
- [MALMESBURY FULL TIME](#)
- [VREDENBURG FULL TIME](#)
- [VREDENDAL FULL TIME](#)

Step 11: Check your application details if captured correctly and when done click Continue

Check your application details

In this section you are asked to check your details before continuing with your online application.

- If you want to change anything, go back to a previous step using the Quick Links at the top of this page.
- To continue with your enrolment process click the "Continue" button at the bottom of the page.

Web Application Process - Biographical

ID Number: 8905271184089
Passport Number:
Gender: Female
Date of birth (DD-MON-YYYY): 27-MAY-1989
Surname: RAPATSENYANA
First names: PONTSO
Street Address Line 1 (e.g. Street Name): 439 MADIBA STREET
Street Address Line 2 (e.g. Suburb Name): ZWELETEMBA
Street Address Line 3 (e.g. Town Name): ZWELETEMBA
Street Address Line 4 (e.g. Province Name): WESTERN CAPE
Postal Code: ZWELETEMBA
Postal Address Line 1 (e.g. PO Box)
Postal Address Line 2 (e.g. Suburb Name)
Postal Address Line 3 (e.g. Town Name)
Postal Address Line 4 (e.g. Province Name)
Postal Code:
South African Cell Phone Number: 0742389927
Work Telephone Number:
Home Telephone Number:
Email: cpersent@westcoastcollege.co.za
Do you want to apply for residence? Yes

Web Application Process - Matric Subjects

Are you applying for Undergraduate or Post-graduate? Undergraduate

Web Application Process - Previous Studies - Undergraduate

Which school did you attend last: VUSISIZWE SECONDARY SCHOOL
What are you currently doing? GRADE 11 LEARNER

Web Application Process - Matric Subjects

Are you applying for Undergraduate or Post-graduate? Undergraduate

Web Application Process - Previous Studies - Undergraduate

Which school did you attend last: VUSISIZWE SECONDARY SCHOOL
What are you currently doing? GRADE 11 LEARNER
Have you studied at Another institution previously? No

Web Application Process - Qualification information

Faculty	Qualification	Study Period	Mode of Study	Academic Period	Academic Year	Application Type	Eligible To Apply
SERVICES	NCV-HOSPITALITY LEVEL 2	1	MALMESBURY FULL TIME	YEAR (JAN - DEC) - NCV	2021	Number of Applications Allowed	YES

Check your application details

In this section you are asked to check your details before continuing with your online application.

- If you want to change anything, go back to a previous step using the Quick Links at the top of this page.
- To continue with your enrolment process click the "Continue" button at the bottom of the page.



Step 12: Create a 5-digit log in pin that does not start or end with a 0 (zero), Accept rules and click Submit Application

Rules and Agreement

NTE_2121 Please confirm your acceptance of the rules and regulations. Quitting the application will erase all previously captured information.

Login Information

NTE_2130 Please note that this pin will be used for login into the student ienabler system. Press the TAB key/Click anywhere on web page to validate your Pin number

Login Pin Number:

Agreement details

1.2 Workstations/offices must be locked if the user is leaving the computer unattended.

1.3 When completed questionnaires are being destroyed, they should be disposed of in a manner that does not compromise the confidentiality of their contents.

1.4 The West Coast TVET College Information Technology Office (ICT) will ensure that the networks are protected from unauthorized access and hacking.

1.5 Passwords for workstations must not be shared with anyone, including line managers and/or senior managers.

1.6 ICT, consultants and technicians must not remotely access computers without users' consent.

2. Sharing of confidential data with a third party

2.1 West Coast TVET College may share personal identifiable data with third

I Accept:

I do not Accept:

Buttons: Back, Submit Application, Quit Application

Step 13: In order to have completed application, upload documents and for it to be accepted, please select Yes

Comprehensive Web Application Process

Upload of Documents

NTE_2100

- STEP1: Academic Application has been COMPLETED.
- STEP2: Upload the required certificates.
- The upload screen will indicate which certificates are required.
- STEP3: Submit Application

Do you have any electronic copies of certificates to upload?

Step 14: To upload the specific documents, click Load/View Document

Comprehensive Web Application Process

Uploading of Certificates

Certification details

	Certificate	Processed	Expiry Date	Remarks	Uploaded via the web	
	ID IDENTIFICATION DOCUMENT	No			No	Load/View Document
	PR PROOF OF ADDRESS	No			No	Load/View Document
	SL SCHOOL LEAVING CERTIFICATE	No			No	Load/View Document

Complete Upload

Step 15: In order to choose the document, you wish to upload click **Upload Document**

Comprehensive Web Application Process Uploading of Certificates

Certification details

Certificate	Process
ID IDENTIFICATION DOCUMENT	No
PR PROOF OF ADDRESS	No
SL SCHOOL LEAVING CERTIFICATE	No

Te Kura - Enrol as an early childhood student - Google Chrome

https://wcc41app.westcoastcollege.co.za/444/pls/testi41/w31pkg.w31_doc_1st?x_doccat=ITS_CERT&x_option=ONLY&x_refer...

Maintain Documents : Certificates

Student Number 162122373
Certificate Code ID

- To load documents for enrolment click on the "Upload Document" button.
- To return to the enrolment wizard click on the "Close" button.
- To view a loaded document click on the File Name link for the document in question.

Certificate Code	Document Sequence	Date	File Name	Remarks
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Step 16: To select the File where the document is saved click **Choose File**

Comprehensive Web Application Process Uploading of Certificates

Certification details

Certificate	Process
ID IDENTIFICATION DOCUMENT	No
PR PROOF OF ADDRESS	No
SL SCHOOL LEAVING CERTIFICATE	No

https://wcc41app.westcoastcollege.co.za/444/pls/testi41/w31pkg.w31upload_screen?p_doccat=ITS_CERT&p_user=...

Document Upload : Certificates

- To upload a file from your PC click the "Browse" button. A file upload dialog will appear. Select a file for upload.
- Click the "Save" button to upload the file OR click "Close" to return to the document upload list.

Prompt	Reference
Student Number	162122373
Certificate Code	ID

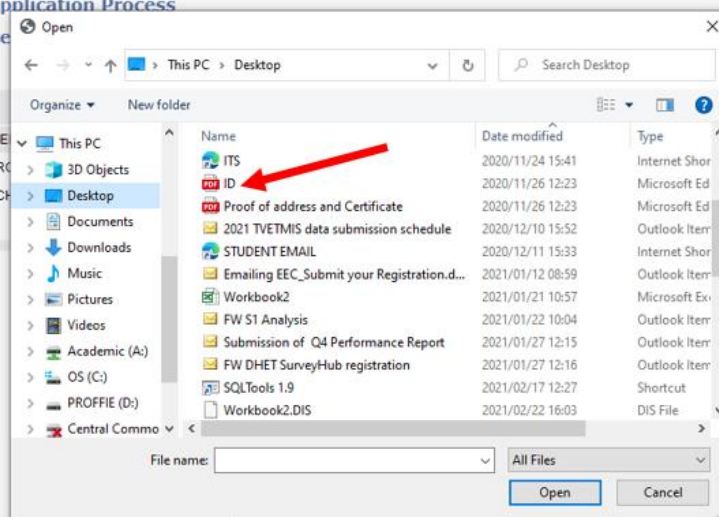
Filename to Upload:

Step 17: Select the correct folder you have your documents are saved

Comprehensive Web Application Process Uploading of Certificate

Certification details

Certificate	Process
ID IDENTIFICATION DOCUMENT	No
PR PROOF OF ADDRESS	No
SL SCHOOL LEAVING CERTIFICATE	No



File Name	Remarks
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Step 18: Click Save to ensure that your uploaded documents are submitted

Comprehensive Web Application Process

Uploading of Certificates

Certification details

Certificate	
ID	IDENT
PR	PROO
SL	SCHO

Document Upload : Certificates

- To upload a file from your PC click the "Browse" button. A file upload dialog will appear. Select a file for upload.
- Click the "Save" button to upload the file OR click "Close" to return to the document upload list.

Prompt	Reference
Student Number	162122373
Certificate Code	PR

Filename to Upload: Proof of add...ertificate.pdf

Step 19: Then after saving your uploaded documents click Close

Uploading of Certificates

Certification details

Certificate	
ID	IDENT
PR	PROO
SL	SCHO

Document Upload : Certificates

User Number: 0
Name:

Details of loaded document:

Prompt	Reference
Student Number	162122373
Certificate Code	PR
Filename	F-1479901766/Proof of address and Certificate.pdf
Mime Type	application/pdf
Document Size	143714
DAD Characterset	ascii
Content Type	BLOB

Document/Image upload successful

Step 20: For a proof that your document is uploaded

lew

Uploading of Certificates

Certification details

Certificate	IDENTIFICATION DOCUMENT
ID	IDENTIFICATION DOCUMENT
PR	PROOF OF ADDRESS
SL	SCHOOL LEAVING CERTIFICATE


Te Kura - Enrol as an early childhood student - Google Chrome


wcc41app.westcoastcollege.co.za:444/pls/testi41/w31pkg.w31_doc_lst?x_dccat=ITS_CERT&x_option=ONLY&x_refer...

Maintain Documents : Certificates

Student Number: 162122373
Certificate Code: PR

- To load documents for enrolment click on the "Upload Document" button.
- To return to the enrolment wizard click on the "Close" button.
- To view a loaded document click on the File Name link for the document in question.

Certificate Code	Document Sequence	Date	File Name	Remarks
PR	991307	14-APR-21	 Proof of address and Certificate.pdf	





Step 21: To see that you uploaded documents properly; Uploaded via the Web will show Yes and click Complete Upload

Uploading of Certificates

Certification details

Certificate	Processed	Expiry Date	Remarks	Uploaded via the web	
ID	IDENTIFICATION DOCUMENT	No		Yes	Load/View Document
PR	PROOF OF ADDRESS	No		Yes	Load/View Document
SL	SCHOOL LEAVING CERTIFICATE	No		No	Load/View Document



Step 22: To complete the process, click Exit

Comprehensive Web Application Process

Confirmation Page

Student details

NTE_2113 Your application has been captured for further processing. Please use your Student/ID/Passport number as reference when communicating with the institution.

Name: MS PONTSO RAPATSENYANA
Student Number: 162122373



Step 23: Apply for NSFAS

Please click here: <https://my.nsfas.org.za/Application/selfservice.jsp> to access the NSFAS applications page to apply your NSFAS 2022. Complete the form and submit