



DISTANCE LEARNING ACADEMY

## **Welcome to Distance Learning Academy**

Below is a quick overview with more in depth information available off the website.

The Frequently asked Questions (FAQs) usually answers all the questions that most people require.



## DISTANCE LEARNING ACADEMY

### Quick Information Booklet

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## DISTANCE LEARNING ACADEMY

### INTRODUCTION

Welcome to Distance Learning Academy (DLA). We are proud to offer a you up to date, quality, secondary school distance learning education study material of the highest international standards, aligned with the British Curriculum.

On completion of your selected course you will have a qualification recognised by not only Universities South Africa, but by tertiary institutions both locally and internationally.

#### **QUALITY SUPPORT**

In response to the increasing demand for quality distance education, we offer this affordable and effective service to students who do not wish to enter into full time study. DLA aims to make distance learning worthwhile, effective and manageable by ensuring that our students receive continual support and feedback throughout their years of study.

#### **WHY DISTANCE LEARNING ACADEMY?**

Distance Learning Academy has been providing distance tuition in international qualifications for a number of years, and our students have produced spectacular results year after year.

We have qualified lecturing staff on hand for queries, who are highly experienced. Add to this our week by week work programme, additional study material as well as unlimited telephonic and email support, it becomes clear that the Distance Learning Academy is one of the premier institutes for secondary distance education in South Africa.

#### **ABOUT DISTANCE EDUCATION**

Distance education is the term given to the provision of education to students usually via correspondence or some other means of distance communication. With the recent rapid developments in technology and communication, distance education is now, more than ever, a completely viable and realistic alternative to conventional full time study.

A qualification obtained through a reputable provider of distance education, is just as respected and widely recognized as it would be, had it been obtained through attendance at a conventional educational institution.



## DISTANCE LEARNING ACADEMY

### **WHY CHOOSE DLA**

With many distance options to choose from, the primary question one must ask is why choose DLA. Many parents are under the assumption that it all has to do with the work-packs and text books. This is understandable as this is the material you are confronted with on a daily basis. This however is a significant misconception.

The two critical aspects of distance learning is service and the assignments, this is where we excel. Our service levels are exceptionally high and we accomplish this by limiting our annual intake. Once the cut-off limit is reached we do not take on new students.

The assignments are the most important of all, and this is where most of your money is spent. Marking the assignments and providing constant feedback to students is the primary way we communicate and evaluate how a student is progressing. The work packs and text books are the studying guide, but the assignments are where the student truly learns. We may need to mark 50 assignments per year for each student. This is a lot of work, but is also the area where we out rival our competition.

### **HOW OUR DISTANCE COURSES WORK**

As with any form of academic endeavour, the results one can expect, are directly dependant on the degree of commitment and effort one puts in. This is especially true with regards to distance education. Once the study material has been received by mail, courier (or collected in person), it will be up to the student to follow the work programme suggested and submit their assignments.

Our lecturers will mark and return any assignments submitted and will be available for discussion and guidance. The student is of course welcome to contact us at any point during their studies with queries and questions regarding the course. In addition tutorials in various subjects will be held prior to the examinations. Although attendance at these tutorials is optional, it is obviously highly recommended, as they cover exam preparation, exam technique and particularly difficult areas of the study material.



## DISTANCE LEARNING ACADEMY

### OUR COURSES

#### **International GCSE** (Equivalent to grades 10 & 11)

The International General Certificate of Secondary Education is the 10th and 11th year of schooling and can be completed in 12-18 months. GCSE is aimed at students from 15 to 17 years of age who have usually completed Grade 9 or equivalent. Students at this level usually choose between 6 and 8 subjects, although only a pass in five subjects is required.

#### **AS LEVEL** (Equivalent to grade 12)

The Advanced Subsidiary (AS) Level is equivalent to that of grade 12 or matric in the South African schooling system and is recognised by the South African Matriculation Board as the equivalent of Senior Certificate subjects (NQF4) passed at the Higher Grade, which is a necessary requirement for University Entrance.

This course is aimed at students of 16 years of age and above who have completed either GCSE or Grade 11.

Students take 4 subjects at this level and complete the course over 12 months. Students planning to enter a South African university must complete the requirements in a maximum of two exam sittings.

#### **A LEVEL** (Equivalent to grade 13)

The full A-Level course is only required for students wishing to enrol at an International University that requires this qualification. It is incumbent on the student to ascertain from the tertiary faculty for course entrance requirements. In many respects only the AS-Level is needed.

#### **MATURE AGE EXEMPTION** (Matric certificate for students 23 years or older.)

The rules change for students wishing to obtain their matric certificate once they have reached the age of 23 or older.

Each academic institution and faculty has differing requirements but as a general rule you will require to meet the following criteria:

Be 23 years of age or older

Pass three GCSE subjects with a grade C or higher

Pass two AS Level subjects with a grade E or higher

Pass at least one language subject



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### ACADEMIC SUPPORT

#### **Study Pack**

Your study pack for each subject will contain the following:

- ❖ A work programme with a weekly planner to keep you on track.
- ❖ Assignments set by the subject lecturers to assess your progress.
- ❖ The ISBN numbers for your required textbooks and where to obtain them.
- ❖ A detailed syllabus and examination papers from the past three years.
- ❖ Lecturer support via email, telephone or Zoom

#### **Assignments**

The assignments for each subject are submitted to the Academy for marking. These assignments are linked to the work programme and set by your subject lecturer. It is important that you complete these assignments so that you can monitor your progress and that you are able to cope with the type of questions set in your final qualifying examinations. This is the only method to ensure you know and understand your work and provide important feedback on your progress.

#### **Help-Line**

You may phone, zoom, or e-mail your Student Advisor at the Distance Academy during office hours for assistance. If you have a subject specific query please make use of this service.



## DISTANCE LEARNING ACADEMY

### International GCSE Subject Choices

**Group I:**

English 1st Language (0500)

**Group II:**

Afrikaans 2nd Language (0548)  
French Foreign Language (0520)

**Group III:**

Co-ordinated Science\* (0654)  
Mathematics (0580)

**Group IV**

Economics (0455)  
Geography (0460)

**Group V**

Accounting (0452)  
Business Studies (0450)  
Computer Science (0478)

\*Co-ordinated science includes Biology, Chemistry and Physics, this subject should be taken by students planning to take Biology, Chemistry or Physics at AS- Level.

\*\* To study Group V subjects at AS-Level, you must take mathematics.



## DISTANCE LEARNING ACADEMY

### AS / A Level Subject Choices

**Group I:**

English 1st Language (9093)

**Group II:**

Afrikaans 2nd Language (0548) (GCSE Only)  
French Foreign Language (0520) (GCSE Only)

**Group III:**

Biology (9700)  
Chemistry (9701)  
Physics (9702)  
Mathematics (9709)

**Group IV**

Economics (9708)  
Geography (9696)

**Group V**

Accounting (9706) (AS Level Only)  
Business Studies (9609)  
Computer Science (9618) (AS Level Only)

\* To choose from Group V, you must have passed IGCSE mathematics with a grade C or higher.

### Subject Requirements For Matric Exemption

**Subject 1** – English 1<sup>st</sup> Language (*Compulsory*)

**Subject 2** – 2<sup>nd</sup> Language (*Compulsory*)

**Subject 3** – Choose one from Group III (*Compulsory*)

**Subject 4** – Choose one from Groups III, IV or V

**Subject 5** – Choose one from Groups III, IV or V

**Subject 6** – Choose one from Groups III, IV or V



## DISTANCE LEARNING ACADEMY

### **FEES**

A registration fee is required for each academic year.

Subject fees can be viewed off the website at: <https://dlaint.co.za/enrolment/fees.htm>

Fees are either paid in full or on a five-month or 10-month EFT.

Students on the payment plan will only receive their materials and support, per period paid for.

No matter when you register, support will cover one academic or calendar year, whichever is applicable. If you are unable to complete a course within one academic year, a small carry-over fee can be paid to extend our support for an additional year.

### **Banking details:**

Distance Learning Academy

First National Bank

Branch Code: 260 231

Account Number: 6249 0261 048

Swift code FIRZAJJ

### **REGISTRATION**

Once you have decided on your subject choices, you can download the registration form that is applicable to you (Foundation/IGCSE/AS-Level/Mature). There are two forms, one for hand written applications and one in digital format. You decide which is easier to complete.

<http://www.dlaint.co.za/enrolment/register.htm>

### **CONTACT WITH THE ACADEMY**

**E- Mail:** [admin@dlaint.co.za](mailto:admin@dlaint.co.za)

**Web:** [www.dlaint.co.za](http://www.dlaint.co.za)

### **Telephone:**

General and Admissions Information 076 983 1582

Email Lecturers – [foundation@dlaint.co.za](mailto:foundation@dlaint.co.za) / [igcse@dalint.co.za](mailto:igcse@dalint.co.za) / [alevel@dlaint.co.za](mailto:alevel@dlaint.co.za)



## DISTANCE LEARNING ACADEMY

### **Frequently Asked Questions**

#### **1. What is Distance learning?**

Distance learning is characterised by students who study at home via correspondence as opposed to attending lessons at a full-time institution. In many cases of distance learning, the parent or guardian takes on the role of the teacher. At DLA we offer subject material as well as experienced teachers who are able to provide extra aid and thus take the pressure of teaching off parents.

#### **2. What are the advantages of distance learning?**

Distance learning considers each student as an individual, where their personal needs are taken into account in terms of learning styles, academic capability and rate of progress. Classroom environments are becoming overcrowded and inadequately staffed causing students to fall behind and misunderstand core concepts which detrimentally affects their academic success.

#### **3. Are distance learning students at a social disadvantage?**

This question does not have a straight and narrow answer, but is rather up to personal opinion. Students studying via correspondence do not interact with as many peers or people of their own age as their school-going counterparts. However, this may not necessarily be a negative thing. Many students of varying age groups find social interactions difficult and this leads to bullying, extreme shyness and a poor self image. Students studying via distance learning have to opportunity to progress at their own pace and achieve requirements in their own time. This success creates a strong self-image and an increased self-esteem allowing children and young adults to feel confident within themselves and interact well with others. All students are encouraged to take part in extracurricular events such as sports, dramatic arts, dancing or any other hobbies that includes forms of social interaction.

#### **4. When can I enrol with DLA International?**

As we do not have a set enrolment period, students may apply for enrolment at any time throughout the course of the year.

#### **5. What assistance does DLA provide prior to enrolment**

Our highly qualified and experienced team will ensure that all of your questions are answered in the best and quickest way possible. We provide assistance regarding career paths, potential university requirements, aid in subject choices and exemption decisions among many other queries.



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### **6. How do I communicate with DLA?**

You can contact us directly on (076) 983 1582 or email us at [admin@dlaint.co.za](mailto:admin@dlaint.co.za)

### **7. Who are the DLA tutors?**

Our lecturers are highly qualified, SACE registered teachers specialising in both the British curriculum and their subject field.

### **8. Do I need a face-to-face tutor to help me with my studies?**

Our work plans and online aids are designed in a way that most students will not require extra help. Should a student battle with any section, we have a team of qualified lecturers who are always available to help via skype, email, or on the telephone. In the case that a student requires a face-to-face tutor. You are however most welcome to employ a tutor if necessary.

### **9. What are the Fees at Distance Learning Academy?**

You can find our [fees](#) on our website.

### **10. What is included in our fees?**

The fees cover all of the subject material including the study pack, work schedule, assignments, syllabus, past papers and additional help, via telephone Skype or email.

### **11. What additional fees will we incur?**

The only additional fee required from you will be for examination registrations fees and your textbooks. Registration fees are paid directly to the examination centre at which you plan to sit your examinations. Fees are payable during the examinations registration periods and are approximately between R1000.00 and R1500.00 per subject depending on the grade level and exchange rate. As our textbooks are endorsed, the cost of the books depends on the current exchange rate. We provide you with the barcodes for each book and online suppliers from which you may purchase your textbooks.

### **12. Am I liable for postage fees?**

Due to amount of time required for posted items to be delivered, we find the best way to communicate and submit assignments is rather via email. However, should you opt to submit an assignment via a postal service, you will be liable for the postage fees.



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### Administration

#### **13. Does DLA run according to a school time table?**

Yes, we do because we believe that structure is important. We plan our work schedules around term timetables that are similar to that of full-time schools. This schedule does not have to be followed directly, however it does aid students in ensuring that work is covered on time. The time table also allows for holidays and allocates time to rest, revise and catch up on any work if the need arises.

#### **14. Is there a timetable for submitting assignments?**

We do not have set deadlines for assignments as students tend to enrol throughout the academic year. We do however provide each student with a personalised study schedule and assignment dates to use as a guideline. The study material indicates when each assignment should be completed and students should complete and submit their assignment before moving on to the next section of work.

#### **15. Do I need a student card?**

No, you will not need a student card. Each student will receive a student number and password to access the subject material and submit assignments. But a student card will not be required.

#### **16. What age should I be to apply with DLA?**

As DLA is a secondary school, we provide courses for the equivalent of grades 10 to 12. Therefore, students interested in enrolling with DLA should be at least 15 years of age or above.

### Courses and Study Material

#### **17. What is the duration of courses at DLA?**

International GCSE, AS Level and A Level are each designed as one-year courses. However this is simply a guideline. Students who are busy with other activities and cannot put as much time as they like into their studies, can consider completing a course in 18 months, or two years. Others who only have a small number of subjects to work through, can look at completing the course in 6 months. This will depend entirely on the individual student.

#### **18. Must I take a second language?**

Yes, in order to gain a Senior Certificate, students must complete a second language. However mature age students, or students looking to complete their full A Levels, are not always required to do so.



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### **19. Must I complete International?**

It is recommended that students complete either GCSE or grade 11 before proceeding to AS level, as this prepares the student academically for the higher level.

GCSE or Grade 11 results usually accompany a university application, and play a great role in potential acceptance.

### **20. Where can Biology, Chemistry and Physics practicals be done? Can they be done at home?**

There is a limit to the practicals that can be done at home for safety and legal reasons. This limitation is recognised and students at GCSE level are encouraged to take the “alternative to practical” route, where no practical work is required.

For students at the AS and A level, our practical components are explained from a theoretical viewpoint, so practical work is not required over the course of the year. Prior to examinations, it is always a good idea to get some hands-on practice at the examination centre you plan to write at. Most exam centres offer pre-examination practical workshops.

### **21. Can you suggest good subject combinations?**

The right subject choices are best assessed on an individual basis. DLA provides assistance and guidance in terms of a student’s strengths, weaknesses, interests, abilities and future plans. We suggest that each student considers their own study plans for university level, as the requirements of each university and faculty does tend to differ.

## **Examinations**

### **22. When do I write examinations?**

Students write their final examination at the end of their course. The lovely thing about the British Curriculum is that students can write their examinations when they are ready to do so and are not pressurised into writing within a specific time period.

### **23. When are the examination periods?**

Examinations are written during October / November and May/June.

### **24. When must I enter to write an examination?**

For May/June examinations, students must enter by January/February, and by August for October/November examination sittings.



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### **25. How do I enter for an examination?**

Students can register with an examination centre in their area that accepts private candidates. Please feel free to contact for a detailed list of centres.

### **26. Where can I find the dates and times of my examinations?**

The date and time of your examinations will be detailed on your Statement of Entry from the examination centre.

### **27. What does 'exam sitting' mean?**

An 'exam sitting' is a date and time when a particular subject is examined.

### **28. What happens to my exam entry should I decide to withdraw from an examination?**

Students who withdraw from an examination will not be automatically entered at the next session, but will have to reapply for a future sitting and pay the necessary examination fees again.

### **29. What does AM and PM mean on my Statement of Entry?**

AM session starts at 09H30. PM session starts at 13H30

### **30. Can I change the time or date of an examination?**

Examinations have to be written at the set time and date. These cannot be changed

### **31. How do I know the length of each examination that I've entered for?**

You can establish how long an examination you have entered for will be by looking at the past papers and relevant syllabus in your work pack.

### **32. What happens if I miss, or can't make an examination?**

Examination dates are fixed as the exams are sent out globally. No special permissions are granted to write a missed exam. If you are ill, try to attend the exam and supply a doctor's certificate stating that you were not fit to write the examination.

### **33. What happens if I have a clash of two exams at the same time?**

Please inform your examination centre of this immediately. They will make provision for you to write the examination at a time later in the day.



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### **34. I struggle with examination technique, what should I do?**

Over the course of your study, you will need to submit various assignments. These assignments are structured in the same way as your final examinations. Use both these assignments and memos to familiarise yourself with examination of testing. Furthermore DLA will provide you with past papers and pre-exam workshops in order to prepare for your final examination.

### **35. Can I get special consideration for extra exam time?**

Yes. If you have a condition which requires that you may need additional time to complete your exam e.g. dyslexia, reading difficulty and so forth, then you can apply for extra time. Do make sure this is done well in advance as examination centres will not entertain these requests at late notice. Application for additional time will require medical submissions. In some cases where the student's handwriting is barely legible, students may be apply for permission to use a computer to type. The spell check is disabled when answering an exam by electronic means.

### **36. How long is the expected delay in receiving results?**

Exams marked from the May/June exam sitting can be expected for release by mid-August and the October/ November exams results are released towards the end of January of the following year. The dates will be more or less the same each year.

### **37. How can students and parents feel assured to register for new courses due to this delay?**

In order to ensure constant progression from one level to the next, especially if bound by a time restraint, it is best advised to go ahead and register. There is little harm in trusting that the student will achieve the grade assuming they have been doing well in the assessments. None of this will, however, guarantee the required result. If the necessary grade is not attained and a student has registered for a course, we will discuss the best option available at that point. For example, a possibility may be a rollover to the next exam session to consider tutoring only, as per split course costing for the disappointing result, and delay the activation of the higher level course.



## DISTANCE LEARNING ACADEMY

### Qualifications

#### **38. Is the British Curriculum Recognised by Universities in South Africa?**

Yes, International qualifications are recognized by the South African matriculation board, Universities South Africa (USAF) for exemption purposes

#### **39 What do I need if I want to go to an overseas university?**

If you wish to study in the UK or Europe then you will need to have at least three full A-levels along with a suite of AS Levels and GCSE qualifications (at least 6 subjects are recommended). Many institutions will look at AS levels in combination with the full A-level, but not many mainstream Universities abroad will consider applicants with just AS Levels. Many Australian universities will accept AS-Levels as entrance much the same as South Africa. Most other countries universities will have their own regulations, but will accept International GCSE's, AS or A levels as entrance to junior colleges and undergraduate studies.



## DISTANCE LEARNING ACADEMY

### Universities South Africa (USAF)

#### Contact Details

Switchboard: +27 010 591 4401/2

E-Mail: <http://www.universitiessa.ac.za/contact>

P O Box 27392 Unisa Sunnyside North Campus

Sunnyside Building 3, Level 1

Pretoria 0132

#### **Certificate of complete exemption by virtue of Advanced Supplementary and Advanced Subsidiary Level examinations of the examining bodies:**

**14.** (1) the Committee of Principals shall issue a certificate of complete exemption to a person who passed –  
(a) in at least five different subjects on the Advanced Supplementary Level and Ordinary Level or Advanced Subsidiary and Ordinary Level including one selected from each of Groups I and II and two selected from two of Groups III, IV and V:

**Group I:** A first language approved by the Committee of Principals;

**Group II:** A second language approved by the Committee of Principals;

**Group III:** A third language approved by the Committee of Principals not offered for the purpose of Group I or II, Biology, Chemistry, Mathematics or Physics;

**Group IV:** Art, Biology (if not offered under Group III), Chemistry (if not offered under Group III), Economics, Geography, History, Mathematics (if not offered under Group III), Music or Physics (if not offered under Group III);

**Group V:** Accounting, Business Studies, Computing, Design and Technology or Further Mathematics;

(b) in four Advanced Supplementary Level or Advanced Subsidiary Level or a combination of four Advanced Subsidiary and Advanced Supplementary Level subjects, of which at least one shall be from Group I or II and at least two shall be selected from two of Groups III, IV or V of subparagraph (a): Provided that any recognised language subject from Group III may be recognised as a Group II subject satisfying the grouping requirements of that group only;

(c) in English as First Language or Second Language at Advanced Supplementary Level or English Language at Advanced Subsidiary or Ordinary Level.

(2) An Advanced Supplementary or Advanced Subsidiary Level subject from Group V of subparagraph (1)(a) may only be recognised for the purpose of subparagraph (1)(b), if the candidate has passed in Mathematics on at least Ordinary Level.

(3) A candidate must have satisfied all the requirements of subparagraphs (1)(a) and (1)(b) at not more than two examination sittings.

(4) Where a subject is not examined in the November examination, the preceding or following June examination sitting, and in the case where the main examination is in June, the previous or subsequent November examination sitting will be regarded as the same examination sitting for the purposes of subparagraph (3). "Advanced Subsidiary subject" means a subject passed with a symbol A, B, C or D at Advanced Subsidiary Level as prescribed for the examinations of the examining bodies.



## DISTANCE LEARNING ACADEMY

### South African Qualifications Authority (SAQA)

**Contact Details:**

Helpdesk: 086 010 3188

Switchboard: +27 (0) 12 431 5000

E-Mail: **Evaluation of Foreign Qualifications:** [ceeq@saqa.co.za](mailto:ceeq@saqa.co.za)

Street address: Postal Address:

Hatfield Forum West Postnet Suite 24

1067 Arcardia Street, Hatfield Private Bag X06

Pretoria Waterkloof, 0145

**Annexure E: Information leaflet advising on the upgrading of Ordinary Level and related subjects.**

**GENERAL CERTIFICATE OF EDUCATION INTERNATIONAL CERTIFICATE OF EDUCATION**

**CAMBRIDGE OVERSEAS SCHOOL CERTIFICATE**

**INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION AND SIMILAR SCHOOL LEAVING CERTIFICATES**

A minimum of five subjects passed at Ordinary Level (Grades A-G / 1-8), including English Language and/or the mother tongue, warrants an evaluation of Grade Eleven.

To obtain an evaluation of a Senior Certificate (in its most basic form, i.e. excluding Matriculation Exemption), one of the following subject combinations is required:

1. A total of four different subjects, including three Ordinary Level / IGCSE subjects graded A to C (or 1 to 6), plus one Advanced Level

or

a total of six different subjects, including five Ordinary Level / IGCSE subjects graded A to E (or 1 to 8), plus one Advanced Level.

or

2. A total of five different subjects, including three Ordinary Level / IGCSE subjects graded A to C (or 1 to 6), plus two passes at one of the following levels: Advanced Supplementary, Higher General Certificate of Secondary Education (graded 1-3 ), South African Senior Certificate Higher Grade, or recognised equivalent

or

A total of seven different subjects, including five Ordinary Level / IGCSE subjects graded A to E (or 1 to 8), plus two passes at one of the following levels: Advanced Supplementary, Higher General Certificate of Secondary Education (graded 1-3 – Grade 4 is considered to be the equivalent of IGCSE Grades AC), South African Senior Certificate Higher Grade, or recognised equivalent.

Each of the above combinations **must include English Language, or the mother tongue as a first language.**

This evaluation will primarily be intended for employment purposes, but may be accepted by tertiary institutions, such as Technikons and nursing colleges, for purposes of further study according to their own requirements in terms of subjects and grades. Candidates should therefore ascertain the acceptability of such an evaluation to the admitting institution beforehand. University admission for purposes of first degree studies is subject to Matriculation Exemption, which is the sole prerogative of the Matriculation Board and not likely to be considered on the basis of the conditions for upgrading as set out above.

Information on lectures for study purposes and arrangements for official examinations may be obtained from existing correspondence or technical colleges.