



Information Booklet

2017

General information

PROTEC Model

From inception, PROTEC was designed as a ten year programme which consists of the ***School Phase Programme*** (Grade 10 -12), the ***Post School Programme*** (the period after Matric where students are engaged in some form of tertiary education) and the ***Alumni Programme*** (the candidate has now joined the working world, and beyond).

PSP Registration

Registration for the PSP takes place at the branch where one attended the school phase programme or at the head office for those under Projects. **A registration of fee of R200 must be paid by 30 April 2017.**

Payments can be made either in person at the Branches/Head Office, or directly into the Head Office bank account.

Access to Student Academic Results

PSP members are required to sign an indemnity form allowing PROTEC direct access to their academic results. **It is important to note that PROTEC requires these results for statistical purposes only. Members cannot lose their membership on the basis of academic performance.**

The purpose of the PSP is not to teach tertiary students, but to help them cope with the tertiary environment, with the hope that this support will go a long way in helping them achieve their goals of getting a tertiary qualification, just as they are expected to make use of all other support structures at their disposal in the institutions where they find themselves.

Achieving 100% graduation rate in record time is one of the PSP's long-term goals, however, no student will ever be excluded or discriminated from the programme for falling short of this aspiration.

Compulsory Attendance

Attendance at the ***First Year Orientation Camp*** is compulsory for all PROTEC students intending to further their education by enrolling in an institution of higher education in 2017.

Attendance to the ***Balance Workshops*** is compulsory for all members irrespective of year of study.

The World of Work Conference is compulsory for all students in their final year of study, due for in-service training the following year, and those who will be doing apprenticeships or learnerships.

Participation to *at least* one voluntary ***Give Back*** activity is compulsory for all members.

It is compulsory for all First Year mentors to attend the mentorship training.

Location of PSP Events

The Post School Programme is co-ordinated at the National Head Office. The majority of events take place in two locations: Johannesburg and Durban given that 90% of all PROTEC students are enrolled in institutions in or within close proximity to these central locations.

Due to the lower numbers of students enrolled in other campuses - no events are held in the Western cape, North west, Eastern Cape or Limpopo. However, these students are still encouraged to enroll in the PSP as they can still participate in activities held during the holidays, the mentorship programme, as well as events where PROTEC will provide transport, such as the Awards Ceremony.

Scoreboard

The Post School Programme acknowledges and rewards all Post School Students that make a meaningful contribution to the PROTEC family and the work that we do.

In order to ensure that active members are determined fairly, a point system has been developed. Within this system, every voluntary deed that each member partakes in is recorded and graded. Grading of activities is based on the effort and time that was put into it. Penalties for non-compliance with the Rules of Conduct governing PSP events and activities will also apply.

Rules of Conduct

The following forms of behavior are considered a violation of this document and are unacceptable and could result in the immediate dismissal of member from an event/activity.

1. Alcohol, and illicit drugs, weapons and pornographic material are strictly prohibited at PROTEC events and activities unless, specific permission for alcohol has been granted.
2. Using language which is offensive, sexist or racist
3. Fighting, bullying or any other forms of aggressive behavior
4. Behaving in a manner which is potentially dangerous to self and others
5. Behaving in a manner which damages or vandalizes the property of others or the host venue
6. Using cellphones, tablets, or any other form of electronic device in a disruptive or disrespectful manner during events and activities
7. Fighting and threatening physical abuse is not acceptable.
8. Clothing shall be within the bounds of decency and in good taste (no halter tops, tube tops, bare backs or shirts that show excessive cleavage or excessively short pants/dresses will be acceptable; clothing that displays profanity, advertises gang affiliation, promotes drugs, or are in any way distracting will not be allowed).
9. All members are to arrive at PROTEC events and activities before the official starting time so as to not disrupt the proceedings with their late entrance. Members who are late will be penalized in accordance with the PSP **Scoreboard**.
10. Should a personal emergency arise and a member is no longer able to attend an event/activity, he/she must report to the PSP coordinator either by email or telephone before the scheduled starting time of that event/activity.
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11. PROTEC will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).

Any breach of the Rules or the Code of Conduct may lead to disciplinary action which could lead to the member being suspended from predetermined functions/activities or terminated. PROTEC reserves the right to suspend or terminate any members' membership without refund of registration fee, if such disciplinary action is required

Summary of Events and Activities

Registration

Students enrolling in the Post School Programme must register and pay a registration fee on an annual basis.

- Open from November 2016
- Done at the branch where you attended the School Phase Programme
- 2017 registration fee is R200
- Free Welcome Pack if full registration fee is paid before the end of February 2017
- Closing date for Registration payments is 30 April 2017. Failure to pay or make alternative arrangements with PROTEC office will result in termination of membership.
- **Sign Indemnity Form giving PROTEC access to your academic results**

First Year Orientation camp

This camp is designed to familiarize all students enrolling at a tertiary institution for the very first time with the challenges of “Tertiary Life” and offer support and guidelines on how to overcome them.

- Camp will run for 5 days and 4 nights
- Durban (2 camps): 6-10 January 2017 & 10-14 January 2017
- JHB (1 camp): 11-15 January 2017
- Open to all Grade 12's intending to pursue higher education in 2017.
- Must have a Saturday School attendance of 80% or more in Grade 12
- Must have proof of application to a higher education institution for 2017.
- Must register for PSP and pay their registration fee by 9 December 2016
- **Sign Indemnity Form giving PROTEC access to your academic results**

Awards Day

Exclusive function aimed at recognising top performers in the PROTEC programme as a whole. School phase learners recognized for good academic performance at Matric level. PSP members awarded for dedication and contribution to both the school phase and post school programmes as well as those who have successfully completed their tertiary education in the previous year.

- Takes place in February 2017
- Held in JHB
- Combined School Phase + Post School
- Awardees receive invitation - all expenses paid
- Criteria: School phase - Academic performance, PSP – participation and graduation

Balance Workshops

Bi-annual workshop aimed at getting students to see the bigger picture and think long term about their careers and aspirations. Encourage them to understand that tertiary is only a stepping stone to a great career, and that it still requires much more to become successful in your chosen career.

- One workshop per semester – March and September
- JHB and Durban
- Compulsory for all PSP members
- Workshop material received on registration

School Phase Give Back

Giving back is a major component of the PROTEC PSP and Alumni programmes. Members are encouraged to give back to the programme to uplift those below them by simply giving of their time and skills. Financial contributions, where possible, are also highly appreciated.

- Participation in at least one activity compulsory (any activity of your choice)
- Activities to choose from include:
 - Saturday School Induction
 - Vacation school assistance
 - Tutoring
 - Mentorship
- The more you participate, the higher your points
- Financial contributions can be made either directly to the branch of your choice, Head office or through the Legacy Club.

World of Work Conference

Aimed at students who are potentially entering the workplace in the forthcoming year. This conference will equip them with knowledge of what to expect in the workplace and with an invaluable array of professional skills.

- Only final year University or University of Technology students, including those doing in-service and apprenticeships/internships/learnerships the following year
- Takes place in November 2017
- Held in Durban
- Receive free book “How I survived my first year of work” by Sheilagh McCathy

De-stress!

De-stress is an end of year function where everyone looks back on the year to reflect - and more importantly - de-stress with good food, fun activities whilst enjoying the great company of fellow

PROTEC PSP friends. This is a time to reflect on the passed year, not with regret, but with determination to make the future even better.

- End of year function – a formal event
- Takes place in December 2017
- JHB and Durban

First Year Mentorship Programme

First year is the most critical year for all tertiary students as research shows that the highest number of academic exclusions take place during this phase. It is with this fact in mind that First Year mentorship is designed to be an interactive programme offering First Year Students intensive and more accessible support.

- Mentor-Mentee introductions at Orientation camp
- 1 mentor: 10 mentees (max)
- One group meeting per month (Feb, March, April, May, July, August, Sept, Oct)
- First year Mentorship Social (mid-year break)

ALUMNI-PSP Mentorship Programme

Alumni members give back by mentoring senior tertiary students. This is a wonderful opportunity for tertiary students to gain perspective of the bigger picture concerning the world of work and career development as a whole. This will encourage them to look ahead despite present academic challenges.

Important Contact details:

National Head Office: 011 339 1451

Branches:

Mandeni: 032 456 2519

Stanger: 032 551 6251

Tongaat: (032) 439 5580/1

Umbogintwini: 031 904 3550

INK: 031 509 4112

Umlazi: 031 906 8449

Umkomaas: 039 973 8416

Nelspruit: 072 622 7772

Katlehong: 083 431 0329

PROTEC Head Office Banking Details:

Bank: Nedbank Randburg

Type: Current Account

Account Number: 1984402013

Branch Code: 198405

Reference: Identity number