

2 July 2020

Dear Student, Parent, Guardian or Sponsor

**RE: PARTIAL RE-OPENING OF DAMELIN CAMPUSES IN JULY 2020 DURING THE COVID-19 PANDEMIC**

For almost 100 days we have been living in a time of national lockdown because of the Covid-19 pandemic. Damelin management understands that the lockdown has brought some uncertainty among parents, guardians and sponsors, and for students' themselves, who are concerned about finishing their academic year according to their original plans. We wish to assure you that we have reworked the academic calendars and assessment timetables to ensure that our students are provided with a fair opportunity to complete and succeed in the 2020 academic year.

Damelin is strictly obeying the national regulations during this time of lockdown and is following the guidance provided by the Department of Higher Education and Training. As per the directives issued by The Minister of Higher Education, Science and Technology, Minister Blade Nzimande, no more than 33% of students may return to some on-campus classes under lockdown level 3 and following strict safety protocols.

**Damelin has developed a plan for a partial re-opening of Damelin Campuses with contact tutorial classes for the Exit-Level students to commence from 06 July 2020 and this is being followed by classes with Specialised Software modules commencing from 13 July 2020.** The combination of these on-campus classes and the continued remote teaching and learning through the student portal and virtual classes will form the blended learning model ahead.

The return of other students to campus is not permitted at this time and these first and second year students are encouraged to continue to access all study materials, additional learning activities and the virtual class timetable which are available to all students in *myClass* via the student portal <http://my.damelin.co.za>.

**Select Students Returning to Damelin Campuses**

Our campuses have been cleaned and sanitised to ensure that it is safe for students and staff upon their return. We must be sure that our students can safely attend classes and write their tests and examinations. These procedures will be explained in detail to students on their return to class.

Directors | **Kasavan Kannigan and Melvin Munsami**

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All students who are permitted to return to Damelin in July 2020 will be required to sign a form acknowledging that the student is freely returning to studies on campus, that Damelin will take reasonable health and safety steps in compliance with national regulations to protect students and staff while on campus; and that the student will obey the health and safety procedures and comply with any reasonable or legitimate instructions by appointed staff to keep physical distancing, hand washing, wearing of face masks and other safety protocols.

Students and staff will be required to sign into campus each day, wear a face mask that covers their nose and mouth, have their temperature taken from a safe distance, sanitise their hands, and avoid physical contact with others. If a student has a high temperature or shows signs of illness, then the student will be isolated and government health procedures will be followed.

Damelin rules and policies have been changed to regulate the safe conduct of students while on campus, and swift disciplinary action will be taken against students where there is non-compliance with the rules or code of conduct.

The following student groups have been identified to return in phases during the month of July 2020:

1. **Final-Year Students:** Damelin students enrolled in the final year of studies and who are expected to graduate at the end of the 2020 academic year are permitted to return to campus on 06 July 2020.

For Full Time HET students this would apply to third year modules and for Part Time HET students this would apply to fourth year modules. Modules that are being repeated from previous years of study will only be accommodated when those levels return to campus.

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Included are the following programmes:

HET	FET
Bachelor of Applied Social Science	FET Certificate: Human Resource Management and Practices Support
Bachelor of Commerce in Accounting	FET Certificate: Marketing
Bachelor of Commerce in Business Management	FET Certificate: Project Management
Bachelor of Commerce in Information Management	FETC: IT: PC Engineering
Bachelor of Commerce in Marketing and Business Management	FETC: IT: Systems Development (Computer Programming)
Diploma in Business Management	FETC: IT: Technical Support
Diploma in Financial Accounting	NC:IT: Systems Development (Computer Programming Specialist)
Diploma in Human Resource Management	NC: IT: System Support (PC Engineering)
Diploma in Information Technology	FETC: PC Support
Diploma in Journalism and Media Studies	Higher Certificate: Early Childhood Development
Diploma in Marketing Management	National Certificate: Banking
Diploma in Media and Graphic Design	FETC: Bookkeeping (ICB)
Diploma in Public Relations	National Certificate: Bookkeeping (ICB)
Diploma in Sound Technology	National Diploma: Financial Accounting (ICB)
Diploma in Office Management	National Diploma: Technical Financial Accounting (ICB)
Diploma in Public Administration	Certificate: Office Administration (ICB)
Diploma in Travel and Tourism	Higher Certificate: Office Administration (ICB)
Higher Certificate in PC Engineering	Diploma: Office Administration (ICB)
	National Certificate: Public Sector Accounting (ICB)
	Diploma: Public Sector Accounting (ICB)
	National Certificate: Small Business Financial Management (ICB)

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Damelin (Pty) Ltd is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act No. 101 of 1997 and its higher education programmes are accredited by the Council on Higher Education (CHE). Registration Number: 2001/HE07/009. Damelin (Pty) Ltd is provisionally registered with the Department of Higher Education and Training as a Private College under the Continuing Education and Training Act No. 16 of 2006. Registration Number: 2008/FE07/089. Damelin (Pty) Ltd is provisionally accredited by Umalusi, the Quality Council for General and Further Education and Training. Damelin (Pty) Ltd is further accredited by the Quality Council for Trades and Occupations (QCTO).

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2. **Specific Programmes with Special Practical Requirements and vulnerable students:** Students with modules that require access to studios, laboratories, technical equipment, practical work, computers and special software needed for curriculum delivery and those who do not have access to the Internet will return to campus on 13 July 2020.

**List of Practical Modules:**

<b>Programme</b>	<b>Module (1<sup>st</sup> Semester)</b>
All Degrees	End User Computing
All Diplomas	End User Computing
Bachelor of Commerce in Accounting	Computerised Accounting
Bachelor of Commerce in Information Management	Web Design and DTP
Bachelor of Commerce in Information Management	Software Development
Bachelor of Commerce in Information Management	Principles of Databases
Bachelor of Commerce in Information Management	Operating Systems
Bachelor of Commerce in Information Management	Advanced Software Development
Diploma in Financial Accounting	Accounting Software
Diploma in Journalism and Media Studies	Compu-Typing
Diploma in Journalism and Media Studies	Photoshop for Photographers
Diploma in Journalism and Media Studies	Desktop Publishing
Diploma in Media and Graphic Design	Design and Drawing Techniques 1A
Diploma in Media and Graphic Design	Design and Drawing Techniques 2A
Diploma in Media and Graphic Design	Media and Graphic Design 1A
Diploma in Media and Graphic Design	Media and Graphic Design 2A
Diploma in Sound Technology	Sound Engineering 1A
Diploma in Sound Technology	Sound Operation 1A
Diploma in Sound Technology	Sound Mixing
Diploma in Sound Technology	Sound Engineering 2A
Diploma in Sound Technology	Audio Recording 2A
Diploma in Information Technology	Programming 2A
Diploma in Information Technology	Systems Software
Diploma in Information Technology	Programming 1A
Diploma in Information Technology	Advanced PC Skills 2A
Diploma in Information Technology	Software Engineering 1A
Diploma in Information Technology	Web Development 2A
Diploma in Information Technology	Programming 1B

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International students who returned to their home countries during the lockdown will be excluded from the above-mentioned groups and will only be permitted to return to campuses when Level 1 of the National State of Disaster is announced. These students will be supported through online remote teaching and learning which will continue in *myClass*.

### **Practicing Safe Social, Physical and Healthy Behaviour While at Damelin**

Students, staff and visitors will be strictly subjected on arrival to protocols each time they enter the campus premises. The protocols will include screening that will be conducted by trained staff wearing the necessary protective gear and which is compulsory for all persons. All persons will be screened with the results recorded, including the following:

- A high temperature
- A cough
- A sore throat
- Difficulty in breathing
- Fatigue and tiredness
- Impacted taste buds
- Impacted smell senses.

As human safety is our main concern, staff and students must always be wearing a face mask, sanitisers will be readily available at various locations and access will be strictly controlled. In keeping with social and physical distancing requirements, new class timetables which support the call for blended learning (tutorials and virtual classes) during this pandemic will be issued via email and WhatsApp Groups and the number of hours for the campus day may be changed. Further changes may be made to improve safety and the learning experience depending on what is working well or needs improvement or change.

Additionally, on the students' return to campus, he or she will be required to sign an Indemnity Form, either by themselves if they are over 18 years of age, or have the indemnity signed by a parent or guardian if they are under 18 years of age. This form acknowledges the granting of consent for the student to return to campus from 06 July 2020 or 13 July 2020 respectively.

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It must be noted that no student will be granted access to the campus without legal consent which can be granted in person by signing or which can be granted electronically. Students will also be issued a Damelin Permission Letter for travel so that they may attend classes and return home with ease. This letter must also be produced to ensure that the student is allowed access to the campus. Students not in possession of this letter will be refused access to the campus.

### **Conclusion**

In summary, we will continue to monitor national developments and the pronouncements of the President of the Republic of South Africa on the lockdown timelines and of the Covid-19 pandemic's management thereafter. We will continue to earnestly and proactively act on any decisions made by the Minister of Higher Education in this regard.

As fellow South Africans let us be courageous and cautious in caring for the vulnerable among us by reducing the chances of infecting our loved ones and neighbours. Let us strive together each day to ensure the success of our students on completing their academic year, support our country to overcome and be victorious in our collective action to fight against and end the pandemic.

Please check the Damelin website from time to time for any further official communications. Should you require assistance to clarify the information provided in this letter, please contact your campus General Manager or Academic Manager.

Sincerely



**Valerie John**  
**National Academic Operations Manager**

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