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**\*\*\* When contacting Omega Institute, please mention that you were referred from Career Planet**

Dear Student

Welcome to OMEGA Institute. We are pleased that you are interested in completing your Senior Certificate (“old Matric”) with us.

We have personally been involved in classroom and distance education for many years and are equally as serious to assist you, as you are to obtain the valuable Senior Certificate. A Matric Certificate is almost a pre-requisite for any job you will apply for.

The last official Senior Certificate examinations were written in October/November 2007. If you have an existing Senior Certificate examination number and need to pass some subjects to obtain the Senior Certificate, you will be given an opportunity to complete the Senior Certificate until May/June 2011. We will provide you with effective learning material and the availability of an academic support system throughout the duration of your Matric year with us.

OMEGA Institute gives you the distance learning advantage where you choose to learn where and when you want to within the time frame which has been determined by the Department of Education.

Do not delay, enroll now and complete the Senior Certificate, as you will not have this chance after May/June 2011 again.

Good luck with your studies.

Carlyn Oppelt

Academic Manager

## **GRADE 12 – SENIOR CERTIFICATE**

If you need to complete the Senior Certificate, enroll now. The Senior Certificate will still be offered in May/June 2009 until May/June 2011 only. Thereafter, you will no longer be allowed to complete the Senior Certificate.

### **ADMISSION REQUIREMENTS**

1. Provide us with proof of an existing Examination Number given to you by the Department of Education in 2007 or any year before 2007.
2. If you do not comply with the above-mentioned requirement, please contact a student assistant who will give you the required information you may need.

### **REGISTRATION**

As you are aware, Grade 12 of the Senior Certificate (**“old Matric”**) will no longer be offered in October/November as from 2008, but in May/June 2009 until May/June 2011.

Please note that if you enrol with OMEGA Institute, you have to register with the Provincial Department of Education no later than **31<sup>st</sup> of January or an earlier date** determined by the Provincial Department of Education, to write the Grade 12 examination in May/June to complete the Senior Certificate (**“old Matric”**).

## **PROGRAMME DURATION**

We are serious about your preparation to confidently write the Senior Certificate examination in May/June. We offer a flexible distance education tuition model of 12 months, but the length of your study will depend upon your commitment and ability to successfully complete the subject (s) you have chosen.

## **STUDENT SUPPORT**

If you require individual subject support, a tutor will be available to assist you.

## **STUDENT RESPONSIBILITY**

As a student enrolled at OMEGA Institute you are responsible to study regularly and pace yourself to complete each subject so that you will be able to write the May/June examination. Since you do not attend regular classes, some additional help is available via our tutorial service, if required.

Specific High School programme information and coping strategies are provided in the welcome pack. The idea is to help ease the your transition from high school classes to a distance mode of education, and to help ease the intimidation you may feel when confronted with studying where and when you not want to, but have to.

You are encouraged to telephone, fax, and e-mail or to write to the Student Services Department if you need any support from a tutor. Our High School staff will respond as promptly as possible to your inquiries, either by providing assistance directly or by directing you to the appropriate person who can assist you.

## **ASSESSING YOUR PROGRESS**

Each subject has its own assessment tasks. Although the submission of these assessment tasks to the College is not compulsory, we encourage you to have them assessed by our tutors, who will give you an indication of your progress with the specific subject. After a period of three months, we will supply you with an exam pack which will assist you with your preparation for the May/June exam.