



2021 ACADEMIC CALENDAR



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



GAUTENG
CET COLLEGE

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 New Year's Day	2	3
4	5	6	7	8	9	10
11 Centre's submission: Petty Cash Reconciliations, Travelling Claims etc.	12 Corporate Services Meeting	13	14 DHET, Q4 Monitoring and evaluation	15 Centre's submission: Stipend documents	16	17
18 PMDS Moderation Tshwane & Ekurhuleni	19 Persal Management DHET PMDS Moderation Johannesburg, Eastrand & Sedibeng	20	21 SCM Training	22 Verification of staff data and post establishment	23	24
25 Centre Management Team & Support Staff: Re-Opens Student registration	26 Corporate Services Management Student registration	27 Student registration	28 Submission 3rd Quarter review forms (IQMS) annual survey LR Submission Student registration	29 Academic Board Meeting Student registration	30	31

2021

Notes:

Key:
All Departments
Academic
Corporate
Finance

Tel: 010 900 1161
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Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 Lectures: Re-Opens Submission Monitoring and Evaluation Report Student registration & placement assessment	2 Corporate Services Meeting Student induction preparation meeting Student registration & placement assessment	3 REQV Evaluation Student induction preparation meeting Student registration & placement assessment	4 Student induction preparation meeting Student registration & placement assessment	5 Submission staff Establishment Submission of minutes MT/moderation Student registration & placement assessment	6	7
8 Finance Management Meeting	9 Persal Management DHET Level 4 Provincial SBA Workshop	10 REQV Evaluation Centre's submission: Petty Cash Reconciliations, Travelling Claims etc. Level 4 Provincial SBA Workshop	11 HO: FINCOM Meeting 1st Planning Meeting: Task Team 1st College Awards	12 IQMS : Planning and implementation submission. Annual Survey Centre Submission of results analysis (ASC, NSC, Level 4 and Level 1-3 and 2020 centre improvement plan	13	14
15 Management: 2020 Budget vs Actual Presentation Centre's submission: Stipend documents Student & Academic activities resume	16 Corporate Services Meeting Level 4 SBA Road Shows	17 Level 4 SBA Road Shows	18 REQV Evaluation Preparation MT/RM Level 4 SBA Road Shows	19 Preparation MT/RM Level 4 SBA Road Shows	20	21
22 Preparation MT/RM 2nd Planning Meeting: Task Team 2nd College Awards	23 Persal Management DHET Centre Student Induction (Student Community Support Services) SCSS	24 REQV Evaluation Centre Student Induction (SCSS)	25 Finance staff workshop Centre Student Induction (SCSS)	26 Capturing of Moderation Scores on Persal Centre submission of Subject/Learning area Student enrolment data Centre Student Induction	27	28

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 Matlotlo Meeting: Ekurhuleni Cluster SRC candidate Centre nomination	2 Corporate Services Meeting SRC candidate Centre nomination	3 Training: Recruitment and Selection REQV Evaluation Submission to College (SRC Candidate nominees)	4 Training Recruitment and Selection	5 Submission Staff Establishment Training: Recruitments and selection Workshop: IQMS SRC Elections	6	7
8 Workshop: IQMS Tshwane & Ekurhuleni	9 Persal Management DHET Workshop: IQMS JHB, SED Assets Disposal Committee Meeting	10 REQV Evaluation Centre's submission: Petty Cash Reconciliations, Travelling Claims etc.	11 Matlotlo Meeting: JHB Cluster	12 CET 2nd Excellence Awards	13	14
15 Matlotlo Meeting: Sedibeng & Westrand Clusters Centre's submission: Stipend documents	16 Corporate Services Meeting 2021 Centre performance & Intervention Meeting	17 REQV Evaluation 2021 Centre performance & Intervention Meeting	18 2021 Centre performance & Intervention Meeting	19 PMDS/IQMS Final Assessment score 2020 2021 Centre performance & Intervention Meeting	20	21 Human Rights Day
22 Public Holiday	23 Persal Management: DHET 2021 Centre performance & Intervention Meeting	24 REQV Evaluation 2021 Centre performance & Intervention Meeting	25 Draft College Annual Report 2020 2021 Centre performance & Intervention Meeting	26 Pre-Evaluation Discussions Baseline Evaluation Development of Personal Growth Plan REQV Submission to DHET 2021 Centre performance & Intervention Meeting	27	28
29 Matlotlo Meeting: Tshwane Cluster	30 Matlotlo Meeting: All Clusters 2021 Centre performance & Intervention Meeting	31 CLC'S closes 2021 Centre performance & Intervention Meeting				

NB: Level 1-3 Tasks include Communication, African Languages, Numeracy and Intergrated Studies. (Intergrated Studies Level 3 only)

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2 Good Friday REQV Evaluation	3	4 Easter Sunday
5 Family day IQMS: First Development cycle Submission of Staff Establishment	6 Corporate Services Meeting	7 REQV Evaluations Q1 Enrolment 2020	8	9	10	11
12	13 CLC'S Re-opens Centre's submission: Petty Cash Reconciliations, Travelling Claims etc.	14	15 HO: FINCOM meeting Centre's submission: Stipend documents	16 Centre's submission: Exam Procurement requests	17	18
19 2021 CSIP Planning	20 Corporate Services Meeting Administration of level 1-3 Tasks 1 2021 CSIP Planning	21 REQV Evaluation Administration of level 1-3 Tasks 1 2021 CSIP Planning	22 Matlotlo Meeting: Ekurhuleni Cluster Administration of level 1-3 Tasks 1	23 REQV Submission to DHET	24	25
26 School Holiday	27 Freedom day	28 Matlotlo Meeting: JHB Cluster	29 Persal Management disclosures Centre's Sports and Recreation	30 Matlotlo Meeting: Sedibeng & Westrand Clusters		

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Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1 Workers day	2
3 DHET QI Monitoring and Evaluation	4 Corporate Services Meeting	5 PMDS/IQMS Moderation comm	6	7	8	9
10 Centre's submission: Petty Cash Reconciliations, Travelling Claims etc.	11 Persal Management: DHET	12 REQV Evaluation	13 SCM Training	14 Submission of the performance Review by CLC'S REQV Submission to DHET Academic Board Meeting Centre's submission: Stipend documents	15	16
17 PMDS/IQMS Validation	18 Corporate Services Meeting	19 Centre Sports day QI M/E tool	20 Matlotlo: Tshwane Cluster	21 DHET Infrastructure Survey	22	23
24	25 Corporate Services Meeting IMC Ekurhuleni & Tshwane	26 College Moderation comm IMC JHB, WRK & SED	27	28 Signed PA submitted to HR and Filled	29	30
31						

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	1	2	3	4	5	6
7	8 Administration of Level 3 Task 2	9 Administration of Level 3 Task 2	10 Administration of Level 3 Task 2 Centre's submission: Petty Cash Reconciliations, Travelling Claims etc.	11	12	13
14	15 Centre's submission: Stipend documents	16 Youth day	17 Matlotlo Meeting: All Clusters	18	19	20
21	22	23	24	25 CLC'S Closes	26	27
28 CSIP	29 CSIP	30 CSIP				

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			1 CSIP	2 CSIP	3 CSIP	4
5 CSIP	6 CSIP	7	8	9	10	11
12	13 CLC'S Re-opens Centre's submission: Stipend documents Centre's submission: Petty Cash Reconciliations, Travelling Claims etc.	14	15	16 HO: FINCOM Meeting	17	18
19	20 Administration of Level 1-2 Task 2	21 Administration of Level 1-2 Task 2	22 Administration of Level 1-2 Task 2	23 Matlotlo Meeting: Ekurhuleni Cluster	24	25
26	27	28 Matlotlo Meeting: JHB Cluster	29	30	31	

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						1
2	3	4 Matlotlo Meeting: Sedibeng & Westrand Clusters	5	6	7 CSIP	8
9 National Women's Day Level 4 Preparatory Test INCT4	10 Centre's submission: Petty Cash Reconciliations, Travelling Claims etc. Level 4 Preparatory Test LCEN4	11 Level 4 Preparatory Test ECDV4	12 Level 4 Preparatory Test LCKH4, LCSP4, LCKI4, LCSW4, LCND4, LCZU4, LCSO4, LCVE4, LCTS4	13 Centre's submission: Stipend documents Level 4 Preparatory Test ANH4	14 CSIP	15
16 Level 4 Preparatory Test LIFO4	17 Administration of Level 3 Task 3 Level 4 Preparatory Test LCAF4	18 Administration of Level 3 Task 3 Level 4 Preparatory Test MLMS4, MMSC4	19 Administration of Level 3 Task 3 Level 4 Preparatory Test TRVT4	20 Level 4 Preparatory Test HSSC4	21 CSIP	22
23 Level 4 Preparatory Test EMSC4	24 Level 4 Preparatory Test TECH4	25 Level 4 Preparatory Test SMME4	26 Level 4 Preparatory Test NATS4	27 Academic Board Meeting Level 4 Preparatory Test AAAT4	28	29
30 Level 4 Preparatory Test WHRT4	31 Level 4 Preparatory Test ARTC4					

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		1	2	3 Matlotlo Meeting: Tshwane Cluster	4 CSIP	5
6	7	8	9	10 Centre's submission: Petty Cash Reconciliations, Travelling Claims etc.	11 CSIP	12
13	14 Administration of Level 3 Task 4 Academic Board 2022 Planning	15 Administration of Level 3 Task 4 Academic Board 2022 Planning Centre's submission: Stipend documents	16 Administration of Level 3 Task 4 Academic Board 2022 Planning	17 Matlotlo Meeting: All Clusters	18 CSIP	19
20	21 SCM Training	22	23 CLC's Closes	24 Heritage Day	25 CSIP	26
27 CSIP	28 CSIP	29 CSIP	30 CSIP			

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				1 CSIP	2 CSIP	3
4	5 CLC's Re-opens	6	7 HO: FINCOM Meeting	8	9 CSIP	10
11 Centre's submission: Petty Cash Reconciliations, Travelling Claims etc.	12	13 SCM Training	14	15 Centre's submission: Stipend documents	16 CSIP	17
18	19 Matlotlo Meeting: Ekurhuleni Cluster	20	21	22	23 CSIP	24
25	26 Matlotlo Meeting: JHB Cluster	27	28	29 Matlotlo Meeting: Sedibeng & Westrand Clusters	30	31

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8	9	10 Centre's submission: Petty Cash Reconciliations, Travelling Claims etc.	11	12 Matlotlo Meeting: All Clusters	13	14
15 Centre's submission: Stipend documents	16 Administration of Level 1-2 Task 3	17 Administration of Level 1-2 Task 3	18 Administration of Level 1-2 Task 3	19 Academic Board Meeting	20	21
22 Level 3 Final Exam Cluster Marking	23 Level 3 Final Exam Cluster Marking	24 Level 3 Final Exam Cluster Marking	25	26	27	28
29	30					

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		1	2	3 Centre's submission: Petty Cash Reconciliations, Travelling Claims, Invoices, Stipend documents etc.	4	5
6	7	8 CLC's Closes: Students	9	10 CLC's Closes: Lecturers	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Christmas Eve	25 Christmas Day	26 Day of Goodwill
27 Day of Goodwill observed	28	29	30	31 New Year's Eve		

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