

SELF-STUDY GUIDELINES & IMPORTANT INFORMATION

Rationale

In order to fulfill the Long Term Vision of Botswana to have a well-educated and informed nation by 2016 and beyond, Supabrain College introduced the study method known as "Self-study" to reach prospective learners who who are busy in place of work and who cannot be able to attend classes at the centre. Below are the terms, conditions, rules and regulations on how courses are conducted:

Registration Procedure:

To join as SSM student, the prospective learner must fill in the form that is sent to him/her via email/fax, post office or courier services. Upon receiving the form, the prospect fills the form and fax it back to Supabrain College (ATTN: Operations Manager) immediately together with the copy of the evidence of payment of the required fees (details below)

Payment of Fees: Pay as per quotation issued to you.

The college accepts payment in terms of Cash, Cheques and Postal Money Order. All payments are made to : Supabrain College account at FNB Jwaneng Branch # 62094869694 OR Barclays Bank Account Supabrain College , #1079589 Jwaneng banch code 291067. Kindly ensure that you put your Name as Reference (not your ID or Supabrain). Send the deposit slip to Supabrain College via Fax 5880990 or Email info@supabraincollege.com or Whatsapp 73847832

Learning Procedures, Assignments and Assessments

Learning Materials: Upon admission as student, the batch of study materials is dispatched to the new student. The batch includes: (1) Study Manuals, (2) Suggested Study Schedule, (3) Calendar of School Activities, (4) Syllabus, and (5) Assignments for each unit

Regular Lectures (booking): Lecturers are conducted on monthly basis on the date and venue that it communicated to learners in advance. Currently all lectures are done monthly at Supabrain Main Centre in Jwaneng

Assessment through assignment(s): The assessment questions are sent together with study modules (study materials). These assignments must be done on completion of studying of each module. Therefore, once a learner complete studying the module , they must immediately attempt the assignment and submit it to the Operations Manager within 15 days. Learners must attempt all assignments as they are part of continuous assessments whose marks are recorded in the register. No certificate will be issued if some assignments are still pending.

Final Examinations: They are conducted as per Annual Assessment Calendar. Learners must come to the centre for final examinations. To sit for examination, candidate must have completed paying all or any outstanding balance (school fees or examination fees) with the school.

Note this clearly: All final examinations are conducted at Supabrian College on date and time that is communicated to students 1 month in advance. The examinations are conducted in accordance with approved rules and regulations . The copy of those rules is available on request.

Examination Results:

The outcome of examination is normally released after 6 weeks after examinations .
As soon as results are out, the College Operations Manager will contact the candidate and sends the results (slip and certificate where applicable) to the candidate.
Kindly always update the centre with the latest Postal address and Contact numbers that are in use (in case of any change of address).

Recommended Textbooks - Additional

The list of other recommended textbooks is available on request. We recommend that the candidate get access to additional books in order to widen their knowledge. Visit the nearest Public Library to find out if those books are available. Alternatively you can visit the centre to borrow some of the recommended textbooks. Soft copies of some books are also available for free sharing.

Should any student needs to buy any of the recommended textbooks, he/she should contact the Operations Manager for a quotation. Books are ordered and sent to the student within 3 to 4 weeks.

Communication Methods

The Centre will communicate with learners using the main cell phone number on the registration form. However, learners must also be aware that WhatsApp messenger is used for sharing documents. Hence all learners must have SmartPhone with WhatsApp.

Learners without WhatsApp messengers are likely going to miss out a lot of communication or shared documents from the centre training or administration department.

As soon as learners change their Cell number or WhatsApp number they should inform the Centre Operations Manager.

The College will also require learners to provide their email address if that is the best way to receive documents from the college.

I hope this information is comprehensive but should there be any other details required, please contact:

CUSTOMER CARE EXECUTIVE

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